



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT THE BOROUGH HALL, 400 BOULEVARD, MOUNTAIN LAKES, NJ 07046**

February 10, 2020

EXECUTIVE CLOSED SESSION – BEGINS AT 7:00 PM

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 7, 2020 and posted in the municipal building.

2) ROLL CALL ATTENDANCE - Clerk

3) FLAG SALUTE – Mayor

4) EXECUTIVE SESSION

R73-20 Resolution to Enter an Executive Session – Litigation/Tax Appeals

5) COMMUNITY ANNOUNCEMENTS

6) SPECIAL PRESENTATIONS

a. Public Safety / Borough Hall Infrastructure Advisory Committee Update

7) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

8) PUBLIC COMMENT

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

9) BOROUGH COUNCIL DISCUSSION ITEMS

a. Eastbound Rt. 46 Zone Change Proposal

10) ATTORNEY'S REPORT

11) MANAGER'S REPORT

a. Recycling Facility at DPW Yard

12) ORDINANCES TO INTRODUCE

a. Ordinance 1-20, Ordinance Authorizing the Salary and/or Wages of the Officers and Employees of the Borough of Mountain Lakes, County of Morris, New Jersey

13) *CONSENT AGENDA ITEMS

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

***RESOLUTIONS**

- a. R74-20, Authorizing the Payment of Bills
- b. R75-20 Authorizing 2020 Municipal Employees' Salary
- c. R76-20 Authorizing the Cancellation of General Capital Receivable and Appropriation Balance
- d. R77-20 Authorizing a Professional Services Agreement Between the Borough of Mountain Lakes and Arcari & Iovino, PC
- e. R78-20 Authorizing Membership in the Mountain Lakes Volunteer Fire Department

***APPROVAL OF MINUTES**

- 1/15/20 (Regular)
1/15/20 (Executive)
1/22/20 (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 report

***BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**

- a. *Kevin Driscoll to the Economic Development Advisory Committee with a term expiring 12/31/20*
 - b. *Deborah Shertzer to the Health Commission as Alternate Member #2 with a term expiring 12/31/2023*
-

14) COUNCIL REPORTS

15) 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.

16) NEXT STEPS AND PRIORITIES

17) ADJOURNMENT

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

RESOLUTION 73-20

RESOLUTION TO ENTER INTO AN EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

- Matters made confidential by state, federal law or rule by court
- Matters in which the release of information would impair the right to receive funds from the Government
- Matters involving individual privacy
- Collective bargaining
- Purchase or lease of property, setting of bank rates, investment of public funds if disclosure would harm the public interest
- Public safety
- Pending, ongoing or anticipated litigation or contract negotiation
- Personnel matters
- Civil penalty or loss of license

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED that the public be excluded from this meeting.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on February 10, 2020.

Mitchell Stern, Acting Municipal Clerk

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



Borough Hall & Public Safety Infrastructure Advisory Committee Update

February 10, 2020

Purpose of Today's Discussion

- Review project background and issues with existing facilities
- Provide overview of committee activities to date
- Present preliminary architect design for renovated and expanded Borough Hall / Public Safety facilities
- Review project cost estimate
- Discuss Next Steps

Borough Hall, which was constructed in 1969, does not meet the Borough's administrative and public safety facility needs

What are the issues?

- HVAC
- Electric & Plumbing
- Roof
- Foundation water penetration
- Energy efficiency
- Handicap accessibility/compliance
- Security
- Limited meeting room space
- Limited parking
- Police Department
 - Severe space constraints
 - Does not meet regulatory requirements
- Fire Department
 - Lacks sufficient storage and meeting space
 - Does not meet safety standards
- Administrative office space inefficiencies
- Insufficient technology infrastructure and file storage spaces

ML Volunteer Fire Department: Facility Deficiencies

- Lack of Emergency Shower and Eye Cleaning Station
- Vehicle Ventilation System
- Bathrooms
- Shared Breakroom
- Heating/AC
- Leaking Roof
- Limited Parking
- Need for more admin / storage space



Mountain Lakes Police Department: Facility Deficiencies

- Need for secure prisoner entrance separate from public entry
- Inadequate locker room space
- Need for code compliant restroom facilities
- Insufficient prisoner holding area; no separation of adult/juvenile, male/female
- Lack of Internal affairs office as mandated
- Insufficient administrative facilities for officers and the specialized roles of Detective, School Resource Officer and Shift Supervisor
- Insufficient space for interview room, patrol room, roll call/training area, processing area, temporary and permanent evidence storage, weapons room/armory, and server room (can be shared with Admin offices)



These issues have been discussed numerous times over the years

- 1972** The Borough identified a number of issues with the newly constructed Borough Hall / Public Safety facility.
- 1980's/90's** Several discussions took place of how best to address facility deficiencies.
- 2004-2008** A committee was formed to address facility needs. The Borough engaged an architect to develop options for adding needed space – with an estimated project cost of \$5M.
- 2011** Council set a goal of addressing needed facility improvements.

In 2017 the Borough Hall / Public Safety Infrastructure Advisory Committee was formed to tackle this issue once again

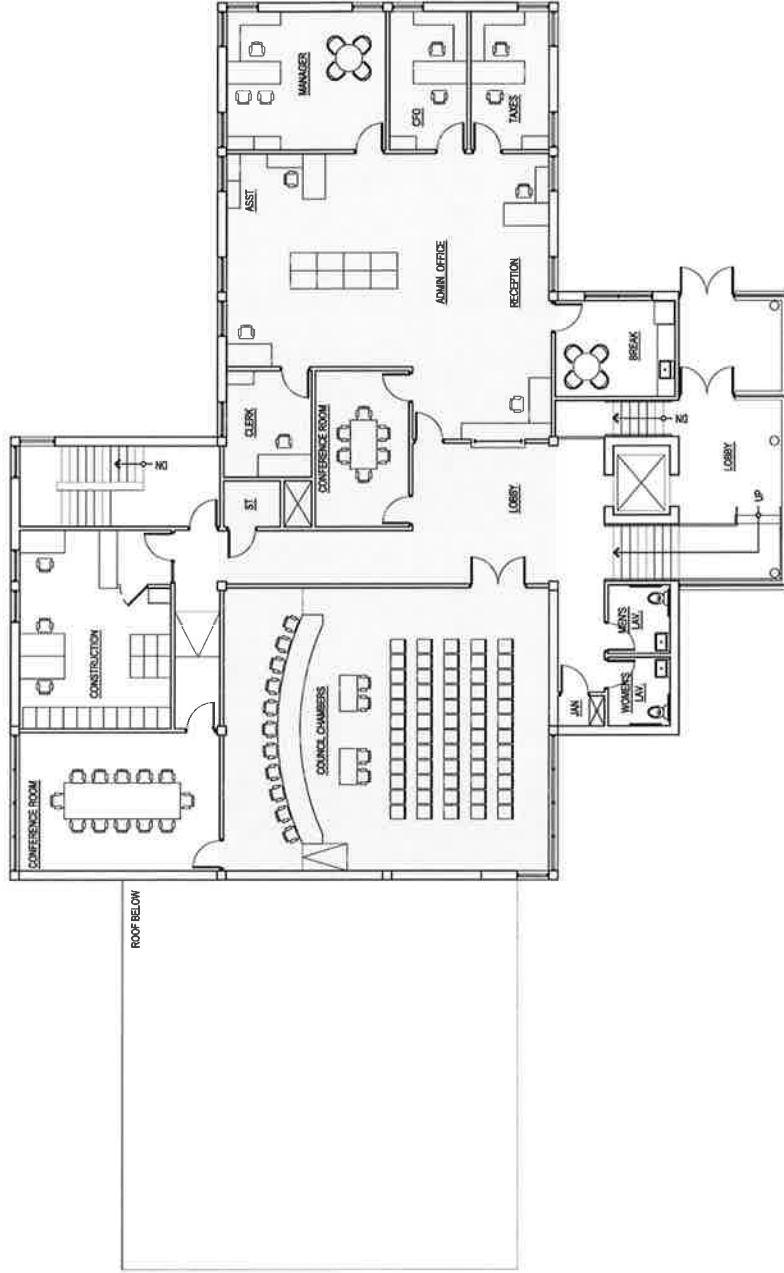
The Committee's mission is to advise Borough Council on improvements needed to address deficiencies in the Borough's Administrative and Public Safety facilities

Committee Membership

- Borough Manager
- 3 Council Members
- Police Department Representation
- Fire Department Representation
- Planning Board Representation
- Board of Education Representation
- Members of the Public

Since 2017 the proposed Borough Hall project has moved from initial needs assessment to preliminary facility design

