

**FAIR HAVEN BOROUGH COUNCIL  
MAY 11, 2020**

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

The meeting was called to order by Mayor Lucarelli at 7:00 p.m. The Flag Salute was led by Chief Joseph McGovern followed by a Moment of Silent Meditation. The Mayor asked that everyone keep the family of former Fair Haven Mayor William "Bill" Leonard who passed away last week in their thoughts and prayers. Bill was a Councilman, our Mayor (1999-2002), he served many years with the Fair Haven Fire Department and was Fair Haven's representative to the Two Rivers Water Reclamation Authority for 20+ years. 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 MAY 11, 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. Absent: Councilman Banahan. Others present: Administrator Casagrande, Police Chief McGovern, CFO Colleen Lapp and Attorney Alfieri.

**PROCLAMATIONS**

Mayor Lucarelli read proclamations for Police Week (May 10-16) and Boat Safety Week (May 17-22).

**WORKSHOP SESSION**

A request to display Knollwood Graduating Class of 2020 Lawn Signs was received. Councilwoman Sorensen said that the lawn signs would be displayed from May 19<sup>th</sup> until June 19<sup>th</sup> on each graduate's property. Councilwoman Koch supported this idea. Motion to approve moved by Councilwoman Sorensen, second by Councilwoman Koch with Ayes by all present. Councilman McCue supported this and asked that this idea be open to the high school. He was advised by Councilwoman Sorensen that the high school would have to submit a request with the particulars. Rachel Griffin who submitted the Knollwood School request was included in the meeting to speak regarding the request. She advised that the display dates would be from May 22<sup>nd</sup> until June 19<sup>th</sup> and there would be 112 signs. Motion to approve the date change moved by Councilwoman Sorensen, second by Councilwoman Koch with Ayes by all present.

The proposed 2020 budget was the next topic discussed. Mayor Lucarelli said that Administrator Casagrande and Colleen Lapp, CFO, worked hard to bring forth the proposed budget. An e-mail with the budget supporting documents was provided to the governing body via e-mail and in the agenda packet. Administrator Casagrande said that she put the initial budget draft together with input from department heads, the CFO and Assistant CFO. There was a budget increase for the Solid Waste/Recycling Contract. After she met with the CFO and Finance Committee, the draft was then reduced/amended for a very conservative spending plan and to include COVID-19 impact related expenses. She stated that there is a budget increase of \$162,751 and reviewed the information with the governing body. In the supporting documents sent to the governing body, CFO Lapp put together commentary on the revenue, post COVID-19 and made some additional adjustments based on the comments. Appropriations minus revenue equal the total amount to be raised by taxation which for this draft budget is \$7,349,730 which is an increase of \$692,180 over last year or 10.4%.

The major driving force is the reduction in revenues (a revenue issue not a spending issue). The appropriations have already been reduced as much as they can be without having to reduce personnel or services for the balance of 2020. Administrator Casagrande said that she already has limited department spending to essential purchases only for the third quarter and possibly the fourth quarter. There was \$30,000 budgeted in the Storm Trust Reserve this year. We will be charging all COVID related expenses to the Storm Trust Fund (the current balance in the fund is \$39,680). The goal is to have a steady \$100,000 in the fund and we hope to be reimbursed for COVID expenses through FEMA, but that has not yet been decided. There has been \$925,000 budgeted in the Capital Improvement Fund (\$215,000 annually for budgeted or working capital and \$710,000 which will remain in the budget and can be used for direct funding of capital or to be used for a future capital bond ordinance down payment). Our current Capital Improvement Fund balance is \$287,104; a memo from the Finance Committee was provided to the governing body regarding the allocation of the Capital Improvement Fund balance being used as a placeholder for future debt service for the 2019 bond issue and future large ticket capital expenses such as equipment, facilities projects, road and drainage improvements. A capital spreadsheet was provided for the governing body's review; no decisions have to be made now as far as projects and funding because they will not affect the budget at this point in time.

