AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT THE BOROUGH HALL, 400 BOULEVARD, MOUNTAIN LAKES, NJ 07046
NOVEMBER 25, 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) 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.

6) ATTORNEY'S REPORT

7) MANAGER'S REPORT

8) ORDINANCE FOR ADOPTION

14-19, AN ORDINANCE AMENDING THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES AND ESTABLISHING AFFORDABLE HOUSING DEVELOPMENT FEES

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

9) RESOLUTION

R152-19, Resolution Authorizing a Professional Services Agreement for Affordable Housing Administrative Services between the Borough of Mountain Lakes and CGP&H (Community Grants, Planning & Housing)

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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***
R151-19 Resolution Authorizing the Payment of Bills

****APPROVAL OF MINUTES***
11/13/2019 (Executive)
11/13/2019 (Regular)

***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

Behnam Salari to the Health Commission as Alternate #1 with a term expiring 12/31/2020

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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

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 November 25, 2019.

Affordable Housing Administrative Agent - Additional Information - As requested, another attempt was made to obtain a proposal for Administrative Agent Services from Piazza & Associates. I spoke with Mr. Piazza who agreed to provide a proposal. Upon reviewing Mr. Piazza's proposal, I reached out him by phone and email (11/7 & 11/8) to discuss. To date, I have not received a reply.

In light of the lack of response, it is my intention to award the contract for Affordable Housing Administrative Agent to Community Grants, Planning & Housing (CGP&H) at a cost not to exceed $22,000. There will be a resolution on the agenda of the November 25th Borough Council meeting to address the contract award.

Trash Day Accounting – Expenses to operate trash day, held October 19th, totaled $4,078.92. Income, derived from the charge to residents to dispose of their trash, totaled $2,690.00. The day resulted in a net expense to the Borough of $1,388.92.

Beach Renovation Project - Work at Island Beach is moving forward at a rapid pace. The guard / snack building and the swing set have been demolished and the excavation work for the new building has been completed. Next steps include footing and foundation work.

Please reach out with questions or concerns.

Mitchell

BOROUGH OF MOUNTAIN LAKES

ORDINANCE NO. 14-19

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 new residential development shall pay a fee of 1.5% of the equalized assessed value for the new residential development.

(2) Developers or owners of any property which has an addition or other improvement to an existing residential structure shall pay a fee of 1% of the equalized assessed value improvement. No fee, however, shall be charged 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 (the improvement value only) by more than 50%. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure (improvement value only).

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.

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

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

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

Introduced: November 13, 2019 Adopted:

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

Marcy Gianattasio, Borough Clerk

Lauren Barnett, Mayor

BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ

RESOLUTION 152-19

"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES BETWEEN THE BOROUGH OF MOUNTAIN LAKES AND CGP&H (COMMUNITY GRANTS, PLANNING & HOUSING)"

WHEREAS, there exists the need for Affordable Housing Administrative Agent Services for the Borough of Mountain Lakes; and

WHEREAS, CGP&H has submitted a proposal indicating that Affordable Housing Administrative Agent Services will be provided for an annual fee **not to exceed $22,000 per year**; and

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

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

Section 1. The Borough Manager and Borough Clerk are hereby authorized and directed to execute an agreement with **CGP&H** for Affordable Housing Administrative Agent Services for the Borough of Mountain Lakes as set forth in a proposal dated December 1, 2019, for an **annual fee not to exceed $22,000 per year**.

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

Section 3. The term of this agreement shall be for one year, from December 1, 2019 to November 30, 2020.

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

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 November 25, 2019.

_____

Marcy Gianattasio, Municipal Clerk

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

Fee Proposal

Affordable Housing
Administrative Agent Services

Borough of Mountain Lakes
New Jersey

October 18, 2019

CGP&H
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 *These fees are paid by the affordable home owner/seller.*
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.

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

AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES

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 be 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 expens 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 supervisors 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.

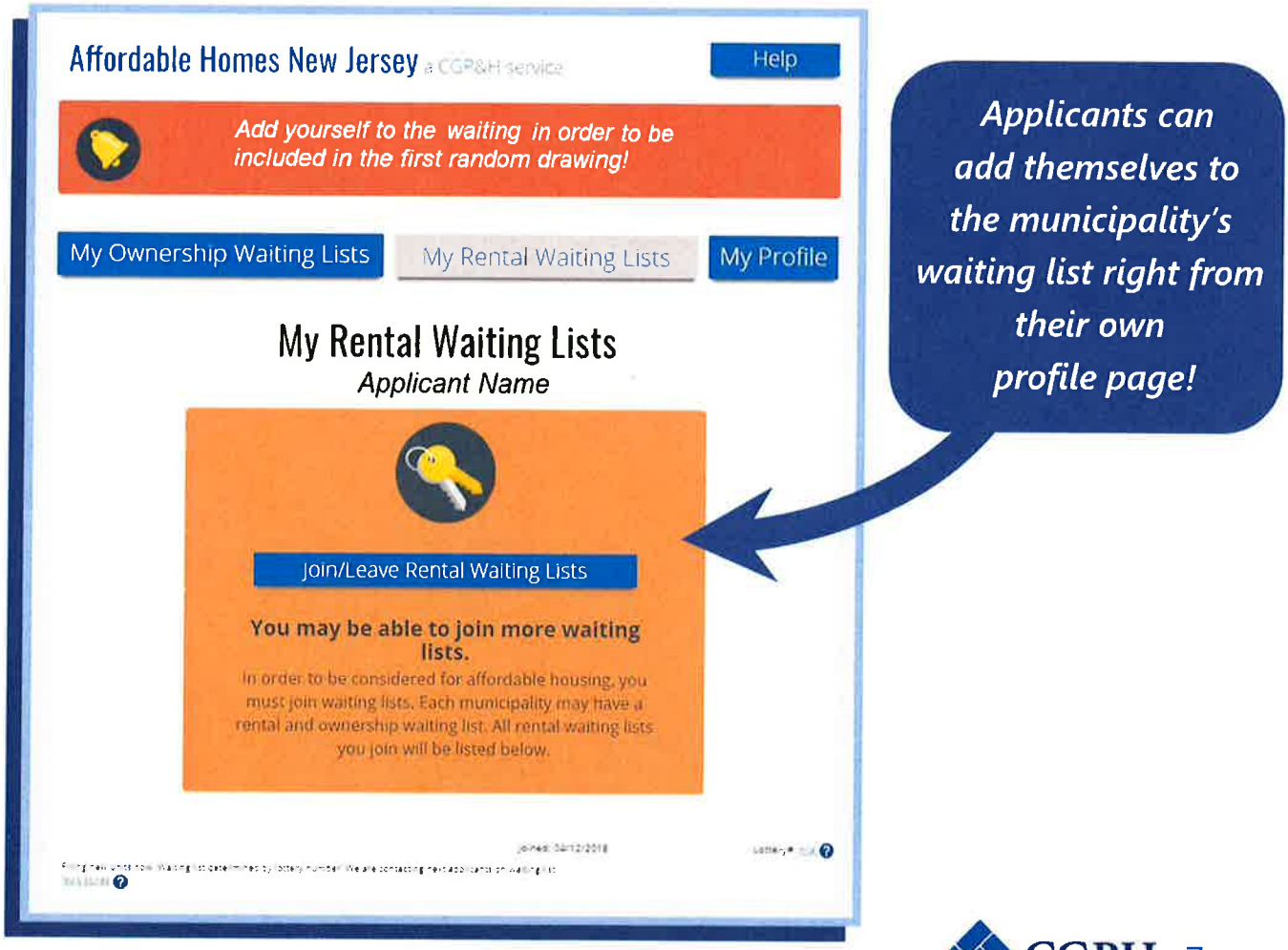
In regard to more specialized or challenging programs to administer such as accessory apartment programs or market to affordable programs, we may also employ additional strategies such as having public meetings, extensive marketing, proactive mailings to prospective participants to educate them about 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

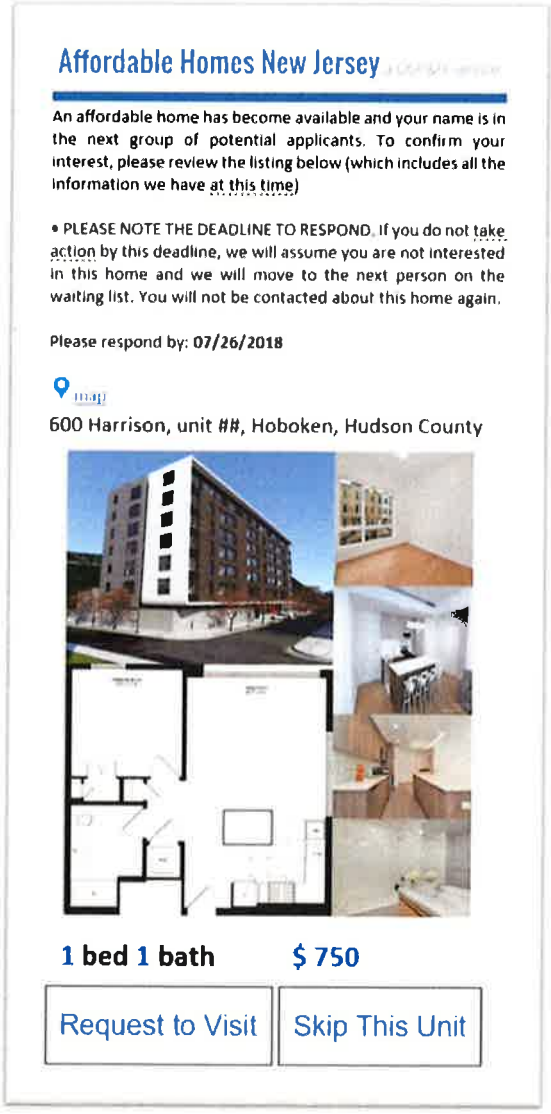
Every applicant who applies to rent or purchase a home in the municipality will be able to access their own **Affordable Homes New Jersey** Profile page like the one shown in the following figure. On that page, they will be able to see the information we have on file for them such as annual income and 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.



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"



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**

map

600 Harrison, unit ##, Hoboken, Hudson County

1 bed 1 bath **$ 750**

Request to Visit | 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.

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

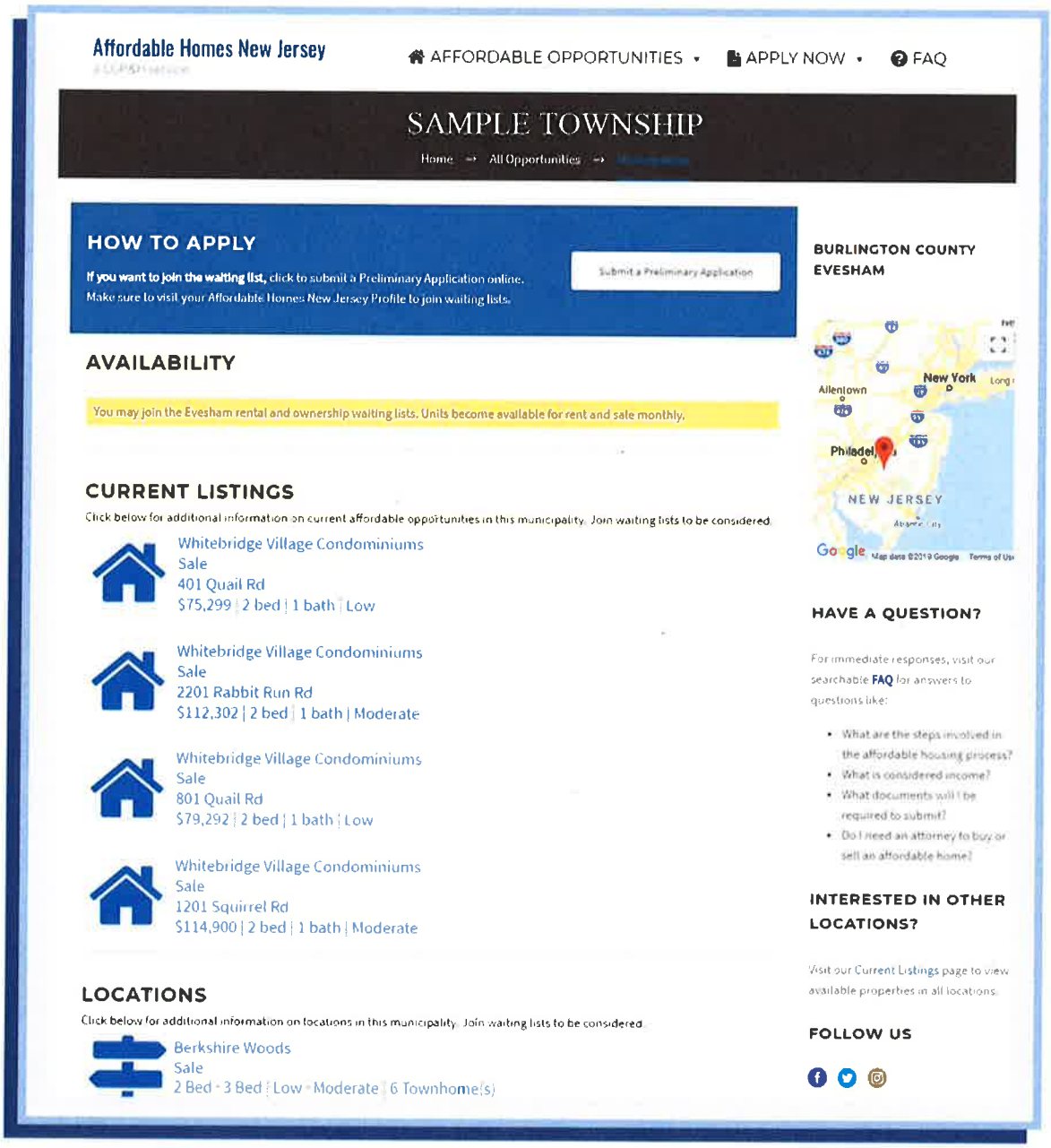
CGP&H will maintain a waiting list of households interested in purchasing or renting affordable units in the municipality.

