

February 20, 2014

MEETING TO ORDER

The regular meeting of the Kinnelon Borough Governing Body was called to order by Mayor Robert W. Collins at 8:00 p.m., on Thursday, February 20, 2014 in the Kinnelon Municipal Building.

There was a Salute to the Flag, after which the Acting Borough Clerk Karen Iuele stated this meeting is being held pursuant to the New Jersey Open Public Meeting Act. Adequate notice of this meeting was given by advertising in the January 8, 2014 edition of the Trends and was provided to the Star Ledger, Daily Record and the North Jersey Herald News. Adequate notice was also posted on the municipal building bulletin board, filed with the Acting Borough Clerk and provided to those persons or entities requesting notification.

ROLL CALL:

The roll was called and present and answering were Councilpersons James Freda, Daniel O'Dougherty Gary Moleta, Stephen Cobell, Carol Sventy and Ronald Mondello.

TREASURER'S REPORT

The Treasurer's Report for February 2014 indicated we started out with cash on hand as of December 31, 2013, in the amount of \$3,386,837.97. Receipts for the month of January 2014 totaled \$1,902,781.98 with disbursements amounting to \$3,841,527.00. The balance on hand as of January 31, 2014 was \$1,448,092.95.

Upon motion by Councilman G. Moleta and seconded by Councilwoman Carol Sventy with the affirmative voice vote of all council members present, the Treasurer's Report was accepted as read.

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	G. Moleta; Yes	R. Mondello, Yes.

MAYOR'S REPORT:

Mayor Collins stated that the Mayor and Council workshop was cancelled due to the severe weather. Mayor Collins thanked the DPW and John Whitehead for the efforts in the recent storms. The Governor's office did reach out to the town and asked if we need assistance. Mayor Collins' reply was "send salt". We have had positive feedback from our residents on the fantastic job that the DPW crew does on the roads.

Lake Rickabear is moving forward. Our Engineer is working on cost estimates and will discuss at next work session. Also Assemblywoman DeCroce reached out to mention there was a senior tax freeze mail out to those residents over 65.

RECREATION

Chairman James Freda stated Mr. Lewis was present at the Recreation meeting and stated his concerns with field usage. The Recreation Commission discussed lights on the KRP field. Also discussed was a playground at the Boonton Ave Field. Councilwoman Sventy was concerned that this is a leased field. Councilman Cobell stated that it was establish that we could use Open Space Funds if we had an interest in the property. Mayor Collins stated that the first thing was to reach out to the Mayor of Boonton.

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There was a Pitch Hit and Run held in Kinnelon. Councilman Freda also mentioned a letter received from a resident in reference to using salt too freely.

Councilman Freda mentioned that the county has three turf fields and we were able to reach out to them on using the fields for lacrosse. Spring sports are lagging behind. Baseball is at 154; last year they were in the high 200s. Softball is low 57 signed up and lacrosse is at 175 players.

PUBLIC WORKS & UTILITY

Chairman O'Dougherty stated as Deputy Mayor of Veterans Affairs thanked Mayor Collins for introducing him to his director of Veterans Affairs at Community Hope, in which the director took him to the Lyons Hospital and showed him where 95 veterans are assisted on a facility owned by the V.A. which Community Hope renovated. Councilman O'Dougherty thanked Mayor Collins for helping the Veterans.

Councilman O'Dougherty stated that there was a resolution on the agenda for hiring a Kinnelon School Work Study Program student and a Temporary Part Time DPW helper. Last month it was talked about outsourcing for our landscaping, with was decided that we will stay n house, which would be easier to keep on our own schedule.

Councilman O'Dougherty stated that John Whitehead advised that we purchase equipment for the upkeep of our fields. Also Mayor Collins stated that if we do purchase this equipment needed for the upkeep of our fields that we offer shared services to our surrounding towns. We had a recommendation from Superintendent John Whitehead of DPW and Councilman D. O'Dougherty to purchase equipment to maintain the recreation fields.

Mayor Collins asked for a motion not to exceed 110,000.00 to purchase field maintenance equipment. A motion was offered by Councilman J. Freda and seconded by Councilman D. O'Dougherty for the purchase of filed maintenance equipment.

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	G. Moleta; Yes	R. Mondello, Yes.

Councilman D. O'Dougherty spoke on the DPW facility. Fox Architectural had delivered the plans for the new DPW facility. Mayor Collins stated that we will go out to bid at the next Mayor and Council meeting.

Councilman D. O'Dougherty thanked Mrs. Mary Cobell for developing the web page for the Field of Freedom.

PUBLIC SAFETY

Councilman Gary Moleta reported on the police having a shortage of police vehicles and will be looking to lease two vehicles this year. Mayor Collins stated that this will be a budget discussion. Councilman Moleta also stated that Earth Day was canceled for this year.

FINANCE

Chairman Stephen Cobell stated that the budget committee had numbers for the 2014 budget and will begin reviewing them, in light of department requests. We also closed the February 11, 2014 Ban Sale for \$5,657,000.00 and refinanced this amount at .591% for a year. We received our Equalize Assessed Value for the year 2014.

Range of Checking Accts: First to Last Range of Check Dates: 01/17/14 to 02/20/14
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
GENERAL		General Account Payab		
10964	01/20/14	GFO01 G.F.O.A. OF N.J.	90.00	4484
10965	01/20/14	IUE01 KAREN IUELE	20.45	4484
10966	01/20/14	MOLO5 DONNA MOLLINEAUX	41.90	4484
10967	01/20/14	OXF01 OXFORD HEALTH PLANS	97,024.33	4484
10968	01/20/14	STI03 JENNIFER STILLMAN - TREASURER	200.00	4484
10969	01/24/14	TOW01 TOWNSHIP OF RANDOLPH	1,100.00	4485
10970	02/19/14	WHI03 JOHN WHITEHEAD, JR.	170.07	4486
10971	02/20/14	AC A.C. DAUGHTRY INC.	323.41	4487
10972	02/20/14	ACC04 ACC BUSINESS	353.25	4487
10973	02/20/14	ACT04 ACTION DATA SERVICES	2,471.73	4487
10974	02/20/14	ALI01 MILADY DAUNNO ALIOTTA	25.00	4487
10975	02/20/14	ALL04 ALLIED OIL COMPANY	20,539.56	4487
10976	02/20/14	AMS01 AMSTERDAM PRINTING	102.87	4487
10977	02/20/14	ANJ01 ANJEC	290.00	4487
10978	02/20/14	ANY01 ANY EXCUSE FOR A PARTY, INC	3,025.00	4487
10979	02/20/14	ATL01 ATLANTIC SALT INC.	64,998.05	4487
10980	02/20/14	AUT03 AUTO KING RADIATOR EXCHANGE	1,185.00	4487
10981	02/20/14	BAL01 BALCO IND. INC.	1,905.80	4487
10982	02/20/14	BIL01 P&K OFFICIATING	7,290.00	4487
10983	02/20/14	BOR BOROUGH OF BUTLER	40,787.50	4487
10984	02/20/14	BOR01 BOROUGH OF BUTLER ELECTRIC	8,041.10	4487
10985	02/20/14	BOR02 BOROUGH OF KINNELON	47.50	4487
10986	02/20/14	BOR11 BOROUGH OF BLOOMINGDALE	60,645.49	4487
10987	02/20/14	BR01 B&R UNIFORMS	933.95	4487
10988	02/20/14	CAB01 CABLEVISION	390.45	4487
10989	02/20/14	CAP05 CAPTUREPOINT.COM	2,499.00	4487
10990	02/20/14	CER01 CERTIFIED SPEEDOMETER SERVICE	148.00	4487
10991	02/20/14	CHE07 CHERRY VALLEY TRACTOR SALES	564.72	4487
10992	02/20/14	CLI01 CLIFFSIDE BODY CORP.	307.58	4487
10993	02/20/14	CON12 CONCENTRA MEDICAL CENTER	384.00	4487
10994	02/20/14	COO03 COOPERATIVE COMMUNICATIONS INC	4,641.69	4487
10995	02/20/14	COR10 FRANK G. CORRADO	25.00	4487
10996	02/20/14	CRO04 DAVID CROUTHAMEL	126.00	4487
10997	02/20/14	DAN08 DANA M D'ANGELO	750.00	4487
10998	02/20/14	DAR01 DARMOFALSKI ENGINEERING ASSOC.	4,820.00	4487
10999	02/20/14	DEE02 Deer Carcass Removal Service	2,520.00	4487
11000	02/20/14	DEL05 DELUXE INTERNATIONAL TRUCK INC	174.19	4487
11001	02/20/14	DEL08 DELTA DENTAL OF NEW JERSEY INC	4,052.42	4487
11002	02/20/14	DEL16 DE LAGE LANDEN	392.18	4487
11003	02/20/14	DMC01 DMC ASSOCIATES INC.	516.50	4487
11004	02/20/14	DRA02 DRAEGER SAFETY DIAGNOSTICS, INC	155.00	4487
11005	02/20/14	EDM01 EDMUNDS AND ASSOCIATES	12,644.00	4487
11006	02/20/14	EFI01 EFINGER SPORTING GOODS	7,593.00	4487
11007	02/20/14	ETD01 ETD DISCOUNT TIRE CENTERS, INC	20.00	4487
11008	02/20/14	FAL03 FALCON AUTO PARTS INC	108.66	4487
11009	02/20/14	FAV01 RALPH M. FAVA, ATTORNEY AT LAW	4,000.00	4487
11010	02/20/14	FBI01 FBI-LEEDA, INC	50.00	4487
11011	02/20/14	FDR01 FDR North LLP	266.28	4487
11012	02/20/14	FOR04 FORD MOTOR CREDIT COMPANY	3,080.28	4487

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
GENERAL		General Account Account Payab Continued			
11013	02/20/14	FOX01 FOX ARCHITECTURAL	24,870.00		4487
11014	02/20/14	GAL01 GALL'S INC.	240.00		4487
11015	02/20/14	GAR05 DR. DAWN GARRO	561.25		4487
11016	02/20/14	GIR01 GIRLS KLAX	2,460.00		4487
11017	02/20/14	GOF01 GOFFCO INDUSTRIES INC.	105.00		4487
11018	02/20/14	GRE03 GREENWOOD LAWN SERVICES, INC.	802.80		4487
11019	02/20/14	HAW03 HAWTHORNE AUTOMOBILE SALES CO.	1,270.84		4487
11020	02/20/14	HAY01 HAYES PUMP INC.	3,455.00		4487
11021	02/20/14	HER07 ROBERT J. HERRINGTON	26.00		4487
11022	02/20/14	HOM02 HOME DEPOT CREDIT SERVICE	736.83		4487
11023	02/20/14	HOR04 Horizon Office Equipment	1,011.50		4487
11024	02/20/14	JAM02 MICHAEL JAMESON	61.11		4487
11025	02/20/14	JER03 JERSEY PAPER PLUS	559.03		4487
11026	02/20/14	JIM01 JIMMY THE SHOE DOCTOR	2,194.62		4487
11027	02/20/14	JOH08 JOHN FOGG	200.00		4487
11028	02/20/14	KIN05 KINNELON PUBLIC LIBRARY	50,658.81		4487
11029	02/20/14	KIN08 KINNELON VOLUNTEER FIRE CO.	10,317.94		4487
11030	02/20/14	KIN09 KINNELON BOARD OF EDUCATION	2,855,395.50		4487
11031	02/20/14	KIN30 KINNELON COMPETITION CHEER	325.00		4487
11032	02/20/14	LAK10 LAKESIDE BAGELS & DELI	621.19		4487
11033	02/20/14	LUD01 DONALD B LUDWIG	1,560.00		4487
11034	02/20/14	MAD03 LAW OFFICE OF MARK D. MADAIO	6,259.26		4487
11035	02/20/14	MB02 M&B TRUCKING INC.	2,275.00		4487
11036	02/20/14	MCA02 MCAA OF NJ, C/O SUZANN LORUSSO	45.00		4487
11037	02/20/14	MCA05 MCAMC	50.00		4487
11038	02/20/14	MCI01 MCI EASTERN SECURITY	165.00		4487
11039	02/20/14	MCI02 MCI COMM SERVICE	12.89		4487
11040	02/20/14	MED01 MEDICAL ASSOCIATES OF NJ P.A.	575.00		4487
11041	02/20/14	MGL01 M.G.L. FORMS SYSTEM	43.00		4487
11042	02/20/14	MOB01 L-3 COM MOBILE VISION INC	281.95		4487
11043	02/20/14	MOD03 MODERN HANDLING EQUIP. NJ	711.07		4487
11044	02/20/14	MOR08 MORRIS COUNTY FIRE FIGHTERS &	20.00		4487
11045	02/20/14	MOR14 MORRIS CTY POLICE CHIEFS ASSOC	350.00		4487
11046	02/20/14	MOR17 MORRIS CTY TAX COLL/TREAS ASSC	40.00		4487
11047	02/20/14	NAPO2 JOSEPH NAPOLETANO	207.90		4487
11048	02/20/14	NES01 NESTLE PURE LIFE DIRECT	219.08		4487
11049	02/20/14	NEW11 NJ STATE LEAGUE MUNICIPALITIES	748.00		4487
11050	02/20/14	NEW16 STATE OF NEW JERSEY	80.00		4487
11051	02/20/14	NJ 01 NJ WATER ASSOCIATION	295.00		4487
11052	02/20/14	NJA06 NJ ASSOC. OF CHIEFS OF POLICE	450.00		4487
11053	02/20/14	NJC01 NJ CONFERENCE OF MAYORS	395.00		4487
11054	02/20/14	NJD07 NJ DEPT HEALTH & SENIOR SERV	796.80		4487
11055	02/20/14	NJPO6 NEW JERSEY PUBLIC	300.00		4487
11056	02/20/14	NOR01 NORTH JERSEY CRT. ADMIN. ASSO.	40.00		4487
11057	02/20/14	NOR02 NORTH JERSEY NEWSPAPER	144.19		4487
11058	02/20/14	NOR18 NORTHEAST COMMUNICATIONS, INC.	1,515.60		4487
11059	02/20/14	NWRO1 NW REFS	8,100.00		4487
11060	02/20/14	ODE01 JOHN O'DELL	68.66		4487
11061	02/20/14	ONE03 ONE SOURCE OF NEW JERSEY LLC	974.63		4487
11062	02/20/14	PAG02 P & A GROUP	350.00		4487
11063	02/20/14	PAU04 STEVEN PAULSON	16.08		4487
11064	02/20/14	PBM01 PBM SUPPLY COMPANY	192.00		4487

