

**FAIR HAVEN BOROUGH COUNCIL**  
**APRIL 6, 2020**

Due to the Coronavirus Pandemic and the need for social distancing, this meeting was broadcasted through the Zoom Webinar Program to allow for the public to access and participate in this meeting.

The meeting was called to order by Mayor Lucarelli at 7:15 p.m. The Flag Salute was led by Police Chief McGovern followed by a Moment of Silent Meditation. The following Sunshine Law Statement was read:

**IN ACCORDANCE WITH THE PROVISIONS OF THE OPEN PUBLIC MEETINGS ACT, PUBLIC MEETINGS MAY BE HELD IN PERSON OR BY MEANS OF COMMUNICATION EQUIPMENT TO INCLUDE STREAMING SERVICES AND OTHER ONLINE MEETING PLATFORMS (NJSA 10:4-8(b)).**

**DUE TO THE COVID-19 SITUATION, THE BOROUGH OF FAIR HAVEN'S MUNICIPAL FACILITIES ARE CLOSED TO THE PUBLIC. THIS MEETING IS BEING PRESENTED THROUGH THE ZOOM MEETING PLATFORM AND BEING BROADCAST FROM BOROUGH HALL, 748 RIVER ROAD, FAIR HAVEN, NJ. PUBLIC PARTICIPATION FOR THIS COUNCIL MEETING OF APRIL 6, 2020 IS AVAILABLE BY CALL IN PHONE NUMBER OR THROUGH WEB CONFERENCE (ZOOM). MEMBERS OF THE PUBLIC WILL BE ON MUTE UNTIL PUBLIC QUESTIONS/COMMENT TIME, WHICH WILL BE ANNOUNCED. AT THAT TIME THE PUBLIC HAS THE OPPORTUNITY TO QUESTION/COMMENT BY PHONE OR THROUGH ZOOM BY THE "RAISE HAND" BUTTON AND WILL BE CALLED ON AT THE APPROPRIATE TIME.**

**NOTICE OF THIS MEETING WAS INCLUDED IN A SCHEDULE OF MEETINGS SENT TO THE ASBURY PARK PRESS, THE TWO RIVER TIMES, THE HUB AND THE STAR LEDGER ON JANUARY 9, 2020 POSTED ON THE BOROUGH WEBSITE, THE BULLETIN BOARD IN THE MUNICIPAL BUILDING AND HAS REMAINED CONTINUOUSLY POSTED AS REQUIRED UNDER THE STATUTE.**

**ROLL CALL**

On Roll Call the following were present via Zoom remote access: Mayor Lucarelli, Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen. Others present: Administrator Casagrande, Borough Clerk Cinquegrana, Chief McGovern and Attorney Alfieri. Absent: Councilman Banahan.

**PUBLIC COMMENT ON AGENDA ITEMS**

The meeting was opened to the public for comments or questions at 7:17 p.m. Councilwoman Sorensen made a comment on Resolution No 2020-84 regarding prohibiting cash payments for taxes and asked what the alternative options are. Borough Clerk, Allyson Cinquegrana, advised that payments can be made by check (most tax payments are through respective banks) and they can pay on-line with a credit card through the website. Councilwoman Koch asked if the fee that is charged can be waived for credit cards; she was advised that it is part of the program and the Borough does not control that aspect. It was asked when the next quarter taxes are due; May 1<sup>st</sup>.

The Mayor opened the meeting to the public for comment or questions on agenda items. There were none. Councilwoman Chrisner-Keefe advised that she received an e-mail from Ruth Blaser asking the following questions regarding the bill list:

1. Who is Brittany Gonzales and why does she need defensive driving instructions? If new, why was she not in the FOCUS newsletter? Allyson Cinquegrana, Borough Clerk, advised that Brittany Gonzales is a Special Officer and Defensive Driving is part of the training courses; we do not usually place Special Officers in the FOCUS, we usually include regular police officers when hired.
2. On page 6 of the bill list, there is payment to Lanigan Associates for uniforms; she asked how many uniforms and for whom. The Clerk advised that they are police uniforms for various officers per their contract (uniform allowance). They are permitted to purchase uniforms through their uniform allowance, and it is the same for DPW employees. Chief McGovern said that it is for the Police and verified the vendor. We do not have the specific officers, at hand.