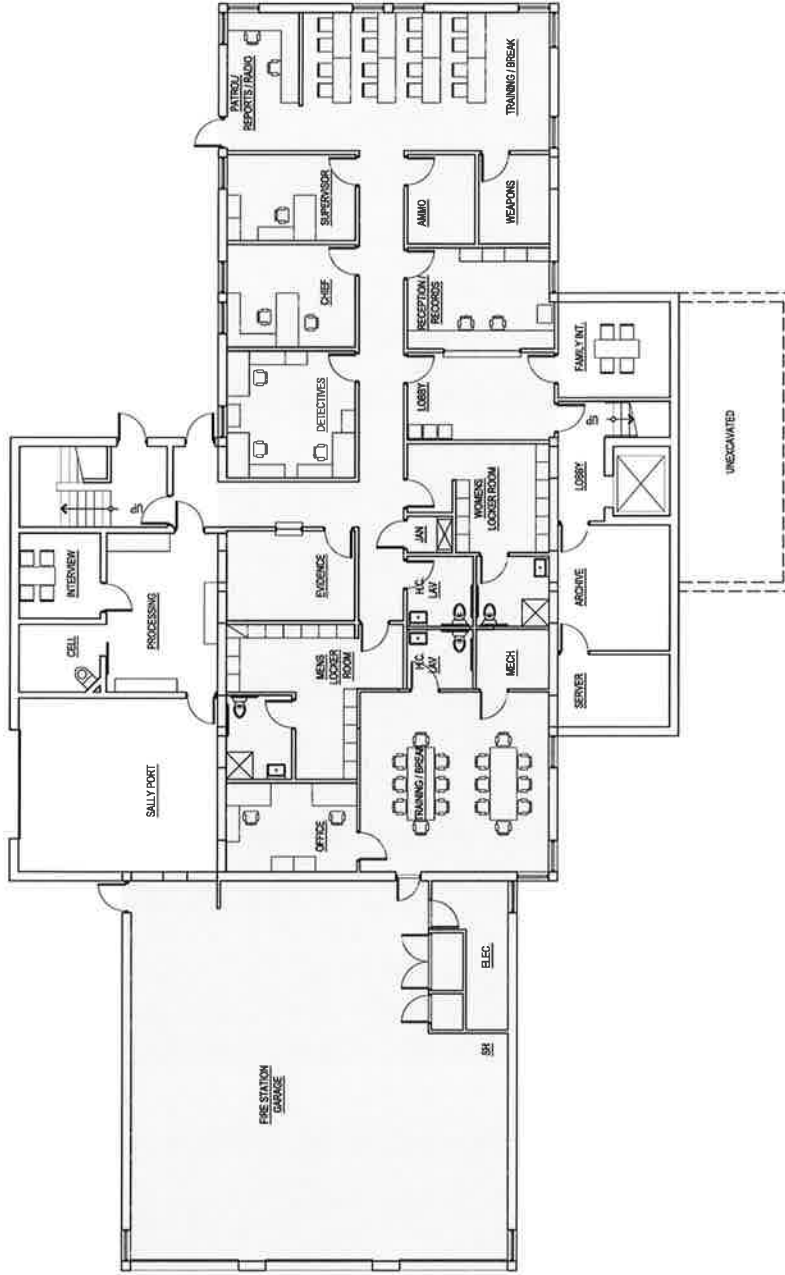
Jan 2017	Council Discussion of facility needs at joint public meeting with Board of Education
Mar 2017	Public Safety/Borough Hall Facility Advisory Committee Kick-Off Meeting
July 2017	Committee Update at Borough Council Meeting
Sep 2017	Committee Update and Public Tours of the Borough Hall / Public Safety Facilities
Feb/Mar 2018	First-Round Architect Interviews and Site Visits to Review Architect Work
Jun 2018	Committee Update and Borough Council approval of Arcari & Iovino as project architect
Nov/Dec 2018	Meetings between the Borough and Board of Education to work through proposed agreement if the Board of Education decides to participate in the renovation project
Mar 2019	Borough Hall Renovation Project Discussion at joint Borough Council and BOE meeting
Apr-Nov 2019	Project largely put on hold as BOE considers whether to remain as a tenant in Borough Hall. BOE ultimately decides to relocate their administration to Mountain Lakes High School.
Dec 19-Feb 2020	Project Design moves forward



PROPOSED UPPER LEVEL PLAN
MOUNTAIN LAKES MUNICIPAL BUILDING

2020.02.05

arcari iovino
ARCHITECTS PC



PROPOSED LOWER LEVEL PLAN
MOUNTAIN LAKES MUNICIPAL BUILDING

Preliminary Project Design



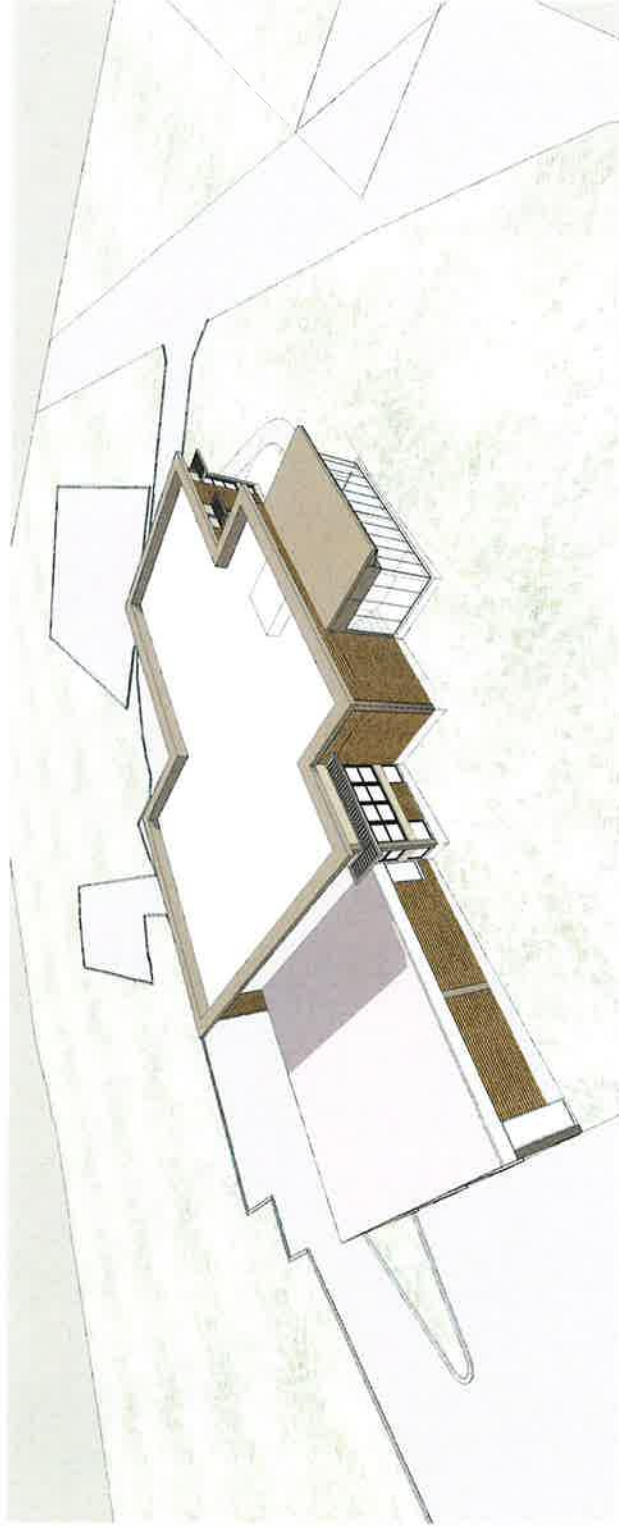
Preliminary Project Design



Preliminary Project Design



Preliminary Project Design



Mountain Lakes Municipal Building Scheme M.1

Statement of Probable Construction Values

2/5/20

Renovation/Addition

	MINOR Renovation (SF)	Rate (\$/SF)	Sub Total	MAJOR Renovation (SF)	Rate (\$/SF)	Subtotal	NEW Area (SF)	Rate (\$/SF)	Subtotal	Total
Renovation										
lower level	1914	\$75	\$ 143,550	3678	\$200	\$ 735,600				\$ 879,150
upper level	0	\$75	\$ -	3677	\$200	\$ 735,400				\$ 735,400
New Addition										
lower level							1778	\$375	\$ 666,750	\$ 666,750
upper level							2212	\$375	\$ 829,500	\$ 829,500
total area	1914			7355			3990			
									TOTAL Unique Items	\$ 375,000
									TOTAL Bricks & Mortar	\$ 3,485,800

ASSUMPTIONS

UNIQUE ITEMS	
Site Work	\$ 250,000
Elevator	\$ 125,000
Total	\$ 375,000

SOFT COSTS

A/E Fees	\$ 313,722
Furniture	\$ 200,000
Bonding Costs	\$ 30,000
Moving and Relocation	\$ 100,000
Total	\$ 643,722

Subtotal	\$ 4,129,522
10% Contingency	\$ 412,952
Total Probable Value	\$ 4,542,474

Notes:

1. These amounts are preliminary in nature and should be treated as such. They are based upon today's dollars without specific escalation to match a particular start date.
2. Opinions of probable construction values are prepared based on the Architect's experience and qualifications. These represent the Architect's judgment as a professional generally familiar with the industry. However, since the Architect has no control over the cost of labor, materials, equipment or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, the Architect cannot and does not guarantee that proposals, bids, or the actual construction cost will not vary from the Architect's opinions or estimates of probable construction values.

Next Steps

- Approve Resolution to fund Schematic Design Phase
- Schematic Design Phase (1 month)
- Council discussion to review Schematic Design Phase and approve project budget (March 23rd target date)

Questions?

BOROUGH OF MOUNTAIN LAKES

ORDINANCE NO. -2020

**AN ORDINANCE AMENDING CHAPTERS 40 AND 245 OF THE REVISED
GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES**

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

Section 1. Chapter 40, "Land Use Administration," Section 40-3, "Definitions," of the Revised General Ordinances of the Borough of Mountain Lakes, shall be amended by the inclusion of the following additional definitions:

ADULT DAY CARE FACILITY

A nonresidential facility typically operating several hours per day, providing meals, social and recreational activities, transportation, personal care and counseling under general supervision for elderly persons and/or persons with disabilities.

EDUCATIONAL PLAY CENTER

A multipurpose children's activity space devoted to learning, recreation and entertainment, which may offer classes and organized events such as birthday parties, and which may include accessory retail sales.

HEALTH AND FITNESS FACILITY

An establishment open to the public on a membership basis which provides facilities for personal training, aerobic exercise, running and jogging, weight training and strength conditioning, game courts, swimming facilities and exercise equipment and which may include accessory sauna/steam rooms, showers, lockers, spa treatments including massage, snack/juice bars and accessory retail sales of related sports apparel and equipment.

INDOOR COMMERCIAL RECREATION USE

An establishment where entertainment or recreation services are provided to the general public, and for which user fees are charged. Uses include, but are not limited to roller and ice skating rink, indoor climbing gyms, gymnastics centers, bowling alleys, arcades, escape rooms, billiards and virtual experience centers.

INSTRUCTIONAL SCHOOLS AND STUDIOS

Establishments which provide classes and workshops for dance, yoga, pilates, culinary arts and crafts, music, martial arts, academics and athletics.

PET CARE AND GROOMING FACILITY

An establishment that provides temporary boarding, training, grooming and care for dogs, cats or other domestic animals or household pets. This shall not include overnight boarding of pets, the breeding or sale of animals or veterinary services customarily offered at an animal clinic or hospital.

SATELLITE DRY CLEANING ESTABLISHMENT

An establishment where clothes and other types of fabrics are dropped off and picked up before and after dry cleaning, which process is conducted entirely off-premises.

SELF-STORAGE FACILITY

A building or group of buildings containing individual and private storage spaces of varying sizes available for lease or rent for varying periods of time and where the occupants have access to the facility only to store and remove their personal property.

Section 2. Chapter 245, "Zoning," Section 245-11, "Business Zone B," of the Revised

General Ordinances of the Borough of Mountain Lakes, shall be amended to read in its entirety as follows:

A. Permitted principal uses are the same as in § 245-10A ("Business Zone A") except that automobile service stations, dry cleaning establishments, motels, hotels and businesses using hazardous substances shall be excluded. In addition, the following principal uses shall be permitted:

- (1) Adult day care facility
- (2) Educational play center
- (3) Health and fitness facility
- (4) Indoor commercial recreation use
- (5) Instructional schools and studios
- (6) Pet care and grooming facility
- (7) Satellite dry cleaning establishment

B. Permitted accessory uses. Same as § 245-10B. In addition, electric car charging stations shall be permitted as an accessory use.