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:



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 rerental;
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

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 -973-402-3466

Affordable Housing Administrative Agent Questions:

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

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

3. Do you administer the NJ rehab program, for income-qualifying property owners whose homes need repair? (Mountain Lakes currently has an obligation of 1 under this program).

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

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

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

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)?

8. Do we need an operating manual to lay out the responsibilities of each party (your organization and the municipality)? If yes, do you provide that?

9. What is your pricing model? (for helping us with accessory apts only, and for helping with all our affordable housing obligations that include owned units, assisted living beds, and these accessory apartments, plus whatever comes up in the next round.)

10. How do you address annual reporting?

11. If you were to be hired by Mountain Lakes to administer our Accessory Apartments program, how would you protect the privacy and security of applications and applicant information?

12. We know that, to date, many Accessory Apartment programs around NJ have not been successful. How would you address this to make our program successful?

13. We expect our town's property owners to have concerns about renting a property that they also live on to a tenant or tenants that they haven't personally selected. How would you address these concerns so that our Accessory Apartments program is successful?

14. The Borough will need two moderate, two low, and 1 very low-income unit. How do you typically determine which apartment owner gets which tenant?

I know of Piazza who has a good reputation as well as Homeless Solutions. However, the last contact has experience in administrating accessory apartments.

✓ 9/18

Frank Piazza
President
Piazza & Associates, Inc.
216 Rockingham Row
Princeton, NJ 08540
Phone: 609-786-1100 ext. 301
Fax: 609-786-1105
fpiazza@PiazzaNJ.com
http://www.HousingQuest.com

✓ 9/18

Randall Gottesman, PP
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101 Interchange Plaza, Suite 301
Cranbury, NJ 08512
Phone: 609-664-2769
randy@cgph.net
http://www.cgph.net

✓ 9/18

~~Steven J. Weinberg~~ Not interested
Director
Community Action Services
P.O.Box 6025
East Brunswick, NJ 08816
Phone: 732-485-0756
steve.weinberg@mac.com

✓ 9/18

~~Homeless Solutions: Contact us and find out how we can partner with your town. We welcome the opportunity to discuss your needs with you in greater detail.~~
~~Patrick Morris, Housing Director, 973-993-0900 x115~~ Not interested

CGP&H

Community Grants, Planning & Housing

Good People. Great Results. Since 1993.

Qualifications and Experience

Affordable Housing Administrative Agent Services

Contact:

Randy Gottesman, PP

President of CGP&H

101 Interchange Plaza, Suite 301

Cranbury, NJ 08512

(609) 664-2769 Ext. 12

randy@cgph.net

Affordable Housing Services

EXECUTIVE SUMMARY

CGP&H is a New Jersey Department of Community Affairs approved Affordable Housing Administrative Agent and we are currently providing Administrative Agent and Housing Rehabilitation Services in more than 85 municipalities throughout the State of New Jersey.

CGP&H specializes in all aspects of affordable housing, planning, affordable housing compliance, and the procurement of grants and loans for our clients. Founded in 1993, our involvement in affordable housing projects grows every year. CGP&H serves as the Administrative Agent for more than 2,500 affordable homes and has also managed the rehabilitation of more than 3,000 owner and renter occupied units. Currently, two-thirds of all the professional services that our 23-person firm provides are related to affordable housing. Please visit our company website, **CGPH.net** for additional information about our company.

Some examples of the affordable housing-related work that our team has designed and implemented include:

- **Providing state of the art Administrative Agent Services in compliance with Uniform Housing Affordability Controls (UHAC);**
- **Administering Owner- and Renter-Occupied Housing Rehabilitation Programs;**
- **Implementing Accessory Apartment Programs;**
- **Designing and Implementing Innovative Market to Affordable Programs;**
- **Expertise with Foreclosure and Enforcement Issues;**
- **Creating and Implementing Creative Affordability Assistance Programs that work;**
- **Preparing Income Eligibility Determinations;**
- **Developing fully compliant and user-friendly Affirmative Marketing Plans; and;**
- **Planning Services to create or amend existing Housing Element & Fair Share Plans.**

CGP&H can quickly create customized policy and procedure manuals for Affordable Housing administration and Housing Rehabilitation programs that are proven, comprehensive and are often disseminated by the New Jersey Department of Community Affairs or Court Masters as model manuals.

Administrative Agent Services

CGP&H is currently responsible for thousands of affordable housing units throughout dozens of New Jersey municipalities. Our staff are experts with state affordable housing regulations in the areas of income qualifications, affordable rents and sales prices, affirmative marketing plans, and much more to comply with the State's Uniform Housing Affordability Controls (UHAC). Over the past three decades, CGP&H has designed and successfully implemented every allowable approach to affordable housing in New Jersey and our staff of licensed planners has an excellent understanding of all State affordable housing rules and regulations. We ensure that each affordable housing project complies with State rules as well as each municipality's Housing Element and Fair Share Plan. 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 and experienced affordable housing implementation team operating in New Jersey today.

Applicants can 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. www.AffordableHomesNewJersey.com has transformed the way we provide Administrative Agent services and improved the applicant experience tremendously. 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 the housing portfolio and applicants. For example, we can report on how long it takes to rent or sell a unit, how many are currently for rent, and so much more.

CGP&H's Affordable Homes New Jersey website and profile is now so widely recognized that we receive inquiries from affordable home owners in municipalities not administered by CGP&H requesting that we list their home and administer the sale!

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.

Housing Rehabilitation Services

CGP&H has overseen the rehabilitation of more than 3,000 homes in municipalities throughout 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 turnkey housing rehabilitation solution second to none. Always compliant with regulatory requirements, our professionals ensure an optimal outcome every time.

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 are:

- 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
- CGP&H customized home improvement program applicant and contractor website
- 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.

AFFORDABLE HOUSING

Administrative Agent Locations

Sussex County
- Sparta

Morris County
- Hanover
- Long Hill

Warren County
- Allamuchy
- Greenwich

Hunterdon County
- Flemington
- Frenchtown
- High Bridge
- Raritan Township
- Readington
- Tewksbury

Somerset County
- Bernardsville
- Bridgewater
- Franklin
- Montgomery
- Watchung

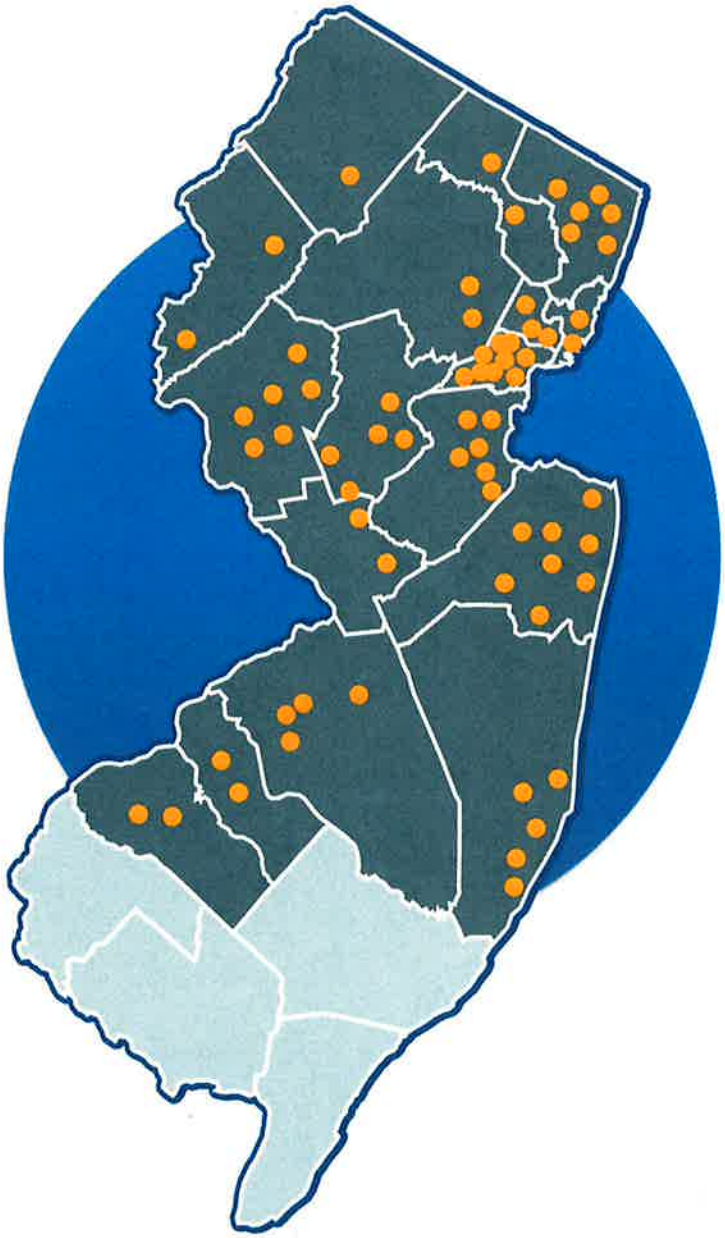
Mercer County
- East Windsor
- Princeton

Burlington County
- Evesham
- Hainesport
- Mount Laurel
- Springfield - Burlington

Camden County
- Berlin
- Voorhees

Gloucester County
- Swedesboro
- Washington

Ocean County
- Barnegat
- Berkeley
- Manchester
- Ocean - Ocean
- Stafford



Passaic County
- Bloomingdale
- Wanaque

Bergen County
- Cresskill
- Edgewater
- Glen Rock
- Lyndhurst
- Rutherford
- Wood-Ridge

Essex County
- Livingston
- Maplewood
- Montclair

Hudson County
- Bayonne
- Hoboken

Union County
- Berkeley Heights
- Clark
- Cranford
- Garwood
- Mountainside
- Scotch Plains
- Springfield - Union
- Union Township
- Westfield

Middlesex County
- Edison
- Highland Park
- Old Bridge
- Piscataway
- Sayreville
- Woodbridge

Monmouth County
- Freehold Township
- Holmdel
- Howell
- Marlboro
- Ocean - Monmouth
- Red Bank
- Upper Freehold
- West Long Branch

HOME IMPROVEMENT PROGRAMS

Sussex County
- Sparta

Passaic County
- Bloomingdale
- Little Falls
- Passaic
- Totowa

Morris County
- Lincoln Park

Hunterdon County
- Flemington

Somerset County
- Bernardsville
- Bound Brook
- Montgomery
- Raritan Borough
- Watchung

Burlington County
- Beverly
- Mount Holly
- Palmyra

Salem County
- Pittsgrove

Ocean County
- Manchester
- Ocean - Ocean
- Stafford

Bergen County
- Mahwah
- Montvale

Essex County
- Glen Ridge
- Livingston
- Maplewood

Union County
- Clark
- Cranford
- Roselle Park
- Scotch Plains

Middlesex County
- Cranbury
- Milltown
- New Brunswick
- Old Bridge
- Sayreville
- Woodbridge

Monmouth County
- Freehold Borough
- Holmdel
- Howell
- Marlboro
- Spring Lake
- Upper Freehold

Pennsylvania

Lehigh County
- 23 Municipalities

Montgomery County
- County Program
- Norristown Program

THE CGP&H APPROACH - ADMINISTRATIVE AGENT SERVICES

The CGP&H approach is ideally suited to administer any New Jersey municipality's existing and planned portfolios of affordable homes. CGP&H's proprietary **Affordable Homes New Jersey** website, database, and applicant profile system allows us to keep the applicant waiting lists for current, find prequalified applicants quickly when needed; track compliance; and, ensure regular affirmative marketing is undertaken. The key aspects of our approach that sets us apart from other Administrative Agents is described below:

Affirmative Marketing

CGP&H will affirmatively market the affordable units to maintain a list of interested applicants. Information will be posted on AffordableHomeNewJersey.com. We will send out mailings quarterly to our existing distribution list of approximately 250 community groups, major employers, and social service providers in the client's region. We will share our list with municipal staff 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.

