

**BOROUGH OF MOUNTAIN LAKES  
BOROUGH HALL, 400 BOULEVARD, MOUNTAIN LAKES  
973-334-3131  
[www.mtnlakes.org](http://www.mtnlakes.org)**

**MARCH 23, 2015  
7:30 PM EXECUTIVE SESSION  
8:00 PM PUBLIC SESSION**

**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 as originally scheduled 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.

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

**2. ROLL CALL**

Ms. Reilly called the roll. All Council members were present. Also in attendance during the public portion of the meeting were Borough Attorney Robert Oostdyk, Interim Borough Manager Robert Hoffmann, Borough Clerk Michele Reilly, and Fire Chief Matt DeSantis.

**3. PLEDGE OF ALLEGIANCE**

Mayor McWilliams led the salute to the flag.

**4. EXECUTIVE SESSION** **NONE**

**5. COMMUNITY ANNOUNCEMENTS**

Councilman Happer mentioned that the annual Easter egg hunt would be held on Saturday, April 4<sup>th</sup>. Mayor McWilliams said the ribbon cutting for the new Midvale playground would also take place on that date.

Councilman Lester announced that the Trout Stocking and Trout Derby events will occur soon and Deputy Mayor Holmberg confirmed these events would be held on Friday, April 10<sup>th</sup> and Saturday, April 11<sup>th</sup>.

Mayor McWilliams stated that there were a lot of events taking place in the next few weeks, including the semi-annual shredding day and blood drive, and he encouraged all residents to check the website for details.

Councilman Albergo said the High School was also holding a blood drive in the next few weeks.

**6. 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 McWilliams opened the public comment portion of the meeting with the consent of the Council. Mayor McWilliams explained the Council's policy of limiting each speaker to five (5) minutes with no yielding of time to another person.

Sandy Batty – 15 Lockley Court

Ms. Batty wondered why steep slopes calculations were no longer included in the checklist for the Planning Board. Mr. Oostdyk replied that calculations are required on the site plan so it is not necessary to duplicate this information on the checklist.

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

**7. SPECIAL PRESENTATIONS** **NONE**

**BOROUGH OF MOUNTAIN LAKES****MARCH 23, 2015****PAGE 2****8. DISCUSSION ITEMS****Personnel Policy and Procedure Manual - Social Media Policy**

Mr. Hoffmann presented a sample policy to the Council. He indicated that the purpose of such a policy was to set guidelines for the use of social media by all Borough employees and volunteers. In response to Council questions, Mr. Hoffmann said the Borough Attorney had reviewed the policy. He also said that there would be a training component for staff members and volunteers once the policy was adopted. The Borough Council was supportive of having a social media policy. However, the Council consensus was that the sample policy placed an onerous responsibility on the Manager as the arbitrator of policy violations. In addition, the Council consensus was that a separate policy for employees and volunteers should be considered. Councilman Lester said he would like to see the sample policy vetted through committees and commissions for input prior to the Council adopting a formal document and the remainder of the Council agreed. Mr. Hoffmann thanked the Council for reviewing the document.

**Salary Ordinance Updates**

Mr. Hoffmann stated that the Salary Ordinance had not been updated since 2008 and that some salaries and job titles required adjustments, as positions have changed. He recommended including only a maximum salary in the revised Ordinance, instead of a minimum to maximum salary range. He said that having a minimum salary can present a conflict in certain situations. Mr. Hoffmann said the Borough Attorney is reviewing case law in reference to the need for a minimum to maximum range versus stating only a maximum salary. In addition, he indicated that all Department Heads have been asked to review the Ordinance for accuracy.

In reference to Council questions, Mr. Oostdyk said that a Salary Ordinance is required by the State, and that exact salaries are set in the annual salary resolution. Councilman Happer questioned why the Ordinance also included policy information. The Council consensus was that Mr. Oostdyk should determine the requirements for either a maximum salary or a salary range and then Mr. Hoffmann should revise the Ordinance and present it to the Council at a future meeting. In addition, the Council recommended that Mr. Hoffmann delete any policy information already stated in the Personnel Policy and Procedure Manual.

