

**MINUTES OF THE SPECIAL MEETING OF THE WARDEN AND BOARD OF BURGESSES  
ON THURSDAY OCTOBER 8, 2020  
4 NIBANG AVENUE, FENWICK  
4:30 PM**

A Special Meeting of the Warden and Board of Burgesses was held on Thursday, October 8, 2020. Notice of the meeting was posted in a timely manner on the Fenwick kiosk and on the website.

**PRESENT:** Warden Newt Brainard, Frank Keeney, Julie LeBlanc, Pam Christensen, Ann Pulver, Art Wright, Treasurer Bob Gay, General Manager Jeff Champion, and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols.

**NOT PRESENT:** Jonathan Gengras

**MEMBERS OF THE PUBLIC:** Several members of the public were in attendance.

The Warden called the Meeting to Order at 4:30PM.

**Approval of the Minutes**

A Motion was made by Frank Keeney, seconded by Pam Christensen, to approve the August 27, 2020 Minutes as presented.

**PASSED UNANIMOUSLY.**

**Floor Opened for Public Comment:** No comments.

**Public Hearing Regarding Hammer Law:** The Warden stated that the revised proposed Hammer Law reflects the discussion and suggested changes by Burgesses and residents. The revisions were made by the Warden together with Atty. Mike Zizka and Zoning Enforcement Officer/Land Use Administrator Marilyn Ozols. Art Wright requested a draft chart of the parameters of the ordinance for reference purposes. For purposes of clarification, the Warden asked that the following phrase be deleted from Section 1.A: “the Columbus Day holiday (or such other name as may hereafter be given to that holiday)”; and the following phrase be substituted therefor: “the second Monday in October”. He also asked that the following phrase in Section 1.D be deleted: “as well as all Mondays occurring on holiday weekends during that season”.

There was brief discussion of the proposed ordinance and the changes requested by the Warden.

A Motion was made at 4:42 p.m. by Pam Christensen, seconded by Ann Pulver, to close the public hearing.

**PASSED UNANIMOUSLY.**

A Motion was made by Pam Christensen, seconded by Ann Pulver, to approve the revised ordinance, including the changes noted by the Warden.  
PASSED UNANIMOUSLY.

### **General Manager's Report**

General Manager Jeff Champion (GM) provided his report to the Warden and Burgesses prior to the meeting. He discussed the following items.

**-4 Nibang Avenue – Phone/Internet Service:** The phone that was ordered is not available due to high demand caused by the popularity of Zoom meetings. The GM is working with the IT company to find an acceptable substitute model to fit Borough needs.

**-Club Prophet Systems (CPS):** Feedback has been very positive.

**-Park Monitor:** The Park Monitor will be working until November 1, 2020. He is currently on duty approximately 30 hours per week.

**-Park Monitor Golf Cart:** The cart caught fire and is totaled. The GM requested \$6,000 for purchase of a used, fuel-injected cart plus vinyl wrapping to identify it as the Park Monitor cart. There was brief discussion of the matter. The Warden will contact other cart dealers to see if he can find a lower cost alternative.

**-6<sup>th</sup> Tee Box Project:** Due to cost overruns, an additional \$10,000 is required to complete the project. There was discussion of the matter. Frank Keeney stated that donors are being sought for the planned arborvitae plantings. The Warden would like to reassess the matter in one month and allocate the necessary funds then.

**-Golf Course Staffing:** It is difficult to find qualified help for the open mechanic position. The GM does not want to lose long-time, key employees over a few dollars an hour. He will provide a report on Borough staffing costs and structure for the next Burgess meeting and requested that Executive Session be placed on the next meeting's agenda.

**-Storm Damage:** Cleanup has cost the Borough \$5,500 so far and will require an additional \$5,000 for tree and stump removal as well as tree pruning. The GM is working with Chief Spera regarding possible FEMA funding for some of the costs. The Warden added that this amount does not include the work to be done on trees adjacent to the Grove that is being discussed with abutting Fenwood residents. The Warden would like to combine the storm damage quote with the quote for the Grove work once it is available and then have the Burgesses review it.

**-Pier:** GNCB Consulting Engineers, P.C. has provided the revised plans. They will solicit bids.

**-Tennis Courts:** Putnam Tennis will be coming out to assess and repair storm damage.

**Treasurer's Report** – Bob Gay, Treasurer, reported that the Borough is in a very favorable position financially, especially due to increase in golf revenues. The current year estimate of the operating surplus is at least \$150,000. Of course, this does not include changes such as potential labor and wage changes. He advised moving funds to the RBC accounts. There was brief discussion.

