



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT THE BOROUGH HALL, 400 BOULEVARD, MOUNTAIN LAKES, NJ 07046
OCTOBER 28, 2019
PUBLIC SESSION – BEGINS AT 7:30 PM**

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

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 9, 2019 and posted in the municipal building.

2) ROLL CALL ATTENDANCE - Clerk

3) FLAG SALUTE – Mayor

4) COMMUNITY ANNOUNCEMENTS

5) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

6) PUBLIC COMMENT

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

7) BOROUGH COUNCIL DISCUSSION ITEMS

- a. Developer Fee Ordinance
- b. Green Building Resolution

8) ATTORNEY'S REPORT

9) MANAGER'S REPORT

10) *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**

- a. R145-19 Resolution Authorizing the Payment of Bills

***APPROVAL OF MINUTES**

10/14/2019 (Regular)

10/14/2019 (Executive)

***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

***BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**

Sueanne Sylvester to the Historic Preservation Committee as Alternate #2 with a term expiring 12/31/2019

11) COUNCIL REPORTS

12) 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.

13) NEXT STEPS AND PRIORITIES

14) ADJOURNMENT

October 16, 2019

Memo

To: Borough Council

From: The Mountain Lakes Affordable Housing Advisory Committee

Re: Development Fee Ordinance recommendation amendment to Ord. 7-19

Background:

The Borough of Mountain Lakes must fund its Municipal Affordable Housing Trust Fund (MATF) account as per the adopted Settlement Agreement.

The council considered and passed Ord. 7-19 Development Fees on May 29, 2019 along with a Spending Plan, Ord. 8-19*. Ord 7-19 includes fees for new commercial development (set by the state) as well as fees collected for new home construction only. Since the state does not have a model ordinance on residential development/improvements, the Borough can determine the terms of how the residential fee is collected.

In discussions last spring, the MLAHC committee agreed that a fee should be imposed on new home construction and discussed whether fees should be on residential additions and/or renovations. There was concern that a fee on renovations might discourage people from improving their properties. Demolition of historic structures might happen because the fee could inhibit renovation. It was decided to revisit the ordinance in the fall. At its October 15, 2019 MLAHC meeting, the committee considered the options of how the Borough will raise MATF funding.

*Ordinance 08-19 Spending Plan projects the construction of 3 new homes/year and the construction of 5,000 s.f. of commercial space/year to fund the MATF.

Discussion on funding the Development Fee Ordinance included two options and a construction report from Construction Code Official Steven Gluck:

- **Option 1:** Borough responsibility to fund. Commercial new construction and improvement; new home construction only. Shortfall funded through general tax base.
- **Option 2:** Commercial new construction and improvement; new home construction and residential improvements

- **Construction Code Official Steven Gluck provided a construction report for activity in 2018:**
 - a. Commercial: no additions made that would affect the assessed value - only minor upgrades; churches are exempted.
 - b. Residential: 12 additions; 2 new single-family homes (multi home projects not included because the project satisfied the affordable housing obligation through inclusionary zoning. Steve reported that 4 new single-family homes built have been to date in 2019.

The Committee considered the following Development Fee Options for residential new and renovation improvements only. In weighing the options, the committee considered that value of construction on a building permit does not correlate to the increased assessed value, which will be much higher. The tax assessor would determine the calculation of increased value.

1. Any improvements
2. Only new construction **2**
3. Treating historic structures/homes separately by modifying the Historic Preservation ordinance rather than inserting language for historic homes into the Developer Fee ordinance
4. **'Madison' option:**
 - a. **Fees apply on new home construction, or on additions/ renovations that increase the home's assessed value by 50% or more. 5**
 - b. Extra fee for variances: 6% fee of value of improvement
5. 'Mtn. Lakes' option: hybrid TBD **1**
6. Additional square footage added to home renovation **1**

Committee members consideration of options (in red).

Recommendation: Consensus from committee is to recommend the 'Madison option' (a) to be incorporated into the Borough's Development Fee Ordinance.

Committee agreed that the current ordinance requirement for commercial properties is appropriate and no changes are recommended.

BOROUGH OF MOUNTAIN LAKES

ORDINANCE NO. 7-2019

AN ORDINANCE AMENDING THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND ESTABLISHING AFFORDABLE HOUSING DEVELOPMENT FEES

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

Section 1. The Revised General Ordinances of the Borough of Mountain Lakes shall be amended by the addition of the following new Chapter 65 which shall be entitled "Development Fees" and shall read, in its entirety, as follows:

Chapter 65 Affordable Housing Development Fees.

§ 65-1 Purpose.

- A. In *Holmdel Builder's Association v. Holmdel Borough*, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985 (the "Act"), N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the Council on Affordable Housing's ("COAH's") adoption of rules.
- B. Pursuant to P.L. 2008, c. 46, Section 8 (N.J.S.A. 52:27D-329.2), and the Statewide Nonresidential Development Fee Act (N.J.S.A. 40:55D-8.1 through 40:55D-8.7), COAH was authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that are under the jurisdiction of the Council or court of competent jurisdiction and have a approved spending plan may retain fees collected from nonresidential development.
- C. This article establishes standards for the collection, maintenance and expenditure of development fees pursuant Court approval since the Borough has sought and received a Declaratory Judgment approving its affordable housing plan and in accordance P.L. 2008, c. 46, Sections 8 and 32 through 38. Fees collected pursuant to this article shall be used for the sole purpose of providing low- and moderate-income housing. This article shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.

§ 65-2 Definitions.

The following terms, as used in this article, shall have the following meanings:

AFFORDABLE HOUSING DEVELOPMENT A development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a one hundred-percent-affordable development.

COAH or THE COUNCIL The New Jersey Council on Affordable Housing or a successor to be established under State law which has primary jurisdiction for the administration of housing obligations in accordance with sound regional planning consideration in the state.

DEVELOPER The legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

DEVELOPMENT FEE Money paid by a developer for the improvement of property as permitted in N.J.A.C. 5:97- 8.3.

EQUALIZED ASSESSED VALUE The value of a property determined by the municipal tax assessor through a process designed to ensure that all property in the municipality is assessed at the same assessment ratio or ratios required by law. Estimates at the time of issuance of a building permit may be obtained utilizing estimates for construction cost. Final equalized assessed value will be determined at project completion by the municipal tax assessor.

§ 65-3 Nonresidential development fees.

Nonresidential development fees shall be collected in accordance with The New Jersey Non-Residential Development Fee Act, N.J.S.A. 40:55D-8.1 through 8.8.

§ 65-4 Residential development fees.

A. Imposed fees.

- (1) Developers or owners of residential housing within all zone districts, which shall include any new residential development or any addition or other improvement to an existing residential structure, shall pay a fee of 1% of the equalized assessed value for the new residential development or improvement. Development fees shall be imposed and collected when an existing structure is expanded or undergoes an improvement subject to the provisions of Paragraph (2) below. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure.
- (2) No fee shall be charged pursuant to this section for any addition or improvement to an existing residential structure as long as the addition or improvement does not increase the equalized assessed value of the existing structure by more than 50%.

B. Eligible exemptions for residential development.

- (1) Affordable housing developments, developments where the developer is providing for the construction of affordable units elsewhere in the municipality, and developments where the developer has made a payment in lieu of on-site construction of affordable units shall be exempt from development fees.
- (2) Developments that have received preliminary or final site plan approval prior to the adoption of a municipal development fee ordinance shall be exempt from development fees, unless the developer seeks a substantial change in the approval. Where a site plan approval does not apply, a zoning

and/or building permit shall be synonymous with preliminary or final site plan approval for this purpose.

- (3) Residential structures demolished and replaced as a result of a natural disaster shall be exempt from paying a development fee.

§ 65-5 Procedure for collection of development fees

- A. The Construction Official responsible for the issuance of a building permit shall notify the local Tax Assessor of the issuance of the first building permit for a development which is subject to a development fee.
- B. Within 90 days of receipt of that notice, the Municipal Tax Assessor, based on the plans filed, shall provide an estimate of the equalized assessed value of the development.
- C. The Construction Official responsible for the issuance of a final certificate of occupancy notifies the local Assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee.
- D. Within 10 business days of a request for the scheduling of a final inspection, the Municipal Assessor shall confirm or modify the previously estimated equalized assessed value of the improvements of the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
- E. Should the Borough of Mountain Lakes fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in Subsection b of Section 37 of P.L. 2008, c. 46 (N.J.S.A. 40:55D8.6).
- F. Fifty percent of the development fee shall be collected at the time of issuance of the building permit. The remaining portion shall be collected at the issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at building permit and that determined at issuance of certificate of occupancy.
- G. Appeal of development fees.
 - (1) A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by the Board, collected fees shall be placed in an interest-bearing escrow account by the Borough of Mountain Lakes. Appeals from a determination of the Board may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, N.J.S.A. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.
 - (2) A developer may challenge nonresidential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest-bearing escrow account by the Borough of Mountain Lakes. Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, N.J.S.A. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS**

RESOLUTION -19

**RESOLUTION ENDORSING THE ADOPTION OF GREEN BUILDING PRACTICES
FOR MUNICIPAL BUILDINGS AND FACILITIES**

WHEREAS, buildings account for 39% of CO2 emissions – more than either the transportation or industrial sectors. In addition, buildings accounts for nearly 12% of potable water use, 65% of waste output, and 71% of electricity consumption in the U.S. (U.S. Green Building Council); and

WHEREAS, the Borough’s Master Plan references the Environmental Resources Inventory (ERI) completed in 2011. “In the future a periodic review of this inventory should be performed to properly report the nature and character of the community and to determine if changes should be made to the development regulations to address environmental concerns; and

WHEREAS, green building – also referred to as sustainable or high-performance building – is a collection of design, construction and operating practices that have the potential to reduce or eliminate the negative impacts of development on the environment and on human health. There are many examples of green building programs and guidelines that have been propagated at national, state, and municipal levels. They commonly address energy efficiency and carbon emission reduction, water conservation, waste reduction, healthy and sustainably produced materials, indoor air quality, occupant productivity and health, and other components of green building and sustainable development; and

WHEREAS, the purpose of this resolution is to enhance the public welfare and encourage development that is consistent with the Borough of Mountain Lake’s desire to create a more sustainable community by incorporating, when feasible, green building measures into the design, construction, operation and maintenance of its municipal buildings and facilities and to encourage green design in the private sector.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, that the Borough of Mountain Lakes hereby implements a Green Building Policy to consider opportunities to incorporate green building measures into the design, construction, operation and maintenance of municipal buildings and facilities.

Council Member	By:	2 nd	Yes	No	Abstain	Absent
Barnett						
Happer						
Horst						
Korman						
Lane						
Menard						
Shepherd						

I, Marcy Gianattasio, RMC, Borough Clerk of the Borough of Mountain Lakes, in the County of Morris, in the State of New Jersey, certify this to be a true copy of the Resolution adopted at the regularly scheduled session of the Borough Council held on _____, 2019.



Mayor and Council
400 Boulevard
Mountain Lakes, NJ 07046

Resolution Endorsing the Adoption of Green Building Practices for Municipal Buildings and Facilities

WHEREAS, buildings account for 39% of CO₂ emissions – more than either the transportation or industrial sectors. In addition, buildings accounts for nearly 12% of potable water use, 65% of waste output, and 71% of electricity consumption in the U.S. (U.S. Green Building Council); and

WHEREAS, the Borough’s Master Plan references the Environmental Resources Inventory (ERI) completed in 2011. “In the future a periodic review of this inventory should be performed to properly report the nature and character of the community *and to determine if changes should be made to the development regulations to address environmental concerns*; and

WHEREAS, green building – also referred to as sustainable or high-performance building – is a collection of design, construction and operating practices that have the potential to reduce or eliminate the negative impacts of development on the environment and on human health. There are many examples of green building programs and guidelines that have been propagated at national, state, and municipal levels. They commonly address energy efficiency and carbon emission reduction, water conservation, waste reduction, healthy and sustainably produced materials, indoor air quality, occupant productivity and health, and other components of green building and sustainable development; and

WHEREAS, the purpose of this resolution is to enhance the public welfare and assure that development is consistent with the Borough of Mountain Lake’s desire to create a more sustainable community by incorporating green building measures into the design, construction, operation and maintenance of its municipal buildings and facilities and to encourage green design in the private sector.



LEED v4 for BD+C: New Construction and Major Renovation Project Checklist

Project Name:
Date:

Y	?	N	Credit	Integrative Process	1
0	0	0	0	Location and Transportation	16
			Credit	LEED for Neighborhood Development Location	16
			Credit	Sensitive Land Protection	1
			Credit	High Priority Site	2
			Credit	Surrounding Density and Diverse Uses	5
			Credit	Access to Quality Transit	5
			Credit	Bicycle Facilities	1
			Credit	Reduced Parking Footprint	1
			Credit	Green Vehicles	1
0	0	0	0	Sustainable Sites	10
			Prereq	Construction Activity Pollution Prevention	Required
			Credit	Site Assessment	1
			Credit	Site Development - Protect or Restore Habitat	2
			Credit	Open Space	1
			Credit	Rainwater Management	3
			Credit	Heat Island Reduction	2
			Credit	Light Pollution Reduction	1
0	0	0	0	Water Efficiency	11
			Prereq	Outdoor Water Use Reduction	Required
			Prereq	Indoor Water Use Reduction	Required
			Prereq	Building-Level Water Metering	Required
			Credit	Outdoor Water Use Reduction	2
			Credit	Indoor Water Use Reduction	6
			Credit	Cooling Tower Water Use	2
			Credit	Water Metering	1
0	0	0	0	Energy and Atmosphere	33
			Prereq	Fundamental Commissioning and Verification	Required
			Prereq	Minimum Energy Performance	Required
			Prereq	Building-Level Energy Metering	Required
			Prereq	Fundamental Refrigerant Management	Required
			Credit	Enhanced Commissioning	6
			Credit	Optimize Energy Performance	18
			Credit	Advanced Energy Metering	1
			Credit	Demand Response	2
			Credit	Renewable Energy Production	3
			Credit	Enhanced Refrigerant Management	1
			Credit	Green Power and Carbon Offsets	2

0	0	0	0	Materials and Resources	13
			Prereq	Storage and Collection of Recyclables	Required
			Prereq	Construction and Demolition Waste Management Planning	Required
			Credit	Building Life-Cycle Impact Reduction	5
			Credit	Building Product Disclosure and Optimization - Environmental Product Declarations	2
			Credit	Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
			Credit	Building Product Disclosure and Optimization - Material Ingredients	2
			Credit	Construction and Demolition Waste Management	2
0	0	0	0	Indoor Environmental Quality	16
			Prereq	Minimum Indoor Air Quality Performance	Required
			Prereq	Environmental Tobacco Smoke Control	Required
			Credit	Enhanced Indoor Air Quality Strategies	2
			Credit	Low-Emitting Materials	3
			Credit	Construction Indoor Air Quality Management Plan	1
			Credit	Indoor Air Quality Assessment	2
			Credit	Thermal Comfort	1
			Credit	Interior Lighting	2
			Credit	Daylight	3
			Credit	Quality Views	1
			Credit	Acoustic Performance	1
0	0	0	0	Innovation	6
			Credit	Innovation	5
			Credit	LEED Accredited Professional	1
0	0	0	0	Regional Priority	4
			Credit	Regional Priority: Specific Credit	1
			Credit	Regional Priority: Specific Credit	1
			Credit	Regional Priority: Specific Credit	1
			Credit	Regional Priority: Specific Credit	1

0 0 0 0 TOTALS Possible Points: **110**
 Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110

- INTRODUCTION -

Resolution on **Green Building Practices**

Submitted by: Councilmember Janet Horst

Background

According to the U.S. Green Building Council, buildings and construction account for 39% of CO2 emissions – more than either the transportation or industrial sectors. In addition, buildings account for nearly 12% of potable water use, 65% of waste (landfill) output, and 71% of electricity consumption in the U.S. *Footnotes: (1), (2)*

The Borough of Mountain Lakes can demonstrate leadership by passing a Green Building Policy Resolution that encourages Green design features specifically in municipal buildings and facilities, but also in school, commercial and residential construction projects.

