

**BOROUGH COUNCIL AGENDA
REGULAR MEETING JANUARY 12, 2026
7:30 P.M.**

Reading Of Sunshine Notice

Flag Salute

Roll Call

Agenda Session

Public Comment

Borough Council Meeting Minutes

Approval of Borough Council Meeting Minutes of January 1, 2026

Ordinance – Public Hearing

Ord. 2026-01 ORDINANCE TO SET THE MINIMUM AND MAXIMUM WAGE
RANGES FOR CERTAIN BOROUGH EMPLOYEES, AMENDING
ORDINANCE 2025-06

Report of the Borough Administrator

Reports of Council Members

Report of the Mayor

New Business Consent Agenda – Resolutions 2026-63 to 2026-65

- R2026-63 RESOLUTION AUTHORIZING PURCHASE FROM SOMERSET COUNTY COOPERATIVE PRICING FOR GASOLINE, UNLEADED, 87 OCTANE
- R2026-64 RESOLUTION AMENDING RESOLUTION 2025-226 AWARD OF CONTRACT FOR CONSTRUCTION MANAGER - EMERGENCY SERVICES CENTER
- R2026-65 RESOLUTION AUTHORIZING CHANGE ORDER #1 CONTRACT INCREASE FOR GPC, INC. – BOROUGH EMERGENCY SERVICES PROJECT

Adjournment

The Borough of Metuchen does not discriminate against people with disabilities. Individuals requiring auxiliary aids and services must notify the ADA Coordinator at least seventy two (72) hours in advance of the meeting or scheduled activity where services are required. The ADA Coordinator for the Borough of Metuchen is Deborah Zupan, Borough Clerk, 732-632-8508 or dzupan@metuchen.com.

ORDINANCE 2026-2025-06

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

ORDINANCE TO SET THE MINIMUM AND MAXIMUM WAGE RANGES FOR CERTAIN BOROUGH EMPLOYEES, AMENDING ORDINANCE ~~2024-24~~2025-06

BE IT ORDAINED, by the Mayor and Council of the Borough of Metuchen, that Ordinance ~~2025-01~~2025-06 be repealed and replaced with this ordinance to set the salary authorizations for the calendar year ~~2025~~2026, effective January 1, ~~2025~~2026.

A. The following official employment designations are hereby confirmed and the range of compensation of each officer and employee of the Borough of Metuchen shall be:

POSITION	MINIMUM	MAXIMUM	PER
Mayor	\$10,000.00	\$20,000.00	year
Councilmember	\$ 5 000.00	\$10,000.00	year
Borough Administrator	\$ 100,000.00	200 10,000.00	\$ year
Director of Special Projects	\$70,000.00	\$ 100,000.00	year
Director of Economic Development	\$85,000.00	\$120,000.00	year
Project Manager	\$50,000.00	\$100,000.00	year
Borough Clerk	\$75,000.00	\$ 110 115,000.00	year
Chief Financial Officer/ Tax Collector/QPA	\$100,000.00	190 200,000.00	\$ year
Tax Assessor	\$75,000.00	\$ 110,000.00	year
Public Works Director	\$85,000.00	\$ 190,000.00	year
Public Works Superintendent	\$80,000.00	130 140,000.00	year
Public Works Supervisor	\$75,000.00	120 130,000.00	\$ year
Chief of Police	\$ 170,000.00	\$250,000.00	year
Police Captain	\$ 160,000.00	\$220,000.00	year
Police Lieutenant	\$ 150,000.00	\$205 000.00	year
Court Administrator	\$75,000.00	\$ 110,000.00	year
Director of Recreation	\$50,000.00	\$100,000.00	year
Senior Citizen Director	\$45,000.00	\$100,000.00	year
Director of Recreation/Senior Services	\$ 70 000.00	\$ 110,000.00	year
Program Coordinator of Recreation/Senior Services	\$45,000.00	\$85,000.00	year
Administrative Assistant	\$42,000.00	\$75,000.00	year
Zoning Officer	\$65,000.00	\$90,000.00	year
TACO Administrative Officer	\$50,000.00	\$95,000.00	year
Administrative Manager	\$50,000.00	\$90,000.00	year
Deputy Court Administrator	\$42,000.00	\$65,000.00	year
Violations Clerk	\$40,000.00	\$60,000.00	year
QPA	\$6,000.00	\$15,000.00	year
Finance Clerk	\$40,000.00	\$65,000.00	year
Senior Finance Specialist	\$50,000.00	\$ 100,000.00	year
Finance Specialist	\$45,000.00	\$90 000.00	year
Multi-Media & Communication Director	\$65,000.00	\$ 110,000.00	year
Janitor	\$35,000.00	\$50 000.00	year

