

**FAIR HAVEN BOROUGH COUNCIL  
REORGANIZATION MEETING VIA ZOOM  
JANUARY 3, 2023**

The meeting was called to order by Mayor Halpern at 7:00 p.m. The Flag Salute was led by Patrick and Mary Katherine Hoey and Drew, Jr and Mila LaBarbera and followed by a Moment of Silent Reflection. 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)).

THIS MEETING IS BEING HELD IN-PERSON AND THROUGH THE ZOOM MEETING PLATFORM, BEING BROADCAST FROM BOROUGH HALL, 748 RIVER ROAD, FAIR HAVEN, NJ. PUBLIC PARTICIPATION FOR THIS JANUARY 3, 2023 COUNCIL REORGANIZATION MEETING IS AVAILABLE BY CALL IN PHONE NUMBER OR THROUGH WEB CONFERENCE (ZOOM). MEMBERS OF THE PUBLIC WILL BE ON MUTE UNTIL IT IS TIME FOR QUESTIONS/COMMENTS, 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.

THIS MEETING WAS AUTHORIZED BY RESOLUTION NO. 2022-226 ADOPTED ON NOVEMBER 14, 2022 AND SENT TO THE ASBURY PARK PRESS, THE TWO RIVER TIMES AND THE STAR LEDGER ON DECEMBER 22, 2022.

A PUBLIC NOTICE WAS ADVERTISED IN THE ASBURY PARK PRESS ON DECEMBER 29, 2022, POSTED ON THE BOROUGH WEBSITE, CONSTANT CONTACT AND THE BULLETIN BOARD IN THE MUNICIPAL BUILDING AS REQUIRED UNDER THE STATUTE.

WITH ADEQUATE NOTICE HAVING BEEN GIVEN, THE BOROUGH CLERK IS DIRECTED TO INCLUDE THIS STATEMENT IN THE MINUTES OF THIS MEETING.

**ROLL CALL OF THE 2022 COUNCIL**

On Roll Call the following were present: Mayor Halpern and Councilmembers Cole, Koch and Rodriguez. Absent: Councilmembers Chrisner-Keefe, McCue and Neff. Others present: Administrator Casagrande, Andrew Sobel, Borough Attorney's Office and Police Chief McGovern.

**OATHS OF OFFICE**

The Oath of Office was administered to Joshua Halpern, as Mayor, by Sheri D'Angelo, Esq. His wife, Nicole and children, Zach and Lily held the Bible. He said few words.

The Oath of Office was administered to Kristen Hoey, as Councilwoman, by her cousin, Nicole Croddick, Esq. Her husband, Mike and children Patrick and Mary Katherine held the Bible. She took her seat at the dais.

The Oath of Office was administered to Andrew "Drew" LaBarbera, as Councilman by his mother-in-law, Marianne Ruane, Notary Public. His wife, Maggie, and children, Drew, Jr. and Mila held the Bible. He took his seat at the dais.

**ROLL CALL OF THE 2023 COUNCIL**

On Roll Call the following were present: Mayor Halpern, Councilmembers Cole, Hoey, Koch, LaBarbera, and Rodriguez. Absent: Councilmember Neff.

**COUNCIL PRESIDENT**

Mayor Halpern called for the nomination of Council President.

Councilperson Cole made a motion to nominate Elizabeth Koch as Borough Council President, second by Councilperson LaBarbera.

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: Councilmember Neff

Absent: None

Mayor Halpern took a moment to recognize Councilmember Rodriguez's dedication to the role of Borough Council President stating that, "We are all thankful for your commitment to Fair Haven".

**FIRE DEPARTMENT**

Mayor Halpern recognized the following Fire Company Officers who were sworn in at the firehouse on January 1, 2023:

- Fire Chief - Richard Brister, Jr
- Deputy Chief - Matthew DePonti
- First Assistant Chief - Kevin Countryman
- Second Assistant Chief - Matthew Bufano

The Borough would like to recognize the following Fair Haven Fire Department Line Officers for 2023:

**First Aid Officers**

- Captain: Kathy Grabowy
- 1<sup>st</sup> Lieutenant: Brian Allison
- 2<sup>nd</sup> Lieutenant: Marcos Rivera

**Fire Police Officers**

- Captain: Marty Coy
- 1<sup>st</sup> Lieutenant: David Kearns
- 2<sup>nd</sup>: Lieutenant: Richard G. Andres, Jr.

