



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT MOUNTAIN LAKES HIGH SCHOOL
POWERVILLE RD., MOUNTAIN LAKES, NJ, 07046
DECEMBER 11, 2017
PUBLIC SESSION BEGINS AT 6:00 PM**

1) CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT – Mayor

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) ROLL CALL ATTENDANCE - Clerk

3) FLAG SALUTE – Mayor

4) COMMUNITY ANNOUNCEMENTS

5) SPECIAL PRESENTATIONS

6) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

7) 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.

8) BOROUGH COUNCIL DISCUSSION ITEMS

9) ATTORNEY'S REPORT

10) MANAGER'S REPORT

11) ORDINANCES

a) Introduction

None

b) Adoption

1. Ordinance 9-17, Amending the date for water and sewer billing
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
2. 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 SCHEDULE1

12) *CONSENT AGENDA ITEMS

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

13) *RESOLUTIONS

1. R185-17, Authorization to pay bills
2. R186-17, Hiring of new Borough Manager



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3. R187-17, Amendment to the Personnel Policy
4. R188-17 Cancelling Unused Balance of Emergency Appropriation – Water Main Break

14) *APPROVAL OF MINUTES

Regular minutes

November 27 2017 (All eligible)

Executive minutes

November 27, 2017 (Happer not eligible)

15) *APPROVAL OF REPORTS FOR FILING (reports are included only if checked)

- ☐ Construction Department
- ☐ Department of Public Works
- ☒ Fire Department
- ☐ Health Department
- ☐ Police Department
- ☐ Recreation Department
- ☒ Code Enforcement/Property maintenance report

16) *BOARD, COMMITTEE AND COMMISSION APPOINTMENTS

None

17) COUNCIL REPORTS

18) 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.

19) NEXT STEPS AND PRIORITIES

20) ADJOURNMENT

BOROUGH OF MOUNTAIN LAKES INTEROFFICE MEMORANDUM

TO: HONORABLE MAYOR & BOROUGH COUNCIL
SUBJECT: MANAGER'S REPORT – DECEMBER 11, 2017
DATE: DECEMBER 7, 2017
CC: VALERIE EGAN – BOROUGH CLERK
ROBERT OOSTDYK – BOROUGH ATTORNEY

The following represents the Manager's Report for the meeting of December 11, 2017.

1. **RFP Borough Hall Architect** – of the 20 firms that had registered and downloaded the RFP, we had 17 attend the mandatory walk through. Responses are due January 19th close of business.
2. **Amending Personnel Policies** – in accordance with prior discussions, Council has agreed to provide the additional personal day to all non-Collective Bargaining Unit employees. The resolution enabling that change is part of this agenda along with a complete copy of Section 5 – Paid Time Off.
3. **Sunset Lake Dam Update** – attached is an update from Ferriero Engineering regarding the current status of the Sunset Lake Dam project. As you recall, there is a "Neighbor Meeting" on December 12th at 7:30 PM where this will be discussed.
4. **Salary Scale** – over the past few months, I have been working on the development of a salary scale that addresses the overall Borough pay scale for non-Police employees. About a year ago, I commissioned the Canning Group to perform a limited study on nine (9) staff positions to determine how we stacked up against some of neighbors and similar communities both in and out of Morris County. While the overall results were not too surprising, the disparity in some of the positions prompted a further review and additional information gathering for seven (7) other titles. Based on discussions with the Personnel Sub-Committee, it was determined that new salary scales should be created providing calculated increases for all titles but paying particular attention to those outside the median. For the titles not reviewed, my Assistant, Cara Fox, is completing the research.

One outstanding issue is the legality of providing potentially different levels of increase when case law and statute dictate certain positions [usually those requiring a certification] receive the same level of increase as all employees in a particular class or group. Since we do not have any other bargaining units excepting Police, this issue is being reviewed by Labor Counsel.

While this plan is still in development stages, Borough Council should recognize there may be salary increases that exceed the normal range and percentages. It is my intention to have as much of this outline completed as possible when a hand-off occurs.

If there are any questions or you would like further information, please feel free to contact me. Or, if there are additional items you would like me to address, please let me know as soon as possible.

A handwritten signature in dark ink, appearing to read "Richard J. Sheola", with a long horizontal line extending to the right.

Richard J. Sheola
Borough Manager

Rich Sheola

From: Mark Denisiuk <mark.denisiuk@ferrieroengineering.com>
Sent: Wednesday, December 06, 2017 2:15 PM
To: Rich Sheola
Cc: Paul Ferriero
Subject: FW: Sunset Dam
Attachments: DEP-6-30-2017.pdf

Rich,
Here is the preview of the information meeting. Let us know if you need anything else.
Mark

1. The last information meeting was held on April 25, 2017 to answer residents questions about the proposed preliminary design. This new session will describe what has happened since then. Below is summary.
2. A letter was received from the NJDEP dated June 30, 2017 (attached). The letter states that the Preliminary Design appears to address the general measures necessary to bring the dam into compliance with the Dam Safety Standards in N.J.A.C. 7:20.
3. The NJDEP letter also states that flow characteristics for storms greater than the 100 year storm will change along the western portion of the lake, and may change below the spillway. The letter goes on to say that, although changes to lake levels during storm events larger than the 100 year storm are not addressed by the dam safety standards, any affected property owner should be advised of the changes. This information meeting is intended to describe those changes. Below is a description.
 - a. In general, on the west side of the lake along Pocono Road, there is no dam embankment but the land is flat and the homes are close to the lake level. The 0.8-PMP storm (27.2 inches of rain in 24 hours) may cause the lake to reach the elevation of first floor of #37 Pocono Road, whereas before the new dam it would not rise to the first floor. For #31 Pocono Road, the 0.95-PMP (32.3 inches in 24 hours) may cause the lake to reach the elevation of first floor, whereas before the new dam it would not rise to the first floor. Other homes along the west side are higher and not impacted. The reason for the lake level increase during rare storms is that the new proposed embankment is limiting the amount of flow that overtops the dam and causing it to back up a little more.
4. The NJDEP letter also stated that a subsurface/geotechnical Investigation must be submitted to the NJDEP by October 31, 2017. That report was submitted to the NJDEP on October 24, 2017 and is currently under review by the NJDEP. The report describes the nature of the soils that were encountered by the 3 soil borings that were performed in May 2017.
5. Once the NJDEP has approved the subsurface/geotechnical investigation, the final design will begin.

-----Original Message-----

From: Rich Sheola [<mailto:rsheola@mtnlakes.org>]
Sent: Tuesday, November 28, 2017 9:19 AM

RECEIVED

JUL 10 2017



State of New Jersey

FERRIERO ENGINEERING

CHRIS CHRISTIE

Governor

 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 ENGINEERING & CONSTRUCTION
 DIVISION OF DAM SAFETY & FLOOD CONTROL
 Mail Code 501-01A

BOB MARTIN

Commissioner

KIM GUADAGNO

Lt. Governor

PO Box 420, Trenton, NJ 08625-0420

Telephone: 609-984-0859 Fax: 609-984-1908

JUN 30 2017

 Richard Sheola
 Borough Manager
 400 Boulevard
 Mountain Lakes, New Jersey 07046

 Re: Sunset Lake Dam (Dam File No. 25-170)
 Borough of Mountain Lakes, Morris County

Dear Mr. Sheola:

This letter is in reference to the *Preliminary Design Report* and *2016 Regular Dam Inspection Report* for Sunset Lake Dam prepared by Paul Ferriero, P.E. of Ferriero Engineering, Inc. and submitted on your behalf.