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
GENERAL		General Account			
		Account Payab			
		Continued			
11065	02/20/14	PER01 KAREN PERRY	62.75		4487
11066	02/20/14	PIT06 PITNEY BOWES- RESERVE ACCOUNT	2,000.00		4487
11067	02/20/14	PRI06 PRIME UNIFORM SUPPLY, INC	720.40		4487
11068	02/20/14	PRO15 PROFESSIONAL INSURANCE	500.00		4487
11069	02/20/14	PSE01 P.S.E. & G.	2,727.59		4487
11070	02/20/14	PWA01 PUBLIC WORKS ASSOC. OF N.J.	70.00		4487
11071	02/20/14	RAC02 RACHLES/MICHELE'S OIL CO.,INC	10,332.94		4487
11072	02/20/14	REI07 REIVAX CONTRACTING CORP	6,575.80		4487
11073	02/20/14	RHO01 RI NOVELTY	820.14		4487
11074	02/20/14	RIV06 Riverdale Environmental	1,800.00		4487
11075	02/20/14	ROU01 ROUTE 23 AUTO MALL	38.32		4487
11076	02/20/14	RUT01 RUTGERS, THE STATE UNIVERSITY	549.00		4487
11077	02/20/14	RUT09 Office of Continuing Prof. Ed.	245.00		4487
11078	02/20/14	SAR05 ANTHONY C. SARTORI	483.33		4487
11079	02/20/14	SCH27 SCHIFFMAN HEATING & AIR	405.70		4487
11080	02/20/14	SHO01 SHOTMEYER BROS. FUEL CORP.	3,399.34		4487
11081	02/20/14	SIL01 ANTHONY SILVESTRI	25.00		4487
11082	02/20/14	SMA01 SMART STOP STATE RT 23	304.00		4487
11083	02/20/14	SMO01 SMOKE RISE CLUB	1,345.19		4487
11084	02/20/14	STA STAPLES ADVANTAGE, DEPT NY	169.17		4487
11085	02/20/14	STA05 STATE OF NEW JERSEY PWT	5.88		4487
11086	02/20/14	STA06 STATE OF NEW JERSEY TRESURER	5.00		4487
11087	02/20/14	STAR1 STAR LEDGER - LEGALS	5.12		4487
11088	02/20/14	TAN02 NU-LOOK CONTRACTING	2,145.00		4487
11089	02/20/14	TCT02 TCTA MEMBERSHIP SERVICES	100.00		4487
11090	02/20/14	THY01 THYSSENKRUPP ELEVATOR	3,160.53		4487
11091	02/20/14	TIL01 TILCON NEW YORK INC.	1,976.43		4487
11092	02/20/14	TRE02 TREASURER, STATE OF NEW JERSEY	300.00		4487
11093	02/20/14	TRE06 TREASURER, STATE OF NJ/1989 OSP	34,978.05		4487
11094	02/20/14	TRI01 TRI-BORO FIRST AID SQUAD	9,417.07		4487
11095	02/20/14	TUR01 TURN-OUT FIRE AND SAFETY	122.96		4487
11096	02/20/14	UNI06 UNIVERSAL UNIFORMS	509.70		4487
11097	02/20/14	VER01 VERIZON	39.18		4487
11098	02/20/14	VER06 VERIZON WIRELESS	501.46		4487
11099	02/20/14	VER11 VERIZON WIRELESS - KPD	390.16		4487
11100	02/20/14	WBM01 W.B. MASON COMPANY INC.	315.88		4487
11101	02/20/14	WEL01 WELDON ASPHALT	282.15		4487
11102	02/20/14	WHI03 JOHN WHITEHEAD, JR.	130.56		4487
11103	02/20/14	ZAP01 ZAPHYR LLC	1,509.50		4487
11104	02/20/14	ZEE01 ZEE MEDICAL SERVICES	210.00		4487
11105	02/20/14	ZIE01 Ziebart & Rhinolinings	850.00		4487

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	142	0	3,434,522.74	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	142	0	3,434,522.74	0.00

PLANNING 2	CoTumbia Bank			
1630	02/20/14	DAR01 DARMOFALSKI ENGINEERING ASSOC.	2,868.00	4488
1631	02/20/14	FOR09 JENNIFER FORTUNTO	400.00	4488

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PLANNING 2 Columbia Bank					
Continued					
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>
					<u>Amount Void</u>
	Checks:		2	0	3,268.00
	Direct Deposit:		0	0	0.00
	Total:		<u>2</u>	<u>0</u>	<u>3,268.00</u>
Report Totals					
	Checks:		144	0	3,437,790.74
	Direct Deposit:		0	0	0.00
	Total:		<u>144</u>	<u>0</u>	<u>3,437,790.74</u>

Fund Description	Fund	Budget Total	Revenue Total
CURRENT FUND APPROPRIATIONS	3-01	139,825.10	0.00
WATER FUND	3-05	<u>37,050.00</u>	<u>0.00</u>
Year Total:		176,875.10	0.00
CURRENT FUND APPROPRIATIONS	4-01	3,168,200.53	0.00
WATER FUND	4-05	3,265.78	0.00
SEWER FUND	4-07	<u>2,424.78</u>	<u>0.00</u>
Year Total:		3,173,891.09	0.00
	C-04	37,911.40	0.00
DOG TAX	D-13	8,421.78	0.00
STATE AND FEDERAL GRANTS	G-02	390.45	0.00
	I-14	750.00	0.00
	L-22	3,025.00	0.00
RECREATION SPECIAL	R-16	30,597.13	0.00
	S-20	200.00	0.00
RECYCLE FUND	Y-21	2,460.79	0.00
Total of All Funds:		<u><u>3,434,522.74</u></u>	<u><u>0.00</u></u>

Project Description	Project No.	Project Total
PioCosta 1407	1407	480.00
14 LINCOLN FAMULARO #1408	1408	480.00
168 S. GLEN ROAD	300153	600.00
192 & 196 SOUTH GLENN	300158-9	240.00
147 KIEL AVE	34168	108.00
15 PHEASANT RUN- FORTUNATO	576820	400.00
MASTERTSON, SUMMIT TERR, 793	793	480.00
JKB CONSTRUCTION CORP	JKB	480.00
Total of All Projects:		<u>3,268.00</u>

February 20, 2014

CONSENT AGENDA:

A motion was offered by Councilwoman C. Sventy and seconded by Councilman J. Freda, the following motions and resolutions were offered for approval:

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	G. Moleta; Yes	R. Mondello, Yes;

NOW, THEREFORE, BE IT RESOLVED, that the following Resolutions and Motions are hereby approved.

- a. RESOLUTION 2.01.14 – Authorizing Soil Disturbance Permit – 153 Kiel Avenue (Attached)
- b. RESOLUTION 2.02.14 – Assembly Bill A-3393, Extending the Cap(Attached)
- c. RESOLUTION 2.03.14 – Assembly Bill A-2495, Accrued Unused Sick Leave (Attached)
- d. RESOLUTION 2.04.14 – Establishing Procedures to Monitor & Ensure Compliance with Federal Tax Law Requirements (Attached)
- e. RESOLUTION 2.05.14 – Judy Vioreanu, Employee of Kinnelon Public Library – Paid Sick leave (Attached)
- f. RESOLUTION 2.06.14 – Depositories Lakeland Bank & Columbia Bank (Attached)
- g. RESOLUTION 2.07.14 – Cancel Outstanding Check on Magistrate's Account(Attached)
- h. RESOLUTION 2.08.14 – Authorizing Mayor to sign Land Conservancy of New Jersey Agreement(Attached)
- i. RESOLUTION 2.09.14 – Authorizing the hiring of William Yago-Kinnelon School Work Study Program (Attached)
- j. RESOLUTION 2.10.14 – Authorizing to hire Adam Sokolski -- Temporary Part Time DPW Extra Help (Attached)
- k. RESOLUTION 2.11.14 – Authorizing Mayor to sign "Declaration of Intent" – L'Ecole Museum (Attached)
- l. RESOLUTION 2.12.14 – Authorizing Mayor to Encumber Grant Match \$5,200 – L'Ecole Museum (Attached)
- m. Resolution 2.13.14 – Authorizing mayor to Sign Morris County Preservation Trust Grant (Attached)
- n. Raffle License – HSA Pearl R. Miller School Inc. RL-753-KB, RL-754-KB (Attached)
- o. Minutes – 11/21/13, 12/19/13, 1/2/14 Reorganization Meeting and 1/16/2014 (Attached)

RESOLUTION 2 .01.14

AUTHORIZING SOIL DISTURBANCE
PERMIT FOR 153 KIEL AVENUE BLOCK 34,
LOT 186.01

WHEREAS, The Mayor and Council of the Borough of Kinnelon approves the Soil Disturbance Permit for 153 Kiel Avenue, Block 34, Lot 186.01; and

WHEREAS, JKB Construction Corp. have met all the requirements and approvals for the Kinnelon Zoning Board of Adjustments and Darmofalski Engineering Associates, Inc.; and

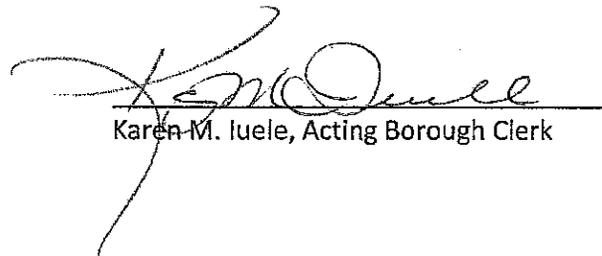
NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Kinnelon does hereby approve the Soil Disturbance Permit for 153 Kiel Avenue, Kinnelon, New Jersey

Dated: February 20, 2014



Robert W. Collins, Mayor

Dated: February 20, 2014



Karen M. Iuele, Acting Borough Clerk

BOROUGH OF KINNELON
MORRIS COUNTY, NEW JERSEY

RESOLUTION NO. 2.02.14

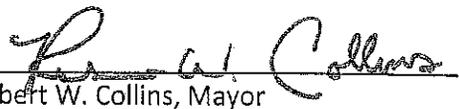
ADOPTED:

WHEREAS, government employees, appointees, elected officials, or officers in some jurisdictions are currently able to receive re-imbursement for accrued unused sick leave upon retirement up to a maximum of \$15,000.00; and

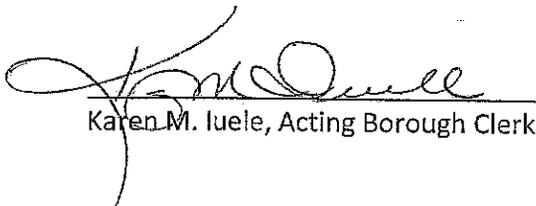
WHEREAS, there is currently no uniformity of accountability for utilization of sick leave by government employees, appointees, elected officials or officers in some jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Kinnelon, County of Morris in the State of New Jersey as follows:

1. That the Borough of Kinnelon is on record supporting Assembly Bill A-2495, which addresses the above issues by eliminating the practice of paying for any new accrued, unexpended sick leave by certain government employees, appointees, elected officials or officers; requires proof of medical necessity for more than six consecutive sick days for the aforesaid Individuals; and eliminates payment of accrued unexpended sick leave to the aforesaid individuals indicted for certain statutory offenses.
2. That a copy of this resolution be distributed to all our local state representatives; to the sponsors of the aforesaid bill; to the Chairman of the Assembly State Government Committee; to the Honorable Senate President Stephen M. Sweeney; to the Honorable Speaker of the Assembly Vincent Prieto; and to the Honorable Governor of the State of New Jersey, Christopher J. Christie and to the Morris County Board of Chosen Freeholders.


Robert W. Collins, Mayor

I hereby certify this to be a true copy of a resolution adopted by the Mayor and Council of the Borough of Kinnelon in the State of New Jersey at a regular meeting held on February 20, 2014.


Karen M. Iuele, Acting Borough Clerk

BOROUGH OF KINNELON
MORRIS COUNTY, NEW JERSEY

RESOLUTION NO. 2.03.14

ADOPTED:

WHEREAS, on December 21, 2010, Assembly Bill A-3393 was signed into law as Chapter 105, P.L. 2010; and

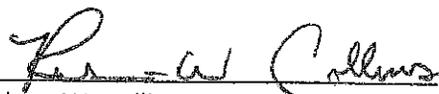
WHEREAS, the aforesaid law revised the procedure for negotiating police and fire contract disputes and set a "cap" whereby an arbitrator shall not render any award pursuant to section 3 of P.L. 1977, c.85 (C.34: 13A-16) which, on an annual basis, increases base salary items by more than 2.0 percent of the aggregate amount expended by the public employer on base salary items for the members of the affected employee organization in the twelve months immediately preceding the expiration of the collective negotiation agreement subject to arbitration; and

WHEREAS, the aforesaid "cap" is due to expire on April 1, 2014; and

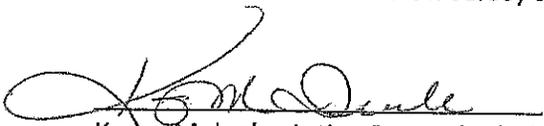
WHEREAS, it is essential that local governments continue to be relieved of the burden of funding excessive bargaining agreement awards which drive local. State and county budgets and taxes upwards, generating an unacceptable fiscal burden on taxpayers;

NOW, THEREFORE, BE IT RESOLVED, the Borough of Kinnelon of the County of Morris in the State of New Jersey as follows:

1. That the Borough of Kinnelon is on record urging that legislation be drafted, introduced, passed and signed into law extending the aforesaid "cap" for police and fire contract disputes.
2. That a copy of this resolution be distributed to all our local state representative; to the sponsors of the original legislation; to the Chairman of the Assembly Budget Committee; to the Chairman of the Assembly Law and Public Safety Committee; to the President of the Senate; to the Speaker of the Assembly; to the Honorable Governor of the State of New Jersey, Christopher J. Christie; to the League of Municipalities; and to the Morris County Board of Chosen Freeholders, urging them to adopt and distribute similar resolutions of support.


