

**BOROUGH OF SEA GIRT COUNCIL
RE-ORGANIZATION/REGULAR/VIRTUAL MEETING
January 3, 2024 - 7:00 PM**

AGENDA

NOTICE IS HEREBY GIVEN THAT THE BOROUGH COUNCIL MEETING SCHEDULED FOR JANUARY 3, 2024 WILL BE A REGULAR/VIRTUAL MEETING HELD AT THE ELEMENTARY SCHOOL. THE MEETING WILL COMMENCE AT 7:00 PM. THIS AGENDA REFLECTS TO THE EXTENT KNOWN AT THE TIME OF THE POSTING. THE AGENDA IS TENTATIVE AND IS SUBJECT TO AMENDMENT, ADDITIONS OR DELETIONS PRIOR TO THE MEETING.

AS A COURTESY TO THE PUBLIC THIS MEETING MAY BE ATTENDED VIA ZOOM. IF FOR ANY REASON THE ZOOM PORTION OF THIS MEETING FAILS OR IS DISCONNECTED THE IN-PERSON MEETING WILL CONTINUE AND ACTION CAN/WILL BE TAKEN.

Topic: Council Re-Organization/ Regular Meeting

<https://us02web.zoom.us/j/81671505714>

1-301-715-8592

Webinar ID: 816 7150 5714

- **CALL TO ORDER**
- **SALUTE OF THE FLAG**
- **COMPLIANCE STATEMENT:**

This meeting is called pursuant to the provisions of the Open Public Meetings Act, Chapter 231, P.L.1975: adequate notice of this meeting has been given by posting the Notice on the Borough's Bulletin Board and by transmitting the Notice to the Borough's two official newspapers, *The Asbury Park Press* and *The Coast Star*, as required by law.

1. ROLL CALL

	Present	Absent
Council President Anthony		
Councilwoman DiFeo		
Councilman Downey		
Councilman Perry		
Councilwoman Richman		
Councilman Zakin		
Mayor Fetzer		

2. MAYOR TO ADMINISTER THE OATH OF OFFICE TO:

- a. Donald E. Fetzer – Mayor – full term December 31, 2027
- b. Diane Anthony – Council Member – full term through December 31, 2026
- c. Hilary DiFeo – Council Member – full term through December 31, 2026
- d. Brandon Fetzer - Chief, Fire Department
- e. Carl Scipione - Assistant Chief, Fire Department
- f. Line Officers - Devon Clancy, Tim Harmon, Neil Robinson, Ed Sidley
- g. Assistant Engineers – Pat Cavanaugh, William Baeszler, William Loughran, Chris Willms
- h. Fire Police – Clark Lydic and Wayne Dreyer

3. ELECTION OF COUNCIL PRESIDENT – by Nomination

Nomination of _____ by _____, seconded by _____. If no further nominations, motion to close nominations (__ moves, seconded __) and vote on the above nomination will be taken (__ moves, seconded by __; consensus vote).

4. REORGANIZATIONAL ASSIGNMENTS (read aloud by the Municipal Clerk)

PUBLIC SAFETY	
Chair	Tom Downey
Member	Alan Zakin
Member	Donald Fetzer
Police	Tom Downey
Fire	Donald Fetzer
Zoning-Code Enforcement	Alan Zakin
PERSONNEL/ADMINISTRATION/LEGISLATION	
Chair	Tom Downey
Member	Hilary DiFeo
Member	Diane Anthony
PUBLIC BUILDINGS/GROUNDS/LANDSCAPING	
Chair	Diane Anthony
Member	Dr. Maria Richman
Member	Bryan Perry
PUBLIC WORKS	
Chair	Alan Zakin
Member	Diane Anthony
Member	Donald Fetzer
WATER/SEWER DEPARTMENT	
Chair	Hilary Difeo
Member	Don Fetzer
Member	Alan Zakin
BEACHFRONT MANAGEMENT	
Chair	Dr. Maria Richman
Member	Hilary DiFeo
Member	Bryan Perry
LIBRARY	
Chair	Alan Zakin
Member	Diane Anthony
Member	Bryan Perry
ENVIRONMENTAL/WETLANDS CONSERVATION	
Chair	Diane Anthony
Member	Dr. Maria Richman
Member	Alan Zakin