The Green Building Policy Resolution seeks to realize the following environmental, economic, health and community benefits: *Footnote (6)*

- Enhance and protect local ecosystems
- Improve indoor and outdoor air and water quality
- Utilize natural light
- Reduce solid waste
- Reduce operating costs (i.e. electric and water use)
- Improve employee productivity and satisfaction
- Improve air and thermal environments

Sustainable Jersey Action Points (5): To meet Sustainable Jersey requirements, at a minimum, our Green Building Policy Resolution needs to include language to this effect: ...***The Borough of Mountain Lakes hereby implements a Green Building Policy that will consider opportunities to incorporate green building measures into the design, construction, operation and maintenance of municipal buildings and facilities.***
Footnote (6)

Island Beach Renovation:

By way of example, this resolution would encourage adopting measures to reduce storm water runoff (away from Mountain Lake); purchasing water efficient toilets and adopting a landscape plan that promotes parking lot and picnic area tree shade.

New Borough Hall Design:

We have an opportunity to achieve a LEED “certified level” for this project.

Footnote (4)

Why Does Mountain Lakes Need a Resolution on Green Building Policy?

- To reference in future Master Plans *Footnote (5)* and Planning and Zoning Board reviews
- To include in future municipal RFP contract bids
- To encourages the hiring of professionals with green building *experience (LEED certification not required)*
- To showcases our Borough’s commitment to optimizing life-cycle economic performance (e.g. light bulbs); reduce solid waste (e.g. hand dryers in bathrooms); improve air quality for all employees (e.g. air circulation via A/C and heating); enhancing employee comfort and health (e.g. air filters, window sun screening)
- To encourage design features that minimize the strain on local infrastructure: (e.g. bicycle racks, parking lot electric car charging station(s), run-off into storm water catch-bins)

Footnotes:

(1) Global Alliance for Building and Construction: 2018 Global Statistic Report

<https://globalabc.org/uploads/media/default/0001/01/f64f6de67d55037cd9984cc29308f3609829797a.pdf>

(2) Inventory of U.S. Greenhouse Gas Emissions and Sinks* (April/2019)

<https://www.epa.gov/ghgemissions/inventory-us-greenhouse-gas-emissions-and-sinks>

*Sinks: Carbon dioxide emissions that are removed from the atmosphere be “sinks” through the uptake of carbon and storage in forests, vegetation and soils

(3) How We Use Water

<https://www.epa.gov/watersense/how-we-use-water#CIl%20uses>

(4) Sample LEED for New Construction and Major Renovation 2009

<http://hlmssustainability.com/leed-certification-levels/>

LEED Certification out of 110 Possible Points

Certified: 40-49 pts

Silver: 50-59 pts

Platinum: 80-110 pts

(5) Mountain Lakes Master Plan, Adopted October 24, 2003

(6) Sustainable Jersey

<http://www.sustainablejersey.com/actions-certification/>

a. 203 communities in NJ are certified

b. 50 communities have adopted the Green Building Policy Resolution

(7) Global Status Report 2017; UN Environment

https://www.worldgbc.org/sites/default/files/UNEP%20188_GABC_en%20%28web%29.pdf

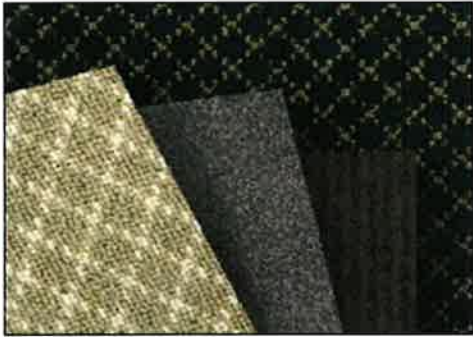
GREEN BUILDING PRACTICES: A Photographic Gallery



Improve Water Conservation



Sustainable Building Materials – Bamboo



Sustainable Materials: Wool Carpeting



Efficient Lighting – LED Bulbs



Renewable Energy – Roof Solar Paneling



Efficient Windows



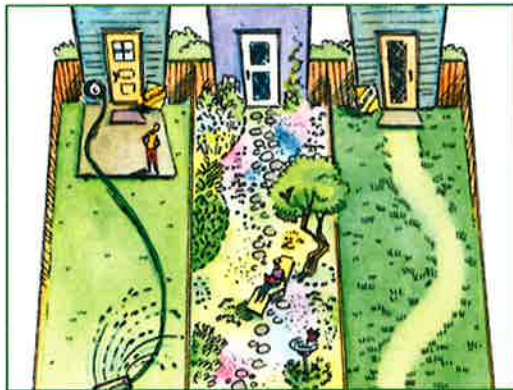
Rain Gardens to Catch Storm Water Runoff



Improve Indoor Air Quality with Planting Stations



Electric Car Recharging



**

Landscaping to Reduce Maintenance



High R-Factor Insulation



[Hand Dryers to Eliminate Paper](#)



[Innovative Green Vertical Fence Design](#)



[Green Roofs to Reduce Storm Water Runoff, Reduce Building Energy Use and Promote Cleaner Air](#)



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Mitchell Stern
Borough Manager
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: Marcy Gianattasio, Borough Clerk
Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of October 28, 2019.

Trash Day – Trash day was held this past Saturday (October 19th). Early indications reflect that the event was successful. I will have a detailed report once all of the numbers have been put together.

Affordable Housing Administrative Agent - One aspect of our affordable housing obligation is to name an Affordable Housing Administrative Agent. In mid-September, I solicited proposals from four well established firms that perform this function. Of the four, two advised that they were not interested in providing a proposal and one did not respond to the request. The firm that did respond, Community Grants, Planning & Housing (CGP&H), provided a detailed proposal. In working through the proposal process, the firm was responsive to all inquiries and followed up to see if additional information was needed.

The information was brought back to the Affordable Housing sub-committee for discussion and recommendation as to whether to retain CGP&H or solicit other proposals. The Committee recommends that CGP&H be retained as the Borough's Affordable Housing Administrative Agent and not pursue additional proposals.

In concurring with the recommendation, I will have a resolution on the agenda for the first Borough Council meeting in November authorizing the engagement of CGP&H. Attached to my report are two documents from CGP&H for your review; Affordable Housing Administrative Agent Qualifications & Experience, and Fee Proposal.

Please reach out with questions or concerns.

Mitchell

Qualifications & Experience

Affordable Housing Administrative Agent Services

Borough of Mountain Lakes New Jersey

September 26, 2019



CGP&H

Community Grants, Planning & Housing
Good People. Great Results. Since 1993.
101 Interchange Plaza, Suite 301
Cranbury, NJ 08512
(609) 642-4855 (direct line)
randy@cgph.net

Qualifications & Experience

EXECUTIVE SUMMARY

CGP&H is a New Jersey Department of Community Affairs approved Affordable Housing Administrative Agent. We are currently responsible for thousands of units of affordable housing throughout over 65 municipalities in New Jersey. Our staff are experts with state affordable housing regulations in the areas of income qualifications, affordable rents and sales prices, affirmative marketing plans, affordability assistance program design, creation of industry-leading policies and procedures manuals and much more to comply with the State's *Uniform Housing Affordability Controls*.

All applicants for affordable housing in our client municipalities log onto their own **Affordable Homes New Jersey Profile** to update their contact information and see exactly where they are on the affordable housing waiting list. No other firm in the state has capabilities that even begin to approach the efficacy, speed, responsiveness to applicant inquiries, and user-friendliness. AffordableHomesNewJersey.com has transformed the way we provide Administrative Agent services and improved the applicant experience tremendously. This is why our firm has nearly doubled its affordable housing admin portfolio in a very short time. Furthermore, these online tools and database enable us to administer affordable units in small inclusionary developments effectively and efficiently as well as large projects.

Detailed applicant information is stored in our secure database on the Salesforce platform enabling us to monitor the program and provide valuable insights into our clients' portfolio and its applicants. For example, we can report on how long it takes to sell a unit, how long it takes to rent a unit, how many are currently for rent, how many applicants have special needs, and so much more. Our clients are able to quickly have this information upon request. No other firm has these reporting and analytic capabilities that we include in our portfolio of services.



CGP&H's **Affordable Homes New Jersey** website and profile is now so widely recognized that we receive inquiries from affordable homeowners in municipalities not administered by CGP&H requesting that we list their home and administer the sale! We are also leaders in implementing Accessory Apartment Programs that work. From the challenges of rehabilitating an owner-occupied home to acquiring market rate homes and reselling them under a Market to Affordable Program, CGP&H is the most comprehensive, experienced and capable affordable housing implementation team operating in New Jersey today.

Comprehensive answers to all the questions posed by the Borough of Mountain Lakes are on the following pages.

1. Have you had experience handling the accessory apartment program? If yes, please describe your experience. What, specifically, do you do for other towns?

CGP&H has always been a leader in the creation and successful implementation and then administration of accessory apartment programs. CGP&H creates a program manual that is based upon and supportive of the municipality's current zoning ordinance(s) as to where in the municipality accessory apartments are to be a permitted use and where it is never permitted; what are the lot density, setback, size and other lot requirements to create an accessory apartment as a permitted use; and how the municipality will address an illegal unit that currently exists. There are many other home rule decisions that we will discuss with each new client municipality and its planners to create a program that complements the municipality's land use objectives.

Once the manual is written to the municipality's satisfaction, it is generally provided to the court for their review and approval. CGP&H has a perfect track record for our manuals being approved by the court.

Staff at CGP&H then work with the municipality on proper and inexpensive advertising. The type and extent of advertising depends on many local circumstances, including how many units the municipality wants to create by 2025, helping guide how aggressive the marketing needs to be. Since this program can only be marketed to existing owners in the municipality, marketing becomes more straightforward than regional marketing and can be accomplished through posting on the municipality's website; placement in tax mailings and/or any other mailings (again, only for clients wanting to be very aggressive about marketing), press releases, and when available municipal email blasts.

CGP&H answers all owner/potential landlord questions about the program on behalf of our client municipalities, working closely with the municipality's zoning, planning or land use board in cases where bulk or use variances may be required. Questions often focus on maximum permitted rental pricing, tenant selection procedures, credit and criminal background checks, who pays the utilities, deed restriction questions, just to name several

The approach CGP&H takes to administering accessory apartment programs is efficient and cost-effective. Whereas CGP&H has an entire team of seven staff members who only focus on housing rehabilitation to address a municipality's present need obligation, the accessory apartment program should not require any of those labor intensive services. Rather, once an accessory apartment is approved to be built, we recommend that it be handled by the municipality like any other construction/renovation project, ensuring that the owner applies for all applicable permits and then successfully close out all open permits and secures a certificate of occupancy or other applicable approval from the municipality.

At least three months prior to project completion (ideally), CGP&H will begin affirmatively marketing for tenants for the unit. UHAC rules require that we reach out to the multi-county region to do such advertising. For the very first accessory apartment, we require paid advertising in one or more newspapers that will reach the multicounty region. Once the municipality has a current and sizable wait list, we will periodically (usually quarterly) continue to do regional mailings to major public and private institutions throughout the region. On the mailing list will include any additional party named in the section of the municipality's

settlement agreement with regard to affirmative marketing. Such entities usually include various advocacy agencies, as is required by UHACCGP&H has innovated an approach that saves all our client municipalities a great deal of money for these quarterly mailings: we name all of our clients' projects throughout the region on each mailing, and then share the mailing costs among our many clients in each region, making each mailing to hundreds of institutions only a fraction of their price to each of our clients. We usually do not even expend our full reimbursable expenses budgets with our municipal clients due to this cost sharing approach.

We have a cutting edge, highly interactive, best in class interactive database wherein interested parties can submit a pre-application online; get placed through computer randomization on the wait list; get invited to view the unit; and connect to the landlord. . At that point CGP&H will coordinate with the landlord and the applicant, have the landlord show the unit and run any credit checks they wish (must be completely consistent from applicant to applicant). Once the applicant determines they would like to live there, and the landlord determines they meet their credit criteria and any other legal conditions, we invite the applicant to complete a full application through our web site. They are usually given one week to complete the application (with the possibility for a one week extension). These deadlines are given to minimize the delays in filling a vacant unit. The landlord can use a sample lease of their choosing, as long as it is reviewed and approved by CGP&H.

CGP&H will annually provide the landlord with maximum rental percentage increases and will require that the landlord send them a fully executed tenant lease renewal on a timely basis.

There are hundreds of other little steps involved along the way, some of which are unique from case to case. This brief description of our approach to administering successful accessory apartment programs does not go into specific detail about special scenarios such as how to work with an illegal unit that wants to become legal, however the above paragraphs represent the major steps involved from inception to completion of an affordable accessory apartment unit, in the manner that we are doing for other municipalities at the present time.

2. Does your firm handle both prospective tenant applicants for housing and prospective property-owner applicants for creating an accessory apartment?

Yes, one of the things that makes accessory apartments more labor intensive than , standard affordable housing programs is that we have to first educate and work with the property owner applicants to create the units. After that is accomplished working with prospective tenant applicants is an easier more typical process. Once the units are built, the process for finding tenants and filling those accessory units is no different than filling any of the other affordable rental units that we oversee. The unique part of the accessory apartment process is the creation of a new unit, whether from a barn, a garage, or even built from scratch on a single lot site, dependent on the ordinance. To facilitate this process we have an experienced affordable housing specialist in our office who coordinates with the prospective landlords, taking them through the whole process. Once the unit is close to receiving a certificate of occupancy, the specialist hands off the project to our regular case management team which includes our Vice President of Affordable Housing and our Administrative Agent Manager who supervises our case managers and assigns at least one of our five case managers to working with prospective tenants and helping them through the application department. Each of the two discreet parts requires a different skill set and we assign to our thoroughly trained staff based on those differences.

3. Do you administer the NJ rehab program, for income-qualifying property owners whose homes need repair?

We have overseen the rehabilitation of more than 3,000 homes in municipalities through New Jersey and Pennsylvania, currently providing housing rehabilitation services to 40 of our municipal clients and 2 county clients. CGP&H always ensures that every housing rehabilitation program is seamless and rooted in the principles of maximizing efficiencies while imparting a visible, long-term positive impact for communities. From program creation to full-case processing through completion of construction and issuance of warranties to homeowners, CGP&H offers a full-service housing rehabilitation solution second to none. Always compliant with regulatory requirements, our professionals ensure an optimal outcome every time.