C. Conditional uses.

- (1) Sexually oriented establishments in accordance with the following standards:
 - (a) The establishment shall be located at least 500 feet from the boundary of any residential zone within the Borough of Mountain Lakes and from any existing and/or approved but not yet existing house of worship, day-care center and school.
 - (b) In order to avoid a concentration of sexually oriented establishments, such establishment shall be located at least 1,000 feet from any other existing and/or approved but not yet existing sexually oriented establishment.

- (c) The foregoing distance limitations shall be measured by a straight line drawn from the nearest point of the lot boundary on which the proposed use is to be located to the nearest point of the lot or district boundary, as the case may be, of the other use or district, and those uses, district boundary lines and dimensions shall be indicated on the submitted site plan.
 - (d) The building housing the sexually oriented establishment shall have a minimum front setback of 75 feet and a minimum side or rear setback of 25 feet. The building and associated parking area shall be surrounded by a perimeter landscape buffer of at least 20 feet in width, consisting of landscape plantings designed and installed to the satisfaction of the Planning Board.
 - (e) Every sexually oriented establishment shall be located in a single-occupant, freestanding building.
 - (f) No sexually oriented establishment shall be permitted in a building having a capacity to accommodate 50 or more occupants.
 - (g) Off-street parking requirements for a sexually oriented establishment are one space for every 200 square feet of gross floor area or portion thereof, plus one space for each employee, provided that a minimum of 10 parking spaces shall be provided.
 - (h) All other requirements of the Land Use Ordinance, including but not limited to the business zone requirements, shall be met.
- (2) Hotels in accordance with the following standards:
- (a) The minimum lot size shall be 2.5 acres.
 - (b) The maximum building height shall be three stories/40 feet for a flat-roof building and three stories/45 feet for pitched roof building.
 - (c) The minimum lot frontage along Route 46 shall be 200 feet.
 - (d) Ancillary facilities/amenities, including a restaurant/lounge, meeting facilities and ballroom space(s), shall be permitted.
 - (e) The architectural design shall incorporate the following: vertical and horizontal articulation of the building facades; changes in façade plane, size and rhythm of window spacing and surface material and pattern; and a contrasting roofline.
- (3) Automobile service stations in accordance with the following standards:

- (a) No hammering, welding or painting repair work on cars shall be permitted or other work of the type usually conducted by and at automobile body shops in repairing damaged motor vehicles.
 - (b) A gasoline service station may also include a retail business in which case the minimum lot size shall be 1.5 acres.
 - (c) A minimum of one off-street parking space shall be provided for every 125 square feet of building floor area.
 - (d) All pumps, islands and canopies serving to protect customers while fueling shall be located a minimum of 40 feet from any street line and a minimum of 30 feet from any other lot line. Canopies, pumps and islands shall be considered accessory structures and not a second principal structure.
 - (e) All lifts, greasing racks and other similar equipment shall be within the building. The underground storage of petroleum products shall meet federal and state codes, as applicable, to protect the Borough's groundwater.
 - (f) The minimum lot frontage requirement shall be 200 feet.
 - (g) Motor vehicles may be parked upon the lot but only insofar as reasonably incident and accessory to the operation of an automotive service station and only in such a manner and location which neither interferes with ingress and egress to the premises nor creates any hazardous condition. No storage of motor vehicles, and no unsightly accumulation of vehicles or parts thereof, shall be permitted.
 - (h) A gasoline service station shall comply with Chapter 102, Environmental Factors; Soil Water and Trees, Article VI. Wellhead Protection Area Regulations, of the Revised General Ordinances of the Borough of Mountain Lakes.
- (4) Drive-in restaurants or restaurants with drive-through facilities where food or drink is served to customers in vehicles at a drive-through window in accordance with the following standards:
- (a) The pick-up window shall be located on the side or rear of the building to limit visibility from the primary road frontage.
 - (b) No driveway shall open upon a public street within 150 feet of an intersecting public street, measured from the intersection of the tangents of the adjacent curblines.
 - (c) One off-street parking space shall be provided for every two-seats.
- (5) Self-storage facilities in accordance with the following standards:

- (a) Self-storage facilities shall be at least 2 stories in height and no more than 3 stories in height and shall be designed architecturally to incorporate features typical of new multi-family residential or office building construction, including but not limited to façade articulation and materials treatment. The maximum height of a self-storage facility shall be 35 feet for a flat-roof building and 40 feet for a pitched roof building.
- (b) The minimum frontage requirement shall be 200 feet.
- (c) The only activities permitted in individual storage units shall be the rental of the unit and the pickup and deposit of goods and/or property in dead storage. Storage units shall not be used for the following activities:
 - [1] Residences, offices, workshops, studios, or hobby or rehearsal areas.
 - [2] Manufacturing, fabrication, or processing of goods; service or repair of vehicles, engines, appliances or other electrical equipment; or any other similar activities.
 - [3] Conducting retail sales of any kind, including garage or estate sales or auctions, or any other commercial activity; provided that the operator of the self-storage unit may conduct a sale or otherwise liquidate the contents of any storage unit to satisfy and settle an account of unpaid rent or other charges, through public or private sales, in a manner provided by law.
 - [4] Storage of flammable, perishable or hazardous materials or the keeping of animals.
- (d) The rental of trucks, trailers or moving equipment, as well as the installation of trailer hitches, shall be prohibited.
- (e) Sale of boxes or packing materials shall be permitted, but only if accessory to the self-storage facility.
- (f) Self-storage facilities shall not operate or allow tenant access between the hours of 12:00 midnight and 6:00a.m.
- (g) All goods and property in a self-storage facility shall be stored in an enclosed building. No outdoor storage of any kind, including but not limited to storage of boats, RVs, vehicles, trailers or similar vehicles, or storage in outdoor storage pods or shipping containers, shall be permitted.
- (h) All storage units above grade and all storage units visible from residential areas shall gain access from the interior of the building(s) only; no unit doors, loading bays, or docks may face or be visible from any adjacent residential areas.

- (i) Electrical service to storage units shall be for lighting and climate control only. No electrical outlets are permitted inside individual storage units. Lighting fixtures and switches shall be of a secure design that will not allow tapping such fixtures for other purposes.

Section 3. Chapter 245, “Zoning,” Attachment 3, Schedule III, of the Revised General Ordinances of the Borough of Mountain Lakes, shall be amended to include the following additional parking requirements:

Land Use	Requirement
Adult care facility	1 space per 200 square feet of floor area
Education play center	1 space per 200 square feet of floor area
Health and fitness facility	1 space per 200 square feet of floor area
Indoor commercial recreation use	1 space per 200 square feet of floor area
Instructional schools and studios	1 space per 100 square feet of floor area
Pet care and grooming facility	1 space per 200 square feet of floor area
Self-storage facility	1 space per 200 square feet of office area, plus 1 space per 5,000 square feet of storage/warehouse area.

Section 4. 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 5. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 6. This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.



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: Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of February 10, 2020.

Mountain Lakes Board of Education Request - The MLBOE is requesting permission to install a scoreboard on the lower Halsey Field. If approved, the Scoreboard will be installed, maintained and if necessary, removed from the field without expense to the Borough. Attached, please find a copy of the request, a Google Maps photo of the site and a picture of the proposed scoreboard. If request approved, I will ask the BOE attorney to draft a lease amendment acceptable to Borough Council and the Borough Attorney. Ryan Dunn, the BOE Facilities Director will attend the Borough Council meeting to answer any questions concerning the proposal.

2018 Capital Ordinance - State Aid memo from Monica - Please review the memo from our CFO regarding state aid for the 2018 capital ordinance. The increase in police overtime was due to the original amount only being an estimate and the final number being higher. To avoid this from occurring again, we will be increasing the calculation for the line item and receive input from the Police Chief. As to the Craven Road costs, we took the opportunity to pave half of the road when NJ Natural Gas had to pave the other half of the road after the installation of a gas main. Paving the entire road avoids seams in the pavement. Seams have a tendency to allow water penetration, ultimately shorting the life of the pavement.

Borough Hall / Public Safety Building Renovation Committee - The committee will be attending the Borough Council meeting to provide a detailed update on the status of the project. There is also a resolution on the meeting agenda to enable us to engage the architect for the next stage of design.

Recycling Center at DPW Yard Proposed Changes - Attached for your review is my memo to the DPW subcommittee regarding issues and a proposed change to the hours for the Borough's recycling center.

Please reach out with questions or concerns.

Mitchell

Mountain Lakes Board of Education

400 BOULEVARD

MOUNTAIN LAKES, N.J. 07046

TEL: (973) 334-8280 • FAX: (973) 334-2316

January 22, 2020

Via Email and Regular Mail

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

Re: Lower Halsey Field Scoreboard

Dear Mr. Stern:

As you are aware, the Mountain Lakes Boys and Girls Soccer Clubs, and the Lakers Sports Club, have agreed to donate a scoreboard, including covering the costs of its installation to the Mountain Lakes Board of Education. In light of this generous donation, the Board is kindly proposing that the scoreboard be installed at Lower Halsey Field. As such, please allow this letter to acknowledge that the Board shall assume all responsibilities, liabilities, and costs associated with the electrical connection of the scoreboard and maintenance of the scoreboard. Additionally, in the event the lease agreement between the Borough of Mountain Lakes and the Board terminates, and the Borough requests the removal of the scoreboard, the Board agrees to remove the scoreboard at its own expense. For your review, please find enclosed a sketch depicting the scoreboard installed on the field.

If you should have any questions, or require any further information, please do not hesitate to contact me. The Board looks forward to its continued relationship with the Borough.

Very truly yours,



Carol Delsandro

CD/jl

96 Powerville Rd

Mountain Lakes | NJ 07046-1013



The scoreboard will be located on Lower Halsey, lower left hand corner





14'-9"

8'-0"

4'-0"

2'-9"

10'-0"

WARRIORS
22
PERIOD
2 17
10:57
VISITOR

BOROUGH OF MOUNTAIN LAKES
INTEROFFICE MEMORANDUM

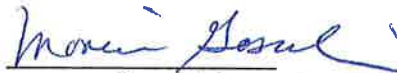
TO: Mitchell Stern, Borough Manager

SUBJECT: 2018 Capital Ordinance – State Aid
Follow up memo

DATE: January 31, 2020

As previously reported, due to a decrease in the total cost of the North Pocono Road job due primarily to the decrease in asphalt prices, the total amount of reimbursable costs that can be submitted to the State are \$291,747.90. The total amount of the grant award was \$345,000.00. The difference of \$53,252.10 will not be received by the Borough and will need to be canceled by resolution. After speaking with our bond counsel and auditor the best way to handle this would be to cancel the receivable against remaining appropriations in ordinance #4-18, as listed below and if desired, add those items that are cancelled to the 2020 capital list. A resolution will be prepared for the February 10, 2020 Council meeting.