**9. RESOLUTION 90-15**

Resolution Authorizing the Appointment of Chief Financial Officer - McCue

Mr. Hoffmann said that the appointment of Mr. McCue means the Borough will be in compliance with State statutes relevant to the budget process. He said the appointment must be for four (4) years based on State statute and this term cannot be changed contractually; however, Mr. McCue has indicated it is not his desire to maintain the appointment for the full term. Mr. Hoffmann said that Mr. McCue is accepting the position to assist the Borough in its effort to comply with State statutes.

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

**10. ORDINANCE 01-15****ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK FOR CALENDAR YEAR 2015 PURSUANT TO N.J.S.A. 40A:4-45.14.**

**WHEREAS**, the Local Government Cap Law, N.J.S.A. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 1.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Borough Council of the Borough of Mountain Lakes in the County of Morris, State of New Jersey finds it advisable and necessary to increase its Calendar Year 2015 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Borough Council hereby determines that a 2% increase in the budget for said year, amounting to \$105,715.27 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

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**WHEREAS**, the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Borough Council of the Borough of Mountain Lakes, in the County of Morris, State of New Jersey, that a majority of the full authorized membership of this governing body affirmatively concurring, that, in the Calendar Year 2015 budget year, the final appropriations of the Borough of Mountain Lakes shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5% amounting to \$185,001.73, and that the Calendar Year 2015 municipal budget for the Borough of Mountain Lakes be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Following introduction, the above Ordinance will be published in accordance with the law and a public hearing will be held on **April 13, 2015**.

Mr. Hoffmann said that this Ordinance is part of the fiscal process and helps with the budget structure, and Councilman Happer mentioned that this Ordinance is passed by the Borough annually.

**VOTE AS INTRODUCED MARCH 23, 2015**

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

**11. ORDINANCE 02-15**

**ORDINANCE AMENDING CHAPTER 208 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND UPDATING THE APPLICATION PROCEDURES AND SUBMISSION REQUIREMENTS FOR CERTAIN PLANNING BOARD APPLICATIONS**

**BE IT ORDAINED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, as follows:

**Section 1.** Chapter 208, Section 208-5 entitled "Applications; procedures for filing," shall be amended to read in its entirety as follows:

**208-5. Applications; procedures for filing.**

A. Applications for development within the jurisdiction of the Planning Board, pursuant to the provisions of N.J.S.A. 40:55D-1 et seq. shall be filed with the administrative officer. The applicant shall file at least 15 business days before the date of the monthly meeting of the Board the number of required copies determined by the Planning Board Administrator of a sketch plat or concept plan if required, of the application for minor subdivision approval, plans for major subdivision approval, site plan review, conditional use approval, informal review or planned development. At the time of filing the application, but in no event less than 10 days prior to the date set for hearing, the applicant shall also file all plot plans, maps and other papers required by virtue of any provision of this chapter or any rule of the Planning Board. The applicant shall obtain all necessary forms from the administrative office of the Board who shall inform the applicant of the steps to be taken to initiate applications and of the regular meeting dates of the Board.

B. Separate and complete applications shall be submitted for preliminary and final plans. A change in a duly approved subdivision or site plan shall require approval of the Planning Board or Zoning Board of Adjustment.

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**Section 2.** Chapter 208, Section 208-6 entitled "Subdivision Review," subparagraph A., shall be amended to read as follows:

- A. Informal review. At the request of the developer, the Planning Board shall grant an informal review of a concept plan for development for which the developer intends to prepare and submit an application for development. The developer shall not be required to submit an application fee for such an informal review, but will be required to establish an escrow account to cover the cost for professional services. The developer shall not be bound by such a review. The informal review presentation shall be limited to 30 minutes.

**Section 3.** Chapter 208, Section 208-14 entitled "Informal Review," shall be amended to read in its entirety as follows:

**208-14. Informal Review.**

At the request of the developer, the Planning Board shall grant an informal review of a conceptual site plan for a development for which the developer intends to prepare and submit an application. The developer shall not be required to submit an application fee for such an informal review, but will be required to establish an escrow account to cover the cost for professional services. The developer shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review. The informal review presentation shall be limited to 30 minutes.