Our housing rehabilitation program website, www.hip.cgph.net provides useful information for both homeowners and contractors interested in participating in our clients' Home Improvement programs. It also makes it easy for homeowners to submit a one-page electronic preliminary application and for contractors to obtain a contractor application at their convenience. Please visit www.hip.cgph.net to see how our specialized website would serve residents. Our municipal clients choose CGP&H, and fellow planners and attorneys consistently recommend us to their clients because our programs are carefully designed to comply with all state and federal regulations, produce the most units per dollar, and result in quality construction with satisfied homeowners and renters. Other areas where CGP&H continues to shine include:

- **Creation of new or updating existing Policies and Procedures Manuals to be thorough and in full compliance of applicable federal and/or state regulations**
- **Comprehensive and extensively documented case files which municipal clients; HUD consultants, and state and federal auditors consistently praise**
- **Detailed work write-up specifications and bid documents that are second to none**
- **Progress inspections during the construction phase that increase contractor compliance**
- **Innovative, customized multi-media marketing to homeowners and contractors alike**
- **Local contractor outreach, encouraging participation from the best local contractors**
- **Successfully manage difficult contractors that prove to be sub-standard**
- **Friendly, always accessible, and bilingual staff**
- **Extensive phone support, and in person assistance whenever required**

The satisfaction rate among our applicants and quality of our case files have set the benchmark on which other rehabilitation programs are judged. In fact, on many occasions, our firm has been brought in after municipal programs were severely mismanaged by either other consultants or in-house staff, such as Bound Brook, Freehold Borough, Fairfield (Salem), New Brunswick and the City of Passaic. In every case, CGP&H turned those programs into successes, lauded by the very state and federal agencies that previously had problems with those municipal programs. Whether working with a problem situation, or in a municipality that is brand new to housing rehabilitation, or even taking over administration of a currently successful program, our approach is consistent to achieve the desired results. These reasons, coupled with our highly-experienced management and case team members are the primary reasons for the successes for each of the housing rehabilitation programs we administer throughout New Jersey for our municipal clients, as well as the housing rehabilitation programs we administer in Pennsylvania.

4. What is your process for educating the public on the affordable housing program?

CGP&H employs various methods of educating the public about affordable housing opportunities that we administer for clients.

For all of our programs, rental, sale or housing rehabilitation, we suggest a location on the municipality's website that is logical and very easy to find. That page should explain each functioning program in sufficient detail to help the reader "self-select" what is or isn't potentially applicable to them. There should be email links to our assigned staff member to answer specific questions that they may have.

In regard to affordable housing for sale or rental, CGP&H will affirmatively market the affordable units to maintain a list of interested applicants. Information will be posted on our cutting edge, highly interactive website called, AffordableHomesNewJersey.com. For opportunities in Mountain Lakes, we would also send out mailings quarterly to our existing distribution list of approximately 250 community groups, major employers, and social service providers in Region 2 which is comprised of Essex, Morris, Union, and Warren counties. We would also share our list with Mountain Lakes to see if the municipality would like to add any community groups, major employers or social service providers to our comprehensive list. All units will also be posted on NJHRC.gov as well as Twitter, Instagram and Facebook where CGP&H has over 2,000 followers. If the Borough uses an email blast system or social media, we would certainly recommend similar postings there, or simply directing readers to the pages on our web site dedicated specifically to Mountain Lakes.

In regard to our housing rehabilitation programs, for each client municipality, CGP&H implements a Marketing Plan to recruit interested homeowners to the Program. In consultation with the municipality, CGP&H employs a variety of proven free and low-cost strategies to advertise the program within the municipality which usually includes, but is not limited to, advertising on the municipal website, appending announcements and/or flyers to appropriate municipal mailings, creating 11" by 17" laminated posters and complementary flyers and more detailed brochures for display and distribution at key high visibility locations. We also utilize free local cable TV advertising, if available, to establish the program's applicant pool/waiting list and expand contractor interest as well. We also use email blasts, twitter, and Facebook in cases where the municipality already provides such services to its residents. If future program marketing is needed, CGP&H also periodically prepares press releases for a series of free advertising opportunities. We offer to make group presentations to community organizations or to the public at large at a client's municipal building, and even to local contractors to explain the program and its benefits to them. Paid newspaper advertisements are be utilized as a last resort, when deemed necessary and appropriate and is almost never necessary. The methods we use and the order of their deployment is always analyzed to implement the most effective combination of strategies at the right time. Extensive marketing efforts are essential for all successful housing rehabilitation programs to meet their productivity objectives. Our tried and true approach to marketing is one of the many phases of a strong rehabilitation program that differentiates us from any other provider.

In regard to more specialized or challenging programs to administer such as accessory apartment programs or market to affordable programs, we may also employ additional strategies such as having public meetings, extensive marketing, proactive mailings to prospective participants to educate them about our programs and help them through the process, and much more. Our dedicated team of professionals works tirelessly on the phone, through email, and in person to find appropriate program participants and help them through the process from start to finish.

5. What is your process for handling resident and non- resident requests for housing?

CGP&H employs the most sophisticated online tools available in the state to engage applicants in a seamless digital process for applying for housing opportunities in our client municipalities. When an applicant is interested in being added to the municipality's waiting list for affordable housing, they will be able to submit a pre-application online directly from the **AffordableHomesNewJersey.com** website. This short Pre-Application will ask basic information about the applicant's household size and income to determine whether the household may qualify for affordable housing. If an applicant does not have access to a computer or phone, they will be mailed a preliminary application, or we will assist them over the phone.

Online Affordable Homes New Jersey Profile

Every applicant who applies to rent or purchase a home in the municipality will be able to access their own **Affordable Homes New Jersey** Profile page like the one shown in the following figure. On that page, they will be able to see the information we have on file for them such as annual income and household size. If the applicant needs to update their income or phone number for example, they can click the "Update My Profile Information" button. The personalized profile enables applicants to verify that we always have their most current information on file and to quickly update their information themselves. The profile page also will also show that they are on the waiting list to purchase or rent a home in the municipality and shows available homes that they may qualify for.

Affordable Homes New Jersey a CGP&H service Help

Add yourself to the waiting in order to be included in the first random drawing!

My Ownership Waiting Lists My Rental Waiting Lists My Profile

My Rental Waiting Lists

Applicant Name

Join/Leave Rental Waiting Lists

You may be able to join more waiting lists.

In order to be considered for affordable housing, you must join waiting lists. Each municipality may have a rental and ownership waiting list. All rental waiting lists you join will be listed below.

Join Leave

Join: 04/15/2018

Joining new or to new waiting list determined by lottery number. We are contacting next applicants on waiting list.

Applicants can add themselves to the municipality's waiting list from their own profile page!

Streamlined Digital Communication with Applicants

When applicants submit their online preliminary application, we use an email verification tool to make sure that the email address the applicant provided is correct and our email is not blocked by spam blocker. Our ability to communicate with applicants is critical because we email applicants notifications when we get to their name on the waiting list for an available unit. These emails provide applicants more information about the available home and applicants can "Request to Visit" the home or "Skip This Unit" by clicking a button directly from the email.

Applicants receive emails where with one click they can "Request to Visit" or "Skip This Unit"

We typically need to contact at least ten applicants for every applicant that rents a unit. During this outreach we screen for eligibility (such as income and household size) and provide additional information about the units and landlord policies. Though an applicant may be next on the waiting list for an affordable unit, there are numerous reasons why that applicant may choose not to proceed with that particular unit. For example, they may have moved on to another housing option or are currently in the middle of a lease they cannot break. Our streamlined communication system allows us to learn quickly if an applicant is not interested in a unit, so we can move on to the next applicant on the list as soon as possible. CGP&H strives to make this component of the process as efficient as possible so applicants can get much needed affordable housing quickly and landlords can rent units in a timely fashion. When an applicant is interested in a unit and clicks "Request to Visit", they will be asked additional questions to confirm they qualify for the specific unit, and if so they will be referred to the landlord.

Applicants will be notified immediately via email if they are not eligible because, for example, they are over the income limit or their household size is too large for the available unit. This immediate processing allows us to move onto the next preliminary applicant to fill the affordable units as quickly as possible. Our automated email communications provide detailed information to applicants on the waiting the waiting list 24/7, so they know their change in status, without any delays. Due to the advanced interactive nature of our database, applicants being notified that they are ineligible can immediately request a review online via a link from their email and update their information if applicable.

Affordable Homes New Jersey

An affordable home has become available and your name is in the next group of potential applicants. To confirm your interest, please review the listing below (which includes all the information we have at this time)

• PLEASE NOTE THE DEADLINE TO RESPOND. If you do not take action by this deadline, we will assume you are not interested in this home and we will move to the next person on the waiting list. You will not be contacted about this home again.

Please respond by: 07/26/2018



600 Harrison, unit ##, Hoboken, Hudson County



1 bed 1 bath

\$ 750

Request to Visit

Skip This Unit

Online Full Application

Before an applicant can rent or purchase an affordable home, they will be sent a link to an online application form to start the full income certification process. We have received positive feedback from applicants who prefer to complete the form online rather than a hard copy application. The online form is user friendly and applicants can save their progress while they input bank account and other income-related information requested in the application.

Online Annual Renewal

Applicants can update their contact information, income, household size and other qualifying information any time from their **Affordable Homes New Jersey Profile**. If applicants have not updated in the last year, we will email them a series of emails notifying them that their profile will expire and they will be removed from the waiting list if they do not submit an update via the link provided in the email. If they fail to respond to multiple email requests to update, they will be sent a final email notifying them that they have been removed from the waiting list.

Applicants without email addresses will be mailed annual renewal requests.

Household Certification

CGP&H will maintain a waiting list of households interested in purchasing or renting affordable units in the municipality.

CGP&H ensures that our waiting lists are filled with applicants that are still interested in affordable housing so that when specific opportunities arise, less time will be spent inviting dozens on the waiting list who have moved on to other housing options. CGP&H's online system requires that our applicants re-affirm their interest in remaining on the waiting list. The positive impact on how quickly this approach can fill vacant units is nothing short of remarkable. CGP&H will complete income certifications for all households that submit full applications.

There is no other firm in the entire state that provides such a robust and user-friendly online database, with so much transparency for applicants. Through our online profile system, applicants can add or remove themselves from the municipality's waitlist, update personal information (such as income, children born, marriage/divorce etc.), and much more. This 24-7 access is available right on their computer, smart phone, or any other device with an internet connection. CGP&H's system has earned accolades from applicants, landlords and sellers of affordable housing as these technological advances have brought the modern-day convenience and access of the latest mobile and web technologies to the processes of renting, leasing, selling and purchasing of affordable homes with exemplary results.

6. What is your response time for questions from the public?

As a technology leader in our field, our applicants have 24-7 access to a host of resources for information both on available housing opportunities, additional housing resources, and access to their own information such as information regarding their own waitlist status or properties they may be eligible to apply for. This online access has greatly reduced our need to communicate over the phone directly with the public because of the helpfulness of our online resources. However we are available by phone and by email for inquiries from the public, which we generally respond to within 24 hours of receiving a call. Here is a sample of a website that would be created for Mountain Lakes if we are hired as administrative agents:

Affordable Homes New Jersey
CGPH • NJ • NJ

[AFFORDABLE OPPORTUNITIES](#)
[APPLY NOW](#)
[FAQ](#)

SAMPLE TOWNSHIP

Home → All Opportunities → [Mountaintop](#)

HOW TO APPLY

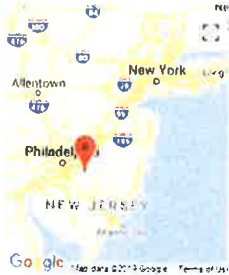
If you want to join the waiting list, click to submit a Preliminary Application online. Make sure to visit your Affordable Homes New Jersey Profile to join waiting lists.

[Submit a Preliminary Application](#)

AVAILABILITY


You may join the Evesham rental and ownership waiting lists. Units become available for rent and sale monthly.

BURLINGTON COUNTY EVESHAM




CURRENT LISTINGS


Click below for additional information on current affordable opportunities in this municipality. Join waiting lists to be considered.




Whitebridge Village Condominiums
Sale
401 Quail Rd
\$75,299 | 2 bed | 1 bath | Low



Whitebridge Village Condominiums
Sale
2201 Rabbit Run Rd
\$112,302 | 2 bed | 1 bath | Moderate




Whitebridge Village Condominiums
Sale
801 Quail Rd
\$79,292 | 2 bed | 1 bath | Low



Whitebridge Village Condominiums
Sale
1201 Squirrel Rd
\$114,900 | 2 bed | 1 bath | Moderate

LOCATIONS

Click below for additional information on locations in this municipality. Join waiting lists to be considered.



Berkshire Woods
Sale
2 Bed | 3 Bed | Low - Moderate | 6 Townhome(s)

HAVE A QUESTION?




For immediate responses, visit our searchable [FAQ](#) for answers to questions like:

- What are the steps involved in the affordable housing process?
- What is considered income?
- What documents will I be required to submit?
- Do I need an attorney to buy or sell an affordable home?

INTERESTED IN OTHER LOCATIONS?

Visit our [Current Listings](#) page to view available properties in all locations.

FOLLOW US

7. What are your roles and responsibilities in effectively and correctly administering affordable housing consistent with all applicable regulations and what is the municipalities (municipal liaison)?

The primary mission of the Administrative Agent is to ensure that restricted homes are rented or sold to eligible low and moderate-income households and that the restrictions are enforced throughout the term of affordability. CGP&H will assume all the duties of the Administrative Agent as defined by the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26) which are quoted directly below:

5:80-26.14 Administrative agent

- (a) The affordability controls set forth in this subchapter shall be administered and enforced by the administrative agent. The primary responsibility of the administrative agent shall be to ensure that the restricted units under administration are sold or rented, as applicable, only to low- and moderate-income households. Among the responsibilities of the administrative agent are the following:
1. Conducting an outreach process to insure affirmative marketing of affordable housing units in accordance with the provisions of N.J.A.C. 5:80-26.15;
 2. Soliciting, scheduling, conducting and following up on interviews with interested households;
 3. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
 4. Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
 5. Creating and maintaining a referral list of eligible applicant households living in the COAH region and eligible applicant households with members working in the COAH region where the units are located;
 6. Employing a random selection process when referring households for certification to affordable units;
 7. Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
 8. Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
 9. Instituting and maintaining an effective means of communicating information between owners and the administrative agent regarding the availability of restricted units for resale or rental;
 10. Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or rental;
 11. Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership;
 12. Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the cost of central air conditioning systems;
 13. Processing requests and making determinations on requests by owners of restricted units for hardship waivers;
 14. Communicating with lenders regarding foreclosures;
 15. Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10;
 16. Notifying the municipality of an owner's intent to sell a restricted unit;
 17. Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county's register of deeds or county clerk's office after the termination of the affordability controls in this subchapter for each restricted unit;
 18. Providing annual reports to COAH as required; and
 19. Such other responsibilities as may be necessary to carry out the provisions of this subchapter.

- (b) The administrative agent shall create and shall publish in plain English, and in such other languages as may be appropriate to serving its client base, a written operating manual, as approved by COAH, setting forth procedures for administering such affordability controls, including procedures for long-term control of restricted units; for enforcing the covenants set forth in Appendices A, B, C, D and E of this subchapter, consistent with the provisions of N.J.A.C. 5:80-26.18; and for releasing restricted units promptly at the conclusion of applicable control periods. The administrative agent shall have authority to take all actions necessary and appropriate to carrying out its responsibilities hereunder.

The operating manual shall have a separate and distinct chapter or section setting forth the process for identifying applicant households seeking certification to restricted units, for reviewing applicant household eligibility, and for certifying applicant households in accordance with the household certification and referral requirements set forth in N.J.A.C. 5:80-26.16.

1. Such process shall require that an applicant household be notified in writing of the results of its application for certification within 20 days of the administrative agent's determination thereof.
2. At the discretion of the administrative agent, such process may include either or both an outreach requirement and a face-to-face applicant interview process.
3. The administrative agent shall establish and maintain a ready database of applicant households as a referral source for certifications to restricted units, and shall establish written procedures to ensure that selection among applicant households be via the database, and in accordance with a uniformly applied random selection process and all applicable State and Federal laws relating to the confidentiality of applicant records.

