

**BOROUGH OF MOUNTAIN LAKES  
BOROUGH HALL, 400 BOULEVARD  
JANUARY 4, 2016  
7:30 p.m.  
MINUTES**

**1. CALL TO ORDER; OPENING STATEMENT**

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting and the agenda thereof had been reported to The Citizen and the Morris County Daily Record and The Star Ledger on January 8, 2015 and posted in the municipal building.

Ms. Reilly called the meeting to order at 7:32 p.m. in the municipal building.

**2. ROLL CALL**

Ms. Reilly called the roll. All Council members were present. Also in attendance were Borough Manager Richard Sheola, and Borough Attorneys James Bryce and Robert Oostdyk, as well as Chief Shawn Bennett, Department of Public Works Superintendent Mark Prusina, and Recreation Director Audrey Lane.

**3. PLEDGE OF ALLEGIANCE**

Ms. Reilly led the salute to the flag.

**4. INVOCATION**

Reverend Jared Brogan, Parish Administrator at St. Catherine of Siena Church in Mountain Lakes, gave the invocation.

**5. INTRODUCTION OF DIGNITARIES**

Councilman McWilliams introduced State Senator Anthony Bucco and Freeholder Douglas Cabana.

**6. 2015 MAYOR'S MESSAGE – G. Douglas McWilliams**

Councilman McWilliams, Mayor of the Borough during 2015, gave the following year end address:

Council looks forward to a successful and somewhat more predicable 2016 and I know this team will work hard to make that true.

This past year we have been tasked with handling the business of Mountain Lakes and many aspects of that work are somewhat routine in nature. Of course not all our activities might be considered routine after all is said and done for 2015.

Continuity is a key to success in this work of course and no sooner did we have our Reorganization meeting last January, we found ourselves in need of identifying a new manager to replace Bob Tovo who accepted an offer he could not refuse.

To that end, we determined there was too much at stake to continue without a manager and hired Bob Hoffman in the interim to help with the transition. We were lucky to have had his help. Bob provided useful and timely guidance to our work and helped us continue the budget process as well as take care of the other business at hand.

With the re-formation of the search committee and after meeting some very qualified applicants we made the great choice in Rich Sheola as our new manager. Beginning at the end of April, he took the reins and was working diligently on getting to know our town, employees and Council as he worked on plans for our future. There was certainly a lot to catch up on and a few hot topics before us including reworking our financial operations and tackling the proposed development plan presented to us in February.

In early July however, he lost a struggle with a really big dog and was seriously injured. Through his ordeal, he was communicative and a helpful guide to Michele Reilly as our acting manager. Michele filled in as best she could where Rich left off and did an awesome job keeping all the wheels turning. In fact all of our department heads did all they could to help us keep up and in the end, we did not lose too much momentum.

One area in which we made significant improvements is with regard to our financial operations. There are few professional municipal Chief Financial Officers out there and Rich managed to find a real pro in the form of Bernie Re. With great help from our Finance Committee, Dan Happer and others, I think Bernie and Rich have improved many of the weaker areas of how we handle our finances and we are in much better shape for that.

We have suffered through a long episode and learning curve related to the mess in NJ called Fair Share Housing. On its own we needed to learn a lot about it anyway. It became especially timely as it related to a developer's plan to create a project that would incorporate some of that housing need that came up in February.

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Without going into the details of that again now, I would like to say there was a lot of time and energy spent buy all of council, our administration, the Planning Board, other committees and commissions, our professionals and the many residents who participated in the process.

We had to quickly learn about all aspects of how this plan may or may not work and what was needed to make the best of a challenging situation.

Though there were a number of differing opinions, the process did help drive us to work that much harder to do what we could to come up with the right solution. That process will continue and we will hear more on that this year surely.

We set goals each year and do what we can to try to meet those goals and here are some of them and their outcomes;

One Goal was to formalize our procedure for appointing our professionals. As you see in our packet, Rich Sheola with support of Council has taken on a full Request For Proposal or RFP for all professional appointments. The result helps Council gain a clearer picture of what options are available to us in all areas and particularly helps Rich establish a baseline of information going forward. In the future we will focus on several appointments each year to make sure we are using the right professionals.

Another goal was to find a way to thank our vast pool of volunteers and establish a procedure going forward to do just that. With the success of the Volunteer Recognition and Awards Program that took place before our previous meeting I think we have found a good formula and more of the same can be expected in the future.

