

**FAIR HAVEN BOROUGH COUNCIL  
REORGANIZATION MEETING  
TUESDAY, JANUARY 2, 2024, 7:00 P.M.**

**Zoom Link:** <https://us02web.zoom.us/j/83799384063>

**iPhone or Land Line Telephone Call In:** 1-301-715-8592

**Webinar ID:** 837 9938 4063

1. Call to Order 7:0 pm
2. Salute to the Flag
3. Sunshine Law Notice: Mayor Halpern
4. Roll Call of 2023 Council: Cole Hoey Koch LaBarbera Neff Rodriguez
5. The following Governing Body members will be sworn in:  
Michal DiMiceli 3-year term (oath administered by Congressman Frank Pallone)  
Brian Olson 3-year term (oath administered by Mayor Halpern)
6. Roll Call of 2024 Council: Cole DiMiceli Hoey Koch LaBarbera Olson
7. The Mayor will call for nominations for the office of Borough Council President
8. The Borough would like to recognize the following 2024 Fire Company Officers:  
Fire Chief - Matthew DePonti  
Deputy Chief - Kevin Countryman  
First Assistant Chief - Matthew Bufano  
Second Assistant Chief - Matthew Lang

The Borough would like to recognize the following Fair Haven Fire Department Line Officers for 2024:

**First Aid Officers**

Captain: Brian Allison

1<sup>st</sup> Lieutenant: Marcos Rivera

2<sup>nd</sup> Lieutenant: Daniel Maloney

**Fire Police Officers**

Captain: David Kearns

1<sup>st</sup> Lieutenant: Richard G. Andres, Jr.

2<sup>nd</sup>: Lieutenant: Scott Smith

**Water Rescue**

Unit Coordinator: Wade Davis

**Auxiliary**

President: Carol Conk

9. Resolution No. 2024-01, Appointment of Borough Professionals

Administrator

Assistant Administrator

Borough Planner

Affordable Housing Planner

Affordable Housing Administrative Agent

Consulting Engineers

Theresa S. Casagrande

Allyson M. Cinquegrana

Malvika Apte, CME Associates

Kendra Leli, Kyle + McManus Associates

Kendra Leli, Kyle + McManus Associates

Leon S. Avakian, Inc. Engineering

Colliers Engineering and Design

Najarian Associates

Cell Tower Consultant	Declan O’Scanlon, FSD Enterprises
Borough Auditor	Robert Allison, Holman Frenia Allison PC
Financial Advisor	Heather Litzebauer, NW Financial Group, LLC
Certified Tree Expert	Shari Spero, CME Associates
Searcher for Municipal Liens	Debra Marchetti, Tax Collector
Borough Official to Certify Subdivision Approval, pursuant to NJSA 40:55-124	Allyson Cinquegrana, Borough Clerk
Borough Physician	Dr. John Swidryk

Off:                                    2<sup>nd</sup>:                                    RC: Cole    DiMiceli Hoey    Koch    LaBarbera    Olson

10. Resolution No. 2024-02, Appointments to Various Attorney Positions

**BE IT RESOLVED** by Joshua Halpern, Mayor of the Borough of Fair Haven, that the following professional appointments be made for the year 2024 as follows with the advice and consent of Council:

Borough Attorney	Andrew Sobel, Esq. (Sobel and Han) until June 30, 2024
Labor Attorney	Matthew Giacobbe, Esq. (Cleary/Giacobbe/Alfieri/Jacobs, LLC)
Tax Appeal Attorney	Salvatore Alfieri, Esq. (Cleary/Giacobbe/Alfieri/Jacobs, LLC)
Special Legal Counsel - COAH	Michael Edwards, Esq.
Bond Counsel	Meghan Bennett, Esq. (GluckWalrath LLP)
Municipal Prosecutor	Anthony Vecchio, Esq.
Alternate Municipal Prosecutor	William McGuinn, Esq.
Public Defender	Kevin Buchan, Esq. (Buchan, Palo & Cardamone)

Off:                                    2<sup>nd</sup>:                                    RC: Cole    DiMiceli Hoey    Koch    LaBarbera    Olson