In 2019, the average residential assessment was \$843,040; in 2020, that number has increased to \$862,705 which, as drafted, is an average conceptual property tax increase of \$271.58 for 2020 (\$67.89 a quarter or \$22.63 per month). The CFO gave her version of revenues that was revised post COVID-19 and additional information was provided including historical surplus. Councilwoman Sorensen asked how much the solid waste cost increased by; \$230,400. Councilwoman Koch asked for an example of what a declining revenue would be; CFO Lapp gave her an explanation while sharing a document with the governing body and public via shared screen.

CFO Lapp shared her screen showing surplus figures and explained the reductions that were made. Surplus is from additional taxes via the added/omitted list which could be down this year. Adjustments were made so that we are not down even more the for the 2021 municipal budget. Tax collections are a bit unknown, at this point in time, so we may need to use surplus; we do not want to face a deficit for next year. The Municipal Clerk's revenues were reviewed for permits/licenses; due to budget law, we cannot anticipate more this budget, so it was decreased to \$40,000. Councilman Rodriguez asked since new construction is on hold, for a while, could this contribute to less revenue. We are not sure; the best guess was made (revenue was doing well for Building/Zoning prior to COVID) since some projects may likely go forward. The revenue portion of the budget can be looked at again if the governing body would like. Administrator Casagrande said that we may see an uptick if things improve in the summer, but it also depends on the fall and a possible spike in COVID. The Municipal Court portion of the budget was brought down already and is a conservative number. It was taken down \$7,500; this is a cost most difficult to pinpoint. The Administrative Office of the Courts (AOC) had all courts start virtual sessions. Police Departments are busy with other public health emergency issues and have not written a lot of traffic violations. The Court's budget can be looked at again before introduction and adoption. Receipts for Delinquent Taxes is down over last year. We anticipated \$250,000 and brought in \$260,000 in 2019; we collected taxes at a higher rate which hurts us this year. We will introduce the budget at our May 26th meeting.

Councilwoman Chrisner-Keefe asked about the amount budgeted for the Capital Improvement Fund. There was \$925,000 budgeted because last year we paid off a long-term bond. We went out for bond on a portion of ongoing projects and other projects have not yet been bonded. We thought of short-term financing and then moved to long term financing. The money was put into the Capital Improvement Fund to hold in the budget, so it is not taken out causing us to try to make it up at the end of the year; this helps to pay down short term debt. It was asked what is currently in the Capital Improvement Fund; \$280,104. Administrator Casagrande said that capital can be funded directly, but a Bond Ordinance requires a down-payment and we have to anticipate 5% of the total cost. Councilwoman Chrisner-Keefe asked, "historically, what do we bond"? There is an annual bond ordinance in the amount of \$215,000. Administrator Casagrande reviewed one of the spreadsheets that were provided to the governing body; we have "pay as you go" capital to fund what the governing body authorizes to be funded. The Borough's finances and capital, bond ordinances, debt service, projects and improvements were reviewed and discussed. The governing body was directed to the 2016-2022 Capital spreadsheet; we have an authorization for River Road Sidewalks, the Harrison Avenue Road Project as well as a contemplated land purchase authorized, but not yet approved. Other projects that were authorized and what has been completed to date was reviewed. A 2009 bond was paid off last year and there is a 2019 bond coming on this year.

Councilman Rodriguez asked Administrator Casagrande to review the procedure with timeframes. New Jersey amended the budget introduction date from the end of March to the end of April. CFO Lapp requested an extension for introduction to May 26<sup>th</sup>. The budget synopsis will be advertised and ultimately a public hearing and adoption will take place. The budget could be amended between introduction and adoption. Estimated tax bills will be sent out for 3<sup>rd</sup> quarter 2020

due to the budget introduction date deadline being moved. We usually receive \$400,000 in State Aid; we are waiting to hear what, if any State Aid, will be received. The Borough Clerk provided budget timeline dates: if the budget is introduced at the May 26<sup>th</sup> Council Meeting, it will then be advertised in the newspaper for June 1<sup>st</sup> and the hearing and adoption has to be 28 days from the date of introduction (by law) or as soon as practical to that date which would be July 13<sup>th</sup> (as our second meeting in June is the 22<sup>nd</sup> which is not enough time between introduction); we would have to call for a Special Meeting. Councilwoman Chrisner-Keefe asked if amendments could be made at the May 26<sup>th</sup> meeting; you cannot make adjustments the date of introduction because there are a lot of calculations to be made such as CAP calculations, entering information into the State FAST Budget System, the User Friendly Budget, the advertisement of the budget, etc.

