

# AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES HELD AT ML HIGH SCHOOL, 96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046 OCTOBER 23, 2023 PUBLIC SESSION – BEGINS AT 7PM

#### 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 has been reported to <u>The Citizen</u> and the <u>Morris County Daily Record</u> and <u>The Star Ledger</u> on January 9, 2023 and posted in the municipal building.

- 2) ROLL CALL ATTENDANCE Clerk
- 3) FLAG SALUTE Mayor
- 4) EXECUTIVE SESSION
- 5) COMMUNITY ANNOUNCEMENTS
- 6) SPECIAL PRESENTATIONS
- 7) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES
- 8) BOROUGH COUNCIL DISCUSSION ITEMS
- 9) 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.

- 10) ATTORNEY'S REPORT
- 11) MANAGER'S REPORT
  - a. Annual Best Practices Review
- 12) RESOLUTIONS
- 13) ORDINANCES TO INTRODUCE
- 14) ORDINANCES TO ADOPT

#### 15) \*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. R191-23, Authorizing the Payment of Bills
- b. R192-23, Authorizing the Discretionary Award of a Contract for Security Related Components to Alarmex in an Amount that May Exceed \$17,500 but Will be Less than \$44,000
- c. R193-23, Rejecting the Bids for Hydro-raking Services
- d. R194-23, Authorizing 2023 Municipal Employee Salary

#### BOROUGH OF MOUNTAIN LAKES OCTOBER 23, 2023 PAGE 2

- e. R195-23 Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
- f. R196-23, Amending Personnel Policy and Procedure Manual
- g. R197-23, Authorizing the Discretionary Award of a Contract for Concrete Sidewalks to D & L Paving Contractors Inc. in an Amount that May Exceed \$17,500 but Will be Less than \$44,000
- h. R198-23, Authorizing the Discretionary Award of a Contract for Paving to Onorati Construction in an Amount that May Exceed \$17,500 but Will be Less than \$44,000

#### \*APPROVAL OF MINUTES

10/9/23 (Regular)

#### \*BOARD, COMMITTEE AND COMMISSION APPOINTMENTS

16)	DEPARTM	ENT REPORTS SUBMITTED FOR FILING
	$\boxtimes$	Construction Department
	$\boxtimes$	Department of Public Works
		Fire Department
	$\boxtimes$	Health Department
	$\boxtimes$	Police Department
		Recreation Department
		Code Enforcement/Property Maintenance

#### 17) COUNCIL REPORTS

#### 18) 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.

#### 19) NEXT STEPS AND PRIORITIES

#### 20) ADJOURNMENT

Mitchell Stern Borough Manager mstern@mtnlakes.org

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

TO: Honorable Mayor and Borough Council

SUBJ: Manager's Report for the Borough Council meeting of October 23, 2023

CC: Robert Oostdyk, Borough Attorney

**New Jersey Historic Trust Grant Award** – We have been notified by the New Jersey Historic Trust that our grant request for \$7,670 has been approved. This grant is the 20% share of the cost for construction documents for the Mountain Lakes Train Station that was not covered by the Morris County Historic Program grant award (\$30,680).

**Annual Best Practices Inventory** – 2023's Best Practices Inventory consists of 83 questions. Of the 83 questions, 34 are unscored survey questions. Of the 49 scored questions, a score of 29 and above must be attained to avoid any loss of state aid. The Borough has met this requirement with a score of 37.50. The Inventory must be electronically filed with the State no later than November 3<sup>rd</sup>. A copy of the Inventory document is attached to this report.

**Personnel Policies** – At our July 24th Borough Council meeting, I requested amendments to several of our existing personnel policies in order to bring the policies into alignment with those recommended by the JIF. During public participation, questions arose regarding proposed changes to three of the policies. Below, you will find the concerns, along with my response to each.

#### Policy 2.4 – Overtime Policy

The question concerned amending the policy to allow previously scheduled vacation time to be considered time worked for purposes of determining overtime compensation. Response: Adding the additional verbiage brings our policy in line with our Borough employees covered by labor agreements, and is also in line with what other local communities offer.

#### Policy 2.8 – Sick Leave Policy

The question concerned the removal of the utilization of sick time for a death in the family. Response: The 2014 version of the Personnel Policy Manual addressed sick time and bereavement time in the same policy. Beginning with the 2022 Personnel Policy Manual, sick time and bereavement time were separated into individual policies. In the 2022 manual, and continuing with this update, the Bereavement policy (3.1) allows for additional bereavement leave utilizing either sick or vacation time.

Mitchell Stern Borough Manager mstern@mtnlakes.org 400 Boulevard Mountain Lakes, NJ 07046 P -973-334-3131 ext .2006

SUBJ: Manager's Report for the Borough Council meeting of October 23, 2023

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Policy 3.6 – New Jersey Family Leave
The question concerned the relaxed definition of "family member".

Response: The wording in this policy is set by statute.

**Styrofoam Recycling** – Following up on the issue of Styrofoam recycling / disposal. As previously announced, our long-time vendor who took our Styrofoam at no charge has gone out of business. In the interim, we have been able to bring Styrofoam to Long Hill Township at no charge. Long Hill Township has recently announced that moving forward, there will be an annual fee incurred (currently \$3,000) to continue bringing Styrofoam to their facility.

To understand the current process in the Borough, residents bring their Styrofoam to our recycling center at the DPW yard and place it into a storage container. Once in the container, our staff has to sort the Styrofoam, as not all Styrofoam is recyclable. Non-recyclable material is then placed in the trash. Acceptable material is broken into small pieces (by hand) and bagged. The bags are then transported to Long Hill. The trip to Long Hill is 23 miles, taking an average of 30-45 minutes each way. Styrofoam is transported to Long Hill at a minimum of once every two weeks, and a minimum of twice per week during the holiday season.

The Morris County Utilities Authority does not accept Styrofoam in their recycling program. Checking with our trash and recycling hauler, the vendor reports that all of the communities he services, except one, disposes of Styrofoam with their trash.

At this time, my recommendation is to cease collecting Styrofoam at our recycling facility and have residents place it out with their trash.

**Bathymetric Study** – Attached, please find the Bathymetric Study reports for all of our lakes. The reports will be added to the Borough's website (Lakes Management page). Work is still being completed on a study of the canal between Mountain and Wildwood Lakes. As soon as I have this report, I'll forward it.

Mitchell Stern Borough Manager mstern@mtnlakes.org 400 Boulevard Mountain Lakes, NJ 07046 P -973-334-3131 ext .2006

TO: Honorable Mayor and Borough Council

SUBJ: Manager's Report for the Borough Council meeting of October 23, 2023

CC: Robert Oostdyk, Borough Attorney

**Water Meter Project Update** –As of October 19<sup>th.</sup>, 1,127 water meters have been replaced. Appointments for meter changeout continue to be scheduled with residents. Water service line types identified to date: Copper – 1034; Galvanized – 88; Iron Pipe – 2; Poly – 2; Lead – 1. 25 appointments are currently scheduled for changeout.

At this time, this leaves us with 89 water service lines that will need to be replaced (lead and galvanized).

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

Respectfully,

Mitchell



PO Box 457 Trenton, NJ 08625

October 2023

Mitchell Stern Mountain Lakes Borough 400 Boulevard Mountain Lakes, NJ 07046

Re: Grant No. 2023.0031, Mountain Lakes Train Station (Mountain Lakes Historic District)

Dear Mr. Stern:

On behalf of the Board of Trustees of the New Jersey Historic Trust, I congratulate your organization on being recommended for a preservation grant from the Preserve New Jersey Historic Preservation Fund in the amount of \$7,670.

The Garden State Preservation Trust will authorize the awards at its October meeting. The Legislature and Governor must approve the appropriation before the grant funds can be dispersed. We will keep you informed of the legislative progress via email alerts.

The Historic Trust will schedule a mandatory grantee workshop later this year, and we will send a notice by email when the exact date is scheduled. This workshop will provide you with the information that you need to begin administering your grant.

Until that time, please keep Trust staff informed about activities regarding your project, including development of any research, planning, design, or construction documents. The Trust should receive copies of all documents related to this project as they become available.

Again, congratulations on your successful application. We look forward to working with you to preserve New Jersey's historic resources.

Sincerely,

Dorothy P. Guzzo **Executive Director**  Home (/) > BPI (/bpi/) > Surveys (/bpi/surveys/?id=e81e8795-efcf-e911-a987-001dd800d601) > DCA - BP - Survey View (/bpi/surveys/question-list/) > Scoring

Return to Question List (../?id=bf2528b9-a75eee11-be6e-001dd8087433)

## Best Practices Inventory Online Platform 2023 Survey

## Mountain Lakes Borough

### Scoring

Current Score: 37.50

Score	Aid Withheld
0 - 20	100% of final aid payment withheld
21 - 24	50% of final aid payment withheld
25 - 28	25% of final aid payment withheld
29 +	No aid withholding

## Best Practices Inventory Online Platform

2023 Survey

## Mountain Lakes Borough

### **Printable Current Answers**

001	Unscored Survey	Budget	
What portion of ARP LF December 31, 2024?	FRF dollars will your municipality obligate to	ward eligible uses by	[0.00] 100%
002	Core Competencies	Budget	
requires that calendar y February 10 (or August that calendar year muni for state fiscal year mur to issue estimated tax b and adopt its current ye the Director in Local Fin municipality's budget is	s forth a later date pursuant to N.J.S.A. 40A:2/ear municipalities approve their introduced 10 for state fiscal year municipalities) and Nicipalities adopt their budgets no later than nicipalities). Timely budget adoption helps a bills or tax anticipation notes (TANs). Did you ear budget no later than the dates provided nance Notice 2022-22? This question may or subject to adoption by the Local Finance Bevision instructed the municipality to delay but the subject to subject	budgets no later than I.J.S.A. 40A:4-10 requires March 20 (or September 20 municipality avoid having ur municipality introduce by law or as extended by ally be answered N/A if your oard under State	[1.00] Yes
003	Core Competencies	Budget	
Financial Statement (AF: municipalities). Local Fir March 3rd or the next re statute specifies a \$5 pe	es the chief financial officer of each municip S) with the Division no later than February 1 nance Notice 2022-22 announced the extensegularly scheduled meeting of the governing day penalty payable by the CMFO for failing and for filing. Did your municipality file its Al	0 (August 10 for SFY sion of this deadline to g body after said date. The ng to file the AFS within 10	[1.00] Yes
004	Core Competencies	Budget	
of the first month of the Government Services. Di	:2-40, the chief financial officer each munici fiscal year, file its Annual Debt Statement w id your municipality file its Annual Debt Stat ion no later than January 31 (July 31 for SFY	vith the Division of Local tement for the preceding	[1.00] Yes
005	Core Competencies	Budget	
Has your municipality ele section of its adopted bu	ectronically submitted to the Division the Usudget?	ser-Friendly Budget	[1.00] Yes

006	Best Practices	Budget	
5:30-15.5? Only answer after a certain date) pay	reated an accumulated absence liability tru N/A if your municipality 1) does not offer outs upon retirement for accumulated sich thered right to sick leave payouts upon re	(for any employee hired k leave, and 2) no current	[0.50] Yes
007	Best Practices	Budget	
such as, but not limited annually for storm recov	vs municipalities to establish a storm recover, to, snow, ice, and debris removal. Unexperyery purposes may be lapsed into the rese overy reserve to ensure the consistent avai	nded balances budgeted rve. Has your municipality	[0.50] Yes
008	Core Competencies	Capital Projects	
municipality having its on the water infrastructure (WQAA) capital improve Protection (DEP). The Lo incorporating this statution its own water system, do the annual WQAA report	2021, c. 184 amended N.J.S.A. 40A:4-43 and with water system to reflect in its capital build improvements listed on the annual Water ment report submitted to the Department cal Finance Board recently adopted amendory change into the municipal budget propes the capital budget and program reflect to submitted to DEP that fall within the time diget and capital program?	Idget and capital program Quality Accountability Act of Environmental dments to N.J.A.C. 5:30-4.3 cess. If your municipality has the capital projects listed in	[1.00] Prospective
009	Core Competencies	Capital Projects	
moving, multi-year plan sources) and, when perti	lopted a capital program as defined by N and schedule for capital projects (includin nent, first year operating costs and saving ve a capital budget and is not required to -4.3.	g prospective financing s? Only answer N/A if your	[1.00] Yes
010	Best Practices	Capital Projects	
Does your municipality horiority scoring system?	ave a schedule for road repair and improv	rement projects based on a	[0.50] Yes
11	Unscored Survey	Capital Projects	
capital budget or capital	ies of projects that are listed in your muni- program. More than one selection is perm f vehicle(s) in the Comment field. Only and	nissible. If selecting Vehicles,	

012	Unscored Survey	Capital Projects	
works project for construction project requires payment exclusive of land acquisiti 2021-20 for further detail	unicipality may enter into project labor agrection, reconstruction, demolition or renovation, reconstruction, demolition or renovation of prevailing wage under State law; and 2 on costs, will equal or exceed \$5 million. Solutions solutions are project solutions. Solutions are project works projects as permitted by P.L. 20	tion, so long as 1) the the total project cost, ee Local Finance Notice labor agreement for all or	[0.00] No
013	Core Competencies	Cybersecurity	
recover from network sec from a municipality's JIF a	esponse plan is a set of instructions to hel urity incidents. Plans such as those adopte address areas such as cybercrime, data loss ave a cybersecurity incident response plan	d by a governing body or , and service outages.	[1.00] Yes
014	Core Competencies	Cybersecurity	
	es receiving ongoing cybersecurity trainin entifying security incidents and social eng		[1.00] Yes
015	Core Competencies	Cybersecurity	
Does your municipality pe backups of all data?	erform off-network daily incremental back	ups with weekly full	[1.00] Yes
016	Core Competencies	Cybersecurity	
network? If yes, please sta	tion (MFA) required for remote access to y te under Comments where your municipal n-network, off-network back ups).		[1.00] Yes
017	Core Competencies	Cybersecurity	
complexity, length require	quire a password policy for all network use ments, and either 1) at least annual updat rds such as those from the National Institu	ng; or 2) a password	[1.00] Yes
018	Best Practices	Cybersecurity	
Communications Integration	olled for membership in the New Jersey Cy on Cell (NJCCIC)? An NJCCIC membership s, training notifications and other importa	provides access to the	[0.50] Yes
019	Best Practices	Environment	
Have one or more public e oroperty?	electric vehicle charging stations been insta	alled on municipal	[0.00] No

020 **Best Practices** Environment When purchasing new vehicles, does your municipality have a formal policy to purchase [0.00] No hybrid or altenative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles. 021 Core Competencies **Ethics** The Local Government Ethics Law, designed to ensure transparency in government, requires [1.00] Yes local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2023 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board. 022 **Core Competencies Ethics** If your municipality has a municipal ethics board, did the municipal ethics board enforce the [1.00] N/A Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2023 roster but did not file the FDS by April 30, 2023? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board. 023 Unscored Survey **Ethics** N.J.S.A. 40A:9-22.21 of the Local Government Ethics Law requires a municipality that has [0.00] No ordinance established its own municipal ethics board to enact a municipal code of ethics. The municipal establishing a ethics code must be either identical to or more restrictive than the provisions of N.J.S.A. municipal ethics 40A:9-22.5. If your municipality has an ordinance on the books establishing a municipal ethics board board, does your municipality have a municipal code of ethics that is identical to, or more or less restrictive than, the provisions of N.J.S.A. 40A:9-22.5? 024 **Unscored Survey Ethics** If your municipality has an ethics board with at least a quorum for conducting business, how [0.00] No ordinance many matters were adjudicated by the municipal ethics board in 2022 (excluding FDS nonestablishing a filing matters)? A municipal ethics board shall consist of six members, at least two of whom municipal ethics shall be public members. No more than three members shall be of the same political party. board 025 **Core Competencies** Financial Administration At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 [1.00] Yes that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change will come into effect on January 1, 2024. See https://www.nj.gov/dca/divisions/dlgs/resources/rules\_docs/5\_30/njac\_5308.pdf for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?

026

**Core Competencies** 

Financial Administration

At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds. The updated N.J.A.C. 5:30-5.7 codifies previously issued guidance in Local Finance Notice CFO 2003-14 on maintaining general ledger accounting systems, except that all local units, including authorities and fire districts, are now required to post the totals for all funds to the general ledger on at least a monthly basis. See

[1.00] Yes

https://www.nj.gov/dca/divishttps://www.nj.gov/dca/divisions/dlgs/resources/rules\_docs/5\_30/njac\_5305.pdf for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?

027

**Core Competencies** 

Financial Administration

N.J.S.A. 40A:5-7 requires a synopsis of all audits, together with the auditor's recommendations, to be prepared and published by the municipal clerk at least once in the municipality's official newspaper or, if there is none, in a newspaper published in the local unit or, if there is no newspaper published in the local unit, in a newspaper having a general circulation in the municipality. If the municipal clerk fails to have publication of the synopsis and recommendations made within 30 days of receipt of the annual audit, the clerk shall be subject to a fine of \$10.00 payable to the local unit for each day after the expiration of the 30 days that such publication fails to appear. At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-6.4 that codifies the minimum content of the synopsis of audit along with the process for publishing the synopsis and corrective action plan. Does your municipality publish the synopsis of audit as required pursuant to N.J.S.A. 40A:5-7?

[1.00] Yes

028

**Core Competencies** 

Financial Administration

Effective for CY2022/SFY2023 and CY2023/SFY2024 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$161,526.00. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2022-19 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?

[1.00] N/A Comment: The Borough purchases all of the volunteer fire company's equipment, materials, and supplies through the Borough's purchasing system.

029

**Core Competencies** 

Financial Administration

N.J.S.A. 40:5-2 limits to \$125,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$70,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-23

[1.00] N/A

030

**Core Competencies** 

Financial Administration

Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?

[1.00] Yes

031

**Best Practices** 

Financial Administration

N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?

[0.50] Yes

032

**Best Practices** 

Financial Administration

N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?

[0.50] N/A

033a

Unscored Survey

Garbage & Recycling

How is residential solid waste collected?

[0.00] Private hauler contracted by municipality

033b

**Unscored Survey** 

Garbage & Recycling

If your municipality provides residential solid waste pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for?

[0.00] Once perweek

033c	Unscored Survey	Garbage & Recycli	ng
how many bids did yo	te is collected through a private hauler contra our municipality receive in response to its mos collection or a joint solid waste/recycling coll	t recent advertisement for	[0.00] One bid
033d	Unscored Survey	Garbage & Recycli	ng
	ste picked up utilizing a truck with an automat act directly with a private hauler or bring garb nent.	-	[0.00] No
033e	Unscored Survey	Garbage & Recycli	ng
	esidential solid waste pickup is done through residents, how many hauler services are curre	•	[0.00] N/A
034a	Unscored Survey	Garbage & Recycli	ng
How is residential recy	cling collected?		[0.00] Private haule contracted by municipality
034b	Unscored Survey	Garbage & Recycli	ng
What type of residenti	al recycling program does your municipality h	nave? Select only one.	[0.00] Dual-stream (source-separated)
034c	Unscored Survey	Garbage & Recycli	ng
s residential recycling	picked up utilizing a truck with an automated	l single arm?	[0.00] No
)34d	Unscored Survey	Garbage & Recycli	ng
	ovides residential recycling pickup, or contract o so, how many times per week is pickup sche		[0.00] Once per- week
)34e	Unscored Survey	Garbage & Recyclii	ng
municipality, how many	s collected by a private hauler procured separ y bids did your municipality receive in respons lential recycling collection?		[0.00] One bid
)34f	Unscored Survey	Garbage & Recyclin	ng
f your municipality's re directly by residents, ho	esidential recycling pickup is done through a pow pw many hauler services are currently servicin	private hauler contracted g residents?	[0.00] N/A

035	Unscored Survey	Lead Remediation	
would your municipality no local lead inspection any dwellings eligible fo	re to be made available for the Lead Grant be interested in applying? Answer "N/A" in activities that could be funded by the gran r inspection. If "Yes", provide in the Comments. ", enter "Not Applicable" in the Comments.	f your municipality will have nt program or does not have ents a requested funding	[0.00] Yes Comment: Requested amount \$1,500.00
036	Unscored Survey	Lead Remediation	
What portion of LGAP de	ollars has your municipality obligated to da	ate?	[0.00] 0%
037	Unscored Survey	Lead Remediation	y
inspections for lead-base P.L. 2021, c. 182? If your Comments. If your answe local unit providing the s requirements of this rece	nave a permanent local agency that is curred paint hazards in rental dwellings and en answer is "Other" fill-in the name of the mer is "Shared Service", please fill-in the name service under Comments. Further informationally enacted law are available at divisions/codes/resources/leadpaint.html.	nforcing the provisions of nunicipal agency under ne of the agency and the	[0.00] UCC Construction Code Enforcement
038	Unscored Survey	Lead Remediation	
conducting inspections f	not have a permanent local agency or a sl or lead-based paint hazards in rental dwell . 182, has your municipality retained a lead tion services?	lings to enforce the	[0.00] N/A
039a	Unscored Survey	Lead Remediation	
	182, has your municipality identified rental over since July 22, 2022?	dwellings that have	[0.00] Yes
039b	Unscored Survey	Lead Remediation	
f your municipality has iduly 22, 2022, have all of	dentified rental dwellings that have experie those units been inspected prior to re-occ	enced tenant turnover since upancy?	[0.00] Yes
)40a	Unscored Survey	Lead Remediation	
hared services, or through	sed paint inspections did your municipality gh a certified lead evaluation contractor) si or explanation) under Comments to facilit	nce 2022? Please only	Comment: 1
)40b	Unscored Survey	Lead Remediation	
directly, through shared	npling lead-based paint inspections did yo services, or through a certified lead evalua e numbers (no text or explanation) under C	tion contractor) since	Comment: 0

in lieu of health benefits.

040c **Unscored Survey** Lead Remediation How many post-remediation lead-based paint inspections has your municipality conducted Comment: 0 (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation. 041a **Unscored Survey** Lead Remediation How many lead safe certifications have been issued by your municipality since 2022? Please Comment: 1 only include numbers (no text or explanation) under Comments to facilitate tabulation. 041b **Unscored Survey** Lead Remediation What is the number of lead safe certifications issued by the municipality in the past fiscal year, Comment: 0 as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation. 042 **Core Competencies** Personnel For any municipal officers and employees NOT required by contract or municipal policy to [1.00] N/A make health benefit contributions following the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits. 043 **Core Competencies** Personnel Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot [1.00] Yes exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the

https://nidca.dvnamics365portals.us/bpi/survevs/question-list/printable-current-answers/?id=bf2528b9-a75e-ee11-be6e-001dd8087433&printable=tru...

statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments

044	Core Competencies	Personnel	
for all hours over 40 h and thus not entitled managers/administrat and other department entitled to overtime p the FLSA (please const overtime pay for time participation in training considered a form of o	rds Act (FLSA) is a federal law requiring that over nours in a work week except for those employees to overtime. Management employees such as el- tors, municipal clerks, CFOs, public works supering theads are typically classified as having exempt ay. Other municipal employees may also be clas- cult labor counsel for detailed guidance). Exempt worked during emergencies, attendance at night ag sessions. Compensated leave time in lieu of convertime pay unless such leave is utilized in the lain from paying overtime to employees classified	s classified as exempt lected officials, intendents, police chiefs status and thus not sified as exempt under a status also precludes int meetings and ash payments is same pay period. Does	[1.00] Yes
045	Core Competencies	Personnel	
the past three years or negotiated agreement the personnel manual	reviewed and updated its employee personnel or upon the conclusion of each of your municipal its (CNAs)? If yes, please provide in the Commen was officially updated using the MM/DD/YYYY the Yes" into the comment box.	ity's collective ts section the date which	[1.00] Yes Comment: 07/24/2023
046	Core Competencies	Personnel	
municipality's purchasi administrator/municip	ng, the Local Finance Board updated N.J.A.C. 5:30 ing agent, certified public works manager, and kall manager to register for GovConnect by Nove or more of the above-referenced titles, have the nect?	ousiness mber 1, 2023. If your	[1.00] Prospective
047	Best Practices	Personnel	
only authorizes the hiri the individuals involved n which a conflict of in	established by ordinance an anti-nepotism policing the family members/relatives of municipal of would not work in a direct supervisory relation terest could arise. The term "family member/relation not necessarily be limited to spouses, children, is.	officials and employees if a nship, or in job positions latives" should be	[0.00] No
)48	Unscored Survey	Personnel	
lerk, tempoary chief m	currently have an unlicensed individual serving nunicipal finance officer, temporary purchasing a works manager? Select as many as are applicab	agent, and/or a	
)49	Unscored Survey	Personnel	
Does your municipality contract?	currently retain a chief financial officer through	a professional services	[0.00] No

050 **Core Competencies** Procurement The purchase of insurance coverage and consultant services is a limited exception to public [1.00] N/A bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1)(m). Page 3 of Local Finance Notice AU-2022-2 for further details. The standard EUS certification declaration (do not submit the form to DLGS) is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpcl\_docs/eus\_letter.pdf. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so? 051 **Best Practices** Procurement If your municipality contracts with an insurance broker for health insurance, and said contract [0.50] N/A exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold. 052 **Best Practices Procurement** Insurance broker fees dependent on the amount of health insurance premiums or fees paid by [0.50] N/A the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance. 053 **Core Competencies Shared Services** N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the [1.00] N/A Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit. 054a Unscored Survey **Shared Services** 

If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.