11. Resolution No. 2024-03, Appointment of Boards, Commissions and Committees

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

<b>COMMITTEE</b>	<b>CHAIRPERSON</b>	<b>VICE CHAIRPERSON</b>
Finance	Councilman LaBarbera	Councilman Olson
Engineering & Public Works	Councilwoman Cole	Councilman LaBarbera
Police, Fire & OEM	Councilman LaBarbera	Councilwoman Koch
Parks and Recreation	Councilwoman Hoey	Councilwoman Koch
Planning Board	Councilwoman Koch	Councilman LaBarbera
Zoning Board of Adjustment	Councilwoman Cole	Councilwoman Koch
Personnel	Councilwoman Hoey	Councilman LaBarbera
Borough Facilities	Councilman LaBarbera	Councilwoman Cole
Borough Communication/Community Outreach	Councilwoman Hoey	Councilwoman DiMiceli

**PLANNING BOARD – COUNCIL REPRESENTATIVE**

Class III, Councilwoman Koch	1 year
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**ENVIRONMENTAL COMMISSION**

Kelly Flanagan	3 years
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Ana Antonnen	3 years (unexpired)
Suzan Globus, Alternate #1	2 years
William Dorner, Alternate #2	1 year
Councilman Olson	1 year

### **HISTORIC PRESERVATION COMMISSION**

Katy Frissora	4 years
Joseph Schluter	4 years
Carrie Nitka, Alternate #1	2 years
Steven Smith, Alternate #2	2 years
Councilwomen DiMiceli and Cole	1 year

### **LIBRARY BOARD OF TRUSTEES**

Elizabeth Slavin	2 years
Gerald Maris	3 years (unexpired)
Lynn Lucarelli-Newbury	1 year
Aparna Boehm	4 years (unexpired)
Leizle Gabisan	4 years (unexpired)
Councilwoman Hoey	1 year

### **RECREATION COMMITTEE**

Tina Iglesias-Stanley	1 year
Kevin McCarthy	1 year
Darrel Golden	1 year
Lauren Porter	1 year
Kate Raftery	1 year
Mark Mancuso	1 year
Rachel Griffin	1 year
Stephen Pagano	1 year
Councilwomen Hoey and Koch	1 year

### **SHADE TREE COMMISSION**

Christian Larsen	5 years
Leah Beganie	5 years
Michael Hoey, Alternate #2	1 year
Councilman Olson	1 year

### **ZONING BOARD OF ADJUSTMENT**

Dr. Skip Laufer	4 years
Paul Kinsella, Alternate #1	2 years
Councilwomen Cole and Koch	1 year

**BE IT FURTHER RESOLVED** by Joshua Halpern, 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**

Ana Antonnen, Class II	3 years (unexpired)
Fredrick Rolff, Class IV	4 years
Sean Bailey, Alternate #1	2 years

Neil Blecher, Alternate #2

1 year

**FAIR HAVEN FIELDS NATURAL AREA ADVISORY COMMITTEE**

**One Year Term**

David Bordelon	Alison Countryman	Mark Olson
Paul Ferguson	Carolyn Ferguson	Jennifer Spitz
Meghan Chrisner-Keefe	Bonnie Torcivia	Melissa Lowry
Linda Goedell		
Councilman Olson		

\*Lifetime Members: Audrey Ingle, Doris Moraller and Richard Fuller

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

**One Year Term**

Ruth Blaser	Rachel Griffin	Susan Delaney
Patricia Murtha	Chief Joseph McGovern	Captain Sherri Lambert
Sean McNeil, School Supt.		

**MEMORIAL PARK ADVISORY COMMITTEE**

**One Year Term**

Chief Joseph McGovern	Councilwoman Koch	Patricia Drummond
Elise Casey	Matthew Casey	Carissa Gaborow
Brian Hall	Joseph Perrotto	William Perkins
Daniel Ramirez	Christopher Rodriguez	Peeka Tildesley
Joshua Zager	Angela Zavila	Dennis Zavila

**NAVESINK RIVER MUNICIPALITIES COMMITTEE**

**One Year Term**

Councilwoman Elizabeth Koch	Robbyn O’Neill	Brian Rice
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**FINANCE COMMITTEE**

Mayor Joshua Halpern	Councilman Olson
Councilman LaBarbera	Theresa Casagrande
Colleen Lapp	Jonathan Peters
Robert Mancuso	

