

**January 3, 2022**  
**REORGANIZATION/REGULAR MEETING**

**The reorganization/regular meeting of the Mayor and Council of the Borough of Bay Head was held on Monday, January 3, 2022 at 7:00 PM at the Municipal Building, 83 Bridge Avenue, Bay Head, New Jersey.**

**Mayor Curtis called the meeting to order and welcomed everyone.**

**Mayor Curtis asked everyone to stand and join with him in the Pledge of Allegiance to the Flag.**

**Mayor Curtis read the following statement:**

**Ladies and gentlemen, pursuant to the applicable portions of the New Jersey Open Public Meetings Act, adequate notice of this meeting has been given. This meeting was published in *The Ocean Star*, December 17<sup>th</sup>, *The Asbury Park Press* on December 11<sup>th</sup> and posted on the bulletin board at the Municipal Building located at 83 Bridge Avenue, on December 8, 2021.**

**The roll was called for attendance. Present were Mayor Curtis, Councilmembers Gates, Cornell, Barnes, Shaning, MacPherson, Lyons; Borough Administrator, Frank Pannucci and Borough Attorney, Jean Cipriani.**

**Jean Cipriani, Borough Attorney administered the Oath of Office to the following:**

**Diane M. Cornell, Councilmember  
Dennis J. Shaning, Councilmember**

**Mayor Curtis: Would each of you like to say a few words?**

**Councilmember Cornell: I would like to thank everyone for their vote. I am looking forward to the next few years.**

**Councilmember Shaning: I am delighted to have been re-elected. I thank those who voted for me and I will continue to try my very best for the town. It has been an interesting experience. We have faced a lot of tough issues but I work with a fine group of people and look forward to three more years.**

**Mayor Curtis: Welcome to you both.**

**Councilmember Cornell moved to elect Councilmember Lyons as Council President for the year 2022. This motion was seconded by Councilmember Gates and passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None.**

**Mayor Curtis made the following appointments to Council Standing Committees for 2022. The first person is Chairman.**

<b>Public Services</b>	<b><u>GATES</u>, Barnes, Shaning</b>
<b>Public Works</b>	<b><u>CORNELL</u>, Shaning, MacPherson</b>
<b>Legal and Planning</b>	<b><u>BARNES</u>, Cornell, Gates</b>
<b>Public Safety</b>	<b><u>SHANING</u>, Barnes, Lyons</b>
<b>Parks, Grounds &amp; Rec</b>	<b><u>MacPHERSON</u>, Cornell, Lyons</b>
<b>Finance &amp; Technology</b>	<b><u>LYONS</u>, MacPherson, Gates</b>

**Councilmember Lyons moved to approve Mayor’s appointments of the 2022 Standing Committee and Chairpersons. This motion was seconded by Councilmember Barnes and passed on roll call vote: YES: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None.**

**Mayor Curtis made the following appointments to the Planning Board:**

<b>Class II</b>	<b>Christopher Parlow</b>	<b>One Year term</b>
<b>Class IV</b>	<b>Kevin Feehan</b>	<b>Four year term</b>
<b>Class IV</b>	<b>Mark Durham</b>	<b>Four year term</b>
<b>Class IV</b>	<b>Verity L. Frizzell</b>	<b>Two year term</b>
<b>Alternate #1</b>	<b>Paul F. Wolleon</b>	<b>Two year term</b>
<b>Alternate #2</b>	<b>Peter Doane</b>	<b>One year term</b>
<b>Alternate #3</b>	<b>Jonathan Younghans</b>	<b>Two year term</b>
<b>Alternate #4</b>	<b>Meryl Clement</b>	<b>One year term</b>

**Councilmember Shaning moved to appoint Councilmember Gates as Council’s representative to the Planning Board. The motion was seconded by Councilmember Barnes and passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None.**

**Mayor Curtis made the following appointments to the Environmental Commission:**

<b>Richard McGoey</b>	<b>Three year term</b>
<b>Ellen Akersten</b>	<b>Three year term</b>
<b>Paul Benziger</b>	<b>Two year term</b>

**Councilmember Lyons moved to approve Mayor’s appointments to the Environmental Commission. The motion was seconded by Councilmember Barnes and passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None.**

**Councilmember MacPherson moved to appoint Councilmember Cornell as Council’s representative to the Environmental Commission. The motion was seconded by Councilmember Barnes and passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None.**

**Councilmember Lyons moved to approve the minutes of December 6, 2021. The motion was seconded by Councilmember Barnes and**

passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None.

