

**FAIR HAVEN BOROUGH COUNCIL  
REORGANIZATION MEETING  
JANUARY 3, 2017**

The meeting was called to order by Mayor Lucarelli at 7:01 p.m. The Flag Salute was followed by a Moment of Silent Meditation. Mayor Lucarelli read the Sunshine Law Statement.

**ROLL CALL OF THE 2016 COUNCIL**

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

**OATH OF OFFICE - COUNCIL**

Councilman Peters came forward to be sworn in by Attorney Alfieri while his wife, Nancy, held the family bible (it was found on a ship and has been with his family for some time).

Councilman Wilhelm was unable to attend the meeting due to a family illness. He will be sworn in at another time.

**ROLL CALL OF THE 2017 COUNCIL**

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

**COUNCIL PRESIDENT**

Mayor Lucarelli called for the nomination of Council President.

Councilwoman Sorensen made a motion to nominate Jonathan Peters as Borough Council President, second by Councilman Marchese

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

**FIRE DEPARTMENT**

Mayor Lucarelli recognized the following Fire Company Officers who were sworn in at the Firehouse on January 1, 2017:

Second Assistant Chief – Matthew Bufano  
First Assistant Chief – Christopher Schrank  
Deputy Chief – Matthew DePonti  
Fire Chief – Timothy Morrissey

It was noted that the median age of the line is 31 years old; it is a very rare occurrence especially in the State of New Jersey.

Mayor Lucarelli recognized the following Fair Haven Fire Department Line Officers for 2017:

**First Aid Officers**

Captain: Kim Ambrose  
1<sup>st</sup> Lieutenant: Katy Frissora  
2<sup>nd</sup> Lieutenant: Dan Kane

**Fire Police Officers**

Captain: Daniel Chernavsky  
1<sup>st</sup> Lieutenant: Douglas Anderson  
2<sup>nd</sup> Lieutenant: Marty Coy

**Water Rescue/Dive Team**

Co-Captain: John Felsmann, Sr Admin  
James Cerruti, Operations  
Robert Frank, Operations  
William Heath, Training Officer

**Auxiliary**

President: Beverly Grogan  
Vice President: Trudy Felsmann

**RESOLUTIONS**

1. Resolution No. 2017-01, Appointment of Borough Professionals

Administrator	Theresa S. Casagrande
Assistant Administrator	Allyson M. Cinquegrana
Auditor	Robert Allison, C.P.A., R.M.A.
Borough Attorney	Salvatore Alfieri, Esq.
Bond Counsel	John Cantalupo, Esq.

Financial Advisor	Phoenix Associates
Municipal Prosecutor	Lourdes Lucas, Esq.
Alternate Prosecutor	Mitchell Jacobs, Esq.
Public Defender	Maurice Maloney, Esq.
Commercial Real Estate Appraiser	Robert Gagliano
Professional Planner	Michael Sullivan (Clarke Caton and Hintz)
Special Legal Counsel – Tideland	Edward C. Eastman, Esq.
Special Legal Counsel – COAH	Jeffrey Surenian, Esq.
Cell Tower Consultant	Declan O’Scanlon
Searcher for Municipal Liens	Judith Vassallo, Tax Collector
Borough Official to certify subdivision approval, pursuant to NJSA 40:55-124	Allyson Cinquegrana, Municipal Clerk
Borough Physicians	Dr. John Swidryk
	Dr. Dominick Grosso

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

2. Resolution No. 2017-02, Appointment of Boards, Commissions and Committees

**BE IT RESOLVED** by Benjamin Lucarelli, Mayor of the Borough of Fair Haven, that the following Board and Commission appointments be made with the advice and consent of Council Borough:

**PLANNING BOARD – COUNCIL REPRESENTATIVE**  
Class III, Robert Marchese 1 year

**ENVIRONMENTAL COMMISSION**  
Brian Rice 3 years  
Stephanie Malewski 3 years  
Jessie Murray 3 years  
Robert Moore, Alternate #1 3 years  
**Vacancy**, Alternate #2 3 years  
Councilman Jonathan Peters 1 year

**HISTORIC PRESERVATION COMMISSION**  
Jay Anderson 4 years  
Councilwoman Susan Sorensen 1 year

**LIBRARY BOARD OF TRUSTEES**  
Liz Witterschein 4 years  
Ann Dupree 4 years  
Norman Birkenmeier 4 years  
Lynn Wheeler 4 years  
James Hoffman 4 years  
Charles Harris 4 years  
Libby Nowell 4 years

