

**BOROUGH OF FAIR HAVEN PLANNING BOARD**  
**Regular Meeting Minutes – June 20, 2023**

The meeting was called to order at 7:32 pm by the Chairman, Mr. Rolff, 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, Olson

Absent: Bordelon, Nitka

Also present: Doug Kovats, Esq, Board Attorney; Richard Gardella, Board Engineer and Borough Engineer; McKinley Mertz, Board Planner; Councilman LaBarbera; Councilwoman Hoey; Zoning Board Co-Chairman Neczesny.

Mr. Rolff opened the meeting with the first agenda item: *Presentation of proposed renovation plans for the Department of Public Works.*

Mr. Kovats provided a review of the role of the Planning Board regarding the expenditure of public funds and capital review. He reminded the Board that this submission marks the third submission for this project, (other submissions were made in 2019 and 2021). The comments from the Planning Board are due to the Council within 45 days.

Councilwoman Koch mentioned that the Technical Design and Review Committee (TDRC) had met the previous week with the architect and the engineer regarding the project. Councilwoman Koch and Mr. Newell attended the TDRC meeting along with governing body members and Borough professionals.

Councilman LaBarbera provided an introduction of the Department of Public Works (DPW) project. He stated that significant changes were made to the plans submitted in 2021. He spoke to four main components to consider regarding the project: design, operational management, enforcement, and education. He stated that the current environment in the building is sub-par. Councilman LaBarbera also mentioned that community outreach took place through mini-open houses with surrounding residents and more formal open houses with the public to solicit the feedback included in the current design. He then introduced the Borough professionals.

Mr. Gardella, Borough Engineer, and Director of the Department Public Works (DPW), spoke of his role. He stated the DPW building structure was built in 1974 and reviewed the staff associated with the DPW department including ten full-time employees, seasonal employees, and management staff. He stated the focus of the project is on renovation.

Joe Rafferty, Collier Engineering and Design, and Ron Grammer, Architect, were introduced.

Mr. Rafferty reviewed the site plan and mentioned aspects of the project including moving the Third Street fence line towards the DPW building thirty feet, expanding the entrance and exit by 30 feet with new gates, relocating the impound area, better organizing the recycling area, and removing existing storage containers. He stated that the stormwater management will be improved through the current plan and that all lighting will remain below the fence line.

Councilman LaBarbera reviewed the significant changes to the redesigned DPW plan including:

- Removal of five commercial containers currently at the DPW site - two Office of Emergency Management (OEM) containers and three DPW containers; the OEM containers will be moved to the Police Department location.
- The parking lot on the Third Street side has been removed from the design.
- The bunker building on the Third Street side was removed as the current plan calls for renovation.
- The cut-through driveway from Allen Street to Maple Avenue, previously proposed, has been removed.
- The impound area is moving from one corner of the property to the other.
- The fence is moving back 30 feet on Third Street, with an increased landscape buffer.

There was discussion regarding the location of the fuel tanks. Mr. Gardella stated that movement of the fuel tanks is not part of the project.

Mr. Kovats asked about a transition plan. Councilman LaBarbera mentioned that a trailer will be onsite for temporary workspace.

Mr. Kovats asked about underground conduits for electric vehicles. Councilman LaBarbera stated that based on due diligence it wasn't feasible at this time. Ron Grammer, Architect, weighed in that financially it was not feasible. Mr. Gardella stated that conduit would be put in the trench to allow for future upgrades. The power located on the street would need to be upgraded in order to install power stations for electric vehicles.

Councilman LaBarbera stated that there is no current regulatory guidance regarding EV stations.

Mr. Kovats asked about an irrigation system. Mr. Gardella stated that there is no plan for an irrigation system and that the landscape plan would permit native species and drought tolerant plants.

Mr. Paolo asked about the comments from the surrounding neighbors. Councilman LaBarbera stated that they received positive comments regarding the parking on the Third Street side and a decrease of the footprint into the neighborhood while leveraging the landscape buffer. He also spoke about the recycling center and cameras connected to the police department to enforce conformance with the recycling parameters and prevent dumping. Councilman LaBarbera confirmed that no change is planned for trash and recycling pick up from residents' homes.

Mr. Rafferty reviewed the current process for dropping off recycling.

There was also discussion regarding electric gates or latches for the DPW site.

