

**Borough of Matawan  
Workshop Session  
June 8, 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 June 8, 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 7:02 PM requesting a roll call.

On roll call the following members responded present:

Yes: Councilwoman Deana Gunn  
Councilman Steven Russell  
Councilwoman Stephanie Buckel  
Councilman Brian Livesey

Absent: Councilman Charles Ross  
Councilwoman Melanie S. Wang

Also present were Ryan L. 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.

**Proclamations for the Observance the Month of June 2023**

**National Gun Violence Awareness Month**  
**and**  
**Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Pride Month**

Mayor Altomonte read each Proclamation aloud stating now therefore, the Borough and Council of Matawan hereby proclaim June 2023 as National Gun Violence Awareness Month, and Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Pride Month in the Borough of Matawan, and we ask our citizens to join in our observance.

**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 a motion to close the Privilege of the Floor for Agenda Items Only. Councilman Livesey made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

**Approval of Firefighters**

Mayor Altomonte requested a motion to approve Borough of Matawan Volunteer Firefighter Daniel Carroll. Councilman Livesey made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

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Mayor Altomonte requested a motion to approve Borough of Matawan Volunteer Firefighter Amy Tatarka (Junior Firefighter). Councilman Livesey made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

Mayor Altomonte requested a motion to approve Borough of Matawan Volunteer Firefighter Anthony Tatarka. Councilman Livesey made the motion, seconded by Councilwoman Gunn. Council agreed. Motion passed.

**Public Hearing on 2022-2023 ABC Liquor License Renewal of  
Plenary Retail Distribution Liquor License #1329-44-008-007 for Vincent Wilt**

Mayor Altomonte read by title Resolution 23-06-01: 2022-2023 ABC Liquor License Renewal of Plenary Retail Distribution License #1329-44-008-007 Pursuant to NJS 33:1-12.18 – Vincent Wilt (Inactive Pocket License) requesting a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Motion passed. Mayor Altomonte read by title Resolution 23-06-01: 2022-2023 ABC Liquor License Renewal of Plenary Retail Distribution License #1329-44-008-007 Pursuant to NJS 33:1-12.18 – Vincent Wilt (Inactive Pocket License) requesting a motion to adopt. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn  
Councilman Steven Russell  
Councilwoman Stephanie Buckel  
Councilman Brian Livesey

Motion passed.

**RESOLUTION 23-06-01  
2022-2023 ABC LIQUOR LICENSE RENEWAL OF  
PLENARY RETAIL DISTRIBUTION LICENSE #1329-44-008-007  
PURSUANT TO NJS 33:1-12.18  
VINCENT WILT  
(INACTIVE POCKET LICENSE)**

*WHEREAS, Inactive Pocket License #1329-44-008-007, Vincent Wilt (Licensee), 825 Blvd., Westfield, NJ 07090 had not satisfied required NJS Alcohol Beverage Control (ABC) documentation for the 2022-2023 License Term, and, as such, required the Licensee to petition ABC for a Special Ruling pursuant to NJS 33:1-12.18; and*

*WHEREAS, Licensee did petition NJS ABC who issued Special Ruling 12.18 for License #1329-44-008-007, Docket No. 12-22-942, Job No. 564274 dated February 24, 2023, granting relief pursuant to NJS 33:1-12.18; and*

*NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Matawan that the following liquor licenses be renewed, subject however to the rules, regulations, receipt of Tax Clearance Certificates, statutes and ordinances affecting the same, said licenses to expire June 30, 2023:*

**Plenary Retail Distribution License  
\$950.00**

<u>LICENSE #</u>	<u>NAME</u>	<u>ADDRESS</u>
1329-44-008-007	Vincent Wilt (Inactive Pocket License)	825 Blvd., Westfield, NJ 07090

Mayor Altomonte read by title Resolution 23-06-02: Resolution Granting Renewal of ABC Inactive Plenary Retail Distribution Liquor License Application – ABC Special Ruling Pursuant to NJS 33:1-12.39 for the 2022-2023 License Term – Vincent Wilt License #1329-44-008-007

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requesting a motion to open the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Motion passed. Mayor Altomonte requested comments. There were no comments. Mayor Altomonte requested a motion to close the public hearing. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Motion passed. Mayor Altomonte read by title Resolution 23-06-01: 2022-2023 ABC Liquor License Renewal of Plenary Retail Distribution License #1329-44-008-007 Pursuant to NJSA 33:1-12.18 – Vincent Wilt (Inactive Pocket License) requesting a motion to adopt. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a roll call. A roll call vote was taken.