**RECREATION COMMITTEE**  
Elizabeth Koch 1 year  
John Santos 1 year  
Lynn Volker 1 year  
Erin Gotch 1 year  
Robert Krueger 1 year  
Mary Friedman 1 year  
Eileen Rodriguez 1 year  
Rachel Griffin 1 year  
Councilwoman Susan Sorensen 1 year

**SHADE TREE**  
Christopher McCabe 5 years  
Christian Burns, Alternate #1 2 years  
**Vacancy**, Alternate #2 1 year

**ZONING BOARD**

Elizabeth Koch	4 years
Peter Neczesny	4 years
<b>Vacancy</b> , Alternate #2	2 years

**BE IT FURTHER RESOLVED** by Benjamin Lucarelli, Mayor of the Borough of Fair Haven, that the following Board and Commission appointments be made without advice and consent of Borough Council:

**PLANNING BOARD**

James Ingle, Class IV	4 years
Todd Lehder Class IV	4 years
Kathryn Flanagan, Alternate #2	1 year

**FAIR HAVEN FIELDS NATURAL AREA ADVISORY COMMITTEE**

**One Year Term**

David Bordelon	Doris Moraller
Michele Loughran	James Ingle
Audrey Ingle	Richard Magovern
Stephen Sheehan	

**“BE A GOOD NEIGHBOR” ADVISORY BOARD**

**One Year Term**

Ruth Blaser	Joanne Fracalosi
Mary Matus	Sonia Reevey
Lorraine Kevra	Sean McNeil
Chief Joseph McGovern	Sergeant Sherri Lambert

**MEMORIAL PARK ADVISORY COMMITTEE**

**One Year Term**

Chief Joseph McGovern	Councilwoman Humphreys
Patricia Drummond	Brian Hall
Joseph Perrotto	William Perkins
Lawrence Quigley	Ray Taylor
Peeka Tildesley	Angela Zavila
Dennis Zavila	

**NAVESINK RIVER MUNICIPALITIES COMMITTEE**

**One Year Term**

Brian Rice	Eric Jaeger
------------	-------------

**FAIR HAVEN DAY COMMITTEE**

DJ Breckenridge	Allyson Cinquegrana
Chief McGovern	Susan Sorensen
Marie Noglows	Amanda Lynn
Erin Gotch	Nicole Rice
Jacquie Rice	Betsy Koch
Audrey Henne	Mark Mancuso
Tracy Cuje	Peter Maher
Arthur Pavluk	James Banahan
Lauren Porter	Mary Friedman
Nancy Ostrander	Michael Borneo

**Youth Members**

Hunter Maher	Julia Noglows
Connor Placer	

**FINANCE COMMITTEE**

Mayor Benajmain Lucarelli	Councilman Jonathan Peters
Councilman Eric Jaeger	Theresa Casagrande
Colleen Lapp	Joe Mule’
Brian Rice	Joan Jay
Lora Sgroi	Charles Harris
John Hendrick	

**BE IT FURTHER RESOLVED** that in the interest of good government and to encourage the active participation of all committee members, the Committee Chairpersons shall rotate at least every two years, inclusive of those terms served in 2016 and 2017.

Offered for adoption by Councilman Peters, second by Councilwoman Sorensen

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

3. Resolution No. 2017-03, Appointments to the Police Department for 2017

**BE IT RESOLVED** by Benjamin J. Lucarelli, Mayor of the Borough of Fair Haven, that the following Police Department appointments be made based on the recommendation from Police Chief Joseph McGovern and with the advice and consent of Borough Council:

**SPECIAL POLICE OFFICERS**

**CLASS II**

Michael Volker  
Scott C. Bigelow  
Patrick Anderson

**CLASS I**

Brock Siebert  
Alexander Perkins  
Dave Andrews

**SCHOOL CROSSING GUARDS**

Sergio Germinario  
Elizabeth Selah  
Nancy Carter

Raymond Patrick Powers  
Rodger Morris  
Alexander Perkins (part time)

**POLICE MATRON**

Kim Ambrose  
Bonnie Ferris

Offered for adoption by Councilwoman Sorensen, second by Councilman Marchese

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

4. Resolution No. 2017-04, Approve 2017 Cash Management Plan and Investment Policy

**BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven, that for the year 2017, the following shall serve as the Cash Management Plan and Investment Policy of the Borough of Fair Haven:

1. Cash Management and Investment Objectives

The Borough of Fair Haven objectives in this area are:

- A. Preservation of capital.
- B. Adequate safekeeping of assets.
- C. Maintenance of liquidity to meet operating needs.
- D. Diversification of the Borough's portfolio to minimize risks associated with individual investments.
- E. Investment of assets in accordance with State and Federal Laws and regulations.

