

**BOROUGH COUNCIL AGENDA  
REGULAR MEETING MARCH 3, 2025  
7:30 P.M.**

Reading Of Sunshine Notice

Flag Salute

Roll Call

Agenda Session

Presentation

Forum Theatre and Metuchen Arts District Update

Public Comment

Borough Council Meeting Minutes

Approval of Borough Council Meeting Minutes of January 13, 2025 and January 27, 2025

Communications Consent Agenda – Items A-D

- A. Receive and Accept Arts Council Meeting Minutes of October 17, 2024, November 18, 2024, and January 27, 2025
- B. Receive and Accept Parking Authority Meeting Minutes of January 21, 2025
- C. Receive and Accept Zoning Board Meeting Minutes January 9, 2025
- D. Receive and Accept Metuchen Environmental Commission Letter of Support regarding the Greenway dated February 24, 2025

Ordinance – Public Hearing

Ord. 2025-04           ORDINANCE AMENDING CHAPTER 37 OF THE CODE OF THE BOROUGH OF METUCHEN, ENTITLED, “POLICE DEPARTMENT” TO AMEND THE COMPOSITION OF THE POLICE DEPARTMENT AND THE PROMOTIONAL AND APPOINTMENT PROCESS

Ordinance – Introduction

Ord. 2025-05            ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF METUCHEN, VARIOUS CHAPTERS, TO AMEND CERTAIN APPLICATION, LICENSE AND PERMIT FEES – POOL FEES

Report of the Borough Administrator

Reports of Council Members

Report of the Mayor

New Business Consent Agenda – Resolutions 2025-96 to 2025-102

- R2025-96            RESOLUTION TO AMEND THE 2025 TEMPORARY BUDGET
- R2025-97            RESOLUTION DECLARING AN EMERGENCY AND AUTHORIZING EMERGENCY CONTRACT PROCEDURES FOR THE REPAIR AND/OR REPLACEMENT OF A SECTION OF SANITARY SEWER LINE
- R2025-98            RESOLUTION AUTHORIZING AN ACCESS AND LICENSE AGREEMENT FOR THE BOROUGH OF METUCHEN PROPERTY LOCATED AT BLOCK 51.04, LOT 27 (CENTER STREET PARK) WITH THE OWNERS OF THE PROPERTY LOCATED AT BLOCK 51.04, LOT 20.03 (432 MIDLAND AVENUE) FOR THE INSTALLATION OF A PIPE AND FOR CONNECTION TO THE EXISTING STORMWATER DRAINAGE LINE OF THE BOROUGH
- R2025-99            RESOLUTION APPROVING PERSON-TO-PERSON TRANSFER OF LIQUOR LICENSE FROM SK & SK INC TO BROWNSTONE GROUP INC
- R2025-100           RESOLUTION AUTHORIZING THE PURCHASE A DITCH WITCH THROUGH SOURCEWELL, FORMALLY KNOWN AS THE NATIONAL JOINT POWERS ALLIANCE (NJPA) A NATIONAL COOPERATIVE PURCHASING PROGRAM PURSUANT TO P.L.2011, C.139
- R2025-101           RESOLUTION TO CANCEL AND REFUND 2024 TAXES AS A RESULT OF COUNTY TAX APPEALS

R2025-102                    RESOLUTION AUTHORIZING REFUND OF OVERPAYMENT OF  
2024 TAXES

Other New Business

R2025-103                    RESOLUTION AUTHORIZING PAYMENT OF THE BILL LIST IN THE  
AMOUNT OF \$12,116,419.66

Adjournment

The Borough of Metuchen does not discriminate against persons with disabilities. Those individuals requiring auxiliary aids and services were necessary must notify the ADA Coordinator of the Borough of Metuchen at least seventy-two (72) hours in advance of the meeting or scheduled activity. The ADA Coordinator is Melissa Perilstein, 732-632-8509, mperilstein@metuchen.com.