I would like to point out something missed in that event. Volunteers who have served for 20 years or more will have their names placed on our wall here and those who served 25 years or more will have a tree planted in the borough in their honor.

Also, the creation and implementation of a comprehensive employee handbook has been on our radar for a few years now and that too has been shepherded to near completion with a roll out that has taken place this fall and is nearly complete.

Communications has come a long way forward this year with the introduction of our new web site and work to further fine tune guidelines on its operation.

More flexibility has been directed to the administration, department heads, chairs of committees and commissions and others to take ownership and keep the information found here more accurate and up to date.

Along with that is the rollout of the public portal allowing residents to post concerns and comments regarding items about which our administration and Department of Public Works should be aware. It is called the DPW Work Request and can be found on the main page of [www.mtnlakes.org](http://www.mtnlakes.org).

Of course there are some items that don't really have an ending and we will always have them on our goals list like;

- Adopting a fiscally responsible budget
- Completing long range capital plans; evaluating and making recommendations for updates and upgrades to all the borough's facilities and infrastructure
- Seeking and implementing shared service opportunities whenever and wherever we are able
- Striving to find ways to improve public safety
- .....to name a few.

It has been a pleasure serving as Mayor in 2015 and I want to thank so many around town for helping make it a successful adventure. I don't want to miss anyone so I will not go down a long list of names; you all know who you are and how you helped. Of course a few stand out; Bob Hoffman and Rich Sheola come to mind for helping with a long and difficult transition.

Michele Reilly was a major player throughout and showed us what multitasking is all about.

Bob Oostdyk in particular played a big role in so many items we needed to consider and I for one am glad he was here this year for all his wisdom and guidance.

I do want to thank each and every member of council however. We are elected to take care of the business of Mountain Lakes. Each of us comes from a different background in both our personal and business lives. There is not always unanimous agreement on items before us and that is healthy in keeping us on our toes as we consider various issues.

We each have a different perspective and bring a talent that complements the others and that is why it works.

We also have had a marked increase in interest by the residents and not just in one area. We encourage people to attend our meetings so as to be better informed and to better inform us, too.

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I also look forward to the celebration of the Centennial of the Mountain Lakes Volunteer Fire Department with whom I have been associated since 1994. It has been an honor to be a part of that great fraternity and serve our residents and I hope some of you might consider challenging yourselves to be a part of that legacy, too.

I was born in Mountain Lakes and expect to be here for a long time to come as many if not most of you do. I love our town and plan to continue playing a role in our future.

**7. MEMORIAL STATEMENT**

The 2015 Mountain Lakes Memorial List was introduced by Councilman McWilliams and read by Borough Council members.

**8. ELECTION OF MAYOR**

Ms. Reilly called for nominations for Mayor. Councilman Lester nominated Councilman Holmberg, with a second by Councilman Borin. With no other nominations, Ms. Reilly closed the nominations. The Council unanimously elected Councilman Holmberg to the office of Mayor for 2016 by roll call vote.

**9. OATH OF OFFICE – MAYOR**

The Oath of Office was administered to Mayor Holmberg by Ms. Reilly. Mayor Holmberg's son Peter held the Bible.

**10. ELECTION OF DEPUTY MAYOR**

Mayor Holmberg called for nominations for Deputy Mayor. Councilman Happer nominated Councilman Borin, with a second by Mayor Holmberg. With no other nominations, Mayor Holmberg closed the nominations. The Council unanimously elected Councilman Borin to the office of Deputy Mayor for 2016 by roll call vote.

**11. OATH OF OFFICE – DEPUTY MAYOR**

The Oath of Office was administered to Deputy Mayor Borin by Ms. Reilly. Deputy Mayor Borin's son Jack held the Bible.

**12. OATH OF OFFICE – POLICE DEPARTMENT – Sergeant Jason Dimick**

Mayor Holmberg administered the Oath of Office to newly promoted Sergeant Jason Dimick. Sergeant Dimick's wife, Stacey held the Bible. His badge was pinned on by Chief Bennett.