2. Designation of Official Depositories

A. The following Governmental Unit Depository Protection Act approved banks are authorized depositories for deposit of funds:

TD Bank  
Chase Bank  
1<sup>st</sup> Constitution  
Two Rivers Community Bank  
Investors Bank

B. Designated official depositories are required to submit to the Chief Financial Officer, a copy of the Governmental Unit Protection Act Notification of Eligibility, which is filed semi-annually with the Department of Banking June 30<sup>th</sup> and December 31<sup>st</sup> of each year.

C. Designated official depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" on an annual basis.

3. Cash Management

A. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A.

40A:5-15.

B. The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

C. The method of calculating banking fees and compensating balances shall be reviewed on an annual basis.

D. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

4. Permissible Investments

A. Bonds of other obligations of the United States of America or obligations guaranteed by the United States of America.

B. Government money market mutual funds.

C. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.

D. Bonds or other obligations of the local unit or school district of which the local unit is a part.

E. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.

F. Local government investment pools.

G. New Jersey State Cash Management Funds.

H. Repurchase agreements of fully collateralized securities.

5. Authority for Investment Management

The Chief Financial Officer is authorized and directed to make investments on behalf of the Borough. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

6. Safekeeping

Securities purchased on behalf of the Borough shall be delivered electronically or physically to the Borough's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Borough.

7. Reporting

The Chief Financial Officer shall report to the Borough council all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

8. Audit

The Chief Financial Officer shall report to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

5. Resolution No. 2017-05, Approve General Business of the Borough

**BE IT RESOLVED**, in the matter of making prompt provision for the efficient conduct of the business of this Borough, that the Borough Council of the Borough of Fair Haven make the following determinations and authorizations, to wit:

1. The Asbury Park Press, Two River Times and Star Ledger are hereby designated for the year 2017 ending December 31, 2017, as the official newspapers for the Borough of Fair Haven in the County of Monmouth for the publication of all legal notices and advertisements of the Borough and all its Boards, Bodies, Committees, Offices and Agencies, as required by N.J.S.A. 40:53-1, and the statutes in such case made and provided.

2. The Bulletin Board in the lobby of the Borough of Fair Haven Municipal Building, 748 River Road, the seat of the government of the Borough, is designated as the Municipal

Bulletin Board, and as the place where all public notices, including pending ordinances shall be posted as required by law.

3. TD Bank, Chase Bank, 1<sup>st</sup> Constitution Bank, Two Rivers Community Bank and Investors Bank are hereby designated as the depositories for the funds and monies of the Borough of Fair Haven for the year 2017. The aforementioned banks are hereby authorized and directed to honor checks drawn upon Borough funds, signed by the Mayor, the Borough Administrator, the Borough Clerk, and the Chief Financial Officer. All Borough monies shall be paid out by checks bearing the three signatures with the exception of payroll checks which bear two signatures. However, this regulation shall not govern monies collected by and deposited by the Municipal Court Administrator. This regulation shall not apply to any other necessary transactions or transfers. The Chief Financial Officer is hereby authorized to pay any and all invoices on behalf of the Borough of Fair Haven and submit them to the Mayor and Council at the next meeting for inclusion in the minutes.

4. The rate of interest to be charged for the non-payment of taxes and assessments or before the date when they would become delinquent is fixed pursuant to N.J.S.A. 54:4-67 at the rate of 8% per annum on the first \$1,500.00 of taxes becoming delinquent after the due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if the delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency. No interest shall be charged if payment of any installment is made within ten days after the date upon which the same became payable.

5. The rate of interest to be charged for non-payment of sewer utility charges or before the date when they would become delinquent is fixed pursuant to N.J.S.A. 54:4-67 at the rate of 8% per annum on the first \$1,500.00 of taxes becoming delinquent after the due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if the delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency. No interest shall be charged if payment of any installment is made within ten days after the date upon which the same became payable.

