



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES  
HELD AT THE MUNICIPAL BUILDING, 400 BOULEVARD, MOUNTAIN LAKES NJ**

**JUNE 25, 2018**

**EXECUTIVE SESSION BEGINS AT 7:00**

**PUBLIC SESSION BEGINS AT 8:00 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) R109-18, RESOLUTION TO ENTER INTO AN EXECUTIVE SESSION**

Matters of Litigation: Assessment appeals

**5) COMMUNITY ANNOUNCEMENTS**

**6) SPECIAL PRESENTATIONS**

a) Assisted Living zoning proposal

**7) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES**

**8) PUBLIC COMMENT**

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

**9) BOROUGH COUNCIL DISCUSSION ITEMS**

**10) ATTORNEY'S REPORT**

**11) MANAGER'S REPORT**

**12) ORDINANCES**

**a) Introduction**

1. Ordinance 4-18, Capital Bond Ordinance

BOND ORDINANCE APPROPRIATING \$1,178,200, AND AUTHORIZING THE ISSUANCE OF \$791,540 BONDS OR NOTES OF THE BOROUGH, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE BOROUGH OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW JERSEY

2. Ordinance 5-18, Salary Ordinance

ORDINANCE AUTHORIZING 2018 MUNICIPAL EMPLOYEE SALARIES

**b) Adoption**

1. None

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**13) \*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.*

**14) \*RESOLUTIONS**

*R110-18, Authorization to pay bills*

*R111-18, Authorizing a contract with McNerney & Associates Inc. for property assessment for B5 L1*



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*R112-18, Authorizing a membership with the NJ State Firemen's Association*

*R113-18, Authorizing Liquor License Renewals*

*R114-18, Authorizing a Tax overpayment for 12 Baldwin Lane*

*R115-18, Authorizing a Tax overpayment for 69 Lookout*

*R116-18, Authorizing a Chapter 159 Budget Amendment for a Town Club grant*

*R117-18, Authorizing a Tax overpayment for 17 Park Place*

*R118-18, Authorizing a Tax overpayment for 92 Lake Drive*

**15) \*APPROVAL OF MINUTES**

*Regular Minutes*

*May 30, 2018, (All eligible)*

**16) \*BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**

**17) \*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

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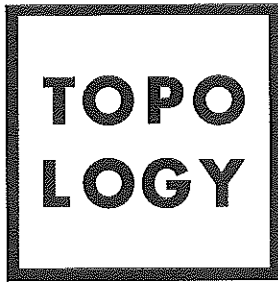
**18) COUNCIL REPORTS**

**19) PUBLIC COMMENT**

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

**20) NEXT STEPS AND PRIORITIES**

**21) ADJOURNMENT**



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Newark, NJ 07105

## Memorandum

DATE: June 18, 2018  
TO: Mountain Lakes Borough Council  
FROM: Philip Abramson, AICP, PP & Golda Speyer  
SUBJECT: 1 Old Bloomfield Avenue – Block 118.04 / Lot 2.01  
Proposed Zoning Change / Assisted Living

### I. INTRODUCTION

Topology was retained by the Borough of Mountain Lakes (“the Borough”) to evaluate the existing zoning of the above-captioned property and assess a development proposal for an assisted living facility. The proposal described herein implements a specific recommendation contained in the Borough’s Housing Plan adopted by the Mountain Lakes Planning Board on March 24, 2016. To that end, the purpose of this memorandum is three-fold:

1. *Provide background and describe legal process:* summarize recommendations contained in the Housing Plan and describe the Borough Council’s role in its implementation. This includes a summary of the ordinance amendment process and a description of the respective roles and responsibilities of both the governing body and the planning board.
2. *Assess existing conditions and proposed development:* provide an overview of the Property, neighborhood context and current development proposal. The purpose of this analysis is to determine if proposed conditions necessitate specific zoning provisions or parameters.
3. *Provide recommendations:* describe a zoning strategy that implements Housing Plan recommendations specific to the property while also mitigating against potential negative impacts.

Generally speaking, and after careful review of the conditions on-site and nearby properties, it appears a viable opportunity for new private investment and to create additional affordable housing units in the Borough. As will be more fully described herein, the anticipated negative impacts of the proposal are minimal and those that have been identified can be mitigated through a transparent planning process and thoughtfully crafted zoning mechanisms.

### II. BACKGROUND AND LEGAL PROCESS

The proposed assisted living facility at 1 Bloomfield Avenue was recommended in the Borough’s Housing Element and Fair Share Plan (the “Housing Element”) as a key mechanism to meet the municipality’s affordable housing obligation. More specifically,

the Property is projected to create five (5) units that could be applied to meet the Borough's overall affordable housing obligation of 17 units<sup>1</sup>.

The Property is zoned OL-2 (Office and Light Industrial), which does not permit assisted living facilities. However, the Housing Element states, "[t]he Borough intends to modify the current zoning so as to permit an assisted living facility." Modification of a zoning ordinance in New Jersey must be undertaken through a very specific process.

In accordance with the Municipal Land Use Law (NJSA 40:55D-1 et seq.), the governing body (Borough Council) is charged with adopting amendments to the zoning ordinance. Generally speaking, the following steps are required as part of the statutory process:

- Zoning ordinance is "introduced" (i.e. first reading) by the governing body during a regular Borough Council meeting. As part of this introduction, the Ordinance is also referred to the planning board for their assessment of whether the proposed regulation is inconsistent with the master plan.
- The planning board, at a noticed public meeting, may adopt a report that identifies any inconsistencies with the master plan, recommendations concerning those inconsistencies, or any other matters they deem appropriate. The planning board's report must be transmitted back to the governing body within 35 days of referral. Failure of the planning board to do so within 35 days shall relieve the governing body of this obligation.
- Public hearing is then held by governing body (i.e. second reading). Any property owners within 200' of a zone proposed to be amended must be notified by certified mail and notice must be published within the newspaper of record unless amendments are specifically recommended as part of a master plan re-examination. Members of the public must be given an opportunity to address the Council. In addition, the governing body, by a vote of its majority by full authorized membership, may disapprove of any recommendations made by the planning board concerning master plan consistency.

Given that the proposed ordinance amendment will originate with the governing body, the following sections provide a planning assessment of the property, the use, and any potential negative impacts and associated mitigative measures.

### III. EXISTING CONDITIONS AND PROPOSED DEVELOPMENT

The property located at 1 Bloomfield Avenue, Block 118.04, Lot 2.01 ("the Site") encompasses approximately 5.82 acres of undeveloped land. The property is situated off U.S. Route 46 amongst other office, business/commercial, and light industrial uses.

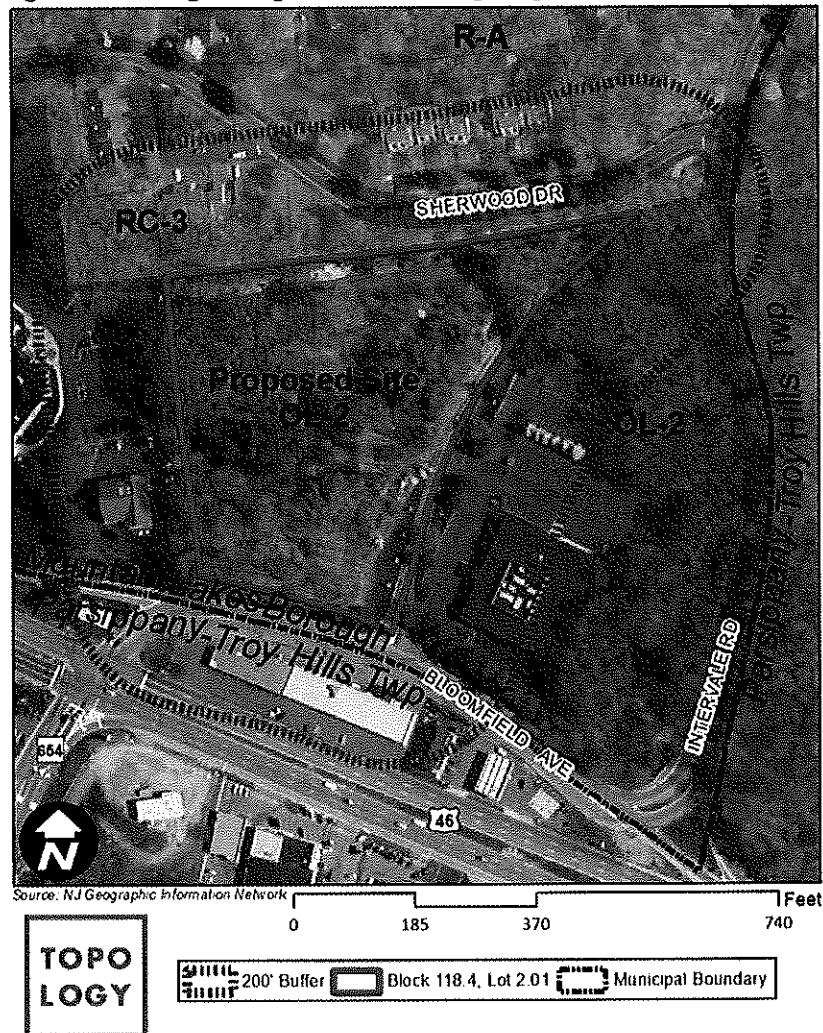
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<sup>1</sup> Pursuant to Fair Share Housing Center, Mountain Lakes has a "realistic development potential" (RDP) of 17 units and an unmet need of 33 units.



The property abuts an adjacent townhome neighborhood within 200' to the north. This neighborhood consists of medium-density residential development at a higher elevation than the proposed Site. Furthermore, there is an existing vegetation buffer between the Site and the residential neighborhood north of the two-way access road. The Site is situated at the southeastern end of the Borough bordering Parsippany-Troy Hills Township. The OL-2 zone permits a variety of commercial uses, but does not include assisted living facilities.

**Figure 1: Existing Zoning and Surrounding Neighborhood**



The Borough was recently provided with a proposal by Sunrise Senior Living (hereinafter "Sunrise"), an international developer and operator of over 320 facilities. In the Borough, Sunrise proposes to construct a three-story assisted living facility containing 90 units and gross floor area of approximately 27,800 square feet. Of the 90 units, ten-percent (10%) will be set-aside as Medicaid beds, which would help meet the municipality's affordable housing obligation. The design documents provided by Sunrise are attached hereto as Appendix A.

An assessment of the proposed amendments is contained at the end of this memorandum.







#### IV. INITIAL RECOMMENDATIONS

The following recommendations specific to the property, while mitigating against potential negative impacts, should be considered in order to further the Housing Element:

- a. *Create an overlay zone:*** in a manner that is consistent with past practice in the Borough, create an overlay zone on top of the specific parcel that permits assisted living uses. This offers flexibility in development and avoids unintended consequences of a district-wide zoning amendment while mitigating potential negative impact.
- b. *Establish conditional use standards within an overlay:*** provide conditional use<sup>2</sup> standards for an assisted living facility:
  - **DEFINITION:** Assisted living residence means a facility licensed by the New Jersey Department of Health and Senior Services to provide apartment-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor. Apartment units offer, at a minimum, one unfurnished room, a private bathroom, a kitchenette and a lockable door on the unit entrance.
  - **LICENSING:** The facility should be licensed by the N.J. Department of Community Affairs as a Class C rooming and boarding home or by the N.J. Department of Health as an assisted living residence.
  - **AGE RESTRICTION:** The assisted living facility shall not limit residence to persons of a certain age.
  - **OCCUPANCY STANDARDS:** at least 10% of the units should be set aside as affordable housing.
- c. *Bulk standard parameters:*** In addition to minimum operations contained above, additional zoning standards are also proposed. The proposed zoning standards would have two basic functions: (1) to constrain the applicability of the assisted use in the OL-2 zone (i.e. increased minimum lot size) and (2) to provide relaxed zoning standards for this particular use that would eliminate the need for variance relief:


<sup>2</sup> Conditional uses are those which are only "permitted" in a given zoning district based upon the satisfaction of certain circumstances set forth in the ordinance. When the proposal satisfies these stated conditions, the use is considered a "permitted use."


**Table 1: Comparative Bulk Chart: OL-2 Zone to Proposed Conditional Use Standard of Assisted Living Facility in Overlay Zone**


<i>Zoning Parameters</i>	<b>OL-2 District Existing Standard</b>	<b>Proposed Conditional Use Standard</b>
<i>Area Minimum</i>	5 acres	5 acres
<i>Minimum Frontage</i>	400'	350'
<i>Minimum Depth</i>	400'	400'
<i>Front Setback</i>	80'*	50'
<i>Side Setback</i>	50' + 	50'
<i>Rear Setback</i>	100' +	150' 
<i>Maximum Height</i>	35'/2 stories	50'/3 stories
<i>Maximum Building Coverage</i>	30%	30%
<i>Improved Maximum Coverage</i>	60%	60%
<i>Parking Requirement</i>	RSIS Standard	1 space per 2 units
<i>Parking Setback</i>	Front: 20' Side: 50'  Rear: 100'	Front: 20'  Side: 20'  Rear: 100' 
<i>Site Design Consideration</i>	—	There shall be a 100' landscape buffer abutting residential areas or zones excluding pre-existing drives.  Building architecture shall be residential in character to include gable roof lines, dormers and a mix of exterior materials.

\*: Landscaped area of not less than 20' along right-of-way, except for driveways.

+ : There shall be a 100' landscaped buffer abutting residential areas or zones.

: Side and rear setbacks may be reduced from 100' to 50' along nonresidential boundaries.

: Rear setbacks may be reduced from 150' to 100' along nonresidential boundaries.

: Parking setbacks may be reduced from 100' to 20' along nonresidential boundaries.

- d. Assessment of potential negative impacts:** in accordance with the master plan, negative impacts should be assessed in order to “guide the use of lands within the municipality in a manner which protects public health and safety and promotes the general welfare<sup>3</sup>.” Therefore, when amending a zoning ordinance, the following anticipated negative impacts of the Sunrise proposal may include:

<sup>3</sup> Cox & Koenig, New Jersey Zoning & Land Use Administration (GANN, 2018)

- Consideration of intensity controls;
- Loss of existing trees due to new construction; and
- Visual impact with the nearby residence.

Each of these potential impacts can be alleviated as addressed below:

- *Intensity controls:* the governing body may want to consider incorporating additional “intensity controls” as part of the conditional use framework. This could include a limitation on “bed count” per acre or similar mechanism. In order to provide flexibility for credit towards the Council of Affordable Housing (COAH), the Borough should consider a bed count between 90 to 120 units.
- *Loss of existing trees:* Sunrise should provide a tree survey, tree preservation plan, and an arborist on-site during the construction period to ensure adherence to the tree preservation plan, which overtime creates preservation mechanisms to ensure vegetation is protected in perpetuity. Furthermore, the Sunrise proposal should be in accordance with Chapter 102, Article VII of the Mountain Lakes *Preservation and Protection of Trees Code*.
- *Visual impact:* Sunrise should consider the finished grading around the residence vs. the grading around the Site in order to ensure elevation of buildings are comparable. Additionally, the Borough should consider mechanisms such as 3D mass-modeling to determine if building massing should be incorporated, such as Floor-Area Ratio (FAR).

When considering the visual impact of the Site adjacent to the residential neighborhood, a site cross-section analysis was considered (Appendix B). The 3-story Sunrise proposal reaches peak elevation at 406', whereas the nearest 2-story residential building on Sherwood Drive reaches peak elevation at 400'. This 6' difference is because the grading of the Sunrise proposal begins at a 358' elevation, whereas the nearby residential grading begins at a 370' elevation (i.e. 12' higher). Thus, the Sunrise proposal and the nearby residential are relatively at the same elevation height. Furthermore, the residence on Sherwood Drive will be situated approximately 280' from the proposed Sunrise site building and buffered with existing dense vegetation at an elevation up to 410'.

Based on this analysis of the Sunrise proposal, the potential negative impacts on the surrounding neighborhood can be manageable.

- e. **Additional considerations:** the Housing Plan presumes that there will be a 10% set aside for Medicaid beds to be credited as age-restricted rental units. In order

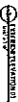
to conform better to COAH credits, Topology recommends to not restrict the age of its residents at Sunrise.

All prior approvals from the 2010 subdivision resolution should be taken into consideration during site plan, which include: no clear cutting or removal of a significant number of trees or of any trees of significant size would be undertaken, an approved landscape plan remain in place at time of development, and all existing and new plantings continue to be maintained on an ongoing basis. Additionally, a set-aside affordable housing component should be considered as a conditional use standard of an assisted living facility. Lastly, consideration of the proposed architectural style (e.g. American Craftsman) should be considered during site plan.

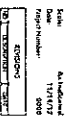
Topology intends to present the contents of this memo publicly at the June 25, 2018 hearing of the Borough Council. In the meantime, questions or comments from council members are welcome and will be considered for incorporation prior to public presentation.



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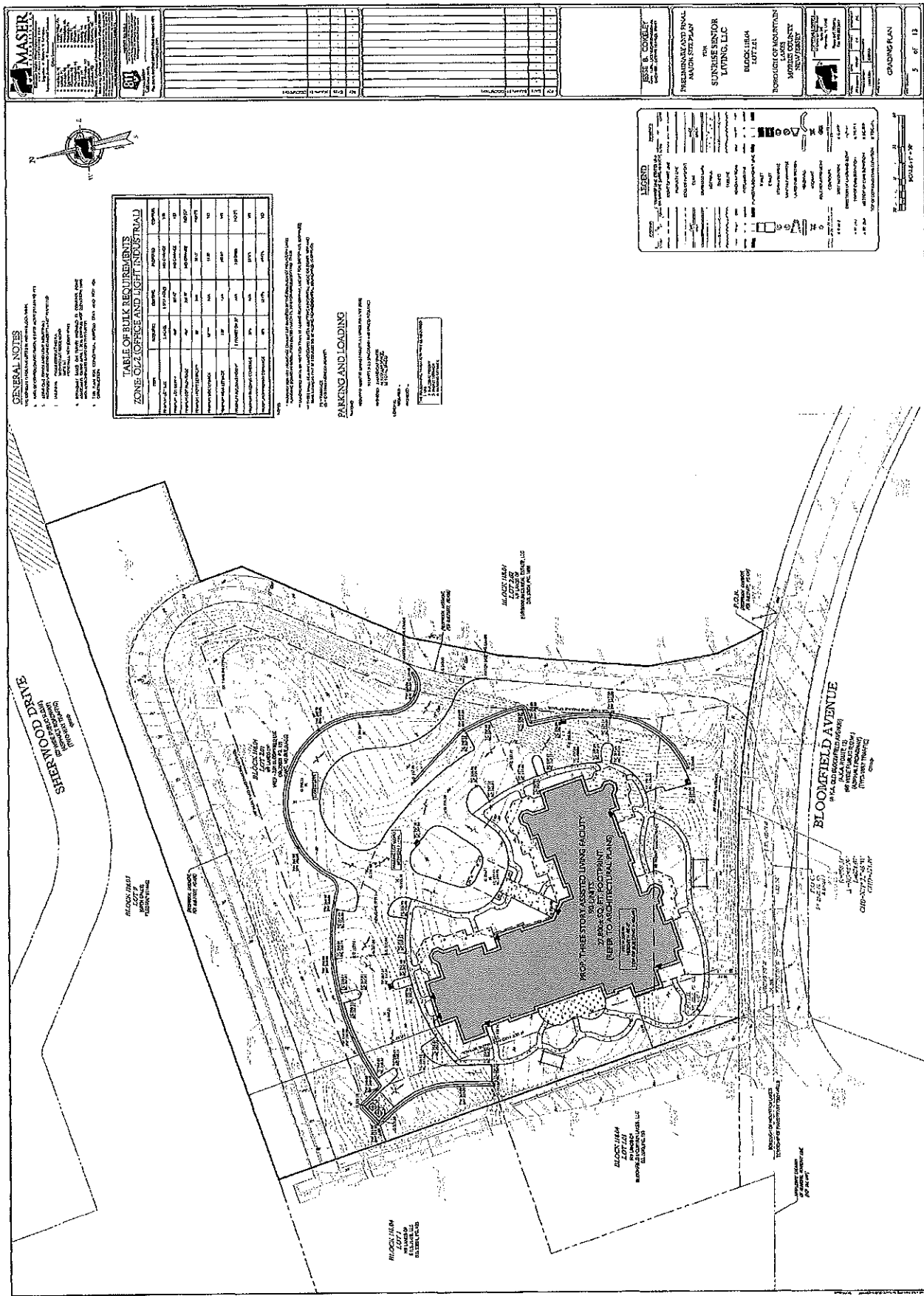


