

BOROUGH OF FAIR HAVEN PLANNING BOARD
Regular Meeting Minutes – January 16, 2024

The meeting was called to order at 7:30 pm by Mr. Rolff, Chairman, with a reading of the Open Public Meetings Act Statement (see attached) and salute to the flag.

Roll Call

Present: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Absent: Bordelon, Nitka

Also present, Mr. Kovats, Board Attorney.

Mr. Rolff changed the order of the meeting to start with the oaths of office for new and re-appointed members of the Planning Board, followed by the nomination of Chair and Vice-chair, approval of official newspapers, approval of the meeting dates for 2024, and approval of the minutes from November 15, 2023. Then, the Board would move to executive session to discuss the appointment of board professionals.

Reorganization

Mr. Kovats swore in the new members of the Planning Board, Mr. Bailey, and Mr. Flecher, as well as re-appointed members Mr. Rolff, and Mrs. Anttonen.

MOTION by Mr. Paolo and second by Mr. Newell to appoint Mr. Rolff as Chairman.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen
Opposed: None
Abstain: Bailey, Blecher
Absent: Bordelon, Nitka

MOTION by Mr. Rolff and second by Mr. Newell appoint Mr. Paolo as Vice Chairman.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen
Opposed: None
Abstain: Bailey, Blecher
Absent: Bordelon, Nitka

MOTION by Mr. Paolo and second by Mr. Rolff to adopt as official publications, the Asbury Park Press, the Star Ledger, and the Two River Times.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

MOTION by Mr. Rolff and second by Mr. Newell to approve the meeting dates for 2024 and the first meeting of 2025:

February 20, 2024
March 19, 2024
April 16, 2024
May 21, 2024
June 18, 2024
July 16, 2024
August 20, 2024
September 17, 2024
October 8, 2024
November 19, 2024
December 17, 2024
January 21, 2025, first meeting of 2025/re-organization

All meetings commence at 7:30 pm at Borough Hall.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

Old Business

Borough of Fair Haven Minor Subdivision – Hendrickson and Allen, Block 45, Lots 10, 11, 12

Mr. Rolff advised the Board that he had signed the Deed for the property at Hendrickson and Allen, noting that all conditions of the resolution were satisfactorily met.

Mr. Kovats explained that all documents were reviewed for completeness, and all conditions were met.

Administrative Items

Mr. Rolff introduced the agenda item – *approval of minutes from November 15, 2023.*

MOTION by Mr. Rolff and second by Mr. Anderson to approve the November 15, 2023, meeting minutes.

In favor: Busch, Koch, Paolo, Rolff, Anderson
Opposed: None
Abstain: Newell, Bailey, Blecher, Anttonen
Absent: Bordelon, Nitka

Mr. Kovats stated that as long as a quorum was present there were enough votes to approve the minutes.

Reorganization

Mr. Rolff explained that the other reorganization matters that needed to be addressed were the approval of the Board Secretary, Board Attorney, Board Engineer, and Board Planner for the 2024 year. The Borough solicited RFPs on behalf of the Planning Board and received multiple submissions for each; Board Attorney – Hill Wallack/Kenney, Gross, Kovats & Parton, Board Planner – Heyer, Gruel/CME Associates/Clarke Caton Hintz, and Board Engineer – CME Associates. He stated that the Board would meet in an executive session to discuss the RFPs with the recommendation to return with approvals on each of the positions.

MOTION by Mr. Newell and second by Mrs. Koch to move to executive session to discuss the appointment of board professionals for 2024.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

The Board moved to Executive Session at 7:45 PM and returned to the regular meeting at 8:11 PM.

Roll call

Present: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Absent: Bordelon, Nitka

Also present, Mr. Kovats, Board Attorney.

MOTION by Mr. Rolff and second by Mr. Anderson to approve Sheilah Olson as Board Secretary.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

MOTION by Mr. Rolff and second by Mrs. Busch to appoint Clark Caton Hintz as the Board Planner.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

MOTION by Mr. Rolff and second by Mrs. Busch to appoint Rich Gardella, Borough Engineer, as the Planning Board Engineer.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher

Opposed: None
Abstain: None
Absent: Bordelon, Nitka

MOTION by Mr. Rolff and second by Mr. Newell appointing Kenney, Gross, Kovats & Parton as the Board Attorney. He noted that going forward the Planning Board Chair will need to be notified before any work is done on applications and that all bills will be copied to the Chair as well.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

Mr. Rolf said that there were no members of the public present and asked the Board if anyone had any further comments to add to the discussion. There were none.

MOTION by Mr. Rolff and second by Mrs. Koch to close the meeting at 8:15 PM.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Anttonen, Bailey, Blecher
Opposed: None
Abstain: None
Absent: Bordelon, Nitka

Respectfully submitted,

Sheilah Olson

Board Secretary

Public Announcement of Compliance

This is a regular meeting of the Fair Haven Planning Board. Adequate notice of this meeting has been given pursuant to the provisions of the Open Public Meetings Act. At the time of the Board reorganization in January of this past year, the Board adopted its regular meeting schedule for the year. Notice of the schedule was sent to and published in the Asbury Park Press and the Two River Times on February 9, 2023. That Notice was also posted on the bulletin board in Borough Hall, and has remained continuously posted there as required by the Statute. A copy of the Notice is and has been available to the public and is on file in the Office of the Borough Clerk. A copy of the Notice has also been sent to such members of the public as have requested such information in accordance with the statute. Adequate notice having been given, the Board Secretary is directed to include this statement in the minutes of this meeting.