**Mayor Curtis called for Reports of Standing Committees.**

**Councilmember Gates, Public Services, read the Construction Official and Code Enforcement Officer report for the month of December. Copies of the report are attached to these minutes.**

**It is no surprise with COVID more people have been in town and put more on our public services. Darren and Frank are working with our new Construction Official who is reorganizing the department and meeting with our sub-code inspectors. I am happy to see the trend we are moving in.**

**Councilmember Cornell, Public Works: I will start with the Environmental Commission. Dan has submitted their annual report and a copy will be posted on our website. There is one section he asked be to read:**

**“Those who have attended previous BHEC meetings know that flooding is a frequent topic, this year in February 2021 the BHEC formed a formal Flood Committee and flooding is now a standing agenda topic of the BHEC. In November the BHEC held a special meeting in a “town-hall” format, where the state of the borough related to flooding was presented by Rick McGoey of the BH Planning Board and BHEC member. The Borough & the BHEC have dedicated a great deal of resources to this issue and true cooperation with all members of the Borough, its administration, professionals, and key stake holders in the community is under way. Flooding will remain on the agenda and be a prominent topic of discussion for the BHEC in 2022. A full copy of the report is attached to these minutes.”**

**The BHEC meets the second Tuesday of each month in the Conference Room. This year they will have a change in time to 6:30 pm.**

**The Public Works report was discussed. They have been working super hard with Will Goff our Engineer to see what we can do about flooding. The Recycle Center weekend hours are 9 am to 3 pm. Another check valve has been received for Johnson Street and will be installed on Wednesday. Please reach out to me if you have any questions. A copy of the report is attached to these minutes.**

**Councilmember Barnes, Legal and Planning: It has been quiet for the last month. We continue to monitor changes in the rules and regulations concerning COVID. We also continue to review our municipal code.**

**Councilmember Shaning, Public Safety, read the Bay Head Police Department report of the month of December. A copy of the report is attached to these minutes.**

**My neighbor recently had their car stolen. They did not lock the car or remove the key fob. It is unnerving to think people are**

roaming our streets looking for this. Lock your car and take you key fob inside.

**Councilmember MacPherson, Parks, Grounds and Recreation:** A special thank you to Meryl and Sarah for all they have done for the health and wellness programs. Bay Head Recreation will have a lot of fun events in 2022. I would like to thank Daniel Connelly for all his work on the Butterfly Garden in the back of our park. Patrick Higgins also created a garden by Sacred Heart Church. A special thanks to the Hess Family for all they do. The MYTH Group pay to have the garden to the north of the parking lot cared for. We serve a small town. If you are here full time and want to get involved there is a lot you can do. Thanks also to Rick McGoey and Bob Hein for all the work they do at the train station. I was elected and COVID hit. We have many employees that work really hard as well as our volunteer firemen. We are grateful we live in the community that we do. There are many different venues to find information so you can participate. There will be a lot of new things happening in 2022. If you have any ideas, please let me know.

**Councilmember Lyons, Finance and Technology:** 2022 will be a much better year, hang in there. The Finance Department had a very good meeting right before Christmas. The State has extended the budget dates but we only need to finalize a few numbers and we will be able to introduce our budget in a month or two. We have a number of big projects this year. A lot of good things will be happening in 2022.

**Mayor Curtis:** I am happy to have Frank on board for 2022. This is able to happen because of the Shared Service Agreement with Point Pleasant.

**Frank Pannucci, Borough Administrator:** The Mayor and Council have done a great job and take pride in their commitment to Bay Head. There are a number of projects planned for 2022, the Sally Port and a new website to name two. We will also have Mayor's hours – this will be one-night a month where Mayor, one Councilmember and myself will be available to discuss any concern you have. I feel this will be a great benefit to the residents and I am happy to be a part of it.

**Jean Cipriani, Borough Attorney:** As Councilmember Barnes reported it has been a quiet month, but it has been a rough two years. I have been attorney for 13 years. I hope we have resolved all legal issues and look for a smoother 2022.

Mayor Curtis called for Resolutions and requested they be acted on by Consent Agenda if no one wants to pull one.

