



**AGENDA FOR THE REORGANIZATION MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT MOUNTAIN LAKES HIGH SCHOOL, POWERVILLE ROAD
MOUNTAIN LAKES, NJ, 07046
JANUARY 3, 2018
PUBLIC SESSION BEGINS AT 7:30 PM**

- 1) CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT**-Borough Clerk
This meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It was properly noticed and has been posted, and certified by the Clerk. Notice of this meeting has been sent to The Citizen, the Morris County Daily Record and The Star Ledger and posted on the bulletin board in the municipal building.
- 2) PLEDGE OF ALLEGIANCE** – Borough Clerk
- 3) INVOCATION**
- 4) ROLL CALL** – Borough Clerk
- 5) ELECTION OF MAYOR**
The Borough Clerk will take nominations for Mayor
- 6) OATH OF OFFICE – MAYOR**
- 7) ELECTION OF DEPUTY MAYOR**
The Mayor will take nominations for Deputy Mayor
- 8) OATH OF OFFICE – DEPUTY MAYOR**
- 9) MEMORIAL STATEMENT - COUNCIL**
- 10) RESOLUTION 01-18**
Resolution Approving the Officers of the Mountain Lakes Volunteer Fire Department
- 11) OATH OF OFFICE – FIRE DEPARTMENT – Mayor**
Chief Steve Castellucci
Deputy Chief Bill Bender
Assistant Chief Joe Mullaney
Administrative Officer Joe Mullaney

Consent Agenda

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.

12) *RESOLUTIONS

- 2-18 Resolution Establishing 2018 Borough Council Meeting Schedule
- 3-18 Resolution Designating Official Newspapers of the Borough for 2018
- 4-18 Resolution Establishing 2018 Borough Council Meeting Agenda
- 5-18 Resolution Designating 2018 Holiday Schedule
- 6-18 Resolution Authorizing Participation in the New Jersey State Tonnage Grant Program
- 7-18 Resolution Authorizing Participation in the Volunteer Tuition Credit Program
- 8-18 Resolution Supporting Traffic and Safety Ordinances



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- 9-18 Resolution Supporting Efforts to Create 'Idle Free Zones' In the Borough of Mountain Lakes
- 10-18 Resolution to Support a 'Safe Routes to School' Program
- 11-18 Resolution to Protect and Maintain the Public Lands of the Borough of Mountain Lakes
- 12-18 Resolution to Close the Boulevard for the 2018 Memorial Day Parade
- 13-18 Resolution Appointing Special Police Officers – Mola, Mullaney, Sims
- 14-18 Resolution Appointing Assessment Search Officer – Egan
- 15-18 Resolution Appointing Tax Search Officer - Purcell
- 16-18 Resolution Appointing JIF Representatives – Stern, Egan
- 17-18 Resolution Appointing Dog and Cat Licensing Official - Egan
- 18-18 Resolution Appointing Municipal Court Personnel – Mason, Weininger, Smith
- 19-18 Resolution Appointing a Member and an Alternate Member to Serve on the Community Development Revenue Sharing Committee – Horst, Korman
- 20-18 Resolution Appointing the Municipal Housing Liaison – Stern
- 21-18 Resolution Authorizing Cancellation of Refunds and Delinquencies under \$10.00
- 22-18 Resolution Appointing PACO Officer – Mitchel Stern
- 23-18 Resolution Establishing the Rate of Interest for Delinquent Taxes
- 24-18 Resolution Approving 2018 the Cash Management Plan
- 25-18 Resolution Designating Official Depositories for Borough Funds
- 26-18 Resolution Authorizing a Temporary Budget for the Calendar Year 2018
- 27-18 Resolution Relative to Audit Controls Required for the Issuance of Statutory Bonds by the Municipal Excess Liability Joint Insurance Fund (MEL)
- 28-18 Resolution Authorizing the Payment of Bills
- 29-18 Resolution authorizing the execution of a mutual aid agreement with the Township of Parsippany-Troy Hills for Basic Life Support Services
- 30-18 Resolution Authorizing the Execution of an Interlocal Services Agreement between the Borough of Mountain Lakes and the County of Morris for Dispatching Services
- 31-18 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 2018 -Stern, Barnett
- 32-18 Resolution Authorizing a Professional Services Agreement for Legal Services between the Borough of Mountain Lakes and Murphy McKeon P.C.



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- 33-18 Resolution Authorizing a Professional Services Agreement for Auditing Services between the Borough of Mountain Lakes and Nisivoccia LLP
- 34-18 Resolution Awarding a Contract for Professional Legal Services – Bond Counsel to Hawkins, Delafield & Wood, LLP
- 35-18 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.
- 36-18 Resolution Authorizing a Professional Services Agreement for Engineering Services between the Borough of Mountain Lakes and Anderson and Denzler Associates, Inc.
- 37-18 Resolution Awarding a Contract for Insurance Risk Consulting Services to Chadler Solutions, Inc.
- 38-18 Resolution Establishing the Borough Council Subcommittees for 2018 – Personnel, Shared Services, Public Safety
- 39-18 Resolution Re-Establishing the Woodlands Advisory Committee and Appointing Public Members for 2018
- 40-18 Resolution Re-Establishing the Traffic & Safety Advisory Committee and Appointing Public Members for 2018
- 41-18 Resolution Re-Establishing the Finance Advisory Committee and Appointing Public Members for 2018
- 42-18 Resolution Re-Establishing the Memorial Day Parade Advisory Committee and Appointing Public Members for 2018
- 43-18 Resolution Re-Establishing the Communication Advisory Committee and Appointing Public Members for 2018
- 44-18 Resolution Re-Establishing the Lakes Management Advisory Committee and Appointing Public Members for 2018
- 45-18 Resolution Re-Establishing the Memorial Park Committee and Appointing Public Members for 2018
- 46-18 Resolution Re-Establishing the Green Team Advisory Committee and Appointing Public Members for 2018
- 47-18 Resolution Re-Establishing the Public Works Advisory Committee of the Borough of Mountain Lakes and Appointing Public Members for 2018
- 48-18 Resolution Re-establishing the Affordable Housing Element and Fair Share Plan Advisory Committee and appointing public members for 2018
- 49-18 Resolution Re-Establishing the Economic Development Advisory Committee and appointing public members for 2018
- 50-18 Resolution in compliance with United States Equal Employment Opportunity Commission's enforcement guidance regarding arrest and conviction records
- 51-18 Resolution reaffirming the commitment of Mountain Lakes to remain a welcoming community
- 52-18 Transfer resolution
- 53-18 Resolution re-Establishing the Public Safety/Borough Hall Infrastructure Advisory Committee and appointing public members for 2018



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13) *MINUTES

*Regular minutes of December 11, 2017, (Happer not eligible)
Executive minutes of December 11, 2017, (Happer not eligible)*

14) *BOARD AND COMMISSION AND COMMITTEE APPOINTMENTS

Planning Board

*Tom Dagger, Class IV with a term running through 12/31/2021
Mitchell Stern, Class II with a term running through 12/31/2018
Nancy duTertre, Alternate #1 with a term running through 12/31/2019*

Zoning Board of Adjustment

*Stephen Vecchione, Member with a term running through 12/31/2021
Ann Peters, Member with a term running through 12/31/2021
Mark Caputo, Alternate #1 with a term running through 12/31/2018*

Health Commission

*Dr. Jesse Silverman, Member with a term running through 12/31/2020
MJ O'Leary, Member with a term running through 12/31/2020
Kevin Duval, Alt. #1, with a term running through 12/31/2020
Kelly Walsh, Alt #2, with a term running through 12/31/2020*

Shade Tree Commission

John Briggs, Member with a term running through 12/31/2022

Board of Recreation Commissioners

*Beth Gellert, Member with a term running through 12/31/2020
Mike Esposito, Member with a term running through 12/31/2020
Ina Rose, Member with a term running through 12/31/20
John Kaplan, Board of Education Liaison running through 12/31/2018*

Environmental Commission

*Mimi Kaplan, Member with a term running through 12/31/2020
Allison Rankin, Member, with a term running through 12/31/2020
Nicholas Coppola, Alternate #1 with a term running through 12/31/2019*

Library Board

*Jonathan Holasek, Trustee with a term running through 2/28/2020
Sandy Batty, Trustee, with a term running through 2/28/2021
Bob Burn, Trustee, with a term running through 2/28/2021
Andrew Charwat, Trustee, with a term running through 2/28/2021
Paulette Edelson, Trustee with a term running through 2/28/2021
Ann Greek, Trustee, with a term running through 2/28/2020*



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Arthur Max, Trustee, with a term running through 2/28/2020
James Moody, Trustee, with a term running through 2/28/2020

Mountain Lakes Historic Preservation Committee

Michael DeWitt, Member with a term running through 12/31/2021

15) *COUNCIL LIAISON APPOINTMENTS

<u>Committee/Commission/Board</u>	<u>Liaison/Member</u>
Health Commission	Happer
Lakes Management Advisory Committee	Horst
Fire Department	Barrett
Traffic & Safety Advisory Committee	Happer
Environmental Commission	Shepherd
Recreation Commission	Barrett
Library Board of Trustees	Horst
Communications Advisory Committee	Holmberg
Memorial Day Advisory Committee	Barnett
Woodlands Management Advisory Committee	Horst
Zoning Board of Adjustment	Korman
Shade Tree Commission	Korman
Historic Preservation Committee	Barrett

<u>Active Positions</u>	<u>Liaison/Member</u>
Finance Advisory Committee	Happer Holmberg Shepherd
Public Works Advisory Committee	Barrett Barnett Happer
Planning Board	Barnett Shepherd
Affordable Housing	Korman Barrett
Economic Development	Shepherd Korman Holmberg
Public Safety/Borough Hall Infrastructure Advisory	Barnett Happer Holmberg



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Community Development (County Committee)	<i>Horst</i> <i>Korman (alt)</i>
Boonton Kiwanis	<i>Holmberg</i>

<u>Subcommittees</u>	<u>Liaison/Member</u>
Personnel Subcommittee	<i>Barnett</i> <i>Barrett</i> <i>Horst</i>
Shared Services Subcommittee	<i>Barnett</i> <i>Happer</i> <i>Shepherd</i>
Public Safety Subcommittee	<i>Holmberg</i> <i>Horst</i> <i>Korman</i>

16) 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.

17) 2018 MAYOR'S MESSAGE

18) ADJOURNMENT



TO: BOROUGH COUNCIL MEMBERS
RICHARD SHEOLA, BOROUGH MANAGER

FROM: VALERIE A. EGAN, BOROUGH CLERK

DATE: DECEMBER 29, 2018

RE: EXPLANATION OF RESOLUTIONS

01-18 Resolution Approving the Officers of the Mountain Lakes Volunteer Fire Department
An annual resolution approving the Officers of the Mountain Lakes Volunteer Fire Department.

02-18 Resolution Establishing 2018 Borough Council Meeting Schedule
An annual resolution establishing the dates of all Borough Council meetings for calendar year 2018. Meetings are held the 2nd and 4th Mondays of the month except for July and August (4th Monday only) and December (2nd Monday only). Wednesday meetings in May, September and November are due to holidays falling on the second Monday. Also note the Reorganization meeting for 2018 will be held on Monday January 7th.

03-18 Resolution Designating Official Newspapers of the Borough for 2018
An annual resolution establishing the designated newspapers to be utilized by the Borough for publications, required under the Open Public Meetings Act (OPMA).

04-18 Resolution Establishing 2018 Borough Council Meeting Agenda
An annual resolution establishing the agenda to be followed at Borough Council meetings.

05-18 Resolution Designating 2018 Holiday Schedule
An annual resolution establishing the designated holidays for 2018. Borough employees will not be scheduled to work, with the exception of Police personnel, and non-essential Borough facilities will be closed.

06-18 Resolution Authorizing Participation in the New Jersey State Tonnage Grant Program
An annual resolution authorizing participation in the New Jersey State Tonnage Program, which allows the Borough the opportunity to receive grant funding based on the amount of recycled material produced through all Borough sources. Grant funds may be used to further recycling efforts and education.

07-18 Resolution Authorizing Participation in the Volunteer Tuition Credit Program
An annual resolution authorizing participation in the Volunteer Tuition Credit Program, which entitles Volunteer Firefighters to receive lower tuition. There is no cost to the Borough for participation in this program and the program is an enticement for volunteers.

08-18 Resolution Supporting Traffic and Safety Ordinances

An annual resolution supporting the firm yet fair enforcement of all traffic violations and promoting pedestrian safety.

09-18 Resolution Supporting Efforts to Maintain "Idle Free Zones" in the Borough of Mountain Lakes

An annual resolution supporting the maintenance of "Idle Free Zones" around Borough schools. This resolution helps support the Green Team's Sustainable Jersey certification efforts.

10-18 Resolution to Support A "Safe Routes to School Program"

An annual resolution reaffirming support of the Safe Routes to School Program. This resolution helps support the Green Team's Sustainable Jersey certification efforts.

11-18 Resolution to Protect and Maintain the Public Lands of the Borough of Mountain Lakes

An annual resolution reaffirming the Council's desire to protect and maintain all Borough owned land for future generations.

12-18 Resolution to Close the Boulevard for the 2018 Memorial Day Parade

An annual resolution requesting the County of Morris allow the Borough to close the Boulevard for the Memorial Day Parade.

13-18 Resolution Appointing Special Police Officers

An annual resolution appointing Class II Police Specials. These individuals assist and augment police manpower as deemed appropriate by the Chief of Police.

14-18 Resolution Appointing Assessment Search Officer

All municipalities are required to appoint an Assessment Search Officer annually and the Borough Clerk remains the appointee.

15-18 Resolution Appointing Tax Search Officer

All municipalities are required to appoint a Tax Search Officer annually and the Tax Collector remains the appointee.

16-18 Resolution Appointing JIF Representatives

An annual resolution appointing the Borough's representatives to the JIF (Joint Insurance Fund). The Borough Manager and Borough Clerk remain the appointee and alternate.

18-18 Resolution Appointing Dog and Cat Licensing Official

An annual resolution appointing the Dog and Cat Licensing Official. The Borough Clerk remains the appointee.

18-18 Resolution Appointing Municipal Court Personnel

An annual resolution appointing the Municipal Court Prosecutor Public Defender and Municipal Judge. The Judge appointment is a new three year appointment which will end 12/31/2020.

19-18 Resolution Appointing a Member and an Alternate Member to Serve on the Community Development Revenue Sharing Committee

An annual resolution required by the Cooperation Agreement between the County and the Borough to appoint a member to serve on the Community Development Revenue Sharing Committee.



**TO: BOROUGH COUNCIL MEMBERS
RICHARD SHEOLA, BOROUGH MANAGER**

FROM: VALERIE A. EGAN, BOROUGH CLERK

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All municipalities are required to appoint an Assessment Search Officer annually and the Borough Clerk remains the appointee.

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An annual resolution appointing the Dog and Cat Licensing Official. The Borough Clerk remains the appointee.

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An annual resolution appointing the Municipal Court Prosecutor Public Defender and Municipal Judge. The Judge appointment is a new three year appointment which will end 12/31/2020.

19-18 Resolution Appointing a Member and an Alternate Member to Serve on the Community Development Revenue Sharing Committee

An annual resolution required by the Cooperation Agreement between the County and the Borough to appoint a member to serve on the Community Development Revenue Sharing Committee.

20-18 Resolution Appointing the Municipal Housing Liaison

An annual resolution to appoint a Municipal Housing Liaison. The Borough Manager remains the appointee.

21-18 Resolution Authorizing Cancellation of Refunds and Delinquencies Under \$10.00

An annual resolution authorizing the Tax Collector to cancel or refund any property tax over payment or delinquency under the amount of \$10.00.

22-18 Resolution Appointing the P.A.C.O. Officer for 2018

A resolution appointing a Public Agency Compliance Officer in accordance with P.L. 1975 C. 127. This appointment is usually the Manager or Administrator of a municipality. The P.A.C.O. officer makes sure that all affirmative action statutes are complied with.

23-18 Resolution Establishing the Rate of Interest for Delinquent Taxes

An annual resolution establishing the rate of interest on all delinquent taxes.

24-18 Resolution Approving the 2018 Cash Management Plan

An annual resolution which establishes a cash management plan. The cash management plan is designed to assure the investment of local funds in interest bearing accounts and other permitted investments. The resolution has been reviewed by Borough CFO Monica Goscicki. The number of signatures required were changed to two and the payroll signatures changed to one.

25-18 Resolution Designating Official Depositories for Borough Funds

All municipalities are required to establish an annual list of financial institutions where Borough funds may be deposited.

26-18 Resolution Authorizing a Temporary Budget for the Calendar Year 2018

All municipalities are required to establish annually a temporary budget in an amount not to exceed 26.25% of the prior year's total appropriations, excluding capital improvements and debt service. The temporary budget is valid for ninety (90) days. The temporary budget was developed by Borough CFO Monica Goscicki.

27-18 Resolution Relative to Audit Controls Required for the Issuance of Statutory Bonds by the Municipal Excess Liability Joint Insurance Fund

An annual resolution acknowledging that the auditor has concluded that proper controls are in place concerning the handling of finances and that financial transactions are satisfactory. This resolution is forwarded to the JIF and is necessary relative to the issuance of statutory bonds.

28-18 Resolution Authorizing the Payment of Bills

A resolution authorizing the payment of Borough expenses.

29-18 Resolution Authorizing an Interlocal agreement with the Township of Parsippany-Troy Hills for basic life support services

A resolution authorizing the Parsippany-Troy Hills paid emergency medical services provider, Par-Troy EMS to supplement the Borough's daytime emergency medical services.

30-18 Resolution Authorizing the Execution of an Interlocal Services Agreement between the Borough of Mountain Lakes and the County of Morris for Dispatch Services

A resolution authorizing the continuance of the Interlocal agreement with the County of Morris for 2018 dispatch services.

31-18 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 2018

An annual resolution regarding the Borough's Interlocal service agreement with the Whippany River Watershed Action Committee for the purpose of maintaining a watershed management plan. The Borough Manager and Councilmember Barnett are the Administrative Appointee and the Borough Council Appointee.

32-18 Resolution Authorizing a Professional Services Agreement between the Borough of Mountain Lakes and Murphy McKeon P.C.

An annual resolution appointing the Borough's Attorney. A copy of the agreement is included in the packet.

33-18 Resolution Authorizing a Professional Services Agreement for Auditing Services between the Borough of Mountain Lakes and Nisivoccia LLP

An annual resolution to appoint the Borough's Auditor. A copy of the agreement is included in the packet.

34-18 Resolution Awarding a Contract for Professional Legal Services – Bond Counsel to Hawkins, Delafield & Wood, LLP

An annual resolution appointing the Borough's Bond Counsel. Fees will be incurred if the Borough passes a bond ordinance or conducts a Bond Sale in 2018. A copy of the agreement is included in the packet.

35-18 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.

An annual resolution appointing the Borough's Dam Engineer. A copy of the agreement is included in the packet.

36-18 Resolution Authorizing a Professional Services Agreement for Engineering Services Between the Borough of Mountain Lakes and Anderson and Denzler Associates, Inc.

An annual resolution appointing the Borough's Engineer. A copy of the agreement is included in the packet.

37-18 Resolution Awarding a Contract for Insurance Risk Consulting Services to Chadler Solutions, Inc.

An annual resolution awarding a contract for Insurance Risk Consulting Services to Chadler Solutions, Inc. The fee of five percent (5%) remains the same this year. A copy of the agreement is included in the packet.

38-18 Resolution Establishing the Borough Council Subcommittees for 2018

An annual resolution establishing the Borough subcommittees. The subcommittees for 2018 are: Personnel, Shared Services, Public Safety and Borough Hall/Public Safety Facility.

39-18 through 49-18 and 53-18, Resolutions Re-Establishing Advisory Committees and Appointing Public Members for 2018

Annual resolutions re-establishing Borough advisory committees for 2018 and appointing public (resident) members:

Woodlands Advisory, Traffic and Safety Advisory, Finance Advisory, Memorial Day Parade Advisory
Communication Advisory, Lakes Management Advisory, Memorial Park, Green Team Advisory
Public Works Advisory, Affordable Housing Element and Fair Share Plan Advisory, Economic Development Advisory

50-18 Resolution Certifying compliance with the United States Equal Employment Opportunity Commission

A resolution which certifies the Borough's compliance with the guidance given by the EEOC in regards to consideration of arrest and conviction records when making hiring decisions. Although this is not a new regulation from the federal government, the State of New Jersey is requiring all municipalities to pass this resolution before the municipality can submit their annual municipal budget. The Local Finance Notice and information regarding the law are attached to the resolution.

51-18 Resolution reaffirming the Borough's commitment to remain a welcoming community

A resolution which confirms the municipalities commitment to remain a welcoming community to people of all races, ethnic backgrounds, religious affiliations and any other identities.

52-17, Resolution authorizing a budget transfer

A resolution authorizing the transfer of available funds from Group Insurance, (\$10,000), and Police O/E, (\$6,400) to Administration S & W, (\$16,000) and PFRS, (\$600) which have been expended and are in need of funds.

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 01-18

**“RESOLUTION APPROVING THE OFFICERS OF THE
MOUNTAIN LAKES VOLUNTEER FIRE DEPARTMENT”**

WHEREAS, Chapter 26-14 of the Revised General Ordinances of the Borough of Mountain Lakes states that the Council shall approve the officers to serve in the Volunteer Fire Department of the Borough of Mountain Lakes; and

WHEREAS, the Mountain Lakes Volunteer Fire Department has proposed the following officers:

Fire Chief:	Steven Castellucci
Deputy Chief:	William Bender
Assistant Chief:	Joseph Mullaney
Administrative Officer	Joseph Mullaney

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that said officers have been duly approved for the **2018** calendar year.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Barnett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 02-18

"RESOLUTION ESTABLISHING 2018 BOROUGH COUNCIL MEETING SCHEDULE"

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and herein designated as the "Open Public Meetings Act", requires notification of meetings of public bodies, as therein defined, in the manner therein set forth.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that should the Borough Council need to meet in Executive Sessions, these sessions will begin at 7:30 p.m. Regular sessions, to discuss or act upon public business will begin at 8 p.m. on each of the dates set forth below, at the Borough Hall, 400 Boulevard, Mountain Lakes, New Jersey.

Monday, January 8, 2018
Monday, January 22, 2018
Monday, February 12, 2018
Monday, February 26, 2018
Monday, March 12, 2018
Monday, March 26, 2018
Monday, April 9, 2018
Monday, April 23, 2018
Monday, May 14, 2018
Wednesday, May 30, 2018*
Monday, June 11, 2018
Reorganization

Monday, June 25, 2018
Monday, July 23, 2018
Monday, August 27, 2018
Wednesday, September 12, 2018*
Monday, September 24, 2018
Monday, October 8, 2018
Monday, October 22, 2018
Wednesday, November 14, 2018*
Monday, November 26, 2018
Monday, December 10, 2018

7:30 p.m. *Monday, January 7, 2019

*Wednesday Meetings

BE IT FINALLY RESOLVED that any additions or changes to the above schedule or changes in the time, date or place of any scheduled meeting will be posted on the official bulletin board and delivered to the official newspaper of the Borough in advance, as required by law.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 03-18

"RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE BOROUGH FOR 2018"

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and herein designated as the "Open Public Meetings Act", requires notification of meetings of public bodies, as therein defined, in the manner therein set forth; and

WHEREAS, N.J.S.A. 10: 4-8 requires public bodies to designate which newspapers shall serve as "Official Newspapers" in their jurisdiction.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey for purpose of compliance with the aforesaid "Open Public Meetings Act" and N.J.S.A. 10: 4-8, that the Borough Council of the Borough of Mountain Lakes hereby makes the following designations:

1. The Morris County Daily Record, The Citizen, and/or The Star Ledger as the newspapers to receive notices of meetings as required by any and all sections of the "Open Public Meetings Act", and NJSA 10:4-8, as those newspapers are most likely to inform the local public of such meetings.
2. The location for posting of notice of meetings shall be on the bulletin board located in the Borough Hall, 400 Boulevard, Mountain Lakes, New Jersey.
3. The sum of \$25.00 per year is hereby fixed as the amount to be paid by any person requesting individual notice of meetings as provided in Section 14 of the "Open Public Meetings Act" and NJSA 10:4-19.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 04-18

“RESOLUTION ESTABLISHING 2018 BOROUGH COUNCIL MEETING AGENDA”

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and herein designated as the “Open Public Meetings Act”, requires notification of meetings of public bodies; and

WHEREAS, NJSA 10:4 - 8 (d) requires agendas of meetings not listed on the annual notice be provided in advance “to the extent known”.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, in the State of New Jersey that the following agenda will be adhered to at meetings of the Borough Council of the Borough of Mountain Lakes.

BE IT FURTHER RESOLVED that the order of agenda is subject to change and formal action may be taken.

Call to Order

Open Public Meetings Act Statement

Attendance

Flag Salute

Executive Closed Session (if necessary)

Community Announcements

Special Presentations (if any)

Reports of Borough Established Boards, Commissions and Committees (if any)

Public Comment, (each speaker limited to no more than 5 minutes and no yielding of time to another person)

Discussion Items (if any)

Attorney’s Report

Manager’s Report

Ordinances (if any)

***Resolutions (including payment of bills)**

***Approval of Minutes**

***Department Reports**

Council Reports

Public Comment

Next Steps and Priorities

Adjournment

***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.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 05-18

"RESOLUTION DESIGNATING 2018 HOLIDAY SCHEDULE"

WHEREAS, the Borough of Mountain Lakes Personnel Policy states that certain employees are entitled to thirteen (13) holidays.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that all employees other than the Police Department shall be entitled to the following holidays, and the Borough offices shall be closed on these days:

HOLIDAY SCHEDULE (Offices Closed)

New Year's Day	Monday, January 1, 2018
Presidents' Day	Monday, February 19, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Veterans Day	Monday November 12, 2018
Thanksgiving Holiday	Thursday, November 22, 2018
Thanksgiving Holiday	Friday, November 23, 2018
Christmas Holiday	Monday, December 24, 2018
Christmas Holiday	Tuesday, December 25, 2018

Three Floating Holidays which are to be used with the approval of Department Heads.
Tuesday, January 1, 2018 will be observed as the New Year's Day Holiday for 2018 and Borough offices will be closed.