Ordinance 4-18:	
Recycling Pad	\$40,000.00
Fire Other Equipment	448.27
Repair of Recycling Fence	<u>12,803.83</u>
TOTAL	\$53,252.10



Monica Gosicki
Chief Financial Officer



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

TO: DPW Subcommittee
Date: January 30, 2020
Subject: DPW and Recycling Center Facility

For many years the Borough's residents have enjoyed unrestricted access to the DPW yard to dispose of everything from plastics, glass, metal, cardboard, Styrofoam, florescent bulbs, motor oil, leaves and yard waste. This open access to the DPW yard has recently become a liability to the Borough for the following reasons.

Safety Concerns - The open and unmonitored yard allows for entry of any vehicle into a yard that is very active with trucks and other machinery. Between our DPW vehicles and equipment, police and Board of Education vehicles and our trash and recycling vendor, there are hundreds of vehicle movements per day. There have been numerous instances where residents have entered the yard to drop off their recyclables / yard waste only to have a close call with another vehicle. There have also been numerous times when vehicles do not follow the traditional course through the yard and turn around and exit through the entrance - creating yet another safety issue.

Illegal Dumping - Along with significant contamination in our recycling containers, we have also been experiencing numerous instances of illegal dumping at the DPW yard. Items such as paint, chemicals, construction debris, stone, rocks and broken up cement have been dumped into the various recycling containers or left at the DPW yard.

Non-Resident Use - The DPW yard is meant to be used only by residents of the Borough. Having an unmonitored yard means that it is easy for anyone to access the Borough's recycling facility. There have been many instances where non-residents have been observed in the yard.

Recycling Issues - Changes to the markets for recyclable material has caused a shift from the Borough turning a profit from the sale of recycling material to now having to pay to dispose of it. Having an open and unmonitored yard has resulted in high levels of non-recyclable material (contaminants) being placed into the recycling containers, and even a small percentage of contaminated materials can result in an entire load being rejected



BOROUGH OF MOUNTAIN LAKES

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Mitchell Stern
Borough Manager
mstern@mtnlakes.org

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P -973-334-3131 ext.2006
F -973-402-3466

TO: DPW Subcommittee
Page 2 of 2

Currently, the Borough's recycling center is open and unattended Monday thru Friday from 7:00am - 3:30pm. The yard is intermittently attended on Saturday from 7:30am - 3:30pm and also when open on Sunday's during the month of November.

I am proposing that the Borough restrict access to the DPW yard and recycling center and hire a part-time employee to monitor the yard when it is open to the public. Having a monitored DPW yard and recycling center will allow for less contamination of the recycling containers, resulting in lower recycling fees for the Borough, prevent illegal dumping and nonresident use of the facility, and create a safer working environment for all users of the yard.

My recommendation is to staff the yard three days per week (Monday, Wednesday and Saturday) throughout the year and Sunday's during the months of April and November for six hours each day.

Estimated expenses to move to a monitored and secured DPW and recycling facility include:

One-time (capital) expenses:

Gates, installation and electrical work to secure yard - \$22,000

Attendant shed - \$4,800

Total - \$26,800

Ongoing expense:

Part-time recycling center employee \$19,000.

I look forward to discussing this issue with the committee and bringing a recommendation to Borough Council in the near future.

Regards,
Mitchell

DATE	MATERIALS	QUANTITY (tons)	UNIT COST	COST	TOTAL COST
Jan-19	Newsgrade	16.59	\$ (7.50)	\$ (124.43)	
	Newsgrade - wet	0.27	\$ -	\$ -	
	Commingled	23.72	\$ 15.42	\$ 365.76	
	Mixed Paper	1.72	\$ (7.50)	\$ (12.90)	
	Single Stream	14.08	\$ 35.00	\$ 492.80	\$ 721.24
Feb-19	Newsgrade	17.50	\$ (4.50)	\$ (78.75)	
	Commingled	18.58	\$ 18.77	\$ 348.75	
	Mixed Paper	2.29	\$ (4.50)	\$ (10.31)	
	Single Stream	5.31	\$ 46.00	\$ 244.26	\$ 503.95
Mar-19	Newsgrade	22.66	\$ (3.00)	\$ (67.98)	
	Commingled	17.33	\$ 23.92	\$ 414.53	
	Mixed Paper	0.21	\$ 85.00	\$ 17.85	
	Single Stream	5.54	\$ 50.00	\$ 277.00	\$ 641.40
Apr-19	OCC (Cardboard)	1.40	\$ (10.00)	\$ (14.00)	
	Newsgrade	17.44	\$ (3.00)	\$ (52.32)	
	Commingled	21.61	\$ 25.37	\$ 548.25	
	Mixed Paper	7.51	\$ (3.00)	\$ (22.53)	
	Single Stream	3.93	\$ 54.00	\$ 212.22	
	Rigid plastics	0.83	\$ (10.00)	\$ (8.30)	\$ 663.32
May-19	Newsgrade	1.95	\$ (3.00)	\$ (5.85)	
	Commingled	19.92	\$ 25.67	\$ 511.35	
	Mixed Paper	21.38	\$ (3.00)	\$ (64.14)	
	Single Stream	10.90	\$ 53.56	\$ 583.80	\$ 1,025.16
Jun-19	Commingled	17.81	\$ 27.02	\$ 481.23	
	Mixed Paper	20.91	\$ (4.50)	\$ (94.10)	
	Single Stream	10.05	\$ 54.91	\$ 551.85	\$ 938.98
Jul-19	Newsgrade	1.20	\$ (4.50)	\$ (5.40)	
	Commingled	20.60	\$ 29.47	\$ 607.08	
	Mixed Paper	25.05	\$ (4.50)	\$ (112.73)	
	Single Stream	1.78	\$ 60.36	\$ 107.44	\$ 596.40

Aug-19 Newsgrade	2.95	\$ (4.50)	\$ (13.28)
Commingled	16.25	\$ 34.17	\$ 555.26
Mixed Paper	20.85	\$ (4.50)	\$ (93.83)
Single Stream	6.86	\$ 62.82	\$ 430.95
			\$ 879.11
Sep-19 Newsgrade	0.99	\$ 10.00	\$ 9.90
Commingled	17.37	\$ 47.85	\$ 831.15
Mixed Paper	17.04	\$ 10.00	\$ 170.40
Single Stream	5.65	\$ 66.14	\$ 373.69
			\$ 1,385.15
Oct-19 Commingled	21.51	\$ 53.62	\$ 1,153.37
Mixed Paper	24.38	\$ 10.00	\$ 243.80
Single Stream	3.30	\$ 68.19	\$ 225.03
			\$ 1,622.19
Nov-19 Commingled	19.64	\$ 48.57	\$ 953.91
Mixed Paper	24.03	\$ 15.00	\$ 360.45
Single Stream	6.03	\$ 68.05	\$ 410.34
			\$ 1,724.71
Dec-19 Newsgrade	5.14	\$ 35.00	\$ 179.90
Newsgrade - wet	0.27	\$ 85.00	\$ 22.95
Commingled	23.79	\$ 47.77	\$ 1,136.45
Mixed Paper	30.77	\$ 35.00	\$ 1,076.95
Mixed Commodities	1.75	\$ 85.00	\$ 148.75
Single Stream	3.51	\$ 72.53	\$ 254.58
			\$ 2,819.58
2019 TOTAL			\$13,521.17

RESOLUTION AND ORDINANCE REVIEW FOR THE FEBRUARY 10, 2020 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

RESOLUTIONS

R75-20 Authorizing 2020 Municipal Employees' Salary – this resolution authorizes the Borough to hire a part-time receptionist with an annual salary not to exceed \$17,500. The position is a necessary component of the restructuring of the Clerk's position.

R76-20 Authorizing the Cancellation of General Capital Receivable and Appropriation Balance– this resolution authorizes the cancellation of the \$53, 252.10 balance of the NJDOT grant for Ordinance #4-18. The North Pocono Road project reimbursable costs were less than the budgeted amount.

R77-20, Authorizing a Professional Services Agreement Between the Borough of Mountain Lakes and Arcari & Iovino, PC - this resolution authorizes the Borough to enter into an agreement with Arcari & Iovino, PC for architectural services for the Schematic Design Phase of the Borough Hall renovation project. The contract is in an amount not to exceed \$21,500.00

R78-20, Authorizing Membership in the Mountain Lakes Volunteer Fire Department – this resolution authorizes Lucy Horowitz for membership in the Mountain Lakes Volunteer Fire Department, as requested and approved by the Mountain Lakes Volunteer Fire Department.

ORDINANCES TO INTRODUCE

Ordinance 1-20, Authorizing the Salary and/or Wages of the Officers and Employees of the Borough of Mountain Lakes, County of Morris, New Jersey – this ordinance authorizes a change in salary range to be paid to the Borough Clerk and Deputy Borough Clerk. The change is necessary to accommodate the appointment of a Deputy Borough Clerk and the stipend provided to the Acting Borough Clerk. Upon passage of this ordinance, a corresponding salary resolution will be submitted.

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

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

RESOLUTION 74-20

“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 February 10, 2020 and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

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CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on February 10, 2020.

