

# Mayor and Council Newsletter

Borough of Island Heights  
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2025 Re-Organization Official Council Meeting Minutes

January 2, 2025

## **MAYOR DOYLE CALLED THE REORGANIZATION MEETING TO ORDER AND 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 November 27, 2024 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:**

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

Sandra Healy

Rolf Weber

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

Mr. Baxter	<b><u>Present</u></b>	Absent
Mr. Fumo	<b><u>Present</u></b>	Absent
Mr. Gabriel	<b><u>Present</u></b>	Absent
Ms. Healy	<b><u>Present</u></b>	Absent
Ms. Pendleton	<b><u>Present</u></b>	Absent
Mr. Weber	<b><u>Present</u></b>	Absent
Mayor Doyle	<b><u>Present</u></b>	Absent

**MAYOR DOYLE OPENED THE FLOOR FOR NOMINATION(S) FOR COUNCIL PRESIDENT:**

The Nomination of Rolf Weber for Council President was

Made by: Mr. Fumo

Seconded by: Mr. Gabriel

A Motion to close Council President Nominations Made by: Mr. Baxter

Seconded by: Ms. Pendleton

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

Voting Record for Council President:

Council Members cast a unanimous ballot for Mr. Weber to serve as Council President for 2025.

**MAYOR DOYLE ANNOUNCED THE GOVERNING BODY LIAISONS FOR CALENDAR YEAR 2025:**

**Council Member Baxter**

Borough Prosecutor  
Borough Public Defender  
Budget Committee  
Code Enforcement Office  
Municipal Court  
Planning Board  
Zoning Office

**Council Member Fumo**

Emergency Management  
Fire Department  
First Aid Squad  
Recreation Committee

**Council Member Gabriel**

Animal Control  
Police Department

**Council Member Healy**

Central Regional Schools  
Elementary School  
Library

**Council Member Pendleton**

Borough Buildings, Facilities and Parks  
Community Garden  
Cultural and Heritage Association  
Environmental Committee  
Garbage and Recycling  
Public Works Department

**Council Member Weber**

Borough Clerk  
Construction Office  
Post Office  
Quality of Life Task Force

**MAYOR DOYLE PROPOSED THE FOLLOWING APPOINTMENTS OF BOROUGH OFFICIALS AND STAFF MEMBERS:**

Administrative Assistant	Carol Ann Penna
Affirmative Action Officer	Sean Asay
Board of Health – Secretary	Sean Asay
Cable Television Officer	Sean Asay
Clerk of Public Works (Utilities Clerk)	Penny Hagan
Code Enforcement Officer	Sean Asay
Code Enforcement Officer (Deputy)	Teri Sisia
Code Enforcement Officer (Deputy)	Jacqueline Bryant
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

Human Resources Manager	April Elley
JIF Fund Commissioner	Sean Asay
Municipal Clerk	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
Public Agency Compliance Officer	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 to Adopt:

Resolution 2025-01 - Approving the Foregoing Appointments of Borough Officials and Staff Members for Calendar Year 2025

Motion: Mr. Weber  
Second: Ms. Pendleton

Council Member Comments/Discussion: None

Voting Record:

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

**MAYOR DOYLE PROPOSED THE FOLLOWING BOARD APPOINTMENTS:**

**Planning Board**

- Robert Baxter (Mayor’s Designee)
- William Richert (Class II – One Year Term)
- Lynn Pendleton (Class III – One Year Term)
- Matthew Smith (Class IV – Four Year Term)
- Robert Wilber (Class IV – Four Year Term)

Mayor Doyle entertained a Motion to adopt:

Resolution 2025-02 – Approving the Foregoing Board Appointments for Calendar Year 2025 (By Title)

Motion: Mr. Gabriel  
Second: Ms. Healy

Council Member Comments/Discussion: None

Voting Record:

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

**MAYOR DOYLE PROPOSED THE FOLLOWING 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  
Marilyn Connors  
Sally Gauntt  
Mary Henderson  
Eva Herzog  
Joyce Kaizar  
Claire Kalli  
Lynn Lenox  
James Muller  
Susan Walsh

**Recreation Committee (One Year Term)**

Alan Fumo (Chairperson)  
Penny Hagan (Vice-Chairperson)  
Elaine DeFonzo  
Diane Dellarocca  
Christine Gabriel  
Justin Moran  
Molly Moran  
Andrea Papageorgiou

**Environmental Committee (One Year Term)**

Susan Thompson (Chairperson)  
Tanara Hall (Vice-Chairperson)  
Sophia Church  
Dana Fallon  
Stephanie Fumo  
Allen Nichols  
Judy Caldwell Pool  
Lucy Scheer  
Denise Summer