**ORDINANCE 2025-04**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**ORDINANCE AMENDING CHAPTER 37 OF THE CODE OF THE BOROUGH OF METUCHEN, ENTITLED, “POLICE DEPARTMENT” TO AMEND THE COMPOSITION OF THE POLICE DEPARTMENT AND THE PROMOTIONAL AND APPOINTMENT PROCESS**

**WHEREAS**, at the recommendation of the Chief of Police and Borough Administrator, the Mayor and Council have determined that it is in the best interest of the effective operations and management of the Borough of Metuchen Police Department to amend the composition of the Metuchen Police Department to increase the number of Sergeants from six (6) to seven (7) and decreasing the number of full-time patrol officers from twenty-three (23) patrol officers to twenty-two (22) patrol officers and to amend the Promotional and Appointment Process.

**NOW THEREFORE BE IT ORDAINED** by the Council of the Borough of Metuchen, County of Middlesex, that it hereby amends Article 1, “General Provisions” of Chapter 37 “Police Department” of the Code of the Borough of Metuchen, specifically § 37-1, entitled, “Composition; appointment”, to state as follows:

**CHAPTER 37 POLICE DEPARTMENT**

**ARTICLE 1**

**General Provisions**

**§ 37-1 Composition; appointment.**

The Police Department of the Borough of Metuchen shall consist of no more than one (1) Chief of Police, one (1) Captain of Operations/Deputy Chief, two (2) Lieutenants, seven (7) Sergeants, and twenty-two (22) patrol officers, and such other employees as the Mayor and Borough Council may from time to time appoint. Patrol officers shall be appointed by the Mayor in consultation with the appropriate authority/Borough Administrator and the Police Chief upon confirmation by the Borough Council. The Police Chief shall be appointed by the Mayor in consultation with the appropriate authority/Borough Administrator upon confirmation by the Borough Council. The Captain of Operations/Deputy Chief, Lieutenants, and Sergeants shall be appointed by the Mayor in consultation with the appropriate authority/Borough Administrator and the Police Chief.

**BE FURTHER ORDAINED** by the Council of the Borough of Metuchen, that it hereby amends Article 4, “Sergeants” of Chapter 37 “Police Department” of the Code of the Borough of Metuchen, specifically § 37-35, entitled “Procedure for promotion from patrol officer to Sergeant” to state as follows:

**§ 37-35 Procedure for promotion from patrol officer to Sergeant.**

A. Procedure.

(1) The promotional procedure to the position of Sergeant from that of patrol officer within the Department shall be comprised of the following criteria:

- (a) Seniority and service.
- (b) Evaluation of the Chief of Police.
- (c) Evaluation of the Captain of Operations.
- (d) Evaluation of the Lieutenant/s.
- (e) Evaluation of the Borough Administrator.

(f) A score of at least 65 must be obtained on a written examination approved by the Chief of Police. Any candidates scoring less than a 65 will be eliminated from the remainder of the process.

(2) The weight assigned to each of the aforesaid criteria for the purposes of ranking the candidate shall be as follows:

<b>Promotional Criteria</b>	<b>Maximum Points Per Category</b>
Seniority and service	20
Chief of Police evaluation	65
Captain of Operations evaluation	45
Lieutenants' evaluation	20 each evaluation
Appropriate Authority/Borough Administrator evaluation	65

Seniority. In accordance with the chart set forth above, the maximum 20 points for seniority and service shall be determined for each candidate by allotting 1 point per year for each of the first 15 years in service and 1/2 point for each year of service between a candidate's 16th through 25th year of service. Additionally, no patrol officer shall be eligible for a promotion to the position of Sergeant until he/she has served with the Borough of Metuchen Police Department as a sworn law enforcement officer for at least five complete years. Fractional years of service shall not be calculated in the numbers of whole years for purposes of the calculation of points and shall be determined as of the date when the position is to be made available.

B. Police Chief evaluation. The Chief of Police shall allot to each individual candidate a mathematical score, up to a maximum of 65 points, based upon an evaluation which shall consider past performance, leadership skills, management skills, personal

strengths and weaknesses and other factors reasonably considered by the Chief to be related to the responsibilities of the position of Sergeant.

C. Captain of Operations evaluation. The Captain of Operations shall make a similar, but independent, appraisal of the individual candidates based upon the same factors as the Chief of Police, with a maximum point total of 45 points.

