



## BOROUGH INFORMATION

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Fourth Quarter  
Taxes are Due  
November 1, 2018

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### ELECTION DAY

Tuesday,  
November 6, 2018

\* \* \*

### VETERAN'S DAY

Sunday,  
November 11, 2018  
Veteran's Day  
Ceremony at 11:00 a.m.  
in Memorial Park

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Borough Offices, Library  
and DPW  
will be closed  
as follows:

Veteran's Day  
Monday, November 12th

Thanksgiving  
November 22nd and  
November 23rd

Christmas Eve  
(closed at noon)

Christmas Day  
December 25, 2018

\* \* \*



# FOCUS on FAIR HAVEN

## *This Month In Fair Haven*

### TRASH COLLECTION

## NOVEMBER

#### Trash - Zones 1 & 2

Monday, November 5th  
Monday, November 12th  
Monday, November 19th  
Monday, November 26th

#### Trash - Zones 3 & 4

Tuesday, November 6th  
Tuesday, November 13th  
Tuesday, November 20th  
Tuesday, November 27th

## DECEMBER

#### Trash - Zones 1 & 2

Monday, December 3rd  
Monday, December 10th  
Monday, December 17th  
Monday, December 24th  
Monday, December 31st

#### Trash - Zones 3 & 4

Tuesday, December 4th  
Tuesday, December 11th  
Tuesday, December 18th  
\*Friday, December 28th

\*Zones 3 & 4—December 25th Trash Pick-Up will be on  
Friday, December 28th

*Single-stream recycling will be picked up every Wednesday for all zones!*



**Fourth Quarter Property Taxes are due  
Thursday, November 1, 2018**

\* \* \* \* \*

**Grace period for payment has been  
extended to Tuesday, November 13th,  
due to the fact that November 10th falls  
on a Saturday and November 12th is a  
Federal holiday. —Thank you**

## NOVEMBER & DECEMBER

**Only LEAVES will be picked up at your curbside**  
*Please refer to your Municipal Calendar for your designated week.*

Please check our website ([www.fairhavennj.org](http://www.fairhavennj.org)) for the most  
up-to-date scheduling information



## Welcome to the November-December Edition of the Focus on Fair Haven

All information for publication can be submitted by email to the Borough at [bberube@fhboro.net](mailto:bberube@fhboro.net) or by fax to 732-747-6962. Kindly note that **December 10, 2018** will be the **deadline** for the **January-February 2019** edition. All submissions should include a contact name and phone number. Email attachments should be in Word format. Photographs may be submitted via email or in print form. 300dpi or higher dpi attachments are preferred as their reproduction quality is significantly better. Photographs of community events with a brief description are always appreciated. Just remember that a written release is mandatory for all minors identifiable within the image. As always, feel free to contact me with any questions, 732-747-0241, ext. \*219. or email me at [bberube@fhboro.net](mailto:bberube@fhboro.net).

*Betty Ann Berube, Editor*



*From our Borough Administrator . . .*

## Borough News



On behalf of the Mayor and Council we wish to announce that the Borough of Fair Haven has been awarded a Bronze level certification by Sustainable Jersey!! This award was the culmination of multiple individuals efforts by our Environmental Commission as well as our Borough Administrative staff. Congratulations on this outstanding achievement!

## VETERAN'S DAY

**Sunday, November 11, 2018**

**November is the month that we honor our nation's veterans.**



Veteran's Day is a day when we all should take a moment to reflect on and be thankful for the men and women who have served in America's Armed Forces. Honoring the service of our nation's veterans with a fitting and respectful day of thanks is an annual tradition that makes us all very proud to be Americans.

The Borough of Fair Haven will honor our Veterans on **Sunday, November 11, 2018**. The service will take place in the area of the "Doughboy" statue in Memorial (Victory) Park, corner of Fair Haven and River Roads. **Ceremony will begin promptly at 11:00 a.m.** Please join us for this day of thanks and reflection.

**Honoring All Who Served**

## OVERNIGHT PARKING

**OVERNIGHT PARKING** is in effect from **November 1st- April 1st from 2:00 a.m.- 5:00 a.m.** on all Borough streets. If you need to park a vehicle in the street during these times, please call 732-747-0991, to be put on the overnight parking list for that night. If you need an extended period of time, please come to Police Headquarters Monday-Friday 9:30 a.m.- 2:30 p.m. and fill out a request for extended overnight parking. The police will be enforcing this Borough Ordinance so please follow the procedures.