Comment: N/A

054b	Unscored Survey	Shared Services	
agreements result in the 1) the position or position and 2) an estimate of the municipalities at the out	on 54a is yes, did one or more of the identified dismissal of a tenured official? If yes, pleasons where an agreement resulted in the distle cost savings anticipated to be achieved betset of the agreement. If the answer is No other controls in the service Act.	se insert under Comments missal of a tenured official; by the participating or N/A, please insert "No" or	[0.00] N/A Comment: N/A
055a	Unscored Survey	Shared Services	*,
shared services and con	ievement Program (LEAP) provides funding solidation feasibility studies, along with sha osts up to \$400,000. Is your municipality in	red services and	[0.00] Yes
055b	Unscored Survey	Shared Services	
What does your municip shared services?	pality see as the most significant barrier, if a	iny, to implementing	[0.00] Implementation cost
056a	Unscored Survey	Special Improvement Districts	
Has your municipality de to N.J.S.A. 40:56-71?	esignated one or more special improvemen	t districts (SIDs) pursuant	[0.00] No
056b	Unscored Survey	Special Improveme	ent Districts
to N.J.S.A. 40:56-71, doe	designated one or more special improveme s one or more SID have a business improve 6-71.1 et seq.? Answer N/A if your municip	ement zone established	[0.00] N/A
057	Core Competencies	Transparency	<u> </u>
Are your municipality's c ordinances, available onl	odified and uncodified ordinances, includir	ng all current salary	[1.00] Yes
058	Core Competencies	Transparency	
following: past three yea full adopted budget for t annual financial stateme	naintain an up-to-date municipal website c rs adopted budgets; the current year propo the current year when approved by the gov nt and audits; notification(s) for solicitation and agendas for the governing body, plann nissions?	osed budget (including the verning body); most recent of bids and RFPs; and	[1.00] Yes

059	Core Competencies	Transparency	
Employment Relations of employee representative agreements, memorand bar" agreements. Copie	res public employers, including municipaliticommission (PERC) a copy of all contracts notes. This includes, but is not limited to, collected of understanding, contract amendments, as of same may be emailed to contracts@percent contracts with PERC? Only answer N/A labor unions.	egotiated with public tive bargaining and "side letter" or "side c.state.nj.us. Has your	[1.00] Yes
060	Core Competencies	Transparency	
with a municipality's con have one summary forn forms and filing instruct https://www.state.nj.us/ PERC summary forms fo	I3A-16.8(d)(2), PERC requires a summary of impleted contracts for all bargaining units. Pon, while non-police and fire contracts have a tions are located at perc/conciliation/contracts/. Has your municer all current completed labor agreements? Cave any employee labor unions.	olice and fire contracts nother form. The summary cipality filed the required	[1.00] Yes
061	Core Competencies	Transparency	
outlined in LFN 2022-08 provide DLGS with a cop Treasury, including Proje Performance Reports?. L	ernor Murphy's Executive Order 267 dated C B dated March 2, 2022, municipalities and co by of all American Rescue Plan (ARP) LFRF re ect and Expenditure Reports, Interim Reports Did your municipality file with DLGS all report icipality refused ARP LFRF Funding	unties were required to ports filed with U.S. and Recovery Plan and	[1.00] Yes
062	Core Competencies	Transparency	
to New Jersey's pay-to-p play provisions that are 51, the statute that origi existing ones, is effective further details. Has your originally authorized or g	is the "Elections Transparency Act," made valued laws. One of these changes is the prohiboday laws. One of these changes is the prohiboday laws. One of these changes is the prohiboday laws. The mally authorized local pay-to-play restriction retroactive to January 1, 2023. See Local Filmunicipality repealed any local pay-to-play grandfathered by N.J.S.A. 40A:11-51? Answer-play restrictions on the books.	repeal of N.J.S.A. 40A:11- ns or grandfathered nance Notice 2023-14 for ordinances or resolutions	[1.00] N/A
063	Best Practices	Transparency	
	eature a link on its website to the Division o	f Taxation's Property Tax	[0.50] Yes

064	Core Competencies	Utilities	
Public Utilities (BPU) to owned utilities regarding template is available at https://nj.gov/bpu/age municipality has a water	A. 48:2-29.57 et seq. or the "Utility Reporting Lo collect data from both investor-owned utiliting service to residential and commercial custors and commercial custors and all commercial custors are contacted as a service of the contacted as a se	es and local government- omers. The reporting ateFinal.xlsx. If your	[0.00] No
065	Core Competencies	Utilities	
units that directly bill re Department of Commu Assistance Program (LII municipality directly bil	on April 5, 2023, required that all investor-ow esidential ratepayers for water and/or sewer s unity Affairs (DCA) to participate in the Low In HWAP). See Local Finance Notice 2023-09 for lls for water and/or sewer, did your municipal o participate in LIHWAP?	ign a vendor contract with come Household Water further details. If your	[0.00] No
066	Core Competencies	Utilities	
residential customers to payment of water, sewe 2023-09 for further det	c. 317 establishes a Winter Termination Progra o avoid service shutoff from November 15 thr er, or electric service provided by a local unit. ails. Has your municipality notified its residen gram in the manner required under law with	ough March 15 for non- See Local Finance Notice tial ratepayers about the	
067	Core Competencies	Utilities	<del>1 - 1 - 1</del> :
provide monthly notice payment assistance. Ple law's requirements. Is y	municipalities with their own water, sewer, o to residential ratepayers concerning local uti ease review Local Finance Notice 2023-09 for our municipality complying with the monthly nswer N/A if your municipality does not have	lity service and bill more information on the notice requirements of	[1.00] Yes

#### **OVERTIME**

#### 2.4

The Borough of Mountain Lakes complies with all applicable federal and state laws with regard to payment of overtime work, including the New Jersey Wage and Hour Law with the federal Fair Labor Standards Act.

Under the Fair Labor Standards Act, certain employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt because their compensation exceeds \$107,432 per year depending upon their job duties. The Borough Manager shall notify all Exempt employees of their status under the Act. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Borough Manager's prior approval and at the sole discretion of the Borough Manager.

Depending on work needs, employees may be required to work overtime. Employees are not permitted to work overtime unless the overtime is budgeted and approved by the Department Head and the Borough Manager. Employees working overtime without prior approval will be subject to disciplinary action.

Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over forty (40) in a workweek. Employees may choose overtime compensation in the form of overtime pay or compensating time off. The maximum number of hours that an employee may accrue for future compensating time off is seventy-five (75). Once this maximum has been accumulated, all additional hours will be compensated by overtime pay.

Accrued and taken overtime compensating hours must be noted on the employee's time sheet. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

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#### SICK LEAVE POLICY

#### 2.8

Schedule of Accrual and Usage: (please see note as to accrual guidelines)

Sick leave is accumulated for all permanent employees on the following schedule:

First sixty calendar days of employment

No Leave

• Sixty days to one (1) year of service retroactive to date of employment (maximum 10 days)

1 Day a Month

After one year of service

(10 days per year)

Sick leave may be utilized by employees for any of the following instances:

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;
- (4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others;
- (5) During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or

must be submitted for all sick leave absences, regardless of duration.

Where the Administration suspects a pattern of abuse, the Borough may require proof of illness of an employee for any sick leave. Abuse of sick leave may be cause for disciplinary action.

In case of leave of absence due to exposure to contagious disease, a certification from the Department of Health shall be required before the employee can return to work. The Borough may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Borough by a physician designated by the Borough. Such examination shall be required by the Borough with sufficient advance notice and that examination shall establish whether the employee is capable of performing his/her normal duties and must certify that his/her return will not jeopardize the health of other employees.

#### Patterns of sick time abuse

A pattern of sick time abuse is grounds for disciplinary action under this policy.

Pattern Abuse: Consistent periods of sick leave usage, for example:

- a. Before and/or after holidays.
- b. Before and/or after weekends or regular days off.
- c. After pay days.
- d. Absence following overtime worked.
- e. Half days.
- f. Continued pattern of maintaining zero or near zero leave balances.
- g. Excessive absenteeism use of more sick leave than granted.

#### Family Illness:

The term "immediate family" as referred to herein shall mean those members in the same household, that is, under the same roof. If it shall be demonstrated to the satisfaction of the Department Head and approved by the Borough Manager that an ill member of the immediate family not residing in the same household requires the employee's presence for the care of such person, then the employee may be excused on sick leave for that purpose.

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Sick leave is accumulated for all permanent employees on the following schedule:

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No Leave

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1 Day a Month

· After one year of service

(10 days per year)

Sick leave may be utilized by employees for any of the following instances: when they are unable to perform their work by reason of personal illness, personal injury, or exposure to contagious disease.

Sick leave may be utilized for short periods because of death in the employee's immediate family as defined below.

Sick leave may be used in cases of the serious illness of an immediate family member living with the employee. If an employee is attending to an immediate family member, a doctor's verification of that individual is required.

- (1) Time needed for diagnosis, care, or treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (3) If an employee or a family member are a victim of domestic or sexual violence, and are obtaining services from a designated domestic violence agency or other victim services organization, medical attention, legal services, counseling, or are relocating due to the domestic or sexual violence;
- (4) Closure of an employee's workplace, or of the school or place of care of an employee's child, due to an epidemic or public health emergency, or because of the issuance by a public health authority of a determination that the presence of the employee or their family member in the community would jeopardize the health of others;

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#### Reporting of Absence on Sick Leave:

If an employee is absent for reasons that entitles him/her to sick leave, his/her Supervisor shall be notified not less than fifteen (15) minutes after the employee's start time. Failure to so notify his supervisor may be cause of denial for the use of sick leave for that absence and may constitute cause for disciplinary action.

#### Verification of Sick Leave:

An employee who is absent on sick leave for two (2) or more consecutive working days may be required to submit acceptable medical evidence substantiating the illness. After the tenth (10<sup>th</sup>) day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration.

Where the Administration suspects a pattern of abuse, the Borough may require proof of illness of an employee for any sick leave. Abuse of sick leave may be cause for disciplinary action.

In case of leave of absence due to exposure to contagious disease, a certification from the Department of Health shall be required before the employee can return to work.

The Borough may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined at the expense of the Borough by a physician designated by the Borough. Such examination shall be required by the Borough with sufficient advance notice and that examination shall establish whether the employee is capable of performing his/her normal duties and must certify that his/her return will not jeopardize the health of other employees.

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- a. Before and/or after holidays.
- b. Before and/or after weekends or regular days off.
- c. After pay days.
- d. Absence following overtime worked.
- e. Half days.
- f. Continued pattern of maintaining zero or near zero leave balances.
- g. Excessive absenteeism use of more sick leave than granted.

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#### **NEW JERSEY FAMILY LEAVE**

3.6

The Borough provides eligible employees with up to twelve (12) weeks of unpaid, jobprotected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

<u>Eligible Employees</u>. To be eligible for NJFLA leave, an employee must have worked at least twelve (12) months for the Borough and have worked at least 1,000 hours for the Borough over the previous twelve (12) months.

Qualifying Reasons for Leave. An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.
- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.
- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
- (i) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
- (ii) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or
- (iii) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

leave regarding the employee's status and intent to return to work as deemed appropriate by the Borough. If an employee fails to provide the required documentation, the Borough may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in which case the absences will be treated in accordance with the Borough's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

Benefits Protection. During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the Borough for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the human resources official to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the Borough prior to taking an approved leave.

Returning to Work after NJFLA Leave. On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the Borough's standard leave of absence and attendance policies. This may result in termination if the employee's continued absence is unauthorized (for example, if the employee has no other Employer-provided leave available to him/her).

Retaliation Prohibited. The Borough and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The Borough encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the human resources official.

<u>New Jersey Family Leave Insurance</u>. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to (twelve (12) weeks,

REV: 6/1/2023

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# Application for Family and/or Medical Leave (FMLA) and/or New Jersey Family Leave (NJFLA)

Name	e; Date of Request:
Mailir	ng Address:
	rtment:Hire Date:
Title:	<del></del>
Start	Date of Anticipated Leave:
Expe	cted Date of Return to Work:
Reas	on for Leave:
	I request family leave to care for my newborn child, newly adopted child, or a newly placed foster child in my home.
	I request family leave to care for my family member with a serious health condition. I request family leave to care for:
	☐ Spouse ☐ Child ☐ Parent
	NJFLA Only:   Parent-in-Law   Civil Union/Domestic Partner
	Name:
	Address:
	I request medical leave to care for my own serious medical condition.  Describe serious health condition:
	I request military family leave because of a qualifying exigency arising out of the fact that my
	□ Spouse □ Child □ Parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or reserves

#### **Return to Work Medical Certification**

Employee Name;
Position:
Date leave commenced:
Date employee can return to work:
To Be Completed by Health Care Provider:
I have completely examined this employee. In my medical opinion, his/her functional capacity is limited such that there is no possible way to modify his/her work environment to accommodate his/her physical and/or mental limitations according to the attached job description that was reviewed by me.
This employee's condition prevents him/her from safely performing the essential functions of his/her position and will be unable to return to work.  - or-
This employee is unable to return to work at this time and should be out of work until (please provide date):
I have completely examined this employee and in my medical opinion, his/her functional capacity is limited. This employee can continue to work safely if the job, according to the attached job description that was reviewed by me, is modified to match the modifications stated below:
Modified duty status should continue until
Date
I have completely examined this employee. In my medical opinion I believe this employee can resume/perform all functions of his/her position without restrictions according to the attached job description that was reviewed by me.

REV: 6/1/2023

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#### **3NEW JERSEY FAMILY LEAVE**

3.6

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Qualifying Reasons for Leave. An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.
- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.
- In the event of a state of emergency declared by the Governor, or when indicated to beneeded by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
- requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
- (ii) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or
- (iii) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

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The employee also must give the Borough a medical certification supporting the need for leave. The Borough reserves the right to require second or third medical opinions and periodic re-certifications. The employee must also provide periodic reports during the leave regarding the employee's status and intent to return to work as deemed appropriate by the Borough. If an employee fails to provide the required documentation, the Borough may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in which case the absences will be treated in accordance with the Borough's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment.

If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

Benefits Protection. During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the Borough for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the human resources official to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the Borough prior to taking an approved leave.

Returning to Work after NJFLA Leave. On returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the Borough's standard leave of absence and attendance policies. This may result in termination if the employee's continued absence is unauthorized (for example, if the employee has no other Employer-provided leave available to him/her).

Retaliation Prohibited. The Borough and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The Borough encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the human resources official.

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## Application for Family and/or Medical Leave (FMLA) and/or New Jersey Family Leave (NJFLA)

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Expe	cted Date of Return to Work:			Formatted: No underline, Underline color: Auto
Reas	on for Leave:			
<u> </u>	I request family leave to care for my newbornewly placed foster child in my home.		· a	
_	I request family leave to care for my family n condition. I request family leave to care for:	nember with a serious nearth		
	☐ Spouse ☐ Child ☐ Parent			
	NJFLA Only:   Parent-in-Law   Civil	Union/Domestic Partner		
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	I request medical leave to care for my own s	erious medical condition		
	Describe serious health condition:	ond on the distance of the dis	<b>(*</b> (********	Formatted: Right: 0"
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The Borough of Mountain Lakes 400 Boulevard Mountain Lakes, NJ 07046 Mitchell Stern Borough Manager

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I have completely examined this employee. In my medical opinion I believe this employee can resume/perform all functions of his/her position without restrictions according to the attached job description that was reviewed by me.  Signature of Health Care Provider.  Date:	believe this employee can resume/perform all functions of his/her position without restrictions according to the attached job description that was reviewed by me.  Signature of Health Care Provider:  Date:  Formatted: No underline, Underline color: Auto Formatted: Indent: Left: 0" Formatted: No underline, Underline color: Auto Formatted: Indent: Left: 0" Formatted: No underline, Underline color: Auto Formatted: Indent: Left: 0", Right: 0"  Type of Practice:  Area of Specialization:  Formatted: No underline, Underline color: Auto Formatted: No underline color: Auto Form		Date	4200	Formatted: Indent: First line: 0"
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Date: 8/1/2023

#### Subject:

Results of Bathymetry and Sediment Quantity Study for the Borough of Mountain Lakes, New Jersey – Mountain, Birchwood, Crystal, Sunset, Wildwood, Grunden's, Cove, and Shadow/Olive

# Prepared for:

The Borough of Mountain Lakes
Mr. Mitchell Stern, Borough Manager

### Prepared by:

Steve Bartosh - President The Mapping Network 402-241-8177

### Reviewed by:

James J. Heiser, P.L.S. DPK Consulting 732-764-0100

## HYDROGRAPHIC SURVEY EQUIPMENT AND PROCEDURES

The Mapping Network conducted a bathymetry and sediment survey for the borough of Mountain Lakes. The survey was conducted to determine the depths and volume of sediment in eight of their reservoirs.

#### **Bathymetry Survey Collection Methods:**

The collection methods and equipment used are based on the USACE Single-Beam Methodology. Depth measurements were collected using an Odom CV100, a sonar signal processor designed to accurately record the full spectrum of the reservoir bottom in a raw format that was later processed in HYPACK software. A calibrated Digibar Pro sound velocity cast was taken prior to the survey to measure the speed of sound, which was then input into the Hypack software. The accuracy of the Odom CV100 data

is approximately 0.5% of the water depth, with a resolution of 0.1 feet. The system's accuracy was checked during the survey using manual measurements.



### **Bathymetry Data Processing Methods:**

Bathymetry data was processed using HYPACK Software. Components of the bathymetric processing included verifying that the water depth was tracking the bottom and not outlying soundings created by water column interference (e.g., sharp drop-offs, vegetation, trees, debris). The data was then exported as XYZ (northing, easting, and depth) in a State Plane horizontal projection and vertical NAVD88 datum. The XYZ data was imported into ESRI ArcGIS, where a Triangular Irregular Network (TIN) was created using the 3D Analyst extension to represent surface morphology.

### **Sediment Depth Collection Methods:**

Sediment thickness information was collected using a steel survey rod with 1/10 foot markings. The depth of sediment was determined by manually driving a steel probe into the sediment until refusal. The total penetration of sediment depth was then recorded in HYPACK software.

#### **Sediment Depth Data Processing:**

The sediment thickness data was imported as XYZ data into ESRI ArcGIS Pro where a Triangular Irregular Network (TIN) is created using the 3D Analyst extension to represent the sediment thickness in feet. A predetermined sampling area is used as the extent to which the data is clipped. Within the sampling area, maximum and mean sediment thickness is calculated along with estimated volume of soft sediment in cubic yards.

#### **Aquatic Vegetation Sonar and Navigation Interference:**

Aquatic vegetation in areas of the reservoirs interfered with the sonar readings. In these cases, manual measurements were taken to obtain more accurate lake depth readings. Manual measurements may not be as accurate in areas of extreme vegetation compared to areas with less aquatic vegetation.



Service Without Boundaries





OPK Consulting, LLC 200 Metropiex Or, Surte 285, Edison, NJ 08817 P: 732-764-0100 F: 732-764-0990 www.dpkconsulting.net



#### 2010 to 2023 Comparison Maps:

The comparison maps analyzed the amount of material change from 2010 to 2023. XYZ data from both 2010 and 2023 was imported into ESRI ArcGIS Pro, where TIN surfaces were created and depth and volume changes were analyzed with the 3D Analyst extension. Please note that differences in equipment, methods, and surveyors between 2010 and 2023 may introduce discrepancies when comparing the data from these two years.

#### **Water Elevation:**

Benchmarks throughout the project site were provided by DPK Consulting. Utilizing these benchmarks, a Trimble R10 with RTX was used to measure the water level at time of survey. Due to multipath (tree-canopy) Sunset, Shadow and Olive, and Cove Lake were measured using LiDAR collected by DPK Consulting.

#### **Data Projections and Datums:**

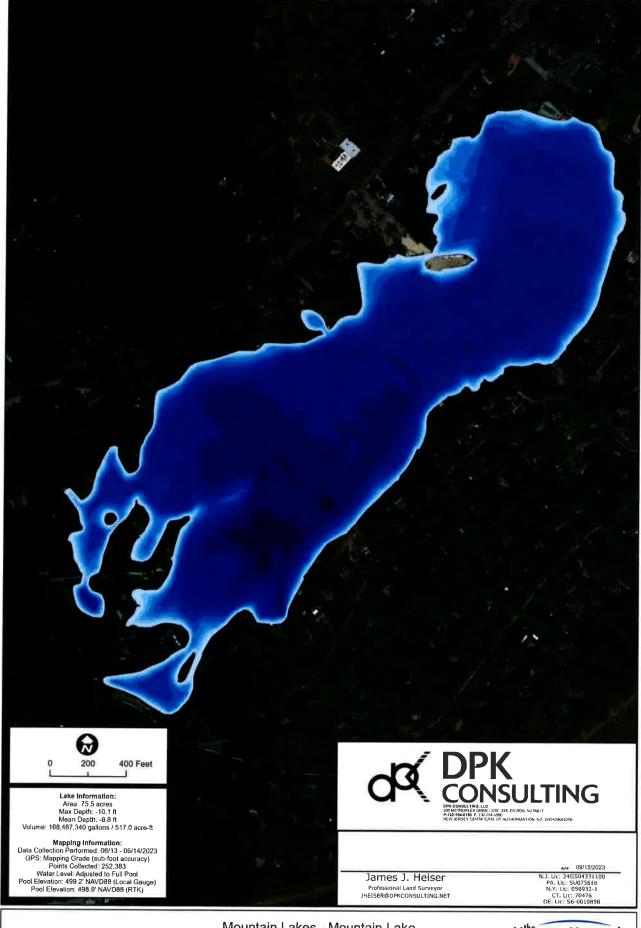
Horizontal Projection: NAD83 (2011) State Plane New Jersey FIPS 2900 (US Survey Feet)

Vertical Datum: North American Vertical Datum 1988 (US Survey Feet)



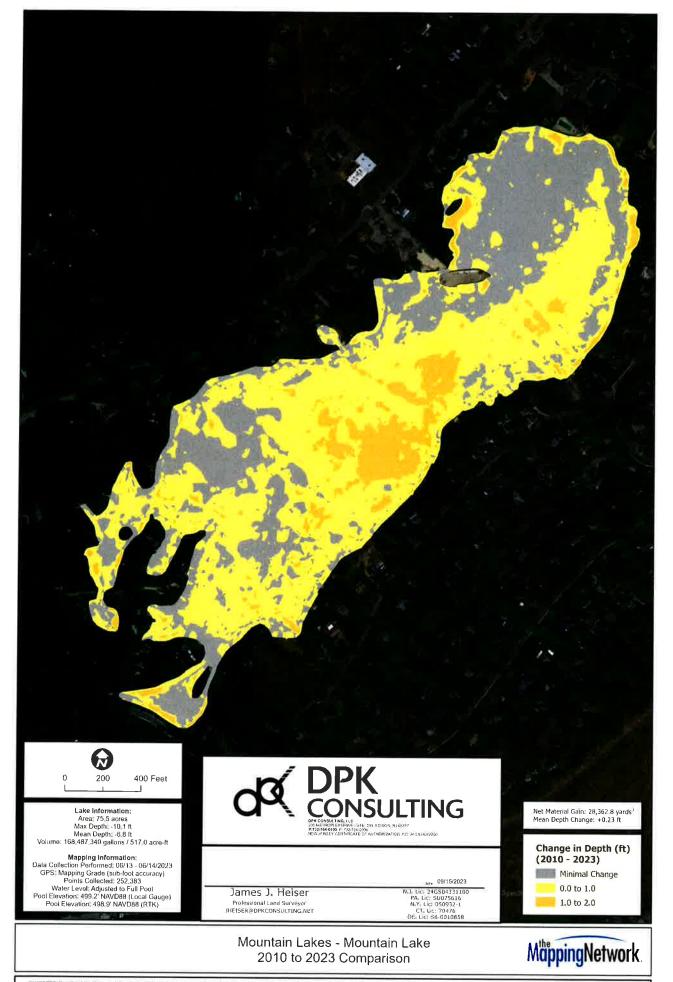
#### **MOUNTAIN LAKE RESULTS**

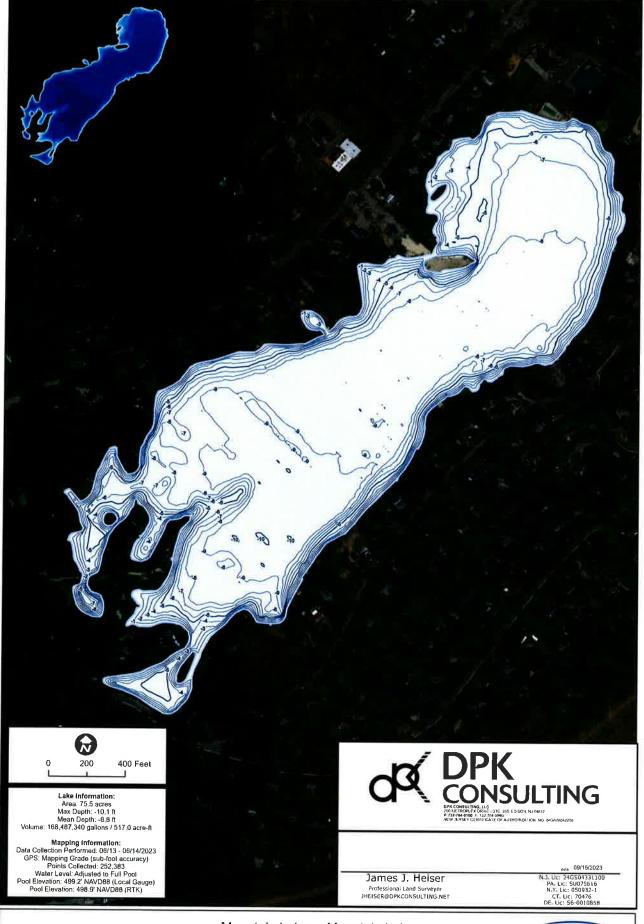
MOUNTAIN LAKE RESULTS	
Area:	75.5 Acres
Water Level/Elevation:	499.2 Local Gauge on Dam / 498.9 NAVD88 RTK
Max Depth:	10.1 Feet
Mean Depth:	6.8 Feet
Volume (Holding Capacity):	168,487,340 gallons / 517.0 acre-feet
Estimated Sediment Volume:	256,832.6 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	2.1 Feet
Lake Composition:	76% Water / 24% unconsolidated sediment
Estimated Sediment Change (2010-2013)	28,363 cubic yard gain
Mean Depth Change (2010-2013)	+0.23 Feet
Surveyor Notes:	<ul> <li>An abundance of various types of aquatic vegetation interfered with sonar measurements (specifically Chara), in the north-eastern and shallow parts of the south-western portion of the reservoir. We utilized our manual measurements in this area to best determine water depth.</li> </ul>



