

**FAIR HAVEN BOROUGH COUNCIL
REGULAR MEETING AGENDA
APRIL 11, 2022, 7:00 P.M.
HYBRID MEETING (IN-PERSON AND ZOOM)**

Zoom Link: <https://us02web.zoom.us/j/88533753514>

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

Webinar ID: 885 3375 3514

1. **Call to Order:** pm
2. **Salute to the Flag:**
3. **Moment of Silent Reflection:**
4. **Sunshine Law Notice:**
5. **Roll Call:** Councilmembers Chrisner-Keefe Cole Koch
McCue Neff Rodriguez
6. **Proclamations**
 - Honoring Benjamin Lucarelli
 - Arbor Day (April 29th)
7. **Workshop Session**
 - Request from Michal DiMiceli to post banners and/or lawn signs for Love Where You Live Day
 - Request from Michal DiMiceli to post banners and/or lawn signs for Fair Haven Fireworks (6/11)
 - Request from Michal DiMiceli for a waiver of our ABC regulations in the parks
 - Proposed Ordinance for Bamboo and Invasives
 - Special Meeting Finalization: 2022 Bond Ordinance Considerations
8. **Public Comment on Agenda Items**
9. **Approval of Minutes**
 - March 28, 2022 Regular Meeting
 - March 28, 2022 Executive Session
10. **Old Business**
11. **New Business**
 - Council Committee Reports**
 - Finance** - Councilwoman Neff
 - Personnel** - Councilwoman Chrisner-Keefe
 - Planning & Zoning** - Councilwoman Koch
 - Parks and Recreation** - Councilwoman Koch
 - Police, Fire & OEM** - Councilman McCue
 - Engineering and DPW** - Councilman McCue
 - Borough Facilities** - Councilman Rodriguez
 - Borough Communications and Community Outreach** - Councilwoman Cole
 - Introduction of Ordinances**
 - 2022-02 Amend Salary Ordinance 2021-05
 - Consent Agenda**
 - Resolutions**
 - 2022-101 Executive Session: Personnel, Possible Litigation and Contract Negotiations

- 2022-102 Amend Resolution No. 2022-97, effective date for Josue Hernandez as Special Class I Officer
- 2022-103 Approve Tax Appeal Refund for 119 Hance Road (2021)
- 2022-104 Authorize Refund of 1st Quarter Overpayment - 272 Oxford Avenue
- 2022-105 Authorize Special Meeting for Borough Facilities Presentation: 4/27 @ 7 pm (via Zoom)
- 2022-106 Authorize Borough Administrator to execute Agreement Acceptance for Custodial Services with Pritchard Industries for 2022
- 2022-107 Approve Emergency Appropriation Amendment
- 2022-108 Payment of Vouchers
- 2022-109 Approve State Contract Purchases with Swanton Fuel for the year 2022

Department Reports

March 2022

- Municipal Clerk
- Dog License
- Planning Board and Zoning Board
- Tax Collector
- Budget Status

12. 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*)

13. 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.**

**BOROUGH OF FAIR HAVEN
ORDINANCE NO. 2022-02**

**AN ORDINANCE OF THE COUNCIL OF THE BOROUGH OF FAIR HAVEN IN THE COUNTY OF
MONMOUTH SETTING THE SALARY RANGES OF OFFICERS, EMPLOYEES AND
ADMINISTRATIVE AND EXEMPT MEMBER OF THE BOROUGH OF FAIR HAVEN**

BE IT ORDAINED by the Council of the Borough of Fair Haven, in the County of Monmouth, in the State of New Jersey that the purpose of this Ordinance is to amend Ordinance 2021-05 to alter and reflect current salary ranges paid within the Borough, as last revised and passed April 12, 2021.

NOTE: Additions are in *bold italics with underlines*, deletions are shown as ~~*strikeovers in bold italics*~~.