3. Mrs. Blaser asked, “is the outside employment of force income for the Police Department or Administration?” Outside police payments are for patrol when outside contractors (water company, gas company, etc.) are doing work in the Borough. An invoice is sent to the contractor for the officer(s) and once paid, the appropriate line items are reimbursed.

4. Are the church cell tower figures income to the Borough? If so, identify it as such on the list. The Clerk advised that it is a “pass through”. The carrier (Verizon, T-Mobile, etc.) submits their monthly rent payment to the Borough and we in turn send payment to Christ Church, United Methodist.

There being no further comments or questions, the meeting was closed to the public at 7:27 p.m.

### **APPROVAL OF MINUTES**

Councilwoman Sorensen made a motion to approve the Regular Meeting minutes of March 23, 2020, second by Councilwoman Chrisner-Keefe

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen

Negative: None

Abstain: None

Absent: Councilman Banahan

### **OLD BUSINESS**

There was no old business brought before the governing body.

### **NEW BUSINESS**

#### **Council Committee Reports**

**Finance** – Councilman Banahan was absent from the meeting.

**Personnel** – Councilwoman Chrisner-Keefe advised that Borough personnel has been working exceedingly hard during the COVID-19 Pandemic. Communications wise the Borough has been working diligently to provide information to the public to keep them informed with daily updates. DJ is working hard to keep the public going with programs and daily challenges (through our website and daily communications) which is helpful to families who are at home. The Borough has added an early brush pick up to clean up what was put out to the street (last week) and the normal schedule started on April 6<sup>th</sup> in Zone A. Everyone has been working hard in light of the required social distancing. From a personnel perspective, our employees are outstanding and doing their best during these uncertain times and she is grateful.

**Planning and Zoning** – Councilwoman Koch said as of April 6, 2020 the Planning Board has an application that was approved in February and needs a resolution to memorialize the matter. There are two pending applications that have been deemed incomplete and are not ready to go before the board. With regard to the Zoning Board, there are five applications that were received and deemed complete and ready to be heard. Administrator Casagrande had a telephone conference with Doug Kovats, Esq. (Planning Board attorney), Michael Irene, Esq. (Zoning Board Attorney) and Borough Attorney, Sal Alfieri, Esq., with regard to holding Zoom meetings for Planning Board and Zoning Board. The Planning Board meeting would be to just approve a resolution for the Fair Haven Road application (heard in February). The Zoning Board would be a little more complicated because there would be the issue of residents not having access to the plans if they do not have a computer. The attorneys were discussing how to make the applications/plans available using the Zoom platform to interface. There is a Planning Board meeting scheduled for April 21<sup>st</sup> to do an on-line approval of a subdivision. The Planning Board attorney, Borough Administrator and Planning Board secretary are looking at the best approach for the online meeting as the first experience doing virtual on-line Board meetings. This is a very fluid situation with a lot of people involved as each application brings its own set of attorneys, architects and planners; there are a lot of moving pieces. The Board is looking to move matters as quickly as possible. An update will be provided at the next Council meeting.

**Police, Fire and OEM** – Councilman McCue said that Police, Fire and First Aid are the First Responders in a special set of circumstances; he thanked them for their work and efforts. There are less calls in the last month which is due to everyone staying home. The First Responders have been busy with training and proper PPE. They are putting packets together with the PPE in it. There were 414 calls (half of the average total calls) which is good. There are less people on the road which frees up our resources for the crisis at hand.