**FAIR HAVEN BUSINESS COMMUNITY LIAISON**

Councilwoman DiMiceli

**BOARD OF EDUCATION LIAISON**

Councilwoman Koch

**FAIR SHARE HOUSING COMMITTEE**

Councilwoman Koch    Councilwoman Cole

**LAND USE ADVISORY LIAISONS**

Councilwoman Koch    Councilman LaBarbera

**BEAUTIFICATION CONSULTATION LIAISONS**

Councilwoman Hoey

**GRANT COMMITTEE LIAISONS**

Councilwoman Cole and Councilwoman DiMiceli

**BRUSH AND LEAF COMMITTEE LIAISON**

Councilman LaBarbera

**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 2022 and 2023.

Off:                                    2<sup>nd</sup>:                                    RC: Cole    DiMiceli    Hoey    Koch    LaBarbera    Olson

12.            Resolution No. 2024-04, Appointments to the Police Department for 2024

**BE IT RESOLVED** by Joshua Halpern, 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 I**

Brock Siebert  
Robert Keenan  
Britany Gonzalez  
Charles Graziano  
Tom O’Friel  
Tim Wisely

**CLASS II**

Ryan Achyuthuni  
Josue Hernandez  
Christopher Lackner

**CLASS III**

Michael Campanella  
Butch Stevenson

**SCHOOL CROSSING GUARDS**

Sergio Germinario	Patricia Mieth (part-time)
Rodger Morris	Carolyn McCarthy (part-time)
Raymond Patrick Powers	Donna Maerz (part-time)
Katy Frissora (part-time)	John Jarvis (part-time)

**POLICE MATRON**

Erin Hendrickson  
Kim Ambrose  
Bonnie Ferris

Off:                                    2<sup>nd</sup>:                                    RC: Cole    DiMiceli    Hoey    Koch    LaBarbera    Olson

13.    **RESOLUTIONS**

- 2024-05      Approve 2024 Cash Management Plan and Investment Policy
- 2024-06      Approve General Business of the Borough
- 2024-07      Appoint Qualified Purchasing Agent - Nancy Britton
- 2024-08      Appoint Monmouth County Community Development Representative and Alternate
- 2024-09      Appoint Municipal Court Judge - Peter Lucas, Esq.
- 2024-10      Introduce a Temporary Budget for 2024

- 2024-11 Authorize Chief Financial Officer to Prepay Selective Bills
- 2024-12 Approve Newspapers for the Publication of Legal Notices
- 2024-13 Approve Annual Notice for 2024 Council Meetings
- 2024-14 Debt Service Appropriations
- 2024-15 Authorize Mileage Reimbursement Rate for 2024
- 2024-16 Certifying Personnel, Ambulances and Ambulance Equipment of the Fair Haven Volunteer First Aid Squad
- 2024-17 Authorize 2024 Cell Phone Reimbursement for Various Employees
- 2024-18 Approve Monies for Firehouse Cleaning during 2024
- 2024-19 Appoint Flood Plain Administrator - Nicolas Poruchynsky
- 2024-20 Appoint Public Agency Compliance Officer for 2024
- 2024-21 Appoint Representative and Alternate Representative to the Jersey Shore Regional Health Commission
- 2024-22 Appoint PEOSH, Indoor Air Quality Control and ADA Compliance Officer, Richard Gardella
- 2024-23 Appoint Recycling Coordinator - Adam Hubeny
- 2024-24 Appoint Clean Communities Coordinator - Nancy Britton
- 2024-25 Approve Recreation Refunds through a Council Meeting Bill List
- 2024-26 Appoint Mid-Jersey Fund Commissioner and Alternate Commissioner
- 2024-27 Appoint Mid-Jersey Insurance Fund Safety Delegate and Alternate Safety Delegate
- 2024-28 Approve Mid-Jersey Municipal Joint Insurance Fund as Secondary Insurance for the Fair Haven Fire Company and Ancillary Members
- 2024-29 Appoint 2024 Risk Manager - Thomas Merchel (Conner Strong and Buckelew)
- 2024-30 Approve Contract with Monmouth County SPCA for Animal Control
- 2024-31 Establish Annual Policy for Damage Reimbursement
- 2024-32 Approve Salary Adjustment for Nancy Britton, Assistant CFO/QPA
- 2024-33 Appoint Housing Element and Fair Share Plan Committee Members
- 2024-34 Appoint Members of the Green Team

Off:                    2<sup>nd</sup>:                    RC: Cole    DiMiceli    Hoey    Koch    LaBarbera    Olson

14.    **GOOD OF THE BOROUGH**

15.    **ADJOURNMENT**

MM:                    2<sup>nd</sup>:  
 Time:

**BEST WISHES FOR A HAPPY, HEALTHY AND SAFE NEW YEAR!!**

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2024-05**

**TITLE: APPROVING 2024 CASH MANAGEMENT PLAN AND INVESTMENT POLICY**

**BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven, that for the year 2024, 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

Lakeland Bank

Two Rivers Community Bank

Citizens Bank

PNC Bank

Kearny Bank

Valley Bank

Ocean First

NJ Cash Management

NJ ARM/TERM

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 periodically.
  - 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.