Mileage/Car Use Stipend - at Borough Administrator discretion		<u>\$2,000.00</u>	year
Field Inspector	\$50,000.00	\$80,000.00	year
Assistant Tax Assessor	\$60,000.00	\$100,000.00	year

POSITION-PART TIME	MINIMUM	MAXIMUM	PER
Broadcast Technician	\$25,000.00	\$35,000.00	year
Public Works Administrator	\$110,000.00	\$120,000.00	year
Bus Drivers	\$20.00	\$30.00	hour
Part-Time Clerk Office Assistant	\$15.49 15.92	\$30.00	hour
Part-Time Violations Clerk	\$19.00	\$33.00	hour
Janitor, Firehouse	\$15.49 15.92	\$30.00	hour
Fire Official (Fire Prevention)	\$6,000.00	\$40,000.00	year
Fire Inspectors (Fire Prevention)	\$5,000.00	\$20,000.00	year
Office of Emergency Management Director	\$6,000.00	\$65,000.00	year
Office of Emergency Management Deputy Coordinator	\$1,000.00	\$1,500.00	stipend
Registrar	\$5,000.00	\$17,000.00	year
Deputy Registrar	\$3,000.00	\$11,000.00	year
School Crossing Guards	\$19.00	\$30.00	hour
Municipal Cares Coordinator	\$6,000.00	\$10,000.00	year
C-3 Sanitary Sewer Collection System Operator	\$6,000.00	\$10,000.00	year
Per Diem Clerical	\$15.49 15.92	\$30.00	hour
Public Works Summer Help	\$15.49 15.92	\$30.00	hour
Parking Enforcement Officer	\$19.00	\$30.00	hour
Police Auxiliary Officer	\$500.00	\$1,500.00	stipend
Police Aide	\$30.00	\$40.00	hour

CONSTRUCTION INSPECTORS/OFFICIALS

POSITION	MINIMUM	MAXIMUM	PER
Construction Official	\$40.00	\$70.00	hour
Plumbing Subcode Official	\$25.00	\$50.00	hour
Plumbing Inspector	\$45.00	\$70.00	hour
Electrical Subcode Official	\$25.00	\$50.00	hour
Electrical Inspector	\$45.00	\$70.00	hour
Fire Subcode Official	\$25.00	\$50.00	hour
Fire Inspector	\$45.00	\$70.00	hour
Building Subcode Official	\$25.00	\$50.00	hour
Building Inspector	\$45.00	\$70.00	hour
Alternate Subcode Officials	\$25.00	\$50.00	hour
Alternate Inspectors	\$40.00	\$70.00	hour
Special Inspections	\$20.00	\$20.00	hour

COURT ADMINISTRATION

POSITION	MINIMUM	MAXIMUM	PER
Municipal Court Judge	\$25,000.00	\$50,000.00	year
Municipal Public Defender	\$15,000.00	\$30,000.00	year

RECREATION PT			
POSITION	MINIMUM	MAXIMUM	PER
Lacrosse Director	\$30.00	\$40.00	hour
Field Hockey Director	\$30.00	\$40.00	hour
Field Hockey Coach	\$20.00	\$30.00	hour
Field Hockey Referee	\$15.49 15.92	\$15.49 15.92	hour