Robert W. Collins, Mayor

I hereby certify this to be a true copy of a resolution adopted by the Mayor and Council of the Borough of Kinnelon in the State of New Jersey at a regular meeting held on February 20, 2014.


Karen M. Luele, Acting Borough Clerk

RESOLUTION OF THE BOROUGH OF KINNELON, IN THE COUNTY OF MORRIS, NEW JERSEY, ESTABLISHING PROCEDURES TO MONITOR AND ENSURE COMPLIANCE WITH FEDERAL TAX LAW REQUIREMENTS WITH RESPECT TO TAX-EXEMPT DEBT OF THE BOROUGH.

WHEREAS, the Borough of Kinnelon, in the County of Morris, New Jersey (the "Borough") has from time to time and will from time to time issue tax-exempt debt, including without limitation bonds and bond anticipation notes; and

WHEREAS, in connection with the issuance of tax-exempt debt, the Borough is required by Section 149(e) of the Internal Revenue Code to file with the Internal Revenue Service an Information Return for Tax-Exempt Governmental Obligations known as Form 8038-G (or a substantially similar form); and

WHEREAS, the most recent revision of Form 8038-G requires the Borough to report whether the Borough has established written procedures to monitor and ensure compliance with certain requirements of federal tax law relating to its tax-exempt debt; and

WHEREAS, bond counsel to the Borough has prepared written procedures to monitor and ensure compliance with the requirements of federal tax law relating to tax-exempt debt which procedures are attached hereto as Exhibit A; and

WHEREAS, the Borough is desirous of establishing such written procedures;

NOW THEREFORE BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF KINNELON, IN THE COUNTY OF MORRIS, NEW JERSEY, AS FOLLOWS:

Section 1. In furtherance of the purposes described in the above recitals and in connection with the issuance from time to time by the Borough of tax-exempt debt, including bonds and bond anticipation notes, the Borough hereby establishes procedures to monitor and ensure compliance with federal tax law which procedures are attached hereto as Exhibit A.

Section 2. This resolution shall take effect immediately.

EXHIBIT A

TAX-EXEMPT DEBT COMPLIANCE PROCEDURES

TAX-EXEMPT DEBT COMPLIANCE PROCEDURES
(adopted February 20, 2014)

I. Purpose of Procedures

The purpose of these procedures is to ensure that the Borough of Kinnelon, in the County of Morris, New Jersey (the "Borough") complies with applicable requirements of federal tax law necessary to preserve the tax-exempt status of interest on any tax-exempt obligations (collectively referred to as the "Bonds") issued by the Borough. These requirements include restrictions on the uses of proceeds of the Bonds, and the facilities financed with the Bonds. The Borough hereby designates the Chief Financial Officer of the Borough as the compliance officer (the "Compliance Officer") for purposes of these procedures. These procedures provide only a general overview of the primary tax restrictions. The Compliance Officer shall consult with the Borough's bond counsel as needed to understand the tax restrictions described in the arbitrage and use of proceeds certificate or similar tax certificate (the "Tax Certificate") executed by the Borough in connection with an issue of Bonds and to ensure compliance with the tax restrictions described in these procedures.

II. General Overview of Private Business Use Restrictions

The tax rules prohibit private business use (use by private parties, including nonprofit organizations and the federal government) of tax-exempt financed facilities beyond permitted *de minimis* amounts unless cured by a prescribed remedial action. Private business use may arise as a result of:

- Sale of the financed facility;
- Lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers);
- Management or service contracts in which the Borough authorizes a private party to operate all, a portion of, or any function of a financed facility (e.g., private management of a water or sewer system, cafeteria or healthcare facility); or
- Preference arrangements in which the Borough extends special legal entitlements or preferences to a private party with respect to a financed facility (e.g., preference parking in a public parking lot, naming rights, etc.).

The restrictions on private business use apply throughout the term of the Bonds. An action described above, if taken after the Bonds are issued, could jeopardize the tax-exempt status of the Bonds; however, arrangements with private parties for use of financed facilities can often be structured to comply with an exception, or "safe harbor," to the private business use restrictions. Accordingly, the Borough should consult with its bond counsel whenever such an arrangement with a private party is being considered. If the Compliance Officer identifies private business use of a Bond-financed project, the Compliance Officer will consult with bond counsel to determine whether such private business use will adversely affect the tax-exempt status of the Bonds, and if so, what remedial action is appropriate, if any.

III. General Overview of Arbitrage Requirements

The tax rules contain investment restrictions relating to Bond proceeds and other moneys relating to the Bonds. Those arbitrage limits are set forth in the Tax Certificate for each Bond issue. The Tax Certificate is included in the Bond closing transcript. Investment earnings on Bond proceeds should be tracked and monitored to comply with applicable yield restriction and rebate requirements. Arbitrage is the difference between the yield on the Borough's Bonds and the investment income earned on the Bond proceeds invested in taxable instruments. Under certain circumstances, the Borough may be required to rebate "positive arbitrage" that it earns to the U.S. Treasury. The Borough must calculate (or hire a consultant to calculate) rebate liability for each Bond issue, and make any required rebate payments on a timely basis. The Borough may retain bond counsel, or another arbitrage rebate consultant, to perform any rebate calculations that are required to be made from time to time with respect to any Bond issue.

The rebate calculation dates are described in the Tax Certificate related to each issue of Bonds, but are generally every fifth (5th) anniversary date of the Bond issue through the final maturity or redemption date of a Bond issue. A final rebate payment must be made within sixty (60) days of the final maturity or redemption date of a Bond issue.

IV. Document Retention Requirements

Copies of all documents and records sufficient to document the expenditures and uses of Bond proceeds and Bond-financed facilities will be maintained by the Borough for the term of a Bond issue (including refunding bonds, if any) plus six (6) years, including the following documents and records:

- Bond closing transcripts;
- Copies of records of investments, investment agreements, credit enhancement transactions, financial derivatives (e.g., an interest rate swap), arbitrage reports and underlying documents, including trustee statements;
- Copies of material documents relating to expenditures financed or refinanced by Bond proceeds, including (without limitation) payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;
- All leases, management agreement, or other contracts and arrangements involving private use, or changes in use, of the Bond-financed property; and
- A list (which does not have to be independently created but can be satisfied by reference to existing bond ordinances and computerized records) of assets financed with Bond proceeds, including, if applicable, placed in service dates.

V. Ongoing Training

Training shall be made available to the Compliance Officer to support the Compliance Officer's understanding of the tax requirements applicable to the Bonds. Such training may include, but would not be limited to, attending training sessions at local conferences sponsored

by, among others, the New Jersey Government Finance Officer's Association, the New Jersey State League of Municipalities, the New Jersey Association of Counties, the New Jersey Tax Collectors and Treasurers Association and Rutgers University, participation in IRS teleconferences, reading technical guidance materials provided by educational organizations, the IRS, and/or bond counsel, and discussing questions and issues with the Borough's bond counsel and/or arbitrage rebate consultant.

VI. Annual Completion of Tax-Exempt Debt Compliance Checklist

The Compliance Officer will complete the attached "Annual Tax-Exempt Debt Compliance Checklist" with respect to all outstanding Bonds on or before December 31 of each annual period. The Compliance Officer will retain a copy of each completed and signed checklist in a file that is retained in accordance with the document retention requirements described in Section IV above.

BOROUGH OF KINNELON, IN THE COUNTY OF MORRIS, NEW JERSEY

Form of Annual Tax-Exempt Debt Compliance Checklist

(to be completed by the "Compliance Officer" as described in the Tax-Exempt Debt Compliance Procedures)

Date Completed: _____

	Yes	No
Has there been a sale of all or any portion of a facility financed with tax-exempt bonds or notes (a "Project")?		
Has there been a lease of all or any portion of a Project to any party other than a state or local government?		
Has the Borough entered into a new, or amended an already existing, management or service contract related to a Project?		
Has the Borough entered into a naming rights agreement relating to all or any portion of a Project?		
Has the Borough entered into any other arrangement with an entity, other than a state or local government, that provided legal rights (such as a right to use) to that entity with respect to a Project?		
Has the Borough invested the proceeds of its tax-exempt bonds or notes at a yield in excess of the arbitrage yield on such bonds or notes?		
Has the Borough failed to comply in any material respect with the record retention requirements described in Section IV of the Tax-Exempt Debt Compliance Procedures previously established by the Borough?		

If an answer to any question above is "Yes", or the answer is unclear, the Compliance Officer shall consult with the Borough's bond counsel to determine (i) if the event could adversely impact the tax-exemption of the Borough's outstanding tax-exempt debt and/or (ii) whether any action needs to be taken during the upcoming annual period to ensure compliance with the tax-exempt debt restrictions.

The undersigned is the "Compliance Officer" as described in the Tax-Exempt Debt Compliance Procedures previously established by the Borough and has completed the above checklist to the best of the knowledge of the undersigned.

Name:

Title: Compliance Officer/Chief Financial Officer

RESOLUTION 2.05.14

GRANTING PAID SICK LEAVE TO
KINNELON PUBLIC LIBRARY EMPLOYEE
JUDY VIOREANU

WHEREAS, the Governing Body of the Borough of Kinnelon finds and declares that Judy Vioreanu is an employee of the Kinnelon Public Library; and

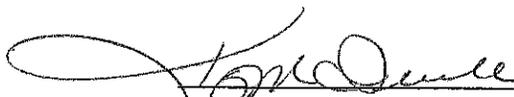
WHEREAS, the Governing Body further finds and declares that the Employee will be out of work on disability as of April 1, 2014 to September 23, 2014; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Kinnelon does hereby grant paid sick leave to Borough Employee Judy Vioreanu; and

BE IT FURTHER RESOLVED that the Chief Financial Officer, Donna Mollineaux is and is hereby directed to formally notify the State Public Employees Retirement System of said status and to cause the same to be included in the records maintained for said employee.

I, Karen M. luele, Acting Borough Clerk hereby certify this to be a true copy of a resolution which was adopted at the regular meeting of the Kinnelon Mayor and Council held on February 20, 2014.

Dated: 2-20-14



Karen M. luele,
Acting Borough Clerk

JANUARY 2, 2014

RESOLUTION 2014.06.13 DEPOSITORIES

WHEREAS, N.J.S.A. 40A: 5-14 provides that the Governing Body shall, by resolution, designate a depository or depositories for its money a bank or trust company having its place of business in the State and organized under the laws of the United States or this State; and

WHEREAS, N.J.S.A. 17:12B-241 (Chapter 144 P.L. 1963) provides that the Governing Body may invest funds in any federally insured association; and

WHEREAS, N.J.S.A. 40A: 4-63 provides that monies held in any separate fund shall be treated as monies held in trust and no banking institution accepting these monies shall divert them to any other purpose;

NOW, THEREFORE, BE IT RESOLVED that the following institutions shall serve as depositories for the following Borough of Kinnelon funds; and the Custodian shall be Jennifer Stillman, Treasurer:

Columbia Bank
Lakeland Bank

Funds: Current - General Accounts (Accounts Payable) - Dog Tax - Capital - Water Capital - Bond & Coupon - Water Utility - Sewer Utility - Public Assistance Trust - Recreation Special Account - Planning Board Inspection Fee Escrow - Developer's Performance and Maintenance Bond Trust - Clerk's Special Deposit - Payroll - Historical Commission Trust - Special Fortified Assets Law Enforcement - Uniform Fire Safety Account - Green Trust Account - Alliance on Alcoholism & Drug Abuse (KAMELOT), Recycling Fund and Police Escrow, Parking Offense Adjudication Acct (POAA), Open Space, Accumulated Absence, Community Police Donations, Found Money and Snow Removal Cost Fund, Flexible Spending, Municipal Public Defender, Tax Sale Premiums, K-Fest.

* * *

RESOLVED that the Columbia Bank, be authorized to continue the existing payroll accounts known as "Kinnelon Borough – Payroll Account", and

* * *

Dated 2,20,2014

*Tara M. Dulle
Acting Borough Clerk*

RESOLUTION 2. 07 .14

RESOLUTION TO CANCEL OUTSTANDING
CHECK ON THE MAGISTRATE'S ACCOUNT

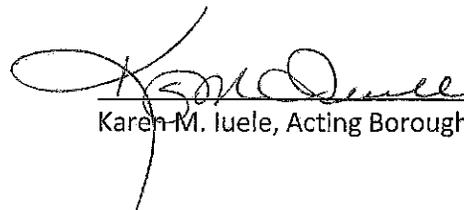
WHEREAS, the following checks issued from the Magistrate's Account have been outstanding for more than one year and are now stale-dated and be Escheated to the Borough of Kinnelon; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon that the following outstanding checks issued from the Magistrate's Account be cancelled and Escheated to the Borough of Kinnelon.

Magistrate's Account

<u>Date</u>	<u>Check Number</u>	<u>Amount</u>
1/10/2013	1174	\$50.00
7/8/2013	1214	\$4.00
8/5/2013	1219	\$1.00

Dated: February 20, 2014



Karen M. Iuele, Acting Borough Clerk

Kinnelon Municipal Court

130 KINNELON ROAD KINNELON, N.J. 07405
(973) 838-7644 FAX: (973) 838-9161

ANDREW M. WUBBENHORST, PJMC
Judge

HEATHER PROKOP, CMCA
Court Administrator

To: D. Mollineaux; K. Iuele

cc: Judge A. Wubbenhorst
Jessica Ballew

From: Heather Prokop, CMCA

Date: February 10, 2014

Re: Funds to be Escheated to the Borough: \$55.00

Below is detail on funds that may be escheated to Kinnelon. As you can see, the checks are well past the time when they may be considered stale (N.J.S.A 12A:4-404).

The check was written on the Magistrate's Account as Restitution to Michelle Barabash-Fradkin.

- Check No. 1174, issued in the amount of \$50.00 on January 10, 2013
- Check No. 1214, issued in the amount of \$4.00 on July 8, 2013.
- Check No. 1219, issued in the amount of \$1.00 on August 5, 2013.