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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2024-06**

**TITLE: APPROVE GENERAL BUSINESS FOR THE BOROUGH OF FAIR HAVEN**

**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 2024 ending December 31, 2024, 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, Lakeland Bank, Two Rivers Community Bank, Citizens Bank, PNC Bank, Kearny Bank, Valley Bank, Ocean First, NJ Cash Management and NJ ARM/TERM are hereby designated as the depositories for the funds and monies of the Borough of Fair Haven for the year 2024. 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 tax/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 2023 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.
  - d. to collect \$25.00 for a Certificate of Cancellation.
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 crossclaims 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 2024 shall constitute the official holidays of the Borough of Fair Haven:

Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Jr. Day
Monday, February 19, 2024	Presidents Day
Friday, March 29, 2024	Good Friday
Monday, May 27, 2024	Memorial Day
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Monday, October 14, 2024	Columbus Day
Monday, November 11, 2024	Veteran's Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day After Thanksgiving
Tuesday, December 24, 2024	½ Day - Christmas Eve
Wednesday, December 25, 2024	Christmas Day

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2024-07**

**TITLE:        APPOINTING QUALIFIED PURCHASING AGENT - NANCY BRITTON**

**WHEREAS**, N.J.A.C. 5:34-5 et. seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, Nancy Britton possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et. seq.; and

**WHEREAS**, the Borough of Fair Haven's bid and quotation thresholds are \$44,000 and \$6,600 respectively.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Fair Haven hereby appoints Nancy Britton as the Qualified Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-3, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit and, as permitted by law, the Borough of Fair Haven also hereby authorizes and confirms that, with Nancy Britton as its Qualified Purchasing Agent, will take advantage of the higher bid threshold pursuant to N.J.S.A. 40A:11-3.

**BE IT FURTHER RESOLVED** that Nancy Britton will receive a stipend in the amount of \$10,500 as the Purchasing Agent for the year 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2024-08**

**TITLE:        APPOINTING BOROUGH COMMUNITY DEVELOPMENT REPRESENTATIVE &  
                 ALTERNATE REPRESENTATIVE**

**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, 2024 to December 31, 2024.

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

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2024-09**

**TITLE:        APPOINTMENT OF MUNICIPAL COURT JUDGE**

**BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven that Peter Lucas is hereby appointed for a three-year term, January 1, 2024 to December 31, 2026 as Municipal Court Judge in the Borough of Fair Haven for the salary of \$15,623.00 annually.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

**RESOLUTION NO. 2024-10**

**TITLE: APPROVE 2024 TEMPORARY BUDGET**

**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 2024 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 2024; and

**WHEREAS**, the total appropriations in the 2023 budget, exclusive of any appropriations made for interest debt redemption charges, capital improvement fund and public assistance is the sum of \$10,257,903.89; and

**WHEREAS**, 26.25% of the total appropriations in the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2023 budget is the sum of \$2,692,700.00; and

**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	\$ 60,000.00	100.202	\$ 28,000.00
Municipal Clerk	120.101	\$ 29,000.00	120.236	\$ 6,000.00
Mayor & Council			125.201	\$ 2,000.00
Financial Admin	130.101	\$ 20,000.00	130.202	\$ 8,000.00
Audit Services			135.201	\$ 10,000.00
Tax Collection	145.101	\$ 14,000.00	145.220	\$ 1,000.00
Tax Assessor	150.101	\$ 8,100.00	150.211	\$ 5,000.00
Legal			155.211	\$ 35,000.00
Engineering	165.101	\$ 68,000.00	165.211	\$ 5,500.00
Historic Commission			175.216	\$ 100.00
Planning Board	180.101	\$ 5,000.00	180.211	\$ 21,000.00
Zoning	185.101	\$ 5,000.00	185.211	\$ 5,000.00
Zoning Officer	186.101	\$ 10,000.00	186.237	\$ 500.00
Code Enforcement	209.101	\$ 8,000.00	209.237	\$ 500.00
Liability Insurance			210.228	\$ 100,000.00
Workman's Comp			215.228	\$ 50,000.00
Health Insurance			220.227	\$ 300,000.00
Police	240.101	\$ 480,000.00	240.202	\$ 30,000.00

