

MAYOR'S REPORT:

Mayor Collins stated that it was a very busy weekend. Quite a few people turned out for K-Fest. This event showcases the town in the best possible light. Councilman Freda's put his best effort forward to have a very nice event. Mayor Collins acknowledged Adam Barish and Mark Madaio for the contributions for the fireworks.

Mayor Collins reached out to our health official to see what we can do to prepare ourselves for some of the virus that is out there. This is flu season and you can obtain information on the borough website as to where and when flu shots will be given.

Under public safety, Butler failed to report to us that there was a recording problem with the water system down in Butler. This was not a public safety issue. A notice has been sent out to all of our Kinnelon residents that is on the water system. The Kinnelon Volunteer Fire Company held their 50th Anniversary of flipping flapjacks. Over 600 hundred people attended. Mayor Collins thanked Mayor Budesheim of Riverdale for lending us the portable band shell for the bands to perform on for K-Fest. We thank Mayor Budesheim for that.

October 21st at 7:30 pm the Pilgrim Pipe Line will be here to give us a presentation. There is a propose pipe line that will run along Highway 287. Residents are questioning on how can you have a municipality in 100% of the Highlands Preservation and have a pipe line run through it. PSE&G had money left in a trust fund related to the Roseland Susqhanna which is the power line at the end of Kinnelon Road. \$55,529.00 is left for emergency services; the police and fire company are looking at items to best serve the public.

Lastly the mayor mentioned that we are pasting a resolution to night #10.06.14 "Sgt Tahmooressi Immediate Release from Mexican Custody", apparently Sgt. Tahmooressi mistakenly crossed the border into Mexico after taking a wrong turn and was arrested. Sgt Tahmooressi suffers from PTSD, and is not getting the necessary health care that he needs. We are supporting the county freeholders that took action last month.

RECREATION

Chairman James Freda stated that we are now into all winter signups. Junior Colts Academy sign-ups are in now in progress. K-Fest was a great success. It was exactly what we were looking for. Councilman Freda welcomed Melanie as our new recreation director. We have heard a lot of positive remarks at K-Fest. Melanie husband works for the town of Paramus attending the golf course. Andy did an analyzes on his own time of our fields and informed us what needs to be done moving forward to have them back in shape.

Councilman Freda welcomed Colin for coming. Colin stated that when he grows up he wants to be a councilman.

PUBLIC WORKS & UTILITY

Chairman Daniel O'Dougherty reported on JIF, our insurance agency and that were received notification that anyone renting the fire hall needs a certificated of insurance. On the DPW, we are working on the plans for the renovation of the DPW Garage. We will be meeting with them next week. Also the DPW are preparing the vehicles for the upcoming winter.

PUBLIC SAFETY

Councilman Gary Moleta reported on Public Safety. The police were working very closely with Superintendent John Whitehead and they were able to allocate from Gov Deals website the sale of a DPW truck 1987 front end loader for \$8,500.00. The police received a grant for Drunk Driving Enforcement Fund for \$909.00 and \$1,849.00 for the Body Armor Grant. The final accreditation for the Kinnelon Police will occur on November 10th and 11th which will save the borough on our JIF insurance. Councilman Moleta reported on Emergency Management with reminders of the upcoming winter and to be prepared and to check on your neighbors.

FINANCE

Mayor Collins asked if anyone has a report in Councilman S. Cobell absent. Hearing none, Mayor Collins moved to Coordinating and Open Space.

COORDINATING & OPEN SPACE

Chairwoman Carol Sventy spoke on the Board of Education, there meeting was held on October 23rd with the time change to 7:30 pm. The artificial turf, the ball is in Board of Education court. The permits need to be filed with the state and highlands. Councilwoman stated that she is still working on a date with the turf field representative, and the meeting will be held at the borough hall. On the Library Board of Trustees, the Kinnelon Library legacy received its nonexempt for the IRS and now can begin fund raising. The second Hunted Library will be held on October 30 at 5:00pm and their Oktoberfest is scheduled for November 1st. Maintenance work will begin soon on the handicap ramp into the Library.

The Kinnelon Library Director Sam Pharo will be on maternity leave, Jim Hecht will step in as interim director in his absence. The Historical Commission had their Pathways of History Tour which was a great success.

PERSONNEL & ORDINANCE

Chairman Clifford Giantonio spoke on the white collar contract, he is in contact with the union representative that will be negotiating. There is a meeting set up with the union and the representative on October 20th. Councilman Moleta asked me to look into providing a simplified version of the variance ordinance. I will be meeting with Jennifer Highers the Board of Adjustment secretary within the next few weeks to go over this ordinance. On the Code of Conduct Ordinance, I am still working on that with our recreation director and will have a draft shortly for the Mayor and Council to review.

HEARING FROM THE PUBLIC

Mayor Collins asked if anyone from the public wished to be heard to please step forward.

Camille Gaines, 39 Wilshire Terrace, spoke on the turf field and how it is made out of crumb rubber and lead dust and how dangerous this is to our children. There are reports that this causes cancer down the line. There was a new report on NBC on how turf is not safe.

Jack Glaser, 68 Green Hill Road, stated that the women's soccer team has refused play on turf. And will only play on natural grass. We should hold off until we have the results from congress, there is too much at stake for our children.

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 12927 to 13018
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
12927	10/16/14	ACC04 ACC BUSINESS	341.83	4530
12928	10/16/14	AIR03 AIR GROUP	7,512.36	4530
12929	10/16/14	ALL04 ALLIED OIL COMPANY	3,612.44	4530
12930	10/16/14	ATL04 Atlantic Tactical	365.80	4530
12931	10/16/14	BAD2 BADANCO RLTY CO LLC %BADAAN	11,891.07	4530
12932	10/16/14	BAL01 BALCO IND. INC.	374.00	4530
12933	10/16/14	BEL10 BELL PERFORMANCE	1,238.00	4530
12934	10/16/14	BOR BOROUGH OF BUTLER	7,487.50	4530
12935	10/16/14	BOR01 BOROUGH OF BUTLER ELECTRIC	6,336.49	4530
12936	10/16/14	BOR11 BOROUGH OF BLOOMINGDALE	5,925.99	4530
12937	10/16/14	BRA05 Braen Supply, Inc	1,237.00	4530
12938	10/16/14	BUS01 BUSINESS GRAPHICS	131.00	4530
12939	10/16/14	CAB01 CABLEVISION	1,168.18	4530
12940	10/16/14	CIR01 CIRCLE AUTO PARTS INC.	250.93	4530
12941	10/16/14	COO03 COOPERATIVE COMMUNICATIONS INC	2,355.06	4530
12942	10/16/14	CUS01 CUSTOM BANDAG INC.	480.66	4530
12943	10/16/14	DAR01 DARMOFALSKI ENGINEERING ASSOC.	480.00	4530
12944	10/16/14	DAV04 DAVID WEBER OIL	396.87	4530
12945	10/16/14	DEB03 DE BLOCK ENVIRONMENTAL SERVICE	7,253.22	4530
12946	10/16/14	DEI01 DEIRDRE'S HOUSE	80.00	4530
12947	10/16/14	DEL08 DELTA DENTAL OF NEW JERSEY INC	4,262.39	4530
12948	10/16/14	DEL16 DE LAGE LANDEN	392.18	4530
12949	10/16/14	ELE03 ELECTRO BATTERY SYSTEMS INC.	180.00	4530
12950	10/16/14	EMR EMR Power Systems, LLC	1,118.61	4530
12951	10/16/14	FAV01 RALPH M. FAVA, ATTORNEY AT LAW	4,000.00	4530
12952	10/16/14	FED03 FEDERAL PUBLISHING LIMITED INC	298.50	4530
12953	10/16/14	FOR04 FORD MOTOR CREDIT COMPANY	1,584.43	4530
12954	10/16/14	FOR07 FORD MOTOR CREDIT	14,082.38	4530
12955	10/16/14	GAM01 GAME DAY SPORTS	6,530.44	4530
12956	10/16/14	GAR01 GARDEN STATE HIGHWAY PROD., INC	36.50	4530
12957	10/16/14	GEN03 GENERAL CODE PUBLISHERS CORP.	469.21	4530
12958	10/16/14	GRA01 GRAINGER INC.	242.38	4530
12959	10/16/14	GRA02 GRAMCO	437.50	4530
12960	10/16/14	HOM02 HOME DEPOT CREDIT SERVICE	203.64	4530
12961	10/16/14	HOR04 Horizon Office Equipment	605.00	4530
12962	10/16/14	HOU01 HOUSING PARTNERSHIP	1,000.00	4530
12963	10/16/14	INT03 INTERNATIONAL AUTO BODY	145.00	4530
12964	10/16/14	IPG IPG Telecom Inc.	175.00	4530
12965	10/16/14	JDA01 JDA01	1,425.00	4530
12966	10/16/14	JER03 JERSEY PAPER PLUS	18.75	4530
12967	10/16/14	JIM01 JIMMY THE SHOE DOCTOR	410.95	4530
12968	10/16/14	KEL06 KEITH KELLY	69.95	4530
12969	10/16/14	KIN08 KINNELON VOLUNTEER FIRE CO.	3,000.00	4530
12970	10/16/14	KIN09 KINNELON BOARD OF EDUCATION	2,889,637.03	4530
12971	10/16/14	KIN27 KINNELON SOFTBALL	416.00	4530
12972	10/16/14	KIN30 KINNELON COMPETITION CHEER	332.00	4530
12973	10/16/14	KIN31 KINNELON JR FOOTBALL	1,320.00	4530
12974	10/16/14	LAN06 LANGUAGE LINE SERVICES	1.71	4530
12975	10/16/14	LOE01 LOEFFELS WASTE OIL SERVICE	30.00	4530
12976	10/16/14	MAD03 LAW OFFICE OF MARK D. MADAI0	6,239.32	4530
12977	10/16/14	MCI01 MCI EASTERN SECURITY	160.00	4530

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BOROUGH OF KINNELON
Check Register By Check Id