**Section 4.** Chapter 208, Section 208-17 entitled "Site plan submission and design requirements", Subsection A shall be amended to read in its entirety as follows:

A. The site plan shall show or include the following information:

- (1) Name and address of applicant and owner.
- (2) Borough Tax Map block and lot numbers.
- (3) Name, title, professional seal and signature of person preparing the plat.
- (4) Place for the Chairperson, administrative officer of the Planning Board and the Borough Engineer to sign.
- (5) Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
- (6) Date and revision dates of drawings.
- (7) North arrow.
- (8) Key map showing the entire site plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
- (9) Name and location of all contiguous property owners, with block and lot numbers.
- (10) Existing zoning and zone boundaries and contiguous zone classifications.
- (11) All existing and proposed streets within 200 feet.
- (12) Area of lot.
- (13) Lot frontage and lot depth.
- (14) All existing and proposed bearings and all setback lines.
- (15) Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals.
- (16) Location, size and nature of all existing and proposed rights-of-way, easements and other lands, if any, to be dedicated to the Borough.
- (17) Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water and sanitary sewer lines.
- (18) Location of all major trees and tree masses.
- (19) Location of all existing and proposed buildings.
- (20) The location of all structures within 200 feet of the property.
- (21) Location of off-street parking areas with dimensions showing parking spaces, loading docks, access drives and a traffic circulation pattern showing all ingress and egress means to site.
- (22) Location and description of all proposed signs and exterior lighting.
- (23) Location, type and size of electric, telephone, cable television and gas mains and appurtenances, both above and below ground.
- (24) All landscaping, fences, walls, hedges or similar facilities.
- (25) The first floor plan and front elevation of all proposed buildings.
- (26) Environmental impact statement.
- (27) Soil erosion and sedimentation control plan.
- (28) Surface water management plan.
- (29) Groundwater management plan in the Prime Aquifer Area.
- (30) Landscaping plan.
- (31) Wetlands and transition area delineation or waiver approved by the NJDEP.

**Section 5.** Chapter 208, Section 208-7 entitled "Subdivision submission requirements", Subsection D shall be amended to read in its entirety as follows:

D. Preliminary plat. The preliminary plat shall be designed and drawn by a New Jersey licensed professional engineer in accordance with Section III(C) of the County Development Standards, as the same presently exists and as may be amended or supplemented from time to time, and shall be accompanied by the other maps, documents, plans, items and other items specified in and required by Section III(C). It shall also meet the requirements of Subsection A, Common requirements, hereinabove. In addition, the developer shall:

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- (1) Submit plans of any proposed utility layouts showing feasible connections to existing or any proposed utility system.
- (2) Submit a copy of any protective covenants, easements or deed restrictions which apply to the land being subdivided.
- (3) When an individual water supply or sewage disposal system is proposed, submit a plan for such system which has been approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results, approved by the Borough Board of Health, with the preliminary plat.
- (4) Submit an environmental impact statement.
- (5) Submit a soil erosion and sedimentation control plan.
- (6) Submit a surface water management plan.
- (7) Submit a groundwater management plan in the Prime Aquifer Area.
- (8) Submit a Landscaping Plan.
- (9) Submit a wetlands and transition area delineation or waiver approved by the New Jersey Department of Environmental Protection (NJDEP).

**Section 6.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 7.** All Ordinances or parts of Ordinances, which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 8.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Following introduction, the above Ordinance will be published in accordance with the law and a public hearing will be held on **April 13, 2015**.

Mr. Oostdyk said that Section 4A (29) and 5D (7) should be changed from "Prime Aquifer Area" to "wellhead protection area" as "Prime Aquifer Area" is an outdated term. Mr. Oostdyk said that Borough Engineer Bill Ryden would be reviewing other Borough land use Ordinances for this outdated term and the Council might expect another Ordinance in the future if language changes are required. Mr. Oostdyk said that any further discussion on steep slopes should be clarified at the public hearing.