Mountain Lakes - Mountain Lake 3D - Elevation

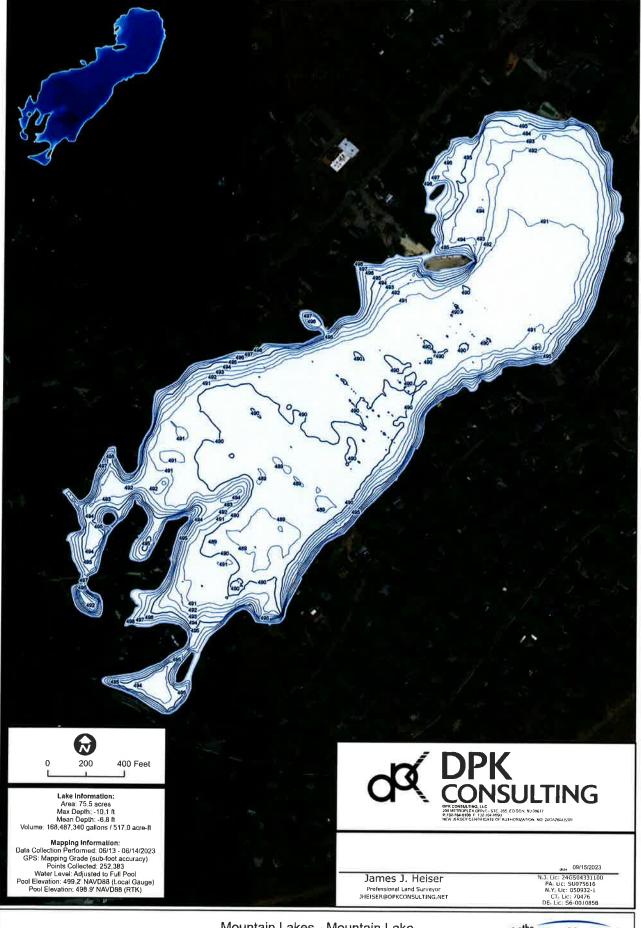






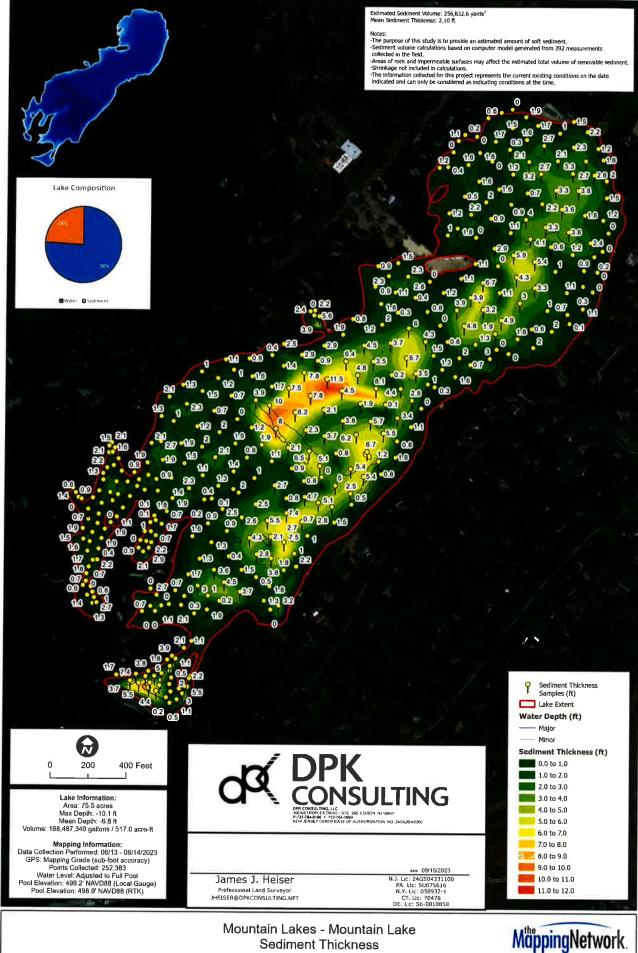
Mountain Lakes - Mountain Lake Contours - Depth



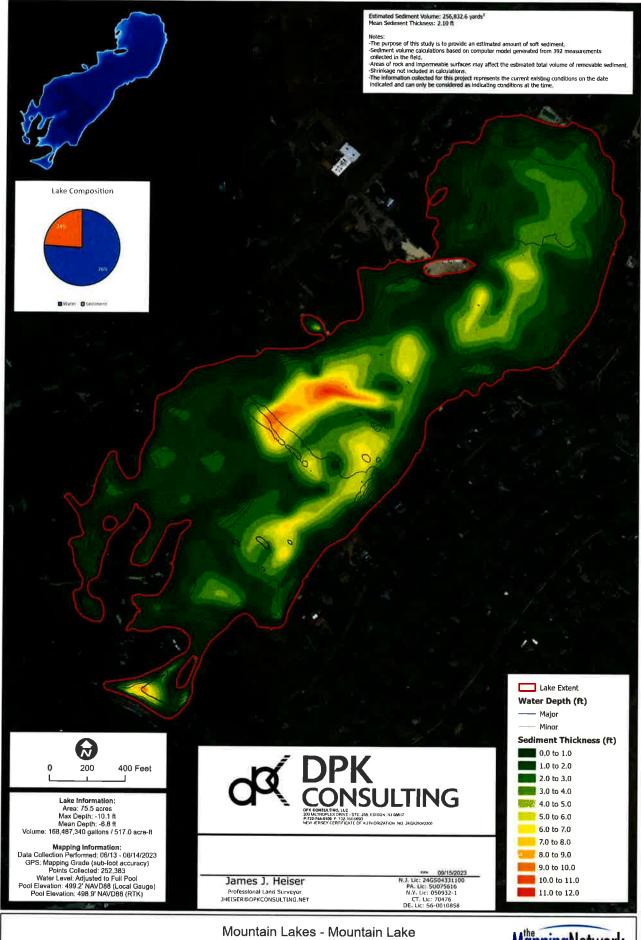


Mountain Lakes - Mountain Lake Contours - Elevation



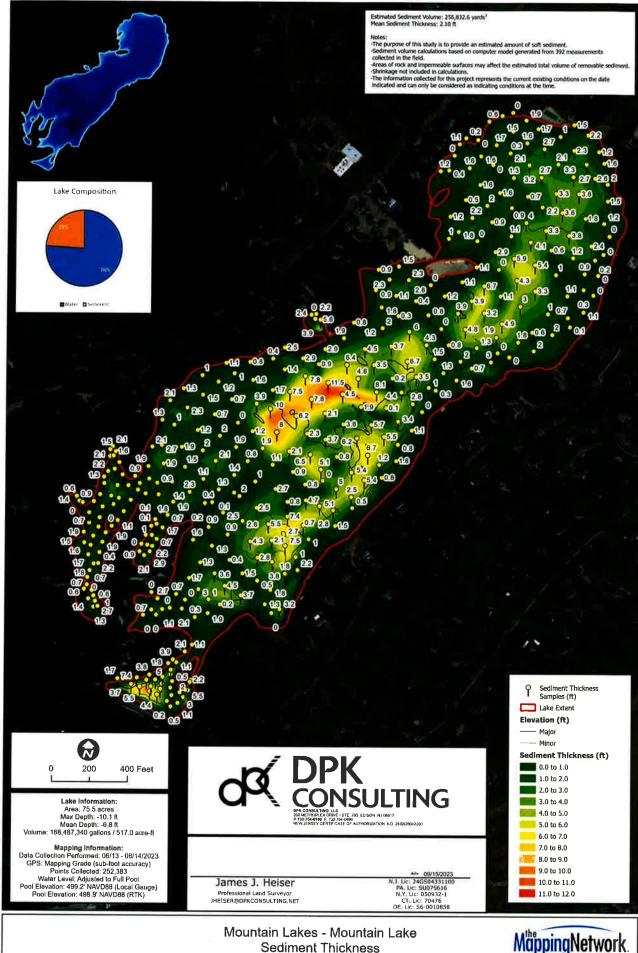




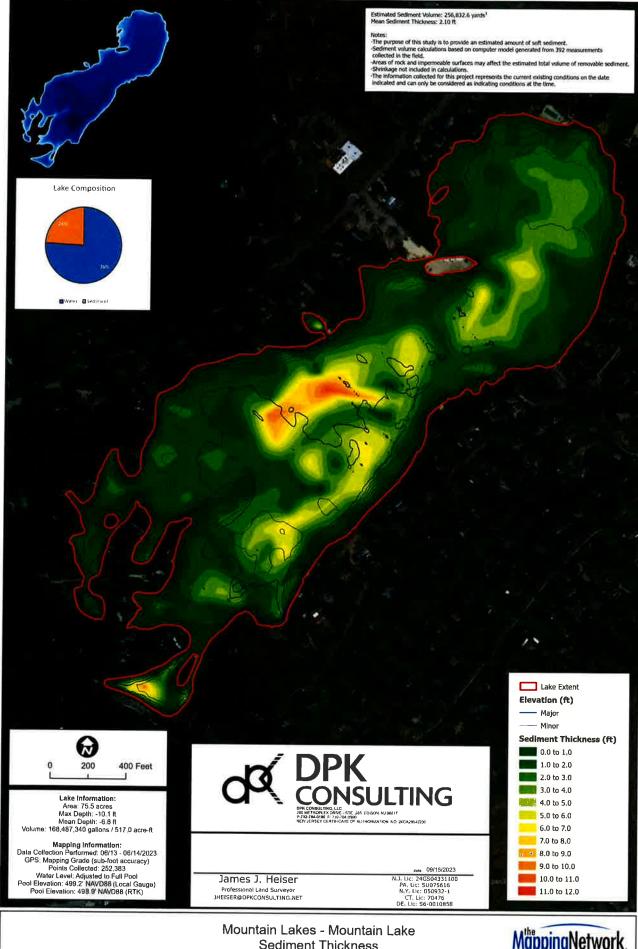


**Sediment Thickness** 



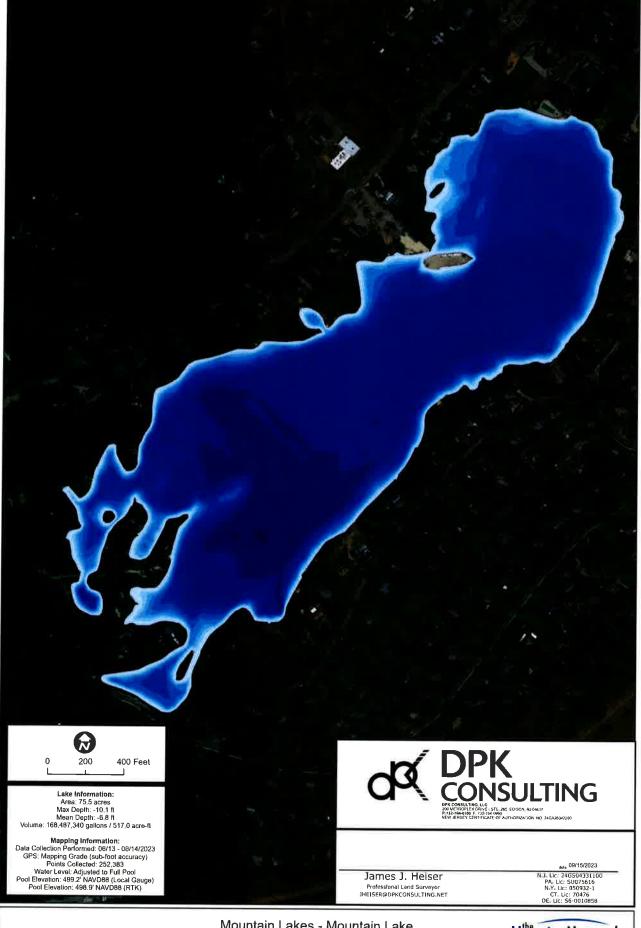






Sediment Thickness





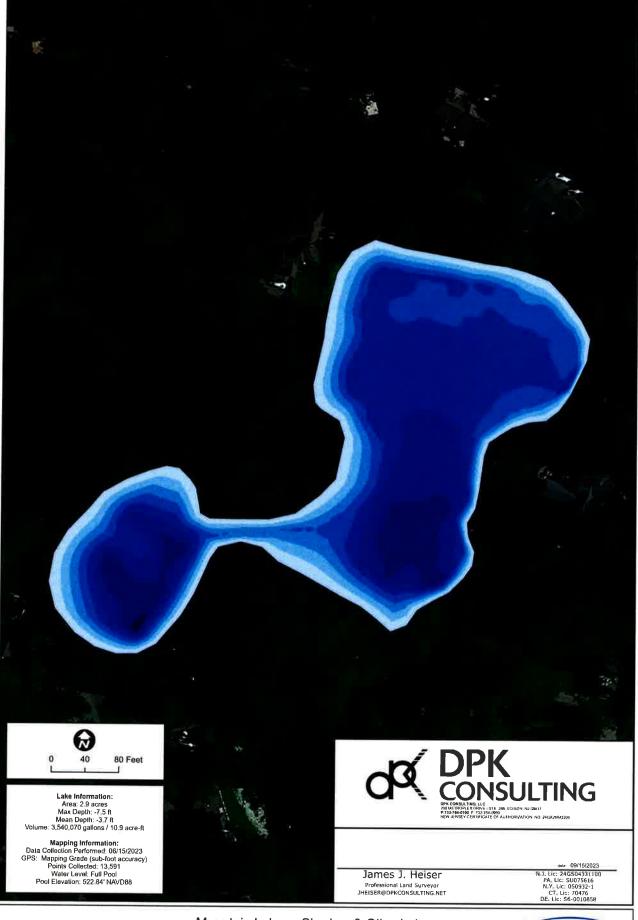
Mountain Lakes - Mountain Lake 3D - Depth





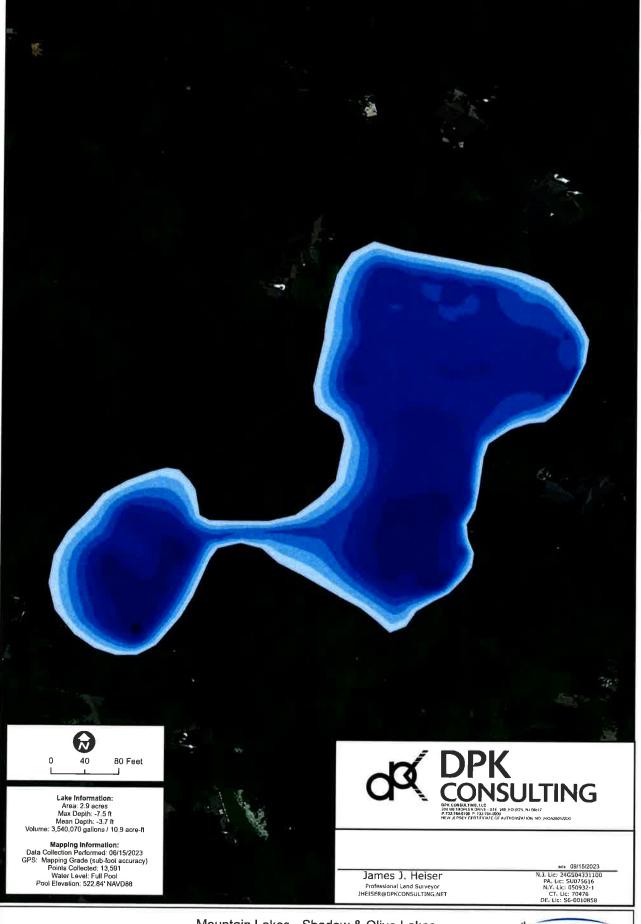
### **SHADOW AND OLIVE LAKE RESULTS**

SHADOW AND OLIVE LAKE RESU	JLI3
Area:	2.9 Acres
Water Level/Elevation:	Full Pool / 522.84 NAVD88
Max Depth:	7.5 Feet
Mean Depth:	3.7 Feet
Volume (Holding Capacity):	3,540,070 gallons / 10.9 acre-feet
<b>Estimated Sediment Volume:</b>	8,170 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	1.7 Feet
Lake Composition:	68% Water / 32% unconsolidated sediment
Surveyor Notes:	Navigation was limited along the shorelines due to tree
	obstruction. An abundance of various types of aquatic
	vegetation interfered with sonar measurements. In those
	areas we used manual measurement information.
	areas we used mandal measurement information.



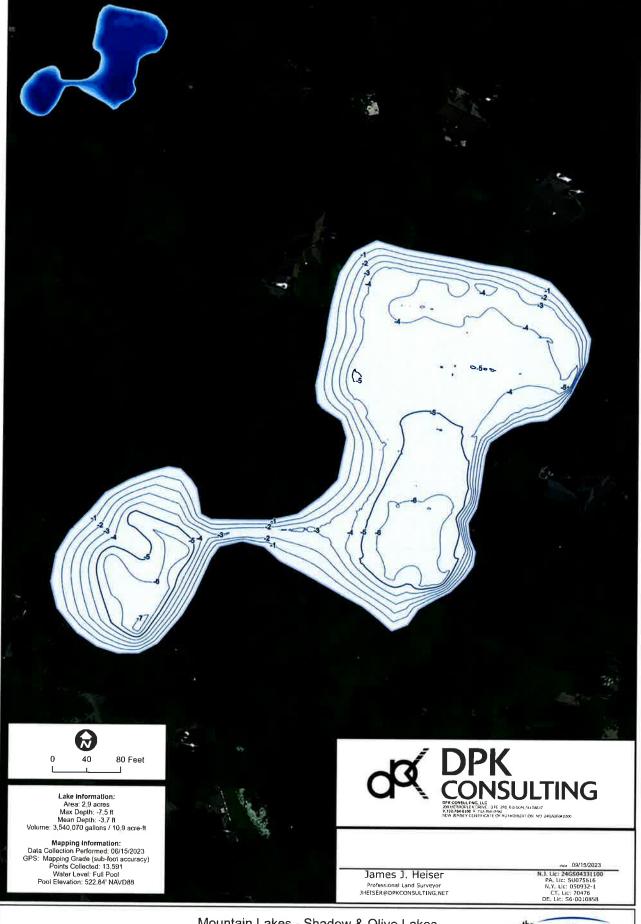
Mountain Lakes - Shadow & Olive Lakes 3D - Depth





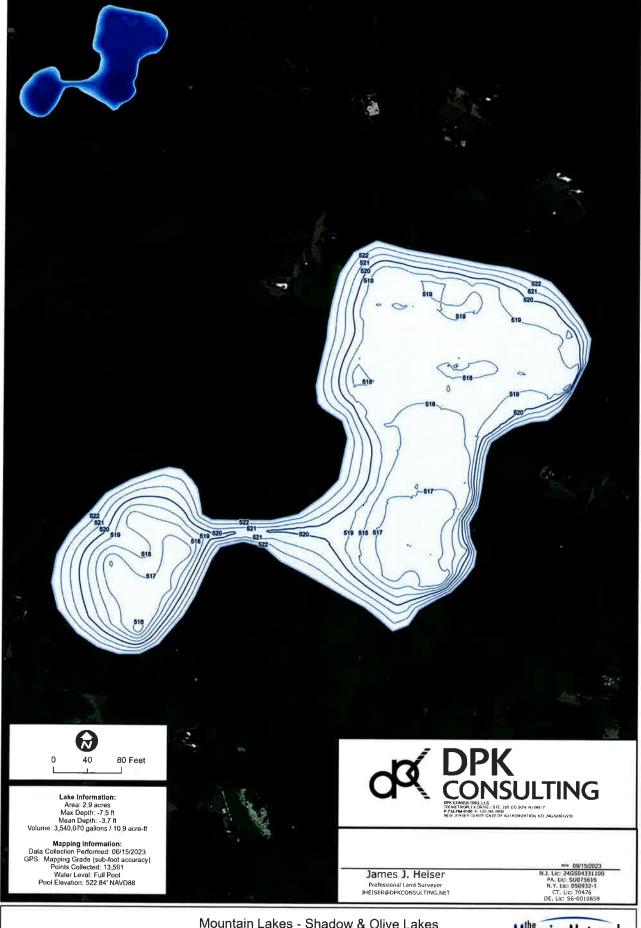
Mountain Lakes - Shadow & Olive Lakes 3D - Elevation





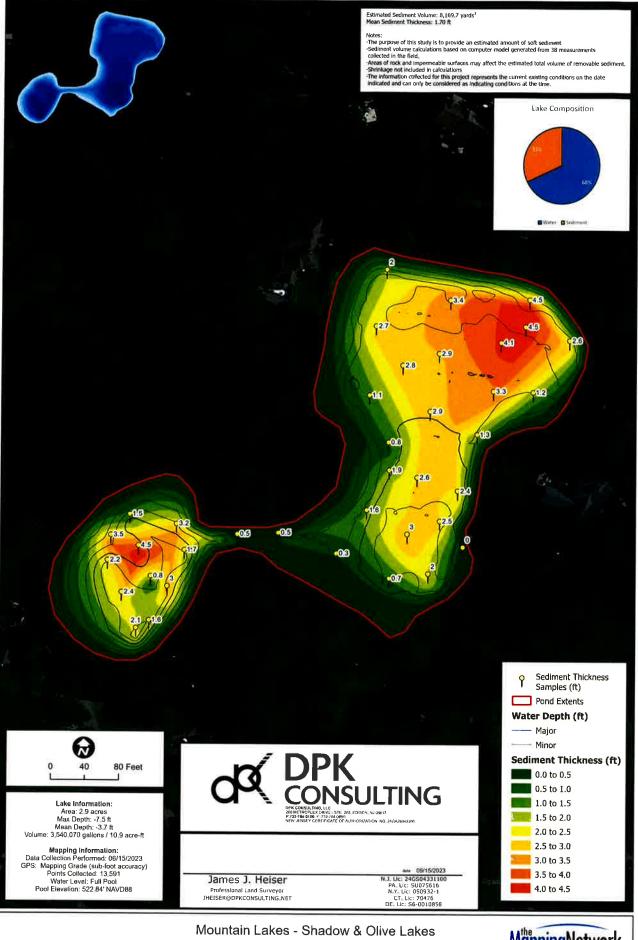
Mountain Lakes - Shadow & Olive Lakes Contours - Depth





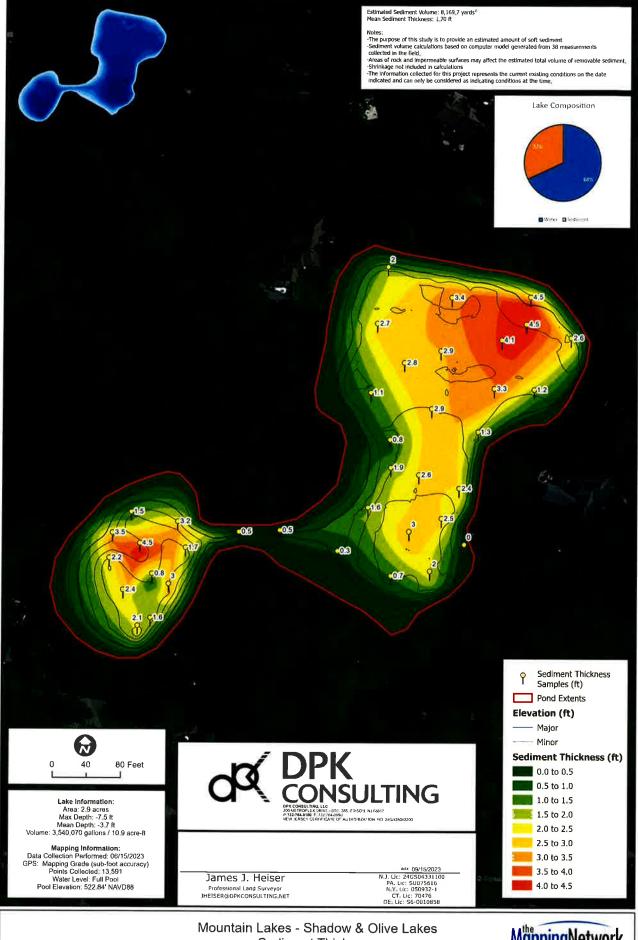
Mountain Lakes - Shadow & Olive Lakes Contours - Elevation