UHAC (N.J.A.C. 5:80-26.18(c)), describes the responsibilities of the municipality (including the municipal housing liaison) include:

1. Provide to the administrative agent the name, title and telephone number of the municipal official who shall be responsible for liaison with the administrative agent on all matters related to this subchapter;
2. Ensure that applicable local ordinances are not in conflict with, and enable efficient implementation of, this subchapter;
3. Retain or otherwise designate legal counsel for the purposes of representing any municipal entity acting as administrative agent and of enforcing the controls set forth in this subchapter;
4. Ensure that all restricted units are identified as affordable within the tax assessor's office and any municipal utility authority (MUA). The municipality and MUA shall promptly notify the administrative agent of a change in billing address, payment delinquency of two consecutive billing cycles, transfer of title, or institution of a writ of foreclosure on all affordable units; and
5. Provide all reasonable and necessary assistance in support of the administrative agent's efforts

Fee Proposal

Affordable Housing Administrative Agent Services

Borough of Mountain Lakes New Jersey

October 18, 2019



CGPH

Community Grants, Planning & Housing
Good People. Great Results. Since 1993.
1249 South River Road, Suite 301
Cranbury, NJ 08512
(609) 642-4855 (direct line)
randy@cgph.net

Fee Proposal

CGP&H Fee Proposal Overview

The following table is an overview of the fees CGP&H will charge for affordable housing Administrative Agent Services for to the Borough of Mountain Lakes. Below this table are additional tables that break down by line items the fees in each category.

Total Budget Required for Comprehensive Administrative Agent Management and Accessory Apartment Services	
Total for Accessory Apartment Program (See Table A below for details)	\$16,150
All Other Identified Administrative Agent Services (See Table B below for details)	\$5,850
TOTAL COMBINED EXPECTED COST TO MOUNTAIN LAKES	\$22,000

The remaining costs of providing administrative agent services in the Borough of Mountain Lakes are expected to be paid by landlords and owners of deed-restricted units. See Table C for the pricing that CGP&H will charge landlords/developers for that work. Please note the Borough of Mountain Lakes would normally not be responsible for any of the fees in Table C.

A. Fees for Accessory Apartment Program Paid by Mountain Lakes		
Service	Billing Terms	Budget
1. Accessory Apartment Program Setup	Not to exceed \$2,000 for first contract year, billed at \$120/hour.	Maximum amount without approved change order: \$2,000
2. Accessory Apartment Program Implementation	Estimated not to exceed \$7,000 per unit billed at \$120/hour, except for income eligibilities which will be at \$85 per hour.	For two units per year, estimated not to exceed: \$14,000
3. Reimbursement of Expenses	Expenses reimbursed as incurred on monthly invoices	Not to exceed \$150 per year
TOTAL FOR ACCESSORY APARTMENT PROGRAM (Assuming two accessory apartments)		\$16,150

- 1. Accessory Apartment Program Setup:** This includes, but is not limited to, working with Borough representative(s) to set program terms; creation of operating manual, forms and appropriate outreach materials. Anticipates a maximum of one in person meeting may be required.
- 2. Accessory Apartment Program Implementation:** This includes, but is not limited to, the ongoing efforts to market the program to existing property owners, distribute marketing materials, answer homeowner inquiries; taking both owner participation applications from initial submission through to case closing and then subsequently working with interested tenant applicants. The Borough can decide whether it wants owners of future accessory units to pay CGP&H to market and fill their vacancies whenever that occurs, or whether the Borough will cover this periodic expense.
- 3. Reimbursement of Expenses:** CGP&H will bill Mountain Lakes for direct costs related to annual mailings to homeowners and regional mailings conducted as part of required affirmative marketing. All direct costs will be based on actual costs incurred only.

The following Table B is if the Borough wants CGP&H to also be its overall administrative agent, help prepare annual reports, etc.

B. Administrative Agent Fees Paid by Mountain Lakes		
Service	Billing Terms	Budget
1. Project Setup (only in first year)	One-time not-to-exceed fee of \$1,500 billed at a rate of \$120 per hour for senior staff and \$80 per hour for all other staff.	\$1,500
2. General Administration & Reporting	Annual not-to-exceed fee of \$3,750 billed at rate of \$120 per hour for senior staff and \$80 per hour for all other staff.	\$3,750
3. Waiting List Fee (Existing Affordable Sale Units)	Annual fee of \$30 per existing affordable sale unit in the Borough.	Estimated \$300. Amount to be determined by number of restricted units managed by CGP&H
4. Reimbursement of Expenses	Expenses reimbursed as incurred on monthly invoices	\$300
TOTAL FOR ADMINISTRATIVE AGENT SERVICES (Not including accessory apartment program)		\$5,850

- 1. Project Setup:** This includes but is not limited to creating administrative agent manual, creation of or revisions to a municipal Affirmative Marketing Plan, and creating webpages on AffordableHomesNewjersey.com for affordable housing opportunities in Mountain Lakes.
- 2. General Administration & Reporting:** This includes but is not limited to: taking calls from families interested in affordable homes, affirmatively marketing affordable homes, annual mailings to deed restricted homeowners in compliance with UHAC regulations, and, dealing with most foreclosure and enforcement issues that may arise. CGP&H will expertly perform all mandated annual reporting. In addition, using our uniquely capable database system, CGP&H will provide the Borough with additional value-added reports on various aspects of the Borough's affordable housing portfolio which include easy-to-read graphics and charts that will make some of the more mundane data colorful and interesting to have on the Borough's website. This line item also includes responding to general affordable housing inquiries and advising Mountain Lakes and/or developers on affordable housing requirements and/or pricing of new developments, up to the allocated budget.
- 3. Waiting List Management (Existing Affordable Sale Units):** CGP&H has invested in the web-based Affordable Homes New Jersey Profile outlined throughout this proposal which will be utilized to maintain Mountain Lakes' waiting lists (for affordable sales and affordable rentals). For the sales units, this online system has the dual benefit to both applicants and affordable housing sellers alike by providing around the clock, user friendly and robust on-line tools for affordable housing applicants,

while also increasing user turnaround times and cost efficiencies in our provision of these services. It will also allow for very robust and informative reports, including charts, with second to none informative data that can be shared on the Borough's website, as part of the Borough's mandated series of required reports from its approved settlement agreement.

4. **Reimbursement of Expenses:** CGP&H will bill Mountain Lakes for direct costs related to annual mailings to homeowners and regional mailings conducted as part of required affirmative marketing. All direct costs will be based on actual costs incurred only.

The following Table C explains fees that could be charged to new developments in Mountain Lakes that utilize CGP&H for required Administrative Agent services.

C. Fees Usually Paid by Developer/Landlord (not the Borough)	
1. Waiting List Management (Rental Units)	\$300 per year for projects with fewer than ten (10) affordable units. \$30 per unit per year for projects with ten (10) or more affordable units.
2. Rental Fees	Flat fee of \$800 per income certification CGP&H will not bill for applicants found ineligible.
3. Annual Lease Renewal Fee	\$30 per lease renewal reviewed and filed
4. Existing Ownership Fees	3% of the sale price of the home for sales or minimum of \$2,500. \$175 flat fee to process refinancing request <i>These fees are paid by the affordable home owner/seller.</i>
5. New Ownership Sale Fees	Total fee of \$2,000 per sale unit. \$1,000 will be billed at the time each home goes under contract and \$1,000 will be billed at closing. In the event that a buyer goes under contract and does not close, the first \$1,000 payment would not be returned.
6. Set-up New Projects	Flat fee based on the number of units in each newly constructed project that needs to be affirmatively marketed. For projects with five affordable units or fewer the fee is \$500. For projects with more than five affordable units, the fee is \$1,000.

- 1. Waiting List Management (Rental Units):** The waiting list management fee will allow us to maintain the waiting list on our web-based Affordable Homes New Jersey Profile (affordablehomesnewjersey.com). This unique online system provides around-the-clock, user-friendly and robust online tools for applicants, while also increasing our turnaround times. First launched in early 2016, it has become a game changer for both Landlords and applicants alike. To join the waiting list, applicants submit a short online form and every applicant who meets the income requirements has access their own Affordable Homes New Jersey Profile page. On that page, they can see the information that we have on file for them such as annual income and household size and update it directly from their profile if needed without calling CGP&H. The personalized profile enables applicants to verify that we always have their most current information on file and to quickly update their information themselves. After initial lease-up, all applicants will be required to update their information annually. As a result, the waiting list is always current, allowing CGP&H to quickly find interested tenants when there are vacancies in the future. CGP&H currently has over 40,000 households on its waiting lists, with dozens more joining every day, 365 days a year.
- 2. Rental Fees:** CGP&H will contact the next applicant on the waiting list to prescreen them for eligibility. Applicants determined to be preliminarily eligible will be referred to the landlord and invited to submit a full application if they pass the landlord tenant selection criteria and want to rent the unit.

CGP&H will collect and review extensive documentation from the applicant households to determine their eligibility for an affordable rental unit. Eligibility determination fees do not include credit or background checks, which are generally done by the landlord. Usually, all of these fees are paid for by each landlord, but the Borough has the option of paying all or part of these fees. It is our understanding that the turnover rate in Mountain Lakes is very low. With a five percent turnover rate, for example, this fee will be triggered only about one to two times per year.

3. **Annual Lease Renewal Fee:** CGP&H will advise the landlord of the maximum rental amount before each new lease is executed and we will review all executed leases and maintain copies in our files. Again, these fees are almost always paid for by the Landlord, however, if the Borough wants to help to more gradually transition Landlords into this newer model, the Borough can absorb this fee
4. **Existing Ownership Fees:** CGP&H charges a fee of 3 percent of the sales price to resell an existing affordable owner-occupied unit. This includes referring as many interested and pre-qualified buyers to the seller, coordinating with both the seller and all interested applicants throughout the duration of the sale process, income certifying as many prospective buyers as needed, preparing the closing documents, often attending closings, and performing numerous other duties related to the closing. This fee is paid by the owner directly to CGP&H at closing. Due to the expansive services provided by CGP&H, nearly all affordable housing sellers decide that they do not need to hire a realtor, thereby saving a significant (higher) broker fee. CGP&H also charges existing homeowners a fee to process requests for subordination or home equity loans. This fee will be paid by the homeowner requesting the review.
5. **New Ownership Sale Fees:** After random selection is completed, CGP&H will process the pre-applications, screen pre-applicants, and refer eligible households to the developer, income certify all buyers, coordinate with mortgage providers, and prepare affordable housing related closing documents for the project.
6. **Set-up New Projects:** When new projects are constructed, CGP&H will contract directly with developer to administer the programs.

If a housing rehabilitation program is required, CGP&H would be happy to provide a cost proposal for those services. Providing expert, turnkey housing rehabilitation services is a significant part of CGPH&H, consisting of six staff members who exclusively focus on providing housing rehabilitation services to 40 municipalities in New Jersey and two county clients in Eastern Pennsylvania at this time.

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

RESOLUTION 145-19

“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 **October 28, 2019** 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 October 28, 2019.

Marcy Gianattasio, Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Happer						
Horst						
Korman						
Lane						
Menard						
Shepherd						
Barnett						

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 10/28/2019 For bills from 10/10/2019 to 10/24/2019

Check#	Vendor	Description	Payment	Check Total
16390	196 - ALLIED OIL	PO 21155 DPW: UNLEADED FUEL - BLANKET(4)	5,449.10	5,449.10
16391	2793 - AP CERTIFIED TESTING, LLC	PO 21055 WATER QUALITY ACCOUNTABILITY ACT	796.00	796.00
16392	191 - ASSOC OF NJ ENVIRONMENTAL COMM	PO 21173 2019 MEMBERSHIP DUES	350.00	350.00
16393	3957 - ATLANTIC COAST FIBERS, LLC	PO 20486 RECYCLING CHARGE - BLANKET 2019	879.10	879.10
16394	3783 - CINTAS CORPORATION #111	PO 21214 DPW - UNIFORM RENTALS - SEPTEMBER 2	338.60	
		PO 21214 DPW - UNIFORM RENTALS - SEPTEMBER 2	101.22	
		PO 21214 DPW - UNIFORM RENTALS - SEPTEMBER 2	225.28	665.10
16395	2396 - COUNTY WELDING SUPPLY CO.	PO 21111 DPW - EQUIPMENT & TOOLS BLANKET 201	68.00	68.00
16396	2147 - CCTMO LLC	PO 21094 OCTOBER 2019 - CELL TOWER REIMBURSE	1,830.10	1,830.10
16397	506 - DAN COMO & SONS, INC	PO 20933 SOLID WASTE - LEAF & BRUSH REMOVAL	2,960.00	2,960.00
16398	576 - DAVE'S TIRE, LLC	PO 21161 DPW - Vehicle Maintenance - Mower T	185.00	
		PO 21167 POLICE DEPARTMENT - VEHICLE REPAIRS	984.00	
		PO 21166 POLICE DEPARTMENT - VEHICLE REPAIRS	588.48	1,757.48
16399	2971 - DIRECT ENERGY BUSINESS	PO 21188 ACCT#: 614054 - 269690, 91, 92 - SE	23.58	23.58
16400	657 - DRAEGER, INC.	PO 21131 POLICE: EQUIPMENT MAINTENANCE - BLA	179.00	179.00
16401	3367 - NEW JERSEY EZ PASS	PO 19918 POLICE: TOLLS - 2019 BLANKET ACCT#	1.00	1.00
16402	3715 - FED EX	PO 21187 FINANCE MAILING - ACCT# 2047-4057-7	59.94	59.94
16403	2517 - FFI FIREFIGHTER ONE, LLC	PO 21169 FIRE DEPT: EMERGENCY REPAIRS- ENGI	633.51	633.51
16404	753 - FIRE FIGHTERS EQUIPMENT CO.	PO 21084 DPW - BUILDING MAINTENANCE - BLANKE	394.25	394.25
16405	769 - FOREST LUMBER	PO 19937 DPW - EQUIPMENT & TOOLS - BLANKET	32.78	
		PO 21154 BORO HALL: CEILING TILES	99.98	132.76
16406	814 - GARDEN STATE HIGHWAY PRODUCTS	PO 21081 REC: BEACH CLOSED SIGNS	148.00	148.00
16407	3049 - GENERAL CODE, LLC	PO 21104 CLERK: CODIFICATION/CUST# M01514	2,155.00	2,155.00
16408	911 - HOME DEPOT CREDIT SERVICES	PO 20045 DPW - TOOLS & SUPPLIES - BLANKET 20	444.79	444.79
16409	3885 - HOMELAND SECURITY INVESTIGATIONS	PO 21134 POLICE: TRAINING	250.00	250.00
16410	3817 - IL TORRENTE PIZZA	PO 20538 DPW - MEALS - BLANKET	69.98	69.98
16411	859 - JCP&L	PO 21177 ACCT#100 076 421 971/BILL PRD: SEP	63.44	
		PO 21191 MASTER ACCT#200 000 574 000/ BILL D	55.02	
		PO 21190 M/A #200 000 053 658 / BILL DATE: 1	3,219.42	
		PO 21189 MAST ACCT# 200 000 021 275 / BILL D	7,154.25	10,492.13
16412	859 - JCP&L	PO 21207 M/A #200 000 020 764: BILL DATE: 10	249.76	
		PO 21206 M/A #200 000 054 011/ BILL DATE: OC	628.72	878.48
16413	4006 - JET VAC EQUIPMENT, LLC	PO 20012 WATER DEPARTMENT - EQUIPMENT - BLAN	81.04	81.04
16414	812 - JOSEPH GARTLAND, INC.	PO 21043 DPW - DEPARTMENT SUPPLIES	335.00	335.00
16415	4061 - LIBERTY BUILDING PRODUCTS	PO 21156 DPW: CONCRETE PALLETS	244.60	244.60
16416	2561 - LIFESAVERS, INC.	PO 21046 PARKS & PLAYGROUNDS - DEFIBRILLATOR	179.00	179.00
16417	2644 - MAACO COLLISION REPAIRS	PO 20868 DPW - VEHICLE REPAIR	2,848.59	2,848.59
16418	1438 - MAIN POOL & CHEMICAL COMPANY	PO 19980 WATER DEPARTMENT - TREATMENT OF WEL	642.00	642.00
16419	4089 - MEGHAN E. LEININGER	PO 21157 refund for required training for Pl	119.00	119.00
16420	3373 - MIMI KAPLAN	PO 21172 REIMBURSEMENT: FORUM EVENT	20.75	20.75
16421	1295 - MORRIS CTY MUNICIPAL UTILITIES	PO 21193 SOLID WASTE DISPOSAL - SEPTEMBER 20	10,018.43	10,018.43
16422	1394 - MTN. LAKES PUBLIC LIBRARY	PO 20449 2019 MTN LAKES PUBLIC LIBRARY AID -	22,857.66	22,857.66
16423	1378 - MTN. LAKES VOLUNTEER FIRE DEPT.	PO 21182 REIMBURSEMENT FOR DIESEL	157.05	157.05
16424	1553 - NEW JERSEY NATURAL GAS	PO 21178 SEP 6/9/10 TO OCT 5-8, 2019 SERVICE	493.77	493.77
16425	3844 - NJSLOM	PO 21158 2019 LEAGUE TICKETED FUNCTIONS	245.00	245.00
16426	1562 - NJLM	PO 21212 2019 NJLM MAYOR'S LUNCHEON	25.00	25.00
16427	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 21175 NOV 2019 DENTAL PREMIUMS - GROUP 16	3,506.00	3,506.00
16428	3236 - ONE SOURCE OF NEW JERSEY, LLC	PO 20576 DPW - EQUIPMENT REPAIR - BLANKET 20	235.40	235.40
16429	3659 - OPTIMUM	PO 20426 BORO INTERNET SERVICES ACCT# 07876-	140.55	140.55
16430	3888 - PLANET TECHNOLOGIES, INC	PO 21136 QUOTE: 9/18/18 - AOS-G AGREEMENT	5,111.28	5,111.28
16431	1787 - R & J CONTROL, INC.	PO 20487 DPW - BUILDING MAINTENANCE - BLANKE	548.92	548.92
16432	1822 - R.S. PHILLIPS STEEL, LLC	PO 21099 DPW - BUILDING MAINTENANCE	252.56	252.56
16433	1734 - READYREFRESH BY NESTLE	PO 20687 ACCT# 0016496903 - BLANKET	78.22	78.22
16434	3205 - SECURITY SHREDDING	PO 21118 SEPT 2019 SHREDDING	60.00	60.00
16435	285 - SHAWN BENNETT	PO 21146 POLICE DEPT: HALLOWEEN SUPPLIES	46.06	46.06
16436	2774 - STAPLES BUSINESS ADVANTAGE	PO 21077 ORDER# 7300786992	154.15	
		PO 21114 FINANCE: ORDER#	463.85	618.00
16437	1981 - SUBURBAN DISPOSAL, INC	PO 20481 SOLID WASTE/RECYCLING COLLECTION -	35,599.99	35,599.99
16438	3903 - TCF EQUIPMENT FINANCE	PO 20423 POLICE CAR LEASE / CUST# 730289 - 2	2,247.19	2,247.19
16439	1343 - TILCON NY, INC	PO 21148 MC CO-OP MOUNTAIN LAKES	200,509.16	200,509.16
16440	2074 - TROPICANA CASINO & HOTEL	PO 21196 CLERK - LEAGUE OF MUNICIPALITIES 20	122.00	122.00
16441	4088 - TURN OUT UNIFORMS, INC	PO 21057 POLICE DEPT: Supplies for Class II	309.98	309.98
16442	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 20452 2019 SEWER MAINTENANCE CHARGES - BL	33,373.00	33,373.00
16443	4069 - UNITED BUSINESS SYSTEMS	PO 21174 CANON COPIERS - 3RD QTR 2019 - PRIN	849.11	849.11