Household Certification

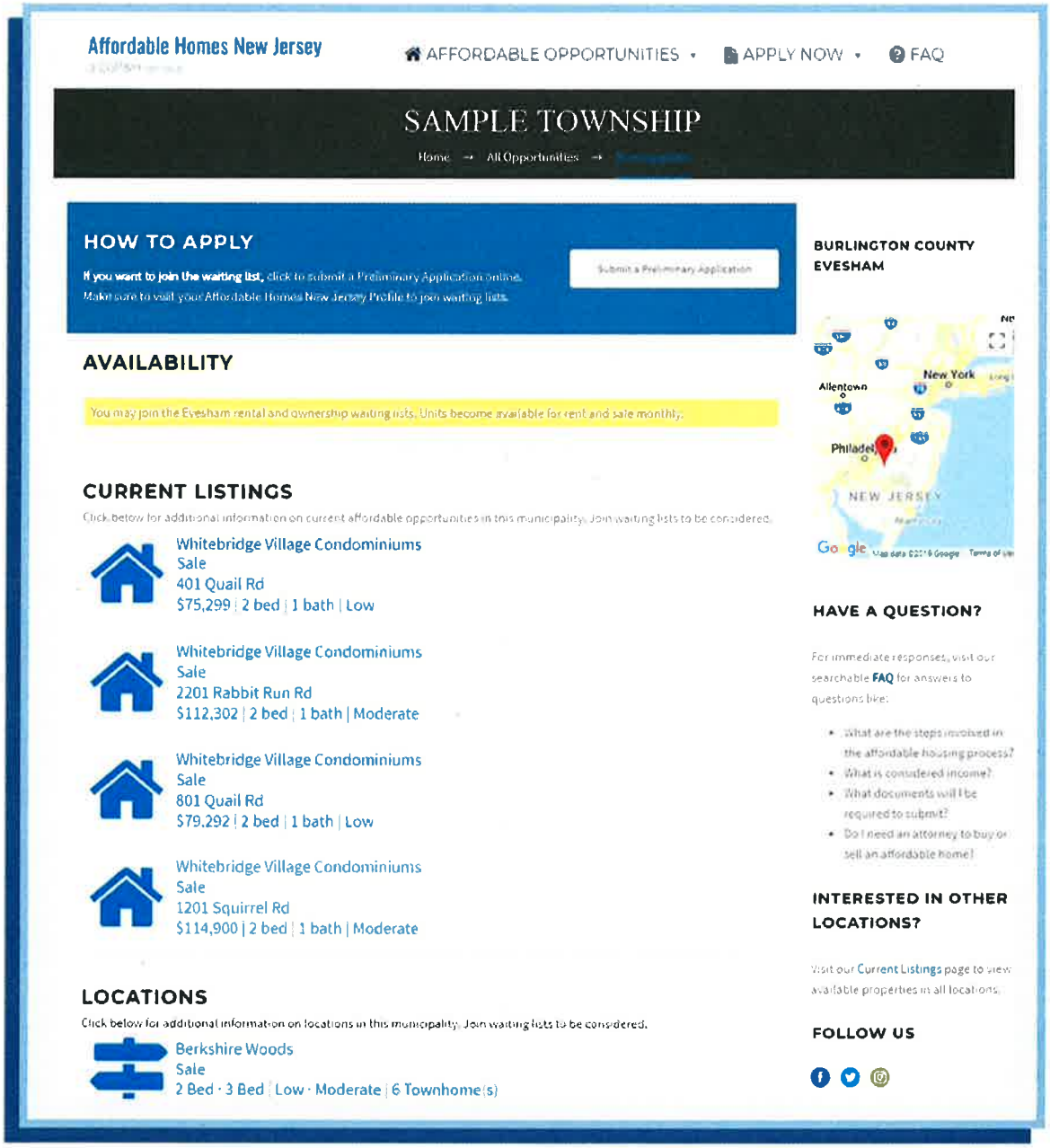
CGP&H will maintain a waiting list of households interested in purchasing or renting affordable units in the client municipality.

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.

Affordable Homes New Jersey Website

CGP&H will set-up a dedicated webpage, like the one shown below, for each affordable housing development or sale unit in each client municipality. This website, **AffordableHomesNewJersey.com**, provides excellent exposure for the affordable units with current web activity at approximately 40 new preliminary applications submitted daily online (almost 15,000 new households added annually).

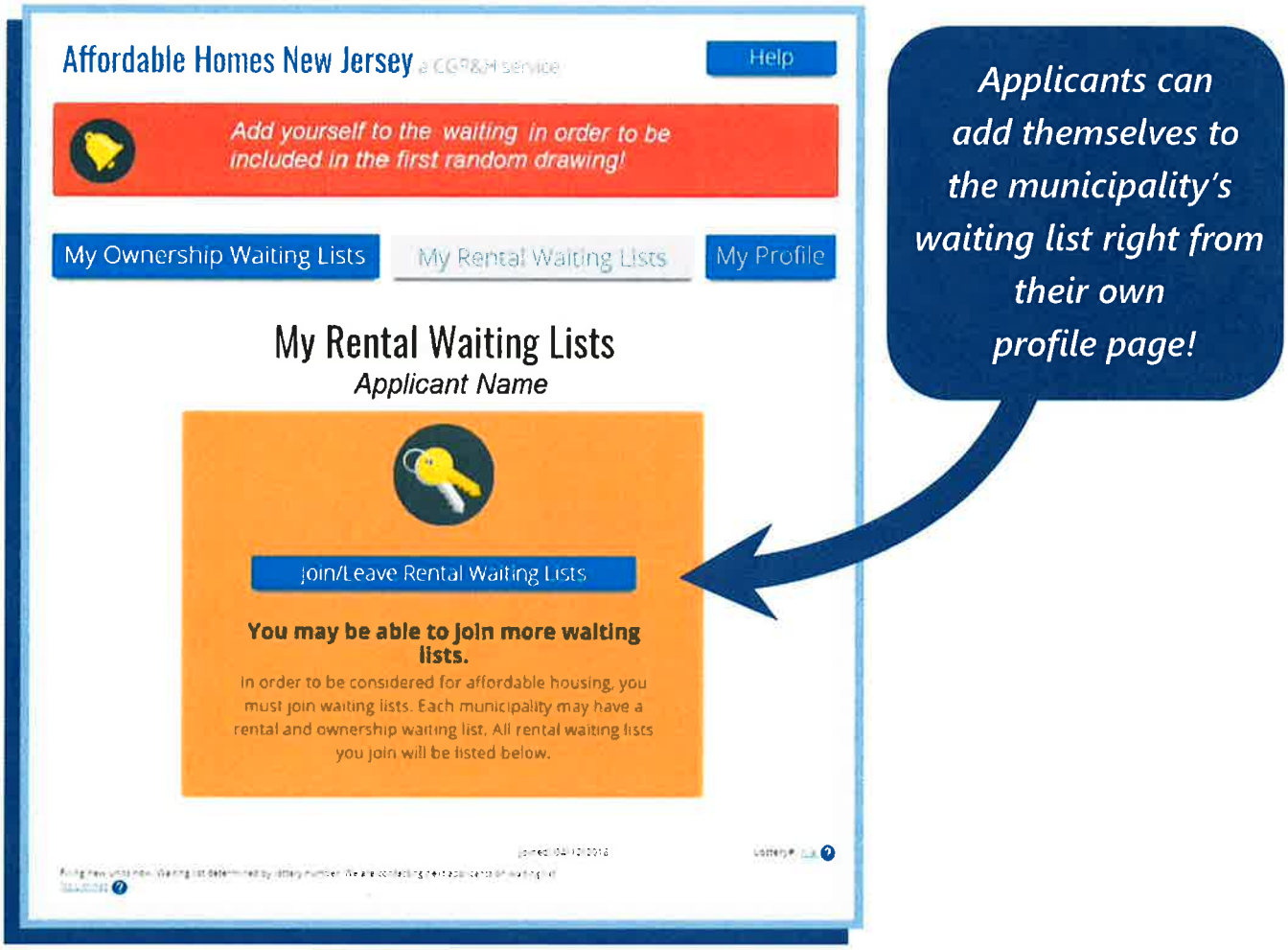


Online Preliminary Application

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

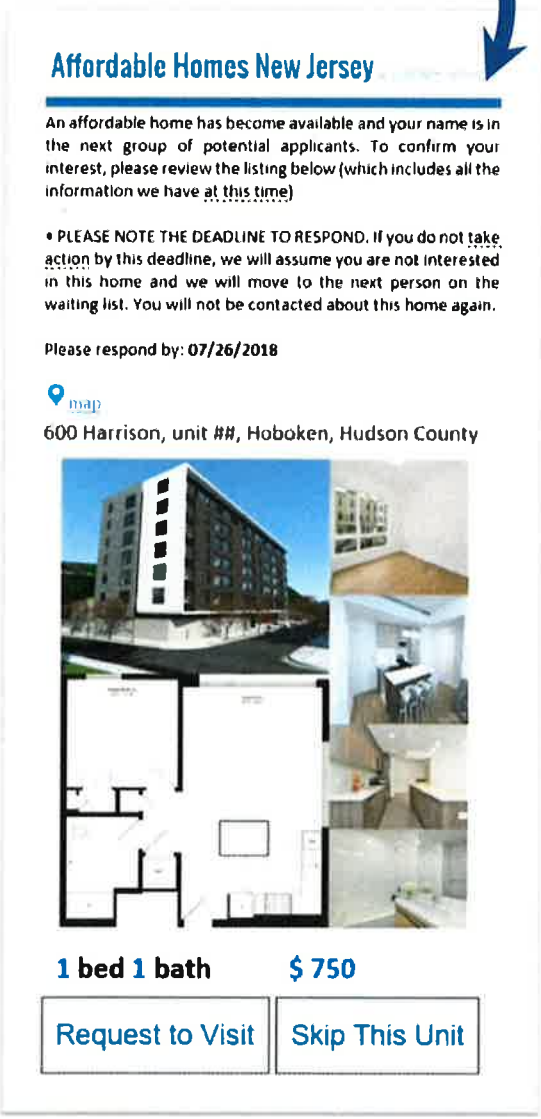
Every applicant who applies to rent or purchase a home in the municipality will be able to access their own **Affordable Homes New Jersey** Profile page like the one shown in the following figure. On that page, they will be able to see the information we have on file for them such as annual income and 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.



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"



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**

map

600 Harrison, unit ##, Hoboken, Hudson County

1 bed 1 bath **$ 750**

Request to Visit | 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.

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

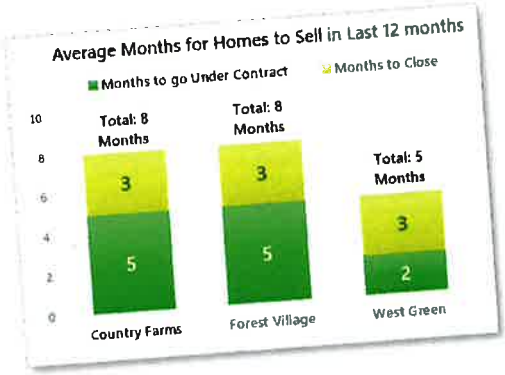
Applicants can update their contact information, income, household size and other qualifying information any time from their **Affordable Homes New Jersey Profile**. If applicants have not updated in the last year, we will email them a series of emails notifying them that their profile will expire and 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.

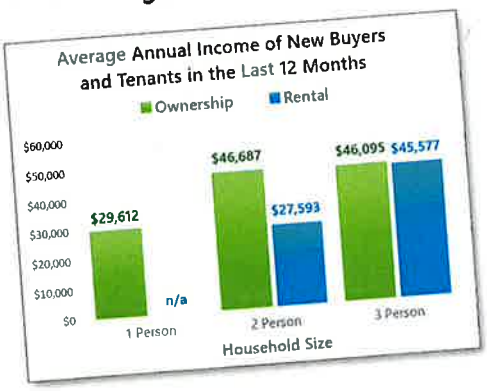
Applicants without email addresses will be mailed annual renewal requests.

Reporting

Another benefit of the **Affordable Homes New Jersey** database is that CGP&H prepares additional reporting on municipal affordable housing inventory and waiting list. Our client municipalities are telling us that this system is giving them composite data as to what is going on with affordable housing in their community in a way that was never available to them before. Information we can provide on units that we directly administer can include:

- **Applicant information such as how many people with disabilities, how many veterans, single family head of households, and so much more**
- **Affordable Housing inventory of currently occupied and currently available units**
- **Average time from listing to sale or from vacancy to leasing**
- **Average sale price of homes sold or monthly rent of rental units by unit size**
- **Average incomes of new buyers/renters**
- **Current waitlist size with length of time applicants have been on waiting list**





THE CGP&H APPROACH - HOUSING REHABILITATION SERVICES

Program Design and Marketing:

In coordination with client municipality's staff, elected officials, its attorney and planner, CGP&H will create and/or update the municipality's Program Policies and Procedures manual and forms to ensure effective implementation of the program that meets all State and Superior Court requirements.

CGP&H will implement an Affirmative Marketing Plan to recruit interested homeowners to the program. In consultation with the municipality, CGP&H will employ a variety of proven free and low-cost strategies to advertise the program within the municipality which will likely include, but not be 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 will also periodically prepare press releases for a series of free advertising opportunities. We will offer to make group presentations to community organizations or to the public at large at the client's municipal building, and even to local contractors to explain the program and its benefits to them. Paid newspaper advertisements will be utilized as a last resort, when deemed necessary and appropriate and is almost never necessary. The methods to be used and the order of their deployment will be 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. Outreach marketing samples are available upon request.

Each of our municipal Housing Rehabilitation Programs are also featured on our website, **www.hip.cgph.net.** This easy to navigate website allows interested homeowners and contractors to review program requirements, to learn more about the program and even to apply. It will make it easy for applicants to quickly submit a one-page electronic preliminary application and for contractors to obtain a contractor application at their convenience. Additionally, the website provides an overview of the housing rehabilitation process via a ***Frequently Asked Questions*** page, as well as ***before and after photos*** of housing rehabilitation projects and homeowner testimonials to help potential applicants visualize the program benefits. A *Resources* page provides other possible funding sources and related services, as well as house maintenance, fire safety and lead hazards information. The *Resources* page also provides links to the state Division of Consumers Affairs codes and standards, as well as home improvement contractors. Please visit **www.hip.cgph.net** to get a graphic view of how our specialized website would serve the municipality's residents.

Reporting and Required Meetings (On-Going):

CGP&H will provide the housing rehabilitation data required for annual State or Court reporting, as well as provide periodic reporting to suit the municipality's needs. Samples of program reports can be provided upon request.

Case Management:

CGP&H will administer the applicant case processing and rehabilitation of eligible program participants within the municipality. The following items are included within the scope of services that will be provided by CGP&H during the daily administration of the municipality's Housing Rehabilitation Program.

For accuracy and efficiency purposes, most of our documents are in either Microsoft Excel or Access, and our standard bid, closing, and all other program forms will be designed to cost-effectively merge with the applicant's information, so that more of our professional time can be spent on higher level matters with applicants, homeowners, and contractors, another difference between our company and others.