Sediment Thickness





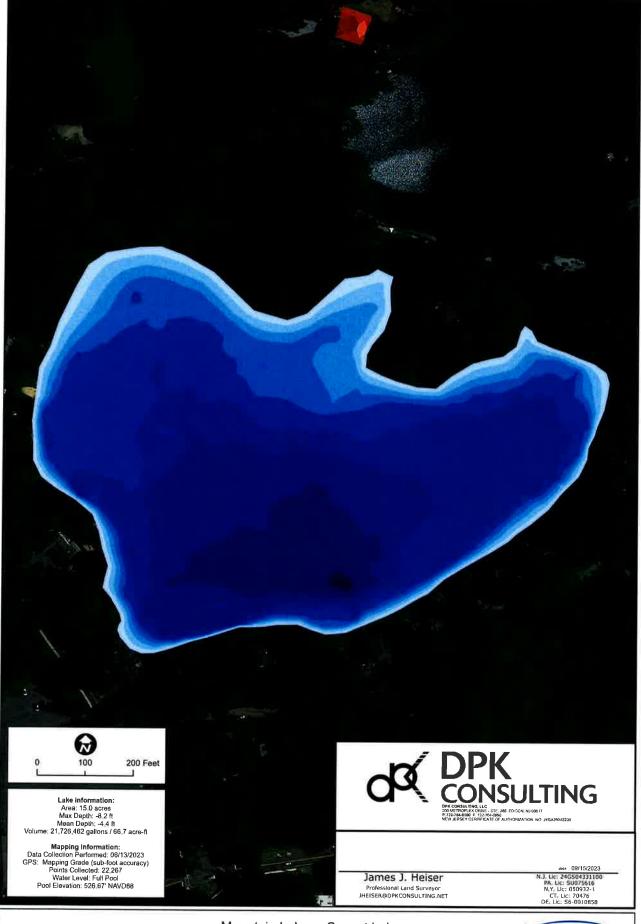
Sediment Thickness





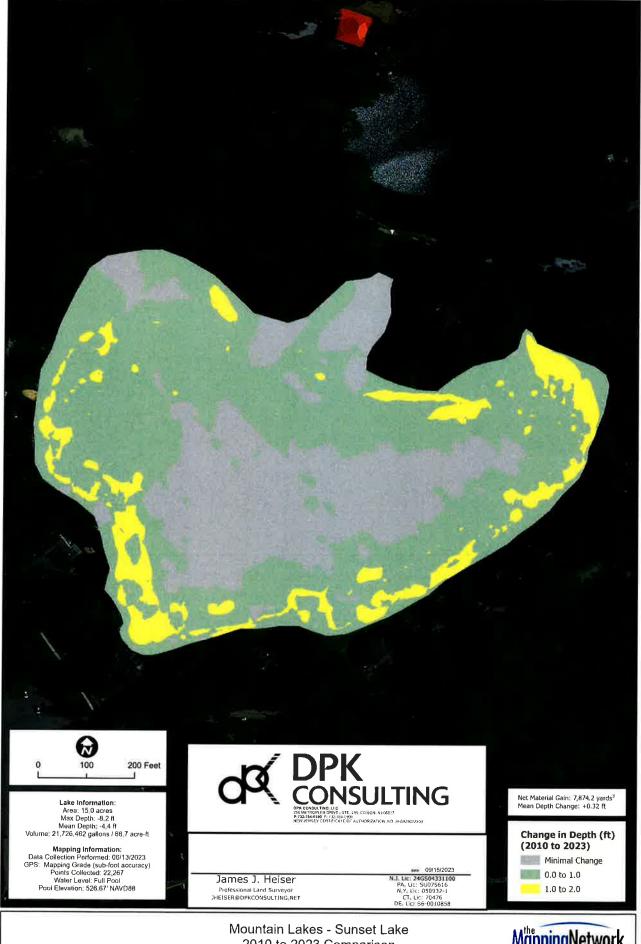
## **SUNSET LAKE RESULTS**

SUNSET DAKE KESULIS	
Area:	15.0 Acres
Water Level/Elevation:	Full Pool / 526.7 NAVD88
Max Depth:	8.2 Feet
Mean Depth:	4.4 Feet
Volume (Holding Capacity):	21,726,462 gallons / 66.7 acre-feet
Estimated Sediment Volume:	88,642 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	3.64 Feet
Lake Composition:	55% Water / 45% unconsolidated sediment
Estimated Sediment Change (2010-2013)	7,874.2 cubic yard gain
Mean Depth Change (2010-2013)	+0.32 Feet
Surveyor Notes:	<ul> <li>We observed dense clusters of filamentous algae and White Water-Lily scattered throughout the pond, which interfered with sonar. The inlet area directly downstream from Crystal Lake was very shallow and had large boulders scattered throughout. Manual probes were taken in this area.</li> </ul>



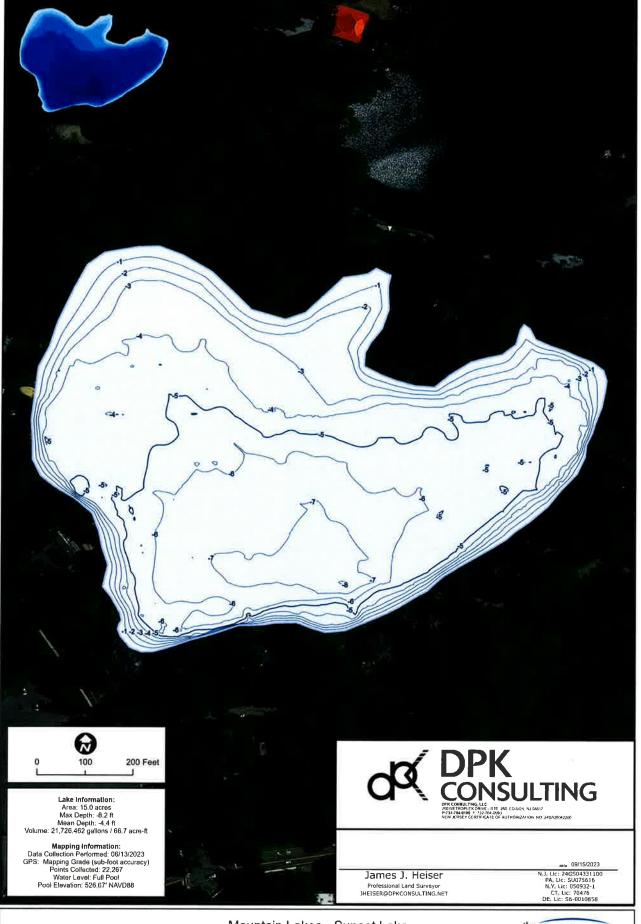
Mountain Lakes - Sunset Lake 3D - Elevation





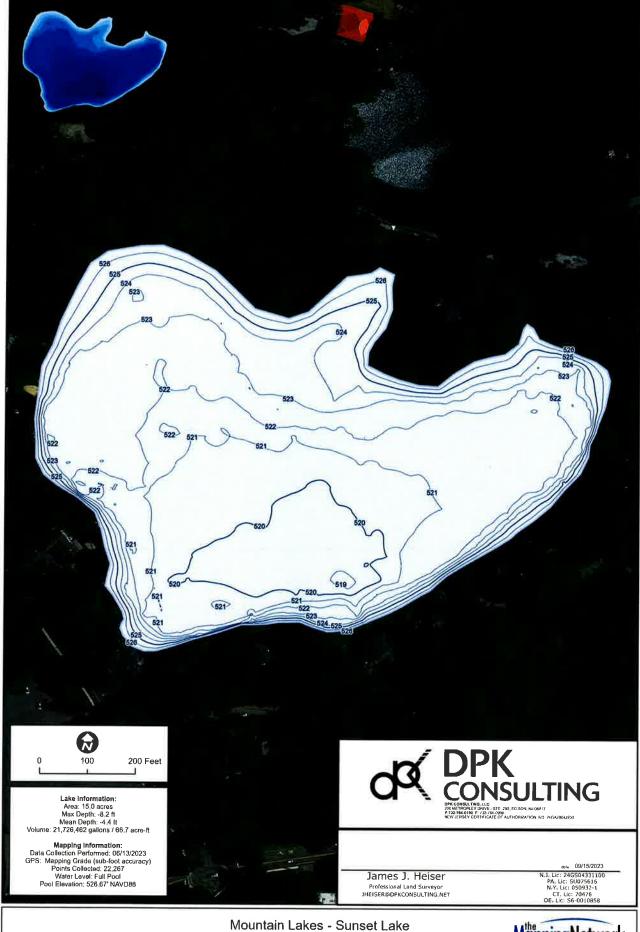
2010 to 2023 Comparison





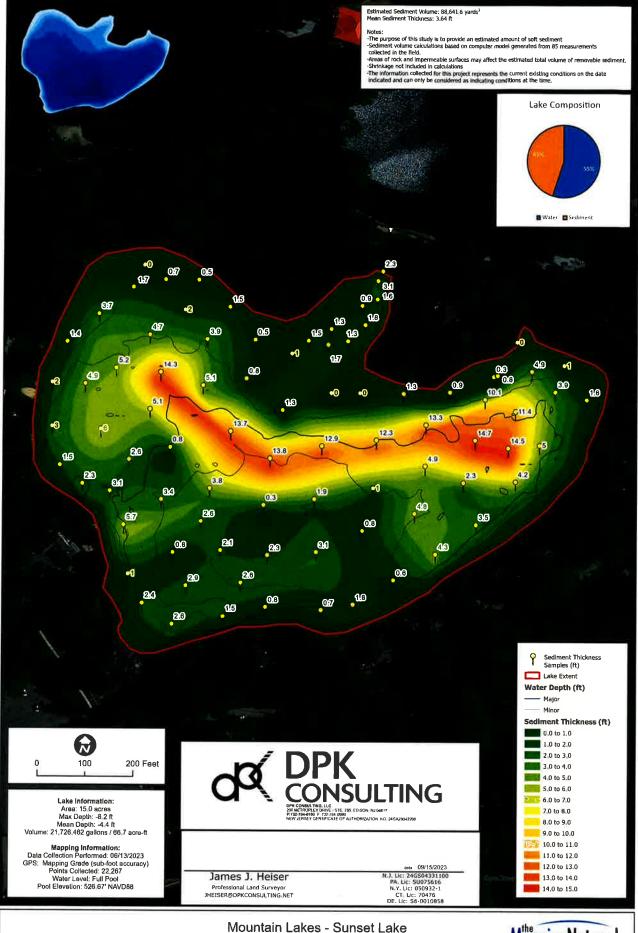
Mountain Lakes - Sunset Lake Contours - Depth





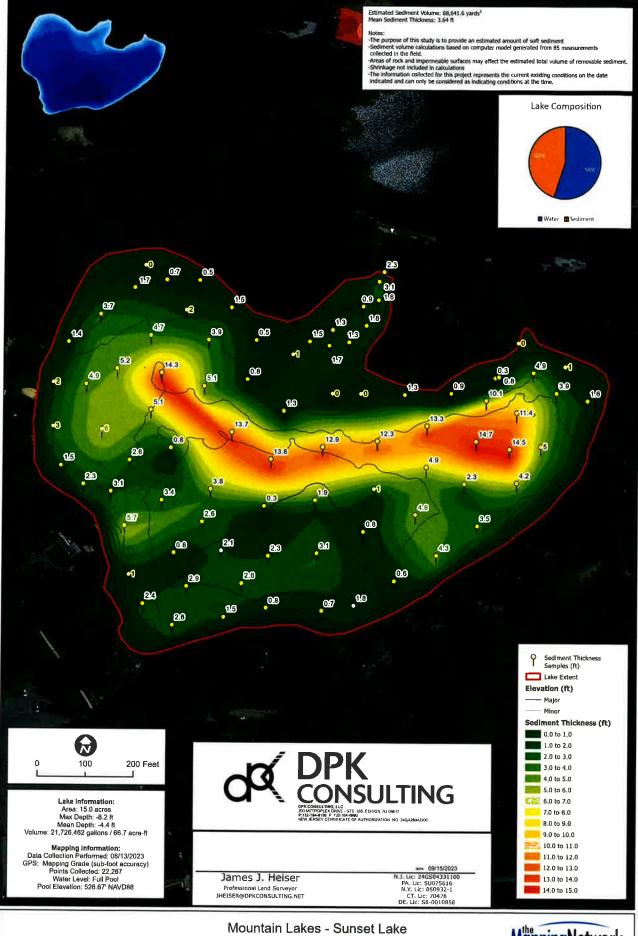
Contours - Elevation





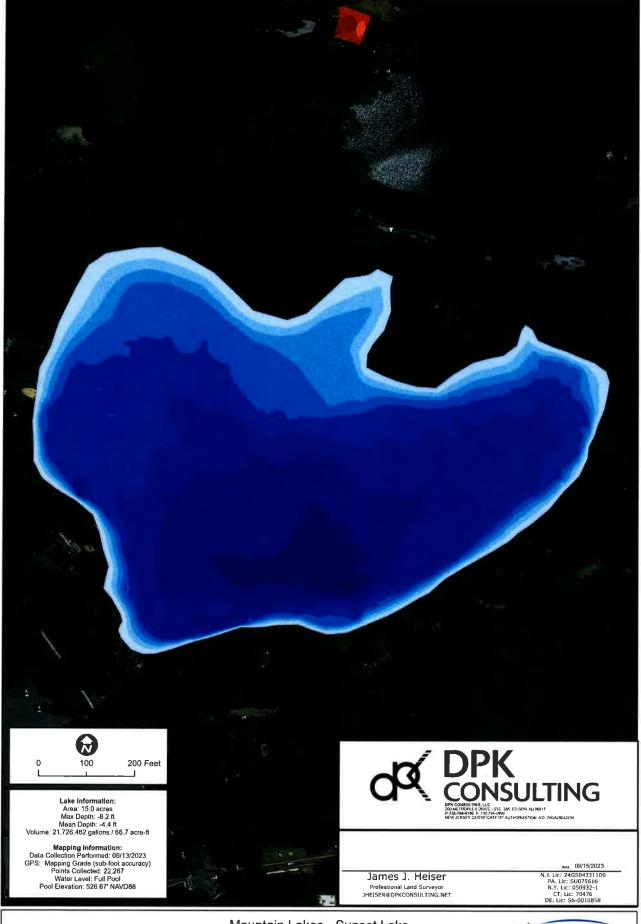
Mountain Lakes - Sunset Lake Sediment Thickness





Sediment Thickness





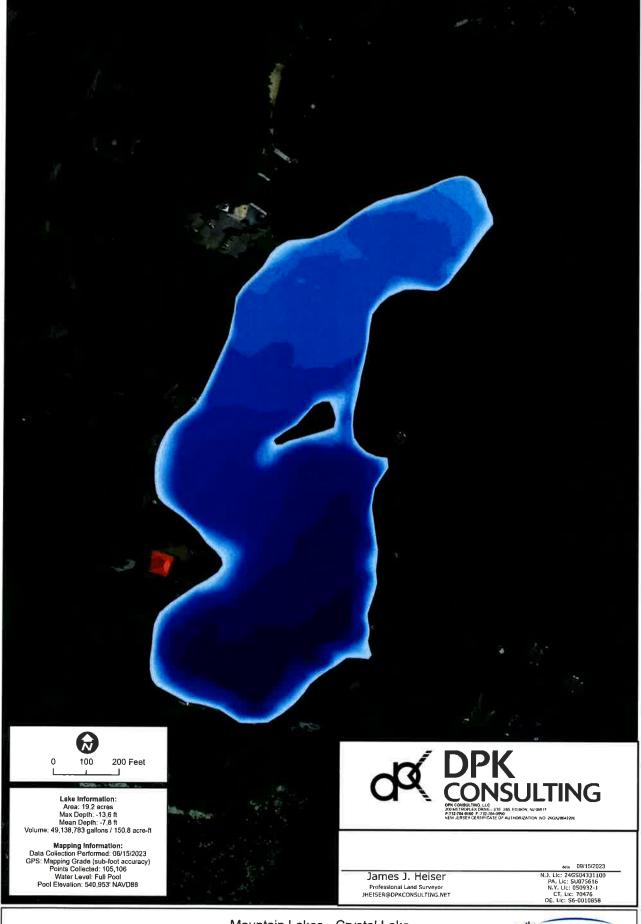
Mountain Lakes - Sunset Lake 3D - Depth





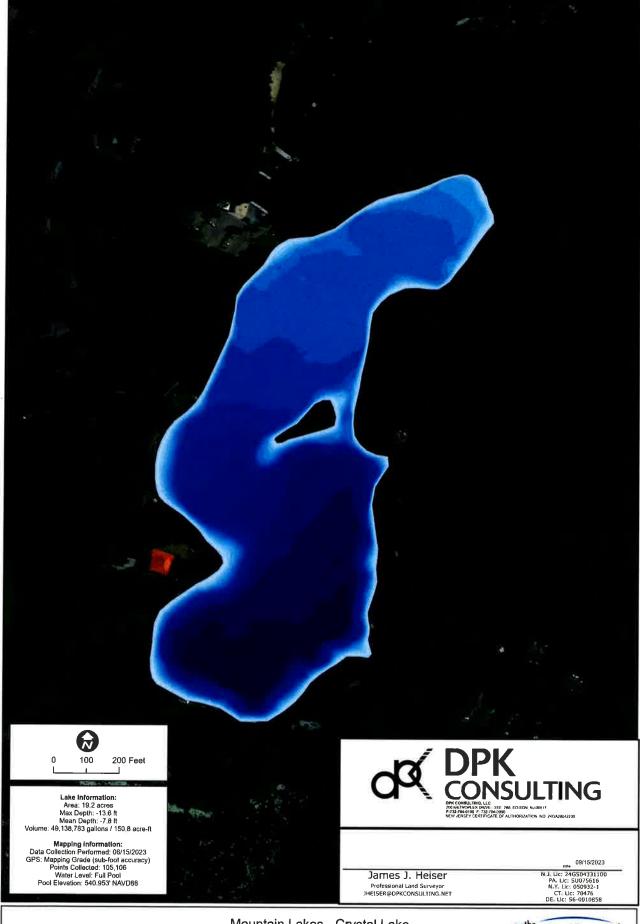
## **CRYSTAL LAKE RESULTS**

CRISIAL DAKE RESULIS	
Area:	19.2 Acres
Water Level/Elevation:	Full Pool / 540.953 NAVD88
Max Depth:	13.6 Feet
Mean Depth:	7.8 Feet
Volume (Holding Capacity):	49,138,783 gallons / 150.8 acre-feet
Estimated Sediment Volume:	195,428 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	6.3 Feet
Lake Composition:	55% Water / 45% unconsolidated sediment
Estimated Sediment Change (2010-2013)	31,604 cubic yard gain
Mean Depth Change (2010-2013)	+1.00 Feet
Surveyor Notes:	An abundance of various types of aquatic vegetation
	interfered with sonar measurements (specifically Chara) in
	the northern part of the reservoir. We utilized our manual
	measurements in this area to best determine water depth.



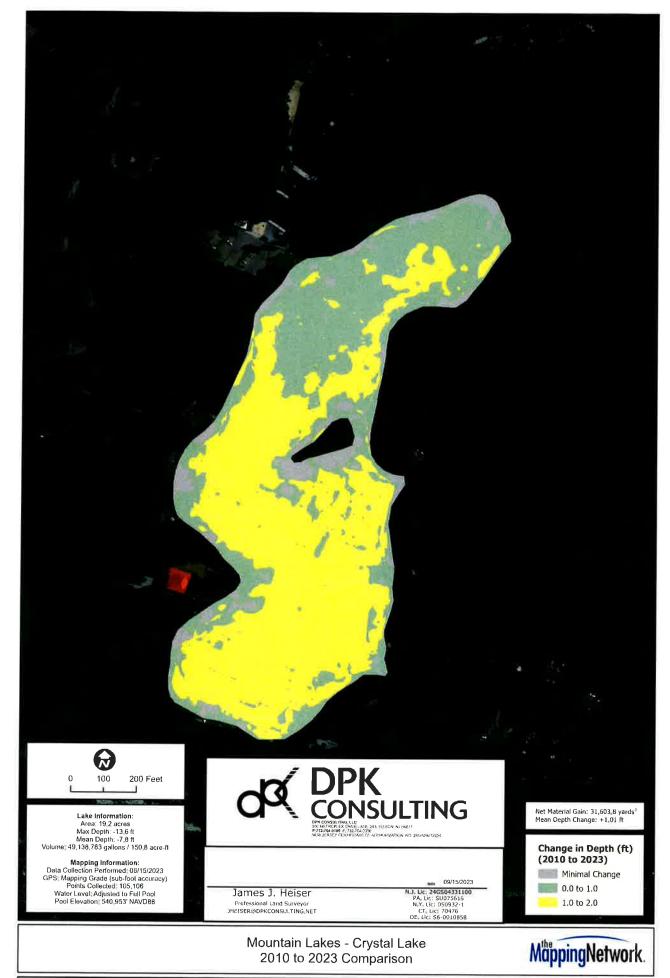
Mountain Lakes - Crystal Lake 3D - Depth



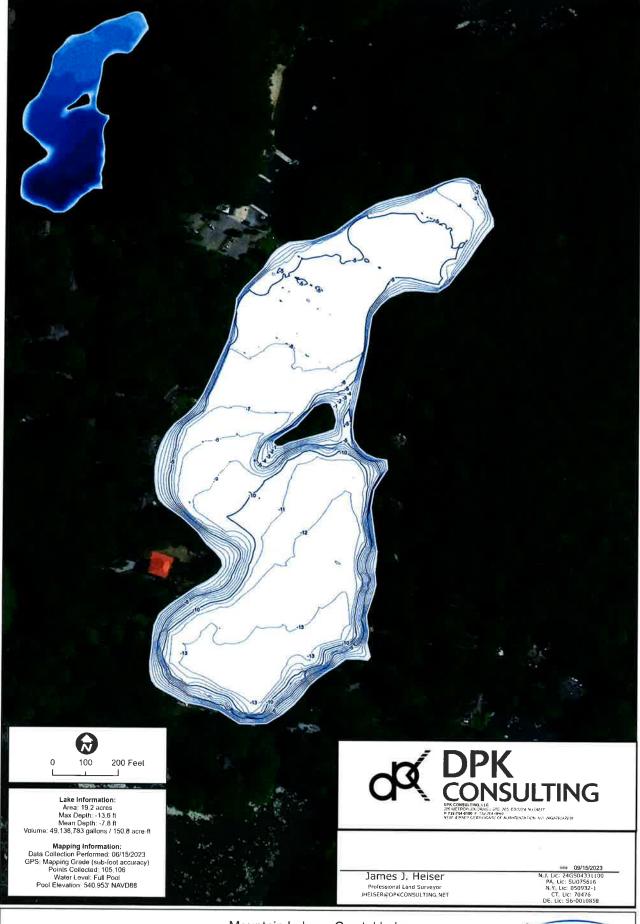


Mountain Lakes - Crystal Lake 3D - Elevation



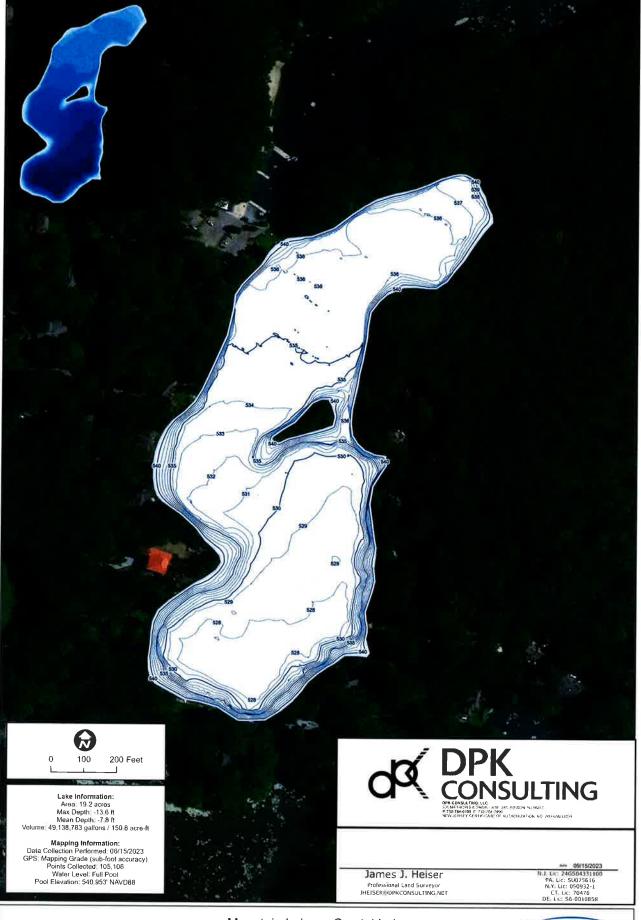


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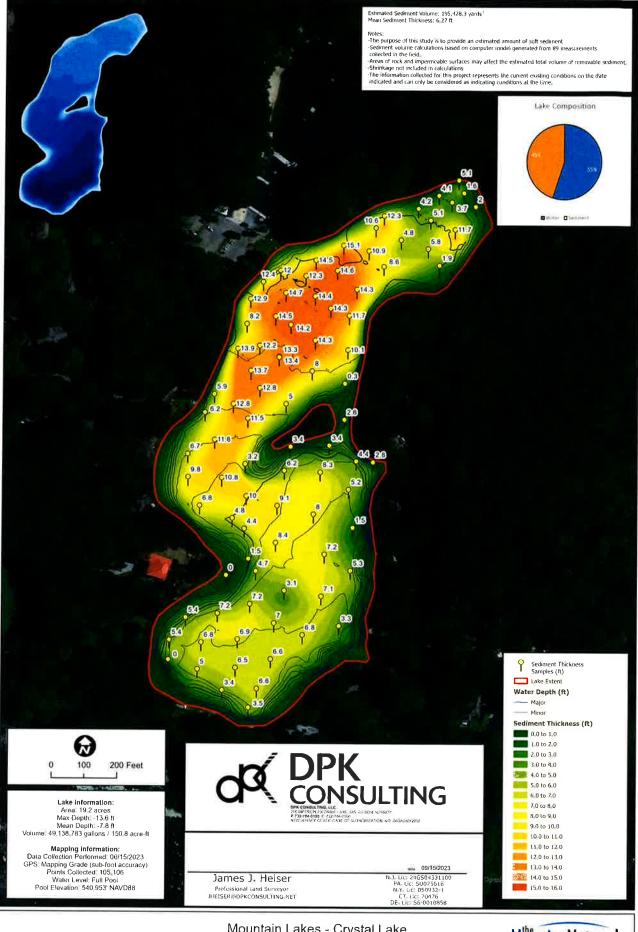
Mountain Lakes - Crystal Lake Contours - Depth





