

**Agenda
Borough of Matawan
Public Session
October 21, 2025
7:00 PM**

1. **Executive Session** Resolution 25-10-07
2. **Opening Statement**
3. **Roll Call**
4. **Salute to the Flag**
5. **Moment of Silence**
6. **Discussion** 2025 Best Practices Inventory
7. **Presentation**
 - New Jersey Community Solar Energy Program Initiative of the New Jersey Board of Public Utilities (NJBP) and the New Jersey Clean Energy Program
8. **Privilege of the Floor for Agenda Items Only**
9. **Clerk's Report**
10. **Mayor's Report**
11. **Administrator's Report**
12. **Attorney's Report**
13. **Engineer's Report**
14. **Economic Business Development, Planning Zoning, Police** – Councilperson Deana Gunn
15. **Recreation, Recycling & Sanitation** – Councilperson Arlan Feiles
16. **DPW, Fire, Shade Tree** – Councilperson Brian Livesey
17. **Historical Sites, Personnel** – Councilperson Steven Russell
18. **ADA, Animal Welfare, Property Maintenance** – Councilperson Suzanne Reynolds
19. **Construction, Environmental, Finance** – Councilperson Charles Ross
20. **Consent Agenda**
 - Resolution 25-10-08: Authorizing Refund to Water/Sewer Account for Overpayment – 202 Main Street – Block 37, Lot 4
 - Resolution 25-10-09: 2024 Road Improvement Program – Lucas Brothers, Inc. – Authorizing Change Order No. 1
21. **New Business**
 - Resolution 25-10-10: Establishing a Discretionary Extended Property Tax Grace Period for Qualifying Taxpayers During the Ongoing Federal Government Shutdown
 - Resolution 25-10-11: Repealing Resolution 23-10-22 and Adopting the Updated Policies and Procedures Manual
 - Ordinance 25-18: Bond Ordinance Providing for the Purchase of Certain Real Property by the Borough of Matawan, Appropriating \$2,100,000 Therefor and Authorizing the Issuance of \$2,000,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof
 - Resolution 25-10-12: Payment of Bills
22. **Privilege of the Floor**
23. **Adjourn**

RESOLUTION 25-10-07

EXECUTIVE SESSION RESOLUTION

WHEREAS, the Open Public Meetings Act, PL 1975, Chapter 231, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

- Contracts

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW, THEREFORE, BE IT RESOLVED that the public be excluded from this meeting.

CERTIFICATION OF RESOLUTION

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 21, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of October, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-10-08

**AUTHORIZING REFUND TO WATER/SEWER ACCOUNT
FOR OVERPAYMENT**

**202 MAIN STREET
BLOCK 37, LOT 4**

WHEREAS, pursuant to N.J.S.A. 40A:5-17, the governing body of a municipality may adopt a resolution authorizing the tax collector to make adjustments to a property owners account; and

WHEREAS, an error was located on the following bills issued and it has been determined the property owner's representative has made the payment and a refund is in order to clear the account; and

WHEREAS, the following refund has been verified as accurate by the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, that the Borough Tax Collector is hereby authorized to refund according to the following:

<u>Address Block/Lot</u>	<u>Vendor</u>	<u>Charge</u>	<u>Amount of Refund</u>	<u>Notation</u>
202 Main Street 37/4	RealSafe Title, LLC 111 Littleton Rd., Ste 301 Parsippany, NJ 07054	Water/Sewer	\$360.00	Overpayment

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

CERTIFICATION OF RESOLUTION

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 21, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of October, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-10-09
2024 ROAD IMPROVEMENT PROGRAM
LUCAS BROTHERS, INC.
AUTHORIZING CHANGE ORDER NO. 1

WHEREAS, the Borough Engineer, T&M Associates, has informed the Council that Item S-1 is Supplemental to the 2024 Road Improvement Program, for a total Increase this Change Order No. 1 of Seventy-Six Thousand, Nine Hundred Dollars and No Cents (\$76,000.00).