INSURANCE/LABOR NEGOTIATIONS	
Chair	Maria Richman
Member	Alan Zakin
Member	Hilary DiFeo
FINANCE/CAPITAL IMPROVEMENTS/EQUIPMENT	
Chair	Bryan Perry
Member	Tom Downey
Member	Donald Fetzer
SPECIAL COMMITTEES:	
JIF SAFETY COMMITTEE	
Administration	OPEN
Police Department	Chief Justin Macko
Fire Department	Fire Chief Brandon Fetzer
Public Works Department	Michael McArthur
Beach Department	James Freda
LOCAL EMERGENCY PLANNING COMMITTEE	
Mayor and Director	Donald Fetzer
Public Safety	Tom Downey
Member	Ray Bogan
Emergency Management Coordinator (3-year term)	Timothy Harmon
Deputy Emergency Management Coordinator (3-year term)	Chief Justin Macko
Administration Representative	OPEN
Finance Representative	Amy Spera
Law Enforcement Representative	Chief Justin Macko
Fire Department Representative/Safety Officer	Brandon Fetzer
Shared Service EMS	Rob DeMartin
EMS Representative	Nancy Weeks, (Manasquan First Aid)
Public Works Representative	Michael McArthur
Oceanfront Water Ops	James Freda
Health Department Representative	Diane Anthony
Sea Girt School Representative	Rick Papera
MONMOUTH MUNICIPAL JOINT INSURANCE FUND (2 Year Term)	
Fund Commissioner through 12/31/2024	Justin Macko
Alternate Fund Commissioner through 12/31/2024	Dawn Harriman
APPOINTMENTS AFFIRMED BY COUNCIL:	
ADA Coordinator/Alternate	OPEN /Michael McArthur
CDBG Representative/Alternate	OPEN /Megan Thompson
Clean Communities Coordinator	Michael McArthur/Trevor Palmer
Designated Employer Representative - (Drug/Alcohol Testing)	Richard Lyster
Fire Official	Christopher Willms
Public Agency Compliance Officer (PACO)	Amy Spera

Recycling Coordinator	Trevor Palmer	
SMMUA Representative/Alternate (5-year term through 2027)	OPEN/Michael McArthur	
SMRSA Representative (5-year term expires December, 2027)	Mike Meixsell	
Board of Education Liaison	Dr. Maria Richman	
Sea Girt Conservancy Liaison	Diane Anthony	
Sea Girt Library	Alan Zakin	
Sea Girt Recreation Commission Liaison	Hilary DiFeo	
Sea Girt Lighthouse Citizen Committee Liaison	Alan Zakin	
JERSEY SHORE REGIONAL HEALTH COMMISSION Representative	Diane Anthony	
BOARDS AND COMMISSIONS:		
PLANNING/ZONING BOARD		
Class I Mayor	Don Fetzer	December 31, 2024
Class II (1 year term)	Karen Brisben	December 31, 2024
Class III (1year term)	Diane Anthony	December 31, 2024
Class IV 4-year term	Carla Abrahamson	December 31, 2024
Class IV 4-year term	Jake Casey	December 31, 2024
Class IV – 4-year term	Norman Hall	December 31, 2025
Class IV – 4-year term	Eileen Laszlo	December 31, 2024
Class IV- 4-year term	Robert Walker	December 31, 2026
Class IV – 4-year term	John Ward	December 31, 2024
Alternate #1 – 2-year term	Stan Koreyva	December 31, 2025
Alternate #2 – 2-year Term	Tom Britt	December 31, 2024

BOARD OF HEALTH/JERSEY SHORE REGIONAL HEALTH COMMISSION (Three Year Term)		
Chairperson	Diane Anthony	December 31, 2025
Member	Justin Macko	December 31, 2025
Member	Dawn Harriman	December 31, 2025
BOARD OF RECREATION COMMISSION (Five Year Term)		
Chairman	M. D’Altrui	December 31, 2024
Member	Mark Leddy	December 31, 2026
Member	Jennifer Perry	December 31, 2024
Member	Lori Loughlin	December 31, 2024
Member	Kevin Reid	December 31, 2026
SHADE TREE COMMISSION (Five Year Term)		
Chairman	R Strang-Wolf	December 31, 2028
Member	Bill Drew DPW	December 31, 2028