**A Motion was made by Pam Christensen, seconded by Frank Keeney, to move \$207,109 from the operating account into the RBC “refi” account.  
PASSED UNANIMOUSLY.**

**A Motion was made by Ann Pulver, seconded by Frank Keeney, to move \$250,000 from the operating checking account to the RBC account which currently holds \$297,439.84.  
PASSED UNANIMOUSLY.**

Bob Gay reported that the Hepburn dune project will begin work on October 13<sup>th</sup>. It is expected that there will be some damage to the entrance and near the project area because the turning radius isn't sufficient to accommodate the large trucks. Photos will be taken before the project and the contractor will make appropriate repairs. The Warden added that bids for the entrance project are expected this fall.

The Warden asked where the Junior Program/Playclass stands financially. The GM stated finances have not been reconciled yet, but he expects there will be a profit of \$3,200.

### **Board, Commission and Committee Reports**

**Policy and Vetting Process for Memorials:** Ann Pulver provided a new draft proposal to the Burgesses prior to the meeting. The new draft would simplify the process by creating a memorial plaque, similar to the one at the memorial garden at St. Mary's by the Sea. Donors would donate in memory of a deceased person who had been in the Borough at least 20 years and the donation would be added to a proposed Fenwick general fund that will be used as needed by the Borough. This would create order and consistency. Pulver stated she was open to any suggestions from Burgesses and residents. The Warden admired the

simplicity and uniformity of the proposal. Pam Christensen agreed. Pulver will get more input from residents.

**Harbor Management Commission Vacancies and Expirations:** The Warden stated this matter would be addressed at the next Burgess meeting.

**Nominating Committee:** The Warden reported that Duby McDowell informed him that a slate would be provided to the Burgesses in November.

**Park Commission:** Frank Keeney reported that September golf course revenue was \$63,000 which is almost double the average revenue for the month.

**-Golf Course Tree Removal/Planting Under Strategic Master Plan:** Charles Millard, in an email dated August 23, 2020, challenged some work planned/being done on the golf course that he believes may be in conflict with the Strategic Master Plan. Keeney noted the difference between a “links-style course” and a true “links course”. Keeney, the GM and the Superintendent have discussed the matter and see no conflict. Keeney asked that the Burgesses let him know if they see a conflict and it would be addressed at the next meeting. The Warden stated that the master plan helps keep continuity from one administration to the next and added that personally, he prefers fewer trees, but understands that some are necessary from a safety perspective. There was brief discussion of the matter. J.D. Rehm stated there used to be a split-rail fence on the back tee on the 4<sup>th</sup> hole and asked that it be replaced. Frank Keeney said it might impact mowing of the tee but he would look into it.

Keeney stated that new golf course rates will go into effect January 1, 2021. There was brief discussion of the new rates, Club Prophet Systems, and possible penalties for no-shows. The Warden stated he would discuss the matter further with the Park Commission and the GM and the new rates would be considered at the next Burgess meeting.

**Planning & Zoning Commission:** Art Wright reported the project at 2 Agawam (Reynolds) was approved. He added that regulation amendments were discussed at the recent meeting.

**Zoning Board of Appeals (ZBA):** Bob Gay stated variances were granted for the Robertson house.

**Concerns Committee:** Pam Christensen asked to discuss the constable position with the Warden at a later date, as she needed to leave the meeting. The Warden agreed. Christensen left the meeting at 6:00 p.m.

The Warden asked for an update on the dune project from Marilyn Ozols (ZEO). She stated the project would start October 13<sup>th</sup>. An email blast will go out to residents. The ZEO also noted that the Hammer Law enacted at this meeting would go into effect 30 days after publication.

**Warden Report:** Atty. Campbell Hudson is researching the status of Old Fenwick Road, Wilson Avenue and Sequassen Avenue.

**Next Meeting:** Tuesday, November 24, 2020 at 4:30 p.m. This will be a Zoom meeting.

There being no further business, a Motion was made by Frank Keeney, seconded by Ann Pulver, to adjourn the meeting at 6:10 p.m.  
**PASSED UNANIMOUSLY.**

Respectfully submitted,

Suzanne M. Stanners