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
12978	10/16/14	MGL01	M.G.L. FORMS SYSTEM	182.00	4530
12979	10/16/14	MOL05	DONNA MOLLINEAUX	57.57	4530
12980	10/16/14	MOR09	MORRIS COUNTY MUNICIPAL	33,035.14	4530
12981	10/16/14	MOR17	MORRIS CTY TAX COLL/TREAS ASSC	50.00	4530
12982	10/16/14	MOR21	MORRIS COUNTY M.U.A.	29,881.61	4530
12983	10/16/14	NES01	NESTLE PURE LIFE DIRECT	295.84	4530
12984	10/16/14	NJD05	NJ DEPARTMENT OF TREASURY	85.00	4530
12985	10/16/14	NJD07	NJ DEPT HEALTH & SENIOR SERV	45.00	4530
12986	10/16/14	NJLABOR	NJ LABOR LAW POSTER SERVICE	242.00	4530
12987	10/16/14	NOR02	NORTH JERSEY NEWSPAPER	147.28	4530
12988	10/16/14	NWR01	NW REFS	3,675.00	4530
12989	10/16/14	ONE02	One Call Concepts, INC.	50.02	4530
12990	10/16/14	ORI01	ORIENTAL TRADING COMPANY	114.49	4530
12991	10/16/14	PEQ02	PEQUANNOCK TOWNSHIP	29,651.94	4530
12992	10/16/14	PIT02	PITNEY BOWES, INC.	1,152.00	4530
12993	10/16/14	POM01	POMPTON PLUMBING & HEATING CO,	42.59	4530
12994	10/16/14	POW05	POWER DMS	3,000.00	4530
12995	10/16/14	PRE08	PRECISION BUILDING CORP	38,350.39	4530
12996	10/16/14	PRI06	PRIME UNIFORM SUPPLY, INC	360.20	4530
12997	10/16/14	PSE01	P.S.E. & G.	30.07	4530
12998	10/16/14	RAC02	RACHLES/MICHELE'S OIL CO.,INC	1,157.37	4530
12999	10/16/14	RRD01	RR DONNELLEY	73.50	4530
13000	10/16/14	RUD01	RUDGE TOWING & RECOVERY	345.00	4530
13001	10/16/14	SHE03	SHERWIN WILLIAMS CO.	827.50	4530
13002	10/16/14	SIC01	GREG SICILIANO	25.00	4530
13003	10/16/14	SMA01	SMART STOP STATE RT 23	320.00	4530
13004	10/16/14	SMO01	SMOKE RISE CLUB	1,408.51	4530
13005	10/16/14	SPO05	SPOT-A-WAY	225.00	4530
13006	10/16/14	STA	STAPLES ADVANTAGE, DEPT NY	146.58	4530
13007	10/16/14	STA22	STADIUM SYSTEM	2,279.40	4530
13008	10/16/14	STO01	STORR TRACTOR COMPANY	212.88	4530
13009	10/16/14	SUB03	SUBURBAN DISPOSAL	35,500.01	4530
13010	10/16/14	TIR01	TIRE MANAGEMENT INC.	177.50	4530
13011	10/16/14	TRE02	TREASURER, STATE OF NEW JERSEY	225.00	4530
13012	10/16/14	TRE05	TREAS. STATE OF NEW JERSEY	3,068.00	4530
13013	10/16/14	VER01	VERIZON	43.23	4530
13014	10/16/14	VER06	VERIZON WIRELESS	225.11	4530
13015	10/16/14	VER11	VERIZON WIRELESS - KPD	195.12	4530
13016	10/16/14	WBM01	W.B. MASON COMPANY INC.	63.58	4530
13017	10/16/14	WES09	BOB WESTYDK	135.30	4530
13018	10/16/14	ZAP01	ZAPHYR LLC	1,670.00	4530

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	92	0	3,186,514.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	92	0	3,186,514.00	0.00

Fund Description	Fund	Budget Total	Revenue Total
CURRENT FUND APPROPRIATIONS	4-01	3,093,078.80	0.00
WATER FUND	4-05	23,323.48	0.00
SEWER FUND	4-07	<u>1,320.08</u>	<u>0.00</u>
Year Total:		3,117,722.36	0.00
	C-04	7,512.36	0.00
DOG TAX	D-13	6,013.95	0.00
STATE AND FEDERAL GRANTS	G-02	38,350.39	0.00
RECREATION SPECIAL	R-16	16,254.28	0.00
RECYCLE FUND	Y-21	660.66	0.00
Total of All Funds:		<u><u>3,186,514.00</u></u>	<u><u>0.00</u></u>

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BOROUGH OF KINNELON
Check Payment Batch Verification Listing

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Batch Id: LLW Batch Type: C Batch Date: 10/16/14 Checking Account: PLANNING 2 G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq
14-01262	10/09/14	10/16/14 DAR01 DARMOFALSKI ENGINEERING ASSOC. 1 October Escrow Payments	360.00	86 NEWARK POMPTON TPKE 1045	Project	Aprv	3
14-01262	10/09/14	2 October Escrow Payments	240.00	ABDALLAH ABEDRABBO 300149	Project	Aprv	4
14-01262	10/09/14	3 October Escrow Payments	360.00	152 s Glen 89018	Project	Aprv	5
14-01262	10/09/14	4 October Escrow Payments	360.00	56 ALIZE-KISPERT 26063	Project	Aprv	6
14-01262	10/09/14	5 October Escrow Payments	360.00	#26063 29 Tower Hill Less 1402	Project	Aprv	7
14-01262	10/09/14	6 October Escrow Payments	480.00	MATURO 31402 7 West Crest Trl 321	Project	Aprv	8
14-01262	10/09/14	7 October Escrow Payments	360.00	9 Hillside Road 1374	Project	Aprv	9
14-01262	10/09/14	8 October Escrow Payments	120.00	SCULLY - 8 BIRCHWOOD TRAIL 300171	Project	Aprv	10
			<u>2,640.00</u>	Tellawy 42 Maple Lake			
14-01158	09/10/14	10/16/14 DMC01 DMC ASSOCIATES INC. 1 Escrow Invoice for C&M	150.00	211 MAIN STREET 89-10-72	Project	Aprv	1
14-01223	10/06/14	1 Wayne Johnson Escrow 1 Leone	250.00	C&M CONSTRUCTION/HARVEST LANE 45205163	Project	Aprv	2
			<u>400.00</u>	1 LEONE TERRACE			
14-01266	10/09/14	10/16/14 MOR57 MICHAEL MORATTO 1 RETURN ESCROW	270.00	41 HILLSIDE AVENUE 89107201	Project	Aprv	13
14-01266	10/09/14	2 RETURN ESCROW	340.50	15 Peach Tree Lane 8972	Project	Aprv	14
			<u>610.50</u>	MORATTO/12 HARVEST LANE			
14-01264	10/09/14	10/16/14 SIR03 Gerald Siracusa 1 Return Escrow	455.00	65 Denise Drive 884532	Project	Aprv	11
			<u>455.00</u>	65 DENISE DRIVE			
14-01265	10/09/14	10/16/14 ZOR01 OSMAN ZOR 1 RETURN-ESCROW	160.00	358 KINNELON ROAD 1395	Project	Aprv	12
			<u>160.00</u>	ZOR, 358 Kinnelon Rd, 1395			

	<u>Count</u>	<u>Line Items</u>	<u>Amount</u>
Checks:	5	14	4,265.50

There are NO errors or warnings in this listing.

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BOROUGH OF KINNELON
Check Payment Batch Verification Listing

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Project Description	Project No.	Project Total
ABDALLAH ABEDRABBO	1045	360.00
SCULLY - 8 BIRCHWOOD TRAIL	1374	360.00
ZOR, 358 Kinneon Rd, 1395	1395	160.00
MATURO 31402 7 West Crest Trl	1402	360.00
#26063 29 Tower Hill Less	26063	360.00
152 s Glen	300149	240.00
Tellawy 42 Maple Lake	300171	120.00
9 Hillside Road	321	480.00
1 LEONE TERRACE	45205163	250.00
65 DENISE DRIVE	884532	455.00
C&M CONSTRUCTION/HARVEST LANE	89-10-72	150.00
56 ALIZE-KISPERS	89018	360.00
15 Peach Tree Lane	89107201	270.00
MORATTO/12 HARVEST LANE	8972	340.50
Total of All Projects:		4,265.50

G/L Posting Summary

Account	Description	Debits	Credits
4-12-101-01-000-000	PLANNING 2 ESCROW	0.00	3,995.50
4-12-286-56-850-800	PB 2 ESCROW EXPENDITURES	4,265.50	270.00
Grand Total:		4,265.50	4,265.50

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BOROUGH OF KINNELON
Check Register By Check Id

October 16, 2014
Page No: 1

Range of Checking Accts: PLANNING 2 to PLANNING 2 Range of Check Ids: 1645 to 1649
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
1645	10/16/14	DAR01 DARMOFALSKI ENGINEERING ASSOC.	2,640.00		4531
1646	10/16/14	DMC01 DMC ASSOCIATES INC.	400.00		4531
1647	10/16/14	MOR57 MICHAEL MORATTO	610.50		4531
1648	10/16/14	SIR03 Gerald Siracusa	455.00		4531
1649	10/16/14	ZOR01 OSMAN ZOR	160.00		4531

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	4,265.50	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	4,265.50	0.00

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BOROUGH OF KINNELON
Check Register By Check Id

October 16, 2014
Page No: 2

Project Description	Project No.	Project Total
ABDALLAH ABEDRABBO	1045	360.00
SCULLY - 8 BIRCHWOOD TRAIL	1374	360.00
ZOR, 358 Kinneon Rd, 1395	1395	160.00
MATURO 31402 7 West Crest Trl	1402	360.00
#26063 29 Tower Hill Less	26063	360.00
152 s Glen	300149	240.00
Tellawy 42 Maple Lake	300171	120.00
9 Hillside Road	321	480.00
1 LEONE TERRACE	45205163	250.00
65 DENISE DRIVE	884532	455.00
C&M CONSTRUCTION/HARVEST LANE	89-10-72	150.00
56 ALIZE-KISPRT	89018	360.00
15 Peach Tree Lane	89107201	270.00
MORATTO/12 HARVEST LANE	8972	340.50
Total Of All Projects:		<u>4,265.50</u>

RESOLVED that the bills as listed and presented by the Treasurer, approved by the Finance Committee and shown on pages of these minutes, be authorized for payment:

Roll Call: J. Freda, Yes;
D. O'Dougherty, Yes; C. Sventy, Yes;
G. Moleta, Yes C. Giantonio, Yes.

CONSENT AGENDA:

Mayor Collins ask for the consent of the council to remove Resolution 10.15.14 Authorizing a Reimbursement of up to \$30,000.00 to the Kinnelon Board of Education for Costs Incurred in Obtaining Permits in Connection with Turf Field, to be voted on separately.

A motion was offered by Councilwoman C. Sventy and seconded by Councilman Gary Moleta.

Mayor Collins asked for a roll call.

Roll Call: J. Freda, Yes;
D. O'Dougherty, Yes; C. Sventy, Yes;
G. Moleta, Yes C. Giantonio, Yes.

A motion was offered by Councilwoman C. Sventy and seconded by Councilman D. O'Dougherty, the following motions and resolutions were offered for approval with the exception of Resolution O. 10.15.14:

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

- a. Resolution 10.01.14-Authorizing Mayor to sign TWA for Kinnelon Real Estate LLC (Memorialized 10/9/14)(Attached)
- b. Resolution 10.02.14-Granting Unpaid Sick Leave to Kinnelon Borough DPW Employee Steven Whitehead until 11/9/14 (Attached)
- c. Resolution 10.03.14-Granting Unpaid Sick Leave to Kinnelon Borough DPW Employee Steven Paulson until 11/11/14 (Attached)
- d. Resolution 10.04.14-Overpayment of 1st Qtr 2014 Property Taxes Block 89 lot 126, 99 Saw Mill Road, \$5,562.75 (Attached)
- e. Resolution 10.05.14 Overpayment of 1t Qtr 2014 Property Taxes Block 88 Lot 145, Denise Drive, \$6,328.32 (Attached)
- f. Resolution 10.06.14 Sgt. Tahmooressi, Immediate Release from Mexican Custody (Attached)
- g. Resolution 10.07.14 Granting Unpaid Sick Leave to Kinnelon Librarian Sam Pharo, October 27, 2014 until January 1, 2014 (Attached)
- h. Resolution 10.08.14 Authorizing Soil Disturbance Permit, 56 Alize Drive (Attached)

RESOLUTION 10. 01.14

AUTHORIZE MAYOR TO
SIGN TREATMENT WORKS APPROVAL
FOR KINNELON REAL ESTATE LLC

WHEREAS, Kinnelon Real Estate, LLC is applying to the New Jersey Department of Environmental Protection for a Treatment Works Approval; and

WHEREAS, the On-site Wastewater Treatment and Disposal System alteration is at 174 Kinnelon Road, Block 10902, Lot 101; and

WHEREAS, the Council of the Borough of Kinnelon is authorizing the Mayor of the Borough of Kinnelon to sign the Treatment Work Approval.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Kinnelon due hereby authorize the Mayor of the Borough of Kinnelon to sign the Treatment Works Approval at property 174 Kinnelon Road, Block 10902, Lot 101.