6. The Tax Collector is empowered by statute to conduct and preside over the sale of liens and N.J.S.A. 54-5 et. seq., provides for the enforcement and collection of such delinquencies through a tax lien sale. The Borough of Fair Haven Tax Collector is authorized to conduct a tax lien sale for 2016 delinquent taxes and sewer utility charges and is authorized to charge \$25.00 mailing costs, per property, to the costs of the lien sale as per N.J.S.A. 54:5-26, which allows the Tax Collector to mail two (2) notices in lieu of two (2) newspaper advertisements in preparation for the tax lien sale.

7. Anyone issuing a check to the Borough that is returned by the bank for any reason shall be charged a \$20.00 returned check charge pursuant to N.J.S.A. 40A:5-18

8. The Tax Collector is authorized as follows:

- a. to process, pursuant to N.J.S.A. 40A:5-17.1, without further action on the part of the Governing Body the cancellation any property tax/sewer refund or delinquency of less than \$10.00;
- b. to correct any and all errors of fees levied against properties held by entities that are exempt from taxes or that is held by the Borough of Fair Haven; and
- c. to cancel and reimburse, pursuant to N.J.S.A. 54:4-3.30, real property taxes collected for permanently disabled veterans and senior citizens, and to correct the tax records of said veterans and senior citizens.

9. The Tax Assessor is authorized to file corrective tax appeals with the Monmouth County Board of Taxation concerning those properties wherein errors were made, and is authorized to file cross-petitions and cross-claims for appeals to both the Monmouth County Board of Taxation and the New Jersey Tax Court requesting increases in tax assessments. The Tax Assessor and Borough Attorney are hereby authorized to settle any and all appeals filed with the Monmouth County Tax Board, New Jersey Tax Court, and any appeals to the Appellate Division or Supreme Court. The Borough Attorney or designee is authorized to file all appeals, counterclaims in accordance with the local and Court Rules the Tax Assessment appeals.

10. The Chief Financial Officer is hereby authorized to cancel outstanding checks issued by

the Borough of Fair Haven on an as needed basis.

11. The Tax Collector is hereby authorized to issue and execute new certificates of sale to replace lost or destroyed tax title certificates for a fee of \$100.00 pursuant to N.J.S.A. 54:5-52.1
12. Pursuant to N.J.S.A. 54:4-54, the Borough Tax Assessor is hereby authorized to correct any errors in assessment and cause the tax record to be corrected. Pursuant to N.J.S.A. 54:4-54, the Borough Tax Assessor is hereby authorized to cancel an assessment intended for one parcel that has been placed upon another parcel, and may cancel the erroneous assessment. Pursuant to N.J.S.A. 54:4-54, the Borough Tax Assessor may cancel an erroneous assessment, and the Tax Collector may return without interest any money paid by one not the owner of a parcel intended to be assessed, and enter upon the record the assessment and tax against the proper parcel.
13. Pursuant to the Borough personnel policy, the following dates in 2017 shall constitute the official holidays of the Borough of Fair Haven:

Monday, January 2, 2017	New Year’s Day
Monday, January 16, 2017	Martin Luther King Jr. Day
Monday, February 20, 2017	Presidents Day
Friday, April 14, 2017	Good Friday
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Monday, October 9, 2017	Columbus Day
Friday, November 10, 2017	Veteran’s Day
Thursday, November 23, 2017	Thanksgiving Day
Friday, November 24, 2017	Day After Thanksgiving
Friday, December 22, 2017	½ Day before Christmas Eve
Monday, December 25, 2017	Christmas Day

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

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

6. Resolution No. 2017-06, Appoint Public Agency Compliance Officer for 2017

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that the Borough Administrator is hereby appointed to serve as the Public Agency Compliance Officer of the Borough of Fair Haven for Calendar Year 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

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

7. Resolution No. 2017-07, Appoint Monmouth County Community Development Representative and Alternate

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Borough Administrator, Theresa Casagrande, is hereby appointed to serve as the Borough’s Community Development Representative for the term January 1, 2017 to December 31, 2017.