Member	Alex Fatenko	December 31, 2028
Member	Clark Lydic	December 31, 2025
Member	Conrad Yauch	December 31, 2025
SHORE COMMUNITY ALLIANCE		
Member	Maria Richman	December 31, 2024
Member	Justin Macko	December 31, 2024
Member	Rick Papera	December 31, 2024
LIBRARY BOARD OF TRUSTEES		
Member	Don Fetzer	December 31, 2024
Member	Susan Blasi	December 31, 2026
Member	Patricia Connor	December 31, 2027
Member	Jean McFadden	December 31, 2024
Member	James Mulvihill	December 31, 2024
Member	Devon Smith	December 31, 2025
Member	Rick Papera	December 31, 2024

E. OTHER APPOINTMENTS:

2024 Sea Girt Fire Company Roster:

Line Officers:

Chief of Department: Brandon Fetzer
Assistant Chief: Carl Scipione
Captain: Devon Clancy
First Lieutenant: Tim Harmon
Second Lieutenant: Neil Robinson
Chief Engineer: Edward Sidley
Assistant Engineers: William Baeszler, Pat Cavanaugh, William Loughran, Chris Willms
Fire Police Captain: Clark Lydic
Fire Police Lieutenant: Wayne Dreyer
Fire Police Officers: Ted Griffin, Norm Hall, John Luke and Larry O’Connell, John Reilly, Rich Stafford

Fire Department Active Members:

Joseph Accurso, William Baeszler, Douglas Bohrer, Alex Branch, Thomas Branch, Dan Brennan, John Broskey, Jason Castillo, Pat Cavanaugh, Devon Clancy, Thomas Crawley, Jack deCastro, Brandon Fetzer, Donald Fetzer, John Gibbs, Kevin Hanley, Timothy Harmon, Keith Heilos, Edward Hill, Luke Iannacone, Paul Johnson, Dan Lailli, William Loughran, Matt Mastroilli, Thomas McNamara, Martin Minkowicz, George Molyneaux, Dylan Ownes, Christopher Randazzo, Neil Robinson, Carl Scipione, Edward Sidley, Ray Thorn, Christopher Willms, Marcello Zilioli,

Fire Department Junior Members:

Ryan Prior

Fire Department Approved Drivers of Apparatus:

Joseph Accurso, William Baeszler, Pat Cavanaugh, Devon Clancy, Thomas Crawley, Jack deCastro, Brandon Fetzer, Timothy Harmon, Keith Heilos, William Loughran, George Molyneaux, Neil Robinson, Carl Scipione, Edward Sidley, Christopher Willms

Police Department:

SLEO I's: Thomas Murtha, Jacob Gold, Kenneth Malloy and Kevin Budge

SLEO II's: Jacob Glantzman, James McGee, Kevin Kile, Teresa Yeager, Alistar Hall and Cole Duhigg, Brendan Parke and Carmine Pannullo III

Crossing Guards: Dawn Sherman, Sandra Bolchune, Carol Hanley, Lisa DeBoer, Kevin Hanley

Matrons: Lisa DeBoer, Dawn Sherman, Sandra Bolchune, Jennifer Fary

5. CONSENT AGENDA – (consensus vote) These items will be enacted by one motion. If detailed deliberation is desired on any item, council may remove that item from the consent agenda and consider it separately.