Based upon a review of the submitted inspection report, your engineer has found Sunset Lake Dam to be in POOR condition with maintenance and studies necessary. If not already complete, maintenance and repairs not requiring approval from the Division should be completed as soon as possible. General maintenance should continue in accordance with the approved Operation and Maintenance Manual.

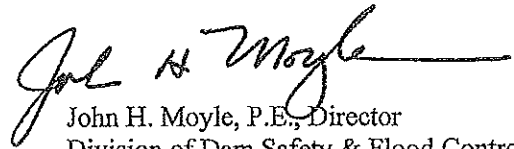
Upon review of the *Preliminary Design Report*, your engineer's conceptual design appears to address general measures necessary to bring the dam into compliance with the Dam Safety Standards (N.J.A.C. 7:20 et. seq.).

The Dam Safety Standards regulates changes to historic lake levels up to and including the 100-year storm event. Changes to lake levels during larger events are not addressed by the Standards. The submitted report suggests that flow characteristics along the western portion of the lake will change slightly during events greater than the 100-year storm. Additionally, flow characteristics downstream of the proposed spillway basin (i.e. Block 22 Lot 15.01 & Block 22 & Lot 13) may also change by the concentration of flow through the spillway. Potential impacts to these structures must be analyzed and quantified. Any affected property owner should be consulted and advised of adverse changes. The Division may require changes to the design if any severe impacts are indicated.

At this time, you should proceed with the necessary engineering studies for the proposed design. These studies shall include subsurface/geotechnical and stability analyses. These studies must be submitted to the Division by **October 31, 2017**.

Should you have any questions, please do not hesitate to contact Russell Ray of this office at (609) 984-0859.

Sincerely,

A handwritten signature in black ink, reading "John H. Moyle", followed by a horizontal line.

John H. Moyle, P.E., Director
Division of Dam Safety & Flood Control

C: Borough of Mountain Lake Engineer & Clerk
Morris County Engineer
Paul Ferriero, P.E. -- Ferriero Engineering, Inc.

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BOROUGH OF MOUNTAIN LAKES
INTEROFFICE MEMORANDUM

TO: HONORABLE MAYOR & BOROUGH COUNCIL
SUBJECT: RESOLUTION & ORDINANCE OVERVIEWS – DECEMBER 11, 2017
DATE: DECEMBER 7, 2017
CC: RICHARD SHEOLA – BOROUGH MANAGER
ROBERT OOSTDYK – BOROUGH ATTORNEY

The following Resolutions are on the Agenda for the meeting of December 11, 2017.

R186-17, Hiring of Borough Manager - this resolution authorizes hiring Mitchel Stern as the Borough Manager

R187-17, Amendment to the Personnel Policy – this resolution authorizes the amendment of the Personnel Policy to include one additional personal day for employees not included in the PBA agreement.

R188-17, Cancelling Unused Balance of Emergency Appropriation – Water Main Break – this resolution cancels a portion of the emergency appropriation for the water main break as a result of the Borough receiving funds as part of an insurance claim for the break and funds appropriated in excess of the amount of the repair.

The following Ordinances are on the Agenda for the meeting of December 11, 2017.

Final Hearing of Ordinance 9-17, Amending the date for water and sewer billing – this ordinance authorizes a change in the dates that water and sewer charges are billed. This amendment allows for the billing of water and sewer to occur at a different time than when tax payments are due.

Final Hearing of Ordinance 10-17, Amendment of the fee ordinance – This ordinance will add a fee to be charged for the re-inspection of smoke and carbon monoxide detectors for the re-sale of a residential home. The fee will be \$50 per re-inspection.

If there are any questions prior to the meeting, please feel free to contact me.

**BOROUGH OF MOUNTAIN LAKES
MORRIS COUNTY, NEW JERSEY**

ORDINANCE 9-17

**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**

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

Section 1. Chapter 237 of the Revised General Ordinances of the Borough of Mountain Lakes, Section 237-9, "Water rates," shall be amended by the following amendment to subsection (B) which shall ready in its entirety as follows:

B. Bills for water rents shall be sent to the owner of the premises only and shall be due and payable on a quarterly schedule established by the Borough Manager.

Section 2. Chapter 191 of the Revised General Ordinances of the Borough of Mountain Lakes, Section 191-9, "Sewer rates and charges," shall be amended by the following amendment to subsection D(1) which shall ready in its entirety as follows:

(1) The service charges hereinabove established shall become due and payable according to the following schedule:

(a) Domestic service in equal quarterly installments in accordance with a schedule to be established by the Borough Manager.

(b) Commercial or industrial service, on a quarterly basis in accordance with a schedule established by the Borough Manager, in the actual amount levied for the immediately preceding calendar quarter.

Section 3. If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. All Ordinances or parts of Ordinances, which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 5. This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Introduced: November 27, 2017

Adopted: December 11, 2017

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

Valerie Egan, Municipal Clerk

Peter Holmberg, Mayor

LEGAL NOTICE OF PENDING ORDINANCE

Notice is hereby given that the Ordinance published herewith was introduced and passed upon first reading at a meeting of the Council of the Borough of Mountain Lakes, in the County of Morris, New Jersey, held on the 27th day of November 2017. It will be further considered for final passage after public hearing thereon, at a meeting of said Council to be held at the Mountain Lakes High School, in said Borough, on December 11, 2017, said meeting to begin at 6:00 pm, and during the week prior to and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office in Borough Hall to members of the general public who shall request the same.

Valerie A. Egan, Municipal Clerk

**ORDINANCE 10-17
BOROUGH OF MOUNTAIN LAKES
MORRIS COUNTY, NEW JERSEY**

**"ORDINANCE AMENDING CHAPTER 111 OF THE REVISED GENERAL ORDINANCES
OF THE BOROUGH OF MOUNTAIN LAKES AND REVISING THE FEE SCHEDULE"**

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

Section 1 Chapter 111, Section 11-3 entitled "Fee Schedule" shall be amended as follows:

Uniform Fire Safety

Certificate of Compliance for residential smoke alarms and carbon monoxide alarms – re-inspection
\$50 per re-inspection visit

Section 2. If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 3. All Ordinances or parts of Ordinances, which are inconsistent herewith, are hereby repealed to the extent of such inconsistency.

Section 4. This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

Valerie A. Egan

Peter Holmberg, Mayor

Introduced: November 27, 2017

Adopted: December 11, 2017

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

LEGAL NOTICE OF PENDING ORDINANCE

Notice is hereby given that the Ordinance published herewith was introduced and passed upon first reading at a meeting of the Council of the Borough of Mountain Lakes, in the County of Morris, New Jersey, held on the 27th day of November 2017. It will be further considered for final passage after public hearing thereon, at a meeting of said Council to be held in the Mountain Lake High School, in said Borough, on December 11, 2017, said meeting to begin at 6:00 pm, and during the week prior to and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office in said Borough Hall building to members of the general public who shall request the same.

Valerie A. Egan, Municipal Clerk

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

RESOLUTION 185-17

“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 **December 11, 2017** 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 December 11, 2017.