Mr. Gardella reviewed the current maintenance procedures for cardboard recycling. There is a part-time employee that assists the Borough to manage the recycling process. He also mentioned the ordinance associated with recycling and the enforcement of the ordinance. There was discussion regarding monitoring the recycling center, signage, and code enforcement.

Ron Grammer gave a presentation regarding architectural plans for the DPW site. He stated that the exterior is planned to have a gray theme with white trim. The siding will be vinyl. He also reviewed the exterior lighting plan. Public input was incorporated into the design.

Mr. Grammer reviewed the plans for the first and second floors of the building. He detailed the renovation of the bathrooms, kitchenette, offices, and open space on the second floor. He also reviewed the renovation of the bays. The inclusion of a fire suppression system is part of the plans.

Mr. Gardella stated that closed trailers are proposed to house the landscaping equipment that is now housed in open trailers in the bays. He reviewed how the trucks will be stored in the six bays and spoke of the use of the pickup trucks by the Borough. Mr. Gardella also mentioned that the second-floor open area will be used as flexible space for training, workstations, and as a break room.

Mr. Newell asked about the storage of auto parts in the bays. Mr. Gardella stated that the Borough relies on the next day delivery of parts and Amazon. The Borough does stock some nuts and bolts. Mr. Newell also asked about the compressor. Mr. Gardella reviewed the plan for air and electricity accessibility in all the bays for use and ease of the employees.

There was discussion regarding the generator and Mr. Gardella confirming the existing generator will be re-used and continue to be fueled by natural gas.

The meeting was opened to the public. There were no comments from the public.

Mr. Kovats stated he will write to the Council based on the comments during the presentation.

Councilwoman Koch stated that the TDRC agrees with the DPW presentation, as shown, and asked this statement be included in the letter to Council.

Mr. Paolo asked that Mr. Gardella's support be included in the letter.

Mr. Olson stated that from a Shade Tree Commission and Environmental Commission perspective he recognizes the use of native plants and trees, consideration of environmentally friendly resources for energy, and best practices for recycling.

MOTION by Mr. Rolff and second by Mr. Paolo to create a writing to Council in support of the plans presented for the DPW.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Olson

Opposed: none

The next agenda item was introduced by Mr. Rolff: *Consideration of new Ordinance 2023-07 Amend Chap 30 (Land Use) to Prohibit Short-Term Rentals in Residential Zones.*

Mr. Kovats reminded the Board of their jurisdiction regarding the ordinance. He also referenced the memo from Heyer, Gruel and Associates (HGA) regarding the ordinance. McKinsey Mertz, from HGA, reviewed her memo regarding the ordinance and stated the ordinance was consistent with the Master Plan and Housing Plan. The Board discussed the ordinance including enforcement and appeal.

The meeting was opened to the public.

Peter Neczesny of Park Lane asked if the ordinance should state 95 ‘contiguous’ days and include all residential Zones, including overlay Zones and Business Zones with residences. Mr. Neczesny is also the Vice Chairman of the Zoning Board and supports the ordinance.

The Board entered discussion regarding the fines associated with violating the ordinance.

MOTION by Mr. Rolff and second by Mr. Newell to prepare a letter to Council regarding Ordinance 2023-07 with stipulations as discussed regarding the Zones, contiguous days and the appeal process.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Olson

Opposed: none

Mr. Paolo introduced the first administrative agenda item: *Approval of minutes from the May 16, 2023 meeting.* Mr. Rolff asked if there were any comments from the Board. There were none.

MOTION by Mr. Paolo and second by Mr. Rolff to approve the May 16, 2023 meeting minutes.

In favor: Busch, Paolo, Rolff, Anderson

Opposed: none

Mr. Paolo introduced the next agenda item: *2021 Annual Report of the Zoning Board.* Mr. Kovats explained the process associated with the Annual Report and how the report is used.

MOTION by Mr. Paolo and second by Ms. Koch to adopt the 2021 Annual Report of the Zoning Board.

In favor: Busch, Koch, Newell, Paolo, Rolff, Anderson, Olson

Opposed: none

The meeting was opened to the public. There were no comments from the public.

MOTION to adjourn was made by Mr. Rolff that was carried by voice vote. The meeting was adjourned at 9:22 pm.

Respectfully submitted,  
Sandi Papa  
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 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.**