*Remember not to leave your vehicles in the street if there is a chance that it may snow. Also, after any snow fall, it is your responsibility to shovel the sidewalk in front of your residence and on the side, if you have a corner property.*



# ***GOOD LUCK!!***

**DETECTIVE  
JEFFREY JARVIS  
IN YOUR  
RETIREMENT**



**AND**



# ***WELCOME!!***

**PATROLMAN  
MICHAEL  
VOLKER**

November 1, 2018 will officially be the last day of work for Detective Jeffrey Jarvis, who is retiring from the Borough of Fair Haven Police Department after 29 years of service. Jeff Jarvis is a long-time resident of the Borough and during his years of service, he served and protected the many residents of the Borough. Please help wish Jeff good health, happiness and all the great things that retirement has to offer. Jeff Jarvis will continue his service to the Borough as a volunteer Deputy Emergency Management Coordinator.

At the September 24, 2018 Council Meeting, Michael Volker was sworn in as Patrolman with the Borough of Fair Haven Police Department. Mike started out as a Fair Haven Police Explorer eventually becoming a Class I Special, advancing to Class II Special Officer and now a Patrolman. He has also been active with Fair Haven Fire Company No. 1 since 2014. In addition, Mike is also an EMT and serves both Fair Haven and Rumson First Aid Squads. On behalf of the Mayor and Council, Borough departments and the residents of Fair Haven, we wish Officer Volker success and safety as he protects and serves us all.

# **BE A GOOD NEIGHBOR**

The Be A Good Neighbor Committee is looking to continue the program which is a cooperative effort between Knollwood School, the students and volunteer community members. The Committee is seeking additional volunteers and adult volunteers who can occasionally help with transportation to medical appointments or with small household tasks (i.e. changing a hard-to-reach light bulb or opening/closing a stuck). Persons interested in helping the committee sustain this program, should contact Ruth Blaser (732) 842-4228 or email Donna Steiner at [donnasteiner125@gmail.com](mailto:donnasteiner125@gmail.com).

Seniors currently on our list will be mailed a renewal form. Others wishing to be put on the list should call Ruth or email Donna.

The ability to provide sufficient shovellers depends on the number of student volunteers who sign up (with parental approval). Seniors should not sign up if they can rely on a relative, friend, neighbor or if they use a contractor or will be out of town for a month or more during the winter.



## From the Clerk's Desk

### OFFICE OF THE CLERK

Please be advised that Council Meetings for November and December will be held as follows:

Thursday, November 8, 2018—Borough Hall—7:00 p.m.  
 Monday, November 26, 2018—Knollwood School—1:00 p.m.  
 Monday, December 17, 2018—Borough Hall—7:00 p.m.

### GENERAL ELECTION

Please keep in mind that the **General Election is Tuesday, November 6, 2018** and polls are open from 6:00 a.m. until 8:00 p.m. All voting districts (1 through 6) are located at the Church of the Nativity Parish Center at the corner of Hance and Ridge Roads. If you are unsure of which district you are in, please contact me, 732-747-0241, ext. **\*221** or look at the Sample Ballot mailed to you by the County.



### PAPER SHREDDING DATE AND LOCATION

Monmouth County will hold a paper shred event for Monmouth County residents on the following Saturday from 9:00 a.m. to 1:00 p.m. (or when the truck is full, whichever comes first):

**SATURDAY, NOVEMBER 17<sup>TH</sup>**  
**Bradley Beach, Ocean Avenue**  
**off Main Street Lake Terrace**

Please remove large binder clips. Staples and paper clips can remain. 100 pound limit.

### STREET OPENINGS

Street openings will not be permitted between **November 15 and March 31** of any year **unless** it is determined by the Mayor and Council to be of an emergent nature and upon the recommendation of the Public Works Director.



If you have any questions, please do not hesitate to contact me, 732-747-0241, ext. **\*221**.

