

**FAIR HAVEN BOROUGH COUNCIL  
REGULAR MEETING AGENDA  
OCTOBER 24, 2022, 7:00 P.M.  
HYBRID MEETING (IN-PERSON AND ZOOM)**

Zoom Link: [HTTPS://US02WEB.ZOOM.US/J/89714353791](https://us02web.zoom.us/j/89714353791)

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

Webinar ID: 897 1435 3791

1. **Call to Order:** pm
2. **Salute to the Flag:** Bryce Ouellette, Mayor for the Day
3. **Moment of Silent Reflection:**
4. **Sunshine Law Notice:**
5. **Roll Call:** Councilmembers Chrisner-Keefe Cole Koch  
McCue Neff Rodriguez
6. **Presentation**  
-2021 Municipal Audit: John Swisher, Suplee, Clooney & Co.
7. **Workshop Session**  
-Request from Lauren Porter to have a horse/wagon ride in the Historic District during the holiday stroll  
-2022 Best Practices Inventory
8. **Public Comment on Agenda Items**
9. **Approval of Minutes**  
-October 11, 2022 Regular Meeting  
-October 11, 2022 Executive Session
10. **Old Business**  
-Amendment to the Proposed 2023 Council Meeting Dates  
-Proposed Land Use Ordinance Modifications
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

**Consent Agenda**

**Resolutions**

- |          |   |
|----------|---|
| 2022-220 | Accept 2021 Municipal Audit   |
| 2022-221 | Authorize Bids for McCarter Pond Hydro Raking Project   |
| 2022-222 | Appoint PT Administrative Assistant, Department of Engineering/DPW-Teresa Robinson                                  |
| 2022-223 | Payment of Vouchers   |
| 2022-224 | Authorize Mayor Halpern to execute a Memorandum of Agreement and Collective Bargaining Agreement with PBA Local 184 |

**Department Reports**

**September 2022**

- Planning Board and Zoning Board
- Police Department
- Municipal Court
- 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.**

**NEXT COUNCIL MEETING: MONDAY, NOVEMBER 14<sup>TH</sup>**

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2022-220**

**TITLE:       ACCEPTANCE OF THE 2021 AUDIT FOR THE BOROUGH OF FAIR HAVEN**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2021 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations", and,

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Fair Haven hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2022-221**

**TITLE:        AUTHORIZE RECEIPT OF BIDS FOR THE MCCARTER POND HYDRO RAKING PROJECT**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven that authorization is given to the Borough Administrator and Peter Avakian, Consulting Engineer, to advertise for receipt of bids for the McCarter Pond Hydro Raking Project.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2022-222**

**TITLE: APPOINT PART-TIME ADMINISTRATIVE ASSISTANT FOR THE  
DEPARTMENT OF ENGINEERING AND DPW - Teresa Robinson**

**WHEREAS**, there is a need for a part-time Administrative Assistant to assist with the day-to-day operations of the Department of Engineering and DPW; and

**WHEREAS**, the Borough advertised the position on the Borough's website, the New Jersey League of Municipalities website and other Borough social media platforms; and

**WHEREAS**, resumes were received, and interviews were conducted by the Borough Administrator, Personnel Committee and Director of Engineering; and

**WHEREAS**, it is the recommendation of the Borough Administrator and Personnel Committee that Teresa Robinson be appointed as the part-time Administrative Assistant to the Department of Engineering and Public Works.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Fair Haven, that Teresa Robinson is hereby appointed to the part-time Administrative Assistant position for the Engineering and DPW Department effective January 1, 2023 at an hourly rate of \$22.00 with hours generally not to exceed 20 hours per week.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2022-223**

**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 October 24, 2022 Bill List are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2021 CURRENT ACCOUNT		\$ 9,509.90
2022 CURRENT ACCOUNT		\$ 196,238.97
GENERAL CAPITAL		\$ 194,916.64
GRANT FUND		\$ 1,556.23
PAYROLL AGENCY		\$ 26,413.20
OTHER TRUST		<u>\$ 6,019.50</u>
		\$ 434,654.44
LESS VOIDED CHECKS	-	<u>\$ 500.00</u>
<b>TOTAL</b>		<b>\$ 434,154.44</b>

CURRENT CHECK NO. 63308, \$500.00

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

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**RESOLUTION NO. 2022-224**

**TITLE:        AUTHORIZING THE MAYOR AND BUSINESS ADMINISTRATOR TO EXECUTE A  
MEMORANDUM OF AGREEMENT AND COLLECTIVE BARGAINING  
AGREEMENT WITH THE PBA FOR YEARS 2022 THROUGH 2025**

**WHEREAS**, the Borough has reached an agreement for years 2022 through 2025 with the PBA Local 184 after extensive negotiations; and

**WHEREAS**, the parties would like to execute a Memorandum of Agreement, which has been ratified by the PBA Local 184; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, that the Mayor and Borough Administrator are hereby authorized to incorporate the terms of the Memorandum of Agreement and execute the Collective Bargaining Agreement reflective of the Memorandum of Agreement with the PBA for the years 2022 through 2025.