Yes: Councilwoman Deana Gunn  
Councilman Steven Russell  
Councilwoman Stephanie Buckel  
Councilman Brian Livesey

Motion passed.

**RESOLUTION 23-06-02  
RESOLUTION GRANTING RENEWAL OF ABC INACTIVE  
PLENARY RETAIL DISTRIBUTION LIQUOR LICENSE APPLICATION  
ABC SPECIAL RULING PURSUANT TO NJSA 33:1-12.39 FOR THE 2022-2023 LICENSE TERM  
VINCENT WILT  
LICENSE #1329-44-008-007**

*WHEREAS, an application has been filed for the renewal of ABC Inactive Plenary Retail Distribution Liquor License #1329-44-008-007 by Vincent Wilt; and*

*WHEREAS, the submitted application is complete in all respects, the required fees have been paid, and receipt of a Special Ruling dated August 3, 2022, Docket No. 06-22-556, Job No. 525605, from the Division of Alcoholic Beverage Control for a one (1) year term of 2022-2023 stating that good cause exists for consideration of renewal application.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan, County of Monmouth, State of New Jersey does hereby grant, effective this date, the renewal of the aforesaid Inactive Plenary Retail Distribution License for the 2022-2023 License Term, July 1, 2022 to midnight, June 30, 2023.*

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

**Consent Agenda**

Councilwoman Buckel requested Resolutions 23-06-08 and 23-06-11 be moved from Consent to New Business.

Mayor Altomonte read by title Resolutions 23-06-04 through and including 23-06-13 with the exclusion of 23-06-08 and 23-06-11, requesting a motion to approve en masse. Councilwoman Gunn made the motion, seconded by Councilman Russell. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-06-04  
AUTHORIZING THE BOROUGH ADMINISTRATOR TO SOLICIT BIDS FOR THE SALE OR  
DISPOSITION OF PUBLIC PERSONAL PROPERTY PURSUANT TO NJSA 40A:11-36  
POLICE DEPARTMENT**

*WHEREAS, the Borough of Matawan Chief of the Police Department has determined various miscellaneous Police Department equipment/vehicles are No Longer Needed for Public Use by the Borough of Matawan and can be sold:*

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<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Mileage</u>	<u>VIN</u>
Lexus	SC400	1995	165,000	JT8UZ30C3S0047897
Ford	Expedition	2000	155,000	1FMFU16L6YLB83478
Ford	Expedition	2000	150,000	1FMRU1669YLB41149
Ford	Crown Victoria	2003	153,410	2FAFP71W55X113765
Ford	Crown Victoria	2005	138,885	2FAFP71W55X113765
Ford	Police Interceptor Utility	2013	102,210	1FM5K8AR1DGC92049
Ford	Police Interceptor Utility	2015	108,885	1FM5K8AR6FGA04531

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Matawan accepts the recommendation of the Borough of Matawan Chief of the Police Department and authorizes the Borough Administrator to solicit the receipt of bids for the sale of the above outlined various miscellaneous Police Department Vehicles.

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

**RESOLUTION 23-06-05  
AUTHORIZING THE BOROUGH ADMINISTRATOR TO ADVERTISE  
FOR THE HIRING OF FULL-TIME FIELD TECHNICIAN(S) FOR THE BOROUGH OF MATAWAN  
DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, there is a need for a Full-Time Field Technician(s) for the Borough of Matawan.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan that the Borough Administrator of the Borough of Matawan, is hereby authorized to advertise (in print or electronic media), interview, and make recommendations for the position(s) of Full-Time Field Technician to the Mayor and Council, for authorization by Mayor and Council and subject to a Certification as to Available Funding from the Chief Financial Officer.

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

**RESOLUTION 23-06-06  
AUTHORIZING THE ADDITIONAL WORK HOURS FOR  
PART-TIME ANNUAL FIRE PREVENTION INSPECTOR  
PATRICK MORRIS**

**WHEREAS**, the Mayor and Council have been advised of the need of additional duties which will require additional hours worked by the Part-Time Annual Fire Prevention Inspector to fulfill the requirements of the Office of Fire Prevention; and

**WHEREAS**, it is the recommendation of the Borough of Matawan Fire Official, Jose Pujols, that Patrick Morris, Part-Time Annual Fire Prevention Inspector, increase his working hours from eight (8) hours per week to twelve (12) hours per week.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan hereby approves the recommendation of Fire Official Jose Pujols, and authorizes additional hours be added to Patrick Morris, in his current position as Part-Time Annual Fire Prevention Inspector, effective June 16, 2023, not to exceed twelve (12) hours per week, in an amount not to exceed Fifteen Thousand, Three Hundred Dollars and No Cents (\$15,300.00) per annum.

