



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES  
HELD AS A REMOTE MEETING ON ZOOM  
APRIL 13, 2020  
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) COMMUNITY ANNOUNCEMENTS**

**5) SPECIAL PRESENTATIONS**

Arbor Day Proclamation

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

Environmental Commission – 2020 Goals and Objectives

**7) PUBLIC COMMENT**

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

**8) BOROUGH COUNCIL DISCUSSION ITEMS**

**9) ATTORNEY'S REPORT**

**10) MANAGER'S REPORT**

**11) ORDINANCES TO INTRODUCE**

- a. Ordinance 5-20, Ordinance Authorizing the Salary and/or Wages of the Officers and Employees of the Borough of Mountain Lakes, County of Morris, New Jersey

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**12) \*CONSENT AGENDA ITEMS**

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

**\*RESOLUTIONS**

- a. R96-20, Authorizing the Payment of Bills
- b. R97-20, Authorizing the Redemption of Tax Title Lien 2019-001
- c. R98-20, Establishing a "Community Emergency Response Team (CERT) for the Borough of Mountain Lakes and Appointing Members
- d. R99-20, Authorizing a Professional Services Agreement Between the Borough of Mountain Lakes and Arcari & Iovino, PC
- e. R100-20, Authorizing the Borough of Mountain Lakes to Enter into a Cooperative Pricing Agreement

**\*APPROVAL OF MINUTES**

3/23/20 (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**

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**13) COUNCIL REPORTS**

**14) 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.

**15) NEXT STEPS AND PRIORITIES**

**16) ADJOURNMENT**

# *Borough of Mountain Lakes, New Jersey*

## *Arbor Day Proclamation*

*WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting of trees; and*

*WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and*

*WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and*

*WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and*

*WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and*

*WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and*

*WHEREAS, Mountain Lakes has again been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices,*

*NOW, THEREFORE, BE IT RESOLVED that I, David Shepherd, Mayor of the Borough of Mountain Lakes, on behalf of the Borough Council of the Borough of Mountain Lakes, do hereby proclaim April 24, 2020 as Arbor Day in the Borough of Mountain Lakes, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.*

*BE IT FURTHER RESOLVED, that I urge all citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations.*

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

*David Shepherd, Mayor*

*Attest:*

*Mitchell Stern, Acting Municipal Clerk*

## **Mountain Lakes Environmental Commission 2020 Goals**

- 1. Integrate Green Infrastructure Stormwater Management into current and future development projects in Mountain Lakes.**

**Establishing new rain gardens(below) and approval for Birchwood Lake Woodlands rain garden:** Both locations are in high visibility areas, ideal for community education, in addition to, positive environmental purpose.

**Island Beach Parking Lot** – Set up meeting with Chris Obrupta, Ph.D., P.E.(Rutgers) to discuss options for rain garden(s) as sustainable storm water management options.

**MLHS Parking Lot** – Coordinate with MLHS Liaisons to promote addition of Green Infrastructure for educational and environmental reasons.

**Birchwood Woodlands Rain Garden** – Received Whippany Watershed grant for this project. Plan has been presented to Mitchell Stern and awaiting final approval to proceed.

- 2. Single-Use Plastic Bag Ban Ordinance:** Compare/contrast other established town's ordinances to compose language for Mountain Lakes
- 3. Restart Stormwater Management Pollution Team**

DPW Manager – Doug Edler  
Borough Manager – Mitchell Stern  
Borough Council Member – TBD  
Environmental Commission Member – TBD  
Borough Engineer – Bill Ryden

- 4. Updating sections of Environmental Resource Inventory (ERI)** – Jackie Bay will coordinate



# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

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

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

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

The following represents the Manager's report for the Borough Council meeting of April 13, 2020.

**COVID-19 Related Death** - I am saddened to report that the Mountain Lakes Health Department has learned of a COVID-19 related death of a 54-year-old male Mountain Lakes resident. Our thoughts and prayers are with this family at this very difficult time.

As of Friday April 10, 2020, 51,027 New Jersey residents have tested positive for COVID-19. This number includes 2,645 Morris County residents of which 9 are Mountain Lakes residents.

In compliance with federal, state and HIPPA laws, we will not be releasing any additional personal information about COVID-19 related cases. Further updates about COVID-19 can be found on the State Health Department's website: <https://covid19.nj.gov>

**Continuity of Government** - To be prepared for the necessity of a quarantine or other emergency situation, I have created a Continuity of Government plan for the Borough's administrative operations. The plan has been shared with all of our department heads. Attached is a copy for your reference.

**Outreach** - I am working with the Health Commission on an outreach effort that would involve a mailer to all residents with information on how the Borough communicates along with a list of Coronavirus related resources. The communications piece is being drafted by members of the health commission and will be proofed by my office before being sent out.

**Social Distancing Reminder** - As outside temperatures warm, more and more people are spending time outdoors. With this in mind, I would like to remind everyone about the need for social distancing of at least 6 feet. The 6 foot rule should be significantly increased when exercising (jogging, running, bicycling, etc.).



# BOROUGH OF MOUNTAIN LAKES

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

400 Boulevard  
Mountain Lakes, NJ 07046  
P -973-334-3131 ext.2006  
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Page: 2 of 2

Exercise increases the number of breaths taken per minute and the depth of the breath, which could ultimately lead to saliva traveling through the air for a greater distance. Until social distancing recommendations are rescinded, it would be best practice to avoid jogging, running or bicycling on sidewalks including the Boulevard path when others are present. If you do come upon another person while exercising, please leave lots of room when passing.

**Boat Racks and Rings** - Our newly created online process resulted in 152 requests for racks, rings and / or paddle board spots. This is a significant increase from past years where we had less than 50 people lined up at Borough Hall. Overall, the process went smoothly. We will review the online process and make improvements where needed.