**13. RESOLUTION 01-16**

Resolution Approving the Officers of the Mountain Lakes Volunteer Fire Department

Council Member	By:	2 <sup>nd</sup> :	Yes	No	Abstain	Absent
Albergo			X			
Barrett			X			
Happer	X		X			
Lester			X			
McWilliams		X	X			
Borin			X			
Holmberg			X			

**14. OATH OF OFFICE – FIRE DEPARTMENT – Mayor**

Chief Matthew DeSantis  
Deputy Chief Steve Castellucci  
Assistant Chief Bill Bender  
Administrative Officer Joe Mullaney

Mayor Holmberg administered the Oath of Office to Chief DeSantis, Deputy Chief Castellucci, Assistant Chief Bender, and Administrative Officer Mullaney. Assistant Chief Bender's daughter, Erin, held the Bible.

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**\*CONSENT AGENDA ITEMS**

Matters listed as Consent Agenda Items are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.

**15. \*RESOLUTIONS**

- 02-16 Resolution Establishing 2016 Borough Council Meeting Schedule
- 03-16 Resolution Designating Official Newspapers of the Borough for 2016
- 04-16 Resolution Establishing 2016 Borough Council Meeting Agenda
- 05-16 Resolution Designating 2016 Holiday Schedule
- 06-16 Resolution Authorizing Participation in the New Jersey State Tonnage Grant Program
- 07-16 Resolution Authorizing Participation in the Volunteer Tuition Credit Program
- 08-16 Resolution Supporting Traffic and Safety Ordinances
- 09-16 Resolution Supporting Efforts to Create 'Idle Free Zones' In The Borough of Mountain Lakes
- 10-16 Resolution to Support a 'Safe Routes to School' Program
- 11-16 Resolution to Protect and Maintain the Public Lands of the Borough of Mountain Lakes
- 12-16 Resolution to Close the Boulevard for the 2016 Memorial Day Parade
- 13-16 Resolution Appointing Special Police Officers – Mola, Mullaney, Sims
- 14-16 Resolution Appointing Assessment Search Officer – Reilly
- 15-16 Resolution Appointing Tax Search Officer - Purcell
- 16-16 Resolution Appointing JIF Representatives – Reilly, Sheola
- 17-16 Resolution Appointing Dog and Cat Licensing Official - Reilly
- 18-16 Resolution Appointing Municipal Court Personnel – Mason, Weininger
- 19-16 Resolution Appointing a Member And An Alternate Member to Serve on the Community Development Revenue Sharing Committee – Barrett, McWilliams
- 20-16 Resolution Appointing the Municipal Housing Liaison – Sheola
- 21-16 Resolution Appointing the Emergency Management Coordinator and the Deputy Emergency Management Coordinators – Bennett, Prusina, Mullaney
- 22-16 Resolution Authorizing Cancellation of Refunds and Delinquencies Under \$10.00
- 23-16 Resolution Establishing the Rate of Interest for Delinquent Taxes
- 24-16 Resolution Approving 2016 the Cash Management Plan
- 25-16 Resolution Designating Official Depositories for Borough Funds
- 26-16 Resolution Authorizing a Temporary Budget For The Calendar Year 2016
- 27-16 Resolution Relative to Audit Controls Required for the Issuance of Statutory Bonds by the Municipal Excess Liability Joint Insurance Fund (MEL)
- 28-16 Resolution Authorizing the Payment of Bills
- 29-16 Resolution Recognizing UHY Employee Benefits Consulting Services, Inc. As Producer of the Borough of Mountain Lakes Employee Dental Benefits Program
- 30-16 Resolution Authorizing the Execution of An Interlocal Services Agreement Between the Borough of Mountain Lakes And The County of Morris For Dispatching Services
- 31-16 Resolution Authorizing the Execution of An Interlocal Services Agreement With The Whippany River Watershed Action Committee And Authorizing The Appointment of Representatives to the Committee for the Calendar Year 2016 -Sheola, Holmberg, Marshall
- 32-16 Resolution Authorizing The Entry Into An Interlocal Services Agreement Between the Borough of Mountain Lakes and the Board of Education of the Borough of Mountain Lakes
- 33-16 Resolution Authorizing a Second Amendment to the Shared Services Agreement Between the Borough of Mountain Lakes and the Township of Denville for Municipal Court Services
- 34-16 Resolution Awarding a Contract for Certified Tree Expert and Arborist Services to Hasbrouck Forestry, LLC
- 35-16 Resolution Authorizing a Professional Services Agreement For Legal Services Between the Borough of Mountain Lakes and Murphy McKeon P.C.
- 36-16 Resolution Authorizing A Professional Services Agreement for Auditing Services Between the Borough of Mountain Lakes and Nisivoccia LLP
- 37-16 Resolution Awarding a Contract for Professional Legal Services – Bond Counsel to Hawkins, Delafield & Wood, LLP
- 38-16 Resolution Authorizing a Professional Services Agreement for Engineering Services in Connection with the Management of Borough Owned Dams Between the Borough of Mountain Lakes and Ferriero Engineering, Inc.
- 39-16 Resolution Authorizing a Professional Services Agreement for Engineering Services Between the Borough of Mountain Lakes and Anderson and Denzler Associates, Inc.
- 40-16 Resolution Awarding a Contract for Insurance Risk Consulting Services to Chadler Solutions, Inc.
- 41-16 Resolution Awarding a Contract for I.T. Maintenance and Support to Lawsoft, Inc.
- 42-16 Resolution Authorizing a Professional Services Agreement For Lakes Management and For Water Quality Management Services Between the Borough of Mountain Lakes and Allied Biological, Inc.
- 43-16 Resolution Authorizing a Professional Services Agreement for Planning Services Between the Borough of Mountain Lakes and Phillips Preiss Grygiel LLC