Valerie A. Egan, Municipal Clerk

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

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 12/11/2017 For bills from 11/24/2017 to 12/07/2017

Check#	Vendor	Description	Payment	Check Total
13610	3847 - ACCLAIM INVENTORY, LLC	PO 17542 2017 FIXED ASSET INVENTORY	2,400.00	2,400.00
13611	196 - ALLIED OIL COMPANY, LLC	PO 18033 DPW - UNLEADED FUEL - BLANKET	1,950.82	1,950.82
13612	102 - ANDERSON & DENZLER ASSOC., INC	PO 17066 2017 ENGINEERING SERVICES POLLARD R	1,403.75	
		PO 18136 OCTOBER 2017 PROFESSIONAL SERVICES	157.00	
		PO 18136 OCTOBER 2017 PROFESSIONAL SERVICES	4,854.10	
		PO 18136 OCTOBER 2017 PROFESSIONAL SERVICES	4,327.32	10,742.17
13613	102 - ANDERSON & DENZLER ASSOC., INC	PO 18136 OCTOBER 2017 PROFESSIONAL SERVICES	314.00	314.00
13614	2793 - AP CERTIFIED TESTING, LLC	PO 17902 WATER DEPARTMENT - EQUIPMENT	910.00	910.00
13615	2636 - ATLANTIC COMMUNICATIONS ELECTRONICS	PO 18172 DPW - RADIO REPAIR	145.00	145.00
13616	369 - B & R UNIFORMS	PO 18095 Vests	289.85	289.85
13617	269 - BEYER FORD, LLC	PO 17314 DPW VEHICLE REPAIRS/MAINTENANCE-BLA	96.60	
		PO 18177 POLICE DEPARTMENT - EMERGENCY VEHIC	466.40	563.00
13618	2267 - BRUCE R. KOERNER CRANES AND EQUIP	PO 18128 PARKS & RECREATION - CHRISTMAS TREE	2,223.44	2,223.44
13619	3650 - CARA FOX	PO 18145 REIMBURSEMENT	133.95	133.95
13620	2242 - CINTAS CORPORATION NO. 2	PO 16728 DPW - PERSONAL SAFETY EQUIPMENT - B	102.48	
		PO 17750 BOROUGH HALL FIRST AID SUPPLIES - B	204.68	307.16
13621	2902 - CLEMENTE'S AUTO BODY	PO 18029 POLICE DEPARTMENT - VEHICLE REPAIRS	1,117.40	1,117.40
13622	3184 - CONSTELLATION NEWENERGY, INC	PO 18189 OCT/NOV 2017 STREET LIGHTING: BILLI	656.47	656.47
13623	519 - COUGAR PRESS	PO 18094 POLICE: Letter Head and Envelopes	167.00	167.00
13624	2147 - CCTMO LLC	PO 18147 DEC 2017 - CELL TOWER REIMBURSEMENT	1,725.05	1,725.05
13625	3382 - CUSTOM BANDAG	PO 18039 WATER DEPARTMENT - VEHICLE REPAIR	540.00	540.00
13626	653 - GANNET NEW JERSEY NEWSPAPERS	PO 18137 ACCT#31470 - NOVEMBER ADVERTISING	29.92	
		PO 18180 ACCT#31470 - NOVEMBER ADVERTISING	267.32	297.24
13627	3884 - DECOTIIS, FITZPATRICK, COLE & GIBLI	PO 18109 LABOR ATTORNEY - PROFESSIONAL SERVI	752.50	752.50
13628	3902 - DENISE L. LEIFKEN	PO 18200 2017 RABIES CLINIC	25.00	25.00
13629	3109 - FERRIERO ENGINEERING, INC	PO 18098 CLIENT NO: ML100 / PROJECT ID: 12ML	3,467.59	3,467.59
13630	3396 - FLASHLIGHT DISTRIBUTOR.COM	PO 17986 WATER DEPARTMENT - EQUIPMENT & TOOL	52.26	52.26
13631	814 - GARDEN STATE HIGHWAY PRODUCTS	PO 18030 DPW - SIGNS	280.00	280.00
13632	876 - GARDEN STATE LABORATORIES, INC	PO 16774 WATER DEPARTMENT - WATER TESTING- B	144.00	144.00
13633	2707 - GNOME COMM, LLC	PO 18150 MISC. PROGRAMMING	154.00	154.00
13634	849 - GTBM / INFO-COP	PO 18187 POLICE: INFO-COP ANNUAL LICENSES	2,100.00	2,100.00
13635	920 - HAMILTON FARMS	PO 18146 HOLIDAY PLANTS: SP. ORDER# 7291525	312.78	312.78
13636	3587 - HASBROUCK FORESTRY, LLC	PO 18062 SHADE TREE: PRESENTER	142.50	142.50
13637	859 - JCP&L	PO 18140 ACCT# 100 075 505 725 - BILLING PRD	3.32	
		PO 18183 ACCT# 100 050 702 156 - BILLING PRD	5.27	
		PO 18182 MAST ACCT# 200 000 054 011/ BILL DA	12.49	
		PO 18181 MASTER ACCT# 200 000 569 000 / BILL	3,167.60	3,188.68
13638	1062 - JOHNNY ON THE SPOT, LLC	PO 18130 NOV/DEC 2017 - CUST ID# 014738 - PO	95.20	
		PO 18157 DECEMBER 2017 - CUST ID# 014738 - P	310.80	
		PO 18162 DEC 2017 - CUST ID# 014738 - PORT-A	200.75	606.75
13639	1074 - JW PIERSON CO.	PO 16727 DPW - DIESEL FUEL - BLANKET	1,136.21	1,136.21
13640	2790 - MC PUBLIC SAFETY TRAINING ACADEMY	PO 16783 POLICE: METHODS OF INSTRUCTION/CLASS	100.00	
		PO 18154 FIRE DEPT: CLASS ID# 1713579	100.00	200.00
13641	3866 - MOBILE POWER, INC.	PO 17822 WATER DEPARTMENT - VEHICLE REPAIR	65.00	65.00
13642	3648 - MONMOUTH TELECOM	PO 18104 DEC 2017 TELEPHONE SERVICES / ACCT#	1,525.03	1,525.03
13643	1408 - MOORE MEDICAL, LLC	PO 18101 POLICE: MEDICAL SUPPLIES	283.62	283.62
13644	3132 - MORRIS COUNTY LEAGUE OF MUNICIPALIT	PO 18023 2017 LEAGUE LUNCHEON NOV. 15, 2017	200.00	200.00
13645	1311 - MORRIS CTY TREASURER	PO 17521 MORRIS COUNTY COMMUNICATIONS DISPAT	26,597.43	26,597.43
13646	2360 - MOUNTAIN LAKES AUTO SPA, CORP.	PO 17965 POLICE DEPARTMENT - CAR WASHES -OCT	35.00	35.00
13647	3099 - MTN LAKES MEDICAL CENTER, LLC	PO 18153 FIRE DEPT: PHYSICAL	160.00	160.00
13648	1371 - MTN. LAKES BOARD OF EDUCATION	PO 18161 DEC 2017 MTN LAKES SCHOOL DISTRICT	1,693,374.08	1,693,374.08
13649	1472 - MURPHY, MCKRON P.C.	PO 17275 2017 RETAINER FEES - BLANKET	4,166.66	
		PO 18188 NOVEMBER 2017 LEGAL SERVICES	795.00	4,961.66
13650	881 - NCX	PO 16811 2017 DNS HOSTING FOR ACCT: GTI	19.95	19.95
13651	3843 - NEW JERSEY ASSOC. OF SCHOOL RESOURC	PO 17393 Training for Sgt. Valentine	350.00	350.00
13652	1533 - NJ DEPT OF COMMUNITY AFFAIRS	PO 18158 3Q2017 STATE TRAINING FEES	2,555.00	2,555.00
13653	2745 - STATE OF NEW JERSEY	PO 18139 UNEMPLOYMENT REIMURSABLE FOR 3Q17	1,760.00	1,760.00
13654	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 18148 DECEMBER 2017 DENTAL PREMIUMS - GRO	3,044.00	3,044.00
13655	1598 - OLD DOMINION BRUSH CO., INC	PO 18031 CLEAN COMMUNITIES - SWEEPER PARTS	624.62	
		PO 18080 CLEAN COMMUNITIES - SWEEPER BRUSH	1,308.83	1,933.45
13656	2727 - ONE CALL CONCEPTS, INC.	PO 16886 2017 JAN - DEC BLANKET / ACCT# 12-B	81.25	81.25
13657	3236 - ONE SOURCE OF NEW JERSEY, LLC	PO 17901 DPW - EQUIPMENT REPAIR - BLANKET	428.64	
		PO 18121 DPW - EQUIPMENT REPAIR - BLANKET	59.44	488.08
13658	2968 - OPTIMUM (DPW)	PO 17357 DPW INTERNET SERVICES ACCT# 07876-6	110.58	110.58