*Allyson M. Cinquegrana, RMC/CMR*  
*Borough Clerk*

### SCHEDULE OF FREE RABIES CLINICS

Monmouth County Regional Health Commission #1  
<http://www.state.nj.us/health/cd/rabies/documents/rabiesbrochure>.

|           |               |   |                |
|-----------|---------------|---|----------------|
| Wednesday | Nov. 7, 2018  | Fair Haven Firehouse<br>645 River Road, 07704                     | 6 pm – 7:30 pm |
| Thursday  | Nov. 8, 2018  | Fair Haven Firehouse<br>645 River Road, 07704                     | 7 pm – 8 pm    |
| Saturday  | Nov. 10, 2018 | Rumson Public Works Garage<br>80 East River Road, 07760           | 7 pm – 8 pm    |
| Monday    | Nov. 12, 2018 | Borough Chemical & Truck Co.<br>#1—379 Monmouth Rd                | 7 pm—8 pm      |
| Wednesday | Nov. 14, 2018 | Spring Lake Heights Firehouse<br>700 Sixth Avenue, 07762          | 10 am – 11 am  |
| Thursday  | Nov. 17, 2018 | Borough Chemical & Truck Co. #1<br>379 Monmouth Road (WLB), 07764 | 7 pm – 8 pm    |

**O**n behalf of the Dog Registrar, please remember to renew your dog and/or cat license. All dog and cat licenses expire on December 31, 2018. **The 2019 licenses will be sold beginning January 2, 2019.** A grace period will be granted until January 31, 2019; after that date, a **\$5.00 penalty per month** will be assessed. Rabies vaccinations must be renewed for 2019 if the vaccination expires prior to November 1, 2019.



## \* PARKS and RECREATION NEWS \*

### THANK YOU FOR SUPPORTING OUR FALL EVENTS!

A special thank you goes out to everyone who dressed up for the Halloween parade!

#### TREE LIGHTING/HOLIDAY STROLL



Tree Lighting/Holiday Stroll will take place on Friday, December 7th at Memorial Park. Please visit the Borough website for more information. The lighting of the tree will take place at 6:00 p.m. sharp and the Holiday Stroll and festivities will continue until 7:30 p.m..

Children will have the chance to take a picture with Santa! There will be music, refreshments and fun activities for the children.

#### The MENORAH LIGHTING

will take place on  
Sunday, December 2, 2018



in Memorial Park at 4:00 p.m.

Do you want updates on sports sign ups, special events, and more?? Sign up for our Recreation E-blast! Please send an email to [Recreation@fhboro.net](mailto:Recreation@fhboro.net) and we will sign you up! Thank you for your support of Fair Haven Recreation! Follow us on Twitter @ FAIRHAVEN\_REC

## "SMALL BUSINESS SATURDAY"

with TROLLEY RIDE and

'BRUNCH AROUND the TOWN'

Saturday, November 24th

11:00 a.m. - 4:00 p.m.



**D**id you know that Fair Haven is home to over 150 local businesses? This is a great day to Shop Local and support our terrific local businesses. Our red trolley will be running up and down River Road from 11:00 a.m. until 4:00 p.m., making stops for brunch bites and holiday shopping at businesses on both sides of town.

**\*\* Connect with the Fair Haven Business Association online! \*\***

Check out [www.infairhaven.com](http://www.infairhaven.com) to learn more about Fair Haven's business community. We're also on Facebook!







# caring for our community

## STORMWATER RUNOFF

*Residents can assist in the effort to keep our waters clean by remembering that what they do at home can affect the water. Oil, pet waste or grass clippings that enter a storm drain go into waterways without being treated.*

### Residents should:

- Keep leaves, grass clippings and fertilizers away from storm drains. Use small amounts of fertilizer on lawn.
- Clean up after pets to reduce pet waste getting to the river through storm drains.
- Dispose of household hazardous waste properly. The Monmouth County Household Hazardous Waste facility in Tinton Falls manages disposal of materials such as paint, pesticides, etc., Call 732-922-2234 to schedule an appointment.
- Construct a rain garden or use rain barrels on your gutters to reduce the flow of storm water from your property.



## REASONS TO PICK UP AFTER YOUR PET

- Stormwater carries pet waste and other pollutants directly into waterways.
- Animal waste adds nitrogen to the water. Excess nitrogen depletes the oxygen in water necessary for beneficial underwater grasses, wildlife and fish.
- No one likes to step in pet waste and spread it into homes, cars and businesses.
- Your neighbors will appreciate your good manners.
- IT'S THE LAW!