RECREATION SEASONAL			
POSITION	MINIMUM	MAXIMUM	PER
Tennis Instructor	\$14.53 15.23	\$16.00	hour
Tennis Director	\$75.00	\$85.00	hour
Art Director	\$50.00	\$75.00	hour
Cooking Director	\$40.00	\$50.00	hour
Cam D Director	\$35.00	\$45.00	hour
Assistant Cam p Director	\$25.00	\$30.00	hour
Camp Counselors	\$14.53 15.23	\$16.00	hour
Recreation Assistant	\$14.53 15.23	\$16.00	hour
Soccer Camp Director	\$35.00	\$50.00	hour
Soccer Counselor	\$14.53 15.23	\$16.00	hour
Soccer Trainer	\$20.00	\$30.00	hour
Track Camp Director	\$30.00	\$40.00	hour
Track Advisor	\$25.00	\$30.00	hour
Track Specialist	\$20.00	\$30.00	hour
Basketball Director	\$30.00	\$50.00	hour
Basketball Referee	\$25.00	\$30.00	hour
Junior Referee	\$14.53 15.23	\$16.00	hour
Umpire	\$30.00	\$30.00	hour

POOL SEASONAL			
POSITION	MINIMUM	MAXIMUM	PER
Pool Manager	\$6,000.00	\$15,000.00	season
Assistant Managers	\$3,500.00	\$10,000.00	season
Aquatics Director	\$3,000.00	\$10,000.00	season
Head Swim Team Coach *	\$2,000.00	\$6,000.00	season
Assistant Swim Team Coach	\$1,000.00	\$5,000.00	season
Swim Team Assistant	\$750.00	\$2,000.00	season
Head Diving Coach	\$1,500.00	\$3,000.00	season
Assistant Diving Coach	\$1,100.00	\$3,000.00	season
Activities Director	\$3,000.00	\$6,000.00	season
Pre-Season Rate	\$14.53 15.23	\$14.53 15.23	hour
Swim Instructor	\$14.53 15.23	\$14.53 15.23	hour
Head Lifeguard	\$16.55 17.25	\$16.55 17.25	hour
Lifeguard	\$15.00 15.70	\$15.00 15.70	hour
Head Gate Attendant	\$14.68 15.38	\$14.68 15.38	Hour
Gate Attendant	\$14.53 15.23	\$14.53 15.23	Hour
Head Maintenance	\$15.23 15.93	\$15.23 15.93	Hour

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Maintenance	\$14.53 <u>15.23</u>	\$14.53 <u>15.23</u>	hour
*Position not filled when Aquatics Director position is filled and acts as Head Coach.			

**LIBRARY PERSONNEL
SALARY ADJUSTMENT AND INCREASE PER LIBRARY BOARD OF TRUSTEES**

POSITION	MINIMUM	MAXIMUM	PER
FT Library Director	\$85,000.00	\$130,000.00	year
FT Principal Librarian	\$72,000.00	\$85,000.00	year
FT Senior Librarian (Youth/User Services)	\$62,000.00	\$75,000.00	year
FT Senior Librarian (Adult/User Services)	\$62,000.00	\$75,000.00	year
FT Librarian	\$55,000.00	\$68,000.00	year
FT Librarian (Adult/Youth Services)	\$55,000.00	\$68,000.00	year
FT Librarian (Adult/User Services)	\$55,000.00	\$68,000.00	year
FT Librarian (Youth Services)	\$55,000.00	\$68,000.00	year
FT Principal Library Assistant	\$42,000.00	\$55,000.00	year
FT Senior Library Assistant	\$36,000.00	\$45,000.00	year
FT Library Assistant	\$31,000.00	\$36,000.00	year
PT Senior Librarian	\$35.00	\$45.00	hour
PT Senior Librarian (Youth Services)	\$35.00	\$45.00	hour
PT Librarian	\$30.00	\$36.00	hour
PT Librarian (Youth Services)	\$30.00	\$36.00	hour
PT Library Bookkeeper	\$26.00	\$32.00	hour
PT Library Technology Assistant	\$23.50	\$28.00	hour
PT Senior Library Assistant	\$20.00	\$28.00	hour
PT Library Children's Service Specialist	\$20.00	\$28.00	hour
PT Library Technical Services Assistant	\$18.00	\$25.00	hour
PT Library Assistant	\$17.37	\$25.00	hour
PT Library Page	\$15.49	\$18.00	hour