By copy of this memo to Jessica Ballew at Columbia Bank, I am requesting that, should they come in, these checks not be honored.

If you require any additional information before you can pass a resolution on accepting these checks, please don't hesitate to ask. Once the resolution is passed, let me know and I will issue the check to the Borough immediately. Thanks.

Heather

RESOLUTION 2.08.14

AUTHORIZING THE RENEWAL OF AN AGREEMENT TO RETAIN THE LAND CONSERVANCY OF NEW JERSEY FOR OPEN SPACE PRESERVATION CONSULTING SERVICES FOR 2014

WHEREAS, with the creation of a dedicated source of tax revenue, the Open Space Trust, and an Open Space Advisory Committee for the acquisition of open space, a need exists to retain the services of an open space preservation consultant whose staff members have technical expertise and experience in the field of open space and farmland preservation and stewardship; and

WHEREAS, The Land Conservancy of New Jersey ("Conservancy") is a nonprofit organization whose mission is to preserve and protect open space for natural, historic, agricultural and recreational purposes and to assist municipalities in the stewardship of open space lands; and

WHEREAS, the Borough of Kinnelon ("Borough") desires to renew its contract with the Conservancy for the purpose of assisting the Borough and the Open Space Advisory Committee with a variety of open space services and landowner negotiations and the parties desire to continue an Agreement setting forth the terms and conditions for said consulting services.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Kinnelon, County of Morris, State of New Jersey, as follows:

1. The Mayor is hereby authorized to enter into an Agreement to retain The Land Conservancy of New Jersey for open space preservation consulting services. The general terms and conditions of the Agreement by and between the Borough of Kinnelon and The Land Conservancy of New Jersey for open space preservation consulting services from March 16, 2014 through March 15, 2015 for an amount not to exceed Eleven Thousand Dollars (\$11,000.00) are hereby approved.
2. The Borough hereby authorizes and approves any non-substantive modifications to the Agreement as may be recommended and approved by the Governing Body and Borough Attorney prior to execution.
3. The Mayor and Borough Clerk are hereby authorized and directed to execute said agreement and said officers together with all other appropriate officers, employees, consultants and professionals of the Borough are hereby authorized and directed to take any and all steps necessary to effectuate the purposes of this resolution.
4. This Resolution shall take effect immediately.

CERTIFICATION

I, Karen M. Iuele, Acting Borough Clerk of the Borough of Kinnelon hereby certify the foregoing to be a true copy of a Resolution adopted by the Borough Council of the Borough of Kinnelon at a duly convened meeting held on February 20, 2014.

 2-21-14
 Karen M. Iuele, Acting Borough Clerk



THE LAND CONSERVANCY OF NEW JERSEY

Preserve Now - Protect Forever

February 6, 2014

Mayor Robert Collins
Borough of Kinnelon Municipal Building
130 Kinnelon Road
Kinnelon, NJ 07405

Dear Mayor Collins,

The Land Conservancy of New Jersey worked closely with the Borough and the staff at the State of New Jersey's Green Acres program to obtain an extension of the state's funding deadline, keeping the Borough's Planning Incentive grant monies secure. We have secured a purchase agreement, on behalf of the Borough, to preserve the Totowa Constructors, Inc. property and will work this year to ensure the transactional due diligence is completed to ensure the project closes quickly.

The Land Conservancy of New Jersey has worked with the Borough of Kinnelon on its open space preservation program since 2005. We have:

- ❖ Contributed \$1,314,551 in land preservation funds to projects in Kinnelon
- ❖ Helped the Borough receive \$3,325,000 in grant funds from Green Acres and Morris County
- ❖ Ensured 98% of the funds for land preservation projects in Kinnelon was provided by outside funding agencies, leveraging the Borough Open Space Trust Fund
- ❖ Preserved 1,592 acres in the Borough

The Land Conservancy's contract as Open Space Advisor expires on March 15, 2014, I am writing to request the Borough renew our contract for another year. Our contracts are designed to offer a range of open space advising services to the municipality and we continue to research new opportunities for grant funding for land preservation in the Borough. The Land Conservancy will perform the activities and those outlined on the following pages at a cost of \$11,000 for a year's service. The Land Conservancy recognizes the importance of the services we provide to the Borough and are continuing to not raise our fees, although our costs are much higher. We are continuing to keep our agreement the same as in prior years; this is the same rate as the Borough paid in 2009.

Partners for Greener Communities is a program of technical services provided by The Land Conservancy to help municipal officials and volunteers, particularly those who serve on open space committees, preserve land in their community. Support for our open space advising program is partially funded through a grant from the Geraldine R. Dodge Foundation, which allows us to keep the cost for our services as low as possible. We will continue to research projects to bring in new funding into the municipality for land preservation.

If you would like to talk further about this proposal or need additional information, please let me know. Thank you for this opportunity to assist the Borough in achieving its open space and recreation goals.

Sincerely,

Barbara Heskins Davis, PP, AICP
Vice President, Programs

cc: Karen Iuele, Municipal Clerk
Tom Kline, Chair, Open Space Advisory Committee

19 Boonton Avenue ♦ Boonton, NJ 07005 ♦ (973)541-1010 ♦ Fax (973)541-1131 ♦ www.tlc-nj.org ♦



THE LAND CONSERVANCY OF NEW JERSEY

Preserve Now - Protect Forever

Year-End Report and Scope of Work for 2014-2015 Borough of Kinnelon – Open Space Preservation Program Prepared: February 5, 2014

Open Space Achievements:

The Land Conservancy helped Kinnelon Borough with the following activities:

- ✓ The Borough's NJDEP Green Acres grant agreement was executed, adding \$250,000 to the Borough's Green Acres Planning Incentive (PI) account.
- ✓ Assisted Kinnelon Borough in obtaining an extension to the NJDEP Green Acres deadline for providing the next targeted acquisition, keeping the Planning Incentive grant monies secure.
- ✓ Continued negotiations with Totowa Constructors, Inc. for acquisition of property, and secured contract for acquisition.
- ✓ Worked with the Open Space Advisory Committee in identifying one target property for active recreation and one property for passive (resource-based) recreation.
- ✓ Worked with the Open Space Trail Subcommittee to focus on trail development for the Borough and conducted site investigations to help identify a trail on the former Weber property.
- ✓ Attended Open Space Committee meetings, upon request by the Borough, and provided information and strategy suggestions for open space acquisitions in the Borough.
- ✓ Advised Borough officials on various open space activities and county and federal grant requirements.

Proposed Open Space Activities: 2014-2015

The Land Conservancy proposes to help Kinnelon Borough with the following activities:

- ✓ Continue projects currently underway.
- ✓ Coordinate and manage the transactional due diligence required for the completion of the Totowa Constructors, Inc. property, including survey, Preliminary Assessment Report (PAR) and title.
- ✓ Continue to help the Borough identify additional suitable property for recreation fields.
- ✓ Work with the Open Space Trail Subcommittee on trail development for the Borough. Help identify a project to submit to NJDEP for a Federal Highway Administration's Recreational Trails Program grant, once funding becomes available.
- ✓ Develop up to three maps, such as a Project Reference Map, as required by granting agencies for the preservation of land in the Borough.
- ✓ Provide ongoing communication and coordination with agencies responsible for land preservation.
- ✓ If requested by the Borough, prepare its grant application to the Morris County Preservation Trust Fund.
- ✓ Meet with landowners and negotiate land acquisitions at the direction of the Borough.
- ✓ Continue to develop funding partnerships to leverage the Borough's open space funding.
- ✓ Develop specific acquisition strategies and financing scenarios for priority parcels in the Borough. Manage the due diligence work for Borough open space acquisitions.



AGREEMENT

BY AND BETWEEN

BOROUGH OF KINNELON, County of Morris
A Municipal Corporation of the State of
New Jersey, with offices located at
130 Kinnelon Road
Kinnelon, New Jersey 07405

Hereinafter referred to as "Borough"

AND

THE LAND CONSERVANCY OF NEW JERSEY
Open Space and Farmland Preservation Advisors
with offices located at
19 Boonton Avenue
Boonton, New Jersey 07005

Hereinafter referred to as "Conservancy"

WITNESSETH:

WHEREAS, with the creation of a dedicated source of tax revenue ("Open Space Trust") and an Open Space Advisory Committee for the acquisition of open space, a need exists to retain the services of an open space preservation consultant whose staff members have technical expertise and experience in the field of open space and farmland preservation and stewardship; and

WHEREAS, The Land Conservancy of New Jersey is a nonprofit organization whose mission is to preserve and protect open space for natural, historic, agricultural and recreational purposes and to assist municipalities in the stewardship of open space lands; and

WHEREAS, the Borough desires to engage The Land Conservancy for the purpose of assisting the Borough Council and the Open Space Advisory Committee with a variety of open space services, including (but not limited to) landowner negotiations and the preparation of grant applications as may be required with regard to the possible acquisition of open space and farmland.

NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

1. **Scope of Services:** The Land Conservancy of New Jersey shall provide the Borough Council and the Open Space Advisory Committee with the following services:
 - a. At the Borough's request, work with private landowners and negotiate to achieve the best acquisition value for Borough. Continue negotiations already begun by the Borough and/or The Land Conservancy.
 - b. Reach out to landowners who might be interested in open space preservation.
 - c. Work with Borough Open Space Advisory Committee to select priority properties to pursue in keeping with Borough Open Space Plan and available funding.
 - d. Develop specific acquisition strategies and financing scenarios for priority parcels in the Borough.
 - e. When appropriate, encourage applications by the landowners to the New Jersey Green Acres Program.
 - f. Upon request, manage the due diligence work for Borough open space acquisitions in coordination with the Borough. This includes obtaining proposals, coordinating work schedules and specific requirements for the project, and reviewing all work products to ensure quality and compliance with government regulations.
 - g. Assist the Borough in the preparation of materials that keep its Green Acres Planning Incentive account up-to-date to ensure that the Borough continues to receive state grant funds.
 - h. The Borough shall provide The Land Conservancy with both written and verbal notice of its intention to submit an update to the Green Acres PI application no later than four (4) weeks prior to the State's deadline for submittal of the application. If the Borough does not give adequate notice to The Land Conservancy within four (4) weeks of the

grant deadline, then The Land Conservancy reserves the right to charge a fee on top of the currently approved fee for services, not to exceed \$500.

- i. Help the Borough develop up to two (2) land acquisition grant applications for the County Open Space Trust Fund 2014 grant round, including the maps required for this grant(s). Coordinate the site visit and formal presentation.
- j. The Borough shall provide The Land Conservancy with both written and verbal notice of its intention to submit its 2014 county grant application(s) no later than four (4) weeks prior to the County's deadline for submittal of the application(s). If the Borough does not give adequate notice to The Land Conservancy within four (4) weeks of the grant deadline, or if the town requests The Land Conservancy to submit more than two (2) applications, or both, then The Land Conservancy reserves the right to charge a fee on top of the currently approved fee for services, not to exceed \$1,000 per grant.
- k. Develop up to three (3) maps, as required by granting agencies for the preservation of land in the Borough. Provide other mapping services, such as a new or updated Open Space Map, on a separate fee basis.
- l. Continue to explore available funding sources to leverage the Borough's Open Space Trust for open space acquisition.
- m. Provide ongoing communication and coordination with state and county agencies responsible for land preservation, including New Jersey Green Acres.
- n. Respond to regional initiatives as necessary in coordination with the Borough Open Space Advisory Committee.
- o. Provide regular progress reports to the Open Space Advisory Committee to assist with their deliberations and work.
- p. Discuss and work on open space preservation issues and projects that may arise within the Borough Open Space Advisory Committee and the governing body.

q. Meetings attended by Conservancy staff will be done as needed to successfully advance the municipal open space program. Staff will attend up to six (6) Open Space and/or Borough Council meetings, focusing on land acquisition and grant applications. The Land Conservancy will attend up to three (3) Borough or County meetings as required for the completion of grant applications. Staff will conduct landowner meetings as necessary to successfully advance the land acquisition project. If the Borough requests attendance at additional municipal-based meetings, The Land Conservancy reserves the right to charge a fee on top of the currently approved fee.

2. **Term of Agreement:** The term of the agreement shall be for a twelve (12) month period commencing on March 16, 2014 and ending on March 15, 2015.
3. **Total Compensation:** For the scope of services and activities to be rendered during the twelve (12) month period, The Land Conservancy shall be paid a lump sum amount not to exceed \$11,000.00. Payments will be processed through the Borough Council following the end of each quarter as follows:
 - First Quarter.....\$2,750
 - Second Quarter.....\$2,750
 - Third Quarter.....\$2,750
 - Fourth Quarter.....\$2,750

The Land Conservancy is able to keep the costs for these services low thanks to a generous grant from the Geraldine R. Dodge Foundation which underwrites this program.

4. **Payment Procedures:** The Land Conservancy shall be responsible in submitting to the Borough Clerk a voucher with specific charges. Method of payment shall comply with the Local Fiscal Affairs Law, N.J.S.A. 40A:5-16, which prohibits the governing body of any local unit from paying out any of its monies "unless the person claiming or receiving the same shall first present a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct."

5. **Cancellation of Agreement:** Both the Borough and The Land Conservancy reserve the right to cancel this Agreement without reason upon thirty (30) calendar days written notice. However, both parties agree that any pending business will be completed to the best of The Land Conservancy's abilities, and that an orderly transition of all outstanding projects or activities will be made in cooperation with the Borough Clerk and the Borough will pay The Land Conservancy for all service rendered through the final date of service at the rate of \$45 per day for each day of service after the end of the preceding quarter.
6. **Ownership of Records:** All records, maps, plans and data pertaining to any Borough open space issue and any other information utilized or gathered by The Land Conservancy on behalf of the Borough shall be surrendered to the Borough upon expiration or termination of this Agreement. The Land Conservancy may retain copies as it determines and will not disclose any non-public information.
7. **Mandatory Affirmative Action Compliance.** During the term of this agreement, the parties agree to comply with the Affirmative Action requirements set forth in N.J.A.C. 17:27, and hereby incorporate by reference the mandatory Affirmative Action language set forth in Exhibit "A" which is attached and made a part of this Agreement.
8. **Hold Harmless.** The Borough will indemnify and hold harmless The Land Conservancy and its employees and agents against claims and expenses (including legal fees and expenses) arising from the performance by The Land Conservancy of its obligations under this Agreement, unless involving gross negligence or willful misconduct by The Land Conservancy or any of its employees or agents, and will pay against invoice any legal fees and expenses incurred by The Land Conservancy or any of its employees or agents in defending against any such claims, against the undertaking by the indemnitee (s) to refund the amount(s) paid in the event of a final binding determination that it, he or she was not entitled to indemnification hereunder. The Borough may be entitled to recover from The Land Conservancy amounts paid by the

Borough hereunder in the event of damages caused the Borough by The Land Conservancy or any of its employees or agents and shall not be entitled (in the absence of gross negligence or willful misconduct by The Land Conservancy or any of its employees or agents) to any larger amount in any such case, whether the damage is direct, indirect, consequential or of any other nature.