**Energy Efficiency Grant - DPW Facility** - I am in the process of applying for a grant for a lighting upgrade at our DPW facility. The upgrade will change existing florescent lighting to LED. The project cost is \$11,236.89. The grant covers 80% or \$8,89.51, leaving the cost to the Borough at \$2,247.38. This amount will be paid monthly on our NJ Natural Gas bill, interest free for 36 months (\$62.41 per month). The estimated energy savings from the upgrades are expected to be \$6,903.33 annually. Once the grant paperwork is approved, the work should be completed within a matter of weeks (Coronavirus restrictions permitting).

Please reach out with questions or concerns.

**Mitchell**



# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

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

400 Boulevard  
Mountain Lakes, NJ 07046  
P -973-334-3131 ext .2006  
F -973-402-3466

## CONTINUITY OF GOVERNMENT

### I. LINE OF SUCCESSION

There is a need for a line of succession to the office of the Borough Manager and the Emergency Management Coordinator to assure continuous leadership in an emergency and this line is as follows:

- A. Borough Manager
  - 1. Chief of Police
  - 2. Chief Financial Officer
  - 3. Deputy Borough Clerk
- B. Emergency Management Coordinator
  - 1. Deputy Coordinator for Fire
  - 2. Deputy Coordinator for Public Works
  - 3. Fire Chief

The person responsible for each annex (emergency function) must establish a line of succession and ensure personnel in that function and the Emergency Management coordinator are kept informed of that line of succession.

Reporting procedures to other levels of government during an emergency are as follows:

- A. During times of emergency, all department heads shall direct and coordinate all resource requests through the Borough's Office of Emergency Management. The Office of Emergency Management shall prioritize all municipal resource requests and direct them to the affected area.

All resource requests that exceed municipal capability shall be directed to, and be coordinated by, the County Office of Emergency Management. The County Office of Emergency Management shall periodically advise the State Office of Emergency Management of all such requests. The State will request resources from the Federal government or private agencies if required.

- B. When the local Emergency Operations Center is activated, the following agencies, depending on scope and severity, shall be notified:
  - 1. All municipal department heads
  - 2. Other agencies with emergency function responsibilities
  - 3. County Office of Emergency Management
  - 4. State Office of Emergency Management (by the county)
- C. Individual department heads are responsible for the protection and preservation of all vital records received or generated by or through their departments, these vital records will be stored in locked, fireproof files. Vital records are those non-replaceable records of the municipality for which there may be a future need and shall include but not limited to:
  - 1. Tax records
  - 2. Real Estate Maps and Records
  - 3. Birth certificates
  - 4. Marriage Licenses
  - 5. Death Certificates

## **II. ADMINISTRATION AND LOGISTICS**

- A. Accurate detailed records of all actions taken in any emergency are essential for use in designing future improvements, training emergency personnel, obtaining reimbursement and settling possible litigation. Therefore, each department head and / or person responsible for an emergency function will keep accurate detailed records of actions taken during an emergency and forward reports of these actions to the Emergency Management Coordinator. The Emergency Management Coordinator is responsible for records and reports received from or passed to the county or higher levels of government and for starting and maintaining a significant events log of the emergency.
- B. Each department head is responsible for maintaining records of their department's expenditures and for ensuring that these expenditure records are forwarded to the Borough's Chief Financial Officer for processing. The Emergency Management Coordinator is responsible for the record of expenditures associated with the general operation of the Office of Emergency Management.
- C. There are written or verbal mutual aid agreements with the following:
  - 1. Morris County Office of Emergency Management (OEM)
  - 2. Morris County Sheriff's Office
  - 3. Denville / Parsippany CERT
  - 4. Par-Troy Ambulance
  - 5. Morris County Fire Agreement
  - 6. Mountain Lakes Board of Education
  - 7. Mutual Aid with Morris County Regional Emergency Deployment System

## RESOLUTION AND ORDINANCE REVIEW FOR THE APRIL 13, 2020 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

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### ***RESOLUTIONS***

**R97-20, Resolution Authorizing the Redemption of Tax Title Lien 2019-001**– this resolution, requested by the Tax Collector, authorizes the redemption of tax lien 2019-001 on Block 64 Lot 16, 41 Melrose Road for property taxes and/or water and sewer charges. Reimbursement, is in the amount of \$152,597.51.

**R98-20, Resolution Establishing a Community Emergency Response Team (CERT) for the Borough of Mountain Lakes and Appointing Members-** Although the Borough has a resolution authorizing its CERT Team, our insurance carrier (JIF) requires that the members of the team be listed in the resolution. Once approved, our CERT team members will be covered under our policies provided by the JIF.

**R99-20, Resolution 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 additional architectural services for the first phase of the Borough Hall renovation project. The resolution is necessary due to additional design renderings being requested that was above and beyond the agreed scope of the contract. The total of the additional work is in the amount of \$3,170.00.

**R100-20, Resolution Authorizing the Borough of Mountain Lakes to Enter into a Cooperative Pricing Agreement** – this resolution authorizes the Borough to become a member of the Educational Data Services Cooperative Pricing Council. Participation in this cooperative affords the Borough the opportunity to obtain favorable negotiated pricing for contracts that are offered under the cooperative.

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### ***ORDINANCES TO INTRODUCE***

**Ordinance 5-20, 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 for the Police Chief and creation of salary ranges for Recycling Attendant and Borough Hall Custodian. The change is necessary to accommodate an annual increase to the Chief of Police and the hiring of a Recycling Attendant and Borough Hall Custodian. 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.

