

**FAIR HAVEN BOROUGH COUNCIL**  
**JULY 10, 2017**

The meeting was called to order by Mayor Lucarelli at 7:00 p.m. The Flag Salute was followed by a Moment of Silent Meditation. Mayor Lucarelli read the Sunshine Law Statement.

**ROLL CALL**

On Roll Call the following were present: Councilmembers Jaeger, Marchese, Sorensen and Wilhelm. Absent: Councilmembers Peters and Rodriguez. Others present: Administrator Casagrande and Attorney Alfieri.

**PRESENTATIONS**

Robert Allison, Borough Auditor, came forward to give the governing body a synopsis of the 2016 Municipal Audit.

Councilman Rodriguez arrived to the meeting at 7:02 p.m.

Mr. Allison said he, Matt Holman and Anthony Mannino completed the 2016 audit on June 16<sup>th</sup>; it was a clean audit. He marked the highlights. There were two opinions which is normal each year since the Borough falls under the NJ Accounting Principles. LOSAP Trust Funds are not required to be audited so they were just reviewed; no opinion given.

Councilman Peters arrived at 7:04 p.m.

The tests that were done for the Borough offices was reviewed i.e. deposits being made on a timely basis, the appropriate procedure for bids being executed properly, posting correctly. He reviewed the 2016 budget and funds; there were no grants receivable. The Capital Fund is stable; no activity to speak of. There were no comments or recommendations for this audit.

With regard to LOSAP, there is only a review. For past years, the Borough has not been able to obtain the information or we obtain it late. This is an issue between the Borough and the vendor. LOSAP could be audited, but not required per the State. It could be done as a Third Party confirmation at an additional charge. The review that is done is to make sure the vendor is reporting properly.

As far as Fixed Asset Ledger, it could not be pulled from the Edmunds computer system (a programming issue); the previous CFO had it on file so it was easily accessible. This is being worked on. The Borough has a shared service for Construction Code Services and the bank statements are being provided, but the revenue is not being reported in Edmunds; the Annual Financial Statement prepared at the beginning of the year had to be amended to reflect the figures once it was discovered by Colleen Lapp, CFO. The Borough has enough cash to loan to itself. There was a fully funded loan of \$195,000 that the Borough was paying on (the Borough was over financed from August to March which was not necessary and the Borough could have self-funded).

The pension plan was reviewed last year. State Actuaries come up with the amount/calculation. The PERS and PFRS had a big jump from 2015 to 2016 as far as contributions. The Borough's liability for PFRS went from \$6.9 to \$8.1 million and PERS went from \$3.6 to \$4.6 million. There could be an upswing next year which will be less of a liability. It is not a bias number. The State is not compelled to take the actuary information. Councilman Peters said that State is not accurately billing so there will be a claw back and they could say we owe \$300,000; it is important to disclose the pension bill.

Administrator Casagrande said that the LOSAP matter will be discussed at a future meeting. The current vendor is consistently late in providing information. It was asked that this be workshopped on the July 24<sup>th</sup> agenda.

Mr. Allison left the meeting at 7:21 p.m.

**MONMOUTH COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT HEARING**

Administrator Casagrande advised the public that the Borough is looking to submit a 2018 Community Development Block Grant (CDBG) application which is due on July 28, 2017. She and Engineer Gardella have been working on a preliminary version of the grant. The Borough is eligible to apply for ADA projects (categories are based on social economic status). Fair Haven's last CDBG grant was in 2006 for just over \$62,000 for the first phase of the River Road Project. A citizen participation group meeting was held last week which included Councilwoman Sorensen, Engineer Gardella, Lynn Volker, Susan O'Brien, Chief McGovern and DJ Breckenridge; a few of the residents appointed could not make the meeting. There were no other members from the public who attended. The goal was to choose the appropriate project for submission. The group reviewed various locations such as the Police Department and Community Center, Bicentennial Hall, the Concession Stand and Borough Hall. Borough Hall and Bicentennial Hall are handicap accessible so the best project