LIBRARY PERSONNEL

SALARY ADJUSTMENT AND INCREASE PER LIBRARY BOARD OF TRUSTEES

POSITION	MINIMUM	MAXIMUM	PER
FT Libray Director	\$107,000.00	\$145,000.00	year
FT Interim Director	\$85,000.00	\$120,000.00	year
FT Supervising Librarian	\$90,000.00	\$106,000.00	year
FT Principal Librarian	\$75,000.00	\$90,000.00	year
FT Senior Librarian (Youth, Adult, User Services, Tech Services, Etc.)	\$65,000.00	\$77,000.00	year
FT Librarian (Youth, Adult, User Services, Tech Services, Etc)	\$60,000.00	\$72,000.00	year
FT Supervising Library Assistant (Circulation Supervisor)	\$52,390.00	\$65,000.00	year
FT Library Associate	\$45,000.00	\$58,000.00	year
FT Principal Library Assistant	\$43,000.00	\$56,000.00	year
FT Senior Library Assistant	\$37,000.00	\$45,000.00	year
FT Library Assistant	\$30,920.00	\$42,000.00	year
FT Children's Specialist	\$41,000.00	\$54,000.00	year
FT Technical Services Assistant	\$41,000.00	\$54,000.00	year

<u>FT Communications and Outreach Coordin</u>	<u>\$41,000.00</u>	<u>\$54,000.00</u>	<u>year</u>
<u>FT Technology Assistant</u>	<u>\$43,000.00</u>	<u>\$56,000.00</u>	<u>year</u>
	-	-	-
<u>PT Senior Librarian (Youth, Adult, User Services, Tech Services, Etc.)</u>	<u>\$35.71</u>	<u>\$42.30</u>	<u>hour</u>
<u>PT Librarian (Youth, Adult, User Services, Tech Services, Etc)</u>	<u>\$32.97</u>	<u>\$39.56</u>	<u>hour</u>
<u>PT Supervising Library Assistant</u>	<u>\$28.78</u>	<u>\$35.71</u>	<u>hour</u>
<u>PT Library Associate</u>	<u>\$24.72</u>	<u>\$31.87</u>	<u>hour</u>
<u>PT Senior Library Assistant</u>	<u>\$20.32</u>	<u>\$24.72</u>	<u>hour</u>
<u>PT Library Assistant</u>	<u>\$16.99</u>	<u>\$23.08</u>	<u>hour</u>
<u>PT Technical Services Assistant</u>	<u>\$22.53</u>	<u>\$29.67</u>	<u>hour</u>
<u>PT Communications and Outreach Coordinator</u>	<u>\$22.53</u>	<u>\$29.67</u>	<u>hour</u>
<u>PT Technology Assistant</u>	<u>\$23.63</u>	<u>\$30.71</u>	<u>hour</u>
<u>PT Library Bookkeeper</u>	<u>\$26.00</u>	<u>\$32.98</u>	<u>hour</u>
<u>PT Library Page</u>	<u>\$16.00</u>	<u>\$22.00</u>	<u>hour</u>

B. The hourly range of compensation for the public works positions hereinafter named shall be as follows, all payable in bi-weekly installments except as otherwise provided for:

POSITION	MINIMUM	MAXIMUM
Parking Maintenance	\$36.09	\$40.05
Pump Operator	\$36.64	\$ 40.65
Maintenance Repair Person	\$ 36.37	\$ 40.36
Assistant Maintenance Repair Person	\$ 34.90	\$ 38.75
Master Mechanic	\$36.09	\$ 40.05
Heavy Equipment Operator	\$36.09	\$ 40.05
Head Forestry	\$36.09	\$ 40.05
Assistant Equipment Operator	\$ 34.90	\$ 38.75
Forestry	\$34.90	\$ 38.75
Assistant Mechanic	\$34.90	\$ 38.75
Assistant Pump Operator	\$ 34.90	\$ 38.75
Parks Worker	\$36.09	\$ 40.05
Assistant Park Worker	\$ 34.90	\$ 38.75
Drivers	\$33.93	\$ 37.69
Laborer	\$ 32.88	\$ 36.54

Additional compensation by way of longevity, overtime, sick days, personal days, insurance benefits and other matters related thereto are fully set forth in the collective bargaining agreement and are hereby incorporated in this ordinance.