Dated:

10/9/14



Karen M. Iuele, Acting Borough Clerk

RESOLUTION 10.02 .14

GRANTING UNPAID SICK LEAVE TO
KINNELON BOROUGH EMPLOYEE
STEVEN WHITEHEAD

WHEREAS, the Governing Body of the Borough of Kinnelon finds and declares that Steven Whitehead is an employee of the Borough of Kinnelon; and

WHEREAS, the Governing Body further finds and declares that the Employee will be out of work on extended unpaid sick leave as of until November 11, 2014; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Kinnelon does hereby grant unpaid sick leave to Borough Employee Steven Whitehead; 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. Iuele, 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 October 16, 2014.

Dated: October 16, 2014


Karen M. Iuele,
Acting Borough Clerk

RESOLUTION 1003.14

GRANTING SICK LEAVE TO KINNELON
DPW BOROUGH EMPLOYEE STEVEN
PAULSON

WHEREAS, the Governing Body of the Borough of Kinnelon finds and declares that Steven Paulson is an employee of the Borough of Kinnelon; and

WHEREAS, the Governing Body further finds and declares that the Employee will be out of work on sick leave from until November 11, 2014; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Kinnelon does hereby grant sick leave to Steven Paulson; 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. Iuele, 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 October 16, 2014.

Dated: 10/16/14


Karen M. Iuele,
Acting Borough Clerk

RES. # 10.04.14

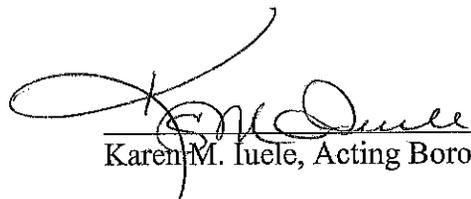
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, Kinnelon, New Jersey, that a warrant be drawn to Badanco Realty Company in the amount of \$5,562.75 representing refund for overpayment of 1st Qtr 2014 property taxes for Block 89 Lot 126, also known as 99 Saw Mill Road, Kinnelon, New Jersey.

ROLL CALL:

October 16, 2014
Lisa A. Kimkowski, C.T.C.
Tax Collector
BOROUGH OF KINNELON

I, Karen M. Iuele, Acting Borough Clerk, Borough of Kinnelon, hereby certify this to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council on October 16, 2014.

DATE: 10/16/14



Karen M. Iuele, Acting Borough Clerk

RES. #10.05.14

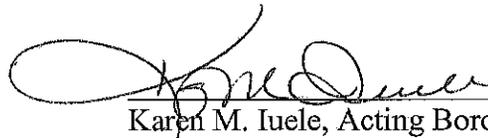
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, Kinnelon, New Jersey, that a warrant be drawn to Badanco Realty Company in the amount of \$6,328.32 representing refund for overpayment of 1st Qtr 2014 property taxes for Block 88 Lot 145, also known as Denise Drive, Kinnelon, New Jersey.

ROLL CALL:

October 16, 2014
Lisa A. Kimkowski, C.T.C.
Tax Collector
BOROUGH OF KINNELON

I, Karen M. Iuele, Acting Borough Clerk, Borough of Kinnelon, hereby certify this to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council on October 16, 2014.

DATE: 10/16/14



Karen M. Iuele, Acting Borough Clerk

RESOLUTION 10.614
BOROUGH OF KINNELON
MORRIS COUNTY, NEW JERSEY

WHEREAS, 25-year-old United States Marine Sgt. Andrew Tahmooressi served two tours of duty in Afghanistan, and received a meritorious battle promotion to the rank of Sergeant while serving in Afghanistan's Helmand Province with the 2nd Battalion, 6th Marine Regiment; and,

WHEREAS, following his service to our nation with the United States Marine Corps in Afghanistan, Sgt. Tahmooressi was diagnosed with Post-Traumatic Stress Disorder (PTSD); and,

WHEREAS, Sgt. Tahmooressi moved to San Diego, California, to receive treatment for PTSD from the United States Veterans Affairs Medical Center – San Diego in La Jolla, California, and while driving on March 31, 2014, he mistakenly crossed the border into Mexico after taking a wrong turn; and,

WHEREAS, Sgt. Tahmooressi placed a call to 911 to report his error and informed the 911 dispatcher that he had three legally registered guns in his possession because he kept everything he owned in his Ford F-150 truck; and,

WHEREAS, Sgt. Tahmooressi was arrested at the United States-Mexican border on March 31, 2014, and charged with weapons trafficking, and he is still being held in the El Hongo II Prison in Tecate, Mexico; and

WHEREAS, Sgt. Tahmooressi alleges that abuse during the beginning of his incarceration and poor prison conditions led him to attempt suicide; and

WHEREAS, PTSD can result in hyper-vigilance, memory and cognition lapses, and depression, and Sgt. Tahmooressi's reported actions of aggression and physical self-abuse are likely manifestations of his PTSD; and

WHEREAS, Sgt. Tahmooressi's immediate release would allow him to enroll in medical treatment at a clinic specializing in combat-related PTSD in the United States; and

WHEREAS, the Mayor and Council of the Borough of Kinnelon in Morris County, New Jersey, is outraged that a United States Marine Corps veteran who has served two tours of duty in Afghanistan remains wrongfully imprisoned in Mexico;

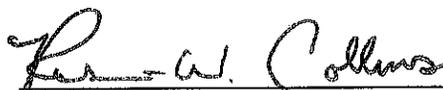
NOW, THEREFORE, BE IT RESOLVED, as follows:

- 1.) That the Mayor and Council of the Borough of Kinnelon strongly urges the President of the United States to utilize the full powers and authorities of his office to immediately secure the release of United States Marine Sgt. Andrew Tahmooressi from Mexican custody to the

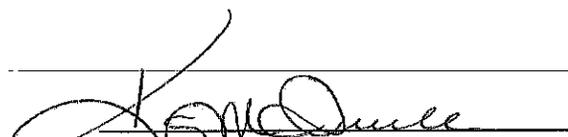
United States so Sgt. Tahmooressi can receive the appropriated medical assistance for his medical condition;

- 2.) That the Mayor and Council of the Borough of Kinnelon calls for a delegation of Congressional and State Department representatives, the Red Cross and American medical professionals to meet with Sgt. Tahmooressi while the details of his immediate release are being negotiated to assess his physical and emotional well-being;
- 3.) That if Sgt. Tahmooressi's immediate release does not occur, the United States impose economic sanctions, including travel restrictions, against the Mexican government.
- 4.) That a copy of the is resolution be sent to the Honorable President of the United States, Barack H. Obama, to Secretary of State John Kerry, to the Speaker of the House, John Boehner, the United States Senate Majority Leader, Harry Reid, to the United States Senate Minority Leader, Mitch McConnell, to the Mexican Consulate in Washington, D.C., to all our Federal Representatives, to the Honorable Governor of the State of New Jersey, Christopher J. Christie, to the Present of the New Jersey Senate, Stephen M. Sweeney, to the Speaker of the New Jersey Assembly Vincent Prieto, to all our local State Representatives, and to all the other Boards of Chosen Freeholders in the State of New Jersey and to all the municipalities in Morris County, urging them to adopt and distribute similar resolutions.

Dated: October 16, 2014


Robert W. Collins, Mayor

I hereby certify the above to be a true copy of a resolution adopted by the Mayor and Council of the Borough of Kinnelon, of Morris County, at a regular meeting held on October 16, 2014.


Karen M. Luele, Acting Borough Clerk

RESOLUTION 10.07 .14

GRANTING UNPAID SICK LEAVE TO
KINNELON BOROUGH EMPLOYEE
SAM PHARO

WHEREAS, the Governing Body of the Borough of Kinnelon finds and declares that Sam Pharo is an employee of the Borough of Kinnelon; and

WHEREAS, the Governing Body further finds and declares that the Employee will be out of work on unpaid sick leave as of until November 28, 2014; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Kinnelon does hereby grant unpaid sick leave to Borough Employee Sam Pharo; 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 herby 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 October 16, 2014.

Dated: October 16, 2014


Karen M. luele,
Acting Borough Clerk

RESOLUTION 10 08.14

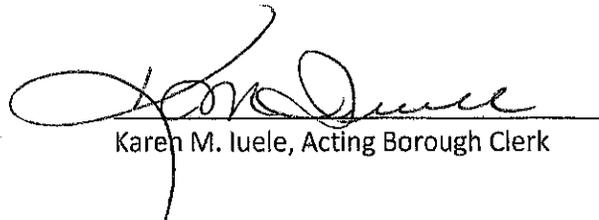
AUTHORIZING SOIL DISTURBANCE
PERMIT FOR 56 ALIZE DRIVE
BLOCK 56601, LOT 109

WHEREAS, The Mayor and Council of the Borough of Kinnelon approves the Soil Disturbance Permit for 56 Alize Drive, Block 56601, Lot 109; and

WHEREAS, Kevin and Emily S. Kispert 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 56 Alize Drive, Kinnelon, New Jersey

Dated: October 16, 2014



Karen M. Luele, Acting Borough Clerk

RESOLUTION 10.09.14

AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT TO FOX ARCHITECTURAL
DESIGN FOR REVISED RENOVATION TO
KINNELON DPW GARAGE

WHEREAS, the Borough of Kinnelon ("Borough ") has agreed to retain Fox Architectural Design PC, 546 State Route 10 West, Ledgewood, NJ 07852 for the Revised Renovation to the Kinnelon DPW Garage; and

WHEREAS, the contract with Architectural Design for the addition and renovation to the Kinnelon DPW Garage is for a total amount not to exceed Twenty eight thousand, two hundred Dollars (\$28,200.00) therefore the requirements of N.J.S.A 19:44A-20.5 (Pay-to Play Legislation) does apply; and

WHEREAS, the Borough of Kinnelon has a need to acquire the professional services of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the CMFO has determined and certified in writing that the value of the services will exceed \$17,500; and

WHEREAS, the governing body of the Borough of Kinnelon has certified that the professional services for the Kinnelon Mayor & Council provided by the below listed professionals will exceed \$17,500; and

WHEREAS, the listed professional has completed and submitted a Business Entity Disclosure Certification which certifies that neither they, nor their professional firms have made any reportable contributions to a political or candidate committee in the Borough of Kinnelon in the previous one year, and that the contract will prohibit the professional services of the firms from making any reportable contributions through the term of the contract; and

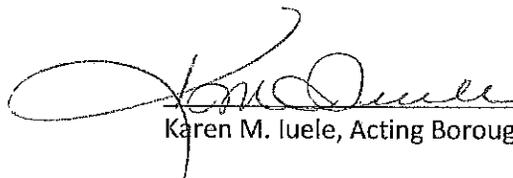
WHEREAS, said below listed individual has completed and submitted a Political Contribution Disclosure Certification and a Business Registration Certificated; and

WHEREAS, this contract was not awarded through a "fair and open process" pursuant to N.J.S. 19:44A-20.4 et seq.; and

WHEREAS, the said price for the professional fees for the Revised Renovation plans are not to exceed \$28,200.00.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Kinnelon, County of Morris, State of New Jersey, award contract for the Revised Renovation to the Kinnelon DPW Garage to Fox Architectural Design PC.

