

# Mayor and Council Newsletter

Borough of Island Heights  
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Re-Organization Official Council Meeting Minutes

January 2, 2024

## **MAYOR DOYLE READ THE FOLLOWING:**

The Reorganization Meeting of the Mayor and Council of the Borough of Island Heights is Hereby Called to Order. Notice of this Meeting was Provided in Accordance with the Open Public Meetings Act by Publication in the Asbury Park Press and the Star Ledger on December 22, 2023 and Notice was Posted on the Borough Bulletin Board, the Borough Television Channel and the Borough Website.

## **MAYOR DOYLE LED ALL IN THE:**

### **PLEDGE TO THE FLAG OF THE UNITED STATES OF AMERICA**

## **MAYOR DOYLE ADMINISTERED THE OATHS OF OFFICE JUST PRIOR TO THE START OF THE MEETING FOR:**

### **COUNCIL MEMBERS (3 YEAR TERM):**

Brian Gabriel

Lynn Pendleton

## **MAYOR DOYLE REQUESTED THE:**

### **ROLL CALL OF THE MAYOR AND COUNCIL:**

Mr. Baxter	Present X	Absent_____
Mr. Fumo	Present_____	Absent X
Mr. Gabriel	Present X	Absent_____
Ms. Pendleton	Present X	Absent_____
Ms. Thompson	Present X	Absent_____
Mr. Weber	Present X	Absent_____
Mayor Doyle	Present X	Absent_____

**MAYOR DOYLE OPENED THE:**

**NOMINATION(S) FOR COUNCIL PRESIDENT**

Nomination of Susan Thompson for Council President,

Made by: Mr. Gabriel

Seconded by: Mr. Baxter

Motion to close Council President Nominations Made by: Ms. Pendleton

Seconded by: Mr. Weber

Voice Vote                      Yes: Unanimous                      No \_\_\_\_\_

Voting Record for Council President:

A unanimous ballot of the Council Members present was entered for Susan Thompson to serve as Council President for 2024.

**MAYOR DOYLE ANNOUNCED THE:**

**GOVERNING BODY LIAISONS FOR CALENDAR YEAR 2024:**

**Council Member Baxter**

Borough Clerk  
Borough Prosecutor  
Borough Public Defender  
Budget Committee  
Municipal Court Clerk  
Municipal Judge  
Planning Board

**Council Member Fumo**

Emergency Management  
Fire Department  
First Aid Squad  
Recreation Committee

**Council Member Gabriel**

Animal Control  
Police Department

**Council Member Pendleton**

Board of Health  
Borough Buildings, Facilities and Parks  
Cultural and Heritage Association  
Garbage and Recycling  
Public Works Department  
Streets and Roads

**Council Member Thompson**

Code Enforcement Office  
Community Garden  
Construction Office  
Environmental Committee  
Post Office  
Quality of Life Task Force  
Zoning Office

**Council Member Weber**

Central Regional Schools  
Elementary School  
Library

**MAYOR DOYLE ANNOUNCED THE:**

**APPOINTMENTS OF BOROUGH OFFICIALS AND STAFF MEMBERS FOR  
CALENDAR YEAR 2024:**

Affirmative Action Officer	Sean Asay
Cable Television Officer	Sean Asay
Chief Financial Officer	Louis Palazzo
Clerk of Public Works (Utilities Clerk)	Penny Hagan
Code Enforcement Officer	Sean Asay
Code Enforcement Officer (Deputy)	Teri Sisia
Construction Official (Deputy)	Michael Winch
Construction Sub-Code Official (Plumbing)	Michael Winch
Construction Technical Assistant	Gary Stocco
Construction Technical Assistant	Cinthia Hummel

Construction Technical Assistant	Teri Sisia
Emergency Management Coordinator	Douglas Platt
Emergency Management Coordinator (Deputy)	Andrew Parks
Fire Official	William Richert
Human Resources Manager	April Elley
JIF Fund Commissioner	Sean Asay
Municipal Clerk (Deputy)	Penny Hagan
Municipal Court Administrator	Elizabeth Boettger
Municipal Finance Officer (Deputy)	April Elley
Newsletter Editor	April Elley
Payroll Clerk	April Elley
Planning Board Secretary	Gary Stocco
Planning Board Secretary (Deputy)	Sean Asay
Purchasing Agent	April Elley
Qualified Purchasing Agent	Sean Asay
Recycling Coordinator	Oscar Cradle
Registrar of Vital Statistics	Penny Hagan
Safety Coordinator	Sean Asay
Tax Collector (Deputy)	Julienne Sirico
Zoning Officer	Gary Stocco
Zoning Officer (Deputy)	Sean Asay