**BE IT FURTHER RESOLVED** that Allyson M. Cinquegrana is hereby appointed to serve as the Alternate Community Development Representative for Fair Haven.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen  
Negative: None

Abstain: None  
Absent: Councilmembers Jaeger and Wilhelm

8. Resolution No. 2017-08, Establish a Petty Cash Fund

**BE IT RESOLVED** that the Chief Financial Officer establish a Petty Cash Fund Account of \$100.00.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys  
Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen  
Negative: None  
Abstain: None  
Absent: Councilmembers Jaeger and Wilhelm

9. Resolution No. 2017-09, Introduce a Temporary Budget for 2017

**WHEREAS**, N.J.S.A. 40A:4-19 provides that where any contract or payments are to be made prior to the final adoption of the 2017 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2017 and

**WHEREAS**, the total appropriations in the 2016 budget, exclusive of any appropriations made for interest debt redemption charges, capital improvement fund and public assistance is the sum of \$7,640,491.25

**WHEREAS**, 26.25% of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2016 budget is the sum of \$ 2,005,628.95.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Borough of Fair Haven, County of Monmouth, State of New Jersey that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records.

	Code	Salary/Wages	Code	Other Expenses
General Admin	100.101	\$ 52,000.00	100.202	\$ 25,000.00
Municipal Clerk	120.101	\$ 20,000.00	120.236	\$ 5,000.00
Mayor & Council			125.201	\$ 1,000.00
Financial Admin	130.101	\$ 20,000.00	130.202	\$ 4,000.00
Audit Services			135.201	\$ 35,000.00
Tax Collection	145.101	\$ 9,000.00	145.220	\$ 2,000.00
Tax Assessor	150.101	\$ 7,000.00	150.211	\$ 5,000.00
Legal			155.211	\$ 35,000.00
Engineering	165.101	\$ 58,000.00	165.211	\$ 10,000.00
Historic Commission			175.203	\$ 100.00
Planning Board	180.101	\$ 1,000.00	180.211	\$ 17,000.00
Zoning	185.101	\$ 1,000.00	185.211	\$ 4,000.00
Zoning Officer	186.101	\$ 5,000.00	186.237	\$ 500.00
Code Enforcement	209.101	\$ 5,000.00	209.237	\$ 500.00
Liability Insurance			210.228	\$ 20,000.00
Workman's Comp			215.228	\$ 50,000.00
Health Insurance			220.227	\$ 250,000.00
Unemployment			225.299	\$
Police	240.101	\$ 450,000.00	240.202	\$ 25,000.00
Emergency Management			252.235	\$ 1,000.00
Fire			255.207	\$ 20,000.00
Fire Police			256.235	\$ 1,500.00
Water Rescue			258.215	\$ 3,000.00
First Aid			260.219	\$ 6,000.00
Fire Hydrants			265.276	\$ 20,000.00
Prosecutor	275.101	\$ 3,000.00		
Streets & Roads	290.101	\$ 120,000.00	290.208	\$ 10,000.00
Shade Tree			300.216	\$ 2,500.00

Sanitation			305.208	\$	60,000.00
Recycling	307.101	\$ 6,000.00	307.270	\$	43,000.00
Buildings & Grounds			310.204	\$	45,000.00
Vehicle Maintenance	315.101	\$ 21,000.00	315.235	\$	15,000.00
Board of Health			330.211	\$	14,000.00
Environmental Health			335.299	\$	200.00
Recreation	370.101	\$ 15,000.00	370.301	\$	4,000.00
Library	390.101	\$ 25,000.00			
Electricity			430.276	\$	10,000.00
Street Lighting			435.276	\$	19,000.00
Telephone			440.276	\$	17,000.00
Water			445.276	\$	5,000.00
Natural Gas			446.276	\$	10,000.00
Fuel Oil			447.276	\$	11,000.00
Gasoline			460.276	\$	15,000.00
Reclamation Fees			465.299	\$	70,000.00
PERS			471.299		
Social Security			472.299	\$	42,000.00
PFRS			475.299		
RFH Tech ILSA			486.299	\$	3,000.00
Rumson ILSA			492.204	\$	33,500.00
Dispatch			493.204	\$	17,000.00
Recycling Tax			494.202	\$	3,000.00
Construction ILSA			497.202	\$	45,000.00
Animal Control ILSA			499.202	\$	3,000.00
Court ILSA			487.299	\$	18,000.00
RFH Cust ILSA			485.299	\$	6,000.00
Records ILSA			488.202	\$	1,000.00
Mtown TC					
ILSA			489.202	\$	5,000.00
Court	490.101	\$ 7,000.00			
Mtown CFO					
ILSA				\$	16,000.00
<b>TOTAL</b>		<b>\$819,000.00</b>		<u><b>\$ 933,200.00</b></u>	<b>\$ 1,916,800.00</b>