- C. The salary range of compensation of all officers of the police department hereinafter named shall be as follows, all payable in equal bi-weekly installments except as otherwise provided for:

POSITION	MINIMUM	MAXIMUM
Sergeant	\$137,266.00	\$155,998.00
Detective	\$129,823.00	\$147,539.00
Patrol Officer	\$49,002.00	\$143,139.00
Academy	\$31,470.40 <u>33,113.60</u>	\$31,470.40 <u>3,113.60</u>

Additional compensation by way of Corporal assignment, longevity, overtime, sick days, personal days, insurance benefits and other matters related are fully set forth in the collective bargaining agreement and are hereby incorporated in this ordinance.

1. Additional compensation by way of overtime, sick days, personal days, insurance benefits for full time employees not covered in collective bargaining agreements are fully set forth in the Personnel Handbook and amendments thereto previously adopted by the Borough Council and are hereby incorporated in this Ordinance.
2. No officer or employee shall be paid at a base rate which is above the maximum rate for any salary range in any of the aforementioned groups. Unless otherwise provided for all new employees or newly promoted employees shall be paid at the minimum rate of the salary range for the position to which they are hired. However, the Borough Administrator may hire a prospective employee who possesses qualifications that are greater than the minimum qualifications for the position at a rate above the minimum rate, but in no case shall a new employee be hired at a rate which is greater than that of a current employee in the same group.
3. This Ordinance shall supersede and replace all prior Salary Ordinances and Amendments thereto. Upon the effective date of this Ordinance, any and all prior Salary Ordinances and Amendments thereto and all salaries and compensation authorized therein shall have no further effect. The within Ordinance represents the salaries and compensation to be received by all current, exiting employees and offices or those anticipated to be filled in the near future. In the event that an existing office or position is currently vacant, and a salary or compensation is not set forth in this Ordinance, this Salary Ordinance shall be amended to create a salary and/or salary range for such position or office prior to said position or office being filled.
4. If any portion of this ordinance is in conflict with any portion of a collective bargaining agreement, then the collective bargaining agreement shall take precedence.

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5. All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.
6. This ordinance shall take effect after its publication according to law and the amendments contained herein shall be retroactive to January 1, ~~2025~~2026.

RESOLUTION 2026-63

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

RESOLUTION AUTHORIZING PURCHASE FROM SOMERSET COUNTY
COOPERATIVE PRICING FOR GASOLINE, UNLEADED, 87 OCTANE

WHEREAS, there exists a need to purchase unleaded gasoline for the Borough of Metuchen, in the County of Middlesex, State of New Jersey; and

WHEREAS, this can be purchased through the Somerset County Cooperative Pricing System #2-SOCCP, Contract #CC-0045-24 Unleaded Gasoline, Regular 87 Octane, Mid-Grade 89 Octane and Premium 93 Octane Open End Contract Second Year of a Two Year Contract pursuant to the provisions of NJ.S.A. 40A:11-11 (5); and

WHEREAS, Somerset County Cooperative awarded the second year of a two-year contract #CC-0045-24 awarded on May 13, 2025 to May 14, 2026; and

WHEREAS, this authorization of award ends on May 14, 2026; and

WHEREAS, the Borough is only authorized to purchase Unleaded 87 Octane gasoline under this award; and

WHEREAS, the maximum amount of the purchase of Unleaded Gasoline, 87 Octane for the Borough of Metuchen under this contract is awarded in an amount not to exceed fifty thousand dollars and no cents (\$50,000.00) and is certified from the 2026 Temporary Budget and 2026 Adopted Budget, designated from Diesel and Gasoline Fuel Account Number 6-01-31-821-074; and

WHEREAS, the County of Somerset, New Jersey shall be responsible for complying with the provisions of the Local Public Contracts Law (NJ.S.A. 40A:l 1-1 et seq.) and all other provisions of the revised statutes; and

WHEREAS, this procurement is awarded under N.J.S.A. 19:44A20.4 et seq. using a fair and open process to National Fuel Oil Inc.to purchase Unleaded 87 Octane gasoline for the Borough of Metuchen.

