



# Borough of Middlesex

Middlesex, New Jersey

## Mayor and Council Regular Meeting

### Minutes

Kelsey Meixner  
Borough Clerk  
732 356-7400 x236  
[www.middlesexboro-nj.gov](http://www.middlesexboro-nj.gov)

---

Tuesday, September 9,  
2025

7:00 PM

Municipal Building

---

**I. MAYOR'S STATEMENT:**

Under the provisions of N.J.S.A. 10:4-6 et seq., notice of the time and place of this meeting was given by way of an annual meeting notice to the Star Ledger, Courier News and Home News, and posted at Borough Hall.

---

**II. SALUTE TO FLAG**

---

**III. ROLL CALL**

Mayor Jack Mikolajczyk  
Council President Michael Conahan  
Councilman Jeremiah Carnes  
Councilman Joseph DeScenza  
Councilman Kenneth Griggs  
Councilman Kevin Dotey  
Councilman Robert Dessino

**Also Present:**

Borough Attorney Christopher Corsini

**Others Absent:**

Administrator La Place

---

**IV. PRESENTATIONS**

---

**V. APPOINTMENTS**

---

**VI. PROCLAMATIONS**

---

**VII. ORDINANCE(S) FOR INTRODUCTION**

---

**VIII. ORDINANCE(S) FOR PUBLIC HEARING AND FINAL ADOPTION**

---

1. **Ordinance 2155-25** AN ORDINANCE AMENDING THE LINCOLN BOULEVARD REDEVELOPMENT PLAN TO PROVIDE MINIMUM APARTMENT SIZES

**WHEREAS**, the 2022 Master Plan Reexamination Report recommended the reduction of minimum apartment sizes in the Lincoln Boulevard Redevelopment Plan, which was adopted September 18, 2007, and revised through July 14, 2020; and

**WHEREAS**, the Joint Land Use Board provided a recommendation to the Council that the Lincoln Boulevard Redevelopment Plan be amended with certain minimum apartment sizes; and

**WHEREAS**, in consideration thereof, the Mayor and Council of the Borough of Middlesex desire to amend Lincoln Boulevard Redevelopment Plan;

**NOW, BE IT THEREFORE ORDAINED**, by the Borough Council of the Borough of Middlesex in the County of Middlesex and State of New Jersey, that the Lincoln Boulevard Redevelopment Plan is hereby amended as follows:

**Section I**

The Lincoln Boulevard Redevelopment Plan is hereby amended with the following minimum apartment sizes:

Studio – 550 sq. ft.  
1 bedroom – 700 sq. ft.  
2 bedroom – 850 sq. ft.  
3 bedroom – 1,000 sq. ft.

**Section II**

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section III**

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

**Section IV**

This ordinance shall take effect upon adoption and publication in the manner required by New Jersey general law but, in no event, less than 20 days after its final passage by the Borough Council and approval by the Mayor, where such approval is required pursuant to N.J.S.A. 40:69A-181(b).

Mayor Mikolajczyk opened the public hearing on Ordinance 2155-25. Seeing that there was no public participation, Mayor Mikolajczyk closed the public hearing on Ordinance 2155-25.

|                   |                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |
| <b>NAYS:</b>      | None                                                                                           |
| <b>ABSTAINED:</b> | None                                                                                           |

---

## **IX. ADOPTION OF MINUTES**

---

## **X. MAYOR'S REPORT**

**Mayor Mikolajczyk made the following comments:**

- I am happy that Officer Melchiorre is not seriously injured. We are now down a Police Car.
- The 9-11 Ceremony is this Thursday.
- Progress at the Park is slow moving.
- Update on the Class III Officers - the Police Chief, Borough Attorney and Administrator will continue to pursue this matter.
- The Borough has received Silver Recognition in the New Jersey Safe Routes to Schools Recognition Program.
- We are almost done with all of the Labor Contracts, nothing major is left. Thank you to all who participated.

---

## **XI. COUNCIL MEMBER REPORTS**

**Council President Conahan made the following comments:**

- Thank you to all involved with our Fall Newsletter. Some special shout-outs for their excellent articles go to: OEM, Environmental Commission, Board of Health, DPW, Police, and the Clerk's office.

