

**FAIR HAVEN BOROUGH COUNCIL  
REGULAR MEETING AGENDA  
SEPTEMBER 27, 2021, 7:00 P.M.  
BOTH IN PERSON AND VIA ZOOM**

**Zoom Link:** <https://us02web.zoom.us/j/85481850598>

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

**Webinar ID:** 854 8185 0598

1. **Call to Order:** pm
2. **Salute to the Flag:**
3. **Moment of Meditation:**
4. **Sunshine Law Notice:**
5. **Roll Call:** Councilmembers Chrisner-Keefe      Koch      McCabe  
   McCue      Neff      Rodriguez
6. **Presentation**  
-Fellow Presentation by the Green Team
7. **Workshop Session**  
-Roberts Rules of Order  
-Borough Sidewalk Considerations  
-2021 Capital Bond Ordinance  
-Proposed 2022 Council Meeting Dates  
-Proposed Strategic Initiatives Ad-Hoc Committee
8. **Public Comment on Agenda Items**
9. **Approval of Minutes**  
-September 8, 2021 Special Meeting  
-September 13, 2021 Regular Meeting  
-September 13, 2021 Executive Session
10. **Old Business**  
**Hearing and Adoption of Ordinance**  
2021-12      Capital Bond Ordinance
11. **New Business**  
**Council Committee Reports**  
**Finance** - Councilwoman Neff  
**Personnel** - Councilwoman Chrisner-Keefe  
**Planning & Zoning** - Councilwoman Koch  
**Parks and Recreation and Communications** - Councilwoman Koch  
**Police, Fire & OEM** - Councilman McCue  
**Engineering and DPW** - Councilman McCue  
**Borough Facilities** - Councilman Rodriguez  
  
**Consent Agenda**  
**Resolutions**  
2021-215      Executive Session: Personnel and Contract Negotiations  
2021-216      Award proposal to Epic Management - Construction Management Services

2021-217	Approve salary adjustments for various part-time employees
2021-218	Payment of Vouchers
2021-219	Establish an Electronic Receipt Program for Credit Card Processing Services

## Department Reports

**August 2021**

- Municipal Court
- Police Department
- 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)**

Open:                      Close:

- ### 13. Adjournment

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

**BOROUGH OF FAIR HAVEN  
ORDINANCE NO. 2021-12**

**AN ORDINANCE OF THE BOROUGH OF FAIR HAVEN, IN THE COUNTY OF MONMOUTH, NEW JERSEY PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT, INFRASTRUCTURE, IMPROVEMENTS TO PUBLIC BUILDINGS AND GROUNDS AND APPROPRIATING THE SUM OF \$215,000.00 THEREFOR, AUTHORIZED IN AND BY THE BOROUGH OF FAIR HAVEN, IN THE COUNTY OF MONMOUTH, NEW JERSEY**

**WHEREAS**, the Borough of Fair Haven, in the County of Monmouth, New Jersey (the “Borough”), has determined to acquire various equipment and make improvements to infrastructure and public buildings and grounds; and

**WHEREAS**, the Borough has \$215,000.00 in the Capital Improvement Fund.

**NOW, THEREFORE, BE IT ORDAINED** and enacted by the Borough Council (the “Governing Body”) of the Borough, AS FOLLOWS:

**SECTION 1.** The sum of \$215,000.00 is hereby appropriated from the Borough’s Capital Improvement Fund for the acquisitions or improvements described in Section 2 of this ordinance and such acquisitions and improvements are hereby authorized as a General Capital authorization to be undertaken in and by the Borough.

**SECTION 2.** The acquisitions and improvements hereby authorized to be undertaken consist of:

- a. Any capital equipment, so determined as to be necessary by the Governing Body;
- b. Roadway and Infrastructure Improvements, so determined to be necessary by the Governing Body;
- c. Buildings and Grounds Improvements, so determined to be necessary by the Governing Body;
- d. Information technology hardware and software, so determined to be necessary by the Governing Body;

together with all items necessary, incidental or appurtenant thereto.