## REASONS TO LEASH YOUR DOG

- Good neighbor policy, preventing your dog from trespassing on the neighbor's property during your walk.
- Keeps your dog from jumping on people you encounter. Respect other people's possible fear of dogs.
- A leash protects your pet from traffic and unrestrained animals.
- It's a great relief to wildlife, keeping your dog from chasing squirrels, deer and other wildlife.
- It's the law! The law is in place to protect other members of the public and your pet from injury.



## LOOKING FOR INFORMATION?



Keeping our residents informed is very important to us. There are multiple ways we continue to make important information available!!

- Borough Website [www.fairhavennj.org](http://www.fairhavennj.org)
- Facebook Page "Borough of Fair Haven"
- Focus Newsletter (bimonthly)
- Electronic Sign in front of our Borough offices
- Eblasts sent out through NIXLE\*

\*Have you registered for Borough notifications/alerts? Please log on to the Borough's website: [www.fairhavennj.org](http://www.fairhavennj.org) and register under Emergency Notification (lower right hand side of the page).

- Have questions? Drop by or call our Borough offices!!! Let us assist YOU!  
Remember when calling the Borough offices that you need to hit star (\*) before the extension number in order to reach the correct department.

## Storage of Garbage/Trash and Recycling Containers

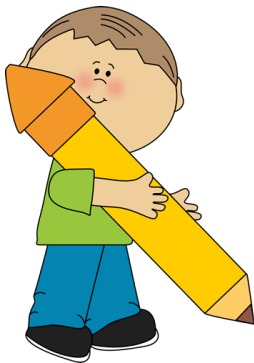
Containers shall not be stored or placed within front yard area prior to the time at which materials are permitted to be placed at the curb lines for collection. Such containers may be stored in either rear or side areas, but if stored in a side area, they shall be screened from the view of street areas with planting or fencing.

Please be sure the lid is securely fastened and we ask that you be considerate of your neighbors in where you place your garbage and recycling containers between collection days.

**T**he Garden Club of Fair Haven will have its regular monthly meeting on November 7th at the Community Center in Fair Haven, 35 Fisk Street, Fair Haven, NJ 07704. This meeting will feature Two Design Classes entitled "Novices on Parade." The designs, which will be judged for first, second and third place are for members who have never received a Blue Ribbon in a Flower Show. Themes are around Veteran's Day: "Thanks for the Memories" and "Our Vets Remembered." The public is invited to attend. Lunch is served at 12 noon and there is a \$5.00 fee for non-members. The Business meeting follows and the designs and awards will be reviewed at approximately 1:30 p.m.. Guests are asked to sign in to be welcomed. For further information contact Richard Biernacki, Publicity Chair: 732-787-2217.



## FAIR HAVEN SCHOOL DISTRICT PRE-SCHOOL PROGRAM



The Fair Haven School District offers a tuition in integrated Preschool program. The program is open to students between the ages of 3-4 and is housed in the Sickles Elementary School. The children are selected through a lottery process and will be notified by email whether your child has been selected or not. If you are interested, the application process will begin in December on the Fair Haven Schools website. A morning and afternoon session is scheduled and the tuition rate is \$3,000 per year.

For further information, please contact the Special Services Department at 732-747-0381.

### Understanding how the Borough handles LEAF removal

To better understand why the borough collects brush and leaves the way it does, it is important to understand the process of where these materials go once picked up.

#### LEAVES:

Leaves shall mean leaves (**not hedge trimming, annuals or other vegetative yard waste.**) Leaves may **ONLY** be placed at your curbside during leaf collection months (April, May, October, November and December). In months where we collect both brush and leaves, they need to be placed in separate piles. If brush is mixed in with leaf piles they will **NOT** be picked up. Leaves in plastic bags will not be collected, except for residents on River Road.

#### Where do your leaves go?

Leaves are taken to a farm to be used or composted. Please do not mix any foreign materials, such as brush, wood or stones with leaves as they create problems for the farm animals and machinery and may be turned away for processing at most facilities.



**WE NEED YOUR HELP!  
PLEASE BE A  
COMPLIANT RECYCLER!!**  
Thank you!



**I**t is with great pride that Knollwood School displays the pictures of graduates who are serving their country on active duty in the Armed Forces of the United States of America. These young men and women have chosen sacrifice and service to their country and are not forgotten as they protect our way of life. This "Wall" reflects that dedication and honors their service. Lets honor and not forget those Knollwood graduates who protect our way of life on a daily basis.