Emergency Management			252.235	\$ 1,000.00
Fire			255.207	\$ 25,000.00
First Aid			260.219	\$ 7,000.00
Fire Hydrants			265.276	\$ 25,000.00
Prosecutor			275.201	\$ 3,500.00
Streets & Roads	290.101	\$ 155,000.00	290.208	\$ 12,000.00
Shade Tree			300.216	\$ 4,000.00
Sanitation			305.202	\$ 100,000.00
Recycling	307.101	\$ 8,000.00	307.270	\$ 19,000.00
Buildings & Grounds	310.101	\$ 5,500.00	310.204	\$ 50,000.00
Vehicle Maintenance	315.101	\$ 15,000.00	315.235	\$ 23,000.00
Board of Health			330.211	\$ 17,000.00
Environmental Health			335.299	\$ 1,000.00
Recreation	370.101	\$ 21,000.00	370.301	\$ 4,000.00
Park Maintenance			375.209	\$ 8,000.00
Library	390.101	\$ 30,000.00		
Cell Tower			405.299	\$ 25,000.00
Accumulated Leave			415.299	\$ 1,500.00
Storm Trust			416.299	\$ 9,500.00
Celebration Events			420.299	\$ 4,000.00
Electricity			430.276	\$ 15,000.00
Street Lighting			435.276	\$ 12,000.00
Telephone			440.276	\$ 15,000.00
Water			445.276	\$ 7,000.00
Natural Gas			446.276	\$ 10,000.00
Fuel Oil			447.276	\$ 10,000.00
Gasoline			460.276	\$ 21,000.00
Reclamation Fees			465.299	\$ 140,000.00
Social Security			472.299	\$ 55,000.00
DCRP			477.299	\$ 3,500.00
FH BOE III ILSA			200.101	\$ 20,000.00
LS Library ILSA			200.102	\$ 10,000.00
FH BOE IT ILSA			486.299	\$ 6,600.00
Court ILSA			487.299	\$ 21,000.00
Mtown TC ILSA			489.202	\$ 5,500.00
Court	490.101	\$ 4,200.00	490.299	\$ 200.00
Mtown CFO ILSA			491.202	\$ 21,000.00
Recycling Tax			494.202	\$ 4,000.00
Public Defender			495.211	\$ 500.00
Construction ILSA			497.202	\$ 55,000.00
Animal Control ILSA			499.202	\$ 3,500.00
<b>TOTAL</b>		<b>\$945,800.00</b>		<b>\$ 1,382,900.00</b>
				<b>\$ 2,328,700.00</b>



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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-11**

**TITLE: GRANTING AUTHORITY TO BOROUGH 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  
Payroll Agency  
Insurance Premiums  
County Taxes  
School Taxes  
Utilities  
Postage  
Release of Monies Approved by Resolution  
Cell Tower Payments

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-12**

**TITLE:        AUTHORIZING THE SELECTION OF 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.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-13**

**TITLE: ESTABLISH A SCHEDULE OF MEETINGS FOR THE YEAR 2024**

**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 2024.

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

**Tuesday**, January 02, 2024 - Reorganization

Monday, January 22, 2024

Monday, February 5, 2024

Monday, February 26, 2024

Monday, March 11, 2024 (Knollwood School, 1:30 p.m.)

Monday, March 25, 2024

Monday, April 08, 2024

**Tuesday**, April 23, 2024

Monday, May 13, 2024

**Tuesday**, May 28, 2024

**Tuesday**, June 11, 2024

Monday, June 24, 2024

Monday, July 08, 2024

Monday, July 22, 2024

Monday, August 12, 2024

Monday, September 09, 2024

Monday, September 23, 2024

**Tuesday**, October 15, 2024

Monday, October 28, 2024

**Tuesday**, November 12, 2024

Monday, November 25, 2024

Monday, December 16, 2024

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2023-14**

**TITLE: 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, 2024 to December 31, 2024, 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, 2024 to December 31, 2024 inclusive:

BOND PRINCIPAL	\$ 260,000.00
BOND INTEREST	\$ 196,181.26
GREEN ACRES LOAN	\$ 12,125.72

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-15**

**TITLE: ESTABLISH RATE OF MILEAGE REIMBURSEMENT FOR OFFICIAL BOROUGH BUSINESS**

**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 67 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 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-16**

**TITLE: 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 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-17**

**TITLE:        AUTHORIZE REIMBURSEMENT TO VARIOUS MUNICIPAL EMPLOYEES FOR  
                  REQUIRED CELL PHONE**

**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 **\$40.00** 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, Nicolas Poruchynsky, Assistant Director of Engineering and Public Works and Joseph McGovern, Police Chief/Emergency Management, shall be reimbursed **\$75.00** 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 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-18**

**TITLE:       APPROVE MONIES FOR THE CLEANING OF FAIR HAVEN FIREHOUSE**

**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 2024 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.



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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-19**

**TITLE: APPOINT FLOODPLAIN ADMINISTRATOR - NICOLAS PORUCHYNSKY**

**WHEREAS**, the purpose of this resolution is to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- A. Protect human life and health;
- B. Minimize expenditure of public money for costly flood control projects;
- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business interruptions;
- E. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- F. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, the Floodplain Administrator may approve certain development in Zones AI- 30, AE, AH, on the community's FIRM which increases the water surface elevation of the base flood by more than one foot, provided that a conditional FIRM revision through FEMA (Conditional Letter of Map Revision) is first obtained; and

**WHEREAS**, there is a need to appoint a Floodplain Administrator for the Borough of Fair Haven;  
and

**WHEREAS**, Nicolas Poruchynsky, Assistant Director of Engineering and Public Works, took courses and became certified as a Floodplain Administrator.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Fair Haven that Mr. Poruchynsky is hereby appointed the Floodplain Administrator to administer and implement the provisions of this resolution and other appropriate sections of 44 CFR (National Flood Insurance Program Regulations) pertaining to floodplain management at an annual salary set by Resolution.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-20**

**TITLE:        APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER FOR 2024**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Nancy Britton, Assistant CFO and Qualified Purchasing Agent, is hereby appointed to serve as the Public Agency Compliance Officer of the Borough of Fair Haven for Calendar Year 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-21**

**TITLE: APPOINT A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE  
JERSEY SHORE REGIONAL HEALTH COMMISSION**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Theresa Casagrande is hereby appointed to serve as the Borough's representative on the Jersey Shore Regional Health Commission (JSRHC) commencing January 1, 2024.

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

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-22**

**TITLE:        APPOINTING PEOSH COMPLIANCE OFFICER, INDOOR AIR QUALITY DESIGNEE  
                 AND ADA COMPLIANCE OFFICER FOR 2024**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Richard Gardella, Director of Engineering and Public Works 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 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-23**

**TITLE:        APPOINTING RECYCLING COORDINATOR FOR 2024 - ADAM HUBENY**

**WHEREAS**, the Borough of Fair Haven is required to employ a recycling coordinator; and

**WHEREAS**, Adam Hubeny holds the position of Recycling Coordinator in various Monmouth County municipalities; and

**WHEREAS**, it is the desire of the Mayor and Council that Adam Hubeny be appointed to the position of Recycling Coordinator for the year 2024; and

**WHEREAS**, the Recycling Coordinator is to be paid, as an independent contractor, \$1,200.00 per year for his services; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven, that Adam Hubeny is hereby appointed Recycling Coordinator for a term to expire December 31, 2024 at an annual salary of \$1,200.00.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-24**

**TITLE:        APPOINTING CLEAN COMMUNITIES COORDINATOR FOR 2024 -NANCY BRITTON**

**WHEREAS**, the Borough of Fair Haven participates in New Jersey’s Clean Communities Program, which is a comprehensive, statewide litter-abatement program; and

**WHEREAS**, as part of the Borough of Fair Haven’s participation in the Clean Communities Program, the Borough receives grants; and

**WHEREAS**, in order to participate in the Clean Communities Program, the Borough must designate a Clean Communities Coordinator; and

**WHEREAS**, a vacancy exists in the position of Clean Communities Coordinator; and

**WHEREAS**, it is recommended that Nancy Britton be appointed to fill said vacancy as she possesses the requisite knowledge, skills and aptitude to serve as the Borough of Fair Haven’s Clean Communities Coordinator.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven, Monmouth County that Nancy Britton is hereby designated as Fair Haven’s Clean Communities Coordinator for a term of January 1, 2024 through December 31, 2024.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-25**