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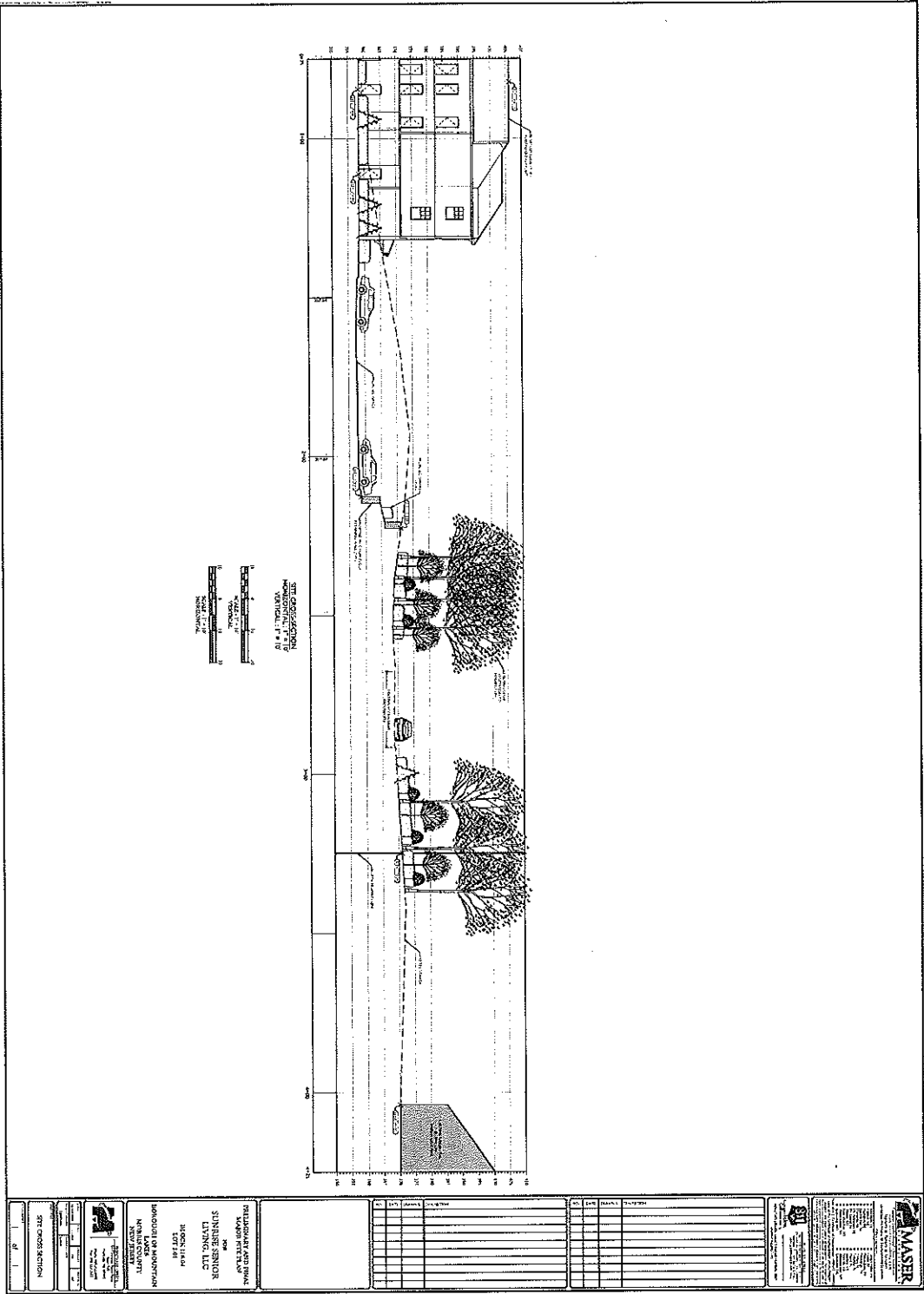


ГЛАВНОЕ УПРАВЛЕНИЕ  
ВНЕШНЕЙ ТОРГОВЛИ





# Appendix B – Cross-Section





## Appendix C – 2010 Subdivision

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### BOROUGH OF MOUNTAIN LAKES PLANNING BOARD

#### RESOLUTION

Application No. 09-238  
1 Bloomfield Avenue  
Block 118.04, Lot  
OL-2 Zone

WHEREAS, GIM Mountain Lakes Investors, LLC ("Applicant") has applied to the Planning Board of the Borough of Mountain Lakes (the "Board") for minor subdivision approval, together with variance relief, with respect to property located at 1 Bloomfield Avenue (Block 118.04, Lot 2 on the Tax Map), Mountain Lakes, New Jersey (the "Subject Property"); and

WHEREAS, a public hearing was commenced on November 19, 2009, and concluded on January 28, 2010, during which hearing Applicant's submissions were reviewed by the Board, testimony was provided on behalf of Applicant, the Applicant's attorney advanced arguments in connection with the application, and the Board's consultants and members of the public were given an opportunity to comment on the application; and

WHEREAS, the Board has considered the Applicant's submissions with respect to the minor subdivision and variance relief presented for approval, the testimony and argument in support thereof, the comments and suggestions of the Board's consultants

NOW THEREFORE BE IT RESOLVED by the Planning Board of the Borough of Mountain Lakes that, based upon the foregoing, the following findings of fact and conclusions of law are made:

1. Applicant is the owner of the Subject Property located at 1 Bloomfield Avenue and designated Block 118.04, Lot 2 on the Tax Map of the Borough of Mountain Lakes.

2. The Subject Property is a single parcel of approximately 12.56 acres fronting (as a "corner lot") on Bloomfield Avenue and Intervale Road.

3. The easterly portion of the Subject Property is presently developed with a two story office building and associated parking. At the time of the approval for that development, the long range plan for the Subject Property was to permit a second office building to be constructed on the westerly portion of the Subject Property. Between the two portions where office development was to take place, a single shared access drive was installed serving, initially, the office building on the easterly portion of the Subject Property and an office building located on the adjoining Lot 1 (Block 118.04), providing private access by way of the drive to the rear of that adjoining property, rather than access by way of direct driveway off Bloomfield Avenue.

4. Applicant proposes to subdivide the Subject Property into two lots, designating them for purposes of the application "Proposed Lot 2.01" and "Proposed Lot 2.02".

5. The present office building and associated parking on the easterly portion of the Subject Property would be located on Proposed Lot 2.02. Proposed Lot 2.01 (the

present westerly portion of the Subject Property) is and would, for the time being, remain a mostly wooded, unimproved lot.

6. The present paved 2-way access drive serving the developed portion of the Subject Property and Lot 1, by way of an access easement, is to remain where it is presently physically located. It will run along most of the easterly boundary of Proposed Lot 2.01 and will be physically located entirely within Proposed Lot 2.01. A new easement document benefiting both Proposed Lot 2.02 and Lot 1, addressing ingress, egress, utilities, maintenance, and related issues, will have to be prepared and recorded, superseding the present access easement.

7. The proposed subdivision would result in two (2) lots conforming with all bulk and dimensional standards applicable to the OL-2 Zone, except for the following:

- a. Front setback of existing office building on proposed Lot 2.02 (71.2 feet, relative to 80 feet required) - permitted by previously granted variance;
- b. Parking stall count on proposed Lot 2.02 (201 provided, relative to 250 required) - permitted by previously granted variance;
- c. Front yard parking setback on proposed Lot 2.02 (46.05 feet, relative to 50 feet required) - permitted by previously granted variance;
- d. Side yard parking setback on proposed Lot 2.02 (9.1 feet, relative to 50 feet required) - resulting from lot line being struck to create the subdivision;

e. Inadequate road frontage for Proposed Lot 2.01 (366.98 feet, relative to 400 feet required) - resulting from the subdivision.

8. Applicant requested a number of checklist waivers, mostly relating to matters pertinent to development of Proposed Lot 2.01, which is not being undertaken. At present, only the creation of a 5.87 acre unimproved lot is being sought. At such time as development is to be undertaken, a site plan application would be required and the omitted checklist items would come back into play, as pertinent. The Board concluded that if the requested variances were to be granted such grant would need to be on condition of there being no significant tree removal from Proposed Lot 2.01 at this time (prior to evaluation in connection with a site development application).

9. Applicant provided a Minor Subdivision Plan prepared by Omland Engineering Associates, Inc. (1 sheet) dated July 23, 2009 (the "Plan"). The Plan depicted the proposed subdivision line dividing the easterly from westerly portions of the Subject Property. Proposed Lot 2.01 (the undeveloped lot) would have an area of 5.87 acres and would include the existing shared access driveway along the majority of its easterly boundary, then curving to the west and running parallel to the northerly boundary of Proposed Lot 2.01 to serve adjoining Lot 1. Proposed Lot 2.02 would have an area of 6.68 acres and would contain the existing two story office building with its related parking. It would continue to be served by the same shared access driveway.

10. A variance granted in 1999 with respect to the Subject Property allowed development of the existing office building with 201 parking stalls. This was less than the number of parking stalls required under the zoning ordinance. This condition will continue on Proposed Lot 2.02, but will not be relevant or pertinent to the issue of

parking on Proposed Lot 2.01 at such time as an application for development of that lot is prosecuted.

11. Applicant's engineer testified that the proposed lot geometry - and resulting variances - reflects Applicant's effort to have the lots as regularly shaped as practicable with no physical changes in site appearance or function, relative to that which would have obtained had a second office building been proposed for the westerly portion of existing Lot 2 (development permitted under the prior approvals).

12. Applicant's engineer further testified that except for the deficiency in frontage of Proposed Lot 2.01, he believes that lot will be realistically developable in conformity with ordinance standards.

13. The Board discussed limitations on clearing of Proposed Lot 2.01. Applicant indicated walking trails might be created in the wooded lot, but Applicant agreed that no clear cutting or removal of a significant number of trees or of any trees of significant size would be undertaken.

14. The Board discussed the condition and adequacy of the buffer and visual screening between the rear drive along the northerly portion of Proposed Lot 2.01 serving adjoining Lot 1 and the adjoining residential neighbors to the north. A number of neighbors also expressed concerns about this. Applicant returned to the continued hearing with a proposed landscape plan along the northerly property line to address this issue.

15. Members of the public offered continued concerns about the buffer and landscape planting area. These were explored in further discussion of the proposed landscape buffer plan.

16. Applicant provided a Landscape Buffer Plan (1 sheet) prepared by Omiland Engineering Associates, Inc. dated January 14, 2010 (the "Landscape Buffer Plan"), presented to the Board at its January 28 hearing to show the proposed screen and buffer along the northerly property line of Proposed Lot 2.01, including existing vegetation and additional plantings. Applicant acknowledged and agreed that a landscape plan will be required for the entire tract at such time as a development plan is submitted for Proposed Lot 2.01.

17. Applicant's landscape architect testified that the proposed plantings would enhance the buffer aesthetically and that its functionality would be improved. He testified that existing vegetation, including earlier "temporary plantings", would be rehabilitated and replanted, as needed. He agreed that all plantings - existing and new - will have to be properly maintained on an ongoing basis.

18. Applicant's landscape architect further testified that the replanting and the new plantings would be accomplished at appropriate planting times in the spring, and would be completed by June 30, 2010.

19. Neighboring residential owners made a number of suggestions and comments, particularly with respect to buffers along the northern property line of Proposed Lot 2.01, as well as suggestions relating to the northerly property line of Lot 1 (which property is not presently before the Board). The Applicant indicated that these would be taken under advisement as the Applicant proceeded with the Subject Property and its potential development. The Board pointed out that the Applicant was already doing more to address the subject than might normally be required in connection with a subdivision of property not involving any construction or improvements.

20. Aside from the side yard parking setback resulting from the imposition of the proposed subdivision line itself, the only new variance required with respect to the creation of two separate lots is that relating to inadequate road frontage of Proposed Lot 2.01. The road frontage proposed in this subdivision totals 366.98 feet. This is less than the required 400 foot minimum.

21. The side yard parking setback variance required for Proposed Lot 2.02 is the result of the imposition of the subdivision line. Neither the parking nor the access drive are being relocated in any regard from their present locations.

22. Though the road frontage on Proposed Lot 2.01 is not in conformity with the present zoning ordinance, the required frontage is maintained on Proposed Lot 2.02 (measured to the midpoint of the curve forming the corner of Bloomfield Avenue and Intervale Road). From a potential development point of view, including appearance, impacts, etc., the likely development at some time of Proposed Lot 2.01 will not be different in any meaningful regard from the development which would have been permitted in any event on the westerly portion of the Subject Property under prior approvals.

23. The other existing nonconformities (front setback of existing office building, parking stall count, and front yard parking setback all on Proposed Lot 2.02) are all the subjects of prior variance approval and grant at the time of the development plan for the Subject Property which resulted in the construction of the existing office building. None of these conditions changes in any regard or is affected in any fashion by the imposition of the subdivision line. To the extent that these may be deemed "intensified" the Board finds that confirming grants of technical variances would be appropriate.

24. The newly created side yard parking setback deficiency impacts only the shared driveway and the impact is the same with or without the minor subdivision. As to the deficient road frontage of Proposed Lot 2.01, it was observed that several other properties in proximity to the Subject Property have frontage of less than 400 feet. The reduced frontage on Proposed Lot 2.01, under these circumstances, has little impact. Any such impact can be addressed to the extent necessary at the time of a development application for Proposed Lot 2.01

25. The Board concludes that, based upon the foregoing, the subdivision can be approved and that the variances sought can, with appropriate conditions, be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zone plan and zoning ordinance.

26. With the requested variance relief, and subject to the conditions of this Resolution, this Application conforms with the requirements for granting minor subdivision approval.

BE IT FURTHER RESOLVED that this Application by GIM Mountain Lakes Investors, LLC for approval of a minor subdivision, dividing the present Lot 2, Block 118.04 as shown on the Plan described above prepared by Omland Engineering Associates, Inc., into two lots (designated on the Plan as Proposed Lots 2.01 and 2.02, and with landscape buffer plantings as shown on the referenced Landscape Buffer Plan, together with variances for 366.98 feet of road frontage for Proposed Lot 2.01 and a 9.1 foot side yard setback for parking on Proposed Lot 2.02, together with reconfirming the technical variances for the existing and continuing conditions of a 71.2 foot front yard setback for the existing office building on Proposed Lot 2.02, a parking stall count of 201



for the said existing office building, and a 46.5 foot front yard parking setback for parking related to the said existing office building, as described in the Board's findings and conclusions, be and hereby are granted and approved subject to the following conditions:

1. Applicant shall obtain all necessary permits, licenses or other approvals which may be required in connection with this Application or in connection with the landscaping to be undertaken on the Subject Property, whether required from any municipal, county, state or federal board, body or agency having jurisdiction over the same.
2. All taxes and municipal charges, together with fees and escrow relating to this Application and the project shall be fully paid by Applicant.
3. Applicant shall confirm or obtain proper Lot designations for the new Lots from the Borough Tax Assessor.
4. Applicant shall prepare minor subdivision deed(s) for the lots designated Proposed Lot 2.01 and Proposed Lot 2.02 and shall reference therein the 1999 development and variance approvals, the March 2009 and October 2009 sign approvals, and the approval of this minor subdivision by the Mountain Lakes Borough Planning Board, the adoption of this Resolution, and the conditions of approval set forth herein. The subdivision deed(s) shall be submitted to the Planning Board Attorney and the Borough Engineer for approval as to form and content. When any conditions precedent have been satisfied, the deed(s) shall be endorsed by the Planning Board and returned to Applicant for recording and such other processing as is required by the Municipal Land Use Law for perfecting the minor subdivision. Applicant shall submit a copy of the

recorded minor subdivision deed(s) to the Planning Board Secretary promptly after the same is/are recorded in the Morris County Clerk's Office.

5. A new access easement reflecting the shared use of the access driveway by the property designated Proposed Lot 2.01, Proposed Lot 2.02 and Lot 1 (all in Block 118.04), superseding the present rights of the parties (an easement crossing present Lot 2 for the benefit of Lot 1), including provisions for ingress, egress and utilities, together with appropriate maintenance and control provisions to assure safe use of the access drive by all parties, shall be prepared and submitted to the Planning Board Attorney and Borough Engineer for approval as to form and content. After such approval, the Applicant shall record the new Access Easement/Agreement in the office of the Morris County Clerk, simultaneous with, but following, the recording of the minor subdivision deed(s). Applicant shall submit a copy of the recorded Access Easement/Agreement to the Planning Board Secretary promptly after the same is recorded in the Morris County Clerk's Office.

6. Applicant shall install visual screening and buffer plantings as shown on the Landscape Buffer Plan and as described to the Board at the January 28, 2010 hearing. This shall include restoration and replanting, as necessary, of existing vegetation (including the "temporary plantings" previously installed by Applicant), as well as the new plant material described and depicted in connection with Applicant's Landscape Buffer Plan. In addition, Applicant shall submit a maintenance plan for the approval of the Borough Engineer which shall detail the proper maintenance of all vegetation in the buffer area on an ongoing basis. The landscape planting shall be undertaken at

appropriate planting times during the 2010 planting season and shall be completed by June 30, 2010.

7. Applicant shall confirm compliance with, or exemption from, the COAH Scarce Resource Order to the satisfaction of the Borough Attorney.

8. Applicant shall be responsible for fees, if any, in connection with Affordable Housing obligations resulting from this subdivision approval.

9. The minor subdivision deed(s) shall not be endorsed by the Planning Board until the satisfaction of conditions 1, 2 (current), 3, 4 (as to approved document), 5 (as to approved document), 6, 7, and 8 (if applicable).

10. The variance limitation and condition imposed in 1999 with respect to the number of parking stalls for the office building presently located on the easterly portion of the Subject Property and to be located on the lot designated Proposed Lot 2.02 shall continue in full force and effect with respect to parking for that building on the new lot created. This parking will not be pertinent to any future development of the designated Proposed Lot 2.01.

11. Any future site plan application with respect to proposed development on the lot designated Proposed Lot 2.01 will be judged on its own merits, with no necessary ability for its applicant to obtain any further variance relief beyond the frontage variance included in this subdivision approval.

12. There shall be no clear cutting or removal of a significant number of trees or of any trees of significant size from the property designated Proposed Lot 2.01, until such time as any such action is evaluated in connection with a site plan for that Lot.

13. Since the shared access drive is already located in proximity to the

northerly property line of the Subject Property, the Board and Applicant did not address the applicability of the requirement for a 100 foot planted buffer where commercial development abuts residential development. Applicant was advised, nevertheless, that the subject would be appropriately addressed in connection with any development application for the newly created lot presently designated Proposed Lot 2.01.

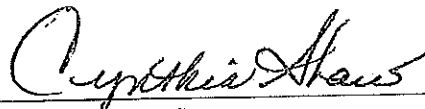
BE IT FURTHER RESOLVED that this Resolution, adopted this 25th day of March, 2010, memorializes the action of the Board, as set forth above, taken at its regular meeting on January 28, 2010.

The Vote: 3-0

In Favor: Lewis, Nachshen, Kane

#### CERTIFICATION

I hereby certify that this is a true copy of a Resolution duly adopted by the Planning Board of the Borough of Mountain Lakes at its regular public meeting held on March 25, 2010.

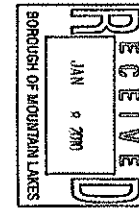
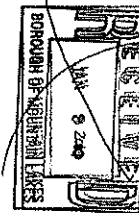


Cynthia Shaw, Secretary  
Borough of Mountain Lakes  
Planning Board

# Appendix B –Landscape Plan

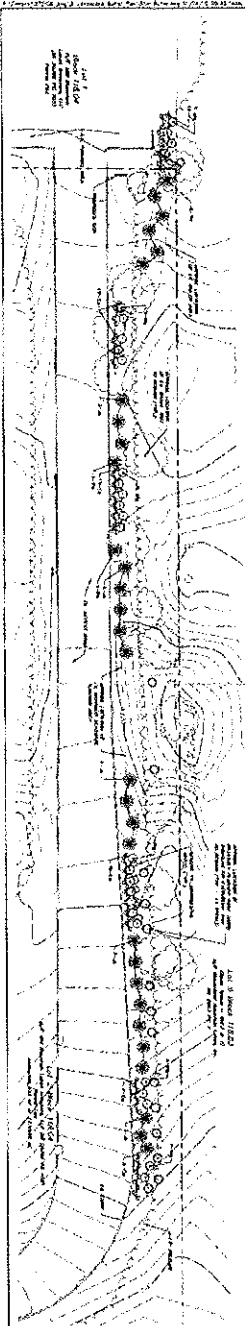
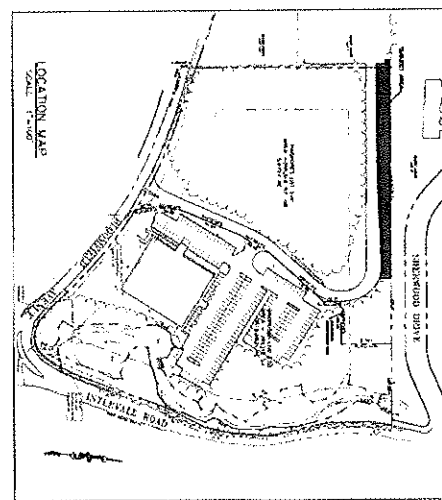
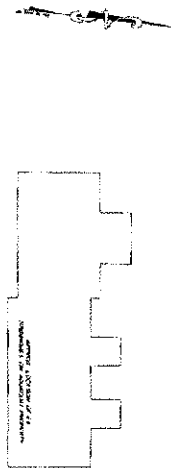
F:\Cad\proj\070106.dwg 3-Landscape Buffer Plan Site Buffer.dwg, Plan, 1/4/2016 9:22:48 AM, caddwelder, 12.15228

*File Copy*



NOTE: PLANTING SPECIFICATIONS AND QUANTITIES ARE BASED ON THE ASSUMPTION THAT THE PLANTING WILL BE DONE BY A QUALIFIED LANDSCAPE ARCHITECT. THE LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR THE SELECTION OF PLANTS OR THE QUALITY OF THE PLANTING. THE LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR THE SELECTION OF PLANTS OR THE QUALITY OF THE PLANTING.

Plant	Quantity	Notes
1.00	100	1.00
2.00	200	2.00
3.00	300	3.00
4.00	400	4.00
5.00	500	5.00
6.00	600	6.00
7.00	700	7.00
8.00	800	8.00
9.00	900	9.00
10.00	1000	10.00



**LANDSCAPE BUFFER PLAN**  
**MOUNTAIN LAKES I**  
**LOT 2 BLOCK 118.04**  
 BOROUGH OF MOUNTAIN LAKES, MONROE COUNTY, PENNSYLVANIA

**OMLAND**  
 LANDSCAPE ARCHITECTS, INC.  
 1000 N. HARRISBURG AVE. SUITE 100  
 HARRISBURG, PA 17102  
 TEL: 717/634-1111  
 FAX: 717/634-1112  
 WWW.OMLANDPA.COM

DATE: 1/14/16  
 NO.: 171/16  
 SHEET: 1 OF 1

SCALE: 1" = 40'

## Appendix D – March 22, 2018 Memo

---



CHRISTINE A. COFONE, PP, AICP  
*Principal*

COFONE CONSULTING GROUP, LLC

### **PLANNING MEMO**

TO: MARC D. POLICASTRO, ESQ.

FROM: CHRISTINE A. NAZZARO-COFONE, AICP, PP

DATE: MARCH 22, 2018

RE: SUNRISE SENIOR LIVING

I have been requested to prepare a memorandum on behalf of Sunrise Senior Living and in cooperation with land owner Vision Real Estate Partners, for its proposal in the Borough of Mountain Lakes, New Jersey. As you know, Sunrise proposes an assisted living facility at 1 Bloomfield Avenue, known as Block 118.04, Lot 2.01 and consisting of approximately 5.87 acres±.

The project was referenced in the Borough's 2016 Housing Element and Fair Share Plan ("Housing Plan"). The Plan noted that the development of the assisted living facility would provide up to 120 beds as well as certain credits toward the Borough's affordable housing obligation.

