

The January 1, 2024 regular session of the Borough Council of the Borough of Spring Lake Heights, Monmouth County, New Jersey was called to order by Mayor Campion at 12:00 p.m. in the Frank E. Adams Municipal Building with a moment of silence and a salute to the flag.

**STATEMENT OF NOVEMBER 7, 2023 ELECTION DETERMINATION**

Borough Clerk Janine Gillis read the Statement of the November 7, 2023, Election Determination into the record.

**BOROUGH CLERK JANINE GILLIS ADMINISTERED THE OATH OF OFFICE TO NEWLY ELECTED OFFICIAL**

Mayor (4 Year Term expires 12/31/2027).....Chrstitopher M. Campion, Jr

**MAYOR CHRITOPHER CAMPION ADMINISTERED THE OATH OF OFFICE TO NEWLY ELECTED OFFICIALS**

Borough Council (3 Year Term expires 12/31/2026).....Michele Degnan-Spang  
Borough Council (3 Year Term expires 12/31/2026)..... John Casagrande

**ROLL CALL**

Present:

Councilman Leonard Capristo  
Councilman John Casagrande  
Councilwoman Michele Degnan-Spang  
Councilman William Graetz  
Councilwoman Sara King  
Councilman Christopher Willms  
Mayor Christopher Campion

Absent:

Also attending:

John Barrett, Borough Administrator  
Dennis Collins, Borough Attorney  
Janine Gillis, Borough Clerk

Mayor Campion announced: Pursuant to the requirements of New Jersey's Open Public Meetings Act, notice of this meeting was included in the Annual Meeting Notice filed in the Office of the Borough Clerk; posted on the Borough website and in the Municipal Building; published as a legal notice in the Coast Star newspaper; and mailed to those requesting notice and providing payment.

**BOROUGH COUNCIL APPOINTMENTS**

- **R2024-01**, Establishing Procedure for election of Council President -

On a motion by Mr. Willms, seconded by Mr. Casagrande, Resolution No. 2024-01 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None            Abstain: None            Absent: None

- **R2024-02**, Selecting Council Member to serve as President of the Council for 2024- William Graetz

Councilman Willms nominated Councilman William Graetz as Council President, Seconded by Councilman Casagrande. There were no other nominations.

On a motion by Mrs. King, seconded by Mr. Willms, Resolution No. 2024-02 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None            Abstain: None            Absent: None

- **R2024-03**, Establishing Council Committees & Appointing Committee Chairs for 2024

There are no changes to the council committees. Councilman Casagrande - Finance, Councilman Graetz- Public Safety, Councilman Capristo - Recreation, Councilwoman Degnan-Spang - Utility, Councilman Willms - Public Works, Councilman King - Grants/Legislation.

On a motion by Mr. Graetz, seconded by Mrs. Degnan-Spang, Resolution No. 2024-03 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-04**, Appointing Planning Board – Class 3 Member, Christopher Willms (1year term expires 12/31/2024)

On a motion by Mr. Graetz, seconded by Mrs. King, Resolution No. 2024-04 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

#### **APPOINTMENTS BY MAYOR REQUIRING COUNCIL APPROVAL**

- **R2024-05**, Appointing and Awarding a Contract for Borough Attorney – **Dennis Collins (Collins, Vella, Casello)**

On a motion by Mrs. King, seconded by Mr. Casagrande, Resolution No. 2024-05 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-06**, Awarding a Contract for Audit Services - **Suplee, Clooney & Company**

On a motion by Mrs. King, seconded by Mr. Casagrande, Resolution No. 2024-06 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-07**, Awarding a Contract for Legal Services - Labor Attorney - **Bruce W. Padula, Esq. of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC**

On a motion by Mr. Casagrande, seconded by Mr. Graetz, Resolution No. 2024-07 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-08**, Awarding a Contract for Legal Services - Tax Appeal Attorney - **Frederick Raffetto, Esq. of the firm Hill Wallack, LLP**

On a motion by Mrs. King, seconded by Mr. Graetz, Resolution No. 2024-08 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-09**, Awarding a Contract for Legal Services - Tax Appeal Conflict Attorney - **Lani M. Lombardi Esq. of the firm Cleary Giacobbe, Alfieri, Jacobs, L.L.C.**

On a motion by Mrs. Degnan-Spang, seconded by Mr. Willms, Resolution No. 2024-09 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-10**, Awarding a Contract for Legal Services – Financial Advisor - **Phoenix Advisors, LLC**

On a motion by Mr. Willms, seconded by Mr. Graetz, Resolution No. 2024-10 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

- **R2024-11**, Awarding a Contract for Legal Services – Bond Counsel - **Archer & Greiner, PC**

On a motion by Mr. Casagrande, seconded by Mr. Graetz, Resolution No. 2024-11 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-12**, Awarding a Contract Professional Services - Borough Planner - **Jennifer Beahm, Leon S. Avakian, Inc.**

On a motion by Mr. Willms, seconded by Mr. Casagrande, Resolution No. 2024-12 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-13**, Awarding a Contract for Legal Services – COAH-Fair Housing Attorney- **Andrew Bayer, Esq. - Pashman Stein Walder Hayden, PC**

On a motion by Mrs. King, seconded by Mr. Graetz, Resolution No. 2024-13 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-14**, Awarding a Contract – Professional Services - Financial Reporting/Accounting Services - **PM Consultants, LLC**

On a motion by Mr. Casagrande, seconded by Mr. Willms, Resolution No. 2024-14 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-15**, Awarding a Contract – Professional Services - Administration Services - **PM Consultants, LLC**

On a motion by Mr. Graetz, seconded by Mr. Capristo, Resolution No. 2024-15 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

Mayor Campion thanked Administrator Barrett for the culture and professionalism he has brought to the Borough. He stated appreciation to Mr. Barrett for bringing the Borough to where it is at today.