SECTION 1. ADMINISTRATIVE OFFICE AND EMPLOYEES

<u>TITLE</u>	<u>MINIMUM - MAXIMUM</u>
Borough Administrator	\$60,000.00 - 165,000.00
Assistant Borough Administrator	\$ 500.00 - 25,000.00
Borough Clerk	\$ 40,000.00 - 90,000.00
Deputy Borough Clerk	\$ 2,000.00 - 5,000.00
Chief Financial Officer	\$ 20,000.00 - 40,000.00*
Assistant Chief Financial Officer	\$ 25,000.00 - 70,000.00
<u>Qualified Purchasing Agent</u>	<u>\$ 5,000.00 - 15,000.00</u>
Payroll Coordinator	\$ 3,500.00 - 7,500.00
Tax Collector	\$ 35,000.00 - 60,000.00*
Tax Search Officer	\$ 1,000.00 - 3,500.00*
Municipal Court Administrator	\$ 5,000.00 - 25,000.00*
Tax Assessor	<i>\$ 15,000.00 - 30,000.00</i> <u>\$ 15,000.00 - 35,000.00</u>
Administrative Assistant	<i>\$ 18,000.00 - 45,000.00</i> <u>\$ 18,000.00 - 50,000.00</u>
Registrar	\$ 2,000.00 - 4,000.00
Librarian	\$ 30,000.00 - 55,000.00
Assistant Librarian	\$ 20,000.00 - 40,000.00
Municipal Judge	\$ 10,000.00 - 20,000.00
Municipal Prosecutor	\$ 7,500.00 - 20,000.00
Parks and Recreation Director	\$ 30,000.00 - 70,000.00
Assistant to the Administrator for Special Projects	\$ 10,000.00 - 20,000.00
Chief of Police	\$ 85,000.00 - 165,000.00
Police Officer	\$ 30,000.00 - 135,000.00
Code Enforcement Officer	\$ 10,000.00 - 25,000.00
Zoning Officer	\$ 10,000.00 - 35,000.00
Construction Official	\$ 20,000.00 - 45,000.00*
Fire Sub-Code Officer	\$ 4,000.00 - 15,000.00*
Fire Prevention Officer	\$ 4,000.00 - 8,000.00*
Plumbing Inspector	\$ 3,000.00 - 15,000.00*
Electrical Inspector	\$ 5,000.00 - 15,000.00*
School Crossing Guard (<i>permanent</i>)	<i>\$ 5,000.00 - 12,000.00</i> <u>\$10,000.00 - 20,000.00</u>
Director of Engineering/Director of Public Works	<i>\$ 80,000.00 - 140,000.00</i> <u>\$ 80,000.00 - 150,000.00</u>
Assistant Director of Engineering & Public Works	\$ 50,000.00 - 80,000.00
<u>Flood Plain Manager</u>	<u>\$ 5,000.00 - 10,000.00</u>
Public Works Foreman	\$ 50,000.00 - 80,000.00

Buildings, Grounds and Parks Foreman	\$ 2,000.00 - 5,000.00
<u>Buildings Maintenance Foreman</u>	<u>\$ 5,000.00 - 10,000.00</u>
Streets and Sanitation Foreman	\$ 2,000.00 - 5,000.00
Mechanic	\$ 45,000.00 - 80,000.00
Public Works Laborer	\$ 27,500.00 - 75,000.00
Municipal Alliance Coordinator	\$ 5,000.00 - 20,000.00
Recycling Coordinator	\$ 500.00 - 2,500.00
<u>Clean Communities Coordinator</u>	<u>\$ 1,000.00 - 5,000.00</u>
Performance Based Merit Bonus	\$ 0.00 - 10,000.00

SECTION 2. HOURLY EMPLOYEES

<u>TITLE</u>	<u>MINIMUM - MAXIMUM</u>
Receptionist/Secretary	\$15.00 – 30.00 per hour
Assistant Parks and Recreation Director	\$14.00 - 18.00 per hour
Police Records Clerk	\$12.00 – 30.00 per hour
<u>Police Matron</u>	<u>\$15.00 - 25.00 per hour</u>
Special Officer Class I	\$12.00 – 20.00 per hour
Special Officer Class II	\$13.00 - 20.00 per hour
School Crossing Guard (substitute)	\$12.00 – 17.00 per hour <u>\$12.00 - 25.00 per hour</u>
PT Public Works Laborer	\$12.00 – 20.00 per hour <u>\$12.00 - 25.00 per hour</u>
DPW – PT Recycling Laborer	\$ 12.00 – 30.00 per hour
Planning Board Secretary	\$ 12.00 - 30.00 per hour
Zoning Board Secretary	\$ 12.00 - 30.00 per hour
Code Enforcement Officer	\$12.00 – 18.00 per hour <u>\$12.00 - 25.00 per hour</u>
Deputy Court Administrator/Violations Clerk	\$13.00 - 18.00 per hour*
Library Assistant	\$12.00 – 20.00 per hour <u>\$12.00 - 25.00 per hour</u>
Clean Communities Worker	\$12.00 – 15.00 per hour
Summer Camp Counselors	\$12.00 – 20.00 per hour <u>\$10.00 - 30.00 per hour</u>
Tennis Camp Instructors	\$14.00 - 18.00 per hour