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

The Chief Financial Officer and Borough Administrator are hereby authorized and directed to approve and forward a Purchase Order to National Fuel Oil Inc., 175 Orange Street, Newark, NJ 07103, in an amount not to exceed fifty thousand dollars and no cents (\$50,000.00).

RESOLUTION 2026-64

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

RESOLUTION AMENDING RESOLUTION 2025-226 AWARD OF CONTRACT FOR
CONSTRUCTION MANAGER-EMERGENCY SERVICES CENTER

WHEREAS, the Borough of Metuchen has a need to amend Resolution 2025-226 previously awarded for Engineering and Construction Management services for the Emergency Services Center and as an amendment to a contract previously awarded, fair and open process pursuant to the provisions of *N.J.S.A. 19:44A-20.4*; and

WHEREAS, Requests for Qualifications were received on November 21, 2023 and reviewed by the Borough Administrator, Chief Financial Officer/QPA, and Borough Clerk; and

WHEREAS, the anticipated term of this contract is for the duration of the Emergency Services Center project; and

WHEREAS, the original agreement stipulated that the maximum amount of the contract shall not exceed three hundred thirty one thousand dollars and no cents (\$ 331,000.00); and

WHEREAS, the Borough deemed it necessary to dedicate an additional thirty two thousand dollars and no cents (\$32,000.00) for additional scope of services which was memorialized by Resolution 2025-226; and

WHEREAS, the Borough deemed it necessary to further amend the contract award to Colliers Project Leaders by one hundred thirty six thousand seven hundred dollars and no cents (\$136,700.00) for Special Inspections and Construction Material Testing for the Emergency Services Center Project; and

WHEREAS, the maximum amount of the contract is amended and shall not exceed the new grand total of four hundred ninety nine thousand seven hundred dollars and no cents (\$499,700.00) and the Chief Financial Officer certifies that there are sufficient funds for such contract amendment and is available and is designated from the Capital Bond Ordinance 2023-14 Account number C-04-55-942-002 for these services.

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

1. The Mayor and Borough Clerk are hereby authorized and directed to increase the available funds for construction management services from the firm Colliers Project Leaders USA NE LLC, 135 New Road, Madison, CT 06443.

2. The within authorization and contract award is limited solely for the amendment for additional services in the amount not to exceed one hundred thirty six thousand seven hundred dollars and no cents (\$136,700.00).
3. This contract is awarded as a fair and open "Professional Service" in accordance with N.J.S.A. 19:44A-20.5
4. Notice of this action shall be printed once in The Home News Tribune.

RESOLUTION 2026-65

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

RESOLUTION AUTHORIZING CHANGE ORDER #1 CONTRACT INCREASE FOR
GPC, INC. – BOROUGH EMERGENCY SERVICES PROJECT

WHEREAS, by way of Resolution 2025-254, a contract was approved for Construction of the Emergency Services Center for the Borough of Metuchen by the Mayor and Council and GPC, Inc.; and

WHEREAS, on December 8, 2025, GPC, Inc. submitted a letter to the Borough for Change Order #1 increase to the Borough in the amount of \$27,857.00 for removal of unforeseen footing and foundation which was reviewed and approved by the Borough Administrator, Qualified Purchasing Agent and Colliers Project Leaders – Construction Manager for the project; and

WHEREAS, the increase to the Borough for the Change Order #1 is \$27,857.00 with sufficient funds available from Capital Bond Ordinance 2023-14, C-04-55-943-001 for Change Order #1.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Metuchen that the proper officials are hereby authorized to execute the attached Change Order #1.