The Clerk read the following Resolutions by title:

**Resolution 2022-01 appointing Jean L. Cipriani, Esq. as Municipal Attorney.**

**Resolution 2022-02 appointing Robert A. Hulsart as Municipal Auditor.**

**Resolution 2022-03 appointing Jeffrey R. Surenian, Esq. as Special Counsel, COAH.**

**Resolution 2022-04 appointing Bonnie Peterson, Esq. as Municipal Prosecutor.**

**Resolution 2022-05 appointing F. William Groff, III P.E., CME as Municipal Engineer.**

**Resolution 2022-06 authorizing the execution of a Shared Services Agreement with the Borough of Point Pleasant for the Sharing of a Borough Administrator**

**Resolution 2022-07 appointing Brian W. McAlindin, Esq. as Alternate Prosecutor.**

**Resolution 2022-08 appointing Colliers Engineering and Design as Special Engineering Consultant.**

**Resolution 2022-09 authorizing the Tax Assessor to file an Assessor's Appeal to correct certain errors made on Assessments.**

**Resolution 2022-10 appointing JIF Fund Commissioner.**

**Resolution 2022-11 appointing Municipal Search Officers.**

**Resolution 2022-12 authorizing certain people to sign Borough checks.**

**Resolution 2022-13 approving the 2022 Cash Management Plan of the Borough of Bay Head.**

**Resolution 2022-14 authorizing cancellation of minimal balances and overpayments.**

**Resolution 2022-15 authorizing the cancellation of miscellaneous charges and outstanding checks.**

**Resolution 2022-16 permitting Pre-Payment of certain items.**

**Resolution 2022-17 appointing Roberta A. Burze, Esq. as Public Defender.**

**Resolution 2022-18 appointing Carmine R Villani, Esq. as Alternate Public Defender.**

**Resolution 2022-19 authorizing the execution of a Shared Services Agreement between the Borough of Bay Head and the Township of Freehold for Information Technology Services.**

**Resolution 2022-20 providing for Salaries and Compensation of the Police Department of the Borough of Bay Head for 2022.**

**Resolution 2022-21 authorizing the execution of 2022 Annual Software Maintenance Agreement with Edmunds & Associates.**

**Resolution 2022-22 authorizing the execution of an Employment Agreement with William Antonides, Jr. as Chief Financial Officer.**

**Resolution 2022-23 appointing Christopher Parlow as Community Rating System Coordinator.**

**Resolution 2022-24 appointing Frank Pannucci as Safety Coordinator.**

**Resolution 2022-25 providing dates of Borough Council Meetings and Designating Official Newspaper for the Year 2022.**

**Resolution 2021-26 establishing Fees, Penalties and Interest for 2022.**

**Resolution 2022-27 adopting the 2022 Temporary Budget.**

**Resolution 2022-28 appointing Adam Curtis, CPWM as Recycling Coordinator.**

**Resolution 2022-29 designating Adam Curtis, CPWM as Stormwater Coordinator.**

**Resolution 2022-30 authorizing Electronic Transfer of Funds.**

**Resolution 2022-31 Appoint Office of Emergency Management Roster for 2022.**

**Resolution 2022-32 authorizing the execution of a Policy Endorsement with Metropolitan Life Insurance Company (METLIFE) for Group Dental Service Plan Coverage.**

**Resolution 2022-33 appointing Kenneth Seals, Tanner Curtis, Costa Demetriates, Owen Curtis and Mitch Stadnik as Part-Time Seasonal Laborers.**

**Resolution 2022-34 Deferral of School Taxes.**

**Resolution 2022-35 2022 Temporary Capital Budget.**

**Resolution 2022-36 providing for Salaries and Compensation for the Assistant Chief Financial Officer of the Borough of Bay Head for 2022**

**Resolution 2022-37 authorizing Receipt of Bids for Solid Waste Collection Services.**

**Resolution 2022-38 appointing Van Cleff Engineering to assume the Duties of Zoning Officer for the Borough of Bay Head.**

**Resolution 2022-39 appointing CME Associates as Special Planning Consultant.**

**Resolution 2022-40 authorizing lateral change in title for Kelley Mickle to Administrative Assistant.**

**Resolution 2022-41 appointing Jerry Dasti, Esq. and the Firm of Dasti, Murphy, McGuckin, Ulanky, Connors and Koutsoris, as Borough Conflict Attorney for the Borough of Bay Head.**

