

**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.**