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 10/28/2019 For bills from 10/10/2019 to 10/24/2019

Check#	Vendor	Description	Payment	Check Total
16444	2536 - UNUM LIFE INSURANCE COMPANY	PO 20424 STD/LTD / LIFE INSURANCE - 2019 BLA	2,513.81	2,513.81
16445	4064 - USA GUTTERMEN, LLC	PO 20830 DPW - BUILDING MAINTENANCE	1,070.00	1,070.00
16446	2137 - V.E. RALPH & SONS, INC.	PO 21165 POLICE: NALOXONE (NARCAN)	514.50	514.50
16447	2749 - VERIZON	PO 19997 2019 INTERNET SVC: A/C# 853-478-043	52.32	
		PO 19997 2019 INTERNET SVC: A/C# 853-478-043	37.33	
		PO 19997 2019 INTERNET SVC: A/C# 853-478-043	37.34	126.99
16448	2135 - VERIZON WIRELESS	PO 21176 ACCT# 882388054-00001 / SEOT 05 - 0	843.68	843.68
TOTAL				357,560.59

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	1,294.59			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	2,299.56			
01-201-20-130-020	FINANCE - OTHER EXPENSES	256.10			
01-201-20-140-020	COMPUTER SERVICES	5,304.15			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	119.00			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	6,019.81			
01-201-25-240-001	POLICE DEPT - SALARY & WAGE	309.98			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	3,383.22			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	4,140.43			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	49,037.92			
01-201-26-306-020	Recycling Tax	303.60			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	178.20			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	5,239.58			
01-201-27-335-020	ENVIRONMENTAL COMM - OTHER EXP	370.75			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	179.00			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	180.78			
01-201-29-390-020	AID TO PUBLIC LIBRARY	22,857.66			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	4,161.34			
01-201-31-437-020	NATURAL GAS	517.35			
01-201-31-440-020	TELECOMMUNICATIONS	843.68			
01-201-31-447-020	PETROLEUM PRODUCTS	5,606.15			
01-203-26-305-020	(2018) SOLID WASTE - OTHER EXPENSES		116.00		
01-260-05-100	DUE TO CLEARING			0.00	114,548.95
01-290-55-000-005	DUE TO T-MOBILE - SPRINT FEES			1,830.10	
TOTALS FOR	Current Fund	112,602.85	116.00	1,830.10	114,548.95
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			78,573.24	
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17			25,000.00	
04-215-55-984-000	2018 CAPITAL ORDINANCE 4-18			35,482.61	
04-215-55-985-000	2019 CAPITAL ORDINANCE 2-19			61,453.31	
04-260-05-100	DUE TO CLEARING			0.00	200,509.16
TOTALS FOR	General Capital	0.00	0.00	200,509.16	200,509.16
05-201-55-520-520	Water Operating - Other Expenses	8,935.90			
05-260-05-100	DUE TO CLEARING			0.00	8,935.90
TOTALS FOR	Water Operating	8,935.90	0.00	0.00	8,935.90
07-201-55-520-520	Sewer Operating - Other Expenses	33,566.58			
07-260-05-100	DUE TO CLEARING			0.00	33,566.58
TOTALS FOR	Sewer Operating	33,566.58	0.00	0.00	33,566.58

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
Total to be paid from Fund 01	Current Fund	114,548.95	+ 2,000.	=	116,548.95
Total to be paid from Fund 04	General Capital	200,509.16			
Total to be paid from Fund 05	Water Operating	8,935.90	+ 511.36	=	9,447.26
Total to be paid from Fund 07	Sewer Operating	33,566.58			
		<u>357,560.59</u>			

[Handwritten signature]

Checks Previously Disbursed

16389	STATE OF NJ - PWT DIVISION OF TAXAT	PO# 21164	2019 - 3RD QUARTER - PUBLIC COMMUN	511.36	10/15/2019
16388	COSTCO WHOLESALE	PO# 21162	POLICE: SAFE ZONE HALLOWEEN CANDY	2,000.00	10/15/2019
				<u>2,511.36</u>	

* ↑

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund	2,000.00	114,548.95	116,548.95
Fund 04 General Capital		200,509.16	200,509.16
Fund 05 Water Operating	511.36	8,935.90	9,447.26
Fund 07 Sewer Operating		33,566.58	33,566.58
BILLS LIST TOTALS	2,511.36	357,560.59	360,071.95

TOTAL TO TRANS.

116,548.95 +
 200,509.16 +
 9,447.26 +
 33,566.58 +
 360,071.95* +

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

Meeting Date: 10/28/2019 For bills from 10/10/2019 to 10/24/2019

Check#	Vendor	Description	Payment	Check Total
5166	1472 - MURPHY, MCKEON P.C.	PO 21138 SEPTEMBER 2019 LEGAL SERVICES	855.00	855.00
	TOTAL			855.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	855.00
17-500-00-050-231	Sunrise Senior Living Management			855.00	
TOTALS FOR	Developer's Escrow	0.00	0.00	855.00	855.00

Total to be paid from Fund 17 Developer's Escrow

855.00

855.00



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES
OCTOBER 14, 2019
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 9, 2019 and posted in the municipal building.

Mayor Barnett called the meeting to order at 7:30 p.m. in the municipal building.

ROLL CALL ATTENDANCE

Roll Call	<u>Present</u>	<u>Absent</u>		<u>Present</u>	<u>Absent</u>
Happer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Menard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Horst	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shepherd	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Korman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barnett	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lane	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

FLAG

Mayor Barnett led the salute to the flag.

COMMUNITY ANNOUNCEMENTS

Mayor Barnett announced that the Lakers 55+ will have a meeting on Friday, October 18th at 12:45 p.m. at the Mountain Lakes Library. Speaker Michael Britton from the Alliance for New Jersey Environmental Education will be speaking about global warming.

Trash Day is Saturday, October 19th from 8:00 a.m. to 3:00 p.m. Also, looking ahead we will have our Halloween Safe Zone festivities. More information about these events can be found on the Borough's website.

Council Member Korman announced that over the next week, the Lakeland Hills YMCA is having a tech class for senior citizens or anyone who would like to attend. The YMCA also offered to have a tech class at the library if there is interest.

The YMCA is also having a Swim Team youth clothing drive on October 27, 9:00 a.m. to 2 p.m.

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

George Jackson – 20 Sherwood Drive, he feels that the height change in the proposed Route 46 zoning ordinance from 48 to 45 feet is still too high. Mr. Jackson feels the height should go down to what is in the overlay zone which is 40 feet. He feels anything above 40 feet will set a standard that will hurt the integrity of the town. Mr. Jackson said that there should possibly be a standard height for peak roofs and a standard height for flat roofs.

Mr. Jackson commented on the proposed tree ordinance saying that he feels it is unfortunately misguided and a huge overreach by the Borough. The ordinance was originally supposed to help prevent clear cutting and preserve the buffers between neighbors. It was not intended to micro-manage what residents can do on their own lot. Mr. Jackson suggest that the community be surveyed to see what their feelings are on the proposed ordinance.

Bob Dewing – 33 Arden Road, commented about the tree ordinance. He is a longtime member of the Woodlands Committee and encourages planting legacy trees because they will become canopy trees in the future. He feels that the ordinance is a tremendous over reach and will be very difficult to enforce. He does agree that there should be a tree



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES
OCTOBER 14, 2019
HELD AT BOROUGH HALL, 400 BOULEVARD, MOUNTAIN LAKES, NJ 07046**

ordinance in place when building permits are issued because that is where a large amount of canopy trees will be taken down.

Steven Shaw – 4 Point View Place, he spoke about the tree ordinance saying that just because it is legal does not mean it is the best thing for the community. The issue he sees is in enforcement. He feels that enforcement is a big issue in the Borough, not only with the tree issue but with other zoning issues in the town. Mr. Shaw mentioned that the ordinance possibly gives the Shade Tree Commission enforcement powers over the ordinance and he feels this is a very bad idea. Mr. Shaw spoke about a tree program that was held in the town where residents could buy trees at a discounted price to plant on their property and maybe this could be done again.

Susan Marshall – 220 Morris Avenue, she is a former chairperson of the Shade Tree Commission. Ms. Marshall feels that the ordinance has good intentions but she feels having a tree replacement that is only required to have native trees designated by the New Jersey Plant Society and trees that are only native to Morris County is incredibly difficult and a huge over reach.

Ethan Grodofsky – 71 Lake Drive, he thinks the tree ordinance is ridiculous and people need to be educated. Mr. Grodofsky said he has lost four trees to death and two trees were blown down because they were never managed. He says you have to take trees down to let the younger trees grow. Mr. Grodofsky agrees with Mr. Shaw that you cannot have volunteers enforce the tree ordinance.

Cindy Shaw – 4 Point View Place, she is speaking as a resident about the Tree Ordinance. She sees a lot of administrative issues with the ordinance and feels you will be putting neighbors against neighbors. Ms. Shaw does not understand who at the Borough will be managing the ordinance. Ms. Shaw mentioned the money that this ordinance will cost homeowners who want to take down trees. She feels that money that the Borough will spend managing the Tree Ordinance would be better spent taking care of the trees in the Borough's pocket parks.

Marty Kane – 4 Pickwick Lane, he feels that the proposed tree ordinance sends the wrong message to Mountain Lakes residents. Mr. Kane says that we should incentivize and educate and not thrash people. He says the ordinance looks like big government run amuck.

BOROUGH COUNCIL DISCUSSION ITEMS

Tree Replacement Ordinance

John Briggs of the Shade Tree Commission explained the importance of trees in the Mountain Lakes community. Mr. Briggs mentioned that trees not only enrich our lives with their beauty, trees have many environmental factors. Mr. Briggs said that the Borough's trees are under stress and are either being taken down or dying. The Borough has lost more trees than are being planted and this trend may be continuing in the future. We need to replace the number of trees we will be losing in the next decade. He says that pruning trees can help extend tree life but many of the trees are over one hundred years old and are reaching the end of their life span.

The Shade Tree Commission believes that the amendments to the tree ordinance will ensure that Mountain Lakes retains its parklike atmosphere for years to come and that the Borough will continue its rich legacy of trees.

Sandy Batty of the Shade Tree Commission thanked the Borough Council for the funds to plant new trees. She said the Shade Tree Commission was able to plant 26 new trees, but that is not enough compared to the number of trees that were taken down.

The Borough Council thanked the Shade Tree Commission for all the good work they have done with the ordinance and also having JCP&L take down all the dead trees along the Boulevard at no cost.



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES
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Eastbound Route 46 Ordinance Update

Deputy Mayor Shepherd updated the Borough Council on the potential changes to the permitted and conditional uses in Ordinance 245-11, Business Zone-B. The Planning Board conducted its regular meeting on September 26, 2019 during which time the proposed changes, suggested by the ad-hoc subcommittee of the Economic Development Committee were reviewed.

Deputy Mayor Shepherd supplied a booklet describing the 2015 revised federal Underground Storage Tank regulations. The booklet was written by the Environmental Protection Agency. This booklet answers questions regarding a potential gas station site in Business Zone-B in the future.

The Planning Board made recommendations to the potential changes in the ordinance. Paul Phillips, Mountain Lakes Borough Planner, is reviewing the ordinance and the Planning Board recommendations. Mr. Phillips will be sending an updated ordinance to be reviewed by the Borough Council.

Agenda Management

Mayor Barnett presented the Borough Council with a robust summary of agenda items that the Borough Council has covered in 2019. Mayor Barnett included on the summary remaining items that are confirmed and proposed for the rest of the 2019 agendas and may be carried over into 2020. She asked the Borough Council to consider what agenda items are the highest priority, and if there are any other items to add to the list. Mayor Barnett asked the Borough Council for ideas on how to take care of routine business in an efficient and focused manner.