We currently have 16 COVID cases in Fair Haven. As per the Monmouth County Health Commission, testing results are on an 8-day delay. We are told the surge is still coming so it is important to stay home and continue practicing social distancing. The cases in Monmouth County are slowing down. This is a world-wide pandemic. Everyone was instructed to be cautious because staying home is working. If you are not feeling well, contact your physician and do the home care option. If you test positive for COVID and symptoms are worsening and you need to go to the hospital, you should drive yourself or have a

family member transport you. Our first responders are rising to the occasion; he thanked them and gave his heartfelt appreciation for all that they do.

Chief McGovern said there are 16 confirmed COVID cases and a lot of testing happening. Fair Haven is average to the same size municipalities in Monmouth County. Residents have done an excellent job so far and everyone has been great (including the business owners) with social distancing. The Fire Department and First Aid Squad have always been great in answering calls and handling storms, but this pandemic really shows their dedication. All first responders (Police, Fire and First Aid) have been doing an excellent job. Councilwoman Sorensen asked when we will see numbers coming off. Chief McGovern said according to the Health Commission, once the symptoms are gone, it will take 14 days to remove the people from the list. No one has been removed, but it should happen very soon.

**Engineering, DPW and Borough Facilities** – Councilman Rodriguez had an interactive report. He thanked the Department of Public Works for picking up brush and leaves (he showed a picture of the DPW Loader and garbage truck picking up brush). As Councilwoman Chrisner-Keefe reported, our Borough personnel has really stepped up; he thanked the DPW employees for what they do. The regular brush and leaf pick-up schedule resumed today so residents should abide by the schedule (information has been provided in the daily Constant Contacts). He showed pictures drawn by his children which thanked the Police Department for all that they do, as well as the First Aid Squad for putting themselves in harm's way including all hospital workers for putting their lives at risk during this pandemic emergency. Councilman Rodriguez thanked his children for their thoughtfulness.

With regard to facilities, it is still a priority due to the condition of facilities in town, but under the current circumstances, the Borough is holding off. He spoke with Mayor Lucarelli in regard to creating an Ad Hoc Committee to include the Facilities Committee, Professionals and residents to allow them to get a view of everything, discuss, come up with ideas and present them to the public with some recommendations, in the future (similar to the Restaurant Committee).

**Parks and Recreation and Communications.** Councilwoman Sorensen had a few updates. Constant Contact has gone from weekly to daily....it comes across the e-mail labeled "What's Happening in Fair Haven". At the top are recent updates and toward the bottom are pertinent links or e-mails for additional information. If anyone is not receiving this publication, they can reach out to Betty Ann Berube ([bberube@fhboro.net](mailto:bberube@fhboro.net)) or residents can add themselves to the list. The Communications Committee is open to any suggestions the residents may have. We are posting as much as we can on Facebook and the Borough's front sign.

With regard to Parks and Recreation, DJ Breckenridge has been creative and has been adding fun to the Borough with daily challenges that can be done and posted to the Recreation Instagram page. There have been e-mail blasts at the beginning of the week with the line up and it is also being passed along through Constant Contact, Facebook, the website and Nixle e-blasts. An additional contest is a House Decoration Contest similar to the Holiday Decorating Contest only the family will take a picture of their house decorated and e-mail it to DJ. Everyone was encouraged to be creative i.e. spring, Easter, Fourth of July, a beach scene, summer or Blue for Autism Awareness. There will be points for originality and there are gift cards sponsored by the Foundation of Fair Haven for First, Second and Third prize (\$150, \$100 and \$75). She thanked everyone who participated in the virtual Easter Egg Hunt; there was an article in the Two River Times featuring DJ and the Easter Egg Hunt; he has put together a photo montage from the entries. Fair Haven Recreation Madness continues on Instagram and is down to the final 8. There are 1,000 followers on the Fair Haven Recreation Instagram page. There have been additional virtual streaming activities added such as exercise and creative crafts. The public bathrooms at Fair Haven Fields as well as the port-o-potties are now closed for health reasons and everyone's safety.