The purpose of this memo is to 1) provide SUGGESTED conditional use standards for an assisted living facility; and 2) raise issues with respect to certain potential non-conformances with various sections in the Borough's Land Development Ordinance.

Allowing for assisted living facilities as a conditional use in the OL-2 zone would permit the Borough to implement the Housing Plan. We suggest the following language and minimum standards.

### **PROPOSED CONDITIONAL USE STANDARDS**

**ASSISTED LIVING RESIDENCE.** Assisted living facilities are permitted as a conditional use in the OL-2 zone district subject to the following conditions:

**A. DEFINITION:**

- i. Assisted living residence means a facility licensed by the New Jersey Department of Health and Senior Services to provide suite-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor.

125 Half Mile Road, Suite 200 • Red Bank, New Jersey 07701 • Office: 732.933.2715 • Fax: 732.933.2601 • Cell: 732.439.6400

E-mail: [ccofone@cofoneconsulting.com](mailto:ccofone@cofoneconsulting.com) • [www.cofoneconsulting.com](http://www.cofoneconsulting.com)



CHRISTINE A. COFONE, PP, AICP  
*Principal*

## COFONE CONSULTING GROUP, LLC

Suite units offer, at a minimum, one unfurnished room, a bathroom, a wet bar and a lockable door on the unit entrance.

### B. LICENSING

- ii. The facility should be licensed by the N.J. Department of Community Affairs as a Class C rooming and boarding home or by the N.J. Department of Health as an assisted living residence.

### C. AGE RESTRICTION

- iii. The assisted living facility shall limit residents to persons who are at least fifty-five (55) years of age, unless they have a memory impairment condition.

### D. MAXIMUM PERMITTED REQUIREMENTS FOR THE ZONE

- iv. Height: 3 stories or 50 ft. whichever is less. A single architectural tower element is permitted with a maximum height of 60 ft. and 1,000 sq. ft.
- v. Building Coverage (%): 30%
- vi. Improved Coverage (%): 60%

### E. MINIMUM REQUIREMENTS

- vii. Minimum Lot Size: The lot for such facility shall contain a minimum area of five (5) acres.
- viii. Minimum Lot Depth: 400 ft.
- ix. Minimum Lot Frontage: 350 ft.
- x. Minimum Front Setback: 50 ft.
- xi. Minimum Side Setback: 50 ft.
- xii. Minimum Rear Setback: 100 ft.

### F. SUPPLEMENTARY REQUIREMENTS

- xiii. Minimum Parking Requirements: 1 space for each 2 dwelling units.
- xiv. Parking Setbacks shall be 20 ft. except when abutting residential areas or zones, in which case Side and Rear Parking Setbacks shall be 100 ft.
- xv. There shall be a 100 ft. landscape buffer abutting residential areas or zones.
- xvi. An existing impervious area, including but not limited to an access drive, can remain within the 100 ft. landscaped buffer area if no modifications are made to the existing impervious area.

### G. OCCUPANCY STANDARDS

- xvii. Occupancy standards for assisted living residences are pursuant to N.J.A.C. 5:80-26.4 and N.J.S.A. 26:2H-12.16(b):



CHRISTINE A. COFONE, PP, AICP  
*Principal*

## COFONE CONSULTING GROUP, LLC

- a. 10% of the beds shall be set-aside for low and moderate-income residents.

### **POTENTIAL AREAS OF NON-COMPLIANCE IN THE EXISTING LAND DEVELOPMENT ORDINANCE**

#### *Buffers*

§245-15 Supplementary Use Regulations, sub-section I. Office and Light Industrial Zones require:

1. A planted buffer, measured 100 ft. deep from the property boundary, shall be provided within any OL-1 or OL-2 Zone along any lot line abutting a residential area or zone. The Plant materials and the planting design shall be in accordance with criteria for such plantings in Chapter 208, Subdivision of Land and Site Plan Review.

**We have provided a conditional use standard that allows an existing private driveway to bisect the 100 ft. buffer.**

#### *Maximum building coverage:*

§245-15 Supplementary Use Regulations, sub-section I(4). Office and Light Industrial Zones require:

4. The maximum size of an undivided building or a building section which is offset from other building sections at least 20 ft. shall not exceed 80,000 sq. ft. of building coverage.

**We propose to increase the "shall not exceed" limit to 90,000 sq. ft. since the proposed 3-story building is around 83,400 sq. ft., or seek clarification up front that this shall not apply.**

#### *Fences*

§245-15 Supplementary Use Regulations, sub-section P, Office and Light Industrial Zones requires:

- (1) In Zones A, B, OL-1 and OL-2:
  - a. No fence is permitted in a front yard.





CHRISTINE A. COFONE, PP, AICP  
*Principal*

## COFONE CONSULTING GROUP, LLC

The plan has a fence in the front yard along Bloomfield Avenue in order to provide a safe outdoor space for the residents.

**We suggest:**

- (1) In Zones A, B, OL-1 and OL-2:
  - a. No fence is permitted in a front yard, *except for along Bloomfield Avenue.*

### *Signs*

§245-17(C)(3) regulates signs in the OL-1 and OL-2 zones. It requires sign compliance with Subsections A, B, C and D(2)(a)[3] through [7], which have certain restrictions on size, height, number, etc.

**We propose adding the following to §245-17(C)(3).**

- (a) Two freestanding signs no more than 16 sq. ft. in size shall be permitted.
- (b) No portion of any freestanding sign shall be more than 6 ft. above finished grade.
- (c) All other standards contained in §245-17(C) shall apply.

*Regarding occupancy standards for assisted living residences:*

New Jersey law requires assisted living residences to reserve beds for use by Medicaid-eligible persons. Under N.J.S.A. 26:2H-12.16, a new assisted living residence shall reserve 10% of its total bed complement for use by Medicaid-eligible persons. The assisting living facility shall achieve this 10% utilization within three years of licensure to operate and shall maintain this level of utilization thereafter. In light of this statutorily mandated requirement, an assisted living residence is required, by law, to comply with the 10% affordable set-aside in accordance with N.J.A.C. 5:80-26.4.



CHRISTINE A. COFONE, PP, AICP  
*Principal*

COFONE CONSULTING GROUP, LLC

**PLANNING MEMO**

TO: MARC D. POLICASTRO, ESQ.

FROM: CHRISTINE A. NAZZARO-COFONE, AICP, PP

DATE: MARCH 22, 2018

RE: SUNRISE SENIOR LIVING

I have been requested to prepare a memorandum on behalf of Sunrise Senior Living and in cooperation with land owner Vision Real Estate Partners, for its proposal in the Borough of Mountain Lakes, New Jersey. As you know, Sunrise proposes an assisted living facility at 1 Bloomfield Avenue, known as Block 118.04, Lot 2.01 and consisting of approximately 5.87 acres±.

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**PROPOSED CONDITIONAL USE STANDARDS**

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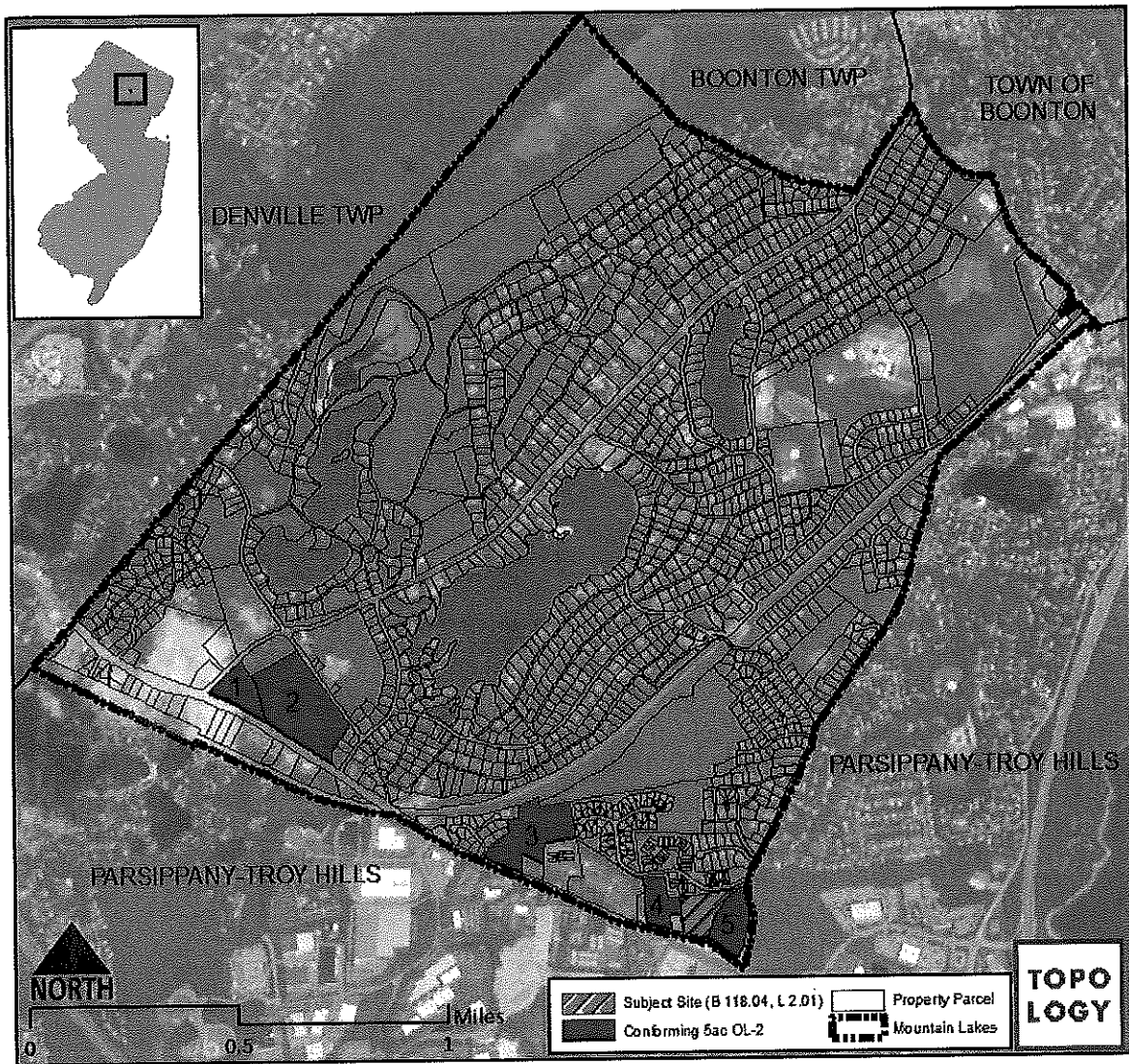
**A. DEFINITION:**

- i. Assisted living residence means a facility licensed by the New Jersey Department of Health and Senior Services to provide suite-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor.

125 Half Mile Road, Suite 200 • Red Bank, New Jersey 07701 • Office: 732.933.2715 • Fax: 732.933.2601 • Cell: 732.439.6400

E-mail: ccofone@cofoneconsulting.com • www.cofoneconsulting.com

## Appendix E – OL-2 Conforming Lot Size Parcels



- 1) 420 BLVD, Block 6, Lot 9
- 2) 40 Pocono Rd, Block 6, Lot 14
- 3) 145 Route 46, Block 116, Lot 3.01
- 4) 49 Bloomfield, Block 118.04, Lot 1
- 5) 1 Bloomfield, Block 118.04, Lot 2.02

## Appendix F – Site Photos

---



Site Visit: 1 Bloomfield Avenue  
Block 118.04, Lot 2.01  
Mountain Lakes, NJ

Date: May 29, 2018



1. Rear left corner of property view



2. Rear property line facing neighboring residential development



3. Eastern view of property looking at existing retaining wall



4. Front facing view from Bloomfield Road







## Appendix G – Environmental Map



Source: NJGIN; Highlands Council; NOAA

0 112.5 225 450 Feet

**TOPO  
LOGY**

	Wetlands		Severe Slopes (15%+)		Block 118.4, Lot 2.01
	Flood Hazard Prone		Severe Slopes (25%+)		Municipal Boundary



An aerial photograph of a wooded area. A road runs along the left side, with several houses visible. A large, dense forest of trees covers the central and right portions of the image. In the bottom right corner, there is a large, dark, rectangular building with a flat roof, surrounded by a parking lot with several cars. A curved road or path runs along the bottom edge of the image.

**June 25, 2018**

# **Assisted Living Zoning Change**

**PREPARED BY TOPOLOGY**

**FOR THE BOROUGH OF  
MOUNTAIN LAKES**

# AGENDA



**TOPO  
LOGY**

**1**

**Introduction**

**2**

**Background + Legal Process**

**3**

**Existing Conditions + Proposed Development**

**4**

**Initial Recommendations**



# 1. INTRODUCTION

## Topology

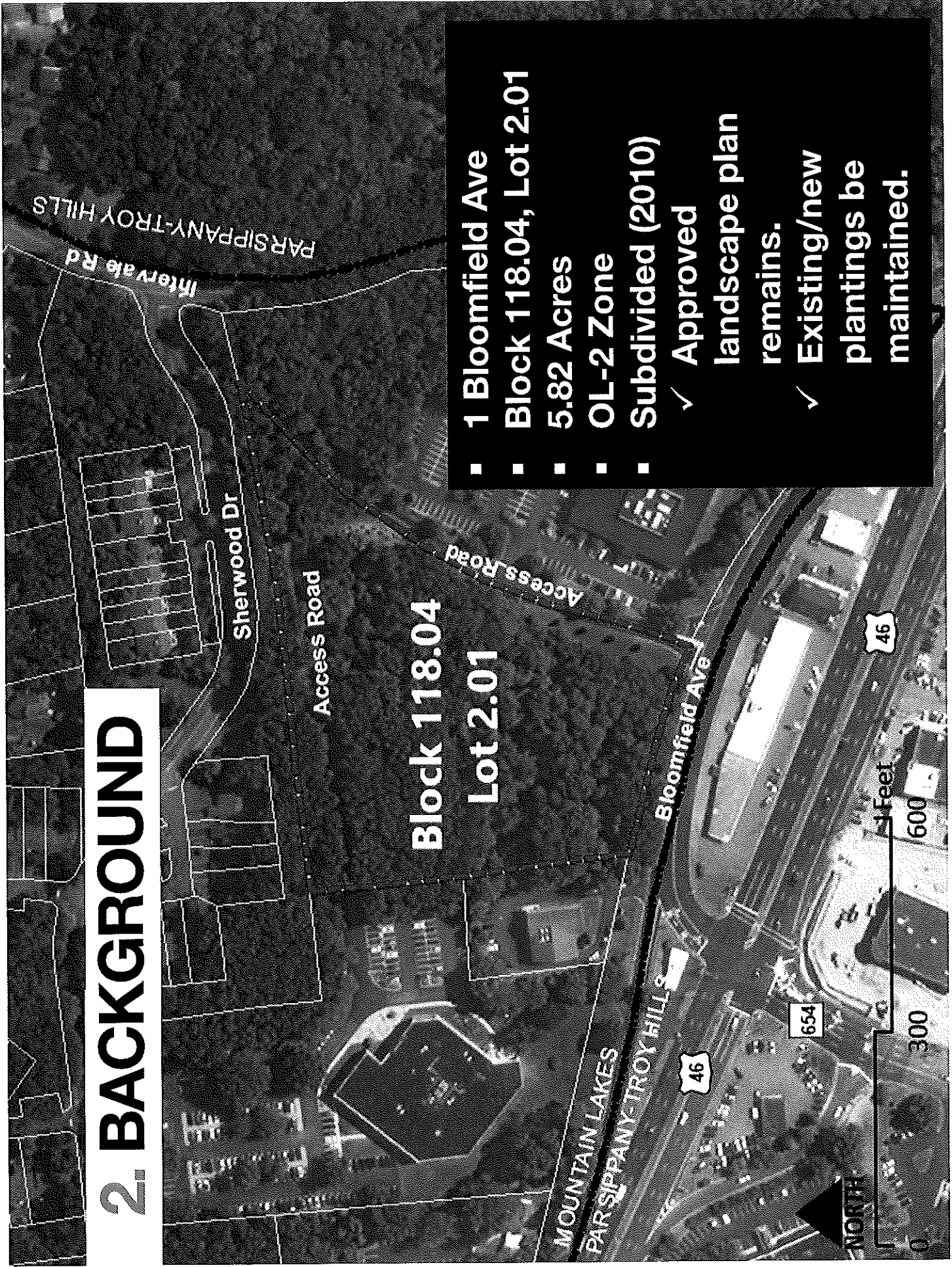
- Retained as “conflict” planner to evaluate Sunrise Senior Living proposal.
- Evaluated Housing Element and assessed potential implementation mechanisms in order to provide recommendations to Council.



## 2. BACKGROUND

**Block 118.04**  
**Lot 2.01**

- 1 Bloomfield Ave
- Block 118.04, Lot 2.01
- 5.82 Acres
- OL-2 Zone
- Subdivided (2010)
  - ✓ Approved
- landscape plan remains.
- ✓ Existing/new plantings be maintained.



## 2. BACKGROUND

### AFFORDABLE HOUSING OBLIGATION

- 1 Bloomfield Avenue was recommended in Borough's Housing Element and Fair Share Plan.
- Property projected to create five (5) Medicaid units that can be applied to Borough's overall affordable housing obligation of 17 units.
- Property is zoned OL-2 (Office and Light Industrial), which does not permit assisted living facilities.
- Housing Element states, "*[t]he Borough intends to modify the current zoning so as to permit an assisted living facility.*"

## 2. LEGAL PROCESS

### AMENDING THE ORDINANCE

- **GOVERNING BODY:** zoning ordinance “introduced” (1<sup>st</sup> reading) at Council meeting. Amendment referred to planning board for consistency with master plan.
- **PLANNING BOARD:** at a noticed public meeting – may adopt a report within 35 days that identifies inconsistencies with the master plan, recommendations concerning those inconsistencies, or any other matters they deem appropriate.
- **PUBLIC HEARING:** held by governing body (2<sup>nd</sup> reading) at a noticed public meeting – provide the public an opportunity to address the Council.