9. **Arbitration.** This Agreement is the entire agreement of the parties on the subject matter, superseding all prior written or oral understandings or agreements, and may be amended only by a writing signed by both parties. All disputes in respect of this Agreement not settled by negotiation within 30 days of written notice thereof by either party to the other shall be submitted by one party or the other to non-binding mediation by a mutually agreed upon mediator and if not settled within 60 days of such notice shall be finally resolved by confidential binding arbitration in Morristown, New Jersey under the rules then in effect of the American Arbitration Association by a panel of three arbitrators, one selected by each party and the third by the two so selected. Any decision by a majority or more of the arbitrators may be entered as a judgment in any court having jurisdiction. The arbitrators shall have no authority to amend this Agreement. One-half of the expenses of the mediator of any mediation and the arbitrators in any arbitration shall be borne by each party.

IN WITNESS THEREOF, the parties hereto have executed this agreement on

this

day of

2014.

ATTEST:

BOROUGH OF KINNELON

Borough Clerk

By _____
Mayor

WITNESS:

THE LAND CONSERVANCY OF
NEW JERSEY

Barbara H. Davis

By David J. Epstein
David J. Epstein, President

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race,

creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

The Land Conservancy of New Jersey

Company Name



Officer Signature

David J. Epstein, President.

2/6/14
Date

(973) 541-1010
Telephone Number

RESOLUTION 2.09 .14

AUTHORIZING HIRE OF
WILLIAM YAGO – KINNELON
SCHOOL WORK STUDY PROGRAM

WHEREAS, the Borough of Kinnelon would like to participate in the Kinnelon School Work Study Program; and

WHEREAS, William Yago of the Kinnelon School Work Study Program will be hired for the DPW Monday thru Friday from 11:00 am to 3:00 pm at the rate of \$10.00 an hour until the end of the 2014 school term.

NOW, THEREFORE, BE IT RESOLVED, that William Yago, be hired on the School Work Study Program for the DPW Monday thru Friday from 11:00 am to 3:00 pm at the rate of \$10.00 an hour until the end of the 2014 Kinnelon school term.

CERTIFICATION

I, Karen M. luele, Acting Borough Clerk, do hereby certify this to be a true copy of a resolution duly adopted at the regular meeting of the Kinnelon Mayor and Council held on February 20, 2014.

Dated: 2/20/14


Karen M. luele, Deputy Borough Clerk

RESOLUTION 2.10 .14

AUTHORIZING HIRE OF
ADAM SOKOLSKI – TEMPORARY
PART TIME DPW EXTRA HELP

WHEREAS, the Borough of Kinnelon would like hire Adam Sokolski as temporary part time DPW worker for extra help as needed; and

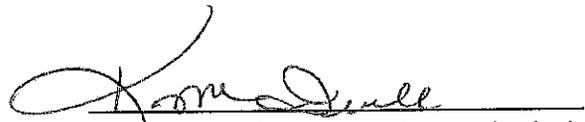
WHEREAS, Adam Sokolski will be hired at the rate of pay of \$10.50 an hour; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Kinnelon due hereby hire Adam Sokolski as a Temporary part time DPW worker for extra help as needed.

CERTIFICATION

I, Karen M. Iuele, Acting Borough Clerk, do hereby certify this to be a true copy of a resolution duly adopted at the regular meeting of the Kinnelon Mayor and Council held on February 20, 2014.

Dated: 2/20/14


Karen M. Iuele, Deputy Borough Clerk

RESOLUTION NUMBER 2. // .14

AUTHORIZING THE MAYOR TO
TO SIGN A DECLARATION OF INTENT
FOR THE BOROUGH OF KINNELON
TO APPLY TO THE MORRIS COUNTY
PRESERVATION TRUST FOR A NON-
CONSTRUCTION GRANT FOR L'ECOLE,
THE KINNELON MUSEUM

WHEREAS, the Borough of Kinnelon applied for and received a non construction grant from the Morris County Preservation Trust in 2011 to prepare a preservation plan for L'Ecole, The Kinnelon Museum; and

WHEREAS, said preservation plan was duly executed in compliance with the standards set forth by the Secretary of the Department of Interior, and approved by the Morris County Historic Preservation Trust; and

WHEREAS, the said historic preservation plan for L'Ecole detailed a multi-year restoration and preservation plan for L'Ecole, the Kinnelon Museum; and

WHEREAS, the Borough of Kinnelon applied for and received a non construction grant from the Morris County Preservation Trust in 2012 to prepare bidding specifications and construction documents for the first phase of the construction, preservation and restoration of L'Ecole, the Kinnelon Museum; and

WHEREAS, the said bidding specifications and constructions documents were completed and submitted to the Morris County Preservation Trust by February 28,2013; and

WHEREAS, the said bidding specifications and constructions documents estimated a potential cost for the first phase construction, renovation and preservation of L'Ecole, the Kinnelon Museum at \$271,480; and

WHEREAS, the Borough has received a grant from the Morris County Preservation Trust in the amount of \$217,184 for the first phase of restoration and re-construction in June of 2013; and

WHEREAS, the Borough of Kinnelon desires to continue with the preservation and re-construction of L'Ecole by obtaining grant funding from the Morris County Preservation Trust to assist the Borough of

Kinnelon with the proposed construction, renovation and preservation of L'Ecole, The Kinnelon Museum; and

WHEREAS, The Morris County Preservation Trust grant guidelines and requirements require that applicants seeking grant funds must file a "Declaration of Intent" by February 28, 2014 to the Morris County Preservation Trust; and

WHEREAS, The Morris County Preservation Trust grant guidelines and requirements require that applicants seeking grant funds must have a minimum of a 20 % Grant Match.

NOW, THEREFORE, BE IT RESOLVED, The Borough of Kinnelon authorizes the Mayor and the Clerk to submit a "Declaration of Intent" to submit an application to the Morris County Preservation Trust for a non-construction grant in the amount of \$20,800, for the preparation of contract documents and bidding specifications for phase II of the re-construction and restoration of L'Ecole, the Kinnelon Museum also to be known as the "Home and office of the late Dr. Helen Miller".

Dated: 2-20-14

A handwritten signature in cursive script, reading "Robert W. Collins", written over a horizontal line.

Robert W. Collins,
Mayor

RESOLUTION NUMBER 2.12.14

AUTHORIZING THE MAYOR TO
ENCUMBER THE GRANT MATCH
AMOUNT OF \$5,200 FROM THE
BOROUGH'S OPEN SPACE, RECREATION
AND HISTORIC PRESERVATION TRUST
FUND

WHEREAS, the Borough of Kinnelon has submitted a grant application to the Morris County Preservation Trust for the year 2014 in the amount of \$26,000; and

WHEREAS, the purpose of said grant is to provide for construction documents and bidding specifications For Phase II reconstruction and restoration of L'Ecole, The Kinnelon Museum, also known as, the Late Dr. Helen Miller Home and Office; and

WHEREAS, the grant application stipulates that the Borough of Kinnelon must commit to providing the required 20% match by a resolution of the governing body; and

WHEREAS, the required 20 % match would equal \$5,200; and

WHEREAS, the Borough has established a Trust Fund for Open Space, Recreation and Historic Preservation; and

WHEREAS, the activities under the grant are an appropriate use of the Open Space, Recreation and Historic Preservation Trust Fund; and

WHEREAS, The Morris County Preservation Trust was established to assist municipalities and non-profit corporations with historic preservation initiatives; and

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Kinnelon agrees to encumber the grant match requirement of \$5,200 from the Borough's Open Space, Recreation and Historic Preservation Trust Fund.

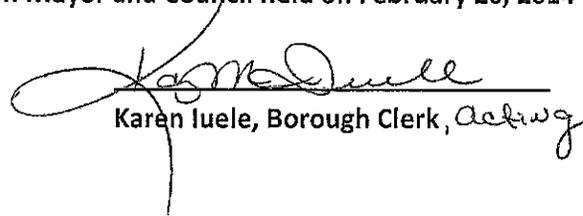
Dated:


Robert W. Collins, Mayor

Certification

I, Karen Iuele, Borough Clerk, do hereby certify this to be a true copy of a resolution duly adopted at the regular meeting of the Kinnelon Mayor and Council held on February 20, 2014

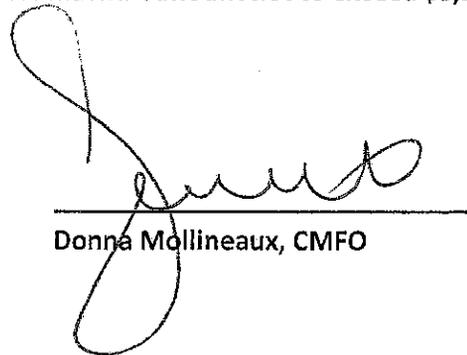
Dated:


Karen Iuele, Borough Clerk, acting

Certification of Funds

I Donna Mollineaux, Chief Finance Officer of the Borough of Kinnelon do hereby certify that Sufficient funds are available in the Open Space, Recreation and Historic Preservation Trust Fund for the expected grant match related to the required 20% match. Amount not to exceed \$5,200

Dated: 2-20-14


Donna Mollineaux, CMFO

**Morris County Historic Preservation Trust Fund
2014 Grants**

Declaration of Intent

Please complete and return by **February 28, 2014** to Ray Chang, Department of Planning & Public Works, P.O. Box 900, Morristown, NJ 07963-0900. The grant application deadline is March 28, 2014.

1. Name of Organization The Kinnelon Historic Commission
2. Name of Historic Site L'Ecole, The Helen Miller Home and Office
3. Mailing Address 130 Kinnelon Road, Kinnelon, New Jersey 07405
- Daytime Telephone (973) 838-5401
- E-Mail thomaslkine3@aol.com
4. Type of Organization
- Historical Society Museum Religious Institution
- Municipality Other: _____
5. If you are a non-profit organization, do you have 501c(3) status under the Federal Internal Revenue Code of 1986?
- Yes No Other: _____
6. Is your historic property listed on the New Jersey or National Register of Historic Places, individually or as part of a historic district listed on the New Jersey or National Register?
- Yes No Other: Application has been approved Nov 2013
7. Total Project Cost \$ \$26,000 Match \$ \$5200 Funding Request \$ \$20,800
(Note program requires 20% match from applicant except for non-construction grant less than \$5,000)
8. Briefly explain the proposed purpose for the grant requested.
- The purpose of this grant application is to prepare contract documents and bidding specifications for the second phase of reconstruction and restoration at L'Ecole.
- Signature of Organization Official  Date 2/20/2014
- Title of Organization Official Mayor



PROPOSAL FOR PROFESSIONAL
ARCHITECTURAL AND HISTORIC PRESERVATION SERVICES

FOR THE PREPARATION OF DESIGN AND CONTRACT DOCUMENTS FOR:
PHASE II: EXTERIOR RESTORATION

AT THE:
L'ECOLE KINNELON MUSEUM
KINNELON, MORRIS COUNTY, NEW JERSEY

PRESENTED BY:
CONNOLLY & HICKEY HISTORICAL ARCHITECTS, LLC
P.O. Box 1726
Cranford, New Jersey 07016

FOR CONSIDERATION BY:
Borough of Kinnelon
Kinnelon Historical Commission
130 Kinnelon Road
Kinnelon, NJ 07405

Date: February 12, 2014

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A.	Resumes of Project Team Members

PROJECT OVERVIEW**Section I**

Connolly & Hickey Historical Architects, LLC is pleased to present a proposal to the Borough of Kinnelon and the Kinnelon Historical Commission to prepare contract documents and provide bidding and contract administration services for the Phase II: Exterior Restoration of L'Ecole Kinnelon Museum, Kinnelon, New Jersey. The following outlines the scope of services, the qualifications of the project team, the project approach and the cost proposal to assist the Borough and Commission in the execution of this restoration work.

L'Ecole Kinnelon Museum

L'Ecole Kinnelon Museum was originally a one-room schoolhouse constructed in 1873 as the Meadtown Schoolhouse. The schoolhouse also served as the first meeting place when the Borough was created in 1922. After serving for a period as a private lodge in the early-twentieth century, it became the residence of Dr. Helen Miller in the 1930s. Dr. Miller named the building L'Ecole after its original use as a schoolhouse and expanded the building in order to serve as her home and medical office. Dr. Miller was a leading OB/GYN and a proponent of early detection of reproduction-related cancers. The house today serves as the museum of Kinnelon and is operated by the Kinnelon Historical Commission. The building contains both period rooms and general exhibit areas displaying the history and development of Kinnelon and the region, as well as office space for the Commission in order to operate the museum. The building is open every weekend.