XX

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Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

Resolution 06-18
TONNAGE GRANT APPLICATION RESOLUTION

WHEREAS, The Mandatory Source Separation and Recycling Act, P.L.1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, It is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, The New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, The recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, A resolution authorizing this municipality to apply for such tonnage grants **for calendar year 2017** will memorialize the commitment of this municipality to recycling and to indicate the assent of the Borough of Mountain Lakes to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, Such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW THEREFORE BE IT RESOLVED by the **Borough Council of the Borough of Mountain Lakes** that **Mountain Lakes** hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Mark Prusina to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 07-18

"RESOLUTION AUTHORIZING PARTICIPATION IN THE VOLUNTEER TUITION CREDIT PROGRAM"

WHEREAS, the Borough Council of the Borough of Mountain Lakes in the County of Morris, State of New Jersey, deem it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Borough of Mountain Lakes; and

WHEREAS, the State of New Jersey has enacted P.L. 1998, c.145 which permits municipal governments to allow their firefighters and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c.145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in the municipality.

BE IT FURTHER RESOLVED, that the Borough Clerk of the Borough of Mountain Lakes is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P.L. 1998, c. 145, a copy of which is herewith made part of this resolution.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 08-18

"RESOLUTION SUPPORTING TRAFFIC AND SAFETY ORDINANCES"

WHEREAS, the Borough Council desires that the traffic and safety Ordinances of the Borough to be firmly and fairly enforced; and

WHEREAS, the Borough Council feels that the success of this program is assured if the Council, Manager, the Department Heads, the individual members of the Borough Police Department, and all other members of the Borough work force give these Ordinances their full support and attention.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the word should go out to all the residents, and all those who travel through our community, that we will not tolerate speeding, reckless driving, and the disregard of pedestrian safety.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Department Heads and the Chief of Police.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 09-18

**"RESOLUTION SUPPORTING EFFORTS TO MAINTAIN 'IDLE FREE ZONES'
IN THE BOROUGH OF MOUNTAIN LAKES"**

WHEREAS, emissions from gasoline and diesel powered vehicles contribute significantly to air pollution, including greenhouse gases, ozone formation, fine particulates, and a multitude of potentially harmful pollutants that can trigger an asthma attack and other ailments; and

WHEREAS, asthma is a significant public health concern in NJ, especially among children and the elderly; and

WHEREAS, unnecessary greenhouse gas emissions and exposure to air toxics can be minimized by reducing or eliminating wasteful vehicle idling; and

WHEREAS, petroleum-based gasoline and diesel fuel are nonrenewable fuels and should be used wisely and not wasted; and

WHEREAS, idling is not generally beneficial to a vehicle's engine because it wears engine parts; and

WHEREAS, vehicle idling occurs in locations (e.g. school grounds, parking lots, drive-through windows, business centers, etc.) where residents can be exposed to air pollutant emissions; and

WHEREAS, moving beyond New Jersey's existing no-idling code of 3 minutes would significantly improve public health, air quality, reduce costs and greenhouse gas emissions.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the Borough of Mountain Lakes supports efforts to maintain "idle free zones" to minimize idling by government agencies, schools, businesses, and other organizations by:

- Encouraging any gasoline or diesel powered motor vehicle to turn off their engines after 10 seconds if they plan to remain at that location for more than 30 seconds;
- Encouraging the public to minimize idling at idle-frequent locations such as school drop-off and pick up, drive through windows, gas stations, parking lots, and business centers;
- Maintaining municipal vehicles to eliminate any visible exhaust;
- Enforcing existing violations and penalties under NJ's existing no-idling code; and
- Supporting broad education of the public about the health, environmental and economic impacts of idling and ways to reduce idling.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 10-18

“RESOLUTION TO SUPPORT A ‘SAFE ROUTES TO SCHOOL PROGRAM’”

WHEREAS, there is a need to promote the health and safety of our children; and

WHEREAS, nearly one out of three children (31%) ages 10-18 are overweight or obese in New Jersey and New Jersey has the second highest rate of obesity (18.9%) for low-income children ages 2-5; and

WHEREAS, lack of physical activity has had a significant impact on children’s health and well-being, resulting in higher rates of obesity, diabetes, heart disease, and other related health concerns compared to thirty (30) years ago; and

WHEREAS, driving children to school by private vehicle and idling in the school vicinity contributes to traffic congestion and air pollution near the school; and

WHEREAS, air pollution near schools can have adverse effects on student health, including decreased lung development, allergies and asthma, as well as on the local environment; and

WHEREAS, Congress has designated federal funding to develop the National Safe Routes to School Program to address these challenges; and

WHEREAS, bicycling and walking to school can have a positive mental and physical impact on the health of children and youth, and helps them arrive at school ready to learn; and

WHEREAS, providing safer routes to and from schools aims to decrease pedestrian and bicycling related injuries, not just for students but for the entire community; and

WHEREAS, the Safe Routes to School program uses education, encouragement, infrastructure and enforcement strategies to help make walking and bicycling to school safer and more attractive to children; and

WHEREAS, a successful Safe Routes to School program involves schools, school boards, citizens and local government to collaborate to enable and encourage children, including those with disabilities, to walk and bicycle to school safely.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, support the Safe Routes to School Program and are proponents of developing and maintaining safe ways to walk and bicycle to school.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 11-18

**“RESOLUTION TO PROTECT AND MAINTAIN
THE PUBLIC LANDS OF THE BOROUGH OF MOUNTAIN LAKES”**

WHEREAS, the Borough Council of the Borough of Mountain Lakes believes that all land owned by the Borough of Mountain Lakes is held in trust for future generations by the Councils and citizens of this community; and

WHEREAS, the woodland, wetlands, and open spaces of Mountain Lakes help define the character of the town and, beyond that, each succeeding year brings us more information on how vital such natural lands are to our collective well-being and to the health of the world around us; and

WHEREAS, these lands are also buffers which mitigate the effect of reasonable development of private lands; and

WHEREAS, once converted to other use, such lands cannot be replaced and therefore short term needs and pressures do not justify endangering the environment of our town, county and state; and

WHEREAS, the Borough Council believes that those most intimately associated with these lands are the most qualified to protect them.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the Borough of Mountain Lakes will protect these lands as its citizens and their elected officials deem necessary, and that the current Council of the Borough affirms and continues in the wisdom of its predecessors in owning, protecting and maintaining the public lands of Mountain Lakes.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 12-18

“RESOLUTION TO CLOSE THE BOULEVARD FOR THE 2016 MEMORIAL DAY PARADE”

WHEREAS, it is necessary to close the Boulevard on Monday, May 28, 2018 from 10 A.M. to 12 P.M. (Noon) from the intersection of Glen Road to the intersection of Lake Drive for the Memorial Day Parade; and

WHEREAS, the Morris County Board of Chosen Freeholders has always given its permission to the above request.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, grant permission for the above closing contingent on final approval of closure by the Morris County Board of Chosen Freeholders.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 13-18

"RESOLUTION APPOINTING SPECIAL POLICE OFFICERS"

WHEREAS, the Chief of Police has recommended and the Borough Manager has approved the following individuals to be appointed to serve as Special Police Officers as identified below:

Class II Special Police Officer
Class II Special Police Officer
Class II Special Police Officer

Joseph Mola
Joseph Mullaney
Jeffrey Sims

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey that said officers have been duly appointed for the 2018 calendar year in accordance with N.J.S.A. 40A: 14-140, and 146.10.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 14-18

"RESOLUTION APPOINTING ASSESSMENT SEARCH OFFICER"

WHEREAS, N.J.S.A. 54:5-18.1 requires the governing body to provide by resolution for the making of official certificates of searches as to municipal improvements authorized by Ordinance of the municipality, but not assessed, affecting any parcel or tract of land in such municipality in that a future assessment will be made thereon pursuant to such Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that Valerie A. Egan is hereby appointed to the position of Assessment Search Officer until such time a resolution stating otherwise is adopted.

BE IT FINALLY RESOLVED that a certified copy of this resolution is forwarded to the Assessment Search Officer.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 15-18

“RESOLUTION APPOINTING TAX SEARCH OFFICER”

WHEREAS, N.J.S.A. 54:5-11 requires the governing body to designate, by resolution, a bonded official of the municipality to make examinations of its records as to unpaid municipal liens and to certify the result thereof.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that **Ann Purcell** is hereby appointed to the position of Tax Search Officer until such time a resolution stating otherwise is adopted.

BE IT FINALLY RESOLVED that a certified copy of this resolution is forwarded to the Tax Search Officer.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 16-18

“RESOLUTION APPOINTING JIF REPRESENTATIVES”

WHEREAS, the Borough of Mountain Lakes is a member of the Morris County Joint Insurance Fund; and

WHEREAS, there is a requirement of the Morris County Insurance Fund that all participating municipalities to designate an Insurance Fund Commissioner as its representative.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that Mitchell Stern be appointed Borough Representative to the Morris County Joint Insurance Fund.

BE IT FURTHER RESOLVED that Valerie A. Egan be appointed as Alternate Representative, to attend meetings in his place when the need arises.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 17-18

“RESOLUTION APPOINTING DOG AND CAT LICENSING OFFICIAL”

WHEREAS, the Borough of Mountain Lakes licenses dogs and cats annually; and

WHEREAS, cat and dog licensing is done by mail and in person.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that Valerie A. Egan shall be appointed as the Dog and Cat Licensing Official for **2018**.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

BOROUGH OF MOUNTAIN LAKES

COUNTY OF MORRIS, NJ

RESOLUTION 18-18

"RESOLUTION APPOINTING MUNICIPAL COURT PERSONNEL"

BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, as follows:

WHEREAS, effective January 1, 2012, the Borough has entered into a Shared Service Agreement with the Township of Denville for the sharing of municipal court personnel and facilities; and

WHEREAS, in furtherance of that Shared Service Agreement, it is necessary for the Borough Council to appoint the appropriate Municipal Court personnel for 2018 as provided under N.J.S.A. 2B: 12-4.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, the following Municipal Court personnel be appointed, with all compensation being paid by the Township of Denville pursuant to the Shared Services Agreement, for terms ending December 31, 2018, (Judges term will end 12/31/2020), as provided under N.J.S.A. 2B:12-4.

Municipal Prosecutor

Brian Mason

Public Defender

Clifford Weininger

Municipal Court Judge

Gerard Smith

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 19-18

**"RESOLUTION APPOINTING A MEMBER AND AN ALTERNATE MEMBER
TO SERVE ON THE COMMUNITY DEVELOPMENT REVENUE SHARING COMMITTEE"**

WHEREAS, the by-laws of the Morris County Community Development Program and the Cooperation Agreement the Borough has entered into with the County require that the Borough Council appoint, on an annual basis, one member to serve on the Community Development Revenue Sharing Committee.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that Janet Horstbe appointed as Member to serve on the Community Development Revenue Sharing Committee for the year **2018**, and that Cynthia Korman be appointed as Alternate Member.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 20-18

“RESOLUTION APPOINTING THE MUNICIPAL HOUSING LIAISON”

WHEREAS, the Borough has, by Ordinance #02-10, created the position of Municipal Housing Liaison, in accordance with the regulations promulgated by the Council on Affordable Housing; and

WHEREAS, Ordinance #02-10 provides that the Borough Council shall appoint a Municipal Housing Liaison.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes that **Mitchell Stern** is hereby appointed as the Municipal Housing Liaison for the Borough of Mountain Lakes for the calendar year **2018**.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 21-18

"RESOLUTION AUTHORIZING CANCELLATION OF REFUNDS AND DELINQUENCIES UNDER \$10.00"

WHEREAS, N.J.S.A. 40A: 5-18 allows for the cancellation of property tax refunds or delinquent amounts in the amount less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax delinquencies or overpayments of \$10.00 or less.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the **Tax Collector, Ann Purcell,** is authorized to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of the Resolution shall be forwarded to the Tax Collector and Borough Auditor.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

RESOLUTION 22-18
BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS
RESOLUTION NAMING AFFIRMATIVE ACTION P.A.C.O. FOR 2018

BE IT RESOLVED, that the Mayor and Council of the Borough of Mountain Lakes, in the County of Morris, New Jersey, in accordance with P.L. 1975 C. 127 (NJAC 18:27), does hereby designate the Public Agency Compliance Officer of the Borough of Mountain Lakes in Morris County, New Jersey for the year 2018, to be:

Mitchell Stern
Borough Manager
400 Boulevard
Mountain Lakes, NJ, 07046
Tel: (973)334-3131, ext. 2007
Fax: (973)402-3466

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

BOROUGH OF MOUNTAIN LAKES

COUNTY OF MORRIS, NJ

RESOLUTION 23-18

"RESOLUTION ESTABLISHING THE RATE OF INTEREST FOR DELINQUENT TAXES"

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, as follows:

1. Property taxes shall be due and payable quarterly on February 1st, May 1st, August 1st and November 1st of each year, with a ten-day grace period, after which dates, if unpaid shall become delinquent, with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes.
2. The rate of interest for delinquent property taxes is fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00.
3. A 6% year-end penalty will be assessed on the last day of the fiscal year on delinquent property tax accounts when in excess of \$10,000.
4. This resolution shall be published in its entirety once in an Official Newspaper of the Borough of Mountain Lakes.
5. A certified copy of this resolution shall be provided by the Office of the Clerk to the Tax Collector, Utility Billing Clerk, Borough Attorney, and Borough Auditor.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 24-18

“RESOLUTION APPROVING THE 2018 CASH MANAGEMENT PLAN”

WHEREAS, the Local Fiscal Affairs Law (N.J.S.A. 40A:5-14) Chapter 148 of the 1997 Pamphlet Laws of the State of New Jersey require that counties, municipalities and authorities adopt annually a Cash Management Plan designed to assure the investment of local funds in interest bearing accounts and other permitted investments.

NOW THEREFORE BE IT RESOLVED that the Borough Council of the Borough of Mountain Lakes, County of Morris, in the State of New Jersey approves the attached Cash Management Plan for the Borough of Mountain Lakes for the period **January 1, 2018 to December 31, 2018.**

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

2018 CASH MANAGEMENT PLAN FOR THE BOROUGH OF MOUNTAIN LAKES, COUNTY OF MORRIS, NJ

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Borough of Mountain Lakes, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The Plan is intended to cover the deposit and/or investment of the following funds of the Borough of Mountain Lakes:

Clearing Account	General Capital Fund
Current Fund	Water Capital Fund
Water Utility Operating Fund	Sewer Capital Fund
Sewer Utility Operating Fund	

- B. It is understood that, for investment purposes, this Plan is not intended to cover certain funds of the Borough of Mountain Lakes, specifically Payroll Trust Funds, General Trust Funds and Municipal Court Accounts.

III. DESIGNATION OF OFFICIALS OF THE BOROUGH OF MOUNTAIN LAKES AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer (the Designated Official) and the Borough Treasurer of the Borough of Mountain Lakes are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Bank of America	Citibank
TD Bank	HSBC Bank
JP Morgan Chase Bank	Lakeland Bank
PNC Bank	Santander Bank
Union Center National Bank	Wells Fargo Bank
State of N.J. Cash Management Fund	The Provident Bank
Connect One Bank	

V. DEPOSIT OF FUNDS

All funds shall be deposited within 48 hours of receipt in accordance with State Statute.

- (1) Operating funds must be deposited into interest bearing accounts to maximize interest earnings.
- (2) Capital funds other than operating funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for availability of funds for investment.
- (3) Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for availability of funds for investment except where either state or federal laws prohibit the earnings of interest on such funds.

VI. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Borough may permit deposits and investments in depositories as permitted in P.L. 1997, Chapter 148.

VII. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF BOROUGH ASSETS

- (1) All designated depositories must conform to all applicable state statutes concerning depositories of public funds.
- (2) All depositories shall obtain the highest amount possible FDIC and /or FSLIC coverage of all Borough assets (Demand and Certificate of Deposit), and shall be a member of GUDPA.
- (3) Collateral will be required for all deposits and investments of the Borough, except for those in the State of New Jersey Cash Management Fund. Collateral must have a market value of not less than 100 percent of all deposits and investments.

VIII. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed 397 days on all operating funds unless a longer maturity is permitted within the provisions of regulations promulgated by either the federal or state governments.

IX. INVESTMENT PROCEDURES

- (1) Bids for Certificates of Deposit and Repurchase Agreements will be solicited from at least three designated depositories only if the amount is \$50,000 or greater.
- (2) Telephone bids will be solicited from designated depositories by the Chief Financial Officer or by his/her designated staff member.
- (3) The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid upon maturity.
- (4) Interest paid shall be from the date the bid was awarded to the day of maturity.
- (5) All bidders may request the results of the bid after the bid is formally awarded.
- (6) A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.
- (7) Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Borough may be used.

X. CONTROLS

When possible, the internal controls should provide for a segregation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities safekeeping. Only designated personnel of the Finance Office shall be allowed to conduct these transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

XI. BONDING

Surety bonds will be maintained for all personnel who have required coverage in accordance with the Borough's auditors and Division of Local Government Service guidelines.

XII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough of Mountain Lakes, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough of Mountain Lakes to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Borough of Mountain Lakes or by a third party custodian prior to or upon the release of the Borough's funds.

XIII. REPORTING REQUIREMENTS

The Designated Official referred to in Section III hereof shall supply to the governing body of the Borough of Mountain Lakes, on a quarterly basis, a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough of Mountain Lakes as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.

XIV. TERM OF PLAN

This plan shall be in effect **from January 1, 2018 to December 31, 2018**. Attached to this Plan is a resolution of the Borough of Mountain Lakes approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the governing body, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

XV. AUTHORIZED ACCOUNT SIGNATURES

BOROUGH OF MOUNTAIN LAKES - BANK ACCOUNTS AS OF 12/31/16

	# Authorized Signatures	# Required Signatures
Provident Bank - Bank Accounts		
Operating Accounts:		
Current Fund	3	2
General Capital Fund	3	2
Water Utility Operating Fund	3	2
Water Utility Capital Fund	3	2
Sewer Utility Operating Fund	3	2
Sewer Utility Capital Fund	3	2
Payroll Trust Accounts:		
Net Payroll Fund	3	1
Payroll Agency Fund	3	2
Unemployment Insurance Fund	3	2
Flexible Spending Account	3	2
General Trust Accounts:		
Animal Trust Fund	3	2
Police Outside Detail Trust	3	2
Recreation Trust Fund	3	2
Municipal Alliance Trust Fund	3	2
Developer's Escrow Trust Fund	3	2
Police Forfeited Assets	3	2
Shade Tree Trust Fund	3	2
COAH Trust Fund	3	2

	# Authorized Signatures	# Required Signatures
Bank of America - Bank Accounts		
Operating Accounts:		
Current Fund	3	2

Payroll Trust Accounts:		
Net Payroll Fund	3	1
Payroll Agency Fund	3	2
Flexible Spending Account	3	2
General Trust Accounts:		
Animal Trust Fund	3	2
Recreation Trust Fund	3	2
Developer's Escrow Trust Fund	3	2

XV. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A: 5-21. Petty Cash Funds shall be maintained in the following amounts:

Custodians	\$250.00
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XVI. CHANGE FUNDS

Change funds have been established by resolution of the governing body to provide change to taxpayers making payments to the following departments:

Tax Office/Solid Waste	\$150.00
Water/Sewer Utilities Department	\$ 50.00

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ
RESOLUTION 25-18**

“RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR BOROUGH FUNDS”

WHEREAS, N.J.S.A. 40A: 5-14 mandates that the governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place and business in the state and organized under the laws of the United States or this State.

BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey as follows:

1. That the following financial institutions be designated depositories of the Borough funds for the year **2018**

Bank of America
HSBC Bank
PNC Bank
State of N.J. Cash Management Fund

Citibank
Lakeland Bank
Santander Bank
Wells Fargo Bank

TD Bank
JP Morgan Chase Bank
Connect One Bank
The Provident Bank

2. That all checks approved by the Borough Council shall be signed by two of the following three representatives of the Borough of Mountain Lakes: Mayor, Borough Manager or Chief Financial Officer.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 26-18

"RESOLUTION AUTHORIZING A TEMPORARY BUDGET FOR THE CALENDAR YEAR 2018"

WHEREAS, N.J.S.A. 40A:4-19, Local Budget Law, provides that temporary appropriations may be made prior to the adoption of the **2018** Budget for the purposes and amounts required in the manner therein provided; and

WHEREAS, the total appropriations in the **2017** Budget less appropriations made for Capital Improvement Fund, Debt Service, and Public Assistance are as follows:

Current Fund	\$8,768,558.95
Water Operating Fund	\$ 812,954.00
Sewer Operating Fund	\$ 855,169.00

WHEREAS, 26.25% of the total appropriations in the **2017** Budget, less appropriations made for Capital Improvement Fund, Debt Service, and Public Assistance are as follows:

Current Fund	\$1,953,095.54
Water Operating Fund	\$ 209,462.93
Sewer Operating Fund	\$ 221,856.87

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the following temporary appropriations be made and a copy of this shall be transmitted to the Chief Financial Officer for his/her records.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

2018 TEMPORARY BUDGET

01-201-20-100-010	GENERAL ADMIN: SALARIES & WAGES	43,000.00
01-201-20-100-020	GENERAL ADMIN: OTHER EXPENSES	14,500.00
01-201-20-110-020	MAYOR AND COUNCIL: OTHER EXPENSES	1,000.00
01-201-20-120-010	MUNICIPAL CLERK: SALARIES & WAGES	23,000.00
01-201-20-120-020	MUNICIPAL CLERK: OTHER EXPENSES	4,000.00
01-201-20-130-010	FINANCIAL ADMIN: SALARIES & WAGES	15,000.00
01-201-20-130-020	FINANCIAL ADMIN: OTHER EXPENSES	6,000.00
01-201-20-135-020	AUDIT SERVICES: OTHER EXPENSES	10,000.00
01-201-20-140-020	COMPUTER SERVICES: OTHER EXPENSES	5,000.00
01-201-20-145-010	TAX COLLECTOR: SALARIES & WAGES	7,900.00
01-201-20-145-020	TAX COLLECTOR: OTHER EXPENSES	1,000.00
01-201-20-150-010	TAX ASSESSOR: SALARIES & WAGES	5,700.00
01-201-20-150-020	TAX ASSESSOR: OTHER EXPENSES	150.00
01-201-20-155-020	LEGAL: OTHER EXPENSES	15,000.00
01-201-20-165-020	ENGINEERING SERVICES: OTHER EXPENSES	4,000.00
01-201-21-180-010	PLANNING BOARD: SALARIES & WAGES	2,900.00
01-201-21-180-020	PLANNING BOARD: OTHER EXPENSES	1,500.00
01-201-21-185-010	ZONING BD OF ADJ: SALARIES & WAGES	2,900.00
01-201-21-185-020	ZONING BD OF ADJ: OTHER EXPENSES	600.00
01-201-22-195-010	UNIFORM CONSTRUC CODE: SALARIES & WAGES	24,000.00
01-201-22-195-020	UNIFORM CONSTRUC CODE: OTHER EXPENSES	500.00
01-201-23-210-020	LIABILITY INSURANCE	54,500.00
01-201-23-215-020	WORKMAN COMPENSATION INSURANCE	40,000.00
01-201-23-220-020	EMPLOYEE GROUP INSURANCE	135,000.00
01-201-25-240-010	POLICE DEPT: SALARIES & WAGES	470,000.00
01-201-25-240-020	POLICE DEPT: OTHER EXPENSES	25,000.00
01-201-25-250-020	INTERLOCAL SERVICE: MC POLICE DISPATCH	26,700.00
01-201-25-251-020	INTERLOCAL SERVICE: DENVER COURT	14,000.00
01-201-25-255-020	FIRE DEPT: OTHER EXPENSES	5,000.00
01-201-25-260-020	CONTRIBUTION TO VOLUNTEER AMBULANCE SQUAD	5,000.00
01-201-25-260-010	FIRE DEPT. SALARIES & WAGES	2,300.00
01-201-25-265-020	UNIFORM FIRE SAFETY OFFICIAL: OTHER EXPENSES	300.00
01-201-25-266-010	FIRE DEPT. SAFETY SALARIES & WAGES	5,000.00
01-201-26-290-010	STREETS AND ROADS: SALARIES & WAGES	90,000.00
01-201-26-290-020	STREETS AND ROADS: OTHER EXPENSES	70,000.00
01-201-26-300-020	SHADE TREE COMMISSION: OTHER EXPENSES	1,000.00
01-201-26-305-010	SOLID WASTE: SALARIES & WAGES	1,800.00
01-201-26-305-020	SOLID WASTE: OTHER EXPENSES	106,000.00
01-201-26-310-020	BUILDINGS & GROUNDS: MUNICIPAL BUILDING	4,000.00
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	12,000.00
01-201-27-330-010	BOARD OF HEALTH: SALARIES & WAGES	1,500.00
01-201-27-330-020	BOARD OF HEALTH: OTHER EXPENSES	1,000.00
01-201-27-335-020	ENVIRONMENTAL COMMISSION: OTHER EXPENSES	1,700.00
01-201-27-337-020	WOODLAND COMMITTEE: OTHER EXPENSES	500.00
01-201-27-360-020	CONTRIBUTION TO SENIOR CITIZENS	200.00
01-201-28-370-010	RECREATION DEPT: SALARIES & WAGES	16,000.00

Q-201-28-370-020	PARKS & PLAYGROUNDS: OTHER EXPENSES	3,000.00
Q-201-28-375-020	MAINTENANCE OF PARKS, BEACHES & LAKES	16,000.00
Q-201-29-390-020	AID TO THE PUBLIC LIBRARY	85,000.00
Q-201-30-420-020	CELEBRATION OF PUBLIC EVENTS: OTHER EXPENSES	500.00
Q-201-31-435-020	ELECTRICITY	14,314.08
Q-201-31-440-020	TELECOMMUNICATIONS	6,000.00
Q-201-31-447-020	PETROLEUM PRODUCTS	35,000.00
Q-201-36-471-020	CONTRIBUTION TO PERS	106,163.46
Q-201-36-472-020	SOCIAL SECURITY SYSTEM (O.A.S.I.)	35,000.00
Q-201-36-475-000	CONTRIBUTION TO PERS	372,968.00
Q-201-36-477-020	DCRP	3,000.00
	TOTALS	<u>1,953,095.54</u>

	WATER UTILITY	109,000.00
Q-201-55-510-010	OPERATING: SALARIES & WAGES	77,045.67
Q-201-55-520-520	OPERATING: OTHER EXPENSES	9,000.00
Q-201-55-531-000	SOCIAL SECURITY SYSTEM (O.A.S.I.)	14,417.26
Q-201-55-532-000	CONTRIBUTION TO PERS	<u>209,462.93</u>
	TOTALS	
	SEWER UTILITY	67,000.00
Q-201-55-510-000	OPERATING: SALARIES & WAGES	139,171.59
Q-201-55-520-520	OPERATING : OTHER EXPENSES	5,200.00
Q-201-55-531-000	SOCIAL SECURITY SYSTEM (O.A.S.I.)	10,485.28
Q-201-55-532-000	CONTRIBUTION TO PERS	<u>221,856.87</u>
	TOTALS	

BE IT FURTHER RESOLVED that the following Temporary Debt Appropriations be made.