**SECTION 3.** The capital budget or temporary capital budget, as applicable, of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. In the event of any such inconsistency and amendment, the resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget or temporary capital budget, as applicable, and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

**SECTION 4.** All ordinances or parts of ordinances inconsistent with the terms of this ordinance be and the same hereby are repealed to the extent of their inconsistency.

**SECTION 5.** This ordinance shall take effect as provided by law.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2021-215**

**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. Mandatory Employee Vaccination Program

**Contract Negotiations**

1. PBA Negotiations
2. Teamster Negotiations

**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. 2021-216**

**TITLE:        AUTHORIZE BOROUGH ADMINISTRATOR TO ENTER PURCHASE  
ORDERS FOR EPIC MANAGEMENT TO PERFORM PROFESSIONAL  
CONSTRUCTION MANAGEMENT SERVICES FOR THE BOROUGH’S  
NEW MUNICIPAL, DPW, AND POLICE FACILITIES**

**WHEREAS**, the Borough of Fair Haven (the “Borough”) is presently conducting the planning phases of the construction of new Municipal, DPW, and Police Department facilities; and

**WHEREAS**, the Borough has determined that it requires a qualified construction management firm to provide professional construction management services during the pre-construction, construction, and close-out phases of building the Borough’s new Municipal, DPW, and Police Department facilities; and

**WHEREAS**, the Borough obtained Proposals from two (2) construction management firms, setting forth their respective qualifications, proposed work, and cost proposals; and

**WHEREAS**, after review of the Proposals, the Borough has chosen the Proposal submitted by Epic Management, which Proposal is attached hereto as Exhibit A, to provide professional construction management services during the pre-construction, construction, and close-out phases of building the Borough’s new Municipal, DPW, and Police Department facilities; and

**WHEREAS**, the Borough has bonded for the various construction projects and will encumber funds to pay Epic Management according to the Proposal attached hereto as Exhibit A in an amount not to exceed \$31,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, hereby:

- (1) Authorize the execution of a Professional Service Contract with Epic Management to provide construction management services during the pre-construction, construction, and close-out phases of building the Borough’s Municipal, DPW, and Police Department facilities; and
- (2) Authorize the Borough Administrator to accept and execute the Proposal attached hereto as Exhibit A from Epic Management in an amount not to exceed \$31,000.00; and
- (3) Provide notice that the retention of Epic Management is exempt from public bidding as a professional service under N.J.S.A. 40A:11-5.1(a)(i), and is being awarded under a non-fair and open process in accordance with New Jersey’s Pay-to-Play law; and
- (4) Direct that Notice of this contract award shall be published in the designated official newspapers as required by law within ten (10) days of the passage of this Resolution; and

- (5) Direct that Epic Management shall submit a Business Entity Disclosure Certification which certifies compliance with New Jersey's Pay-to-Play law; and
- (6) Direct that the Borough Purchasing Agent shall ensure the appropriate public contracting language and documentary requirements are submitted by Epic Management prior to commencement of its work; and
- (7) Direct that a certified copy of this resolution shall be forwarded to the Borough Administrator, Chief Financial Officer, Borough Engineer, The Goldstein Partnership, and Epic Management; and

**BE IT FURTHER RESOLVED** that the Borough Administrator is hereby authorized to prepare the appropriate purchase order(s) for the full proposal amounts received from Epic Management and draw down from those encumbered funds, inclusive of work performed to date on these projects; and

**BE IT FURTHER RESOLVED** that the necessary funds to pay Epic Management for the Proposal attached hereto as Exhibit A will be encumbered from existing bonds obtained by the Borough and payment to Epic Management will be made through purchase orders as services are provided.