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, based upon the recommendation of T&M Associates, that they hereby authorize the attached contract modification proposal, Change Order No. 1, for the 2024 Road Improvement Program, a Net Change Increase this Change Order No. 1, in the amount of Seventy-Six Thousand, Nine Hundred Dollars and No Cents (\$76,000.00).

BE IT FURTHER RESOLVED this amount reflects a Net Change Increase in Contract of Seventy-Six Thousand, Nine Hundred Dollars and No Cents (\$76,000.00).

BE IT FURTHER RESOLVED the Mayor of the Borough of Matawan is hereby authorized to execute the attached contract modification proposal and acceptance.

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 T&M Associates and Lucas Brothers, Inc.

CERTIFICATION AS TO AVAILABLE FUNDING

I, Christopher Clinton, Deputy Chief Financial Officer of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify that as of the date of this certification, funds are available from the C-04-55-920-101 Budget of the Borough of Matawan to Lucas Brothers, Inc. (T&M Project No. MATN-04163) for the Borough of Matawan 2024 Road Improvement Program Change Order No. 1 in an amount not to exceed Seventy-Six Thousand, Nine Hundred Dollars and No Cents (\$76,000.00).

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)

Christopher Clinton, CMFO

Dated: October 21, 2025

CERTIFICATION OF RESOLUTION

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IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of October, 2025.

Karen Wynne, RMC
Municipal Clerk

CHANGE ORDER NO. 1

DATE:

PROJECT:

OWNER:

CONTRACTOR:

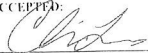
DESCRIPTION OF CHANGE:

REDUCTIONS:

EXTRA:

SUPPLEMENTARY:

S-1 450" 6" DIP Forcemain on New Brunswick Avenue

APPROVAL RECOMMENDED:	SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
ROBERT R. KEADY, JR., P.E., C.M.E.	A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXX	\$0.00
ACCEPTED: 	B. TOTAL EXTRAS THIS C.O.	\$0.00	XXXXXXXXXX
CONTRACTOR: Lucas Brothers, Inc.	C. TOTAL SUPPLEMENTARY THIS C.O.	\$76,900.00	XXXXXXXXXX
OWNER'S APPROVALS:	TOTALS THIS C.O.	\$76,900.00	\$0.00
	NET CHANGE THIS CHANGE ORDER	\$76,900.00	\$0.00
	PREVIOUS CHANGE ORDERS	\$0.00	\$0.00
	TOTAL CHANGE ORDERS TO DATE	\$76,900.00	\$0.00
	NET CHANGE IN CONTRACT	\$76,900.00	\$0.00

NOTE: All work to be done
according to Contract
Specifications.

ORIGINAL CONTRACT BID PRICE	\$4,625,443.26
CHANGE ORDERS TO DATE	\$76,900.00
REVISED CONTRACT PRICE	\$4,702,343.26

PROJECT: 2024 Road Improvement Program
OWNER: Borough of Matawan
CONTRACTOR: Lucas Brothers, Inc.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
REDUCTIONS				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

A. TOTAL REDUCTIONS \$0.00

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
EXTRA				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

B. TOTAL EXTRA \$0.00

SUPPLEMENTAL	S-1	450' 6" DIP Forcemain on New Brunswick Avenue	1.00 LS	\$76,900.00	\$76,900.00

C. TOTAL SUPPLEMENTARY \$76,900.00

RESOLUTION 25-10-10

ESTABLISHING A DISCRETIONARY EXTENDED PROPERTY TAX GRACE PERIOD FOR QUALIFYING TAXPAYERS DURING THE ONGOING FEDERAL GOVERNMENT SHUTDOWN

WHEREAS, P.L. 2019, c.491 authorizes a municipal governing body to extend, by resolution, the property tax grace period for certain qualifying taxpayers during an extended federal government shutdown; and

WHEREAS, the New Jersey Division of Local Government Services (“DLGS”), in Local Finance Notice 2020-25, provides guidance on implementing such an extended grace period, including eligibility criteria, timing, documentation, notice, and required filings; and