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 12/11/2017 For bills from 11/24/2017 to 12/07/2017

Check#	Vendor	Description	Payment	Check Total
13659	2968 - OPTIMUM (DPW)	PO 17358 DPW: ACCT# 07876-414565-01-0 - BLAN	10.70	10.70
13660	3173 - OPTIMUM	PO 17366 FIRE: ACCT# 07876-603439-01-8 CABLE	70.65	70.65
13661	479 - PARKER PUBLICATIONS	PO 18135 ACCT# 010902 / PLANNING BOARD/ ZBOA	23.03	23.03
13662	3758 - PCS PUMP AND PROCESS	PO 18126 WATER DEPARTMENT - EQUIPMENT	555.00	555.00
13663	3859 - PERRY TROISI	PO 17578 REIMBURSEMENT FOR OVERPAYMENT	27.00	27.00
13664	3113 - PHILLIPS PREISS GRYGIEL LLC	PO 18138 OCTOBER 2017 PROFESSIONAL SERVICES	300.00	300.00
13665	3781 - PHOENIX ADVISORS, LLC	PO 17485 2017 ANNUAL FEE AS CONTINUING DISCL	1,150.00	1,150.00
13666	3195 - POWER DMS	PO 18198 POLICE: 2018 ANNUAL POWERSUITE SUBS	3,960.75	3,960.75
13667	3900 - QUIRK, INC	PO 18169 ARCHIVE STORAGE - NEW	85.79	85.79
13668	3890 - RDC DESIGN GROUP, LLC	PO 18102 WORDPRESS UPDATES- PROPOSAL	425.00	425.00
13669	1734 - READYREFRESH BY NESTLE	PO 18134 ACCT# 0016496903 - 10/13 /17 to 11/	104.54	104.54
13670	2397 - ROCKAWAY AUTO RESOURCES, LLC	PO 18174 DPW - EMERGENCY VEHICLE REPAIR	682.99	682.99
13671	2735 - RUTGERS, THE STATE UNIVERSITY OF NJ	PO 17674 DPW - TRAINING AND EDUCATION	486.00	486.00
13672	3500 - RUTGERS, THE STATE UNIVERSITY OF NJ	PO 18133 DPW - CLEAN COMMUNITIES EDUCATION	95.00	95.00
13673	1878 - SENECA TREE SERVICE, INC.	PO 18175 DPW - EMERGENCY TREE REMOVAL	1,400.00	1,400.00
13674	2470 - SKYLANDS AREA FIRE EQUIP & TRAINING	PO 17359 FIRE: QUOTE FIRE HELMETS: QUOTE# 49	520.00	520.00
13675	114 - SOLITUDE LAKE MANAGEMENT	PO 17832 2017 LAKE MANAGEMENT - BLANKET - CU	4,185.00	4,185.00
13676	3894 - SUSTAINABLE JERSEY	PO 18100 2017 SUSTAINABLE JERSEY ANNUAL LUNC	35.00	35.00
13677	3141 - THE OLYMPIC GLOVE & SAFETY CO., INC	PO 18056 FIRE DEPT: ACCT 55831 - QUOTE# 1024	2,546.49	2,546.49
13678	3617 - BLOOMFIELD HEALTH DEPARTMENT	PO 17231 2017 PUBLIC HEALTH SERVICES CONTRAC	6,262.13	6,262.13
13679	2801 - TREE KING, INC	PO 18037 SHADE TREE - PRUNE & REMOVALS	11,675.00	11,675.00
13680	189 - TRUE VALUE HARDWARE	PO 17948 DPW - SIDEWALKS, CURBS, CATCHBASINS	537.60	
		PO 18127 PARKS & RECREATION - CHRISTMAS TREE	623.89	1,161.49
13681	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 17292 2017 SEWER MAINTENANCE CHARGES	33,373.00	33,373.00
13682	3752 - VALERIE A. EGAN	PO 18142 REIMBURSEMENT	280.36	280.36
13683	2186 - W.E. TIMMERMAN CO., INC	PO 18087 DPW - SWEEPER REPAIR	494.70	494.70
13684	2649 - WASTEZERO	PO 17873 TRASH BAG ORDER // QUOTE# QUO-12584	5,433.00	5,433.00
TOTAL				1,849,931.57

Richard H. H. H.
12/7/17

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-192-08-160-000	UNIFORM CONSTRUCTION CODE FEES				27.00
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	338.99			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	100.00			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	514.31			
01-201-20-130-020	FINANCE - OTHER EXPENSES	3,550.00			
01-201-20-140-020	COMPUTER SERVICES	2,744.97			
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	267.32			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	5,714.16			
01-201-20-165-020	ENGINEERING SERVICES	4,327.32			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	335.35			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	17.60			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	3,044.00			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	4,996.90			
01-201-25-250-020	INTERLOCAL SERVICES: MC DISPATCH - OE	26,597.43			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	850.65			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	3,774.74			
01-201-26-300-020	SHADE TREE COMMISSION - O/E	11,592.50			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	5,433.00			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	258.54			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	2,363.39			
01-201-27-330-020	BOARD OF HEALTH - OTHER EXP.	6,213.61			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	3,160.11			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	4,791.75			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	21.08			
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	3,824.07			
01-201-31-440-020	TELECOMMUNICATIONS	1,525.03			
01-201-31-447-020	PETROLEUM PRODUCTS	3,087.03			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-202-55-250-000	RESERVE FOR SPRINT FEES			1,725.05	
01-207-55-000-000	LOCAL SCHOOL TAXES PAYABLE			1,693,374.08	
01-260-05-100	DUE TO CLEARING			0.00	1,797,124.98
01-290-55-000-001	DUE TO NJ - DCA TRAINING FEES			2,555.00	
TOTALS FOR	Current Fund	99,443.85	0.00	1,697,681.13	1,797,124.98
02-200-40-700-340	Clean Communities Grant			2,558.15	
02-260-05-100	DUE TO CLEARING			0.00	2,558.15
TOTALS FOR	FEDERAL AND STATE GRANTS	0.00	0.00	2,558.15	2,558.15
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			7,400.59	
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17			4,871.34	
04-260-05-100	DUE TO CLEARING			0.00	12,271.93
TOTALS FOR	General Capital	0.00	0.00	12,271.93	12,271.93
05-201-55-520-520	Water Operating - Other Expenses	2,661.51		0.00	2,661.51
05-260-05-100	DUE TO CLEARING			0.00	2,661.51
TOTALS FOR	Water Operating	2,661.51	0.00	0.00	2,661.51
07-201-55-520-520	Sewer Operating - Other Expenses	33,530.00		0.00	33,530.00
07-260-05-100	DUE TO CLEARING			0.00	33,530.00
TOTALS FOR	Sewer Operating	33,530.00	0.00	0.00	33,530.00
13-260-05-100	DUE TO CLEARING			0.00	25.00
13-286-56-000-000	RESERVE - ANIMAL LICENSE FUND			25.00	
TOTALS FOR	Animal Trust	0.00	0.00	25.00	25.00
14-260-05-100	Due to Clearing			0.00	1,760.00
14-300-60-000-000	RESERVE FOR UNEMPLOYMENT INSUR			1,760.00	
TOTALS FOR	Unemployment Trust	0.00	0.00	1,760.00	1,760.00