Mitchell Stern, Acting Municipal Clerk

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

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 02/10/2020 For bills from 01/23/2020 to 02/05/2020

Check#	Vendor	Description	Payment	Check Total
16805	4103 - A PARTY CENTER	PO 21598 ISLAND BEACH PROJECT - TENT RENTAL	255.00	255.00
16806	103 - A&K EQUIPMENT COMPANY INC.	PO 21551 STREETS & ROADS - EQUIPMENT REPAIR - 202	1,099.01	1,099.01
16807	4019 - ADVANCED FIREPROOF DOOR, INC	PO 21501 ISLAND BEACH PROJECT	720.25	720.25
16808	239 - AMERICAN WEAR, INC.	PO 21606 DPW - UNIFORMS - 2020	3,463.39	3,463.39
16809	189 - ANCHOR ACE HARDWARE	PO 21285 ISLAND BEACH RENOVATIONS - BLANKET	167.72	167.72
16810	102 - ANDERSON & DENZLER ASSOC., INC	PO 21587 DECEMBER 2019 PROFESSIONAL SERVICES	4,372.87	
		PO 21587 DECEMBER 2019 PROFESSIONAL SERVICES	2,493.25	
		PO 21587 DECEMBER 2019 PROFESSIONAL SERVICES	898.15	
		PO 21587 DECEMBER 2019 PROFESSIONAL SERVICES	408.25	8,172.52
16811	3957 - ATLANTIC COAST FIBERS, LLC	PO 21599 RECYCLING CHARGE - DECEMBER 2019	1,197.36	1,197.36
16812	445 - CERBO'S PARSIPPANY GREENHOUSES, INC	PO 21622 RECREATION: 2019 TREE LIGHTING	52.50	52.50
16813	456 - CHADLER SOLUTIONS, LLC	PO 21451 2020 VOL FIREARMS INS. ACCIDENT & SICKNE	3,592.00	3,592.00
16814	2658 - CHEMSEARCH	PO 21509 DPW - VEHICLE OIL & ANTIFREEZE - 2019	1,987.50	1,987.50
16815	4090 - CLEAN MAT SERVICES, LLC	PO 21452 BORO/P.D/DPW - MATS 1STQ2020	195.00	195.00
16816	431 - COUNTY CONCRETE CORP.	PO 21436 STREETS & ROADS / WATER DEPARTMENT- SIDE	248.00	
		PO 21436 STREETS & ROADS / WATER DEPARTMENT- SIDE	248.00	496.00
16817	3884 - DECOTIIS, FITZPATRICK, COLE & GIBLI	PO 21609 DECEMBER 2019 PROFESSIONAL SERVICES	52.50	52.50
16818	2971 - DIRECT ENERGY BUSINESS	PO 21568 ACCT#: 614054 - 936656 - DEC 2019	33.36	33.36
16819	3921 - EVERBRIDGE, INC	PO 21608 ADMIN: 2020 NIXLE ENGAGE	3,500.00	3,500.00
16820	4004 - FBINAA	PO 21528 POLICE: 2020 FBINAA MEMBERSHIP DUES	115.00	115.00
16821	1170 - FERGUSON ENTERPRISES #501	PO 21347 ISLAND BEACH PROJECT - PLUMBING - BLANKE	142.53	142.53
16822	2517 - FFI FIREFIGHTER ONE, LLC	PO 21227 FIRE DEPT: MIRROR/LIGHTBULB - ESTIMATE	1,197.56	
		PO 21262 FIRE DEPT: REPAIRS - ENGINE 1 - ESTIMATE	910.50	
		PO 21567 FIRE DEPT: REPAIRS	42.50	2,150.56
16823	769 - FOREST LUMBER	PO 21503 ISLAND BEACH PROJECT - TOOLS & SUPPLIES	129.95	129.95
16824	2952 - GLANDER ELECTRIC CO., INC.	PO 21510 BOROUGH HALL MAINTENANCE	811.81	811.81
16825	972 - IACP	PO 21529 POLICE: IACP MEMBERSHIP - SHAWN BENNETT	190.00	190.00
16826	3817 - IL TORRENTE PIZZA	PO 21511 WATER DEPARTMENT - MEALS - WATER EMERG	69.42	
		PO 21561 STREETS & ROADS - EMERGENCY MEALS - BLAN	79.06	148.48
16827	4110 - JAMES LA SALA	PO 21588 DWI COURT	350.00	350.00
16828	859 - JCPEL	PO 21610 MAST ACCT#200 000 054 011/ BILL DATE: 1/	5.66	
		PO 21611 MASTER ACCT# 200 000 569 000 - 1/23/20	3,567.42	
		PO 21641 ACCT#100 075 505 725 - BILL PRD: 12/24/1	3.10	
		PO 21642 ACCT#100 050 702 156 - BILL PRD: 12/28/1	4.53	3,580.71
16829	1040 - JESCO, INC.	PO 21434 STREETS & ROADS - EQUIPMENT REPAIR BLAN	234.65	234.65
16830	1090 - KENVIL POWER MOWER	PO 21574 STREETS & ROADS - EQUIPMENT REPAIR 2020	61.37	61.37
16831	4106 - MASONRY BY TOMMY, LLC	PO 21506 ISLAND BEACH - MASON WORK	1,500.00	1,500.00
16832	2790 - MC PUBLIC SAFETY TRAINING ACADEMY	PO 21514 FIRE DEPT: ACADEMY TRAINING	250.00	250.00
16833	1408 - MMSGs	PO 21538 POLICE: MEDICAL SUPPLIES - 2020 BLANKET	165.47	165.47
16834	3033 - MORRIS COUNTY TAX COLLECTORS	PO 21615 TAX COLLECTOR: 2020 TACTA DUES	40.00	40.00
16835	1442 - MORRIS PLAINS SHOES	PO 21549 DPW - UNIFORM REPLACEMENT - 2020 BLANKET	209.99	209.99
16836	1371 - MTN. LAKES BOARD OF EDUCATION	PO 21590 FEBRUARY 2020 MTN LAKES SCHOOL DISTRICT	1,953,949.50	1,953,949.50
16837	3168 - MUNICIPAL CLERK'S ASSOC. OF MORRIS	PO 21624 CLERK:2020 MEMBERSHIP	50.00	
		PO 21625 CLERK: 1ST QTR SEMINAR/MEETING	35.00	85.00
16838	1472 - MURPHY, MCKEON P.C.	PO 21577 JAN 2020 PROFESSIONAL SERVICES - RETAINE	4,166.66	
		PO 21614 DECEMBER 2019 LEGAL SERVICES	1,590.00	5,756.66
16839	881 - NCX	PO 21520 BLANKET: 2020 DNS HOSTING / ACCT# GTI	21.95	21.95
16840	1559 - NJ STATE ASSOC. OF CHIEFS OF POLICE	PO 21581 POLICE: 2020 MEMBERSHIP DUES	275.00	275.00
16841	3236 - ONE SOURCE OF NEW JERSEY, LLC	PO 21557 STREETS & ROADS - BLANKET 2020	129.70	129.70
16842	3173 - OPTIMUM	PO 21578 FIRE: ACCT# 07876-603439-01-8 CABLE - 20	71.69	71.69
16843	4070 - PREMIER CAR WASH COR	PO 21533 POLICE: CAR WASHES - 2020 BLANKET- ACCT	60.00	60.00
16844	1734 - READYREFRESH BY NESTLE	PO 21569 ACCT# 0016496903 - 2020 BLANKET	91.58	91.58
16845	4079 - ROBERT GRIGGS PLUMBING & HEATING, LLC	PO 20930 DPW - BUILDING MAINTENANCE - CAPITAL PRO	9,340.00	9,340.00
16846	2397 - ROCKAWAY AUTO RESOURCES, LLC	PO 21582 DPW - VEHICLE MAINTENANCE & REPAIRS 2019	1,121.20	
		PO 21575 POLICE VEHICLE REPAIR	833.22	1,954.42
16847	3695 - RT 23 PATIO & MASON CENTER, LLC	PO 21246 ISLAND BEACH PROJECT - BLANKET	153.75	153.75
16848	1824 - RUTGERS, THE STATE UNIVERSITY	PO 21507 STREETS & ROADS - TRAINING & EDUCATION -	1,397.00	1,397.00
16849	3205 - SECURITY SHREDDING	PO 21562 JANUARY 2020 SHREDDING	60.00	60.00
16850	1948 - SHEAFFER SUPPLY, INC.	PO 21489 ISLAND BEACH - TOOLS - BLANKET 2020	109.51	
		PO 21521 STREETS & ROADS/ WATER DEPARTMENT - TOOL	72.67	182.18
16851	2774 - STAPLES CONTRACT & COMMERCIAL, LLC	PO 21530 POLICE: OFFICE SUPPLIET - 2020 BLANKET	504.03	504.03
16852	2745 - STATE OF NEW JERSEY	PO 21583 4Q2019 UNEMPLOYEMENT REIMURSABLE	427.98	427.98
16853	1343 - TILCON NY, INC	PO 21566 ISLAND BEACH PROJECT - BACKFILL	588.54	588.54
16854	2037 - TJ'S SPORTWIDE TROPHY & AWARDS, INC	PO 21432 2020 - NAME PLATES FOR COUNCIL	72.00	72.00
16855	3868 - TREASURER, STATE OF NJ	PO 21555 WATER MAIN - EMERGENCY CALL OUT - INSPEC	1,267.43	1,267.43
16856	1534 - TREASURER, STATE OF NJ	PO 21612 WATER DEPARTMENT - WATER ALLOCATION - 20	4,565.00	4,565.00
16857	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 21589 JANUARY 2020 SEWER MAINTENANCE CHARGES	33,373.00	33,373.00
16858	4069 - UNITED BUSINESS SYSTEMS	PO 21596 CANON COPIERS - 4th QTR 2019 - PRINTING	778.74	778.74
16859	1062 - UNITED SITE SERVICES	PO 21435 RECREATION - YMCA POLAR PLUNGE - 2020	385.00	

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 02/10/2020 For bills from 01/23/2020 to 02/05/2020

Check#	Vendor	Description	Payment	Check Total
16860	4003 - WARSHAUER ELECTRIC SUPPLY CO.	PO 21494 JAN - FEB 2020 - CUST ID# 140157	640.00	1,025.00
16861	4031 - WAYNE ELECTRICAL SUPPLY CO.	PO 21470 ISLAND BEACH RENOVATIONS - ELECTRICAL CO	782.86	782.86
		PO 21338 ISLAND BEACH PROJECT - ELECTRICAL SUPPLI	209.86	209.86
TOTAL				2,052,187.50