Committee: Joe Perrotto/Betsy Koch, co-chairpersons  
Darryl Breckenridge, Katy Frissora, Rick Robbins, Superintendent  
Sean McNeil, Mayor Benjamin Lucarelli and Nicole Bryant.

### **CURRENTLY SERVING AND ON THE DISPLAY**

ALEX HILE (1992) - US ARMY  
CHRISTOPHER RICHARDS (2000) - US NAVY  
JOEL HYDUKE (2001) - WEST POINT GRADUATE/US ARMY  
KENNETH EBNER (2005) - WEST POINT GRADUATE/US ARMY  
CHRISTOPHER HOFFER (2006) - US AIR FORCE  
BRENDAN REISS (2007) - US ARMY  
BRIAN TRUEX (2008) - US NAVY  
EDWARD RAGO (2008) - US ARMY  
LIAM REDDY (2009) - US ARMY  
MATTHEW MURRAY VALKO (2010) - US MARINE CORPS  
JAMIE RILEY (2011) - US ARMY  
ANTHONY SCIAMETTA (2011) - US ARMY  
JOSEPH MCGOVERN JR. (2012) - US MARINE CORPS  
JAMIE LAUGHINGHOUSE (2013) - US MARINE CORPS  
PIERSON DEY (2013) - US ARMY

### **Knollwood School graduates who have completed their service:**

CRAIG CANNON (1984) - US ARMY  
JOSHUA ZAGER (1985) - US MARINE CORPS  
SCOTT BEATTIE (1991) - US ARMY SPECIAL OPERATIONS  
SHAUN FOLEY (1996) - US MARINE CORPS  
MATTHEW PERROTTO (1999) - US ARMY  
WAYNE COY (1999) - US MARINE CORPS  
WILL MILLER (2001) - US ARMY RANGER  
MICHAEL HUMPHREYS (2003) - US ARMY  
BOBBY DECANIO (2004) - US MARINE CORPS  
KEEGAN FINN (2008) - US MARINE CORPS

## **FREE SENIOR FITNESS CLASSES**



### **FALL SESSIONS**

Improve your flexibility, balance and movement while having  
**FUN** and **SOCIALIZING**  
with your fellow Fair Havener's

### **THURSDAY MORNINGS**

**10:00 a.m.**

### **NOVEMBER**

**1, 8, 15, 22 and 29**

(December Class Dates TBD)

Check website for future classes-  
All classes take place at the  
Community Center

Located behind the Police Station:  
35 Fisk Street

For more information please call  
732-747-0241 Ext. \*216







# Fair Haven Police Department



## CRIME PREVENTION



### HOLIDAY SHOPPING

#### Safety Tips



- Always park in a well-lit and well-traveled area.
- When you are returning to your vehicle, check to make sure no one is following you.
- Remain vigilant by avoiding distractions, such as talking on your cell phone.
- Have your keys, in hand, prior to leaving the store so you will not be delayed by fumbling and looking for your keys.
- Store purchased items out of sight. The best place is in a locked trunk.
- Don't carry large amounts of cash. Use credit or debit cards.
- **Don't resist** if someone tries to take your belongings. Try to get a good description and call 911 immediately.

### "NOT HOME" for the HOLIDAYS—Safety Tips

- Lock up. Make sure every door and window in your home is properly shut and locked. Disable automatic garage doors.
- Avoid posting your whereabouts on social media. Do you really trust every one of your 274 "Friends" on Facebook?
- Put lights on a timer.
- Ask someone to pick up your mail or stop your mail. A buildup of mail is a tell-tale sign that no one is home.
- Keep valuables out of sight. Store jewelry, cash and prescription drugs in a safe. Hide larger valuables in unexpected locations.
- Set your burglar alarm.

## SNOW AND ICE REMOVAL – Borough Ordinances

### 14-6.1 Removal Required; Time Limit.

The owner, tenant or occupant of any building or lands abutting upon any street within the Borough of Fair Haven shall cause the sidewalk in front of the property to be cleared of snow or ice to a width of at least two (2) feet within twenty-four (24) hours after the cessation of the snowfall or formation of ice. In case of ice on the sidewalk, should it be impracticable to remove same, then the sidewalk shall be covered with sand or some other suitable substance so as to cause the sidewalk to be made safe and convenient for persons traveling thereon.