Councilwoman Chrisner-Keefe asked for a point of clarification on Resolution No. 2020-82 which approves Temporary Budget Appropriations, that it does not have anything to do with COVID-19 and is needed to provide funds until the municipal budget is introduced and passed. Administrator Casagrande said that was correct; these are regular additions to our budget. Due to COVID-19 and the State deadlines being extended, we can anticipate that the Borough will introduce their budget at the April 27<sup>th</sup> meeting. State Aid numbers will not be released until late summer. Department Heads have been advised that they are on essential spending only based on the uncertainty of the COVID-19 pandemic and the 2020 budget. We are only adding as needed and watching every purchase order that we spend. We will be sending out estimated tax bills because we will not have the rate and it is the recommendation through State guideline. The bills will be based on last year's tax rate and sometime in the fall more accurate bills will be sent out. Councilwoman Chrisner-Keefe asked the Mayor about Resolution No. 2020-81 approving a proposal award for property data and collection services and if this was being done because our prior award expired. We put out an RFP for a new company to perform this work. Administrator Casagrande said yes, our contract expired, and we did not do any inspections last year because of changes that were coming down from the State. They went to a slightly changed model.

We went out for an RFP and this entity was the lowest submission and not much more, in price, than our last contract.

**CONSENT AGENDA**  
**RESOLUTIONS**

1. Resolution No. 2020-80, Authorize Refund for Seasonal Boat Ramp Pass – Richard Falotico

**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.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen

Negative: None

Abstain: None

Absent: Councilman Banahan

2. Resolution No. 2020-81, Award Proposal to Realty Data Systems, LLC – Property Data and Collection Services

**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.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen

Negative: None

Abstain: None

Absent: Councilman Banahan

3. Resolution No. 2020-82, Amend 2020 Temporary Budget

**WHEREAS**, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a Year 2020 temporary budget for the aforesaid purposes; and

**WHEREAS**, NJSA 40A:4-20 provides for the creation of an emergency temporary appropriation for the purposes above mentioned; and

**WHEREAS**, the total temporary emergency resolutions adopted in the year 2020 for the Borough pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total \$3,313,902.29 for the Current Fund.

**NOW, THEREFORE, BE IT RESOLVED** that not less than two-thirds of all members of the Borough Council of the Borough of Fair Haven, New Jersey affirmatively concurring in accordance with the provisions of NJSA 40A:4-20:

1. An emergency temporary appropriation shall be and the same is hereby made for the following purposes:

Account Number	Description	Amount	Reason
<b>Current Account</b>			
0-01-20-100-101	Administration Salaries	\$33,000.00	Add to Temp Budget
0-01-20-120-101	Municipal Clerk Salaries	\$13,000.00	Add to Temp Budget
0-01-20-125-201	Mayor/ Council Recognition	-\$950.00	Delete from Temp Bud
0-01-20-130-101	Finance Salaries	\$10,000.00	Add to Temp Budget
0-01-20-145-101	Tax Collection Salaries	\$7,000.00	Add to Temp Budget
0-01-20-150-101	Tax Assessment Salaries	\$4,500.00	Add to Temp Budget
0-01-20-150-211	Tax Assessment Contractual	\$8,000.00	Add to Temp Budget
0-01-20-155-211	Legal Services Contractual	\$20,000.00	Add to Temp Budget
0-01-20-165-101	Engineering Salaries	\$45,000.00	Add to Temp Budget
0-01-21-180-101	Planning Bd. Salaries	-\$1,400.00	Delete from Temp Bud
0-01-21-180-211	Planning Bd. Contractual	\$7,500.00	Add to Temp Budget
0-01-21-185-101	Zoning Board Salaries	-\$1,400.00	Delete from Temp Bud
0-01-21-185-211	Zoning Board Contractual	\$1,500.00	Add to Temp Budget
0-01-21-186-101	Zoning Officer Salaries	\$5,750.00	Add to Temp Budget
0-01-23-210-228	Insurance General Liability	\$58,000.00	Add to Temp Budget
0-01-23-220-227	Health Benefits Medical	\$55,000.00	Add to Temp Budget
0-01-23-222-227	Waiver Medical	\$12,000.00	Add to Temp Budget
0-01-25-240-101	Police Salaries	\$250,000.00	Add to Temp Budget
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
<b>TOTAL</b>		<b>\$1,294,638.00</b>	