Dated: 10/16/14


Karen M. Iuele, Acting Borough Clerk



(973) 970-9355; Fax (973) 970-9356

546 State Route 10 West, Ledgewood, NJ, 07852

Revised September 12, 2014

Revised October 15, 2013

Revised October 10, 2013

June 16, 2014

John Whitehead, Superintendent
Department of Public Works
Borough of Kinnelon
130 Kinnelon Road
Kinnelon, NJ 07405

Via U.S. Mail and email: jwhitehead@kinnelonboro.org

Re: Addition and Renovation to DPW Garage
Rebid and Change of Building Type - Borough of Kinnelon
Architectural file no. 13096

Dear John:

It was too bad that the bids for your desired project came in significantly higher than your budget had allowed for. I know that the overall project, especially the service bays, is something that is desperately needed by your department. I look forward to assisting you in getting this rebid and working towards a successful construction project.

This letter is to provide a change to our original contract. You will note herein that I revised the type of construction necessary and will utilize the schematic designs that we had previously utilized in the projects.

SCOPE OF PROJECT (Revised)

We will be utilizing the same design we had previously although we are looking at eliminating the front portion of the building and limiting the construction to:

- a) The new garage addition
- b) The renovation of the existing garage

The following is a general outline of the scope of your project that we discussed without getting into every minor detail:

- ❖ We will re-design a 120' x 70' pre-engineered steel frame building to be attached to your existing truck bays. The pre-engineered steel building contractor will be responsible for all steel design and foundations.

- ❖ We will provide the necessary drawings for a design/build bid process.
- ❖ A mezzanine will also be provided within the drive-thru truck bays. We will provide a layout for this and it will be included in the design/build aspect of the bidding. We will provide this as an alternate.
- ❖ We will provide improvements to the existing truck bays as necessary.
- ❖ It is understood that the monitoring wells will be abandoned.
- ❖ This will include the design necessary for heating the drive-thru truck bays and providing new heat in existing bays. No HVAC is proposed in the existing front office spaces. No new mechanicals are anticipated in the existing truck bays.
- ❖ The truck bays will pitch to a center trench drain and an oil separator system will be specified for this. This system will be provided as an alternate.

Phase I –Schematic Design

We will utilize the previous design and eliminate all the work up front. We will adjust the location of the bays based on our understanding of the structural costs that were involved in underpinning the existing building. We will attempt to make the design, similar to the original, understanding that we are allowed to push it forward or back a few feet.

We will provide the revised schematic design for the municipality and upon your approval we will move forward with the following Phases:

Phase II - Construction Documents

Upon final design document approval by the Municipality, we will provide architectural Construction Documents and building specifications for competitive bidding by the Borough of Kinnelon. These documents will include detailed drawings, plans, sections and elevations and construction specifications. The drawings will contain the information necessary for competitive bidding.

We will only include those aspects of the project that were included in the design document phase. We will provide alternates on certain construction elements in order to provide separate prices. Upon acquisition of the bids, we can analyze these portions of the project that are to be selected, and determine with the municipality that which is to be awarded.

If, for any reason, bids are rejected, then all work subsequent to the first bid will be bid as per our enclosed hourly Fee Schedule or by means of a second proposal. All work performed to date shall be paid for as complete at this time.

Phase III – Bidding

We will prepare a bid request, answer contractor's questions during the bidding process, and attend a pre-bid conference and assist the Municipality in reviewing competitive bids received.

Phase IV – Contract Administration

During the construction of the project, I believe it is important to coordinate with the builder the desires of the owner and the intricacies of construction techniques. I can, therefore, be your liaison to the builder in making sure that the project is being built according to the contract documents. Generally, the responsibility shall be as follows: (Representative of Fox Architectural Design to be herein known as "the architect.")

1. The Architect's responsibility to provide basic services for the construction phase under this Agreement commences with the acceptance of this proposal and terminates at the earlier of the issuance to the Owner of the final certificate for payment or 60 days after the date of substantial completion of the work.
2. The Architect shall be a representative of and shall advise and consult with the Owner
 - (1) during construction until final completion of the work and
 - (2) as an Additional service at the Owner's direction from time to time during the correction period described in the Contract for Construction. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written instrument.
3. The Architect shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and Architect in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations as an architect, the Architect shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work.
4. The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the contract documents.
5. The Architect shall, at all times, have access to the Work wherever it is in preparation or progress.

6. The Architect shall have authority to reject Work, which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable for Implementation of the intent of the Contract Documents, the Architect will have authority to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.
7. The Architect shall review and approve or take other appropriate action upon contractor's submittals such as Shop Drawings, Product Data and Samples, and Applications for Payments but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. We are not providing interior decorating services. This will be completed by the Municipality.
8. We will review the placement, installation of all equipment and furniture as specified as part of this project.
9. The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Architect for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents. This will be considered an additional service and will be billed as per the Fee Schedule.

I anticipate that the construction of this building will take six months. If this extends longer, then additional fees will be necessary. I am basing this proposal on an approximate site inspection schedule of once every two weeks. It is anticipated that Applications for Payment, construction progress meetings will occur simultaneously. There will be portions of the project, which will be inspected more often, and at times the project will be inspected less often.

Professional Fees

Phase I - Schematic Re-Design.....	\$ 4,500.00
 Phase II - Construction Documents	
DPW Building – Steel Frame Construction	
Architectural and specifications.....	\$ 5,200.00
MEP (Revisions)	\$ 3,600.00
 Phase III – Bidding.....	 \$ 2,400.00
 Phase IV – Contract Administration.....	 \$ 5,000.00
Structural (for review of Steel Frame)....	\$ 5,500.00
 MEP.....	 \$ 2,000.00

Upon your approval of this proposal, I can begin on the project immediately.

If this proposal meets with your approval, please sign one copy, initial each page at the bottom, and we will develop an AIA Contract or other form that is desired by the Municipality and would look forward to receiving a Purchase Order before beginning the project.

We are very pleased to be able to provide this proposal to you for the Borough of Kinnelon. We are excited to be involved with this project. We will do our utmost to advance the progress of the project in an expeditious and cost efficient manner. We look forward to working with all members of the project team. If this proposal is accepted, please sign and return one copy to us for our records so that we can proceed. We are ready to commence working immediately.

Very truly yours,

Kenneth J. Fox, AIA

Signature _____ Date _____

karen Iuele

From: Donna Mollineaux
Sent: Tuesday, October 07, 2014 2:11 PM
To: karen Iuele
Subject: FW: Architectural Services revised proposal
Attachments: 2014-09-12 REVISION 3 kinnelon dpw proposal.docx

From: John Whitehead
Sent: Friday, September 12, 2014 12:26 PM
To: Donna Mollineaux; d odougherty (I); karen Iuele
Subject: FW: Architectural Services revised proposal

From: Kenneth J. Fox, AIA PP [<mailto:kfox@foxarch.com>]
Sent: Friday, September 12, 2014 12:20 PM
To: John Whitehead
Subject: Architectural Services revised proposal

John:

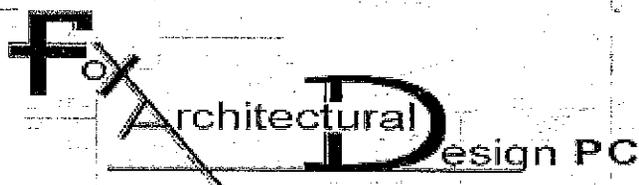
I have communicated with my Mechanical Engineer. His previous fee of \$2,500.00 has changed to \$3,600.00 with the addition of the central area between the garages.

I have also added, during the Contract Administration Phase, an anticipated fee of \$2,000.00 to review shop drawings and a site visit or two.

Please note that I did not change my fee.

I would like to get this revision approved.

Ken



Kenneth J. Fox, AIA PP
546 State Route 10 West
Ledgewood, NJ 07852
phone: 973 970-9355 x16
fax: 973 970-9356
www.foxarch.com

RESOLUTION 10.10.14

AUTHORIZING A DISCHARGE OF
TAX SALE CERTIFICATE NO.:94-14

WHEREAS, Tax Sale Certificate No.: 94-14 was issued on August 31, 1994 on the property owned by Michael Raykov, known as Block 91, Lot 8 in the Borough of Kinnelon, County of Morris, State of New Jersey for unpaid municipal taxes for tax year 1993 in the amount of \$4,354.49; and

WHEREAS, said Tax Sale Certificate was recorded in the Morris County Clerk's Office on September 15, 1994 in Book 5647, Page 231.

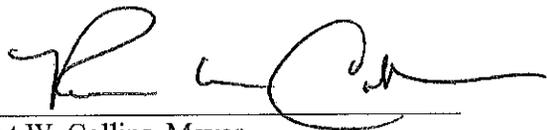
WHEREAS, all taxes on the aforementioned property have been brought current and the tax lien has been paid in full; and

WHEREAS, the Tax Lien remains of record; and

WHEREAS, the Borough desires to sign a Discharge for said Tax Sale Certificate.

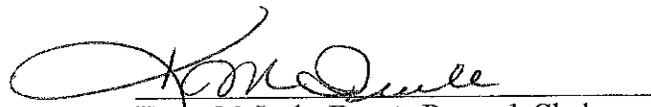
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Kinnelon, County of Morris, State of New Jersey, that Tax Collector, Lisa Kimkowski, shall be authorized to sign the Discharge of Tax Sale Certificate No. 94-14. This resolution shall take effect immediately.

Dated: 10/16/14


Robert W. Collins, Mayor

I, Karen M. Iuele, Deputy Borough Clerk of the Borough of Kinnelon, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Mayor and Council at a regular meeting of the Borough held on October 16, 2014.

Dated: 10/16/14


Karen M. Iuele, Deputy Borough Clerk

THE LAW OFFICE OF STEVEN C. SCHEPIS, L.L.C.

October 16, 2014

Steven C. Schepis, Esq.
Member NJ & NY Bars

339 CHANGEBRIDGE ROAD
PINE BROOK, NEW JERSEY 07058

1635 Crosby Avenue
Bronx, NY 10461
Phone: 718-792-1888

NJ Attorney
ID# 011261989

TELEPHONE 973-882-8400
FACSIMILE 973-882-8424
e-mail: lawscs@hotmail.com

Please reply to NJ Office

September 12, 2014

Via Regular Mail

Kinnelon Borough
ATTN: Lisa Kimkowski, Tax Collector
130 Kinnelon Rd.
Kinnelon, NJ 07405

RE: Request for Discharge of Tax Sale Certificate
Tax Sale Certificate No.: 94-14
86 Brook Valley Road, Kinnelon, NJ 07405

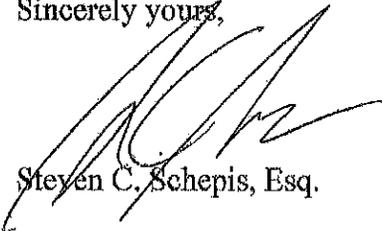
Dear Ms. Kimkowski:

I write to you on behalf of my firm's client, Raymond R. Raykov, with regard to his request for discharge of a Tax Sale Certificate issued by your office in 1994. I attach hereto a copy of Certificate of Sale for unpaid Municipal taxes for tax year 1993. The taxes related to real estate taxes against the subject property owned by that time by my client's son, Michael Raykov. Since that time, all the taxes have been brought current and the tax lien was apparently paid in full. Unfortunately, no discharge was secured. This tax lien remains of record and is serving as an impediment to Mr. Raykov selling his home. Noting that the Tax Sales Certificate was issued in August 24, 1994, it is beyond the 20 year statute of limitations and cannot be foreclosed upon at this point in time. This coupled with the fact that the taxes are current, would indicate that the most appropriate course of action is for a discharge to be issued by your office. To that end, I provide herewith a discharge of Tax Sale Certificate, together with a self addressed stamped envelope. I enclosed herewith.