Total to be paid from Fund 01 Current Fund	1,797,124.98
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	2,558.15
Total to be paid from Fund 04 General Capital	12,271.93
Total to be paid from Fund 05 Water Operating	2,661.51
Total to be paid from Fund 07 Sewer Operating	33,530.00
Total to be paid from Fund 13 Animal Trust	25.00
Total to be paid from Fund 14 Unemployment Trust	1,760.00
	1,849,931.57

Checks Previously Disbursed

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
13607	JUNZE LIN & JIE YUAN RIDGEBACK VENTURES, LLC	PO# 18151	REFUND OF OVERPAYMENT- RESOLUTION	1,937.14	12/04/2017
		PO# 18143	REDEMPTION OF TAX LIEN NO: 2016-00	4,393.55	12/04/2017
				9,243.18	

Total paid from Fund 01 Current Fund	5,906.04
Total paid from Fund 05 Water Operating	900.46
Total paid from Fund 07 Sewer Operating	1,036.68
Total paid from Fund 18 Other Trust	1,400.00
	9,243.18

Total for this Bills List: **1,859,174.75**

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

Meeting Date: 12/11/2017 For bills from 11/24/2017 to 12/07/2017

Check#	Vendor	Description	Payment	Check Total
5074	102 - ANDERSON & DENZLER ASSOC., INC	PO 18167 SEPT/OCT 2017 PROFESSIONAL SERVICES	3,337.90	3,337.90
5075	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 18168 SEPT/OCT 2017 PROFESSIONAL SERVICES	1,996.13	1,996.13
5076	3679 - Mountain Lakes Clearing Acct.	PO 18156 THE STATION'S PRIOR YEAR RENT INCRE	2,591.92	2,591.92
5077	3759 - PRINCETON HYDRO, LLC	PO 18166 PROFESSIONAL SERVICES SEPT & OCT 20	1,023.00	1,023.00
5078	2555 - THE STATION AT MTN. LAKES, LLC	PO 18152 RETURN OF LEASE DEPOST - RESOLUTION	6,138.47	6,138.47
TOTAL				15,087.42

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	15,087.42
17-500-00-085-200	STATION SECURITY DEPOSIT			8,730.39	
17-500-00-091-304	KING MOUNTAIN LAKES LLC			6,357.03	
TOTALS FOR	Developer's Escrow	0.00	0.00	15,087.42	15,087.42

Total to be paid from Fund 17 Developer's Escrow

15,087.42

15,087.42

List of Bills - (3310101001001) PROVIDENT BANK Recreation Trust

Meeting Date: 12/11/2017 For bills from 11/24/2017 to 12/07/2017

Check#	Vendor	Description	Payment	Check Total
5115	3309 - AUDREY LANE	PO 18191 REIMBURSEMENT: REFRESHMENTS FOR 55+	78.17	78.17
5116	3899 - ID CLOTHING COMPANY, LLC	PO 18170 WRESTLING FOR HS ATHLETICS	619.00	619.00
5117	3256 - RANJAN O. BOSE	PO 18009 REIMBURSEMENT FOR FALL TRACK	277.75	277.75
5118	3358 - SPORTS ENGINE, INC	PO 17858 ACCT# A00006610: 7/01/2017 - 7/31/2	8.95	8.95
5119	3896 - TCJWL	PO 18141 2018 WRESTLING SEASON	700.00	700.00
TOTAL				1,683.87

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	PROVIDENT BANK			0.00	1,683.87
33-600-00-090-102	WRESTLING			1,319.00	
33-600-00-090-104	TEEN ADVENTURE			8.95	
33-600-00-090-105	TRACK			277.75	
33-600-00-090-112	SPECIAL PROGRAMS			78.17	
TOTALS FOR	Recreation Trust	0.00	0.00	1,683.87	1,683.87

Total to be paid from Fund 33 Recreation Trust

1,683.87

1,683.87

Resolution 186-17

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

**"RESOLUTION APPOINTING MITCHEL STERN
AS BOROUGH MANAGER OF THE BOROUGH OF MOUNTAIN LAKES"**

WHEREAS, the Borough Council of the Borough of Mountain Lakes desires to appoint Mitchel Stern as Borough Manager; and

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

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, that Mitchel Stern is hereby appointed Borough Manager for the Borough of Mountain Lakes effective December __, 2017.

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 December 11, 2017.

Valerie A. Egan, Municipal Clerk

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

Resolution 2017-187

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

RESOLUTION REVISING PERSONNEL POLICY AND PROCEDURE MANUAL SECTION 5 – PAID TIME OFF

WHEREAS, Section 5-3 of the Revised General Ordinances of the Borough of Mountain Lakes provides for the adoption of a Personnel Policy and Procedure Manual for the employees of the Borough of Mountain Lakes, and

WHEREAS, a complete revision of the Personnel Policy and Procedure Manual has been approved by the Borough Council on September 8, 2014, and

WHEREAS, the Borough Council wishes to revise Section 5 – Paid Time Off to incorporate Paid Personal Days into the policies.

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 Section 5 – Paid Time Off is hereby revised as part of the Borough of Mountain Lakes Personnel Policy and Procedure Manual is hereby adopted and incorporated herein in its entirety, and

BE IT FURTHER RESOLVED that a copy of the revision to Section 5 – Paid Time Off shall be available for inspection in the office of the Borough Clerk, and


BE IT FINALLY RESOLVED that the Personnel Policy and Procedure Manual shall be reviewed on an annual basis by the Personnel Subcommittee of the Borough Council.

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 December 11, 2017.

Valerie A. Egan, Municipal Clerk

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

	BOROUGH OF MOUNTAIN LAKES HUMAN RESOURCES POLICIES AND PROCEDURES		5:2-A
	PAID TIME OFF POLICY		
	Effective Date: 9-8-2014 Revised: December 11, 2017	Supersedes: 5:2	
Approved by: Richard Sheola Borough Manager			

5:2-1 Policy:

These policies cover non-union employees. They also cover union employees to the extent that their collective bargaining agreements do not cover these issues. All leaves that accrue as a benefit to employees shall be based upon a pro rata should employment cease at any point in the calendar year.