The Council consensus was to vote on the introduction of the Ordinance to include the language changes to Sections 4A (29) and 5D (7) as stated by Mr. Oostdyk.

**VOTE AS INTRODUCED MARCH 23, 2015**

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

**12. ORDINANCE 03-15****ORDINANCE AMENDING CHAPTER 111 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND REVISING CERTAIN LAND USE, SEWER USE, AND FIRE INSPECTION FEES**

**BE IT ORDAINED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, as follows:

**Section 1.** Chapter 111, Section 11-3 entitled "Fee Schedule"; Subsection K "Uniform Fire Safety Code" shall be amended so that the inspection fee for Fire Prevention Non-life hazard annual inspections shall be as follows:

Premises under 3,000 square feet	\$ 65.00
Premises over 3,000 square feet and under 6,000 square feet:	\$150.00
Premises over 6,000 square feet and under 12,000 square feet:	\$250.00
Premises over 12,000 square feet:	\$400.00
Multi-level premises with up to and including three stories:	\$250.00
Multi-family dwellings (R-2 as defined in the Uniform Construction Code)	\$ 75.00
Garages or storage areas within multi-family dwelling units:	\$ 40.00 per area;

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And the fee for fire extinguisher training shall be as follows:

1. Group of one to five people:	\$100.00
2. Group of six to ten people:	\$150.00
3. Group of eleven or more people:	\$200.00

**Section 2.** Chapter 111, Section 11-3 entitled "Fee Schedule"; Subsection G,

"Planning Board Fees" shall be amended by the following additional fees:

2. Major Subdivision	
e. Informal Review	No Charge
3. Site Plan	
g. Additional fee for variance, per application	\$250.00 per variance
h. Informal Review	No Charge
5. Escrow Fees	
Informal Review	\$750.00

**Section 3.** Chapter 111, Section 111-3 entitled "Fee Schedule", C. "Department of Public Works", (7) "Sewer" shall be amended to include the following minimum fees as follows:

Minimum Charge for sewer usage, pro rata when meter is connected for less than a quarter:

Residential sewer fee:	\$ 63.60
Commercial sewer fee:	\$ 69.00

**Section 4.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 5.** All Ordinances or parts of Ordinances, which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 6.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Following introduction, the above Ordinance will be published in accordance with the law and a public hearing will be held on **April 13, 2015**.

Councilman Albergo expressed some concern about the fire fees, specifically whether or not a multi-family building could fall under two (2) categories, square footage and multi-family, and which rates would apply. In addition he wondered whether multi-family pricing was based on per unit or per dwelling. The Council consensus was to carry the Ordinance in order to allow Mr. Hoffmann to speak to the Fire Official, Mr. Trapasso, and obtain clarification on these questions.

**13. ORDINANCE 04-15****ORDINANCE AMENDING THE SALARY, WAGE AND COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE BOROUGH OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY**

**BE IT ORDAINED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, as follows:

**Section 1.** The minimum annual respective salary, wage and compensation, to be paid for the following position shall be amended as follows:

Position	Salary
Chief Financial Officer	Minimum reduced to \$12,000.00

Following introduction, the above Ordinance will be published in accordance with the law and a public hearing will be held on **April 13, 2015**.

Mr. Hoffmann said that this Ordinance change is necessary to comply with the hiring of the new Chief Financial Officer, as the minimum in the current Ordinance is too high. The Council consensus was to vote on the Ordinance without the inclusion of the words "minimum reduced to".

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## **VOTE AS INTRODUCED MARCH 23, 2015**

## **14. INTRODUCTION OF 2015 MUNICIPAL BUDGET**

**BE IT RESOLVED** that the revenues and appropriations present shall constitute the Municipal Budget for the year **2015**.

**BE IT FURTHER RESOLVED** that said Budget be published in the Daily Record.

A Public Hearing on the Budget and Tax Resolution will be held at the Mountain Lakes Borough Hall on **April 27, 2015 at 8 p.m.** or soon thereafter, at which time and place objections to said Budget and Tax Resolution for the year **2015** may be presented by taxpayers or other interested persons.