ATTORNEY'S REPORT

Attorney Robert Oostdyk reported that the Borough Council has received some letters and inquiries about the actions of Council Member Lane and her involvement with the Board of Education. One of the letters was sent by the League of Women Voters discussing the propriety of the Councilwomen's interactions with the Board of Education regarding a program that the League of Women's Voters sponsors at the High School. The second letter that was forwarded to the Borough Council raised a concern about Council Member Lane's involvement again with the Board of Education. This letter involved the request made for a tailgating event. Mr. Oostdyk explained that these individuals have a right to communicate concerns about a member of the governing body. This does not necessarily mean that the Borough Council is required to decide regarding the content they get a complaint about. Mr. Oostdyk said the options at the Borough Councils disposal to address complaints in reference to a fellow Council Member and another public entity are limited. If the Borough Council wishes to discuss the issue, Mr. Oostdyk's advice would be to schedule a discussion.

Mr. Oostdyk provided a brief overview of the applicable law. At a Borough Council meeting several months ago, Council Member Lane's involvement with the League program was raised in public session. Mr. Oostdyk recalls at that time being asked whether a sitting council person is permitted to publicly take a position as an individual on an issue for the Board of Education. Mr. Oostdyk's answer was the Borough Council members are permitted to exercise their first amendment rights to be heard at a public meeting of a public body that is of concern to them. Mr. Oostdyk mentioned that whenever a council person does this, they need to be clear that they are not speaking in their official capacity as an Elected Official of the Borough. This is because the Local Government's Ethic Law provides that no local government official or employee shall use or attempt to use his or her official position to secure unwarranted privileges or advantages.

Mr. Oostdyk explained that the Borough Council needs to decide if a discussion on these issues is warranted. He feels that if their Borough Council would like to have a discussion, it should be done at a public meeting where everyone knows the topic is going to be discussed. The discussion could be as structured as an opportunity for Ms. Lane to respond to these letters or other Council Members having the opportunity to ask questions or express any concerns they may have.

MANAGER'S REPORT

a. Best Practices Inventory

Manager Mitchell Stern reported that this year's Best practices Inventory contains 84 questions of which 46 were unscored survey questions. Of the 38 scored questions, a score of 30 or above must be attained to avoid loss of state aid.



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The Borough attained a score of 40.5. The Best Practices Inventory must be electronically filed with the State no later than October 30, 2019.

b. Trash Day

Manager Stern reported that Saturday October 19th, 8:00 a.m. to 3:00 p.m. has been set for the Borough's annual trash day. More information about this can be found on the Borough's website or contact the DPW office.

c. Recycling Issues

Manager Stern reported that the Borough continues to have considerable issues with contamination of the collected recycling materials. The issues are wide ranging and involve both the vendor collecting the material and the residents improperly disposing of non-recyclable material in the recycling bins. Manager Stern will be meeting with Doug Edler, Mountain Lakes DPW Director, and the recycling collection vendor early next week and then the DPW Committee later in the week. Manager Stern is expecting to have recommendations on how to solve these issues before Borough Council within the next several weeks.

ORDINANCES TO ADOPT

- a. Final Hearing of Ordinance 12-19, Ordinance Amending Chapter 111 of the Revised General Ordinances of the Borough of Mountain Lakes and Revising the Fee Schedule

Introduced September 23, 2019

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Horst	<input checked="" 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"/>
Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shepherd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.
There was no one from the public wishing to speak.

Adopted October 14, 2019

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horst	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shepherd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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- b. Final Hearing of Ordinance 13-19, Ordinance Authorizing the Salary and/or Wages of the Officers and Employees of the Borough of Mountain Lakes, County of Morris, New Jersey

Introduced September 23, 2019

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Horst	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shepherd	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Mayor Barnett opened the meeting to the public.
There was no one from the public wishing to speak.

Adopted October 14, 2019

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horst	<input type="checkbox"/>	<input 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"/>
Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shepherd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***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**

- a. R139-19 Resolution Authorizing the Payment of Bills
- b. R140-19 Resolution Confirming the Term of Appointment of Monica Goscicki as Chief Financial Officer
- c. R142-19 Change of Procedure for Claimant Certification
- d. R143-19 Resolution to Authorize the Establishment of a "Dedication by Rider" to the Budget of the Borough of Mountain Lakes for Electronic Receipt Fees
- e. R144-19 Resolution Authorizing 2019 Municipal Employees Salary

***APPROVAL OF MINUTES**

September 23, 2019 (Regular) **HAPPER NOT ELIGIBLE**



**MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES
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***BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**

- a. *Vicky J. Maniatis to the Green Team Committee*
- b. *Lucas A. Stelling to the Shade Tree Committee*

***APPROVAL OF CONSENT AGENDA**

Council member	M	2nd	Yes	No	Abstain	Absent
Happer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horst	<input type="checkbox"/>	<input 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"/>
Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shepherd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barnett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COUNCIL REPORTS

Council Member Menard reported that the Planning Board had a courtesy review of the Island Beach Project. The Planning Board reviewed the plans that have been submitted thus far. They committed on the placement of the building and the trees that need to be removed. Council Member Menard said they received good feedback from the Planning Board.

Council Member Happer reported that Lakes Management met and spoke about hydro raking and what the impact will have on the Borough especially since the Borough does spot hydro raking and has a rotating program. Council Member Happer said there is a fifty-foot zone around the inlets that you can hydro rake without a permit. If the fifty-foot zone is where the hydro raking is being done, then the Borough may not need to obtain a permit.

Lakes Management discussed tree removal that about to occur between two ponds, Shadow and Olive. The residents were upset because they feel this area is an embankment which is effectively a dam and they did not want anyone going through their property to get to the trees.

Council Member Lane reported that the Zoning Board had an application regarding the placement of a fence. The Zoning Board discussed a removal of an existing shed and installing a new shed.

Council Member Horst reported that the Green Team has some new members coming on Board. The current Chairperson Marnie Vyff will be stepping down from the Committee and a new Chairperson is being named. Council Member Horst will meet with the new Chairperson to discuss Sustainable New Jersey.

Council Member Lane reported that BOE is evaluating the Biotech Academy Contract which is to be signed in 2019. Ad Hoc committees are being formed for Math, Biotech and Block Scheduling. The School District hired a new Assistant Superintendent/Director of Curriculum and the new Business Administrator, Carol Delsandro will be starting this week.

Council Member Korman reported that a subcommittee of the Shade Tree Commission is talking about a Carrot Program. This is a program to encourage homeowners to plant shade trees on their private property. Council Member Korman said the subcommittee is very active.

Mayor Barnett reported that the Borough had a Shared Services meeting with the Board of Education. They discussed the Borough Hall renovation project. The Board of Education asked for four weeks to decide as to whether they will be included in the Borough Hall renovation project.



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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.

Cindy Shaw – 4 Point View Place, she commented on having a list of tree experts saying that employees at the Borough do not make it a policy to recommend any professionals. Ms. Shaw feels there will be a liability when having a list or recommending tree experts. Ms. Shaw said that in the past the Shade Tree Commission received \$20,000 worth of grants to plant trees. She suggests the Shade Tree Commission investigate applying for grants. Ms. Shaw suggest that the Shade Tree Commission write a letter to include with approved tree removal permits to explain to residents about removing a tree then planting a tree.

Ms. Shaw followed up on comments on a presentation made last week about the algae bloom and encouraging rain gardens. She said that in 2014 she worked with the Borough’s Zoning Officer to develop a zoning permit because landscapers were not bringing any of their applications to the Borough to have them approved for improved lot coverage. She feels the Borough does not have a very strong enforcement of this zoning permit. Ms. Shaw highly recommends that if the Borough is going to encourage people to build raingardens that you also encourage them to not put patios in without getting those approvals. She said the coverage is creating some of the runoff issues the Borough has.

Steven Shaw – 4 Point View Place, he commented on responding to all the residents in town. Mr. Shaw mentioned Fred Kanter and said we are all out here to serve the community and we do not deserve some of the treatment some of us are getting. Mr. Shaw said he remembers being told when he was on the Borough Council, he could not work in town or apply for a variance. He said when he did work in town, members of the League of Women Voters spread word that he was working unethically and enriching himself by building a house on the esplanade. Mr. Shaw had to defend himself from these comments to a League member. Mr. Shaw read an email he received from an officer of the League of Women Voters.

Mr. Shaw understands the goal of the tree ordinance is to get trees in the ground. He feels the model tree ordinance is not right for Mountain Lakes. Mr. Shaw said the residents of Mountain Lakes value the community and quality of life. He says to work together to create a solution and educate the residents. Mr. Shaw respectfully asks that the Borough Council reject the model ordinance and craft a solution that is for Mountain Lakes.

Steve Castellucci – 2 Laurelwood Dr, he said there is a lot going on and he wants to thank the Council, volunteers, elected officials and staff members. Mr. Castellucci says it is hard to find people to disagree reasonably. He appreciates the Borough Council’s ability to hear while they listen.

Mr. Castellucci commented on the tree ordinance saying there are hazard issues that may or may not need to be addressed. He asks if you have a neighboring property that is endangering another neighboring property, who is responsible to point out the hazard? Mr. Castellucci asked how the tree ordinance would affect the farming and logging business in town. He said the Borough Council is taking the public’s safety into the best interest and he appreciates taking the extra time. Mr. Castellucci is concerned about the Borough’s existing ordinances that are already stressing the municipality’s capacity for consistent enforcement.

Mr. Castellucci said it is not easy to serve in a small town that you live in and it is important that the Borough Council respects everyone’s opinions, their right to say what they have to say and their obligation to take that into consideration.

NEXT STEPS AND PRIORITIES

Mayor Barnett reviewed the following next steps and priorities:

Next Step	Completed by	Completion date
Economic Development Committee review of the zoning ordinance		
Shade Tree Commission regroup		



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and discuss the tree ordinance		
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ADJOURNMENT at 11:15 P.M.

Motion made by Council Member Happer, second by Council Member Menard to adjourn the meeting at 11:15 p.m., with all members in favor signifying by "Aye".

Respectfully Submitted

Marcy Gianattasio, Borough Clerk



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

CONSTRUCTION OFFICE MONTHLY ACTIVITY REPORT

SEPTEMBER 2019

ADMINISTRATIVE SUMMARY

As expected at the end of the summer and with the school year beginning, the number of permit applications tailed off during the month. Favorable weather, though, allowed construction activities to continue and the inspection schedules were full.

An initial meeting was held with representatives of the Sunrise assisted living facility. They are planning to mobilize to begin site work. We expect to receive all of the required documentation and applications in the next month. A pre-construction meeting will be held next to discuss details of the construction administration.

Lightbridge Daycare Academy is progressing with their rehabilitation of the two buildings at 100 Route 46 East. Work continues on both the exterior amenities and the building interiors.

The State of New Jersey adopted a new set of model construction codes effective September 3, 2019. The Construction Office staff is in the process of reviewing the new codes and noting changes from the previous editions. The Fall and Spring semesters of DCA licensing seminars will focus heavily on the new codes.



Mountain Lakes Borough
 400 BOULEVARD
 MOUNTAIN LAKES, NJ 07046

Construction Permit Activity Report

9/1/2019 -> 9/30/2019

Summary

	Cost:	Count:			
New:	\$0.00	0	Cubic Footage:	10,592 Cu.ft	Permits Issued: 23
Addition:	\$192,400.00	3	Square Footage:	1,324 Sq.ft	Updates Issued: 5
Alteration:	\$301,977.00	25			
Demolition:	\$0.00	0			
Total:	\$494,377.00	28			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	11	\$4,312.00	\$0.00	\$4,312.00	B 27	23 %85.2	1 %3.7	3 %11.1
Plumbing:	11	\$1,095.00	\$0.00	\$1,095.00	P 21	13 %61.9	3 %14.3	5 %23.8
Electrical:	17	\$1,582.00	\$0.00	\$1,582.00	E 74	48 %64.9	24 %32.4	2 %2.7
Fire:	7	\$815.00	\$0.00	\$815.00	F 17	15 %88.2	0 %0	2 %11.8
Elevator:	0	\$0.00	\$0.00	\$0.00	V 0	0 %	0 %	0 %
Mechanical:	6	\$600.00	\$0.00	\$600.00	M 23	19 %82.6	0 %0	4 %17.4
	52	\$8,404.00	\$0.00	\$8,404.00		162	118	28
DCA Training:	3		39	Other Fees		(Note: Does not include result of none)		
DCA State:	24		721	\$1,000.00				
DCA Minimum:	1		1					
	28		\$761					

Variations	Total	Paid	Certificates	Issued Total	Paid Total
Building	0	0	CA 25	\$0.00	\$0.00
Plumbing	0	0	CCO 0	\$0.00	\$0.00
Electrical	0	0	CO 0	\$0.00	\$150.00
Fire	0	0	CC 0	\$0.00	\$0.00
Mechanical	0	0	TCO 1	\$0.00	\$0.00
Elevator	0	0	TCC 0	\$0.00	\$0.00
Total:	\$0.00	\$0.00	Total: 26	\$0.00	\$150.00

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		
	Record Count	Total Exempted		Record Count	Total Waived
Building	0	\$0	Building	0	\$0
Plumbing	0	\$0	Plumbing	0	\$0
Electrical	0	\$0	Electrical	0	\$0
Fire	0	\$0	Fire	0	\$0
Mechanical	0	\$0	Mechanical	0	\$0
Elevator	0	\$0	Elevator	0	\$0
Total:		\$0	Total:		\$0
	Record Count	Total Exempted	Violations	Fines	Paid
DCA Fees	0	\$0	Issued	0	\$0.00

Payments (Based on Payment Date)	
Permit (61)	\$8,425.00
NON-UCC (0)	\$0.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$8,425.00

BOROUGH OF MOUNTAIN LAKES CONSTRUCTION OFFICE ANNUAL PERMIT FEES

10/15/2019

	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	ENCLAVE FEES
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	7,805	53,202	
JULY	11,359	64,561	
AUGUST	9,355	73,916	
SEPTEMBER	9,504	83,420	
OCTOBER	23,654	107,074	13,888
NOVEMBER	17,709	124,783	
DECEMBER	34,113	158,896	23,496
	2019 COLLECTED	YEAR TO DATE	ENCLAVE FEES
JANUARY	12,338	12,338	
FEBRUARY	4,042	16,380	
MARCH	23,677	40,057	
APRIL	8,056	48,113	
MAY	23,363	71,476	
JUNE	26,134	97,610	
JULY	16,904	114,514	10,592
AUGUST	7,245	121,759	
SEPTEMBER	8,425	130,184	
OCTOBER			
NOVEMBER			
DECEMBER			

BOROUGH OF MOUNTAIN LAKES
DEPARTMENT OF PUBLIC WORKS
Department Activity
September 2019

IN HOUSE

All regular work details including building maintenance, vehicle repairs and maintenance, trash and recycling collection, trash bag deliveries, street sweeping, lawn maintenance, leaf and brush disposal, daily maintenance
Additionally:

Streets & Roads Department:

- Mower cutting the intersections and open space for last two weeks of September.
- Shelves were constructed and installed at borough hall.
- Took pictures and documented all the seized boats for auction.
- Street signs have been documented and are ready for auction.
- Surplus equipment has been documented and pictures taken for online auction.
- Black top was removed from DPW garage and taken to Tilcon to be recycled.
- Graffiti removal from sidewalk at 143 Kenilworth.
- Excess propane tanks from DPW garage taken to the Morris county recycling center.
- Tree removal from 120 Laurel Hill.
- Storm drain repair on Laurel Hill. Truck and pipe repair completed.