**TITLE:       APPROVE RECREATION REFUNDS THROUGH A COUNCIL MEETING BILL LIST  
              FOR THE YEAR 2024**

**WHEREAS**, the Department of Parks and Recreation offers various programs that include after school activities, camps, trips, etc.; and

**WHEREAS**, from time to time a registrant may have a conflict with a date or an emergency that occurs preventing them from participating in a program and a request is made to the Director of Parks and Recreation for a refund; and

**WHEREAS**, refunds must be approved by the governing body.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Parks and Recreation refunds will be handled through the bill list process and resolution of the Borough.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-26**

**TITLE:       APPOINT AN INSURANCE FUND COMMISSIONER AND ALTERNATE  
COMMISSIONER TO SERVE ON THE MID JERSEY MUNICIPAL JOINT  
INSURANCE FUND**

**BE IT RESOLVED**, on this 2<sup>nd</sup> day of January, 2024 by the Borough Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that the appointment of Theresa S. Casagrande as Fund Commissioner and Allyson M. Cinquegrana, Alternate Commissioner, for the Mid Jersey Municipal Joint Insurance Fund is hereby authorized.



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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-27**

**TITLE:        APPOINT A SAFETY DELEGATE AND AN ALTERNATE SAFETY  
                 DELEGATE TO THE MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

**BE IT RESOLVED**, on this 2<sup>nd</sup> day of January, 2024 by the Borough Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that the appointment of Theresa S. Casagrande as Safety Delegate and Allyson M. Cinquegrana as Alternate Safety Delegate for the Borough of Fair Haven to serve on the Mid Jersey Municipal Joint Insurance Fund be and is hereby authorized.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-28**

**TITLE:        AUTHORIZE THE MID-JERSEY MUNICIPAL JOINT INSURANCE FUND TO GRANT EXCESS LIABILITY COVERAGE FOR THE FAIR HAVEN VOLUNTEER FIRE COMPANY, DEPARTMENT AND ANCILLARY EMERGENCY RESPONDERS FOR THE YEAR 2024**

**WHEREAS**, the Fair Haven Volunteer Fire Company carries a Selective Insurance Commercial General Liability policy and A Foremost Insurance Company Antique Automobile Liability Policy; and

**WHEREAS**, it has been agreed upon that since there is a budgetary relationship with the Fire Department that the Borough's insurance company, Mid-Jersey Municipal Joint Insurance Fund, will be excess liability coverage to the Selective Policy and Foremost Policy secured by the Fair Haven Fire Company for the Fair Haven Fire Company, subject to policy terms and conditions; and

**WHEREAS**, the parties that will be covered will be the Fair Haven Volunteer Fire Company, Fair Haven Fire Department and all Ancillary Emergency Responders.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that it memorializes said coverage and directs the Borough's Risk Manager to present evidence of excess liability coverage under the Mid-Jersey Municipal Joint Insurance Fund.

**BE IT FURTHER RESOLVED** that this resolution shall be renewed annually.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-29**

**TITLE:        APPOINT 2024 RISK MANAGEMENT CONSULTANT**

**WHEREAS**, the Borough of Fair Haven has resolved to join the Mid Jersey Municipal Joint Insurance Fund (“MidJIF”) following a detailed analysis; and

**WHEREAS**, the Bylaws of MidJIF allow for an entity to designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

**WHEREAS**, the Bylaws indicate that MidJIF shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee.

**NOW THEREFORE, BE IT RESOLVED** that the Borough of Fair Haven does hereby appoint Thomas Merchel of Conner Strong and Buckelew as its Risk Management Consultant in accordance with the Fund's Bylaws.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-30**

**TITLE:        APPROVING A CONTRACT WITH THE MONMOUTH COUNTY SPCA FOR ANIMAL CONTROL SERVICES FOR CALENDAR YEAR 2024**

**WHEREAS**, there is a need to have Animal Control Services continue; and

**WHEREAS**, the Monmouth County SPCA has provided a Shared Service Agreement for Calendar Year 2024 in the amount of \$6,600.00 (\$550.00 per month) with the same terms and conditions of the previous contract.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, hereby authorizes an agreement (attached as Exhibit A) with the Monmouth County SPCA; and