Mr. Hoffmann said the Annual Financial Statement (AFS) would be signed by the Chief Financial Officer on Wednesday and mailed with the budget package.

Mr. Hoffmann said the proposed 2015 budget is a well thought out plan. He commended the Finance Advisory Committee, former Manager Bob Tovo, and all Department Heads and employees for providing quality service to residents while being diligent in protecting the fiscal health of the Borough. Mr. Hoffmann stated that the proposed amount to be raised by taxation for municipal purposes in 2015 (\$5,859,925.48) represents an increase of 3.72% from 2014, but the amount is still under the State Levy Cap by \$106,212.02. He said the average home in Mountain Lakes will see a tax increase of \$11.75 per month.

Mr. Hoffmann reported that key increases in the 2015 budget include a 5.01% increase in health insurance, a 12.95% increase in debt service appropriation, and a 4.52% increase in the reserve for uncollected taxes (RUT). Mr. Hoffmann said the debt increase is due to the fact that in 2014 the Borough took advantage of a holiday and did not have to make a payment on Bond Anticipation Notes (BAN's). He said that surplus is high due to a very successful tax collection, and with that in mind the Borough administration and Finance Advisory Committee decided to lower the RUT.

Councilman Happer added that the term holiday meant that no BAN payment was due. In addition, he said the reserve can be used for tax appeals, as the Borough absorbs the entire tax loss of an appeal.

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**BOROUGH OF MOUNTAIN LAKES****MARCH 23, 2015****PAGE 8****15. \*RESOLUTIONS**

- R91-15 Resolution Authorizing the Redemption of Tax Title Lien 2012-002 – Block 70, Lot 3, 106 Kenilworth Road  
R92-15 Resolution Authorizing the Appointment of Deputy Treasurer - Roberts  
R93-15 Resolution Authorizing the Payment of Bills

**16. \*MINUTES**

- March 9, 2015 (Executive)  
March 9, 2015 (Regular)  
March 10, 2015 (Executive)  
March 10, 2015 (Regular)

**17. \*DEPARTMENT REPORTS**

Construction Department	February 2015
Department of Public Works	February 2015
Fire Department	February 2015
Health Department	February 2015
Police Department	2014 Overtime Analysis, February 2015
Recreation Department	February 2015
Tax Department	2014 Annual Report, February 2015

**18. \*BOARD AND COMMITTEE AND COMMISSION APPOINTMENTS****NONE**

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

**\*Indicates Consent Agenda Item**

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.

\*\*Councilman Borin abstained from voting on the item on the bills list pertaining to the Mountain Lakes Library (PO #13487).

**19. ATTORNEY'S REPORT**

Mr. Oostdyk had nothing additional to report.

**20. MANAGER'S REPORT**

Mr. Hoffmann reported that there are some pension and healthcare issues pending before the State Legislature and he wanted the Council to be aware of them as these issues will impact the Borough and its employees. He said a recent Pension Study Report on the nine (9) New Jersey pension funds has determined that only two (2) of the funds are fully funded and solvent. These fully funded pension funds are the local Public Employees Retirement System (PERS) and the local Police and Firemen's Retirement System (PFRS). Mr. Hoffmann said that the Borough and its employees contribute to both of these funds. Mr. Hoffmann said that although there is no pending legislation, the State's recommendation is that the local funds be rolled into the state funds in order to help the state pension funds stay solvent. He mentioned that the League of Municipalities has convened a group of members to offer alternatives, protect local pensions, and resolve issues at the State level.

Mr. Hoffmann mentioned that he had instituted a purchasing procedure change and that all Department Heads must sign purchase orders before they are given to the Manager. Councilman Lester asked how the policy would be memorialized and Mr. Hoffmann said there would be a memo on file in the Finance office. In addition he said he had reviewed the procedures with the Finance Assistant, Amy Connolly, and the Deputy Treasurer, Tim Roberts.

Mr. Hoffmann said he had contacted four (4) arborists/forestry professionals for proposals regarding the Community Forestry Management Plan and that he expected to have a resolution to appoint prepared for the next meeting.