**Water Rescue Team**

- Unit Coordinator: Wade Davis

**Auxiliary**

- President: Carol Conk

**RESOLUTIONS**

1. Resolution No. 2023-01, Appointment of Borough Professionals

**BE IT RESOLVED** by Joshua Halpern, Mayor of the Borough of Fair Haven, that the following professional appointments be made for the year 2023 as follows with the advice and consent of Council:

- |   |   |
|---|---|
| Administrator                           | Theresa S. Casagrande                                 |
| Assistant Administrator                 | Allyson M. Cinquegrana                                |
| Borough Planner                         | Susan Gruel, PP, Heyer Gruel & Associates             |
| Affordable Housing Planner              | Susan Gruel, PP, Heyer Gruel & Associates             |
| Affordable Housing Administrative Agent | Susan Gruel, PP, Heyer Gruel & Associates             |
| Consulting Engineer                     | Peter Avakian, PE, PP, PLS CME, Leon S. Avakian, Inc. |
| 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 Physicians                      | Dr. John Swidryk                                      |

Offered for adoption by Councilperson Cole, second by Councilperson LaBarbera

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: Councilmember Neff

Absent: None

2. Resolution No. 2023-02, 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 2023 as follows with the advice and consent of Council:

- |                              |  |
|------------------------------|--|
| Borough Attorney             | Gregory Cannon, Esq. (Sobel Han Cannon, LLP)               |
| Labor Attorney               | Matthew Giacobbe, Esq. (Cleary/Giacobbe/Alfieri/Jacobs)    |
| Tax Appeal Attorney          | Salvatore Alfieri, Esq. (Rainone Coughlin, Minchello, LLC) |
| Special Legal Counsel - COAH | Michael Edwards, Esq.                                      |
| Bond Counsel                 | Meghan Bennett, Esq. (GluckWalrath LLP)                    |
| Municipal Prosecutor         | Anthony Vecchio, Esq.                                      |
| Alternate Prosecutor         | William McGuinn, Esq.                                      |
| Public Defender              | Kevin Buchan, Esq.   |

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None  
 Abstain: Councilmember Neff  
 Absent: None

3. Resolution No. 2023-03, Appointment of Boards, Commissions and Committees

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

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

**PLANNING BOARD – COUNCIL REPRESENTATIVE**

Class III, Councilwoman Koch 1 year

**ENVIRONMENTAL COMMISSION**

Jonathan Peters 3 years  
 Gary Patterson 3 years  
 Jessie Murray 3 years  
 Vacant 3 years (unexpired)  
 Brian Olson, Alternate #1 2 years (unexpired)  
 Michal DiMiceli, Alternate #2 1 year  
 Councilwoman Cole 1 year

**HISTORIC PRESERVATION COMMISSION**

Michelle Mandia 4 years  
 Hillary Mullen 4 years  
 Councilperson Rodriguez 1 year

**LIBRARY BOARD OF TRUSTEES**

Norman Birkenmeier 1 year  
 Allison McGee 2 years  
 Councilperson Hoey 1 year

**RECREATION COMMITTEE**

Tina Iglesias-Stanley 1 year  
 Kevin McCarthy 1 year  
 Darrel Golden 1 year  
 Lauren Porter 1 year  
 Kate Rafferty 1 year  
 Mark Mancuso 1 year  
 Rachel Griffin 1 year  
 Stephen Pagano 1 year  
 Councilperson Hoey 1 year

**SHADE TREE COMMISSION**

Peter D’Agati, Alternate #1 2 years  
 Michael Hoey, Alternate #2 1 year  
 Bonnie Torcivia 5 years  
 Kevin McGovern 5 years (unexpired term)  
 Dr. Michael D’Angelo 5 years  
 Councilperson Neff 1 year  
 Councilperson Cole 1 year

**ZONING BOARD OF ADJUSTMENT**

Sheri D'Angelo	4 years
Frank Forte	4 years
Alfred Schiavetti, III, Alternate #2	2 years
Councilperson LaBarbera	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**

Kelly Busch, Class I	4 years
Dave Bordelon, Class IV	4 years
James Newell, Class IV	4 years
Andrew Anderson, Class IV	4 years
Patricia Quigley, Alternate #1	2 years (unexpired term)
Robert Burkhardt, Alternate #2	1 year

**FAIR HAVEN FIELDS NATURAL AREA ADVISORY COMMITTEE**

**One Year Term**

David Bordelon	John Gregory Phelan	Alison Countryman
Stephen Sheehan	Mark Olson	Paul Ferguson
Carolyn Ferguson	Jennifer Spitz	Meghan Chrisner-Keefe
Bonnie Torcivia		
Councilperson Neff		

\*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	Lieutenant Sherri Lambert
Sean McNeil, School Supt.		

