

**Borough of Matawan  
Workshop Session  
October 3, 2023**

**A** regular meeting of the Council of the Borough of Matawan, New Jersey, was held at the Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey on October 3, 2023, with Mayor Joseph Altomonte presiding. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting has been provided by publishing notification in the *Asbury Park Press* on January 6, 2023, by sending notice to the *Star Ledger*, and by posting. A copy of said notice is and has been made available to the public and is on file in the Office of the Borough Clerk. A copy of said notice has also been sent to such members of the public as have requested such information in accordance with the Statute. Mayor Altomonte called the meeting to order at 7:10 PM, due to technical difficulties in the audio system, requesting a roll call.

On roll call the following members responded present:

Yes: Councilman Steven Russell  
Councilwoman Stephanie Buckel  
Councilman Brian Livesey  
Councilwoman Melanie S. Wang  
Councilman Charles Ross

Absent: Councilwoman Deana Gunn

Also present were Ryan Michelson, Borough Administrator and Pasquale Menna, Esq., Borough Attorney.

Mayor Altomonte asked everyone to stand for a Salute to the Flag.

Mayor Altomonte asked everyone to stand for a Moment of Silence asking everyone to please keep in mind our former Borough Administrator, Louis Ferrara, who passed this week as well as John Allen Lazar, father of former Councilman John Lazar, Jr., who passed yesterday.

Mayor Altomonte announced, except for any first responders, please silence all cell phones. Council and members of the public, to properly record the meeting on our audio system, please speak clearly and directly into the microphone.

**Privilege of the Floor for Agenda Items Only**

Mayor Altomonte opened the Privilege of the Floor for Agenda Items Only.

There were no comments.

Mayor Altomonte requested to close Privilege of the Floor Motion by Councilman Livesey, seconded by Councilman Russell. Council agreed. Motion passed.

**Consent Agenda**

Mayor Altomonte read by title Resolutions 23-10-01 through and including 23-10-08 requesting a motion to approve en masse. Councilman Ross made the motion, seconded by Councilwoman Buckel. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-10-01  
REDEMPTION OF TAX SALE CERTIFICATE(S)  
#20-00023**

<b><u>Certificate#</u></b>	<b><u>Company Sold To</u></b>	<b><u>Block</u></b>	<b><u>Lot</u></b>	<b><u>Property Address</u></b>	<b><u>Payment</u></b>	<b><u>Premium</u></b>
20-00023	Trystone Capital Assets, LLC	71	1	194 Ravine Drive	\$2,745.21	\$2,500.00

*WHEREAS, the Borough of Matawan Tax Collector has reported that the above Tax Sale Certificate(s) were sold; and*

*WHEREAS, the Certificate(s) has been paid and fully redeemed for the property owners.*

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**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan, that they hereby authorize payments in the amounts, plus any Premiums indicated, for the redemption of the Tax Sale Certificate(s) listed above.

**BE IT FURTHER RESOLVED** that a certified true copy of this resolution is forwarded to the Borough's Tax Collector and Treasurer.

**RESOLUTION 23-10-02  
APPROVAL OF NEW TAXI DRIVER LICENSE  
GALAL S. SHEHATA**

**WHEREAS**, Galal S. Shehata, has passed the required Police Department background checks; and

**WHEREAS**, Galal S. Shehata, has filed the proper documentation with the Borough Clerk's office.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that they hereby approve the following new taxi driver license:

Applicant: Galal S. Shehata

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following: Clerk, Police as well as Applicant.

**RESOLUTION 23-10-03  
2023 HALLOWEEN CURFEW**

**WHEREAS**, the Halloween Season can be dangerous to children walking the streets of the Borough of Matawan after daylight hours; and

**WHEREAS**, it is the desire of the Borough Council to set a reasonable period to allow for Halloween activities and also to protect its residents; and

**WHEREAS**, the Police Department of the Borough of Matawan has recommended that curfew be set for persons 16 years of age or under, unless accompanied by an adult (18 years or older) or traveling to or from place of employment of age as follows:

- Sunday, October 29<sup>th</sup> from 7:30 PM until 5:00 AM the following day
- Monday, October 30<sup>th</sup> from 7:30 PM until 5:00 AM the following day
- Tuesday, October 31<sup>st</sup> from 8:30 PM until 5:00 AM the following day

**NOW, THEREFORE, BE IT RESOLVED** that a curfew be set for persons 16 years of age and under to be off the streets on October 29 and 30, 2023 from 7:30 PM to 5:00 AM the following day and on October 31, 2023, from 8:30 PM to 5:00 AM the following day, unless accompanied by an adult (18 years or older) or traveling to or from place of employment.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Police and Community Engagement Coordinator.