## ORDINANCE 5-20

[illegible]

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

**RESOLUTION 96-20**

**“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 April 13, 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 April 13, 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: 04/13/2020 For bills from 03/26/2020 to 04/09/2020

Check#	Vendor	Description	Payment	Check Total
17066	4097 - A RENT ALL CENTER	PO 21283 ISLAND BEACH PROJECT - MACHINE RENTAL	1,730.25	
		PO 21433 ISLAND BEACH PROJECT - HEATER RENTAL	1,665.00	
		PO 21803 ISLAND BEACH PROJECT - 2020	2,155.25	5,550.50
17067	196 - ALLIED OIL	PO 21681 UNLEADED FUEL - BLANKET 2020	603.66	603.66
17068	102 - ANDERSON & DENZLER ASSOC., INC	PO 21880 JANUARY 2020 PROFESSIONAL SERVICES	3,441.10	
		PO 21911 FEBRUARY 2020 PROFESSIONAL SERVICES	4,018.46	
		PO 21911 FEBRUARY 2020 PROFESSIONAL SERVICES	499.65	
		PO 21911 FEBRUARY 2020 PROFESSIONAL SERVICES	166.55	8,125.76
17069	102 - ANDERSON & DENZLER ASSOC., INC	PO 21911 FEBRUARY 2020 PROFESSIONAL SERVICES	2,733.14	2,733.14
17070	3973 - ARCARI & IOVINO ARCHITECTS, PC	PO 21922 PROJECT# 1943 ARCH. SERVICES - ISLAND BE	1,502.03	
		PO 21923 PROJECT# 2016 - MUNICIPAL BUILDING ADDITI	15,050.00	
		PO 21924 PROJECT# 1843A-ARCH. SVCS - PUBLIC SAFET	3,170.00	19,722.03
17071	3821 - AYERS DISTRIBUTING, CO	PO 21691 EASTER EGG HUNT 4/5/2020	417.00	417.00
17072	4121 - BIRDS BEE'S & TREES LANDSCAPING, LLC	PO 21837 STREETS & ROADS - TOPSOIL AND MULCH - BL	75.00	75.00
17073	3828 - BOROUGH OF MADISON	PO 21893 JANUARY 2020 IT SERVICES	1,092.41	1,092.41
17074	2775 - CAPITOL SUPPLY CONSTRUC PROD, INC	PO 21649 WATER DEPARTMENT - EQUIPMENT & TOOLS - B	26.00	26.00
17075	4122 - CENTRAL SUPPLY, INC	PO 21850 ISLAND BEACH PROJECT - BUILDING SUPPLIES	1,040.15	1,040.15
17076	545 - CERTIFIED SPEEDOMETER SVC., INC	PO 21536 POLICE: VEHICLE CALIBRATION - 2020 BLAN	205.00	205.00
17077	4090 - CLEAN MAT SERVICES, LLC	PO 21868 BORO- P.D - DPW MATS: 2ND - 4TH QUARTER	195.00	195.00
17078	4094 - CONTINENTAL HARDWARE, INC	PO 21630 ISLAND BEACH PROJECT - BUILDING MATERIAL	709.80	
		PO 21862 ISLAND BEACH PROJECT - BUILDING SUPPLIES	1,184.64	1,894.44
17079	2396 - COUNTY WELDING SUPPLY CO.	PO 21525 DPW - EQUIPMENT & TOOLS BLANKET 2020	30.50	30.50
17080	506 - DAN COMO & SONS, INC	PO 21632 SOLID WASTE - LEAF & BRUSH REMOVAL - BLA	1,050.00	1,050.00
17081	3884 - DECOTIIS, FITZPATRICK, COLE & GIBLI	PO 21876 FEBRUARY 2020 PROFESSIONAL SERVICES	280.00	280.00
17082	4126 - DELUXE MANUFACTURING OPERATIONS, I	PO 21886 STATE TAX APPEAL DELUXE MFG 105 ROUTE 46	117,994.74	117,994.74
17083	2971 - DIRECT ENERGY BUSINESS	PO 21860 ACCT#: 614054 - 269690, 91, 92 - FEB-MAR	1,629.75	1,629.75
17084	3276 - EDWARD J. ALBERT & SON, INC.	PO 21906 WATER DEPARTMENT - WELL 4 REPAIRS	1,322.00	1,322.00
17085	3276 - EDWARD J. ALBERT & SON, INC.	PO 21912 WATER DEPARTMENT - WELL 5 REPAIRS	1,469.69	1,469.69
17086	1170 - FERGUSON ENTERPRISES #501	PO 21347 ISLAND BEACH PROJECT - PLUMBING - BLANKE	2,956.59	2,956.59
17087	769 - FOREST LUMBER	PO 21503 ISLAND BEACH PROJECT - TOOLS & SUPPLIES	211.89	
		PO 21871 ISLAND BEACH PROJECT - BUILDING MATERIAL	3,776.00	3,987.89
17088	876 - GARDEN STATE LABORATORIES, INC	PO 21603 WATER DEPARTMENT - WELL TESTING - BLANKE	3,544.00	