Application Processing:

CGP&H will process potential program participant applications to ensure that their dwellings are occupied by income eligible households at the time of application. This is accomplished by verifying applicants' income and assets and finalizing the eligibility determination of each applicant.

This process starts with an applicant either submitting an easy online preliminary application to CGP&H or CGP&H pre-qualifying interested households by phone, whichever is the applicant's preference, and then placing them in the program's waiting list/applicant pool. The preliminary application process serves a dual benefit of not wasting the applicants' nor the program's time if the household does not meet several basic eligibility criteria. Once a household is prequalified, formal application invitations will be mailed or emailed per the applicant's preference, while program openings are currently available. Upon receipt of a completed application, we assign a case number to protect the applicant's confidentially, set up a case file, and assign a case manager to guide the applicant through the process. All case files are kept securely in locked file cabinets.

Since applications are rarely complete at the initial application submission, we work with each household as applications are received to help them through the eligibility certification process. We have three bilingual staff members to assist those in need of either Spanish translation or Hindi language services. For communities that have a significant Spanish-speaking population, our promotional materials will also be made available in Spanish as part of our basic services.

To ensure the utmost accuracy of an applicant's income qualification, our case managers are trained in DCA (COAH) and HUD income determination methods. Our proven HUD- and DCA/Court-compliant systems for verifying income includes an additional step we call "peer review" where a second case manager reviews the income calculation methodology and all the supporting documents before the case is sent over to our program manager for formal review and approval of the case findings. Once a qualified applicant is approved in writing for program participation via a certificate of eligibility, the case manager then coordinates the comprehensive property inspection with the program participant and our licensed CGP&H program inspector.

Initial Inspections & Bid Specifications:

Once an applicant is approved for program participation, the Program coordinates for the approved homeowner to complete a pre-inspection questionnaire. The questionnaire prepares the homeowner as well as assists the inspector identify any reasons, such as hoarding or active private repairs, which would postpone or prevent a successful inspection. Upon receipt and review of the completed questionnaire with no indicators to prevent the inspection, the Program Inspector will schedule the house inspection. The CGP&H inspector will then conduct a comprehensive property inspection to identify building, electrical, and plumbing code violations, and health and safety conditions requiring repair or replacement. To expedite

our inspection services during our highly productive periods, CGP&H may subcontract with a qualified licensed home inspector to assist with inspection services under the guidance of our Chief Inspector.

Our inspector will become familiar with municipality's local ordinances, to ensure that each dwelling unit will have specifications prepared to bring each unit up to state code and/or local ordinance, whichever is stricter. Upon arrival at the residence, the assigned CGP&H inspector will reinforce previous communications with the owner that the intent of the program is to bring units into compliance with local and state building code standards. At this meeting with the program participant(s), our inspector will also discuss eligible and ineligible improvements indicated in the initial inspection.

The CGP&H program inspector will prepare the detailed work write-up specifications and cost estimates for each property that specify each work task line item by line item. CGP&H will then incorporate that into a bid package for each project which includes other critical program specific documentation designed to protect the municipality and to fully explain the program's requirements and expectations to all prospective contractors. Bid packages circulated to bidding contractors do not include any cost estimates. Upon request, we would be happy and proud to provide sample cost estimates and a complete bid package, including a work write-up of an actual case file that would be within the price range of the Program's anticipated per-property rehabilitation cost.

CGP&H inspectors take an extensive number of property photos throughout the entire case process including before and after photos, and progress inspection photos. The photos not only serve to document case progress but are a wonderful tool to assist in preventing and/or resolving any contractual disputes. At the completion of every case, these photos are compiled onto a CD and placed in the permanent case file for the municipality's future reference as well.

Though most programs are not expected to have a specific lead paint component, our lead licensed inspectors are well qualified to ensure the contractors comply with the Environmental Protection Agency Renovation, Repair and Painting Rules (40 CFR Part 745) for houses built prior to 1978 with lead paint hazard reduction work. Our inspectors clearly identify the applicable work item(s) marked with the EPA-RRP Rule in the work specifications, as well as spell out the EPA requirements in the General Conditions of the work specifications.

Bidding:

Prior to bid solicitation, the owner is required to review the work write-up that was created for their unit(s) by the CGP&H Inspector who performed that work. The purpose of this review process is to provide owners with a thorough understanding of the proposed/recommended scope of work, to address any questions they may have and to obtain their written approval of the work write-up to avoid future participant-initiated change order requests. Additionally, during this phase the owner also reviews the list of contractors and can add or delete any contractor from this list prior to sending out bid notices to contractors. This step serves two important purposes. First, reviewing potential contractors with the owner and inviting them to add or delete to the contractor list makes the owner an integral part of the contractor selection process. Secondly, it often helps us build up our list of local contractors that can be added to the program's ongoing contractor list (once they become pre-qualified).

CGP&H's staff will notify contractors of the municipality's program requirements, including procedures that impact bidding, contract award, preconstruction, work write-ups and contractor payments. CGP&H inspectors are also available via telephone over an extended day (earlier and later than normal business hours, to be convenient to both owners and contractors), to answer the many questions that arise. Currently, many participating contractors already receive their bid documents via email, which is both convenient and effective for the contractor.

CGP&H staff always conducts a thorough contractor vetting process, reviewing and confirming each contractor's qualifications prior to awarding a job to ensure the contractor meets all the program contractor requirements including but not limited to proper licenses, certifications, insurance and reference checks. The contractor list is updated regularly to ensure these documents are kept current. We also have probation and termination procedures for those occasions when warranted. This vetting process is just another reason why our company can boast such a small number of contractor disputes occurring during the construction period.

Construction Phase:

CGP&H coordinates the selection of the contractor with the owner. CGP&H will then prepare all necessary agreements and loan documents related to the Housing Rehabilitation Program which will be executed at a Pre-Construction Conference to be attended by the CGP&H inspector (to preside over the closing and perform notary functions), the contractor and the owner. CGP&H case managers are responsible for creating all lien documents and facilitating the recording of mortgages and modifications to mortgages.

The Municipal Construction Office will receive a copy of the work write up from the case manager following the Pre-Construction Conference. Construction officials can then reference the work write-up when the contractor applies for building permits. This gives the municipality's construction inspection department full insight and a cross reference to help determine which permits are required.

CGP&H inspectors will usually perform at least one interim payment inspection and one final payment inspection during the construction phase to monitor compliance with program requirements, and to control and carefully document contract change orders, progress inspections and payments, scheduling and completion of the final inspection and case record completion.

CGP&H will generate progress inspection reports for contractor payments. Typically, CGP&H will prepare progress (50%), completion (40%), and retention (10%) payment documents supported by applicable inspections and warranties, as required. Tracking contractor payments is a critical element of a successful housing rehabilitation program. The customized Progress Inspection Report that CGP&H has created for these programs clearly indicates the line items that are included in a particular contractor payment. In the case of a partial payment, the percentage of completion is also included. We have noticed that the Progress Inspection Report form we have been using since 2001 has successfully eliminated any confusion of the value of the work that is eligible for payment following a partial payment inspection.

CGP&H is very proud to report that we help to keep owner and contractor disputes to a minimum. We accomplish the prevention of typical owner/contractor disputes by the quality and clarity of our work specifications, combined with our processes that include a detailed Pre-Construction meeting with the owner and contractor both present, with our inspector reviewing all work items line by line, clarifying any

owner or contractor questions, and reviewing program rules and responsibilities of both parties to one another. In addition, prevention of disputes is facilitated by tight construction controls and the inspector's monitoring throughout the entire rehabilitation process, addressing potential problems before they escalate. However, there will still be occasional disputes with the contractor that is selected by the owner and then approved by us. Sometimes it is the owner that is not satisfied with certain aspects of the contractor's job performance, cleanliness, timeliness, manners, work product, etc., and sometimes it is CGP&H's inspectors who are not satisfied with the actual quality of the contractor's work. If the contractor ever initiates a dispute, it is generally due to either refusal by the owner or inspector to make payment, or very occasionally due to lack of access or poor treatment of workers by a program participant. In any circumstance, our highly trained, patient, and skilled inspectors and management team will intervene when required to quickly resolve the matter in a way that is fair to all parties, respectful, and fact based. In addition, there has never been a finding against either CGP&H or against one of our municipal clients throughout all these years and cases. CGP&H always maintains our high standards, even during delicate and difficult occasions when disputes arise.

Case Close-Out:

The case close-out phase begins with the contractor providing a signed Release of Liens to the owner as well as all applicable material and equipment warranties. That is followed by the filing of the approved municipal permits, receipt of all certificates of approval(s) and the approval of the final payment, all to be placed in the case file. The case manager then sends the owner a case closeout letter explaining the warranty period, importance of program documents for personal record keeping, explaining the homeowner's responsibility to continue to maintain the home, providing the homeowner with a home maintenance checklist as guidance, thanking the owner for program participation, encouraging him/her to recommend the program to other households in the community, and when applicable reminding homeowner of the affordable housing rental requirements listed in the program lien documents and deed restriction.

CGP&H establishes and maintains complete files on each assisted property/unit to verify eligibility and to document the bidding, legal documents and completion of rehabilitation activities. Completed case files are transferred to the municipality and organized in a user-friendly manner for the municipality's permanent records and future reference if ever needed. We are also very proud that CGP&H has consistently received accolades from our municipal clients, state and federal representatives alike for our detailed, complete and well-organized case files. Upon request, we are happy to provide sample case files for review.

KNOWLEDGE OF AFFORDABLE HOUSING REGULATIONS

There is no Administrative Agent in the state of New Jersey with more knowledge of New Jersey Affordable Housing regulations than CGP&H. Our president, Randall Gottesman, has been practicing both before and during COAH's coming into existence in the mid-1980s, and ever since, has dedicated much of his career towards being expert in all the requirements, its implications to municipalities, and how to most cost effectively help our clients comply with all of the rules and regulations. In fact, in 2006, CGP&H was so highly recognized for its expertise in this area, that it was awarded a competitive contract to make a companion guide to the *Uniform Housing Affordability Controls* (UHAC), which CGP&H prepared for the state, and was ultimately entitled, "Understanding UHAC." Thirteen years later, "Understanding UHAC" is still considered a valuable reference tool for those in the industry. In addition, to stay current, CGP&H regularly attends training and educational workshops, and Randall Gottesman, is a founding member of a professional association called, "Affordable Housing Professionals of New Jersey", and has served on its Board since its inception in 2006, having served three of those years as its President. As the current co-chair of that organization's Policy Committee, Mr. Gottesman continues to remain on the cutting edge of knowledge with regard to COAH compliance matters, legislative and legal matters and current events and issues. CGP&H remains committed to continuing its pursuit of full knowledge in this arena to always represent our clients to the best of our abilities.

Randy Gottesman has been on the AHPNJ Education Committee for many years, and has helped conceptualize, review and edit virtually all the curriculum created for AHPNJ's certification program over the years

Our staff has completed the following affordable housing training programs offered by the state of New Jersey:

- Module I
- Module II – Records Management
- Module III – Ethics
- Module IV – Qualifying Households
- CTM Project/Unit Monitoring
- CTM Affordable Housing Trust Fund Monitoring

Our staff has also completed all of the training programs offered to date by the Affordable Housing Professionals of New Jersey (AHPNJ):

- Introduction to Affordable Housing for NJ Municipalities
- Fair Housing
- Qualifying for Affordable Housing: Program Distinctions
- Ethics for Affordable Housing for Affordable Housing
- Community Placement of Affordable Housing Units
- Records Management

Among many others in the company, Vice Presidents Megan York and Corinne Markulin who will oversee the day-to-day operations of the administrative agent activities and the housing rehabilitation program respectively, have completed the Affordable Housing Professionals of New Jersey Certification program.

Randall Gottesman, PP
President of CGP&H

38 years of experience in:

- *Affordable Housing Planning & Administration*
- *Housing Rehabilitation Administration*
- *Grant Writing*
- *HOME, CDBG, NSP, and various other HUD Grant Management & Reporting*
- *Master Planning, Redevelopment Planning and Re-Examination Reports*

Education:

- *MCRP Rutgers University 1981*
- *BA Psychology and Social Welfare, Ohio Wesleyan University*

Associations & Licenses:

- *Affordable Housing Professionals of NJ (AHPNJ), 2006 Founding Member and President 2010-2012*
- *American Planning Association, New Jersey Chapter since 1981*
- *Licensed New Jersey Professional Planner since 1983*

Randall Gottesman, *President of CGP&H* is recognized throughout the state for his professional accomplishments. Mr. Gottesman's skills and track record in Affordable Housing administration, planning and implementation of municipally based programs are among the best in the industry. He has written many Operating Manuals and Affirmative Marketing Plans for his clients, and is experienced in every aspect of affordable housing administration. Mr. Gottesman co-authored a supplementary manual to the State's Uniform Housing Affordability Controls, called "Understanding UHAC." That manual is still a major reference document for many Municipal Housing Liaisons, Administrative Agents and others throughout the state.

During his career, Mr. Gottesman has also been involved in the development of numerous affordable housing projects, the securing of more than $270 million in state and federal grant funding, and the writing and implementation of more than 200 professional planning documents. Prior to forming CGP&H in 1993, he spent 10 years with a central New Jersey consulting firm where he was responsible for supervising all planning, grant and affordable housing operations. His first three years of experiences after graduate school included Senior Planner positions in Newark and Hoboken, New Jersey.

Mr. Gottesman received his Master's Degree in City and Regional Planning in 1981. He is also a licensed Professional Planner since 1984 (License # 3016). A hallmark of CGP&H's commitment to quality is Mr. Gottesman's involvement in all projects from conception to completion. He cost-effectively provides the benefits of his experience and a team approach to all assignments.