location would be the Police Department and Community Center since we are looking to renovate that building. The Borough would be advised in late 2017 if we are awarded and funding will be announced in the summer 2018 by the federal government. Site improvements for the Police Department and Community Center will increase handicap access to the buildings. A general synopsis of the project was given showing improvements to the doors, installing a new lift and adding handrails; the project is estimated at approximately \$248,000. Some of the site improvements have to be done regardless if the Borough receives this grant. The CDBG grant is not a matching grant. Administrator Casagrande, Engineer Gardella, Chief McGovern and DJ Breckenridge will present the project to the County and other municipality's representatives in September 2017.

Councilman Peters made a motion to open the hearing to the public at 7:26 p.m., second by Councilwoman Sorensen with Ayes by all present. Ruth Blaser, River Road, asked if there is a Plan B if the Borough does not receive the grant. The Borough will implement the improvements on its own dime. Councilman Jaeger asked if waiting on a decision for the grant will delay the planned construction; no. Councilman Peters said we get federal dollars, which benefit communities, if we choose to apply. Councilwoman Sorensen said that if we do not receive the full amount requested, we can make adjustments, if needed. Councilman Jaeger said if this will not cause an interruption in the renovation plan, then we should apply. The Borough will have to submit more detailed plans if our project is accepted.

There being no further comments or questions, the meeting was closed to the public at 7:28 p.m. on motion of Councilman Peters, second by Councilwoman Sorensen with Ayes by all present.

### **WORKSHOP SESSION**

Mayor Lucarelli said the Borough received a request from the Fair Haven Education Foundation to hold a 5K Color Run at Fair Haven Fields. Kelly McCann, President and Kim Kennedy, Event Coordinator were in attendance. This is a new event to Fair Haven which was discussed with Chief McGovern and presented to the Recreation Committee. The event would be limited to 300 runners with the same course that Girls On The Run follow; there are some modifications. They are looking for kid participation. Outside funds have been sought through large sponsors outside the community. They are going through a vendor for colors, registrations, sponsorships, etc. There are three stations (they will be away from the tennis courts) with naturally organic chalk that can be cleaned by the rain or power washers. The powder is made from corn starch and food coloring. Participants would be sprayed according to track lines (light to heavy spray). The proposed dates are October 15<sup>th</sup> or November 5<sup>th</sup> depending on what is finalized with the sponsor(s). Motion to approve moved by Councilwoman Sorensen, second by Councilman Rodriguez with Ayes by all present.

The Foundation of Fair Haven is planning their Oktoberfest event. Amanda Lynn said that the date would be September 16<sup>th</sup> beginning at 4 p.m. at Fair Haven Fields. The name has been changed from Trucktoberfest to Oktoberfest as there has been better success as an Oktoberfest. Recreation is aware of the date. Lawn signs will also be displayed to promote the event as done in past years. Motion to approve moved by Councilman Peters, second by Councilman Rodriguez with Ayes by all present except Councilwoman Sorensen who abstained.

Administrator Casagrande advised the governing body that it is the time of year to consider the 2017 Monmouth County Open Space Grant program and what the Borough is looking to apply for. Applications are due September 20<sup>th</sup> with a hearing is required prior to submission. This would be a matching fund grant. We were unsuccessful for our grant application last year for an extensive renovation at the passive park at the end of DeNormandie Avenue as we had grants that were not closed out. We have been successful with our submissions in years prior to that. We can resubmit the same grant applied for last year or we could apply for Community Center Fields, connecting the trail system at Fair Haven Fields (down Ridge Road and Fair Haven Road) and the Borough has recently looked at hydro-raking at McCarter Pond and trucking the material off site. If the Borough chooses a stone dust trail for Fair Haven Fields, we can use the organic material to help with the project; filling in holes/uneven surfaces. A permit is not required for hydro-raking. Councilman Peters said Fair Haven has had much success and been fortunate enough to have received double the funding compared to other towns. Councilman Jaeger was concerned about taking on more projects as execution takes time. He said if the project will be less than \$100,000 then he is fine with applying, but if it is more we should hold off and complete the projects we currently have going. Administrator Casagrande said that there has not been any "pen to paper" for this grant; this evening was just to discuss whether the Borough would like to apply or not. Mayor Lucarelli asked if there was a grant for hydro-raking; no. He felt the Borough should process what we have on the books right now with getting our facilities on line and then review the budget impact. Councilwoman Sorensen asked what the potential cost would be and if we are awarded the grant does it have to be completed by 2020? Yes. Councilman Wilhelm applauded the thought to transport the hydro-raking materials out. Administrator Casagrande will speak with Engineer Gardella regarding the scale, scope and cost. It was asked that this matter be relisted on the July 24<sup>th</sup> agenda. The Mayor said that

