

**BOROUGH OF MOUNTAIN LAKES
BOROUGH HALL
400 BOULEVARD
MOUNTAIN LAKES, NJ 07046
973-334-3131
www.mtnlakes.org**

**FEBRUARY 22, 2016
EXECUTIVE CLOSED SESSION – BEGINS AT 7:30 PM
PUBLIC SESSION – BEGINS AT 8:00 PM**

MINUTES

1. CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT 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, 2016 and posted in the municipal building.

Mayor Holmberg called the meeting to order at 8:00 p.m. in the municipal building.

2. ROLL CALL ATTENDANCE

Ms. Reilly called the roll. All Council members were present. Also present at the Executive Session were Borough Manager Rich Sheola, Borough Clerk Michele Reilly, Borough Attorney Robert Oostdyk, as well as Cara Fox (Interim Clerk), Chief Shawn Bennett, Department of Public Works Superintendent Mark Prusina, and Recreation Director Audrey Lane.

3. FLAG

Mayor Holmberg led the salute to the flag.

4. EXECUTIVE SESSION NONE

5. COMMUNITY ANNOUNCEMENTS

Mayor Holmberg made the following announcements:

- The Beach Renovation Presentation from the February 8, 2016 Council Meeting was posted on the website.
- The Baseline Concussion Program hosted by Recreation Commission will be held on February 25th and February 29th at 7:30pm in the Mountain Lakes High School Media Center.
- The Lakes Management Meeting will be held on March 1st at 7:30pm and will focus on the year end summary of 2015 year. Mayor Holmberg encouraged as many people from the public and council to attend since the Lakes are one of the greatest natural assets of Mountain Lakes.
- The Mountain Lakes High School Girls Swim Team won their 11th state championship in the last 14 years. Mayor Holmberg complimented Chief Bennett and the police department for being kind enough to lead the team into town with a police escort which made the girls feel more like champions.
- Mayor Holmberg welcomed everyone in attendance to Cara Fox's first night as interim clerk and acknowledged Borough Clerk Michele Reilly's departure on February 29th from Mountain Lakes to Jefferson Township by reading into record a resolution.

6. SPECIAL PRESENTATIONS

There were no special presentations.

7. REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

There were no reports.

8. 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 limiting each speaker to five (5) minutes with no yielding of time to another person.

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Larry Feiwei- 49 Tower Hill Road

Mr. Feiwei was concerned about the dangers of the unmarked guide posts (approximately 4 feet high) that appear near the sled run and various points around Birchwood Lake. He is concerned that the posts impede passage. He believes the posts may have been installed by an Eagle Scout supporting the Mountain Lakes Department of Public Works. Mr. Feiwei wants to know who installed the posts, who authorized the installation of the posts and what rules are in place regarding the posts. If the posts weren't authorized Mr. Feiwei would like the posts removed. If the posts were authorized then he would like the dangerous posts to be moved. Mr. Feiwei stated he does not agree with the way the posts were done.

George Jackson(Former Mayor) -20 Sherwood Road

Mr. Jackson thanked Michele Reilly for her service and wished her well.

Blair Bravo(Former Mayor)-3 Grove Place

Ms. Bravo thanked Michele for her service and will remember Michele as always being accessible, accountable and going the extra mile.

Stephen Shaw (Former Mayor)-4 Pointview Place

Mr. Shaw thanked Michele Reilly for her service and wished her the best of luck.

Charlie Gormaly (Former Mayor)-10 Boulevard

Mr. Gormaly thanked Michele for all her years of service and hopes her future has great things.

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

Mayor Holmberg addressed Larry Feiwei's public comment regarding the guide posts. Mayor Holmberg recalls the Eagle Scout Project being approved by the DPW Committee but doesn't recall the specifics. Mayor Holmberg asked Mr. Sheola to follow up with Mr. Prusina, the DPW Director, and the Eagle Scout who did the project to get the specifics on the project. Mr. Prusina who was present stepped forward and offered to go over the project and any safety issues with Mr. Feiwei.

Councilman Happer, Councilman Borin, Councilman Albergo, Councilman Lester, Councilman Barrett and Mayor Holmberg all individually thanked Michele publically for her service and wished her well.