Mr. Gottesman has served on a local community bank's Community Reinvestment Advisory Board. Mr. Gottesman is a member of the American Planning Association, its New Jersey Chapter, and has been a highly active member on its Affordable Housing Committee. He is also a member of the National Low Income Housing Coalition, New Jersey Planning Officials, and the Housing and Community Development Network of New Jersey. In addition, in 2006, Mr. Gottesman worked with other affordable housing professionals to form the Affordable Housing Professionals of New Jersey. This non-profit organization is dedicated to improving statewide the education, ethics, and efficiencies of affordable housing professionals. Mr. Gottesman recently completed three one-year terms as its President and currently remains an active member of the Board. He is also regularly asked to speak at seminars concerning his specialties in affordable housing and grant writing. During his children's formative years, Mr. Gottesman completed three terms on the East Windsor Regional School District, having served two terms as its president.

Megan York, PP, AICP
Vice President of CGP&H

20 years of experience in:

- *Affordable Housing Planning and Administration*
- *Community Planning*
- *Grant Writing*
- *HOME, CDBG, NSP and various other HUD Grant Management & Reporting*

Education:

- *MS Geography, University of Tennessee - Knoxville*
- *BA History and Geography, Macalester College*

Associations & Licenses:

- *Affordable Housing Professionals of NJ (AHPNJ) Certification*
- *American Planning Association, NJ Chapter*
- *Licensed New Jersey Professional Planner*
- *American Institute of Certified Planners (AICP)*
- *AHPNJ Policy Committee Co-Chair*

Megan York, *Vice President of CGP&H* has more than 20 years of experience in affordable housing, planning, grant writing, and community development. At CGP&H, Ms. York has prepared housing elements and fair share plans for municipalities throughout New Jersey and has extensive experience navigating rules and regulations relating to affordable housing in New Jersey. Ms. York currently manages a portfolio of over 2,000 affordable housing owner-occupied and rental units in over 60 locations throughout New Jersey. She has also designed and implemented a variety of affordable assistance programs.

Ms. York is dedicated to improving the administration of affordable housing in New Jersey using technology and web-based services to innovate how services are provided. She has overseen the creation of the Affordable Homes New Jersey database, website, and personalized profile services which has transformed how CGP&H manages affordable housing programs.

As a community and neighborhood planner, Ms. York has worked with a variety of governmental entities as well as non-profit groups to identify community needs and develop comprehensive strategies to address those needs. She also assists municipalities and non-profits secure grants for a wide variety of programs including planning grants, infrastructure improvements, public safety initiatives, and education-related grants.

Prior to joining CGP&H, Ms. York was a Senior Planner with Group 70 International, a Honolulu based planning firm specializing in community planning. She began her career at Gregory House Programs, a HIV/AIDS housing provider in Honolulu where she managed all aspects of the affordable housing programs.

Ms. York received her Master's Degree in Urban Geography in 1997 from the University of Tennessee and her Bachelor's Degree in Geography and History from Macalester College in 1994. She is a licensed New Jersey Professional Planner and a certified planner with the American Institute of Certified Planners. She is current co-chair of the AHPNJ Policy Committee and she regularly participates in national studies and panels conducted by Grounded Solutions and the Center for Housing Policy on best practices in affordable housing and the administration of inclusionary housing.

Corinne Markulin,
Vice President

22 years of experience in:

- *Housing Rehabilitation Program administration and management*
- *CDBG, HOME, COAH Regional Contribution Agreement fund programs*
- *Federal Home Loan Bank's Affordable Housing Program*

Education:

- *Mercer County Community College Associates Degree in General Business*

Certifications & Training:

- *Affordable Housing Professionals of NJ (AHPNJ) Certification*
- *HUD Workshops & Online Webinars*
- *Lead Compliance workshops*
- *Certified EPA Lead Renovator*
- *Certified Dust Wipe Sampling*

Corinne Markulin, *Vice President* for all CGP&H housing rehabilitation programs. Besides her college education, she has over thirty years of administrative and management experience including over twenty years specifically dedicated in housing program administration and management. Ms. Markulin has completed training in a variety of housing rehabilitation, affordable housing and lead compliance activities including being certified as both an EPA Lead Renovator and Dust Wipe Lead Sampling Technician.

Ms. Markulin has been with CGP&H since 1997 and has provided supervision, technical assistance and hands-on administrative services for over 35 housing programs including complex programs which have multiple funding sources, including CDBG, HOME Investment Partnership Program, Federal Home Loan Bank's Affordable Housing Program, COAH Regional Contribution Agreement funds and locally funded government programs. Many of the programs are repeat clients that we have served in multi-year and even decade long program renewals. Ms. Markulin's attention to detail, commitment to all affordable housing issues, and professional experience has led her to become an expert in providing administrative agent services, as well as administering all COAH-related programs and projects.

From Ms. Markulin's extensive background in housing administration, she has written programs' policies and procedure manuals. Among her other duties and responsibilities, she has created and presented affordable housing and home improvement presentations to homeowners; created and conducted contractor orientations; and has vast experience in the marketing of housing programs. In the past, Ms. Markulin has developed and implemented accessory housing programs, write down buy down programs as well as also developed procedures for implementing cost-certifications of sale, rental, resale and rerental projects, affirmative marketing plans and supervised the implementation of those projects.

Richard Panizzi, Jr.
Chief Housing Inspector

37 years of experience in:

- *Construction, renovation, and inspection industry*

Current Licenses:

- *NJ Licensed Building Inspector (ICS) since 1994*
- *PA Certified Residential Building Inspector*
- *NJ & PA Certified Lead Inspector / Risk Assessor*
- *International Code Council Member*

Certifications & Training:

- *NJ Home Inspector License*
- *NJ Inspector of Hotels & Multiple Dwellings*
- *NJ Fire Official*
- *NJ Commercial Pesticide Applicator*
- *NJ Radon measurement Technician*

Richard Panizzi, *Chief Housing Inspector* has been working for CGP&H since 2008. He has been a New Jersey Licensed Building Inspector (ICS) since 1994 and is also a Pennsylvania Certified Residential Building Inspector. Mr. Panizzi is also a certified Lead Inspector/Risk Assessor in New Jersey and Pennsylvania. He has also previously held the following licenses and certifications; New Jersey Home Inspector License, N.J. Inspector of Hotels & Multiple Dwellings, N.J. Certified Fire Official, N.J. Certified Commercial Pesticide Applicator, N.J. Certified Radon Measurement Technician, International Code Council Certification as a Residential Building Inspector. Mr. Panizzi is also a member of the International Code Council.

Mr. Panizzi has worked in the construction, renovation and inspection industry since 1981. He has operated his own home improvement company and was a jobsite supervisor for an insurance restoration company.

In his role as a Building Inspector/Cost Estimator, Mr. Panizzi is responsible for comprehensive initial site inspections for housing rehabilitation programs to determine existing interior and exterior code violations and other housing rehabilitation needs; preparing work specifications and cost estimates, developing project specific scopes of work that maximize the use of public funds while always successfully conforming to all program rules and funding limits, reviewing bids, presiding over construction and loan agreement closings, and ongoing construction monitoring. In addition, he conducts lead risk assessments, lead inspections, and lead clearances testing.

Prior to construction, Mr. Panizzi meets with the homeowner and contractor to review the terms of their construction agreement and to witness the signing of program documents. In fact, as an extra convenience, Mr. Panizzi is a licensed notary in both New Jersey and Pennsylvania. Like all of our inspectors, during construction, Mr. Panizzi meets regularly with homeowners and contractors to inspect the construction work and for processing of contractor payments. He prides himself on his technical knowledge and his willingness to share his experience and expertise with others.

Michelle Lamar, Esq., PP
Senior Planner, Corporate Counsel

41 years of experience in:

- *Grant Writing*
- *Municipal Land Use Law*
- *Housing and Community Development Planning*
- *Representing clients Before Zoning and Planning Boards*

Education:

- *BA Political Science, Williams College*
- *MA Political Science, MCRP, and Juris Doctorate, Rutgers University*

Associations & Licenses:

- *American Planning Association, NJ Chapter*
- *Licensed New Jersey Professional Planner*
- *Licensed Attorney in New Jersey and Pennsylvania*
- *Member, Board of Directors of the Land Use Section of the NJ State Bar Association*
- *NJ Supreme Court Committee on Women in the Courts*

Michelle Lamar, *Senior Planner, Corporate Counsel* has more than 41 years' experience in grant-writing, planning and law with expertise in municipal land use law, housing, and community development planning. At CGP&H, she specializes in assisting our municipal and county clients with preparing grants applications encompassing a wide range of federal and state grant funding programs.

Ms. Lamar began her career in New Jersey as an Assistant Planner with the Middlesex County Planning Board, working on funding issues through the County Community Development Block Grant program. She then served as City Planner for the City of Woonsocket, Rhode Island, and subsequently as Planner with the Providence Foundation in Providence, Rhode Island (a joint funding effort of the City of Providence Chamber of Commerce and the Rhode Island Historical Society to secure funds to facilitate the transformation of the downtown area). Returning to New Jersey, Ms. Lamar was Assistant Director of the Targeted Jobs Demonstration Program Evaluation (a review of a nationwide demonstration grant program seeking to coordinate employment programs with economic development efforts), undertaken by the Eagleton Institute at Rutgers University.

Upon attending law school, Ms. Lamar was employed by McCarter & English as a litigation associate, worked as an attorney with the New Jersey Housing and Mortgage Finance Agency (NJHMFA), which included administration of the agency's various grant and loan programs, and eventually became a partner practicing land use law with Sterns & Weinroth in Trenton, New Jersey. As a land use attorney, Ms. Lamar represented applicants and objectors before planning and zoning boards, as well as the Washington (now Robbinsville) Township Housing Board and the Hamilton Township (Mercer County) Zoning Board.

Ms. Lamar received her Bachelor's degree in Political Science with a concentration in Environmental Studies from Williams College, Williamstown, Massachusetts, and her Masters in City and Regional Planning, Masters of Arts in Political Science and Juris Doctorate at Rutgers University, where she was an Eagleton Fellow at the Eagleton Institute of Politics.

Ms. Lamar is a New Jersey-licensed Professional Planner and licensed as an attorney in New Jersey and Pennsylvania. She is a member of the Board of Directors of the Land Use Section of the New Jersey State Bar Association and serves on the New Jersey Supreme Court Committee on Women in the Courts.

Dan Levin, AICP
Senior Planner

14 years of experience in:

- *Urban and Regional Planning*
- *Economic Development*
- *Community Engagement*

Education:

- *MA City Planning, University of Pennsylvania*
- *BA Urban Planning, University of Illinois at Urbana-Champaign*

Associations & Licenses:

- *American Institute of Certified Planners (AICP)*

Dan Levin, *Senior Planner* Dan Levin, Senior Planner, has over 14 years of experience working as an urban planning and economic development professional, with expertise in site selection and community engagement. At CGP&H, Dan is responsible for overseeing the organization's Market to Affordable rental program, as well as providing support on grant applications and planning assignments.

Before coming to CGP&H, Dan served as project director for the Wilmington Renaissance Corporation in Wilmington, Delaware, where his projects included "Vacant to Vibrant", a creative placemaking endeavor in West Center City Wilmington, and developing a business plan for a proposed kitchen incubator in Wilmington. Dan also acted as the Special Project Manager at The Enterprise Center Community Development Corporation, a non-profit organization devoted to minority business development and entrepreneurship located in West Philadelphia.

While at TEC-CDC, Dan's accomplishments included overseeing the successful update to the Walnut Hill Neighborhood Plan 2016 including its approval by Philadelphia's City Planning Commission; as well as managing the construction of Common Table, a restaurant incubator space within the Center For Culinary Enterprises. Dan also was tasked with facilitating the development of the Enterprise Heights project, a proposed mixed-use development at the southwest corner of 46th & Market streets in West Philadelphia; and he provided technical assistance to various business clients of TEC.

Dan also brings international experience to CGP&H, as he spent the first seven years of his career in Melbourne, Australia working in both the private and public sectors as an Urban Planner. While in Melbourne, Dan specialized in town center planning as well as economic development techniques, with his key achievements including drafting local planning policies/ordinances, developing a neighborhood shopping centers strategy, and facilitating public meetings between applicants and objectors.

Dan is originally from St. Louis, MO, however today he calls Philadelphia home. In his personal time Dan volunteers as a Football Coach for middle-school aged boys in Delaware County, PA.

Dan holds a Bachelor's degree in Urban Planning from the University of Illinois at Urbana-Champaign and a Masters degree in City Planning from the University of Pennsylvania.

John Burton, Chief Operating Officer, is responsible for ongoing business operations at CGP&H and for leading the administrative support team providing logistical support for all departments at CGP&H. In addition, he provides Salesforce system administration and database management. He has many years of experience working mainly in the non-profit sector. John holds a Bachelor's degree from the University of California at Berkeley and is currently pursuing a Master of Public Administration (MPA) degree through Penn State's World Campus where he has already earned a Graduate Certificate in Public Budgeting and Financial Management.

Ximena Calle, Administrative Agent Manager, has been with CGP&H since 2004. During that time, she has developed a deep understanding of the State's affordable housing regulations. Ms. Calle came to us with more than 8 years administrative experience in New Jersey as well as in her native Ecuador. She supervises the case management staff and oversees administrative agent projects including maintaining waiting lists, income certifying buyers and renters of affordable units, and liaising with landlords and developers. She also provides verbal and written translation services to Spanish-speaking homebuyers and sellers as needed. Ms. Calle is certified by the Affordable Housing Professionals of New Jersey.