		PO 21898 WATER DEPARTMENT - WELL TESTING -4TH QT	3,644.00	7,188.00
17089	4109 - GERARD SMITH	PO 21597 DWI COURT	350.00	350.00
17090	3991 - GRM INFORMATION MANAGEMENT SERVICES	PO 21647 2020 ARCHIVE STORAGE - BLANKET- 1st QTR	65.00	65.00
17091	1072 - JACK DOHENY COMPANIES, INC.	PO 21828 WATER DEPARTMENT - VEHICLE REPAIRS	5,584.54	
		PO 21861 DPW - VEHICLE REPAIR - VACTOR TRUCK	894.00	6,478.54
17092	859 - JCP&L	PO 21889 MASTER ACCT# 200 000 569 000 - 3/24/2020	3,569.32	
		PO 21891 ACCT#100138 766 488 / BILL PRD: 2/21 - 3	7.36	
		PO 21899 ACCT#100 050 702 156 - BILL PRD: 2/26 -	4.67	
		PO 21919 MAST ACCT#200 000 054 011/ BILL DATE: MA	4.81	3,586.16
17093	4123 - JG LUBRICANT SERVICES, LLC	PO 21843 VEHICLE MAINTENANCE: ANALYZING KITS	500.79	500.79
17094	4087 - MELIK-TULLY AND ASSOCIATES	PO 21379 GRUNDENS LAKE DAM MODIFICATIONS - RESO#	7,180.00	7,180.00
17095	1338 - MGL PRINTING SOLUTIONS, LLC	PO 21806 BOAT REGISTRATION LABELS	246.00	
		PO 21858 CUST# M135 - WINDOW ENVELOPES	206.50	452.50
17096	3648 - MONMOUTH TELECOM	PO 21866 2020 TELEPHONE SERVICES / ACCT# 36289 -	1,336.01	1,336.01
17097	1371 - MTN. LAKES BOARD OF EDUCATION	PO 21903 APRIL 2020 MTN LAKES SCHOOL DISTRICT GEN	1,782,856.50	1,782,856.50
17098	1394 - MTN. LAKES PUBLIC LIBRARY	PO 21877 2020 MTN LAKES PUBLIC LIBRARY AID - BLAN	11,638.32	11,638.32
17099	1472 - MURPHY, MCKEON P.C.	PO 21873 FEBRUARY 2020 LEGAL SERVICES - TAX APPEA	2,985.00	
		PO 21917 2020 LEGAL/ RETAINER FEES - BLANKET	4,166.66	7,151.66
17100	881 - NCX	PO 21520 BLANKET: 2020 DNS HOSTING / ACCT# GTI	21.95	21.95
17101	3367 - NEW JERSEY EZ PASS	PO 21537 POLICE: TOLLS - ACCT# 2000 1214 1640 8 -	1.00	1.00
17102	1522 - NISIVOCIA & COMPANY LLP	PO 21879 CLIENT# 00067R001 / 2019 AUDIT	6,333.33	
		PO 21879 CLIENT# 00067R001 / 2019 AUDIT	6,333.33	
		PO 21879 CLIENT# 00067R001 / 2019 AUDIT	6,333.34	19,000.00
17103	3415 - NJ CRIMINAL INTERDICTION LLC	PO 21855 Training for Ptl. Cacciabeve	125.00	125.00
17104	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 21915 APRIL 2020 DENTAL PREMIUMS - GROUP 1624	2,918.00	2,918.00
17105	1598 - OLD DOMINION BRUSH CO.	PO 21802 STREETS & ROADS - EQUIPMENT REPAIR - 202	786.04	786.04
17106	2727 - ONE CALL CONCEPTS, INC.	PO 21518 2020 JAN - DEC BLANKET / ACCT# 12-BML	91.82	91.82
17107	3236 - ONE SOURCE OF NEW JERSEY, LLC	PO 21557 STREETS & ROADS - BLANKET 2020	572.38	572.38
17108	2968 - OPTIMUM	PO 21464 2020 DPW INTERNET SERVICES ACCT# 07876-6	146.18	146.18
17109	2968 - OPTIMUM	PO 21465 2020 DPW: ACCT# 07876-414565-01-0	11.74	11.74
17110	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 21839 JANUARY 2020 PROFESSIONAL SERVICES	620.00	
		PO 21874 FEBRUARY 2020 PROFESSIONAL SERVICES	930.00	1,550.00
17111	4070 - PREMIER CAR WASH COR	PO 21533 POLICE: CAR WASHES - 2020 BLANKET- ACCT	61.39	61.39
17112	1822 - R.S. PHILLIPS STEEL, LLC	PO 21824 ISLAND BEACH PROJECT - BUILDING SUPPLIES	2,234.97	2,234.97
17113	1734 - READYREFRESH BY NESTLE	PO 21569 ACCT# 0016496903 - 2020 BLANKET	102.05	102.05
17114	3695 - RT 23 PATIO & MASON CENTER, LLC	PO 21859 ISLAND BEACH PROJECT - CEMENT - 2020	594.40	594.40
17115	1832 - RYDIN DECAL	PO 21744 2020 PARKING DECALS	291.00	291.00