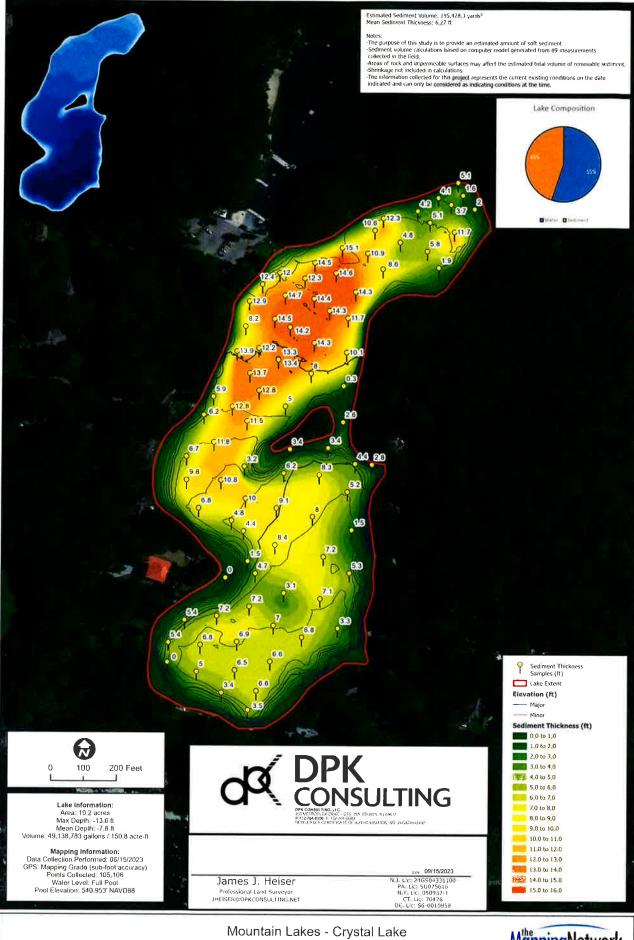
Mountain Lakes - Crystal Lake Contours - Elevation





Mountain Lakes - Crystal Lake Sediment Thickness





Sediment Thickness





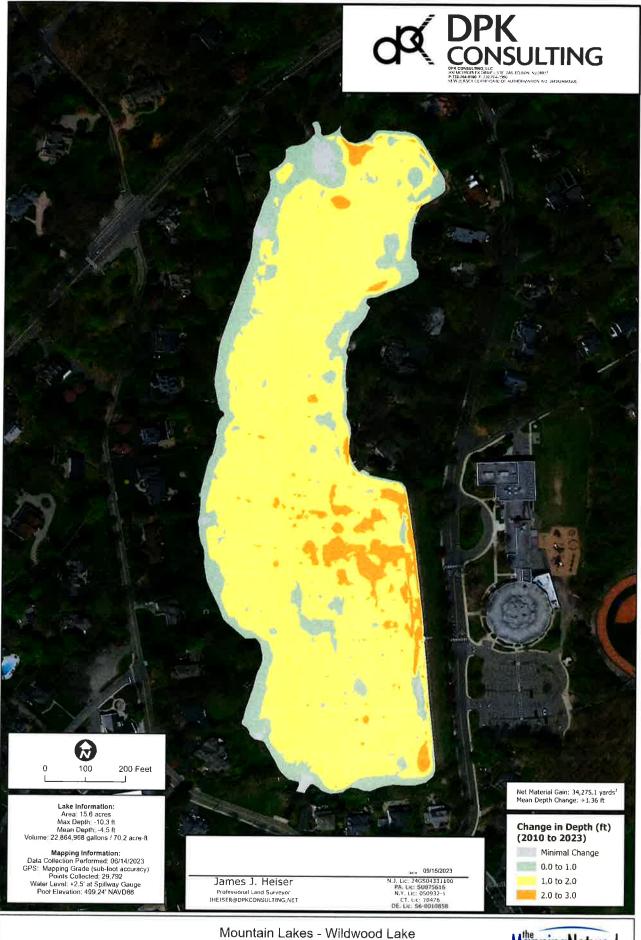
### WILDWOOD LAKE RESULTS

WILDWOOD LAKE RESULTS	
Area:	15.6 Acres
Water Level/Elevation:	+2.5 Feet from top of gauge? / 499.2 NAVD88
Max Depth:	10.3 Feet
Mean Depth:	4.5 Feet
Volume (Holding	22,864,968 gallons / 70.2 acre-feet
Capacity):	
Estimated Sediment	29,662.4 cubic yards- wet unconsolidated sediment
Volume:	
Mean Sediment Thickness:	1.2 Feet
Lake Composition:	79% Water / 21% unconsolidated sediment
Estimated Sediment	34,275.1 cubic yard gain
Change (2010-2013)	
Mean Depth Change	+1.4 Feet
(2010-2013)	
Surveyor Notes:	<ul> <li>The spillway gauge was measured at an elevation of 499.2'. The</li> </ul>
	water depth at this location was 2.5' above the concrete spillway
	bottom. There were dense clusters of filamentous algae along the
	western flank, northern half, and perimeter of the lake. The algae
	either completely blocked or attenuated the sonar signal, so
	manual probe measurements were taken in dense areas.
	THE RESIDENCE OF THE PARTY OF T
	Gran Control of the C
	and the



Mountain Lakes - Wildwood Lake 3D - Elevation





Mountain Lakes - Wildwood Lake 2010 to 2023 Comparison





Mountain Lakes - Wildwood Lake Contours - Depth





Mountain Lakes - Wildwood Lake Contours - Elevation









Mountain Lakes - Wildwood Lake Sediment Thickness





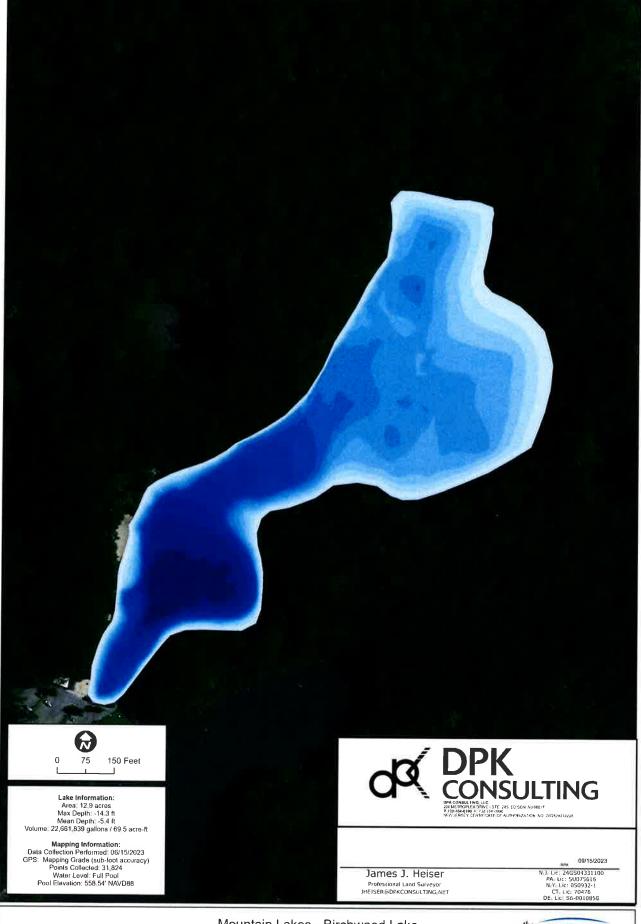
Mountain Lakes - Wildwood Lake 3D - Depth





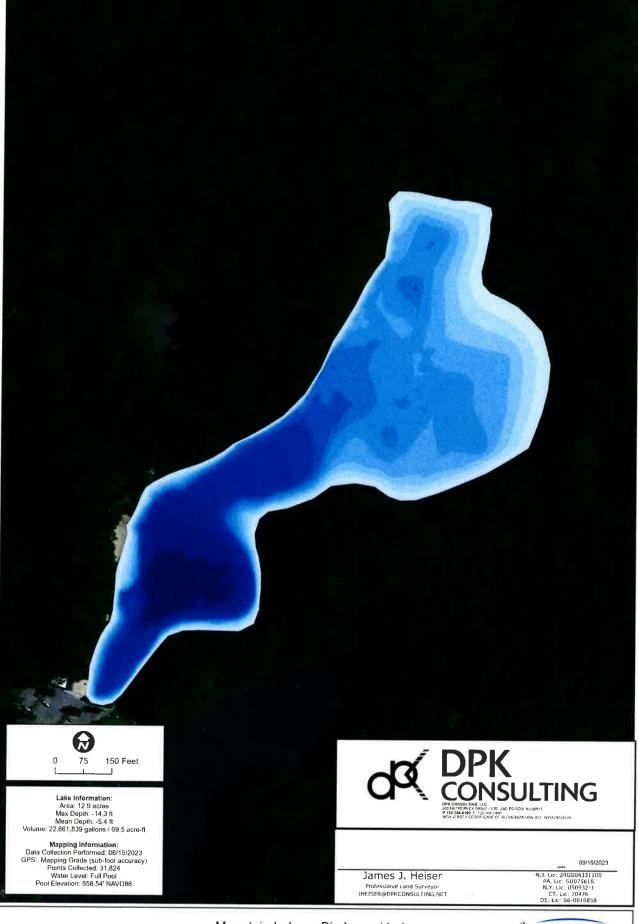
### **BIRCHWOOD LAKE RESULTS**

DIRCHWOOD LAKE RESULTS	
Area:	12.9 Acres
Water Level/Elevation:	Full Pool / 558.5 NAVD88
Max Depth:	14.3 Feet
Mean Depth:	5.4 Feet
Volume (Holding Capacity):	22,661,839 gallons / 69.5 acre-feet
Estimated Sediment Volume:	11,217.4 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	5.3 Feet
Lake Composition:	50% Water / 50% unconsolidated sediment
Estimated Sediment Change (2010-2013)	17,893.0 cubic yard gain
Mean Depth Change (2010-2013)	+0.85 Feet
Surveyor Notes:	An abundance of various types of aquatic
	vegetation interfered with sonar measurements
	(specifically Chara and European Milfoil), in the
	northern part of the reservoir. Navigation was
	difficult in the northern area due to shallow depths
	and various species of Lily and Spadderdock.
	Navigation in the southern portion of the lake was
	limited by swimming areas. We utilized our
	manual measurements in this area to best
	determine water depth.



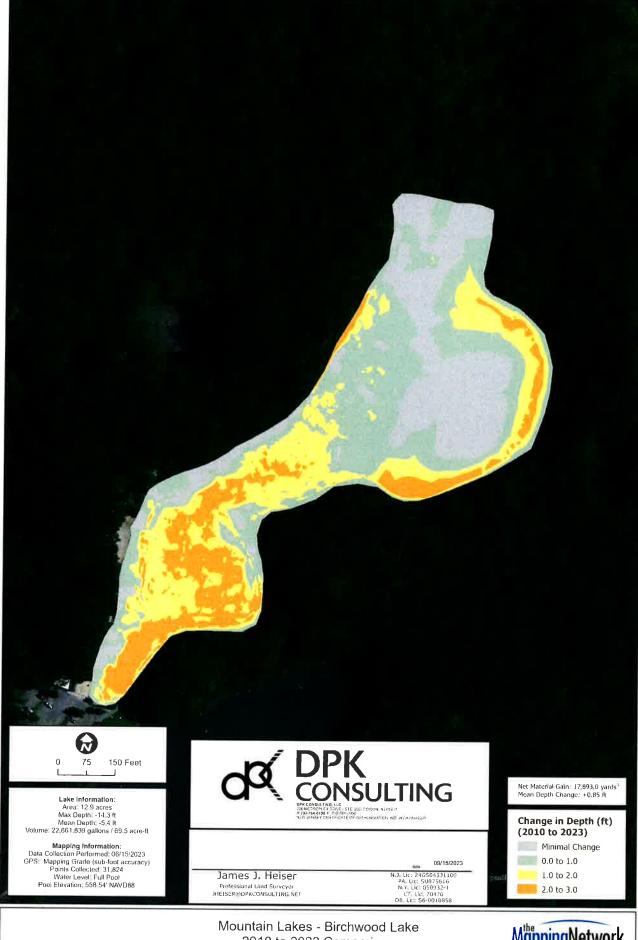
Mountain Lakes - Birchwood Lake 3D - Depth





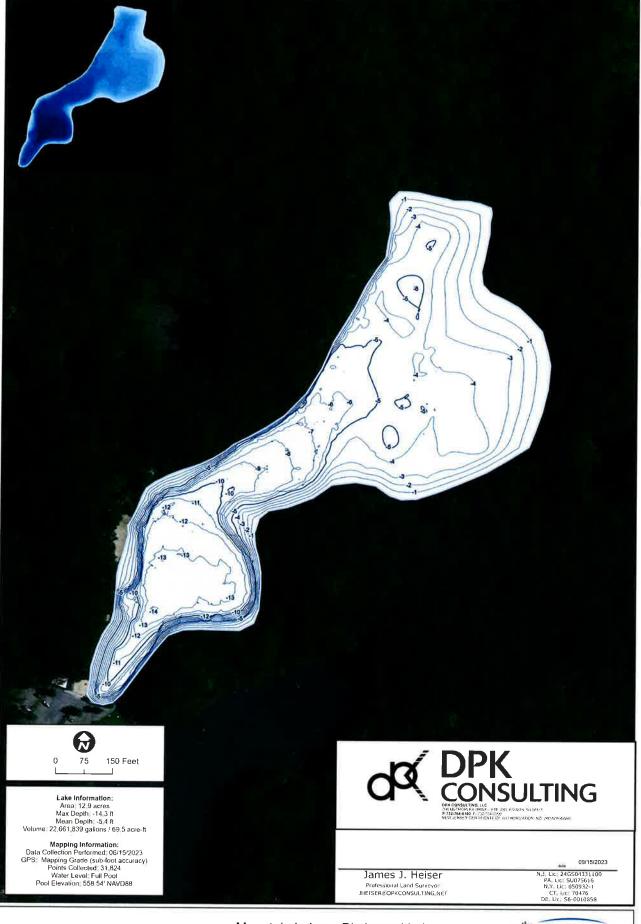
Mountain Lakes - Birchwood Lake 3D - Elevation





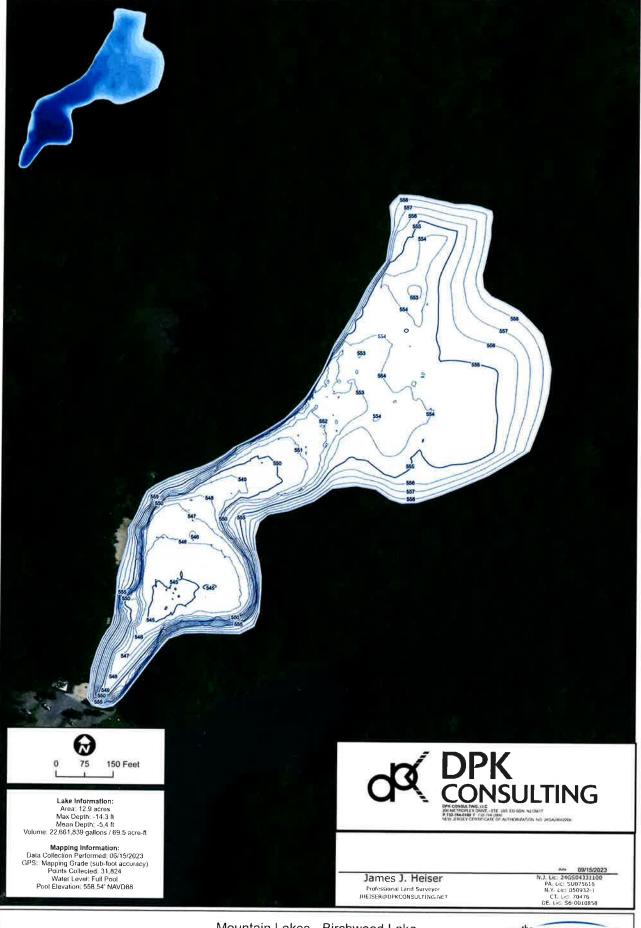
2010 to 2023 Comparison





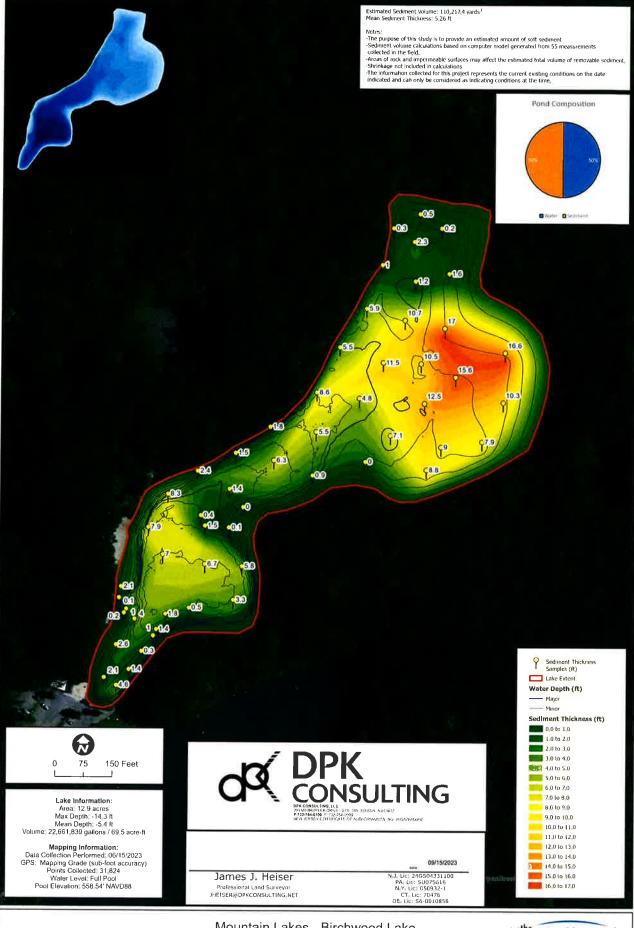
Mountain Lakes - Birchwood Lake Contours - Depth





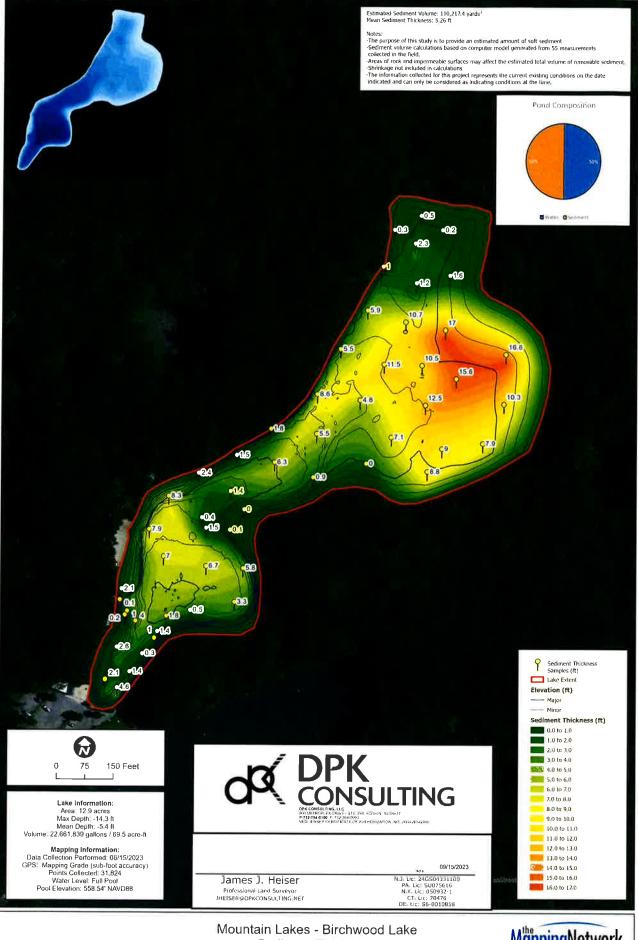
Mountain Lakes - Birchwood Lake Contours - Elevation





Mountain Lakes - Birchwood Lake Sediment Thickness





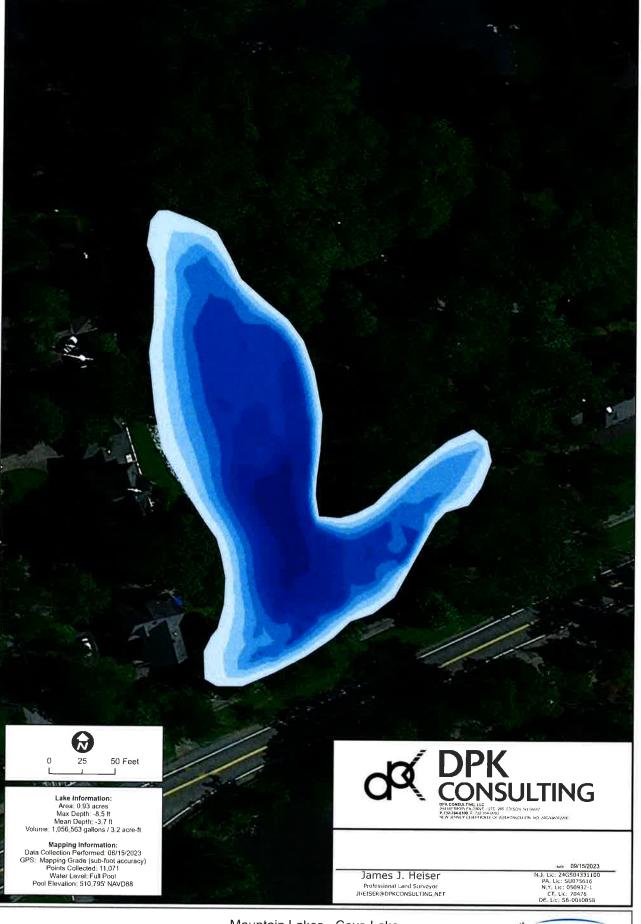
Sediment Thickness





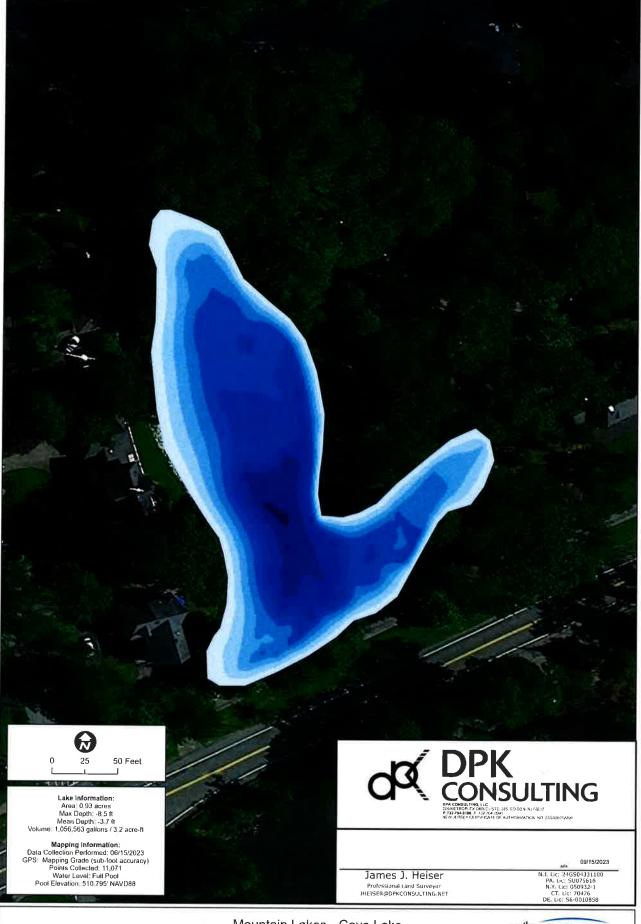
### **COVE LAKE RESULTS**

COVE DAKE RESULTS	HTM.
Area:	0.93 Acres
Water Level/Elevation:	Full Pool / 510.8 NAVD88
Max Depth:	8.5 Feet
Mean Depth:	3.7 Feet
Volume (Holding Capacity):	1,056,563 gallons / 3.2 acre-feet
Estimated Sediment Volume:	2,130 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	1.4 Feet
Lake Composition:	71% Water / 29% unconsolidated sediment
Surveyor Notes:	Navigation was limited along the shoreline due to tree
	obstruction. An abundance of various types of aquatic vegetation interfered with sonar measurements. In those areas we used manual measurement information.



