

BOROUGH OF FAIR HAVEN

748 River Road



New Jersey 07704

ALLYSON M. CINQUEGRANA • BOROUGH CLERK • MUNICIPAL BUILDING • 732/747-0241 • FAX 732/747-6962

May 28, 2021

TO: THERESA CASAGRANDE, BOROUGH ADMINISTRATOR
FROM: ALLYSON M. CINQUEGRANA, MUNICIPAL CLERK
RE: MAY MONTHLY REPORT

On May 24th we welcomed Nancy Britton to the Borough team; she is settling in nicely and is going to be a great asset to the Borough.

There were 22 OPRA requests received and answered (we have received 102 requests since January 1st). There were 13 tree permits were approved, one (1) tree permit was denied as well as five (5) street openings were approved.

The Block and Lot merger project that began last month is making good progress. It is quite the undertaking. I would like to thank Betty Ann for managing the project, Krystie Larsen for all of her hard work and numerous hours in the basement sorting and filing and Annette in the Library for lending her assistance to help the flow continue.

Betty Ann Berube is preparing the annual Business Registration renewal letters for the 2021/2022 year. Liquor License Renewal Applications are currently being submitted through the ABC Posse Program. All tax clearance certificates have been received for our five liquor licenses. I plan to have renewal resolutions listed on the June 14th Council meeting agenda.

The expenditures I have for this month total \$113.40 for the following:

Legal ads: May 10th Council Meeting (\$19.80), the Budget Introduction was published in the May 24th issue of the Asbury Park Press (\$54.00) and May 24th Council Meeting (\$39.60).

Education/Meetings: I sat in on a Mid-Jersey JIF Zoom Meeting regarding Cyber Security (our IT staff from R-FH attended as well).

I set up all of the May Zoom meetings for Council and the Borough's Boards and Commissions. I shadowed Krystie Larsen for her first Shade Tree Commission meeting on May 5th and she handled the Environmental Commission's May 19th meeting on her own. Sandi Papa handled the Land Use meetings and the May 25th Historic Preservation Commission meeting.

On May 6th, our Risk Manager held our quarterly safety meeting via Zoom; the next safety meeting will be held on August 12th.

A mock election was held to test the updated election laptops to be sure they are working in conjunction with the County's system; it was a success. On May 20th, there was a Zoom conference between Christine Giordano Hanlon, Monmouth County Clerk, the Board of Elections and the Monmouth County Clerks regarding the June 8th Primary Election and further State updates.

I have attached a copy of the May 2021 Financial Report that was provided to Colleen Lapp, CFO; the total amount of revenue taken in for the month was **\$4,445.00**. The amount taken in for May 2020 was **\$1,658.00**.