I respectfully request that you execute the document in the presence of a Notary Public in the State of New Jersey and return to me in the self addressed stamped envelope enclosed herewith.

Thank you for your kind attention.

Sincerely yours,


Steven C. Schepis, Esq.

SCS: hae
Enclosure

Cc: Raymond Raykov (Via Email)
Barbara Pagella (Via Email)

RENRaykov to Ferguson\Wood Esq. 091114

14031

RESOLUTION 10.11.14

AUTHORIZING A CORRECTION IN
ASSESSED VALUE FOR BLOCK 34,
LOT 52.02 FOR 2014

WHEREAS, on or about May 16, 2013, a Judgment for the 2013 tax year was entered with the Morris County Board of Taxation for Emil Soltis; Appeal # 15-1300060D, for the property known as 3 Banta Court, and designated as Block 34, Lot 52.02 on the tax map of the Borough of Kinnelon; and

WHEREAS, said Judgment reduced the total assessed value from \$900,300 to \$745,300; and

WHEREAS, the assessed value for 2014 was inadvertently not changed and not recorded in the 2014 tax duplicate; and

WHEREAS, Mr. Soltis is entitled to the lower assessed value by application of the Freeze Act; and

WHEREAS, the Borough desires to rectify the assessed value for 2014.

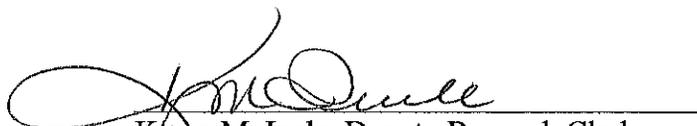
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Kinnelon, County of Morris, State of New Jersey, that Tax Collector, Lisa Kimkowski, shall be authorized to correct the assessed value of said property for 2014. This resolution shall take effect immediately.

Dated:


Robert W. Collins, Mayor

I, Karen M. Iuele, Deputy Borough Clerk of the Borough of Kinnelon, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Mayor and Council at a regular meeting of the Borough held on October , 2014.

Dated:


Karen M. Iuele, Deputy Borough Clerk

RESOLUTION 10.14

AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT AFFILIATED TECHNOLOGY
FOR TELEPHONE SYSTEM REPLACEMENT

WHEREAS, the Borough of Kinnelon ("Borough ") has agreed to retain Affiliated Technology Solutions, 777 New Durham road, Edison, NJ 08817 for Telephone System Replacement; and

WHEREAS, the contract with Affiliated Technology Solutions, for the telephone system replacement is for a total amount not to exceed Twenty Three Thousand, Thirty Dollars (\$23,030.00) therefore the requirements of N.J.S.A 19:44A-20.5 (Pay-to Play Legislation) does apply; and

WHEREAS, the Borough of Kinnelon has a need to acquire the professional services of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the CMFO has determined and certified in writing that the value of the services will exceed \$17,500; and

WHEREAS, the governing body of the Borough of Kinnelon has certified that the professional services for the Kinnelon Mayor & Council provided by the below listed professionals will exceed \$17,500; and

WHEREAS, the listed professional has completed and submitted a Business Entity Disclosure Certification which certifies that neither they, nor their professional firms have made any reportable contributions to a political or candidate committee in the Borough of Kinnelon in the previous one year, and that the contract will prohibit the professional services of the firms from making any reportable contributions through the term of the contract; and

WHEREAS, said below listed individual has completed and submitted a Political Contribution Disclosure Certification and a Business Registration Certificated; and

WHEREAS, this contract was not awarded through a "fair and open process" pursuant to N.J.S. 19:44A-20.4 et seq.; and

WHEREAS, the said price for the professional fees for the Telephone System Replacement are not to exceed \$23,030.00.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Kinnelon, County of Morris, State of New Jersey, award contract for the telephone system replacement to the Kinnelon Municipal Building to Affiliated Technology Solutions.

Dated: 10/16/14


Karen M. Luele, Acting Borough Clerk



BOROUGH OF
Kinnelon

130 Kinnelon Road
Kinnelon, New Jersey 07405

October 16, 2014

Phone: 973-838-5401

Fax: 973-838-1862

October 9, 2014

TO: Mayor and Council
FROM: Donna M. Mollineaux, CFO
RE: Telephone System Replacement

As was directed, a proposal was put together for the replacement of the borough phone system. The quote included a new system, new physical phones, the ability to integrate with Butler for the 9-1-1 system and integration with the Eventide Recording System plus the jail cell and conference room analog connection. A specification sheet was drawn up and was reviewed and approved by our QPA. The notice was put on the borough website and we received 5 quotes as of the due date.

Chief Schwartz and I reviewed all 5 quotes. Three met the specs as proposed and two did not as they only quoted new physical phones, and not a new system. From the three, Affiliated Technology Solutions was the low quote at \$23,030.00. We had approved funding for this in 2012.

The Borough of Kinnelon is seeking quotes to replace our existing telephone system with a new VoIP premise PBX system.

Our requirements include the following:

1. A system with the available capacity to support up to 100 telephone extensions
2. 8 Executive Model Telephone Handsets
3. 45 Standard Model Telephone Handsets
4. One PRI trunk connectivity
5. A Minimum of 4 analog trunks to connect to existing Eventide Call Recording System
6. A Minimum of 4 analog extensions to connect existing analog jail cell phone and conference room phone.
7. Built in analog trunk/phone connectivity should the circuit or telephone system fail
8. Twelve users with advanced functionality including computer desktop integration for call control and a mobile extension application to run on iPhone or Android Smartphones
9. The ability to connect one VoIP telephone system to two separated computer networks (Police and Municipal LANs)
10. The ability to connect 18 of the above handsets at remote locations and connect to the VoIP PBX using the Internet.
11. Kinnelon Borough is completely backed up by Butler Borough. Butler currently has an AltiGen VoIP Telephone System. The Kinnelon PBX must seamlessly integrate with the Butler system by either installing an AltiGen system as the Kinnelon PBX or installing an AltiGen gateway to the new proposed Kinnelon PBX so complete integration between switching, extensions and Voicemail is achieved.
12. The AltiGen component of this installation must be installed and supported by an authorized AltiGen Partner.

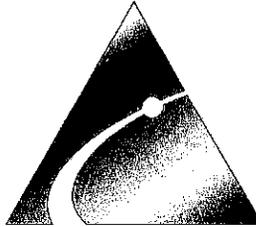


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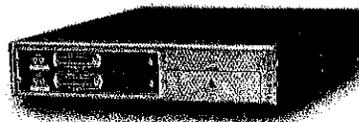
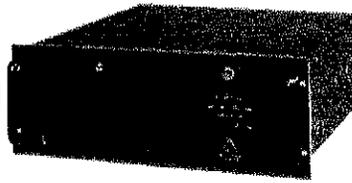
Kinnelon Borough



ALTIGEN
PLATINUM DEALER

**Altigen Telephony
Solution Prepared For:**

**Borough of Kinnelon
130 Kinnelon Road
Kinnelon, NJ 07405**



**Submitted by: Affiliated Technology Solutions
September 11, 2014**



Affiliated Technology Solutions

777 New Durham Road – Edison, NJ 08817
Telephone: 732.225.3099 – Fax: 732.429.1299

September 11, 2014

Borough of Kinnelon
130 Kinnelon Road
Kinnelon, NJ 07405

Dear Donna:

Thank you for the opportunity to present the AltiGen solution to you.

The AltiGen design we are recommending consists of an AltiGen MAX 2000 Server. It will connect with a T1 PRI circuit and 4 analog trunk lines. This design will support up to 30 simultaneous IP extension sessions.

The system is designed to support up to 150 physical phones.

AltiGen can be connected to fiber, copper or broadband internet and support combinations of analog and IP extensions. Utilizing the built in VoIP technology allows you to connect to multiple locations and remote employees.

Supporting up to 150 extensions, the system has RAID-1 redundancy through the addition of a 2nd hard drive. It can utilize SIP trunking, includes a meet-me conference bridge with scheduling application, on-demand voice recording, 4500 hours voice mail storage, ExtensionAnywhere™ mobility and many other features in a single appliance.

Some of the key features and benefits include:

- ✓ One device for a complete solution
- ✓ SIP trunking & extensions
- ✓ Built-in conference bridge with scheduling application
- ✓ Self-administration for do-it-yourself daily changes - no technician visits required,
- ✓ ExtensionAnywhere™ - Use your cell phone as an extension on your system
- ✓ Automated attendant menus available
- ✓ Computer Telephony Integration- See and manage you calls and voice mails

Thank you again for considering AltiGen and ATS. I look forward to forging a long and prosperous relationship with Borough of Kinnelon!

Sincerely,

Thomas Welsh
732-225-3099



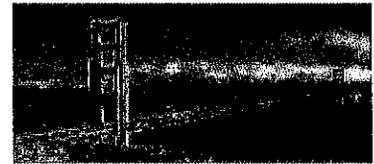
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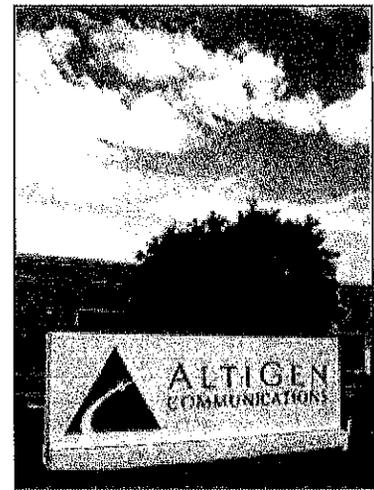
AltiGen Communications:

AltiGen Communications, Inc. is the leading provider of 100% Microsoft-based Unified Communications solutions

AltiGen's corporate headquarters is located in San Jose, California, with international operations based in Shanghai, China. We've been deploying software-based business communications solutions since 1996 through our global network of over 300 certified partners, which provide local sales, service and support to more than 10,000 customers worldwide.

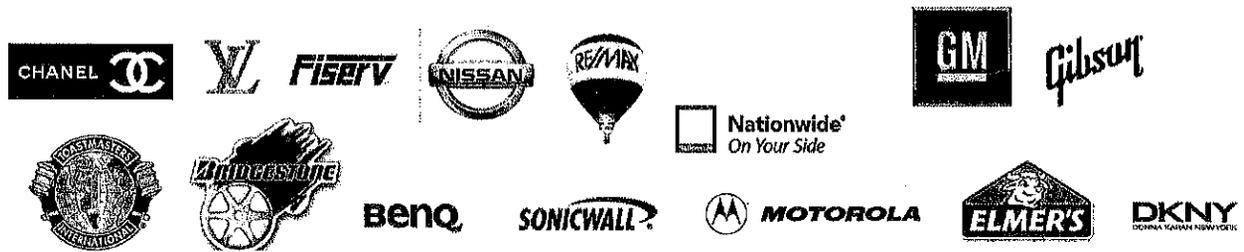


AltiGen is taking a leadership role as the communications industry shifts from a proprietary, hardware-centric systems to open, software-based solutions. Our flagship product, MaxCommunications Server (MaxCS), is a complete, software-based solution designed with an open architecture, and built on industry standard Intel™ based servers, SIP™ compliant phones, and Microsoft-based application infrastructure solutions - supporting up to 5,000 users. AltiGen's software approach enables our customers to leverage their investments in their IT infrastructure standards, for maximum flexibility and lowest total cost of ownership.