- **R-2024:** Conduct of Council Meetings
- **R-2024:** Professional Services
- **R-2024:** Council Meeting Schedule
- **R-2024:** Designate Official Newspapers – *Asbury Park Press & Coast Star*
- **R-2024:** Mayor to Effectuate Proper Decorum, Assign the Seating Arrangement
- **R-2024:** CDBG Representative
- **R-2024:** ADA Coordinator
- **R-2024:** Setting Mileage Reimbursement Rate
- **R-2024:** Depositories for Borough funds
- **R-2024:** Designate Signatories on Borough's Bank Accounts – Mayor, Clerk, Tax Collector, CFO
- **R-2024:** Public Agency Compliance Officer (PACO)
- **R-2024:** Set the fee for non-negotiable instruments submitted to the Borough - \$20.00
- **R-2024:** Change Funds – Beach, Administrative Offices
- **R-2024:** Payment of Certain Bills Prior to Council Meetings
- **R-2024:** Set Grace Period for Property Tax Payments; set interest rates for Delinquent Property Tax Payments
- **R-2024:** Petty Cash Fund
- **R-2024:** Cash Management Plan
- **R-2024:** Cash Management Policy
- **R-2024:** Permit Tax Collector and Chief Financial Officer to cancel small balances or process refunds less than \$10 with no further action of Council
- **R-2024:** Set Fee for Individual Meeting Notice
- **R-2024:** Providing Defense fees for Police
- **R-2024:** Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission
- **R-2024:** 2024 Clean Ocean Action Cleanup Dates – April 13th and October 19th

5. OTHER BUSINESS

6. ADJOURN to Regular Meeting

REGULAR MEETING

- **CALLED TO ORDER IMMEDIATELY AFTER THE CONCLUSION OF THE REORGANIZATION MEETING**
- **CLERK TO ADVISE OF THE PRESENCE OF ALL COUNCILPERSONS**

1. APPROVE MINUTES: (consensus)

- **R-2023:** Approve Minutes, December 13, 2023
- **R-2023:** Approve Executive Session Minutes, December 13, 2023

2. OPEN DISCUSSION (Council is invited to speak on any subject)

3. UNFINISHED BUSINESS: None

4. NEW BUSINESS

- **R-2024:** Reappointment of Municipal Clerk – Dawn Harriman
- **R-2024:** Engineering Proposal for Improvements to Third Avenue, Phase I and Improvements to Third Avenue – Phase II and The Crescent
- **R-2024:** Grant Agreement – 2023 NJUCF Stewardship Grant
- **R-2024:** Appoint Water Sewer Engineer – H2M
- **R-2024:** Temporary Budget – Current, Water and Utility Fund
- **R-2024:** 2024 Temporary Capital Budget

a. Ordinance No. 01-2024: The Mayor to read the said Ordinance by Title:

ORDINANCE NO. 01-2024

BOND ORDINANCE PROVIDING FOR VARIOUS 2024 CAPITAL IMPROVEMENTS BY AND IN THE BOROUGH OF SEA GIRT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY; APPROPRIATING \$1,365,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$1,332,500 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF

- Motion to adopt the said Ordinance on first reading, directing the Clerk to post and publish as required by law and setting the date for the public hearing as February 7, 2024.

5. COUNCIL REPORTS

6. ADMINISTRATIVE REPORT

7. PAYMENT OF BILLS:

8. PUBLIC PARTICIPATION ON ANY SUBJECT (Comments limited to 5 minutes)

The public comment portion of our meeting is to allow the public to bring to the Mayor and Council's attention their concerns or comments. In accordance with N.J.S.A. 10: 4-12(a), the Mayor and Council asks the public to limit their comments to five (5) minutes or less after the speaker has stated their name and address for the record. The Council will respect the public's time by refraining any comment until the speaker has finished with their allotted time. The public comment portion of our meeting is not structured as a question-and-answer session. In order to maintain the efficiency and professional order of the

public meeting, only respectful remarks will be heard by the Mayor and Council. The Administrator will regulate the time during the comment portion of our meeting.

Note: The Mayor and Council will often times direct the Borough Administrator to review the speaker's comments and/or concerns to assign the respective Department Head for follow up after the meeting was adjourned.

9. **Resolution No. __-2024: Executive Session** - Authorizing an Executive Session for litigation purposes and Permitting the Governing Body to Exclude the Public from a Portion of a Public Meeting. Please note that action may be taken by Council upon return to public session.

10. **ADJOURN**

NEXT MEETING IS FEBRUARY 7, 2024