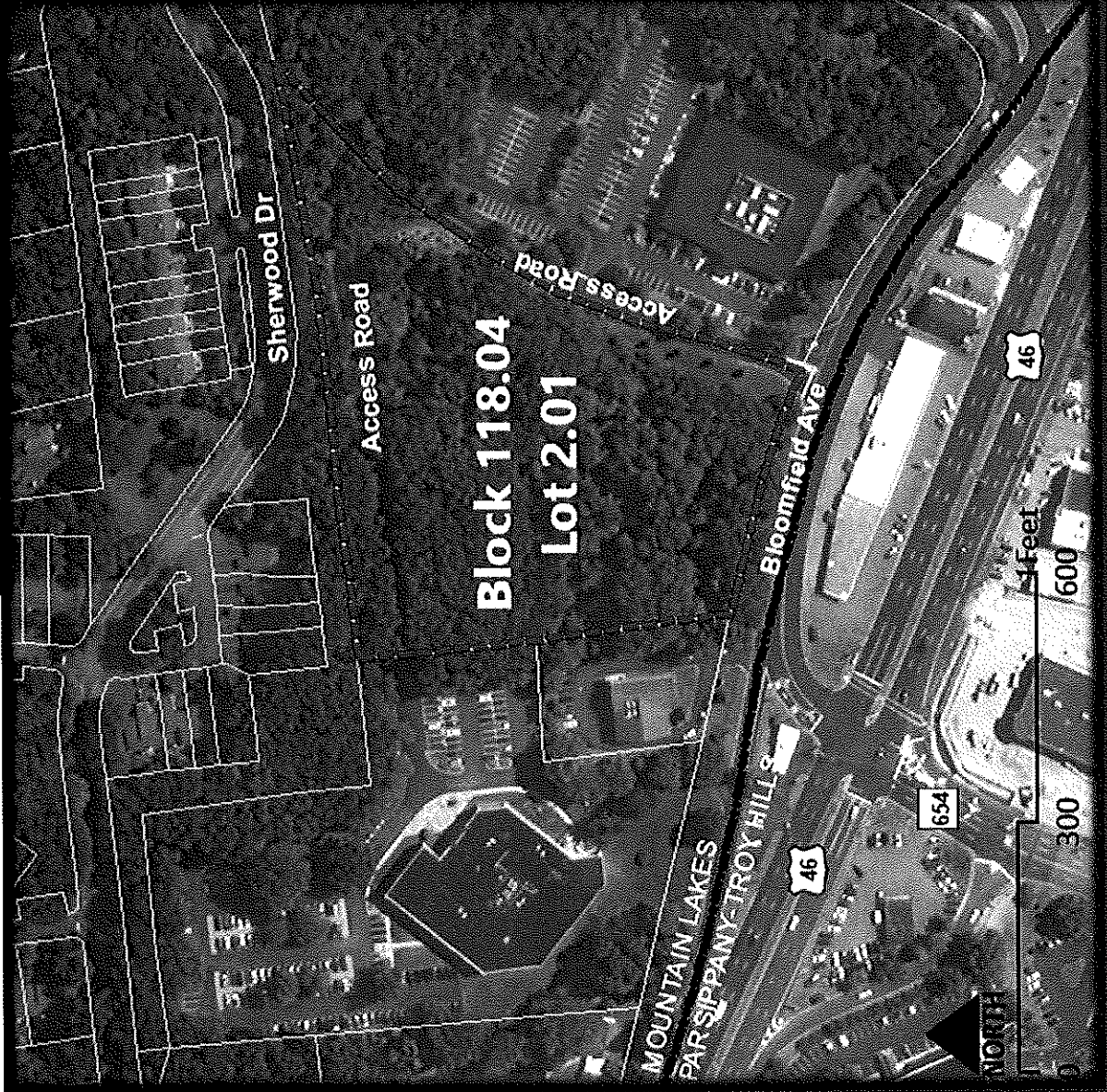


### 3. EXISTING CONDITIONS

Situated off U.S. 46

Amongst other  
commercial and  
business

Property abuts an  
adjacent townhome  
neighborhood to the  
north



### 3. EXISTING CONDITIONS

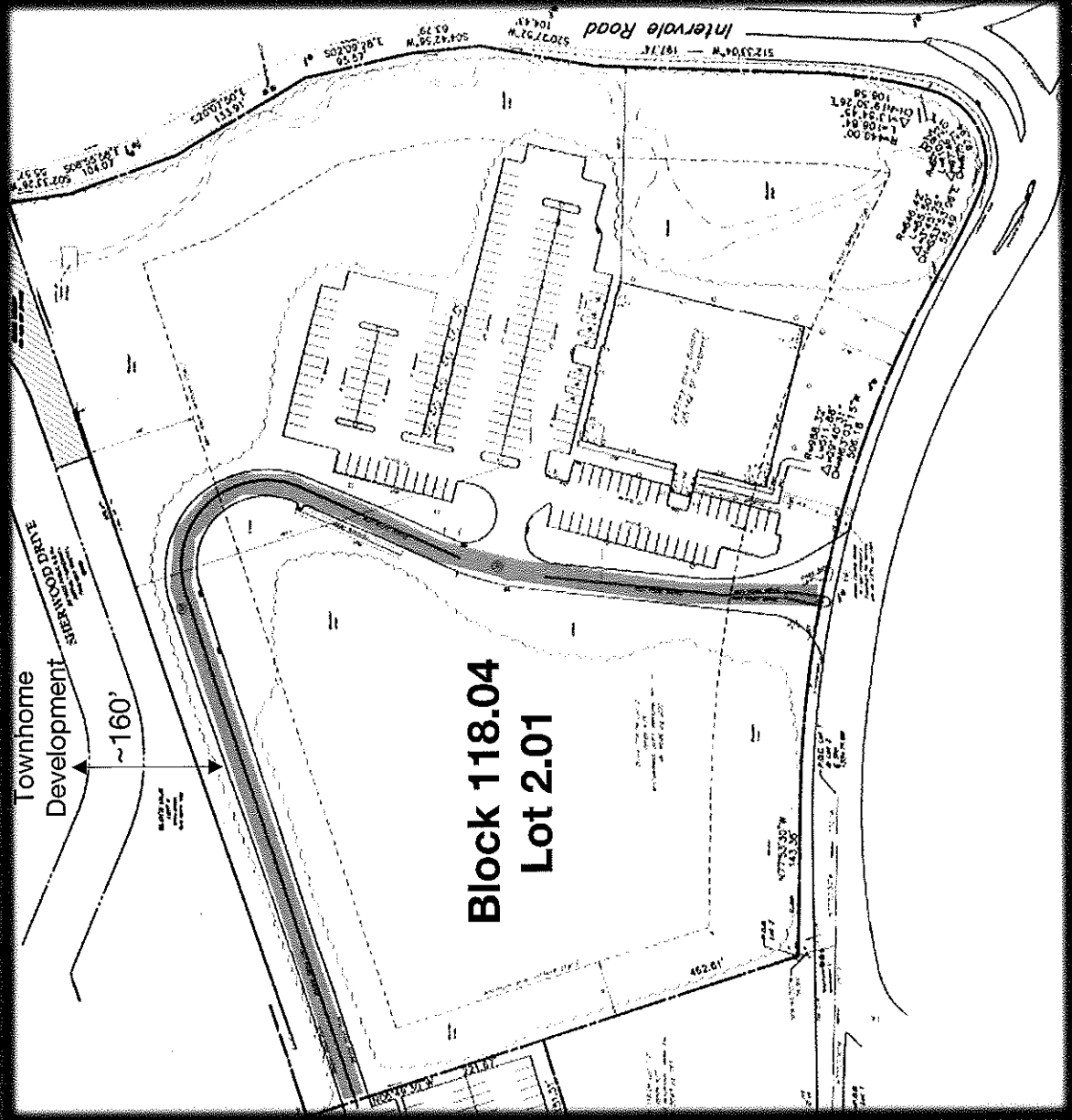
Zoned OL-2, which does not permit assisted living facilities

Within 200' of residential, office, and neighboring municipality



### 3. EXISTING CONDITIONS

**Approximately 160',  
from existing two-  
way access road to  
nearby townhouse  
development**



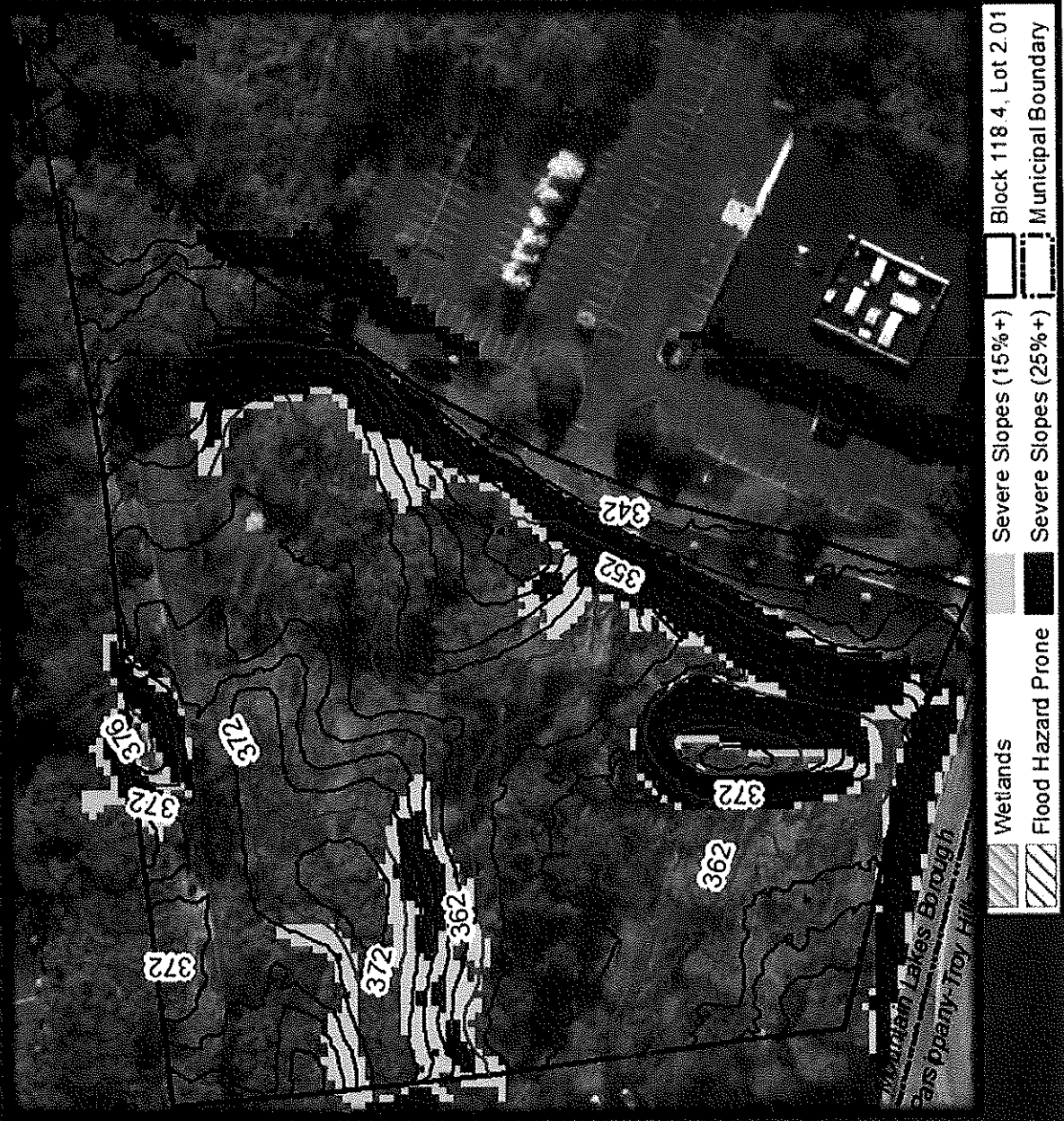


### 3. EXISTING CONDITIONS

Approximately 1.25  
acres contain slopes  
greater than 15%

About 4.6 of 5.8  
acres developable

Site does not contain  
wetlands or flood  
hazard prone areas



### 3. EXISTING CONDITIONS



Existing vegetation buffer between the Site and the residential neighborhood north of the two-way access road.



### 3. EXISTING CONDITIONS



Existing vegetation of property front-facing Bloomfield Ave off Route 46.

# 3. PROPOSED DEVELOPMENT

90 beds

3-stories

27,800 square foot

50 parking spots

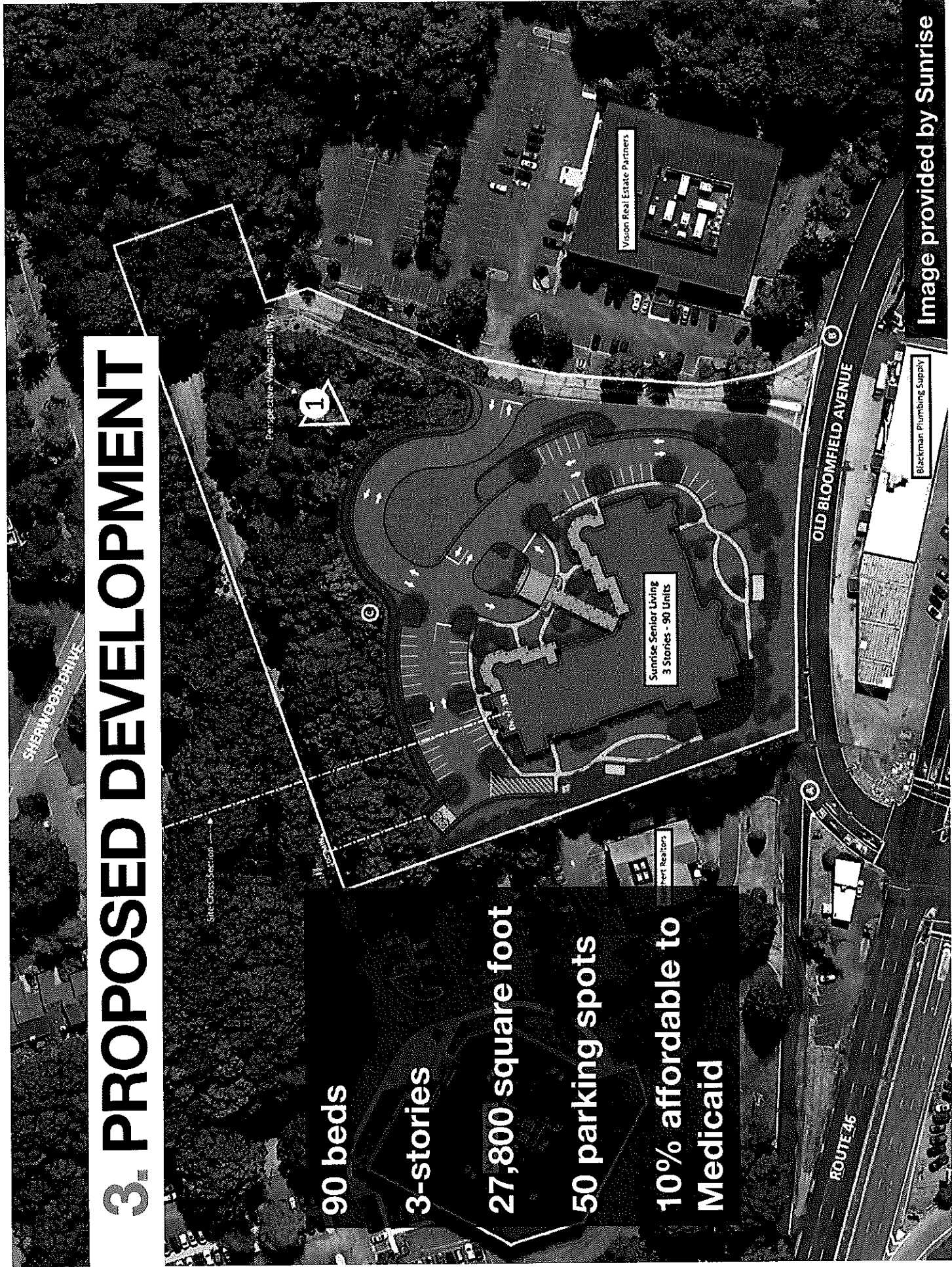
10% affordable to  
Medicaid

Sunrise Senior Living  
3 Stories - 90 Units

Vision Real Estate Partners

Blackman Plumbing Supply

Image provided by Sunrise





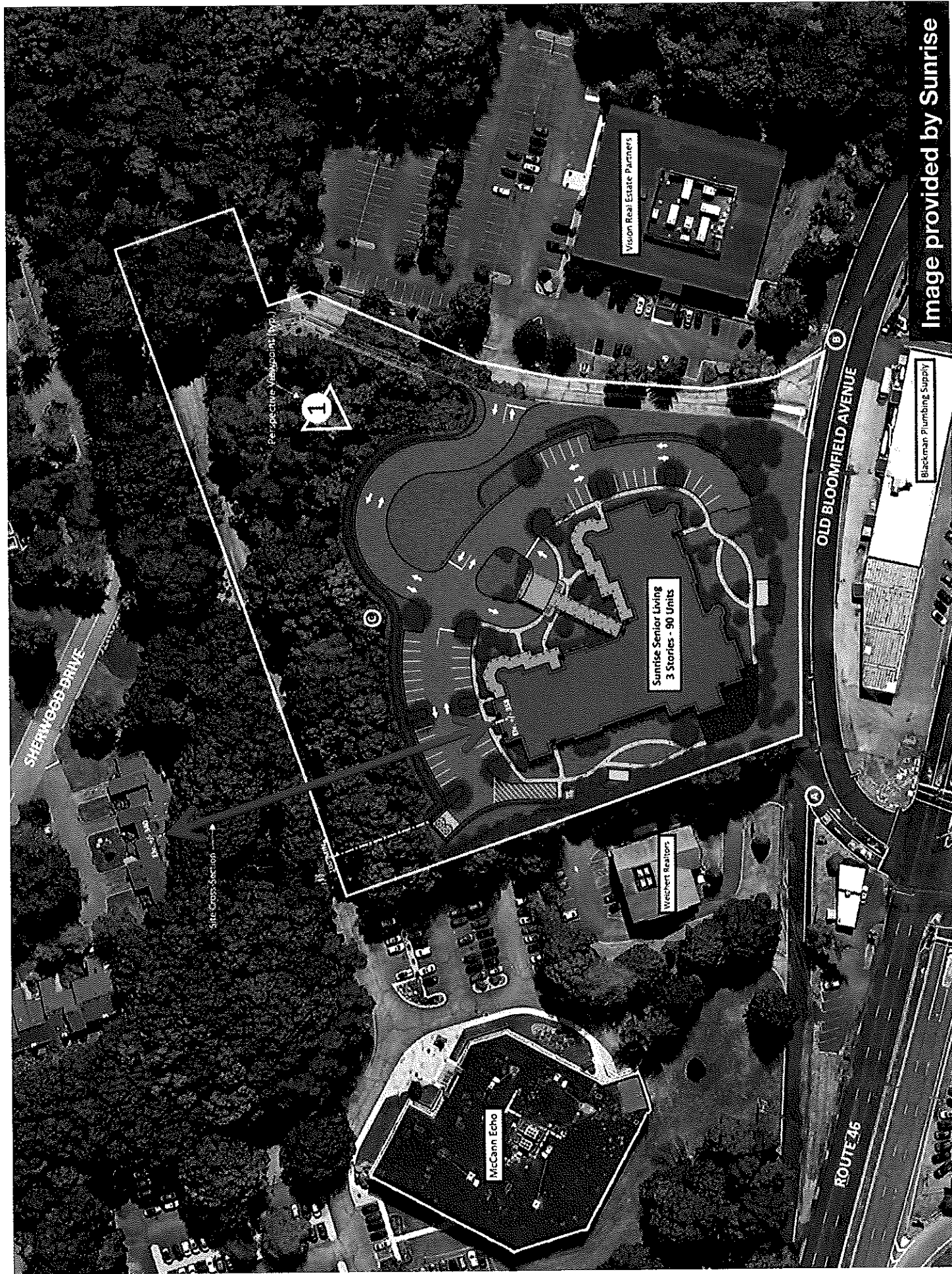
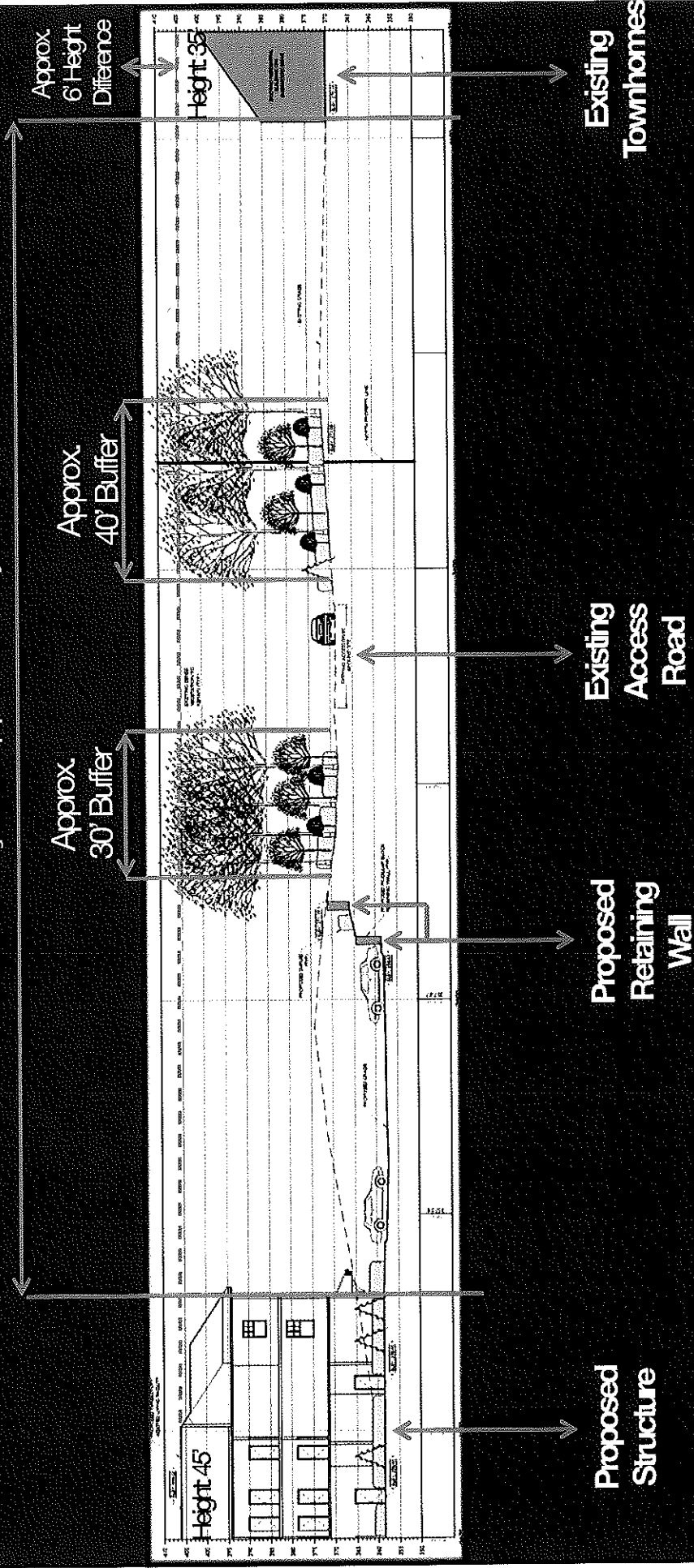