Further questions regarding the line items and amounts were asked (Communications, Codification, ILSAs Land Use, salary and wages, etc). It was asked if construction services could be brought back to Fair Haven. Administrator Casagrande said that construction is a whole host of licensed officials, inspectors and administrative staff. We handle the zoning permits. Councilwoman Chrisner-Keefe asked what the costs were prior to us entering into a Construction ILSA; we entered into the agreement in 2007/2008 with various renewals since then (last renewed May 2019 until 2022). It is a full functioning department (not part-time); construction is supposed to break even. The monies taken in help to offset the salaries that are paid to these employees.

There was brief discussion regarding short-term financing and bonds. The Borough's Financial Advisor was consulted regarding our bonds/notes and what is outstanding debt for the year. CFO Lapp stated that short-term debt to financing allows for an ebb and flow. Councilwoman Sorensen complimented Colleen for providing a budget that is easy to understand. She also complimented Administrator Casagrande and the Finance Committee for all of their hard work. She wished the numbers were lower but thanked them for the documentation and thoroughness of the process. She thanked Administrator Casagrande for answering her questions prior to the meeting. CFO Lapp thanked the Finance Committee and Administrator Casagrande for their assistance in this team effort. Administrator Casagrande said that CFO Lapp is modest as is the Finance Committee; there is a lot of work goes into budget preparation. This is a good document and is made easier to follow year after year.

**PUBLIC COMMENT ON AGENDA ITEMS**

The meeting was opened to the public for comments or questions at 8:10 p.m. It was noted that there were 10 attendees. There being no comments or questions, the meeting was closed to the public at 8:10 p.m.

**APPROVAL OF MINUTES**

Councilwoman Sorensen made a motion to approve the Regular Meeting minutes of April 27, 2020, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen  
 Negative: None  
 Abstain: None  
 Absent: Councilman Banahan

Councilwoman Sorensen made a motion to approve the Special Meeting minutes of May 1, 2020, second by Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen  
 Negative: None  
 Abstain: None  
 Absent: Councilman Banahan

**NEW BUSINESS**

**Council Committee Reports**

**Finance** - Councilman Banahan was absent. The draft budget was discussed.

**Personnel** - Councilwoman Chrisner-Keefe. On the consent agenda there is a non-aligned salary resolution for 2020. With the exception of two employees, the non-aligned employees received a 2% adjusted increase. Jennifer Johnson received an additional stipend as Planning Board and Zoning Board secretary upon Judy Fuller's retirement and Allyson Cinquegrana, Borough Clerk, received an adjustment after looking historically at her salary compensation and not being adjusted within the 2% as other employees had been so the adjustment was made for those years.

We are currently operating our non-aligned employees at Borough Hall in three teams of two employees on a rotating schedule and may adjust that to two teams of three employees, slowly increasing from there. The Personnel Committee discussed this and felt it appropriate to get the rest

of the governing body's thoughts. Councilwoman Chrisner-Keefe said that Administrator Casagrande attended a webinar regarding this matter and was interested in hearing what was discussed and the best approach to when slowly adjusting normal work circumstances is appropriate. While Fair Haven is a small and unique municipality, we differ from a lot of the larger municipalities as far as staff and needs. Administrator Casagrande thanked the Personnel Committee for their thoughts/input and said that this is something that the Borough is watching very closely as our employee's health and safety is paramount. Each department has its own considerations. Chief McGovern has been handling his own staff schedule and needs for social distancing and DPW is being handled by Rich Gardella. As far as the essential office staff, Administrator Casagrande said she was comfortable with spreading this out and not ramping up too quickly and depending on the status of COVID cases, this can always be reassessed. There are six staff members (Clerk, Administrative Assistant, two finance employees, the Recreation Director and Planning Board/Zoning Board secretary). She would like to rearrange the schedule, effective May 18<sup>th</sup>, to have two teams of three employees working every other day. These employees, except for Allyson and Betty Ann, have their own office space. An e-mail will be sent to the staff advising them to wear masks when in common areas and not to come to the office if they are not feeling well. The building is disinfected every day. We have hand sanitizer and wipes available. We are not open to the public and the employees do not use mass transit to commute to and from work. We will follow the County and State guidelines on opening to the public. The DPW is working on a barrier (similar to grocery stores) for the employees (Administration and Tax/Finance) in preparation of opening to the public. The library will open when the County library opens to the public. This is a good plan that protects our employees and allows us to ramp up coverage.