9. BOROUGH COUNCIL DISCUSSION ITEMS

Contract Checklist-Mayor Holmberg

Hiring Process- Borough Clerk Position-Mr. Sheola

Budget-Department Overviews (Police, Public Works, Recreation)- Mr. Sheola

Contract Checklist

Mayor Holmberg opened up discussion and asked for recommendations and suggestions for the checklist. Councilman Happer requested a financial evaluation be included in the checklist. Councilman Lester requested that every item listed on the checklist be given common definitions. Mr. Sheola agreed to have a revised checklist at the next Council Meeting on 3/14/16.

Hiring Process

Mr. Sheola advised that the advertisement for the Borough Clerk position has been placed and the response deadline is March 1st. To date there were a total of 5 responses to the ad. The resumes will be reviewed by the Personnel Subcommittee on March 4th and interviews will be scheduled no later than March 11th. The Council agreed to have the finalists be interviewed on March 14th prior to the scheduled Council Meeting. Mr. Sheola hopes to have the new clerk come on board in April.

Mr. Sheola thanked Cara Fox for stepping up as Acting Clerk until a new clerk is hired.

Budget – Department Overviews (Police, Public Works, Recreation)

Recreation

The Borough Council discussed the Recreation budget with Recreation Director, Audrey Lane. Ms. Lane stated that she works hard to make sure the Borough isn't supplementing any programs and that all of the program fees cover all of the expenses. Her goal is to make recreation completely self-sustaining and even wants her salary to be absorbed by the program cost so it isn't a separate line item. Councilman McWilliams was concerned about driving cost of programs too high. Audrey pointed out that the cost of the programs in the Borough are very reasonable compared with other recreation activities like club sports, dance, acting lessons.

Ms. Lane pointed out that firework donations are down approximately 50%.

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Ms. Lane feels strongly about having a 2nd Halloween Safezone to suit the needs of the town. Additional funding for police would be needed.

Ms. Lane advised the Council that recreation is currently hiring for beach positions.

Ms. Lane advised the Council that she included the sled run in her budget because she was told to make her dream budget. The sled run has never been updated, maintained or promoted. It is insured and she would like to relight the sled run and make it usable. Mayor Holmberg pointed out that while the sled run is unique, he didn't feel spending \$26,000 on an activity that would only be used a few times a year was a priority especially when the Borough is spending a significant amount of money on a beach project. Mr. Sheola stated he was only recommending the beach renovation project and the continuation of the Midvale boat dock project.

Councilman Lester questioned if the \$17,000 budgeted for fireworks was the total cost. Audrey stated that the \$17,000 is only the cost of fireworks. It does not include any Police or DPW expenses.

Ms. Lane advised the Council that the Beach Renovation Project Question and Answer session is being held on March 2nd at 7:30pm and is being advertised on the website and electronic sign.

POLICE

Chief Bennett pointed out that the police haven't had a capital budget in 2 years and prior practice was that police received approximately \$35,000 in the budget for capital projects. He advised the Council that in 2017 the police would need to budget approximately \$20,000 to purchase an Alcotest Machine and \$30,000 for a Live Scan Machine.

Chief Bennett budgeted for Stern to Stern Recording Equipment because the DVR System they have is broken and not repairable. He pointed out that there is a mandate requiring the police to record interviews for certain types of crimes and victims.

Chief Bennett budgeted to finish the Pole Camera Project which ran out of funding from a previous budget due to unforeseen costs and problems. In November Gnomecom provided an estimated cost to finish the project and Chief Bennett believed the only additional cost would be the cost of electricity to run the cameras. Chief Bennett will confirm the final cost with Gnomecom. Chief Bennett stated he was unaware if there was grant money available or if the Borough looked into grants previously.

Chief Bennett addressed Weapons Upgrade and Replacement in the budget. Mr. Sheola uncovered money that was allocated a few years back but the weapons were never purchased.

Chief Bennett budgeted for the wiring of the traffic light to the borough generator because it is dangerous to use an extension cord when the light goes out during a storm. Mr. Prusina advised that the Borough would save a minimum of \$56.00 a month by eliminating the light's electrical service meter.

Chief Bennett budgeted for Scheduling Software to make the police department run more efficiently. Mr. Sheola stated he approves this budget request.

Chief Bennett advised that the Portable Speed Sign is still in the Operating Budget.

DPW

Mr. Prusina budgeted for a Contract Service for Pothole Repairs. The service promotes efficiency and would save the Borough money by reducing overtime and material costs. He pointed out that certain roads cannot be repaired during the day which requires the roads to be repaired at night creating overtime. He also noted that the service would alleviate some of the workload during the day which could reduce other tasks needing overtime.