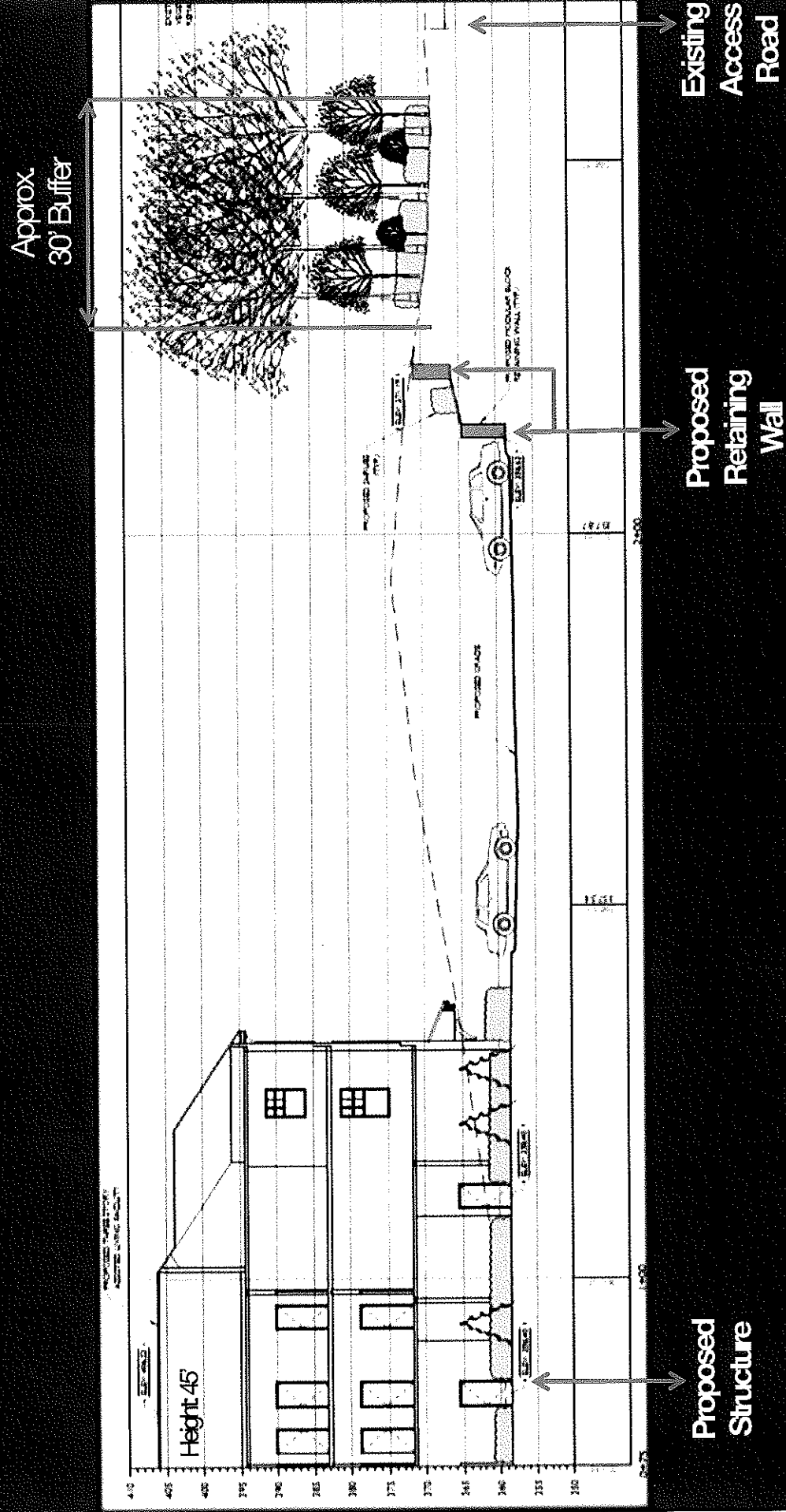
Image provided by Sunrise

# 3. PROPOSED DEVELOPMENT

Facade to Facade: Approximately: 285' Buffer



# 3. PROPOSED DEVELOPMENT



# 3. PROPOSED DEVELOPMENT

Approx  
30' Buffer

Approx.  
40' Buffer

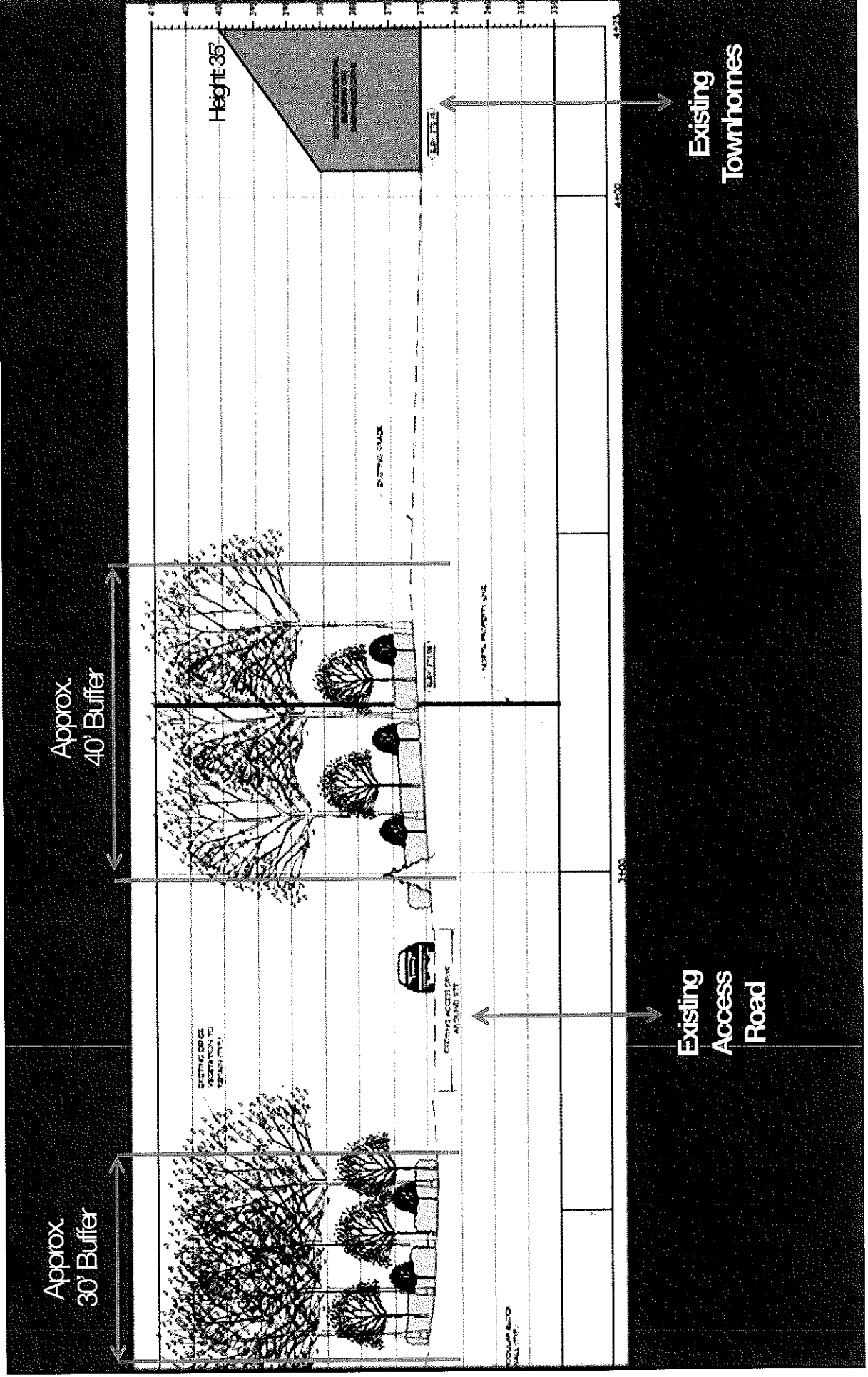
EXISTING TREE  
VEGETATION TO  
BE MAINTAINED

Hght 35'

EXISTING ACCESS DRIVE  
APPROX 10' WIDE

Existing  
Access  
Road

Existing  
Townhomes



## **4. INITIAL RECOMMENDATIONS**

### **OVERLAY ZONE**

- A zoning district that encompasses one or more underlying zones and imposes additional requirements beyond those required for the underlying zone or permissions<sup>1</sup>
- Consistent with past practice in the Borough.
- Create an overlay zone on top of the specific parcel that permits assisted living uses.

<sup>1</sup>Moskowitz, Harvey S., et al. *The complete illustrated book of development definitions*, 4<sup>th</sup> edition.



## **4. INITIAL RECOMMENDATIONS**

### **CONDITIONAL USE STANDARDS**








Conditional uses are those which are only “permitted” in a given zoning district based upon the satisfaction of certain circumstances set forth in the ordinance. When the proposal satisfied these stated conditions, the use is considered a “permitted use.”

- **DEFINITION** – establish use definition
- **LICENSING** – required State licenses
- **AGE RESTRICTION** – NOT limit residence age
- **AFFORDABILITY STANDARDS** – at least 10% of units set aside as affordable housing



# 4. INITIAL RECOMMENDATIONS

## OVERLAY BULK STANDARDS

Zoning Parameters	OL-2 District Existing Standard	Proposed Conditional Use Standard
Area Minimum	5 acres	5 acres
Minimum Frontage	400'	350'
Minimum Depth	400'	400'
Front Setback	80'*	50'
Side Setback	50' + 	50'
Rear Setback	100' + 	150' 
Maximum Height	35'/2 stories	50'/3 stories
Maximum Building Coverage	30%	30%
Improved Maximum Coverage	60%	60%
Parking Requirement	RSIS Standard	1 space per 2 units
Parking Setback	Front: 20' Side: 50'  Rear: 100'	Front: 20'  Side: 20'  Rear: 100' 
Site Design Consideration	-	There shall be a 100' landscape buffer abutting residential areas or zones excluding pre-existing drives.  Building architecture shall be residential in character to include gable roof lines, dormers and a mix of exterior materials.

\*: Landscaped area of not less than 20' along right-of-way, except for driveways.

+ : There shall be a 100' landscaped buffer abutting residential areas or zones.

: Side and rear setbacks may be reduced from 100' to 50' along nonresidential boundaries.

: Rear setbacks may be reduced from 150' to 100' along nonresidential boundaries.

: Parking setbacks may be reduced from 100' to 20' along nonresidential boundaries.

## **4. INITIAL RECOMMENDATIONS**

### **ADDITIONAL OVERLAY STANDARDS**

When amending a zoning ordinance, it is important to consider potential negative impacts. The following anticipated negative impacts of the Sunrise proposal may include:

- Increased intensity of use.
- Loss of existing trees due to new construction.
- Visual impact with the nearby residence.

## **4. INITIAL RECOMMENDATIONS**

### **ADDITIONAL OVERLAY STANDARDS**

Governing body may want to consider incorporating additional “intensity controls” as part of the conditional use framework.

- Limitation on “bed count” per acre or similar mechanism (90 to 120 beds recommended).
- Performance standards (e.g. visiting hours, exterior lighting).
- Massing controls (i.e Floor-Area Ratio).

## **4. INITIAL RECOMMENDATIONS**

### **ADDITIONAL OVERLAY STANDARDS**

**Landscape buffering and visual impact conditions:**

- **Require a tree survey, tree preservation plan, and an arborist on-site during construction to ensure vegetation is protected.**
- **Incorporate all prior conditions of subdivision approval (i.e. landscape protection).**

## 4. INITIAL RECOMMENDATIONS

### NEXT STEPS

TIMELINE	ACTION ITEM
----------	-------------

JULY- AUGUST	Draft a zoning ordinance
-----------------	--------------------------

SEPTEMBER	Refer the ordinance to the planning board for consistency with master plan.
-----------	---

SEPTEMBER- OCTOBER	Planning board holds public meeting identifying any inconsistencies with the master plan, recommendations concerning those inconsistencies, or any other matters they deem appropriate.
-----------------------	---

OCTOBER	Second reading of ordinance (i.e. public meeting) at Council meeting. Council votes to adopt or reject the ordinance.
---------	---



Questions?



# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

**Mitchell Stern**  
**Borough Manager**  
[mstern@mtnlakes.org](mailto:mstern@mtnlakes.org)

400 Boulevard  
Mountain Lakes, NJ 07046  
P -973-334-3131 ext .2006  
F -973-402-5595

TO: Honorable Mayor and Borough Council  
SUBJ: Manager's Report  
CC: Valerie Egan, Borough Clerk  
Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of June 25, 2018.

My focus this past week and the next few weeks ahead are on administrative functions. I am concentrating my available time on the following:

**Personnel Policy Manual** – I am working to complete an updated personnel policy manual that will be in compliance with the requirements of the Borough's insurance providers.

**Employee Evaluations** – The employee evaluation forms that the Borough has utilized in the past are being reviewed. It is my intention to have both the Personnel Policy Manual and evaluation forms complete in early July, and to conduct employee evaluations directly following.

**DPW Employee Job Opening** – DPW Superintendent Mark Prusina and I are working to develop a job posting for an open Laborer position in DPW.

**Surplus Equipment** – Police Chief Bennett and DPW Superintendent Prusina are working on an inventory of surplus equipment that can be listed for auction.

If you have any questions, please feel free to contact me.

Mitchell

## RESOLUTION AND ORDINANCE REVIEW FOR THE JUNE 25, 2018 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

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### **RESOLUTIONS**

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**R111-18 – Authorization to enter into contract with McNerney & Associates Inc.** – this resolution authorizes the Borough to enter into an agreement McNerney & Associates Inc., an appraisal company, to do a tax appraisal for Block 5, Lot 1, 62 Route 46 in an amount of \$3,500. This service is being requested by the Assessor as a result of a tax appeal.

**R112-18 – Authorizing a membership in the NJ Firemen's Association** – this resolution gives municipal approval of an application made by Dylan Lynch to join the NJ Firemen's Association. This application was submitted to the Borough Clerk for approval by Joe Mullaney, Mountain Lakes Fire Department Secretary.

**R113-18, Authorizing Liquor License Renewals** – this resolution authorizes the renewal of liquor licenses in the borough for a term running from July 1, 2018 to June 30, 2019. This is an annual resolution required by the State. All license holders listed have paid their fee to the Borough. The Chief of Police has been advised that the liquor licenses are being renewed by resolution.

**R114-18, 115-18, 117-18 and 118-18 – Authorizing a refund for tax overpayments** – these resolutions authorize the refund for property taxes that were overpaid and a refund was requested by the property owner. The amounts are \$12,160.42, \$6,131.01, \$4,755.24 and \$3,539.29. This resolution was submitted to the Clerk's office by the Tax Collector.

**R116-18, Authorizing a Chapter 159 Budget amendment** – this resolution authorizes an amendment to the Municipal Budget in the amount of \$1,495.00 for a grant received from the Mountain Lakes Club for an AED defibrillator.

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### **ORDINANCES**

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**Ordinance 4-18, Capital Bond Ordinance** – this ordinance appropriates the spending of \$1,178,200 and authorizes the issuance of \$791,540 in bonds or notes for various Capital projects in the Borough that were included in the 2018 Capital budget

**Ordinance 5-18, Salary Ordinance** – this ordinance sets the minimum and maximum range of salary authorized by the Borough for each employment position. This ordinance is required to be in place by Statute.

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



## ORDINANCE 4-18

### **BOND ORDINANCE APPROPRIATING \$1,178,200, AND AUTHORIZING THE ISSUANCE OF \$791,540 BONDS OR NOTES OF THE BOROUGH, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE BOROUGH OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW JERSEY.**

**BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW JERSEY** (not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by the Borough of Mountain Lakes, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sum being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$1,178,200 including the aggregate sum of \$41,660 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the Borough for down payment or for capital improvement purposes and including also, in the case of the improvement or purpose described in paragraph (b) of said Section 3, the sum of \$345,000 received or expected to be received from the New Jersey Department of Transportation as a grant-in-aid of financing and improvement purpose.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$1,178,200 appropriations not provided for by application hereunder of said down payments, negotiable bonds of the Borough are hereby authorized to be issued in the principal amount of \$791,540 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Borough in a principal amount not exceeding \$791,540 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Acquisition by purchase and installation as necessary of new and additional equipment, including without limitation, weapons for use by the Police Department of the Borough, and personal protective equipment, pagers and other equipment for use by the Fire Department of the Borough, together with all	\$27,000	\$25,500

appurtenances, attachments and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

(b) Improvement of various roads and locations in and by the Borough by the reconstruction and resurfacing thereof to provide roadway pavements at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in Section 40A:2-22 of said Local Bond Law), including without limitation, North Pocono Road, Crescent Drive and Grove Place, including also the installation of concrete pads at the recycling center, together with all drainage, milling, structures, equipment, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved the \$663,000 hereby appropriated therefor being inclusive of the sum of \$345,000 received or expected to be received by the Borough from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement to North Pocono Road

663,000

302,500

(c) Construction or reconstruction of curbs and sidewalks in and along various streets and locations in and by the Borough, together with all structures, road resurfacing, equipment, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

147,000

140,000

(d) Improvement of the water supply and distribution system in and by the Borough, including the upgrade of wells #2, 3 and 4, and the installation and upgrade of fire hydrants, together with all structures, equipment, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

58,000

55,540

(e) Initial costs associated with the renovation of Borough Hall, together with all studies, designs, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

52,000

49,500

(f) Acquisition by purchase and installation, as necessary, of new and additional vehicular equipment,

131,200

124,000

including one (1) utility truck, one (1) tractor and one (1) utility vehicle, together with all equipment, appurtenances, attachments and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

(g) Acquisition by purchase and installation as necessary of new and additional information technology equipment, including without limitation, on board computers for use by the Police Department of the Borough, and a lightning detection system, together with all appurtenances, attachments and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

52,000

49,500

(h) Improvement of municipally-owned properties and facilities in and by the Borough, including Cove Park by the improvement thereof, municipal playgrounds by the upgrade thereof, and the Department of Public Works yard by rehabilitation of the fence, together with for all the aforesaid all equipment, structures, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Borough Clerk and hereby approved

48,000

45,000

Totals

\$1,178,200

\$791,540

Except as otherwise stated in paragraph (b) above with respect to said \$345,000 grant-in-aid of financing the improvement or purpose described in said paragraph, the excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Borough may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 11.89 years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Borough Clerk and a complete executed duplicate

thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Borough as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$791,540, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) Amounts not exceeding \$150,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

Section 5. The funds from time to time received by the Borough on account of the \$345,000 grant referred to in Section 1 of this bond ordinance shall be used for financing the improvement or purpose described in Section 3(b) of this bond ordinance by application thereof either to direct payment of the cost of said improvement or purpose, or to payment or reduction of the authorization of the obligations of the Borough authorized by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of such costs shall, be held and applied by the Borough as funds applicable only to the payment of obligations of the Borough authorized by this bond ordinance

Section 6. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. §40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Borough at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

Section 7. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of said obligations and interest thereon without limitation of rate or amount.

Section 8. The capital budget or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the

Director, Division of Local Government Services, are on file with the Borough Clerk and are available for public inspection.

Section 9. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

Introduced:

Adopted:

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

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

\_\_\_\_\_  
Lauren Barnett, Mayor

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

**ORDINANCE 5-18**

**“ORDINANCE AUTHORIZING THE SALARY AND/OR WAGES OF THE OFFICERS AND EMPLOYEES OF THE  
BOROUGH OF MOUNTAIN LAKES, COUNTY OF MORRIS, NEW JERSEY”**

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

**Section 1.** That the respective salary/wage range, to be paid to the full and part-time professionals, full and part-time department heads and their full or part-time deputies are as follows:

Position	Minimum	Maximum
Borough Manager	\$100,000	\$150,000
Borough Clerk/Registrar	\$50,000	\$100,000
Deputy Borough Clerk	\$2,500	\$10,000
Chief Financial Officer	\$10,000	\$120,000
Chief of Police	\$90,000	\$145,000
Director of Public Works	\$15,000	\$75,000
Tax Collector	\$30,000	\$60,000
Deputy Borough Treasurer	\$30,000	\$55,000
Accounts Payable/Finance Assistant	\$30,000	\$55,000
Qualified Purchasing Agent	\$1,000	\$10,000
Executive Assistant to Borough Mgr. and/or Borough Clerk	\$20,000	\$60,000
Recreation Director	\$10,000	\$35,000
Construction Official	\$10,000	\$49,000

**Section 2.** That the respective salary/wage range, to be paid to the full-time employees of the Police Department be as follows:

Position	Minimum	Maximum
Patrolman		Per contract
Sergeant		Per contract
Lieutenant		Per contract
Detective Stipend	\$500	\$1,500
Administrative Assistant/Records Clerk	\$20,000	\$52,500

All Police Department employees with the exception of the Chief, Special Police, School Crossing Guards, Police Department Administrative Assistant/Records Clerk and Police Matrons are subject to a contract pursuant to Chapter 303 of the Laws of 1968. To the extent that the terms, conditions, and benefits of their employment as set forth in the contract are different from those set forth in this Ordinance, the contract supersedes and takes precedence over the conflicting Ordinance provisions. A copy of the contract is available for public inspection at the office of the Borough Clerk. The terms and conditions of the contract shall remain in effect for the life of the contract. All terms and conditions of the current contract shall remain in force until a successor agreement has been approved by the Governing Body.

**Section 3.** That the respective salary/wage range, to be paid to the full-time employees of the Department of Public Works shall be as follows:

Position	Minimum	Maximum
Operations Manager/Assistant DPW Director	\$55,000	\$90,000
Foreman	\$50,000	\$82,500
Crew Chief	\$40,000	\$70,000
Carpenter/Mason	\$30,000	\$72,500
Equipment Operator	\$25,000	\$65,000
Senior Public Utility Serviceperson	\$30,000	\$75,000
Junior Public Utility Serviceperson	\$25,000	\$55,000
Public Utility Serviceperson	\$25,000	\$45,500
Driver/Laborer	\$25,000	\$65,000
Mechanic	\$25,000	\$67,500
Administrative Assistant to DPW Director	\$20,000	\$52,500

**Section 4.** That the respective salary/wage range, to be paid to the part-time employees shall be as follows:

Position	Minimum	Maximum
General Administrative – Floater	Prevailing Minimum Wage	\$30.00 per hour
Receptionist	\$12,000	\$30,000
Administrative Assistant – Land Use Boards	Prevailing Minimum Wage	\$30.00 per hour
Secretary, Board of Health	\$3,000	\$5,500
Water and Sewer Utility Clerk	\$2,500	\$22,500
Tax Assessor	\$10,000	\$25,000
Sub-Code Officials/Construction Office	\$5,000	\$30,000
Zoning Officer	\$5,000	\$16,000
Zoning Inspector	\$5,000	\$10,000
Code Enforcement Official	\$3,000	\$16,000
Property Maintenance Officer	\$5,000	\$35,000
Fire Prevention Official	\$3,000	\$12,000
Fire Safety Officer	\$3,000	\$6,000
Fire Department Administrative Officer	\$3,000	\$8,000
Police Matron	Prevailing Minimum Wage	\$38.00 per hour
School Crossing Guards	Prevailing Minimum Wage	\$30.00 per hour
Police Specials	Prevailing Minimum Wage	\$30.00 per hour
Permanent/Seasonal Part-Time, Dept. Public Works	Prevailing Minimum Wage	\$30.00 per hour
Office of Emergency Management Coordinator	\$1,000	\$3,000
Deputy Office of Emergency Management Coordinator	\$500	\$2,500

Seasonal Part-Time Employees	Minimum	Maximum
Recreation Camp Directors/Assistant Directors, Various	\$3,000	\$10,000
Recreation Camp Counselor	Prevailing Minimum Wage	\$20.00 per hour
Recreation Coach	\$1,000	\$ 5,000
Recreation Referee/Official/Umpire	Prevailing Minimum Wage	\$25.00 per hour
Park Ranger	Prevailing Minimum Wage	\$25.00 per hour
Beach Director/Assistant Director	\$2,500	\$15,000
Lifeguard	Prevailing Minimum Wage	\$25.00 per hour

**Section 5.** The Borough Manager is authorized to prepare an annual salary resolution for consideration and approval by the Borough Council that shall set the salary/wage for all full-time and permanent part-time employees of the Borough. The Borough Manager is authorized to set the hourly rate according to the salary range for all seasonal employees and to notify the Borough Council of such action.