**MEMORIAL PARK ADVISORY COMMITTEE**

**One Year Term**

Chief Joseph McGovern	Councilman Rodriguez	Patricia Drummond
Carissa Gaborow	Brian Hall	Joseph Perrotto
William Perkins	Daniel Ramirez	Peeka Tildesley
Joshua Zager	Angela Zavila	Dennis Zavila

**NAVESINK RIVER MUNICIPALITIES COMMITTEE**

**One Year Term**

Councilwoman Elizabeth Koch	Jonathan Peters	Brian Rice
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**FINANCE COMMITTEE**

Mayor Joshua Halpern	Councilwoman Laline Neff
Councilman LaBarbera	Theresa Casagrande
Colleen Lapp	Jonathan Peters
Robert Gasperini	

**FAIR HAVEN BUSINESS COMMUNITY LIAISON**

Councilwoman Tracy Cole

**BOARD OF EDUCATION LIAISON**

Councilwoman Koch

**FAIR SHARE HOUSING COMMITTEE LIAISONS**

Councilman Christopher Rodriguez    Councilwoman Elizabeth Koch

**LAND USE ADVISORY LIAISONS**

Mayor Joshua Halpern    Councilwoman Koch    Councilwoman Neff

**BEAUTIFICATION CONSULTATION LIAISONS**

Councilwoman Koch and Councilwoman Hoey

**GRANT COMMITTEE LIAISONS**

Councilwoman Neff and Councilwoman Cole

**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 2021 and 2022.

Offered for adoption by Councilperson LaBarbera, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

Mayor Halpern recognized Todd Lehder, Planning Board Chairman and David Paolo, Shade Tree Commission Chairman, for their incredible dedication to their respective volunteer groups. Something that is admired by all of us.

4. Resolution No. 2023-04, Appointments to the Police Department for 2023

**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 II**

Liam Stephens  
Josue Hernandez

**CLASS I**

Brock Siebert  
Robert Keenan  
Britany Gonzalez  
Charles Graziano  
Mark Herrlich  
Tom O’Friel  
Ryan Achyuthuni

**SCHOOL CROSSING GUARDS**

Sergio Germinario  
Rodger Morris  
Raymond Patrick Powers

Patricia Mieth (part-time)  
Katy Frissora (part-time)

**POLICE MATRON**

Kim Ambrose  
Bonnie Ferris  
Erin Hendrickson

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

5. Resolution No. 2023-05, Approve Cash Management Plan and Investment Plan

**BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven, that for the year 2023, the following shall serve as the Cash Management Plan and Investment Policy of the Borough of Fair Haven:

1. Cash Management and Investment Objectives

The Borough of Fair Haven objectives in this area are:

- A. Preservation of capital.
  - B. Adequate safekeeping of assets.
  - C. Maintenance of liquidity to meet operating needs.
  - D. Diversification of the Borough's portfolio to minimize risks associated with individual investments.
  - E. Investment of assets in accordance with State and Federal Laws and regulations.
2. Designation of Official Depositories
  - A. The following Governmental Unit Depository Protection Act approved banks are authorized depositories for deposit of funds:  
  
TD Bank  
Chase Bank  
1<sup>st</sup> Constitution  
Two Rivers Community Bank  
Investors Bank/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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

6. Resolution No. 2023-06, Approve General Business of the Borough

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

1. The Asbury Park Press, Two River Times and Star Ledger are hereby designated for the year 2023 ending December 31, 2023, as the official newspapers for the Borough of Fair Haven in the County of Monmouth for the publication of all legal notices and advertisements of the Borough and all its Boards, Bodies, Committees, Offices and Agencies, as required by N.J.S.A. 40:53-1, and the statutes in such case made and provided.
2. The Bulletin Board in the lobby of the Borough of Fair Haven Municipal Building, 748 River Road, the seat of the government of the Borough, is designated as the Municipal Bulletin Board, and as the place where all public notices, including pending ordinances shall be posted as required by law.
3. TD Bank, Chase Bank, 1<sup>st</sup> Constitution Bank, Two Rivers Community Bank, Investors 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 2023. 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 2022 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 2023 shall constitute the official holidays of the Borough of Fair Haven:

Monday, January 2, 2023	New Year's Day
Monday, January 16, 2023	Martin Luther King Jr. Day
Monday, February 20, 2023	Presidents Day
Friday, April 7, 2023	Good Friday
Monday, May 29, 2023	Memorial Day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Monday, October 9, 2023	Columbus Day
Friday, November 10, 2023	Veteran's Day
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day After Thanksgiving
Friday, December 22, 2023	Christmas Eve (full day DPW employees, ½ Day Borough Hall Staff)
Monday, December 25, 2023	Christmas Day



Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

7. Resolution No. 2023-07, Appoint 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 \$10,000 as the Purchasing Agent for the year 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

8. Resolution No. 2023-08, Appointment Monmouth County Community Development Representative and 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, 2023 to December 31, 2023.

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

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

9. Resolution No. 2023-09, Establish a Petty Cash Fund

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

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

10. Resolution No. 2023-10, Introduce a Temporary Budget for 2023

**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 2022 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 2023 and

**WHEREAS**, the total appropriations in the 2022 budget, exclusive of any appropriations made for interest debt redemption charges, capital improvement fund and public assistance is the sum of \$9,572,180.30; and

**WHEREAS**, 26.25% of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2022 budget is the sum of \$2,512,697.00; 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	\$ 57,000.00	100.202	\$ 29,000.00
Municipal Clerk	120.101	\$ 28,000.00	120.236	\$ 5,000.00
Mayor & Council			125.201	\$ 1,000.00
Financial Admin	130.101	\$ 20,000.00	130.202	\$ 8,000.00
Audit Services			135.201	\$ 10,000.00
Tax Collection	145.101	\$ 12,000.00	145.220	\$ 1,000.00
Tax Assessor	150.101	\$ 8,000.00	150.211	\$ 5,000.00
Legal			155.211	\$ 35,000.00
Engineering	165.101	\$ 58,000.00	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	\$ 240,000.00
Police	240.101	\$ 475,000.00	240.202	\$ 30,000.00
Emergency Management			252.235	\$ 1,000.00
Fire			255.207	\$ 18,000.00
Fire Police			256.235	\$ 1,000.00
Water Rescue			258.220	\$ 2,000.00
First Aid			260.219	\$ 6,000.00
Fire Hydrants			265.276	\$ 22,000.00
Prosecutor			275.201	\$ 3,500.00
Streets & Roads	290.101	\$ 135,000.00	290.208	\$ 12,000.00
Shade Tree			300.216	\$ 4,000.00
Sanitation			305.202	\$ 95,000.00
Recycling	307.101	\$ 8,000.00	307.270	\$ 17,000.00
Buildings & Grounds			310.204	\$ 50,000.00
Vehicle Maintenance	315.101	\$ 17,000.00	315.235	\$ 22,000.00
Board of Health			330.211	\$ 14,500.00
Environmental Health			335.299	\$ 1,000.00
Animal Control			340.201	\$ 3,500.00
Recreation	370.101	\$ 20,000.00	370.301	\$ 3,500.00
Park Maintenance			375.209	\$ 7,500.00
Library	390.101	\$ 28,000.00		
Cell Tower			405.299	\$ 15,000.00
Accumulated Leave			415.299	\$ 1,500.00
Storm Trust			416.299	\$ 9,500.00
Celebration Events			420.299	\$ 4,000.00
Electricity			430.276	\$ 12,000.00
Street Lighting			435.276	\$ 12,000.00
Telephone			440.276	\$ 13,000.00
Water			445.276	\$ 5,000.00

Natural Gas			446.276	\$	10,000.00
Fuel Oil			447.276	\$	10,000.00
Gasoline			460.276	\$	19,000.00
Reclamation Fees			465.299	\$	107,000.00
Social Security			472.299	\$	55,000.00
DCRP			477.299	\$	3,500.00
RFH Tech ILSA			486.299	\$	6,600.00
Court ILSA			487.299	\$	19,000.00
Mtown TC ILSA			489.202	\$	5,500.00
Court	490.101	\$ 4,000.00	490.299	\$	200.00
Mtown CFO ILSA			491.202	\$	20,000.00
Recycling Tax			494.202	\$	3,500.00
Public Defender			495.211	\$	500.00
Construction ILSA			497.202	\$	57,000.00
<b>TOTAL</b>		<b>\$898,000.00</b>		<b>\$</b>	<b><u>1,218,900.00</u></b>
					<b>\$ 2,116,900.00</b>