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.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen

Negative: None

Abstain: None

Absent: Councilman Banahan

4. Resolution No. 2020-83, 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
<b>TOTAL</b>	<b>\$ 2,211,917.79</b>

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen

Negative: None

Abstain: None

Absent: Councilman Banahan

5. Resolution No. 2020-84, 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.

Offered for adoption by Councilwoman Sorensen, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen

Negative: None

Abstain: None

Absent: Councilman Banahan

### **Reports of Departments**

#### **March 2020**

-Municipal Clerk

-Dog License

-Planning Board and Zoning Board

Motion to accept the reports as read moved by Councilwoman Sorensen, second by Councilwoman Koch with Ayes by all present.

### **GOOD OF THE BOROUGH**

Mayor Lucarelli opened the meeting to the public for comments or questions at 7:50 p.m. Councilman McCue asked Administrator Casagrande to remind the public on how to raise their hand if they have dialed in; the public was advised to press \*9 to raise their hand from a telephone. Councilman Rodriguez said that it was a minute with no hands raised.

Councilwoman Koch offered two things. She asked Councilwoman Sorensen about the water distribution centers at the park for dogs and runners and if they are also closed to the public besides the restrooms. Councilwoman Sorensen said that she would have to check. They were winterized, but not yet turned on. Councilwoman Koch recognized the efforts of three of our residents (Amanda Lukof, Mary Ellen Maas and Beth Sanville), who have worked hard by collecting funds to purchase meals for our hospital workers and first responders. They have raised close to \$15,000 from our residents and ordered through our local businesses. Not only are our residents and local businesses contributing, but it is helping our local businesses during this time. They have ordered breakfasts, lunches, desserts and delivered them to Riverview, Raritan Medical Center, Monmouth Medical and Rutgers Cancer Institute. They have ordered from Daisy Chocolates, Fairwinds, Cups and Cakes, Lupo, Tavolo Pronto and the Girls Scouts have donated cookies. They have done two delivery rounds to date.

Nick Poruchynsky, Assistant Director of Engineering and DPW, said that the water fountains and water supplies have not been turned on. DPW is continuing in Zones A and B for brush and leaf collection.

Councilwoman Sorensen thanked all of the people in town who have been sewing masks. There have been approximately 300 masks made. Administrator Casagrande delivered a batch of masks to Jersey Shore Medical Center and Monmouth Medical last week. There is another batch that will be delivered on Wednesday. There were about 10 masks that were provided to a local nursing home. She thanked all of the volunteers who have stepped up to do this.

Chief McGovern added to Councilwoman Koch's comment on the food donations to the hospitals and first responders. It has been amazing. They also donated to the Police Department. He said the residents, businesses and volunteers have been amazing and he thanked them.

Mayor Lucarelli said that the best thing that we can do is be kind to each other and that courtesy is contagious. We have a tough two weeks coming up with COVID-19 peaking. Everyone has done an outstanding job and it is wonderful to be Mayor to this great community

There being no further comments or questions, the meeting was closed to the public at 7:57 p.m.

**ADJOURNMENT**

Motion to adjourn moved by Councilwoman Sorensen, second by Councilwoman Chrisner-Keefe with Ayes by all present.

Time of Adjournment: 7:57 p.m.

Respectfully submitted,

Allyson M. Cinquegrana, RMC/CMR  
Borough Clerk