A Historic Preservation Plan prepared in 2012 for the L'Ecole Kinnelon Museum identified certain physical needs at both the exterior and interior of the building that need to be addressed. The Borough and Commission would like to undertake the needed work over multiple construction phases. Contract documents were prepared for Phase I in 2012-2013 and construction on that phase will take place in 2014. The Borough and Commission would now like to prepare contract documents for Phase II, which will include installation of a new asphalt shingle roof and roof drainage system; restoration of the wood siding on the north, west and south elevations; repair of the doors and windows; masonry and carpentry repairs; upgrading the accessible route; and repairs at the outhouse. The building is clad in aluminum siding (installed c. 1967) that is historically inappropriate, can damage historic fabric and can conceal damaged historic finishes and framing. In order to allow for unknown conditions, the aluminum siding will only be removed from the east elevation during Phase I and the other elevations will be restored as part of this second phase. Once the siding is removed, the historic wood siding and trim will be repaired and then surface prepared, primed and painted. All work proposed for the L'Ecole Kinnelon Museum shall comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

Connolly & Hickey views this project as a three-part process: documentation and design development; contract documents; and bidding and contract administration. The first part of the work is an in-depth evaluation of the existing conditions. After documentation, the second part of the project phase includes defining the scope of work through the development of detailed design and contract documents including plans, elevations, sections, details and technical specifications. We will look to the Borough and Commission for their input through the investigation and design process so that we are all in agreement as to the project approach and treatment prior to the development of contract documents. The final part will be to prepare contract documents that will detail the project to a level allowing general restoration contractors to bid and undertake the work. This work will include developing a bid strategy for allowing for flexibility in bidding including the use of unit costs and allowances as well as bid alternates. Once funding for the construction project is obtained, Connolly & Hickey will also assist the Borough and Commission in the pre-qualification of general restoration contractors, bidding the project and once a contract is awarded, in the administration of the contract during construction.

THE PROJECT TEAM**Section 2**

Connolly & Hickey Historical Architects is an architecture firm that specializes in the restoration and rehabilitation of historic properties with a focus on properties located in New Jersey. The firm provides a full range of architecture and preservation services including planning, stabilization, restoration and rehabilitation for a variety of cultural resources. Our firm focuses on the practice of historical architecture because of our belief that the presence of older buildings enhances and graces the built environment providing a connection to local heritage and fostering stronger communities. Extending the useful life of existing buildings through thoughtful and well-planned restorations and rehabilitations is an area of specialty requiring experienced professionals. Please refer to Section 6 for a sampling of projects that our firm has undertaken since our inception.

Connolly & Hickey is a full-service firm that can meet the individual needs of each of our clients and tailor those services to each project. We understand that each building has its own identity, characteristics and needs, and as such, we develop a project team that is specifically suited to the project goals and objectives. Although much of the services provided are generated by Connolly & Hickey, we recognize the need to build a project team consisting of a variety of consultants. For the Phase II L'Ecole project, all services will be provided by Connolly & Hickey.

Thomas B. Connolly, R.A., and Margaret M. Hickey, Historic Preservation Specialist, will manage the Project Team, provide direct contact to the client and coordinate all requirements amongst in-house personnel. The Project Team has worked together on numerous projects in the past and therefore has the ability and expertise to successfully deliver this project to the Borough and Commission in a timely manner, satisfying the programmatic requirements and consistent with the governing standards for the preservation of historic buildings. The following is a summary of the experience of each team member including their role in the preparation of the design and contract documents. Each team member has experience with applying the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and understands the complexities behind each restoration and rehabilitation project no matter the type, size or configuration of the historic resource.

Thomas B. Connolly, AIA is the Principal Architect for Connolly & Hickey and holds a Bachelor of Architecture from the New Jersey Institute of Technology. Tom worked under the tutelage of Herbert J. Githeas and gained a complete understanding of the methodologies and philosophies behind the role of historic preservation in the restoration and rehabilitation of historic properties. Tom will manage the existing condition documentation and evaluation, design development, and construction documents for the Phase II Exterior Restoration of L'Ecole. He will also be responsible for administration of the contracts during construction including reviewing all submittals and payment applications, and conducting project meetings.

Margaret M. Hickey, R.A. serves as the Historic Preservation Specialist for the firm and is responsible for ensuring all projects comply with preservation standards. Margaret holds a Master of Science in Historic Preservation from Columbia University and a Bachelor of Architecture from the New Jersey Institute of Technology. Margaret will work with the other team members in documenting the existing conditions, design development, and preparing contract documents for construction. Margaret will work with the Borough and Commission in the evaluation of general restoration contractors' qualifications and bidding the project to a qualified contractor. She will be responsible for the development of the estimates of probable cost, which will be updated at each phase of the design process.



THE PROJECT TEAM

Section 2

Mirek L. Skros is responsible for project documentation, delineation and design. He holds a Master of Architecture from the New Jersey Institute of Technology and will work with Tom in documentation of existing conditions and developing the design and contract documents including the preparation of the technical specifications. Mirek will also assist Tom in administration of the contract during construction.

TECHNICAL PROPOSAL**Section 3**

Our firm is committed to providing the Borough and Commission with all services required to make this project successful. We include below our general approach to executing the overall goals of the proposed project, Phase II: Exterior Restoration at the L'Ecole Kinnelon Museum. Connolly & Hickey views this project as a three-staged process: documentation and design development, contract document preparations, and bidding and contract administration. The bidding and contract administration are services to be provided once funding for construction is obtained.

BASIC SERVICES**Documentation and Design Development**

As part of the field survey of conditions, the conservation issues related to the scope of the work will be described, located on drawings, and digitally photographed. Each member of the Project Team will visit the site to gain further understanding of the site and the building and to then document conditions. Design Development will entail development of the scope of the project through detailed drawings and further delineation of the restoration components. A set of drawings and an outline for the technical specifications will define the proposed project for review and consideration by the Borough and Commission. We will meet with Borough and Commission representatives to discuss the overall goals of the project and a strategy for organizing the work.

Contract Documents

The findings of the design development process will be translated into contract documents through the use of plans, elevations, sections and details drawn to sufficient detail to describe the required work including a project manual including technical specifications. The contract documents will provide adequate information to allow qualified contractors to effectively bid the project and carry out the work.

Documents will be distributed to agencies having jurisdictions over the work for their approval and the Project Team will assist the Borough and Commission in obtaining the required approval. The Project Team will draft all contract and bid requirements; however, we must look to the Borough and Commission to provide our firm with any bid and contract requirements by the Borough given this is a publicly-owned property. We will meet with the Borough and Commission to review the final contract documents and any comments received from any agencies with jurisdiction over the work. We will further define the bidding strategy that will include unit prices, allowances and possible bid alternates in order to obtain flexibility in the scope of work, based upon available funds and to accommodate possible unforeseen conditions.

Any final comments made by representatives of the Borough and Commission regarding the final design documents will be incorporated into one-hundred percent complete contract documents. Final sets of drawings and specifications will be provided to all interested parties to obtain final approvals prior to bidding where required.

TECHNICAL PROPOSAL**Section 3**

The following work would only be applicable once funding is in place for construction and focuses on bidding and contract activities:

Pre-Construction*Contractor Pre-Qualification*

The Project Team will assist the Borough and Commission in obtaining competitive bids from qualified contractors by soliciting qualification statements from interested contractors through the approved processes developed by the New Jersey Department of Community Affairs. Connolly & Hickey will prepare the pre-qualification questionnaire and review all qualifications; however, the Borough and Commission shall be responsible for public notifications and hearings associated with the pre-qualification process. Our office provides assistance throughout this process.

Bidding

We recommend obtaining at least three bids from known restoration contractors to perform the work. The Project Team will assist the Borough and Commission in obtaining competitive bids from qualified contractors. We will conduct the pre-bid conference in order to answer questions and will issue addenda as required. The Project Team will tabulate and review the bids and issue a bid-finding letter. We will assist in any negotiations with the successful bidder.

Contract Administration Services

The Borough shall be responsible for the preparation of the Owner-Contractor agreement for execution by both parties. Connolly & Hickey will conduct a pre-construction meeting establishing the logistical arrangements, work scheduling, and project administration. The Architect will make periodic visits to the site to observe the progress of the work. The Architect will review the Contractor's Requests for Payment and make a recommendation to the Borough and Commission. The Architect will certify Substantial Completion, prepare a punch list, and assist in closing out the Contract.

The Construction Phase services will generally include the following:

- Pre-Construction Meeting;
- Review of project submittals including product literature, shop drawings, samples, mock-ups and other documents;
- Attend periodic site visits including conduct project meetings to observe work in progress;
- Review Contractor's Applications for Payment;
- Issue Certification of Substantial Completion;
- Prepare list of incomplete or unacceptable work items; and
- Approve final payment to the Contractor.

Based on documentation of changes made during construction by the Contractor and field-verified by the Architect, Connolly & Hickey shall prepare as-built drawings in AutoCAD for the Borough and Commission. These drawings will use the contract documents as a base and be modified and noted as required to reflect any changes made during construction.

PHASE II: EXTERIOR RESTORATION
L'ECOLE KINNELON MUSEUM
KINNELON, MORRIS COUNTY, NJ

COST PROPOSAL

Section 4

GENERAL

Pursuant to our review of the site and discussions with representatives of the Borough and Commission, the following cost proposal is offered:

I. Connolly & Hickey Historical Architects, LLC

A. Phase II: Exterior Restoration	
▪ Documentation	\$ 5,100
▪ Design Development	\$ 9,000
▪ Contract Documents	\$ 11,000
▪ Meeting Allowance	\$ 900
Sub-Total for Design and Contract Documents	\$ 26,000
▪ Pre-Construction	
▪ Pre-Qualification	\$ 1,250
▪ Bidding and Negotiation	\$ 1,250
▪ Contract Administration Services (including close-out)	\$ 7,500
Sub-Total for Contract Administration	\$ 10,000
Total Costs for L'Ecole Phase II: Exterior Restoration	\$ 36,000

DELIVERABLES

Connolly & Hickey will provide the Borough and Commission with the necessary drawings and bidding requirements to fulfill their plans for the Phase II: Exterior Restoration at L'Ecole Kinnelon Museum. The following shall be provided inclusive of other supporting documentation necessary to obtain all approvals.

- Design Development Submission - Four (4) copies of the restoration design and probable costs of construction including the two (2) sets required by the County;
- Draft Bid Document Submission - Four (4) sets of drawings including technical specifications and probable costs of construction including the two (2) sets required by the County;
- 100% Bid Document Submission - Four (4) sets of drawings and technical specifications including the two (2) sets required by the County; and
- Bid Documents - All sets of drawings and technical specifications will be paid for by the pre-qualified bidders.

COST PROPOSAL**Section 4****CONDITIONAL STATEMENTS**

This proposal attempts to be as inclusive as possible in order to provide the Borough and Commission with a comprehensive set of professional services. However, specific services must be understood to be beyond the intents and purposes of this proposal. These may include but not be limited to the following:

- concealed or unforeseen conditions;
- hazardous materials identification, risk assessment, or abatement;
- compliance with any NJ Department of Environmental Protection or US Environmental Protection Agency requirements for wetlands;
- underground storage tank risk assessments;
- destructive or invasive testing including the removal of existing finishes except where noted in proposal; and
- expert testimony related to any legal proceedings.

The professional services rendered as part of this proposal shall be usual and customary reflecting the care and skill ordinarily used by other historic architects when dealing with similar historic structures at the same time and in the same or similar localities.

ADDITIONAL SERVICES

Should the Borough and Commission require or should the project demand additional services beyond those covered under basic services in order to facilitate its completion, the Project Team is prepared to assist wherever possible. These services will be subject to the hourly rates established in the Cost Proposal section of this Proposal. Such Additional Services may include but not be limited to:

- services involving work on buildings or structures other than those specifically listed in this proposal;
- services of consultants or specialists other than those specifically listed in this proposal;
- testing of materials or surfaces other than those specifically listed in this proposal;
- site, civil or geo-technical engineering, and soils testing;
- structural engineering;
- mechanical and/or electrical engineering;
- site utilities and land surveying;
- landscape architectural services; and
- archaeological investigations.

Should additional services be required that are beyond the scope of the basic services of this proposal, the following rates will apply:

CONNOLLY & HICKEY HISTORICAL ARCHITECTS

▪ Principal Architect	\$ 140.00 /hour
▪ Historic Preservation Specialist	\$ 120.00 /hour
▪ Historic Preservation Specialist	\$ 95.00 /hour
▪ Architectural Designer/Drafter	\$ 75.00 /hour
▪ Drafter	\$ 60.00 /hour
▪ Additional Meetings	\$ 450.00 /meeting

PROJECT SCHEDULE**Section 5****PROJECT SCHEDULE**

The following project schedule outlines the proposed project development and production schedule in weeks of duration for the existing conditions documentation and the preparation of the design and contract documents. The start date will be determined once a contract between the Owner and Architect has been executed. This schedule is submitted for planning purposes only and is subject to change.

▪ Documentation	2 Weeks
▪ Design Development	4 Weeks
▪ Contract Document Preparation	6 Weeks
▪ Pre-Qualification	6 Weeks
▪ Bidding	3 Weeks
▪ Contract Administration	To Be Determined
▪ Project Close-out	2 Weeks

PROJECT REFERENCES**Section 6****REFERENCES**

Junelynn Sadlowski, Executive Director
Fellowship for the Metlar House
1281 River Road
Piscataway, New Jersey 08854
732-821-6108

Jim Lampmann, Borough Administrator
Borough of Butler
One Ace Road
Butler, New Jersey 07405
973-838-6565

Catherine Cassidy, Councilperson
Borough of Wood-Ridge
85 Humboldt Street
Wood Ridge, NJ 07075
201-939-0202

EXPERIENCE

Since 2003, Connolly & Hickey has undertaken a variety of historic preservation projects ranging in scope from preservation planning documents to large-scale restoration and rehabilitation projects. Sample projects have been provided that explain the broad scope of our expertise and services.

All projects undertaken by Connolly & Hickey are accomplished as a team effort where staff is encouraged to take an active role in the decision-making and design processes behind every project whether it is a historic preservation-planning document or a full set of contract documents for a complex restoration and rehabilitation project. In every project undertaken, each member of the project team is intimately familiar with the building and its needs, and all members contribute to developing the appropriate approach for the required interventions.

Dr. Lewis-Condict House
Historic Preservation Plan & Restoration
Morristown, Morris County, NJ

Date: 2006-Present

Client:

Woman's Club of Morristown
 Pat Farrell, Chair
 Morristown, NJ

Services:

Historic Preservation Plan, Contract
 Documents, Pre-Qualification, Bidding and
 Contract Administration

The Dr. Lewis Condict House is a prime example of Georgian and Federal style architecture that gained popularity among wealthier residents of the United States by the end of the eighteenth century. The house was constructed in 1797 by its first owner, Dr. Lewis Condict, a prominent citizen of Morristown. Condict was a physician with a successful medical practice in Morristown who was also a significant local and state politician. The house is considered one of the best examples of late-eighteenth-century architecture in Morristown, and today reflects the different uses it has accommodated throughout its various periods of ownership. The house is significant for its association with Dr. Lewis Condict and the Woman's Club of Morristown, and for its architecture.

