

**FAIR HAVEN BOROUGH COUNCIL
REGULAR MEETING AGENDA
APRIL 6, 2020, 7:00 P.M.**

1. **Call to Order:** pm

2. **Salute to the Flag:**

3. **Moment of Meditation:**

4. **Sunshine Law Notice:**

5. **Roll Call:** Councilmembers Banahan Chrisner-Keefe Koch
McCue Rodriguez Sorensen

6 **Public Comment on Agenda Items**

7. **Approval of Minutes**
-March 23, 2020 Regular Meeting

8. **Old Business**

9. **New Business**

Council Committee Reports

Finance - Councilman Banahan

Personnel - Councilwoman Chrisner-Keefe

Planning & Zoning - Councilwoman Koch

Police, Fire & OEM - Councilman McCue

Engineering, DPW and Borough Facilities - Councilman Rodriguez

Parks and Recreation and Communications - Councilwoman Sorensen

Consent Agenda

Resolutions

2020-80 Authorize Refund for Seasonal Boat Ramp Pass – Richard Falotico

2020-81 Award Proposal to Realty Data Systems, LLC – Property Data and Collection Services

2020-82 Amend 2020 Temporary Budget

2020-83 Payment of Vouchers

2020-84 Prohibit Cash Payments for Real Estate Property Tax during COVID-19 Pandemic

Department Reports

March 2020

-Municipal Clerk

-Dog License

-Planning Board and Zoning Board

10. **Good of the Borough - Please stand and identify yourself by clearly stating your name and address for the record** (*Please observe a time limit of three minutes*)

11. **Adjournment**

PROCEDURE FOR CITIZEN PARTICIPATION AT COUNCIL MEETINGS

The Fair Haven Borough Council and the Mayor welcome comments, suggestions and inquiries from residents of Fair Haven. To that end, provision is made for a public discussion period at each meeting. It is listed as:

“Public Discussion” – near the end of the meeting where any topic may be addressed.

You must wait to be recognized by the Mayor. **IDENTIFY YOURSELF BY CLEARLY STATING YOUR NAME AND ADDRESS FOR THE RECORD.** Limit your comments to three (3) minutes. Once a particular topic has been addressed by a member of the public, he/she will not be recognized to talk again on the same topic until all others have been heard a first time.

If you wish to reserve time to speak in advance, you may address your request to Allyson Cinquegrana at 732-747-0241 extension *221, by noon on the Friday preceding the meeting.

You will **NOT** be recognized, **NOR SHOULD YOU COMMENT OR CARRY ON A DEBATE OR DIALOGUE WHILE BUSINESS OF THE BOROUGH IS BEING ADDRESSED BY MAYOR AND COUNCIL.**

The next Council Meeting will be held on Monday, April 27, 2020

COUNCIL OF THE BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY
RESOLUTION

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2020-80

TITLE: APPROVE REFUND FOR BOAT RAMP PASS

WHEREAS, on March 10, 2020, Richard Falotico, purchased a Boat Ramp Pass for the Year 2020 in the amount of \$85.00; and

WHEREAS, on March 23, 2020, Mr. Falotico advised that he was unable to use Fair Haven's boat ramp to launch his 12-foot flat bottom Jon boat and requested a refund.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven that the Finance Department be authorized to refund his boat pass in the amount of \$85.00 to Richard Falotico, 567 Ervey Road, Andover, New Jersey 07821.

COUNCIL OF THE BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY
RESOLUTION

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2020-81

**TITLE: AWARD A CONTRACT TO REALTY DATA SYSTEMS, LLC FOR REAL
PROPERTY DATA COLLECTION AND VERIFICATION SERVICES FROM 2020
THROUGH 2026**

WHEREAS, the Borough of Fair Haven has solicited proposals for professional services for Real Property Data Collection and Verification Services as required by the Assessment Demonstration Program (P.L. 2013, Chapter 15); and

WHEREAS, three companies responded to the RFP (Realty Data Systems, Vital Communications and Appraisal Systems, Inc.) perform real property data collection and verification services to cover 25% of all properties the first year and 12.5% annually, for the remaining six years, with all parcels located within the Borough completed by December 31, 2026 for a total contract sum of \$46,941.00 (\$11,721.55 for the first year and \$5,865.00 each year for the years 2021-2026).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that Realty Data Systems, LLC be awarded a contract to perform real property data collection and verification services for the sum of \$46,941.00 for years 2020-2026.

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are hereby authorized to execute the contract with Realty Data Systems, LLC.