	CURRENT FUND	195,000.00
Q-201-45-920-020	BOND PRINCIPAL	
Q-201-45-925-020	BAN PRINCIPAL	108,762.50
Q-201-45-930-020	BOND INTEREST	
Q-201-45-935-020	NOTE INTEREST	
	TOTALS	303,762.50

	WATER OPERATING	-
Q-201-45-920-520	BOND PRINCIPAL	-
Q-201-45-930-020	BOND INTEREST	-
Q-201-45-935-520	NOTE INTEREST	-
	TOTALS	-

	SEWER OPERATING	-
Q-201-45-920-520	BOND PRINCIPAL	-
Q-201-45-930-520	BOND INTEREST	-
Q-201-45-935-520	NOTE INTEREST	-
	TOTALS	-

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 27-18

**“RESOLUTION RELATIVE TO AUDIT CONTROLS REQUIRED FOR THE ISSUANCE OF STATUTORY BONDS BY THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND”**

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (MEL) issues statutory bonds conditional upon members adopting effective control to minimize losses; and

WHEREAS, the Borough Council has reviewed a report from its auditor that concludes that the controls in place concerning the handling of finances and financial transactions are satisfactory.

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 a copy of this resolution, together with a copy of the report, shall be forwarded to the MEL.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

RESOLUTION 28-18

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”

WHEREAS, the Borough Manager has reviewed and approved purchase orders requested by the Department Heads; and

WHEREAS, the Finance Office has certified that funds are available in the proper account; and

WHEREAS, the Borough Treasurer has approved payment, upon certification from the Borough Department Heads that the goods and/or services have been rendered to the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the current bills, dated **January 3, 2018** and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

Report Printed 2017-12-29 11:37:06

MOUNTAIN LAKES

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT Meeting Date: 01/03/2018 For bills from 12/08/2017 to 12/29/2017

Check#	Vendor	Description	Payment	Check Total
		PO 18224 FIRE DEPT: GARAGE GLASS DOOR	275.00	275.00
13688	2888 - AMC PRECISION GLASS, INC.	PO 18099 REIMBURSEMENT FOR CHRISTMAS ITEMS	124.39	124.39
13689	3309 - AUDREY LANE	PO 17705 WATER DEPARTMENT - EQUIPMENT - BLAN	86.32	86.32
13690	2775 - CAPITOL SUPPLY CONSTRUC PROD, INC	PO 18218 WELCOME RECEPTION	136.43	136.43
13691	3650 - CARA FOX	PO 18195 SHADE TREE: 2017 TREE PLANTING	5,600.00	
13692	445 - CERBO'S PARSIPPANY GREENHOUSES, INC	PO 18195 SHADE TREE: 2017 TREE PLANTING	2,905.00	8,505.00
		PO 18238 POLICE DEPT: Tuition Reimbursement	6,852.12	6,852.12
13693	3548 - CHRISTOPHER SOMJEN	PO 17760 DPW - UNIFORMS - BLANKET	359.00	
13694	3783 - CINTAS, CORP. - UNIFORM RENTALS	PO 17760 DPW - UNIFORMS - BLANKET	299.40	658.40
		PO 17760 DPW - UNIFORMS - BLANKET	310.00	310.00
13695	3783 - CINTAS, CORP. - UNIFORM RENTALS	PO 17760 DPW - UNIFORMS - BLANKET	1,148.75	1,148.75
13696	431 - COUNTY CONCRETE CORP.	PO 17884 BOROUGH HALL MAINTENANCE - GARBAGE	304.56	304.56
13697	653 - GANNET NEW JERSEY NEWSPAPERS	PO 18212 ACCT#311470 - DECEMBER ADVERTISING	1,500.00	1,500.00
13698	506 - DAN COMO & SONS, INC	PO 17945 DPW - LEAF & BRUSH REMOVAL - BLANKE	170.70	170.70
13699	3377 - DANIELLE SEKULA	PO 18252 REIMBURSEMENT - NJ LEAGUES OF MUNIC	735.00	735.00
13700	3884 - DECOTIIS, FITZPATRICK, COLE & GIBLI	PO 18225 LABOR ATTORNEY - PROFESSIONAL SERVI	14,500.00	14,500.00
13701	2985 - EAST COAST TREE EXPERTS, LLC	PO 17546 2016 SHADE TREE PRUNE AND REMOVAL P	528.75	528.75
13702	3109 - FERRIERO ENGINEERING, INC	PO 18226 CLIENT NO: ML100 / PROJECT ID: 12ML	420.00	420.00
13703	769 - FOREST LUMBER	PO 17384 DPW - EQUIPMENT & TOOLS	254.97	254.97
13704	911 - HOME DEPOT CREDIT SERVICES	PO 17134 DPW - EQUIPMENT & TOOLS	980.90	980.90
13705	3901 - J. J. MURPHY	PO 18245 TRAVEL REIMBURSEMENT	264.06	
13706	859 - JCP&L	PO 18209 ACCT# 100 076 421 971 / BILL PRD:	60.03	
		PO 18215 MASTER ACCT# 200 000 574 000 / BILL	2,925.53	
		PO 18216 MAST ACCT# 200 000 021 275 / BILL D	213.11	3,462.73
		PO 18234 MASTER ACCT# 200 000 020 764: BILL	2,037.04	
		PO 18233 MASTER ACCT# 200 000 053 658 / BILL	698.80	2,735.84
13707	859 - JCP&L	PO 18232 MAST ACCT# 200 000 054 011/ BILL DA	248,057.60	248,057.60
		PO 17848 POLLARD RD WATER MAIN IMPROVEMENT P	6,907.99	6,907.99
13708	3877 - JTG CONSTRUCTION, INC	PO 18240 POLICE DEPT: Tuition Reimbursement	165.80	165.80
13709	684 - MARK ZACCHINI	PO 18243 NJSLOM 2017 REIMBURSEMENT	20.00	20.00
13710	3907 - MARNIE VYFF	PO 18178 POLICE: Traning for Det. Hukowski	421.40	421.40
13711	2790 - MC PUBLIC SAFETY TRAINING ACADEMY	PO 18268 NOV 2017 PROFESSIONAL SERVICES -GEN	43.80	43.80
13712	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 18261 TAX COLLECTOR: ACCT# M135	400.60	400.60
13713	1338 - MGL PRINTING SOLUTIONS, LLC	PO 18208 ELECTION - NOVEMBER 7, 2017	1,768.93	
13714	3363 - MOUNTAIN LAKES BOARD OF EDUCATION	PO 18217 NOV 6 & 7, TO DEC 6 & 8 2017 SERVIC	909.00	2,677.93
13715	1553 - NEW JERSEY NATURAL GAS	PO 18236 DAMAGE TO NJNG PROPERTY @ 86 RT 46	89.08	89.08
		PO 18207 PLAN# 316149 - DCRP PREMIUM 11/01/2	2,265.00	
13716	3772 - DCRP	PO 17923 FIRE DEPT: QUOTE# 550A	50.00	
13717	1754 - NORTHEAST COMMUNICATIONS, INC.	PO 17977 FIRE DEPT: QUOTE# 609A	1,980.00	4,295.00
		PO 18163 FIRE DEPT: QUOTE# 666A	427.77	427.77
13718	3236 - ONE SOURCE OF NEW JERSEY, LLC	PO 18121 DPW - EQUIPMENT REPAIR - BLANKET	100.58	100.58
13719	3659 - OPTIMUM	PO 17520 BORO INTERNET SERVICES ACCT# 07876-	444.60	444.60
13720	2501 - ORION SAFETY PRODUCTS	PO 18159 POLICE: ROAD FLARES	18.33	18.33
13721	479 - PARKER PUBLICATIONS	PO 18199 ACCT# 010902 / PLANNING BOARD/ ZBOA	97.76	97.76
13722	1734 - READYREFRESH BY NESTLE	PO 18248 ACCT# 0016496903 - 11/13 /17 to 12/	290.00	290.00
13723	1885 - SCHROTH'S GOLD & SILVERSMITHS	PO 18202 Bowls for citizen of the year and J	60.00	60.00
13724	3205 - SECURITY SHREDDING	PO 18221 DECEMBER 2017 SHREDDING	36.99	36.99
13725	1948 - SHEAFFER SUPPLY, INC.	PO 16781 DPW & WATER - BLANKET FOR 1ST QTR 2	1,144.57	1,144.57
13726	3814 - SOUTH JERSEY ENERGY, CO	PO 18235 NOVEMBER 2017 GAS SERVICES - CUST#	103.15	
13727	2774 - STAPLES BUSINESS ADVANTAGE	PO 18164 ORDER #7187871182	418.90	522.00
		PO 18194 CONSTRUCTION: ORDER# 7188227004	3,000.00	3,000.00
13728	1916 - STICKEL, KOENIG, SULLIVAN & DRILL,	PO 17423 2ND - 4TH QTR 2017 PROFESSIONAL SER	23,833.33	23,833.33
13729	1981 - SUBURBAN DISPOSAL, INC	PO 18256 DPW - SOLID WASTE COLLECTION - NOVE	1,662.60	1,662.60
13730	1343 - TILCON NY, INC	PO 17704 DPW - QUARRY PROCESS - BLANKET	4.20	4.20
13731	1536 - TREAS, STATE OF NJ - D.O.H.	PO 18204 NOVEMBER 2017 DOG LICENSING FEES	154.95	
13732	189 - TRUE VALUE HARDWARE	PO 17495 WATER DEPARTMENT - EQUIPMENT & TOOL	142.74	
		PO 17494 DPW - STREETS & ROADS - BLANKET	15.45	313.00
		PO 17895 PARKS & RECREATION - GENERAL MAINTE	46.11	
13733	2749 - VERIZON	PO 17334 2017 INTERNET SVC: A/C# 853-478-04	32.94	
		PO 17334 2017 INTERNET SVC: A/C# 853-478-04	32.94	111.00
		PO 17334 2017 INTERNET SVC: A/C# 853-478-04	641.86	641.86
13734	2135 - VERIZON WIRELESS	PO 18210 ACCT# 882388054-00001 / NOV 5 TO DE	951.83	951.83
13735	2228 - WATER WORKS SUPPLY CO, INC	PO 17603 WATER DEPARTMENT - EQUIPMENT & TOOLS		

340,430

TOTAL

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 01/03/2018 For bills from 12/08/2017 to 12/29/2017

Check#	Vendor	Description	Payment	Check Total	
Summary By Account					
ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	533.39			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	1,117.33			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	729.50			
01-201-20-130-020	FINANCE - OTHER EXPENSES	14.77			
01-201-20-140-020	COMPUTER SERVICES	146.69			
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	52.78			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	735.00			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	461.54			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	3,000.00			
01-201-22-195-020	UNIFORM CONST - OTHER EXPENSES	418.90			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	13,780.11			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	2,030.00			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	4,237.09			
01-201-26-300-020	SHADE TREE COMMISSION - O/E	17,405.00			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	25,333.33			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	372.76			
01-201-27-335-020	ENVIRONMENTAL COMM - OTHER EXP	165.80			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	124.39			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	125.14			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	3,213.01			
01-201-31-437-020	NATURAL GAS	2,913.50			
01-201-31-440-020	TELECOMMUNICATIONS	580.80			
01-260-05-100	DUE TO CLEARING			0.00	77,490.83
TOTALS FOR	Current Fund	77,490.83	0.00	0.00	77,490.83
02-200-40-000-002	RESERVE - DDEF			444.60	
02-200-40-700-340	Clean Communities Grant			1,148.75	
02-200-40-700-410	Community Stewardship Grant			5,000.00	
02-220-40-700-440	TOWN CLUB GRANTS			600.00	
02-260-05-100	DUE TO CLEARING			0.00	7,193.35
TOTALS FOR	FEDERAL AND STATE GRANTS	0.00	0.00	7,193.35	7,193.35
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			2,265.00	
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17			248,586.35	
04-260-05-100	DUE TO CLEARING			0.00	250,851.35
TOTALS FOR	General Capital	0.00	0.00	250,851.35	250,851.35
05-201-55-520-520	Water Operating - Other Expenses	4,498.56			
05-260-05-100	DUE TO CLEARING			0.00	4,498.56
TOTALS FOR	Water Operating	4,498.56	0.00	0.00	4,498.56
07-201-55-520-520	Sewer Operating - Other Expenses	392.37			
07-260-05-100	DUE TO CLEARING			0.00	392.37
TOTALS FOR	Sewer Operating	392.37	0.00	0.00	392.37

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
13-260-05-100	DUE TO CLEARING			0.00	4.20
13-295-56-000-000	DOG LICENSE FEES-DUE STATE NJ			4.20	
TOTALS FOR	Animal Trust	0.00	0.00	4.20	4.20

Total to be paid from Fund 01 Current Fund 77,490.83
 Total to be paid from Fund 02 FEDERAL AND STATE GRANTS 7,193.35
 Total to be paid from Fund 04 General Capital 250,851.35
 Total to be paid from Fund 05 Water Operating 4,498.56
 Total to be paid from Fund 07 Sewer Operating 392.37
 Total to be paid from Fund 13 Animal Trust 4.20
 340,430.66

MSJ 12/29/17

Checks Previously Disbursed

13687	CONSTANT CONTACT, INC	PO# 18244	ANNUAL SUBSCRIPTION PUSH EMAIL CON	378.00 12/21/2017
13686	ANN PURCELL - PETTY CASH	PO# 18237	PETTY CASH REPLENISHMENT DEC 2017	98.10 12/20/2017
217437	NJ STATE HEALTH BENEFITS		DECEMBER HEALTHCARE PAYMENT	42,649.20 12/15/2017
				43,125.30

Total paid from Fund 01 Current Fund 43,110.31
 Total paid from Fund 07 Sewer Operating 14.99
 43,125.30

Total for this Bills List: **383,555.96**

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MOUNTAIN LAKES

List of Bills - (1210101001001) PAYROLL AGENCY-CASH-PROVIDENT BANK Payroll Agency Account

Meeting Date: 01/03/2018 For bills from 12/08/2017 to 12/29/2017

Check#	Vendor	Description	Payment	Check Total
5017	1392 - MTN. LAKES POLICE ASSOCIATION	PO 18229 4RDQ2017 REFUND OF POLICE UNION DUE	780.00	780.00
	TOTAL			780.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
12-101-01-001-001	PAYROLL AGENCY-CASH-PROVIDENT BANK			0.00	780.00
12-200-00-000-800	POLICE UNION DUES			780.00	
TOTALS FOR	Payroll Agency Account	0.00	0.00	780.00	780.00

Total to be paid from Fund 12 Payroll Agency Account

780.00

780.00

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MOUNTAIN LAKES

List of Bills - (1710101001002) Escrow - Developers - Checking **Developer's Escrow**

Meeting Date: 01/03/2018 For bills from 12/08/2017 to 12/29/2017

Check#	Vendor	Description	Payment	Check Total
5079	102 - ANDERSON & DENZLER ASSOC., INC	PO 18211 OCTOBER 2017 PROFESSIONAL SERVICES	585.93	
		PO 18214 NOVEMBER 2017 PROFESSIONAL SERVICES	1,500.50	2,086.43
				2,086.43
	TOTAL			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
				0.00	2,086.43
17-101-01-001-002	Escrow - Developers - Checking			235.50	
17-500-00-050-240	DEAN FERDICO			585.93	
17-500-00-050-288	Jeffery Ansell Escrow			401.50	
17-500-00-050-303	PERRY & STEPHANIE TROISI			863.50	
17-500-00-091-304	KING MOUNTAIN LAKES LLC				
		0.00	0.00	2,086.43	2,086.43
TOTALS FOR	Developer's Escrow				

Total to be paid from Fund 17 Developer's Escrow

2,086.43

2,086.43

List of Bills - (3310101001001) PROVIDENT BANK Recreation Trust

Meeting Date: 01/03/2018 For bills from 12/08/2017 to 12/29/2017

Check#	Vendor	Description	Payment	Check Total
5125	3309 - AUDREY LANE	PO 18099 REIMBURSEMENT FOR CHRISTMAS ITEMS	125.94	125.94
5126	3878 - PAUL ZIMMERMAN FOUNDRIES	PO 18230 HISTORIC PRESERVATION COMMITTEE: PL	217.30	217.30
TOTAL				343.24

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	PROVIDENT BANK			0.00	343.24
33-600-00-090-122	HISTORIC PRESERVAT'N COMMITTEE			217.30	
33-600-00-090-134	FACILITY USE FEES			125.94	
TOTALS FOR	Recreation Trust	0.00	0.00	343.24	343.24

Total to be paid from Fund 33 Recreation Trust

343.24

343.24

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 29-18

**“RESOLUTION AUTHORIZING THE EXECUTION OF A MUTUAL AID AGREEMENT WITH THE TOWNSHIP OF
PARSIPPANY-TROY HILLS FOR BASIC LIFE SUPPORT SERVICES”**

WHEREAS, N.J.S.A. 40A:14-26 and N.J.S.A. 40A:14-156 authorize the chief or head of any municipal department or force to request assistance to protect life and property outside the normal territorial jurisdiction of the department or force; and

WHEREAS, the Borough of Mountain Lakes desires to provide the most timely and effective emergency services to its residents, including ambulance services; and

WHEREAS, the Borough of Mountain Lakes has identified a need to supplement the availability of daytime emergency medical services; and

WHEREAS, the Township of Parsippany-Troy Hills, through its paid emergency medical services provider, Par-Troy EMS, staffs basic life support (“BLS”) ambulances on ready status to respond to 9-1-1 and emergency calls in and around the Parsippany area; and

WHEREAS, it is in the interest the Borough of Mountain Lakes to utilize the closest available and most appropriate resources for the protection of life and property within its jurisdiction.

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 the Borough Manager and Borough Clerk are hereby authorized to execute a Mutual Aid Agreement with the Township of Parsippany –Troy Hills in the form attached hereto.

BE IT FURTHER RESOLVED that a copy of this resolution be distributed to both the Chief of Police and to the Chief of the Volunteer Fire Department of the Borough of Mountain Lakes as well as to the County of Morris, Department of Law and Public Safety.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

MUTUAL AID AGREEMENT

THIS MUTUAL AID AGREEMENT (the "Agreement") is made this 16th day of February 2016, by and between:

THE TOWNSHIP OF PARSIPPANY-TROY HILLS, a municipal corporation of the State of New Jersey with its principal place of business located at 1001 Parsippany Boulevard, Parsippany, New Jersey 07054 ("Parsippany"); and

THE BOROUGH OF MOUNTAIN LAKES, a municipal corporation of the State of New Jersey with its principal place of business located at 400 Boulevard, Mountain Lakes, New Jersey 07046 ("Mountain Lakes").

WITNESSETH:

WHEREAS, N.J.S.A. 40A:14-26 and N.J.S.A. 40A:14-156 authorize the chief or head of any municipal department or force to request assistance to protect life and property outside the normal territorial jurisdiction of the department or force; and

WHEREAS, Mountain Lakes desires to provide the most timely and effective emergency services to its residents, including ambulance services; and

WHEREAS, Mountain Lakes has identified a need to supplement the availability of daytime emergency medical services; and

WHEREAS, Parsippany, though its paid emergency medical services provider, Par-Troy EMS, staffs basic life support ("BLS") ambulances on ready status to respond to 9-1-1 and emergency calls in and around the Parsippany area; and

WHEREAS, it is in the interest of both Mountain Lakes and Parsippany to utilize the closest available and most appropriate resources for the protection of life and property within their jurisdictions.

NOW THEREFORE, in consideration of the promises and obligations set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, it is hereby mutually agreed as follows:

I. EMERGENCY AMBULANCE REQUESTS IN MOUNTAIN LAKES.

1. Upon receipt of an emergency request for a BLS ambulance in Mountain Lakes, the dispatcher shall follow the normal and standard initial dispatching procedures for emergency medical services in the Borough.

2. During those days and times when Par-Troy EMS is in service, if no BLS ambulance has contacted the dispatcher and indicated that it is responding to the emergency call within six (6) minutes of initial dispatch, the dispatcher shall send a second request and simultaneously contact the Parsippany-Troy

Hills Police Department and request that a Par-Troy EMS ambulance respond.

3. During those days and times when Par-Troy EMS is in service, it shall provide primary response and coverage for any law enforcement-related mass casualty or "active shooter" event, and at any such incident Par-Troy EMS personnel shall report directly to the law enforcement incident commander.

4. In the event that no Par-Troy EMS ambulance is available, the dispatcher shall follow normal protocols for backup mutual aid dispatch, which may include dispatching a Township or other municipal volunteer resource to handle the call.

II. BILLING AND COMPENSATION.

1. Par-Troy EMS shall bill for transport services pursuant to Parsippany's Third-Party Payment Plan for Emergency Medical Services Provided by the Non-Volunteer Par-Troy EMS Squad (Township Code § 4-47.1).

2. Mountain Lakes residents shall be considered Parsippany residents for purposes of billing and, pursuant to Township Code § 4-47.1(B) and (C), Parsippany shall accept as payment only what is paid by the resident's health insurance plan or Medicare/Medicaid and shall not bill for any deductibles, co-pays or other balance due. Parsippany shall not

balance bill those residents who are not covered by insurance or Medicare/Medicaid.

3. All billing by Par-Troy EMS shall also be subject to Parsippany's Direct Billing and/or Bundled Billing Agreements with advanced life support (New Jersey Mobile Intensive Care Unit) providers including, but not limited to Saint Clare's Health System and Atlantic Health System, which may be amended or rescinded from time to time with or without notice.

III. POLICIES AND PROCEDURES.

Par-Troy EMS employees shall follow all established Parsippany policies, procedures, protocols, and guidelines, as well as National Incident Management System standards, New Jersey standards of care, standing orders, and local medical control while providing services in Mountain Lakes. All Par-Troy EMS employees providing services in Mountain Lakes shall maintain current training and credentials in law enforcement-related mass-casualty and "active shooter" response.

IV. TERM AND TERMINATION.

This Agreement shall be effective as of the date first written above and shall extend until it is terminated by either Party in accordance with the provisions herein.

V. NOTICE.

1. Unless otherwise provided in writing, any notices to be given or to be served upon any of the Parties hereto, must be in writing and may be delivered personally or by overnight, certified, or registered mail, or by a nationally-recognized courier service. Such notice shall be delivered to the applicable Party at their respective addresses as set forth below, or at such other address as either Party may hereafter designate to all other Parties in writing:

The Township: The Township of Parsippany Troy Hills
1001 Parsippany Boulevard
Parsippany, NJ 07054
Attention: Business Administrator

With a copy to: Justin A. Marchetta, Esq.
Inglesino, Webster, Wyciskala & Taylor, LLC
600 Parsippany Road, Suite 204
Parsippany, NJ 07065

The Borough: The Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, New Jersey 07046
Attention: Borough Manager

VI. GENERAL PROVISIONS.

1. Mutual Cooperation. The Parties agree to undertake all commercially reasonable efforts to effectuate the terms of this Agreement and agree to cooperate with each other in the timely effectuation of the same.

2. **Amendments.** This Agreement shall not be amended except by mutual consent of all Parties hereto in a signed written document transmitted to all Parties pursuant to the notice provisions set forth in Section V herein.

3. **Counterparts/Facsimile Signature.** This Agreement may be executed in separate counterparts, each of which shall be an original and all of which taken together shall constitute one and the same instrument, and such execution may be evidenced by signatures delivered by facsimile transmission. Delivery of an executed copy of this Agreement by facsimile shall be equally as effective as delivery of a manually-executed copy of this Agreement.