Mayor Doyle entertained a Motion:

Resolution 2024-01 - Approving the Foregoing Appointments of Borough Officials and Staff Members

Motion: Ms. Pendleton  
Second: Mr. Baxter

Council Member Comments/Discussion: None

Voting Record:

Mr. Baxter	Mr. Fumo	Mr. Gabriel	Ms. Pendleton	Ms. Thompson	Mr. Weber	Mayor Doyle
<u>Yes/No</u>	Yes/No	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>
Abs.	<u>Abs.</u>	Abs.	Abs.	Abs.	Abs.	Abs.

**MAYOR DOYLE ANNOUNCED THE:**

**2024 PLANNING BOARD APPOINTMENTS:**

**Planning Board**

- Robert Baxter (Mayor’s Designee)
- Lynn Pendleton (Council Representative)
- William Richert (Class II – One Year Term)
- Russell Boyko (Class IV – Four Year Term)
- Garrick Slavick (Class IV – Four Year Term)

Mayor Doyle entertained a Motion:

Resolution 2024-02 – Approving the Foregoing 2024 Board Appointments (By Title)

Motion: Mr. Baxter  
Second: Ms. Pendleton

Council Member Comments/Discussion: None

Voting Record:

Mr. Baxter	Mr. Fumo	Mr. Gabriel	Ms. Pendleton	Ms. Thompson	Mr. Weber	Mayor Doyle
<u>Yes/No</u>	Yes/No	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>	<u>Yes/No</u>
Abs.	<u>Abs.</u>	Abs.	Abs.	Abs.	Abs.	Abs.

**MAYOR DOYLE:**

**2024 COMMITTEE APPOINTMENTS**

**Finance Committee (One Year Term)**

Mayor Doyle  
Robert Baxter

**Trustees of the Library (One Year Term)**

Betsy Hyle (Chairperson)  
Quinn Arevalo  
Jayne Baumann  
Ellen Columbus  
Marilyn Connors  
Sally Gauntt  
Eva Herzog  
Joyce Kaizar  
Claire Kalli  
Lynn Lenox  
James Muller  
Susan Walsh

**Recreation Committee (One Year Term)**

Alan Fumo (Chairperson)  
Penny Hagan (Vice-Chairperson)  
Gail Cudia  
Elaine DeFonzo  
Diane Dellarocca  
Christine Gabriel  
Robert MacNeal  
Justin Moran  
Molly Moran  
Andrea Papageorgiou  
Arron Rustici  
Tyler Yetman  
Max Brodbeck

**Environmental Committee (One Year Term)**

Fred DeFeo (Chairperson)  
Tanara Hall (Vice-Chairperson)  
Tara Church  
Sophia Church  
Dana Fallon  
Stephanie Fumo  
Alan Nichols  
Judy Caldwell Pool  
Lucy Sheer  
Denise Summer

Mayor Doyle entertained a Motion:

Resolution 2024-03 – Approving the Foregoing 2024 Committee Appointments (By Title)

Motion: Ms. Thompson

Second: Mr. Weber

Council Member Comments/Discussion: None

Voting Record:

Mr. Baxter	Mr. Fumo	Mr. Gabriel	Ms. Pendleton	Ms. Thompson	Mr. Weber	Mayor Doyle
<u>Yes</u> /No	Yes/ <u>No</u>	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No
Abs.	<u>Abs.</u>	Abs.	Abs.	Abs.	Abs.	Abs.

**MAYOR DOYLE ANNOUNCED THE:**

**APPOINTMENT OF BOROUGH PROFESSIONALS THROUGH A FAIR AND OPEN PROCESS IN KEEPING WITH BOROUGH CODE CHAPTER 2-42:**

Borough Attorney	Steven A. Zabarsky (Citta, Holzapel and Zabarsky)
Borough Attorney (Conflict)	William Burns (Kalavruzos, Mumola, Hartman, Lento and Duff)
Borough Attorney (Tax Appeals)	Chris J. Connors (Dasti, Murphy, McGuckin, Ulaky, Koutsouris and Connors)
Borough Auditor	Robert A. Hulsart (Robert A. Hulsart and Company)
Borough Bond Counsel	Joel Fleishman (Fleishman, Daniels Law Offices)
Borough Disclosure Agent	Phoenix Disclosure
Borough Engineer	F. William Groff, III (Van Cleef Engineering)
Borough Flood Plain Manager	Michael Goldstein (Van Cleef Engineering)

