

Department Reports

November 2021

- Borough Clerk
- Dog License
- Tax Collector
- Police Department
- Budget Status

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

PROCEDURE FOR CITIZEN PARTICIPATION AT COUNCIL MEETINGS

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

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

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

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

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

HAPPY HOLIDAYS!
THE COUNCIL REORGANIZATION MEETING WILL BE HELD ON
MONDAY, JANUARY 3, 2022 AT 7:00 P.M.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-247

TITLE: PURCHASE AUTHORIZATION FOR CAPITAL ITEM EXPENDITURES

WHEREAS, Ordinance Nos. 2019-06, adopted on June 24, 2019 and Ordinance No. 2020-03 adopted on July 27, 2020 provide for the acquisition of various equipment, infrastructure improvements and improvements to public buildings and grounds; and

WHEREAS, Capital Item requests have been made as follows:

Department of Public Works

- | | |
|---------------------------------|-----------------------------------|
| • Two Electric Salt Spreaders | Not to exceed \$ 14,000.00 |
| • Pavement Line Stripe Machine | Not to exceed \$ 6,500.00 |
| • Pavement Seam Sealing Machine | Not to exceed \$ 8,000.00 |
| • Lawn Equipment | Not to exceed \$ 10,000.00 |
| • Loader Claw | Not to exceed \$ <u>21,500.00</u> |
| | \$ 60,000.00 |

Police Department

- | | |
|--------------------|-----------------------------------|
| • Stun Guns | Not to Exceed \$ 20,000.00 |
| • Car Camera | Not to Exceed \$ 5,800.00 |
| • Alcotest Machine | Not to Exceed \$ <u>27,000.00</u> |
| | \$ 52,800.00 |

Parks and Recreation

- | | |
|---|----------------------------|
| • Community Center Playground Equipment | Not to Exceed \$ 60,000.00 |
|---|----------------------------|

Fire Department

- | | |
|--|----------------------------|
| • Radio Equipment for Fire Chief's Car | Not to Exceed \$ 18,000.00 |
|--|----------------------------|

Borough Hall

- | | |
|--|----------------------------|
| • Carpet for Main Offices, Hall and Stairs | Not to Exceed \$ 18,000.00 |
|--|----------------------------|

TOTAL Not to Exceed \$208,800.00

WHEREAS, the above equipment will be purchased through various vendors.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven that the above capital item expenditures are hereby approved.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-251

TITLE: EXECUTIVE SESSION

WHEREAS, the Open Public Meetings, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body may wish to discuss the following matters:

Personnel

1. Police Lieutenant Position
2. School Crossing Guard Salary
3. LOSAP Distribution
4. DPW Foreman

Possible Litigation

1. JIF Legal Liability and Exposure

Contract Negotiations

1. Facility Project Consulting Services
2. 2022 Professional Services
3. PBA Negotiations
4. Teamster Negotiations
5. Police Chief Contract
6. Borough Engineer Contract
7. Rumson-Fair Haven Regional High School ILSA

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW, THEREFORE, BE IT RESOLVED that the public be excluded from this meeting.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-252

**TITLE: AUTHORIZE BOROUGH ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH
PRIMEPOINT, LLC FOR PAYROLL SERVICES**

BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven, that Theresa S. Casagrande, Borough Administrator, is hereby authorized to execute a contract, with Primepoint, LLC for Payroll Services, in accordance with the service agreement attached as Exhibit "A".

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-253

TITLE: AUTHORIZING TRANSFERS IN THE 2021 MUNICIPAL BUDGET

WHEREAS, pursuant to N.J.S.A. 40A:4-58, appropriation transfers are allowable during the last two months of a fiscal year; and

WHEREAS, it is deemed necessary that said transfers be done through various accounts.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Fair Haven, County of Monmouth and State of New Jersey that the following transfers are made in the 2021 budget appropriations:

<u>FROM</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
1-01-22-209-101	Code Enforcement - Salaries	\$ 2,675.00
1-01-31-430-276	Utilities: Electricity	\$ 1,200.00
Total		\$ 3,875.00