4. **Terms Deemed Invalid.** In the event that any provision of this Agreement shall be determined to be invalid, unlawful or ineffective, the remaining provisions of this Agreement shall not be affected thereby and shall remain in full force and effect.

5. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, without reference to choice of law rules.

6. **Acknowledgement of Parties.** Each of the Parties has carefully read and understands the terms and conditions of this Agreement, and each party has been advised by counsel as to the

meaning and legal implications of this Agreement, and executes this document as its own free act.

7. **Waiver of Breach.** The waiver by any party of a breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach, nor shall any waiver of any provision of this Agreement in any instance be deemed to be a waiver of any other provision in any other instance.

8. **Authority to Bind.** Parsippany and Mountain Lakes each represent that it is duly authorized to execute this Agreement, and to enter into the agreement described herein, and that the person signing this Agreement has the authority to bind the party for whom he is signing this Agreement. No undertaking or obligation contained herein conflicts with any contracts or obligations to which any of the Parties to this Agreement is a party.

9. **Binding Agreement.** This Agreement shall be binding upon, enforceable against, and inure to the benefit of all of the Parties, and their respective predecessors, successors, assigns, employees, partners, affiliates, associates, agents, representatives, directors, officers, members, subsidiaries, related corporations, parent companies, shareholders, principals, and underwriters.

10. **Entire Agreement.** This Agreement constitutes the entire understanding between the Parties hereto, represents the final written expression of the parties with respect to the subject matter hereof, and may not be amended, altered or modified except in writing signed by each of the Parties.

[SIGNATURES APPEAR ON NEXT PAGE]

Seen Snook
your copy

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 61-16

**"RESOLUTION AUTHORIZING THE EXECUTION OF A MUTUAL AID AGREEMENT
WITH THE TOWNSHIP OF PARSIPPANY-TROY HILLS
FOR BASIC LIFE SUPPORT SERVICES"**

WHEREAS, N.J.S.A. 40A:14-26 and N.J.S.A. 40A:14-156 authorize the chief or head of any municipal department or force to request assistance to protect life and property outside the normal territorial jurisdiction of the department or force; and

WHEREAS, the Borough of Mountain Lakes desires to provide the most timely and effective emergency services to its residents, including ambulance services; and

WHEREAS, the Borough of Mountain Lakes has identified a need to supplement the availability of daytime emergency medical services; and

WHEREAS, the Township of Parsippany-Troy Hills, through its paid emergency medical services provider, Par-Troy EMS, staffs basic life support ("BLS") ambulances on ready status to respond to 9-1-1 and emergency calls in and around the Parsippany area; and

WHEREAS, it is in the interest the Borough of Mountain Lakes to utilize the closest available and most appropriate resources for the protection of life and property within its jurisdiction.

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 the Borough Manager and Borough Clerk are hereby authorized to execute a Mutual Aid Agreement with the Township of Parsippany -Troy Hills in the form attached hereto.

BE IT FURTHER RESOLVED that a copy of this resolution be distributed to both the Chief of Police and to the Chief of the Volunteer Fire Department of the Borough of Mountain Lakes as well as to the County of Morris, Department of Law and Public Safety.

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

**ADOPTED: January 25, 2016
Peter Holmberg, Mayor**

ATTEST:

Cara Sox
Michele Reilly, RMC
Borough Clerk

Cara Fox Acting
I, Michele Reilly, RMC, CMR, Borough Clerk of the Borough of Mountain Lakes, in the County of Morris, in the State of New Jersey, certify this to be a true copy of the Resolution adopted at the regularly scheduled session of the Borough Council held on January 25, 2016.

Cara Fox

BOROUGH OF MOUNTAIN LAKES

COUNTY OF MORRIS, NJ

RESOLUTION 30-18

"RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERLOCAL SERVICES AGREEMENT

BETWEEN THE BOROUGH OF MOUNTAIN LAKES AND THE COUNTY OF MORRIS FOR DISPATCHING SERVICES"

WHEREAS, the Borough of Mountain Lakes desires to enter into an Interlocal Services Agreement, copy of which is attached hereto, for radio dispatch services from the County of Morris; and

WHEREAS, the Agreement is in full compliance with the Interlocal Services Act, N.J.S.A. 40:8A-1; and

WHEREAS, the Agreement is a mutual benefit for the Borough of Mountain Lakes and for the County of Morris.

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 the Borough Council of the Borough of Mountain Lakes approves the Interlocal Services Agreement with the County of Morris for radio dispatch services; and

BE IT FURTHER RESOLVED that in accordance with this Agreement the Borough of Mountain Lakes agrees to pay the County the sum of **\$106,389.69**.

BE IT FURTHER RESOLVED that this agreement shall take effect on **January 1, 2018** and continue until such time as the Borough notifies the County in writing, **180 days** in advance, of the date the Borough no longer requires these services; and

BE IT FURTHER RESOLVED that the Borough Manager of the Borough of Mountain Lakes is hereby authorized to sign the attached Agreement; and

BE IT FINALLY RESOLVED that a copy of the Resolution and the Agreement for Interlocal Services be sent to the County of Morris for their approval and signature.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Barrett						
Happer						
Holmberg						
Horst						
Korman						
Shepherd						

BOROUGH OF MOUNTAIN LAKES

COUNTY OF MORRIS, NJ

RESOLUTION 31-18

"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 2018"

WHEREAS, the Borough of Mountain Lakes is within the Whippany River Watershed; and

WHEREAS, the sixteen towns within the Whippany River Watershed desire to establish an interlocal service agreement for the purpose of creating a Watershed Management Plan; and

WHEREAS, the Borough of Mountain Lakes and all the other municipalities which are members of this interlocal agreement are responsible for costs of **\$1,200.00**.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the Borough Manager of the Borough of Mountain Lakes is hereby authorized to sign the interlocal agreement for the **2018 calendar year**.

BE IT FURTHER RESOLVED that the Borough Council of the Borough of Mountain Lakes hereby makes the following appointments for the **2018 calendar year**:

Administrative Appointee: **Mitchell Stern**

Borough Council Appointee: **Lauren Barnett**

In addition, the **Borough Planner, Engineer and Attorney** are authorized and directed to participate as necessary.

BE IT FINALLY RESOLVED that the Borough Council of the Borough of Mountain Lakes authorized payment of the **\$1,200.00** to the Whippany River Watershed Action Committee via Resolution 97-99 on June 28th, 1999.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

SERVICE AGREEMENT
FOR
EMERGENCY 9-1-1 AND DISPATCHING SERVICES

THIS CONTRACT, made and entered into this _____ day of _____
by and between the County of Morris (hereinafter "**County**") and Mountain Lakes Borough (hereinafter "**Municipality**")

WITNESSETH

WHEREAS, the **Municipality** has a need for radio dispatching services and the **County** has the ability to make the service available, on terms set forth, in consideration of payment as herein provided:

NOW, THEREFORE, it is understood and agreed as follows:

1. The **County** shall provide the following services to the **Municipality** in a continuous, 24-hour per day basis commencing **January 1, 2016** and continuing throughout the term of this agreement:
 - (a) Accept and transmit emergency calls for police, fire, and ambulance vehicles within the territorial jurisdiction of the **Municipality** and activate sirens and/or plectrons and/or pagers when appropriate;
 - (b) Maintain a computer log of all calls dispatched, showing date, time, source, and disposition of each call;
 - (c) Provide event reports, based on the material in the computer log, as requested by corresponding emergency service agency heads of the **Municipality**;
 - (d) Page individual officials of the **Municipality**, to the extent that paging devices are made available to those individuals at the expense of the **Municipality**;
 - (e) Monitor existing municipal government alarm installations where facilities are established therefore at the expense of the **Municipality** and dispatch police, fire, and/or first aid units in response thereto. (The County does not accept private alarm connections).
2. The services listed in paragraph 1 hereof shall be performed by personnel to be hired, paid, and supervised by the Department of Law & Public Safety of the **County** and using physical facilities of the **County**.
3. The **Municipality** agrees to pay the **County** an annual contract amount based on calculations referenced in **Addendum A** which is the annual **Invoice**.
4. This agreement shall take effect on **January 1, 2016** and remain in effect after execution unless terminated by either party. Either party may terminate this Agreement by providing one hundred eighty (180) days written notice to the other party

5. The **Municipality** is solely responsible for the purchase, installation and maintenance of its radio equipment. The **Municipality** shall not purchase, install or replace radio equipment for use on the **County** trunking radio system without prior approval of the **County**.
6. The primary purpose of the County Radio Infrastructure is to satisfy the needs of the County of Morris, and provision of access to this system by the **County** to the **Municipality** is purely voluntary. Accordingly, the quality of reception in all geographic areas of the County cannot be guaranteed to the **Municipality**. Therefore, the **Municipality** acknowledges that this agreement covers the use of the system as it is established for the County of Morris and the **County** is not obligated to alter the system in any way to improve access in any geographic area within the **County** where reception is inadequate for the purposes of the **Municipality**.
7. The operation of each radio unit shall be in accordance with the rules and regulations of the Federal Communications Commission of the United States, as well as the rules and regulations of the County, as may be in effect at the time of the signing of the agreement or may hereinafter be adopted.
8. The **Municipality** shall participate in the Automatic Vehicle Locator (AVL) mapping system for police patrol vehicles.
9. The **Municipality** agrees to abide by the Morris County Communications Division operational policies that are consistent with current laws, regulations and APCO/CALEA standards.
10. Payments to be made to the **County** by the **Municipality** under paragraph 3 of this agreement shall be made at such time as is agreed upon by the chief fiscal officers of the parties hereto, consistent with statutory and other legal requirements. If there is no agreement between the chief fiscal officers within 90 days of the date of this agreement, or if payment is not made by the municipality within 60 days of the agreed upon date for any payment by the municipality, the County reserves the right, and may terminate services under this agreement.
11. This agreement is subject to the availability of appropriate funds and staff to execute its provisions.
12. This agreement is entered into pursuant to the provisions of N.J.S.A. 40A:65-1 et seq. (Shared Services and Consolidation) and it is the intent of the parties hereto that the provisions hereof shall be construed to give full effect to the legislative intent expressed therein.
13. In addition to the other rights and remedies of the parties herein, the Borough of Mountain Lakes agrees to indemnify and hold harmless the County of Morris, including its employees and agents, from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions by the Borough of Mountain Lakes's personnel arising out of this Agreement or any of the obligations assumed by the Borough of Mountain Lakes hereunder, provided it is determined by a Court having the appropriate jurisdiction that the Borough of Mountain Lakes is solely or jointly responsible for such liability. In the event it is determined by a Court that the

Borough of Mountain Lakes is not solely responsible for said liability, then the Borough of Mountain Lakes's liability shall be limited to that degree of liability determined by said Court to be the proportionate liability of the Borough of Mountain Lakes. The Borough of Mountain Lakes, upon notice from the County, shall resist and defend, at the expense of the Borough of Mountain Lakes, such action or proceeding with counsel reasonably satisfactory to the County. In addition, at its option, the County may engage separate counsel to appear on its behalf in such action or proceeding without waiving its rights or the Borough of Mountain Lakes's obligation under this paragraph. In addition to the other rights and remedies of the parties herein, the County agrees to indemnify and hold harmless the Borough of Mountain Lakes, including its officers, trustees, employees and agents, from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions by the County arising out of this agreement or any of the obligations assumed by the County hereunder, provided it is determined by a Court having the appropriate jurisdiction that the County is solely or jointly responsible for such liability. In the event it is determined by court that the County is not solely responsible for said liability, then the County's liability shall be limited to that degree of liability determined by said Court to be the proportionate liability of the County. The County, upon notice from the Borough of Mountain Lakes, shall resist and defend, at the expense of the County, such action or proceeding with counsel reasonably satisfactory to the Borough of Mountain Lakes. In addition, at its option, the Borough of Mountain Lakes may engage separate counsel to appear on its behalf in such action or proceeding without waiving its rights or the County's obligation under this paragraph.

14. The **Municipality** agrees (a) that the law of the State of New Jersey shall be the operative law in this agreement and in any subsequent contract or any related matters; and (b) that the **Municipality** submits to the jurisdiction of the courts of the State of New Jersey as to any claims or disputes arising out of this agreement or any subsequent contract based on this agreement. This provision shall govern in spite of language to the contrary in any submitted proposal, supporting documentation or contract language submitted with or subsequent to the agreement.
15. At the conclusion of the agreement the **County** and **Municipality** will review the existing agreement and determine if any revisions are necessary.

IN WITNESS THEREOF, the parties hereto have caused their authorized officials to affix their signatures and proper corporate seals, the day and year first written above.

FOR: _____

BY: _____
Mayor

ATTEST: _____
Borough Clerk

FOR: COUNTY OF MORRIS

BY: _____
Board of Chosen
Freeholders

ATTEST: _____
Diane M. Ketchum, Clerk of the
Board of Chosen Freeholders



Morris County Communications Center Dispatch Services

Provided for (Municipality): Mountain Lakes

Term: January 1, 2018-December 31, 2018

2017 Service Fee: \$95,789.69

County Trunked Radio System Use Fee

\$200 per year per radio recurring fee

Number of Radios:

Police Base Station:	1
Police Mobile:	8
Mobile Fire:	4
Mobile EMS:	
Portable Police:	20
Portable Fire:	20
Portable EMS:	
Total Radios:	53
Total Radio Fee:	\$10,600.00

2018 GRAND TOTAL \$106,389.69

Please Remit Payment To:
County of Morris
Treasurer's Office
PO Box 900
Morristown NJ 07963-0900

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 32-18

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE BOROUGH OF
MOUNTAIN LAKES AND MURPHY MCKEON P.C.**

WHEREAS, there exists the need for professional legal services (Borough Attorney) for the Borough of Mountain Lakes; and

WHEREAS, Murphy McKeon P.C. has submitted a proposal indicating that legal services will be provided for the annual fee of \$50,000.00 per year plus \$150.00 per hour for litigation; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey:

- Section 1.** The Borough Manager and Borough Clerk are hereby authorized and directed to execute an agreement with Murphy McKeon P.C. for professional legal services (Borough Attorney) for the Borough of Mountain Lakes as set forth in a proposal dated November 30, 2016, attached hereto, which shall not exceed \$50,000.00 per year plus \$150.00 per hour for litigation.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of this agreement shall be for one year, from January 1, 2018 through December 31, 2018.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Borough of Mountain Lakes.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

Borough of Mountain Lakes
Contract Review Checklist
Vendor/Professional: Murphy Melen P.C.

Financial Impact:

Item	Applicability	Standard	Verified	Reviewer
Affirmative Action	Goods and Services; Professional Services	Employee information report provided	✓	<i>e</i>
Business Registration	Goods and Services; Professional Services	Copy of Registration provided	✓	<i>e</i>
Attorney Review	All Contracts	Confirmation that the agreement has been reviewed by the Borough Attorney	✓	<i>e</i>
Confidentiality	Professional Services; Goods and Services	Provisions when appropriate included in the contract		
Corporate Disclosure	Goods and Services; Professional Services	Disclosure affidavit provided.	✓	<i>e</i>
Insurance	All Contracts	Proof of insurance as required by RFP, Specifications, or Contract	✓	<i>e</i>
Debarment	Public Works	Vender not currently on the State debarment list		
Invoice Process	All Contracts	Consistent with Local Public Contracts law and Borough procedures.		
Non-collusion	All Contracts	Non-collusion affidavit has been signed		
Non-performance	All Contracts	Provision addressing consequences for non-performance or breach of agreement.		
Political Contribution Disclosure	Professional Services	Disclosure language in contract; form completed	✓	<i>e</i>
Payment Terms	All Contracts	Do standard payment terms apply?		
Professional Appointment	Professional Services	Has a resolution of appointment been adopted		1/3/18
Qualifications	Professional Services	Proof of professional licenses/certifications		
Renewal	Professional Services; Goods and services	Provision concerning renewal included where appropriate	n/a	
Term	All Contracts	One year term for professional services, two years for goods and services, or Statutory exception.	✓	<i>e</i>
Termination	All Contracts	Right to terminate included when appropriate		
Financial	All contracts	Has the economic impact of the transaction been evaluated?		

Date: _____

CONTRACT FOR LEGAL SERVICES

AGREEMENT made this day of , 20__.

between **BOROUGH OF MOUNTAIN LAKES** and **MURPHY McKEON, P.C.**,

WITNESSETH:

That Murphy McKeon, P.C., for and in consideration of the payments hereinafter specified and agreed to by the Borough of Mountain Lakes, hereby agrees to perform legal services for the Borough of Mountain Lakes.

It is agreed by the parties hereto that Murphy McKeon, P.C., who serve as Borough Attorneys for the Borough of Mountain Lakes for the year 2018, shall now be responsible for all legal services for the Borough. For said legal services, the Borough of Mountain Lakes agrees to pay to Murphy McKeon, P.C. the annual retainer of \$50,000.00.

It is agreed that Murphy McKeon, P.C. shall be responsible for representing the Borough of Mountain Lakes in all matters of litigation such as court proceedings, administrative law hearings and tax appeals. For said services, the Borough of Mountain Lakes agrees to pay to Murphy McKeon, P.C. the sum of \$150.00 per hour.

In addition, the Borough of Mountain Lakes agrees to be responsible for all disbursements and out-of-pocket expenses in connection with said representation. It is further agreed that Murphy McKeon, P.C. shall submit to the Borough of Mountain Lakes, on a monthly basis, vouchers for fees consisting of the retainer and legal services rendered in connection with litigation.

Political Contribution Disclosure. This contract has been awarded to Murphy McKeon, P.C. based on the merits and abilities of Murphy McKeon, P.C., Esq. to provide the goods or services as described herein. This contract was not awarded through a "fair and open process"

pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Murphy McKeon, P.C., its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the Borough of Mountain Lakes if a member of that political party is serving in an elective public office of the Borough of Mountain Lakes when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Borough of Mountain Lakes when the contract is awarded.

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status so affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates or pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regarding to age, race, creed, color, national origin, ancestry, marital status or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans With Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

IN WITNESS WHEREOF, the Borough of Mountain Lakes has caused these presents to be signed by its proper officers and caused its corporate seal to be hereunto affixed and Murphy McKeon, P.C. has hereunto affixed his signature to day and year first above written.

Attest:

VALERIE EGAN, Clerk

**BOROUGH OF MOUNTAIN
LAKES**

By: _____

Borough Manager

MURPHY McKEON, P.C.

By: _____
ROBERT H. OOSTDYK, JR.

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Murphy McKeon P.C. has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Mountain Lakes as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

No reportable contribution has been made to any organization or candidate between 1/1/17 and the date of this contract.	

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:


- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☒ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
James T. Bryce	31 North Road, Chester, NJ 07930
Anthony M. Bucco	10 Janet Road, Boonton Twp., NJ 07005
Robert H. Oostdyk, Jr.	21 Manor Avenue, Pompton Plains, NJ 07444
David J. Ruitenberg	24 Abbott Road, Wayne, NJ 07470
Christopher I. Woods	117 Bartholdi Avenue, Butler, NJ 07405

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Murphy McKeon P.C.

Signed: 

Title: Partner

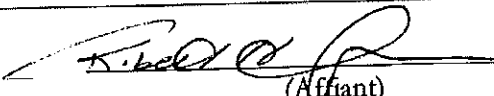
Print Name: Robert H. Oostdyk, Jr.

Date: 12-19-2017

Subscribed and sworn before me this 19th day of December, 2017.

My Commission expires:

DANICA M. DUVAL
A Notary Public of New Jersey
My Commission Expires November 4, 2019


(Affiant)

Robert H. Oostdyk, Jr., Partner
(Print name & title of affiant) (Corporate Seal)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

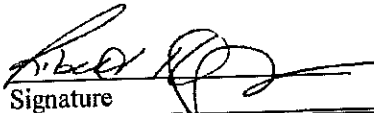
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name:	Robert H. Oostdyk, Jr., Esq./ Murphy McKeon P.C.		
Address:	51 Route 23 South, P.O. Box 70		
City:	Riverdale	State: NJ	Zip: 07457

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

 Robert H. Oostdyk, Jr. Partner
Signature Printed Name Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
None			

☐ Check here if the information is continued on subsequent page(s)

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: **Murphy McKeon P.C.**

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☒ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: James T. Bryce
Home Address: 31 North Road
Chester, NJ 07930

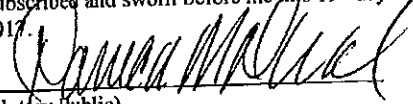
Name: Anthony M. Bucco
Home Address: 10 Janet Road
Boonton Twp., NJ 07005

Name: Robert H. Oostdyk, Jr.
Home Address: 21 Manor Avenue
Pompton Plains, NJ 07444

Name: David J. Ruitenberg
Home Address: 24 Abbott Road
Wayne, NJ 07470

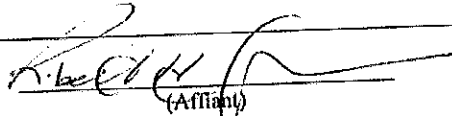
Name: Christopher I. Woods
Home Address: 117 Bartholdi Avenue
Butler, NJ 07405

Subscribed and sworn before me this 19th day of December,
2017.


(Notary Public)

My Commission expires:

DANICA M. DUVAL
A Notary Public of New Jersey
My Commission Expires November 4, 2019


(Affiant)

Robert H. Oostdyk, Jr., Partner
(Print name & title of affiant)

(Corporate Seal)

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N.J. 08646-0252

TAXPAYER NAME:

MURPHY MCKEON P.C.

TRADE NAME:

ADDRESS:

51 ROUTE 23 SOUTH PO BOX 70
RIVERDALE NJ 07457-0070

SEQUENCE NUMBER:

0988894

EFFECTIVE DATE:

05/15/03

ISSUANCE DATE:

12/21/11

James J. G...
Director
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

104-001-0205040v

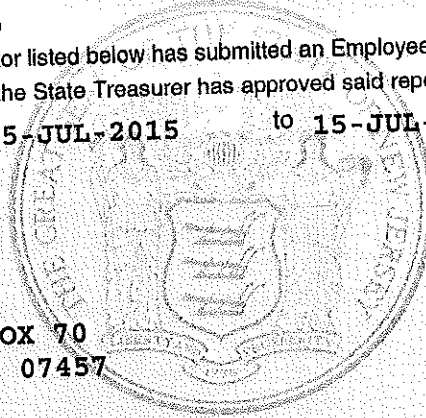
Certification 16824

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-JUL-2015** to **15-JUL-2022**

MURPHY MCKEON PC
41 RTE 23 SO., P.O. BOX 70
RIVERDALE NJ 07457



A handwritten signature of Andrew P. Sidamon-Eristoff.

Andrew P. Sidamon-Eristoff
State Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Couch Braunsdorf Insurance Group 701 Martinsville Rd. PO Box 888 Liberty Corner, NJ 07938	CONTACT NAME:		FAX (A/C, No):	
		PHONE (A/C, No, Ext):			
INSURED	Murphy McKeon, P.C. 51 Route 23 South P.O. Box 70 Riverdale, NJ 07457	E-MAIL ADDRESS:			
		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: AmGUARD Insurance Company			42390
		INSURER B:			
		INSURER C:			
		INSURER D:			
INSURER E:					
INSURER F:					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/PROP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	SCHEDULED AUTOS						\$
	NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Lawyers' Professional Liability - Direct			MUPL808473	10/01/2017	10/01/2018	EACH OCCURRENCE \$2,000,000
							AGGREGATE \$2,000,000
							DEDUCTIBLE \$15,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, NJ 07046

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REI

© 1988-2014 ACORD CORPORATION. All rights reserved.

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 33-18

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR AUDITING SERVICES BETWEEN THE
BOROUGH OF MOUNTAIN LAKES AND NISIVOCIA LLP**

WHEREAS, there exists the need for professional auditing services (**Borough Auditor**) for the Borough of Mountain Lakes; and

WHEREAS, **Nisivoccia LLP** has submitted a proposal indicating that auditing services will be provided for an annual fee **not to exceed \$35,000 per year**; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey:

Section 1. The Borough Manager and Borough Clerk are hereby authorized and directed to execute an agreement with **Nisivoccia LLP** for professional auditing services (**Borough Auditor**) for the Borough of Mountain Lakes as set forth in a proposal dated **December** for an **annual fee not to exceed \$35,000 per year**.

Section 2. This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

Section 3. The term of this agreement shall be for one year, from **January 1, 2018 through December 31, 2018**.

Section 4. A notice of this action shall be printed once in the legal newspaper of the Borough of Mountain Lakes.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

**Borough of Mountain Lakes
Contract Review Checklist**

Vendor/Professional: MSI/veeja LLP

Financial Impact:

Item	Applicability	Standard	Verified	Reviewer
Affirmative Action	Goods and Services; Professional Services	Employee information report provided	✓	
Business Registration	Goods and Services; Professional Services	Copy of Registration provided		
Attorney Review	All Contracts	Confirmation that the agreement has been reviewed by the Borough Attorney		
Confidentiality	Professional Services; Goods and Services	Provisions when appropriate included in the contract	n/a	
Corporate Disclosure	Goods and Services; Professional Services	Disclosure affidavit provided.	✓	VAE
Insurance	All Contracts	Proof of insurance as required by RFP, Specifications, or Contract	✓	
Debarment	Public Works	Vendor not currently on the State debarment list	n/a	
Invoice Process	All Contracts	Consistent with Local Public Contracts law and Borough procedures.		
Non-collusion	All Contracts	Non-collusion affidavit has been signed		
Non-performance	All Contracts	Provision addressing consequences for non-performance or breach of agreement.		
Political Contribution Disclosure	Professional Services	Disclosure language in contract, form completed	✓	VAE
Payment Terms	All Contracts	Do standard payment terms apply?		
Professional Appointment	Professional Services	Has a resolution of appointment been adopted		1/3/18
Qualifications	Professional Services	Proof of professional licenses/certifications		
Renewal	Professional Services; Goods and services	Provision concerning renewal included where appropriate	n/a	
Term	All Contracts	One year term for professional services, two years for goods and services, or Statutory exception.	✓	VAE
Termination	All Contracts	Right to terminate included when appropriate		
Financial	All contracts	Has the economic impact of the transaction been evaluated?		