As an all software solution MaxCS leverages today's powerful computing technology including Intel processors, blade servers and virtualization under VMware. With native SIP integration to both Microsoft Exchange Server 2007/2010 and Office Communications Server 2007, MaxCS also enhances Microsoft UC solutions. Delivering a complete suite of unified business communications applications, including VoIP, Call Center and Mobility, AltiGen has a solution for virtually every business.

As one of the first companies to offer VoIP solutions, AltiGen has been deploying systems since 1996. We have more than 10,000 customers worldwide, with over 15,000 systems in use. .





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Affiliated Technology Solutions:



Affiliated Technology Solutions is AltiGen's Most Experienced and Largest Partner and we not only provide after sales support for our clients, but in addition, we support other dealers and out of state AltiGen users

We have both field technicians and an in house technical team trained on the AltiGen System. Our staff offers unparalleled experience, knowledge and problem solving abilities to assist with any and all AltiGen related issues.

We are experts in creating the appropriate design and performing a smooth installation. But we are aware, that the key to success with any AltiGen Phone System is in the training of the client, and the after sale support and assistance

Affiliated Technology Solutions offers you a centralized, single point of contact for questions concerning any phone related issue, including hardware, software, programming, configuration, and training.

ATS is also your single source for any AltiGen purchase such as phones, licenses, and equipment.

Affiliated Technology Solutions offers the experience and knowledge to ensure that once your AltiGen Phone System is installed it will continue perform up to your standards



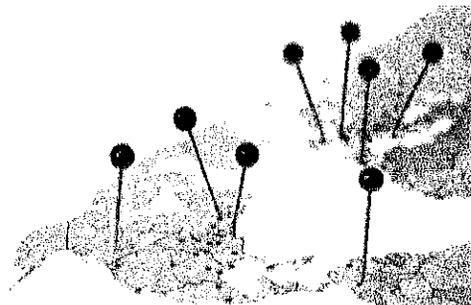


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Multiple Locations- Seamless Appearance

AltiGen's VoIP business phone systems allow enterprises to unite employees across the entire organization seamlessly. AltiGen's distributed architecture has been designed so they can communicate as if they were located in the same building with a single telephone system



With AltiGen, you can:

- Simplify and consolidate multisite management
- Have multisite distributed call centers & workgroups
- Communicate as if everyone was in the same location
- Better utilize employees across locations

Better Utilize Employees

When you unify locations and employees with an AltiGen Phone System, your customers and team will notice the difference. For your employees, it means that they could be part of a single service group that includes people from different cities. Your company can also implement a companywide extension plan that works regardless of the location of the employee.

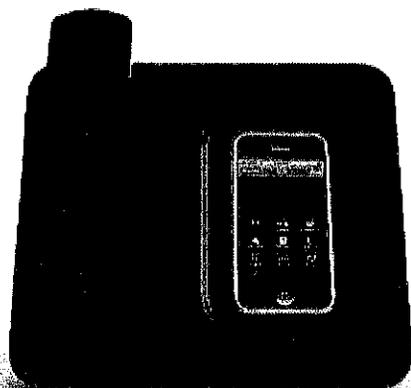
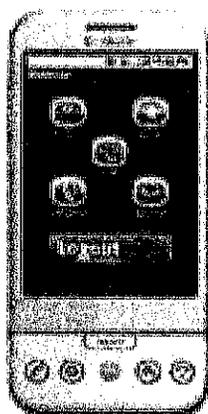
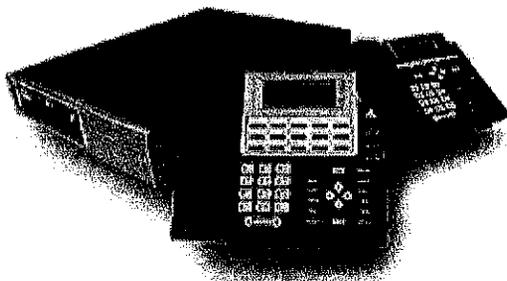
- Help your customers reach the right person the first time
- Unified dialing plan across all locations
- Shared Operators / Receptionist across multiple locations
- Shared Holiday / Business Hour Schedules



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Standard Features:



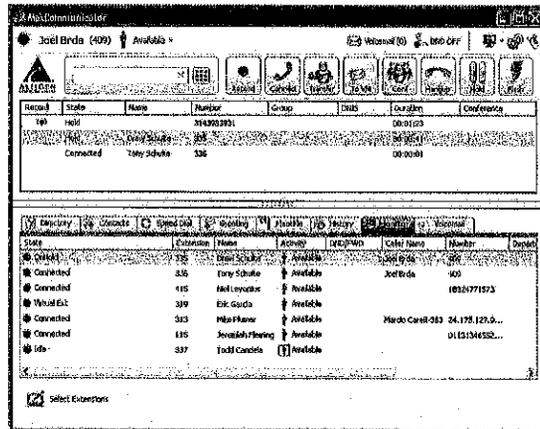
- ✓ **Voice over IP enabled**
 - Connect from Anywhere
 - Home Offices
 - Remote Employees
 - Multiple Offices
- ✓ **Programmable One Number Access**
 - Connect with clients wherever you are.
 - Cell Phones
 - Home Phones
 - Eliminate Phone Tag
- ✓ **Easily Up Gradable through Software**
 - Never obsolete
 - Future Proof
 - The Last System you will need to Purchase
- ✓ **No Maintenance Contracts**
 - Eliminate Maintenance Costs
- ✓ **Easy self administration**
 - Eliminate Technician Visits
 - Programmable
- ✓ **Scalable-Expandable**
 - Ability to add extensions effortlessly
- ✓ **Computer Telephony Integration Software**
 - See your Voice Mails
 - See your Incoming Calls
 - Connect with important calls
 - Ability to Conference Call
 - Connects with Outlook
 - Fully Customizable
- ✓ **12 Party Conference Bridge**
 - Connect up to 12 callers
 - Eliminate Conference Call Charges
- ✓ **Listen, Whisper and Barge In Hardware Included**
 - Agent Software Activated
- ✓ **Automatic Call back from Voice Mail**
 - Eliminate the need to write down phone numbers
- ✓ **On Demand Recording**
 - Right Click your mouse to record your call
- ✓ **Viewable Voice Mails with Note Field**
 - Listen to any message in any order
 - Send voice mails as emails
- ✓ **2000 Voice Mail Boxes**
- ✓ **Music on Hold**
- ✓ **255 Automated attendant menus**



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Software:

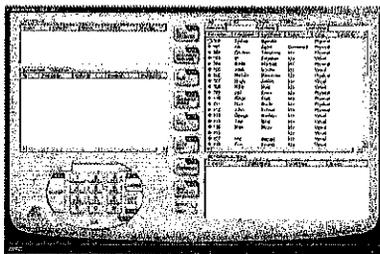
Computer Telephony Integration: MaxCommunicator



MaxCommunicator is a powerful Windows .NET soft phone application. Using MaxCommunicator, employees can easily manage their calls right from their desktop PC, click to dial, presence management, personal call queues, call forwarding, transfer and conference, one number access and more.

These features are all integrated with the IP desktop phone and can be embedded inside of Microsoft Outlook if desired. A Max Communicator seat license is specifically assigned to a station and a Max Communicator session license is shared concurrently over many stations.

Receptionist Console



The Alti-Console software interface has been optimized to support the common tasks of an operator attendant. AltiConsole allows a receptionist to monitor the real time extension status, place outside calls and conference calls to internal and external numbers. It allows the operator to put callers on hold, park calls, transfer calls to extensions or directly to voicemail or even off site numbers with the touch of a button or the click of a mouse.



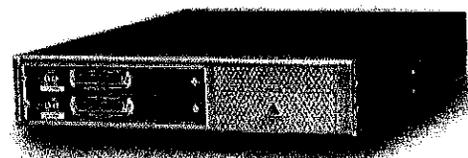
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Hardware and Equipment:

AltiGen MAX 2000 Configuration:

- ✓ Slots Available For Use 2
- ✓ Hard Drive SATA
- ✓ Hard Drive Redundancy RAID1 (hot-swapping)
- ✓ Power Supply Redundancy 2x250W (hot-swapping)
- ✓ Ethernet Port 10/100/1000 (GB Ethernet)
- ✓ Maximum VoIP Ports 60 G.711 and 12 G.723/G.729
- ✓ Maximum Physical Phones: 150
- ✓ 4500 hours of voicemail storage
- ✓ 12-party meet-me conference bridge with scheduling application.
- ✓ On demand voice recording
- ✓ Custom auto attendant / IVR
- ✓ Call detail reporting (CDR)
- ✓ Dedicated voice processing (VM/AA) and voice recording resource for every trunk, extension, VoIP channel.
- ✓ 2 silent monitor/barge-in/coach channels for workgroup supervisor
- ✓ Music on hold (input source can be either a file or audio-in port)
- ✓ Paging (IP paging, audio-out port, trunk/station port paging)





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Telephones:



AltiGen IP 720 IP Telephone- The 720 a built in PoE Module* and a full Duplex Speaker. The IP 720 is a fully featured IP telephone. Designed to empower the user it brings stylish form and functionality to the desktop. The 720 has sophisticated features simple and is intuitive to use. Users have single button access to voicemail, activity/presence selection, voicemail greeting selections, call recording, call conferencing, call transferring, and even placing calls to employees in other countries. With the 4 line, backlit liquid crystal display the IP 720 is capable of displaying time, Caller ID name and number, real-time call center workgroup statistics, do-not-disturb, and call forwarding status.

IP 720: \$ 339 each

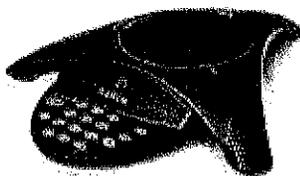
**IP 720 does not come with an AC Power Adapter
Power Adapters can be ordered at \$20 ea.*

Standard Model



AltiGen IP 805 IP Telephone

An entry level business-class desktop IP phone with 6 programmable keys, speakerphone, and built-in Power over Ethernet (PoE).



Polycom SoundStation2 Conference Telephone The SoundStation2, Polycom's next generation conference phone, is redefining the standard for business quality voice conferencing. With industry-leading full duplex for natural, simultaneous two-way conversation, the SoundStation2 will exceed your expectations in medium to small conference rooms.

Soundstation 2: \$ 475.00



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Mobility Application on Smart Phone

MaxMobile



Because of AltiGen's expertise in developing software based IP telephony solutions, unlike other mobile communications applications, MaxMobile extends a complete set of business phone features to Smart Phones. Leveraging the capabilities of AltiGen's MaxCommunication Server, MaxMobile enables smart-phones to function as the single, converged business and mobile phone device. In most cases, the MaxMobile PBX feature set exceeds the capabilities of any current phone system you may have in place today.

iFusion Station



AltiGen introduces the first Integrated Mobile Communication Docking Station. The patented Fusion Smart Station has been designed to replicate the features of a desktop phone for Smart Phone Devices. The Fusion offers Bluetooth enabled dial pad and telephone function keys to replicate the desktop experience. The smart station provides power, battery charging, a duplex speaker, stereo speaker, and data synchronization

SoftPhone Application for Computer



IP-Talk is a Microsoft Windows application that allows the use of the AltiGen software to make voice over IP calls right from your computer. Use of IP-Talk requires a MaxCommunicator license as well.