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2021-217**

**TITLE:       APPROVE SALARY ADJUSTMENTS FOR VARIOUS PART-TIME, NON-  
              ALIGNED BOROUGH EMPLOYEES**

**WHEREAS**, Resolution No. 2021-69 was adopted by the Mayor and Council at their February 22, 2021 meeting and established the 2021 salaries for the non-aligned borough employees; and

**WHEREAS**, there is a need to amend Resolution No. 2021-69 to adjust the salaries of the following part-time Borough employees:

1. Erin Hendrickson, part-time, Police Records Clerk shall be increased to \$22.00 per hour
2. Bonnie Ferris, part-time, Police Records Clerk shall be increased to \$21.00 per hour
3. Jeffrey Jarvis, part-time, DPW Laborer - Recycling shall be increased to \$21.00 per hour
4. Catherine Palma, part-time, Library Assistant shall be increased to \$20.00 per hour

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Fair Haven that the salary adjustments for the part-time employees listed above are hereby approved and are retroactive to January 1, 2021; and

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

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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2021-218**

**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 September 27, 2021 Bill List are hereby approved and the Finance Department is hereby authorized to release payment to the various vendors.

2021 CURRENT ACCOUNT	\$ 149,124.53
GENERAL CAPITAL	\$ 3,123.32
GRANT FUND	\$ 1,225.83
OTHER TRUST	\$ 1,480.50
DOG TRUST	\$ 550.00
	<b>\$ 155,504.18</b>
 LESS VOIDED CHECK	 \$ - 45.00
 <b>TOTAL</b>	 <b>\$ 155,459.18</b>

CURRENT CHECK NO. 61695, \$45.00



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

**Motion by:**

**Second by:**

**AFFIRMATIVE:**

**NEGATIVE:**

**ABSTAIN:**

**ABSENT:**

---

**RESOLUTION NO. 2021-219**

**TITLE:        AUTHORIZING AN ELECTRONIC RECEIPT PROGRAM FOR CREDIT CARD AND DIRECT DEBIT PROCESSING SERVICES FOR MUNICIPAL COURT PAYMENTS, TAX PAYMENTS, AND VARIOUS OTHER PROGRAMS AND SERVICES OFFERED BY THE BOROUGH, AND TO RATIFY WITH ALL NECESSARY AGREEMENTS AND PAYMENT PORTAL PROGRAMS TO IMPLEMENT SAME**

**WHEREAS**, the Government Electronic Payment Acceptance Act (P.L.1955, c.325) (the “Act”) authorizes a municipality to establish a credit card payment system or electronic funds transfer system upon the passage of a Resolution by the Governing Body; and

**WHEREAS**, under N.J.A.C. 5: 30-9.1 *et seq.*, the N.J. Division of Local Government Services has promulgated regulations authorizing municipalities to accept credit card payments in accordance with the Administrative Code, and as to transactions related to a municipal court, pursuant to the Rules of the Court promulgated by the New Jersey State Supreme Court; and

**WHEREAS**, it is the desire of the Borough of Fair Haven (the “Borough”) to authorize the payment of municipal tax bills, municipal court fees and fines, bail and other fees, costs or payments associated with the operation of the municipal court, as well as recreation program fees and administrative and land use office fees; and

**WHEREAS**, it is the intention of the Borough to authorize the Tax Collector’s Office, the Municipal Court Office, Parks and Recreation Office, as well as the Administrative and Land Use Offices to accept payment by credit card for those fees, costs, or other payments associated with that department as set forth above; and

**WHEREAS**, the acceptance of these methods has served and will continue to expand as a convenient alternative payment method for the public.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, hereby: (1) authorize the payment by credit card or direct debit of municipal tax bills, municipal court fees and fines, bail and other fees, costs or payments associated with the operation of the municipal court, as well as parks and recreation, and (2) authorize the Tax Collector’s Office, the Municipal Court Office, Parks and Recreation Office, Administrative Offices and Land Use Offices to accept payment by credit card for those fees, costs, or other payments associated with each department as set forth above; and

**BE IT FURTHER RESOLVED** that the Mayor and Council of the Borough of Fair Haven, County of Monmouth, State of New Jersey, hereby authorize and ratify any and all necessary agreements and payment portal programs to implement the foregoing; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be posted in public places and published in the official newspapers of the Borough; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the N.J. Division of Local Government Services.