we would have to dry or dewater the dredge spoils at the Natural Area; if we are moving forward with this grant opportunity, we need to get Recreation involved quickly. Administrator Casagrande said she would reach out to the Natural Area Committee regarding this possible application. The costs for hydro-raking and disposal of material are needed. Councilman Jaeger requested an update on pending projects (dates for backlog: start dates and close out dates from the Borough Engineer).

The governing body was advised that three members will be absent from the next meeting as well as the Borough Attorney so we need to determine that the remaining Councilmembers will be able to attend the meeting so there is a quorum. It was asked if Council still wanted to hold the meeting or reschedule. The consensus was to leave the meeting scheduled as is for July 24<sup>th</sup>.

Attorney Alfieri said the May 22<sup>nd</sup> agenda had the front porch ordinance on for discussion. There were Zoning Board members present at the meeting who provided recommendations. Based on the recommendations, three draft ordinance options were provided to the Borough/Planning Board Engineer and Zoning Board Engineer for their review and input. The drafts will be circulated to the Zoning Board members who were in attendance for their review and comment before presenting to the governing body.

### **PUBLIC COMMENT ON AGENDA ITEMS**

The meeting was opened to the public for comments or questions at 7:55 p.m. Ruth Blaser, River Road, questioned payments on the bill list such as gym club membership payment; she was advised that they are payroll deductions for items (Insurance, AFLAC, child support) that are to be paid out. The Borough withholds the money and it is sent to the entity monthly. The Chief Financial Officer wants payroll items to be listed on the bill list.

Susan O'Brien, River Road, said LOSAP was mentioned in the Auditor's presentation and she mentioned that our First Aid Squad responds to other towns. She asked if the other towns are contributing to LOSAP; no, we have mutual aid agreements with surrounding towns so it is our responsibility. Councilman Peters said that the Borough has had discussions with the Fire Department and First Aid and they feel that there is a reasonable balance between towns.

Mrs. Blaser said the bill list shows payment to the Asbury Park Press for the Town Wide Yard Sale and it is costly. She said she wants to see the tear sheet from the newspaper as she did not see it advertised at all. For the cost that is being paid, it should have stood out. Mrs. Blaser was advised by the Clerk to come to the office and the information will be provided. She said that she would like to see the town wide yard sale event run by someone who is more professional and efficient.

There being no further comments or questions, the meeting was closed to the public at 7:59 p.m.

### **APPROVAL OF MINUTES**

Councilwoman Sorensen made a motion to approve the Regular Meeting minutes of June 26, 2017, second by Councilman Wilhelm

Affirmative: Councilmembers Jaeger, Marchese, Rodriguez, Sorensen, Wilhelm

Negative: None

Abstain: Councilman Peters

Absent: None

### **OLD BUSINESS**

1. Ordinance No. 2017-07, Capital Bond Ordinance

#### **BOND ORDINANCE PROVIDING VARIOUS 2017 CAPITAL IMPROVEMENTS, BY AND IN THE BOROUGH OF FAIR HAVEN, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING \$2,297,550 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,182,672 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

On motion of Councilman Marchese, second by Councilwoman Sorensen with Ayes by all present, Mayor Lucarelli opened the meeting for comments or questions at 8:00 p.m.