Account Number	Description	Amount	Reason
Current Account			
0-01-25-275-201	Municipal Prosecutor Contractual	\$3,500.00	Add to Temp Budget
0-01-02-290-208	Streets & Roads Chemicals	\$5,000.00	Add to Temp Budget
0-01-26-305-202	Solid Waste Contractual	\$30,000.00	Add to Temp Budget
0-01-26-307-101	Recycling Salaries	\$1,000.00	Add to Temp Budget
0-01-26-307-270	Recycling Training/ Conferences	\$3,000.00	Add to Temp Budget
0-01-26-310-101	Vehicle Maintenance Salaries	\$9,500.00	Add to Temp Budget
0-01-26-315-235	Vehicle Maint. New Equip. / Repair	\$5,000.00	Add to Temp Budget
0-01-28-370-101	Recreation Salaries	\$10,500.00	Add to Temp Budget
0-01-28-370-301	Recreation Easter Egg Hunt	\$1,500.00	Add to Temp Budget
0-01-29-370-101	Library Salaries	\$17,000.00	Add to Temp Budget
0-01-31-435-276	Street Lighting Utilities	\$4,000.00	Add to Temp Budget
0-01-32-465-299	Reclamation Fees Miscellaneous	\$10,000.00	Add to Temp Budget
0-01-36-471-299	PERS Miscellaneous	\$161,133.00	Add to Temp Budget
0-01-36-472-299	Social Security Miscellaneous	\$20,000.00	Add to Temp Budget
0-01-36-475-299	PFRS Miscellaneous	\$413,505.00	Add to Temp Budget
TOTAL		\$1,294,638.00	

2. That said emergency temporary appropriations will be provided for in the 2020 budget under the appropriate titles.
3. That one certified copy of this resolution will be filed with the Director of Local Government Services.

**COUNCIL OF THE BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY
RESOLUTION**

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2020-83

TITLE: PAYMENT OF VOUCHERS

BE IT RESOLVED by the Governing Body of the Borough of Fair Haven that the vouchers listed for payment on the April 6, 2020 agenda are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2019 CURRENT ACCOUNT	\$	5,932.56
2020 CURRENT ACCOUNT	\$	2,167,278.29
GENERAL CAPITAL	\$	15,120.46
PAYROLL AGENCY	\$	12,947.02
OTHER TRUST	\$	10,639.66
TOTAL	\$	2,211,917.79

**COUNCIL OF THE BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY
RESOLUTION**

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2020-84

**TITLE: PROHIBIT CASH PAYMENT OF REAL ESTATE PROPERTY TAXES DURING
 COVID-19 PANDEMIC**

WHEREAS, due to health concerns associated with COVID-19 Pandemic, it has been determined that cash payments for the payment of real estate property taxes may be a health hazard; and

WHEREAS, the Borough Council has elected to prohibit the payment of real estate property taxes with cash until the health crisis has abated.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey that no cash payments for real estate property taxes will be accepted by the Borough during the COVID-19 Pandemic.



March 31, 2020

TO: THERESA CASAGRANDE, BOROUGH ADMINISTRATOR
FROM: ALLYSON M. CINQUEGRANA, MUNICIPAL CLERK
RE: MARCH MONTHLY REPORT

WHEW!! What a month.

The 2020 roster for Financial Disclosure Statements was updated and notification will be sent out in the beginning of April. The deadline to file a statement is April 30th.

There were 42 Landscaper/Tree Removal Company registrations received. Letters were sent out for the Sidewalk Café renewals. The season runs from April 1st to December 1st. As of this date, one (1) establishment has submitted their renewal paperwork and two (2) have not. Due to the Coronavirus, approval has been put on hold.

A recertification application for the Records Imaging System was submitted to the State Division of Revenue and Enterprise Services. I am awaiting their response.

Proposals for the Assessment Demonstration Program were received on March 19, 2020. We received three proposals which were e-mailed to Attorney Alfieri, Greg Hutchinson, Lynn Mattei (QPA) and Jen Johnson (QPA) for review; they have advised the RFPs are acceptable and Realty Data Systems is the successful vendor.

There were 27 OPRA requests answered this month (79 OPRA requests have been answered for the first quarter of the year), 10 tree permits were approved, and one was denied. There were four (4) street openings were processed.

The expenditures I have for this month total \$17.10 for the following:

Legal ads: March 9th meeting legal ad (\$17.10).

Supplies: None

Education: On March 11th, I attended a Leadership Skills class through the Joint Insurance Fund (MEL) in Wall, NJ. The March 18th and 25th classes have been postponed until further notice (they are planning for May 18th).

I have attached a copy of the March 2020 Financial Report that was turned into Colleen Lapp; the total amount of revenue taken in for the month was **\$1,541.00**. The amount taken in for March 2019 was **\$2,581.55**.