5:2-2 Holidays (Except Police):

- All permanent employees are granted thirteen (13) holidays. They may vary from year to year based upon the calendar. In general, the following holidays are observed:

New Year's Day	Columbus Day
Martin Luther King Day	General Election Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

- When a holiday falls on a Sunday, and an employee is not scheduled to work on that day, the following Monday is observed as the holiday. If the holiday falls on a Saturday, and an employee is not scheduled to work on that day, the preceding Friday is observed as the holiday.
- Employees who normally work on Saturdays shall observe the holiday should it fall on a Saturday.
- If a holiday occurs when an employee is on vacation or sick leave, a charge against vacation or sick leave is not made.

- Any employee called into work on a scheduled holiday will receive compensation at time and a half rate of pay.

5:2-3 Paid time off accrual

All permanent employees, except those covered by the duly adopted Collective Bargaining Agreements, shall be granted vacations according to the following schedule: (Note - All leaves that accrue as a benefit to employees shall be based upon a pro rata should employment cease at any point in the calendar year. Leave shall be calculated from the beginning of year of employment until the cessation of employment or until the end of year in the instance of employment commencing after the 1st of the year).

- Less than five (5) years of service - (10 days per year), provided no vacation can be taken until completion of the employee's first six months of service.
- Over five (5) years but less than ten (10) years of service - (15 days per year).
- Over ten (10) years one day per year until a maximum of 25 days.
- The amount of vacation taken in any one anniversary year may not exceed the amount earned over a one year period except with the approval of the Department Head and the Borough Manager
- Any employee terminating his/her employment shall be paid for his/her unused accumulated vacation up to the day termination takes effect.
- For the purpose of computing vacation, length of service shall begin on the date of original employment with the Borough. If an employee shall voluntarily terminate employment for any reason and then be re-employed, his/her length of service shall begin on the date of re-employment.
- If an employee shall involuntarily be terminated, where such termination was not the result of disciplinary action or cause, and then be re-employed by the Borough, the employee shall receive full credit for vacation for prior length of service with the Borough. His/her anniversary date will be adjusted to reflect prior service and length of time not employed.
- Permanent part-time employees shall earn vacation on a pro-rated basis.

5:2-4 Vacation Accrual Guidelines:

- Permanent part-time employees shall accrue leave at the rate prescribed for permanent full-time employees in proportion to the hours worked per week by the permanent full time employees.
- Temporary employees are not entitled to vacation leave.

5:2-5 Vacation Scheduling:

The decision as to when a vacation may be taken is vested in the Supervisor, subject to the approval of the Department Head; employees do not have the right to decide independently when their vacation shall take place. Vacations shall be taken at such times and for such terms as the Department Head shall determine is in the best interest of the Borough.

- Department Heads shall schedule vacation usage in a manner that will not prevent the proper discharge of the Borough's responsibilities. In doing so, the Department Head may require employees to provide vacation schedules in a timely manner so as to insure that available vacation time is scheduled in an equitable manner throughout the Department.
- The amount of vacation taken in any one anniversary year may not exceed the amount earned in one year, except with the approval of the Department Heads, no later than February 15th of each year.
- Vacation must be taken in the year it is accrued. If the requirements of the Borough preclude accrued vacation leave from being taken in the year earned, an employee may request to carry over the unused portion to the following year, at a maximum of five (5) days provided that this carried over leave must be approved by the Department Head and Borough Manager and must be used within the first six months of the following year. If an employee has 'banked vacation accrued time' no approval shall be granted for the carry-over of the current years' earned vacation time. Vacation not used in accordance with these scheduling requirements is forfeited.
- Vacation Leave cannot be taken in increments of less than one half day at a time.

5:2-6 Seniority:

Preference in the selection and assignments of vacation periods will be given to those employees of the same title longest in the service of the Borough in order of their lengths of service, prior to the March 15th deadline for scheduling. Requests for vacation after March 15th shall be treated on a first come, first serve basis, without regard for seniority.

5:2-7 Termination of Employment:

Upon termination of employment, an employee shall be credited for accrued vacation up to the date of termination. If an employee has taken vacation in excess of what he/she is entitled based upon their actual number of days worked in the year to their termination date, any excess usage shall be deducted from their final pay check.

5:2-8 Sick Leave Policy

Schedule of Accrual and Usage: (please see note as to accrual guidelines)

- Sick leave is accumulated for all permanent employees on the following schedule:
 - First sixty calendar days of employment No Leave

- Sixty days to one (1) year of service retroactive
- to date of employment 1 Day a Month
- After one year of service (10 days per year)
- Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, personal injury, or exposure to contagious disease.
 - Sick leave may be utilized for short periods because of death in the employee's immediate family as defined below.
 - Sick leave may be used in cases of the serious illness of an immediate family member living with the employee. If an employee is attending to an immediate family member, a doctor's verification of that individual is required.
 - Sick leave cannot be accumulated.

5:2-9 Reporting of Absence on Sick Leave:

- If an employee is absent for reasons that entitles him/her to sick leave, his/her Supervisor shall be notified not less than fifteen (15) minutes after the employee's start time. Failure to so notify his Supervisor may be cause of denial for the use of sick leave for that absence and may constitute cause for disciplinary action.

5:2-10 Verification of Sick Leave:

- An employee who is absent on sick leave for two (2) or more consecutive working days may be required to submit acceptable medical evidence substantiating the illness. After the tenth (10th) day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration.
- Where the Administration suspects a pattern of abuse, the Borough may require proof of illness of an employee for any sick leave. Abuse of sick leave may be cause for disciplinary action.
- In case of leave of absence due to exposure to contagious disease, a certification from the Department of Health shall be required before the employee can return to work.
- The Borough may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Borough by a physician designated by the Borough. Such examination shall be required by the Borough with sufficient advance notice and that examination shall establish whether the employee is capable of performing his/her normal duties and must certify that his/her return will not jeopardize the health of other employees.

5:2-11 Patterns of sick time abuse

A pattern of sick time abuse is grounds for disciplinary action under this policy.

Pattern Abuse: Consistent periods of sick leave usage, for example:

- a. Before and/or after holidays.
- b. Before and/or after weekends or regular days off.
- c. After pay days.
- d. Absence following overtime worked.
- e. Half days.
- f. Continued pattern of maintaining zero or near zero leave balances.
- g. Excessive absenteeism - use of more sick leave than granted.

5:2-12 Family Illness:

- The term "immediate family" as referred to herein shall mean those members in the same household, that is, under the same roof. If it shall be demonstrated to the satisfaction of the Department Head and approved by the Borough Manager that an ill member of the immediate family not residing in the same household requires the employee's presence for the care of such person, then the employee may be excused on sick leave for that purpose.

5:2-13 Bereavement Leave Policy:

- In the case of death in the immediate family, an employee shall be granted leave from the day of death up to and including the day of the funeral, but in no event more than four (4) days. Additional bereavement leave up to a total of five (5) days may be taken, but the additional leave over four (4) days shall be charged to sick or vacation leave.
- Immediate family shall be defined as the employee's husband, wife, child, step-child, mother, father, brother, sister, grandfather and grandmother or spouse's mother, father, brother, or sister, grandmother or grandfather.
- Employees shall be allowed one (1) day leave for uncle, aunt, niece, nephew or cousin.
- Reasonable verification of the death may be required by the Borough.
- Bereavement leave up to the maximum specified above may be taken for relatives other than those listed above, but all such bereavement leave shall be charged against sick or vacation leave.