Councilwoman Chrisner-Keefe said that this is not an unreasonable plan and a good way to slowly bridge the gap toward normalcy. She is concerned because Governor Murphy has again extended the status quo for another 30 days and the schools are closed until September. She was also concerned with ramping up from teams of two to teams of three and this is not a move that needs to be made at this point in time. If one team member goes down, in any circumstance (not only to illness), it will place an undue burden on the other employees. If it is an unnecessary risk that can be avoided, she advocated for additional time on increasing staff, realizing that it is only six employees, but they are six terribly valuable employees. She asked that Administrator Casagrande use an extreme abundance of caution in the approach.

Councilwoman Chrisner-Keefe asked for other governing body member's input. Mayor Lucarelli felt that the Borough should implement a testing protocol for the employees for antibodies to give a level of comfort as to who has it, who doesn't have it, who is a carrier, etc. Attorney Alfieri was asked if the Borough had to offer or require testing. Attorney Alfieri said the Borough could make it available, but the results are confidential; you have to be careful with disclosure due to HIPAA laws. Administrator Casagrande said the last report she read was that preference was given to first responders who are asymptomatic before regular members of the public are being tested at the PNC Arts Center, but we can look into it. The central office staff is intelligent and cautious. Chief McGovern said the police department has a local doctor who is offering tests to them and the first responders. The Borough Clerk said that as far as HIPAA, there are six employees in the central office, so if someone is out for an extended period of time, it would be easy to figure out who is a carrier or tested positive. Councilwoman Chrisner-Keefe said that is her concern because even if tested, it may be too late, and the exposure has already occurred. This pandemic knows no boundaries, and no one fully understands it. Councilman Rodriguez said the Borough does not get any awards for the least amount of cases or the greatest number of survivors and asked that the Borough not rush anything. The reality is that if we do not bring people back in an orderly fashion, there are real life and death consequences. He was in favor of not rushing anything to the extent that we can continue safely running the business of the town the way we have been until we are all comfortable with doing more. Administrator Casagrande said that it is fair to say that there is a difference between holding the line and moving forward by bringing people back. It is easier for the staff to come in every other day vs every third or fourth day. She is more concerned about COVID in another location such as the grocery store or other public places.

**Planning & Zoning** - Councilwoman Koch reported that the Zoning Board met last Thursday and took care of old business (resolutions and minutes). The next meeting will be June 4<sup>th</sup> with new business; documents will be available online 4-5 days before the meeting. The Board professionals and secretary are working on ways to distribute and display documents (similar to what Colleen Lapp did this evening with the budget). The Planning Board will meet on May 19<sup>th</sup> to address old business and will meet on June 16<sup>th</sup> to approach new business with the same way of displaying information/documents to be seen in real time; there are three applications to be considered.

With regard to Fair Share Housing, there is a hearing scheduled for May 20<sup>th</sup>; the documentation is available on-line and can be viewed by the public through the NJ Courts public channel. The date for objection has closed. Michael Edwards, Esq., Special Counsel, can be contacted with comments or questions. After the hearing and approval, we can start implementing

resolutions and ordinances to institute our Fair Share Plan. There will be a hearing this fall on the Housing Element and Fair Share Plan, as opposed to settlement. If our Fair Share plan is approved, it will protect us from Builder’s Remedy until 2025. Residents were referred to the Borough website to view the proposed Fair Share Plan and the court’s information which also includes the contact information for Special Counsel, Mike Edwards, Esq.