Date: _____



Mount Arlington Corporate Center
200 Valley Road, Suite 300
Mt. Arlington, NJ 07856
973-328-1825 | 973-328-0507 Fax
Lawrence Business Center
11 Lawrence Road
Newton, NJ 07860
973-383-6699 | 973-383-6555 Fax

RECEIVED DEC 20 2017

December 15, 2017


Valerie Egan
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, NJ 07046

Dear Ms. Egan:

Enclosed are the required "pay to play" political contribution forms for our upcoming appointment in 2018. This package includes our Stockholder Disclosure Certification, the Business Entity Disclosure Certification, Mandatory Equal Opportunity Language, Certificate of Insurance, Affirmative Action Certificate, and our System Review Report. Even though most of the information on the Stockholder Disclosure Certification and the Business Entity Disclosure Certification are identical, in order to ensure that we are in full compliance with the Political Disclosure requirements, we have included both forms.

Should you have any questions regarding these forms, please do not hesitate to contact me.

Very truly yours,


Raymond G. Sarinelli

Enclosures

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
Borough of Mountain Lakes

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the Nisivoccia LLP has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding December 1, 2017 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Mountain Lakes as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

The candidate committee, joint candidate committee or political party committee as defined pursuant to N.J.S.A. 44A:A-3(p), (q) and (r) representing any current elected offices in the Borough of Mountain Lakes	

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

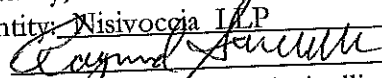
☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☒ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Raymond Nisivoccia	41 High Avenue, Randolph, NJ 07869
Raymond G. Sarinelli	107 Church St. Rockaway, NJ 07866
Timothy J. Mehaffey	10 Indian Trail Rd. Randolph, NJ 07869
Francis J. Jones, Jr.	229 Flocktown Rd. Long Valley, NJ 07853
William F. Schroeder	34 Partridge Dr. Blairstown, NJ 07825
Kathryn L. Mantell	63 Combs Hollow Rd. Mendham, NJ 07945
Thomas R. Dartnell	410 Mountain Lake Road, Great Meadows, NJ 07838
Douglas S. Collins	1 Kill Road, Columbia, NJ 07832
Anthony Rispoli	3 Exeter Lane, Hamburg, NJ 07419
Dominic Sarinelli	181 Mt. Arlington Boulevard., Landing, NJ 07850

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Nisivoccia LLP

Signature of Affiant: 

Title: Partner

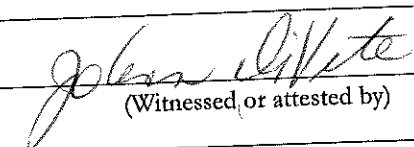
Printed Name of Affiant: Raymond G. Sarinelli

Date: December 15, 2017

Subscribed and sworn before me this 15th day of
December 2017

My Commission expires:

JO ANN DIVITE
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES ON SEPTEMBER 5, 2019


(Witnessed or attested by)

(Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
Borough of Mountain Lakes

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:** Nisivoccia LLP

**Organization Address:** 200 Valley Road, Suite 300, Mt. Arlington, NJ 07856

**Part I** Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)      ☐ Limited Liability Company (LLC)
- ☐ Partnership      ☐ Limited Partnership      ☒ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

| Name of Individual or Business Entity                         | Home Address (for Individuals) or Business Address    |
|---------------------------------------------------------------|-------------------------------------------------------|
| Name: Raymond G. Sarinelli                                    | Name: Francis J. Jones Jr.                            |
| Home Address: 107 Church St. Rockaway, NJ 07866               | Home Address: 229 Flocktown Rd. Long Valley, NJ 07853 |
| Name: Timothy J. Mehaffey                                     | Name: William F. Schroeder                            |
| Home Address: 10 Indian Trail Rd. Randolph, NJ 07869          | Home Address: 34 Partridge Dr. Blirstown, NJ 07825    |
| Name: Douglas S. Collins                                      | Name: Kathryn L. Mantell                              |
| Home Address: 3 Mountain Terrace, Columbia, NJ 07832          | Home Address: 63 Combs Hollow Rd. Mendham, NJ 07945   |
| Name: Thomas R. Dartnell                                      | Name: Anthony Rispoli                                 |
| Home Address: 410 Mountain Lake Road, Great Meadows, NJ 07838 | Home Address: 3 Exeter Lane, Hamburg, NJ 07419        |
| Name: Dominick Sarinelli                                      |                                                       |
| Home Address: 181 Mt. Arlington Road, Landing, NJ 07850       |                                                       |

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

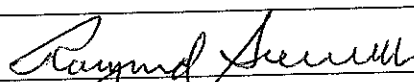
| Website (URL) containing the last annual SEC (or foreign equivalent) filing | Page #'s |
|-----------------------------------------------------------------------------|----------|
| Not Applicable                                                              |          |
|                                                                             |          |
|                                                                             |          |

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

| Stockholder/Partner/Member and Corresponding Entity Listed in Part II | Home Address (for Individuals) or Business Address |
|-----------------------------------------------------------------------|----------------------------------------------------|
|                                                                       |                                                    |
|                                                                       |                                                    |
|                                                                       |                                                    |

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Mountain Lakes is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with Borough of Mountain Lakes to notify the Borough of Mountain Lakes in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Mountain Lakes to declare any contract(s) resulting from this certification void and unenforceable.

|                    |                                                                                     |        |                   |
|--------------------|-------------------------------------------------------------------------------------|--------|-------------------|
| Full Name (Print): | Raymond G. Sarinelli                                                                | Title: | Partner           |
| Signature:         |  | Date:  | December 15, 2017 |

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

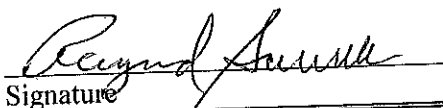
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.

## Part I - Vendor Information

|              |                            |           |            |
|--------------|----------------------------|-----------|------------|
| Vendor Name: | Nisivoccia, LLP            |           |            |
| Address:     | 200 Valley Road, Suite 300 |           |            |
| City:        | Mt. Arlington              | State: NJ | Zip: 07856 |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
Signature

Raymond G. Sarinelli  
Printed Name

Partner  
Title

## Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

| Contributor Name                       | Recipient Name | Date | Dollar Amount |
|----------------------------------------|----------------|------|---------------|
|                                        |                |      | \$            |
| No reportable contributions were made. |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |
|                                        |                |      |               |

☐ Check here if the information is continued on subsequent page(s)

# **List of Agencies with Elected Officials Required for Political Contribution Disclosure** **N.J.S.A. 19:44A-20.26**

**County Name: Morris**

State: Governor, and Legislative Leadership Committees

Legislative District #s: 16, 21, 24, 25 & 26

State Senator and two members of the General Assembly per district.

|             |              |         |           |
|-------------|--------------|---------|-----------|
| County:     |              |         |           |
| Freeholders | County Clerk | Sheriff | Surrogate |

Municipalities (Mayor and members of governing body, regardless of title):

|                       |                         |                                |
|-----------------------|-------------------------|--------------------------------|
| Boonton Town          | Jefferson Township      | Mount Olive Township           |
| Boonton Township      | Kinnelon Borough        | Mountain Lakes Borough         |
| Butler Borough        | Lincoln Park Borough    | Netcong Borough                |
| Chatham Borough       | Long Hill Township      | Parsippany-Troy Hills Township |
| Chatham Township      | Madison Borough         | Pequannock Township            |
| Chester Borough       | Mendham Borough         | Randolph Township              |
| Chester Township      | Mendham Township        | Riverdale Borough              |
| Denville Township     | Mine Hill Township      | Rockaway Borough               |
| Dover Town            | Montville Township      | Rockaway Township              |
| East Hanover Township | Morris Plains Borough   | Roxbury Township               |
| Florham Park Borough  | Morris Township         | Victory Gardens Borough        |
| Hanover Township      | Morristown Town         | Washington Township            |
| Harding Township      | Mount Arlington Borough | Wharton Borough                |

Boards of Education (Members of the Board):

|                       |                         |                                |
|-----------------------|-------------------------|--------------------------------|
| Boonton Town          | Lincoln Park Borough    | Netcong Borough                |
| Boonton Township      | Long Hill Township      | Parsippany-Troy Hills Township |
| Butler Borough        | Madison Borough         | Pequannock Township            |
| Chester Township      | Mendham Borough         | Randolph Township              |
| Denville Township     | Mendham Township        | Riverdale Borough              |
| Dover Town            | Mine Hill Township      | Rockaway Borough               |
| East Hanover Township | Montville Township      | Rockaway Township              |
| Florham Park Borough  | Morris                  | Roxbury Township               |
| Hanover Park Regional | Morris Hills Regional   | Sch Dist Of The Chathams       |
| Hanover Township      | Morris Plains Borough   | Victory Gardens                |
| Harding Township      | Mount Arlington Borough | Washington Township            |
| Jefferson Township    | Mount Olive Township    | West Morris Regional           |
| Kinnelon Borough      | Mountain Lakes Borough  | Wharton Borough                |

(continued on next page)

Fire Districts (Board of Fire Commissioners):

Hanover Township Fire District No. 2  
Hanover Township Fire District No. 3  
Montville Township Fire District No. 1  
Montville Township Fire District No. 2  
Montville Township Fire District No. 3  
Parsippany-Troy Hills Township Fire District No 1  
Parsippany-Troy Hills Township Fire District No 2

Parsippany-Troy Hills Township Fire District No 3  
Parsippany-Troy Hills Township Fire District No 4  
Parsippany-Troy Hills Township Fire District No 5  
Parsippany-Troy Hills Township Fire District No 6  
Parsippany-Troy Hills Township Fire District No. 7  
Parsippany-Troy Hills Township Fire District No. 8

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 ET SEQ., N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provision of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the American with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2. or a binding determination of the applicable county employment goals determined by the Division pursuant to N.J.A.C.17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus,

colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

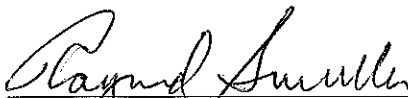
The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documentations:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code as N.J.A.C.17:27.**

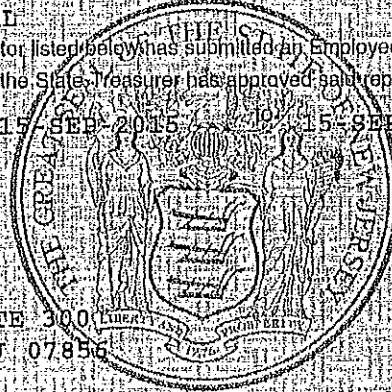
  
Raymond G. Sarinelli, Partner  
Nisivoccia LLP



Certification 5693  
**CERTIFICATE OF EMPLOYEE INFORMATION REPORT****RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-SEP-2015 to 15-SEP-2018.

**NISIVOCIA LLP**  
**200 VALLEY ROAD, SUITE 300**  
**MD ARLINGTON NJ 07856**



*Robert A. Romano*

Robert A. Romano,  
Acting State Treasurer



351 Harvey Avenue, Suite A  
Greensburg, PA 15601-1911  
724 838 8322  
www.DeluzioCPA.com

Charles A. Deluzio, CPA  
Jeffrey P. Anzovino, CPA, MSA  
Joseph E. Petrillo, CPA  
Stacey A. Sanders, CPA, CSEP  
Lisa M. Altschaffl, CPA

## SYSTEM REVIEW REPORT

December 11, 2014

To the Partners of Nisivoccia LLP  
and the Peer Review Committee of the New Jersey Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Nisivoccia LLP (the firm) in effect for the year ended June 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at <http://www.aicpa.org/prsummary>.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans, and examinations of service organizations [SOC 1 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of Nisivoccia LLP in effect for the year ended June 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Nisivoccia LLP has received a peer review rating of *pass*.

A handwritten signature in cursive script that reads 'Deluzio &amp; Company LLP'.

Deluzio and Company LLP



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                               |  |                                                                                                                                   |  |               |
|-------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------|--|---------------|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, Inc.<br>400 Market Street Suite 450<br>Philadelphia PA 19106 |  | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 800-350-8005<br><b>FAX (A/C, No):</b> 973-921-2876<br><b>E-MAIL ADDRESS:</b> |  |               |
| <b>INSURED</b><br>NISILLP-01<br>Nisivoccia, LLP<br>200 Valley Road Suite 300<br>Mt. Arlington, NJ 07856                       |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                              |  | <b>NAIC #</b> |
|                                                                                                                               |  | INSURER A : Great Divide Insurance Company                                                                                        |  | 25224         |
|                                                                                                                               |  | INSURER B :                                                                                                                       |  |               |
|                                                                                                                               |  | INSURER C :                                                                                                                       |  |               |
|                                                                                                                               |  | INSURER D :                                                                                                                       |  |               |
|                                                                                                                               |  | INSURER E :                                                                                                                       |  |               |
| INSURER F :                                                                                                                   |  |                                                                                                                                   |  |               |

## COVERAGES

CERTIFICATE NUMBER: 935305984

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                         | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>OTHER: \$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                         |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>OTHER: \$                                    |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><br>DED <input type="checkbox"/> RETENTION \$                                                                                                                           |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>OTHER: \$                                                                                                                                                 |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y/N <input type="checkbox"/> N/A                                                         |           |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                |
| A        | Accountants Professional Claims Made                                                                                                                                                                                                                                                      |           |          | NJB201387-02  | 6/1/2017                | 6/1/2018                | Each Claim \$5,000,000<br>Aggregate \$5,000,000                                                                                                                                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Claims Made Retro: 1/1/1970  
deductible: \$100,000

## CERTIFICATE HOLDER

## CANCELLATION

|                                                                              |                                                                                                                                                                |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nisivoccia, LLP<br>200 Valley Road, ste 300<br>Mt. Arlington NJ 07856<br>USA | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                                              | AUTHORIZED REPRESENTATIVE<br>                                                                                                                                  |

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**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 34-18**

**RESOLUTION AWARDING A CONTRACT FOR PROFESSIONAL LEGAL SERVICES – BOND COUNSEL TO HAWKINS,  
DELAFIELD & WOOD, LLP**

**WHEREAS**, there exists the need for professional legal services (Bond Counsel) for the Borough of Mountain Lakes; and

**WHEREAS**, the Borough has received a proposal for professional legal services (Bond Counsel) from Hawkins, Delafield & Wood, LLP and

**WHEREAS**, the Borough Manager has recommended acceptance of the proposal from Hawkins, Delafield & Wood, LLP.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that a Contract is hereby awarded to Hawkins, Delafield & Wood, LLP, One Gateway Center, 24<sup>th</sup> Floor, Newark, NJ, 07102-5311 for the Borough's **2018** professional legal services (Bond Counsel) **in an amount not to exceed \$15,000** and that the Borough Manager and Borough Clerk are hereby authorized to enter into the Contract.

**BE IT FURTHER RESOLVED** that the term of this contract shall be for one year, from January 1, 2018 through December 31, 2018.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



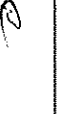

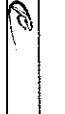
**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**Borough of Mountain Lakes**  
**Contract Review Checklist**  
**Vendor/Professional:** Hawkins, DeLafield & Wood LLP

Financial Impact:

| Item                              | Applicability                                | Standard                                                                                           | Verified | Reviewer                                                                              |
|-----------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------|
| Affirmative Action                | Goods and Services;<br>Professional Services | Employee information report provided                                                               | ✓        |  |
| Business Registration             | Goods and Services;<br>Professional Services | Copy of Registration provided                                                                      | ✓        |  |
| Attorney Review                   | All Contracts                                | Confirmation that the agreement has been reviewed by the Borough Attorney                          |          |                                                                                       |
| Confidentiality                   | Professional Services;<br>Goods and Services | Provisions when appropriate included in the contract                                               |          |                                                                                       |
| Corporate Disclosure              | Goods and Services;<br>Professional Services | Disclosure affidavit provided.                                                                     | ✓        |    |
| Insurance                         | All Contracts                                | Proof of insurance as required by RFP, Specifications, or Contract                                 |          |                                                                                       |
| Debarment                         | Public Works                                 | Vender not currently on the State debarment list                                                   | n/a      |                                                                                       |
| Invoice Process                   | All Contracts                                | Consistent with Local Public Contracts law and Borough procedures.                                 | ✓        |    |
| Non-collusion                     | All Contracts                                | Non-collusion affidavit has been signed                                                            | n/a      |                                                                                       |
| Non-performance                   | All Contracts                                | Provision addressing consequences for non-performance or breach of agreement.                      |          |                                                                                       |
| Political Contribution Disclosure | Professional Services                        | Disclosure language in contract; form completed                                                    | ✓        |    |
| Payment Terms                     | All Contracts                                | Do standard payment terms apply?                                                                   |          |                                                                                       |
| Professional Appointment          | Professional Services                        | Has a resolution of appointment been adopted                                                       |          |                                                                                       |
| Qualifications                    | Professional Services                        | Proof of professional licenses/certifications                                                      |          |                                                                                       |
| Renewal                           | Professional Services;<br>Goods and services | Provision concerning renewal included where appropriate                                            | n/a      |                                                                                       |
| Term                              | All Contracts                                | One year term for professional services, two years for goods and services, or Statutory exception. | ✓        |                                                                                       |
| Termination                       | All Contracts                                | Right to terminate included when appropriate                                                       |          |                                                                                       |
| Financial                         | All contracts                                | Has the economic impact of the transaction been evaluated?                                         |          |                                                                                       |

Date: \_\_\_\_\_



RECEIVED DEC 22 2017

A NEW YORK LIMITED LIABILITY PARTNERSHIP

PHONE (973) 642-8584  
FAX (973) 642-6773

ONE GATEWAY CENTER  
NEWARK, NJ 07102  
WWW.HAWKINS.COM

NEWARK  
NEW YORK  
WASHINGTON  
HARTFORD  
LOS ANGELES  
SACRAMENTO  
SAN FRANCISCO  
PORTLAND  
ANN ARBOR

C. STEVEN DONOVAN  
ROBERT H. BEINFELD  
ERIC J. SAPIR  
CHARLES G. TOTO  
KRISTINE L. FLYNN  
DAVID S. HANDLER  
MICHELLE A. LOUCOPOLOS  
ROBERT A. ERNST  
MEGAN I. SARTOR  
DONGYU "EDDIE" WANG  
NILES B. MURPHY

DIRECT DIAL: (973) 642-1307  
E-MAIL: RBEINFELD@HAWKINS.COM

December 21, 2017

Borough of Mountain Lakes,  
in the County of Morris, New Jersey

Ms. Valerie A. Egan  
Borough Clerk  
Borough Hall  
400 Boulevard  
Mountain Lakes, New Jersey 07046-1520

Dear Valerie:

Thank you very much for your e-mail of December 21, 2017 inviting us to submit a proposal for bond counsel services for the year 2018. As requested, set forth below is our proposed fee schedule. **Please note that the proposed fee schedule for 2018 contains no increases from our 2017 fee schedule and is identical to the fee schedule that has been in effect for many years.**

In addition, I am enclosing a proposed form of Professional Services Agreement that contains certain State recommended statutory references and the Mandatory Equal Employment Opportunity Language, the Business Entity Disclosure Certification, the Chapter 271 Political Contribution Disclosure Form, the Statement of Ownership Disclosure, our New Jersey Business Registration Certificate and a copy of our Certificate of Employee Information Report from the State Treasurer.

For work done and responsibilities assumed in connection with municipal bond issues, we would charge a base fee of \$3,500 plus \$1.00 per \$1,000 of bond issue with some additional charges for multi-ordinance bond issues (\$150 per ordinance), plus the usual minimal disbursements. For the preparation, review or revision of a draft bond ordinance, we would charge \$500 with some additional charges for multi-purpose ordinances (\$250 per additional purpose), Local Finance Board involvement and other unique issues. For work done and responsibilities assumed in connection with note issues, we would charge a base fee of \$1,000 plus 50¢ per \$1,000 of notes (with a \$1,000 minimum) and some additional charges for multi-ordinance note issues (\$150 per ordinance), plus the usual minimal disbursements. Additionally, it is necessary for the Borough to distribute an official statement in connection with the issuance of its bonds (and possibly notes). We use an

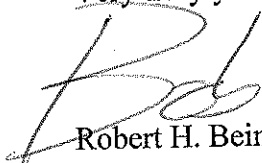
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hourly charge basis in determining the fee for such services (with a \$2,000 minimum) and our paralegal, associate and partner rates range from \$95 to \$250 per hour. With the present emphasis on federal tax and securities law including continuing disclosure, arbitrage and rebate, and book-entry-only securities, bond and note issues on occasion require additional attention with some added hourly charges. Hourly charges on a typical bond or note issue are usually minimal. Unique financings such as refundings and pooled loan programs involve some additional work and fixed charges (e.g., typically \$10,000 additional for refundings and \$25,000 fixed charge for NJEIT financings)

It has been a pleasure for all of us here to work with you, the Borough and its officials and professionals over the course of many years and I look forward to doing so again next year. Please do not hesitate to contact me if I can do or provide anything further at this time or if either you or others have any questions with regard to the above.

With best wishes for happy holidays, I am

Very truly yours,



Robert H. Beinfield

RHB:cls  
Enclosures  
Federal Express

**THIS PROFESSIONAL SERVICES AGREEMENT** ("Agreement") dated this \_\_\_\_\_ day of January, 2018, by and between the Borough of Mountain Lakes, in the County of Morris, New Jersey (the "Borough"), and Hawkins Delafield & Wood LLP, having offices at One Gateway Center, Newark ("Hawkins"),

**WITNESSETH:**

**WHEREAS**, the Borough requires the services of a recognized bond counsel firm to: approve the legality of its bond and bond anticipation note issues; assist it and its local attorney in every phase of the authorization proceedings; oversee the actual issuance of the bonds and bond anticipation notes; arrange for the advertising and holding of public bond and bond anticipation note sales; attend to the preparation of the bonds and bond anticipation notes and delivery and payment for the bonds and bond anticipation notes at the closing thereof; aid in the timely and efficient consummation of the bond and bond anticipation note sale and preliminary and related proceedings; issue an approving legal opinion that accompanies the bonds and bond anticipation notes; prepare a notice of sale for the bonds and bond anticipation notes; assist in matters relating to the receipt of electronic bids for the bonds; prepare or assist in the preparation of a Preliminary Official Statement and a final Official Statement relating to the bonds and bond anticipation notes; prepare or assist in the preparation of any necessary Local Finance Board Applications; advise with respect to the federal securities laws relating to initial and secondary market disclosure applicable to the issuance of bonds and bond anticipation notes; advise with respect to the federal tax laws applicable to the issuance of bonds and bond anticipation notes; prepare bond ordinances, capital improvement ordinances, bond resolutions, bond anticipation note resolutions and other related ordinances and resolutions; and provide advice from time to time with respect to the foregoing and related matters;



**NOW THEREFORE**, in consideration of the premises, and the mutual promises herein contained, the parties hereto agree as follows:

Section 1. Hawkins agrees to provide all of the above-mentioned services.

Section 2. The Borough agrees to pay Hawkins for the services enumerated above the customary and usual reasonable fees for rendering said services, taking into account the nature of the work, the time involved, the effort expended, the responsibility involved and the results obtained. Such fee shall be calculated as set forth in the letter of Hawkins dated December 21, 2017 which is attached hereto and made a part hereof. In the event that there are unusual or extraordinary services rendered over and above what is customary, then and in such event, an additional reasonable fee will be allowed for such extraordinary work.

Section 3. The Borough agrees to reimburse Hawkins for any and all cash disbursements or expenses in connection with the aforesaid work.

Section 4. This contract has been awarded to Hawkins based on the merits and abilities of Hawkins to provide the services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Hawkins, its subsidiaries, assigns or principals controlling in excess of 10% of the firm has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of this contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of this contract to any political party committee in the Borough if a member of that political party is serving in an elective public office of the Borough when this

contract is awarded, or to any candidate committee of any person serving in an elective public office of the Borough when this contract is awarded.

Section 5. During the term of this Agreement, the parties hereto agree to comply with the equal employment opportunity requirements set forth in N.J.A.C. 17:27, and hereby incorporate by reference the Mandatory Equal Employment Opportunity Language set forth in Exhibit A which is attached hereto and made a part hereof.


Section 6. Hawkins is advised of the responsibility to file an annual statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271 §3) if Hawkins received contracts in excess of \$50,000 from public entities in a calendar year. It is the responsibility of Hawkins to determine if filing is necessary.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands the day and year first above written.