MARCH 31, 2020

TO: COLLEEN LAPP, CFO
FROM: ALLYSON M. CINQUEGRANA, BOROUGH CLERK
RE: MONTHLY REPORT – MARCH 2020

APPLIANCE PICK UPS	\$ 150.00
TRASH/RECYCLE CANS	\$ 0.00
FOOD ESTABLISHMENT/SIDEWALK CAFE	\$ 50.00
STREET OPENING PERMIT	\$ 480.00
GARAGE SALE PERMIT	\$ 0.00
BOAT RAMP PERMITS	\$ 170.00
COPIES/OPRA/POSTAGE	\$ 0.00
LIQUOR LICENSE	\$ 0.00
FOCUS ADVERTISING	\$ 0.00
POD STRUCTURE	\$ 25.00
TREE REMOVAL PERMIT	\$ 500.00
TOW TRUCK OPERATOR APPLICATION	\$ 0.00
RAFFLE LICENSE	\$ 0.00
TIPPING FEES	\$ 0.00
CANVASSER PERMIT	\$ 0.00
LANDSCAPER REGISTRATION	\$ 60.00
NON-DOMESTIC ANIMAL LICENSE	\$ 0.00
SOLICITOR PERMIT	\$ 0.00
COMMERCIAL FILMING FEE	\$ 0.00
MARRIAGE LICENSE	\$ 56.00
REGISTRAR - CERTIFIED COPIES	\$ 0.00
CERTIFIED PROPERTY LIST	\$ 50.00
CENTENNIAL BANNER PURCHASE	\$ 0.00
RETURNED CHECK FEE	\$ 0.00
TOTAL AMOUNT TAKEN IN FOR MARCH	\$ 1,541.00

ALL DEPOSITS WERE MADE AT 1ST CONSTITUTION BANK

New Jersey Department of Health
 Infectious and Zoonotic Diseases Program
 PO Box 369
 Trenton, New Jersey 08625-0369

MONTHLY DOG LICENSE REPORT

FOR STATE USE ONLY	
Check No.	Amount
Data of Check	
Trans. Number	
Date of Trans.	

A. IDENTIFICATION

Reporting Municipality BOROUGH OF FAIR HAVEN	County MONMOUTH	Data of Report 03-29-2020
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B. LICENSE DATA

Include ALL licensanumbers, not lust those for which fees are being submitted.

1. Period covered from 03-01-2020 to 03-31-2020
2. First llcense number this report. D20-000281
3. Last licensa number this report D20-000285
4. Last ltcense number fast report this year. D2-000280
5. Total licenses issued his report (subtract No. 4 (rom No. 3). 5

C. LICENSES ISSUED FOR WHICH NO MONEY SUBMITTED

Ljst Individually all licenses issued for which no fee ls submitted (Use additlonaL sheets lf necessary.)

License Number	Reason	License Number	Reason
		6.	
2.			
3.		8.	
4.			
5.		10,	

D. PILOT CLINIC FUND

ANIMAL POPULATION CONTROL FUNO

Surcharge (20 cents) for all licenses issued except for seeing eye hearing ear and service dogs:

Additional surcharge (\$3) for llcenses issued for non-spayed and nonneutered dogs except [or seeing eye. hearing ear and service dogs:

Number 5 Amount \$1.00

Number 0 Amount \$ 0.00

F. FEE DATA

- | | |
|--|---------|
| 1. Total amount due for registration fee (\$.,00 for every license issued except for seeing Eye, hearing ear and service dogs licensed without charge) | \$ 5.00 |
| 2. Total amount due for Pilot Clinic Fund (Section D) | \$ 1.00 |
| 3. Total amount due for Animal Population Control Fund (Sectlcn E) | \$ 0.00 |
| 4. Total amount due this report | \$ 6.00 |

G. CERTIFICATION

that this report is a true and complete statement of dog licensgs issued during that period indicated above.

Name (Print or Type)

BETTY ANN BERUBE, ADMINISTRATIVE ASSISTANT/REGISTRAR 03-29-2020
 732-747-0241

Planning Board Monthly Report – March 2020

The Planning Board meeting scheduled for March 17th, 2020 was cancelled due to concerns regarding the coronavirus threat. There were no applications on the agenda that needed to be rescheduled only an application withdrawal request for 126 Hendrickson Place.

Income: None

Expenses: None

Professional Services – from budget and escrow

Zoning Board Monthly Report – March 2020

The Zoning Board held one meeting on March 5th, 2020. Two formal applications were requested to be carried to the April 2nd, 2020 meeting at the request of the applicants for 137 Grange Avenue and 4 Hendrickson Place. One formal application for variance relief at 96 Battin Road was approved.

Income: None

Expenses: None

Professional Services – from budget and escrow

Submitted by Jennifer Johnson,
Planning and Zoning Board Secretary