- A very special congratulations to our new Clerk, Kelsey Meixner!
- For the Library, the July 14th storm left much of the Community Room, as well as the Children's room, with flood damage. Fortunately, everything should be back to normal in approximately one month. Summer reading and programming is now over and was a huge success. July's total circulation was 3x higher than July 2024 and August's total circulation was more than 2 times higher than August of 2024.
- The next program hosted by the Friends of the Library is next Sunday, September 21st, at 3pm in the Library and features vocalist and guitarist Nancy Schaff with a potpourri of show tunes.
- Congratulations to Barbara Benson in our Office of Emergency Management who was promoted to Deputy of Operations.
- Please attend our annual 9/11 Commemorative Ceremony this Thursday at 7pm in the front of Victor Crowell Park. A very special thank you goes to Shirley Penrose for once again coordinating this event.
- Welcome and congratulations to our first full-time Director of Zoning and Code Enforcement, Matthew Dillingham, who started yesterday.
- A special thank you to Karen Wick, who has been doing everything in Construction.
- Lastly, I hope everyone in this room, plus most of our residents, make plans to attend our Fire Department's first Food Truck Festival on Saturday, September 20th in Mountain View Park from 11am -7pm. \$5 entry fee per person, live music, activities for adults and kids, 15 food trucks, alcohol for sale, and dogs are welcome. This is a fundraiser for our All-Volunteer Fire Department.
- Our next pillar will be awarded to longtime volunteer, Lee Poandl, at our next meeting on September 23rd at 7pm.

**Councilman Carnes made the following comments:**

- Changes to the Film Commission will be at the next meeting.
- The Culture and Arts Committee meeting is postponed.
- Mayor Mikolajczyk has had excellent communication with the School and is advocating for the Borough's best interest.
- The Senior Messenger is out, they have several trips coming up.

**Councilman DeScenza made the following comments:**

- Recreation will be starting their Fall Basketball program on September 17th.
- Soccer starts soon with almost 200 registered children. We will be

using Haverstick Field as the school fields are not up to par.

- Toddler Playgroup is filling up quickly.
- A new program is starting up for Fall girls' softball.
- A grant application has been submitted for Haverstick Park for up to \$100,000 for improvements.
- The membership for the Swim Pool is comparable to last year's numbers.
- The roof is still not fixed.
- The Swim Pool will come to the October meeting to make a presentation.
- SWAC was canceled.
- Suburban consulting will come to the October 7th Parks Improvement Meeting.

**Councilman Dessino made the following comments:**

- The Environmental Commission met last week, they have several events coming up.
- Solar Simplified will do a presentation at the next Council Meeting.
- The Environmental Commission are working on a grant for a charging station.
- The Joint Land Use Board will meet on September 16th.
- DPW are prepping for the 9-11 Ceremony.
- Bamboo has been removed.
- Update on the Mountain View Park Project.

**Councilman Dotey made the following comments:**

- Highlights of the Fire Report.
- Update on the accident involving Officer Melchiorre.
- Please come support the Fire Department on September 20th at their Food Truck Festival.
- Barbara Benson was promoted to Deputy Coordinator for the OEM.
- The command center is back and the A/C is working.

**Councilman Griggs made the following comments:**

- Congratulations to the new Zoning Officer.

- The Shade Tree Commission will meet this week.
- The Rabies Clinic will be the first Saturday in November.
- The Board of Health will meet next week.

---

## **XII. ADMINISTRATOR'S REPORT**

Councilman Dotey read the Administrator's Report:

1. Progress is being made on construction of the various improvements to Mountain View Park, including the new restroom facility and new playground equipment. During construction, vehicular access to the rear area of the park is restricted.
2. On Monday, Matthew Dillingham started working full-time as the Borough's Zoning & Code Enforcement Director. We also have a new, part-time, Qualified Purchasing Agent on board, Jennifer Mercedes.
3. Middlesex Borough's annual observance of 9-11 will be this Thursday, beginning at 7:00 p.m. at Victor Crowell Park. DPW has been working hard to prepare the site for the occasion.
4. Some projects staff will be working on this Fall will include identifying vacant and surplus municipal land for possible sale, preliminary design work on a prototype for new Borough entrance signage and the enhancement of Lincoln Park. We will also continue to be proactive in working with landowners and developers regarding investment in Middlesex.
5. Resolutions this evening include approvals for a 3rd Quarter tax refund, sewer billing waived appeals for two properties, the promotion of Deputy Clerk Kelsey Meixner, to Municipal Clerk effective September 1st and an amendment to the Borough's Personnel Policy regarding vacation time.
6. The topic of the Agenda Workshop this evening is a proposal for Mercantile licensing.
7. In Executive Session, the Council will be discussing Contract Negotiations for Class III Officers and Personnel matters involving the Construction Official and Inspectors as well as Police promotions.

---

## **XIII. PRIVILEGE OF THE FLOOR**

Mayor Mikolajczyk opened the Privilege of the Floor for anyone wishing to comment.

Dave Polakiewicz, 240 Hazelwood Avenue, inquired if the Council have any additional information in regards to the inspectors from the Federal Government who are going door to door looking for traces of radiation and if there are any reassurances for the safety of residents. He expressed concerns over public health. He requested the Borough get more information available to the public.