**BOROUGH OF MOUNTAIN LAKES, New Jersey**

By \_\_\_\_\_  
Name:  
Title:

**HAWKINS DELAFIELD & WOOD LLP**

By  \_\_\_\_\_  
Name: Robert H. Beinfield  
Title: Partner

## EXHIBIT A

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE** **N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)** **N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national

origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

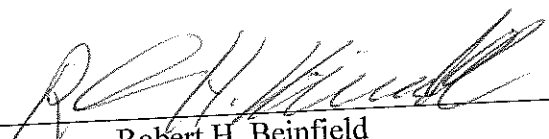
In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**HAWKINS DELAFIELD & WOOD LLP**

By   
Robert H. Beinfield  
Partner

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF MOUNTAIN LAKES**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Hawkins Delafield & Wood LLP** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding **January 1, 2018** to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Borough of Mountain Lakes, New Jersey**, as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|                                                                                              |  |
|----------------------------------------------------------------------------------------------|--|
| Any candidate committee or candidate for any elected office in the Borough of Mountain Lakes |  |
|                                                                                              |  |
|                                                                                              |  |
|                                                                                              |  |

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership     
 ☐ Corporation     
 ☐ Sole Proprietorship     
 ☐ Subchapter S Corporation  
☐ Limited Partnership   
 ☐ Limited Liability Corporation     
 ☒ Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
| None                         |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Hawkins Delafield & Wood LLP  
 Signature of Affiant: [Signature] Title: Partner  
 Printed Name of Affiant: Robert H. Beinfield Date: December 21, 2017

Subscribed and sworn before me this **21st** day of **December, 2017**.

My Commission expires:

**SARAH A. PFEIFFER**  
**NOTARY PUBLIC OF NEW JERSEY**  
**MY COMMISSION EXPIRES MARCH 26, 2019**

*[Signature]*  
 (witnessed or attested by)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF MOUNTAIN LAKES**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;  
“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Hawkins Delafield & Wood LLP		
Address:	One Gateway Center, 24th Floor		
City:	Newark	State:	New Jersey
		Zip:	07102

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Robert H. Beinfeld

Printed Name _____

Partner

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]☐ Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Morris

State: Governor, and Legislative Leadership Committees

Legislative District #s: 16, 21, 24, 25 & 26

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Boonton Town	Jefferson Township	Mount Olive Township
Boonton Township	Kinnelon Borough	Mountain Lakes Borough
Butler Borough	Lincoln Park Borough	Netcong Borough
Chatham Borough	Long Hill Township	Parsippany-Troy Hills Township
Chatham Township	Madison Borough	Pequannock Township
Chester Borough	Mendham Borough	Randolph Township
Chester Township	Mendham Township	Riverdale Borough
Denville Township	Mine Hill Township	Rockaway Borough
Dover Town	Montville Township	Rockaway Township
East Hanover Township	Morris Plains Borough	Roxbury Township
Florham Park Borough	Morris Township	Victory Gardens Borough
Hanover Township	Morristown Town	Washington Township
Harding Township	Mount Arlington Borough	Wharton Borough

Boards of Education (Members of the Board):

Boonton Town	Lincoln Park Borough	Netcong Borough
Boonton Township	Long Hill Township	Parsippany-Troy Hills Township
Butler Borough	Madison Borough	Pequannock Township
Chester Township	Mendham Borough	Randolph Township
Denville Township	Mendham Township	Riverdale Borough
Dover Town	Mine Hill Township	Rockaway Borough
East Hanover Township	Montville Township	Rockaway Township
Florham Park Borough	Morris	Roxbury Township
Hanover Park Regional	Morris Hills Regional	Sch Dist Of The Chathams
Hanover Township	Morris Plains Borough	Victory Gardens
Harding Township	Mount Arlington Borough	Washington Township
Jefferson Township	Mount Olive Township	West Morris Regional
Kinnelon Borough	Mountain Lakes Borough	Wharton Borough

(continued on next page)

Fire Districts (Board of Fire Commissioners):

Hanover Township Fire District No. 2
Hanover Township Fire District No. 3
Montville Township Fire District No. 1
Montville Township Fire District No. 2
Montville Township Fire District No. 3
Parsippany-Troy Hills Township Fire District No 1
Parsippany-Troy Hills Township Fire District No 2

Parsippany-Troy Hills Township Fire District No 3
Parsippany-Troy Hills Township Fire District No 4
Parsippany-Troy Hills Township Fire District No 5
Parsippany-Troy Hills Township Fire District No 6
Parsippany-Troy Hills Township Fire District No. 7
Parsippany-Troy Hills Township Fire District No. 8

STATEMENT OF OWNERSHIP DISCLOSURE
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Hawkins Delafield & Wood LLP

Organization Address: One Gateway Center, Newark, New Jersey 07102

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☒ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☒ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

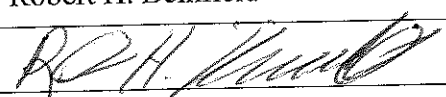
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **Borough of Mountain Lakes** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **Borough of Mountain Lakes** to notify the **Borough of Mountain Lakes** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Borough of Mountain Lakes** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Robert H. Beinfield	Title:	Partner
Signature:		Date:	December 21, 2017

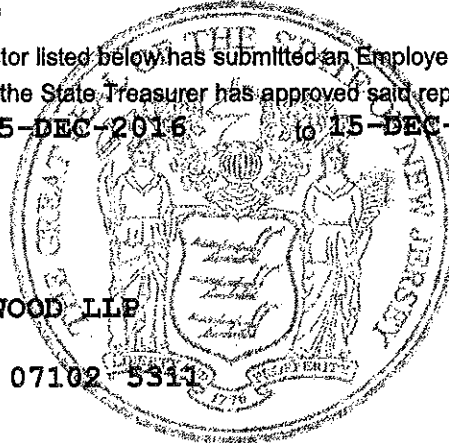
Certification 4140

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-DEC-2016** to **15-DEC-2019**

HAWKINS, DELAFIELD & WOOD LLP
ONE GATEWAY CENTER
NEWARK

NJ 07102-5311



Ford M. Scudder

FORD M. SCUDDER
State Treasurer

BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ

RESOLUTION 35-18

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.

WHEREAS, there exists the need for professional engineering services in connection with the management of Borough owned dams (Dam Engineer) for the Borough of Mountain Lakes; and

WHEREAS, Ferriero Engineering, Inc. has submitted a proposal indicating that planning services will be provided for an annual fee not to exceed \$25,000 per year; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey:

- Section 1.** The Borough Manager and Borough Clerk are hereby authorized and directed to execute an agreement with Ferriero Engineering, Inc. for professional planning services (Dam Engineer) for the Borough of Mountain Lakes as set forth in a proposal dated **December 22, 2017**, for an annual fee not to exceed \$25,000 per year.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of this agreement shall be for one year, from January 1, 2018 through December 31, 2018.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Borough of Mountain Lakes.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

Valerie A. Egan, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barrett						
Happer						
Horst						
Korman						
Shepherd						
Barnett						
Holmberg						

Borough of Mountain Lakes
Contract Review Checklist
Vendor/Professional: Ferriere Engineering Inc.

Financial Impact:

Item	Applicability	Standard	Verified	Reviewer
Affirmative Action	Goods and Services; Professional Services	Employee information report provided	✓	
Business Registration	Goods and Services; Professional Services	Copy of Registration provided	✓	<i>EB</i>
Attorney Review	All Contracts	Confirmation that the agreement has been reviewed by the Borough Attorney		
Confidentiality	Professional Services; Goods and Services	Provisions when appropriate included in the contract		
Corporate Disclosure	Goods and Services; Professional Services	Disclosure affidavit provided.		
Insurance	All Contracts	Proof of insurance as required by RFP, Specifications, or Contract		
Debarment	Public Works	Vendor not currently on the State debarment list	n/a	
Invoice Process	All Contracts	Consistent with Local Public Contracts law and Borough procedures.	✓	<i>EB</i>
Non-collusion	All Contracts	Non-collusion affidavit has been signed		
Non-performance	All Contracts	Provision addressing consequences for non-performance or breach of agreement.		
Political Contribution Disclosure	Professional Services	Disclosure language in contract, form completed		
Payment Terms	All Contracts	Do standard payment terms apply?	✓	<i>EB</i>
Professional Appointment	Professional Services	Has a resolution of appointment been adopted		1/3/18
Qualifications	Professional Services	Proof of professional licenses/certifications		
Renewal	Professional Services; Goods and services	Provision concerning renewal included where appropriate	n/a	
Term	All Contracts	One year term for professional services, two years for goods and services, or Statutory exception.	✓	<i>EB</i>
Termination	All Contracts	Right to terminate included when appropriate		
Financial	All contracts	Has the economic impact of the transaction been evaluated?		

Date: _____

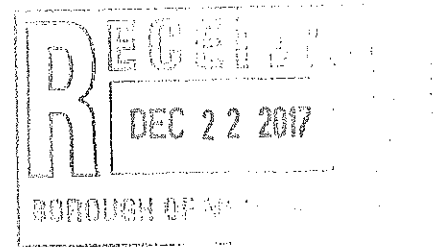


Paul W. Ferriero, PE, PP, CME, LEED AP, CFM
Robert C. Brightly, PE, PP, CME
John E. Hansen, PE, PP, CME, LEED

Steven B. Bolio, PE, CME
Mark S. Denisiuk, PE, LEED AP
Joseph S. Kosinski, PG, CFM, LEED AP
Dennis W. O'Neal, PE, PP, CME
C. Richard Quamme, PE, CME

December 21, 2017

Valerie Egan
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, NJ 07046



RE: 2018 Agreement for Engineering Services

Dear Ms. Egan:

Enclosed please find our 2018 Agreement for Municipal Engineering Services for the Borough of Mountain Lakes

We look forward to serving you again in 2018. As always, if there is anything we can do to improve our service to you and the Borough, please do not hesitate to contact me.

Very truly yours,

Paul W. Ferriero, PE, CME
President



Paul W. Ferriero, PE, PP, CME, LEED AP
Robert C. Brightly, PE, PP, CME
John E. Hansen, PE, PP, CME, LEED

Steven B. Bolio, PE, CME
Mark S. Denisiuk, PE, LEED AP
Joseph S. Kosinski, PG, CFM, LEED AP
Dennis W. O'Neal, PE, PP, CME
C. Richard Quamme, PE, CME

January 1, 2018

Re: 2018 Fee Schedule
Borough of Mountain Lakes

Principal Engineer	\$137.00/hr
Professional Engineer	\$124.00/hr
Sr. Engineering Staff	\$102.00/hr
Jr. Engineering Staff	\$79.00/hr
Professional Geologist	\$124.00/hr
Licensed Surveyor	\$124.00/hr
CAD Operator	\$79.00/hr
GIS Operator	\$87.00/hr
Field Survey Crew	\$155.00/hr
Construction Inspector	\$77.00/hr
Soils Technician	\$82.00/hr
Printing - 24" x 36"	\$4.00/sheet
Printing - 30" x 42"	\$5.00/sheet
Color Copies (11"x17")	\$4.00/sheet
Reproducible Film	\$45.00/sheet

January 1, 2018

PROFESSIONAL ENGINEERING SERVICE CONTRACT

between

PAUL W. FERRIERO, PE & PP, doing business as
FERRIERO ENGINEERING, INC.
a New Jersey Corporation
(hereinafter referred to as the Contractor)

and

THE MUNICIPALITY OF THE
BOROUGH OF MOUNTAIN LAKES, MORRIS COUNTY
(Hereinafter referred to as the Municipality)

WHEREAS, the Municipality has determined a need for professional engineering services to manage the regulated dams within the Municipality; and

WHEREAS, the Municipality is empowered by law to contract for such expert services as they deem necessary; and

WHEREAS, the Governing Body has appropriated funds for such services;

NOW, THEREFORE, the Municipality and Contractor hereby agree to the following terms and conditions:

1. Scope of Service - The Contractor shall review all plans and reports, inspect improvements, conduct site investigations, issue written reports, attend meetings, and provide other engineering and surveying services as requested by the Governing Body or its duly appointed representatives or Administrative Boards.
2. Term and Performance - The Contractor shall commence the services outlined herein on the first day of January 2018 and this Contract shall provide for continued performance by the Contractor until December 31, 2018 unless otherwise terminated for good cause.

Ferriero Engineering, Inc.

January 1, 2018

Page 2

Re: Professional Engineering Services Contract

3. Consideration - The Municipality agrees to a consideration for the herein services as follows:
SEE ATTACHED SCHEDULE OF FEES

These rates are all inclusive for services rendered by Ferriero Engineering (i.e. they include costs of overhead and any other costs incidental to the performance of work specified herein.) Any costs in excess of these specified herein must be approved in writing in advance by the Municipality.

4. Other Services - It is understood that from time to time the Municipality may require additional services of the Contractor. At the request of the Municipality, the Contractor will review and report on engineering issues other than development applications at the rates outlined in paragraph 3 above.
5. At the request of the Municipality, the Contractor will provide written estimates of the cost of services on a project basis.
6. Billing - The Contractor shall provide billings on a monthly basis with every effort being made to supply bills by the 15th of the month following the month in which the services were rendered. The Municipality will promptly pay for all fees rendered pursuant to the terms of the agreement upon receipt of appropriate vouchers.
7. Insurance and Indemnification
- A. Professional Liability Insurance - Contractor shall acquire and maintain professional liability insurance in the minimum amount of \$1,000,000.
- B. Liability Insurance - Contractor shall acquire and maintain (i) statutory worker's compensation insurance coverage; (ii) comprehensive general liability insurance with minimum limits of \$1,000,000.00 per person, \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate property damage; (iii) comprehensive automobile insurance covering the Contractor for all claims arising from all owned, hired and non-hired vehicles with limits of not less than \$500,000.00 per accident for bodily injury and \$500,000.00 per accident for property damage.
- C. Indemnification - Contractor shall hold harmless, indemnify and defend the Municipality, the governing body of the Borough of Mountain Lakes, and their respective officers, employees and representatives from any and all claims, losses or damage to person or property arising from, or alleged to arise from the negligent acts, errors or omissions of the Contractor, its representatives, agents or subcontractors.

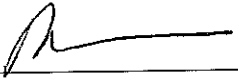
Ferriero Engineering, Inc.
January 1, 2018
Page 3

Re: Professional Engineering Services Contract

8. The Contractor hereby specifically agrees to turn over to the Municipality all files, records and other documents or matters whatsoever developed or accumulated while in the employ of the Municipality and pertaining to any and all work performed by it while acting on behalf of the Municipality when its employment with the Municipality is terminated. The Contractor may copy the said files at its expense.
9. Assignment. This contract shall not be assigned by the Contractor.
10. Substitution. In the event the Contractor shall be unable to fulfill its duties as required hereunder because of illness, conflict of interest or any other valid reason, it may designate another Contractor to serve temporarily or for any specific purpose hereunder, which designation shall be subject to approval by the Municipality. The fees charged for services by said designated Contractor shall in no event exceed the rates provided herein.
11. Employment Information Reports. Attached hereto is a copy of the Certificate of Employee Information Report for the Contractor or in the alternative, the Contractor agrees to comply with the requirements of NJAC 17:27-1.1, et seq. at the earliest possible time.
12. Upon termination of this contract or any extension or renewal thereof, the Contractor shall turn over to the Borough of Mountain Lakes all records which the Contractor developed and/or accumulated while employed by the Municipality and working on Borough matters. The Contractor may, at his or her own expense, retain copies of the aforesaid records.

Borough Manager

Date



Paul W. Ferriero, President
Ferriero Engineering, Inc.

12/21/17

Date

Certification 15799

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of ~~15-DEC-2014~~ to ~~15-DEC-2021~~

FERRIERO ENGINEERING, INC.
180 MAIN ST., P.O. BOX 571
CHESTER NJ 07930



A handwritten signature in black ink, appearing to read "Andrew P. Sidamon-Eristoff".

Andrew P. Sidamon-Eristoff
State Treasurer

N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.


The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.



Signature

12/27/17

Date

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnslfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and on file** at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used "as-is", subject to edits as described herein.
 - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee^{*}
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

^{*} N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Part I - Vendor Information			
Vendor Name:	Ferriero Engineering, Inc		
Address:	180 Main Street		
City:	Chester	State:	NJ Zip: 07930

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20,26 and as represented by the Instructions accompanying this form.

Signature _____

Paul W. Ferriero
Printed Name

President
Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

☐ Check here if the information is continued on subsequent page(s)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
 E. O. 12812-2
 5 U.S.C. 552-2010

Page ____ of ____

[illegible]

☐ Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☒ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Paul W. Ferriero	Name:
Home Address: 10 Salisbury Lane Long Valley, NJ 07853	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 27 day of December 2017

(Notary Public)

My Commission expires:

NICOLE MAKEPEACE
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires November 25, 2019

(Affiant)

Paul W. Ferriero, President
(Print name & title of affiant)

(Corporate Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF MOUNTAIN LAKES

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Ferriero Engineering Name of company has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2018 to any of the contract date following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Mayor and Council of the Borough of Chester as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Peter Holmberg (Mayor)	David Shepherd (Council member)
Lauren Barnett (Deputy Mayor)	Daniel Happer (Council member)
Janet Horst (Council member)	Cynthia Korman (Council member)
William Barrett (Council member)	

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership
 ☐ Corporation
 ☐ Sole Proprietorship
 ☒ Subchapter S Corporation
☐ Limited Partnership
 ☐ Limited Liability Corporation
 ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Paul W. Ferriero	10 Salisbury Lane Long Valley, NJ 07853

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Ferriero Engineering, Inc

Signed: [Signature]

Title: President

Print Name: Paul W. Ferriero

Date: 12/27/17

Subscribed and sworn before me this 27 day of December, 2017

My Commission expires: [Signature]

NICOLE MAKEPEACE
 NOTARY PUBLIC OF NEW JERSEY
 My Commission Expires November 25, 2019

[Signature]
 (Affiant)
Paul W. Ferriero, President
 (Print name & title of affiant) (Corporate Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF MOUNTAIN LAKES

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ..., the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

"The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

APPENDIX A  
AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability

The Contractor and the Borough (hereafter "Owner") do hereby agree the that provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S21 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Date: 12/27/17

By: 

ACORD<sup>TM</sup>

Client#: 28721

FERRENG

DATE (MM/DD/YYYY)  
12/28/2017

## CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Cook Maran & Associates  
461 Pantigo Rd  
East Hampton, NY 11937  
201 475-7600

CONTACT NAME: Judy McDonald

PHONE (A/C, No, Ext): 201 475-7600

FAX (A/C, No):

E-MAIL ADDRESS: judy.mcdonald@cookmaran.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Hartford Accident and Indemnity

22357

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
Ferriero Engineering, Inc.  
P.O. Box 571  
180 Main Street  
Chester, NJ 07930

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                        |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | X                  | 13SBARO6098   | 03/22/2017              | 03/22/2018              | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$4,000,000<br>PRODUCTS - COM/PO/OP AGG \$4,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br>NON-OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/>                                  |                    | 13UECKH4087   | 03/22/2017              | 03/22/2018              | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                             |                    | 13SBARO6098   | 03/22/2017              | 03/22/2018              | EACH OCCURRENCE \$3,000,000<br>AGGREGATE \$3,000,000<br>\$                                                                                                                                                                                    |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                          | N/A                |               |                         |                         | PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                               |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
certificate holder is included as additional insured with respects to general liability as required by written contract.

## CERTIFICATE HOLDER

Borough of Mountain Lakes  
400 Boulevard  
Mountain Lakes, NJ 07046

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Leonard DiCiccia*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/11/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Aon Risk Services, Inc of Florida  
1001 Brickell Bay Drive, Suite #1100  
Miami, FL 33131-4937

**CONTACT NAME:** Aon Risk Services, Inc of Florida

**PHONE**  
(A/C, No, Ext): 800-743-8130

**FAX**  
(A/C, No): 800-522-7514

**EMAIL**  
ADDRESS: ADP.COI.Center@Aon.com

**INSURER(S) AFFORDING COVERAGE**

**NAIC #**

**INSURER A:** New Hampshire Ins Co

23841

**INSURER B:**

**INSURER C:**

**INSURER D:**

**INSURER E:**

**INSURER F:**

**INSURED**  
ADP TotalSource CO XXIII, Inc  
10200 Sunset Drive  
Miami, FL 33173  
L/C/F  
FERRIERO ENGINEERING INC  
180 MAIN STREET,  
Chester, NJ 07930

**CERTIFICATE NUMBER:** 1733028

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE AS REQUESTED.

| INSR LTR | TYPE OF INSURANCE                                                                             | ADDL INSR                    | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                            |
|----------|-----------------------------------------------------------------------------------------------|------------------------------|----------|-----------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------|
|          | COMMERCIAL GENERAL LIABILITY                                                                  |                              |          |                 |                         |                         | EACH OCCURRENCE \$                                                                |
|          | CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>                           |                              |          |                 |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$                                      |
|          |                                                                                               |                              |          |                 |                         |                         | MED EXP (Any one person) \$                                                       |
|          |                                                                                               |                              |          |                 |                         |                         | PERSONAL & ADV INJURY \$                                                          |
|          |                                                                                               |                              |          |                 |                         |                         | GENERAL AGGREGATE \$                                                              |
|          |                                                                                               |                              |          |                 |                         |                         | PRODUCTS - COM/PROP AGG \$                                                        |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                            |                              |          |                 |                         |                         | \$                                                                                |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC |                              |          |                 |                         |                         |                                                                                   |
|          | <input type="checkbox"/> OTHER                                                                |                              |          |                 |                         |                         |                                                                                   |
|          | AUTOMOBILE LIABILITY                                                                          |                              |          |                 |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                                            |
|          | ANY AUTO OWNED <input type="checkbox"/>                                                       |                              |          |                 |                         |                         | BODILY INJURY (Per person) \$                                                     |
|          | AUTOS ONLY <input type="checkbox"/>                                                           |                              |          |                 |                         |                         | BODILY INJURY (Per accident) \$                                                   |
|          | HIRED <input type="checkbox"/>                                                                |                              |          |                 |                         |                         | PROPERTY DAMAGE (Per accident) \$                                                 |
|          | AUTOS ONLY <input type="checkbox"/>                                                           |                              |          |                 |                         |                         | \$                                                                                |
|          | UMBRELLA LIAB <input type="checkbox"/>                                                        |                              |          |                 |                         |                         | EACH OCCURRENCE \$                                                                |
|          | EXCESS LIAB <input type="checkbox"/>                                                          |                              |          |                 |                         |                         | AGGREGATE \$                                                                      |
|          | DEC <input type="checkbox"/> RETENTION \$                                                     |                              |          |                 |                         |                         |                                                                                   |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY                                                 |                              |          | WC 026175974 NJ | 7/1/2017                | 7/1/2018                | X PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                   | Y/N <input type="checkbox"/> | N/A      |                 |                         |                         | E.L. EACH ACCIDENT \$ 2,000,000                                                   |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                        |                              |          |                 |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 2,000,000                                           |
|          |                                                                                               |                              |          |                 |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 2,000,000                                          |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
All worksite employees working for FERRIERO ENGINEERING INC, paid under ADP TOTALSOURCE, INC's payroll, are covered under the above stated policy.  
Project: Professional Engineering Services for the Borough of Mountain Lakes

## CERTIFICATE HOLDER

Borough of Mountain Lakes  
Borough Clerk  
400 Boulevard  
Mt. Lakes, NJ 07046

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Aon Risk Services, Inc of Florida*

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ACORD 25 (2016/03)

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BOROUGH OF MOUNTAIN LAKES

COUNTY OF MORRIS, NJ

RESOLUTION 36-18

**"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING SERVICES BETWEEN THE BOROUGH OF MOUNTAIN LAKES AND ANDERSON AND DENZLER ASSOCIATES, INC."**

**WHEREAS**, there exists the need for professional engineering services (Borough Engineer) for the Borough of Mountain Lakes; and

**WHEREAS**, Anderson and Denzler Associates, Inc. has submitted a proposal for engineering services; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey:

**Section 1.** The Borough Manager and Borough Clerk are hereby authorized and directed to execute an agreement with Anderson and Denzler Associates, Inc. for professional engineering services (Borough Engineer) for the Borough of Mountain Lakes as set forth in a proposal dated November 15, 2018, as per the fee schedule submitted with their proposal.

**Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

**Section 3.** The term of this agreement shall be for one year from January 1, 2018 through December 31, 2018.

**Section 4.** A notice of this action shall be printed once in the legal newspaper of the Borough of Mountain Lakes.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**Borough of Mountain Lakes  
Contract Review Checklist**

**Vendor/Professional:** Anderson & Denzler Associates Inc.

**Financial Impact:**

| Item                              | Applicability                                | Standard                                                                                           | Verified | Reviewer           |
|-----------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------|----------|--------------------|
| Affirmative Action                | Goods and Services;<br>Professional Services | Employee information report provided                                                               | ✓        | <i>(signature)</i> |
| Business Registration             | Goods and Services;<br>Professional Services | Copy of Registration provided                                                                      | ✓        | <i>(signature)</i> |
| Attorney Review                   | All Contracts                                | Confirmation that the agreement has been reviewed by the Borough Attorney                          |          |                    |
| Confidentiality                   | Professional Services;<br>Goods and Services | Provisions when appropriate included in the contract                                               | n/a      |                    |
| Corporate Disclosure              | Goods and Services;<br>Professional Services | Disclosure affidavit provided.                                                                     | ✓        | <i>(signature)</i> |
| Insurance                         | All Contracts                                | Proof of insurance as required by RFP, Specifications, or Contract                                 | ✓        | <i>(signature)</i> |
| Debarment                         | Public Works<br>All Contracts                | Vendor not currently on the State debarment list                                                   | n/a      |                    |
| Invoice Process                   | All Contracts                                | Consistent with Local Public Contracts law and Borough procedures.                                 | ✓        | <i>(signature)</i> |
| Non-collusion                     | All Contracts                                | Non-collusion affidavit has been signed                                                            |          |                    |
| Non-performance                   | All Contracts                                | Provision addressing consequences for non-performance or breach of agreement.                      |          |                    |
| Political Contribution Disclosure | Professional Services<br>All Contracts       | Disclosure language in contract; form completed                                                    | ✓        | <i>(signature)</i> |
| Payment Terms                     | Professional Services                        | Do standard payment terms apply?                                                                   |          | 11/3/18            |
| Professional Appointment          | Professional Services                        | Has a resolution of appointment been adopted                                                       |          |                    |
| Qualifications                    | Professional Services;<br>Goods and services | Proof of professional licenses/certifications                                                      | n/a      |                    |
| Renewal                           | Goods and services                           | Provision concerning renewal included where appropriate                                            |          |                    |
| Term                              | All Contracts                                | One year term for professional services, two years for goods and services, or Statutory exception. | ✓        | <i>(signature)</i> |
| Termination                       | All Contracts                                | Right to terminate included when appropriate                                                       |          |                    |
| Financial                         | All contracts                                | Has the economic impact of the transaction been evaluated?                                         |          |                    |

Date: \_\_\_\_\_

# ANDERSON & DENZLER ASSOCIATES, INC.

CONSULTING ENGINEERS  
519 RIDGEDALE AVENUE  
P.O. BOX 343  
EAST HANOVER, N.J. 07936

CARL E. DENZLER, PRES.  
WILLIAM D. RYDEN, P.E.  
LEON C. HALL, P.E.