**BE IT FURTHER RESOLVED** that Mayor Halpern is hereby authorized to execute such documents and that the appropriate purchase order(s) for this shared service agreement be prepared and submitted to the Finance Department.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-31**

**TITLE: ESTABLISHING THE ANNUAL POLICY FOR DAMAGE TO PRIVATE PROPERTY BY THE BOROUGH**

**WHEREAS**, on occasion the Borough causes damage to private property as a result of Borough street cleaning, snow plowing and other Borough activity; and

**WHEREAS**, no formal policy currently exists to address claims made for damage to private property; and

**WHEREAS**, the Borough desires to establish an annual policy to address claims for damage to private property.

**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 following compensation is established for payment to private parties, upon submission of appropriate documentation, for damage caused by Borough employees and/or representatives:

1. A claim must be filed with the Borough Clerk within ten (10) days of the damage caused by the Borough.
2. The repairs must be completed within ninety (90) days of the damage and an invoice for the work performed must be provided to the Borough.
3. The Borough reimbursement is limited as follows:
  - a. Replacement or repair of mailbox not to exceed \$150.00
  - b. Replacement or repair of sprinkler head not to exceed \$150.00
  - c. Miscellaneous Items to be considered by Borough Administrator not to exceed \$150.00

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-32**

**TITLE:       APPROVE SALARY ADJUSTMENT FOR NANCY BRITTON, ASSISTANT CHIEF FINANCIAL OFFICER AND QUALIFIED PURCHASING AGENT**

**WHEREAS**, Resolution No. 2023-82 was adopted by the Mayor and Council at their March 13, 2023 meeting and established the 2023 salaries for the non-aligned borough employees; and

**WHEREAS**, the Borough Administrator and Personnel Committee recommended that a salary adjustment be given to Nancy Britton, Assistant Chief Financial Officer and QPA, to be effective January 1, 2024 as follows:

Assistant Chief Financial Officer	\$71,322.00
Qualified Purchasing Agent	\$16,178.00

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Fair Haven that the salary adjustment in the amount of \$87,500 annually as listed above is hereby approved effective January 1, 2024; and

**BE IT FURTHER RESOLVED** that the Finance Department is directed to calculate, and process said payroll adjustments.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-33**

**TITLE:        APPOINTMENT OF HOUSING ELEMENT AND FAIR SHARE PLAN SUBCOMMITTEE**

**WHEREAS**, there is a need to appoint members to the Housing Element and Fair Share Plan Subcommittee; and

**WHEREAS**, the Mayor has advised that the following persons will be appointed to the Housing Element and Fair Share Plan Subcommittee:

Mayor Joshua Halpern

Councilwoman Elizabeth Koch

Councilwoman Tracy Cole

Theresa Casagrande, Borough Administrator

Todd Lehder

Richard Gardella, Director of Engineering and DPW

Nicolas Poruchynsky, Assistant Director of Engineering and DPW

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2024-34**

**TITLE: APPOINT AND REAFFIRM FAIR HAVEN’S COMMITMENT AND OBJECTIVE OF THE FAIR HAVEN GREEN TEAM**

**WHEREAS**, the Borough of Fair Haven’s Green Team members serve as the Borough’s agents for the Sustainable Jersey Municipal Certification Process and are composed as follows:

Stephanie Adams  
Bethany Erskine  
Sarah Fischell  
Kelly Flanagan  
Jennifer Foster  
Maria Leopold  
Robbyn O’Neill  
Sarah Schiavetti  
Sigourney Toll  
Bonnie Torcivia

**WHEREAS**, these individuals are interested in advancing the efforts of Fair Haven in the Sustainable Jersey Municipal Certification program and will continue the work of the Green Team; and

**WHEREAS**, the Green Team has been creating and cataloging significant sustainability actions so that the Borough of Fair Haven may maintain its Silver Level Certification under the Sustainable Jersey Program and pursue Gold Star recognition in key areas of sustainability.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Fair Haven that:

- The Green Fair Haven is active in the community and advancing sustainable practices and actions included in the Sustainable Jersey Municipal Certification Program;
- The Green Team has been and shall continue to be composed of individuals who have demonstrated interest in advancing the efforts of Fair Haven to pursue and maintain certification through the Sustainable Jersey Municipal Certification Program;
- The role of the Green Team has been and shall continue to be to lead and coordinate the sustainability activities of the community.