BE IT FURTHER ORDAINED that specific salaries and bonuses within the ranges will be set by a negotiated contract or in an annual salary resolution adopted by the governing body.

*Services provided through an Interlocal Service Agreement (positions are currently vacant)

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-101

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. Code Enforcement Staffing
2. Engineering and Public Works Support Staff
3. DPW Staffing
4. Recycling Coordinator

Possible Litigation

1. Encroachment - 8 Rutgers Drive

Contract Negotiations

1. Borough Engineer Contract
2. PBA Negotiations
3. Teamster Negotiations
4. Borough Architect Proposal - Bicentennial Hall

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. 2022-102

**TITLE: AMEND RESOLUTION NO. 2022-97 APPOINTING JOSUE A. HERNANDEZ AS
SPECIAL CLASS I OFFICER**

WHEREAS, Resolution No. 2022-97 was adopted by Mayor and Council at their March 28, 2022 meeting appointing Josue A. Hernandez as part-time School Crossing Guard and as Special Class I Officer; and

WHEREAS, the effective date as Special Officer Class I needs to be amended to May 1, 2022 so that Mr. Hernandez can attend the next Police Academy training set to begin May 5, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Fair Haven that Josue A. Hernandez's effective date as Special Class I Officer be amended to May 1, 2022 at the hourly rate of \$16.00.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-103

**TITLE: APPROVE TAX COURT APPEAL JUDGMENT REFUND FOR 119 HANCE ROAD
(BLOCK 33, LOT 35.02)**

WHEREAS the property owner listed below filed a Petition of Appeal with the Tax Court of New Jersey for the year 2021; and

WHEREAS, said appeal was considered and a judgment has been entered that the property below qualifies for a refund for 2021 property taxes as follows:

<u>Owner</u>	<u>Address</u>	<u>Block</u>	<u>Lot</u>	<u>Refund</u>
Michael and Rachel Foley	119 Hance Road	33	35.02	\$7,803.99 (2021)

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 Mr. and Mrs. Foley said refund in the amount of \$7,803.99.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-104

TITLE: REFUND OF 1st QUARTER, 2022 PROPERTY TAX OVERPAYMENTS

WHEREAS, the Tax Collector, has provided a request for a tax overpayment refund for 1st Quarter 2022 due to duplicate payment and advises that the following property owners qualify for a refund as follows:

Owner	Address	Block	Lot	Refund
Michael Tardif	272 Oxford Avenue	9	41	\$7,272.07

Payment to: Corelogic Refund Department
3001 Hackberry Road
Irving, Texas 75063

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. 2022-105

TITLE: AUTHORIZE THE MAYOR AND COUNCIL TO HOLD A SPECIAL MEETING ON WEDNESDAY, APRIL 11, 2022 AT 7:00 PM, VIA ZOOM – BOROUGH FACILITIES PRESENTATION

WHEREAS, the Mayor and Council have determined that a special meeting is required to be held for a Borough Facilities presentation with any and all business of the Borough to be conducted; and

WHEREAS, the Mayor and Council have selected Wednesday, April 27, 2022 at 7:00 p.m. via Zoom, for a Special Meeting for the Borough Architect to present plans for Borough Facilities; and

WHEREAS, the Borough Clerk will notice for and advertise the special meeting in accordance with the requirements of the Open Public Meetings Act.