TELEPHONE 973 887-2270  
FACSIMILE 973 887-7974  
mail@anderson-denzler.com

November 15, 2017

Mr. Richard Sheola, Manager  
Borough of Mountain Lakes  
400 Boulevard  
Mountain Lakes, NJ 07046

Re: 2018 Professional Engineering Services  
Borough of Mountain Lakes

Dear Mr. Sheola:

Please find enclosed our proposed Professional Services Agreement for 2018, along with our rate schedule, insurance certificate and public contract compliance documents.

We look forward to working with you and the Borough in the coming year.

Very truly yours,  
ANDERSON & DENZLER ASSOC., INC.



William D. Ryden, P.E.  
Borough Engineer

WDR:mk/MLCON  
Enclosure

ANDERSON & DENZLER ASSOCIATES, INC.  
CONSULTING ENGINEERS

January 1, 2018

SCHEDULE OF FEES

FOR PROFESSIONAL ENGINEERING SERVICES  
RENDERED UPON A PER DIEM BASIS

|                       |                   |
|-----------------------|-------------------|
| Principal Engineer    | \$160.10 per hour |
| Professional Engineer | 145.70 per hour   |
| Engineer              | 106.00 per hour   |
| Senior Designer       | 112.60 per hour   |
| Land Surveyor         | 113.70 per hour   |
| Design Draftsman      | 88.30 per hour    |
| Inspector             | 85.00 per hour    |
| Draftsman             | 64.30 per hour    |
| 2-Man Field Crew      | 174.50 per hour   |
| 3-Man Field Crew      | 203.70 per hour   |

---

Invoices will include travel time and supplementary expenses for all items directly connected with the project. Travel costs @ \$0.60 per mile.

All invoices are due and payable when rendered.

ML(1/1/2018)

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, Made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between:

THE BOROUGH OF MOUNTAIN LAKES, a public body corporate and politic, in the County of Morris and State of New Jersey, (Hereinafter referred to as the "Borough")

and:

WILLIAM D. RYDEN, Vice President of the firm of Anderson & Denzler Associates, a New Jersey corporation with offices at 519 Ridgedale Avenue, East Hanover, 07936 (Hereinafter referred to as "Engineer")

### W I T N E S S E T H

The parties hereto, for and in consideration of the mutual promises, covenants and conditions herein contained, agree to and with each other, as follows:

#### A. SCOPE OF THE WORK:

Appointment to the position of Borough Engineer effective January 1, 2018 until December 31, 2018 with duties as defined by Borough Ordinances and/or as assigned by the Borough Manager, Planning Board or applicable Borough departments.

#### B. PAYMENT FOR ENGINEERING SERVICES:

Payment for all professional engineering services under this contract shall be in accordance with the per diem and hourly rate schedule attached hereto.

The sole exception to the above, shall be where the Borough and the Engineer elect to enter into a written agreement for a specific project, wherein payment shall be on a lump sum or other mutually agreed upon basis.

Payments for all services shall be on a monthly basis, subject to Borough review and approval.

#### C. TERMINATION:

This Agreement shall terminate on December 31, 2018 or may be terminated by either party by giving thirty (30) days written notice. Upon termination, all papers, documents, memoranda, reports, and other materials relating to the administration of his engineering duties shall be returned to the Borough.

#### D. SUCCESSORS AND ASSIGNS:

This Agreement and all of the covenants shall inure to the benefit of, and be binding upon the Borough and Engineer respectively, and their successors, assigns and legal representatives. Neither the Borough nor the Engineer shall have the right to assign, transfer or sublet their interests or obligations hereunder, without the written consent of the other.

E. POLITICAL CONTRIBUTION DISCLOSURE

This contract has been awarded to Anderson & Denzler Associates and William D. Ryden based on the merits and abilities of said firm and named professional to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Anderson & Denzler Associates, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the Borough of Mountain Lakes if a member of that political party is serving in an elective public office of the Borough of Mountain Lakes when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Borough of Mountain Lakes when the contract is awarded.

F. BUSINESS ENTITY DISCLOSURE CERTIFICATION

This Agreement is subject to the requirements of the "Local Unit Pay to Play Law" (P.L. 2004, c.19, amended by P.L. 2005, c.51), and the "New Jersey Campaign Contributions and Expenditures Reporting Act" (N.J.A.C. 19:44A-1 et. seq.). Anderson & Denzler Associates, Inc. certified compliance with the aforementioned laws, as per the attached "Business Entity Disclosure Certification" form attached hereto.

G. CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Anderson & Denzler Associates, Inc. has received a Certificate of Employee Information Report from the State Treasurer, a copy of which is attached hereto.

H. ACCEPTANCE & SIGNATURES

BOROUGH OF MOUNTAIN LAKES

ATTEST: \_\_\_\_\_ BY \_\_\_\_\_, Mayor

ENGINEER

ATTEST: Mary F. Kelly BY William D. Ryden  
William D. Ryden, P.E., Vice President  
Anderson & Denzler Assoc., Inc.

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF MOUNTAIN LAKES**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Anderson & Denzler Associates, Inc.** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Mountain Lakes as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------|--|
| No contributions to any organization or candidate has been made between 1/1/17 and the date of this contract |  |
|                                                                                                              |  |
|                                                                                                              |  |
|                                                                                                              |  |
|                                                                                                              |  |

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

☐ Partnership      ☐ Corporation    ☐ Sole Proprietorship    ☐ Subchapter S Corporation  
☐ Limited Partnership    ☐ Limited Liability Corporation    ☐ Limited Liability Partnership

| Name of Stock or Shareholder | Home Address                              |
|------------------------------|-------------------------------------------|
| Carl E. Denzler              | 3945 Dockers Drive, Ruskin, Florida 33570 |
|                              |                                           |
|                              |                                           |
|                              |                                           |
|                              |                                           |
|                              |                                           |
|                              |                                           |
|                              |                                           |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Anderson & Denzler Associates

Signed: Carl E. Denzler

Title: President

Print Name: Carl E. Denzler

Date: 11/15/2017

Subscribed and sworn before me this 15th day of November, 2017.

My Commission expires: 10/17/2021

Donna J. DeZao  
 Donna J. DeZao

Carl E. Denzler  
 (Affiant)

**Carl E. Denzler, President**  
 (Print name & title of affiant)  
 (Corporate Seal)



**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF MOUNTAIN LAKES**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

"The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**PROCUREMENT AND SERVICE CONTRACTS**  
**LANGUAGE "A"**

In the event that you or your firm is awarded this contract, our office upon award will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., codified at N.J.A.C. 17:27-1.1 et seq.).

1. Does this contract have the potential of having value of \$17,500 or better?  
☒ ( X ) Yes (If yes, complete #2)  
☐ ( ) No (If no, no further documentation is required)
2. Does your company have a Federal Affirmative Action Plan Approval Letter?  
☐ ( ) Yes (If yes, submit a Photostat copy)  
☒ ( X ) No (if no, complete "A" below)
  - A. Does your company have a Certificate of Employee Information Report?  
☒ ( X ) Yes (If yes, submit a Photostat copy)  
☐ ( ) No (If no, complete "B" below)
  - B. If you do not have either of the above mention documents, and Affirmative Action Employee Information Report form (AA-302) will be returned to you for your completion.
3. Each Contract over \$17,500 must also contain Language "A".
4. Are you a minority-owned business?  
☐ ( ) Yes ☒ ( X ) No

All successful vendors must submit one of the following forms of evidence:

1. Letter of Federal Approval OR 2. Certificate of Employee Information Report.

I certify that the above information is correct to the best of my knowledge.

Name: William D. Ryden Title: Vice President

Signature:  Date: 11/15/2017

Contractor: Please complete and sign this form and returned with your contract or Bid Proposal.

**\*\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\*\***

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

### Part I – Vendor Information

Vendor Name: Anderson & Denzler Associates, Inc.

|          |                      |        |    |      |       |
|----------|----------------------|--------|----|------|-------|
| Address: | 519 Ridgedale Avenue | State: | NJ | Zip: | 07936 |
|----------|----------------------|--------|----|------|-------|

City: East Hanover State: NJ

1. The information provided herein represents

information provided herein represents

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

William D. Ryden  
Signature

| Printed Name | Date | Title |
|--------------|------|-------|
|--------------|------|-------|

| Date | Title |
|------|-------|
|------|-------|

Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.[illegible]

☐ Check here if the information is continued on subsequent page(s)

## STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: *Anderson & Denzler Associates, Inc.*

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☒ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

|                                                           |               |
|-----------------------------------------------------------|---------------|
| Name: Carl E. Denzler                                     | Name:         |
| Home Address: 3945 Dockers Drive<br>Ruskin, Florida 33570 | Home Address: |
| Name:                                                     | Name:         |
| Home Address:                                             | Home Address: |
| Name:                                                     | Name:         |
| Home Address:                                             | Home Address: |

|                                                                                           |                                      |
|-------------------------------------------------------------------------------------------|--------------------------------------|
| Subscribed and sworn before me this <u>15th</u> day of<br><u>November</u> , <u>2017</u> . | <u>William D. Ryden</u><br>(Affiant) |
| Donna J. DeZao<br>(Notary Public)                                                         | William D. Ryden, V.P.               |
| My Commission expires: <u>10-17-2021</u>                                                  | (Print name & title of affiant)      |
|                                                                                           | (Corporate Seal)                     |

ATTACHMENT A  
P.L. 1975, C. 127 (N.J.A.C. 17:27)  
MANDATORY AFFIRMATIVE ACTION LANGUAGE  
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt to in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2, promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2. promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

Anderson & Denzler Associates, Inc. hereby agrees to the above cited language as required by state law for the provision of services in excess of the bid threshold to public agency in the State of New Jersey for the year 2018.

DATE: 11-15-17

BY: William O. Bel

APPENDIX A  
AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability

The Contractor and the Borough (hereafter "Owner") do hereby agree the that provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S21 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner's grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Date: 11/15/2017

By: William D. Ryan



ANDER-1

OP ID: LL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                            |              |                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br>M.L. Cutler & Company, Inc.<br>25A Hanover Road<br>P.O. Box 165<br>Florham Park, NJ 07932-0165 | 973-377-7700 | CONTACT NAME: Michael W. Pellegrini<br>PHONE (A/C, No, Ext): 973-377-7700<br>FAX (A/C, No): 973-377-4867<br>E-MAIL ADDRESS: mpellegrini@mlcutler.com |
| INSURER(S) AFFORDING COVERAGE                                                                              |              | NAIC #                                                                                                                                               |
| INSURER A: Sentinel Ins. Co. - HAA                                                                         |              | 11000                                                                                                                                                |
| INSURER B: Hartford Casualty Insurance Co                                                                  |              | 29424                                                                                                                                                |
| INSURER C: General Star National Ins. Co.                                                                  |              | 622                                                                                                                                                  |
| INSURER D:                                                                                                 |              |                                                                                                                                                      |
| INSURER E:                                                                                                 |              |                                                                                                                                                      |
| INSURER F:                                                                                                 |              |                                                                                                                                                      |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                    | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                      |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | 13SBANW7138   | 06/20/2017              | 06/20/2018              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                  |           |          | 13UECJY5926   | 06/20/2017              | 06/20/2018              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10000                                                               |           |          | 13SBANW7138   | 06/20/2017              | 06/20/2018              | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000                                                                                                                                                                                      |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                  |           | N/A      | 13WBCTO8949   | 06/20/2017              | 06/20/2018              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                   |
| C        | Professional Liab.                                                                                                                                                                                                                                                                                   |           |          | NJA305779B    | 08/06/2017              | 08/06/2018              | Ea.Claim 2,000,000<br>Aggregate 2,000,000                                                                                                                                                                                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

MOUNTAIN

Borough of Mountain Lakes  
400 Boulevard  
Mountain Lakes, NJ 07046

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James J. Mignone



**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 37-18**

**"RESOLUTION AWARDING A CONTRACT FOR INSURANCE RISK CONSULTING SERVICES TO CHADLER SOLUTIONS, INC."**

**WHEREAS**, there exists the need for insurance risk management consulting services for the Borough of Mountain Lakes; and

**WHEREAS**, the Borough has received a proposal for insurance risk management consulting services from **Chadler Solutions, Inc.**; and

**WHEREAS**, the Borough Manager has recommended acceptance of the proposal from **Chadler Solutions, Inc.**

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that a Contract is hereby awarded to **Chadler Solutions, Inc.**, 100 Passaic Avenue, Suite 120, Fairfield, NJ, 07004-3508, for the Borough's **2018** insurance risk management consulting services **in an amount not to exceed the fee of 5% (five percent) as set by the Morris County Joint Insurance Fund (JIF)** and that the Borough Manager and Borough Clerk are hereby authorized to enter into the Contract.

**BE IT FURTHER RESOLVED** that the term of this contract shall be for one year, from **January 1, 2018 through December 31, 2018.**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**Borough of Mountain Lakes**  
**Contract Review Checklist**  
**Vendor/Professional:** Chadler Solutions Inc.

Financial Impact:

| Item                              | Applicability                                | Standard                                                                                           | Verified | Reviewer   |
|-----------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------|----------|------------|
| Affirmative Action                | Goods and Services;<br>Professional Services | Employee information report provided                                                               | ✓        | VAE        |
| Business Registration             | Goods and Services;<br>Professional Services | Copy of Registration provided                                                                      | ✓        | VAE        |
| Attorney Review                   | All Contracts                                | Confirmation that the agreement has been reviewed by the Borough Attorney                          |          |            |
| Confidentiality                   | Professional Services;<br>Goods and Services | Provisions when appropriate included in the contract                                               | n/a      |            |
| Corporate Disclosure              | Goods and Services;<br>Professional Services | Disclosure affidavit provided.                                                                     | ✓        | VAE        |
| Insurance                         | All Contracts                                | Proof of insurance as required by RFP, Specifications, or Contract                                 |          |            |
| Debarment                         | Public Works                                 | Vendor not currently on the State debarment list                                                   | n/a      |            |
| Invoice Process                   | All Contracts                                | Consistent with Local Public Contracts law and Borough procedures.                                 |          |            |
| Non-collusion                     | All Contracts                                | Non-collusion affidavit has been signed                                                            | n/a      |            |
| Non-performance                   | All Contracts                                | Provision addressing consequences for non-performance or breach of agreement.                      | n/a      |            |
| Political Contribution Disclosure | Professional Services                        | Disclosure language in contract; form completed                                                    | ✓        | VAE        |
| Payment Terms                     | All Contracts                                | Do standard payment terms apply?                                                                   | ✓        | VAE        |
| Professional Appointment          | Professional Services                        | Has a resolution of appointment been adopted                                                       |          | 11/3/18    |
| Qualifications                    | Professional Services                        | Proof of professional licenses/certifications                                                      | ✓        | office VAE |
| Renewal                           | Professional Services;<br>Goods and services | Provision concerning renewal included where appropriate                                            | n/a      |            |
| Term                              | All Contracts                                | One year term for professional services, two years for goods and services, or Statutory exception. | ✓        | VAE        |
| Termination                       | All Contracts                                | Right to terminate included when appropriate                                                       | ✓        | VAE        |
| Financial                         | All contracts                                | Has the economic impact of the transaction been evaluated?                                         |          |            |

Date: \_\_\_\_\_



**CHADLER SOLUTIONS**  
THE POWER OF PARTNERSHIP  
Corporate, Professional and Personal Insurance

November 13, 2017

Mr. Richard Sheola  
Borough Manager  
Borough of Mountain Lakes  
400 Boulevard  
Mountain Lakes, NJ 07046

Re: **2018 Risk Management Consultant's Agreement**

Dear Richard:

Enclosed is the annual Risk Management Consultant's Agreement for calendar year 2018. The agreement defines our responsibilities with respect to the Borough's Insurance Program and the Morris County Municipal Joint Insurance Fund. The agreement terms remain unchanged with the exception of our fees. As in the last few years, we are pleased to offer our services for 2018 at a reduced rate of 5% (vs. standard fee 6%).

Also enclosed are the following documents for your records:

- C.271 Political Disclosure Form
- Business Registration Certificate
- Stockholder Disclosure Certificate
- Mandatory Equal Employment Opportunity Language
- Employee Information Report
- Business Entity Disclosure Certification

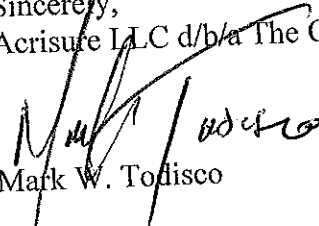
In order to continue our relationship, the Morris County Municipal Joint Insurance Fund requires an executed consultant's agreement along with the Borough's resolution confirming my appointment. If acceptable, please return the documents to my attention no later than January 30<sup>th</sup> 2018.

100 Passaic Avenue, Suite 120 Fairfield, NJ 07004-3508  
p: 973-227-0025 f: 973-227-4026  
chadlersolutions.com

It has been a pleasure working with you and the Borough staff during 2017. Please extend my thanks to everyone.

As always, if you have any questions do not hesitate to give me a call.

Sincerely,  
Acrisure LLC d/b/a The Chadler Group



Mark W. Todisco

MWT/dd

Enclosure



**CHADLER SOLUTIONS**  
THE POWER OF PARTNERSHIP  
Corporate, Professional and Personal Insurance

## 2018 RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this \_\_\_\_ day of January, 2018, between the **Borough of Mountain Lakes** (hereinafter referred to as Municipality) and **Mark W. Todisco of Acrisure LLC d/b/a The Chadler Group** (hereinafter referred to as the Consultant).

WHEREAS, the Consultant has offered to the Municipality professional risk management consulting services as required by the bylaws of the Morris County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds and;

WHEREAS, the Municipality desires these professional services pursuant to the resolution adopted by the governing body of the Municipality at a meeting held on \_\_\_\_\_, and;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein agree as follows:

A. For and in consideration of the amounts stated hereinafter, the consultant shall:

Assist the Municipality in indentifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.

Assist the Municipality in understanding the various coverage available from the Morris County Joint Insurance Fund and the Municipality Excess Liability Joint Insurance Fund.

Review with the Municipality any additional coverage that the Consultant feels should be carried but are not available from the Fund, and subject to the Municipality's authorization, place such coverage outside the Fund.

Assist the Municipality in the preparation of applications, statements of values, and similar documents requested by the Fund, it being understood that this Agreement does not include any appraisal work by the Consultant.

Review Certificates of Insurance from contractors, vendors and professionals when requested by the Municipality.

Review the Municipality's assessment as prepared by the Fund and assist the Municipality in the preparation of its annual insurance budget.

Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) municipal safety committee meeting per annum to promote the safety objectives and goals of the Municipality and the Fund.

Assist when needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.

Perform any other risk management related services required by the Fund's bylaws.

B. In exchange for the above services, the Consultant shall be compensated in the following manner:

The Consultant shall be paid by the Municipality a fee as compensation for services rendered in an amount equal to five percent (5%) of the Municipality's annual assessment as promulgated by the Funds. Said fee shall be paid to the Consultant within thirty (30) days of payment of the Municipality's assessment.

For any insurance coverage authorized by the Municipality to be placed outside the Fund, the Consultant shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in 2 (a).

If the Municipality shall require of the Consultant extra services other than those outlined above, the Consultant shall be paid by the Municipality a fee at the rate of (INCL) per hour, in addition to actual expenses incurred.

C. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the Consultant's fee outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:

\_\_\_\_\_

MUNICIPALITY:

\_\_\_\_\_, Mayor

ATTEST:

Domas Domerico

CONSULTANT:

Mark W. Todisco

Mark W. Todisco

Acisure LLC d/b/a The Chadler Group

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Borough of Mountain Lakes

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

| Part I - Vendor Information |                                      |        |               |
|-----------------------------|--------------------------------------|--------|---------------|
| Vendor Name:                | Acrisure LLC d/b/a The Chadler Group |        |               |
| Address:                    | 100 Passaic Ave., Suite 120          |        |               |
| City:                       | Fairfield                            | State: | NJ Zip: 07004 |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature \_\_\_\_\_

Mark W. Todisco  
Printed Name

Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

☐ Check here if the information is continued on subsequent page(s)



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** ACRISURE LLC  
**Trade Name:**  
**Address:** 5664 PRAIRIE CREEK DR  
CALEDONIA, MI 49316  
**Certificate Number:** 1812228  
**Effective Date:** July 31, 2013  
**Date of Issuance:** December 15, 2015

**For Office Use Only:**  
20151215165422628



# STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Acrisure LLC d/b/a The Chadler Group



I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR



I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☒ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below (attach additional forms if needed):

## Stockholders:

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Name:

Name:

Home Address:

Home Address:

Subscribed and sworn before me this

17th day of November, 2017

(Notary Public)

My Commission expires:

7/6/2021

Mark W. Todisco

(Print name & title of affiant)

(Corporate Seal)

Certification 1125

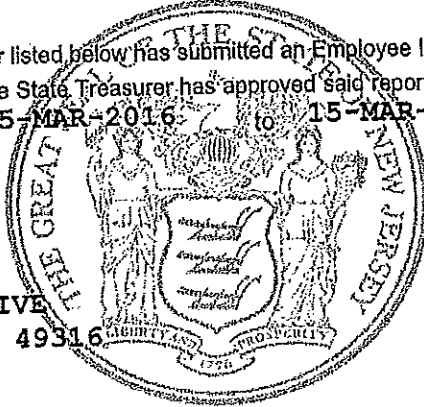
# **CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

**RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAR-2016** to **15-MAR-2019**

ACRISURE, LLC  
5664 PRAIRIE CREEK DRIVE  
CALEDONIA

MI 49316



*Ford M. Scudder*

FORD M. SCUDDER  
Acting State Treasurer

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; reselection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Exhibit A – Mandatory Equal Employment Opportunity Language  
N.J.S.A. 10:5-31 et seq.,  
N.J.A.C. 17:27

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27

Submitted by:

Name of  
Firm:

Acrisure LLC d/b/a The Chadler Group

By:

Mark W. Todisco

Title:

C.O.O./RM

Date:

11/17/17

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
<NAME OF CONTRACTING AGENCY>

**Part I – Vendor Affirmation**

Acrisure LLC d/b/a The Chadler Group

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the <name of entity of elected officials> as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Part II – Ownership Disclosure Certification**

☒ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership      ☐ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
| N/A                          |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Acrisure LLC d/b/a The Chadler Group

Signature of Affiant: Mark W. Todisco Title: C.O.O. / RM

Printed Name of Affiant: Mark W. Todisco Date: 11/17/17

Subscribed and sworn before me this 17 day of

NOVEMBER, 2017

My Commission expires: 7-6-2021

[Signature]  
(Witnessed or attested by)

(Seal)

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 38-18**

**"RESOLUTION ESTABLISHING THE BOROUGH COUNCIL SUBCOMMITTEES FOR 2018"**

**WHEREAS**, the Borough Council wishes to establish subcommittees of the Borough Council for calendar year **2018**; and

**WHEREAS**, membership on the subcommittees shall be assigned by the Mayor and shall be comprised of three (3) members of the Borough Council.

**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 the following subcommittees to the Borough Council are hereby established for the **2018** calendar year:

**Personnel**

**Public Safety**

**Shared Services**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 39-18**

**"RESOLUTION RE-ESTABLISHING THE WOODLANDS ADVISORY COMMITTEE  
AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Woodlands Advisory Committee as an advisory committee to the Borough Council for calendar year 2018; and

**WHEREAS**, the advisory committee shall consist of **eight (8) public members who shall be residents** of the Borough of Mountain Lakes and who shall be appointed by the Borough Council; and

**WHEREAS**, the mission of the Woodlands Advisory Committee is to advise the Borough Council regarding the maintenance and improvement to the health of the Borough woodlands and to consider and recommend to the Council such actions as may be appropriate to monitor, maintain and improve the health of the Borough's woodlands; and

**WHEREAS**, "Borough Woodlands" is defined as including all Borough-owned wooded areas, from large tracts designated as parks to the small, undeveloped "pocket" lots and the health of the woodlands refers to all those qualities that promote appropriate diversity of fauna and flora in a natural, wild and balanced state, for the benefit and enjoyment of residents of the Borough, now and in the future; and

**WHEREAS**, particular tasks include evaluating the current conditions of the woodlands; identifying factors affecting the health of the woodland environments including such factors as deer overbrowsing, invasive species, the recent drought, and overuse; developing recommendations for how to attain healthy and sustainable woodland environments, including such issues as regeneration of a healthy native understory, reforestation, and removal of invasive species; developing a long-term woodlands management plan; encouraging stewardship of the woodlands; and

**WHEREAS**, the Woodlands Advisory Committee shall coordinate efforts with the Environmental Commission, the Shade Tree Commission, and other committees and commissions established by the Council and other sources as appropriate.