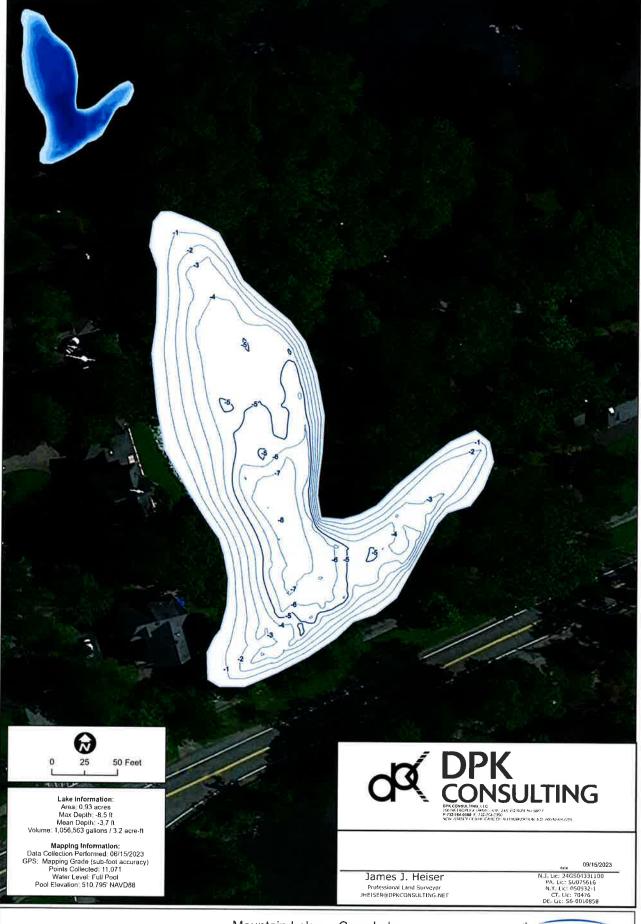
Mountain Lakes - Cove Lake 3D - Depth





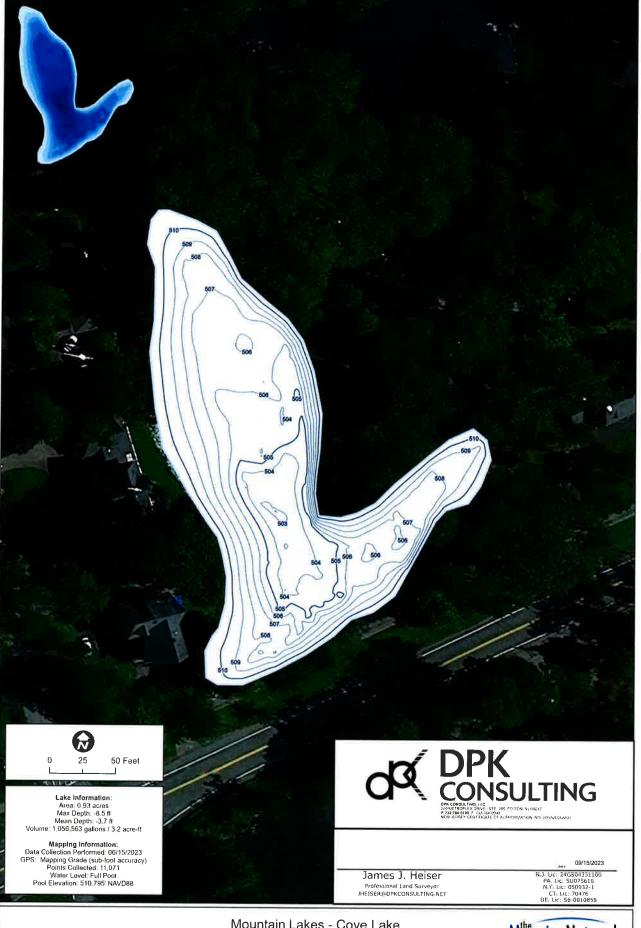
Mountain Lakes - Cove Lake 3D - Elevation





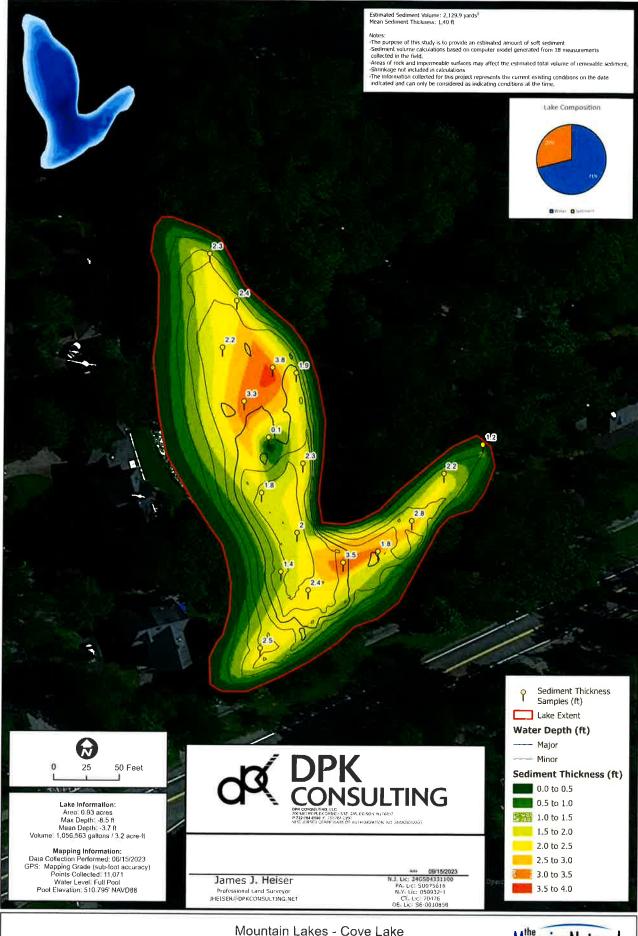
Mountain Lakes - Cove Lake Contours - Depth





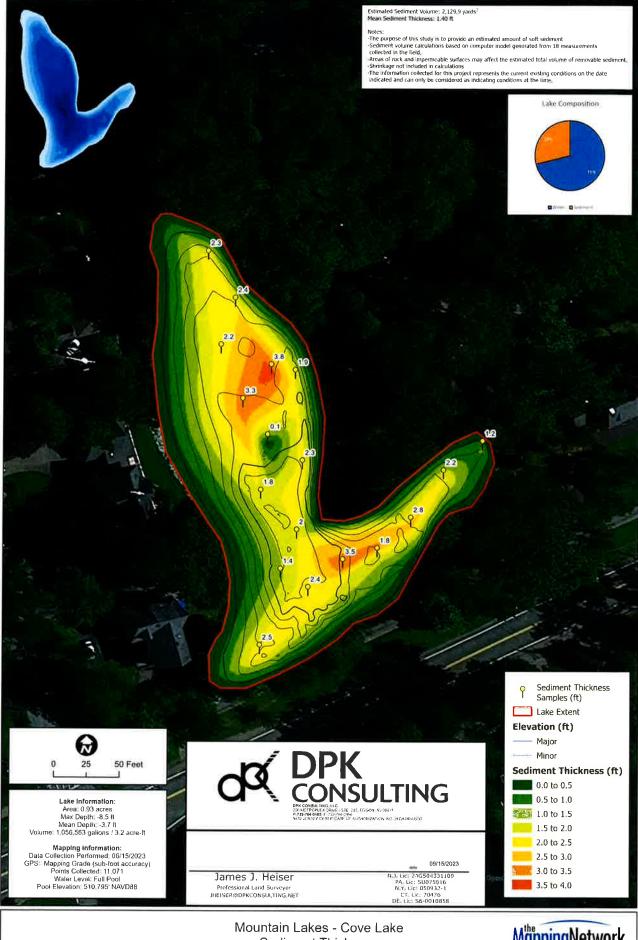
Mountain Lakes - Cove Lake Contours - Elevation





Mountain Lakes - Cove Lake Sediment Thickness





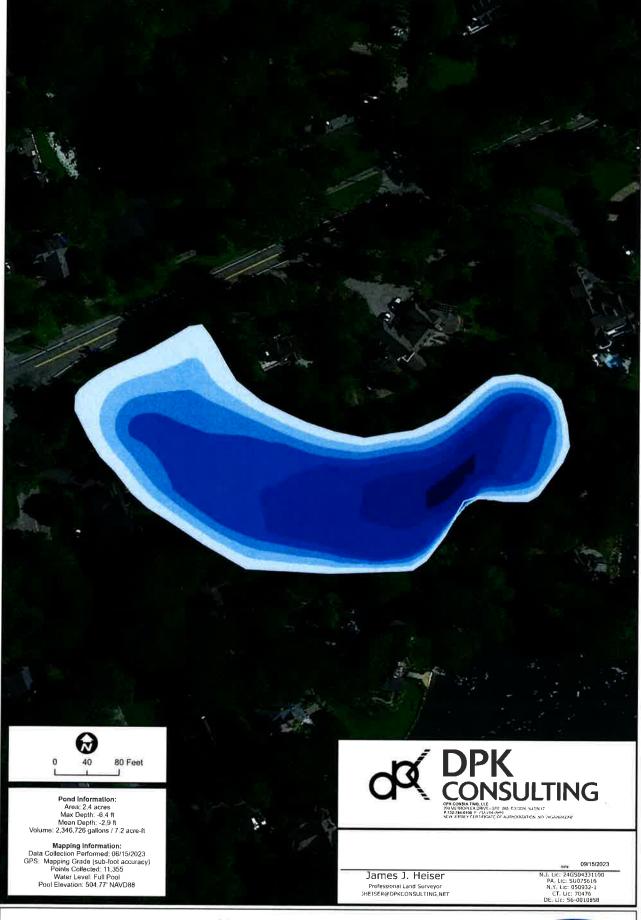
Sediment Thickness





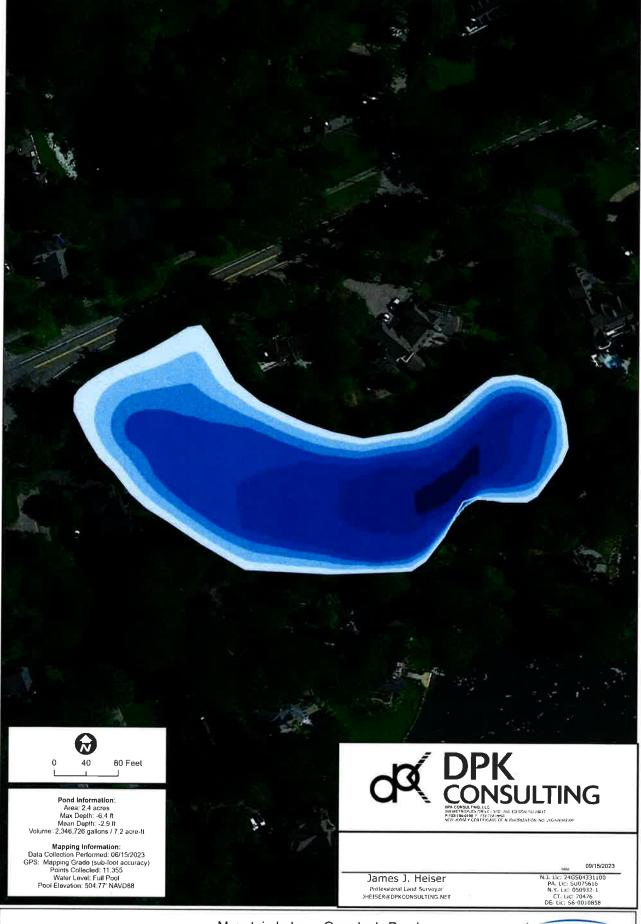
### **GRUNDEN'S POND RESULTS**

Area:	2.4 Acres
Water Level/Elevation:	Full Pool / 504.8 NAVD88
Max Depth:	6.4 Feet
Mean Depth:	2.9 Feet
Volume (Holding Capacity):	2,346,726 gallons / 7.2 acre-feet
Estimated Sediment Volume:	6,596 cubic yards- wet unconsolidated sediment
Mean Sediment Thickness:	1.7 Feet
Lake Composition:	64% Water / 36% unconsolidated sediment
Surveyor Notes:	<ul> <li>An abundance of various types of aquatic vegetation</li> </ul>
	interfered with sonar. Manual measurements were
	utlilized in this area to best determine water depth.



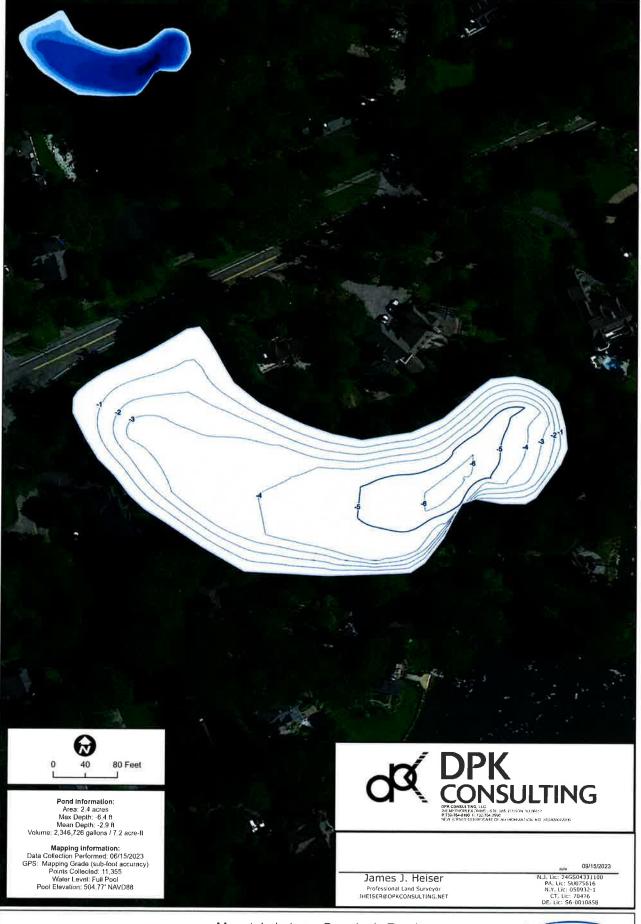
Mountain Lakes - Grunden's Pond 3D - Depth





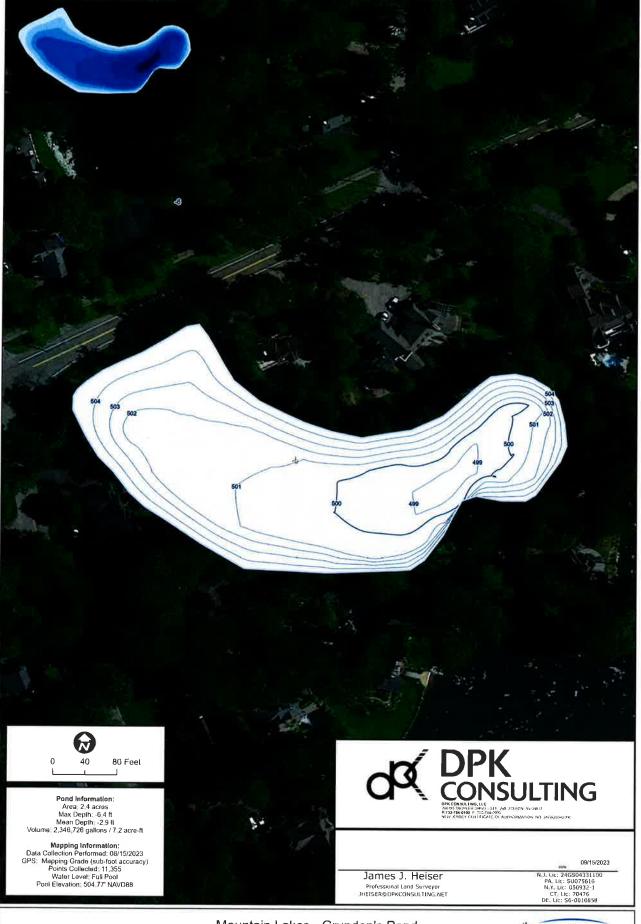
Mountain Lakes - Grunden's Pond 3D - Elevation





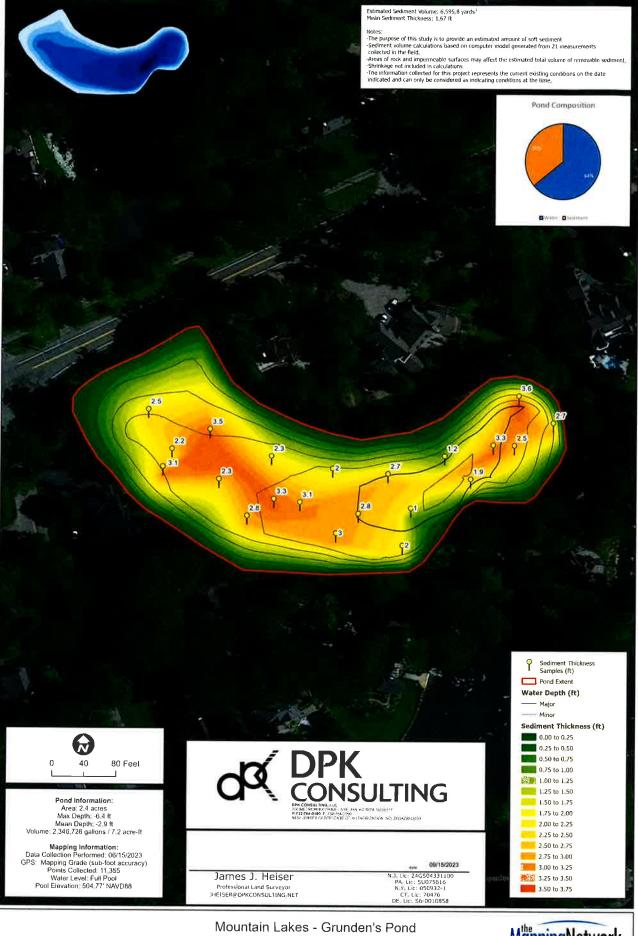
Mountain Lakes - Grunden's Pond Contours - Depth





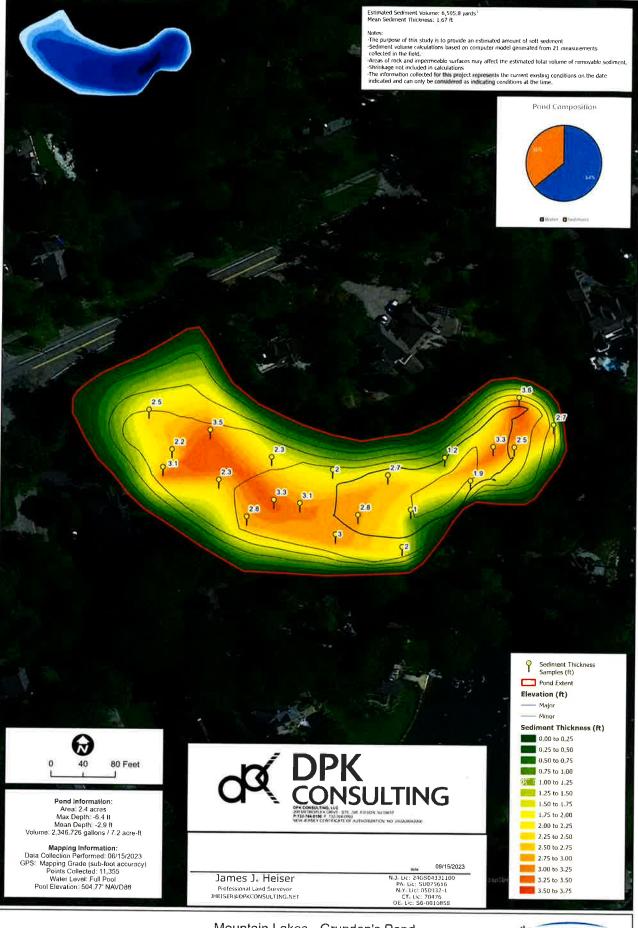
Mountain Lakes - Grunden's Pond Contours - Elevation





Sediment Thickness





Mountain Lakes - Grunden's Pond Sediment Thickness



### RESOLUTION AND ORDINANCE REVIEW FOR THE OCTOBER 23, 2023 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

### RESOLUTIONS

R192-23, AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR SECURITY RELATED COMPONENTS TO ALARMEX IN AN AMOUNT THAT MAY EXCEED \$17,500 BUT WILL BE LESS THAN \$44,000 - this resolution is necessary because anticipated purchases will bring the total purchased from this vendor to more than \$17,500 during the 2023 calendar year. Purchases are for the Borough Hall Renovation Project.

R193-23, REJECTING THE BIDS FOR HYDRO-RAKING SERVICE – this resolution authorizes the rejection of all bids received on October 12, 2023. Two bids received were overbudget and one bid received was not in compliance with the bid specifications. The recommendation to reject the bids is being made by the Borough Manager and Borough Engineer. Since there were no bids received on September 21, 2023 and these bids are being rejected, the Borough Manager is authorized to negotiate a contract.

**R194-23, AUTHORIZING 2023 MUNICIPAL EMPLOYEE SALARY** - this resolution authorizes the salary for the Recreation Director / Executive Assistant. This resolution has been requested by the Borough Manager and reviewed and discussed with the Borough Council Personnel subcommittee.

R195-23 AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12A — this resolution authorizes the Borough to purchase goods utilizing State contracts under the State of NJ Cooperative Purchasing Program.

**R196-23, AMENDING PERSONNEL POLICY AND PROCEDURE MANUAL** - this resolution authorizes amendments to various policies contained in the Personnel Policy and Procedure Manual. The JIF has recommended these modifications and the personnel subcommittee has reviewed the proposed changes.

R197-23, AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR CONCRETE SIDEWALKS TO D & L PAVING CONTRACTORS INC. IN AN AMOUNT THAT MAY EXCEED \$17,500 BUT WILL BE LESS THAN \$44,000 - this resolution is necessary because anticipated purchases will bring the total purchased from this vendor to more than \$17,500 during the 2023 calendar year. Purchases are for the Borough Hall Renovation Project.

# R198-23, AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR PAVING TO ONORATI CONSTRUCTION AN AMOUNT THAT MAY EXCEED \$17,500 BUT WILL BE LESS THAN

**\$44,000** - this resolution is necessary because anticipated purchases will bring the total purchased from this vendor to more than \$17,500 during the 2023 calendar year. Purchases are for the Borough Hall Renovation Project.

### ORDINANCES TO INTRODUCE

None.

### ORDINANCES TO ADOPT

None.