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

Meeting Date: 04/13/2020 For bills from 03/26/2020 to 04/09/2020

Check#	Vendor	Description	Payment	Check Total
17116	3205 - SECURITY SHREDDING	PO 21916 2020 CONSOLE SHREDDING - BLANKET	60.00	60.00
17117	2774 - STAPLES CONTRACT & COMMERCIAL, LLC	PO 21667 ORDER# 7304580586	40.99	
		PO 21809 DPW: ORDER# 7305703802	181.73	222.72
17118	2774 - STAPLES CONTRACT & COMMERCIAL, LLC	PO 21863 ORDER# 7306437478	152.19	
		PO 21863 ORDER# 7306437478	56.27	208.46
17119	1916 - STICKEL, KOENIG, SULLIVAN & DRILL,	PO 21869 2020 PROFESSIONAL SERVICES FOR MICHAEL D	3,500.00	3,500.00
17120	1981 - SUBURBAN DISPOSAL, INC	PO 21888 SOLID WASTE/RECYCLING COLLECTION - FEBRU	35,699.99	35,699.99
17121	2108 - THE UPS STORE 4650	PO 21535 POLICE: POSTAGE - 2020 BLANKET	35.24	35.24
17122	1343 - TILCON NY, INC	PO 21639 STREETS & ROADS - DRAINS & CATCH BASINS	597.26	
		PO 21758 ISLAND BEACH PROJECT - 2020	614.92	1,212.18
17123	603 - TOWNSHIP OF DENVILLE	PO 21884 2Q20 PROPERTY TAXES - TOWPATH	1,098.81	1,098.81
17124	1424 - TOWNSHIP OF MONTVILLE	PO 21881 2020 ANIMAL SHELTER CAPITAL CONTRIBUTION	500.00	500.00
17125	2079 - TREASURER, STATE OF NEW JERSEY	PO 21900 JAN - MAR 2020 MARRIAGE LICENSE FEES	50.00	50.00
17126	4088 - TURN OUT UNIFORMS, INC	PO 21330 POLICE: 2019 UNIFORMS - BLANKET QUOTE#21	269.97	269.97
17127	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 21890 2020 SEWER MAINTENANCE CHARGES - BLANKET	56,547.68	56,547.68
17128	2115 - U.S. DEPT. OF AGRICULTURE	PO 21921 APHIS - GOOSE MANAGEMENT CUST# 6001777 -	277.75	277.75
17129	3822 - ULINE, INC	PO 21759 STREETS & ROADS - SAFETY EQUIPMENT - 202	228.00	228.00
17130	1062 - UNITED SITE SERVICES	PO 21694 FEB - MAR 2020 - CUST ID# 140157	640.00	
		PO 21822 MAR - APR 2020 - CUST ID# 140157	640.00	1,280.00
17131	832 - W.W. GRAINGER, INC	PO 21840 STREETS & ROADS - VEHICLE REPAIR - 2020	59.19	
		PO 21872 STREETS & ROADS - JANITORIAL SUPPLIES -	106.99	166.18
17132	4003 - WARSHAUER ELECTRIC SUPPLY CO.	PO 21470 ISLAND BEACH RENOVATIONS - ELECTRICAL CO	1,344.68	1,344.68
TOTAL				2,132,394.31

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	850.05			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	170.64			
01-201-20-130-020	FINANCE - OTHER EXPENSES	4.52			
01-201-20-135-020	ANNUAL AUDIT	6,333.34			
01-201-20-140-020	COMPUTER SERVICES	683.93			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	8,726.66			
01-201-20-165-020	ENGINEERING SERVICES	7,459.56			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	3,508.33			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	2,918.00			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	869.80			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	2,006.18			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	36,749.99			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	257.05			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	2,240.02			
01-201-27-335-020	ENVIRONMENTAL COMM - OTHER EXP	277.75			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	417.00			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	1,280.00			
01-201-29-390-020	AID TO PUBLIC LIBRARY	11,638.32			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	16.84			
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	3,569.32			
01-201-31-437-020	NATURAL GAS	1,629.75			
01-201-31-440-020	TELECOMMUNICATIONS	1,336.01			
01-201-31-447-020	PETROLEUM PRODUCTS	603.66			
01-203-20-155-020	(2019) LEGAL SERVICES - OTHER EXPENSE		255.00		
01-203-20-165-020	(2019) ENGINEERING SERVICES		7,180.00		
01-207-55-000-000	LOCAL SCHOOL TAXES PAYABLE			1,782,856.50	
01-260-05-100	DUE TO CLEARING			0.00	2,001,882.96
01-275-55-000-000	RESERVE FOR TAX APPEALS			117,994.74	
01-290-55-000-002	DUE TO NJ - MARRIAGE LIC. FEES			50.00	
TOTALS FOR	Current Fund	93,546.72	7,435.00	1,900,901.24	2,001,882.96
02-200-40-000-011	RESERVE-ALCOHOL ED/REHAB/ENFR			350.00	
02-260-05-100	DUE TO CLEARING			0.00	350.00
TOTALS FOR	FEDERAL AND STATE GRANTS	0.00	0.00	350.00	350.00

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			22,574.92	
04-215-55-984-000	2018 CAPITAL ORDINANCE 4-18			18,220.00	
04-215-55-986-000	2019 CAPITAL ORDINANCE 10-19			1,878.79	
04-260-05-100	DUE TO CLEARING			0.00	42,673.71
<b>TOTALS FOR</b>	<b>General Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>42,673.71</b>	<b>42,673.71</b>
05-201-55-520-520	Water Operating - Other Expenses	20,026.11			
05-203-55-520-520	(2019) Water Operating - Other Expenses		3,644.00		
05-260-05-100	DUE TO CLEARING			0.00	23,670.11
<b>TOTALS FOR</b>	<b>Water Operating</b>	<b>20,026.11</b>	<b>3,644.00</b>	<b>0.00</b>	<b>23,670.11</b>
07-201-55-520-520	Sewer Operating - Other Expenses	63,047.56			
07-260-05-100	DUE TO CLEARING			0.00	63,047.56
<b>TOTALS FOR</b>	<b>Sewer Operating</b>	<b>63,047.56</b>	<b>0.00</b>	<b>0.00</b>	<b>63,047.56</b>
13-260-05-100	DUE TO CLEARING			0.00	500.00
13-286-56-000-000	RESERVE - ANIMAL LICENSE FUND			500.00	
<b>TOTALS FOR</b>	<b>Animal Trust</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
23-260-05-100	DUE TO CLEARING			0.00	269.97
23-300-60-000-000	RESERVE FOR POLICE FORF. ASSET			269.97	
<b>TOTALS FOR</b>	<b>Police Forfeited Assets Trust</b>	<b>0.00</b>	<b>0.00</b>	<b>269.97</b>	<b>269.97</b>

Total to be paid from Fund 01 Current Fund 2,001,882.96  
 Total to be paid from Fund 02 FEDERAL AND STATE GRANTS 350.00  
 Total to be paid from Fund 04 General Capital 42,673.71  
 Total to be paid from Fund 05 Water Operating 23,670.11  
 Total to be paid from Fund 07 Sewer Operating 63,047.56  
 Total to be paid from Fund 13 Animal Trust 500.00  
 Total to be paid from Fund 23 Police Forfeited Assets Trust 269.97