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

11. Resolution No 2023-11, Authorize Chief Financial Officer to Prepay Selective Bills

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

Payroll  
Payroll Agency  
Insurance Premiums  
County Taxes  
School taxes  
Utilities  
Petty Cash Reimbursement  
Postage  
Release of Monies Approved by Resolution  
Cell Tower Payments

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

12. Resolution No. 2023-12, Approve Newspapers for Publication of Legal Notices

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

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

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

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

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

13. Resolution No. 2023-13, Approve Annual Notice for 2023 Council Meetings

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

**NOW, THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Fair Haven, New Jersey that the following be and hereby is a compilation of Regular and Workshop meetings to be held by this Council during the year. In compliance with the Open Public Meetings Law PL 1975 C. 23.1 the Borough Council of the Borough of Fair Haven disseminates the following **Annual Notice** of meetings to be held during the calendar year 2023.

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

- Tuesday, January 3, 2023 Reorganization Meeting
- Monday, January 9, 2023 Special Meeting
- Monday, January 23, 2023
- Monday, February 6, 2023
- Monday, February 27, 2023
- Monday, March 13, 2023
- Monday, March 27, 2023 (1:30 p.m. at Knollwood School)
- Monday, April 17, 2023
- Monday, May 8, 2023
- Monday, May 22, 2023
- Monday, June 12, 2023
- Monday, June 26, 2023
- Monday, July 10, 2023
- Monday, July 24, 2023
- Monday, August 14, 2023
- Monday, September 11, 2023
- Tuesday, September 26, 2023
- Tuesday**, October 10, 2023
- Monday, October 23, 2023
- Monday, November 13, 2023
- Monday, November 27, 2023
- Monday, December 18, 2023

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

14. Resolution No. 2023-14, Debt Service Appropriation

**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, 2023 to December 31, 2023, 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, 2023 to December 31, 2023 inclusive:

BOND PRINCIPAL	\$ 250,000.00
BOND INTEREST	\$ 206,181.26

GREEN ACRES LOAN § 12,125.72

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

15. Resolution No. 2023-15, Authorize Mileage Reimbursement Rate for 2023

**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 62.5 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 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

16. Resolution No. 2023-16, 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 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

17. Resolution No. 2023-17, Authorize 2023 Cell Phone Reimbursement for Various Employees

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

**WHEREAS**, the most economical way to provide the needed cell phone service is to reimburse the following employees the amount of **\$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 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

18. Resolution No. 2023-18, Approve Monies for Firehouse Cleaning during 2023

**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 2023 Municipal Budget for this service.

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

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

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

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

19. Resolution No. 2023-19, Appoint Flood Plain Manager - 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 Manager.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Fair Haven that Mr. Poruchynsky is hereby appointed the Floodplain Manager 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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

20. Resolution No. 2023-20, Appoint Public Agency Compliance Officer

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Nancy Britton, Assistant Chief Financial Officer, is hereby appointed to serve as the Public Agency Compliance Officer of the Borough of Fair Haven for Calendar Year 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

21. Resolution No. 2023-21, Appoint Representative and Alternate Representative to the Monmouth County Regional Board of Health Commission No. 1

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Borough Administrator, Theresa Casagrande, is hereby appointed to serve as the Borough's representative on the Monmouth County Regional Board of Health Commission #1 commencing January 1, 2023.

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

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

22. Resolution No. 2023-22, Appoint PEOSH, Indoor Air Quality Control and ADA Compliance Officer, Richard Gardella

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Richard Gardella, Borough Engineer/Public Works Supervisor is hereby appointed to serve as the PEOSH Compliance Officer, Indoor Air Quality Designee and ADA Compliance Officer for the Borough of Fair Haven for Calendar Year 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

23. Resolution No. 2023-23, Appoint 2023 Recycling Coordinator.

**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 2023; 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, 2023 at an annual salary of \$1,200.00

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

24. Resolution No. 2023-24, Appoint Clean Communities Coordinator - 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, 2023 through December 31, 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