**RESOLUTION 23-10-04  
AWARD OF CONTRACT FOR 2023 PARK IMPROVEMENTS PROJECT  
CLINTON STREET PARK  
JOSEPH PENNIPLEDE PARK  
SHORE TOP CONSTRUCTION**

**WHEREAS** the Borough of Matawan previously authorized the receipt of bids for the 2023 Park Improvements Project for Clinton Street and Joseph Penniplede Parks; and

**WHEREAS**, pursuant to law the Borough of Matawan solicited bids for the 2023 Park Improvements Project for Clinton Street and Joseph Penniplede Parks; and

**WHEREAS**, the Borough of Matawan received five (5) bids for the aforesaid contract; and

**WHEREAS**, Shore Top Construction has submitted the low bid in the total amount of Two Hundred, Fifty-Nine Thousand, Six Hundred Thirty-Five Dollars and Five Cents (\$259,635.05); and

**WHEREAS**, Robert Keady of T&M Associates has reviewed, approved and recommended the bid of Shore Top Construction for the aforesaid contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the contract for the 2023 Park Improvements Project for Clinton Street and Joseph Penniplede Parks be and is hereby awarded to Shore Top Construction, 23 Yellowbrook Road, Freehold, NJ 07728, for the amount as indicated above and in

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*accordance with all Contract specifications, contracts and documents, commencing twenty (20) days after publication, and subject to certification by the Chief Financial Officer that funds are available, review and approval of Contract documents by the Borough Attorney and approval of the New Jersey Department of Labor, Division of Wage and Hour Compliance, approval of the New Jersey Department of Transportation and the Mayor is hereby authorized to execute any necessary documents to implement the aforesaid award of contract, commencing twenty (20) days after publication.*

***BE IT FURTHER RESOLVED***, by the Council of the Borough of Matawan that the Mayor be and is hereby authorized as signatory on behalf of the Borough of Matawan.

***BE IT FURTHER RESOLVED*** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Construction, Finance, Public Works as well as the Borough Attorney, Borough Engineer, and Shore Top Construction.

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicola Trasente, Deputy Chief Financial Officer of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify that as of the date of this certification funds are available from the C-04-55-923-102 in the amount of \$169,230.00 and C-04-55-923-101 in the amount of \$90,405.05 Budget of the Borough of Matawan (T&M Project No. MATN-04173) for the Borough of Matawan award of contract for the 2023 Park Improvements Project for Clinton Street and Joseph Penniplede Parks to Shore Top Construction, in an amount not to exceed Two Hundred, Fifty-Nine Thousand, Six Hundred Thirty-Five Dollars and Five Cents (\$259,635.05).*

*This certification is based solely on the information encumbered into the financial records of the Borough by the appropriate using division as of this date and relies on the completeness of financial records.*

*Deputy Chief Financial Officer*

*(Signature on File)*

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*Nicola Trasente, CMFO*

*Dated: October 3, 2023*

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MATN-04173

September 29, 2023

Ryan L. Michelson, Borough Administrator  
Borough of Matawan  
201 Broad Street  
Matawan, NJ 07747

**Re: Recommendation of Award  
2023 Park Improvements – Clinton St & Joseph Penniplede Parks**

Dear Mr. Michelson:

On Wednesday, September 27, 2023, bids were received for the above referenced project. A detailed bid summary is attached. There were five (5) contractors that bid on the project; the following are the results:

Bidder	Proposal A	Proposal B	Total (Proposal A + B)	Alternate A	Total (Proposal A + B + Alternate A)
Shore Top Construction	\$97,535.05	\$136,900.00	\$234,435.05	\$25,200.00	\$259,635.05
D'Avellino Construction	\$92,413.00	\$148,615.00	\$241,028.00	\$20,000.00	\$261,028.00
Seacoast Construction	\$137,020.21	\$269,361.01	\$406,381.22	\$39,500.00	\$445,881.22
Halecon, Inc.	\$158,935.50	\$264,035.00	\$422,970.50	\$50,000.00	\$472,970.50
Diamond Construction	\$156,701.30	\$283,564.20	\$440,265.50	\$35,000.00	\$475,265.50
Engineer's Estimate	\$145,630.00	\$220,175.00	\$365,805.00	\$20,000.00	\$385,805.00

We have reviewed the bids and the apparent low bidder is Shore Top Construction, 23 Yellowbrook Road, Freehold, NJ 07728. They have submitted a complete proposal from an engineering standpoint, and we have prior experience with them, and their work has been satisfactory.

Therefore, it is my recommendation that the project be awarded to Shore Top Construction for the Total Bid (Proposal A + Proposal B) and alternate in the amount of \$259,635.05 subject to availability of funds and approval of the Borough Attorney. The award should also be made subject to the review and approval of the Monmouth County Municipal Open Space Grant Program and the NJDCA Local Recreation Improvement Grant Program, if applicable, and the N.J. Department of Labor, and the Office of Wage and Hour Compliance.

If you have any questions or desire additional information, please call.

Very truly yours,

T&M ASSOCIATES

  
ROBERT R. KEADY JR., P.E., C.M.E.  
BOROUGH OF MATAWAN ENGINEER

G:\Projects\MATN\04173\Correspondence\Michelson\_RRK\_Rec of Award - 2023 Clinton St & Joseph Penniplede Park.doc

T&M ASSOCIATES, 11 Tindall Road, Middletown, NJ 07748

P 732.671.6400 F 732.671.7365 W tandmassociates.com

**RESOLUTION 23-10-05  
RESOLUTION TO PROVIDE A COST-OF-LIVING INCREASE TO THE BENEFIT CONTRIBUTIONS  
OF THE BOROUGH OF MATAWAN VOLUNTEER FIRE DEPARTMENT  
LENGTH OF SERVICE AWARD PROGRAM (LOSAP)  
FOR QUALIFIED FIRE FIGHTERS**

**WHEREAS**, Ordinance #03-18 of the Borough of Matawan implemented the Length of Service Award Program (LOSAP) for the Matawan Fire Department and was passed by voters by a referendum on November 4, 2003; and

**WHEREAS**, Section 1, Item 3 of Ordinance #03-18 indicates that the LOSAP shall provide for annual contributions from the Borough for each eligible member and that the Governing Body of the Borough reserves the right to amend the Point System and contribution; and

**WHEREAS**, there has not been a cost-of-living increase to the Borough's contribution since the inception of Ordinance #03-18 and the Governing Body wants to help the Borough of Matawan Volunteer Fire Company recruit and retain active volunteer firefighters; and

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*WHEREAS, the Governing Body has reviewed the fee structure and determined the following:*

<u>POINTS ACCRUED</u>	<u>BOROUGH ANNUAL CONTRIBUTIONS</u>	
80	FROM \$1,718.00	TO \$1,955.00
60	FROM \$1,030.00	TO \$1,173.00
40	FROM \$ 687.00	TO \$ 782.00

*NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Matawan consents to the increase of the LOSAP contribution effective with the 2022 contribution(s) and for each calendar year thereafter.*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Fire as well as Borough Auditor.*

**RESOLUTION 23-10-06  
AMENDING RESOLUTION 23-09-08  
QUALIFIED FOR CREDIT UNDER THE LOSAP PROGRAM FOR THE YEAR 2022  
FIRE DEPARTMENT**

*WHEREAS, Ordinance #03-18 of the Borough of Matawan implemented the Length of Service Award Program (LOSAP) for the Matawan Fire Department and was passed by voters by a referendum on November 4, 2003; and*