2,132,394.31

**List of Bills - (1210101001001) PAYROLL AGENCY-CASH-PROVIDENT BANK****Payroll Agency Account**

Meeting Date: 04/13/2020 For bills from 03/19/2020 to 04/09/2020

Check#	Vendor	Description	Payment	Check Total
5026	1392 - MTN. LAKES POLICE ASSOCIATION	PO 21885 PBA UNON DUES	1,560.00	1,560.00
5027	3716 - RYAN DUNN	PO 21892 REIMBURSEMENT FOR PENSION & CONTRIBUTOR	238.00	238.00
TOTAL				1,798.00

**Summary By Account**

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
12-101-01-001-001	PAYROLL AGENCY-CASH-PROVIDENT BANK			0.00	1,798.00
12-200-00-000-600	PERS WITHHOLDING			223.12	
12-200-00-000-650	C.I. - CONTRIBUTORY INSURANCE			14.88	
12-200-00-000-800	POLICE UNION DUES			1,560.00	
TOTALS FOR	Payroll Agency Account	0.00	0.00	1,798.00	1,798.00

Total to be paid from Fund 12 Payroll Agency Account

1,798.00

1,798.00

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

Meeting Date: 04/13/2020 For bills from 03/26/2020 to 04/09/2020

Check#	Vendor	Description	Payment	Check Total
5183	102 - ANDERSON & DENZLER ASSOC., INC	PO 21864 FEBRUARY 2020 PROFESSIONAL SERVICES - ES	6,959.03	6,959.03
5184	1472 - MURPHY, MCKEON P.C.	PO 21878 FEBRUARY 2020 LEGAL FEES - ESCROW	105.00	105.00
TOTAL				7,064.03

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	7,064.03
17-500-00-050-231	Sunrise Senior Living Management			105.00	
17-500-00-050-251	ROBERT KLINGENBURG			83.28	
17-500-00-091-310	PULTE GROUP - ENCLAVE SITE INSPEC. FEE			868.10	
17-500-00-091-316	SUNRISE - INSPECTION FEES			6,007.65	
TOTALS FOR	Developer's Escrow	0.00	0.00	7,064.03	7,064.03

Total to be paid from Fund 17 Developer's Escrow

7,064.03

7,064.03

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

Meeting Date: 04/13/2020 For bills from 03/26/2020 to 04/09/2020

Check#	Vendor	Description	Payment	Check Total
5341	1219 - MFAC, LLC	PO 21792 TRACK: MISC. ITEMS	589.95	589.95
5342	4118 - PROFORMA SPECTRUM GRAPHICS	PO 21761 FIELD HOCKEY:2019 TSHIRTS	788.84	
		PO 21767 SKI CLUB: 2019-20 TSHIRTS	962.02	1,750.86
TOTAL				2,340.81

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	CASH - RECREATION			0.00	2,340.81
33-600-00-090-000	Recreation Trust Reserves			2,340.81	
TOTALS FOR	Recreation Trust	0.00	0.00	2,340.81	2,340.81

Total to be paid from Fund 33 Recreation Trust

2,340.81

2,340.81

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

**RESOLUTION 97-20**

**"RESOLUTION AUTHORIZING THE REDEMPTION OF TAX TITLE LIEN 2019-001"**

**WHEREAS**, the Tax Collector has received payment for the redemption of **Tax Title Lien No. 2019-001**, representing 2018 Property Tax and/or Water and Sewer Utility charges on **Block 64 Lot 16 41 Melrose Road**, and assessed to 41 Melrose Land Trust; and

**WHEREAS**, reimbursement is now required to be made to the following lien holder for the required redemption amounts as shown below:

To:	US BANK CUST/PRO CAP 8/PRO CAPITAL US BANK GLOBAL CORP TRUST SERVICE 50 SOUTH 16 <sup>TH</sup> ST. SUITE 2050 PHILADELPHIA, PA 19102
Redemption Amount:	Tax Title Lien #2019-001      \$ 42,597.51 Tax Premium <u>\$ 110,000.00</u>
Total from Current Fund:	\$ 152,597.51

**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 Treasurer is authorized to prepare the necessary check as stated above and to forward same to the lien holder.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer and Tax Collector.

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 April 13, 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 98-20**

**“RESOLUTION ESTABLISHING A ‘COMMUNITY EMERGENCY RESPONSE TEAM’ (CERT) FOR THE  
BOROUGH OF MOUNTAIN LAKES AND APPOINTING MEMBERS”**

**WHEREAS**, the federal government, in recognition of the need for citizens to be trained in the event of a local emergency, has allocated funding for State, county and local emergency management communities to establish Citizens Corps, which include such initiatives as a Community Emergency Response Team (“CERT”); and

**WHEREAS**, the Borough of Mountain Lakes (the “Borough”) has previously appointed the Chief of Police (“Chief of Police”) as its Emergency Management Coordinator; and

**WHEREAS**, the Chief of Police will be actively involved in the creation, recruitment and training of a volunteer CERT, which, when requested by the Borough’s Emergency Management Coordinator, can provide essential assistance in the event of an emergency; and

**WHEREAS**, it is in the best interests of the residents of the Borough to formalize the creation of the Borough’s CERT.