Mr. Hoffmann recommended a change in format for Department reports. He said some standardization would make it easier to measure goals, keep track of future plans as well as projects, make yearly comparisons, and would provide better and more useful information for the Department and the Council.

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Mr. Hoffmann mentioned the tragedy in Brooklyn where a lack of smoke detectors led to the deaths of children. He recommended that a reminder to change smoke detector batteries and fire exit procedures be put on the Borough website. Councilman Lester said he would also like to see this information broadcast when the clocks change twice yearly.

Councilman Lester asked Mr. Hoffmann if he had followed up with the Tax Assessor regarding the status of the King of Kings property and the farmland assessment. Mr. Hoffmann said he had and that the Assessor, Mr. Del Guercio, said the property was farmland assessed for forestry/harvesting timber. Councilman Albergo asked if the Church was doing its due diligence to maintain the assessment and Mr. Hoffmann said they were.

**21. COUNCIL REPORTS**

Deputy Mayor Holmberg thanked Mr. Hoffmann for his service to the Borough and said that he had accepted a job in the Borough of Emerson. The Council congratulated Mr. Hoffmann on his new position and for his leadership during the transition.

Deputy Mayor Holmberg said the Borough Council had selected Mr. Richard Sheola as the new Borough Manager.

**Resolution 94-15****Resolution Appointing Richard Sheola as Borough Manager of the Borough of Mountain Lakes**

**WHEREAS**, the Borough Council of the Borough of Mountain Lakes desires to appoint Richard Sheola as Borough Manager; and

**WHEREAS**, the Borough Council and Richard Sheola have agreed to the terms and conditions of employment that are set forth in a letter agreement attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, that Richard Sheola is hereby appointed Borough Manager for the Borough of Mountain Lakes effective April 15, 2015.

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

Mr. Hoffmann said it had been an honor and privilege to work in the Borough. He commented that Mountain Lakes was a wonderful community with a great staff. He complimented the Council on the selection of Mr. Sheola, whom he said was a colleague and someone he had worked with as a member of the Pascack Valley Shared Services Committee.

**Shade Tree Commission** – Councilman Borin said the Commission is moving towards finalizing the selection of the firm who will assist in completing the next Community Forestry Management Plan.

**Economic Development Subcommittee** – Councilman Borin said the Subcommittee met to consider the practicality of changes to the RC1 Zone. He said he was in the process of preparing a memo which would be presented for discussion at the next Borough Council meeting. Councilman Borin said that the Engineer, Planning, and legal professionals would all be involved in any process once the Subcommittee has made its recommendations.

**Historic Preservation Committee** – Councilman Happer said the Committee is working on long range plans and grant ideas. In addition, he said the Committee had hosted a speaker, Mr. Barton Ross. Councilman Happer said that one historic property is being demolished and that the Committee is working on scheduling pictures and an inventory.

**Recreation Commission** – Councilman Lester said that a proposal for picnic tables and a grill at the Midvale Boat Docks had been voted down by the Commission. He said the Commission is reviewing the decision to have boats removed from racks by November 1<sup>st</sup>. Councilman Lester said that decision had been precipitated by the Sailing Association's need to store boats, and that the Commission is considering building additional racks instead of requiring renters to remove their watercraft. Councilman Happer said the decision should rest with the Manager as the Commission does not have the authority to make those decisions.

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Councilman Lester mentioned that the Board of Education was holding a discussion this evening regarding non-high school sports organizations requesting the use of the lights at the fields.

Councilman Lester said the Commission was ranking the priorities for renovations at Island and Birchwood beaches. In addition, he said that non-resident use of the beach facility has been discussed with Chief Bennett, and that the Commission feels an increased police presence is necessary and does not want to hire extra lifeguards as had been suggested.

**Communications Advisory Committee** – Councilman Lester said the Committee is preparing the website policy and will forward it to Mr. Hoffmann for his review prior to circulating it to the Council.