D. Lieutenants' evaluation. The Lieutenant/s shall make a similar, but independent, appraisal of the individual candidates based upon the same factors as the Chief of Police and Captain of Operations, with a maximum point total of 20 points for each Lieutenant's evaluation.

E. Appropriate Authority/Borough Administrator evaluation. The Borough Administrator shall assign a point total, up to 65 points, based upon the Administrator's estimate of the personality strengths and weaknesses, leadership and supervisory qualities, ease and skill in interacting with the public, management skills and other qualities reasonably considered as relevant to the responsibilities of the position of Sergeant.

F. Selection process. The individuals' names with the top three scores will be submitted to the Mayor for his/her consideration. If a promotion is made, the Mayor shall promote any one of the top three candidates, regardless of ranking. If there are two Sergeant positions available, the top four candidates' names will be submitted to the Mayor. For each additional position available, one candidate's name will be added to the list submitted to the Mayor for consideration.

G. Maintenance of ranking list. Once posted, the ranking list shall remain in effect for up to two years, unless the Mayor exercises its discretion to call for a new test because additional candidates would be eligible for consideration to the position of Sergeant or the Mayor exercises its discretion to extend the list beyond two years for a period of time determined by the Mayor.

H. Removal from list. The name of any candidate may be removed from the list based on disciplinary action taken by the Department against the candidate after the list has been established.

**BE IT FURTHER ORDAINED** by the Mayor and Council that all prior ordinances, or sections of ordinances, inconsistent with the within ordinance are hereby repealed; and

**BE IT FURTHER ORDAINED** by the Mayor and Council that all remaining sections of Chapter 37 not amended or referenced herein shall not be affected thereby and shall remain in full force and effect; and

**BE IT FURTHER ORDAINED** by the Mayor and Council that if any section, subsection, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance, which shall

Ord. 2025-04

continue in full force and effect, and to this end, the provisions of this Ordinance are hereby declared to be severable; and

**BE IT FURTHER ORDAINED** by the Mayor and Council that this ordinance shall become effective immediately upon final passage and publication as provided by law.

Introduction:  
Date of Publication:

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
BRANCH					HYMAN				
DELIA					KANDEL				
GIAMBOI					JETHWANI				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of an ordinance introduced by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on February 10, 2025.

\_\_\_\_\_  
Deborah Zupan, RMC  
Borough Clerk

Adopted:  
Date of Publication:

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
BRANCH					HYMAN				
DELIA					KANDEL				
GIAMBOI					JETHWANI				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of an ordinance adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Deborah Zupan, RMC  
Borough Clerk

ATTEST:

BOROUGH OF METUCHEN

\_\_\_\_\_  
Deborah Zupan, RMC  
Borough Clerk

By: \_\_\_\_\_  
Jonathan M. Busch  
Mayor



**ORDINANCE 2024-122025-05**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF METUCHEN, VARIOUS CHAPTERS, TO AMEND CERTAIN APPLICATION, LICENSE AND PERMIT FEES – POOL FEES**

**BE IT ORDAINED**, by the Borough Council of the Borough of Metuchen, as follows:

Section 1. Section 169-3 of Chapter 169, Swimming Pools, of the Code of the Borough of Metuchen, is hereby amended to add/change the following fees to read as follows:

**RESIDENT MEMBERSHIPS RATES: (Early Registration Period as set by Pool Commission – ~~30-day period~~ ends Monday, Memorial Day)**

Resident Family (Equivalent membership: one)	<del>\$515.00</del> <u>540.00</u>
Resident Family Plus	<del>\$665.00</del> <u>700.00</u>
Resident Individual	<del>\$270.00</del> <u>285.00</u>
Resident Senior	<del>\$90.00</del> <u>120.00</u>

**RESIDENT MEMBERSHIP RATES: (Upon Expiration of Early Registration Period)**

Resident Family (Equivalent membership: one)	<del>\$590</del> <u>630.00</u>
Resident Family Plus	<del>\$725</del> <u>775.00</u>
Resident Individual	<del>\$305.00</del> <u>325.00</u>
Resident Senior	<del>\$100.00</del> <u>130.00</u>