Mayor Doyle entertained a Motion to adopt:

Resolution 2025-03 – Approving the Foregoing Committee Appointments for Calendar Year 2025 (By Title)

Motion: Mr. Fumo  
Second: Mr. Weber

Council Member Comments/Discussion: None

Voting Record:

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

**MAYOR DOYLE INTRODUCED THE FOLLOWING PROPOSED RESOLUTION REGARDING THE ISLAND HEIGHTS BOARD OF HEALTH:**

Mayor Doyle entertained a Motion to adopt:

Resolution 2025-04

Approving and Authorizing the Members Of the Governing Body to serve as the Board of Health for the Borough in Keeping with N.J.S.A. 26:3-9

Motion: Mr. Fumo  
Second: Mr. Weber

Voting Record:

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

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

Borough Attorney

Steven A. Zabarsky  
(Citta, Holzapfel and Zabarsky)

Borough Attorney (Conflict)

William Burns  
(Kalavruzos, Mumola, Hartman, Lento and Duff)

Borough Attorney (Tax Appeals)	Christopher 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 and Registered Municipal Advisor	Phoenix Disclosure
Borough Engineer	Jeremy Edinger (Van Cleef Engineering)
Borough Flood Plain Manager	Michael Goldstein (Van Cleef Engineering)
Borough Prosecutor	Steven A. Zabarsky (Citta, Holzapfel and Zabarsky)
Borough Public Defender	Debra Rumpf (Rumpf Law)

Mayor Doyle entertained a Motion to adopt:

Resolution 2025-05 – Approving the Foregoing Borough Professional Appointments for  
Calendar Year 2025

Motion: Mr. Baxter  
Second: Mr. Gabriel

Council Member Comment/Discussion: None

Voting Record:

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



**MAYOR DOYLE INTRODUCED THE RESOLUTIONS ON THE REORGANIZATION  
CONSENT AGENDA:**

- |                    |   |
|--------------------|---|
| Resolution 2025-06 | Setting the Interest Rates to be Charged on Delinquent Property Taxes<br><br>Motion: Mr. Weber<br>Second: Mr. Fumo  |
| Resolution 2025-07 | Setting the Interest Rate to be Charged on Delinquent Water and Sewer Utility Charges<br><br>Motion: Mr. Baxter<br>Second: Ms. Pendleton                          |
| Resolution 2025-08 | Authorizing the Tax Collector to Cancel Tax and Utility Balances of Less Than \$10.00<br><br>Motion: Mr. Weber<br>Second: Mr. Fumo                                |
| Resolution 2025-09 | Authorizing the Tax Collector to Conduct an Electronic Lien Sale for Unpaid Property Taxes and Utility Charges<br><br>Motion: Ms. Pendleton<br>Second: Mr. Baxter |
| Resolution 2025-10 | Authorizing Certain Signatories for Official Borough Checks<br><br>Motion: Mr. Fumo<br>Second: Mr. Weber  |
| Resolution 2025-11 | Authorizing all Full Time and Part Time Hourly Borough Employees to be Paid Every Two (2) Weeks<br><br>Motion: Ms. Pendleton<br>Second: Mr. Fumo                  |
| Resolution 2025-12 | Designating the Official Publications of the Borough<br><br>Motion: Mr. Weber<br>Second: Mr. Baxter   |

- Resolution 2025-13                      Authorizing the Mayor and the Borough Clerk to Execute all Grant Applications on Behalf of the Borough
- Motion: Ms. Pendleton  
Second: Mr. Fumo
- Resolution 2025-14                      Adopting a Cash Management Plan for Calendar Year 2024
- Motion: Mr. Gabriel  
Second: Mr. Baxter
- Resolution 2025-15                      Authorizing the Tax Assessor to Act As the Agent for the Taxing District
- Motion: Ms. Pendleton  
Second: Mr. Weber
- Resolution 2025-16                      Adopting a Procurement Procedure for the Borough
- Motion: Mr. Weber  
Second: Mr. Fumo
- Resolution 2025-17                      Designating Roberts Rules of Order as the Parliamentary Procedure Manual for all Meetings of Official Bodies of the Municipal Corporation
- Motion: Mr. Baxter  
Second: Ms. Pendleton

Mayor Doyle entertained a:

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

Motion: Mr. Weber  
Second: Ms. Pendleton

Council Member Comments/Discussion: None

Voting Record:

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

**MAYOR DOYLE – ADJOURNMENT**

Mayor Doyle entertained a:

Motion to Adjourn

Motion: Mr. Gabriel  
Second: Mr. Weber

Voice Vote

Yes: Unanimous

No \_\_\_\_\_

The Reorganization Meeting was adjourned at 7:20 PM.