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

# BOROUGH OF MOUNTAIN LAKES COUNTY OF MORRIS, NJ

### **RESOLUTION 191-23**

### "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 <u>October 23, 2023</u> and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

### 

**CERTIFICATION**: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon 🐇						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

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

Meeting Date: 10/23/2023 For bills from 10/06/2023 to 10/19/2023

Check#	Vendor	Desc	ription	Payment	Check Total
22853	101 - 84 LUMBER COMPANY	PO 2774	3 BH: RENOVATIONS	25.29	25.29
22854	219 - ACCESS	PO 2702		1,398.14	1,398.14
22855	4019 - ADVANCED FIREPROOF DOOR, INC	PO 2660	555111 15011 1517	1,906.92	1,390.14
	·	PO 27742		1,019.14	2,926.06
22856	4343 - ALARMAX DISTRIBUTORS, INC	PO 27680		3,685.25	3,685.25
22857	3861 - AMAZON CAPITAL SERVICES	PO 27719	ADMIN: ORDER# 112-5956693-8156263	38.56	-,000.20
		PO 27752	POLICE: ORDER# 112-8965486-8111445	23.98	62.54
22858	239 - AMERICAN WEAR, INC.	PO 26992	RECYCLING TONNAGE GRANT	32.85	
		PO 27746	5 DPW UNIFORM T-SHIRTS	458.25	491.10
22859	189 - ANCHOR ACE HARDWARE	PO 26817	BH: RENOVATIONS - SUPPLIES BLANKET	79.98	
		PO 27657	DELICE	31.97	
00050	100	PO 27732	Direction of the contract of t	13.99	125.94
22860	102 - ANDERSON & DENZLER ASSOC., INC	PO 27785		4,841.38	
		PO 27785		2,573.48	
		PO 27785	521112020	1,075.50	
22861	191 - ASSOC OF NJ ENVIRONMENTAL COMM	PO 27785	2010 1110120010111111 021112010	358.50	8,848.86
22862	3957 - ATLANTIC COAST RECYLING, LLC	PO 27787		25.00	25.00
22863	3103 - BENEFIT ANALYSIS, INC.	PO 27174		1,737.12	1,737.12
22864	3617 - BLOOMFIELD HEALTH DEPARTMENT	PO 26873	Dimiti	225.00	225.00
22865	4122 - CENTRAL SUPPLY, INC	PO 27781		2,248.67	2,248.67
22866	4150 - CLEARY GIACOBBE ALFIERIE JACOBS,	PO 27765		204.15	204.15
22867	2902 - CLEMENTE'S AUTO BODY	PO 27664	1110111111 55111101	2,040.00	2,040.00
22868	455 - CONDURSOS GARDEN CENTER	PO 27360	102102 Stat. #20	1,659.00 452.52	1,659.00
22869	1481 - CORE & MAIN, LP	PO 24354	and a discourse posterodi intibitation	4,755.00	452.52
	, ==	PO 25388		16,845.00	21,600.00
22870	4325 - CSI TECHNOLOGY GROUP	PO 27782		132.00	132.00
22871	3503 - CWC CONTINUING ED	PO 27531		1,750.00	1,750.00
22872	506 - DAN COMO & SONS, INC	PO 27561		1,120.00	1,120.00
22873	2971 - DIRECT ENERGY BUSINESS	PO 27697		88.51	88.51
22874	652 - DOVER BRAKE AND CLUTCH CO. INC	PO 27291	DPW- EQUIPMENT REPAIR - BLANKET	4.11	4.11
22875	4012 - EDWARD F. JOYCE, IV	PO 27760	REFUND OF OVERPAYMENT OF TAXES BLOCK 43	13,654.38	13,654.38
22876	4542 - ETD DISCOUNT TIRE CENTERS, INC	PO 27602	POLICE: WHEELS/REPAIRS	600.00	600.00
22877	3715 - FED EX	PO 27779		40.59	40.59
22878	4125 - FELDMAN BROTHERS ELECTRICAL SUPPLY	PO 27736	BH: RENOVATIONS - ELECTRICAL/IT-TECH SUP	707.55	
22070	1170	PO 27737		2,179.25	2,886.80
22879 22880	1170 - FERGUSON ENTERPRISES #501	PO 26947		14.86	14.86
22881	3109 - FERRIERO ENGINEERING, INC		SUNSET LAKE DAM REHAB PROJECT: PROJECT 1	4,821.39	4,821.39
22882	753 - FIRE FIGHTERS EQUIPMENT CO. 653 - GANNET NEW JERSEY NEWSPAPERS	PO 27201		765.00	765.00
22883	876 - GARDEN STATE LABORATORIES, INC	PO 27744		105.98	105.98
22884	4551 - GARDEN STATE VINYL DESIGNS, LLC	PO 26973 PO 27723		600.00	600.00
22885	2356 - GEAR WASH		FIRE DEPT: Gear Washing and Repair	450.00	450.00
22886	826 - GENERAL PLUMBING SUPPLY, INC		DPW BATHROOM RENOVATION	752.50 87.43	752.50
22887	4533 - GREEN VALLEY LANDSCAPE DESIGN		2023 LAKE CLEAN UP	2,000.00	87.43 2,000.00
22888	4188 - HERC RENTALS, INC.		BH: RENOVATIONS - RENTALS BLANKET	1,555.00	1,555.00
22889	911 - HOME DEPOT CREDIT SERVICES		BH: RENOVATIONS - SUPPLIES	529.50	1,555.00
			DPW - DEPARTMENT SUPPLIES - BLANKET - N	125.90	
			BH: RENOVATIONS - SUPPLIES	1,323.67	
		PO 27789	S & R - EQUIPTMENT & TOOLS - SUPPLIES	659.75	2,638.82
22890	4209 - HUNTER CARRIER SERVICES	PO 27055	ADMIN: 2023 PHONES - ACCT BOML- BLANKET	989.75	989.75
22891	3010 - JACKIE BAY		REIMBURSEMENT FOR ANJEC REGISTRATION	128.62	128.62
22892	3932 - JACOBUS & ASSOCIATES, LLC		REFUND DUE TO SUCCESSFUL STATE TAX APPEA	5,481.64	5,481.64
22893	633 - JASON DIMICK		POLICE: REIMBURSMENT FOR NJPSAC CONFRENC	237.11	237.11
22894	859 - <b>JCP&amp;L</b>		ACCT#100 076 421 971/ BILL PRD: 9/08 - 1	238.45	
		PO 27778	M/A #200 000 020 764: BILL DATE: OCT 11,	104.73	
22895	859 - JCP&L	PO 27795	MASTER ACCT#200 000 574 000/ BILL DATE:	38.23	381.41
22093	039 - UCPAL	PO 27798	M/A #200 000 054 011/ BILL DATE: OCT 6,	216.86	
22896	1074 - JW PIERSON CO.	PO 27799 PO 27472	MAST ACCT# 200 000 021 275 / BILL DATE:	3,071.65	3,288.51
22897	4002 - KAREN BRENNFLECK	PO 27472 PO 27771	DPW - DEISEL FUEL - BLANKET	509.02	509.02
22898	1090 - KENVIL POWER MOWER	PO 27771	REIMBURSEMENT - HUB LAKES BANQUET DPW - EQUIPMENT REPAIR - BLANKET	78.65	78.65
22899	1295 - MORRIS CTY MUNICIPAL UTILITIES	PO 26968	SOLID WASTE DISPOSAL - BLANKET	84.24 8,903.82	84.24
22900	4196 - MOUNTAIN LAKES REALTY, LLC	PO 27761	BH: NOV 2023 LEASE PAYMENTS FOR TEMP BOR	2,575.00	8,903.82 2,575.00
22901	1394 - MTN. LAKES PUBLIC LIBRARY	PO 26924	JUNE - DEC 2023 MTN LAKES PUBLIC LIBRARY	30,936.25	2,575.00 30,936.25
22902	1472 - MURPHY MCKEON P.C.	PO 26891	2023 LEGAL/ RETAINER FEES - BLANKET	4,166.66	30,930.23
		PO 27731	SEPTEMBER 2023 LEGAL SERVICES - TAX APP	2,644.00	6,810.66
22903	4522 - NATIONAL HIGHWAY PRODUCTS, INC	PO 27405	DPW - SIGNS	1,601.00	1,601.00
22904	4235 - NET2PHONE, INC.	PO 26391		32.67	32.67

## List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 10/23/2023 For bills from 10/06/2023 to 10/19/2023

Check#	Vendor	Descr	iption	Payment	Check Total
22905	1553 - NEW JERSEY NATURAL GAS	PO 27797	SEPT-OCT 2023 SERVICE	642.44	642.44
22906	4168 - NEW JERSEY RECREATION & PARK ASSOC.	PO 27586		65.00	65.00
22907	1533 - NJ DEPT OF COMMUNITY AFFAIRS	PO 27733	The state of the s	2,275.00	2,275.00
22908	1562 - NJLM	PO 27740		45.00	45.00
22909	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 27004	2023 DENTAL PREMIUMS - GROUP 1624 - MAY	2,786.00	2,786.00
22910	4213 - <b>OPTIMUM</b>	PO 27520	2023 BORO (TEMP SPACE) INTERNET SVCS. AC	170.64	170.64
22911	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 25624	2022 PROFESSIONAL SERVICE CONTRACT - BLA	1,202.50	170.64
		PO 27551	PROFESSIONAL SERVICES FOR ORDINANCE REVI	672.50	1,875.00
22912	1714 - POWER PLACE, INC.	PO 27769	DPW EOUIPMENT REPAIRS	15.77	1,875.00
22913	1787 - R ⊆ J CONTROL, INC.	PO 26969	DPW / WATER TOWER - FACILITIES MAINTENAN	815.00	15.77
		PO 26969	DPW / WATER TOWER - FACILITIES MAINTENAN	300.00	1,115.00
22914	3249 - RUTGERS	PO 27431		1,129.00	1,119.00
22915	4543 - SCHMIDT'S WHOLESALE, INC	PO 27591	FIRE HYDRANTS	8,073.03	8,073.03
22916	1948 - SHEAFFER SUPPLY, INC.	PO 27690	BH: RENOVATIONS - MISC SUPPLIES - BLANK	345.36	0,073.03
		PO 27726	WATER DEPT - SUPPLIES - BLANKET	20.40	365.76
22917	1994 - SHERWIN-WILLIAMS COMPANY	PO 27285	BH: RENOVATIONS - OUOTE	608.20	303.70
		PO 27801	BH: RENOVATIONS	567,12	1,175.32
22918	1943 - STRUCTURAL STONE CO., INC.	PO 27396	BH RENO: MATERIALS	1,477.86	1,477.86
22919	603 - TOWNSHIP OF DENVILLE	PO 27749	4THQ23 PROPERTY TAXES - TOWPATH	1,201.35	1,201.35
22920	4191 - TRANSUNION RISK & ALTERNATIVE	PO 27724	POLICE: RISK MANAGEMENT - SEPTEMBER 2023	75.00	75.00
22921	4088 - TURN OUT UNIFORMS, INC	PO 27572		231.98	231.98
22922	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 26949	2023 SEWER MAINTENANCE CHARGES - BLANKET	37,397.05	37,397.05
22923	4069 - United Business systems	PO 27748	CANON COPIERS - 3RD QTR 2023 - PRINTING	984.46	984.46
22924	1062 - UNITED SITE SERVICES	PO 26961	PORTA JOHNS - 2023 MAY-DEC - CUST ID# 1	494.75	904.40
		PO 27684	BH: 2023 PORTAJOHN / TEMP FENCING - SIT	301.00	795.75
22925	4480 - VERIZON	PO 27489	PD: 2023 INTERNET SERVICES: ACCT 357-156	139.00	139.00
22926	4481 - VERIZON	PO 27490	DPW: 2023 INTERNET SERVICES ACCT# 457-15	41.58	139.00
		PO 27490	DPW: 2023 INTERNET SERVICES ACCT# 457-15	28.71	
		PO 27490	DPW: 2023 INTERNET SERVICES ACCT# 457-15	28.71	99.00
22927	2135 - VERIZON WIRELESS	PO 27774	ACCT# 882388054-00001 / SEPT 05 - OCT 04	664.75	664.75
22928	4489 - WALLINGTON PLUMBING & HEATING SUPPLY CO.		BH: RENOVATONS - HVAC BLANKET	1,067.86	004.75
		PO 27745	BH: RENOVATIONS - PLUMBING SUPPLIES	166.05	1,233.91
22929	4177 - WEINER LAW GROUP, LLP	PO 26850	Professional Services 2023 Planning Bd A	600.00	600.00
22930	2161 - WELDON ASPHALT, INC.		S & R: POTHOLE REPAIRS - BLANKET	1,310.77	1,310.77
22931	100=		BH: RENOVATIONS - 2023 TRAILER RENTAL -	224.00	224.00
22932	4547 - ZIPP & TANNENBAUM, LLC FBO HESS RETAIL S	PO 27759	REFUND DUE TO SUCCESSFUL STATE TAY ADDRA	32,187.75	32,187.75
22933	4548 - ZIPP & TANNENBAUM, LLC FBO MOUNTAIN LAKES	PO 27763	REFUND - SUCCESSFUL STATE TAX APPEAL - M	350,892.49	350,892,49
	TOTAL			2	E02 100 44

593,108.44

### Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-192-18-001-000	CURRENT YEAR TAXES RECEIVED			13,654.38	
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	2,024.34		10,001100	
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	45.00			
01-201-20-140-020	COMPUTER SERVICES	309.64			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	8,850.66			
01-201-20-165-020	ENGINEERING SERVICES	2,573.48			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	600.00			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	672.50			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	3,011.00			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	1,271.86			
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	752.50			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	8,826.37			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	11,513.41			
01-201-26-306-020	Recycling Tax	247.53			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	452.52			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	2,259.00			
01-201-27-330-020	BOARD OF HEALTH - OTHER EXP.	2,248.67			
01-201-27-335-020	ENVIRONMENTAL COMM - OTHER EXP	153.62			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	486.07			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	2,600.73			
01-201-29-390-020	AID TO PUBLIC LIBRARY	30,936.25			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	648.55			
01-201-31-437-020	NATURAL GAS	642.44			
01-201-31-440-020	TELECOMMUNICATIONS	1,687.17			

		509.02	PETROLEUM PRODUCTS	01-201-31-447-020
	1,202.50		(2022) BD OF ADJUST - OTHER EXPENSES	01-203-21-185-020
0.00			DUE TO CLEARING	01-260-05-100
2,275.00			DUE TO NJ - DCA TRAINING FEES	01-290-55-000-001
388,561.88			Fund Balance Clearing	01-400-65-100
404,491.26	1,202.50	83,322.33	Current Fund	TOTALS FOR
			Pegualing Mannage Creat	02-200-40-700-400
				02-200-40-700-490
				02-260-05-100
0.00			DUE TO CLEARING	02-260-02-100
16,877.85	0.00	0.00	FEDERAL AND STATE GRANTS	TOTALS FOR
1,175.78			2018 CAPITAL ORDINANCE 4-18	04-215-55-984-000
6,897.25			2020 CAPITAL ORDINANCE 4-20	04-215-55-987-000
			2020 CAPITAL ORD. 8-20 BORO HALL RENOV.	04-215-55-989-000
			2021 CAPTIAL ORDINANCE 10-21	04-215-55-991-000
·			2022 CAPITAL ORDINANCE 2-22	04-215-55-992-000
			2023 CAPITAL ORDINANCE 8-23	04-215-55-996-000
·			CAPITAL ORD, 12-23	04-215-55-997-000
			2023 CAPITAL ORD, 13-23 BORO HALL REMOV	4-215-55-998-000
0.00			DUE TO CLEARING	04-260-05-100
43,094.40	0.00	0.00	General Capital	COTALS FOR
-		6,297.61	Water Operating - Other Expenses	05-201-55-520-520
0.00				)5-260-05-100 
0.00	0.00	6,297.61	Water Operating	TOTALS FOR
		37,822.49	Sewer Operating - Other Expenses	7-201-55-520-520
0.00				7-260-05-100 
0.00	0.00	37,822.49	Sewer Operating	OTALS FOR
	2,275.00 388,561.88  404,491.26  32.85 16,845.00 0.00  16,877.85  1,175.78 6,897.25 14,417.12 4,755.00 532.64 4,364.19 4,821.39 6,131.03 0.00  43,094.40  0.00  0.00	2,275.00 388,561.88  1,202.50  404,491.26  32.85 16,845.00 0.00  0.00  16,877.85  1,175.78 6,897.25 14,417.12 4,755.00 532.64 4,364.19 4,821.39 6,131.03 0.00  0.00  43,094.40  0.00  0.00  0.00  0.00  0.00	2,275.00 388,561.88  83,322.33 1,202.50 404,491.26  32.85 16,845.00 0.00  0.00  1,175.78 6,897.25 14,417.12 4,755.00 532.64 4,364.19 4,821.39 6,131.03 0.00  0.00  0.00 43,094.40  6,297.61 0.00 0.00 37,822.49 0.00	DUE TO NJ - DCA TRAINING FEES 2, 275.00 Fund Balance Clearing 388,561.88  Current Fund 83,322.33 1,202.50 404,491.26  Recycling Tonnage Grant 32.85 AMERICAN RESCUE PLAN 16,845.00 DUE TO CLEARING 0.00  FEDERAL AND STATE GRANTS 0.00 0.00 16,877.85  2018 CAPITAL ORDINANCE 4-18 1,175.78 2020 CAPITAL ORDINANCE 4-20 6,897.25 2020 CAPITAL ORDINANCE 4-20 14,417.12 2021 CAPITAL ORDINANCE 10-21 4,755.00 2022 CAPITAL ORDINANCE 8-23 4,364.19 CAPITAL ORDINANCE 8-23 4,364.19 CAPITAL ORD. 13-23 BORO HALL RENOV. 6,131.03 DUE TO CLEARING 0.00  General Capital 0.00 0.00 43,094.40  Water Operating - Other Expenses 6,297.61 0.00 0.00  Water Operating - Other Expenses 6,297.61 0.00 0.00  Sewer Operating - Other Expenses 37,822.49 DUE TO CLEARING 0.00

Total to be paid from Fund 01 Current Fund

Total to be paid from Fund 02 FEDERAL AND STATE GRANTS

Total to be paid from Fund 04 General Capital

Total to be paid from Fund 05 Water Operating

Total to be paid from Fund 07 Sewer Operating

COMMISSIONER OF NEW JERSEY

NJ MOTOR VEHICLE COMMISSION

NJ MOTOR VEHICLE COMMISSION

STATE OF NJ - PWT DIVISION OF TAXAT

489,016.09 phis . \$2781.40

16,877.85

593,108.44

### Checks Previously Disbursed

22845

22848

22849

22850

22852

43,094.40 6,297.61-2145- 4798 90- manuel old 37,822.49 193,108.44 \*\* \$596 C88.74 \*\* Mulli-transfer and

		1	
PO# 27729	DEPT. OF LABOR - ADMINISTRATIVE FE	V	237.40 10/10/2023
PO# 27754	STATE OF NJ - PUBLIC COMMUNITY WAT		798.90 10/13/2023
PO# 27767	POLICE: VEHCILE REGISTRATION 25-05		85.00 10/16/2023
PO# 27768	POLICE: VEHICLE REGISTRATION 25-06		85.00 10/16/2023

3,580.30

2,374.00 10/18/2023

Totals by fund

Previous Checks/Voids Current Payments

PO# 27794 POLICE: 2023 HALLOWEEN SAFE ZONE C

Total

Fund 01 Current Fund

COSTCO WHOLESALE

2,781.40

489,016.09

491,797.49

#### Summary By Account

ACCOUNT	DESCRIPTION			CURRENT YR	APPROP.	YEAR	NON-BUDGETARY	CREDIT
Fund 0 Fund 0	02 FEDERAL AND STATE GRANTS 04 General Capital 05 Water Operating 07 Sewer Operating	798.90	16,877.85 43,094.40 6,297.61 37,822.49	43,094. 7,096.	40 51			
	BILLS LIST TOTALS	3,580.30	593,108.44	596,688. ======	1112			

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

Meeting Date: 10/23/2023 For bills from 10/06/2023 to 10/19/2023

Check#	Ver	ndor	Descri	iption					Payment	Check Total
5376	102 - ANDE	RSON & DENZLER ASSOC., INC	PO 27755	SEPT	2023	PROFESSIONAL	SERVICES .	- ESCD	OW 7,031.16	7,031.16
5377		KEL, KOENIG, SULLIVAN & DRILL,	PO 27721			PROFESSIONAL				432.00
5378		ER LAW GROUP, LLP	PO 27756			PROFESSIONAL				225.00
	TOTAL									7,688.16
Summary By	Account									
ACCOUNT		DESCRIPTION				CURRENT YR	APPROP.	YEAR	NON-BUDGETARY	CREDIT
17-101-01-0	001-002	Escrow - Developers - Checking	<b></b>						0.00	7,688.16
17-500-00-0	091-306	LAWRENCE H. KLEINER - BARKA	2						501.08	7,000.10
17-500-00-0	091-322	BLUE 701, LLC							179.25	
17-500-00-0	091-404	HIGHVIEW HOMES LLC INSPECTION	FEE ESCROW						3,240.70	
17-500-00-0	091-412	TFJ MOUNTAIN LAKES, LLC							179.25	
17-500-00-0	091-413	NOUVELLE, LLC - INSPECTON FEES	5						2,887.00	
17-500-00-0	091-419	264 MORRIS AVE. LLC							700.88	
TOTALS FOR		Developer's Escrow				0.00		0.00	7,688.16	7,688.16

Total to be paid from Fund 17 Developer's Escrow

7,688.16 -----

7,688.16

MOUNTAIN LAKES

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

Meeting Date: 10/23/2023 For bills from 10/06/2023 to 10/19/2023

Check#	Vendor	Description			Payment	Check Total
5587 5588	3728 - JAKE DENOOYER 2555 - THE STATION AT MTN. LAKES, LLC TOTAL		ILING MAINTENANC d Gift Certifica			1,830.52 200.00 2,030.52
Summary By  ACCOUNT						
ACCOUNT	DESCRIPTION	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-0 33-600-00-0		s			0.00 2,030.52	2,030.52
TOTALS FOR	Recreation Trust		0.00	0.00	2,030.52	2,030.52
Total to be pa	aid from Fund 33 Recreation Trust	2,030.52				

2,030.52

#### **RESOLUTION 192-23**

"RESOLUTION AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR SECURITY RELATED COMPONENTS TO ALARMEX IN AN AMOUNT THAT MAY EXCEED \$17,500 BUT WILL BE LESS THAN \$44,000"

WHEREAS, the Borough of Mountain Lakes has a need to purchase security related components for the Borough Hall Renovation Project; and

WHEREAS, the Borough of Mountain Lakes has identified AlarMex as a supplier of the security related components; and

WHEREAS, it is anticipated that the purchase contract with AlarMex will exceed \$17,500 but be less than \$44,000; and

**WHEREAS**, the New Jersey Pay-to-Play Law N.J.S.A. 19:44A-20.4 et seq. requires contracts in excess of \$17,500 to be issued in a fair and open or non-fair and open manner; and

**WHEREAS**, AlarMex has provided the required documentation, which is on file with the Borough, for a non-fair and open contract to be awarded; and

WHEREAS, the Chief Finance Officer will certify that funds are available upon submission of a purchase requisition; and

**WHEREAS**, it is the recommendation of the Borough Manager that should they be needed, contracts in excess of \$17,500 but less than \$44,000 be authorized in the manner required by law.

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

- 1. Should they be needed, contracts in excess of \$17,500 but less than \$44,000 may be authorized in the manner required by law.
- 2. The Borough Manager is hereby authorized and directed to execute the necessary documents related to this resolution.

#### 

**CERTIFICATION**: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

#### **RESOLUTION 193-23**

#### "RESOLUTION REJECTING THE BIDS FOR HYDRO-RAKING SERVICES"

**WHEREAS**, on September 21, 2023 and October 12, 2023 the Borough of Mountain Lakes received bids for hydro-raking services; and

**WHEREAS,** there were no bids received on September 21, 2023 and there were (3) bids received on October 12, 2023 per the summary below; and

**WHEREAS**, one bid was not in compliance with the bid specifications and two bids were in excess of the budget for the project; and

WHEREAS, the Borough Manager recommends the bids be rejected for the reasons cited above.

**NOW THEREOFRE BE IT RESOLVED**, the bids listed below are hereby rejected as being over budget or not in compliant with the bid specifications and the Borough Manager is authorized to negotiate hydro-raking services for the Borough pursuant to the requirements of <u>N.J.S.A</u> 40A:11-4.

SumCo Eco Contracting 2 Centennial Drive Peabody, MA	\$888,333
Spectraserve Inc. 75 Jacobus Avenue Kearny, NJ	\$396,000
	\$15, 177
Paragon Integrated Services – no address given	Bid Incomplete

#### 

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Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

#### **RESOLUTION 194-23**

#### "RESOLUTION AUTHORIZING 2023 MUNICIPAL EMPLOYEE SALARY"

**WHEREAS**, the Borough Council adopted Ordinance #3-22 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 2023.

NOW, THEREFORE, BE IT RESOLVED, that the following salaries are effective October 23, 2023.

**BE IT FURTHER RESOLVED** that the Borough Manager is authorized to set the salary level according to the salary ranges in Ordinance #3-22 for all non-permanent part-time and seasonal employees.

TITLE	SALARY
Recreation Director / Executive Assistant to Borough Mgr. and/or Borough Clerk	\$60,000

#### 

**CERTIFICATION**: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

#### **RESOLUTION 195-23**

"RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a"

WHEREAS, the Borough of Mountain Lakes, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Mountain Lakes has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the Borough of Mountain Lakes intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

**NOW, THEREFORE, BE IT RESOLVED,** that the Borough of Mountain Lakes authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

**BE IT FURTHER RESOLVED**, that the governing body of the Borough of Mountain Lakes pursuant to <u>N.J.A.C.</u> 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

**BE IT FURTHER RESOLVED**, that the duration of the contracts between the Borough of Mountain Lakes and the Referenced State Contract Vendors shall be from January 1, 2023 to December 31, 2023.

#### инининининининининининининининининин

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

#### **Referenced State Contract Vendors**

Commodity/Service

Vendor

State Contract #

Office Furniture

The Hon Company

19FOOD00927

#### **RESOLUTION 196-23**

#### "RESOLUTION AMENDING PERSONNEL POLICY AND PROCEDURE MANUAL"

**WHEREAS**, Section 5-3 of the Revised General Ordinances of the Borough of Mountain Lakes provides for the adoption of a Personnel Policy and Procedure Manual for the employees of the Borough of Mountain Lakes, and

WHEREAS, a complete revision of the Personnel Policy and Procedure Manual had been approved by the Borough Council on February 14, 2022, and

**WHEREAS**, the Borough Council wishes to amend / add the following policies to the Personnel Policy and Procedure Manual: Overtime, Sick Leave and New Jersey Family Leave.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the policies listed in paragraph three are hereby amended / added to the Borough of Mountain Lakes Personnel Policy and Procedure Manual, and is hereby adopted and incorporated in its entirety, and

**BE IT FURTHER RESOLVED** that a copy of the policies listed in paragraph three shall be available for inspection in the office of the Borough Clerk.

#### ининининининининининининининининин

**CERTIFICATION**: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Cara	Fox,	Borough	Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon			-			
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

#### **RESOLUTION 197-23**

"RESOLUTION AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR CONCRETE SIDEWALKS TO D & L PAVING CONTRACTORS INC. IN AN AMOUNT THAT MAY EXCEED \$17,500 BUT WILL BE LESS THAN \$44,000"

WHEREAS, the Borough of Mountain Lakes has a need for concrete sidewalks for the Borough Hall Renovation Project; and

WHEREAS, the Borough of Mountain Lakes has identified D & L Paving Contractors Inc. as a vendor for concrete sidewalks; and

WHEREAS, it is anticipated that the purchase contract with D & L Paving Contractors Inc. will exceed \$17,500 but be less than \$44,000; and

**WHEREAS**, the New Jersey Pay-to-Play Law N.J.S.A. 19:44A-20.4 et seq. requires contracts in excess of \$17,500 to be issued in a fair and open or non-fair and open manner; and

WHEREAS, D & L Paving Contractors Inc. has provided the required documentation, which is on file with the Borough, for a non-fair and open contract to be awarded; and

WHEREAS, the Chief Finance Officer will certify that funds are available upon submission of a purchase requisition; and

**WHEREAS**, it is the recommendation of the Borough Manager that should they be needed, contracts in excess of \$17,500 but less than \$44,000 be authorized in the manner required by law.

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

- 1. Should they be needed, contracts in excess of \$17,500 but less than \$44,000 may be authorized in the manner required by law.
- The Borough Manager is hereby authorized and directed to execute the necessary documents related to this resolution.