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- 44-16 Resolution Establishing the Borough Council Subcommittees for 2016 – Personnel, Shared Services, Public Safety  
45-16 Resolution Re-Establishing the Woodlands Advisory Committee and Appointing Public Members for 2016  
46-16 Resolution Re-Establishing the Traffic & Safety Advisory Committee and Appointing Public Members for 2016  
47-16 Resolution Re-Establishing the Finance Advisory Committee and Appointing Public Members for 2016  
48-16 Resolution Re-Establishing the Memorial Day Parade Advisory Committee and Appointing Public Members for 2016  
49-16 Resolution Re-Establishing the Communication Advisory Committee and Appointing Public Members for 2016  
50-16 Resolution Re-Establishing the Lakes Management Advisory Committee and Appointing Public Members for 2016  
51-16 Resolution Re-Establishing the Memorial Park Committee and Appointing Public Members for 2016  
52-16 Resolution Re-Establishing the Green Team Advisory Committee and Appointing Public Members for 2016  
53-16 Resolution Re-Establishing the Public Works Advisory Committee of the Borough of Mountain Lakes and Appointing Public Members for 2016  
54-16 Resolution Establishing the Affordable Housing Element and Fair Share Plan Advisory Committee and Appointing Public Members for 2016

**16. \*MINUTES**

December 14, 2015 (Executive)  
December 14, 2015 (Regular)

**17. \*BOARD AND COMMISSION AND COMMITTEE APPOINTMENTS**

COMMISSION/BOARD	NAME	TERM	POSITION	DATES	NOTE
Environmental Commission	Marnie Vyff	3 years	Member	1.01.16-12.31.18	Reappointment
Health Commission	Barbara Girz	3 years	Member	1.01.16-12.31.18	Reappointment
Historic Preservation Comm	Tom Dagger	4 years	Member	1.01.16-12.31.19	Reappointment
	Lesley Karczewski	4 years	Member	1.01.16-12.31.19	Reappointment
	Margaret DeWitt	2 years	2 <sup>nd</sup> Alternate	1.01.16-12.31.17	Reappointment
Planning Board	Corey Nachshen	4 years	Class IV Mbr	1.01.16-12.31.19	Reappointment
	Bethany Russo	2 years	1 <sup>st</sup> Alternate	1.01.16-12.31.17	Reappointment
Recreation Commission	Jim Peterson	3 years	Member	1.01.16-12-31.18	Reappointment
	Lydia Spoto	3 years	Member	1.01.16-12-31.18	Reappointment
Shade Tree Commission	Edwina Marchev	5 years	2 <sup>nd</sup> Alternate	1.01.16-12.31.20	New Appointment
	Consuelo Murtagh	5 years	Member	1.01.16-12.31.20	Reappointment
Zoning Board of Adjustment	Peter Bolo	4 years	Member	1.01.16-12.31.19	Reappointment
	Jim Murphy	4 years	Member	1.01.16-12.31.19	Reappointment
	Stephen Vecchione	4 years	Member	1.01.16-12.31.17	Filling unexpired term
	John Tolud	2 years	1 <sup>st</sup> Alternate	1.01.16-12.31.16	Filling unexpired term