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

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

10. Resolution No. 2017-10, Authorize Chief Financial Officer to Prepay Selective Bills

**BE IT RESOLVED**, by the Borough Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that the Chief Financial Officer be and is hereby authorized to pay the following required bills prior to the approval of the monthly bills list:

Payroll

Insurance Premiums

County Taxes

School taxes

Utilities

Petty Cash Reimbursement

Release of Monies Approved by Resolution

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

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

11. Resolution No. 2017-11, Approve Newspapers for the Publication of Legal Notices

**WHEREAS**, the Borough is required to designate newspapers for publication of Legal Notices.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven, New Jersey that:

The Asbury Park Press – Daily  
Star Ledger - Daily  
Two River Times - Weekly

be authorized as official newspapers for the publication of Legal Notices of the Borough: it being the intent of this resolution with respect to any Legal Notice that such may be published in either newspaper.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

12. Resolution No. 2017-12, Approve Annual Notice for 2017 Council Meetings

**WHEREAS**, the Open Public Meeting Law effective January 19, 1976 provides for the compilation and dissemination of a schedule of regular and workshop meetings for public bodies;

**NOW, THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven, New Jersey that the following be and hereby is a compilation of Regular and Workshop meetings to be held by this Council during the year. In compliance with the Open Public Meetings Law PL 1975 C. 23.1 the Borough Council of the Borough of Fair Haven disseminates the following **Annual Notice** of meetings to be held during the calendar year 2017.

All meetings will commence at 7:00 p.m. prevailing time, in the Municipal Council Chambers, 748 River Road, Fair Haven, New Jersey on the following dates:

Monday, January 23, 2017  
Monday, February 13, 2017  
Monday, February 27, 2017  
Monday, March 13, 2017  
Monday, March 27, 2017  
Monday, April 10, 2017  
Monday, April 24, 2017  
Monday, May 8, 2017  
Monday, May 22, 2017  
Monday, June 12, 2017  
Monday, June 26, 2017  
Monday, July 10, 2017  
Monday, July 24, 2017  
Monday, August 7, 2017  
Monday, August 21, 2017  
Monday, September 11, 2017  
Monday, September 25, 2017  
Tuesday, October 10, 2017  
Monday, October 23, 2017  
Monday, November 13, 2017  
Monday, November 27, 2017  
Monday, December 18, 2017

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

13. Resolution No. 2017-13, Debt Service Appropriations

**WHEREAS**, N.J.S.A. 40A:4-19 provides authority for appropriating in a

temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than December 20, of the year preceding the beginning of the fiscal year; and

**WHEREAS**, the principal and interest will be due on various dates from January 1, 2017 to December 31, 2017, inclusive, on sundry bonds issued and outstanding:

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Fair Haven that the following appropriations be made to cover the period from January 1, 2017 to December 31, 2017 inclusive:

BOND PRINCIPAL	\$ 675,000.00
BOND INTEREST	\$ 55,340.63
GREEN ACRES LOAN	\$ 12,125.72

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

14. Resolution No. 2017-14, Authorize Mileage Reimbursement Rate for 2017

**WHEREAS**, the Borough of Fair Haven has a policy of reimbursing mileage to officials and employees while on official Borough business, from the Borough Hall to the job/educational/meeting location and back to the Borough Hall when a Borough vehicle is not available for transportation; and

**WHEREAS**, the mileage reimbursement must be approved by the Borough Administrator prior to the date in which the mileage will occur.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that authorization is hereby given for employee mileage allowance of .535 cents per mile, as established by the IRS, with mileage as calculated from Borough Hall to the job/education/meeting location for approved trips in 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

15. Resolution No. 2017-15, Certifying Personnel, Ambulances and Ambulance Equipment of the Fair Haven Volunteer First Aid Squad

**WHEREAS**, under the provisions of the New Jersey Highway Safety Act of 1971 (N.J.S.A.:27-5f-10), it is the responsibility of the municipal governing body to certify annually that the personnel, ambulances, and ambulance equipment of the First Aid Squad serving the community are qualified to provide emergency medical service; and

**WHEREAS**, as provided by the same statute, the First Aid Captain of the Fair Haven Volunteer First Aid Squad has notified the Borough of Fair Haven that the Squad's personnel, ambulances, and equipment meet the standards required by the Act.