Water/Sewer Department:

- All 12" valves in the water system have been exercised. (W.A.A. compliance.)
- 150 hydrant valves have been inspected. (W.A.A. Compliance.)
- Hydrant Flow tests were conducted throughout the town.
- Water service repair on Melrose.
- Lead and copper testing as per DEP.requirements. Result letters were mailed out.

Recreation:

- Japanese knot wood was removed at the water edge at the overflow at Birchwood.

Vacation/Sick Time:

- 141 Vacation Hours/21 Sick Hours = 162 Man Hours



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Bill Bender
Fire Chief
info@mlvfd.com

400 Boulevard
Mountain Lakes, NJ 07046
P -973-394-1094

TO: Borough Manager Mitchell Stern
DATE: 10/17/19
SUBJECT: September 2019 Report

The following lists the activity for the Mountain Lakes Volunteer Fire Department during the month of September 2019:

FIRE CALLS (7)

LOCATION	DATE	TIME	DESCRIPTION
49 Old Bloomfield	9/6	6:21 PM	Elevator Alarm-set off in error
4 Park Place	9/7	3:38 PM	CO Alarm- Faulty Detector
9 Point View Pl	9/7	7:18 PM	Reported as possible car fire. Overheated Engine
19 Valley Rd	9/7	7:43 PM	Fire Alarm- Resident changing batteries
264 Morris Ave	9/9	3:40 PM	Fire alarm- Resident using soldering iron Set off alarm
23 Ronarm Drive	9/23	12:32 PM	CO Alarm- Resident changing batteries
17 Fernwood Pl	9/26	10:26 AM	Fire Alarm- Malfunction

DRILLS (4)

LOCATION	DATE	TIME	DESCRIPTION
High School	9/7	1:00 PM	Junior Drill. Hydrant and hose operations
High School	9/10	8:00 PM	Senior Drill- Walk thru. Pre plan during Construction
High School	9/17	8:00 PM	Senior Drill- Hydrant ops, Ladder ops,
High School	9/22	1:00 PM	Junior Drill-Hydrant ops, dressing drills

MEETINGS (3)

LOCATION	DATE	TIME	DESCRIPTION
Fire House	9/3	8:00 PM	Officers Meeting
Academy	9/11	7:00 PM	County Chiefs Meeting
Firehouse	9/24	8:00 PM	Business meeting

Truck and Equipment Checks/Work Details (1)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	9/24	9:00 PM	Truck Checks E1, E2, R1

COMMUNITY EVENTS (1)

1. Assist Boonton Fire Department with fireworks detail during Labor Day weekend

ANNOUNCEMENTS (1)

1. I am pleased to announce that FF Lisa Palazzi Palazzi is currently enrolled in the FF 2 class at the academy.
2. FF Brendan Baker has resigned from the department and has relocated to Indiana

Total Manhours: 375

Borough of Mountain Lakes

BOARD OF HEALTH

400 BOULEVARD • MOUNTAIN LAKES, NEW JERSEY 07046
Telephone: (973) 334-3131 • Fax: (973) 402-5595



September 2019

Administration/Tests:

- Review all swimming pool and spa results – Craig school, YMCA and Sports Care.
- Reviewed staff reports and collaborate regarding items or issues of concern.
- Retail food establishment updates and spot checks
- Continued working on lead education program

Environmental Inspections

- Wildwood cafeteria temporary set up reviewed onsite – approved.
- Final Review and approval for Sunrise Senior Living kitchen components and layout
- Watch for requested plans (Island Beach) be submitted to the Health dept.
For review to assure compliance with Chapter 24-NJ Retail Food Code as well as Lake Public Recreation Bathing Code 826.

Nursing

CDC/NJDOH PUBLIC HEALTH ALERTS

Lung Injury in People Who Report E-cigarette/Vaping: Update

Date: September 26, 2019

Public Health Message Type: Alert Advisory Update Information

Intended Audience: All public health partners Healthcare providers Infection preventionists

Local health departments Schools/child care centers ACOs Animal health professionals Other:

Key Points or Updates:

(1) Cases of lung injury in persons who have a history of vaping/e-cigarette use have been reported across the country. The Centers for Disease Control and Prevention (CDC) reports that as of September 17, 2019, 530 cases have been identified along with seven deaths in six states. Most cases report a history of using e-cigarette products containing THC.

(2) There have been 9 confirmed cases in New Jersey primarily reported among young persons (15 to 45 years-old) with no significant past medical history. More reports are currently under investigation.

(3) NJDOH is providing an update for providers on revised case definition, clinical presentation, guidance for reporting, possible product testing, and prevention messaging (Attachment B: Clinical Information for New Jersey Healthcare Providers Treating Patient with Suspected Lung Injury in People who report E-cigarette/Vaping Use).

Action Items:

(1) The New Jersey Poison Information and Education System (NJPIES) will serve as the main focal point for clinicians who are reporting suspected cases of lung injury in persons who report e-cigarette/vaping use. Reports can be made by calling NJPIES at 1-800-222-1222.

(2) Healthcare providers who are making reports on hospitalized patient should ensure that sufficient information is available regarding the patient's clinical evaluation including, radiographic studies, infectious disease and/or pulmonary evaluation, working

diagnosis or discharge diagnosis, additional diagnostics and treatments prior to reporting the case. (Attachment A: Reporting Process for Vaping and Severe Lung Disease Cases: Healthcare Providers) Please note: This pertains to public health reporting only. Clinicians seeking advice or assistance in managing patients with suspected lung injury from ecigarette/vaping use should not delay in contacting NJPIES for clinical consultation.

(3) Healthcare providers should continue to evaluate patients as clinically indicated and not use the case definition to guide diagnosis. Providers should also conduct and document a thorough substance use assessment include types of e-cigarette/vaping products, frequency/patterns of use, where the product was purchased and any tampering that may have occurred.

Contact Information:

- Stephen Perez, PhD, RN, Epidemic Intelligence Service Officer, Centers for Disease Control and Prevention, New Jersey Department of Health, Stephen.Perez@doh.nj.gov or (609) 826-5964, or
- The Communicable Disease Service at (609) 826-5964 during business hours

Monthly Activities

CDRSS is checked, at minimum, twice daily to review for newly listed communicable diseases. This is accomplished by all nursing staff. Upon the listing of a new disease, investigation of disease is initiated by PHN.

NJLINC checked daily. Health alerts and advisories are reviewed by all Public Health nurses. Health alerts, recalls, and specific health advisories are forwarded to the Health Educator for dissemination of information to the public if action is warranted as per NJLINC.

Screenings This Month

No screenings this month.

Disease Prevention - Well Child Program – 2 months thru 18 years of age - L. Gearhart, PHRN

No patients this month for the Well Child Program.

Childhood Lead Poisoning Prevention Program – T. Fucci, PHRN

No cases from Mountain Lakes reported to our office during this month. Lead case management monitoring occurs twice daily at a minimum for jurisdiction within the NJDOH Welligent LeadTrax Monitoring system.

TB Control Program – T. Fucci, PHRN

No Mantoux tests were administered this month.

Perinatal Hepatitis B Prevention Program, T. Fucci, PHRN

No PNHBV cases from Mountain Lakes reported to our office during this month.

Communicable Disease

The classifications for the cases listed below are based on the investigation conducted by the PHN, laboratory evaluation and NJDOH case definition. All investigation information is entered into CDRSS; NJDOH reads entries, comments on individual cases or will send PHN email requesting more data. Once NJDOH is satisfied with investigation methods, the case is approved and closed.

Patient Status is based on pt s/s, lab result interpretation and NJDOH Case Definition which is found in the NJDOH Communicable Disease Manual

September 2019

New Cases: 0	Ongoing Cases: 0
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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. Summons	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	0	651
January-12	39	\$ 400.00	\$ -	4	0	1	0	0	86	44	13	4	18	6	0	3	0	557
January-13	26	\$ -	\$ -	3	0	0	0	1	65	37	10	6	21	2	1	0	0	533
January-14	18	\$ -	\$ -	6	1	1	5	2	186	69	13	7	12	2	1	2	0	767
January-15	21	\$ -	\$ 850.00	3	0	3	0	0	135	48	5	5	16	3	0	0	0	614
January-16	14	\$ -	\$ -	7	0	1	0	3	166	51	13	6	8	5	0	2	0	647
January-17	19	\$ -	\$ 50.00	11	0	7	0	2	223	72	6	4	6	4	0	0	0	832
January-18	15	\$ -	\$ -	8	0	2	1	4	164	76	13	7	14	1	0	0	0	858
January-19	23	\$ -	\$ -	5	1	1	0	0	117	51	6	7	14	2	0	0	0	918
February-11	20	N/A	N/A	5	2	0	0	1	138	62	14	8	10	1	0	0	0	572
February-12	27	\$ -	\$ -	7	0	1	0	4	116	44	11	11	18	3	0	0	0	584
February-13	17	\$ -	\$ -	6	0	0	0	3	65	55	6	7	10	0	0	0	0	440
February-14	15	\$ -	\$ -	3	0	0	1	0	217	110	10	11	8	1	1	0	0	729
February-15	23	\$ 50.00	\$ 400.00	7	0	0	9	3	91	61	11	9	12	1	0	0	0	535
February-16	18	\$ 50.00	\$ 1,000.00	10	2	3	0	3	201	36	5	6	9	6	0	1	0	723
February-17	16	\$ 50.00	\$ -	9	0	6	0	2	168	64	10	6	7	1	1	1	0	682
February-18	14	\$ -	\$ -	8	0	1	2	1	174	63	2	3	9	2	0	0	0	734
February-19	18	\$ 50.00	\$ 50.00	4	0	0	2	0	76	26	4	4	15	3	1	0	0	724
March-11	17	N/A	N/A	2	0	0	0	1	127	73	8	18	13	5	0	0	0	669
March-12	28	\$ -	\$ -	2	0	1	2	0	98	42	6	8	17	5	1	1	0	584
March-13	21	\$ -	\$ -	2	0	0	2	2	51	33	10	10	10	1	0	8	0	570
March-14	13	\$ -	\$ -	2	0	0	0	0	264	134	9	14	16	4	1	0	0	844
March-15	14	\$ 100.00	\$ 50.00	11	1	5	4	2	94	55	11	9	7	1	1	3	0	610
March-16	12	\$ -	\$ -	16	0	9	0	1	313	91	11	10	15	4	0	0	0	973
March-17	19	\$ 50.00	\$ 50.00	10	0	3	0	0	174	43	7	6	11	3	0	1	0	801
March-18	15	\$ -	\$ -	6	0	2	0	2	151	75	10	7	17	3	1	1	0	1030
March-19	21	\$ -	\$ -	6	0	1	0	0	132	40	8	12	13	1	1	0	0	797
April-11	27	N/A	N/A	4	0	1	3	0	110	69	9	11	8	5	1	0	0	560
April-12	30	\$ -	\$ -	5	0	0	2	2	103	45	13	11	11	5	0	1	0	588
April-13	19	\$ -	\$ -	6	0	1	0	3	44	28	9	7	13	2	2	3	0	533
April-14	20	\$ 50.00	\$ -	5	1	1	1	1	243	95	9	18	11	2	0	4	0	784
April-15	17	\$ -	\$ 50.00	2	0	0	1	0	76	44	13	18	14	4	0	2	0	621
April-16	22	\$ 50.00	\$ -	19	0	12	0	1	267	41	15	7	8	8	1	0	0	820
April-17	22	\$ 600.00	\$ 650.00	11	0	3	3	1	122	40	5	11	13	8	0	6	0	737
April-18	14	\$ -	\$ -	7	1	4	0	1	122	58	8	8	7	3	0	0	0	748
April-19	21	\$ -	\$ -	6	0	3	1	1	109	38	8	15	12	4	0	0	0	922
May-11	37	N/A	N/A	5	0	1	7	0	111	141	9	11	21	2	0	0	0	676
May-12	34	\$ 50.00	\$ -	2	0	1	3	0	65	99	15	20	19	1	0	0	0	649

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. Summons	M.V. Accidents	Animal Complaints	Medical	Thefts	Assaults	Burglary/Robbery	Murder	Total Call Volume
May-13	20	\$ 100.00	\$ -	2	0	0	0	0	43	15	12	11	16	3	0	1	0	541
May-14	23	\$ -	\$ -	7	2	2	0	0	219	88	9	10	7	8	0	4	0	792
May-15	21	\$ 200.00	\$ -	6	0	0	1	2	79	43	12	18	11	2	0	1	0	646
May-16	11	\$ 100.00	\$ 50.00	13	1	11	0	1	267	38	12	14	13	4	5	0	0	806
May-17	25	\$ -	\$ -	9	0	4	0	3	142	48	10	12	14	9	0	8	0	928
May-18	20	\$ -	\$ -	10	0	0	7	2	164	94	11	9	14	3	1	0	0	875
May-19	13	\$ -	\$ -	2	0	0	0	0	62	18	12	10	22	1	1	3	0	869
June-11	39	N/A	N/A	8	1	0	3	0	85	94	9	14	12	4	0	0	0	633
June-12	15	\$ -	N/A	5	2	3	5	1	64	59	6	21	12	3	0	1	0	571
June-13	14	\$ -	\$ 50.00	1	0	1	0	0	47	21	16	12	9	4	0	0	0	514
June-14	31	\$ 50.00	\$ -	5	1	1	0	0	134	56	13	14	14	1	0	1	0	646
June-15	14	\$ 300.00	\$ 200.00	2	0	0	1	0	81	7	14	9	17	3	0	0	0	698
June-16	21	\$ -	\$ -	15	0	8	4	0	220	70	17	15	9	5	0	1	0	956
June-17	29	\$ -	\$ -	7	1	2	0	2	135	39	16	9	14	4	1	0	0	844
June-18	24	\$ -	\$ -	2	0	0	0	0	154	68	11	7	15	5	0	2	0	800
June-19	22	\$ -	\$ -	12	0	1	10	1	117	52	11	10	12	2	0	0	0	856
July-11	35	N/A	N/A	1	1	1	1	0	54	27	10	29	12	4	1	1	0	594
July-12	27	\$ 100.00	\$ -	10	0	1	4	3	72	27	15	14	7	1	0	2	0	566
July-13	25	\$ 200.00	\$ -	5	1	3	5	0	56	17	10	14	8	2	0	1	0	547
July-14	37	\$ 300.00	\$ -	5	0	0	0	2	187	96	8	7	9	3	0	2	0	655
July-15	23	\$ 450.00	\$ 50.00	3	0	0	2	1	116	52	13	15	8	11	0	0	0	705
July-16	22	\$ -	\$ 100.00	15	0	8	1	0	204	52	14	12	19	12	2	12	0	1012
July-17	20	\$ -	\$ -	7	0	3	1	0	138	22	7	12	10	6	2	1	0	593
July-18	16	\$ -	\$ -	7	0	2	0	0	128	56	8	5	9	12	2	22	0	828
July-19	28	\$ -	\$ -	4	0	0	2	0	116	51	7	9	12	6	0	1	0	903
August-11	44	N/A	N/A	3	0	0	0	1	59	32	18	32	19	3	0	0	0	737
August-12	30	\$ 200.00	\$ -	6	2	2	1	2	57	23	11	19	14	3	0	1	0	517
August-13	25	\$ 100.00	\$ -	5	0	0	2	0	80	27	10	30	8	5	3	0	0	537
August-14	22	\$ -	\$ -	7	0	1	0	1	188	74	8	21	9	2	0	27	0	685
August-15	27	\$ 100.00	\$ 800.00	4	0	0	0	1	258	82	3	25	13	5	0	4	0	831
August-16	33	\$ -	\$ 250.00	18	0	6	1	0	198	56	8	23	13	3	0	1	0	810
August-17	15	\$ -	\$ -	14	1	4	3	0	109	25	10	8	9	7	1	2	0	603
August-18	23	\$ -	\$ -	3	0	0	0	0	121	44	8	11	17	6	0	3	0	794
August-19	18	\$ -	\$ -	4	0	0	4	0	90	40	6	5	11	4	0	0	0	792
September-11	25	N/A	N/A	1	0	0	0	1	66	28	15	26	13	5	0	8	0	634
September-12	8	\$ -	\$ -	5	0	0	0	2	44	22	12	97	12	1	0	2	0	611
September-13	17	\$ -	\$ -	1	0	0	1	0	29	10	9	14	14	2	0	0	0	480
September-14	17	\$ 50.00	\$ 150.00	6	1	1	0	0	155	65	7	18	11	3	1	2	0	696
September-15	28	\$ 550.00	\$ 100.00	5	0	0	1	1	192	80	9	16	19	14	0	1	0	846