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	3,560.00			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	157.00			
01-201-20-140-020	COMPUTER SERVICES	21.95			
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	40.00			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	4,166.66			
01-201-23-210-020	INSURANCE - LIABILITY	3,592.00			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	1,119.50			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	114.19			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	7,034.84			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	246.58			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	833.22			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	385.00			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	640.00			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	4.53			
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	2,021.54			
01-203-20-100-020	(2019) GENERAL ADMIN - OTHER EXPENSE		656.61		
01-203-20-155-020	(2019) LEGAL SERVICES - OTHER EXPENSE		1,642.50		
01-203-20-165-020	(2019) ENGINEERING SERVICES		4,372.87		
01-203-25-240-020	(2019) POLICE DEPT - OTHER EXPENSES		252.56		
01-203-25-255-020	(2019) FIRE DEPT - OTHER EXPENSES		2,358.06		
01-203-26-290-020	(2019) STREETS & ROADS - OTHER EXP.		59.57		
01-203-26-305-020	(2019) SOLID WASTE - OTHER EXPENSES		1,197.36		
01-203-26-310-020	(2019) BLDG & GROUNDS - MUNIC BLDG		811.81		
01-203-26-315-020	(2019) VEHICLE REPAIRS & MAINTENANCE		3,108.70		
01-203-28-370-020	(2019) PARKS & PLAYGROUNDS OTHER EXP.		52.50		
01-203-31-435-020	(2019) ELECTRICITY - ALL DEPARTMENTS		8.76		
01-203-31-436-020	(2019) ELECTRICITY - STREET LIGHTING		1,545.88		
01-203-31-437-020	(2019) NATURAL GAS		33.36		
01-207-55-000-000	LOCAL SCHOOL TAXES PAYABLE			1,953,949.50	
01-260-05-100	DUE TO CLEARING			0.00	1,993,987.05
TOTALS FOR Current Fund		23,937.01	16,100.54	1,953,949.50	1,993,987.05
02-200-40-000-011				350.00	
02-260-05-100				0.00	350.00
TOTALS FOR FEDERAL AND STATE GRANTS		0.00	0.00	350.00	350.00
04-215-55-982-000				5,734.97	
04-215-55-985-000				9,503.30	
04-215-55-986-000				1,354.95	
04-260-05-100				0.00	16,593.22
TOTALS FOR General Capital		0.00	0.00	16,593.22	16,593.22
05-201-55-520-520		4,813.00			
05-203-55-520-520			2,235.00		
05-260-05-100				0.00	7,048.00
TOTALS FOR Water Operating		4,813.00	2,235.00	0.00	7,048.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
07-201-55-520-520	Sewer Operating - Other Expenses	33,373.00			
07-203-55-520-520	(2019) Sewer Operating - Other Expenses		408.25		
07-260-05-100	DUE TO CLEARING			0.00	33,781.25
TOTALS FOR	Sewer Operating	33,373.00	408.25	0.00	33,781.25
14-260-05-100	Due to Clearing			0.00	427.98
14-300-60-000-000	RESERVE FOR UNEMPLOYMENT INSUR			427.98	
TOTALS FOR	Unemployment Trust	0.00	0.00	427.98	427.98

Total to be paid from Fund 01 Current Fund	1,993,987.05
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	350.00
Total to be paid from Fund 04 General Capital	16,593.22
Total to be paid from Fund 05 Water Operating	7,048.00
Total to be paid from Fund 07 Sewer Operating	33,781.25
Total to be paid from Fund 14 Unemployment Trust	427.98
	<u>2,052,187.50</u>

Checks Previously Disbursed *WT# 220058*

16804	STATE OF NJ - PWT DIVISION OF TAXAT	PO# 21570 PUBLIC COMMUNITY WATER TAX - 4th Q	511.36	1/27/2020
		<i>* Manual check *</i>	-----	
			511.36	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund		1,993,987.05	1,993,987.05
Fund 02 FEDERAL AND STATE GRANTS		350.00	350.00
Fund 04 General Capital		16,593.22	16,593.22
Fund 05 Water Operating	511.36	7,048.00	7,559.36
Fund 07 Sewer Operating		33,781.25	33,781.25
Fund 14 Unemployment Trust		427.98	427.98
BILLS LIST TOTALS	511.36	2,052,187.50	<u>2,052,698.86</u>

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

Meeting Date: 02/10/2020 For bills from 01/23/2020 to 02/05/2020

Check#	Vendor	Description	Payment	Check Total
5177	1472 - MURPHY, MCKEON P.C.	PO 21621 DECEMBER 2019 LEGAL FEES - ESCROW	135.00	135.00
	TOTAL			----- 135.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	135.00
17-500-00-050-231	Sunrise Senior Living Management			135.00	
TOTALS FOR	Developer's Escrow	0.00	0.00	135.00	135.00

Total to be paid from Fund 17 Developer's Escrow

135.00

135.00

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

Meeting Date: 02/10/2020 For bills from 01/23/2020 to 02/05/2020

Check#	Vendor	Description	Payment	Check Total
5328	214 - ARISTOCRAT LIMOUSINE & BUS COMPANY	PO 21301 2020 SKI CLUB - BUS TRIPS - BLANKET	4,680.00	4,680.00
5329	3358 - SPORTS ENGINE, INC	PO 21585 2019 Basketball Coach background checks	176.00	176.00
5330	4021 - TRISTATE TIMING, LLC	PO 21637 2020 WOOD N LAKE RUN: TIMING SERVICES	287.75	287.75
TOTAL				5,143.75

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	CASH - RECREATION			0.00	5,143.75
33-600-00-090-000	Recreation Trust Reserves			5,143.75	
TOTALS FOR	Recreation Trust	0.00	0.00	5,143.75	5,143.75

Total to be paid from Fund 33 Recreation Trust

5,143.75

5,143.75

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

RESOLUTION 75-20

“RESOLUTION AUTHORIZING 2020 MUNICIPAL EMPLOYEES’ SALARY”

WHEREAS, the Borough Council adopted Ordinance #11-19 setting the salary ranges for various Borough positions; and

WHEREAS, the Borough Council of the Borough of Mountain Lakes desires to set the specific salaries for full-time and permanent part-time non-contract Borough employees for the year **2020**.

NOW, THEREFORE, BE IT RESOLVED that the following salaries are effective **January 1, 2020**, and are to be pro-rated where specific dates are indicated:

BE IT FURTHER RESOLVED that the Borough Manager is authorized to set the salary level according to the salary ranges in Ordinance #11-19 for all non-permanent part-time and seasonal employees.

<i>TITLE</i>	<i>2019</i>	<i>2020</i>	<i>\$ CHANGE</i>
Receptionist (Part-time)	N/A	\$17,500	

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on February 10, 2020.

Mitchell Stern, Acting Municipal Clerk

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

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

RESOLUTION 76-20

**“AUTHORIZING THE CANCELLATION OF GENERAL CAPITAL RECEIVABLE AND APPROPRIATION
BALANCE”**

WHEREAS, the North Pocono Road project is complete and the total project costs were less than budgeted; and

WHEREAS, it is necessary to formally cancel the balance of the NJDOT grant and offsetting appropriations for ordinance #4-18 in the amount of \$53,252.10:

NOW THEREFORE, BE IT RESOLVED, by the council of the Borough of Mountain Lakes, that the NJDOT grant receivable and the offsetting appropriations in the amount of \$53,252.10 be cancelled.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on February 10, 2020.

Mitchell Stern, Acting Municipal Clerk

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

**RESOLUTION 77-20
BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE
BOROUGH OF MOUNTAIN LAKES AND ARCARI & IOVINO, PC.**

WHEREAS, there exists the need for the Borough of Mountain Lakes to obtain additional architectural services in connection with the Borough Hall renovation project; and

WHEREAS, it is agreed that lovino & Arcari, PC will provide additional architectural services for the Schematic Design Phase of the Borough Hall renovation project; and

WHEREAS, the maximum amount of the contract is \$21,500.00; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

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

1. The Borough Manager and Borough Clerk are hereby authorized and directed to execute the agreement attached hereto with Arcari & lovino, PC for architectural services in connection with the Borough Hall renovation project in an amount not to exceed \$21,500.00.

2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

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

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on February 10, 2020.

Mitchell Stern, Acting Municipal Clerk

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

CERTIFICATION OF THE AVAILABILITY OF FUNDS

04-215-55-984-013 Manager – Borough Hall Architect



Monica Goscicki, CFO

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

RESOLUTION 78-20

**“RESOLUTION AUTHORIZING MEMBERSHIP IN THE
MOUNTAIN LAKES VOLUNTEER FIRE DEPARTMENT”**

WHEREAS, the following individual has applied for membership in the Mountain Lakes Volunteer Fire Department and has submitted the required documentation; and

WHEREAS, the Fire Department recommends this individual for membership; and

WHEREAS, a copy of the application has been filed with the Borough Clerk.

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the Borough of Mountain Lakes approves the application for the following individual(s):

Lucy Horowitz 69 Tower Hill Road Mountain Lakes

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on February 10, 2020.

Mitchell Stern, Acting Municipal Clerk

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

MOUNTAIN LAKES VOLUNTEER FIRE DEPARTMENT
BOROUGH COUNCIL APPROVAL FORM

NAME: Lucy Horowitz

ADDRESS 69 Tower Hill Road

TOWN: Mountain Lakes

PHONE: [REDACTED]

DOB December 21, 2001

BIRTHPLACE NYC

SSN: [REDACTED]

OCCUPATION: high school student/math tutor

STATE OF NEW JERSEY COUNTY OF Morris

Lucy Horowitz BEING DULY SWORN, DO TH DEPOSE
APPLICANTS NAME

AND SAYS THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF
THEIR KNOWLEDGE AND BELIEF. SWORN TO BEFORE ME THIS 4th
DAY OF February ~~200~~ 2020

WILLIAM C. BENDER
NOTARY PUBLIC OF NEW JERSEY
Comm. # 50072457
My Commission Expires 11/22/2022
EXPIRATION DATE

[Signature]
SIGNATURE OF NOTARY PUBLIC

MUNICIPAL APPROVAL

WE HEREBY CERTIFY THAT THIS APPLICANT WAS ADMITTED TO ACTIVE
MEMBERSHIP IN THE MOUNTAIN LAKES VOLUNTEER FIRE DEPARTMENT
AND HAS BEEN APPROVED BY THE GOVERNING BODY OF MOUNTAIN
LAKES ON THE _____ DAY OF _____ 200_____

SIGNATURE OF MUNICIPAL CLERK

[Signature]
SIGNATURE OF FD CHIEF
Deputy Chief

CURRICULUM VITAE

Kevin E. Driscoll, Ph.D.

240 Boulevard, Mountain Lakes, NJ, 07046

Cell: [REDACTED]

PROFESSIONAL WORK EXPERIENCE

2017 President, Healthcare Innovation Partners

Consultation and services for pharmaceutical; consumer healthcare; chemical businesses on: product design for drugs, devices and supplements; product safety and regulatory assessments; and technical due diligence.

2011 - 2016

Vice President, Research & Development, PGT Healthcare

Member of JV Executive Leadership Team with accountability for R&D, product safety, regulatory pharmacovigilance and medical affairs, delivery of product launches, and business development. In the first five years of the JV launched 300 products with going sales of \$270 million, including new market launches in Russia, Ukraine and China. Grew the 5-year innovation portfolio from \$350 million to \$1.3 billion. Key responsibilities:

- Created the JV product innovation strategy and led execution of innovation programs, with a focus on: cough, cold & allergy; analgesics; digestive health; and, vitamins/minerals/supplements categories.
- Designed and led a global technology development organization
- Chief Operations Officer for a global health supplements partnership with Swisse Wellness, responsible for R&D, product safety, regulatory, quality, and product supply.
- Led a business development function to identify, assess and execute external innovation partnerships.