**NOW, THEREFORE, BE IT RESOLVED** that the Fair Haven Volunteer First Aid Squad be and is hereby certified to provide emergency medical services to the Borough of Fair Haven for the Calendar Year 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

16. Resolution No. 2017-16, Authorize 2017 Cell Phone Reimbursement for Various

Employees

**WHEREAS**, there are various municipal employees that are required to be available by cell phone for daily access in order to assist with the day to day operations in the Borough of Fair Haven; and

**WHEREAS**, the most economical way to provide the needed cell phone service is to reimburse the following employees the amount of **\$30.00** on a monthly basis for use of their personal cell phone:

Allyson M. Cinquegrana, Assistant Administrator  
DJ Breckenridge, Parks and Recreation Director

**WHEREAS**, Richard Gardella, Director of Engineering and Public Works and Joseph McGovern, Police Chief/Emergency Management, shall be reimbursed **\$75.00** on a monthly basis and Nicolas Poruchynsky, Assistant Director of Engineering and Public Works shall be reimbursed **\$50.00** on a monthly basis for use of their personal cell phone.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that the Finance Department is hereby authorized to reimburse the above employees for their cell phone use.

**BE IT FURTHER RESOLVED** that this authorization is effective for the year 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

17. Resolution No. 2017-17, Approve Monies for Firehouse Cleaning during 2017

**WHEREAS**, there has been a need to provide a yearly allowance to the Fair Haven Volunteer Fire Company #1 for the cleaning of the building as leased by the Borough; and

**WHEREAS**, a request has been received from the Fair Haven Volunteer Fire Company #1 for monies to be approved to continue the cleaning of their building; and

**WHEREAS**, monies available in the 2017 Municipal Budget for this service.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Fair Haven that an amount not to exceed \$5,700.00 annually is hereby approved for the cleaning of the Fair Haven Firehouse.

**BE IT FURTHER RESOLVED** that Colleen Lapp, Chief Financial Officer, is hereby advised of said approval.

**BE IT FURTHER RESOLVED** that the Fire Company is advised of this approval and shall furnish monthly invoices for said services.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

18. Resolution No. 2017-18, Appoint Emergency Management Coordinator - Joseph McGovern

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Joseph McGovern be reappointed as the Emergency Management Coordinator for the Borough of Fair Haven for a term of three years, January 1, 2017 until December 31, 2019.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

19. Resolution No. 2017-19, Appoint Risk Manager – Mike Avalone, Conner Strong and Buckelew

**WHEREAS**, Borough of Fair Haven has studied the feasibility of rejoining the Garden State Municipal Joint Insurance Fund and determined that membership in the Fund is in the best interest of the Borough of Fair Haven; and

**WHEREAS**, Michael Avalone of Conner Strong and Buckelew Companies, Inc. has offered the Borough professional risk management consulting services, as required in the bylaws of the Garden State Municipal Joint Insurance Fund; and

**WHEREAS**, Michael Avalone of Conner Strong and Buckelew Companies, Inc. has been instrumental in obtaining the most cost effective coverage for workers compensation and liability policies for the Borough of Fair Haven; and

**WHEREAS**, the Joint Insurance Committee recommends the appointment of Michael Avalone to provide professional risk management services for the Borough of Fair Haven and oversee the activities relating to the Garden State Municipal Joint Insurance Fund.

**NOW, THEREFORE, BE IT RESOLVED** by Borough of Fair Haven, in the County of Monmouth and State of New Jersey, that Michael Avalone is appointed as the Risk Manager for the Borough of Fair Haven for an amount of \$12,500; and

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are authorized to execute an agreement with Michael Avalone to serve as the Risk Manager as required by the Garden State Municipal Joint Insurance Fund for a period of one year commencing January 1, 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

20. Resolution No. 2017-20, Appoint Representative and Alternate Representative to the Monmouth County Regional Board of Health Commission No. 1

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Borough Administrator, Theresa Casagrande, is hereby appointed to serve as the Borough's representative on the Monmouth County Board of Health Commission commencing January 1, 2017.