A Softphone seat license is specifically assigned to a station and a Softphone session license is shared concurrently over many stations.



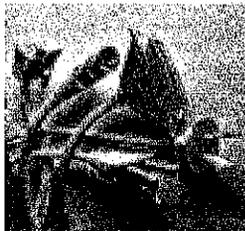
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Complete System Implementation:

Once the proposal is executed and either an initial deposit or leasing Purchase Order is submitted to ATS, our award winning Implementation Group will be handed this project for completion. If new voice circuits are involved, it is imperative that those orders be placed as soon as possible or the length of the installation process will grow considerably and there is likely nothing ATS can do to reduce this time.

ATS employs a three-phase approach for your installation:



✓ **First Phase – Pre-Installation**

- All Necessary Hardware & Software are Ordered
- Assembly and Configuration of the System (off site)
- Installation and registration of Operating System and Altigen OE (off site)
- Review of Voice and Data Circuit Status
- Pre-Installation Interview (normally on-site)
 - ✓ Review proposal design with customer
 - ✓ Inspect site for installation
 - ✓ Gather Pre-configuration Information
 - ✓ Go Over next phases of project
 - ✓ Go over potential scheduling of Installation
- Perform Pre-Configuration of System (Off-Site)
- Monitor Voice Circuit Status
- Finalize Installation Scheduling with Customer

✓ **Second Phase – Installation**

- Delivery of Equipment on-site
- Installation of Server on-site and prepare for cutover
- Connection to new and/or existing telephone Service
- Installation and configuration of telephones
- Installation and Configuration of Altiview as needed*
- Installation and configuration of Alticonsole as needed*

✓ **Third Phase – Training & Follow-up**

- Administrator Training
- Reception Training if applicable
- User Training
- Bullet List Creation and Customer Follow-up

*** Requires PC workstation connected to an existing PC computer network.**



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Complete On Site Training Services

ATS offers appropriate training for end users and administrators.

Training generally takes place at implementation of a system but we recognize that training is often required after the installation. We are aware that employees come and go and we are available to conduct Refresher or New Employee training upon customer request

On-Site End User Phone System Training

The goal of end user training is to give our clients users a solid, working knowledge of Altigen. Emphasis is placed on how to manage calls, voice mail messages and greetings through the handset and through Altiview or AltiaAgent.

Advanced features and settings that customize the system for each person are also discussed with your staffs input and feedback

The on-site trainers are always a great resource, and will be able to address most issues. If additional resources are required ATS will contact Altigen to assist us.

Typically, end users become comfortable with the system within two to three days.

End user training takes place at the customer's office so that users can acquaint themselves with their own system This training session usually takes place the day of or the day after installation in groups of five to ten people. Typically our sessions are from one to two hour, But we will make any adjustments to insure your staff is comfortable with Altigen.

We can provide sessions in a conference room environment where Altiview and Agent views can be projected onto a wall or screen or we can offer training at the station level, which requires a longer timeline.

Advanced Phone System Training

The customer, depending on their needs, determines the goal of advanced training. Advanced training can simply be an informal question and answer session, or it can be a session that focuses on specific advanced features or functions that need further explanation. Additional training may be required for your organization, when other components of Altigen are added (e.g. ACD queues).

Advanced phone system training includes two hours of training time at the customer's office usually a month or more after installation. Additional training can be coordinated with Alternate Access as needed.

Training the Trainer

ATS will review our training procedures with the appropriate member of your staff that will be responsible training new employees. This includes any peripherals or guides.



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Warranty and Support Program Description:



Note: Please see ATS's separate contract documents describing each Support Program in more detail.

I. Altigen System Hardware Warranty (One Year after System Purchase):

The Altigen telephone system includes a one-year parts and labor warranty performed by ATS. This warranty includes advanced replacement of any failed system component. The Altigen and other telephone handsets are included in this warranty, however, it is common for ATS to ship replacement phones immediately to the customer and then receive the allegedly defective handset by the same method.

ATS offers the option of extending the hardware warranty of the Altigen System. This warranty does not include the telephone handsets nor does it include problems resulting from client's negligence. The customer will receive notification and the option to participate in the warranty program within 30 days of expiration.

II. Software Assurance Program (Immediately offered at System Purchase):

Altigen and ATS provide a Software Assurance Program for your Altigen Phone System. This program entitles Customers to receive all system updates and upgrades of the Altigen System Software throughout the annual subscription period. Pricing for this program is specifically calculated by your licenses registered with the manufacturer.

III. Complete Customer Care Program (offered 30 days post-installation):

ATS includes the support aspects of our Complete Customer Care Program for the first 30 days after installation. To continue the Program after these 30 days, a flat monthly fee per system is charged. Note that this program includes significant discounts in future hardware purchases and on-site work. In addition, remote technical support resolution as well as support for the Software Assurance Program is included with this program. Therefore, it is strongly recommended that the Customer review the program details and consider joining. If the customer declines this program, all support will be charged based on our fee schedule.

Customer will receive the latest details of our Customer Care Program prior to the end of the 30 day post-installation time period.



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Altigen Communications Software Assurance Program:

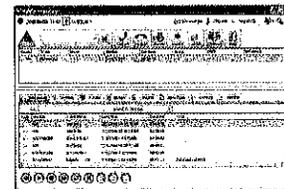
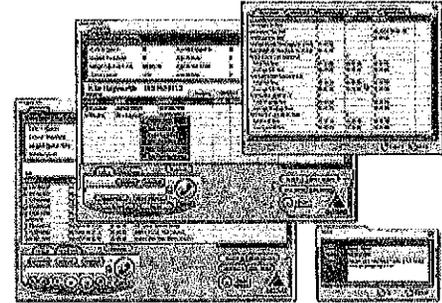
The Key Advantage of Altigen's Voice over IP Phone Solution is in its powerful IP Software Engine.

This is the biggest difference between Altigen and the other systems you are accustomed to.

In today's world of new and evolving technologies, Altigen's software based system is required to take full advantage of those technologies all while delivering new, advanced features, all without the need for expensive hardware updates.

With Altigen's software based system, new updates and improvements are constantly available

Altigen, because of its software, will remain as current and carry every new feature as any system sold today and in the future



Software Assurance makes your Altigen System future proof.

Your Altigen Phone system will become a brand new system with each software update.

Altigen will be the last phone system you will ever need to purchase!

Altigen License	Qty for S-A	Cost	Software Assurance
Station License	60	\$11.25	\$ 675.00
Max Communicator	12	\$7.50	\$ 90.00
Alt-Console	1	\$45.00	\$ 45.00
ACM Seat		\$67.50	\$ 0.00
Agent Session		\$27.00	\$ 0.00
Supervisor		\$81.00	\$ 0.00
ACM Migration		\$75.00	\$ 0.00
All Call Record		\$37.50	\$ 0.00
Enterprise Manager		\$75.00	\$ 0.00
Administration Fee	1	\$50.00	\$ 50.00
Annual SAP			\$ 860.00
Monthly SAP			\$ 71.67



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ATS Customer Care Program:

Affiliated Technology Solutions, LLC is pleased to offer our customers a complete Customer Care Program (CCP). This Program is designed to provide our customers with a comprehensive list of services for your AltiGen System. These services include both Remote and On-site support services



The CCP includes:

Remote Support Services:

- ✓ **Up to 6 hours of remote support per quarter**
- ✓ **Priority Support over non-contracted customers**
- ✓ **Special Support Telephone Number to call direct**
- ✓ **Included Support for AltiGen's Software Assurance Program**
- ✓ **Scheduled Quarterly Remote connection to your AltiGen System to perform a preventative check.**

Telephone support hours are Monday through Friday, 8:45am to 5:15pm, excluding holidays. All support time is tracked in 1/10th of an hour increments.

On-site Support Services:

10% off on-site labor rates based on ATS's fee schedule

Billing for travel time to/from customer location is limited to one hour

AltiGen Discounts:

10% off retail pricing on all AltiGen Hardware and Software Licenses



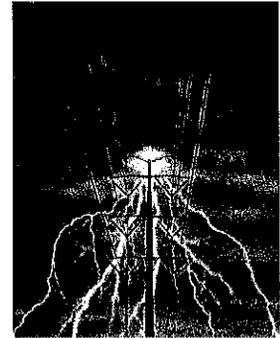
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Emergency Telephone Recovery Program

A Telephone Disaster recovery plan can keep businesses operating even in the event of widespread power outages, transportation strikes, or natural disasters. Business telephone systems can be backed up and distributed to remote locations.

ATS provides a Disaster Recovery Program to protect your business from an interruption of service to a full scale catastrophe. If there is any interruption in your service, your Carrier* can immediately direct all your office calls to a special telephone number pointing at our "hosted" telephone solution to properly process all calls



Our program allows your phone calls to be re-routed. It could be as sophisticated as having a full disaster recovery plan in which ATS can provide a back up phone system in waiting to connect with your office phones, or to become virtual, or as simple as having calls re-routed to a cell phone. Having a fail safe routing plan is a must for all businesses. The ATS Disaster Recovery Program can protect your business when a cable has been cut and your phone service with it.

ATS can allow your Company the ability to:

- ✓ Set up Auto Attendant(s) to direct calls properly to user extensions and/or departments.
- ✓ Define individual user extensions so callers can leave messages or directly find these users on cell phones, etc.
- ✓ Email user voicemail messages as .wav files to their individual email addresses for quick and appropriate response.
- ✓ Link cell phone and/or landline phone lines as "live" extensions on our remote "hosted" system so customers would never know your office is experiencing an outage. Multiple calls can be queued on your cell phone device as well.

Includes:

Directly connect up to 12 of your IP Phones to Our Hosted Platform.
Receive and Make Outbound calls via hosted platform
Up to Five phone numbers to send your calls to
Includes up to 12 voicemail boxes for callers to leave messages

\$59.95 per month/\$50 Per Day Incident Fee**
\$250 Set-Up Fee

* Your Carrier needs to support and enable "Direct Trunk Overflow" so transfer to our switch is seamless without customer intervention. If not supported, the customer will be responsible for manually forwarding calls should an outage occur.

** ATS will charge a one time incident fee per day, regardless of how many times the program is enabled that day.



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Solution:

September 11, 2014

Prepared by:
Affiliated Technology Solutions
 777 New Durham Road
 Edison, NJ 08817

Prepared for:
Borough of Kinnelon
 130 Kinnelon Road
 Kinnelon, NJ 07405
 (973) 838-5401

Fax Acceptance To : 732-429-1299



System	Cost	Qty	Total
AltiGen MAX 2000 V2 System	\$12,000.00	1	\$ 14,000.00
Gateway			
T1/PRI Board 4 x 4 Analog Trunks/Extensions		<i>Included</i>	
Software			
Station License:		60	<i>Included</i>
Enhancement Pack (MaxComm, MaxMobile):		12	<i>Included</i>
Reception Console:		1	<i>Included</i>



Phones			
710 IP Telephones – ATS Certified	\$ 175.00	8	\$ 1,400.00
805 IP Telephones	\$ 159.00	45	\$ 7,155.00
PolyCom 2 Conference Phone	\$ 475.00	1	\$ 475.00

Labor:
 Configuration with On Site Installation and Training **Included**

Total Investment **\$23,030.00**

Services: **Monthly Charges**
 Software Assurance Program **\$ 76.17**
 Customer Care Program **\$ 100.00**

Agreement and Acceptance:

Affiliated Technology proposes to furnish material and labor- complete in accordance with these specifications

Acceptance of Proposal: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made in accordance to the fee schedule above. A PO (For the full amount) from a leasing company may serve in lieu of the deposit.