2008-2011

Director, Global Consumer Health Care, Research & Development, Procter & Gamble

Led innovation strategy for a multibillion \$ OTC drug business. Led a global technical organization (staffing of 150, budget of \$60 million) responsible for product innovation, R&D and business development. New product launches included: ZQuil; DayQuil/NyQuil Severe; Metamucil (new markets, forms/flavors); Prilosec berry. Key responsibilities:

- Designed new health care products and technologies for all brands globally (e.g., Vicks, Metamucil, Prilosec, Pepto-Bismol) for the North American, Latin American, EU, Asian and Australian markets.
- Led product development including product formulation; product safety; process development and regulatory.
- Created and led a new business development organization to identify, assess and execute external innovation partnerships.

2006-2008

Director, Global Drug Development and Business Development, Procter & Gamble Pharmaceuticals

Accountable for global strategy and leadership of early drug development (budget \$200 million, portfolio value \$5 Bn), supporting a multibillion-dollar global pharmaceutical business. Key responsibilities included:

- Led a global drug development organization responsible for preclinical development through clinical phase II. Functional responsibility included: clinical pharmacology; pharmacokinetics; drug safety; and translational medicine.
- Created and led a global business development organization responsible for finding and screening licensing and acquisition candidates. Led the technical due diligence function.

2003-2006

Director, Drug Discovery, Procter & Gamble Pharmaceuticals

Accountable for discovery innovation strategy and leadership of a drug research organization with a portfolio of 30+ programs across multiple therapeutic categories (budget \$100 million, portfolio value \$2.5Bn). Responsible for external innovation/business development. Key responsibilities included:

- Set strategic direction and goals for all therapeutic categories (cardiovascular; metabolic disorders; musculoskeletal; inflammatory diseases), small molecule and biologic drugs.
- Led key R&D functions responsible for target identification; target validation and drug lead development (e.g., pharmacology; molecular biology; high throughput screening; project management & planning).
- Created and led an external innovation function to identify, assess and lead drug discovery partnerships.

1998-2003

Associate Director, Cardiovascular Research, Cell & Molecular Biology Core, Procter & Gamble Pharmaceuticals

Accountable for discovery innovation strategy and leadership of the cardiovascular research organization and Cell and Molecular biology core (budget \$50 million). Specific responsibilities included:

- Set strategic direction for the cardiovascular therapeutic category with a portfolio of projects valued at >\$1 billion. Responsible for cardiovascular target identification, validation and lead development.
- Led Discovery Research Core function including: gene cloning and proteomics; protein production and purification; led high throughput screening; gene expression profiling, transgenics; and project management and planning.

1996-1998

Research Fellow – Toxicology, Procter & Gamble, Company-wide responsibility for respiratory toxicology supporting Beauty Care, Laundry, Paper Technology and Health Care new product development and marketed products. Responsible for all interactions with global regulatory agencies in the areas of respiratory toxicology. Led a basic research program in inhalation toxicology and served as a science advisor to regulatory agencies and industry associations.

1994-1996

Principal Scientist – Toxicology, Procter & Gamble, Company-wide responsibility for inhalation toxicology supporting Beauty Care, Laundry, Paper Technology, and Health Care product development and marketed products. Responsible for interactions with global regulatory agencies in the areas of inhalation toxicology. Led a basic research program in inhalation toxicology and served as a science advisor to regulatory agencies and industry associations.

1989-1994

Section Head - Genetic Toxicology and Inhalation Toxicology, Procter & Gamble. Led a department of providing company-wide (Beauty Care, Laundry, Paper Technology, and Health Care) support in areas of genetic toxicology, carcinogenesis and inhalation toxicology.

1986-1989

Group Leader - Respiratory Toxicology Program, Procter & Gamble. Built a toxicology capability within P&G to support all company businesses in areas of respiratory toxicology. Responsible for interactions with global regulatory agencies.

EDUCATION

	DEGREE	FIELD OF STUDY
Western Illinois University, Macolm, IL	BS	Zoology
New York University, New York, NY	MS	Environmental Health Science
New York University, New York, NY	PhD	Environmental Health Science

ACADEMIC APPOINTMENTS

- 2016 - present Adjunct Professor, School of Pharmacy, Rutgers University, New Jersey
 1993-2002 Adjunct Assoc. Prof. of Environmental Medicine, School of Medicine and Dentistry, University of Rochester, New York
 1989-1998 Adjunct Assoc. Prof., Department of Environmental and Occupational Medicine, Univ. Cincinnati College of Medicine

SCIENCE ADVISORY COMMITTEES (Selected)

- 2019-present Advisory Board, Unifrax, New York, USA
 2017-present Advisory Board, Alloksys Pharmaceuticals, The Netherlands
 2016-present Advisor, TechAdvance, Rutgers University technology seed fund
 2017-present Advisory Board, Biotechnology Academy, Mountain Lakes School District
 2016-present Member, Environmental Health Commission - Mountain Lakes, New Jersey
 2006-2012 NASA, Advisory Committee
 2009- 2011 Board, of Directors, Swiss Precision Diagnostics
 2008- 2011 BioOhio, Board of Trustees
 2006- 2011 BIOSART, Board of Trustees
 2003-2006 National Research Council, Committee on Toxicology, NASA Spacecraft Exposure Guidelines
 2003 US EPA, Chairman - Asbestos, State of Science Advisory Panel
 2000-2003 Society of Toxicology, Committee on minority education
 2000-2003 Society of Toxicology, Education Committee
 1998-1999 National Research Council, Subcommittee on toxicological hazard evaluation
 1998-99 National Research Council, Subcommittee on fiber exposure guidelines
 1997-99 Society of Toxicology, K-12 Education Committee
 1997-99 National Institutes of Environmental Health Sciences (NIEHS) State-of-the-Science Advisory Committee
 1996-97 Organizing Committee 2nd International Meeting on Oxygen/Nitrogen Radicals
 1995-98 National Research Council, Committee on Toxicology
 1996 International Agency for Research on Cancer (IARC), Monograph Committee-Silica, Silicates and fibers.
 1996 International Agency for Research on Cancer (IARC), Fiber carcinogenesis advisory panel.

PUBLICATIONS - PEER REVIEWED (most recent of 150)

- Borm, PJA and Driscoll, KE. The hazards and risks of inhaled poorly soluble particles – where to we stand after 30 years of research. *Particle & Fibre Toxicology*, 6:11, 2019
 Chiu-wing Lam, Robert R. Scully, Ye Zhang, Roger A. Renne, Robert L. Hunter, Richard A. McCluskey, Bean T. Chen, Vincent Castranova, Kevin E. Driscoll, Donald E. Gardner, Roger O. McClellan, Bonnie L. Cooper, David S. McKay, Linda Marshall, and John T. James Toxicity of lunar dust assessed in inhalation-exposed rats. *Inhal Toxicol*, 25(12): 661–678. 2013.
 Santanam, P., Wagner, J., Elder, A., Gelein, R., Carter, J.M., Driscoll, K.E., Oberdorster, G., and Harkema, J. Effects of subchronic inhalation exposure to carbon black nanoparticles in the nasal airways of laboratory rats. *Int. J. Nanotechnology* 5(1), 2008.
 Carter, J.M., Corson, M., Driscoll, K.E., Elder, A., Finkelstein, J.N., Harkema, J.N., Gelein, R., Wade-Mercer, P., Nguyen, K., and Oberdorster, G. A Comparative Dose-Related Response of Several Key Pro- and Antiinflammatory Mediators in the Lungs of Rats, Mice, and Hamsters After Subchronic Inhalation of Carbon Black *J Occup and Environ Med* 48(12):1265-78, 2007

- Elder A, Gelein R, Finkelstein JN, Driscoll KE, Harkema J, Oberdorster G. Effects of subchronically inhaled carbon black in three species. I. Retention kinetics, lung inflammation, and histopathology. Toxicol Sci. 88(2):614-19, 2006.
- Driscoll, K.E. Carter, J.M. and Borm, P.J.A. Antioxidant defense mechanisms and the toxicity of fibrous and nonfibrous particles. Inhal. Toxicol. 14:101-118, 2002.
- Carter, J.M. and Driscoll K.E. The role of inflammation, oxidative stress and proliferation in silica-induced lung disease: a species comparison. J Environ Pathol Toxicol Oncol 20 (Suppl. 1): 33-43, 2001
- Driscoll, K.E., Howard, B.W., Carter, J.M. Janssen, Y.M., Mossman, B.T., Isfort, R.J. Mitochondrial-derived oxidants and quartz activation of chemokine gene expression. Adv Exp Med Biol 500:489-496, 2001.
- Driscoll, K.E. TNF α and MIP-2: role in particle-induced inflammation and regulation by oxidative stress. Tox. Ltrs. 112-113:177-183, 2000.
- Driscoll, K.E., Costa, D.L., Hatch, G., Henderson, R., Oberdorster, G., Salem, H. and Schlesinger, R.B. Intratracheal instillation as an exposure technique for the evaluation of respiratory tract toxicity: Uses and Limitations. Tox. Sci. 55:24-35, 2000.
- Johnston, C.J., Driscoll, K.E., Finkelstein, J.N., Baggs, R., O'Reilly, M.A., Carter, J., Gelein, R., and Oberdorster, G. Pulmonary Chemokine and mutagenic responses in rats after subchronic inhalation of amorphous and crystalline silica. Tox. Sci. 56:405-413, 2000.
- Shukla, A., Timblin, C. Berube, K., Gordon, T., McKinney, W., Driscoll, K., Vacek, P., Mossman, B.T. Inhaled particulate matter causes expression of nuclear factor (NF)-kappaB related genes and oxidant-dependent NF-kappaB activation in vitro. Am J Respir Cell Mol Biol. Aug. 23(2):182-187, 2000.

PUBLICATIONS - REVIEWS & BOOK CHAPTERS (most recent of 30)

- Driscoll, KE, Guthrie, G., Crystalline Silica and Silicosis. In: Comprehensive Toxicology 2nd Edition, Elsevier Press, 2010
- Greim, H., Borm, P., Schins, R., Donaldson, K., Driscoll, K., Hartwig, A., Keumpel, E., Oberdorster, G., Seit, G. Toxicity of fibers and particles. Report of the workshop held in Munich, Germany, October 26-27, 2000. Inhal Toxicol Sep. 13 (9):737-754, 2001.
- Driscoll, K.E. TNF α and MIP-2: role in particle-induced inflammation and regulation by oxidative stress. Toxicology Letters 112-113; pp. 177-183, 2000.
- Driscoll, K.E. Subcommittee on Toxicological Hazard and Risk Assessment. Review of the U.S. Navy Environmental Health Center's Health-Hazard Assessment Process. National Academy Press, Washington, D.C., National Academy of Sciences, 2000.
- Driscoll, K.E., Subcommittee on Manufactured Vitreous Fibers. Review of the U.S. Navy's Exposure Standard for Manufactured Vitreous Fibers. National Academy Press, Washington, D.C., National Academy of Sciences, 2000.
- Driscoll, K.E. Particle-induced pulmonary inflammation: Characterizing the role of the chemokine MIP-2. In: Molecular Biology in Toxicology. (eds Wallace, K.B. and Puga, A.). Taylor Y Francis pp. 337-354, 1999.