**NON-RESIDENT MEMBERSHIP RATES: (Early Registration Period as set by Pool Commission – ends Monday, Memorial Day~~30-day period~~)**

Nonresident Family	<del>\$755.00</del> <u>795.00</u>
Nonresident Family Plus	<del>\$875.00</del> <u>920.00</u>
Nonresident Individual	<del>\$435.00</del> <u>455.00</u>
Nonresident Senior	<del>\$240.00</del> <u>250.00</u>

NON-RESIDENT MEMBERSHIP RATES: (Upon Expiration of Early Registration Period)

Nonresident Family	<del>\$840.00</del> <u>900.00</u>
Nonresident Family Plus	<del>\$955.00</del> <u>1,020.00</u>
Nonresident Individual	<del>\$490.00</del> <u>525.00</u>
Nonresident Senior	<del>\$260.00</del> <u>280.00</u>
<u>Guest Fees</u>	<u>\$10.00 per person</u>

MISCELLANEOUS FEE SCHEDULE - MEMBERSHIP REQUIRED:

<u>Guest Fees</u>	<u>\$ 10.00 per person</u>
<del>General Event</del> <u>Pool-Children's Activity</u>	<del>\$ 5.00</del> <u>10.00 to \$30.00</u>
Swim Lessons	\$ 150.00 for 6 lessons
Camp Rentals	<del>\$ 225.00</del> <u>235.00</u> per hour
Long Course Rentals	<del>\$ 215.00</del> <u>225.00</u> per hour
Pool Water Fitness	<del>\$ 25.00</del> <u>15.00</u> per session
Party Reservation	<del>\$ 50.00</del> <u>75.00</u> for 3 hours and \$10.00 guest fee for each and every non-pool member
<u>Metuchen Swim/Dive Season Pool Use</u>	<u>\$6,000.00 to \$12,000.00 per season</u>

**RESOLUTION 2025-96**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION TO AMEND THE 2025 TEMPORARY BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-19 of the Local Budget Act provides that temporary appropriations shall be made for the purposes and amounts required in the manner and time therein provided.

**NOW, THEREFORE, BE IT RESOLVED** that the following additional temporary emergency appropriations shall be made for the year 2025, effective March 3, 2025:

Group Insurance		400,000.00
Municipal Court	OE	5,000.00
Public Works Administration		4,000.00
	<b>TOTAL</b>	<b>409,000.00</b>

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

\_\_\_\_\_  
Deborah Zupan, RMC, Borough Clerk

**RESOLUTION 2025-97**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION DECLARING AN EMERGENCY AND AUTHORIZING EMERGENCY CONTRACT PROCEDURES FOR THE REPAIR AND/OR REPLACEMENT OF A SECTION OF SANITARY SEWER LINE**

**WHEREAS**, on February 7, 2025 a malfunctioning air release valve within a 24” sanitary sewer force main was identified and brought to the attention of the Borough of Metuchen. The air release valve failure caused the need for remediation, repair and/or replacement to a portion of sanitary sewer infrastructure; and

**WHEREAS**, the Emergency Management Coordinator, as well as the Borough Administrator, have advised that until such time as the appropriate repairs are completed to the sanitary sewer system within the Borough, and is fully functional and is operating, delays in the sanitary sewer infrastructure repairs would cause an immediate health hazard; and

**WHEREAS**, the Emergency Management Coordinator and the Borough Administrator have recommended to the Mayor and Council and Qualified Purchasing Agent that an emergency declaration be made, with authorization to proceed with an emergent contract for the repair and/or replacement of a portion of sanitary sewer infrastructure and the need for the performance of a contract and delivery of goods and services and the need to invoke *N.J.S.A. 40A:11-6*.

**NOW, THEREFORE, BE IT RESOLVED** that due to the failure of a portion of sanitary sewer infrastructure within the Borough of Metuchen and the immediate health hazard caused thereby and the specific conditions expressed by the Emergency Management Coordinator and Borough Administrator, the Mayor and Council of the Borough of Metuchen hereby declares an emergency and authorizes the use of the emergency contract procedures of *N.J.S.A. 40A:11-6* for the repair and/or replacement of the failed sanitary sewer infrastructure.