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**18. \*COUNCIL LIAISON APPOINTMENTS**

<b><u>Committee/Commission/Board</u></b>	<b><u>Liaison/Member</u></b>
Affordable Housing Element and Fair Share Plan Advisory Committee	Barrett Lester
Communications Advisory Committee	Borin
Community Development (County Committee)	Barrett McWilliams (alternate)
Environmental Commission	Lester
Finance Advisory Committee	Borin Lester Happer
Fire Department	Barrett
Health Commission	Barrett
Historic Preservation Committee	Albergo
Lakes Management Advisory Committee	Holmberg
Library Board of Trustees	Barrett
Memorial Day Advisory Committee	Holmberg
Planning Board	Borin Holmberg
Public Works Advisory Committee	Albergo Happer McWilliams
Recreation Commission	Happer
Shade Tree Commission	McWilliams
Traffic & Safety Advisory Committee	Albergo
Woodlands Management Advisory Committee	McWilliams
Zoning Board of Adjustment	Lester
<b><u>Subcommittees</u></b>	<b><u>Liaison/Member</u></b>
Personnel Subcommittee	Borin Holmberg Lester
Public Safety Subcommittee	Albergo Barrett Happer
Shared Services Subcommittee	Barrett Borin McWilliams

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Prior to the Consent Agenda vote Councilman Lester requested that Resolution 30-16, Resolution Authorizing the Execution of An Interlocal Services Agreement Between the Borough of Mountain Lakes And The County of Morris For Dispatching Services and Resolution 54-16, Resolution Establishing the Affordable Housing Element and Fair Share Plan Advisory Committee and Appointing Public Members for 2016 be discussed separately from the Consent Agenda.

<b>Council Member</b>	<b>By:</b>	<b>2<sup>nd</sup>:</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Albergo			X			
Barrett			X			
Happer		X	X			
Lester			X			
McWilliams	X		X			
Borin			X			
Holmberg			X			

**Resolution 30-16**

**Resolution Authorizing the Execution of An Interlocal Services Agreement Between the Borough of Mountain Lakes And The County of Morris For Dispatching Services**

Councilman Lester expressed his objection to the lack of service level agreement and penalties.

<b>Council Member</b>	<b>By:</b>	<b>2<sup>nd</sup>:</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Albergo			X			
Barrett		X	X			
Happer	X		X			
Lester				X		
McWilliams			X			
Borin			X			
Holmberg			X			

**Resolution 54-16**

**Resolution Establishing the Affordable Housing Element and Fair Share Plan Advisory Committee and Appointing Public Members for 2016**

Councilman Lester questioned the need to establish the committee for an entire year.

<b>Council Member</b>	<b>By:</b>	<b>2<sup>nd</sup>:</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Albergo			X			
Barrett			X			
Happer	X		X			
Lester				X		
McWilliams		X	X			
Borin			X			
Holmberg			X			

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Prior to the Public Comment, Mayor Holmberg presented Councilman McWilliams with a gavel in recognition of his term as Mayor.

Mayor Holmberg also made some brief remarks. He commented on the experience, skill set, and unique perspective each Council member brings to the table. He commended the administrative staff for their hard work, flexibility, and orientation toward quality service. He praised the Borough volunteers for being informed, dedicated and passionate.

Mayor Holmberg stated that his vision for the Council in 2016 would encompass four (4) areas of focus: fiscal responsibility, efficiencies, technology/communication, and community. He added that Council goals would include respectful deliberation and clear direction, courage to make the right decisions, and to be good stewards for what we have been given and what we envision for the next generation.

**19. PUBLIC COMMENT**

**Please state your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

Mayor Holmberg opened the public comment portion of the meeting with the consent of the Council. Mayor Holmberg explained the Council's policy of limited each speak to five (5) minutes and no yielding of time to another person.

With no one wishing to be heard, Mayor Holmberg closed the public comment portion of the meeting.

**20. ADJOURNMENT at 8:23 PM**

Motion made by Councilman Happer, second by Councilman Barrett, to adjourn the meeting at 8:23 p.m., with all members in favor signifying by "Aye".

**ATTEST: JANUARY 4, 2016**

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Michele Reilly, RMC, Borough Clerk

Mayor