- **R2024-16**, Awarding a Contract – Professional Services - QPA Services - **PM Consultants, LLC**

On a motion by Mr. Graetz, seconded by Mr. Willms, Resolution No. 2024-16 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-17**, Awarding a Contract – Professional Services – Special Project Engineer - **E2 Project Management, LLC**

On a motion by Mr. Willms, seconded by Mr. Casagrande, Resolution No. 2024-17 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-18**, Awarding a Contract – Professional Services – Special Water-Sewer Engineer -

On a motion by Mr. Graetz, seconded by Mr. Willms, Resolution No. 2024-18 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

- **R2024-19**, Appoint a Borough Engineer – Joseph May

On a motion by Mr. Casagrande, seconded by Mr. Graetz, Resolution No. 2024-19 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

Mayor Champion thanked Mr. May for his willingness to support and the time he has committed to the Borough. He continued to thank Mr. May and the full Public Works Team for all they do.

### **CONSENT AGENDA - Resolutions R2024-20 TO R2024-38**

*Consent Agenda items are considered routine and will be enacted with a single motion; any items requiring expenditure are supported by a Certification of Availability of Funds; any item requiring discussion will be removed from the Consent Agenda; all Consent Agenda items will be reflected in full in the minutes.*

- **R2024-20**, Appointments to the Board of Health – Leonard Giles & Joseph Tompey
- **R2024-21**, Appointing a Representative to the Shore Community Alliance – Eileen Eilenberger
- **R2024-22**, Designating Official Newspapers
- **R2024-23**, Establishing Meeting Schedule
- **R2024-24**, Adopting Cash Management Plan
- **R2024-25**, Fixing the rate of interest on delinquent taxes & water-sewer accounts, cancelling balances under \$10.00 & establishing a returned check fee
- **R2024-26**, Adopting 2024 Temporary Budget
- **R2024-27**, Designating Various Borough Officials
- **R2024-28**, Appointing an Assistant Borough Administrator
- **R2024-29**, Appointing a Deputy Clerk
- **R2024-30**, Appointing of Municipal Court Judge – Colin Quinn, Esquire
- **R2024-31**, Appointing a Borough Prosecutor - James D. Carton, IV, Esquire
- **R2024-32**, Appointing a Borough Public Defender- Charles F. Shaw, III, Esquire
- **R2024-33**, Appointing a Part-time Code Enforcement Officer/Zoning Officer – Barbara Van Wagner
- **R2024-34**, Appointing a Recycling Coordinator – Donald Brahn, Jr.
- **R2024-35**, Appointing an Assistant Licensed Utility Operator – Christopher Crosby
- **R2024-36**, Authorizing Procedures for Borough Tax Assessor & Borough Attorney to sign stipulations & Hire Experts in Connection with Tax Appeals
- **R2024-37**, Approving use of the Cornelius V. Kelly Community Center- Annual Users
- **R2024-38**, Approving use of the Cornelius V. Kelly Community Center - St. Vincent de Paul Society

On a motion by Mr. Willms, seconded by Mrs. Degnan-Spang, Consent Agenda Resolution No.2024-20 through R2024-38 were approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
 Nays: None Abstain: None Absent: None

**RESOLUTIONS**

- **R2024-39**, Approving the payment of the itemized claims as set forth on the December 29, 2023 bills list

On a motion by Mr. Graetz, seconded by Mr. Casagrande, Resolution No. 2024-39 was approved by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

**ANNOUNCEMENT OF MAYOR’S APPOINTMENTS NOT REQUIRING COUNCIL APPROVAL**

- Land Use Board & Environmental Commission

Eileen Eilenberger was reappointed to the Land Use Board for a 4-year term. Tom Martin was reappointed as alternate member for a 2-year term.

Nancy Maclearie, Moira Easton Horan, Richard Thumann and Elizabeth Maricic were appointed to the Environmental Commission.

**REPORTS, NOTICES AND CORRESPONDENCE**

- NJ Water Supply Authority – Pre-Public Meeting January 4, 2024 Re: Present Rate Adjustment Proposal and Provide Data & Public Hearing February 1, 2024 Re; Accept Public comment

**PUBLIC COMMENT**

On a motion by Mrs. King, seconded by Mr. Willms, the public comment section was opened by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None


None Presented

On a motion by Mrs. King, seconded by Mr. Casagrande, the public comment section was closed by the following vote:

Ayes: Mr. Capristo, Mr. Casagrande, Mrs. Degnan-Spang, Mr. Graetz, Mrs. King, Mr. Willms  
Nays: None Abstain: None Absent: None

**ADJOURNMENT**

There being no further business, on a motion by Mrs. King, seconded by Mr. Graetz, the meeting was adjourned without objection at 12:20 p.m.

  
Megan Kass, Borough Deputy Clerk

Approved: Feb. 5, 2024