**BE IT FURTHER RESOLVED** by the Council of the Borough of Metuchen that it hereby authorizes the Mayor, Borough Clerk, Borough Administrator, Chief Financial Officer/Qualified Purchasing Agent, the Emergency Management Coordinator, Borough Engineer and all other Borough officials and employees to take all action necessary to procure an emergency contract/s for the repair and/or replacement of the affected sanitary sewer infrastructure in an expeditious fashion.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

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Deborah Zupan, RMC, Borough Clerk

**RESOLUTION 2025-98**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING AN ACCESS AND LICENSE AGREEMENT FOR THE  
BOROUGH OF METUCHEN PROPERTY LOCATED AT BLOCK 51.04, LOT 27  
(CENTER STREET PARK) WITH THE OWNERS OF THE PROPERTY LOCATED AT  
BLOCK 51.04, LOT 20.03 (432 MIDLAND AVENUE) FOR THE INSTALLATION OF A  
PIPE AND FOR CONNECTION TO THE EXISTING STORMWATER DRAINAGE  
LINE OF THE BOROUGH**

**WHEREAS**, the Borough has rights and interests in certain tracts or parcels of land situated in Metuchen, Middlesex County, New Jersey, specifically Block 51.04, Lot 27, which comprises of Center Street Park (“the Property”); and

**WHEREAS**, the Borough has identified an issue with stormwater drainage and runoff on Midland Avenue; and

**WHEREAS**, there is an existing drainage system located on the Property (“Central Street Park Drainage System”); and

**WHEREAS**, the Owner of the property identified as Block 51.04, Lot 20.03 on the Tax Map of the Borough of Metuchen, commonly known as 432 Midland Avenue (“Owner of 432 Midland Avenue”), has requested permission from the Borough for access to the Borough Property and permission to connect into the Central Street Park Drainage System; and

**WHEREAS**, the Owner of 432 Midland Avenue has secured permission from the Property Owner of 286 Midland Avenue, which is immediately adjacent to the Property, for the installation of new pipe to connect to the Borough’s drainage system; and

**WHEREAS**, the Borough Engineer has reviewed and evaluated the proposed request from the Owner of 432 Midland Avenue, and has recommended to the Borough to permit such access and to allow the connection to the Borough’s existing drainage system, subject to the terms of an appropriate Access and License Agreement, as it is in the best interest of the health safety and welfare of the Borough residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, County of Middlesex, State of New Jersey, that it hereby authorizes an Access and License Agreement with the Property Owner of 432 Midland Avenue and grants permission for the connection into the Central Street Park Drainage System in the substantial form attached hereto; and

**BE IT FURTHER RESOLVED** by the Borough Council that it hereby authorizes the Mayor and Borough Clerk to execute the Access and License Agreement with the Property Owner of 432 Midland Avenue, in substantially the form attached hereto; and

**BE IT FURTHER RESOLVED** that the Borough Clerk, Administrator, Engineer and other appropriate Borough official are hereby authorized and directed to take all required actions relating to the Access and License Agreement and the connection to the Drainage System on the Borough of Metuchen Property.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

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Deborah Zupan, RMC, Borough Clerk

**RESOLUTION 2025-99**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPROVING PERSON-TO-PERSON TRANSFER OF LIQUOR  
LICENSE FROM SK & SK INC TO BROWNSTONE GROUP INC**

**WHEREAS**, an application was filed in the Office of the Municipal Clerk on December 16, 2024, for a Person-To-Person transfer of Liquor License No. 1210-33-010-006 from SK & SK, Inc. t/a Brownstone Bar & Grill, to Brownstone Group, Inc. for 932 Middlesex Avenue, Metuchen, NJ 08840; and

**WHEREAS**, the submitted application form was complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

**WHEREAS**, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated there under, as well as pertinent local Ordinances and conditions consistent with Title 33 and a Tax Clearance Certificate has been received; and

**WHEREAS**, the Police Department has reviewed the application and recommends that the transfer be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Metuchen do hereby approve the Person-To-Person transfer of Liquor License No. 1210-33-010-006 to Brownstone Group, Inc. for 932 Middlesex Avenue, Metuchen, NJ 08840, effective March 3, 2025.