**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, Fire Prevention, Payroll as well as Patrick Morris.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Schneeberger, 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 3-01-25-265-100 Budget of the Borough of Matawan to Patrick Morris, Part-Time Annual Fire Prevention Inspector, effective June 16, 2023, in an amount not to exceed Fifteen Thousand, Three Hundred Dollars and No Cents (\$15,300.00) per annum.

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.

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*Chief Financial Officer*

*(Signature on File)*

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*Nicole Schneeberger, CMFO*

*Dated: June 8, 2023*

**RESOLUTION 23-06-07**

**AUTHORIZING THE TRANSITION FROM PART-TIME TO FULL-TIME EMPLOYEE  
CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE  
JESSICA BERLINER**

**WHEREAS**, there is a demonstrated need to increase the hours of the position of Confidential Administrative Assistant to the Chief of Police from thirty (30) hours per week (part-time) to thirty-five (35) hours per week (full-time) and;

**WHEREAS**, the Chief of Police has recommended that Jessica Berliner, the current Confidential Administrative Assistant be elevated from part-time to full-time as approved by the Police Committee of the Matawan Borough Council with the certification of the Chief Financial officer;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Matawan approves the request and authorizes Jessica Berliner be elevated from part-time to full-time employee as outlined and in accordance with current Borough ordinances, policies and procedures, effective June 16, 2023, in an amount not to exceed Thirty-Two Thousand, Seven-Hundred Sixty Dollars and No Cents (\$32,760.00) per annum.

**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, Payroll, Police as well as Jessica Berliner.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Schneeberger, 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 3-01-25-240-186 Budget of the Borough of Matawan to Jessica Berliner, Confidential Administrative Assistant to the Chief of Police (F/T), effective June 16, 2023, in an amount not to exceed Thirty-Two Thousand, Seven Hundred and Sixty Dollars and No Cents (\$32,760.00) per annum.

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.

*Chief Financial Officer*

*(Signature on File)*

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*Nicole Schneeberger, CMFO*

*Dated: June 8, 2023*

**RESOLUTION 23-06-09**

**AUTHORIZING THE RECLASSIFICATION OF FULL-TIME FIELD TECHNICIAN WITH THE  
BOROUGH OF MATAWAN DEPARTMENT OF PUBLIC WORKS  
ZACHARY GAZIRE**

**WHEREAS**, Zachary Gazire has completed the required ninety day probationary period as required by the International Brotherhood of Electrical Workers (IBEW) Local 400 contract (Article 6 – Introductory Period, Section I. New Employees); and

**WHEREAS**, Eric Frye, the Superintendent of Public Works, has reviewed Mr. Gazire’s performance and has recommended that Mr. Gazire be reclassified as a Permanent Employee of the Borough of Matawan’s Department of Public Works.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan authorizes the reclassification of Zachary Gazire as a Permanent Employee, effective immediately.

**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, Payroll, Public Works as well as Zachary Gazire.

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**RESOLUTION 23-06-10  
APPROVAL OF EXTENDED SICK LEAVE REQUEST  
NICOLE SCHNEEBERGER**

**WHEREAS**, Nicole Schneeberger, Chief Financial Officer & Treasurer for the Finance Department for the Borough of Matawan; and,

**WHEREAS**, according to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5 Extended Leave, "If the employee has served for not less than one (1) nor more than ten (10) years, he/she shall be entitled to a leave of absence with full pay for thirteen (13) weeks, plus an additional thirteen (13) weeks at half pay after using thirty (30) days of sick leave"; and,

**WHEREAS**, Nicole Schneeberger was hired as a Full-Time Chief Financial Officer & Treasurer effective June 10, 2019; and

**WHEREAS**, Nicole Schneeberger formally requested the Mayor and Council approve a request for extended sick leave pursuant to the provisions of the Code of the Borough of Matawan beginning on June 5, 2023; and

**WHEREAS**, the Borough Administrator has reviewed the extended sick leave request and the certification submitted by the employee; and

**WHEREAS**, it is in the best interest of the employee to approve the extended sick leave request.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Matawan that the employee's extended sick leave request is granted pursuant to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5 Extended Leave, and said request for a leave with full pay for thirteen (13) weeks is herewith granted subject to an additional thirteen (13) weeks of leave of absence at half pay pursuant to the Code for the Borough of Matawan, Chapter 9, Section 9-4.5 Extended Leave, since the employee has not less than one (1) nor more than ten (10) years of service with the Borough of Matawan;

**BE IT FURTHER RESOLVED** that the period for the leave commences on July 18, 2023, which date is 30 days after the exhaustion of the 30 days of sick leave permitted under the contract.