There being no further comments or questions, the Hearing was closed to the public at 8:00 p.m. on motion of Councilman Marchese, second by Councilwoman Sorensen with Ayes by all present.

Offered for adoption by Councilwoman Sorensen, second by Councilman Wilhelm

Affirmative: Councilmembers Jaeger, Marchese, Peters, Rodriguez, Sorensen, Wilhelm  
Negative: None  
Abstain: None  
Absent: None

**NEW BUSINESS - CONSENT AGENDA**  
**RESOLUTIONS**

1. Resolution No. 2017-139, Approve Block Party-Gentry Drive (Danna Court to James Court), September 9<sup>th</sup>

**WHEREAS**, a request was received to hold a Block Party on a portion of Gentry Drive and Danna Court on Saturday, September 9, 2017 from 4:00 pm to 9:00 pm (rain date: Sunday, September 10<sup>th</sup>, 4:00 pm to 9:00 pm); and

**WHEREAS**, Chief McGovern reviewed the application and submitted his approval on June 29, 2017; and

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Fair Haven that approval is hereby granted for a block party to be held on a portion of Gentry Drive and Danna Court on Saturday, September 9, 2017 from 2:00 pm to 9:00 pm with a rain date of Sunday, September 10, 2017.

**BE IT FURTHER RESOLVED** that Permit No. BP 2017-04 will be issued for said event.

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Jaeger, Marchese, Peters, Rodriguez, Sorensen, Wilhelm  
Negative: None  
Abstain: None  
Absent: None

2. Resolution No. 2017-140, Executive Session - Possible Litigation and Contract Negotiations

**WHEREAS**, the Open Public Meetings, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist; and

**WHEREAS**, the Governing Body may wish to discuss the following matters:

**Possible Litigation**

1. Yacht Works

**Contract Negotiations**

1. Teamsters

**WHEREAS**, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

**NOW THEREFORE BE IT RESOLVED** that the public be excluded from this meeting.

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Jaeger, Marchese, Peters, Rodriguez, Sorensen, Wilhelm  
Negative: None  
Abstain: None  
Absent: None

3. Resolution No. 2017-141, Payment of Vouchers

**BE IT RESOLVED** by the Governing Body of the Borough of Fair Haven that the vouchers listed for payment on the July 10, 2017 agenda are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2017 CURRENT ACCOUNT	\$	68,796.87
2016 CURRENT ACCOUNT	\$	1,470.50
PAYROLL AGENCY	\$	13,089.06
OTHER TRUST	\$	7,159.02

**TOTAL** \$ **90,515.45**

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Jaeger, Marchese, Peters, Rodriguez, Sorensen, Wilhelm

Negative: None

Abstain: None

Absent: None

Two Resolutions were added to the agenda today, one is to purchase a Case Wheel Loader for DPW (there is one model in stock; Council approved this purchase last year through a bond ordinance). The second is to extend the third quarter tax bill grace period as we are waiting for certification of the school tax levy for regional school districts by the State.

Susan O'Brien, asked that if something is added to agenda, it be discussed in the beginning of the meeting so that the public can comment, if they choose, during Public Comment on Agenda Items. Council agreed. Mayor Lucarelli read the Resolution titles and explanations were given.

4. Resolution No. 2017-142, Purchase Authorization for a Case Wheel Loader – DPW

**WHEREAS**, the Department of Public Works is a need of a Loader to be included in the existing fleet; and

**WHEREAS**, the Department of Public Works has received a quote from Hoffman Equipment, Piscataway, NJ for said equipment; and

**WHEREAS**, the Borough Administrator and Borough Engineer have submitted a Capital Item purchase authorization request as follows:

**DEPARTMENT OF PUBLIC WORKS**

2017 Case Wheel Loader with required options	\$119,084.35
Freight, Preparation and Delivery	\$ 5,500.00
JRB Quick Coupler for Tink Claw	\$ 3,563.45

**TOTAL** **\$128,147.80**

**WHEREAS**, the above equipment will be purchased through the National Joint Power Alliance (NJPA) Cooperative Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that this Capital Item Expenditure is hereby approved and will be charged to Capital Ordinance No. 2016-14 and Recycling Trust where funds have been certified by the Chief Financial Officer.