### 14-6.2 Deposit of Snow or Ice on Plowed Streets Prohibited.

No person shall sweep, throw or deposit any snow or ice in that part of the street which has been or is being plowed, swept, cleaned or cleared by the municipality for the passage of traffic.

## Plan Before a Fire

If a fire starts in your home, you may have as little as three minutes to escape. To be sure you and your family members get out quickly and safely, start planning and practicing your escape now!

Begin with a simple map of your home to plan two ways out of each room. Don't forget to identify a meeting place outside the front of your home. Next, practice your plan with a home fire drill. Push the test button on a smoke alarm and have everyone exit to your meeting place. School-age children should be encouraged to escape unaided in the event you can't help them. Finally, talk about how your drill went. Identify ways to improve and make a goal to have at least two a year, including one at night.



## Newsletter of the Borough of Fair Haven

748 River Road, Fair Haven, NJ 07704  
Phone: 732-747-0241

Fax: 732-747-6962  
[www.fairhavennj.org](http://www.fairhavennj.org)

PRST STD  
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RED BANK, NJ

Mayor Benjamin Lucarelli

Council President Jonathan Peters    Councilman Eric Jaeger  
Councilman Robert Marchese    Councilman Christopher Rodriguez  
Councilwoman Susan Sorensen    Councilwoman Elizabeth Koch

Borough Administrator - Theresa S. Casagrande  
Municipal Clerk/Assistant Administrator - Allyson Cinquegrana  
Chief Financial Officer - Colleen Lapp  
Police Chief - Joseph P. McGovern  
OEM Coordinator - Chief Joseph P. McGovern  
Director of Engineering/Public Works/Planning Board Engineer - Richard Gardella  
Assistant Director of Engineering/Public Works - Nicolas Poruchynsky  
Tax Collector/Finance - Judith Vassallo/Melissa Abrahamsen  
Tax and Finance Office Assistant - Debbie Ozut  
Administrative Assistant/Registrar - Betty Ann Berube  
Parks & Recreation, Special Projects Administration - D.J. Breckenridge  
Zoning Officer - Nicolas Poruchynsky  
Planning, Zoning and Code Compliance Officer—Joseph Mulé  
Construction Code Official - Dennis Peras  
Code Enforcement—Sergeant Jesse Dykstra  
Tax Assessor - Gregory Hutchinson

**Non-Emergency Police 732-747-0991**

**All Other Borough Meetings as Noticed at Borough Hall and Borough Website**

### **BOROUGH MEETINGS**

#### **COUNCIL MEETINGS**

Thursday, November 8, 7:00 p.m.    Monday, November 26, 1:00 p.m. (Knollwood School)  
Monday, December 17, 7:00 p.m.

#### **ZONING BOARD**

Thursday, November 1, 7:15 p.m.  
Thursday, December 6, 7:15 p.m.

#### **PLANNING BOARD**

Tuesday, November 20, 7:30 p.m.  
Tuesday, December 11, 7:30 p.m.

#### **RECREATION COMMITTEE**

Tuesday, November 6, 2018, 7:30 p.m.  
Tuesday, December 4, 2018, 7:30 p.m.

#### **SHADE TREE COMMISSION**

Wednesday, November 7, 7:30 p.m.  
Wednesday, December 5, 7:30 p.m.

#### **HISTORIC COMMISSION**

Tuesday, November 27, 7:00 p.m.  
Tuesday, December 18, 7:00 p.m.

#### **ENVIRONMENTAL COMMISSION**

Wednesday, November 28, 7:30 p.m.

#### **FAIR HAVEN FIELDS ADVISORY COMMITTEE**

Wednesday, November 14, 7:00 p.m.

### **PART-TIME CROSSING GUARDS NEEDED!**

Fair Haven Borough is hiring part-time crossing guards.

**CROSSING GUARDS**



For further information, please come into Police Headquarters to pick up an application or

contact Patrolman John Koetzner at 732-747-0241 x\*329 or [jkoetzner@fhboro.net](mailto:jkoetzner@fhboro.net).

**F**or your convenience, there is an After Hours Drop Box located in the vestibule of Borough Hall. The box is affixed to the wall and is marked, **BOROUGH HALL, AFTER HOURS DROP**.

This is a multi-use box where you may drop off forms, tax payments, correspondence for Borough staff, keys that were signed out for the Community Center or Concession Stand, etc. The vestibule is open 24 hours, 7 days a week. The drop box is locked at all times and is checked on a daily basis.