5:2-14 Personal Days – Effective January 1, 2018

- **Each full-time employee is entitled to two (2) paid Personal Days per calendar year to be used for attending to the employees' personal business matters and not to extend vacation or sick time absences.**
- **All permanent part-time employees shall be entitled to personal days on a pro-rated basis.**
- **Personal days cannot be accumulated from year to year. If not used within the calendar year, the days are forfeited.**

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

RESOLUTION 188-17

“RESOLUTION CANCELLING UNEXPENDED BALANCE OF WATER EMERGENCY”

WHEREAS, the following Water Utility Fund Emergency appropriations balance remains unexpended:

Water Emergency	
Other Expenses	\$107,719.33

WHEREAS, the Borough Council hereby authorizes to cancel up to \$107,719.33 and this amount will be cancelled or recorded as a receivable prior to December 31, 2017; and

WHEREAS, it is necessary to formally cancel said balance so that unexpended balance may be credited to Surplus;

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, the above listed unexpended balance of Water Utility Operating Fund be cancelled.

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 December 11, 2017.

Valerie A. Egan, Municipal Clerk

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

Note to Resolution

Original Amount of Emergency Appropriation	\$125,000.00
Total Expended – Pocono Road Break & Rt 46 Break	-83,480.67
Unexpended Balance	\$41,519.33
Insurance Proceeds	<u>\$66,200.00</u>
Amount to be Cancelled	\$107,719.33
<u>Amount to be Funded in 2018 Water Utility Budget</u>	<u>\$ 17,280.67</u>



Mountain Lakes Volunteer Fire Department

MOUNTAIN LAKES, NEW JERSEY 07046

EMERGENCY 911

973-394-1094 - NON EMERGENCY

TO: Mayor Holmberg, Borough Council Members, Manager Rich Sheola

FROM: Steve Castellucci, Chief

DATE: 11/22/17

SUBJECT: October 2017

The following lists the activity for the Mountain Lakes Volunteer Fire Department during the month of October 2017:

FIRE CALLS (17)

LOCATION	DATE	TIME	DESCRIPTION
Briarcliff School	10/3	8:34 AM	Fire Alarm- Conducting drill. Did not call
2 Canterbury Road BT	10/3	8:45 AM	Assist Boonton Twp with Fire alarm
34 Cresthill Road	10/3	2:28 PM	Assist Boonton Twp with smoke condition
61 Lake Drive	10/8	12:10 AM	Fire Alarm- Malfunction
294 Boulevard	10/10	7:14 PM	Electrical fire
St. Clare's Hospital	10/10	9:50 PM	Assist Boonton Twp with smoke condition
10 N. Crane Road	10/14	3:10 PM	Fire Alarm- Malfunction
59 Pollard Road	10/15	1:37 AM	Fire Alarm-Unattended cooking
28 Hillcrest Rd	10/18	10:18 PM	Fire Alarm- Set off by owner in error
Rear of YMCA	10/20	4:35 PM	Small brush fire in woods
YMCA	10/20	10:32 PM	Fire alarm- Malfunction
Briarcliff School	10/21	8:12 AM	Fire Alarm- Dust from floor replacement work
YMCA	10/22	3:40 PM	Fire Alarm- Malfunction
453 Rockaway Valley	10/23	12:23 PM	Assist Boonton Twp-
19 Elcock Road	10/23	3:54 PM	Assist Boonton Twp with Fire alarm
Morris Ave and Fanny	10/23	10:48 PM	Assist PD with traffic accident
28 Lookout Rd	10/30	6:18 PM	Fire Alarm- Malfunction

DRILLS (4)	DATE	TIME	DESCRIPTION
High School	10/8	1:00 PM	JFD Drill
Haswell Field	10/10	8:00 PM	Senior Drill- Search and rescue
Esplanade	10/17	8:00 PM	Senior Drill

High School	10/24	1:00 PM	JFD Drill
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MEETINGS (4)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	10/3	8:00 PM	Officers Meeting
Fire Academy	10/11	7:30 PM	County Chiefs Meeting
Firehouse	10/24	8:00 PM	Business Meeting
Firehouse	10/24	8:45 PM	Relief Association Meeting

TRUCK AND EQUIPMENT CHECKS (1)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	10/24	8:30 PM	Engine One, two and Rescue One equipment checks.

COMMUNITY EVENTS (10)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	10/4	9:00 AM	Scribbles preschool- Fire Prevention
Wildwood School	10/9	9:00 AM-2:30	Fire Prevention Grades K-2
Academy For Children	10/10	10:00 AM	Fire Prevention
King of Kings Pre School	10/10	10:00 AM	Fire Prevention
Bright Horizon	10/11	10:00 AM	Fire Prevention
YMCA	10/12	9:30 AM	Fire Prevention
Lake Drive School	10/12	9:30 AM	Fire Prevention
ML Country Day School	10/13	9:30 AM	Fire Prevention
Firehouse	10/28	8A-11AM	Shredding and Blood Drive
Village	10/31	4-8 PM	Assist Police Dept with Halloween Safe Zone

ANNOUNCEMENTS (1)

1. The 43rd Annual MLVFD dinner dance was held on Saturday October 28th at Zeris Inn. A good time was had by all.

Total Manhours: 615.



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131
F -973-402-5595

TO: Borough Manager Rich Sheola, Mayor Peter Holmberg, Council Members

FROM: Joe Mullaney, Code Enforcement Officer

DATE: 11/21/17

SUBJECT: Monthly Report October 2017

The following lists code enforcement/property maintenance issues for the month of October 2017:

10/2: Follow up with resident of 71 Pocono Road reference to view obstruction caused by overgrown bushes at the intersection of Pocono and Crane Roads

10/2: Rocks removed from ROW in front of 3 Hanover Road. Follow up to conversation with resident on 9/19.

10/5: Letter sent to resident at 8 Cobb Road reference to property maintenance violation

10/6: Tree removal being done at 41 Howell Road without permit. Spoke with the contractor and advised them to stop working until a permit was obtained. Contractor obtained necessary permit from the Borough office.

10/10: Spoke with Tom Menard from Menard Construction regarding sign ordinance.

10/10: Follow up letter to resident of 71 Pocono Road reference view obstruction. Completed 10/16

10/16: Spoke with resident at 3 Larchdell Way reference sign ordinance violation. Sign in question removed.

10/16: Notified Oakley Construction reference to sign ordinance violation. Sign removed.

10/16: Notified Woody Jones Construction reference to 2 sign ordinance violations. Signs in question removed.

10/17: Letter sent to resident at 56 Pollard Road reference to sign ordinance violation. Sign in question removed.

10/17: Letter sent to residents at 77 Ball Road and 95 Ball Road reference to red markers in the ROW creating a hazardous condition. Markers removed.

10/25: Letter sent to residents at 140 and 136 Kenilworth Road reference to rocks in the ROW creating a hazardous condition.

10/25: Letter to resident at 128 Kenilworth Road reference to an obstruction in the ROW creating a hazardous condition.