**Police, Fire & OEM** - Councilman McCue thanked the police department and Chief. He said the smiling faces of our police officers and their continuity is a bedrock for our community during these trying times. Monmouth County Regional Health has reported that testing is better and quicker (two to three days as opposed to seven to ten days) and antibody testing is coming back in about 48 hours. The County and State are looking to adopt a model from Massachusetts with contact tracing. Compared to other towns, Fair Haven is lucky that most of us are able to work from home and have our own transportation. In total, we have had 22 confirmed cases and are now at 10 cases (showing we are on the down trend). Our residents are practicing social distancing and wearing PPE which exemplifies what we should be doing and the data reflects that. There has been a steady decrease in the numbers and hospitalizations.

**Engineering, DPW and Borough Facilities** - Councilman Rodriguez stated, in the absence of Councilman Banahan, that the second quarter tax grace period will expire on June 1<sup>st</sup> with interest being calculated back to May 1<sup>st</sup>. Administrator Casagrande stated that the governing body passed a resolution at a special meeting on May 1<sup>st</sup>. Taxes are due May 1<sup>st</sup> with a June 1<sup>st</sup> grace period. Our collection rate is decent; we paid the County their taxes and have a payment plan with the Boards of Education. She thanked Colleen Lapp for watching our cash flow which is critical to operations. Councilman Rodriguez confirmed the ways that payment could be made is through mail and online. He was advised that there is a drop box at Borough Hall where payment can be made by check; we are not accepting cash at this time.

Councilman Rodriguez reported no advancements regarding the DPW and Police facilities; there have been offline discussions with certain Councilmembers as well as the Mayor. Council has not forgotten that the facilities need attention; it is top priority, but no revelations to be discussed. With regard to engineering, there was discussion under the Budget workshop regarding building, zoning, etc.

**Parks and Recreation and Communications** - Councilwoman Sorensen reported with regard to communications, a lot has been done with daily updates and weekly updates through Constant Contact, the website and Facebook page. As of today, Constant Contact will go out on Mondays and Fridays (a What’s Happening for the Week and a recap of what happened during the week).

With regard to recreation, there is a virtual fishing derby taking place until May 31<sup>st</sup>; there are extra points with a photo of the fisherman wearing a mask. There are daily challenges, etc. through the Recreation Instagram page. There are picture and video posts from the Phase I challenges and we are entering Phase II of the challenges; the Foundation of Fair Haven is sponsoring those prizes. During the month of May, there is “Thank You Thursday” for our first responders at 7 p.m. where residents and businesses can make noise for five continuous minutes. There was a great response last week and there is a song of the week that can be played. This week’s theme song is Bon Jovi, Living on a Prayer. The tennis courts were opened last Friday and court reservation is done through: fairhaven.tennisbookings.com. The public was asked to be responsible while playing or we will have to close the courts. The Fair Haven Dock remains open (no fishing or crabbing). There is a survey coming out; it is very simple regarding summer camps and how we should move forward.

There will be a virtual Memorial Day video placed on the website and Facebook page. She handed this topic over to Councilwoman Koch who is part of recreation and the Knollwood School Wall of Honor. Councilwoman Koch said that last week she sent out a letter to all of the families whose children are honored on the Wall of Honor with an invitation to see if they would like to participate in the video (a 10 second video clip). She hoped that everyone received the letter and that we get a response to include them in the virtual video; they can be sent to her and/or DJ Breckenridge. Residents were asked to advise of anyone in Fair Haven who is currently serving who may not be on the Wall of Honor so they can be included too; this information can be provided to Betty Ann Berube, Administrative Assistant. Councilwoman Sorensen advised that Ray Taylor’s family said that they will film a message from him and submit it since he always closes out the ceremony.

**CONSENT AGENDA**  
**RESOLUTIONS**

1. Resolution No. 2020-91, Approve Non-Aligned Employee Salaries for 2020

**WHEREAS**, Borough Salary Ordinance No. 2019-04, provides for salary ranges for

designated municipal employees; and

**WHEREAS**, the exact amount of each salary is to be determined by the Borough Council of the Borough of Fair Haven with the recommendation of the Borough Administrator.