Bruce Sanders, 10 Venice Avenue, inquired on the status of the Rescue Squad and their activity levels. He also asked if the Borough is looking into a new fire engine.

Seeing that there were no further public comments, Mayor Mikolajczyk closed the public portion of the meeting.

---

#### **XIV. NEW BUSINESS/CONSENT AGENDA/RESOLUTIONS:**

|                   |                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>    | Adopted                                                                                        |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |
| <b>NAYS:</b>      | None                                                                                           |
| <b>ABSTAINED:</b> | None                                                                                           |

---

##### **1. Resolution 243-2025 Acceptance of Standing Reports**

The Governing Body hereby accepts the following Reports itemized below:

##### **1. Acceptance of the August 2025 Fire Report.**

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

---

2.       **Resolution 244-2025** Refund of 3<sup>rd</sup> QTR Taxes on Block 110 Lot 4

**WHEREAS**, the property owner of Block 110 Lot 4 has been granted a full Disabled Veteran Exemption as of April 1, 2025; and

**WHEREAS**, resolution #113-2025, dated 4/8/2025 authorized cancelling off 3rd & 4th Qtr. taxes, and

**WHEREAS**, 3rd Qtr. 2025 payment in the amount of \$3,467.92 was received via wire and posted on 8/20/2025, and

**WHEREAS**, a credit exists on the account for Block 110 Lot 4 in the amount of \$3,467.92, and

**WHEREAS**, the mortgage provider has requested a refund for the 3rd d Qtr. tax payment on behalf of the property owner; and

**WHEREAS**, the property owner is entitled to a refund via the mortgage company, and;

**NOW THEREFORE**, a check in the amount of \$3,467.92 should be made payable to:

CoreLogic  
3001 Hackberry Road  
Irving, TX 75063-0156

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

---

3.       **Resolution 245-2025** Acknowledging the Change in Status for Certain Properties Under the Senior Citizen/ Disabled Person/Veteran Tax Deductions for Block 6 Lot 2.02

**WHEREAS**, certain Senior Citizens/Disabled Persons/Veterans were the owners of property in the Borough of Middlesex for the year 2025, and

**WHEREAS**, once property is sold the deduction is to be removed and/or prorated to new owner; and

**WHEREAS**, the property sold and has a recorded deed date of 7/10/2025, and;

**THEREFORE**, the Tax Collector has disallowed the following Senior Citizen/Disabled Person/Veteran deduction for the 2025 year totaling \$119.19.

Name: Palomino, Jaime & Allende, Nora

Block/Lot: 6 / 2.02 / C0046

Amount: \$119.19

Reason: Sale of property: 7/10/2025

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

---

4.       **Resolution 246-2025** 2025 Sewer Billing Waived Appeals for Block 86.06 Lot 8 and Block 293 Lot 3.01

**WHEREAS**, As per Ordinance 2067-22, all users which discharge more than 100,000 gallons of domestic sanitary wastewater per annum, shall be charged a service charge for flow, and:

**WHEREAS**, any dispute as to the billing or charges or to the amount of the bill or calculation thereof, may be appealed, and;

**WHEREAS**, said appeal shall be in writing and shall include in sufficient detail, the relief sought, the evidence, information or documents to support the relief sought, and;

**WHEREAS**, as per the appeal process the proper supporting documentation was submitted and reviewed, and;

**THEREFORE**, the following charges on the below properties have been waived or adjusted and/or a refund is due:

Block/Lot: 86.06 /8  
Original Amount: \$843.38  
New Amount: \$481.94  
Refund: \$361.44

Block/Lot: 293/3.01  
Original Amount: \$1,281.51  
New Amount: \$1,007.68

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

- 
5.       **Resolution 247-2025** Acknowledging the Change in Status for  
          Certain Properties Under the Senior Citizen/ Disabled Person/Veteran  
          Tax Deductions for Block 196 Lot 4

**WHEREAS**, certain Senior Citizens/Disabled Persons/Veterans were the owners  
of property in the Borough of Middlesex for the year 2025, and

**WHEREAS**, once property is sold the deduction is to be removed and/or prorated  
to new owner; and

**WHEREAS**, the property sold and has a recorded deed date of 6/26/2025, and;

**THEREFORE**, the Tax Collector has disallowed the following Senior  
Citizen/Disabled Person/Veteran deduction for the 2025 year totaling \$129.46.