- Section 6.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.
- Section 7.** All Ordinances or parts of Ordinances, which are inconsistent herewith are hereby repealed to the extent of such inconsistency.
- Section 8.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

\_\_\_\_\_  
Valerie Egan, RMC, Borough Clerk

\_\_\_\_\_  
Lauren Barnett, Mayor

Introduced: 6/25/2018

Adopted:

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

#### **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 25<sup>th</sup> day of June 2018. It will be further considered for final passage after public hearing thereon, at a meeting of said Council to be held in the Borough Hall, 400 Boulevard, in said Borough, on July 23, 2018, said meeting to begin at 8:00 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 110-18**

**“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 **June 25, 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 June 25, 2018

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

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

**List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT**

Meeting Date: 06/25/2018 For bills from 06/11/2018 to 06/20/2018

Check#	Vendor	Description	Payment	Check Total
14378	124 - A.C. DAUGHTRY, INC.	PO 19072 CENTRAL STATION MONITORING - JULY t	60.00	
		PO 19072 CENTRAL STATION MONITORING - JULY t	164.70	
		PO 19072 CENTRAL STATION MONITORING - JULY t	60.00	284.70
14379	196 - ALLIED OIL COMPANY, LLC	PO 18930 DPW - UNLEADED FUEL - BLANKET	3,732.98	3,732.98
14380	186 - AMERICAN TENNIS COURTS	PO 18578 PARKS & RECREATION - TENNIS COURTS	710.00	710.00
14381	189 - ANCHOR ACE HARDWARE	PO 18358 POLICE DEPARTMENT/ACCT# 001413 - 2	49.73	49.73
14382	102 - ANDERSON & DENZLER ASSOC., INC	PO 18985 MARCH/APRIL 2018 ISLAND BEACH - PRO	6,969.00	6,969.00
14383	2636 - ATLANTIC COMMUNICATIONS ELECTRONICS	PO 18991 DPW - RADIO REPAIRS - BLANKET	244.62	244.62
14384	3828 - BOROUGH OF MADISON	PO 19050 IT Maintenance April 2018	650.00	650.00
14385	3729 - THOMAS DI CENZO	PO 18901 BROTHER WISDOM BAND CONCERT JULY 3,	500.00	500.00
14386	2775 - CAPITOL SUPPLY CONSTRUC PROD, INC	PO 18299 WATER DEPARTMENT - EQUIPMENT - BLAN	184.50	184.50
14387	3860 - CARNER BROS.	PO 18980 REPLACEMENT OF 7 EXISTING WATER SER	10,405.54	
		PO 18980 REPLACEMENT OF 7 EXISTING WATER SER	6,714.46	
		PO 19061 WATER DEPARTMENT - LAKE DRIVE VALVE	4,000.00	21,120.00
14388	3799 - CIFELLI & SON GENERAL CONSTRUCTION,	PO 19066 DPW - CURB INSTALLATION	6,187.50	6,187.50
14389	2242 - CINTAS CORPORATION NO. 2	PO 18694 POLICE DEPT: FIRST AID SUPPLIES - B	76.19	76.19
14390	497 - CLARION OFFICE AND FURNITURE	PO 18999 CONFERENCE TABLE - QUOTE	210.00	210.00
14391	455 - CONDURSOS GARDEN CENTER	PO 18989 DPW - BUILDING MAINTENANCE	589.76	589.76
14392	1481 - CORE & MAIN, LP	PO 18472 WATER DEPARTMENT - EQUIPMENT - BLAN	990.00	
		PO 19065 WATER DEPARTMENT - WATER SERVICE UP	3,052.70	
		PO 19068 WATER DEPARTMENT - EQUIPMENT	6,500.00	10,542.70
14393	3927 - CORELOGIC	PO 19104 WAGGONER REFUND OF OVERPAYMENT BLK	12,631.74	12,631.74
14394	2396 - COUNTY WELDING SUPPLY CO.	PO 18627 DPW - EQUIPMENT & TOOLS - BLANKET	42.50	42.50
14395	506 - DAN COMO & SONS, INC	PO 18942 DPW - LEAF/BRUSH REMOVAL - BLANKET	920.00	
		PO 18943 DPW - GROUNDS MAINTENANCE - BLANKET	346.60	
		PO 18969 SOLID WASTE - LEAF & BRUSH REMOVAL	3,840.00	5,106.60
14396	2922 - DENVILLE STRING BAND	PO 18900 SUMMER CONCERT ON JULY 12, 2018	300.00	300.00
14397	778 - FAIRFIELD MAINTENANCE, INC.	PO 18936 DPW - BUILDING MAINTENANCE - FUEL P	311.46	311.46
14398	753 - FIRE FIGHTERS EQUIPMENT CO.	PO 19067 Protector NFPA Structural FF Gloves	71.95	71.95
14399	911 - HOME DEPOT CREDIT SERVICES	PO 18465 DPW - EQUIPMENT, TOOLS & SUPPLIES -	199.00	199.00
14400	3306 - INTERSTATE BATTERY OF NJ DIST #4573	PO 18408 VEHICLE REPAIR & MAINTENANCE - BLAN	295.26	295.26
14401	859 - JCP&L	PO 19090 ACCT# 100 076 421 971 / BILL PRD:MA	455.22	
		PO 19089 MAST ACCT# 200 000 021 275 / BILL D	5,559.02	6,014.24
14402	1062 - JOHNNY ON THE SPOT, LLC	PO 19085 Island Beach Park 2 Restrooms	271.90	271.90
14403	1066 - JOHNSON TRUCK ACCESSORIES, INC	PO 19011 POLICE DEPARTMENT - VEHICLE REPAIR	24.99	24.99
14404	3877 - JTG CONSTRUCTION, INC	PO 17848 POLLARD RD WATER MAIN IMPROVEMENT P	56,161.84	56,161.84
14405	1074 - JW PIERSON CO.	PO 18370 DPW - DIESEL FUEL - BLANKET	962.05	
		PO 19092 DPW - PETROLEUM PRODUCTS - BLANKET	661.01	1,623.06
14406	1099 - KIMBALL LANDSCAPE ASSOC	PO 18937 DPW - STORM DEBRIS REMOVAL	6,000.00	6,000.00
14407	2561 - LIFESAVERS, INC.	PO 19064 DPW - TRAINING & EDUCATION	133.00	133.00
14408	2790 - MC PUBLIC SAFETY TRAINING ACADEMY	PO 18579 FIRE DEPT:	650.00	650.00
14409	2308 - MCNERNEY & ASSOCIATES, INC.	PO 19019 Conference Re: Fairfield Industrial	675.00	675.00
14410	1338 - MGL PRINTING SOLUTIONS, LLC	PO 18763 TAX COLLECTOR: 2018 TAX/HOMESTEAD	868.50	
		PO 19017 TAX PAYMENT REMINDER STICKERS	77.50	946.00
14411	3949 - MIKE'S MOBIL MAINTENANCE LLC	PO 19058 WATER DEPARTMENT - EMERGENCY VALVE	1,675.00	1,675.00
14412	1408 - MOORE MEDICAL, LLC	PO 18928 POLICE: MEDICAL SUPPLIES	100.93	100.93
14413	3033 - MORRIS COUNTY TAX COLLECTORS	PO 19004 Ann Purcell Morris County TCTA Qtrr	25.00	25.00
14414	2360 - MOUNTAIN LAKES AUTO SPA, CORP.	PO 18357 POLICE DEPARTMENT - CAR WASHES -201	28.00	28.00
14415	3363 - MOUNTAIN LAKES BOARD OF EDUCATION	PO 19103 meals for poll workers at Primary E	486.35	486.35
14416	3099 - MTN LAKES MEDICAL CENTER, LLC	PO 19018 Physicals for new seniors members a	800.00	800.00
14417	1371 - MTN. LAKES BOARD OF EDUCATION	PO 19054 JUNE 2018 MTN LAKES SCHOOL DISTRICT	1,914,102.82	1,914,102.82
14418	1394 - MTN. LAKES PUBLIC LIBRARY	PO 18905 2018 MTN LAKES PUBLIC LIBRARY AID -	21,916.66	21,916.66
14419	3168 - MUNICIPAL CLERKS ASSOC OF MORRIS CO	PO 19035 Morris County Clerk's meeting for C	70.00	70.00
14420	3772 - DCRP	PO 19095 PLAN# 316149 - DCRP PREMIUM 4/01/18	533.46	533.46
14421	3844 - NJSLOM	PO 19083 NJLM magazine subscriptions	275.00	275.00
14422	1754 - NORTHEAST COMMUNICATIONS, INC.	PO 19043 Install CO Meter Charger	136.50	136.50
14423	3659 - OPTIMUM	PO 18921 BORO INTERNET SERVICES ACCT# 07876-	100.55	100.55
14424	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 19000 APRIL 2018 PROFESSIONAL SERVICES -	77.50	77.50
14425	3900 - QUIRK, INC	PO 19025 ARCHIVE STORAGE - MAY 2018 - MTN LA	119.91	119.91
14426	2397 - ROCKAWAY AUTO RESOURCES, LLC	PO 18757 POLICE DEPARTMENT - VEHICLE REPAIRS	44.77	
		PO 18728 DPW - VEHICLE REPAIRS - BLANKET 201	630.65	675.42
14427	3447 - SCOTT MARTORANA	PO 18984 REIMBURSEMENT: MEMORIAL DAY PARADE	284.68	284.68
14428	114 - SOLITUDE LAKE MANAGEMENT	PO 18916 2018 LAKE MANAGEMENT - BLANKET - CU	5,747.00	5,747.00
14429	2774 - STAPLES BUSINESS ADVANTAGE	PO 18907 MIXED DEPT'S: ORDER# 7197846934	256.88	256.88

**List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT**

Meeting Date: 06/25/2018 For bills from 06/11/2018 to 06/20/2018

Check#	Vendor	Description	Payment	Check Total
14430	1981 - SUBURBAN DISPOSAL, INC	PO 18970 SOLID WASTE COLLECTION - 2018 BLANK	140,199.96	140,199.96
14431	3141 - THE OLYMPIC GLOVE & SAFETY CO., INC	PO 19007 MSA Altair 4 XR Multigas detector	896.00	896.00
14432	3617 - BLOOMFIELD HEALTH DEPARTMENT	PO 19001 2018 PUBLIC HEALTH SERVICES CONTRAC	6,356.00	6,356.00
14433	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 18904 2018 SEWER MAINTENANCE CHARGES - BL	33,373.00	33,373.00
14434	2093 - UNION FIRE EQUIPMENT CORP.	PO 18926 FIRE DEPT: QUOTE 5/5/18	172.00	172.00
14435	2536 - UNUM LIFE INSURANCE COMPANY	PO 18947 JUNE 2018 STD/LTD / LIFE INSURANCE	2,900.16	2,900.16
14436	2749 - VERIZON	PO 18392 2018 INTERNET SVC: A/C# 853-478-043	32.94	
		PO 18392 2018 INTERNET SVC: A/C# 853-478-043	32.94	
		PO 18392 2018 INTERNET SVC: A/C# 853-478-043	46.11	111.99
14437	2135 - VERIZON WIRELESS	PO 19091 ACCT# 882388054-00001 / June 05 to	835.34	835.34
14438	2228 - WATER WORKS SUPPLY CO, INC	PO 18564 WATER DEPARTMENT - EQUIPMENT & TOOL	2,908.44	2,908.44
14439	2161 - WELDON ASPHALT, INC.	PO 18967 DPW - POTHOLE REPAIRS	3,562.81	3,562.81
TOTAL				2,282,237.58

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	886.27			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	275.00			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	556.35			
01-201-20-130-020	FINANCE - OTHER EXPENSES	27.79			
01-201-20-140-020	COMPUTER SERVICES	491.66			
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	998.04			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	77.50			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	2,900.16			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	559.85			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	2,726.45			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	11,773.60			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	144,959.96			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	995.67			
01-201-27-330-020	BOARD OF HEALTH - OTHER EXP.	6,356.00			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	1,510.00			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	6,018.90			
01-201-29-390-020	AID TO PUBLIC LIBRARY	21,916.66			
01-201-30-420-020	CELEBRATION OF PUBLIC EVENTS - O/E	284.68			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	455.22			
01-201-31-440-020	TELECOMMUNICATIONS	835.34			
01-201-31-447-020	PETROLEUM PRODUCTS	5,356.04			
01-203-20-155-020	(2017) LEGAL SERVICES - OTHER EXPENSE		675.00		
01-205-55-000-000	TAX OVERPAYMENTS			12,631.74	
01-207-55-000-000	LOCAL SCHOOL TAXES PAYABLE			1,914,102.82	
01-260-05-100	DUE TO CLEARING			0.00	2,137,370.70
TOTALS FOR	Current Fund	209,961.14	675.00	1,926,734.56	2,137,370.70
04-215-55-976-000	2012 Bond Ordinance 17-12			106.88	
04-215-55-978-000	2014 CAPITAL PROGRAM			1,801.00	
04-215-55-980-000	2015 CAPITAL ORDINANCE 07-15			9,671.55	
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			13,019.23	
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17			56,161.84	
04-260-05-100	DUE TO CLEARING			0.00	80,760.50
TOTALS FOR	General Capital	0.00	0.00	80,760.50	80,760.50

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
05-201-55-520-520	Water Operating - Other Expenses	16,234.90			
05-201-55-527-000	Water - Capital Outlay	14,405.54			
05-260-05-100	DUE TO CLEARING			0.00	30,640.44
<b>TOTALS FOR</b>	<b>Water Operating</b>	<b>30,640.44</b>	<b>0.00</b>	<b>0.00</b>	<b>30,640.44</b>
07-201-55-520-520	Sewer Operating - Other Expenses	33,465.94			
07-260-05-100	DUE TO CLEARING			0.00	33,465.94
<b>TOTALS FOR</b>	<b>Sewer Operating</b>	<b>33,465.94</b>	<b>0.00</b>	<b>0.00</b>	<b>33,465.94</b>

Total to be paid from Fund 01 Current Fund	2,137,370.70
Total to be paid from Fund 04 General Capital	80,760.50
Total to be paid from Fund 05 Water Operating	30,640.44
Total to be paid from Fund 07 Sewer Operating	33,465.94
	<hr/>
	2,282,237.58

*Moni Gorch 6/20/18*

# **List of Bills - (3310101001001) PROVIDENT BANK Recreation Trust**

Meeting Date: 06/25/2018 For bills from 06/13/2018 to 06/20/2018

Check#	Vendor	Description	Payment	Check Total
5167	3734 - ANCHOR GOLF CENTER	PO 19033 mini golf, week 3	125.00	125.00
5168	315 - BOONTON LANES	PO 19039 teen camp week 1 trip 4	119.00	
		PO 19048 bowling, week 2 trip 1	427.00	546.00
5169	3947 - BOOST MARKETING USA, LLC	PO 19008 uniforms and camper t shirts	225.00	225.00
5170	3745 - BRANCHBURG SPORTS COMPLEX, LLC	PO 19040 teen camp, week 1 trip3	272.00	
		PO 19057 teen trip week 3	528.00	800.00
5171	3619 - CAMELBACK MOUNTAIN RESORT	PO 19044 camelback water park	1,680.00	1,680.00
5172	765 - FIRST STUDENT, INC.	PO 19029 surf camp: busing	2,875.00	2,875.00
5173	765 - FIRST STUDENT, INC.	PO 19030 buses week 3	2,840.00	2,840.00
5174	765 - FIRST STUDENT, INC.	PO 19031 week 2/ 2 buses	6,220.00	6,220.00
5175	765 - FIRST STUDENT, INC.	PO 19032 week 1 buses	2,810.00	2,810.00
5176	3609 - JENKINSON'S PAVILION	PO 19037 beach trip, week 3	125.00	125.00
5177	3609 - JENKINSON'S PAVILION	PO 19041 week 1 trip 2 Jenkinsons beach	85.00	85.00
5178	3609 - JENKINSON'S PAVILION	PO 19046 teen camp week 2	305.00	305.00
5179	3625 - KITTATINNY CANOES	PO 19038 teen camp week 3, trip 3	860.72	860.72
5180	3733 - SKY ZONE INDOOR TRAMPOLINE PARK	PO 19036 week 3 skyzone trip	780.00	780.00
5181	3358 - SPORTS ENGINE, INC	PO 19056 girls lacrosse may background check	134.25	134.25
5182	3616 - SUMMERTIME SURF LLC	PO 19028 surf camp: 9 surfers	2,700.00	2,700.00
TOTAL				23,110.97

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	PROVIDENT BANK			0.00	23,110.97
33-600-00-090-000	Recreation Trust Reserves			23,110.97	
TOTALS FOR	Recreation Trust	0.00	0.00	23,110.97	23,110.97

Total to be paid from Fund 33 Recreation Trust

23,110.97

23,110.97

## Checks Previously Disbursed

5166	LIBERTY SCIENCE CENTER	PO# 19042	80.25	6/18/2018
5165	LIBERTY SCIENCE CENTER	PO# 19042	215.00	6/18/2018
5164	DORNEY PARK & WILDWATER KINGDOM, LL	PO# 19047	2,822.40	6/18/2018
5163	GROUP SALES BOX OFFICE	PO# 19045	4,864.00	6/18/2018
218204	MID-AMERICAN SPECIALTIES INC	TRNSF TO CURRENT FOR MOUNTAIN LAKE	1,371.69	6/18/2018
			9,353.34	

Total paid from Fund 33 Recreation Trust

9,353.34

9,353.34

Total for this Bills List: 32,464.31

*mona Goswami 6/20/18*

**BOROUGH OF MOUNTAIN LAKES**

**COUNTY OF MORRIS**

**RESOLUTION 111-18**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE BOROUGH OF MOUNTAIN LAKES  
AND THE MCNERNEY & ASSOCIATES, INC.**

**WHEREAS**, there exists the need for the Borough of Mountain Lakes to obtain appraisal services in connection with commercial tax appeals; and

**WHEREAS**, it is agreed that McNerney & Associates, Inc. will provide appraisal services on property known as Block 5, Lot 1 (Hess Retail Stores, LLC); and

**WHEREAS**, the Borough's Chief Financial Officer has certified that funds are available for this purpose in account # 01-201-155-024, Legal-Tax Appeals; 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" without competitive bids 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, in the County of Morris, and State of New Jersey, as follows:

1. The Manager and Clerk are hereby authorized and directed to execute an agreement with McNerney & Associates, Inc. for appraisal services in connection with the Hess Retail Stores, LLC tax appeal in an amount not to exceed \$3,500.00.
2. This contract is awarded without competitive bidding 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.
3. 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 June 25, 2018.

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

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



# McNerney & Associates, Inc.

Real Estate Appraisal Services • 266 Harristown Rd., P.O. Box 67, Glen Rock, New Jersey 07452-0067 • (201) 670-8558 • Fax (201) 670-0913

May 30, 2018

Mr. Mitchell Stern  
Borough Manager  
Borough of Mountain Lakes  
400 Boulevard  
Mountain Lakes, New Jersey 07046

**Re: Hess Retail Stores, LLC**  
**Block 5 Lot 1**  
**062 Route 46**  
**Mountain Lakes, New Jersey**

Dear Mr. Stern:

I am in receipt of your request for proposal relative to the above referenced property. Please be advised that the fee for preparing an appraisal report for the pending tax appeal will be \$3,500 and will include all out-of-pocket expenses. This report will be delivered within 30 days of authorization by the Mayor and Council to proceed.

In addition to said professional fee for this assignment, we will be compensated at a rate of \$150 per hour, for any time expended by us should we be required (by subpoena or otherwise) or requested by you or your representatives to become involved in any litigation or legal proceeding in any way involving this engagement, the appraisal work we produce or the property which is the subject of this assignment.

In the event you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely yours,



Robert McNerney, MAI, SRA, CRE  
President

*Tmcner@aol.com*

# Borough of Mountain Lakes

## Contract Review Checklist

Vendor/Professional: McNerney & Associates

Financial Impact:

Item	Applicability	Standard	Verified	Reviewer
Affirmative Action	Goods and Services; Professional Services	Employee information report provided	✓	VAE
Business Registration	Goods and Services; Professional Services	Copy of Registration provided	✓	VAE
Attorney Review	All Contracts	Confirmation that the agreement has been reviewed by the Borough Attorney	✓	VAE
Confidentiality	Professional Services; Goods and Services	Provisions when appropriate included in the contract	n/a	VAE
Corporate Disclosure	Goods and Services; Professional Services	Disclosure affidavit provided.	✓	VAE
Insurance	All Contracts	Proof of insurance as required by RFP, Specifications, or Contract	✓	VAE
Debarment	Public Works	Vender not currently on the State debarment list	n/a	VAE
Invoice Process	All Contracts	Consistent with Local Public Contracts law and Borough procedures.	✓	VAE
Non-collusion	All Contracts	Non-collusion affidavit has been signed	n/a	VAE
Non-performance	All Contracts	Provision addressing consequences for non-performance or breach of agreement.	n/a	VAE
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	6/25/18	VAE
Qualifications	Professional Services	Proof of professional licenses/certifications	✓	VAE
Renewal	Professional Services; Goods and services	Provision concerning renewal included where appropriate	n/a	VAE
Term	All Contracts	One year term for professional services, two years for goods and services, or Statutory exception.	n/a	VAE
Termination	All Contracts	Right to terminate included when appropriate	n/a	VAE
Financial	All contracts	Has the economic impact of the transaction been evaluated?	✓	VAE

Date: 6/20/18

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

**RESOLUTION 112-18**

**“RESOLUTION AUTHORIZING MEMBERSHIP IN THE  
NEW JERSEY STATE FIREMEN’S ASSOCIATION”**

**WHEREAS**, the following individuals have applied for membership in the New Jersey State Firemen’s Association and have submitted the required documentation; and

**WHEREAS**, the Fire Department recommends these individuals for membership; and

**WHEREAS**, a copy of the applications have been filed with the Borough Clerk.

**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 approves the application for the following individual(s):

**Dylan T. Lynch                      180 East Shore Road                      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 June 25, 2018.

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

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

ASSOC. NO.	COMP. NO.	LINE NO.
FOR STATE OFFICE USE ONLY		

# MEMBERSHIP APPLICATION

Date 5/13/18

Relief Association \_\_\_\_\_ Municipality Mountain Lakes County Morris

Department Mountain Lakes Volunteer Fire Department

Company \_\_\_\_\_

Name Dylan T Lynch

First Initial Last

180 East Shore Road Mountain Lakes 07046 For 13 Years

Street Address Town Zip Code

Birth date 1-1-05 Birthplace Pompton Plains, NJ SS# 1-1-1-1-1-1

(REQUIRED)

Have you ever applied to be a member of the New Jersey State Firemen's Assoc.? ☐ Yes ☒ No

If so, when \_\_\_\_\_ Where \_\_\_\_\_

The signature below certifies that I have received and read the attached PRIVACY NOTICE.

Phone No. \_\_\_\_\_

*[Signature]*

Signature of Applicant

Applicants Email Address: \_\_\_\_\_

I hereby authorize the State Association to move my records to the above association.