#### \*

**CERTIFICATION**: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

#### **RESOLUTION 198-23**

# "RESOLUTION AUTHORIZING THE DISCRETIONARY AWARD OF A CONTRACT FOR PAVING TO ONORATI CONSTRUCTION IN AN AMOUNT THAT MAY EXCEED \$17,500 BUT WILL BE LESS THAN \$44,000"

WHEREAS, the Borough of Mountain Lakes has a need for paving for the Borough Hall Renovation Project; and

WHEREAS, the Borough of Mountain Lakes has identified Onorati Construction as a vendor for paving; and

WHEREAS, it is anticipated that the purchase contract with Onorati Construction will exceed \$17,500 but be less than \$44,000; and

**WHEREAS**, the New Jersey Pay-to-Play Law N.J.S.A. 19:44A-20.4 et seq. requires contracts in excess of \$17,500 to be issued in a fair and open or non-fair and open manner; and

**WHEREAS,** Onorati Construction has provided the required documentation, which is on file with the Borough, for a non-fair and open contract to be awarded; and

WHEREAS, the Chief Finance Officer will certify that funds are available upon submission of a purchase requisition; and

**WHEREAS**, it is the recommendation of the Borough Manager that should they be needed, contracts in excess of \$17,500 but less than \$44,000 be authorized in the manner required by law.

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

- 1. Should they be needed, contracts in excess of \$17,500 but less than \$44,000 may be authorized in the manner required by law.
- 2. The Borough Manager is hereby authorized and directed to execute the necessary documents related to this resolution.

#### \*

**CERTIFICATION**: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on October 23, 2023.

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						



#### MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES **OCTOBER 9, 2023**

#### HELD AT ML HIGH SCHOOL, 96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046

#### CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting has been reported to The Citizen and the Morris County Daily Record and The Star Ledger on January 9, 2023 and posted in the municipal building.

Mayor Sheikh called the meeting to order at 7:01p.m.

#### ROLL CALL ATTENDANCE

Roll Call	Present	Absent		Present	Absent
Cannon		$\square$	Richter	$\overline{\boxtimes}$	
Korman		$\boxtimes$	Barnett	$\boxtimes$	Ħ
Menard	$\boxtimes$		Sheikh	☒	Ħ
Muilenburg	$\boxtimes$			1.	. <del></del>

#### **FLAG SALUTE**

Mayor Sheikh led the salute to the flag.

#### **EXECUTIVE SESSION**

There was no executive session.

#### **COMMUNITY ANNOUNCEMENTS**

Councilmember Muilenburg expressed her condolences on the recent passing of Borough resident Patty McElduff and announced that a celebration of her life will be held at Island Beach on Saturday, October 21st from 2-6pm.

Borough Manager Stern announced that Mountain Lakes resident Phil Hoffman will be a contestant on Jeopardy tonight.

Police Chief Bennett announced that there will be a Diwali celebration held at Island Beach on October 14th at 4:30pm.

Deputy Mayor Barnett made the following announcements: Bulk trash collection day will be held on Friday, October 20th for homes with regular trash collection on Monday or Tuesday and Friday, October 27th for homes with regular trash collection on Wednesday or Thursday; Halloween candy donations can be dropped off at Mountain Lakes Library until October 26th and at Wildwood School from October 23rd to October 26th.

#### SPECIAL PRESENTATIONS

There were no special presentations.

#### REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

There were no reports.

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

There were no discussion items.

#### **PUBLIC COMMENT**

Mayor Sheikh opened the meeting to the public.

There was no one from the public wishing to speak.

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

Mr. Oostdyk had nothing to report.



# MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES OCTOBER 9, 2023 HELD AT ML HIGH SCHOOL, 96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046

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

Borough Manager Stern provided his report (attached). The council asked questions of Mr. Stern and Mr. Stern answered them.

Mr. Stern advised that the Boroughs' Styrofoam recycling vendor (Long Hill Township) will no longer be providing services at no cost and will now be charging \$3000 per year. Mr. Stern is researching what options are available for Styrofoam recycling and will provide a recommendation on how the Borough should proceed.

The Council directed Mr. Stern to contact Morris County to see if they offer Styrofoam recycling services.

#### **RESOLUTIONS**

There were no resolutions.

#### **ORDINANCES TO INTRODUCE**

There were no ordinances to introduce.

#### **ORDINANCES TO ADOPT**

There were no ordinances to adopt.

#### \*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. R184-23, Authorizing the Payment of Bills
- b. R185-23, Authorizing the Refund of Overpayment of Taxes
- c. R186-23, Authorizing the Acceptance of Credit Card Payments and Electronic Fee Transfers for the Satisfaction of Certain Municipal Charges and Authorizing the Execution of a Contract with FIS for Payment Processing Services
- d. R187-23, Amending the 2023 Capital Budget
- e. R188-23, Authorizing the Discretionary Award of a Contract for Electrical Supplies and Related Materials to Feldman Brothers Electric in an Amount that May Exceed \$17,500 But Will be Less than \$44,000
- f. R189-23, Authorizing the Discretionary Award of a Contract for Replacement of Well #5 Water Pump and Related Materials to A.C. Schultes Inc. in an Amount that May Exceed \$17,500 But Will be Less than \$44,000
- g. R190-23, Authorizing a Professional Services Agreement for Engineering Services between the Borough of Mountain Lakes and Dewberry Engineers, Inc.

#### \*APPROVAL OF MINUTES

9/27/23 (Regular)

#### \*BOARD, COMMITTEE AND COMMISSION APPOINTMENTS

a. Mimi Kaplan to the Planning Board as Environmental Commission Representative Class IV Member with a term running through 12/31/23 (previously appointed)



# MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES OCTOBER 9, 2023 HELD AT ML HIGH SCHOOL, 96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046

^Approval of the		nt Agend	da			
Council member Cannon Korman Menard Muilenburg Richter Barnett Sheikh		2nd Yes		Abstain	Absent	
C   D   Fi   H	onstruct epartme re Depa ealth De olice De ecreatio	tion Deparent of Pul artment epartment epartment on Depart	artment blic Wor t t ment			orts are included only if checked)
<u> </u>						

#### COUNCIL REPORTS

Planning Board – Councilmember Menard reported that the board approved Barka's application for a pergola and two additional signs.

Zoning Board - Councilmember Richter reported that the board carried two applications.

Lakes Management Advisory Committee - Councilmember Richter reported the following: The committee discussed restocking Sunset Lake after the dam project is completed and one of the student members is researching the cost of a restocking program; The committee started to review the bathymetric survey report and will be working to provide recommendations on how the Borough should proceed regarding the overall health of the lakes. The final bathymetric survey report is awaiting minor edits. Once edited, it will be sent to Borough Council. Borough Manager Stern advised that the Borough is waiting to receive the bathymetric report for the canal between Mountain and Wildwood lakes.

Green Team – Deputy Mayor Barnett reported that the committee is working on renewing their Sustainable New Jersey silver status.

Borough Hall Renovation Project Committee – Borough Manager Stern reported that that there are no changes to the project schedule since the last Council meeting.



# MEETING MINUTES OF THE COUNCIL OF THE BOROUGH OF MOUNTAIN LAKES OCTOBER 9, 2023 HELD AT ML HIGH SCHOOL, 96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046

#### Recreation Commission

Councilmember Muilenburg reported the following: All summer recreation camps were full except for sailing camp; The tennis court renovation project has been completed and the courts are now open; Borough lake lifeguards must be 16 years old to be employed; The fee for the initial certification of a new lifeguard is \$250 and \$150 for certification renewal; The commission started to discuss whether the Borough should continue offering swim lessons, as only eight children signed up this year; The Borough Menorah Lighting is scheduled for Sunday, December 10<sup>th</sup> and the commission discussed including a gingerbread display at the event; The commission discussed rescheduling the Borough Tree Lighting to Friday, December 1<sup>st</sup> because the bell choir is unable to attend on Sunday, December 3<sup>rd</sup>; Mountain Lakes Day has been cancelled this year due to lack of volunteers; The commission discussed holding the 2024 Independence fireworks on July 6<sup>th</sup> with a rain date of July 7<sup>th</sup>; The commission discussed holding a spooky run around Birchwood Lake.

The Council discussed the Borough Tree Lighting and decided that it should be held on Sunday, December 3rd.

Councilmember Muilenburg agreed to investigate why sailing camp attendance was down.

Woodlands Committee - Councilmember Mullenberg reported that Mountain Lakes Girl Scout Lizzie Gillen is proposing a Mayor's Monarch Pledge project for her Gold Award. The Council discussed the project and requested Councilmember Mullenburg email Ms. Gillen's project information to them. Councilmember Mullenburg agreed to do so.

#### **PUBLIC COMMENT**

Mayor Sheikh opened the meeting to the public.

There was no one from the public wishing to speak.

#### **NEXT STEPS AND PRIORITIES**

Mayor Sheikh reviewed the following next steps and priorities:

Next Step	Completed by	Completion date
Reach out to Morris County Regarding Styrofoam Recycling & Determine Recommendations for Styrofoam Disposal	Borough Manager	
Email Girl Scout Monarch Butterfly Project Information to Council	Councilmember Muilenburg	

#### ADJOURNMENT at 7:46P.M.

Motion made by Councilmember Menard, second by Councilmember Richter to adjourn the meeting at 7:46p.m., with all members in favor signifying by "Aye".

Respectfully Submitted,		
Cara Fox, Borough Clerk		



# CONSTRUCTION OFFICE MONTHLY ACTIVITY REPORT

#### SEPTEM BER 2023

#### **ADMINISTRATIVE SUMMARY**

The lull in construction activity continued through the month. The scope and quantity of projects has yet to materialize this year. Zoning permit applications and Planning Board/Zoning Board of Adjustment appeals are not providing an indication that construction activity will increase in the fourth quarter of this year. This current trend must be monitored for any needed changes to the local enforcing agency.

The four-unit veterans housing project has entered the final stages of construction. The interior finishes are being installed and the exterior site improvements are continuing.

Intersection improvements are underway for the Wawa store along Route 46. Traffic control lights, turn lanes, curbing and drainage work are all being installed. The exterior finishes for the building are being applied as well as the interior finishes, equipment and appliances. The parking area concrete work has been completed around the building and at the fuel pump islands.



#### **Construction Permit Activity Report**

9/1/2023 -> 9/30/2023

#### **Summary**

	Cost:	Count:				
New:	\$0.00	0	Cubic Footage:	0 Cu.ft	Permits Issued:	19
Addition:	\$0.00	0	Square Footage:	0 Sq.ft	Updates Issued:	2
Alteration:	\$176,183.00	21				
Demolition:	\$0.00	0				
Total:	\$176,183.00	21				

Permits	Count	Permit Fees	Adr	nin Fees	Total	Insp	ections	Pas	sed	Fail	ed	Oth	er
Building:	3	\$1,345.00		\$0.00	\$1,345.00	В	21	17	%81	4	%19	0	%0
Plumbing:	4	\$455.00		\$0.00	\$455.00	Р	13	13	%100	0	%0	0	%0
Electrical:	15	\$1,605.00		\$0.00	\$1,605.00	E	14	13	%92.9	1	%7.1	0	%0
Fire:	4	\$340.00		\$0.00	\$340.00	F	4	3	%75	1	%25	0	%0
Elevator:	0	\$0.00		\$0.00	\$0.00	V	0	0	%	0	%	0	%
Mechanical:	9	\$1,090.00		\$0.00	\$1,090.00	М	10	10	%100	0	%0	0	%0
	35	\$4,835.00		\$0.00	\$4,835.00	-	62	56	_	6	-	0	
DCA Training	):	0	0	Other Fe	ees		(Not	e: Does	not inclu	ıde res	ult of nor	ne)	
DCA State	:	19	335		\$50.00							-	
DCA Minimum	:	2	2										
		21	\$337										

Variations		Total	Paid
Building	0	0	0
Plumbing	0	0	0
Electrical	0	0	0
Fire	0	0	0
Mechanical	0	0	0
Elevator	0	0	0
Total:		\$0.00	\$0.00

Certifi	cates	Issued Total	Paid Total
CA	3	\$0.00	\$0.00
CCO	0	\$0.00	\$0.00
CO	0	\$0.00	\$0.00
CC	1	\$25.00	\$0.00
TCO	0	\$0.00	\$0.00
TCC	0	\$0.00	\$0.00
Total:	4	\$25.00	\$0.00

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

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

ode Exempted	l (State) Fees	Permit Sul	bcode Waived	(Local) F	ees
Record Count	Total Exempted	l	Record Count	Total V	Vaived
0	\$0	Building	0		\$0
0	\$0	Plumbing	0		\$0
0	\$0	Electrical	0		\$0
0	\$0	Fire	0		\$0
0	\$0	Mechanica	1 0		\$0
0	\$0	Elevator	0		\$0
	\$0	Total:			\$0
d Count Total	Exempted	√iolations		Fines	Paid
	\$0   1	ssued	0	\$0.00	\$0.00
	Record Count  0  0  0  0  0  0  0  0	0 \$0 0 \$0 0 \$0 0 \$0 0 \$0 0 \$0 0 \$0 0 \$0	Note   Note	Record Count   Total Exempted   Record Count	Record Count   Total Exempted   Record Count   Total V

Payments (Based on Payment Date)					
Permit (47)	\$5,562.00				
NON-UCC (0)	\$0.00				
Variation Payments	\$0.00				
Penalty (0)	\$0.00				
Inspection Payments	\$0.00				
Ongoing Invoice	\$0.00				
Test Payments	\$0.00				
Other Payments	\$0.00				
Grand Total	\$5,562.00				



# Building Summary Report Comparison Building Summary between the dates of 9/1/2023 and 9/30/2023.

Permit Summary	9/1/2023-9/30/2023	9/1/2022-9/30/2022	Month Diff %	YTD	YTD last Year	YTD Diff %
Permits Issued:	19	26	-26.9%	219	243	%6'6-
Updates Issued:	2	5	%09-	35	43	-18.6%
Inspections Scheduled:	62	136	-54.4%	974	1296	-24.8%
Inspections Passed:	56	108	48.1%	788	1043	-24.4%
Inspections Failed	9	21	-71.4%	111	211	-47.4%
Certificates Of Occupancy Issued:	0	0	NA	O	19	-52.6%
Certificates of Approval Issued:	ო	34	-91.2%	149	286	47.9%
Cert Continuing Occupancy Issued:	0	0	NA	0	0	N
Permit Payments Count:	47	62	-24.2%	511	209	-15.8%
Fee Collected:	\$5,222	\$8,039	-35%	\$104,850	\$102,879	1.9%
Fee Collected (Subcodes Only):	\$4,835	\$7,488	-33%	\$93,968	\$93,492	0.5%
Violations	0	0	NA	80	7	14.3%
Violation Payments	\$0.00	\$0.00	AN	\$1,250.00	\$600.00	108.3%
Ongoing Location Payments	\$0.00	00.0\$	ĄN	\$0.00	\$0.00	N
Ongoing Test Payments	\$0.00	\$0.00	AN	\$0.00	\$0.00	NA



# CONSTRUCTION OFFICE SUMMARY OF FEES COLLECTED

PERIOD	2021 COLLECTED	YEAR TO DATE	COMMENTS	AMOUNT
JANUARY	11,663.00	11,663.00		
FEBRUARY	40,193.00		Enclave fees	27,748.00
MARCH	37,128.00		Enclave fees	28,144.00
APRIL	10,024.00			23,21.1100
MAY	26,651.00	·		
JUNE	11,789.00			
JULY	12,009.00			
AUGUST	9,533.50			
SEPTEMBER	24,580.00	· ·		
OCTOBER	12,533.00			
NOVEMBER	16,916.00			
DECEMBER	9,126.00			
PERIOD	2022 COLLECTED	YEAR TO DATE	COMMENTS	AMOUNT
JANUARY	13,661.00	13,661.00		
FEBRUARY	6,934.00	20,595.00		
MARCH	13,951.00	34,546.00		
APRIL	8,038.00	42,584.00		
MAY	11,802.00	54,386.00		
JUNE	13,103.00	67,489.00		
JULY	15,811.00	83,300.00		
AUGUST	14,815.00	98,115.00		
SEPTEMBER	8,189.00	106,304.00		
OCTOBER	33,312.00	139,616.00	Wawa fees	26,104.00
NOVEMBER	5,991.00	145,607.00		
DECEMBER	8,991.00	154,598.00		
PERIOD	2023 COLLECTED	YEAR TO DATE	COMMENTS	AMOUNT
JANUARY	6,040.00	6,040.00		
FEBRUARY	18,631.00	24,671.00		
MARCH	17,114.00	41,785.00		
APRIL	7,334.00	49,119.00		
MAY	11,092.00	60,211.00		
JUNE	12,920.00	73,131.00		
JULY	21,403.00	94,534.00		
AUGUST	7,709.00	102,243.00		
SEPTEMBER	5,562.00	107,805.00		
OCTOBER				
NOVEMBER				
DECEMBER				

### **BOROUGH OF MOUNTAIN LAKES**

#### **DEPARTMENT OF PUBLIC WORKS**

#### **Department Activity**

#### September 2023

#### IN HOUSE

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

#### Additionally:

#### Streets & Roads:

#### DPW-

- Delivery of styrofoam to recycle facility
- Black top Dixon Road
- Black top repair Laurel Hill Road
- Roadside mower cutting
- Tree inspections
- Basin cleaning throughout town
- Clean up and landscaping Fanny Road pillar Boulevard
- Site work at Borough Hall
- Site work at tennis courts
- Worked on Mel Safety Survey

#### Recreation:

- New soccer goal posts installed at Hasewell
- New soccer nets installed at Taft
- Basketball pole bumpers installed at Wilson court
- Swept Island parking lot post storm
- Removed ladders and diving boards at Birchwood Lake
- Cut low branches around playgrounds at Taft and Hasewell

#### Water Department:

- 2 Service repairs on Laurel Hill Road
- Service repair on Ball Road

#### September 2023 Health Department Activity Report - Mountain Lakes

This mountain Lakes 2023 report identifies the activities of the Health Officer, Health Department, and staff and provides an overview of the various tasks completed by the department during the previous months. Additional supplemental reports from Environmental, Nursing, and Health Education are provided to detail those activities.

#### Health Education:

- September Newsletter was printed on 8/31 and distribution began on 9/1. Topics: World
  Alzheimer's Month, nutrition to boost memory, information on lice prevention, upcoming health
  screening and programs/ events, as well as information on county specific (Essex/ Morris/
  Union) details regarding COVID-19 testing, registering for vaccines.
- Developed October newsletter; Topics: Healthy Lung Month, foods that support lung health, fending off the flu, information on West Nile Virus, upcoming health screening and programs/ events, as well as information on county specific (Essex/ Morris/ Union) details regarding COVID-19 testing, registering for vaccines. Completed Spanish translation of newsletter

#### Vaccinations & Communicable Diseases:

- Adult & Child Vaccination Clinic: Most Wednesdays by appointment only at the Bloomfield Health Department. Clinic is open to those who are uninsured or underinsured. Some evening appointments available. Appointments may be scheduled by calling the Bloomfield Health Department at 973-680-4058.
- For the week ending September 16th 2023 the influenza surveillance report for the Northwest region continues to be low. Influenza activity throughout the State continues to be minimal.
- Flu clinic to be scheduled upon receipt of vaccine.
- The Health Dept. has COVID-19 vaccines available for adults and pediatrics.
- Public Health Nurses are available to provide homebound vaccines to those in need.

#### MOUNTAIN LAKES BORO POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 9/1/2023 To Date: 9/30/2023

Report Date: 10/19/2023 8:42:35 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
0600	Theft	5	0	3	2
1100	Fraud	5	0	3	2
1300	Stolen Property	3	1	2	0
1400	Malicious Mischief	1	0	1	0
2400	Disorderly Conduct	9	0	2	7
2600	All Other Offenses	5	1	2	2
4000	Non Criminal Investigations	35	10	11	14
4100	Fire Related	13	3	7	3
5000	Lost Found Property	1	0	1	0
5010	Missing Persons	2	0	1	1
5500	Animal Complaints	11	1	7	3
6000	Traffic Accidents	7	1	4	2
6300	Traffic Enforcement	469	60	186	223
6500	Parking Enforcement	3	1	0	2
6600	Traffic Services	17	0	13	4
7000	Public Services	300	150	58	92
7500	Assist other Agency	49	3	43	3
9000	Administrative	662	279	129	254
	Total:	1597	510	473	614

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#### MOUNTAIN LAKES BORO POLICE DEPARTMENT

# Officer Citation Report From Date: 9/1/2023 To Date: 9/30/2023

Report Date: 10/19/2023 8:41 AM

Officers Name	Badge Number	Traffic Stops	Equipment	Moving	Radar	Parking	Ordinance	Warnings	Total
XX	XX	72	5	9	0	0	0	0	14
XX	XX	0	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	29	0	0	0	0	0	0	0
XX	XX	55	6	4	0	0	0	0	10
XX	XX	27	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	59	1	12	1	0	0	0	14
XX	XX	39	2	15	0	0	0	0	17
XX	XX	88	0	5	0	0	0	0	5
XX	XX	18	2	1	0	0	0	0	3
XX	XX	19	0	0	0	0	0	0	0
		Traffic Stops	Equipment	Moving	Radar	Parking	Ordinance	Warnings	Total
	Total:	406	16	46	1	0	0	0	63

#### September

Total Overtime Hours Paid 346.00

	<u>Total</u>	
	Vaca/Comp/Perso	
<u>Total</u>	nal/Bereave Hrs	% of Hrs Equating to
Vaca/Comp Hrs	Creating OT	OT
301	199	66.11%

Total Sick Time	Total Sick Time	% of Hrs Equating to
<u>Hrs</u>	<b>Hrs Creating OT</b>	<u>OT</u>
100	72	72.00%

<sup>\*\*</sup> Operating with 12 Officers.

3 Hours arrest and investigation 66 hours mandatory training

**3 Hrs PBA Convention** 

3 hrs MLHS Football Game

#### Time Used/Overtime by Month

	2017		k Time   2019		2021	2022	2023	2017	Vacati 2018	on/Com	p Hours							rt Overt						Rep	artment O	vertime		
			2023	2010	2022	2022	2023	2017	2010	2019	2020	2021	2022	2023	2017	2018	2019	2020	2021	2022	2023	2017	2018	2019	2020	2021	2022	2023
Jan	236	216	79	588	324	96	264	22	15	14	0	42	48	224,5	\$0	\$158	\$0	\$154	\$0	\$0	\$0	\$2,998	\$4,159	\$4,348	\$9,570	\$7,154	\$6,557	\$14,494
Feb	226	252	86	444	266	68	48	84	104	220	111	189,5	252	171.5	\$0	\$0	\$210	\$258	\$0	\$0	\$0	\$7,009	\$4,927	\$2,138	\$4,789	\$21,810	\$4,939	\$15,797
March	298	310	110	532	180	36	118	198	148,5	168	74.5	81	289	257.75	\$151	\$0	\$0	\$0	\$0	\$447	\$0	\$12,822	\$29,829	\$6,254	\$4,081	\$7,510	\$4,771	\$29,020
April	209,5	0	106	456	240	94	222	154	250	265,5	0	226	333	215	\$0	\$0	\$422	\$0	\$263	\$0	\$0	\$5,899	\$12,146	\$27,385	\$3,930	\$12,820	\$10,392	\$18,838
May	128	204	96	564	204	46	48	254	170	169	36	681	482	260,5	\$0	\$0	\$993	\$0	\$0	\$0	\$0	\$12,700	\$24,265	\$29,828	\$5,202	\$18,415	\$16,682	\$22,941
June	140	130	106	540	312	140	69	268	208	254	194	727.5	385	198.5	\$0	\$193	\$0	\$0	\$0	\$161	\$0	\$17,917	\$21,572	\$92,692	\$21,692	\$25,194	\$12,050	\$37,501
July	316	152	47	442	420	44	70	518	524	84.5	551	877	482	669,5	\$0	\$158	\$0	\$0	\$0	\$0	\$0	\$31,018	\$24,005	\$27,180	\$26,802	\$32,344	\$25,516	\$41,289
August	272	94	246	312	168	104	90	606	682	748	708	792	541	459	\$140	\$193	\$0	\$0	\$263	\$0	\$0	\$21,042	\$18,754	\$34,709	\$22,125	\$80,577	\$28,933	\$30,293
Sept	276	94	180	256	70	22	100	294	375.5	222.5	389	280	549.5	301	\$0	\$0	\$0	\$0	\$250	\$161	\$0	\$21,047	\$16,916	\$22,108	\$20,166	\$23,313	\$23,754	\$28.316
Oct	992	106	154	314	48	120		125	208	216	292	204	502.5		\$0	\$0	\$0	\$0	\$0	\$161		\$12,876	\$14,514	\$15,865	\$17,041	\$34,942	\$25,878	
Nov	346	148	426	302	44	80		274.5	235,5	176	287	370	550.5		\$0	\$246	\$0	\$0	\$363	\$0		\$18,359	\$15,103	\$17,554	\$10,442	\$90,691	\$15.320	
Dec	392	254	600	424	206	104		171	346.5	144.5	976	265	642,5		\$302	\$0	\$0	\$0	\$0	\$0		\$18,360	\$20,920	\$21,126	\$25,206	\$22,102		
Total	3113.5	1960	2236	4974	2482	894	1029	2968.5	9275	2682	3018.5	4735	5057	2757.3	\$593	\$947	\$1,625	\$412	\$1,139		\$0	\$161,548				\$266,872		\$237,888