Mr. Prusina budgeted for the Water Utility Annual Leak Survey since it wasn't funded in 2015. He noted in previous years it was in the capital budget but decided it should be in the operating budget.

Mr. Prusina requested a Part Time Yard Person to help with the recycling center and other DPW tasks. He pointed out that approximately 3 years ago Public Works used to have a seasonal employee who left and was never replaced.

Mr. Prusina budgeted \$35,000 to fix Borough Hall's leaking roof. The project was previously approved and \$120,000 allocated which was never spent. Currently, the estimate to fix the roof is \$155,000 which would require an additional \$35,000 which was requested. Mr. Prusina pointed out that the increase was due to increased cost of building materials and also the gutter system requiring specialty work.

Mr. Prusina advised that the Joint Insurance Fund (JIF) identified that the Railroad Station steps were in need of repair. Mr. Prusina advised that eliminating the steps isn't a good option because people use the stairs.

Mr. Prusina advised that Midvale Paving Project would be done in 2 sections. The lower half of Midvale from the trestle down to Intervale Road would be done first. Then in 2017 the upper level of Midvale Road to Pocono Road would be paved.

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Mr. Prusina announced that 2016 would be the first year of a 3 year program to replace 100% of the street signs in town. The street sign plan has been published for the public.

Mr. Prusina reported that the rate of erosion on Tower Hill Road is alarming and needs to be addressed.

Mr. Prusina advised that the Midvale Playground needed repairs including the irrigation heads, valve boxes and signage.

Mr. Prusina advised that the Borough will be replacing 2 fire hydrants a year. He noted that any hydrants that are disabled are done immediately and funded out of current expenses.

Mr. Prusina advised the High Pressure Pump is leaking and will need \$16,000 to replace in about 5 years.

Mr. Prusina budgeted for an Automated Control Well System to promote efficiency by allowing the wells to be monitored via an iPad.

10. ATTORNEY'S REPORT

Mr. Oostdyk had nothing additional to report.

11. MANAGER'S REPORT

Mr. Sheola stated that he would like the computer server to be moved to a more secure and better ventilated area. Currently, the servers are in a closet in the Police Department

Mr. Sheola would like to compliment Ms. Lane, Mr. Prusina, Chief Bennett and Bernie Re for their work with the budget process.

Mr. Sheola reported that the Borough hasn't had a Workman's Comp Claim for lost time in 3 years.

Mr. Sheola encouraged the Council to complete an online training program for elected officials which will result in a \$250 credit toward the Borough's professional liability policy. Mr. Sheola requested the Council email him when it's completed.

Mr. Sheola suggested using a grant writing company such as, Bruno Associates, to locate additional funding. The Council is supportive of this suggestion and Mayor Holmberg requested Mr. Sheola to do an RFP to get a sense of what companies have to offer. Mr. Sheola will put out an RFP and report back at the 3/14/16 Council Meeting.

Mr. Sheola reminded the Council that the Engineer Interviews are on Wednesday 2/24/16.

Mr. Sheola reported that currently there is no Cell Phone Policy regarding Borough issued cellphones or reimbursement. Mr. Sheola suggested that a policy be created. Ms. Reilly identified that currently the Chief of Police, two (2) foreman and senior water supervisor have Borough issued cellphones. Ms. Reilly and the previous Borough Detective get reimbursed for using their own phones. She noted that DPW Superintendent, Mark Prusina, receives his phone from the Board of Education. Mayor Holmberg requested an analysis of employees who should receive reimbursement, reason why and the cost/savings on the budget. Based on the analysis a policy and recommendation can be made and discussed.

Mayor Holmberg is supportive of creating a cellphone policy and would like to revisit it at the 3/14/16 Council Meeting.

Mr. Sheola reported that the CFO, Bernie Re, was designing and implementing a host of applications from purchase orders to payroll and he is starting to institutionalize the systems. He reported that the Borough has access to a retired payroll manager who is training staff on pension reports and payroll management.

Mr. Sheola reported that DPW is using Iworq and expanding its use to include capital asset management, better tracking of assets and replacement schedule which promotes efficiency.

Mr. Sheola reported that the water/sewer billing and collection function is being moved from the police office to the department of public works to improve efficiency. Training will be complete after this current billing period.