*[Signature]*

Signature of Applicant

(FILL-IN ONLY IF APPLICABLE)

*[Signature]*

SIGNATURE OF RELIEF ASSOCIATION SECRETARY

SIGNATURE OF CHIEF OF DEPARTMENT

STATE OF NEW JERSEY COUNTY OF Morris

Dylan Lynch

Applicant's Name

**John F. von Sternberg, Jr.**  
Notary Public of New Jersey  
No. 2452322

My Commission Expires April 27, 2020

Being duly sworn, doth depose and says that the above statements are true to the best of their knowledge and belief. Sworn to before me this 13 day of May 2018

Seal

Expiration Date

*[Signature]*

SIGNATURE OF NOTARY PUBLIC

## MUNICIPAL APPROVAL

We hereby certify that this applicant was admitted to active membership in the department and has been approved by the governing

body of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF MUNICIPAL CLERK/ BOARD OF FIRE COMMISSIONERS

**IMPORTANT: APPLICATION MUST BE FILLED OUT AS INDICATED BELOW**

- APPLICATION SHOULD BE COMPLETED BY APPLICANT, TYPED OR PRINTED. (DO NOT WRITE)
  - APPLICANT MUST HAVE PHYSICAL TEST RECORD COMPLETED BY A LICENSED NEW JERSEY PHYSICIAN.
  - APPLICATION MUST BE RETURNED TO THE LOCAL RELIEF SECRETARY WHOSE ADDRESS IS LISTED ON THE BACK PAGE OF THIS FORM.
  - THE LOCAL RELIEF SECRETARY SHALL COMPLETE THE FORM AND FORWARD IT TO THE MUNICIPAL AUTHORITY FOR APPROVAL, THEN TO THE NEW JERSEY STATE FIREMEN'S ASSOCIATION.
- THE APPLICANT IS NOT A MEMBER OF THE N.J.S.F.A. UNTIL THE COMPLETED **ORIGINAL** APPLICATION IS **RECEIVED** AND **APPROVED** AT THE NEW JERSEY STATE FIREMEN'S ASSOCIATION OFFICE.

Resolution 113-18

**BOROUGH OF MOUNTAIN LAKES RESOLUTION**

***Resolution Renewing Liquor Licenses for 2018-2019 Licensing Term***

BE IT RESOLVED, that the Borough Council of the Borough of Mountain Lakes, in the County of Morris, State of New Jersey, does hereby approve the renewal of the liquor licenses named below for the licensing term of July 1, 2018 through June 30, 2019:

**PLENARY RETAIL CONSUMPTION LICENSES**

<u>License #</u>	<u>Licensee &amp; Location</u>	<u>Trading As</u>
1425-33-004-008	Shkempi Restaurant Corp	Barka Restaurant
1425-33-003-006	Mansion at ML LLC	The Mansion at Mountain Lakes
1425-33-005-002	Zeris Brothers Inc.	Zeris Inn

**PLENARY RETAIL DISTRIBUTION LICENSES**

1425-44-001-015	Mountain Lakes Wine & Liquor LLC	None on File
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**CLUB LICENSES**

1425-31-006-001	Mountain Lakes Club	Mountain Lakes Club
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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 June 25, 2018.

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

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

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

**RESOLUTION 114-18**

**"RESOLUTION AUTHORIZING THE CANCELLATION OF OVERPAYMENT OF  
TAX CHARGES**

**WHEREAS**, the Tax Collector certifies that the following property has an overpayment and, the overpayment had previously been applied to the funds required for a lien redemption against the property although, the overpayment was not removed from the property tax records.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the overpayment amount be canceled of record.

Block	Lot	Name & Address	Tax Year	Amount
107	2	One Two Baldwin Lane LLC 12 Baldwin Lane Mountain Lakes, NJ 07046	2013	\$12,160.42

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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 June 25, 2018.

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

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



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

**RESOLUTION 115-18**

**“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT OF TAXES”**

**WHEREAS**, the Tax Collector certifies that the following property has an overpayment of taxes the Collector has authorized the issuance of a refund.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that a warrant be drawn to the following agency, **Corelogic Tax Collection Services, LLC** representing a refund of **1<sup>st</sup> quarter 2018** taxes due to an overpayment.

Block	Lot	Name & Address	Amount
44	1.01	Krupnick, Matthew 69 Lookout	\$6,131.01

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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 June 25, 2018.

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

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

BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ  
RESOLUTION 116-18

RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE AND APPROPRIATION UNDER N.J.S.A. 40A:4-87 FOR THE 2018 TOWN CLUB OF MOUNTAIN LAKES GRANT IN THE AMOUNT OF \$1,495.00

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Mountain Lakes hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$1,495.00 which item is now available as a revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services-Public and Private Revenues Off-set with Appropriations:

Town Club Grant – AED Defibrillator

BE IT FURTHER RESOLVED, that the like sum of \$1,495.00 be and the same is hereby appropriated under the caption of:

(A) Operations – Excluded from “CAPS” Public and Private Programs Offset By  
Revenues Town Club Grant – AED Debibrillator

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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 June 25, 2018.

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

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

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

**RESOLUTION 117-18**

**“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT OF TAXES”**

**WHEREAS**, the Tax Collector certifies that the following property has an overpayment of taxes for the year 2016, and the Collector has authorized the issuance of a refund.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that a warrant be drawn to the following agency, **Hornrock Properties** representing a refund of taxes due to an overpayment.

Block	Lot	Name & Address	Amount
88	18.17	Hornrock Properties 17 Park Place	\$4,755.24

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 June 25, 2018

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

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

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

**RESOLUTION 118-18**

**“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT OF TAXES”**

**WHEREAS**, the Tax Collector certifies that the following property has an overpayment of taxes for the year 2012, and the Collector has authorized the issuance of a refund.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that a warrant be drawn to the following agency, **John & Rosemary Cusano** representing a refund of taxes due to an overpayment.

<u>Block</u>	<u>Lot</u>	<u>Name &amp; Address</u>	<u>Amount</u>
117.01	4	Cusano, John & Rosemary 92 Lake Drive	\$3,539.29

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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 June 25, 2018.

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

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



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES**  
**JUNE 11, 2018**  
**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 8, 2018 and posted in the municipal building.

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

**ROLL CALL ATTENDANCE**

<b>Roll Call</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>		<b><u>Present</u></b>	<b><u>Absent</u></b>
Happer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shepherd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holmberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barrett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Horst	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barnett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Korman	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**FLAG**

Mayor Barnett led the salute to the flag.

**COMMUNITY ANNOUNCEMENTS**

Mayor Barnett stated that a lot of road work has been going on. She thanked the Manager, DPW and Police Department for their efforts. She stated that about a third of the town was without power on Saturday night. She stated that the town needs information regarding this outage from JCP&L. There will be a discussion between the town and JCP&L in the near future. The PBA fundraiser will be held this Saturday. June 24<sup>th</sup> will be the Art at the Esplanade.

**SPECIAL PRESENTATIONS**

**Borough Hall Renovation Project Update**

Mr. Stern gave a power point presentation regarding an update on the Borough Hall renovation project. He updated those present on the progress of the Renovation Committee. Proposals from architects were received. A recommendation for hire was submitted. The phases of the architectural study were reviewed.

**PUBLIC COMMENT**

Mayor Barnett opened the meeting to the public

Mr. Fred Kanter, 81 Hanover Road, he stated that sometimes it is wise to delay things. He stated that it has been stated that the building was too small when it was built. He suggested that it probably was not. He stated that Mr. Stern has put up two address signs at Borough Hall. Mr. Kanter made comment regarding no parking in the pocket parks. He asked why parking is allowed during the day but not at night. He stated that decisions were made based on hysteria. He stated that he saw 50 real estate signs on the Boulevard over the weekend. He stated that this is illegal.

Mr. Jim Hyson, 2 Littlewood Court, stated that he saw in the Manager's report there is a progress schedule regarding a zone change. He mentioned that the Council had made a zone change during the Enclave development, and the Planning Board then had their hands tied during the approval process. He stated that the time frame for the zone change proposal will take place over the summer when residents could be on vacation. He asked the Council to consider the ramifications of a zone change as they go through the approval process.

Sandy Batty, 15 Lockley Court, She stated that it seems that the developer is doing the planning for the development. She requested that the Council amend the hotel ordinance. She stated that the ordinance will be used as a precedent. She stated that parking was not adequate for a five story hotel. She stated that the King of King property was farmland assessed and she hoped that our Assessor was looking into this.

Dave Shertzer, 5 Lookout Road, stated that he saw that the Council will be discussing the generator ordinance. He stated that newer larger generators actually are more efficient and are quieter. He stated that 22 kw is not large enough to power some of the homes in Mountain Lakes.

Sara Aiken, 120 Morris Avenue, was following up on a former question regarding continuing the sidewalk on Morris Avenue. She stated that Morris Avenue is the second busiest road after Boulevard. She asked who in the municipality is



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES**  
**JUNE 11, 2018**  
**HELD AT BOROUGH HALL, 400 BOULEVARD, MOUNTAIN LAKES, NJ 07046**

responsible for driving the roadway and sidewalk projects. She asked if the town does a survey of where children live when making sidewalk and road construction decisions.

Steve Castalucci, 2 Laurelwood Drive, talked about the generator ordinance. He asked to have consistency regarding setbacks and that setbacks should not be relaxed without a compelling need.

#### **BOROUGH COUNCIL DISCUSSION ITEMS**

##### **Corrective Action Plan**

The Comments and recommendations made in the audit were discussed along with the Corrective Action to be taken.

##### **Generator Ordinance Discussion**

A preliminary discussion regarding amending the Generator Ordinance was held. Mr. Barrett discussed why he suggested amending the ordinance. This discussion will continue at a future meeting.

##### **ATTORNEY'S REPORT**

Mr. Oostdyk made a comment regarding previously installed generators. He stated that any generator installed before an ordinance change can remain and does not need to be updated to the new ordinance standards. He updated the Council on the door to door solicitation ordinance complaint and suggested that the Borough ordinance be looked at. There was a discussion regarding the charitable tax contribution issue.

##### **MANAGER'S REPORT**

Mr. Stern reviewed his report which contained Roadway Reconstruction, the Borough Hall Renovation Project, the Beach Project and meetings with the Borough Planner.

##### **ORDINANCES**

None

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##### **\*CONSENT AGENDA ITEMS**

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

##### **\*RESOLUTIONS**

R106-18, Authorization to pay bills

R107-18, Authorization of a temporary property construction easement

R108-18, Authorization of a contract with Arcari & Iovino, PC for municipal building architecture services

##### **\*APPROVAL OF MINUTES**

Regular minutes of May 30, 2018 (Barrett not eligible)

Executive minutes of May 30, 2018 (Barrett not eligible)

##### **\*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



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES**  
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**\*Approval of the Consent Agenda**

*(Mr. Barrett abstained from voting on the minutes of 5/30/18)*

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmberg	<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"/>
Barrett	<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"/>

**COUNCIL REPORTS**

Ms. Horst stated that the student committee member applications are coming in. Mayor Barnett stated that a \$500,000 donation was made to the Board of Education by Marc and Carolyn Lore for an Entrepreneurial Studies Program at the High School. She stated that the bids for the school construction came in over budget. An initial meeting of the Mountain Lakes Club Council committee was held. Mr. Shepherd stated that the Economic Development Committee met. The Planner attended this meeting. The committee will reach out to commercial property owners for input. Ms. Korman stated that Shade Tree and Affordable housing will be meeting in the near future.

**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 Barnett opened the meeting to the public.

Fred Kanter, 81 Hanover Road, commented regarding generators. He commented on Ms. Horsts request to see what they look like. He stated that the reason she does not know what they look like is because you can't see them. He suggested that the generator ordinance be written to allow only quiet generators. He commented on loud motorcycles in town. He suggested that ordinances are not being enforced. He mentioned that he sent in two letters stating his interest in being on the Borough Hall Renovation Committee that went unanswered.

Dave Shertzer, 5 Lookout Road, stated that he appreciated the discussion regarding the generator ordinance. He suggested that the existing noise ordinance may cover generator noise. He commented on going through the variance process.

**ADJOURNMENT at 10:11 P.M.**

Motion made by Councilmember Holmberg, second by Councilmember Barrett to adjourn the meeting at 10:11 p.m., with all members in favor signifying by "Aye".

Respectfully Submitted

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Valerie A Egan Borough Clerk





**BOROUGH OF MOUNTAIN LAKES**

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

# **CONSTRUCTION OFFICE**

## **MONTHLY ACTIVITY REPORT**

**MAY 2018**

### **ADMINISTRATIVE SUMMARY**

After a stormy and wet Spring, the weather is finally improving and the pace of permit applications has increased steadily through the month. While there are still a number of applications for mechanical system replacements and upgrades, there is also an increase in the number and size of alteration/addition projects submitted. It is expected that this activity level will be maintained through the Summer with an eye towards completion prior to the start of the new school year.

Two special projects are being worked on in the Construction Office. A proposal for modifications to the fee schedule is just about complete. In addition, we are working with our software vendor to provide citizen portal access to Construction Office data on-line. This will allow interested parties to view permit and property data electronically, at their convenience.

**Steven M. Gluck**  
Construction Official



Mountain Lakes Borough  
400 BOULEVARD  
MOUNTAIN LAKES, NJ 07046

## Construction Permit Activity Report

5/1/2018 -> 5/31/2018

### Summary

New:	Cost: \$0.00	Count: 0	Cubic Footage:	7,064 Cu.ft	Permits Issued:	33
Addition:	\$150,000.00	1	Square Footage:	864 Sq.ft	Updates Issued:	3
Alteration:	\$666,138.00	32				
Demolition:	\$5,100.00	3				
Total:	\$821,238.00	36				

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	16	\$11,599.00	\$0.00	\$11,599.00	B 25	22 %88	2 %8	1 %4
Plumbing:	8	\$735.00	\$0.00	\$735.00	P 14	12 %85.7	1 %7.1	1 %7.1
Electrical:	17	\$1,671.00	\$0.00	\$1,671.00	E 30	25 %83.3	3 %10	2 %6.7
Fire:	5	\$300.00	\$0.00	\$300.00	F 4	4 %100	0 %0	0 %0
Elevator:	0	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	16	\$1,425.00	\$0.00	\$1,425.00	M 16	16 %100	0 %0	0 %0
	62	\$15,730.00	\$0.00	\$15,730.00		89	79	6
DCA Training:	1		26					
DCA State:	31		1511	\$1,000.00				
DCA Minimum:	3		3					
	35		\$1,540					

(Note: Does not include result of none)

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building 0	0	0	CA 13	\$0.00	\$0.00
Plumbing 0	0	0	CCO 0	\$0.00	\$0.00
Electrical 0	0	0	CO 2	\$100.00	\$0.00
Fire 0	0	0	CC 0	\$0.00	\$0.00
Mechanical 0	0	0	TCO 0	\$0.00	\$0.00
Elevator 0	0	0	TCC 0	\$0.00	\$0.00
Total:	\$0.00	\$0.00	Total: 15	\$100.00	\$0.00

NOTE:  
Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.

This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees			Permit Subcode Waived (Local) Fees			Payments (Based on Payment Date)	
Record Count	Total Exempted		Record Count	Total Waived		Permit (81)	\$18,270.00
Building 0	\$0		Building 0	\$0		NON-UCC (0)	\$0.00
Plumbing 0	\$0		Plumbing 0	\$0		Variation Payments	\$0.00
Electrical 0	\$0		Electrical 0	\$0		Penalty (0)	\$0.00
Fire 1	\$75		Fire 0	\$0		Inspection Payments	\$0.00
Mechanical 0	\$0		Mechanical 0	\$0		Ongoing Invoice	\$0.00
Elevator 0	\$0		Elevator 0	\$0		Test Payments	\$0.00
Total:	\$75		Total:	\$0		Grand Total	\$18,270.00
Record Count	Total Exempted		Violations	Fines	Paid		
DCA Fees 1	\$4		Issued 4	\$1,000.00	\$0.00		

# BOROUGH OF MOUNTAIN LAKES CONSTRUCTION OFFICE ANNUAL PERMIT FEES

6/4/2018

	2016 COLLECTED	YEAR TO DATE
JANUARY	9,755	9,755
FEBRUARY	10,327	20,082
MARCH	21,916	41,998
APRIL	14,330	56,328
MAY	8,143	64,471
JUNE	8,046	72,517
JULY	6,170	78,687
AUGUST	10,369	89,056
SEPTEMBER	22,403	111,459
OCTOBER	15,894	127,353
NOVEMBER	5,428	132,781
DECEMBER	10,394	143,175
	2017 COLLECTED	YEAR TO DATE
JANUARY	9,550	9,550
FEBRUARY	16,180	25,730
MARCH	11,015	36,745
APRIL	14,473	51,218
MAY	8,196	59,414
JUNE	16,031	75,445
JULY	18,388	93,833
AUGUST	20,069	113,902
SEPTEMBER	6,698	120,600
OCTOBER	12,736	133,336
NOVEMBER	9,522	142,858
DECEMBER	6,930	149,788
	2018 COLLECTED	YEAR TO DATE
JANUARY	10,958	10,958
FEBRUARY	4,025	14,983
MARCH	3,342	18,325
APRIL	8,802	27,127
MAY	18,270	45,397
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		

TO: Mayor Barnett, Borough Council Members, Manager Mitchell Stern

FROM: Steve Castellucci, Chief

DATE: June 14, 2018

SUBJECT: May 2018 Report

The following lists the activity for the Mountain Lakes Volunteer Fire Department during the month of May 2018:

#### **FIRE CALLS (19)**

<b>LOCATION</b>	<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>
100 Powerville RD BT	5/3	12:21 PM	Assist Boonton Twp with brush fire
Clearview Rd- Parsp.	5/3	4:30 PM	Assist Rainbow Lakes FD with brush fire
60 Route 46	5/12	7:17 PM	Fire Alarm- Investigation revealed a Malfunction of the fire suppressant system In the kitchen. Board of Health and Fire Marshall notified. The building was shut down by order of the Bd of Health until Repairs were made.
82 Lake Drive	5/13	6:00 PM	Fire Alarm-Unattended cooking
310 Rt 46	5/14	11:02 AM	Smoke Alarm-steam from shower
110 Blvd	5/15	4:45 PM	Tree fell on house. No injuries
46 Dartmouth Rd	5/15	11:41 PM	CO Alarm- Malfunction
77 Briarcliff Rd	5/15	11:46 PM	CO Alarm- Investigation revealed high Readings of CO due to a generator being Placed to close to the house. House ventilated
29 Lowell Ave	5/16	1:59 AM	CO Alarm- High readings in the house Malfunction of generator. House ventilated.
372 RT 46 East	5/16	2:55 PM	Sparking wires
19 Midvale Rd	5/17	11:32 AM	CO Alarm- High readings in the house. Malfunction of generator. House ventilated
Briarcliff School	5/17	3:18 PM	Fire Alarm- Malfunction
83 Glen Rd	5/18	2:30 PM	Small fire in kitchen.
St. Catherine's	5/18	12:55 AM	Fire alarm- Malfunction
140 Powerville RD BT	5/21	1:54 PM	Assist Boonton Twp FD
2 Cliffside Way BT	5/21	4:17 PM	Assist Boonton Twp FD
St. Catherine's	5/22	4:53 PM	Fire Alarm-Malfunction

Route 46 West	5/26	8:48 PM	Sparking Wires
Oak Rd- Btn Twp	5//27	9:47 AM	Assist BT with traffic accident

<b>DRILLS (4)</b>	<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>
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High School	5/6	1:00 PM	JFD Drill
Firehouse	5/8	8:00 PM	Senior Drill
High School	5/15	8:00 PM	Senior Drill
DPW	5/20	1:00 PM	JFD Drill

**MEETINGS (4)**

<b>LOCATION</b>	<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>
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Firehouse	5/1	8:00 PM	Officers Meeting
Academy	5/9	7:30 PM	County Chiefs Meeting
Firehouse	5/22	8:00 PM	Business Meeting
Firehouse	5/29	8:00 PM	Bott Award Committee

**Truck and Equipment Checks (2)**

<b>LOCATION</b>	<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>
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Firehouse	5/22	9:00 PM	Engine 1, 2, R1 Equipment checks
Firehouse	5/27	7:30 PM	Clean trucks for Memorial day parade

**COMMUNITY EVENTS (2)**

<b>LOCATION</b>	<b>DATE</b>	<b>TIME</b>	<b>DESCRIPTION</b>
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Memorial Park	5/28	10:00 AM	Memorial Day
Elm Rd	5/28	11:30	Mt Lakes Day

**ANNOUNCEMENTS (4)**

1. Save the date for the annual MLVFD Dinner Dance on Saturday October 13<sup>th</sup> at 6 PM at Zeris Inn
2. I am pleased to announce the new Jr Fire Dept Officers for the 2018-19 school year. Chief Markus Truumees, Deputy Chief Lucy Horowitz, Captain Jake Barnett and Captain Julia Stanisci
3. I am pleased to announce the recipients of the 2018 Bott Family Memorial Award.
  - a. 1<sup>st</sup> Place: Michael Riccardi
  - b. 2<sup>nd</sup> Place Matthew Riccardi
  - c. 3<sup>rd</sup> Place Amanda Xu
4. I am pleased to announce the recipient of the 2018 Thomas Taylor Memorial Award is Dylan Lynch. The recipient of this award is chosen by the Jr Fire Department officers.