<u>TO</u>	<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
1-01-20-165-101	Engineering Salaries	\$ 2,675.00
1-01-31-445-276	Utilities: Water	\$ 1,200.00
Total		\$ 3,875.00

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-254

TITLE: **REFUND OF 4TH QUARTER, 2021 PROPERTY TAX OVERPAYMENT**

WHEREAS, the Tax Collector, has provided a request for a tax overpayment refund for 4th Quarter 2021 and advises that the following property owners qualify for a refund as follows:

<u>Refund to be sent to:</u>	<u>Address</u>	<u>Block</u>	<u>Lot</u>	<u>Refund</u>
Lawrence Gill 555 Patten Avenue #51A Long Branch, New Jersey 07740	43Woodland Drive	63	4	\$ 2,165.36
Megan Gill 5 Carole Drive Oakhurst, New Jersey 07755				\$2,165.36
TOTAL AMOUNT TO BE REFUNDED				\$4,330.72

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven that the Tax Collector and Chief Financial Officer are hereby authorized to pay said refund in the amount listed above.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-255

**TITLE: AUTHORIZE REFUND OF CASH REPAIR DEPOSIT TO ARTHUR MALONEY FOR
 29 DOGWOOD LANE**

WHEREAS, Ordinance No. 2007-31 created the Street Excavation Ordinance which requires a cash repair deposit be posted to serve as security for the inspection, repair and performance of work necessary to put the street in as good a condition as it was prior to the excavation if the permittee fails to make the necessary repairs or to complete the proper refilling of the opening and the excavation work performed in accordance with the excavation permit; and

WHEREAS, the Assistant Director of Engineering and Public Works has completed an inspection of the street opening (Permit No. 2021-44 approved on October 20, 2021) for Arthur Maloney, 29 Dogwood Lane, performed by Angelo's Paving for repair of the driveway/apron; and

WHEREAS, the Assistant Director of Engineering and Public Works has recommended that the cash repair deposit posted by Mr. Arthur Maloney be returned in the amount of \$315.00.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Fair Haven that the foregoing cash deposit return is hereby approved, and the Chief Financial Officer/Assistant Chief Financial Officer are hereby authorized to pay said refund to Mr. Arthur Maloney, 29 Dogwood Lane.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-256

TITLE: SET DATE FOR 2022 COUNCIL REORGANIZATION MEETING

BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven that the Annual Council Reorganization Meeting will be held on Monday, January 3, 2022 at 7:00 p.m., in person and via Zoom Platform.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-257

**TITLE: ADOPTING THE BOROUGH’S NEW PERSONNEL POLICIES AND
PROCEDURES MANUAL AND VOLUNTEER HANDBOOK PURSUANT TO
THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND’S
RECOMMENDED EMPLOYMENT PRACTICES**

WHEREAS, the Borough of Fair Haven, County of Monmouth, State of New Jersey (the “Borough”) has been encouraged by the Municipal Excess Liability Joint Insurance Fund to update its employment policies and procedures as part of its Best Employment Practices Program; and

WHEREAS, the Borough desires to update its employment policies and procedures by amending and updating its Personnel Policies and Procedures Manual, as well as its Volunteer Handbook; and

WHEREAS, the Borough Attorney has reviewed and approved the Borough’s new Personnel Policies and Procedures Manual and Volunteer Handbook;

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Fair Haven does hereby adopt and implement, effective December 20, 2021, the new Personnel Policies and Procedures Manual and Volunteer Handbook attached hereto as Exhibits A, B and C; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be transmitted to the Municipal Excess Liability Joint Insurance Fund.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2021-258

TITLE: PAYMENT OF VOUCHERS

BE IT RESOLVED by the Governing Body of the Borough of Fair Haven that the vouchers listed for payment on the December 20, 2021 Bill List are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2020 CURRENT ACCOUNT	\$ 9,912.77
2021 CURRENT ACCOUNT	\$ 268,059.06
GENERAL CAPITAL	\$ 41,879.00
GRANT FUND	\$ 11,954.00
PAYROLL AGENCY	\$ 13,714.38
OTHER TRUST	\$ 19,611.92
DOG TRUST	\$ 301.20
TOTAL	\$ 365,432.33