Jim Crane, Project Coordinator, recently joined CGP&H, after spending 17-years managing environmental remediation and transportation planning projects for non-profit organizations based in Central New Jersey. During this time, he developed new program concepts, managed programs, oversaw budgets, led client engagement efforts, and was primarily responsible for all deliverables. In addition, he has developed expertise in community engagement, municipal assistance, grant writing and administration, program evaluation, and compliance reporting. Mr. Crane holds a Bachelor's degree in Political Science from the Rockefeller College of Public Affairs & Policy at the University at Albany, and a Master's degree in Public Administration from Fairleigh Dickinson University.

Mary Alice Goss, Case Manager, has been with CGP&H since 1999, coming to us with more than 12 years of prior supervisory experience with non-profits as well as a successful enterprise in international business to her role as Affordable Housing Case Manager. For the past 19 years, Mary Alice has been responsible for managing housing rehabilitation cases from application through construction in programs including but not limited to Lehigh County, Norristown, the City of Passaic, Maplewood Township, Freehold Borough, and New Brunswick. She is also expert in recertifying existing tenants.

David Landri, Case Manager, came to CGP&H with over 10 years of combined experience in case management and income certification in the fields of mental health, disaster recovery, and nonprofit social service assistance. He holds a Bachelor's degree in Psychology from Monmouth University and Mr. Landri spent three years providing case management for New Jersey Hurricane Sandy recovery programs, working directly with applicants through the eligibility determination process, developing comprehensive recovery plans, and supporting clients through the completion of residential construction projects. Mr. Landri joined CGP&H in 2016 and manages applicant pools, contractor records, and case files from application intake, through pre-construction to case completion.

Katherine Ritenband, Case Manager, joined CGP&H in 2013. She is a graduate of Westminster College in Utah. Ms. Ritenband income certifies applicants for rental and purchase units. In addition, she is responsible for regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries.

Noopur Shah, Case Manager, is responsible for income certifying applicants for rental and purchase units, regional affirmative marketing mailings, annual newsletters to homeowners, preparing closing documents, and conducting lotteries. Noopur holds a bachelor's degree in Psychology from Rutgers University and comes to CGP&H with experience in the fields of mental health and non-profit organizations.

Nick Sciortino, Data Records Manager, oversees the online application and pre-application submissions and random selection process. He maintains all waiting list for affordable housing and each municipality's rental and purchase inventory. He also provides Affordable Homes New Jersey technical support to the entire CGP&H team. Mr. Sciortino is a graduate of Westminster College in Utah and has been with CGP&H since 2013.

Mike Butkocy, Case Manager, recently joined CGP&H as a Certified Affordable Housing Professional with experience in community development. Mike's main duties include liaising with developers and landlords, applicant outreach, and assisting applicants with the application process . Mike is a graduate of Monmouth University, where he received his Masters Degree in Public Policy and Bachelors Degree in Political Science.

Tilah Young, Affordable Housing Assistant, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records management, and other logistical support functions. Tilah holds a bachelor's degree in Business Administration from Monmouth University and comes to CGP&H with experience in real estate and business logistics.

Corinne Dexter, Assistant Case Manager, recently joined CGP&H and provides support to the affordable housing administrative agent case managers by assisting with applicant outreach, records management, and other logistical support functions. Corinne is a graduate of Rutgers University where she received her Bachelors in Sociology and Spanish. Her previous experience is in the residential care and public health sector.

Stephanie Rubin, Administrative Assistant, provides administrative support to all staff at CGP&H. She graduated from the University of Delaware with a degree in Fine Arts and has extensive experience in graphic design, logistics and general office administration.

BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ

RESOLUTION 151-19

"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 **November 25, 2019** and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

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 November 25, 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: 11/25/2019 For bills from 11/07/2019 to 11/20/2019

Check#	Vendor	Description		Payment	Check Total
16504	111 - ABB INC.	PO 19981	WATER DEPARTMENT - LINE/PUMP/MOTOR	1,139.48	1,139.48
16505	748 - ALLAN FEID PLUMBING, INC.	PO 21085	BIRCHWOOD BEACH RENOVATION	14,685.00	14,685.00
16506	196 - ALLIED OIL	PO 21155	DPW: UNLEADED FUEL - BLANKET(4)	1,852.86	1,852.86
16507	3861 - SYNCB/AMAZON	PO 21145	POLICE: ORDER# 113-1098325-2322613	57.61	
		PO 21151	POLICE: ORDER# 113-1116351-3923446	25.98	
		PO 21209	POLICE: ORDER# 113-8074020-6117847	154.98	
		PO 21219	POLICE DEPT: ORDER# 113-8529625-547	27.00	
		PO 21218	POLICE: ORDER# 113-1211833-7636239	99.37	364.94
16508	3861 - SYNCB/AMAZON	PO 21231	RECREATION: ORDER# 113-5025984-7698	142.52	
		PO 21266	POLICE: ORDER# 113-0794343-0126633	29.99	172.51
16509	189 - ANCHOR ACE HARDWARE	PO 19922	POLICE DEPARTMENT/ACCT# 001413 - 20	38.97	38.97
16510	3973 - ARCARI & IOVINO ARCHITECTS, PC	PO 21028	PROJECT# 1943 ARCH. SERVICES - ISLA	4,150.00	4,150.00
16511	3957 - ATLANTIC COAST FIBERS, LLC	PO 21192	RECYCLING CHARGE - BLANKET 4TH QTR	1,622.21	1,622.21
16512	2686 - ATLANTIC TACTICAL OF NJ, INC.	PO 19793	Police Dept. Supplies Quote #'s SQ-	466.02	466.02
16513	269 - BEYER FORD, LLC	PO 21215	DPW - VEHICLE REPAIR & MAINTENANCE	46.09	46.09
16514	3799 - CIFELLI & SON GENERAL CONSTRUCTION,	PO 21168	CURBS AND SIDEWALKS - REPAIR/ INSTA	1,957.50	
		PO 21170	DPW- CURBS AND SIDEWALKS - REPAIR/	4,375.00	6,332.50
16515	3783 - CINTAS CORPORATION #111	PO 21287	DPW - UNIFORM RENTALS - OCTOBER 201	449.38	
		PO 21287	DPW - UNIFORM RENTALS - OCTOBER 201	90.00	
		PO 21287	DPW - UNIFORM RENTALS - OCTOBER 201	236.70	776.08
16516	497 - CLARION OFFICE AND FURNITURE	PO 21267	FACILITIES IMPROVEMENT - DPW	665.00	665.00
16517	1481 - CORE & MAIN, LP	PO 19977	WATER DEPARTMENT - EQUIPMENT - BLAN	487.20	487.20
16518	2396 - COUNTY WELDING SUPPLY CO.	PO 21111	DPW - EQUIPMENT & TOOLS BLANKET 201	34.00	34.00
16519	2147 - CCTMO LLC	PO 21250	NOVEMBER 2019 - CELL TOWER REIMBURS	1,830.10	1,830.10
16520	576 - DAVE'S TIRE, LLC	PO 21281	POLICE DEPARTMENT - VEHICLE REPAIRS	1,591.44	1,591.44
16521	3884 - DECOTIIS, FITZPATRICK, COLE & GIBLI	PO 21204	SEPTEMBER 2019 PROFESSIONAL SERVICE	245.00	
		PO 21277	SEPT/OCT 2019 PROFESSIONAL SERVICES	332.50	577.50
16522	643 - DENVILLE LINE PAINTING, INC.	PO 21268	STREETS & ROADS _ LINE STRIPES	5,180.64	5,180.64
16523	2971 - DIRECT ENERGY BUSINESS	PO 21310	ACCT#: 614054 - 269690, 91, 92 -OCT	303.78	303.78
16524	2769 - DOVER DODGE, CHRYSLER, JEEP, INC.	PO 21273	POLICE DEPARTMENT - VEHICLE REPAIR	580.50	580.50
16525	3367 - NEW JERSEY EZ PASS	PO 19918	POLICE: TOLLS - 2019 BLANKET ACCT#	1.00	1.00
16526	1170 - FERGUSON ENTERPRISES #501	PO 20746	WATER DEPARTMENT - EQUIPMENT & TOOL	109.71	109.71
16527	3109 - FERRIERO ENGINEERING, INC	PO 19690	GRUNDENS POND PROPOSAL / PROJECT NO	835.00	
		PO 21276	CLIENT NO: ML100 - SEPT/OCT 2019 PR	63.00	
		PO 21276	CLIENT NO: ML100 - SEPT/OCT 2019 PR	4,886.00	5,784.00
16528	769 - FOREST LUMBER	PO 21269	BIRCHWOOD BEACH PROJECT - 4TH QTR 2	232.84	232.84
16529	859 - JCP&L	PO 21289	ACCT#100 076 421 971/BILL PRD: OCT	149.06	
		PO 21292	MASTER ACCT#200 000 574 000/ BILL D	65.23	
		PO 21307	M/A #200 000 053 658 / BILL DATE: 1	2,851.46	3,065.75
16530	859 - JCP&L	PO 21308	M/A #200 000 054 011/ BILL DATE: NO	796.06	
		PO 21309	MAST ACCT# 200 000 021 275 / BILL D	8,273.77	9,069.83
16531	859 - JCP&L	PO 21316	M/A #200 000 020 764: BILL DATE: 11	233.66	233.66
16532	1040 - JESCO, INC.	PO 21244	STREETS & ROADS - DPW LOADER MAINTE	206.20	206.20
16533	1074 - JW PIERSON CO.	PO 21199	DIESEL FUEL - 4TH QTR BLANKET	1,283.26	1,283.26
16534	1199 - LAWMEN SUPPLY COMPANY OF NJ, INC	PO 21126	POLICE: BODY ARMOR QUOTE	951.08	951.08
16535	1338 - MGL PRINTING SOLUTIONS, LLC	PO 21183	FINANCE: 2019 1099 FORMS - QUOTE	127.25	127.25
16536	3132 - MORRIS CO. LEAGUE OF MUNICIPALITIES	PO 21284	COUNCIL: NJ LEAGUE OF MUNICIPALITIE	50.00	50.00
16537	2534 - MORRIS COUNTY OVERHEAD DOOR COMPANY	PO 21257	FIRE DEPT: REPAIRS	750.00	750.00
16538	1295 - MORRIS CTY MUNICIPAL UTILITIES	PO 21305	SOLID WASTE DISPOSAL - OCTOBER 2019	10,710.65	10,710.65
16539	1394 - MTN. LAKES PUBLIC LIBRARY	PO 20449	2019 MTN LAKES PUBLIC LIBRARY AID -	22,857.66	22,857.66
16540	1472 - MURPHY, MCKEON P.C.	PO 21264	OCTOBER 2019 LEGAL SERVICES	450.00	
		PO 21264	OCTOBER 2019 LEGAL SERVICES	2,385.00	2,835.00
16541	1553 - NEW JERSEY NATURAL GAS	PO 21293	OCT 5/7 TO NOV 6-7, 2019 SERVICE	808.71	808.71
16542	1562 - NJLM	PO 21265	COUNCIL: 104th Annual League Confer	65.00	65.00
16543	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 21302	DEC 2019 DENTAL PREMIUMS - GROUP 16	3,172.00	3,172.00
16544	3659 - OPTIMUM	PO 20426	BORO INTERNET SERVICES ACCT# 07876-	140.55	140.55
16545	3173 - OPTIMUM	PO 20425	FIRE: ACCT# 07876-603439-01-8 CABLE	71.69	71.69
16546	1620 - OTC BRANDS, INC	PO 21232	RECREATION: 2019 TREE LIGHTING	56.23	56.23
16547	479 - PARKER PUBLICATIONS	PO 21067	ACCT# 010902 - ZBOA/PLANNING BRD -	23.03	
		PO 21297	PB/BOA: CITIZEN SUBSCRIPTION 2019-2	100.00	123.03
16548	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 21294	OCTOBER 2019 PROFESSIONAL SERVICES	1,046.25	1,046.25
16549	4070 - PREMIER CAR WASH COR	PO 20790	POLICE DEPARTMENT - 2019 CAR WASHES	84.00	84.00
16550	1734 - READYREFRESH BY NESTLE	PO 20687	ACCT# 0016496903 - BLANKET	95.37	95.37
16551	3990 - RICH TREE SERVICE, INC.	PO 21270	DPW - TREE REMOVAL	500.00	

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 11/25/2019 For bills from 11/07/2019 to 11/20/2019

Check#	Vendor	Description		Payment	Check Total
		PO 21282	ISLAND BEACH PROJECT - TREE REMOVAL	9,800.00	
		PO 21279	STREETS & ROADS - TREE REMOVAL	1,175.00	
		PO 21296	Shade Tree Commission - Pruning and	14,900.00	26,375.00
16552	3205 - SECURITY SHREDDING	PO 21306	NOV 2019 SHREDDING	60.00	60.00
16553	285 - SHAWN BENNETT	PO 21211	IALEFI Membership Dues 2019/20	55.00	55.00
16554	1948 - SHEAFFER SUPPLY, INC.	PO 20744	DPW & WATER DEPARTMENT - EQUIPMENT	55.11	55.11
16555	1981 - SUBURBAN DISPOSAL, INC	PO 20481	SOLID WASTE/RECYCLING COLLECTION -	35,599.99	35,599.99
16556	3903 - TCF EQUIPMENT FINANCE	PO 20423	POLICE CAR LEASE / CUST# 730289 - 2	2,247.19	2,247.19
16557	1343 - TILCON NY, INC	PO 21123	DPW - DRAINS/PIPES/CATCHBASINS - BL	1,466.33	
		PO 21123	DPW - DRAINS/PIPES/CATCHBASINS - BL	2,200.90	3,667.23
16558	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 20452	2019 SEWER MAINTENANCE CHARGES - BL	33,373.00	33,373.00
16559	2536 - UNUM LIFE INSURANCE COMPANY	PO 20424	STD/LTD / LIFE INSURANCE - 2019 BLA	2,587.52	2,587.52
16560	2749 - VERIZON	PO 19997	2019 INTERNET SVC: A/C# 853-478-043	52.32	
		PO 19997	2019 INTERNET SVC: A/C# 853-478-043	37.34	
		PO 19997	2019 INTERNET SVC: A/C# 853-478-043	37.33	126.99
16561	2135 - VERIZON WIRELESS	PO 21317	ACCT# 882388054-00001 / OCT 05 - N	706.67	706.67
16562	2228 - WATER WORKS SUPPLY CO, INC	PO 19979	WATER DEPARTMENT - EQUIPMENT & TOOL	48.94	48.94
16563	4095 - WEATHERWORKS, LLC	PO 21263	2019/2020 CONTRACT FOR WEATHER FORE	1,650.00	1,650.00
	TOTAL				213,380.18