**BE IT FURTHER RESOLVED** that the Municipal Clerk is hereby directed to notify the Division of Alcoholic Beverage Control of this transfer and to change the generation number of the license to 1210-33-010-007 reflecting said transfer.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

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Deborah Zupan, RMC, Borough Clerk



**RESOLUTION 2025-100**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING THE PURCHASE A DITCH WITCH  
THROUGH SOURCEWELL, FORMALLY KNOWN AS THE NATIONAL JOINT  
POWERS ALLIANCE (NJPA) A NATIONAL COOPERATIVE PURCHASING  
PROGRAM PURSUANT TO P.L.2011, C.139**

**WHEREAS**, there is a need for the Borough of Metuchen for the purchase of a Ditch Witch for the Public Works Department of the Borough of Metuchen; and

**WHEREAS**, the Borough of Metuchen as a contracting unit, may without advertising for bids, purchase any materials, supplies or equipment entered into on behalf of Sourcewell, formally known as National Joint Powers Alliance Cooperative, 202 12<sup>th</sup> Street NE, PO Box 219, Staples, MN 56479 pursuant to the provision of P.L. 2011, c. 139 which permits contracting units to use contracts awarded by national or regional cooperative or other states that were competitively bid. The law supplements existing law on the use of such contracts and is intended to provide additional flexibility to local government in the area of procurement; and

**WHEREAS**, the maximum amount of the purchase of a Ditch Witch with attachments for the Borough of Metuchen is \$47,865.59 and funds are available in the 2024 Capital Bond Ordinance 2024-11, Account C-04-55-944-011 as certified by the Chief Financial Officer and that there are sufficient funds for such award in the amount of forty seven thousand eight hundred sixty five dollars and fifty nine cents (\$47,865.59); and

**WHEREAS**, The Charles Machine Works, Inc. has been awarded the contract for Public Utility Equipment with Related Accessories and Supplies under Sourcewell Category Underground Utility and Landscape Grounds Equipment, Contract #110421-CMW, effective January 11, 2022, and expires on December 27, 2025 with Jesco, Inc., as an authorized New Jersey Distributor; and

**WHEREAS**, the Director of Public Works and Borough Administrator recommend the utilization of this contract; and

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Metuchen, in the County of Middlesex as follows:

The Chief Financial Officer and the Borough Administrator are hereby authorized and directed to approve and forward a purchase order to The Charles Machine Works, Inc., Ditch Witch Division, 1959 West Fir Avenue, PO Box 66, Perry, OK 73077.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

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Deborah Zupan, RMC, Borough Clerk

**RESOLUTION 2025-101**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION TO CANCEL AND REFUND 2024 TAXES AS A RESULT OF COUNTY TAX APPEALS**

**WHEREAS** successful County Tax Appeal judgments were awarded to the block and lot parcel described below, changing the assessed values for 2024 as follows, and

**WHEREAS** the reduction in taxes will be refunded.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Metuchen, that the Tax Collector be and is hereby authorized to reduce the 2024 tax billings on the following property due to the successful County Tax Appeals including amendments, in the amount of \$2,503.80 and refund the resulting overpayments due to the successful County tax appeal in the amount of \$2,503.80.

Block/Lot/Qual	Address	Assessment Reduction	Total Tax Reduction	Reduction to 2024 Levy	Overpayment for Refund
107/16	300 Middlesex Avenue	36,000	2,503.80	2,503.80	2,503.80

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

\_\_\_\_\_  
Deborah Zupan, RMC, Borough Clerk

**RESOLUTION 2025-102**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING REFUND OF OVERPAYMENT OF 2024 TAXES**

**WHEREAS**, the following has made an overpayment of taxes:

Name	Block/Lot	Address	Amount		Year
PennyMac Loan Services LLC	51.10/24.02	219 Columbia Avenue	\$463.75	Duplicate payment	2024, 4th qtr

**NOW, THEREFORE, BE IT RESOLVED**, that the above listed property owner or agent be refunded property taxes as described in the amount of \$463.75.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on March 3, 2025.

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Deborah Zupan, RMC, Borough Clerk