WHEREAS, the federal government entered a shutdown at 12:01 a.m. on October 1, 2025, and furloughed federal employees assigned to New Jersey are eligible to apply for unemployment insurance benefits during the shutdown; and

WHEREAS, under P.L. 2019, c.491 and LFN 2020-25, a municipality may extend the property tax grace period only if (i) the federal shutdown lasts more than 21 days and (ii) the shutdown either remains in effect as of the property tax installment due date or concludes fewer than 14 days before that due date; and

WHEREAS, the next quarterly property tax installment in the Borough of Matawan is due November 1, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that:

1. Conditional Extension Authorized.

Pursuant to P.L. 2019, c.491 and DLGS LFN 2020-25, the Borough hereby extends the property tax grace period for the November 1, 2025 installment for qualifying taxpayers, provided that the federal government shutdown (a) exceeds 21 days in duration and (b) either remains in effect on November 1, 2025 or ends on or after October 18, 2025. If these conditions are met, the grace period for the November 1 installment is extended through February 1, 2026. No interest shall accrue on the November 1, 2025 installment for qualifying taxpayers if paid by February 1, 2026; if unpaid as of that date, interest shall be calculated from the original statutory due date in accordance with N.J.S.A. 54:4-67.

2. Eligible Taxpayers.

Eligibility is limited to a property taxpayer (or the taxpayer’s spouse/civil union partner/domestic partner) who is either:

- a. A federal employee furloughed because of the shutdown and receiving unemployment benefits during the shutdown, or who works during the shutdown but is not paid because of the shutdown; or
- b. A federal contractor (i.e., the contractor taxpayer) whose pay is received through a contract with a federal agency but whose payment is delayed or diminished because of the shutdown, provided the contractor receives unemployment benefits during the shutdown.

Employees of federal contractors are not eligible under this law.

3. Required Documentation.

To receive the extended grace period, a qualifying taxpayer shall submit to the Tax Collector, on a Borough form, a certification with supporting documentation.

4. Scope.

This resolution applies only to property taxes and does not apply to assessments, water/sewer or other municipal charges.

5. Administration.

The Tax Collector is authorized to develop the required application form and administer this program, and the Chief Financial Officer is authorized to make any related accounting entries consistent with law and DLGS guidance.

6. Notice to Taxpayers.

Upon effectiveness under Paragraph 1, the Borough shall provide public notice by website posting and at least one additional electronic method (e-mail list, text system, or other digital platform), or regular mail, in accordance with LFN 2020-25.

7. Filing with DLGS.

The Municipal Clerk shall transmit a certified copy of this resolution to DLGS at dlgs@dca.nj.gov with the subject line "Property Tax Grace Period – Federal Shutdown" no later than the third business day following adoption.

8. Severability; Effective Date.

If any provision is held invalid, the remainder shall remain in force. This resolution shall take effect immediately upon adoption and shall sunset upon conclusion of the applicable extended grace period.

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

CERTIFICATION OF RESOLUTION

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 21, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of October, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-10-11
REPEALING RESOLUTION 23-10-22
AND
ADOPTING THE
UPDATED PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the Borough of Matawan is a member of the Monmouth Municipal Joint Insurance Fund ("JIF"), which periodically reviews applicable laws, regulations, and best practices and provides model policy updates to its member municipalities for consideration and adoption; and

WHEREAS, the JIF has recommended that all member municipalities adopt updated Personnel Policies and Procedures Manuals to maintain compliance with current employment law and to ensure continued eligibility for the preferred Employment Practices Liability (EPL) deductible structure; and

WHEREAS, the Borough's Personnel Committee has reviewed the proposed Personnel Policies and Procedures Manual in its entirety, conferred with labor counsel, and unanimously recommends that the Borough Council adopt the Manual as presented; and

WHEREAS, the Borough recognizes the importance of maintaining an updated loss control program to ensure the Borough and its taxpayers benefit from reduced EPL deductibles and co-insurance caps as follows:

- Members with updated loss control programs receive a standard EPL deductible of \$20,000 per claim plus a 20% co-pay capped at \$50,000, and may be eligible to buy down these amounts;
- Members without updated loss control programs are subject to a \$100,000 deductible per claim plus a 20% co-pay with no cap; and

WHEREAS, the Borough Council deems it in the best interest of the Borough and its employees to adopt the updated Personnel Policies and Procedures Manual as recommended by the Personnel Committee and the JIF.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Matawan, County of Monmouth, State of New Jersey, that:

1. **Resolution 23-10-22** is hereby repealed in its entirety.
2. The **updated Borough of Matawan Personnel Policies and Procedures Manual** attached hereto and made part of this Resolution is hereby adopted effective immediately.
3. All Borough employees shall review the updated Manual and submit a signed acknowledgment form confirming receipt to their Department Head or the Administration Office no later than November 1, 2025.
4. The Borough Administrator are authorized to coordinate implementation, distribution, and staff training as necessary to ensure full compliance.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be forwarded to the Borough's labor counsel, Personnel Committee, and Joint Insurance Fund for their records.

CERTIFICATION OF RESOLUTION

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 21, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of October, 2025.

Karen Wynne, RMC
Municipal Clerk

ORDINANCE 25-18

BOND ORDINANCE PROVIDING FOR THE PURCHASE OF CERTAIN REAL PROPERTY BY THE BOROUGH OF MATAWAN, APPROPRIATING \$2,100,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,000,000 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MATAWAN (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvements or purposes described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Borough of Matawan, a municipal corporation of the State of New Jersey (the "Borough") as a general improvement. For the improvements or purposes described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$2,100,000, including the sum of \$100,000 as the required down payment for the improvements or purposes required by the Local Bond Law. The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$2,000,000 pursuant to the Local Bond Law. In anticipation of the issuance of bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvements or purposes hereby authorized for which bonds or notes are to be issued are for the purchase by the Borough of the real property located at 140 Main Street, Matawan, New Jersey and 150 Jackson Street, Matawan, New Jersey (known as Block 26, Lots 1, 2 & 3; and Block 28, Lots 6 & 7, respectively, on the Official Tax Map of the Borough), and all work and materials necessary therefor or incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 of this bond ordinance.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation stated in Section 1 of this bond ordinance

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation notes from time to time at public or private sale, and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The period of usefulness of the improvement or purpose described in Section 3 of this bond ordinance, computed on the basis of the amount of obligations authorized for the improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 30 years.

(c) An aggregate amount not exceeding \$280,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.

(d) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough is increased by \$2,000,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 8. This bond ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Borough reasonably expects to pay expenditures with respect to the improvements described in Section 3 hereof prior to the date that the Borough incurs debt obligations under this bond ordinance. The Borough reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Borough under this Bond Ordinance. The maximum principal amount of bonds or notes expected to be issued for payment of the costs of the Improvements is \$2,000,000.

Section 9. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduced:

Passed:

Adopted:

Honorable Joseph Altomonte, Mayor

CERTIFICATION OF ORDINANCE

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, and State of New Jersey, do hereby certify the foregoing to be a true and correct copy of an Ordinance adopted by the Council of the Borough of Matawan on _____, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and seal of the Borough of Matawan this ____ day of _____, 2025.

Karen Wynne, RMC
Municipal Clerk

RESOLUTION 25-10-12

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	\$636,736.47
Water/Sewer	\$71,939.03
Borough Capital	\$15,870.25
Grant	\$3,516.75
Borough Trust	\$36,950.09
Developers Escrow Account	\$672.00
Recreation Trust	\$398.99
Total	\$766,083.58

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

CERTIFICATION OF RESOLUTION

I, Karen Wynne, Municipal Clerk of the Borough of Matawan, County of Monmouth, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Council of the Borough of Matawan on October 21, 2025.

IN WITNESS WHEREOF, I have hereunder set my hand and official seal of the Borough of Matawan this 21st day of October, 2025.

Karen Wynne, RMC
Municipal Clerk