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 Mayor and Council shall hold a special meeting on Wednesday, April 17, 2022, at 7:00 p.m. via Zoom Platform for a Borough Facilities presentation by the Borough Architect and any and all business of the Borough as deemed necessary and appropriate.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-106

**TITLE: AUTHORIZE BOROUGH ADMINISTRATOR TO EXECUTE ACCEPTANCE
 AGREEMENT FOR CUSTODIAL SERVICE WITH PRITCHARD INDUSTRIES FOR
 2022**

WHEREAS, the Borough Administrator received two proposals for custodial services for the Borough's facilities; and

WHEREAS, Pritchard Industries, 215 Ridgedale Avenue, Suite 105, Florham Park, NJ 07932 provided the lower quote in the amount of \$2,130 per month for the year 2022.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council that Theresa Casagrande, Borough Administrator, is hereby authorized to execute the Agreement Acceptance with Pritchard Industries for custodial services for Borough facilities for the year 2022; and

BE IT FURTHER RESOLVED that the Finance Department is authorized to pay said monthly invoices, when received.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-107

TITLE: TEMPORARY EMERGENCY APPROPRIATION

WHEREAS, emergent conditions have arisen with respect to the payment of bills in a number of accounts and no adequate provision has been made in a Year 2022 temporary budget for the aforesaid purposes; and

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

WHEREAS, the total temporary emergency resolutions adopted in the year 2022 for the Borough pursuant to the provisions of Chapter 96, PL 1951 (NJSA 40A:4-20) including this resolution total **\$3,436,070.30** for the Current Fund.

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

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

Account Number	Description	Amount	Reason
2-01-31-440-276	Telephone - Utilities	\$5,000.00	Temp Budget
2-01-28-375-209	Parks - Supplies	\$14,500.00	Temp Budget
2-01-28-370-301	Recreation	\$500.00	Temp Budget
2-01-26-310-204	Buildings & Grounds Repairs	\$20,000.00	Temp Budget
2-01-25-265-276	Fire Dept Fire Hydrants	\$10,000.00	Temp Budget
2-01-23-215-228	Worker's Comp Insurance	\$25,000.00	Temp Budget
2-01-23-210-228	Insurance - Other Expense	\$35,000.00	Temp Budget
	Total	110,000.00	

2. That said emergency temporary appropriations will be provided for in the 2022 budget under the appropriate titles.

3. That one certified copy of this resolution will be filed with the Director of Local Government Services.

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-108

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 April 11, 2022 Bill List are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2021 CURRENT ACCOUNT		\$ 11,543.18
2022 CURRENT ACCOUNT		\$113,749.36
GENERAL CAPITAL		\$ 13,413.75
PAYROLL AGENCY		\$ 14,399.37
OTHER TRUST		\$ 9,059.66
DOG TRUST		<u>\$ 19.80</u>
		\$162,185.12
LESS VOIDED CHECKS	-	<u>\$ 633.00</u>
TOTAL		\$161,552.12

CURRENT CHECK NO. 62523, \$ 633.00

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

Motion by:

Second by:

AFFIRMATIVE:

NEGATIVE:

ABSTAIN:

ABSENT:

RESOLUTION NO. 2022-109

TITLE: 2022 RESOLUTION FOR STATE CONTRACTS

WHEREAS, the Borough of Fair Haven desires to purchase various goods and services from authorized vendors under the State of New Jersey Cooperative Pricing Program 1-NJCP as authorized by N.J.S.A. 40A:11-12 and N.J.A.C. 5:34-77.15; and

WHEREAS, the Borough's Purchasing Agent has reviewed and recommends the utilization of these contracts on the grounds that they represent the best available; and

WHEREAS, a list of vendors has been attached hereto showing state contract vendors, state contract numbers and maximum amounts from which purchases may be made during the calendar year 2022.

NOW THEREFORE BE RESOLVED by the Borough Council that the Purchasing Agent on behalf of the Mayor and the Borough Administrator as Contracting Agent is hereby authorized to process purchase orders with vendors on the attached list in accordance with the terms of the State Contracts as indicated in amounts not to exceed amount listed for each; and

BE IT FURTHER RESOLVED that no certification of funds from the Chief Financial Officer has been attached because these contracts are open-ended pursuant to N.J.A.C. 5:30-11-10 individual purchase orders will be processed prior to release of the order to the vendor.

<u>VENDOR</u>	<u>CONTRACT #</u>	<u>CATEGORY</u>	<u>AMOUNT</u>
J. Swanton Fuel	NJ #19-FLEET-000975	Unleaded Fuel	\$65,000.00
J. Swanton Fuel	NJ 19-FOOD-01102	Diesel Fuel	\$30,000.00