Name: 409 Harris Avenue LLC  
Block/Lot: 196 /4  
Amount: \$129.46  
Reason: Sale of property: 6/26/2025

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

- 
6.       **Resolution 248-2025** Promoting Deputy Clerk, Kelsey Meixner, RMC/CMR to Municipal Clerk Effective September 1, 2025 at an Annual Salary of \$80,000

At the recommendation of the Borough Administrator and the concurrence of the Mayor, the Governing Body hereby promotes Deputy Clerk, Kelsey Meixner, RMC/CMR to the position of Municipal Clerk for Middlesex Borough effective September 1, 2025 at an annual salary of \$80,000.

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

- 
7.       **Resolution 249-2025** Amending the Borough's Personnel Policy to Permit Additional Vacation Time in Certain Circumstances

**WHEREAS**, the Borough has received feedback on its vacation time for part-time employees; and

**WHEREAS**, the Mayor and Council have consulted with the Borough's Labor Counsel in an effort to create additional vacation time for part-time employees only in certain circumstances; and

**WHEREAS**, counsel for the Borough has reviewed the proposed changes to the personnel manual, attached hereto as Exhibit A, and determined same is appropriate;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Middlesex, County of Middlesex, and State of New Jersey, that the proposed

changes outlined in Exhibit A to this resolution and hereby incorporated into the Borough's personnel policy and said policy shall be amended to be consistent therewith;

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately and with the within personnel changes to be retroactive to January 1, 2025.

Item Removed From Consent

|                   |                                                                                                |              |
|-------------------|------------------------------------------------------------------------------------------------|--------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        | <b>Next:</b> |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |              |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |              |
| <b>NAYS:</b>      | None                                                                                           |              |
| <b>ABSTAINED:</b> | None                                                                                           |              |

---

#### **XV. NON-CONSENT AGENDA/RESOLUTIONS:**

---

1. Pay All Claims

THE DISBURSING OFFICERS BE AND THEY ARE HEREBY AUTHORIZED TO PAY THE ATTACHED CLAIM LIST AS PRESENTED, IF FOUND CORRECT, AND APPROVED BY THE FINANCE COMMITTEE. EXCLUDED VOUCHERS MAY BE PAID UPON BEING FOUND ACCEPTABLE.

|                   |                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>    | ADOPTED                                                                                        |
| <b>MOVER:</b>     | Council President Michael Conahan                                                              |
| <b>SECONDER:</b>  | Councilman Kevin Dotey                                                                         |
| <b>AYES:</b>      | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |
| <b>NAYS:</b>      | None                                                                                           |
| <b>ABSTAINED:</b> | None                                                                                           |

---

#### **XVI. AGENDA WORKSHOP ITEM**

---

1. Mercantile Licensing

Council discussed the need to have a Mercantile License for business registration within the Borough. Council discussed that licensing would be issued through the Clerk's Office and enforcement will need to be determined. Mayor Mikolajczyk will pursue this matter further.

---

**XVII. PRIVILEGE OF THE FLOOR ON AGENDA WORKSHOP ITEMS**

Mayor Mikolajczyk opened the Privilege of the Floor for anyone wishing to comment.

Bruce Sanders, 10 Venice Avenue, questioned if the taxes would indicate if it was a business.

Seeing that there were no further public comments, Mayor Mikolajczyk closed the public portion of the meeting.

---

**XVIII. EXECUTIVE SESSION**

---

1. **Resolution 251-2025  
Executive Session**

**WHEREAS**, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting; and

**WHEREAS**, the Governing Body of the Borough of Middlesex has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public including: Contract Negotiations - Class III Officers, Personnel - Police Promotions, Personnel - Construction Official/Inspectors; and

**WHEREAS**, the regular meeting of this Governing Body will reconvene.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Middlesex will go into closed session for the following reason listed above as outlined in N.J.S.A. 10:4-12 and the minutes will be kept, and once the matter involving the confidentiality of the items no longer require confidentiality, the minutes can be made public.

|                  |                                                                                                |
|------------------|------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | ADOPTED                                                                                        |
| <b>MOVER:</b>    | Council President Michael Conahan                                                              |
| <b>SECONDER:</b> | Councilman Kevin Dotey                                                                         |
| <b>AYES:</b>     | Michael Conahan, Jeremiah Carnes, Joseph DeScenza, Kenneth Griggs, Kevin Dotey, Robert Dessino |

|                   |      |
|-------------------|------|
| <b>NAYS:</b>      | None |
| <b>ABSTAINED:</b> | None |

- 
1. Contract Negotiations - Class III Officers
  2. Personnel - Police Promotions
  3. Personnel - Construction Official/Inspectors

---

**XIX. ADJOURNMENT**

---

1. The next Regular Meeting will be September 23, 2025

---

Respectfully yours,

Kelsey Meixner  
Borough Clerk