*WHEREAS, pursuant to NJSA 40A:14-191, emergency service organizations participating in a Length of Service Award Program (LOSAP) shall annually certify to the sponsoring agency a list of all volunteer members who have qualified for credit under the LOSAP program for the previous year; and*

*WHEREAS the Governing Body has received and reviewed such certified list from the Matawan Fire Department.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan as follows:*

- Per the certified list received, the following Matawan Fire Department members are hereby approved to receive the 2022 LOSAP award:*

<i>James Archibald</i>	<i>Neil Matthaey</i>
<i>Freddy Benjamin</i>	<i>Jessica Michitsch</i>
<i>Peter Berliner</i>	<i>Richard Michitsch</i>
<i>Brian Bernath</i>	<i>Vincent Negron</i>
<i>Timothy Clifton</i>	<i>Arjun Roy</i>
<i>Harold Doty</i>	<i>James Snyder</i>
<i>Peter George, Sr.</i>	<i>Stephen Tatarka</i>
<i>Ted Glick</i>	<i>Ryan Todaro</i>
<i>Doug Hrehowesik</i>	<i>Zoltan Varsanyi</i>
<i>Brian Kopf</i>	<i>Daniel Wisniewski</i>
<i>Ed Lee</i>	<i>Thomas Young</i>
<i>Martin LiPera</i>	<i>Robert Ziegler</i>
<i>Joseph Lopes</i>	<i>Harry Zober</i>
<i>Katelyn Lynch</i>	

*The amount each qualified member will receive for the 2022 LOSAP award is \$1,955.00:*

<i>James Archibald</i>	<i>Brian C. Kopf</i>
<i>Freddy Benjamin</i>	<i>Ed Lee</i>
<i>Peter Berliner</i>	<i>Richard Michitsch</i>
<i>Brian Bernath</i>	<i>Stephen Tatarka</i>
<i>Timothy Clifton</i>	<i>Ryan Todaro</i>
<i>Harold Doty</i>	<i>Thomas Young</i>

*The amount each qualified member will receive for the 2022 LOSAP award is \$1,173.00:*

<i>Peter George, Sr.</i>	<i>Neil Matthaey</i>
<i>Ted Glick</i>	<i>Vincent Negron</i>
<i>Martin Lipera</i>	<i>Robert Ziegler</i>

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*Joseph Lopes*

*Harry Zober*

*The amount each qualified Member will receive for the 2022 LOSAP award is \$728.00:*

*Doug Hrehowesik*

*James Snyder*

*Katelyn Lynch*

*Zoltan Varsanyi*

*Jessica Michitsch*

*Daniel Wisniewski*

*Arjun Roy*

- 2. *The certified list of members is posted at the office of the Municipal Clerk of the Borough of Matawan and at the Matawan Fire Department for a period of 30 days to allow sufficient time for membership review.*
- 3. *Appeals shall be mailed to the Municipal Clerk of the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747, and must be received within 30 days of the posting date of the approved certified list.*

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Fire as well as Borough Auditor and Lincoln Financial Advisors Corp.

**RESOLUTION 23-10-07  
AUTHORIZING 2023 STIPENDS FOR ADDITIONAL DUTIES  
IN THE ABSENCE OF THE CHIEF FIMANCIAL OFFICER  
CHERYL ADAMSKI  
CATHERINE MADDEN**

**WHEREAS**, Cheryl Admanski and Catherine Madden have in the course of their duties in 2023 been engaged in additional services and administered activities beyond the scope of their usual duties in association during the current absence of the Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that Cheryl Admanski and Catherine Madden, shall each be given a stipend of \$5,000.00 for calendar year 2023 in addition to their regular salary.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Payroll as well as Cheryl Adamski and Catherine Madden.

**RESOLUTION 23-10-08  
AUTHORIZING STIPEND FOR SEWER UTILTY LICENSED BACKUP OPERATOR  
JAMES ARCHIBALD**

**WHEREAS**, James Archibald possesses the required licenses to perform as the Borough of Matawan's Sewer Utility Back-Up Operator and the Borough of Matawan is required to have both a Licensed Operator and back up Operator by the State of New Jersey.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that James Archibald be given a stipend of \$4,000.00, prorated for the year of 2023 beginning on October 1, 2023 in addition to their regular salary.