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	60.00			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	115.00			
01-201-20-130-020	FINANCE - OTHER EXPENSES	127.25			
01-201-20-140-020	COMPUTER SERVICES	192.87			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	4,008.75			
01-201-20-165-020	ENGINEERING SERVICES	63.00			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	50.00			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	73.03			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	5,759.52			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	2,821.09			
01-201-25-252-020	EMERGENCY MGMT - OTHER EXPENSE	825.00			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	821.69			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	9,391.66			
01-201-26-300-020	SHADE TREE COMMISSION - O/E	15,400.00			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	47,604.47			
01-201-26-306-020	Recycling Tax	328.38			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	95.37			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	2,218.03			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	198.75			
01-201-29-390-020	AID TO PUBLIC LIBRARY	22,857.66			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	4,030.24			
01-201-31-437-020	NATURAL GAS	1,112.49			
01-201-31-440-020	TELECOMMUNICATIONS	706.67			
01-201-31-447-020	PETROLEUM PRODUCTS	3,136.12			
01-203-20-165-020	(2018) ENGINEERING SERVICES		835.00		
01-203-25-240-020	(2018) POLICE DEPT - OTHER EXPENSES		466.02		
01-260-05-100	DUE TO CLEARING			0.00	125,128.16
01-290-55-000-005	DUE TO T-MOBILE - SPRINT FEES			1,830.10	
TOTALS FOR	**Current Fund**	**121,997.04**	**1,301.02**	**1,830.10**	**125,128.16**
02-200-40-700-300	Body Armour Grant			951.08	
02-260-05-100	DUE TO CLEARING			0.00	951.08
TOTALS FOR	**FEDERAL AND STATE GRANTS**	**0.00**	**0.00**	**951.08**	**951.08**

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
04-215-55-976-000	2012 Bond Ordinance 17-12			665.00	
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			28,867.84	
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17			4,886.00	
04-215-55-985-000	2019 CAPITAL ORDINANCE 2-19			6,332.50	
04-260-05-100	DUE TO CLEARING			0.00	40,751.34
TOTALS FOR	**General Capital**	**0.00**	**0.00**	**40,751.34**	**40,751.34**
05-201-55-520-520	Water Operating - Other Expenses	12,534.04			
05-260-05-100	DUE TO CLEARING			0.00	12,534.04
TOTALS FOR	**Water Operating**	**12,534.04**	**0.00**	**0.00**	**12,534.04**
07-201-55-520-520	Sewer Operating - Other Expenses	33,565.56			
07-260-05-100	DUE TO CLEARING			0.00	33,565.56
TOTALS FOR	**Sewer Operating**	**33,565.56**	**0.00**	**0.00**	**33,565.56**
20-260-05-100	Due to Clearing			0.00	450.00
20-300-60-000-000	RESERVE FOR AFFORDABLE HOUSING			450.00	
TOTALS FOR	**AFFORDABLE HOUSING**	**0.00**	**0.00**	**450.00**	**450.00**

Total to be paid from Fund 01 Current Fund	125,128.16
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	951.08
Total to be paid from Fund 04 General Capital	40,751.34
Total to be paid from Fund 05 Water Operating	12,534.04
Total to be paid from Fund 07 Sewer Operating	33,565.56
Total to be paid from Fund 20 AFFORDABLE HOUSING	450.00
	213,380.18

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

Meeting Date: 11/25/2019 For bills from 11/07/2019 to 11/20/2019

Check#	Vendor	Description		Payment	Check Total
5168	102 - **ANDERSON & DENZLER ASSOC., INC**	PO 21315	OCTOBER 2019 PROFESSIONAL SERVICES	3,047.98	**3,047.98**
5169	1472 - **MURPHY, MCKEON P.C.**	PO 21264	OCTOBER 2019 LEGAL SERVICES	285.00	**285.00**
	TOTAL				**3,332.98**

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	3,332.98
17-500-00-050-231	Sunrise Senior Living Management			366.65	
17-500-00-050-308	NEW LAND MT. LAKES - INSPECTION FEES			2,585.15	
17-500-00-091-310	PULTE GROUP - ENCLAVE SITE INSPEC. FEE			381.18	
TOTALS FOR	**Developer's Escrow**	**0.00**	**0.00**	**3,332.98**	**3,332.98**

Total to be paid from Fund 17 Developer's Escrow 3,332.98

3,332.98

List of Bills - (3310101001001) CASH - RECREATION
Recreation Trust

Meeting Date: 11/25/2019 For bills from 11/07/2019 to 11/20/2019

Check#	Vendor	Description	Payment	Check Total
5324	3861 - **SYNCB/AMAZON**	PO 21221 RECREATION: ORDER# 113-1448624-5481	401.63	
		PO 21245 RECREATION: ORDER# 113-1829744-929	86.98	**488.61**
	TOTAL			**488.61**

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	CASH - RECREATION			0.00	488.61
33-600-00-090-000	Recreation Trust Reserves			488.61	
TOTALS FOR	**Recreation Trust**	**0.00**	**0.00**	**488.61**	**488.61**

Total to be paid from Fund 33 Recreation Trust 488.61

488.61

BOROUGH OF MOUNTAIN LAKES
DEPARTMENT OF PUBLIC WORKS
Department Activity
October 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:
- Birchwood Lake cleanup with Solitude completed.
- Assisted Solitude with capsized boat in Birchwood Lake.
- Leaf pickup along Boulevard.
- New access doors installed to access spillway at Sunset Dam and Mountain Lake
- Damaged guard rail boards were replaced at Birchwood parking lot.
- Diesel fuel tank repaired - overflow pan installed.
- New gutters installed on DPW garage.
- Damaged railing repaired at 95 Lake Rd.
- Tree downed by storm at 65 Lake Rd. removed.
- Tree downed by storm at 201 Laurel Hill Rd. removed.
- Trash Day on October 19th managed by DPW workers from 8:00AM to 4:00PM.
- Removed exhaust fans from Borough Hall.
- Salters installed in trucks.
- Pruning work at the Cove.

Water/Sewer Department:
- Water service repaired at 22 Bellvale Road.
- Rainbow Trail marked out for gas installation.
- Mountain Lakes Club sewer line unclogged.
- Vactor truck used to shut off water line for winterization at 38 Lookout.
- Emergency callout at 201 Lookout Rd.for downed tree.

Recreation:
- Finishing work on Birchwood garage in progress.
- Haswell Field weekly cutting.

Vacation/Sick Time:
- 177 Vacation Hours/41 Sick Hours = 133 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: 11/15/19
SUBJECT: October 2019 Report

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

FIRE CALLS (10)

LOCATION	DATE	TIME	DESCRIPTION
10 Crystal Rd	10/1	11:32 AM	CO Alarm with High readings detected
68 Crestview Rd	10/1	11:35 PM	Fire Alarm. Set off by water leak
91 Melrose Rd	10/2	11:28 AM	Fire Alarm- Testing system. Did not call Alarm company prior to testing
68 Crestview Rd	10/3	4:56 PM	Fire Alarm-Malfunction
10 Cove Place	10/7	2:46 PM	CO Alarm- High Readings detected in Basement other parts of the house. House was ventilated and NJNG responded to do an inspection.
10 Cove Place	10/8	5:16 AM	CO Alarm- High readings detected Throughout the house. House was Ventilated. NJNG responded and Determined the cause of the activation was related to the sump pump battery
240 Blvd	10/10	2:32 AM	Fire Alarm. Malfunction of system
Birchwood Lake	10/10	8:31 AM	Assist Police Dept and DPW with machine that overturned in the water
Johanson BT	10/10	3:19 PM	Assist Boonton Twp FD
46 Dartmouth RD	10/17	8:37 AM	CO Alarm-Faulty Detector

DRILLS/Training(7)

LOCATION	DATE	TIME	DESCRIPTION

Briarciff School	10/6	1:00 PM	Junior Drill. Hydrant and hose operations
Fire Academy	10/8	7:30 PM	Mutual Aid Drill with Boonton Twp
Borough	10/14	3:30 PM	Driver Training – Rescue One
High School	10/15	8:00 PM	Senior Drill. Hose, Ladder, Hydrant Ops
Borough	10/17	3:30 PM	Driver Training- Rescue One
V&V Recycling	10/29	7:30 PM	Vehicle Extrication
Borough	10/30	3:30 PM	Driver Training- Rescue 1

MEETINGS (3)

LOCATION	DATE	TIME	DESCRIPTION
Fire House	10/2	8:00 PM	Officers Meeting
Academy	10/10	7:00 PM	County Chiefs Meeting
Firehouse	10/22	8:00 PM	Business meeting

Truck and Equipment Checks/Work Details (2)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	10/9	1:00 PM	E1 Air pack checks
Firehouse	10/22	8:00 PM	Equipment checks on E1, E2, R1

COMMUNITY EVENTS (9)

LOCATION	DATE	TIME	DESCRIPTION
Wildwood School	10/7	8:55-11:15	Fire Prevention
Wildwood School	10/7	12:45-2:30 P	Fire Prevention
King of Kings	10/8	10:00AM	Fire Prevention
Scribbles	10/8	9:00 AM	Fire Prevention
YMCA	10/9	9:30 AM	Fire Prevention
ML Country Day	10/9	9:30 AM	Fire Prevention
Lake Drive	10/10	9:00 AM	Fire Prevention
Academy for Children	10/10	10:00 AM	Fire Prevention
Craig School	10/11	9:30 AM	

ANNOUNCEMENTS (1)

1. It is with deep regret and sadness that the department announces the passing of Firefighter Matthew Riccardi at the age of 19. Matt was an exceptional young man and well respected by his peers. Matt served in the Junior Department from July of 2016-June of 2018. He served as Deputy Chief of the Jr Fire Dept(along side his twin brother Mike who served as Chief) from July 2017- June of 2018. Matt completed the FF 1 training at the academy and went on to serve as a senior member. He was attending the University of Chicago when he passed away. The MLVFD has established the Matthew Riccardi Memorial Service Award. The award will be presented annually at the Mountain Lakes High School Moving Up Day ceremony. Criteria for the award is still be worked on by the department.

Total Manhours: 525

Borough of Mountain Lakes

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

October 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
- Discussion with the Administrator regarding lead samples and radon testing
- Discussed radon testing for 2020

Environmental Inspections

Mountain Lakes

Date	Business Name	Address	Inspection Type	Evaluation	Risk	Key
10/4/2019	Country Day School	356 US – 46	Routine	Satisfactory		
10/4/2019	King of Kings	3768 US – 46	Routine	Satisfactory		
10/16/2019	Paul's Diner	320 US – 46	Routine	Satisfactory	3	
10/25/2019	Zeris Inn	372 US – 46	Routine	Satisfactory	3	
10/25/2019	The Station	99 Midvale Road	Routine	Satisfactory	3	

- Two inspections at Lightbridge Academy- final approval.

Key-Explanation of Evaluation

1. Food not protected from contamination from handling and/or storage.
2. Incorrect temperatures.
3. Insanitary equipment, utensils, & linens.
4. Gross insanitary conditions.
5. Presence/evidence of insects/vermin.
6. Not keeping proper pH logs/having the skill of how to accurately take pH

CDC/NJDOH PUBLIC HEALTH ALERTS

Subject: Notice to Clinicians: Maintaining Vigilance for Acute Flaccid Myelitis (AFM) Cases
Date: 10/24/2019; 11:19:09
Message#: 103898-10-24-2019-PHUP
Contact Info: Susan E. Hannagan, NJDOH VPDP
Phone: 609-826-5964; Email: susan.hannagan@doh.nj.gov
Elizabeth F. Zaremski, NJDOH VPDP
Phone: 609-826-5964; Email: elizabeth.zaremski@doh.nj.gov

The New Jersey Department of Health (NJDOH) would like to remind clinicians to report suspected cases of acute flaccid myeliti

(AFM). AFM is an illness characterized by acute onset of flaccid limb weakness and magnetic resonance imaging (MRI) showing lesions in the gray matter of the spinal cord. AFM has been under investigation by health departments and the Centers for Disea Control and Prevention (CDC) since 2014.
Surveillance has shown that AFM cases generally peak in the months of August, September and October and are typically seen i children. A biennial pattern has been observed, with the majority of cases reported in 2014, 2016, and 2018. In 2018, the CDC confirmed 236 cases of AFM in 41 states across the U.S., which was the highest number of cases reported since surveillance started for AFM in 2014. The average age of patients with AFM was 5 years. Of these, 11 confirmed cases in 2018 were from Ne Jersey.
Smaller numbers of cases were reported in 2015 and 2017. While 2019 appears to be following the pattern of a non-peak year, clinicians are encouraged to maintain vigilance for possible cases. As of October 4, 2019, there are 22 confirmed cases from 9 states. There have not been any confirmed cases in 2019 in New Jersey.
The NJDOH advises clinicians to be alert for AFM in patients presenting with acute flaccid limb weakness, especially after respiratory symptoms or fever, and/or if an MRI shows a spinal lesion with gray matter involvement.
Suspect cases should be reported to NJDOH during regular business hours at (609) 826-5964. To send information about a patie suspected of having AFM, clinicians should complete the attached patient summary form (also found at link below). Clinicians should also collect specimens from AFM patients as early as possible in the course of illness. Instructions for specimen collectior can be found here: https://www.cdc.gov/acute-flaccid-myelitis/hcp/specimen-collection.html.