Borough Independent Registered  
Municipal Advisor

Phoenix Advisors

Borough Prosecutor

Steven A. Zabarsky  
(Citta, Holzapfel and Zabarsky)

Borough Public Defender

Debra Rumpf  
(Rumpf Law)

Mayor Doyle entertained a Motion:

Resolution 2024-04 – Approving the Foregoing Borough Professional Appointments

Motion: Mr. Gabriel  
Second: Ms. Pendleton

Council Member Comment/Discussion: None

Voting Record:

Mr. Baxter	Mr. Fumo	Mr. Gabriel	Ms. Pendleton	Ms. Thompson	Mr. Weber	Mayor Doyle
<u>Yes</u> /No	Yes/ <u>No</u>	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No
Abs.	<u>Abs.</u>	Abs.	Abs.	Abs.	Abs.	Abs.

**MAYOR DOYLE INTRODUCED THE RESOLUTIONS ON THE:**

**REORGANIZATION CONSENT AGENDA:**

Resolution 2024-05                      Setting the Interest Rate to be Charged on Delinquent  
Property Taxes

Motion: Mr. Weber  
Second: Ms. Thompson

Resolution 2024-06                      Setting the Interest Rate to be Charged on Delinquent  
Water and Sewer Utility Charges

Motion: Mr. Baxter  
Second: Ms. Thompson

Resolution 2024-07                      Authorizing the Tax Collector to Cancel Tax and Utility  
Balances of Less Than \$10.00

Motion: Ms. Pendleton  
Second: Ms. Thompson



- Resolution 2024-08                    Authorizing the Tax Collector to Conduct an Electronic Lien Sale for Unpaid Property Taxes and Utility Charges
- Motion: Ms. Pendleton  
   Second: Mr. Baxter
- Resolution 2024-09                    Authorizing Certain Signatories for Official Borough Checks
- Motion: Ms. Thompson  
   Second: Mr. Weber
- Resolution 2024-10                    Authorizing all Full Time and Part Time Hourly Borough Employees to be Paid Every Two (2) Weeks
- Motion: Mr. Gabriel  
   Second: Ms. Pendleton
- Resolution 2024-11                    Designating the Official Publications of the Borough
- Motion: Mr. Weber  
   Second: Ms. Pendleton
- Resolution 2024-12                    Authorizing the Mayor and the Borough Clerk to Execute all Grant Applications on Behalf of the Borough
- Motion: Mr. Gabriel  
   Second: Ms. Thompson
- Resolution 2024-13                    Adopting a Cash Management Plan for Calendar Year 2024
- Motion: Ms. Pendleton  
   Second: Ms. Thompson
- Resolution 2024-14                    Authorizing the Tax Assessor to Act As the Agent for the Taxing District
- Motion: Mr. Baxter  
   Second: Ms. Pendleton
- Resolution 2024-15                    Adopting a Procurement Procedure for the Borough
- Motion: Ms. Thompson  
   Second: Mr. Baxter

Resolution 2024-16

Designating Roberts Rules of Order as the Parliamentary Procedure Manual for all Meetings of Official Bodies of the Municipal Corporation

Motion: Mr. Gabriel

Second: Ms. Thompson

Mayor Doyle entertained a:

Motion to Adopt all of the Resolutions on the Reorganization Consent Agenda

Motion: Ms. Pendleton

Second: Ms. Thompson

Council Member Comments/Discussion: None

Voting Record:

Mr. Baxter	Mr. Fumo	Mr. Gabriel	Ms. Pendleton	Ms. Thompson	Mr. Weber	Mayor Doyle
<u>Yes</u> /No	Yes/ <u>No</u>	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No	<u>Yes</u> /No
Abs.	<u>Abs.</u>	Abs.	Abs.	Abs.	Abs.	Abs.

**MAYOR DOYLE ENTERTAINED A MOTION FOR ADJOURNMENT:**

Motion: Mr. Gabriel

Second: Mr. Weber

The meeting was adjourned by unanimous consent at 7:10 PM.

**Respectfully Submitted,**

**Sean Asay  
Borough Clerk**