AWARDS & RECOGNITION

- Colgate Palmolive, Visiting Professorship, University of Arizona, 1998
- Society of Toxicology - Achievement Award, 1997
- Robert Scala Award for Outstanding Contributions to Toxicology Contributions, 1997
- Inhalation Toxicology Specialty Section, Manuscript of Year Award, 1997
- Young Investigator Award, International Society for Aerosols in Medicine, 1995
- Young Investigator Award, Inhalation Toxicology Section, Society of Toxicology, 1993
- NIEHS, National Research Service Award, 1980-1983.

PROFESSIONAL SOCIETIES

Society of Toxicology

1997-2001, Officer (Vice President, President, Past President) Respiratory Specialty Section
1997-1998, Society of Toxicology Awards Committee
1995-1997, Councilor, Inhalation Toxicology Section
1993-1996, Program Committee

American Thoracic Society

1989-1996, Program Committee

International Society for Aerosols in Medicine

1998-2000, Awards Committee (1999 Chairman)

EXTRAMURAL RESEARCH SUPPORT

Carbon Black-Induced Lung Tumors in the Rat: A species comparison based on inflammatory mechanisms. 1999-2002, \$1,373,757, Funded by: International Carbon Black Association. Co Investigators: G. Oberdorster, University of Rochester (60%); K.E. Driscoll, Procter & Gamble Company (25%); J. Harkema, Michigan State University (15%).

EDITORIAL AND REVIEW ACTIVITIES

2017-Present Editorial Board: Particle & Fibre Toxicology

1993-1999 Associate Editor: Journal of Toxicology and Environmental Health

1993-1998 Editorial Board: Toxicology and Applied Pharmacology

1995-2001 Editorial Board: Inhalation Toxicology

1995-1997 Editorial Board: Journal of Aerosols in Medicine

Core Author/Editor: World Health Organization, IPSC, Inhalation Toxicology Monograph

Ad hoc Reviewer - Journals:

Fundamental and Applied Toxicology

American Journal of Respiratory Cell and Molecular Biology

Experimental Lung Research

American Journal of Pathology

Journal of Immunology

Journal of Leukocyte Biology

Journal of Clinical Investigation

Journal of Infectious Disease

EDUCATION & TRAINING

Lecturer, Toxicology, School of Medicine and Dentistry, University of Rochester, 1996- 2004

Lecturer, Environmental Toxicology, Department of Environ. Health, University of Cincinnati

Lecturer, Post-Graduate Course: Cytokines, the World after IL-8, ATS Meeting, Boston, 1994

Qualifying Examination Committee, Shaoying Zhou, University of Cincinnati

Qualifying Examination Committee, Qiyu Zhao, University of Cincinnati

Ph.D. Dissertation Committee, Mark Osier, University of Rochester

Ph.D. Dissertation Committee, Yvonne Janssen, University of Limburg

Ph.D. Dissertation Committee, Shaoying Zhou, University of Cincinnati

Ph.D. Dissertation Committee, Zhou Xing, McMaster University

Co-Organizer, Continuing Education Course: Target Organ Toxicology: Respiratory Tract Dosimetry & Response to Inhaled Toxicants, Society of Toxicology, Dallas, 1994.

Lecturer, Continuing Education Course: Cytokines and Growth Factors in Toxicology, Society of Toxicology, Baltimore, 1995.

Ph.D. Dissertation Committee, Qiyu Zhao, University of Cincinnati

Ph.D. Dissertation Committee, Lisa Weider, University of Cincinnati

Deborah B. Shertzer

5 Lookout Road, Mountain Lakes, NJ 07046 • H: [REDACTED] C: [REDACTED]

SUMMARY

Accomplished senior corporate pharmaceutical and healthcare professional with strategy, analysis, operations and compliance expertise.

CORE COMPETENCIES

- Commercial Compliance
- Strategic Analysis & Planning
- Program Development & Management
- Business Process Improvement/Six Sigma
- Corporate Integrity Agreement Implementation & Execution
- Multimillion \$ Budget Management
- Communications Strategy

PROFESSIONAL EXPERIENCE

Novartis Pharmaceutical Corporation, East Hanover, NJ **2005-present**

Director, Corporate Integrity Agreement, Ethics & Compliance **2015-present**

Manages the oversight of NPC's Corporate Integrity Agreement (CIA), Specialty Pharmacy Addendum and DEA/PDMA Compliance.

- Implemented the first Specialty Pharmacy Corporate Integrity Agreement in the U.S. and incorporated review across the organization and findings into the annual CIA process.
- Coordinates CIA-required Independent Review Organization (IRO) system, transaction and legal reviews and manages cross-functional remediation, based on IRO findings.
- Manages team responsible for DEA, FDA (PDMA) and State Distribution licensing programs to ensure compliance with complex and ever-changing State and Federal regulations
- Oversees the monthly Reportable Events process and cross-functional submissions and timely delivery of approved final report to the Office of Inspector General.
- Strategic management of the Ethics & Compliance Governance, Risk Management and Compliance (GRC) operating system.
- Serves as NPC's Conflict of Interest lead and business advisor providing guidance to associates and managers.

Director, Operations, Ethics & Compliance **2011-2015**

Supported Chief Compliance Officer with sound organization, communication and analytical skills; providing effective leadership and sustainable solutions for E&C department and Novartis partners.

- Led and streamlined E&C operations including budget development and management, strategic planning and objective setting, meetings, awards, management reports and presentations, staff training and development. Managed full time and contracted administrative support.
- Provided strategic insight and leadership to department and cross-functional projects such as E&C rebranding, executive dashboard reporting and policy re-write.
- Developed and oversaw execution of E&C communications strategy for internal and external stakeholders. Supervised contracted communications professional. Oversaw maintenance and functional enhancements of Compliance Navigator.

- Managed the operations and administration of the NPC Compliance Committee, including agenda development, minutes, charter enhancements and new member training.
- Co-chaired Conflict of Interest process; maintained policy, reviewed submissions and provided guidance to associates and managers.

Associate Director, Communications and Operations, U.S. Managed Markets **2007-2011**

Leadership role in communication, strategic analysis and operational initiatives supporting Sr. VP, Managed Markets Leadership Team and key account management field force. Managed \$70 million operating budget, \$14 million marketing budget.

- Designed and executed strategic communications program, developed and deployed communication plan for field and headquarters to align with corporate goals. Managed comprehensive communications, consolidating all relevant operational and brand-specific information into one, easy-to-read weekly communications bundle.
- Co-chaired cross-functional committee to ensure alignment of communications across operating units, HQ and USMM. Composed all integrated (internal/external) communications for Sr. VP, including newsletters, voicemail messages, product launch and positioning, field presentations, executive exchange briefings and customer letters.
- Provided logistical sales/marketing support including coordinating meetings, training, and materials, including monthly leadership team meetings, national sales meetings, and local planning meetings.
- Oversaw web community including redesign and maintenance. Managed awards and incentive programs.

Associate Director, Field Analysis, U.S. Managed Markets **2005-2007**

Cross-functional project manager (Innovation, Quality, Productivity) streamlining contracting and negotiation process. Focused on improving customer relations and fiscal results and maintaining competitive formulary access.

- Developed and maintained market Intelligence to filter competitive intelligence, secondary market research and daily news feeds into key insights, recommendations.
- Created monthly management reporting package; monitored commercial and Medicare Part D formulary access.
- Tracked product launch performance. Oversaw CRM application. Managed enhancement projects and development of account mapping system.

Medco Health Solutions, Inc., Franklin Lakes, NJ **1997-2004**

Director, Competitive and Market Intelligence **2004**

Oversaw competitive and market analysis for product development, business development and pricing organizations.

- Developed quarterly competitive and market intelligence reports to provide strategic recommendations for enhancing competitive positioning including: analysis of competitive landscape, consultant intelligence, constituent surveys and win/loss/renewal data.
- Profiled competing products and services; worked with product development to position and augment products; and developed product scorecards and comparisons in support of field sales and account management effort.
- Designed and implemented periodic benchmark studies; identified and engaged appropriate vendor/consultant; managed project timelines, quality and budget.

Sr. Product Manager, RationalMed®

2003-2004

Day-to-day management of RationalMed®, Medco's integrated data patient health and safety program, generating \$10+ million annual revenue.

- P&I responsibilities included billing, financial reporting, budgeting, forecasting and profit planning.
- Served as key contact to sales, account teams, vendors and clients, which include several Fortune 500 companies, government entities and large health plans.
- Designed and delivered product training; developed product positioning and collateral materials; and crafted proposal responses, white papers and press releases.

Sr. Manager, Clinical Partner Products

2001-2003

Managed business planning, marketing and internal communication initiatives for the Clinical Products department.

- Developed new product positioning strategies, internal training initiatives, collateral materials, proposal responses, white papers and press releases.
- Supervised staff of four with responsibility for product billing, financial reporting, and physician feedback and response processes.
- Supported sales force through clinical product market research and competitor analysis.

Manager, Client Segment Marketing

1998-2001

Supported strategic sales and marketing initiatives for health plan clients through project evaluation, analysis and management.

- Developed methodologies to identify and evaluate emerging trends and opportunities.
- Worked cross-functionally with sales, account management, marketing and Medco Data to meet needs of internal and external clients and prospects including collateral and training development.
- Supported sales with in-depth profiling of prospects and competitors, including sales strategy development, recommendations and campaign management.

Business Analyst – Retail Pharmacy Network Management

1997-1998

Assisted account management and sales personnel in analyzing and customizing retail pharmacy network options through financial and geographic analyses. Managed retail network contractual guarantees in excess of \$800K.

EDUCATION, TRAINING and AFFILIATIONS

Columbia University School of Public Health, New York, NY

M.P.H. – Health Policy and Management

Yale University, New Haven, CT

B.A. – Biology

Novartis IQP (Six Sigma) Certification

Healthcare Businesswomen's Association.....Academy of Healthcare Management, Fellow.....Women Unlimited, TEAM program graduate.....Association of Yale Alumni, Interviewer...Mountain Lakes Recreation Commission, Past Chairperson.....Jr. Laker Basketball, Board Member, Coach and Past President...Mountain Lakes Home & School Association, MLHS 11th Grade Class Chair, Briarcliff School Climate/Safety Committee