Connolly & Hickey performed a survey-level assessment of the exterior and interior existing conditions of the Condict House and identified significant architectural features. The Historic Preservation Plan evaluated the property including the main house, as well as an overall assessment of the site, drives and walks. The plan addresses appropriate action for the house's continued use, renovations and upgrades, and recommends specific restoration and rehabilitation actions.

The first phase project, completed in 2009, focused on the restoration of the front and side elevations of the historic core including finish carpentry restoration, door and windows repairs, and surface preparation and painting. The second phase, completed in 2012, focused on the structural enhancement of the auditorium roof and completion of the exterior restoration including slate and standing-seam copper roofing, dormer restoration, and exterior stucco and painting.



CURRENT VIEW OF THE HOUSE

Butler Railroad Station
Historic Preservation Plan & Restoration
Butler, Morris County, NJ

Date: 2009 - Present

Client:

Borough of Butler
 Butler Museum and Historical Committee
 James Lampman, Borough Administrator
 Butler, New Jersey

Services:

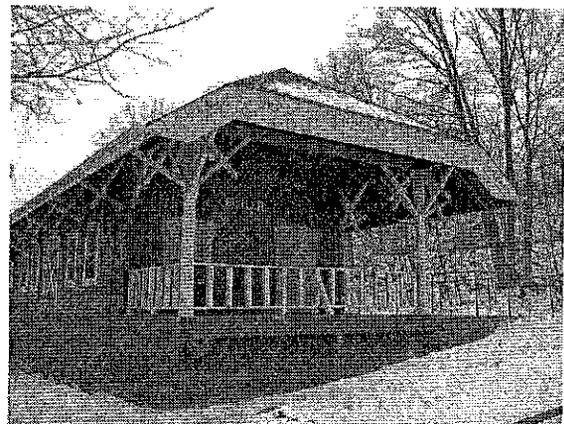
Historic Preservation Plan, Contract
 Documents, Pre-Qualification, Bidding and
 Contract Administration

Butler Railroad Station was constructed in 1889 for the New York, Susquehanna and Western Railroad and was expanded upon linearly on at least four occasions until the early-twentieth century. The station was the second in Butler; the first was constructed in 1872 on the opposite side of Main Street in downtown Butler for the New Jersey Midland Railroad. The building is a fine example of a late-nineteenth century railroad station in the Romantic Gothic style, evident in its roof design through the employment of chamfered roof brackets and vertical board-and-batten siding. On the interior, the station utilizes beaded board wall and ceiling treatments that were popular for railroad stations during this period. The Butler Railroad Station retains a high degree of architectural integrity and has been adaptively used as a local history museum, where the primary display functions are held within the station building, and the support functions are held within the freight. The Station has been recognized for its historical significance and is listed on the New Jersey and National Registers of Historic Places.

Connolly & Hickey prepared the Historic Preservation Plan for the station that summarized historic research and established the period of significance. The Plan analyzed the overall conditions of the building on the exterior and interior, made recommendations for repair and upgrade and provided probable costs. Connolly & Hickey completed contract documents to address the first phase of the project which included structural upgrades at the foundation, restoration of the rear loading dock and installation of barrier-free access at the south end of the building. Connolly & Hickey is currently assisting the Borough of Butler with contract administration services for the second phase: completing the exterior restoration of the building including restoring its early-twentieth century paint scheme.



HISTORIC IMAGE OF BUTLER RAILROAD STATION



CURRENT IMAGE OF BUTLER RAILROAD STATION

Oswald Nitschke House
Historic Preservation Plan
Kenilworth, Union County, NJ

Date: 2006 - Present

Client:

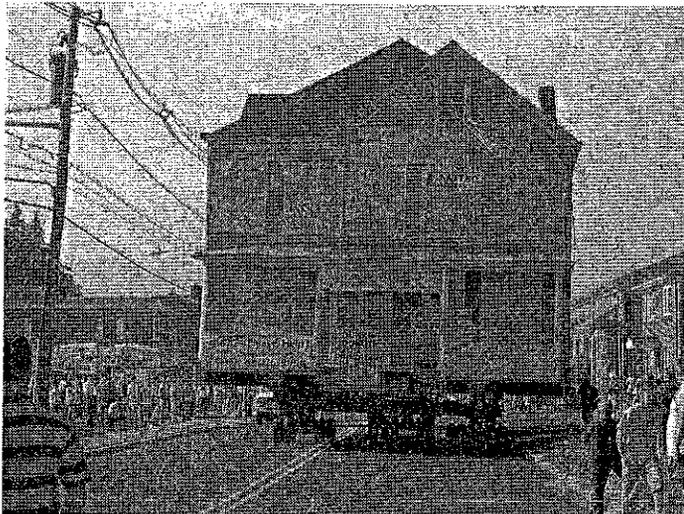
Kenilworth Historical Society
 Shirley Maxwell, President
 Kenilworth, New Jersey

Services:

Historic Preservation Plan, Contract
 Documents, Pre-Qualification, Bidding and
 Contract Administration

The Nitschke House is a late-eighteenth century farmhouse once owned by Oswald Nitschke, one of the first mayors of Kenilworth, that evolved into an early-twentieth century multi-family dwelling. The building is historically significant as it gives evidence to Kenilworth's growth from a rural farming community to a suburb by the early-twentieth century. The building is in good condition and retains much of its historic fabric and architectural integrity from its last major modification in the early-twentieth century. The building was threatened by demolition as it occupied a prime commercial lot along Kenilworth's main thoroughfare, the Boulevard. Recognizing the home's significance, the latest owner donated the house to the Kenilworth Historical Society, who moved it onto a lot owned by the Kenilworth Veterans to make way for the new commercial building that was to be erected on the original site. The house was moved just a few hundred yards down the street from where it originally stood.

Connolly & Hickey prepared a Historic Preservation Plan for the property, which guided the Historical Society's undertaking of a phased work program for the building. The plan guided the first phase of the project, which included the exterior restoration of the building. The second phase of the project was the interior restoration of the building, which included restoration of faux grain finishes, period lighting, and wallpaper and installation of new mechanical, plumbing, and electrical systems. Both the interior and exterior work were funded in part by the New Jersey Historic Trust, a Preserve Union County grant, and extensive fundraising undertaken by the Historical Society. The last phase of the project, planned for January 2014, is for the installation of an elevator serving the basement, first and second floor levels.



OSWALD NITSCHKE HOUSE BEING MOVED TO ITS NEW LOCATION



CURRENT IMAGE OF THE OSWALD NITSCHKE HOUSE

Arnault-Bianchi House

Historic Preservation Plan & Exterior Restoration
 Wood-Ridge Borough, Bergen County, NJ

Date: 2006 - 2010, Present

Client:

Borough of Wood-Ridge
 Wood-Ridge, New Jersey

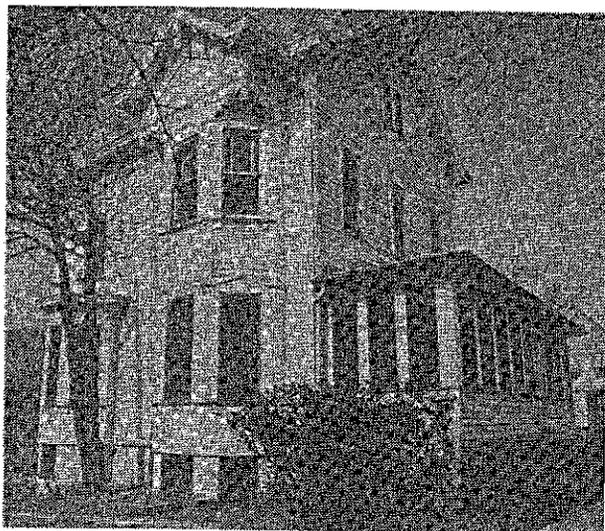
Services:

Historic Preservation Plan, Contract Documents, Pre-Qualification, Bidding and Contract Administration

Built in 1891 for Fridolin Arnault, the Arnault-Bianchi House is a fine example of Italianate architecture with complimentary elements of the Queen Anne style, popular in the late-nineteenth century. Along with the main house, the site retains a carriage house and a two-seater outhouse. Characteristic of the style, the house exhibits a bracketed cornice with drops, a slate roof with decorative tiles, a wrap-around porch, and projecting bays. The interior also retains original Italianate features such as decorative door and window surrounds and several original light fixtures.

The house remained in the Arnault family until 1908, when the property was deeded to Joseph Briggs, First Assistant to the artist Louis C. Tiffany. In 1916, the property was sold to Clemente Bianchi, and remained in the Bianchi family for several decades thereafter. In 1975, according to the wishes of the late Clemente Bianchi, the property was officially deeded to the Borough of Wood-Ridge. The house currently serves as the headquarters of the Wood-Ridge Historical Society.

Connolly & Hickey prepared a Historic Preservation Plan for the building that assessed the exterior and interior conditions identifying specific immediate and long-term needs, determined a period of significance, and made preservation-based recommendations for restoration, rehabilitation, and future use. The findings of the report were utilized to prepare the contract documents for the roof and cornice restoration, which were completed in 2006. Currently, Connolly & Hickey are preparing the contract documents to complete the exterior restoration of the house.



HISTORIC IMAGE OF THE HOUSE



CURRENT VIEW OF THE HOUSE

A. RESUMES OF PROJECT TEAM MEMBERS

THE PROJECT TEAM

CONNOLLY & HICKEY HISTORICAL ARCHITECTS, LLC

Thomas B. Connolly, AIA

Principal In-Charge

Margaret M. Hickey, R.A.

Principal Historic Preservation Specialist

Mirek L. Skros

Architectural Designer

Thomas B. Connolly, AIA
Principal Architect
Principal-in-Charge
NJ License: 21A101699200
PA License: RA403776

Experience

Principal Architect
August 2005 – Present

As Principal Architect, Mr. Connolly provides project management and coordination and direct client contact. He is also responsible for documentation of existing conditions, drafting, schematic design, design development studies, contract document preparation including drawings and specifications, cost estimates, contractor prequalification, bidding, and contract administration services. Tom also contributes to historic preservation report information including code analysis, estimates of probable costs, design and material recommendations, and report graphics and illustrations.

Senior Architectural Designer

*Connolly & Hickey
Historical Architects*
Cranford, New Jersey
August 2003 – August 2005

Designer/Drafter

*The Office of Herbert J. Githens
Architect & Planner*
Montclair, New Jersey
August 1994 – August 2003

Sketching and measuring of existing conditions, drafting of existing conditions, schematic design, design development studies, contract documents including drawings and specifications, contractor prequalification, bidding, contract administration services. Historic preservation study report graphics and illustrations.

Researcher

Bhavnani & King Architects
New York, New York
May 1994 – August 1994

Collection of historic documentation in an attempt to provide an overview of the important historic resources within several Northern New Jersey towns. The results of the research were incorporated in a Summary Report.

Memberships

American Institute of Architects

Association for Preservation
Technology International

Society for Industrial Archaeology

Education

New Jersey Institute of Technology
School of Architecture, Newark, NJ
B. Architecture

Union County College
Cranford, NJ
A.A. Architecture



Continuing Education

Cast Stone and
Historic Concrete Rehabilitation
2010

Various Building Codes Seminars
2007 to present

The Use of Substitute Materials on
Historic Preservation Projects
Association for Preservation
Technology International

Structuring Contracts
American Institute of Architects

Best Laid Plans --
Business Planning for Small Firms
American Institute of Architects

Committees

Design Standards for Signage in Downtown Cranford.

Lectures

The Process of Preservation presented to a joint meeting of the Construction Specifications Institute and the South Jersey Chapter of the American Institute of Architects, February 2006

The Exterior Restoration and Structural Stabilization of the Nathaniel Drake House presented on Four-Centuries-in-a-Weekend and the Grand Re-Opening of the Drake House Museum, October 2006.

Margaret M. Hickey, RA
Historic Preservation Specialist
Principal-in-Charge
 NJ License: 21A101824500

Experience

- Historic Preservation Specialist**
Connolly & Hickey
Historical Architects
 Cranford, New Jersey
 September 2003 – Present
 As Historic Preservation Specialist, Ms. Hickey is responsible for architectural design and restoration, stabilization and rehabilitation of historic buildings and the identification and certification of cultural resources. Margaret oversees the production of historic preservation planning reports including Interpretive Plans, Condition Assessment Reports, Historic Preservation Plans and Historic Structures Reports. She also prepares grant applications for public funding for planning and capital projects.
- Historic Preservation Specialist**
The Office of Herbert J. Githens
Architect & Planner
 Montclair, New Jersey
 August 1999 – August 2003
 Restoration, stabilization and rehabilitation of historic buildings. Identification and certification of cultural resources. Documentation of historic structures including drawings, photos and written descriptions. Development of design and contract documents. Historic preservation planning reports include Condition Assessment Reports, and Historic Preservation Plans.
- Program Officer**
 New Jersey Historic Trust
 Trenton, New Jersey
 March 1996 – August 1999
 January 1994 – March 1996 Intern
 Margaret was responsible for the administration of grant-funded projects, the evaluation of applications, review of contract documents for compliance with Secretary of the Interior's *Standards for the Treatment of Historic Properties*, monitoring construction performance and processing grant disbursements.

Memberships

- American Institute of Architects
- Association for Preservation
 Technology International
- US/ICOMOS
- Construction Specifications Institute
- Preservation Alumni,
 Columbia University
- Preservation New Jersey,
 Board Member

Education

- New Jersey Institute of Technology*
 School of Architecture, Newark, NJ
 B. Architecture
- Columbia University*
 Graduate School of Architects, Planning and Preservation
 New York, NY
 M.S. Historic Preservation



Continuing Education

Small Project Process and
Products Revealed
American Institute of Architects

Catching Up with AIA
Contract Documents
American Institute of Architects

Envelope Performance Testing,
Modeling and Monitoring
Association for Preservation
Technology International

The Use of Substitute Materials on
Historic Preservation Projects
Association for Preservation
Technology International

Introduction to
Construction Cost Estimating
New York University
School of Continuing Education

Tours Given

Architectural Tour of the Historic
Buildings at Waterloo Village –
presentation of the historic
architecture of Waterloo Village as
part of Canal Day at Waterloo in
June 2008 and 2009 on behalf of the
Canal Society of New Jersey.