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

1. A volunteer Community Emergency Response Team (“CERT”) is hereby established in the Borough.
2. The CERT shall consist of members appointed by the Borough Council, all of whom shall be under the supervision and respond to the direction of the Borough’s Emergency Management Coordinator.
3. Members of the CERT shall serve terms of one (1) year.
4. CERT members shall be at least eighteen (18) years of age and shall undergo mandatory training in areas such as disaster preparedness, disaster fire safety, disaster medical operations, light search and rescue operations, disaster psychology and team organization. Such training shall be organized by the Borough and in accordance with the curriculum established by the Federal Emergency Management Agency (FEMA).
5. The following members are appointed for calendar year 2020:

Shawn Bennett, Chief of Police	Bill Albergo	Ted Brown	Joanne DePasquale
Catherine Hadjiolucas	John Horan	John Lester	Joseph Motyka
Art Muti	James Ricker	Chris Rienzi	Murray Robertson
Hop Rufener	Janet Sedlak	Andrew Wall	

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 April 13, 2020.

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Mitchell Stern, Acting Municipal Clerk

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Barnett</b>						
<b>Happer</b>						
<b>Horst</b>						
<b>Korman</b>						
<b>Lane</b>						
<b>Menard</b>						
<b>Shepherd</b>						

**RESOLUTION 99-20**  
**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 Iovino & Arcari, PC will provide additional architectural services for the first phase of the Borough Hall renovation project; and

**WHEREAS**, the maximum amount of the contract is \$3,170.00; and

**WHEREAS**, the Township's Chief Financial Officer has certified that funds are available for this purpose; 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 & Iovino, PC for architectural services in connection with the Borough Hall renovation project in an amount not to exceed \$3,170.00.

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 April 13, 2020.

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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

**RESOLUTION 100-20**  
**BOROUGH OF MOUNTAIN LAKES**  
**COUNTY OF MORRIS**

**“RESOLUTION AUTHORIZING THE BOROUGH OF MOUNTAIN LAKES TO ENTER INTO A  
COOPERATIVE PRICING AGREEMENT”**

**WHEREAS**, N.J.S.A. 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

**WHEREAS**, the Educational Services Commission of Morris County, hereinafter referred to as the “Lead Agency”, has offered voluntary participation in a Cooperative Pricing System known as the “Educational Cooperative Pricing System” for the purchase of work, materials and supplies; and

**WHEREAS**, the Borough of Mountain Lakes within the County of Morris New Jersey, desires to participate in the Educational Cooperative Pricing System.

**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:

**AUTHORITY**

As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Borough Manager is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the Borough of Mountain Lakes shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

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 April 13, 2020.

\_\_\_\_\_  
Mitchell Stern, Acting Municipal Clerk

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Barnett</b>						
<b>Happer</b>						
<b>Horst</b>						
<b>Korman</b>						
<b>Lane</b>						
<b>Menard</b>						
<b>Shepherd</b>						

COOPERATIVE PRICING SYSTEM AGREEMENT  
FOR PARTICIPATION IN THE  
EDUCATIONAL COOPERATIVE PRICING SYSTEM

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and  
between the **EDUCATIONAL SERVICES COMMISSION OF MORRIS** and the  
**BOROUGH OF MOUNTAIN LAKES**

W I T N E S S E T H

WHEREAS, N.J.S.A. 40A:11-11 (5), specifically authorizes two or more contracting units to enter into a Cooperative Pricing Agreement for the purchase of work, materials, services and supplies; and

WHEREAS, the Educational Services Commission of Morris County is conducting a voluntary Cooperative Pricing System with other authorized contracting units within Morris County or adjoining counties utilizing the administrative purchasing services and the facilities of the Educational Services Commission of Morris County; and

WHEREAS, this Cooperative Pricing Agreement is to effect substantial economies in the purchase of work, materials and supplies; and

WHEREAS, all parties hereto have approved the within Agreement by Ordinance or Resolution as appropriate, in accordance with the statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE IN CONSIDERATION OF the premises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

- 1) The work, materials or supplies to be priced cooperatively may include computer hardware, software, courseware, copying equipment and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.
- 2) The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.
- 3) The Lead Agency, on behalf of all participating contracting units, shall upon approval of the System's registration and annually thereafter in January of each succeeding year) publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it to include such information as:
  - (A) The name of the Lead Agency soliciting competitive bids or informal quotations, and
  - (B) The address and telephone number of Lead Agency, and
  - (C) The names of the participating contracting units, and
  - (D) The State Identification Code for the Cooperative Pricing System, and
  - (E) The expiration date of the Cooperative Pricing System Agreement.
- 4) Each of the participating contracting units shall advise the Lead Agency, in writing, of the items to be purchased and indicate therein the approximated quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
- 5) The specifications shall be prepared and approved by the Lead Agency and no charges shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.
- 6) A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

- 7) The Lead Agency shall advertise for bids or solicit informal quotations on behalf of all participating contracting units. Following its receipt and review of bids, the Lead Agency shall either reject all or certain of the bids or make one award to the lowest possible responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a master contract with the successful bidder(s) providing for two categories of purchases.
  - (A) The quantities ordered for the Lead Agency's own needs, and
  - (B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's overall (master) contract.
- 8) The Lead Agency shall enter into a formal written contract (s), when required by law, directly with the successful bidder (s) only after it has certified the funds available for its own needs.
- 9) Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder (s); issue purchase orders in its own name directly to successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidder (s) against said contract; accept its own deliveries, be invoiced by and receive statements from the successful bidders (s); make payment directly to the successful bidder (s), and be responsible for any tax liability.
- 10) No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit and shall according be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.
- 11) The provisions of Paragraph 7, 8, 9 and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.
13. The Lead Agency reserves the right to exclude any item or commodity from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.
14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
15. This Agreement shall become effective on \_\_\_\_\_ subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect until the expiration of the System's registration in the year 2024, unless any party to this Agreement shall give written notice of its intention to terminate its participation.
16. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the code number assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
17. The inclusion of new contracting units or the withdrawal of participating contracting units shall not invalidate the Agreement between the Lead Agency and other signatories to this Agreement.
18. The Lead Agency and individual participating contracting units may sign separate copies of the Agreement. All executed copies shall be integrated as one fully executed document.
19. The Lead Agency status may rotate on volunteer basis each year. The Director of the Division of Local Government Services within the State Department of Community Affairs shall be notified within thirty (30) days of any change in the designated Lead Agency.
20. This Agreement shall be binding upon and ensure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