Councilman Borin asked Mr. Hoffmann for any additional information relating to Boonton Township's request that their residents be allowed use of the Borough's tennis courts. Mr. Hoffmann said the Township would be willing to pay a fee for the use of the courts and that the Administrator, Barbara Shephard, had said she thought only about ten (10) residents would want to buy tennis tags. Mr. Hoffmann said he gave Ms. Shephard some information regarding resurfacing tennis courts.

**Public Works Advisory Committee** - Councilman Albergo said the Committee will be meeting this Friday and is working on prioritizing projects.

**Memorial Day Advisory Committee** – Mayor McWilliams said the Committee is trying to identify a speaker and is also trying to reach out to veterans so they are aware of the event and will hopefully participate. He said that this year marks the accepted fiftieth (50<sup>th</sup>) anniversary of the beginning of the Vietnam conflict. Mayor McWilliams said that the Memorial Day event will dovetail with Mountain Lakes Day.

Deputy Mayor Holmberg mentioned the annual awards, the Citizen of the Year award and the Janice Hunts Lifetime Achievement Award, given by the Borough Council on Memorial Day. He asked the Borough Council members to promote nominations.

Councilman Lester mentioned that Margaret Gossett, a resident and very dedicated volunteer, was moving to California and that her departure was a loss to the Borough.

**17. 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 McWilliams opened the public comment portion of the meeting with the consent of the Council. Mayor McWilliams explained the Council's policy of limiting each speaker to five (5) minutes and no yielding of time to another person.

Fred Kanter – 81 Hanover Road

Mr. Kanter mentioned spending money on duplicate sound systems for both the Borough Hall and the Mountain Lakes High School Library and questioned why meetings weren't held in one location. He mentioned the thoroughness of the search for the new Borough Manager and questioned the thoroughness of the selection of the Borough Attorney in 2013. Mr. Kanter referenced an email sent by the former Borough Manager which he said implied the selection was determined prior to the public meeting and he requested an apology.

James Johnson – 27 Sherwood Drive

Mr. Johnson asked for an update on the King of Kings development and asked if plans can be reviewed. Mayor McWilliams said there were no plans yet, only a concept. Councilman Borin said modifications may be made to the zone but that decision has not yet been made by the Council.

James Moody – 17 Robinhood Drive

Mr. Moody asked Councilman Borin about the Subcommittee meeting and its purpose. Councilman Borin said the Borough Council had requested that the Subcommittee meet to consider whether to modify zoning in the RC1 zone. Councilman Borin said the subcommittee met and recommendations will be made and the issue will be discussed further at the next Borough Council meeting. Mr. Moody said he thought he had made it clear that his townhouse organization had asked to be invited to the meeting of the Economic Development Subcommittee and wanted to know if the Subcommittee meetings were open to the public.

Sandy Batty – 15 Lockley Court

Ms. Batty asked Councilman Borin who asked the Subcommittee to meet and if the request occurred during the public portion of the meeting as it was not mentioned in the minutes. She said she had not been present at the last meeting but that others who had been present had not heard the request. Councilman Borin said it was a request by the Mayor and Council. Ms. Batty said no public were invited and also there was no public notice that the meeting would take place. Councilman Borin said the request was to review the zone in general and not to review any specific development proposal.

Jeff Leman – 32 Sherwood Drive

Mr. Leman said he thought the Planning Board was supposed to look at the property first and thought maybe the Subcommittee was jumping the gun by issuing recommendations. Mr. Leman said the Master Plan should be a key focus in any considerations.

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Chris Sullivan – 4 Sherwood Drive

Mr. Sullivan said he wanted to be able to attend the next meeting of the Economic Development Subcommittee and Councilman Borin said the meetings are not public. Mr. Sullivan expressed his disappointment. Mr. Oostdyk said that none of the Subcommittee meetings are open to the public.

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

**18. ADJOURNMENT at 10:14 PM**

Motion made by Councilman Lester, second by Councilman Barrett, to adjourn the meeting at 10:14 p.m., with all members in favor signifying by "Aye".

**\*Indicates Consent Agenda Item**

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.

**ATTEST: MARCH 23, 2015**

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Michele Reilly, RMC, Borough Clerk

G. Douglas McWilliams, Mayor