Four Centuries in a Weekend at the
Oswald Nitschke House, Kenilworth,
NJ – preparation of the tour for the
docents at the grand opening of the
Oswald Nitschke House to the
community. This was done in
consultation and with input from
members of the Kenilworth
Historical Society. October 2004.

Lectures

*Hinchliffe Stadium: The Research for a National Historic Landmark
Nomination* presented at the 2010 New Jersey Historic Preservation
Conference, June 2010

Brielle Road Bridge: The Last Belidor-Type Bascule Bridge in New Jersey
presented to the Roebling Chapter of
the Society of Industrial Archaeologists, October 2008

Restoration of the Henry Doremus House and Vreeland Outkitchen
presented to the Montville Historical Society
and the Montville Woman's Club, October 2007

Inclined Plane 2 East and Lock 2 East of the Morris Canal presented to the
Canal Society of New Jersey, January 2007

The Process of Preservation presented to a joint meeting of the
Construction Specifications Institute and the South Jersey Chapter of
the American Institute of Architects, February 2006

Mirek L. Skros
Architectural Designer

Experience

- Architectural Designer** Mr. Skros is responsible for documenting and drafting existing conditions and working with the principals in the preparation of design and contract documents, including technical specifications, and assisting with contract administration during construction.
Connolly & Hickey
Historical Architects
Cranford, New Jersey
June 2013 – Present
- Draftsperson** Assisted in the composition of pre-design, design, and construction drawings for mostly residential projects. Sketched out plans and recorded field measurements during site visits.
Ronald A. Meeks, AIA
Cranford, New Jersey
May 2012 – Present
- Draftsperson** Took field measurements and drafted existing conditions plans. Drafted initial drawings for proposals and bidding purposes.
Lasko Contractors, Inc.
Cranford, New Jersey
October 2011 – May 2012
- Draftsperson** Drafted plumbing risers, gas isometric diagrams, (partial) floor plans. Researched product/material specifications and proper installation solutions. Applied on-the-job design solutions when actual construction work (structural, etc.) did not match architectural or product specifications.
J.S.H.I.
Linden, New Jersey
July 2005 – October 2008

Technical Expertise

Computer Software: Autodesk
AutoCAD, Google SketchUp,
Adobe
Photoshop/Illustrator/InDesign,
Microsoft
Word/Powerpoint/Excel

Languages: English (fluent), Polish
(fluent), Spanish (intermediate
level)

Experience with model-making,
building, and power tools

Education

New Jersey Institute of Technology
School of Architecture, Newark, NJ
Master of Architecture

Rutgers University
New Brunswick, New Jersey
B.A. Economics, Spanish

RESOLUTION NUMBER 2.13.14

AUTHORIZING THE MAYOR TO
TO SIGN A MORRIS COUNTY
PRESERVATION TRUST GRANT
APPLICATION FOR A NON-
CONSTRUCTION GRANT FOR L'ECOLE,
THE KINNELON MUSEUM

WHEREAS, the Borough of Kinnelon applied for and received a non construction grant from the Morris County Preservation Trust in 2011 to prepare a preservation plan for L'Ecole, The Kinnelon Museum; and

WHEREAS, said preservation plan was duly executed in compliance with the standards set forth by the Secretary of the Department of Interior, and approved by the Morris County Historic Preservation Trust; and

WHEREAS, the said historic preservation plan for L'Ecole detailed a multi-year restoration and preservation plan for L'Ecole, the Kinnelon Museum; and

WHEREAS, the Borough of Kinnelon applied for and received a non construction grant from the Morris County Preservation Trust in 2012 to prepare bidding specifications and construction documents for the first phase of the construction, preservation and restoration of L'Ecole, the Kinnelon Museum; and

WHEREAS, the said bidding specifications and constructions documents have been completed and submitted to the Morris County Preservation Trust; and

WHEREAS, the said bidding specifications and constructions documents estimated a potential cost for the first phase construction, renovation and preservation of L'Ecole, the Kinnelon Museum at \$271,480; and

WHEREAS, the the Borough of Kinnelon received a Grant from the Morris County Preservation Trust in the amount of \$217,184 in 2013 for the first phase of restoration and re-construction for L'Ecole, The Kinnelon Museum; and

WHEREAS, The Morris County Preservation Trust was established to assist municipalities and non-profit corporations with historic preservation initiatives; and

WHEREAS, The Morris County Preservation Trust grant guidelines and requirements require that applicants seeking grant funds must have a minimum of a 20 % Grant Match; and

WHEREAS, the Borough of Kinnelon desires to obtain grant funding from the Morris County Preservation Trust to assist the Borough of Kinnelon with the second phase of the proposed construction, renovation and preservation of L'Ecole, The Kinnelon Museum; and

WHEREAS, The Borough of Kinnelon has submitted a "Declaration of Intent" to the Morris County Preservation Trust on or before February 28, 2014 to submit a non-construction grant application for grant funds for the preparation of contract documents and bidding specifications for phase II reconstruction and restoration of L'Ecole, The Kinnelon Museum as detailed in the preservation and reconstruction plan that was submitted to the Morris County Preservation Trust; and

WHEREAS, The Morris County Preservation Trust grant guidelines and requirements require that applicants seeking grant funds must submit a duly executed grant application by March 28, 2014.

NOW, THEREFORE, BE IT RESOLVED, by the Kinnelon Mayor and Council, that the Mayor is authorized to sign the Morris County Preservation Trust Grant Application for the preparation of contract documents and bidding specifications for Phase II of the preservation plan for L'Ecole, the Kinnelon Museum.

Dated: 2-20-14



Karen Iuele
Borough Clerk

LGCCC 2R-A
Municipal Record Service (609) 547-2444

LICENSE FOR: Raffle License No. RL-753 -KB
(Insert Bingo or Raffles)

Insert Name Identification No. 238-5-20685
Of Municipality BOROUGH OF KINNELON (Display this license conspicuously
Insert Name of During the conduct of the games
Licensee HSA PEARL R. MILLER SCHOOL INC

Address 117 KIEL AVENUE, KINNELON NJ, 07405

1. This license allows the licensee to conduct (cross out line which) Bingo (not to Exceed 35 games),
The winner to be determined on each of the dates, at the places and during the hours shown below:
Raffles of the kind stated,

Kind of Game	Date	Place	During hours
50/50 Premises	03/06/2014	PRM SCHOOL	6:00pm - 11:00pm
117 KIEL AVE, Kinnelon NJ			

** Rain date 03/13/14

2. The value and character of the prizes authorized to be offered and given on each date are:
Up to \$500.00

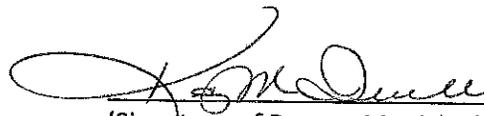
3. This license is valid only if the entire net proceeds are devoted to the following specific purpose:
All proceeds donated to the PRM HSA which benefits PRM Students in 6th, 7th and 8th grade

4. The names and addresses of the members under whom the games will be held, operated and conducted are:

Names	Addresses
<u>Lisa Warnek</u>	<u>3 Tammy Terrace, Kinnelon, NJ 973-769-3506</u>
<u>Kim Fatzer</u>	<u>19 Aliza Drive, Kinnelon, NJ 973-919-9949</u>

Issued by order of MAYOR AND COUNCIL ON February 13, 2014

(SEAL)


(Signature of Deputy Municipal Clerk)

Games must be played in accordance with the rules of the Control Commission.
See Parts VI, VII and VIII of Rules and Regulations.

LGCCC 2R-A
Municipal Record Service (609) 547-2444

LICENSE FOR: Raffle License No. RL-754 -KB
(Insert Bingo or Raffles)

Identification No. 238-5-20685
(Display this license conspicuously
During the conduct of the games)

Insert Name
Of Municipality BOROUGH OF KINNELON
Insert Name of
Licensee HSA PEARL R. MILLER SCHOOL INC

Address 117 KIEL AVENUE, KINNELON NJ, 07405

1. This license allows the licensee to conduct (cross out line which) Bingo (not to Exceed 35 games),
The winner to be determined on each of the dates, at the places and during the hours shown below:
Raffles of the kind stated,

Kind of Game	Date	Place	During hours
Tricky Tray Baskets	03/06/2014	PRM SCHOOL 117 KIEL AVE, Kinnelon NJ	6:00pm – 11:00pm

** Rain date 03/13/14

2. The value and character of the prizes authorized to be offered and given on each date are:
Up to \$999.00

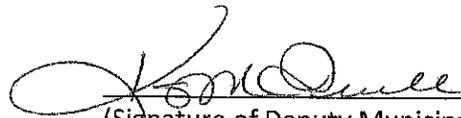
3. This license is valid only if the entire net proceeds are devoted to the following specific purpose:
All proceeds donated to the PRM HSA which benefits PRM Students in 6th, 7th and 8th grade

4. The names and addresses of the members under whom the games will be held, operated and conducted are:

Names	Addresses
Kim Fatzer	19 Aliza Drive, Kinnelon, NJ 973-919-9949
Lisa Warnek	3 Tammy Terrace, Kinnelon, NJ 973-769-3506

Issued by order of MAYOR AND COUNCIL ON February 13, 2014

(SEAL)


(Signature of Deputy Municipal Clerk)

Games must be played in accordance with the rules of the Control Commission.
See Parts VI, VII and VIII of Rules and Regulations.

PROCLAMATION

WHEREAS, The Reformed Church in Kinnelon, organized February 16, 1964 is celebrating its 50th Anniversary of Dedication of their church, and

WHEREAS, Early in the year 1962, a group of inspired people felt the desire to establish their faith and ministry in our steadily growing community; and

WHEREAS, The initial calls to worship were held in the High School Auditorium while their house of worship was being constructed by parishioner-contractor-builder John H. Bott; and

WHEREAS, The church has been served by seven dedicated and loving pastors, The Reverend Beverly Sullivant, The Reverend Bruce Hoffman, The Reverend Robert Gram, The Reverend David Jones, The Reverend Robert Schwander, The Reverend Charles Higgins and The Reverend Merle Hoogheem, whose ministries have been marked by exemplary and steadfast dedication and compassionate concern for their congregations; and

WHEREAS, The Reformed Church in Kinnelon in 2002 completed a new Sanctuary and a creation of a new classroom and meeting spaces, in 2003 opened a Growing Place Nursery School, a ministry of the congregation and established to serve the early education and spiritual need of children in the Kinnelon community; and

WHEREAS, In 2011, the Reformed Church in Kinnelon started a creation of a special Youth Group for people with disabilities and their friends; and

WHEREAS, The Reformed Church in Kinnelon has continued during the past 50 years to provide nurture and support for all within its ministry and have withstood the demands of a constantly changing society.

NOW, THEREFORE, BE IT RESOLVED THAT The Mayor and Council of the Borough of Kinnelon, hereby joins with all the members and leadership of the Reformed Church in Kinnelon as they recall with pride and gratitude the many milestones of the past 50 years while preparing for the challenges of the journey yet ahead, and

BE, IT FURTHER RESOLVED THAT We extend our sincere best wishes in behalf of the community for continued vigor and success in fulfilling the human and spiritual goals of the church.

*Signed and Sealed in
Kinnelon, New Jersey, this
15th Day of February, 2014*

Robert W. Collins, Mayor

February 20, 2014

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	G. Moleta; Yes;	R. Mondello, Yes

TAX COLLECTOR'S REPORT

During the month of January 2014 the Tax Collector's Report indicated we collected \$4,081,374.09 in taxes.

INVESTMENT OFFICER'S REPORT

A total of \$517.21 was collected in interest for the month of January 2014.

DISTRICT SCHOOL TAXES

On motion of Councilman S. Cobell, and seconded by Councilman J. Freda, followed by the "yes" roll call vote of all Council Members present the payment of \$2,855,395.50 to the District School when funds become available was approved for payment.

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	= G. Moleta; Yes;	R. Mondello, Yes

RETIREMENT:

Upon motion by Councilwoman Carol Sventy and seconded by Councilman Stephen Cobell, followed by the "yes" roll call vote of all Council Members present, the retirement of Donna Louise Solomon was accepted with the council regrets.

APPOINTMENT:

Upon motion of Councilman Gary Moleta, and seconded by Councilwoman Carol Sventy, followed by the "yes" roll call vote of all Council Members present, the appointment of Terry Stagg and John Smialek, to the Kinnelon Volunteer Fire Company was approved.

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CLOSED SESSION:

RESOLUTION TO GO INTO EXECUTIVE SESSION:

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

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

WHEREAS, the Governing Body wishes to discuss;

Contract Negotiations
Contracts
Personnel

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

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

MOTION: Councilman S. Cobell
SECOND: Councilman R. Mondello

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	G. Moleta; Yes;	R. Mondello, Yes

Mayor Collins asked for a motion to go back in to open session;

MOTION: Councilwoman C. Sventy
SECOND: Councilman D. O'Dougherty

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	D. O'Dougherty, Yes;	C. Sventy, Yes;
	G. Moleta; Yes;	R. Mondello, Yes

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February 20, 2014

Mayor Collins asked for a motion to go back in to open session;

Motion: Councilwoman C. Sventy

Second: Councilman D. O'Dougherty

Roll Call:	J. Freda, Yes;	S. Cobell, Yes;
	G. Moleta, Yes;	C. Sventy, Yes;
	D. O'Dougherty	R. Mondello, Yes

ADJOURNMENT

This meeting adjourned at approximately 10:00 p.m. on motion by Councilman S. Cobell, with the unanimous affirmative voice vote of all present.

Respectfully submitted,

Karen M. Iuele, Acting Borough Clerk

Robert W. Collins, Mayor

cc: Mayor
All Councilmen
Police Dept.
Public Works Dept.
Attorney
Engineer
Auditor