25. Resolution No. 2023-25, Approve Recreation Refunds through a Council Meeting Bill List

**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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff



26. Resolution No. 2023-26, Approve Membership with Mid-Jersey Joint Insurance Fund (2023-2026)

**WHEREAS**, the Borough of Fair Haven is a member of the Mid Jersey Municipal Joint Insurance Fund; and

**WHEREAS**, said renewal membership terminates as of January 1, 2023\*, unless earlier renewed by agreement between the Municipality and the Fund; and

**WHEREAS**, the Municipality desires to renew said membership.

**NOW THEREFORE, BE IT RESOLVED** as follows:

1. The Borough of Fair Haven agrees to renew its membership in the Mid Jersey Municipal Joint Insurance Fund for a period of three (3) years beginning January 1, 2023, and ending January 1, 2026\*, and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Mayor and Clerk shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Mid Jersey Municipal Joint Insurance Fund evidencing the Municipality's intention to renew its membership.

\* 12:01 a.m.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

27. Resolution No 2023-27, Appoint Mid-Jersey Insurance Fund Commissioner and Alternate Fund Commissioner

**BE IT RESOLVED**, on this 3<sup>rd</sup> day of January, 2023 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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

28. Resolution No. 2023-28, Appoint Mid-Jersey Insurance Fund Safety Delegate and Alternate Safety Delegate

**BE IT RESOLVED**, on this 3<sup>rd</sup> day of January, 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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

29. Resolution No. 2023-29, Approve Mid-Jersey Municipal Joint Insurance Fund as Secondary Insurance for the Fair Haven Fire Company and Ancillary Members

**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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

30. Resolution No. 2023-30, Appoint 2023 Risk Manager - Michael Avalone

**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 Michael Avalone of Conner Strong and Buckelew as its Risk Management Consultant in accordance with the Fund's Bylaws.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

31. Resolution No. 2023-31, Approve Contract with Monmouth County SPCA for Animal Control

**WHEREAS**, the Borough Council of the Borough of Fair Haven approved Resolution No. 2022-34 which authorized an agreement with the Monmouth County SPCA for Animal Control Services; and

**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 2023 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.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

32. Resolution No. 2022-32, Appoint 2023 Fair Haven Green Team Members

**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  
Kelly Flanagan  
Robbyn O'Neill  
Bonnie Torcivia  
Jennifer Foster  
Sarah Schiavetti  
Sigourney Toll  
Andrea Reid  
Michal DiMiceli

**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 Silver Certification over the next 2-3 years.

**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

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

33. Resolution No. 2022-33, Appoint Housing Element and Fair Share Plan Committee Members

**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  
Councilman Christopher Rodriguez  
Theresa Casagrande, Borough Administrator  
Todd Lehder, Zoning Board Chairman  
Richard Gardella, Director of Engineering and DPW  
Nicolas Poruchynsky, Assistant Director of Engineering and DPW

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None  
Abstain: None  
Absent: Councilmember Neff

34. Resolution No. 2023-34, Appoint Emergency Management Coordinator, Joseph McGovern and Deputy Coordinators - Jesse Dykstra, Brooks Robinson and Jeffrey Jarvis

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Joseph McGovern be reappointed as the Emergency Management Coordinator for the Borough of Fair Haven for a term of three years retroactive to January 1, 2023 until December 31, 2025.

**BE IT FURTHER RESOLVED** that the following individuals be appointed as Deputy Emergency Management Coordinators for the same term:

Jesse Dykstra  
Brooks Robinson  
Jeffrey Jarvis

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez  
Negative: None  
Abstain: None  
Absent: Councilmember Neff

35. Resolution No. 2023-35, Appoint Eric Brindley as Permanent, Full-Time Public Works Laborer

**WHEREAS**, Resolution No. 2022-158 appointed Eric Brindley as a full-time Public Works employee with a six-month probationary period; and

**WHEREAS**, the probationary period will be completed on January 11, 2023, a performance evaluation was conducted by Richard Gardella, Director of Engineering and Public Works and Mr. Gardella has made a recommendation for Eric Brindley to become a permanent, full time, Public Works Laborer, effective January 12, 2023; and

**WHEREAS**, the position/salary step for Eric Brindley will be at the Grade 1 rate of \$42,722, in accordance with the 2022-2025 Teamsters Local 177 Memorandum of Agreement, effective January 1, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Eric Brindley be appointed as a permanent, full-time laborer for the Department of Public Works, in accordance with the salary schedule outlined above, effective January 12, 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez  
Negative: None  
Abstain: None  
Absent: Councilmember Neff