12. ORDINANCES

There were no Ordinances introduced or adopted.

***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.

***13. *RESOLUTIONS**

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- R65-16 Resolution Authorizing the Lease of Property to New York SMSA Limited Partnership D/B/A Verizon Wireless for Co-Location and Equipment Storage Space at the Cellular Tower Located at the Municipal Complex **(carried from 2.08.16)**
- R68-16 Resolution Appointing Cara Fox, Acting Borough Clerk and Registrar
- R69-16 Resolution Authorizing 2016 Municipal Employees' Salary – Fox, Board of Health Secretary
- R70-16 Resolution Authorizing the Transfer of Appropriation Reserves
- R71-16 Resolution Authorizing the Payment of Bills

- *14. ***APPROVAL OF MINUTES**
February 8, 2016 (Executive)
February 8, 2016 (Regular)

- *15. ***DEPARTMENT REPORTS**
Construction Department January 2016
Department of Public Works January 2016
Finance Department Tax Collector's Report, January 2016
Fire Department January 2016
Health Department No Report
Police Department January 2016
Recreation Department January 2016

***16. *BOARD AND COMMITTEE AND COMMISSION APPOINTMENTS**

COMMISSION/BOARD	NAME	TERM	POSITION	DATES	NOTE
Recreation Commission	Brian Higgins	3 year	Commissioner	Thru 12.31.18	

Council Member	By:	2 nd :	Yes	No	Abstain	Absent
Albergo		X	X			
Barrett	X		X			
Happer			X			
Lester			X			
McWilliams			X			
Borin			X**			
Holmberg			X			

**Councilman Borin abstained from voting on the approval of the minutes.

17. COUNCIL REPORTS

Woodlands Committee- Councilman McWilliams reported that only 2 people showed up at the last meeting and the committee is in need of new members. He suggests hiring seasonal help to get some of the projects done that typically the Woodlands Committee would have done. The committee is encouraging the burning at the Tourne.

Historic Preservation Committee- Councilman Albergo reported that the committee wants to update the Historic Preservation Ordinance sometime later this year to close loopholes.

Environmental Committee- Councilman Lester reported that the committee is concerned about the letter regarding the burning at the Tourne.

Memorial Day Committee- Mayor Holmberg reported that the committee wants to move the Janice Hunts Award and Citizen of the Year from the Memorial Day Parade to the Volunteer Recognition Event in December. The committee wants to only give a shout out to the recipients. The Council agreed to move the awards except Councilman Happer who stated you will lose the benefit of getting volunteerism out to the community by moving it.

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Mayor Holmberg also reported that the committee wants the entire Council to walk together in the Memorial Day Parade, not just the mayor.

18. PUBLIC COMMENT

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

19. NEXT STEPS AND PRIORITIES

Mayor Holmberg reviewed the following next steps and priorities:

1. There will a Public Hearing on 3/14 regarding Ordinance 01-16.
2. Mr. Sheola will revise contract checklist for 3/14.
3. The Council will be available at 6pm on 3/14 for Clerk interviews.
4. In reference to the budget Chief Bennett will confirm quote from Gnomecom regarding pole cameras.
5. Mr. Re will be providing an Improvement Authorization Schedule.
6. Mr. Sheola plans to introduce the budget on 3/28.
7. Ms. Lane will be holding a Beach Presentation Q & A on 3/2.
8. Mr. Sheola will put out an RFP for grantwriting and report back on 3/14.
9. Mr. Sheola will have answers to questions from Morris county parks about the controlled burn.
10. Borough Engineer will be appointed on 3/14.
11. Mr. Sheola will provide a Cellphone Policy on 3/14.

Ms. Reilly addressed the council regarding her departure. She stated it was an honor and privilege to serve the Council and public of Mountain Lakes. She requested the Council to support the rest of employees and continue to give them the resources they need to produce the best product. She noted that the staff is one of the biggest expenses but it's also the biggest investment. Ms. Reilly thanked Borough Attorney, Mr. Oosytdk for being a great friend and asset.

20. ADJOURNMENT at 10:46 P.M.

Motion made by Councilman Albergo, second by Councilman Happer to adjourn the meeting at 10:46 p.m., with all members in favor signifying by "Aye".

ATTEST: February 22, 2016

Michele Reilly, RMC, Borough Clerk

Peter Holmberg, Mayor