**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, Payroll as well as Nicole Schneeberger.

**RESOLUTION 23-06-12  
AUTHORIZING THE APPOINTMENT OF TEMPORARY  
PART-TIME DEPUTY CHIEF FINANCIAL OFFICER  
NICOLA TRASENTE**

**WHEREAS**, N.J.S.A. 40A:9-140.10 requires every municipality to have a Certified Municipal Chief Financial Officer appointed by the governing body of the municipality; and,

**WHEREAS**, there is a need for a Part-Time Temporary Deputy Chief Financial Officer when the Chief Financial Officer is absent to serve with all the authority and powers granted to a Chief Financial Officer; and

**WHEREAS**, Nicola Trasente has the necessary certifications, experience and skills necessary to competently discharge the duties of Part-Time Deputy Chief Financial Officer; and

**WHEREAS**, the Mayor and Council herewith approves the attached Terms and Conditions for Nicolas Trasente in his position as Part-Time Deputy Chief Financial Officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, that Nicola Trasente is hereby appointed to the position as Part-Time Temporary Deputy Chief Financial Officer for the Borough of Matawan; and, in the absence of the Chief Financial Officer, may serve with all the authority and powers of the CFO; and is authorized as a designated signatory party on the Borough's financial documents during the period of his appointment.

**BE IT FURTHER RESOLVED**, Nicolas Trasente shall receive a salary per attached agreement to perform all duties required of the position of Deputy Chief Financial Officer.

**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.

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**BE IT FURTHER RESOLVED** that a true certified copy of this Resolution shall be forwarded to the all Borough of Matawan Department Heads, Borough Operations Coordinator, Payroll as well as the Director of the Department of Local Government Services and Nicola Trasente.

**CERTIFICATION AS TO AVAILABLE FUNDING**

I, Nicole Schneeberger, 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 3-01-20-130-100 (Salary & Wages) and 3-01-20-130-209 (Finance Professional Services) Budget of the Borough of Matawan to Nicola Trasente for the Borough of Matawan.

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.

Chief Financial Officer

(Signature on File)

\_\_\_\_\_  
Nicole Schneeberger, CMFO

Dated: June 8, 2023

**EMPLOYMENT AGREEMENT  
BETWEEN  
THE BOROUGH OF MATAWAN, NJ  
AND  
NICOLA TRASENTE  
TO SERVE AS DEPUTY CHIEF FINANCIAL OFFICER**

**ARTICLE I  
RECOGNITION**

**THIS AGREEMENT**, entered into on this 8th day of June, 2023, and shall remain in effect up to and including December 31st, 2023, by and between The BOROUGH OF MATAWAN, in the County of Monmouth, New Jersey (hereinafter referred to as the "Borough"), and NICOLA TRASENTE (hereinafter referred to as the "Deputy Chief Financial Officer" or "Deputy"), hereby establishes the following terms and conditions of employment for the position of Deputy Chief Financial Officer. This agreement represents the complete and final understanding on all bargaining issues between the Borough and the Deputy Chief Financial Officer.

**ARTICLE II  
MANAGEMENT RIGHTS**

The Borough hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this agreement by the Laws and Constitution of the State of New Jersey and of the United States, except those limited by the specific and express terms of this agreement, and then only to the extent that such specific and express terms hereof are in conformance with the Constitution and the laws of New Jersey and of the United States.

**ARTICLE III  
RIGHTS, DUTIES, AUTHORITES AND RESPONSIBILITIES OF THE DEPUTY CHIEF FINANCIAL OFFICER**

Pursuant to State Law N.J.S.A. 40A:9-140.10, the Ordinances of the Borough and the regulations and policies established by the Borough, the Deputy Chief Financial Officer shall be designated as and granted the powers and authorities of the Chief Financial Officer when the Chief Financial Officer is unavailable to perform their duties. Furthermore, he shall be designated this authority on a temporary basis and shall serve in the role of Deputy Chief Financial Officer only for such time as the Borough requires that the position be available to fulfill the obligations of the Certified Municipal Chief Financial Officer. His authority, rights, duties and responsibilities are, listed below but not limited to:

**SECTION 1:**

The Deputy Chief Financial Officer Shall:

- (a) Report directly to the Chief Financial Officer, or when serving in the role of the Chief Financial Officer, directly to the Business Administrator, or his designee, as to the operation of the Borough's Finances and the operations of the Finance Department;
- (b) In the absence of the Chief Financial Officer may serve with all their authorities and powers and is a designated signatory on the Borough's financial documents;

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- (c) *As a part-time employee, shall devote 15 hours a week to the operations of the Borough of Matawan with at least one day a week dedicated to being present in the municipal offices.*

SECTION 2:

*Nothing contained in this Article shall be construed to deny or restrict the Borough or Deputy of its rights, responsibilities and authority under N.J.S.A. 40:40A or any other national, state, county or local laws or ordinances.*

**ARTICLE IV  
WORKWEEK**

1. *The Deputy Chief Financial Officer shall spend 15 hours of each week dedicated to the responsibilities of his employment with the Borough in order to ensure the smooth and responsible operation of the Borough's finances.*
2. *The Deputy must devote at least one day per week to being present within the Borough offices.*
3. *The Deputy shall be permitted to adjust his schedule as needed to meet the needs of the Borough in consultation with and pursuant to the Business Administrator's agreement to any such adjustments.*

**ARTICLE V  
COMPENSATION**

1. *The Deputy Chief Financial Officer shall receive a monthly base salary of six thousand and five hundred dollars (\$6,500.00).*
2. *The Deputy Chief Financial Officer, as a part-time employee, is not entitled to any other benefits or compensation not otherwise required by law.*

**ARTICLE VI  
MISCELLANEOUS PROVISIONS**

1. *During the duration of this agreement, the Deputy shall not be reduced in pay or position, suspended, discharged or subjected to disciplinary action except for only good and just cause.*
2. *If the Mayor, or any other Borough official, suspends the Deputy for any reason, prior to a hearing or opportunity to be heard, the suspension shall be with pay.*
3. *The Deputy has a right to be served with disciplinary charges and an opportunity to be heard.*
4. *The Deputy has a right to hearing on any disciplinary charges. A hearing shall be held before a designated hearing officer, as decided by the Borough. A hearing must be requested within ten (10) business days of the issuance of any charges. The hearing shall be held within thirty days of the request, unless another mutually agreed upon date is scheduled, otherwise the charges shall be dismissed. The hearing officer's expenses shall be paid for by the Borough. The decision of the hearing officer shall be issued within 30 days of the hearing, unless it is mutually agreed upon to extend the time. Otherwise, the charges shall be dismissed. The decision of the hearing officer is final and binding on the parties. The parties may appeal the hearing officers' decision to Superior Court or Arbitration.*
5. *The Deputy Chief Financial Officer shall be entitled to any and all benefits in accordance with the terms and conditions of this agreement.*
6. *The Borough reserves the right to unilaterally extend this agreement upon its expiration in increments of 30 days based upon the needs of the Borough. In no event shall this agreement be extended beyond one year from the date of execution.*
7. *Any Disciplinary or Contractual Grievance, difference or dispute arising over the application or interpretation of the terms and conditions of this Agreement shall be reduced to writing and submitted to the Business Administrator or his designee. The Business Administrator or designee will first try to be amicably resolve the matter. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.*
8. *If the Business Administrator cannot amicably resolve the matter, whether disciplinary or contractual, than the matter shall than be resolved through arbitration. The Deputy and the Borough agree to designate an arbitrator, mutually agreed to by the parties or to use the New Jersey State Board of Mediation to select an arbitrator. The Cost of Arbitration will be equally borne by both parties. The decision of the arbitrator will be final and binding on the parties.*
9. *If there are any discrepancies between this agreement, Borough Ordinances or Policies, this agreement shall prevail.*

**ARTICLE VII  
SAVINGS CLAUSE**

*In the event that any provision of this Agreement, or any application of this agreement, shall at any time, be declared invalid by Legislative Act, operation of law or by a court or other tribunal of competent jurisdiction, such decision shall not invalidate the entire Agreement. It being the express intent of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.*



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**ARTICLE VIII**  
**SEPARATION PROVISION**

1. *The Borough and the Deputy agree that the following additional terms and conditions shall be applicable as of the date of the Deputy's separation:*
2. *The Deputy shall return any issued property, such as but not limited to equipment, phone, keys, access buttons and identification cards to the Borough.*
3. *The Borough shall pay the Deputy the pro-rata share of his monthly salary dependent upon the date of separation. Payment shall be made as soon as practicable following the date of the Deputy's separation.*

**ARTICLE IX**  
**FULLY BARGAINED PROVISIONS**

*This agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues, which were or could have been the subject of negotiations. During the term of this agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.*