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Jaeger, Marchese, Peters, Rodriguez, Sorensen, Wilhelm

Negative: None

Abstain: None

Absent: None

5. Resolution No. 2017-143, Extend 3<sup>rd</sup> Quarter Tax Bill Grace Period

**WHEREAS**, the Tax Collector has informed the Mayor and Council that the Monmouth County Board of Taxation was delayed in forwarding necessary information for the preparation and mailing of final tax bills to the real estate taxpayers of the Borough of Fair Haven for the year 2017; and

**WHEREAS**, the present statute requires the imposition of a late charge if 3<sup>rd</sup> quarter 2017 taxes are not paid by the 10<sup>th</sup> of August; and

**WHEREAS**, it would be unfair and unreasonable to impose a penalty for a delinquent payment when the amount of the payment is unknown.

**NOW, THEREFORE, BE IT RESOLVED**, that the Tax Collector of the Borough of Fair Haven is hereby ordered and directed, according to Public Law 1994, Chapter 72, signed July 14, 1994, that if tax bills are not delivered or mailed at least 25 (twenty-five) calendar days prior to the standard due date, then the delinquency date for 3<sup>rd</sup> quarter 2017 taxes shall be established as the

twenty-fifth (25) calendar day after the date the tax bill was delivered or mailed. The tax bills will contain the date on which interest shall start accruing.

**THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven are hereby extending the grace period for payment of 3<sup>rd</sup> quarter 2017 taxes to August 25, 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Jaeger, Marchese, Peters, Rodriguez, Sorensen, Wilhelm

Negative: None

Abstain: None

Absent: None

### **Reports of Departments**

#### **June 2017**

-Municipal Clerk

-Dog License

-Planning Board and Zoning Board

Motion to accept as submitted moved by Councilwoman Sorensen, second by Councilman Peters with Ayes by all present.

### **GOOD OF THE BOROUGH**

Mayor Lucarelli opened the meeting to the public for comments or questions at 8:08 p.m. Ruth Blaser, River Road, asked that the governing body not forget about Schwenker's Pond when reviewing backed up projects.

Susan O'Brien, River Road, asked how far in advance the agenda needs to be posted or any changes. She was advised that the agenda is posted more than 48 hours in advance of the meeting and any amendment made can be done via motion by the governing body at the meeting.

Councilman Rodriguez said the Robert Henne workout program held this past weekend was a success. He gave kudos to the police department for their hard work and said there was a great turn out. It was an honor to workout with the Mayor. He also attended the Shrewsbury River Yacht Club Mayor's Cup Regatta with Mayor Lucarelli; another great event. Mayor Lucarelli said that this was thought to be a one year event and it has continued for the last few years.

Councilwoman Sorensen reminded everyone that the town wide camp out will be held this Saturday, July 15<sup>th</sup>. Last week's dock concert was postponed, due to bad weather, until July 20<sup>th</sup>.

Mayor Lucarelli said that he played Pickle Ball exhibition and had a blast. It is a wonderful game for young and old; especially the elderly. It is like ping pong on your feet. He asked if the Recreation Committee would consider striping all of the tennis courts for Pickle Ball. He was advised that two courts will be done during the Tennis Court Refurbishment Project and we can always add additional courts later on.

There being no further comments or questions, the meeting was closed to the public at 8:15 p.m.

Council went into executive session at 8:19 p.m. and this meeting was reconvened at 8:39 p.m.

### **ADJOURNMENT**

Motion to adjourn moved by Councilwoman Sorensen, second by Councilman Jaeger with Ayes by all present.

Time of Adjournment: 8:40 p.m.

Respectfully submitted,

Allyson M. Cinquegrana, RMC/CMR  
Borough Clerk