Periodic checks of Birchwood Lake for ordinance violations

Smoke and CO Detectors inspections:

DATE:	LOCATION:	PASS/FAIL
10/6	110 Boulevard	Pass
10/11	84 Ball Road	Pass
10/11:	8 Sherwood Drive	Pass
10/12	8 Rainbow Trail	Pass

SIGN ENFORCEMENT- 21 signs removed from the public right of way at various locations in town



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES
NOVEMBER 27, 2017
HELD AT BOROUGH HALL, 400 BOULEVARD, 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 7:00 p.m. in the municipal building.

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 checked="" type="checkbox"/>	<input 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

R-174-17, Resolution providing for a meeting not open to the public in accordance with the provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12

Matters of Personnel, (Manager search), Possible litigation, (Kanter v. Mountain Lakes),

Motion: Barrett

Second: Shepherd

Vote: All ayes

Motion to come back to regular session: Korman

Second: Horst

Vote: All ayes

(Mr. Happer arrived at 8pm)

COMMUNITY ANNOUNCEMENTS

Mayor Holmberg stated that the tree lighting will be held Saturday at 5pm at Kaufman Park. Santa will visit Mountain Lakes on the 16th. The Volunteer recognition night will be held after the council meeting on December 11th. Mayor Holmberg stated that there have been more recent complaints regarding the post office. All complaints should go to the Post Master. The Holiday House event will be held on Friday. Ms. Korman stated that Blair Bravo has been selected to be on the incoming governor's transition team.

SPECIAL PRESENTATIONS

Sunesys LLC, (Crown Castle Fiber) presentation regarding installing fiber optic cables on poles

Mr. Sheola described the project. The project consists of 665 feet of fiber optic cable on Bloomfield Avenue on existing poles. There is a resolution on tonight's agenda approving the installation.

Mark Prusina, DPW Superintendent, town survey response comments

Mr. Prusina discussed the resident survey. He commented on street repair and issues that have occurred. He mentioned that he would like to have a cold patch storage area at the DPW yard. He is looking into sharing equipment with a neighboring town. He commented on sidewalks and the maintenance necessary. He commented on street lights and how residents can report light outages. He also commented that he has directed his staff to help in that reporting. He commented on Stormwater management. He stated that the DPW needs some guidance regarding the maintenance of pocket parks. He commented on trash day and the fact that collection of material is down. He asked the Council for funds in the budget for capital infrastructure projects. Mr. Prusina stated that some work has been done at Cove Park. He is working with Rutgers to guide in ADA compliance. He stated the Mountain Lakes DPW was honored with an award from the NJ Public Works Association for their project at Wildwood School.



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PUBLIC COMMENT

Mayor Holmberg opened the meeting to the public

Mr. Fred Kanter, 81 Hanover Road, asked someone from Council to make a motion to allow him to speak for 20 minutes. No one from Council made the motion. He made mention that at the last meeting the questions asked by those who spoke during the public comment section were not answered in the order they were asked. He asked why it has taken so long to replace the street signs and make changes at the Cove. He asked why his questions are not answered. Mr. Kanter was told that his 5 minutes were up. He stated that bylaws were not passed by Council so he has the right to continue to speak. Mr. Kanter continued to speak until he was removed by the Police.

BOROUGH COUNCIL DISCUSSION ITEMS

Sign ordinance

Mr. Martin Kane, Planning Board Chair and Cindy Shaw, Planning Board Secretary were present for the sign ordinance discussion. Two informational meetings were held with the public. A memo was distributed to Council regarding the comments that came out of the meetings. There was a discussion regarding real estate signs and their sizes. Some of the real estate signs for more expensive homes are now larger in size. It was the consensus of the Council not to have large real estate signs. There was a discussion regarding how many signs should be allowed on private property and the length of time allowed. The consensus of the Council was to allow one sign per property with no time limit. It was stated that legal issue of having signs in the right of way needs to be researched.

ATTORNEY'S REPORT

No report

MANAGER'S REPORT

Mr. Sheola reviewed his report. He stated that he handed out the RFP for the building renovation architect services at the League Conference. The solid waste bid resolution amendment is on the agenda. The CPI increases for the Station lease that were not collected will be taken out of the lease deposit. A dam update meeting will be held December 12th. The beach project will be discussed at the upcoming DPW meeting. There was a discussion regarding the bond for the project and what happens if the funding does not get spent. Mr. Sheola will ask Bond Counsel. Ms. Horst asked for an update on the bike racks. She made mention that there will be extra traffic on Intervale Road when the Whole Foods opens.

ORDINANCES

Introduction of Ordinance 9-17, Amending the date for water and sewer billing

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

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"/>

Introduction of Ordinance 10-17, Fee schedule amendment

ORDINANCE AMENDING CHAPTER 111 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND REVISING THE FEE SCHEDULE

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"/>



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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"/>

***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**

- R150-17, Return of the Security Deposit posted by the Station at Mountain Lakes
 R175-17, Authorization for the payment of bills
 R176-17, Authorization to renew membership in the North Jersey Municipal Employee Benefits Fund
 R177-17, Amendment of Resolution 171-17, Solid Waste bid
 R178-17, Approval of a Chapter 159 budget amendment for the Drunk Driving grant
 R179-17, Cancellation of outstanding checks over six months old (tabled)
 R180-17, Cancellation of overpayment of water charges (tabled)
 R181-17, Refund of overpayment for water/sewer charges
 R182-17, Cancellation of overpayment of tax charges
 R183-17, Authorization for a lien redemption Jones
 R184-17, Authorization for a lien redemption South-OFee

***APPROVAL OF MINUTES**

Regular minutes

November 13, 2017

Executive minutes

November 13, 2017, (Happer not eligible)

November 17, 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
- ☐ Property maintenance report

***BOARD AND COMMITTEE AND COMMISSION APPOINTMENTS**

None

Approval of the Consent Agenda

(This vote does not include approval for resolutions 179-17 or 180-17)

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"/>



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Horst
Korman
Shepherd
Barnett
Holmberg

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COUNCIL REPORTS

Mr. Happer stated that the Historic Preservation Committee will be presenting their ideas on protecting historic properties in February. Ms. Korman stated that she would like to present some ideas for affordable housing. Ms. Horst stated that the Library committee will be starting a seed bank/sharing program. Mr. Shepherd asked if there was anything new regarding the maintenance for Birchwood Lake. Mr. Sheola stated that Solitude gave a 5 year program cost. Mayor Holmberg stated that the Personnel Committee met. The committee will be looking at salaries. He stated that the Kiwanis ambulance squad has a new bookkeeper. They are still looking for an Executive Director. They are still looking at a billing model.

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.

There was no one from the public present who wished to speak.

NEXT STEPS AND PRIORITIES

Mayor Holmberg reviewed the following next steps and priorities:

Next Step	Completed By	Completion Date
Eblast notice regarding the need for volunteers for Kiwanis	Cara Fox	Friday
Report of beach renovation cost reductions/re-allocation of work to DPW	DPW Committee	Next meeting
Bond counsel question regarding not using all bonding funds for the beach project	Mr. Sheola	Next meeting

ADJOURNMENT at 10:21 P.M.

Motion made by Councilmember Happer second by Councilmember Barrett to adjourn the meeting at 10:21 p.m., with all members in favor signifying by "Aye".

Respectfully Submitted

Valerie A Egan Borough Clerk