**ARTICLE X**  
**CONTINUATION OF BENEFITS NOT COVERED BY THIS AGREEMENT**


*All employment conditions not covered by this agreement shall continue to be governed, controlled, and interpreted by reference to either the Borough Ordinances, or Rules, Regulations, and Policies of the Borough. No present or past benefits which the position of Deputy Chief Financial Officer customarily enjoys in this or any other Municipality, but that have not been specifically included in this agreement, shall not be provided.*

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IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date specified below:

**DEPUTY CHIEF FINANCIAL OFFICER**

**MAYOR, BOROUGH OF  
MATAWAN, NJ**

  
**RYAN NICHOLAS**  
**BUSINESS ADMINISTRATOR**  
**BOROUGH OF MATAWAN, NJ**



DATED: June 8, 2023

**RESOLUTION 23-06-13  
AUTHORIZING THE APPOINTMENT OF FULL-TIME DEPUTY BOROUGH CLERK  
CHRISTINA MEDORO**

**WHEREAS**, the Mayor and Council has been advised that there is a need for a full-time Deputy Borough Clerk within the Borough of Matawan; and

**WHEREAS**, applications have been received, said applications have been reviewed and applicants were duly screened pursuant to law.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Matawan authorizes the appointment of Christina Medoro as full-time Deputy Borough Clerk, effective June 16, 2023, at the Council authorized rate of compensation of Thirty Thousand Dollars and No Cents (\$30,000.00) per annum pending Certification as to Available Funding from the Chief Financial Officer, for a one (1) year unexpired term, said term to expire December 31, 2023.

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***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, Payroll as well as Christina Medoro.

***CERTIFICATION AS TO AVAILABLE FUNDING***

*I, Nicole Schneeberger, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 3-01-20-120-180 Budget of the Borough of Matawan to Christina Medoro for Full-Time Deputy Borough Clerk for the Borough of Matawan in an amount not to exceed Thirty Thousand Dollars and No Cents (\$30,000.00) pending Certification as to Available Funding from the Chief Financial Officer.*

*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.*

*Chief Financial Officer*

*(Signature on File)*

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*Nicole Schneeberger, CMFO*

*Dated: June 8, 2023*

Mayor Altomonte read by title Resolution 23-06-08: Authorizing the Reclassification of Part-Time Hourly Assistant to the Borough Clerk and Receptionist Raquel Roche requesting a motion. Councilwoman Gunn made the motion, seconded by Councilman Russell.

Councilwoman Buckel questioned with the appointment of a Deputy Clerk is this position an assistant to the Borough Clerk or the Receptionist. The Clerk informed Ms. Roche was hired as a Part-Time Temporary Assistant to the Borough Clerk and Receptionist as the Borough has not had a Receptionist since 2007. The temporary hire was mainly to assist the Clerk's Office in the absence of the Deputy Clerk. With reclassifying the position from temporary to permanent, and the funding of the position out of the budget of the Clerk, the Clerk's Office is fully staffed for the first time in 17 years. These positions will provide a Receptionist to exclusively assist the residents and have a Deputy Clerk. Ms. Wynne stated it is her intent to restructure the Department to more evenly delegate responsibilities and to have all Clerk staff cross-trained not only within the Department but with other Departments. With her recent absence it was realized having additional personnel was integral in performing all the duties that are required as well as mandated. For whatever reason the workload of the Clerk has magnified to the point where that no matter how hard or how quickly she is working, the need to perform for the residents of the Borough and the Council remains. Ms. Roche is an amazing addition to our staff and invaluable with her many years of knowledge of previous municipal service. She has her RMC, is a CMR, Certified Municipal Registrar, and she handles the public very well. As a permanent employee Ms. Roche's main responsibility is Receptionist. She will also be handling the daily duties, ie, the window, the telephone, accepting permits, licensing, etc. With these positions, Deputy Clerk and the PT Receptionist and Assistant to the Borough Clerk, records inventory, retention and destruction, and many projects that have been years in trying to resolve can be completed and come to fruition. Making everyone more functional with their individual responsibilities will greatly enhance the performance of the Clerk's Office. Councilwoman Buckel thanked the Clerk for the clarification.

Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

***RESOLUTION 23-06-08  
AUTHORIZING THE RECLASSIFICATION OF  
PART-TIME HOURLY ASSISTANT TO THE BOROUGH CLERK AND RECEPTIONIST  
RAQUEL ROCHE***

***WHEREAS***, Raquel Roche has served as the Borough of Matawan Part-Time Hourly Temporary Assistant to the Borough Clerk and Receptionist since October 24, 2022, and has become an integral and valued member of the Clerk's Office and the Borough of Matawan; and

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*WHEREAS, it is the recommendation of the Borough of Matawan Municipal Clerk, Karen Wynne, that Raquel Roche be reclassified as a Permanent Employee of the Borough of Matawan's Office of the Borough Clerk.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan authorizes the reclassification of Raquel Roche as a Permanent Employee, effective immediately.*

*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, Payroll, Public Works as well as Raquel Roche.*

Mayor Altomonte read by title Resolution 23-06-11: Authorizing the Appointment of Acting Deputy Borough Administrator Thomas J. Falco, Jr. requesting a motion. Councilwoman Gunn made the motion, seconded by Councilman Russell.

Councilwoman Buckel stated it was her opinion as the previous Administrator was not as present as he may should have been, having a Deputy Borough Administrator was necessary but questions the necessity of the position. Councilwoman Gunn stated the position of Deputy Borough Administrator was for ensure a chain of command in the absence of the Borough Administrator. Councilwoman Buckel asked if in the absence of the Borough Administrator doesn't the chain of command automatically fall to the Police Chief. Councilwoman Gunn replied, if same was deemed as a public emergency. Mr. Michelson stated most of his day-to-day responsibilities are sensitive and in the event of his absence it is invaluable to have such a position for purposes of consultation in addition to our professionals and/or to deal with an issue before it becomes more than it should. Mr. Menna informed some municipalities will appoint on an as-needed basis. This method ratifies the need and establishes a basis for the position and is more expeditious. Councilwoman Buckel stated if this was for a prolonged absence it is more acceptable as opposed to having a stipend paid when the Administrator is available.

Mayor Altomonte requested a voice vote. Council agreed with Councilwoman Buckel as a no. Motion passed.

**RESOLUTION 23-06-11  
AUTHORIZING THE APPOINTMENT OF ACTING DEPUTY BOROUGH ADMINISTRATOR  
THOMAS J. FALCO, JR.**

*WHEREAS, the Borough is in need of a Deputy Borough Administrator within the Borough of Matawan, while the current Deputy Borough Administrator is on maternity leave; and*

*WHEREAS, Thomas J. Falco, Jr., is qualified for the position to fill this need in the Borough of Matawan.*

*WHEREAS, in additions to his current role as Chief of Police, Thomas J. Falco, Jr. will be engaged in additional services and administer activities beyond the scope of his usual duties, in association with the recent absence of the Deputy Borough Administrator.*

*NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Matawan that Thomas J. Falco, Jr., Acting Deputy Borough Administrator, shall be given a stipend of \$833.00 per month, in addition to his regular salary, subject to the Certification as to Available Funding by the Chief Financial Officer.*

*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 Thomas J. Falco, Jr.*

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Schneeberger, 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 3-01-20-100-80 Budget (Salary & Wages) of the Borough of Matawan to Thomas J. Falco, Jr. as a 2023 Stipend in an amount not to exceed Five Thousand Dollars and No Cents (\$5,000.00).*

*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.*

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*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Nicole Schneeberger, CMFO*

*Dated: June 8, 2023*

**New Business**

Mayor Altomonte read by Ordinance 23-13: Amending and Supplementing the Revised General Ordinances of the Borough of Matawan Chapter 15 – Property Maintenance, Article I – Section 15-1, Removal of Grass, Weeds, Brush and Other Debris, Section 15-1.3 – Removal by Borough, Section 15-1.4 – Violations & Penalties, Section 15-1.5 – Recovery of Costs. Mayor Altomonte requested a motion to introduce. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**ORDINANCE 23-13  
AMENDING ORDINANCE 22-17  
AN ORDINANCE TO FIX AND DETERMINE THE SALARIES AND WAGES OF  
OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL  
EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND  
EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NJ  
BOROUGH CLERK  
ELECTIONS CLERK**

*Be it ordained by the Mayor and Council of the Borough of Matawan, in the County of Monmouth, NJ as follows;*

*Section 1. The annual salaries or compensations of the officers, management, supervisory personnel and general employees of the Borough of Matawan not covered by any organized bargaining unit, effective upon final passage and publication as provided by law, shall be as follows:*

<u>DEPARTMENT/TITLE</u>	<u>STATUS</u>	<u>PAYMENT CATEGORY</u>	<u>RANGE FROM</u>	<u>TO</u>
<u><i>Administrative &amp; Executive</i></u>				
<i>Borough Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$40,000.00</i>	<i>\$85,000.00</i>
<i>Elections Clerk</i>	<i>Full Time</i>	<i>Annual</i>	<i>\$2,000.00</i>	<i>\$6,000.00</i>

*Section 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and the same are hereby repealed.*

*Section 3. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision clause or provision so adjudged and the remainder of the ordinance shall be deemed valid and effective.*

*Section 4. This ordinance shall take effect upon final passage and publication as provided by law.*

The Clerk announced the Public Hearing is scheduled for 7:00 PM on June 20, 2023.