**TOTAL MANHOURS: 675**

# MLPD Monthly Activity Report

Month/Year	Alarms	False Alarm Charges	False Alarm Collected	Total Arrests	Juv. Arrests	CDS (Drug) Arrests	L.O. Violations	M.V. Stops	M.V. Summonses	M.V. Accidents	Animal Complaints	Medical	Thefts	Assaults	Burglary/Robbery	Murder	Total Call Volume
January-11	35	N/A	N/A	4	0	2	1	1	90	51	17	13	22	3	0	0	651
January-12	39	\$ 400.00	\$ -	4	0	1	0	0	86	44	13	4	18	6	0	3	557
January-13	26	\$ -	\$ -	3	0	0	0	1	65	37	10	6	21	2	1	0	533
January-14	18	\$ -	\$ -	6	1	1	5	2	186	69	13	7	12	2	1	2	767
January-15	21	\$ -	\$ 850.00	3	0	3	0	0	135	48	5	5	16	3	0	0	614
January-16	14	\$ -	\$ -	7	0	1	0	3	166	51	13	6	8	5	0	2	647
January-17	19	\$ -	\$ 50.00	11	0	7	0	2	223	72	6	4	6	4	0	0	832
January-18	15	\$ -	\$ -	8	0	2	1	4	164	76	13	7	14	1	0	0	858
February-11	20	N/A	N/A	5	2	0	0	1	138	62	14	8	10	1	0	0	572
February-12	27	\$ -	\$ -	7	0	1	0	4	116	44	11	11	18	3	0	0	584
February-13	17	\$ -	\$ -	6	0	0	0	3	65	55	6	7	10	0	0	0	440
February-14	15	\$ -	\$ -	3	0	0	1	0	217	110	10	11	8	1	1	0	729
February-15	23	\$ 50.00	\$ 400.00	7	0	0	9	3	91	61	11	9	12	1	0	0	535
February-16	18	\$ 50.00	\$ 1,000.00	10	2	3	0	3	201	36	5	6	9	6	0	1	723
February-17	16	\$ 50.00	\$ -	9	0	6	0	2	168	64	10	6	7	1	1	1	682
February-18	14	\$ -	\$ -	8	0	1	2	1	174	63	2	3	9	2	0	0	734
March-11	17	N/A	N/A	2	0	0	0	1	127	73	8	18	13	5	0	0	669
March-12	28	\$ -	\$ -	2	0	1	2	0	98	42	6	8	17	5	1	1	584
March-13	21	\$ -	\$ -	2	0	0	2	2	51	33	10	10	10	1	0	8	570
March-14	13	\$ -	\$ -	2	0	0	0	0	264	134	9	14	16	4	1	0	844
March-15	14	\$ 100.00	\$ 50.00	11	1	5	4	2	94	55	11	9	7	1	1	3	610
March-16	12	\$ -	\$ -	16	0	9	0	1	313	91	11	10	15	4	0	0	973
March-17	19	\$ 50.00	\$ 50.00	10	0	3	0	0	174	43	7	6	11	3	0	1	801
March-18	15	\$ -	\$ -	6	0	2	0	2	151	75	10	7	17	3	1	1	1030
April-11	27	N/A	N/A	4	0	1	3	0	110	69	9	11	8	5	1	0	560
April-12	30	\$ -	\$ -	5	0	0	2	2	103	45	13	11	11	5	0	1	588
April-13	19	\$ -	\$ -	6	0	1	0	3	44	28	9	7	13	2	2	3	533
April-14	20	\$ 50.00	\$ -	5	1	1	1	1	243	95	9	18	11	2	0	4	784
April-15	17	\$ -	\$ 50.00	2	0	0	1	0	76	44	13	18	14	4	0	2	621
April-16	22	\$ 50.00	\$ -	19	0	12	0	1	267	41	15	7	8	8	1	0	820
April-17	22	\$ 600.00	\$ 650.00	11	0	3	3	1	122	40	5	11	13	8	0	6	737
April-18	14	\$ -	\$ -	7	1	4	0	1	122	58	8	8	7	3	0	0	748
May-11	37	N/A	N/A	5	0	1	7	0	111	141	9	11	21	2	0	0	676
May-12	34	\$ 50.00	\$ -	2	0	1	3	0	65	99	15	20	19	1	0	0	649
May-13	20	\$ 100.00	\$ -	2	0	0	0	0	43	15	12	11	16	3	0	1	541
May-14	23	\$ -	\$ -	7	2	2	0	0	219	88	9	10	7	8	0	4	792
May-15	21	\$ 200.00	\$ -	6	0	0	1	2	79	43	12	18	11	2	0	1	646
May-16	11	\$ 100.00	\$ 50.00	13	1	11	0	1	267	38	12	14	13	4	5	0	806

# MLPD Monthly Activity Report

Month/Year	Alarms	False Alarm Charges	False Alarm Collected	Total Arrests	Juv. Arrests	CDS (Drug)	Arrests	L.O. Violations	DWI	M.V. Stops	M.V. Summonses	M.V. Accidents	Animal Complaints	Medical	Thefts	Assaults	Burglary/Robbery	Murder	Total Call Volume
May-17	25	\$ -	\$ -	9	0	4	0	0	3	142	48	10	12	14	9	0	8	0	928
May-18	20	\$ -	\$ -	10	0	0	0	7	2	164	94	11	9	14	3	1	0	0	875
June-11	39	N/A	N/A	8	1	0	0	3	0	85	94	9	14	12	4	0	0	0	633
June-12	15	\$ -	N/A	5	2	3	3	5	1	64	59	6	21	12	3	0	1	0	571
June-13	14	\$ -	\$ 50.00	1	0	1	1	0	0	47	21	16	12	9	4	0	0	0	514
June-14	31	\$ 50.00	\$ -	5	1	1	1	0	0	134	56	13	14	14	1	0	1	0	646
June-15	14	\$ 300.00	\$ 200.00	2	0	0	0	1	0	81	7	14	9	17	3	0	0	0	698
June-16	21	\$ -	\$ -	15	0	8	8	4	0	220	70	17	15	9	5	0	1	0	956
June-17	29	\$ -	\$ -	7	1	2	2	0	2	135	39	16	9	14	4	1	0	0	844
June-18																			
July-11	35	N/A	N/A	1	1	1	1	1	0	54	27	10	29	12	4	1	1	0	594
July-12	27	\$ 100.00	\$ -	10	0	1	1	4	3	72	27	15	14	7	1	0	2	0	566
July-13	25	\$ 200.00	\$ -	5	1	3	3	5	0	56	17	10	14	8	2	0	1	0	547
July-14	37	\$ 300.00	\$ -	5	0	0	0	0	2	187	96	8	7	9	3	0	2	0	655
July-15	23	\$ 450.00	\$ 50.00	3	0	0	0	2	1	116	52	13	15	8	11	0	0	0	705
July-16	22	\$ -	\$ 100.00	15	0	8	8	1	0	204	52	14	12	19	12	2	12	0	1012
July-17	20	\$ -	\$ -	7	0	3	3	1	0	138	22	7	12	10	6	2	1	0	693
July-18																			
August-11	44	N/A	N/A	3	0	0	0	0	1	59	32	18	32	19	3	0	0	0	737
August-12	30	\$ 200.00	\$ -	6	2	2	2	1	2	57	23	11	19	14	3	0	1	0	517
August-13	25	\$ 100.00	\$ -	5	0	0	0	2	0	80	27	10	30	8	5	3	0	0	537
August-14	22	\$ -	\$ -	7	0	1	1	0	1	188	74	8	21	9	2	0	27	0	685
August-15	27	\$ 100.00	\$ 800.00	4	0	0	0	0	1	258	82	3	25	13	5	0	4	0	831
August-16	33	\$ -	\$ 250.00	18	0	6	6	1	0	198	56	8	23	13	3	0	1	0	810
August-17	15	\$ -	\$ -	14	1	4	4	3	0	109	25	10	8	9	7	1	2	0	603
August-18																			
September-11	25	N/A	N/A	1	0	0	0	0	1	66	28	15	26	13	5	0	8	0	634
September-12	8	\$ -	\$ -	5	0	0	0	0	2	44	22	12	97	12	1	0	2	0	611
September-13	17	\$ -	\$ -	1	0	0	0	1	0	29	10	9	14	14	2	0	0	0	480
September-14	17	\$ 50.00	\$ 150.00	6	1	1	1	0	0	155	65	7	18	11	3	1	2	0	696
September-15	28	\$ 550.00	\$ 100.00	5	0	0	0	1	1	192	80	9	16	19	14	0	1	0	846
September-16	20	\$ 200.00	\$ -	9	0	3	3	0	1	153	40	7	10	10	11	0	11	0	861
September-17	14	\$ -	\$ -	4	1	2	2	0	1	98	35	12	6	15	1	0	0	0	714
September-18																			
October-11	45	N/A	N/A	2	0	0	0	0	0	50	31	15	20	19	1	0	1	2	671
October-12	40	\$ 50.00	N/A	4	0	1	1	0	0	45	23	14	114	19	3	0	0	0	773
October-13	4	\$ -	\$ 350.00	7	2	0	0	0	2	66	30	7	33	18	3	2	2	0	667
October-14	24	\$ 150.00	\$ 200.00	4	0	1	1	0	1	106	52	12	20	10	7	2	1	0	663



# MLPD Monthly Activity Report

Month/Year	Alarms	False Alarm Charges	False Alarm Collected	Total Arrests	Juv. Arrests	CDS (Drugs) Arrests	L.O. Violations	M.V. Stops	M.V. Summonses	M.V. Accidents	Animal Complaints	Medical	Thefts	Assaults	Burglary/Robbery	Murder	Total Call Volume
October-15	21	\$ 600.00	\$ 550.00	9	0	0	2	3	147	49	11	16	2	0	0	0	716
October-16	28	\$ -	\$ -	3	0	2	1	0	105	22	7	9	4	0	1	0	708
October-17	25	\$ -	\$ -	5	0	2	0	0	115	48	16	15	6	0	1	0	766
October-18																	
November-11	18	N/A	N/A	1	0	0	0	0	59	35	9	17	2	1	2	0	577
November-12	38	\$ 50.00	N/A	4	0	0	0	2	51	35	9	12	1	0	1	0	576
November-13	9	\$ -	\$ -	2	0	0	0	1	51	17	10	20	6	1	1	0	599
November-14	33	\$ 200.00	\$ 100.00	2	1	0	1	1	107	46	7	10	8	1	0	0	625
November-15	28	\$ 550.00	\$ 500.00	7	0	1	0	0	169	42	11	13	6	0	2	0	766
November-16	21	\$ -	\$ 200.00	4	0	2	1	0	230	69	10	9	4	0	0	0	853
November-17	18	\$ -	\$ -	6	0	2	1	0	79	31	10	12	9	1	5	0	701
November-18																	
December-11	34	N/A	N/A	2	0	0	0	0	76	28	8	17	6	0	6	0	541
December-12	17	\$ -	N/A	0	0	0	0	0	73	47	14	20	2	2	0	0	581
December-13	22	\$ -	\$ -	5	1	2	0	0	66	28	13	14	6	0	1	0	545
December-14	37	\$ 1,350.00	\$ 250.00	10	3	4	0	3	106	52	10	11	2	0	1	0	576
December-15	26	\$ 1,200.00	\$ 450.00	2	0	0	4	0	157	45	16	15	6	0	1	0	718
December-16	22	\$ 50.00	\$ -	13	0	6	0	2	194	79	13	10	0	0	0	0	865
December-17	15	\$ -	\$ -	1	0	1	0	0	100	44	4	13	2	0	0	0	690
December-18																	
2011	376	N/A	N/A	38	4	5	15	5	1025	671	141	215	183	41	3	18	7515
2012	333	\$ 850.00	\$ -	54	4	11	17	16	874	510	139	364	179	34	3	12	7157
2013	219	\$ 400.00	\$ 400.00	45	4	7	10	12	663	318	122	165	161	36	9	17	6506
2014	290	\$ 2,150.00	\$ 700.00	62	10	12	8	11	2112	937	115	162	128	43	7	44	8462
2015	263	\$ 4,100.00	\$ 4,000.00	61	1	9	25	13	1595	608	129	160	161	58	1	14	8306
2016	244	\$ 450.00	\$ 1,600.00	142	3	71	8	12	2518	645	132	129	132	66	8	29	10034
2017	237	\$ 700.00	\$ 750.00	94	3	39	8	11	1603	511	113	85	139	60	6	25	8991
2018 YTD	78	\$ -	\$ -	39	1	9	10	10	775	366	44	34	61	12	2	1	4245

## Time Used/Overtime by Month

	Sick Time Hours							Vacation/Comp Hours							% of Total Time	Court Overtime						Department Overtime						Training/School Hours						
	2013	2014	2015	2016	2017	2018	% of hrs	2013	2014	2015	2016	2017	2018	2013		2014	2015	2016	2017	2018	2013	2014	2015	2016	2017	2018	% of \$	2013	2014	2015	2016	2017	2018	
Jan	12	104	106	58	235	216	0.00%	12	60	64	127.5	22	15	0.00%	\$0	\$0	\$0	\$0	\$0	\$158	\$1,522	\$9,344	\$2,989	\$3,164	\$2,988	\$4,159	0.00%	0	6	60	50	48	51	
	72	80	104	142	226	252	0.00%	36	45	34	11	84	104	0.00%	\$0	\$221	\$0	\$0	\$0	\$0	\$0	\$6,262	\$10,162	\$4,641	\$7,750	\$7,009	\$4,927	0.00%	30	112	75	125	103	15
March	60	128	82	82	238	310	0.00%	156	36	96	139	198	148.5	0.00%	\$0	\$180	\$0	\$0	\$151	\$0	\$0	\$16,524	\$7,262	\$6,541	\$7,689	\$12,822	\$29,829	0.00%	87	52	15	91	115	59
April	60	36	72	46	208.5	0	0.00%	60	165	218	138	154	250	0.00%	\$0	\$360	\$271	\$0	\$0	\$0	\$0	\$4,355	\$1,563	\$8,942	\$4,857	\$5,999	\$12,146	0.00%	59	37	85	60	44	0
May	96	94	188	69	128	204	0.00%	132	220	322	192	254	178	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$13,769	\$10,958	\$11,708	\$16,276	\$12,700	\$24,263	0.00%	33	45	42	120	54	3	
June	96	104	144	85	140	0	0.00%	204	257	152	299	288	0	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$19,603	\$9,640	\$18,386	\$6,362	\$17,917	\$0	0.00%	53	106	240	95	40	0	
July	72	68	128	140	318	0	0.00%	407	520	428	392	518	0	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$51,478	\$11,237	\$27,256	\$31,836	\$31,018	\$0	0.00%	20	48	85	105	12	0	
August	72	120	114	182	272	0	0.00%	600	674	585	528	606	0	0.00%	\$0	\$0	\$0	\$0	\$140	\$0	\$32,665	\$20,462	\$30,377	\$20,059	\$21,042	\$0	0.00%	22	0	128	115	48	0	
Sept	94	116	71.5	92	276	0	0.00%	100	131	228	364.5	284	0	0.00%	\$0	\$0	\$0	\$354	\$0	\$0	\$12,410	\$6,874	\$13,745	\$12,484	\$21,047	\$0	0.00%	157	118	66	150	47	0	
Oct	96	92	82	94	332	0	0.00%	168	146	302	414	125	0	0.00%	\$0	\$266	\$0	\$0	\$0	\$0	\$12,150	\$8,543	\$16,914	\$15,755	\$12,876	\$0	0.00%	40	120	43	253	36	0	
Nov	72	94	96.5	188	346	0	0.00%	292	256	145	164	274.5	0	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$21,516	\$9,762	\$8,770	\$11,241	\$18,359	\$0	0.00%	\$0	76	40	280	24	0	
Dec	106	164	121	392	392	0	0.00%	168	175	157.5	217.5	171	0	0.00%	\$0	\$0	\$0	\$0	\$302	\$0	\$18,515	\$15,512	\$5,481	\$19,991	\$18,360	\$0	0.00%	10	145	114	167	100	0	
Total	908	1200	1309	1570	3114	982	0.00%	2335	2685	2732	3187	2969	695.5	0.00%	\$0	\$1,028	\$271	\$354	\$593	\$158	\$190,769	\$121,318	\$155,753	\$157,266	\$181,548	\$75,324	0.00%	591	865	993	1621	671	128	

# January 2018

<u>Total Overtime</u>
<u>Hours Paid</u>
59.25

<u>Total</u>	<u>Total Vaca/Comp</u>	<u>% of Hrs Equating to</u>
<u>Vaca/Comp Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
15	0	0.00%

<u>Total Sick Time</u>	<u>Total Sick Time</u>	<u>% of Hrs Equating to</u>
<u>Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
216	4.5	2.08%

- \* 5.5 Hrs RDT Woma's March
- \* 18 hrs DWI
- \* 6.5 hrs Prisoner Watch/Transport
- \* 21 hours Firearms Qualifications
- \* 3 hours Grand Jury
- \* .75 hrs Cardiac Arrest Call

## February

<u>Total Overtime</u>
<u>Hours Paid</u>
66.5

<u>Total</u>	<u>Total Vaca/Comp</u>	<u>% of Hrs Equating to</u>
<u>Vaca/Comp Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
104	7.5	7.21%

<u>Total Sick Time</u>	<u>Total Sick Time</u>	<u>% of Hrs Equating to</u>
<u>Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
252	30.5	12.10%

- \* 6 hours preconstruction traffic meetings
- \* 5 hrs investigation
- \* 7.5 hrs prisoner watch/transport
- \* 2.5 hrs training
- \* 7.5 hrs DWI

## March 2018

<u>Total Overtime</u>
<u>Hours Paid</u>
387.5

<u>Total</u>	<u>Total Vaca/Comp</u>	<u>% of Hrs Equating to</u>
<u>Vaca/Comp Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
148.5	0	0.00%

<u>Total Sick Time</u>	<u>Total Sick Time</u>	<u>% of Hrs Equating to</u>
<u>Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
310	71	22.90%

- \* 13 hours mandatory CPR/AED Training
- \* 11 hrs misc Training
- \* 9.5 hrs Memorial Dy/Mountain Lakes Day
- \* 9 hours Prisoner Transport/Prisoner Watch
- \* 9 Hours MCREDS Activation Morristown
- \* 256 hours for Winter Storms
- \* 9 hours Misc

## May 2018

<u>Total Overtime</u>
<u>Hours Paid</u>
319

<u>Total</u>	<u>Total Vaca/Comp</u>	<u>% of Hrs Equating to</u>
<u>Vaca/Comp Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
178	14	7.87%

<u>Total Sick Time</u>	<u>Total Sick Time</u>	<u>% of Hrs Equating to</u>
<u>Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
204	84	41.18%

- \* 3 Hours County RAVE Training
- \* 135.5 hours Borough Milling and Paving
- \* 9.5 hrs Memorial Dy/Mountain Lakes Day
- \* 16.5 hours Prisoner transports/prisoner watch
- \* 27.5 hrs storm response - Hazards, wires, trees etc.
- \* 29 hrs Fleet Maintenance

# **BOROUGH OF MOUNTAIN LAKES**

## **Recreation Department**

### **Department Activity May 2018**

The Recreation Commission met on May 22nd at 7:30pm at Borough Hall. Discussion points included an update of summer staffing progress (hiring decisions made and paperwork underway), facility preparations, program status reports. Two new programs will be offered this summer: a teen obstacle course/bootcamp class at Midvale field and a morning infant massage class at Island Beach. A sample of the new beach sand (from a new vendor) was also passed around to each commissioner.

- Increased promotion of Adult Summer HUB Lakes league sports including softball, volleyball, table tennis, tennis and golf has increased awareness of the league. More incoming inquiries about the league- and email exchanges providing information to residents about how to participate.
- Interviewed new seasonal employee candidates for: Tennis, Sailing, Recreation Summer Camp staff and CITs (counselors in training).
- Continued to work with Athletic Director John Bydook to assist Spring sports including track, girl's lacrosse, boy's lacrosse and tri-town little league with field and turf requests and schedule changes.
- Continued planning, promoting and staffing summer camps and summer programs.
- Assisted residents, school groups and scout troops with ongoing facilities requests.
- Assisted residents with program registrations, refunds, changes, etc.
- Assisted MLHS volunteers with the Annual Senior to Senior luncheon.
- 55+ Laker meeting on Friday May 18<sup>th</sup> featured a presentation from two certified nutritionists.
- Began planning summer concerts (2) and movie night. Concerts to be held on July 3<sup>rd</sup> (Brother Wisdom) and Denville String Band (July 12<sup>th</sup>)
- Attended monthly HUB Lakes meeting and organized HUB team coaches and equipment.
- Created all employments packets and began processing all necessary paperwork for more than 70 summer employees.
- Began reviewing summer facilities preparations with DPW.
- Worked with Beach Manager on summer preparations in preparation for annual health inspection.
- Began planning 4<sup>th</sup> of July festivities.
- Updated monthly financial reports and website.
- Worked with Teen Camp director on planning camp excursions.
- Assisted residents and schools with Mountain Lakes event planning (MLHS draft & design class, girl scout and boy scout troops, annual MLHS cardboard boat regatta, 5<sup>th</sup> grade beach party, The annual Holmberg family picnic, new: Art at the Esplanade – art show on Saturday June 24<sup>th</sup> at the Esplanade).



TO: Borough Manager Mitchell Stern, Mayor Lauren Barnett, Council Members

FROM: Joe Mullaney, Code Enforcement Officer

DATE: 6/15/18

SUBJECT: Monthly Report May 2018

The following lists code enforcement/property maintenance issues for the month of May 2018

5/1: Notification to realtor reference sign violation at 60 Midvale Road

5/9: Spoke with building manager at 60 Midvale Road about sign ordinance.

5/10: Contractor advised of sign ordinance violation. 214 Boulevard

5/14: Contacted Kohut and Fox Hollow Landscaping regarding sign violations at various locations in town

5/17: Follow up with owner of 41 Melrose regarding property maintenance violations. Work completed on 5/20

5/24: Follow up on complaint from resident about work possibly being done without required permits on Vale Drive. Spoke with the resident in question and determined there were no violations.

5/24: Contacted vendor about 2 dumpsters in the rear of 44 Midvale Road overflowing with garbage creating a hazardous condition. Vendor advised that the dumpsters will be emptied and removed in the near future. Advised the building manager of the action taken. Follow up on 5/29. Dumpsters removed.

5/25: Spoke with Altisource company regarding property maintenance violations at 80 Boulevard. They are contracted by the mortgage company to maintain the property. Violations will be addressed.

5/28: Email sent to DPW regarding property maintenance issues on Boro land at various locations in town.

5/29: Follow up on complaint about property maintenance violations on Woodland Ave. Spoke with the resident in question. They will be contacting a landscaper to address the violations.

5/31: Follow up on complaint received regarding property maintenance violations at a home on Laurel Hill Road. Spoke with the homeowner who advised they are working with a landscaper to address the violations.

**Smoke and CO Detectors inspections:**

DATE:	LOCATION:	PASS/FAIL
5/8	62 Pollard Rd	Pass
5/14	48 Condit Road	Pass
5//14	132 Lake Drive	Pass
5/16	125 Midvale Rd	Pass
5/29	5 Vale Drive	Pass
5/29	64 Woodland Ave	Pass
5/29	122 Kenilworth Road	Pass

**SIGN ENFORCEMENT- :**

Numerous signs removed from median along Route 46 . 10 signs removed from ROW in town. Also monitored placement of signs for various events in town to ensure compliance with the ordinance.