**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Clerk, Finance, Payroll, Public Works as well as James Archibald.

**New Business**

Mayor Altomonte read by title Resolution 23-10-09: Resolution Authorizing the Insertion of Special Items of Revenues and Appropriations in the 2023 Municipal Budget, Pursuant to N.J.S.A. 40A:4-87 2023 Clinton Street Park Improvements \$97,000.00 requesting a motion. Councilwoman Wang made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilman Steven Russell  
Councilwoman Stephanie Buckel  
Councilman Brian Livesey

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Councilwoman Melanie S. Wang  
Councilman Charles Ross

Motion passed.

**RESOLUTION 23-10-09  
RESOLUTION AUTHORIZING THE INSERTION OF SPECIAL ITEMS OF REVENUES AND  
APPROPRIATIONS IN THE 2023 MUNICIPAL BUDGET, PURSUANT TO N.J.S.A. 40A:4-87  
2023 CLINTON STREET PARK IMPROVEMENTS  
\$97,000.00**

*WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and*

*WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount;*

*NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Matawan in the County of Monmouth, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$97,000, as a result of a letter/email having been received by the Borough of Matawan from the County of Monmouth awarding Matawan this sum under Municipal Open Space Grant Program- Clinton St Park.*

*BE IT FURTHER RESOLVED, that the like sum of \$97,000 be appropriated under the caption:*

*Revenue: Monmouth County Municipal Open space Grant Program – FY 2023*

*Appropriations: Monmouth County Municipal Open space Grant – FY 2023*

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Administration, Clerk, Finance, as well as to the Borough Auditor and the Director of the Division of Local Government Services.*

Mayor Altomonte read by title Resolution 23-10-10: Payment of Bills requesting a motion. Councilman Ross made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

**RESOLUTION 23-10-10  
PAYMENT OF BILLS**

*BE IT RESOLVED by the Mayor and Council of the Borough of Matawan, New Jersey. That the following numbered vouchers be paid to the persons therein respectively and hereinafter named, for the amounts set opposite their respective names, and endorsed and approved on said vouchers and that warrants be issued therefore, directed to the Borough Collector signed by the Mayor and attested by the Borough Clerk as required by law.*

Current	\$1,967,152.49
Water/Sewer	\$94,392.92
Borough Capital	\$41,732.74
Water Capital	\$54,731.32
Grant	\$500.61
Borough Trust	\$31,611.30
Developers Escrow Account	\$6,083.25
Dog Tax Trust	\$12.00
Recreation Trust	\$5,500.00
Unemployment	\$3,353.95
<b>Total</b>	<b>\$2,214,070.58</b>

*BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the following Borough of Matawan Departments: Finance.*

**Privilege of the Floor**

Mayor Altomonte opened the Privilege of the Floor.

Ava Ricci, 6 Somerset Place, Matawan. Ms. Ricci requested clarification on the Halloween curfew and to whom it pertains. Mr. Michelson related the contents of the Resolution informing a curfew

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be set for persons 16 years of age and under to be off the streets on October 29 and 30, 2023 from 7:30 PM to 5:00 AM the following day and on October 31, 2023, from 8:30 PM to 5:00 AM the following day, unless accompanied by an adult (18 years or older) or traveling to or from place of employment. The Clerk informed the Resolution will be posted on the Borough's website.

Councilman Livesey informed due to the weather forecast, Matawan Day is postponed to October 8, 12 Noon to 5 PM.

Mayor Altomonte requested a motion to close the Privilege of the Floor. Councilman Russell made the motion, seconded by Councilman Ross. Council agreed. Motion passed.

**Adjournment to Executive Session**

Mayor Altomonte requested a motion to adjourn. Mr. Menna announced the purpose of the Council retiring into Executive Session is to discuss litigation. No formal action will be taken. Councilman Ross made the motion, seconded by Councilman Russell. Council agreed. Motion passed.

The meeting adjourned at 7:20 PM.

*Karen Wynne*

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Karen Wynne, RMC  
Municipal Clerk