36. Resolution No. 2023-36, Reappoint Buildings, Grounds and Parks Foreman - David Karl

**WHEREAS**, Resolution No. 2022-15 was adopted on June 27, 2022 and authorized the Mayor to execute an amendment to the Agreement with Teamsters Local 177 to include Foreman position appointments; and

**WHEREAS**, per the Teamster's contract, there is a stipend for this position in the annual amount of \$5,000.00; and

**WHEREAS**, David Karl has held the Buildings, Grounds and Parks Foreman position since March 2016; and

**WHEREAS**, this appointment is being made per the recommendation of Richard Gardella, Director of Engineering and DPW and Theresa Casagrande, Borough Administrator, concurs with said recommendations.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that the David Karl be reappointed Buildings, Grounds and Parks Foreman retroactive to

January 1, 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

37. Resolution No. 2023-37, Reappoint Streets and Sanitation Forman - James O'Brien

**WHEREAS**, Resolution No. 2022-15 was adopted on June 27, 2022 and authorized the Mayor to execute an amendment to the Agreement with Teamsters Local 177 to include Foreman position appointments; and

**WHEREAS**, per the Teamster's contract, there is a stipend for this position in the annual amount of \$5,000.00; and

**WHEREAS**, James O'Brien was appointed Streets and Sanitation Foreman on March 14, 2022; and

**WHEREAS**, this reappointment is being made per the recommendation of Richard Gardella, Director of Engineering and DPW and Theresa Casagrande, Borough Administrator, concurs with said recommendations.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that the James O'Brien be reappointed Streets and Sanitation Foreman retroactive to January 1, 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

38. Resolution No. 2023-38, Reappoint Facilities and Building Maintenance Technician - Jared Okerson

**WHEREAS**, per the 2022-2025 Teamster's contract, there is a stipend for the position of Building Maintenance Technician in the amount of \$7,500; and

**WHEREAS**, Resolution No. 2022-72 was adopted by the Mayor and Council on March 14, 2022 appointing Jared Okerson to the position through 2022; and

**WHEREAS**, Richard Gardella, Director of Engineering and Public Works Superintendent, has submitted his recommendation for the reappointment of Jared Okerson to this position and Theresa Casagrande concurs with the recommendations made.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that Jared Okerson be reappointed as Building Maintenance Technician and continue to receive said stipend of \$7,500.

**BE IT FURTHER RESOLVED** that this reappointment will be in effective January 1, 2023 to March 31, 2023.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

39. Resolution No. 2023-39, Amend Personnel Policy Section Related to Bereavement Leave

**WHEREAS**, Resolution No. 2021-257 was approved by the Mayor and Council on December 20, 2021 which adopted the Borough's Personnel Policies and Procedures Manual; and

**WHEREAS**, after review of the Personnel Policies and Procedures Manual, it has been

determined that the following section needs to be revised:

Section Three: Leaves of Absence - Bereavement Leave

**WHEREAS**, the amendment will be made as follows:

Bereavement Leave: Language to include that full-time employees shall be granted up to three (3) working days of bereavement, with pay, for the death of a sister-in-law, brother-in-law, niece or nephew.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that the Borough Administrator will have the above-mentioned revision made to the Borough's Personnel Policies and Procedures Manual and posted, accordingly.

Offered for adoption by Councilperson Koch, second by Councilperson Rodriguez

Affirmative: Councilmembers Cole, Hoey, Koch, LaBarbera and Rodriguez

Negative: None

Abstain: None

Absent: Councilmember Neff

Councilman LaBarbera made a note that the meeting agenda and supporting paperwork were well done. He appreciated everyone's time in helping him get up to speed for the meeting including Administrator Casagrande and Clerk Cinquegrana.

#### **GOOD OF THE BOROUGH**

Mayor Halpern opened the meeting to the public for comments or questions at 7:14 p.m. Clerk Cinquegrana noted there were six (6) people attending via Zoom. There being no comments or questions, the meeting was closed to the public at 7:14 p.m.

The Mayor said he was ready for a Banner 2023 and congratulated everyone.

#### **ADJOURNMENT**

Motion to adjourn moved by Councilperson Hoey, second by Councilperson Koch with Ayes by all present.

Time of Adjournment: 7:15 p.m.

Respectfully submitted,

Allyson M. Cinquegrana, RMC/CMR  
Borough Clerk