FOR THE EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY:

BY: \_\_\_\_\_  
BOARD PRESIDENT/Educational Services Commission of Morris County

ATTEST BY: \_\_\_\_\_  
BOARD SECRETARY/Educational Services Commission of Morris County

**BOROUGH OF MOUNTAIN LAKES**

BY: \_\_\_\_\_  
BOROUGH MANAGER

ATTEST BY: \_\_\_\_\_  
BOROUGH CLERK



# *Garden Magic LLC*

220 Morris Avenue • Mountain Lakes, NJ • 07046

Brian Marshall

(973) 402-5466

brian@makegardenmagic.com

April 7, 2020

**To:** Tom Menard  
Borough Council, Mountain Lakes

**Subject:** Birchwood Lake – Woodland Restoration Rain Garden

## **Project Description**

A woodland restoration rain garden is being planned by the Whippany River Watershed Action Committee (WRWAC) for installation where West Shore Rd enters the Birchwood Lake parking lot (See attached location sketch). Stormwater runoff from the parking lot will be collected in a rain garden built adjacent to the east side of the roadway to prevent it from eroding the 20-foot hill above Crystal Lake. Over several hours, the water collected in the rain garden will seep into the ground, be taken up by plants, or returned to the atmosphere through evapo-transpiration.

The rain garden will consist of a shallow basin, constructed with a limited amount of regrading to 1) direct stormwater into the rain garden, 2) create a level base at the bottom of the rain garden, and 3) reinforce the top of the bank above Crystal Lake to prevent erosion. The rain garden will be planted with shrubs and perennials suitable for the specific site conditions (sunlight, soil, water and drainage). Whenever possible, native plants will be chosen in support of a healthy and diverse woodland ecosystem.

## **Special Features**

Applying Garden Magic's Better Garden Design™ methodology and its award-winning Next Generation Rain Garden™ principles will create both a high-functioning and a state-of-the-art rain garden.

- The Birchwood Rain Garden will have all the features of a basic rain garden, while incorporating some advanced concepts. Its fundamental purpose will be to redirect stormwater runoff, along with the contaminants it carries (sediment, oils, chemicals), to infiltrate into the ground instead of flowing directly into Crystal Lake.
- Beyond its basic function (i.e., disconnection/infiltration), this rain garden's location and design will also stop the severe erosion of bank soil from washing into Crystal Lake. This is particularly important, because much of the phosphorus getting into our lakes today comes attached to eroded soil and sediment particles, and excess phosphorus is the driving force behind recent statewide aquatic algal blooms.

- The site is wooded, which presents additional challenges related to shady plant selection and tree protection. Approaching the rain garden design concurrently as a “woodland restoration” (minimizing existing root disruption, while planting more native woodland vegetation) offers a unique solution to these challenges, while enhancing watershed benefits.
- Stormwater overflow from the rain garden during extreme storms will be directed southward to distribute the excess water through the woods parallel to West Shore Rd, where additional infiltration will occur. A potential future project could expand woodland restoration planting into this overflow area, without the need for significant regrading or rain garden construction.

## **Funding and In-Kind Services**

The project is funded by a Parker Franklin Grant (\$2450) from the New Jersey Conservation Foundation through WRWAC. The funds from the grant have been allocated and committed for design and installation supervision (Garden Magic - \$2000), plant purchases (Garden Magic - \$350), and an informational rain garden sign (WRWAC - \$100).

The grant requires 50% matching value through in-kind services or additional funding. In-kind services are being provided by WRWAC (administration, planning, volunteers, compost), ML Environmental Commission (ML coordination, volunteers), and Garden Magic (planning, permitting, supplemental plants).

In-kind assistance is requested from ML Dept. of Public Works, including supplying supplemental soil (bank repair, berm construction), rocks (rain garden delineation), mulch, and possible heavy equipment support (if needed for rough grading).

Rain garden grading, construction, and planting will be performed by volunteers from several adult, scouting and school groups already identified by WRWAC and the ML Environmental Commission.

## **Long-Term Maintenance**

All rain gardens and other green infrastructure projects require regular inspection and maintenance to be successful. The key is to have a person or group committed to taking responsible charge for those tasks. The ML Environmental Commission and WRWAC have identified the MLHS Environmental Club to take on that responsibility. Both a “Rain Garden Maintenance Schedule” and a “Rain Garden Inspection Checklist” have been created by Garden Magic to help guide their efforts.

The rain garden will be designed to simplify maintenance (e.g., minimize use of drainage rocks), while tree shade and proper mulching will reduce weed production. Still, routine inspection and ongoing maintenance will be required:

**Inspect and Correct:** Inlets/outlets; damage/erosion; water distribution and drainage

**Plants:** Weed and water; tend to diseased plants; replace dead plants; cut back, prune and divide

**Clean:** Remove sediment; remove litter, debris, and pet waste; remove excess leaves

**Seasonal:** Apply mulch and compost; apply deer repellent; spring and fall cleanups; snow/salt management

**Birchwood Lake  
Woodland Restoration Rain Garden**

Approximate Location

West Shore Rd

Triple Oak

Rain Garden

0  
Pole

AREA OF NEW PLANTING

SCALE: 1" = 10'

**BIRCHWOOD LAKE FACILITIES RENOVATION**

Borough of Mountain Lakes, Morris County, New Jersey

ANDERSON & DENZLER ASSOC., INC.  
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Crystal Lake