**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 the Woodlands Advisory Committee is hereby re-established as an advisory committee to the Borough Council.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed for the 2018 calendar year:

|             |                      |               |               |
|-------------|----------------------|---------------|---------------|
| Jerry Uhrig | Martha Dwyer-Bergman | Betsy Myatt   | John Briggs   |
| Bob Dewing  | Kirk Swenson         | Steven Hercek | Karen Macleod |

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |



**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 40-18**

**"RESOLUTION RE-ESTABLISHING THE TRAFFIC & SAFETY ADVISORY COMMITTEE AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Traffic & Safety Advisory Committee as an advisory committee to the Borough Council for calendar year 2018; and

**WHEREAS**, the advisory committee shall be made up of eight **(8) members**; one member shall be a **representative of the Board of Education**; two (2) members shall be Borough staff members and shall be the **Borough Manager and the Chief of Police**; the remaining **five (5) members shall be residents** of the Borough of Mountain Lakes who shall be appointed by the Borough Council; and

**WHEREAS**, the mission of the Traffic & Safety Advisory Committee is to advise the Borough Council concerning traffic and safety issues; to consider and recommend to the Borough Council and the Board of Education such actions as may be appropriate to reduce traffic congestion, and improve pedestrian safety at and around the Borough's schools, particularly Wildwood School due to the young age of the student population; to interface with schools, committees, clubs and other organizations in the Borough; and

**WHEREAS**, tasks appropriate for the Committee include identifying major pedestrian, traffic and safety issues; developing practical and cost effective recommendations that mitigate any identified safety concerns; presenting specific recommendations to the Borough Council and the Board of Education for approval and possible implementation.

**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 the Traffic & Safety Advisory Committee is hereby re-established as an advisory committee to the Borough Council.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed for the 2018 calendar year:

**Paul Odenwelder**

**Lisa Duke-Lees**

**Eva Mesicek**

**Lauren Brickner-McDonald**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 41-18**

**"RESOLUTION RE-ESTABLISHING THE FINANCE ADVISORY COMMITTEE AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Finance Advisory Committee as an advisory committee to the Borough Council for calendar year 2018; and

**WHEREAS**, the advisory committee shall be composed of **seven (7) members** appointed by the Borough Council, **three (3) Borough Council members** and **four (4) public members who shall be residents of the Borough of Mountain Lakes**; and

**WHEREAS**, the advisory committee shall be advised by the **Borough Manager and Chief Financial Officer (CFO)**; and

**WHEREAS**, the mission of the Finance Advisory Committee is to:

1. Assist and advise the Borough Council in its annual review of all Municipal Budgets
2. Assist and advise the Borough Council regarding major capital expenditure projects and financing (including borrowings).
3. Develop longer term financial projections and budgets for Borough Council guidance and planning.
4. Assist and advise the Borough Administration and Council with regard to financial and accounting policies, procedures and internal reporting systems.
5. Assist and advise the Borough Council and Administration in establishing Utility fee structures and rates.
6. Assist and advise the Borough Council in the selection of the Borough Auditor. Review all Audit reports and meet at least annually with the Auditor. Advise the CFO and Manager on all findings and provide a report to the Borough Council.
7. Assist new Council Members on Borough Financial affairs.

**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 the Finance Advisory Committee is hereby re-established as an advisory committee to the Borough Council.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed for the 2018 calendar year:

John Kaplan  
Joe Riccardi

Larry Dodyk  
Robert Dewing

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 42-18**

**"RESOLUTION RE-ESTABLISHING THE MEMORIAL DAY PARADE ADVISORY COMMITTEE AND APPOINTING  
PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Memorial Day Parade Advisory Committee as an advisory committee to the Borough Council for calendar year 2018; and

**WHEREAS**, the advisory committee shall consist of **seven (7) members who shall be residents of the Borough of Mountain Lakes** and who shall be appointed by the Borough Council; and

**WHEREAS**, in addition the advisory committee shall include a member of the Borough Council who shall be the **Mayor**; and

**WHEREAS**, the mission of the Memorial Day Parade Advisory Committee is to plan and execute the Borough's annual Memorial Day Parade & Ceremony honoring our community's and our nation's Veterans; and

**WHEREAS**, the advisory committee will coordinate its efforts with the Borough Manager, the Police Chief, and the Director of Public Works.

**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 the Memorial Day Parade Advisory Committee is hereby re-established as an advisory committee to the Borough Council.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed for the 2018 calendar year:

George Jackson  
Mark Dillonno  
Vince Dougherty

Scott Martorana  
Brandon Smith  
John Gillie

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 43-18**

**"RESOLUTION RE-ESTABLISHING THE COMMUNICATION ADVISORY COMMITTEE AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Communication Advisory Committee as an advisory committee to the Borough Council for calendar year 2018; and

**WHEREAS**, the advisory committee will consist of **nine (9) public members who shall be residents** of the Borough of Mountain Lakes and who shall be appointed by the Borough Council; and

**WHEREAS**, the Borough Council will also appoint one member of the **Borough Council** to serve as Council Liaison and the Borough Manager will appoint one member from the **Borough administrative staff**; and

**WHEREAS**, the mission of the Communication Advisory Committee is to study and evaluate forms of communications which provide the most up to date methods and technology used to deliver and receive information between our residents, municipal government, commissions, committees and departments and to make recommendations and suggestions, as well as provide technical assistance to the Borough Council and Administration to ensure that the Borough succeeds in its endeavor to provide its residents with the vital communications they desire.

**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 the Communication Advisory Committee is hereby re-established as an advisory committee to the Borough Council.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed for the 2018 calendar year:

Mimi Kaplan

Robert Aiello

Mark Watrous

John Lester

Michael DeWitt

Robert Karczewski

Nilesh Shringarpure

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 44-18**

**“RESOLUTION RE-ESTABLISHING THE LAKES MANAGEMENT ADVISORY COMMITTEE AND APPOINTING PUBLIC MEMBERS FOR 2018”**

**WHEREAS**, the Borough Council wishes to re-establish the Lakes Management Advisory Committee as an advisory committee to the Borough Council for calendar year 2018; and

**WHEREAS**, the advisory committee shall consist of **nine (9) members who shall be residents** of the Borough of Mountain Lakes and who shall be appointed by the Borough Council; and

**WHEREAS**, the mission of the Lakes Management Advisory Committee is to advise the Council on issues pertaining to the maintenance and restoration of the quality of the watersheds, lakebeds, and waters of the Lakes of Mountain Lakes, including tributaries and estuaries; educating residents about our lakes, particularly about the benefits of riparian buffers; and

**WHEREAS**, the advisory committee will study methods of lake maintenance and restoration to develop a management plan for lake and watershed protection and improvement, including a program for monitoring existing lake and watershed conditions and a system of record keeping which will enable year-to-year comparisons of the quality of the Borough lakes and streams; and

**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 the Lakes Management Advisory Committee is hereby re-established as an advisory committee to the Borough Council.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed for the 2018 calendar year:

Marla Wexler  
Scot Kuehm  
Glen Tippy

Susan Rogers  
Jaro Mesicek  
Debra Dewing

Michael Russo  
Susan Ferguson  
Jane Cook

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 45-18**

**"RESOLUTION RE-ESTABLISHING THE MEMORIAL PARK COMMITTEE  
AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Memorial Park Committee for calendar year 2018; and

**WHEREAS**, the task of the Memorial Park Committee is to raise and lower the flag at Memorial Park on most Sundays and holidays (except Father's Day).

**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 the Memorial Park Committee is hereby re-established.

**BE IT FURTHER RESOLVED** that the following public members, who shall be residents of the Borough of Mountain Lakes, are hereby appointed for the 2018 calendar year:

**William Goodbar**

**Lou Todero**

**Michael Gleason**

**Peter McWilliams**

**Dave Maute**

**Christopher Hatton**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 46-18**

**"RESOLUTION RE-ESTABLISHING THE GREEN TEAM ADVISORY COMMITTEE AND APPOINTING MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council wishes to re-establish the Green Team Advisory Committee for the calendar year 2018; and

**WHEREAS**, the advisory committee shall consist of **four (4) members who shall be residents of the Borough of Mountain Lakes**; and

**WHEREAS**, the advisory committee shall in addition include the **Borough Manager**, the **Director of the Department of Public Works**, and an **employee of the school district**; and

**WHEREAS**, the Borough of Mountain Lakes strives to save tax dollars and to build a sustainable community that optimizes the quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

**WHEREAS**, the Borough of Mountain Lakes wishes to build a model of government which benefits our residents now and far into the future with "green" community initiatives that are also affordable to implement; and

**WHEREAS**, in order to concentrate greater attention and effort within the Borough of Mountain Lakes on matters of sustainability, the Borough Council wishes to re-establish the Green Team Advisory Committee to advise the Borough Council on sustainable local government practices.

**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 the Green Team Advisory Committee is hereby re-established as an advisory committee to the Borough Council and the following public members are hereby appointed:

**Marnie Vyff  
Mimi Kaplan**

**Paul Odenwelder**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |



**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 47-18**

**"RESOLUTION RE-ESTABLISHING THE PUBLIC WORKS ADVISORY COMMITTEE OF THE BOROUGH OF MOUNTAIN LAKES AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council finds that it would be beneficial to re-establish the Public Works Advisory Committee to exchange ideas, assist with problem solving, and provide feedback and guidance regarding public works projects and department performance; and

**WHEREAS**, the purpose of the Public Works Advisory Committee will continue to be to make recommendations and suggestions to the Borough Council and Administration to ensure that the Borough succeeds in its endeavor to provide safe and effective high quality public works services and facilities in order to enhance the quality of living within the Borough of Mountain Lakes; and

**WHEREAS**, the advisory committee shall be composed of **nine (9) members**, consisting of **three (3) Borough Council members, two (2) public members** who shall be residents of the Borough of Mountain Lakes and who shall be appointed by the Borough Council, the **Borough Manager**, the **Director of the Department of Public Works**, a representative from the **Environmental Commission** and the **Recreation Director**.

**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 the Public Works Advisory Committee is hereby re-established as an advisory committee to the Borough Council and the following public members are hereby appointed for the **2018 calendar year**:

**Tom Menard**  
**Stephen Shaw**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 48-18**

**"RESOLUTION ESTABLISHING THE AFFORDABLE HOUSING ELEMENT AND FAIR SHARE PLAN ADVISORY  
COMMITTEE AND APPOINTING PUBLIC MEMBERS FOR 2018"**

**WHEREAS**, the Borough Council desires to appoint an ad hoc advisory committee to assist the Borough in addressing affordable housing compliance issues; and

**WHEREAS**, the ad hoc advisory committee shall be composed of **seven (7) members** appointed by the Borough Council, **two (2) Borough Council members, two (2) members of the Planning Board and three (3) public members who shall be residents of the Borough of Mountain Lakes; and**

**WHEREAS**, the purpose of the ad hoc advisory committee shall be as follows:

1. Assist the Borough Planner in preparation of the Borough's third round Housing Element and Fair Share Plan (HEFSP).
2. Finalize the third round HEFSP by the end of the first quarter of 2018.
3. Identify and prioritize realistic opportunities for affordable housing.
4. Suggest possible funding sources to accomplish affordable housing opportunities.
5. Communicate with the Borough Council on the progress made on the previously stated objectives.

**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 an ad hoc Affordable Housing Element and Fair Share Plan Advisory Committee is hereby established for the **calendar year 2018.**

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed to the Committee:

**Sandy Batty**

**Blair Bravo**

**Stephen Shaw**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE WITH THE UNITED STATES  
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions  
Under Title VII of the Civil Rights Act of 1964"

GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES  
NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY  
COUNTY OF *Morris*

We, members of the governing body of the *Borough of Mountain Lakes* being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *Borough Council* of the *Borough of Mountain Lakes* in the county of *Morris*;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

(L.S.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_

Notary Public of New Jersey

\_\_\_\_\_  
Clerk

-----  
The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.

**RESOLUTION 49-18**  
**BOROUGH OF MOUNTAIN LAKES**  
**COUNTY OF MORRIS**

**RESOLUTION RE-ESTABLISHING THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

**WHEREAS**, the Borough Council has established an advisory committee to assist the Borough in addressing economic development issues; and

**WHEREAS**, the committee shall be composed of 10 members appointed by the Borough Council, three, (3) members of the Borough Council, the Chair of the Planning Board, the Chair of the Board of Adjustment, the Borough Manager, a member of the Environmental Commission designated by the Commission and three, (3) residents of the Borough annually appointed by the Borough Council

**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 the Economic Development Advisory Committee is hereby established for the calendar year 2018.

**BE IT FURTHER RESOLVED** that the following public members are hereby appointed to the Committee:

Mark Laurenzi

Austin Ashley

Andrew Schinder

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

Resolution 50-18

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions  
Under Title VII of the Civil Rights Act of 1964"

FORM OF RESOLUTION

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the *Borough Council* of the *Borough of Mountain Lakes*, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

Resolution 51-18

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF  
MOUNTAIN LAKES REAFFIRMING THE COMMITMENT OF MOUNTAIN LAKES TO REMAIN A  
WELCOMING COMMUNITY**

**WHEREAS**, the Borough of Mountain Lakes has long embraced and welcomed individuals of diverse racial, ethnic, religious and national backgrounds; and

**WHEREAS**, Mountain Lakes has been a welcoming community to people of diverse backgrounds including many current residents who are foreign born; and

**WHEREAS**, it is important to reaffirm the continued commitment of the residents of Mountain Lakes to the equal, respectful, and dignified treatment of all residents and visitors to the community without regard to their racial, ethnic, religious, or other identities or backgrounds.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey that the Council reaffirms the commitment of the Borough Mountain Lakes to continued equal, respectful and dignified treatment of all people, regardless of their background and to the commitment of the Borough to remaining a welcoming community, and

**BE IT FURTHER RESOLVED** that all departments, employees and officials of the Borough of Mountain Lakes shall continue to comply with the United States and New Jersey Constitutions, New Jersey Attorney General directives and Federal and State non-discrimination laws and shall not take any actions that profile individuals or groups based on religion, race, ethnicity, national origin, identity, or immigration status.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

RESOLUTION 52-18

BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ

"RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS"

WHEREAS, there were excess appropriations to the 2017 Appropriation Budget for the Current Fund; and

WHEREAS, other appropriations are insufficient to meet current needs.

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, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

| FROM:<br>ACCOUNT NO. | DESCRIPTION     | AMOUNT             |
|----------------------|-----------------|--------------------|
| OTHER EXPENSES:      |                 |                    |
| 01-201-23-220        | GROUP INSURANCE | 10,000.00          |
| 01-201-25-240        | POLICE          | 6,400.00           |
|                      | TOTAL           | <u>\$16,400.00</u> |

| TO:             | DESCRIPTION            | AMOUNT             |
|-----------------|------------------------|--------------------|
| ACCOUNT NO.     |                        |                    |
| SALARY & WAGES: |                        |                    |
| 01-201-20-100   | GENERAL ADMINISTRATION | 16,000.00          |
| OTHER EXPENSES: |                        |                    |
| 01-201-36-475   | PFRS                   | 400.00             |
|                 | TOTAL                  | <u>\$16,400.00</u> |

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2018.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS, NJ**

**RESOLUTION 53-18**

**"RESOLUTION RE-ESTABLISHING THE PUBIC SAFETY/BOROUGH HALL INFRASTRUCTURE ADVISORY COMMITTEE**

**WHEREAS**, the provision of public safety services is paramount to the residents and visitors in the Borough of Mountain Lakes; and

**WHEREAS**, the Borough will be considering possible alterations to the Police, Fire and Borough Administrative Offices and

**WHEREAS**, the Borough Council desires to establish a Committee to be known as the "Public Safety/Borough Hall Infrastructure Advisory Committee" for the purpose of advising the Borough concerning issues related to the potential renovations to the public building.

**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 there is hereby established a Public Safety/Borough Hall Infrastructure Advisory Committee which shall be made up of eleven (11) members who shall serve without compensation and at the pleasure of the Borough Council as follows:

- \* Borough Manager
- \* Police Chief or designee
- \* Fire Chief or designee
- \* Member of the Planning Board - TBD
- \* Council Members: Barnett, Happer, Holmberg
- \* 3 residents: Jeff Berei, Tom Menard, Pink Samat
- \* Board of Education Representative - TBD

The term of all members shall serve at the pleasure of the Council. The Committee may select from its members a Chairperson;

**BE IT FURTHER RESOLVED** that the Public Safety/Borough Hall Advisory Committee shall be charged with advising the Borough Council concerning determining the most efficient methods of allocating space within the Police, Fire and Borough offices that provide safe, efficient and productive space for employees and volunteers and shall report to the Borough Council concerning its recommendations

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**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on January 3, 2017.

\_\_\_\_\_  
Valerie A. Egan, Municipal Clerk

| Name     | Motion | Second | Aye | Nay | Absent | Abstain |
|----------|--------|--------|-----|-----|--------|---------|
| Barrett  |        |        |     |     |        |         |
| Happer   |        |        |     |     |        |         |
| Horst    |        |        |     |     |        |         |
| Korman   |        |        |     |     |        |         |
| Shepherd |        |        |     |     |        |         |
| Barnett  |        |        |     |     |        |         |
| Holmberg |        |        |     |     |        |         |





**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES  
DECEMBER 11, 2017  
HELD AT MOUNTAIN LAKES HIGH SCHOOL,  
POWERVILLE ROAD,  
MOUNTAIN LAKES, NJ 07046**

**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 5, 2017 and posted in the municipal building.

Mayor Holmberg called the meeting to order at 6 p.m. at the High School Auditorium

**ROLL CALL ATTENDANCE**

| Roll Call | Present                             | Absent                              |          | Present                             | Absent                   |
|-----------|-------------------------------------|-------------------------------------|----------|-------------------------------------|--------------------------|
| Barrett   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Shepherd | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Happer    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Barnett  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Horst     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Holmberg | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Korman    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          |                                     |                          |

**FLAG**

Mayor Holmberg led the salute to the flag.

**EXECUTIVE CLOSED SESSION**

**R189-17, Resolution providing for a meeting not open to the public in accordance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12**

Matters of potential litigation, (Kanter issue)

Motion to enter into an executive session: Barnett

Second: Shepherd

Vote: All ayes

Motion to come back to regular session: Holmberg

Second: Shepherd

Vote: All ayes

*(Mr. Barrett arrived at 6:24)*

**COMMUNITY ANNOUNCEMENTS**

Mayor Holmberg stated that the volunteer recognition program will be held this evening. He stated that Santa will be in town this Saturday driving through town from 11:30 to 1 and at the Fire House from 2-3. The Menorah lighting will be held on Sunday at 5pm at Kaufman Park.

**PUBLIC COMMENT**

Mayor Holmberg opened the meeting to the public

Motion to limit each speaker to one comment of no more than 5 minutes as has been past practice: Horst

Second: Holmberg

Vote: All ayes

Mr. Fred Kanter, 81 Hanover Road, stated that at the last few meetings he needed more than five minutes to ask questions. He stated that if his questions were answered he would not need to take more time. He commented that the Mayor did not want to answer his questions. He stated that if the Mayor does not answer the questions that someone from the Council should. He asked if the Council was aware that ADA compliance was ignored at the Cove. He stated that he used civil disobedience to make his point. He stated that this is a country of laws. He commented on the sign ordinance. He stated that the signs will be limited to one in the new ordinance. He mentioned that during elections one sign is not enough.

Mayor Holmberg closed the meeting to the public.



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES**  
**DECEMBER 11, 2017**  
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**POWERTVILLE ROAD,**  
**MOUNTAIN LAKES, NJ 07046**

Mayor Holmberg stated that he was not aware that Cove Park was not in compliance with ADA when it was being constructed. Ms. Barnett stated that the DPW is working on making the park more ADA compliant and it is something that the municipality cares about. Mr. Korman asked about the sign ordinance in regard to political signs.

**ATTORNEY'S REPORT**

No report

**MANAGER'S REPORT**

Mr. Sheola stated that the walk through for the architect RFP for municipal building took place. There is a meeting for the dam project tomorrow night. He stated that there is a resolution on the agenda to allow an extra personal day for employees. He stated that the Personnel Committee discussed the salary structure. He hoped that this will be further discussed in 2018. There was a discussion regarding the beach project. There was a discussion regarding if having the DPW perform work for the beach project would be beneficial. Local contractors need to be contacted for pricing. Ms. Horst made mention regarding the RFP for the Architect services for the municipal building renovations and stated that the RFP does not include a 3-D rendering.

**ORDINANCES**

**Final Hearing of Ordinance 9-17, Amending the date for water and sewer billing**

AN ORDINANCE AMENDING CHAPTERS 237 AND 191 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND PROVIDING THAT WATER AND SEWER BILLING SHALL BE SET ON A SCHEDULE TO BE ESTABLISHED BY THE BOROUGH MANAGER

Mayor Holmberg opened the meeting to the public  
 No one wished to comment

**Introduced: November 27, 2017**

| Council member | M                                   | 2nd                                 | Yes                                 | No                       | Abstain                  | Absent                   |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Barrett        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Happer         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Horst          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Korman         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shepherd       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Barnett        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Holmberg       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Adopted: December 11, 2017**

| Council member | M                                   | 2nd                                 | Yes                                 | No                       | Abstain                  | Absent                              |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Barrett        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Happer         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Horst          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Korman         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Shepherd       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Barnett        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Holmberg       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**Final Hearing of Ordinance 10-17, Amendment of the Fee Ordinance**

ORDINANCE AMENDING CHAPTER 111 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND REVISING THE FEE SCHEDULE

Mayor Holmberg opened the meeting to the public.  
 No one from the public wished to comment.



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**POWERTVILLE ROAD,**  
**MOUNTAIN LAKES, NJ 07046**

**Introduced: November 27, 2017**

| Council member | M                                   | 2nd                                 | Yes                                 | No                       | Abstain                  | Absent                   |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Barrett        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Happer         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Horst          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Korman         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shepherd       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Barnett        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Holmberg       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Adopted: December 11, 2017**

| Council member | M                                   | 2nd                                 | Yes                                 | No                       | Abstain                  | Absent                              |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Barrett        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Happer         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Horst          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Korman         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Shepherd       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Barnett        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Holmberg       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**\*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.

**\*RESOLUTIONS**

- R185-17, Authorization to pay bills
- R186-17, Hiring of new Borough Manager (pulled from consent)
- R187-17, Amendment to the Personnel Policy
- R188-17, Cancelling Unused Balance of Emergency Appropriations – Water Main Break
- R161-16, Overpayment of taxes

**\*APPROVAL OF MINUTES**

- Regular minutes of November 27, 2017 (All eligible)
- Executive minutes of November 27, 2017 (Happer not eligible)

**1) APPROVAL OF REPORTS FOR FILING (reports are included only if checked)**

- ☐ Construction Department
- ☐ Department of Public Works
- ☐ Finance
- ☒ Fire Department
- ☐ Health Department
- ☐ Police Department
- ☐ Recreation Department
- ☒ Code Enforcement/Property maintenance report

**\*BOARD AND COMMITTEE AND COMMISSION APPOINTMENTS**



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**MOUNTAIN LAKES, NJ 07046**

None

**Approval of the Consent Agenda**

| Council member | M                                   | 2nd                                 | Yes                                 | No                       | Abstain                  | Absent                              |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Barrett        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Happer         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Horst          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Korman         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Shepherd       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Barnett        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Holmberg       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**Resolution 187-17, Hiring of Borough Manager**

| Council member | M                                   | 2nd                                 | Yes                                 | No                       | Abstain                  | Absent                              |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Barrett        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Happer         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Horst          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Korman         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Shepherd       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Barnett        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Holmberg       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

**COUNCIL REPORTS**

Ms. Korman stated that the Environmental Commission is asking for a professional to do a study regarding water usage. They would like to put an amount in the 2018 budget for this purpose. Ms. Horst stated that she will be meeting with Chief Bennett and another resident regarding the traffic concerns for when the Whole Foods opens.

**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 meeting to the public.

Mr. Fred Kanter, 81 Hanover Road, stated that he wanted to close 2017 on a positive note. He mentioned a court case in NY. He stated that if people talk to each other law suits would not be necessary. He stated again that no one has answered his questions regarding the Cove. He made mention regarding a law suit about a man in Florida that was arrested at a Council meeting. He stated that the problems with the Cove are because of the engineer. He wanted to know if the town was going to try to recoup money from the town engineer.

Steve Shaw, 4 Point View Place, mentioned the variances at the Mansion. The owners did extend the variance. He stated that NJ has drafted a New Jersey water plan. He welcomed the new Borough Manager. He thanked Mr. Sheola for his service. He stated that Mr. Sheola was very professional and knowledgeable. He commented that Mr. Sheola's biggest accomplishment was the hiring of the new staff.

**ADJOURNMENT at 7:26 P.M.**

Motion made by Councilmember Barrett, second by Councilmember Korman to adjourn the meeting at 7:26p.m., with all members in favor signifying by "Aye".



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DECEMBER 11, 2017  
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POWERVILLE ROAD,  
MOUNTAIN LAKES, NJ 07046**

Respectfully Submitted

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Valerie A Egan Borough Clerk