Mayor Altomonte read by title Resolution 23-06-14: A Resolution to Fix and Determine the 2023 Salaries and Wages of Officers, Management, Supervisory Personnel and General Employees Not Represented by an Organized Bargaining Unit and Employed by the Borough of Matawan, Monmouth County, New Jersey – Borough Clerk and Elections Clerk. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-06-14  
A RESOLUTION TO FIX AND DETERMINE THE 2023 SALARIES AND WAGES OF  
OFFICERS, MANAGEMENT, SUPERVISORY PERSONNEL AND GENERAL  
EMPLOYEES NOT REPRESENTED BY AN ORGANIZED BARGAINING UNIT AND  
EMPLOYED BY THE BOROUGH OF MATAWAN, MONMOUTH COUNTY, NEW JERSEY  
BOROUGH CLERK  
ELECTIONS CLERK**

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*WHEREAS, the following resolution sets the individual salaries and wages for 2023, effective January 1, 2023; and*

*WHEREAS, funds for this purposes are available in the 2023 Budget and the Chief Financial Officer as so certified in writing.*

*NOW, THEREFORE, BE IT RESOLVED that the 2023 Salaries and Wage for the Borough of Matawan Employees not represented by an organized bargaining unit be and are hereby set as follows:*

<u>DEPARTMENT</u> <u>TITLE</u>	<u>EMPLOYEE</u>	<u>2023</u> <u>SALARY</u>
<u>Administrative &amp; Executive</u>		
Borough Clerk	Full Time    Annual	\$77,200.00
Elections Clerk	Full Time    Annual	\$4,100.00

*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, and as well as Employee.*

**CERTIFICATION AS TO AVAILABLE FUNDING**

*I, Nicole Horvath, Chief Financial Officer of the Borough of Matawan do hereby certify that as of the date of this certification funds are available from the 3-01-20-120-180 Department Budget (Salary & Wages) of the Borough of Matawan.*

*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.*

*Chief Financial Officer*

*(Signature on File)*

\_\_\_\_\_  
*Nicole Shneeberger, CMFO*

*Dated: June 8, 2023*

Mayor Altomonte read by title Resolution 23-06-15: Payment of Bills. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Mayor Altomonte requested a voice vote. Council agreed. Motion passed.

**RESOLUTION 23-06-15  
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.*

<i>Current</i>	<i>\$2,399,989.17</i>
<i>Water/Sewer</i>	<i>\$453,177.73</i>
<i>Borough Capital</i>	<i>\$44,965.50</i>
<i>Water Capital</i>	<i>\$56,893.51</i>
<i>Grant</i>	<i>\$19,672.15</i>
<i>Borough Trust</i>	<i>\$65,740.43</i>
<i>Developers Escrow Account</i>	<i>\$16,316.38</i>
<b><i>Total</i></b>	<b><i>\$3,056,754.77</i></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.

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Cathy Zavorskas, Matawan Historical Society. Ms. Zavorskas thanked the Borough and the Governing Body in coordination with MHS on the Burrowes Mansion 300<sup>th</sup> Anniversary celebration. She thanked Mayor, Council, all Borough Departments as well as the Matawan Aberdeen Chamber of Commerce. The re-enactment of the skirmish and a Colonial encampment on the property was a great effort and it was well-received. A great collaborative effort and thank you so very much. Mayor and Council thanked the Matawan Historical Society and its members, especially, Ms. Zavorskas.

Mr. Michelson announced Councilman Ross asked, in his absence, for Mr. Michelson to convey his sentiments in on tonight's Agenda stating that Councilman Ross had initial reservations and concerns about each of the items, that we can proceed with them in his position as finance chair, and we will continue to look for innovative ways to communicate to our residents items on our agenda for ways that are descriptive and enlightening.

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

**Adjourn**

Mayor Altomonte requested a motion to adjourn. Councilwoman Gunn made the motion, seconded by Councilman Livesey. Council agreed. Motion passed.

The meeting adjourned at 7:32 PM.

(Signature on File)

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Karen Wynne, RMC  
Municipal Clerk