**NOW, THEREFORE, BE IT RESOLVED** that the following non-contractual individuals shall be paid the regular base salary for the year 2020, for their services to the Borough of Fair Haven in the designated positions as follows:

<b>EMPLOYEE</b>	<b>POSITION</b>	<b>2020</b>
Allyson Cinquegrana	Borough Clerk	\$ 76,326.00
Allyson Cinquegrana	Assistant Administrator	13,674.00
Melissa AbrahamsenAssistant	Chief Financial Officer/Payroll Coordinator	63,363.00
Betty Ann Berube	Administrative Assistant/Registrar	38,760.00
Debbie Ozut	Tax and Finance Office Assistant	38,760.00
Gregory Hutchinson	Tax Assessor	25,500.00
Peter Lucas	Municipal Court Judge	14,193.00
Anthony Vecchio	Municipal Prosecutor	12,485.00
Darryl Breckenridge, Jr.	Director of Parks and Recreation, Events and Special Project Administrator	63,750.00
Donna Powers	Librarian	49,980.00
Annette Bufano	Assistant Librarian	36,720.00
Nicolas Poruchynsky	Asst Director of Engineering and Public Works	75,507.00
Nicolas Poruchynsky	Zoning Officer	26,402.00
Nicolas Poruchynsky	Flood Plain Manager	6,260.00
Various Employees	Municipal Alliance Coordinator	18,000.00
Jennifer Johnson	Permanent Crossing Guard	10,000.00
Jennifer Johnson	Administrative Assistant Engineering, Zoning, Code Enforcement, Records	42,840.00
Jennifer Johnson	Planning Board and Zoning Board Secretary	3,600.00
Joseph Mulé	Planning & Zoning Code Compliance Officer/Code Enforcement	20,400.00
Jeffrey Jarvis	Public Works Laborer – Recycling	15.50/hour
Catherine Palma	Part Time Library Assistant	15.50/hour
Maria Mitterando	Part Time Library Assistant	12.25/hour
Erin Hendrickson	Part Time Police Records Clerk	16.25/hour
Bonnie Ferris	Part Time Police Records Clerk	16.25/hour
Various Employees	Part Time Crossing Guards	15.25/hour
	Special Officers – Class I	14.75/hour
	Special Officers – Class II	18.25/hour
	Police Matron	17.25/hour
	DPW Seasonal	13.25/hour

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

- Resolution No. 2020-92, Authorize Mayor and Clerk to Execute a Termination of Drainage Easement - 901 River Road

**WHEREAS**, the Borough is a party to a drainage easement dated February 16, 1960 (“Drainage Easement”) on property known as Block 51, Lot 11.01, 901 River Avenue. Said (“Drainage Easement”) is for the benefit of the Borough and the County of Monmouth (the “County”); and

**WHEREAS**, the property owner, the Borough and the County agree and acknowledge that there is no drainage pipe located within the drainage easement area (“Drainage Easement Area”) described in the Drainage Easement, and that there is an existing drainage pipe located elsewhere on the property, outside of the Drainage Easement Area; and

**WHEREAS**, since there is no drainage pipe within the Drainage Easement Area and there is an existing drainage pipe located on-site, the property owner has requested that the existing Drainage Easement be terminated; and

**WHEREAS**, the County of Monmouth has consented to the termination of the Drainage Easement and has confirmed the existence of a drainage pipeline on the property outside of the Drainage Easement Area.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that the Mayor and Borough Clerk are authorized to execute the Termination of Drainage Easement.

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

The governing body was advised that pending litigation was listed on the following resolution, but it has been decided that the matter of Yacht Works would not be discussed this evening.