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
September-16	20	\$ 200.00	\$ -	9	0	3	0	1	153	40	7	10	10	11	0	11	0	861
September-17	14	\$ -	\$ -	4	1	2	0	1	98	35	12	6	15	1	0	0	0	714
September-18	12	\$ -	\$ -	7	0	2	1	1	78	28	9	5	14	11	0	8	0	795
September-19	15	\$ -	\$ -	3	0	1	0	0	75	34	15	8	11	4	0	1	0	843
October-11	45	N/A	N/A	2	0	0	0	0	50	31	15	20	19	1	0	1	2	671
October-12	40	\$ 50.00	N/A	4	0	1	0	0	45	23	14	114	19	3	0	0	0	773
October-13	4	\$ -	\$ 350.00	7	2	0	0	2	66	30	7	33	18	3	2	2	0	667
October-14	24	\$ 150.00	\$ 200.00	4	0	1	0	1	106	52	12	20	10	7	2	1	0	663
October-15	21	\$ 600.00	\$ 550.00	9	0	0	2	3	147	49	11	16	16	2	0	0	0	716
October-16	28	\$ -	\$ -	3	0	2	1	0	105	22	7	13	9	4	0	1	0	708
October-17	25	\$ -	\$ -	5	0	2	0	0	115	48	16	6	15	6	0	1	0	766
October-18	13	\$ -	\$ -	3	0	1	0	1	122	55	15	4	15	8	0	0	1	866
October-19																		
November-11	18	N/A	N/A	1	0	0	0	0	59	35	9	19	17	2	1	2	0	577
November-12	38	\$ 50.00	N/A	4	0	0	0	2	51	35	9	28	12	1	0	1	0	576
November-13	9	\$ -	\$ -	2	0	0	0	1	51	17	10	15	20	6	1	1	0	599
November-14	33	\$ 200.00	\$ 100.00	2	1	0	1	1	107	46	7	14	10	8	1	0	0	625
November-15	28	\$ 550.00	\$ 500.00	7	0	1	0	0	169	42	11	7	13	6	0	2	0	766
November-16	21	\$ -	\$ 200.00	4	0	2	1	0	230	69	10	5	9	4	0	0	0	853
November-17	18	\$ -	\$ -	6	0	2	1	0	79	31	10	1	12	9	1	5	0	701
November-18	20	\$ -	\$ -	4	0	2	0	0	81	27	13	5	10	5	0	3	0	804
November-19																		
December-11	34	N/A	N/A	2	0	0	0	0	76	28	8	14	17	6	0	6	0	541
December-12	17	\$ -	N/A	0	0	0	0	0	73	47	14	17	20	2	2	0	0	581
December-13	22	\$ -	\$ -	5	1	2	0	0	66	28	13	6	14	6	0	1	0	545
December-14	37	\$ 1,350.00	\$ 250.00	10	3	4	0	3	106	52	10	8	11	2	0	1	0	576
December-15	26	\$ 1,200.00	\$ 450.00	2	0	0	4	0	157	45	16	13	15	6	0	1	0	718
December-16	22	\$ 50.00	\$ -	13	0	6	0	2	194	79	13	8	10	0	0	0	0	865
December-17	15	\$ -	\$ -	1	0	1	0	0	100	44	4	4	13	2	0	0	0	690
December-18	25	\$ -	\$ -	3	0	0	0	0	60	21	10	5	16	1	0	0	0	683
December-19																		
2011	376	N/A	N/A	38	4	5	15	5	1025	671	141	215	183	41	3	18	2	7515
2012	333	\$ 850.00	\$ -	54	4	11	17	16	874	510	139	364	179	34	3	12	0	7157
2013	219	\$ 400.00	\$ 400.00	45	4	7	10	12	663	318	122	165	161	36	9	17	0	6506
2014	290	\$ 2,150.00	\$ 700.00	62	10	12	8	11	2112	937	115	162	128	43	7	44	0	8462
2015	263	\$ 4,100.00	\$ 4,000.00	61	1	9	25	13	1595	608	129	160	161	58	1	14	0	8306
2016	244	\$ 450.00	\$ 1,600.00	142	3	71	8	12	2518	645	132	129	132	66	8	29	0	10034
2017	237	\$ 700.00	\$ 750.00	94	3	39	8	11	1603	511	113	85	139	60	6	25	0	8991
2018	211	\$ -	\$ -	68	1	16	11	12	1519	665	118	76	157	60	4	39	1	9815

MLPD Monthly Activity Report

Month/Year	Alarms	False Alarm Charges	False Alarm Collected	Total Arrests	Juv. Arrests	CDS (Drugs) 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
2019 YTD	179	\$ 50.00	\$ 50.00	46	1	7	19	2	894	350	77	80	122	27	3	5	0	7624

September

<u>Total Overtime</u>
<u>Hours Paid</u>
262

<u>Total</u>	<u>Vaca/Comp/Personal/Bereave Hrs</u>	<u>% of Hrs Equating to</u>
<u>Total</u>	<u>Creating OT</u>	<u>OT</u>
222.5	56	25.17%

<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>
180	143	79.44%

- * 25 hours arrest/prisoner transports/investigations
- * 3 hours mandatory drug testing
- * 8 hours mandatory training - Alcotest recertification
- * 8 hours first week of school traffic enforcement
- * 6 hours vehicle maintenance and upfitting
- * 3 hours added security for Rosh Hashana Services
- * 10 Hours MLHS Football Security
- ** Two Officers were out with injuries causing increased sick time usage.

Time Used/Overtime by Month

	Sick Time Hours					Vacation/Comp Hours/Per's Day/Bereave					Court Overtime					Department Overtime					Training/School Hours											
	2013	2014	2015	2016	2017	2013	2014	2015	2016	2017	2013	2014	2015	2016	2017	2013	2014	2015	2016	2017	2013	2014	2015	2016	2017	2013	2014	2015	2016	2017	2018	2019
	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056	1056
Jan	12	104	106	58	236	79	216	216	15	14	\$0	\$0	\$0	\$0	\$158	\$0	\$1,522	\$9,344	\$2,989	\$3,164	\$2,998	\$4,159	\$4,348	\$0	\$6	\$60	\$50	\$48	\$51	\$86		
Feb	72	80	104	142	226	86	252	252	11	84	\$0	\$221	\$0	\$0	\$0	\$0	\$6,262	\$10,162	\$4,641	\$7,750	\$7,009	\$4,927	\$2,138	\$0	\$112	\$75	\$125	\$103	\$15	\$16		
March	60	128	82	82	238	310	110	156	36	96	\$0	\$180	\$0	\$0	\$151	\$0	\$16,524	\$7,262	\$6,541	\$7,689	\$12,822	\$29,829	\$6,254	\$7	\$52	\$15	\$91	\$115	\$59	\$7		
April	60	36	72	46	209.5	0	106	60	155	218	\$0	\$360	\$271	\$0	\$0	\$422	\$4,355	\$1,553	\$8,942	\$4,657	\$5,399	\$12,146	\$27,385	\$9	\$37	\$85	\$60	\$44	\$0	\$94		
May	96	94	188	69	128	204	96	132	220	322	\$0	\$0	\$0	\$0	\$0	\$993	\$13,769	\$10,958	\$11,708	\$16,276	\$12,700	\$24,263	\$29,828	\$33	\$45	\$42	\$120	\$54	\$3	\$106		
June	96	104	144	85	140	130	106	204	257	152	\$0	\$0	\$0	\$0	\$193	\$0	\$19,603	\$9,640	\$18,386	\$6,362	\$17,917	\$21,572	\$32,632	\$53	\$106	\$240	\$95	\$40	\$24	\$58		
July	72	68	128	140	318	152	47	407	520	428	\$0	\$0	\$0	\$0	\$158	\$0	\$31,478	\$11,237	\$27,256	\$31,836	\$31,018	\$24,005	\$27,180	\$20	\$48	\$85	\$105	\$12	\$39	\$25.5		
August	72	120	114	182	272	94	246	600	674	585	\$0	\$0	\$0	\$0	\$193	\$0	\$32,665	\$20,462	\$30,377	\$20,059	\$21,042	\$18,754	\$34,709	\$22	\$0	\$128	\$115	\$48	\$62	\$32		
Sept	94	116	71.5	92	276	94	180	100	131	228	\$0	\$0	\$354	\$0	\$0	\$0	\$12,410	\$6,874	\$13,746	\$12,484	\$21,047	\$16,316	\$22,108	\$157	\$118	\$66	\$150	\$47	\$58	\$52		
Oct	96	92	82	94	332	106	168	168	146	302	\$0	\$266	\$0	\$0	\$0	\$0	\$12,150	\$8,543	\$16,914	\$15,755	\$12,876	\$14,514	\$0	\$40	\$120	\$49	\$253	\$36	\$41	\$0		
Nov	72	94	96.5	188	346	148	292	292	256	145	\$0	\$0	\$0	\$0	\$246	\$0	\$21,516	\$9,762	\$8,770	\$11,241	\$18,359	\$15,103	\$0	\$80	\$76	\$40	\$290	\$24	\$179.5	\$0		
Dec	106	164	121	392	392	254	168	168	175	157.5	\$0	\$0	\$0	\$0	\$302	\$0	\$18,515	\$15,512	\$5,481	\$19,991	\$18,360	\$20,920	\$0	\$10	\$145	\$114	\$167	\$100	\$46	\$0		
Total	908	1200	1309	1570	3114	1960	1056	2335	2685	2732	\$0	\$1,028	\$271	\$354	\$593	\$947	\$190,769	\$121,318	\$155,753	\$157,266	\$181,548	\$206,506	\$186,583	\$591	\$865	\$963	\$1621	\$671	\$77.5	\$526.5		

BOROUGH OF MOUNTAIN LAKES

Recreation Department

Department Activity September 2019

The Recreation Commission met on September 17, 2019. Topics of discussion included an update of the Birchwood beach renovation project and an update for the upcoming Island Beach project. A discussion was held regarding whether to increase the beach fees for next year or the Rack/Ring Fees. Ultimately, the Commission felt that the Racks/Rings should be increased because the price is well below market value and there is an extremely high demand.

- Reviewed summer camps and overall numbers at camps.
- Decided to increase percentage the Borough charges for facilities fees for outside camps to cover administration fees, porta potties, etc. New fees: Borough 40% if we do admin; Borough 25% if they do admin.
- Assisted with various uniform and equipment needs for the Recreation Field Hockey program.
- Continued to update Mountain Lakes website with details of recreation events.
- Researched and booked entertainment/speakers for 55+ group for the remainder of 2019-2020. All events updated on website.
- Provided support, registration, turf time to fall sports programs: Field hockey, cross country, soccer, men's soccer as needed.
- Met with new DPW head, Doug Edler. Working with him on securing quotes for tennis court refurbishment with possible adding of pickleball lines.
- Met with Nate Fitch and John at Gnomecom about the tennis fobs. Trying to secure report on usage of fobs. Need to either deactivate current fobs or cancel entire program.
- Secured use of beaches for Alumni groups, resident parties, Boy Scouts overnight and Home & School events.
- Created new flyer to be distributed to new residents regarding Nixle, Friday Blast and Boro website.
- Met with HUB lakes Board to discuss summer sports. All went well, changes will be passed through in November meeting.



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Joe Mullaney
Code Enforcement Officer
jmullaney@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext .2014
F -973-402-3466

TO: Borough Manager Mitchell Stern
DATE: 10/17/19
SUBJECT: Monthly Report September 2019

The following lists code enforcement/property maintenance issues for the month of September 2019:

- 9/12: Notification to Painting contractor regarding sign violation at 2 locations. Hillcrest Road and Boulevard
- 9/18: Follow up on complaint received from Borough Manager regarding trees being taken down on North Pocono Road without a permit. Also property line dispute with a bordering Laurelwood Drive address. Spoke with N. Pocono Road resident and requested they provide a survey of the property. Investigation to continue
- 9/18: Follow up on complaint received regarding property maintenance violations at a Route 46 address. Owner notified to trim bushes and weeds. Matter resolved
- 9/18: Follow up on complaint received regarding property maintenance violations at a Rainbow Trail address. Owner notified to take corrective action
- 9/20: Several signs removed from the right of way around town.
- 9/25: Check various intersections in town for view obstructions caused by overgrown brush. Private property owners notified to take corrective action,

SMOKE AND CO DETECTOR INSPECTIONS:

Date:	Location	Pass/Fail
9/9	136 Ball Road	Pass
9/9	27 Sherwood Dr	Pass
9/9	31 Condit Rd	Pass (after second inspection)
9/10	8 Sherwood Dr	Pass
9/10	37 N. Pocono Rd	Pass
9/11	23 Sherwood Dr	Pass
9/23	38 Lookout Road	Pass
9/23	22 Blvd	Pass

SIGN ENFORCEMENT -Monitor placement of signs/date for compliance

Parking Enforcement: Monitor parking of landscaping trucks on Blvd and around town to ensure compliance.

Sueanne Peacock Sylvester
33 Hanover Road
Mountain Lakes, NJ 07045

October 24, 2019

Dear Borough Council,

It would be my pleasure to serve on the Historic Preservation Committee for the Borough of Mountain Lakes.

I grew up in Mountain Lakes, as did my husband, Dan Sylvester, and we moved back to raise our twins here 14 years ago.

I am a real estate agent with Coldwell Banker here in Mountain Lakes, as was my mother, Nancy Peacock. I grew up in a Hapgood and currently live in one. I have also listed and sold historic homes in town, and even older ones in communities throughout Morris County.

In addition to growing up here and being a real estate agent, I have other skills I know would be beneficial to this hardworking committee. I have been a copywriter for major international ad agencies in NY and Boston. I have also been a public relations consultant, skills I currently use for other organizations. And I have expansive volunteer and board experience, including cub scout pack leader, HSA president, and President and Race Chair of the Orange County Affiliate of the Susan G. Komen Breast Cancer Foundation. Locally, I wrote grants and handled marketing for the Lake Drive Foundation (now Sound Start Babies) for seven years. I worked closely with Joan Nix on the Historic Preservation Grant for the roof for the Lake Drive School. I am currently co-president of the Town Club and on the board of the League of Women Voters. I also serve on the Affordable Housing Accessory Apartments committee.

I am excited to bring my experience, ideas, and passion for this town to the Historic Preservation Committee. I believe their work is vital to this community and look forward to supporting their endeavors.

Thanks for all your do! If you need any more additional information regarding my experience or have questions, please don't hesitate to contact me.

Sincerely,

Sueanne Sylvester

Sueanne Peacock Sylvester


sueanne.sylvester@cbmoves.com