**BE IT FURTHER RESOLVED** that Allyson M. Cinquegrana is hereby appointed to serve as the Alternate Representative for Fair Haven.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

21. Resolution No. 2017-21, Appoint PEOSH, Indoor Air Quality Control and ADA Compliance Officer – Richard Gardella

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Richard Gardella, Borough Engineer/Public Works Supervisor is hereby appointed to serve as the PEOSH Compliance Officer, Indoor Air Quality Designee and ADA Compliance Officer for the Borough of Fair Haven for Calendar Year 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

22. Resolution No. 2017-22, Appoint Clean Communities Coordinator – Theresa Casagrande

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Theresa Casagrande is hereby appointed to serve as the Clean Communities Coordinator for the Borough of Fair Haven for Calendar Year 2017.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

23. Resolution No. 2017-23, Approve 2017 Contract with Edmunds Associates (Tax, Finance, Licensing System)

**WHEREAS**, the Borough of Fair Haven is provided Tax Collection, Finance and Animal Licensing software maintenance services through Edmunds & Associates, Inc. 301A North Tilton Road, Northfield, New Jersey 08225 for its 2017 software maintenance; and

**WHEREAS**, the Borough desires to enter into a maintenance contract for the year 2017 to provide continued service for the tax, finance, payroll and animal licensing programs; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that the 2017 maintenance contract with Edmunds & Associates, Inc. be approved in the amount of \$9,299.00.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

24. Resolution No. 2017-24, Appoint Deputy Tax Assessor – John Butow

**WHEREAS**, the position of Tax Assessor is statutory and a temporary vacancy exists within the Borough; and

**WHEREAS**, the Borough Council desires to re-appoint John E. Butow who is a Certified Tax Assessor to the position of Temporary Deputy Tax Assessor.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven that John E. Butow, 709 Grove Street, Point Pleasant Beach, NJ 08742 is hereby appointed Temporary Deputy Tax Assessor and that the Borough Clerk forward a certified copy of this resolution to the Borough Administrator and Mr. Butow.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

25. Resolution No. 2017-25, Appoint Chief Financial Officer – Colleen Lapp

**WHEREAS**, pursuant to the Code of the Borough of Fair Haven (2-8.1), there shall be a Chief Financial Officer appointed by the Governing Body for a term of four years; and

**WHEREAS**, the Borough Council adopted Resolution No. 2016-208 entering

into an Interlocal Service Agreement with the Township of Middletown for the services of a Chief Financial Officer

**WHEREAS**, pursuant to N.J.S.A. 40A:9-140.10 governing the appointment of Chief Financial Officers, the term of the office shall be four years, which shall run from January 1, in the year in which the Chief Financial is appointed; and

**WHEREAS**, based on State Statute and the Interlocal Service Agreement between the Borough of Fair Haven and Township of Middletown, Colleen Lapp will be appointed effective January 1, 2017 for four year term which will expire on December 31, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven, County of Monmouth and State of New Jersey that pursuant to N.J.S.A. 40A:9-140.10 it hereby ratifies the 2017 appointment of Chief Financial Officer, Colleen M. Lapp, for a four term to commence from January 1, 2017 through December 31, 2020.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

26. Resolution No. 2017-26, Appoint Qualified Purchasing Agent – Lynn Mattaei

**WHEREAS**, the Borough Council of the Borough of Fair Haven adopted Resolution No. 2016-208 approving an Interlocal Service Agreement with the Township of Middletown which became effective December 1, 2016; and

**WHEREAS**, part of the agreement included the services of a Qualified Purchasing Agent with a resolution appointing said person effective January 1, 2017 through the term of the contract set to expire December 31, 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Lynn Mattei be appointed as Qualified Purchasing Agent effective January 1, 2017 in accordance with an Interlocal Service Agreement with the Township of Middletown which will expire on December 31, 2019.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Humphreys

Affirmative: Councilmembers Humphreys, Marchese, Peters, Sorensen

Negative: None

Abstain: None

Absent: Councilmembers Jaeger and Wilhelm

### **GOOD OF THE BOROUGH**

Mayor Lucarelli opened the meeting to the public for comments or questions at 7:10 p.m.

There being none, the meeting was closed to the public at 7:10 p.m.

### **ADJOURNMENT**

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

Time of Adjournment: 7:11 p.m.

Respectfully submitted,

Allyson M. Cinquegrana, RMC/CMR  
Borough Clerk