3. Resolution No. 2020-93, Executive Session – Personnel

**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:

**Personnel**

1. Non-Essential Employees

**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 Councilwoman Koch

Affirmative: Councilmembers Chrisner-Keefe, Koch, McCue, Rodriguez and Sorensen  
 Negative: None  
 Abstain: None  
 Absent: Councilman Banahan

4. Resolution No. 2020-94, Approve Emergency Temporary Appropriation

**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 \$3,543,575.29 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>			
0-01-20-125-201	Mayor & Council /Recognition	-\$1,500.00	Delete from Temp Bud
0-01-20-130-202	Finance Contractual	-\$2000.00	Delete from Temp Bud
0-01-20-155-211	Legal Contractual	\$15,000.00	Add to Temp Budget
0-01-22-209-101	Code Enforcement Salaries	\$2,000.00	Add to Temp Budget
0-01-23-210-228	Insurance General Liability	\$10,450.00	Add to Temp Budget
0-01-23-215-228	Worker’s Comp Insurance	\$40,000.00	Add to Temp Budget
0-01-25-265-276	Hydrants	\$18,000.00	Add to Temp Budget
0-01-27-335-299	Environmental Health Misc.	-\$90.00	Delete from Temp Bud

			May 11, 2020, Page 8
0-01-31-446-276	Utilities Natural Gas	\$2,500.00	Add to Temp Budget
0-01-43-494-202	Recycling Tax Contractual	\$3,000.00	Add to Temp Budget
<b>TOTAL</b>		<b>\$87,360.00</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

5. Resolution No. 2020-95, Payment of Vouchers

**BE IT RESOLVED** by the Governing Body of the Borough of Fair Haven that the vouchers listed for payment on the May 11, 2020 agenda are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2020 CURRENT ACCOUNT	\$	1,818,013.75
2019 CURRENT ACCOUNT	\$	6,909.76
PAYROLL AGENCY	\$	13,075.02
OTHER TRUST	\$	17,789.79
DOG TRUST	\$	4.20
<b>TOTAL</b>	<b>\$</b>	<b>1,855,792.52</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

6. Resolution No. 2020-96, Authorize Tax Collector to process 3<sup>rd</sup> Quarter Estimated Tax Bills

**WHEREAS**, in light of the disruption caused by the coronavirus outbreak, the State has delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

**WHEREAS**, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

**WHEREAS**, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

**WHEREAS**, without an adopted 2020 Municipal Budget and without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

**WHEREAS**, the DLGS *“strongly recommends”* under Local Finance Notice 2020-07 *“that municipalities prepare to issue estimated property tax bills for 2020;”* and

**WHEREAS**, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020 of \$34,010,344.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes;

**BE IT FURTHER RESOLVED** that the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 10, 2020 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the

date on which interest may begin to accrue

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**

#### **April 2020**

-Municipal Clerk

-Dog License

-Planning Board and Zoning Board

-Police Department

Motion to accept the reports, as submitted, 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 8:46 p.m. Councilwoman Sorensen reported that Fair Haven Day has been cancelled due to these uncertain times with COVID-19. The Foundation of Fair Haven will refocus their energy to hold a Fair Haven Day/Okttoberfest event on September 12<sup>th</sup>. There will be fundraising for this gated event which will have music, food, activities and fireworks.

Councilman Rodriguez said that he received a request from a resident for the library bookshelf to be moved from inside the lobby to the outside vestibule area so that the public can utilize the books. He was advised that the shelf will not fit in the vestibule and there have not been any new books since the pandemic; it is a great idea however, not safe.

Councilman McCue stated that with regard to the Office of Emergency Management, Chief McGovern has been on top of everything including PPE and its distribution to the DPW and the administrative staff. He asked the Chief how much has been distributed. Bags were made up for the individual first responders (masks, gloves and hand sanitizer). The Borough Hall staff and DPW received their items last week. We have ten active COVID cases that are currently in quarantine. He speaks to the Health Department every other day; we have had 22 overall cases with 12 who have recovered and are back to work and ten cases that are pending.

Chief McGovern thanked the Mayor and Council for the Police Week Proclamation.

There being no further comments or questions, the meeting was closed to the public at 8:53 p.m.

It was announced that the executive session portion would take place via telephone conference and no formal action would be taken.

Council went into executive session, via conference phone call, at 8:54 p.m. and this meeting was reconvened at 9:28 p.m.

### **ADJOURNMENT**

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

Time of Adjournment: 9:28 p.m.

Respectfully submitted,

Allyson M. Cinquegrana, RMC/CMR  
Borough Clerk