Additional Resources
NJDOH website
https://www.nj.gov/health/cd/topics/afm.shtml
CDC website
https://www.cdc.gov/acute-flaccid-myelitis/index.html
Patient Summary Form
http://www.cdc.gov/acute-flaccid-myelitis/hcp/data.html
Additional References and Resources
http://www.cdc.gov/acute-flaccid-myelitis/references.html

Monthly Activities

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

NJLINCS 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 p NJLINCS.

Screenings This Month

No screenings this month.

Seasonal Flu Activities
One influenza clinic was held in Mountain Lakes on October 28th 2019 from 10am-12noon. An additional clinic is scheduled in Mountain Lakes for the evening of November 4th 2019 from 7pm-8pm. Among employees and the public seven (7) vaccines wei administered on October 28th 2019.

Public Health Nursing continues to receive inquiries and schedules appointments for influenza vaccination for the public and for Township employees. We continue to disseminate the message to the public that individuals who did not receive the vaccine tl doses are still available and appropriate to receive via newsletters, social media and the township website.

Influenza activity as reported by NJDOH surveillance remains **low** for this region for week ending October 26th, 2019.

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 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 will send PHN email requesting more data. Once NJDOH is satisfied with investigation methods, the case is approved and closec

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

October 2019

New Cases: 2	Ongoing Cases: 0
1-Lyme- not a case & closed 1- Hepatitis C-not a case & closed	

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
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. Summonses	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	693
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	20	$ -	$ -	2	0	0	0	1	85	23	13	3	11	5	0	1	0	928
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

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2019 YTD	199	$ 50.00	$ 50.00	48	1	7	19	3	979	373	90	83	133	32	3	6	0	8552

October

Total Overtime Hours Paid
195.5

Total Vaca/Comp Hrs	Total Vaca/Comp/Personal/Bereave Hrs Creating OT	% of Hrs Equating to OT
216	26	12.04%

Total Sick Time Hrs	Total Sick Time Hrs Creating OT	% of Hrs Equating to OT
154	84.5	54.87%

* 3 hrs arrest/investigation
* 9 hrs MLHS Football
* 3 hrs security for Jewish High Holiday
* 3 hrs coffee with a cop
* 6.5 hrs Halloween
* 7 hrs MCPO Operation Helping Hands
* 11 hrs misc/other
* 25.5 hrs mandatory Training
* 5 hrs JIF Training
* 12 hrs vehicle repair/maintenance

** Two Officers are currently out with injuries.

Time Used/Overtime by Month

	Sick Time Hours							Vacation/Comp Hours/Pers Day/Bereave							Court Overtime							Department Overtime							Training/School Hours						
	2013	2014	2015	2016	2017	2018	2019	2013	2014	2015	2016	2017	2018	2019	2013	2014	2015	2016	2017	2018	$2,019	2013	2014	2015	2016	2017	2018	2019	2013	2014	2015	2016	2017	2018	2019
Jan	12	104	106	58	236	216	79	12	60	64	127.5	22	15	14	$0	$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	252	86	36	45	34	11	84	104	220	$0	$221	$0	$0	$0	$0	$210	$6,262	$10,162	$4,641	$7,750	$7,009	$4,927	$2,138	30	112	75	125	103	15	16
March	60	128	82	82	238	310	110	156	36	96	139	198	148.5	168	$0	$180	$0	$0	$151	$0	$0	$16,524	$7,262	$6,541	$7,689	$12,822	$29,829	$6,254	87	52	15	91	115	59	57
April	60	36	72	46	209.5	0	106	60	165	218	138	154	250	265.5	$0	$360	$271	$0	$0	$0	$422	$4,355	$1,563	$8,942	$4,657	$5,399	$12,146	$27,385	59	37	85	60	44	0	94
May	96	94	188	69	128	204	96	132	220	322	192	254	178	169	$0	$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	299	268	208	254	$0	$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	592	518	524	84.5	$0	$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	528	606	682	748	$0	$0	$0	$0	$140	$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	364.5	294	375.5	222.5	$0	$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	154	168	146	302	414	125	208	216	$0	$266	$0	$0	$0	$0	$0	$12,150	$8,543	$16,914	$15,755	$12,876	$14,514	$15,865	40	120	43	253	36	41	68
Nov	72	94	96.5	188	346	148		292	256	145	164	274.5	235.5		$0	$0	$0	$0	$0	$246		$21,516	$9,762	$8,770	$11,241	$18,359	$15,103		80	76	40	290	24	179.5	
Dec	106	164	121	392	392	254		168	175	157.5	217.5	171	346.5		$0	$0	$0	$0	$302	$0		$18,515	$15,512	$5,481	$19,991	$18,360	$20,920		10	145	114	167	100	46	
Total	**908**	**1200**	**1309**	**1570**	**3114**	**1960**	**1210**	**2335**	**2685**	**2732**	**3187**	**2969**	**3275**	**2362**	**$0**	**$1,028**	**$271**	**$354**	**$593**	**$947**	**$1,625**	**$190,769**	**$121,318**	**$155,753**	**$157,266**	**$181,548**	**$206,506**	**$202,448**	**591**	**865**	**993**	**1621**	**671**	**577.5**	**594.5**

BOROUGH OF MOUNTAIN LAKES
Recreation Department

Department Activity
October 2019

The Recreation Commission met on October 15th and discussed the Tennis Fob Non-existent report. The Recreation Commission would like to know the costs of stopping the fob system and re-starting if necessary. Introduced 2 new Clubs – Hiking and Fishing, need to get advice of Insurance if these can become Borough Clubs. Reviewed Swing Set options for Birchwood. Dates for Xmas Tree Lighting is 12/1 and Menorah Lighting is 12/22.

- Finalized summer staff evaluations and met with program directors to recap summer programs and discuss improvements for next summer. Most changes will come to Teen Adventure Camp and trying to procure vendors to allow additional participants up to 1 week before camp.
- Continued to provide support to Recreation Field Hockey program and worked to find additional staff to support the growing number of participants in the program. This year FH on Turf because side field at High School is being used for Referendum Construction Vehicles.
- Started new Indoor Field Hockey program for K-4 grades. Will be at Craig School. Attendance growing.
- Assisted residents and the Home and School Association facilities requests at Birchwood Lake.
- Assisted MLBT Soccer, Recreation Field Hockey and 2 Men's Soccer Leagues acquire turf time.
- Hosted the Mountain Lakes 55+ Lakers meeting on the 3rd Friday of October featuring Michael Britton. Event was well attended and sparked good conversation on Global Warming.
- Worked with school administrators to secure gym space for winter recreation programs including basketball, wrestling, indoor field hockey and indoor soccer.
- Began to discuss winter events with Recreation Commission.
- Began planning for a Mountain Lakes High School & Briarcliff ski club. Awaiting 3 vendors for busing.
- Worked with Borough Manager, volunteers and the DPW Committee to review and modify recycling options.
- Attended Harmful Algal Bloom presentation
- Attended Boonton Trails meeting to understand Morris County Parks plan and implantation of trails.
- Attended HUB Lakes meeting – ML won: Women's Golf, Bowling, Swimming & Diving.
- Worked with Laker Junior Basketball, CYO and Laker Jr. Wrestling on gym space requests and program promotion.
- Met with TriTown Little League and DPW to coordinate the maintenance of Pitcher & Scerbo Fields and to discuss plans that TTLL will be expanding the field.
- Procured estimates for Tennis Courts for both re-surfacing and fencing.
- Submitted 2020 Budget.

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: 11/115/19
SUBJECT: Monthly Report October 2019

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

10/5: Follow up on complaint received about the ML Club dumping illegally in the Lake Drive School dumpster. Ryan Dunn and I spoke with the Manager of the ML Club on October 15 and the matter has been resolved
10/5: Follow up on complaint received about zoning violations at a Pocono Road residence. Owner/contractor advised to follow up with construction and zoning official.
10/5: Spoke with N Glen Road resident about property maintenance violations. Matter resolved
10/5: Follow up on complaint from York Road resident about illegal dumping
10/15: Follow up with N. Pocono Road resident about tree (s) being removed without the proper permit.
10/21: Follow up on complaint about a tree being taken down on Briarcliff Road without a permit. Contractor advised of ordinance and permit was obtained from the town office
10/25: Follow up on complaint received regarding zoning violation on Larchdell Way. Resident was advised to follow up with zoning official
10/25: Follow up on complaint received regarding a recreational vehicle at a Lake Drive residence. Vehicle was being temporarily stored (48 hours) as permitted by ordinance.

SMOKE AND CO DETECTOR INSPECTIONS:

Date:	Location	Pass/Fail
10/1	28 Bellvale Road	Pass
10/2	60 Pocono Rd	Pass
10/4	91 Kenilworth Rd	Pass
10/4	28 Hillcrest Rd	Pass
10/16	31 Park Place	Pass
10/30	47 Sherwood Dr	Pass
10/31	8 Woodland Ave	Pass

10/31	34 Briarcliff Rd	Pass
10/31	23 Park Place	Pass

SIGN ENFORCEMENT –Monitor placement of temporary signs for compliance with ordinance.

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

Curriculum Vitae

-Behnam Salari-

40 W. Park Place Apt 308
Morristown NJ 07960

[redacted]
Email: bensalari@gmail.com

EDUCATION

University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine. 42 East Laurel Rd. Stratford, New Jersey 08084 - Doctor of Osteopathic Medicine, August 2002-May 2006

Columbia University, School of Engineering and Applied Science, 500 West 120th St. New York City, New York 10027 - Master of Science - Biomedical Engineering, August 2001-May 2002

Stevens Institute of Technology, Castle Point on Hudson. Hoboken, New Jersey 07030 - Bachelor of Science, High Honors - Chemical Biology, August 1997-May 2001

MEDICAL TRAINING

Fellowship: University of California, San Diego, Spine Fellowship. Steven Garfin, MD, Yu-Po Lee, MD, R. Todd Allen, MD, PhD. 200 West Arbor Drive, San Diego, CA 92103. August 1, 2012 - July 31, 2013

Fellowship: Maryland Spinal Reconstructive Fellowship, Paul C. McAfee, MD, Ira Fedder, MD, Michael Dabbah, MD. 7505 Osler Drive, Suite 104. Towson, Maryland 21204. August 1, 2011 - July 31, 2012

Residency: University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine, Department of Orthopedic Surgery. 1 Medical Center Drive, Suite 162. Stratford, New Jersey 08084. July 1, 2007 – June 30, 2011

Internship: University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine, Postdoctoral Training Institution. 1 Medical Center Drive. Stratford, New Jersey 08084. June 19, 2006 - June 18, 2007

TEACHING EXPERIENCE

Teaching Assistantship Program, Human Gross Anatomy: University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine, Stratford, New Jersey. January 2006 - May 2006

CERTIFICATION AND LICENSURE

American Osteopathic Board of Orthopedic Surgery
Written Examination, May 18, 2011, Pass

American Osteopathic Board of Orthopedic Surgery
Oral Examination, October 19, 2011, Pass

New Jersey Medical License – Active

AWARDS AND HONORS

Chief Orthopaedic Resident: University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine, Department of Orthopedic Surgery, Stratford, New Jersey. July 2010 – June 2011

Sigma Sigma Phi, UMDNJ-SOM Omicron Chapter, National Osteopathic Honor Society Charter Member, May 2005

Abdol H. Islami, M.D. Foundation Scholarship, For Advancement of Medical Education, 2004-2005 and 2005-2006

University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine Summer Scholars Research Program Fellowship, 2003

Alpha Epsilon Delta, Premedical Honor Society Charter Member, April 1999

PUBLICATIONS

McAfee PC, Salari B, Saiedy S: Reoperations and Complications of Failed Lumbar Total Disc Replacement, *Semin Spine Surg*. 2012;24:pp 37-42.

Salari B, McAfee PC: Cervical Total Disk Replacement: Complications and Avoidance in Treatment of Complex Cervical Spine Disorders. *Orthop Clin N Am* 2012:43;pp 97-107.

PRESENTATIONS – ABSTRACTS

McAfee P, Shucosky E, Chotikul L, Salari B; Anterior MIS Rod Instrumentation with XLIF Deformity: Techniques and Outcomes. Society of Lateral Access Surgery 5th Annual Meeting. San Diego, CA. May 3-5 2012.

Behnam Salari MS, Juliana Rodrigues MS, Jeffry Gleimer D.O. et. al: *Using Chemical Treatment to Increased The Osteoconductive-Osteoinductive Properties of Massive Bone Allografts. Poster Presentation*

- University of Medicine and Dentistry of New Jersey, School of Osteopathic Medicine Research Day, March 18th 2004, Stratford, NJ
- Atlantic Regional Osteopathic Convention (AROC), March-April 2004, Atlantic City, NJ

PROFESSIONAL MEMBERSHIPS

American Osteopathic Association
American Academy of Orthopaedic Surgeons
American Osteopathic Academy of Orthopaedic Surgeons
North American Spine Society
Society of Lateral Access Surgery
International Society for the Advancement of Spine Surgery