**Councilmember Lyons moved the consent agenda resolutions be approved. The motion was seconded by Councilmember Barnes.**

**Mayor Curtis asked if there were any questions from the public concerning the Resolutions presented.**

**Tom Kaelin, 191 Osborne Avenue: There is no detail on the agenda.**

**Mr. Pannucci: Patty can give you a copy of any resolution.**

**There being no further comments or questions Mayor Curtis closed the discussion by the public.**

**The motion passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None. A copy of each resolution is attached to these minutes.**

**Mayor Curtis called for Ordinances, First Reading.**

**Ms. Applegate read Ordinance 2022-01 by title:**

**BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS OF THE BOROUGH OF BAY HEAD, IN THE COUNTY OF OCEAN, NEW JERSEY, APPROPRIATING THE AGGREGATE AMOUNT OF \$15,000 FROM THE GENERAL CAPITAL FUND BALANCE FOR THE COST THEREOF**

**Councilmember Lyons moved this ordinance on first reading, which motion was seconded by Councilmember Barnes.**

**The motion passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None. A copy of this ordinance is attached to these minutes.**

**This ordinance is scheduled for second reading and public hearing on February 7, 2022.**

**Ms. Applegate read Ordinance 2022-02 by title:**

**BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS OF THE BOROUGH OF BAY HEAD, IN THE COUNTY OF OCEAN, NEW JERSEY, APPROPRIATING THE AGGREGATE AMOUNT OF \$507,000 THEREFOR AND AUTHORIZING THE ISSURANCE OF \$481,650 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF**

**Councilmember Lyons moved this ordinance on first reading, which motion was seconded by Councilmember Barnes.**

**The motion passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None. A copy of this ordinance is attached to these minutes.**

**This ordinance is scheduled for second reading and public hearing on February 7, 2022.**

**Ms. Applegate read Ordinance 2022-03 by title:**

**BOND ORDINANCE PROVIDING FOR THE FUNDING OF AN EMERGENCY APPROPRIATION FOR THE REPAIR/REPLACEMENT OF THE STRICKLAND AVENUE PUMP STATION BY THE BOROUGH OF BAY HEAD, IN THE COUNTY OF OCEAN, NEW JEREY, APPROPRIATING \$225,000 AND AUTHORIZING THE ISSUANCE OF \$213,750 IN BONDS AND NOTES TO FINANCE PART OF THE COST THEREOF**

**Councilmember Lyons moved this ordinance on first reading, which motion was seconded by Councilmember Barnes.**

**The motion passed on roll call vote: YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None. A copy of this ordinance is attached to these minutes.**

**This ordinance is scheduled for second reading and public hearing on February 7, 2022.**

**Mayor Curtis opened the meeting to the public.**

**Mr. Kaelin: I would like to follow up on the talk of have the 2022 meetings recorded.**



**Councilmember Lyons:** That was one of the initiatives that our Borough Attorney just spoke about. Money will be put aside to purchase equipment to do so.

**Mr. Kaelin:** The annual calendar on the website is not up to date. The agenda was posted two days early though. Please consider hybrid meetings, that way you would get input from everyone.

**Mayor Sabosik, Borough of Point Pleasant:** I would like to thank the Council and Mayor for sharing services of Borough Administrator. This allows us both to keep our independence. My door is always open, call me. We are here to help.

**Mayor Curtis:** We are very pleased with Frank and for the last six months it has worked beautifully.

**Will Groff, Engineer:** Thank you for the reappointment, I am looking forward to another year working with you.

There being no further comments the public discussion was closed.

**Councilmember Lyons** moved to approve the vouchers for payment. The motion was seconded by Councilmember Barnes and passed on roll call vote. YEAS: Gates, Barnes, Cornell, Shaning, MacPherson, Lyons. NAYS: None. A list of the vouchers is attached to these minutes.

There being no further business, Councilmember Lyons moved the meeting be adjourned. The motion was seconded by Councilmember Barnes and passed on roll call vote. YEAS: Gates, Cornell, Barnes, Shaning, MacPherson, Lyons. NAYS: None

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**Patricia M. Applegate, Municipal Clerk**

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**William W. Curtis, Mayor**