Borough of Kinnelon :

Signature: _____ **Date:** _____

Print Name : _____ **Title:** _____



Affiliated Technology Solutions

777 New Durham Road – Edison, NJ 08817
Telephone: 732.225.3099 – Fax: 732.429.1299

Borough of Kinnelon Payment Options:

Solution

\$ 23,030.00



Purchase Option:

\$ 8,000 Deposit due at contract signing
\$ 8,000 Due at Pre-Installation interview
Balance Due upon System Installation



Affiliated Technology Solutions Lease Option:

5 Year \$1.00 Purchase Option = **\$ 481 per Month** + tax
2 Advanced Payments Required at Contract Signing + tax

Terms of Payment:

The services, material and labor you subscribe to are payable by the due date(s) indicated on your invoice. Payments made after the statement date on your bill will be reflected on your next bill. Amounts owed after the due date are subject to a late payment interest charge, calculated at 2% per month, compounded monthly.

An additional late payment fee may apply subject to the duration of the outstanding balance. Failure to make payments may result in a suspension of all support services. Should it become necessary to suspend support due to failure to pay a past due account, payment of the full outstanding balance plus a service charge will be required before support is restored.

Affiliated Technology Solutions (ATS) is not responsible for problems associated with customer's trunk lines regarding varied signal strength or environmental interference. These issues are normally resolved by the service carrier. In some cases, the customer may need to purchase Noise Interference Filters and/ or Loop Current regulators.

This proposal assumes the AltGen system can be connected to the existing cabling. Any time and materials associated with repairing existing wires and/or running new cables will be invoiced outside of this proposal in accordance with our fee schedule.

This proposal assumes telephones can be connected to the existing Ethernet network. Any time and materials associated with troubleshooting and/or repairing computer network and/or workstation problems will be invoiced outside of this proposal in accordance to our fee schedule.

Remote Voice Over IP is dependent on adequate and consistent high speed Internet bandwidth in order to operate properly and effectively. ATS is not responsible for poor voice quality due to inadequate bandwidth issues. Any time associated with diagnosing Internet devices not supplied by ATS will be invoiced outside of this proposal in accordance to our fee schedule.

Limitation of Liability:

In no event shall Affiliated Technology Services be liable for loss of profits or savings, or other direct or indirect, incidental or consequential damages, even if it has been advised of the possibility of such damages.

In no event shall Affiliated Technology Solutions assume liability for lost or corrupted data, the inability to restore or recover data from customer's media, security issues, hacker attacks, nor computer viruses.

RESOLUTION 10. *B*.14

AUTHORIZATION FOR THE
INSTALLMENT OF SRINKLER SYSTEM
ON THE MUNICIPAL RECREATION
FIELD

WHEREAS, the Mayor and Council of the Borough of Kinnelon would like to install a sprinkler system on the Municipal Recreation Field; and

WHEREAS, the Mayor and Council of the Borough of Kinnelon has authorize the installment of a sprinkler system on the Municipal Recreation Field; and

WHEREAS, the purchase of this sprinkler system on the Municipal Recreation Field is not to exceed \$15,000.00

NOW, THEREFORE BE IT RESOLVED by the Borough of Kinnelon Mayor and Council hereby authorize the installment of a sprinkler system on the Municipal recreation field, with a price not to exceed \$15,000.00.

DATED: 10-16-14



Karen M. Iuele, Acting Borough Clerk

RESOLUTION 10. ¹⁴ .14

AUTHORIZATION FOR DPW
PURCHASE A ONE TON PICK UP
TRUCK FOR THE USE OF
SNOWPLOWING

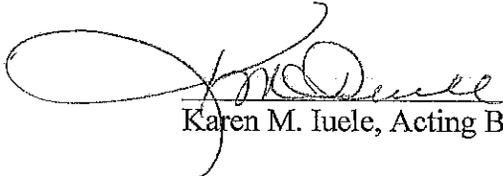
WHEREAS, the Mayor and Council of the Borough of Kinnelon is in need of purchasing a new 1 Ton Pick-Up Truck; and

WHEREAS, the Mayor and Council of the Borough of Kinnelon has approved the purchase of a 1 Ton Pick-Up Truck for the Kinnelon DPW; and

WHEREAS, with the purchase of this truck in not to exceed \$50,000.00

NOW, THEREFORE BE IT RESOLVED by the Borough of Kinnelon Mayor and Council hereby authorize the purchase of a 1 Ton Pick Up truck for the use of snowplowing, with a price not to exceed \$50,000.00.

DATED: 10-16-14



Karen M. Iuele, Acting Borough Clerk

Kinnelon Borough (Morris)		Comments
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
1415	<p>General Management - GM</p> <p>Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u></p>	
Yes		
2	<p>Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. <u>Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?</u></p>	
Yes		
N/A	<p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>	We only have vehicles that are qualified non personal.
4	<p>Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</p>	
Yes		

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
5	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
6	<p>Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).</p>	

Kinnelon Borough (Morris)	
<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question
Comments	
Yes	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "<u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u>" and "<u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u>"</p>
N/A	<p>A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a <u>Community Rating System ranking of at least Class 9?</u></p>
Prospective	<p>If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?</p>
Yes	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?</u></p>

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
11	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u></p>	
Finance & Audit - FA		
12	<p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u></p>	CFO meets with Finance Comm

Kinnelon Borough (Morris)		
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Answer	Question	Comments
No	<p>With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. <u>Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?</u></p>	<p>Not doing prospectus for notes.</p>
Yes	<p>Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</p>	<p>Typically prior to monthly work sessions</p>
No	<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</u></p>	<p>Have not received audit as of date of this filing.</p>

Kinnelon Borough (Morris)		
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Answer	Question	Comments
Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</p>	<p>We had deficiencies in past and are correcting</p>
Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

Kinnelon Borough (Morris)		
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Answer	Question	Comments
18	<p><u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the prospective municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>	
19	<p>For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?</p>	
20	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>	

Kinnelon Borough (Morris)		
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Answer	Question	Comments
21	<p><u>Local Finance Notice 2014-09</u> contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u></p>	
22	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p>	Hired a firm. Being reviewed.
Procurement - P		
23	<p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc. <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u></p> <p>Changes in energy markets could potentially offer substantial savings for local governments. <u>Local Finance Notice 2012-12</u> provides important guidance on the competitive procurement of energy. <u>Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.</u></p>	Yes
		N/A

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
25 Yes	<p>The Local Finance Board recently adopted new rules, outlined in <u>Local Finance Notice 2013 17</u>, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.</p>	Discussed and have no interest in it.
N/A	<p>P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. <u>Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to the State Treasurer?</u></p>	

Kinnelon Borough (Morris)	
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Answer	Question
Comments	
1415	<p>N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality..." <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>
Yes	
Budget Preparation and Presentation - BP	
28	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u></p>
No	Not written but is discussed.
29	<p>In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u></p>
Yes	

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?	
Prospective	Do elected officials receive a written status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?	Done thru Finance Comm and reported to M&C
Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
No	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?	
No	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.	This isn't a fair question. If you didn't introduce on time, there is no way to adopt on time. This just penalizes you twice.

Kinnelon Borough (Morris)		Comments
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	
1415	Health Insurance - HI	
35 Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.	
Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
N/A	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	With SHBP now, no longer use broker

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
Answer	Question	Comments
N/A	<p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u></p>	
39	<p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments? An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.</u></p>	

Kinnelon Borough (Morris)		Comments
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	
Personnel - PE		
1415	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</u></p>	
40	Yes	
	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. <u>Has your municipality filed all current contracts with PERC?</u></p>	
	Yes	
42	<p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</p>	
	Yes	

Kinnelon Borough (Morris)		Comments
Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	
1415	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
Yes		
Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	

Kinnelon Borough (Morris)		
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Answer	Question	Comments
1415 45 Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46 No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
47 Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$595 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.	
48 Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49 Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

Kinnelon Borough (Morris)		
1415	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	It's done every other year. This year was 3/20/14.
0	Select	
30	Yes	
7	No	
8	N/A	
5	Prospective	
50	Total Answered:	
43	Score (Yes + N/A + Prospective)	
86%	Score %	
0%	Percent Withheld	
Chief Administrative Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Name & Title	Date
Chief Financial Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	Name	N0602
	Name	Date

	Kinnelon Borough (Morris)	
1415	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
	Donna M Mollineaux	10/6/2014
	Municipal Clerk's Certification	
	I hereby certify that the Governing Body of the Borough of Kinnelon in the County of	
	Morris will discuss the CY 2014/SFY 2015 Best Practice Inventory as	
	completed herein at a public meeting on October 16, 2014, with the Inventory results, and the	
	certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
	be stated in the minutes of said public meeting.	
	Name	Date
		10/6/2014

Kinnelon Borough (Morris)		Question	Comments
1415	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question		Comments
	Red = Repeat Question; Prospective answers not permitted		
	Blue = Questions where neither "not applicable" nor "N/A" answers are permitted		
	Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted		
	No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers		
# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid	
41-50	100%	No penalty	
33-40	80%	Lose 20% which equals 1% of total aid	
25-32	60%	Lose 40% which equals 2% of total aid	
17-24	40%	Lose 60% which equals 3% of total aid	
9-16	20%	Lose 80% which equals 4% of total aid	
0-8	0%	Lose 100% which equals 5% of total aid	
Question	Table of Weblinks		
4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf		
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example.pdf		
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02_Instructions_and_Example.pdf		
8	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system		
8	http://www.nj.gov/dep/floodcontrol/about.htm		
20	http://www.nj.gov/dca/divisions/dlgs/fns/13/2013-3.pdf		
21	http://www.nj.gov/dca/divisions/dlgs/fns/14/2014-09.pdf		
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc		
24	http://www.nj.gov/dca/divisions/dlgs/fns/12/2012-12.pdf		
25	http://www.nj.gov/dca/divisions/dlgs/fns/13/2013-17.pdf		
26	http://www.state.nj.us/treasury/news-sandy.shtml		

RESOLUTION *10.15* .14

AUTHORIZING A REIMBURSEMENT OF UP TO \$30,000.00 TO THE KINNELON BOARD OF EDUCATION FOR COSTS INCURRED IN OBTAINING PERMITS IN CONNECTION WITH THE CONSTRUCTION OF A TURF FIELD ON BOARD OF EDUCATION PROPERTY

WHEREAS, the Borough of Kinnelon is desirous of constructing a turf field on a portion of Kinnelon High School property for the use by both the Borough and the Kinnelon Board of Education (hereinafter, "KBOE"); and

WHEREAS, the KBOE has expended and will further expend monies on permits and accompanying studies required to obtain the necessary DEP, Highlands and other approvals for the permits to construct a turf field at the High School; and

WHEREAS, the Borough of Kinnelon has available funds in a Recreation Field Ordinance 1-13; and

WHEREAS, the Borough of Kinnelon desires to reimburse the KBOE for the aforesaid expenditures, regardless of whether the approvals are obtained or denied, and regardless of whether or not the Borough and the KBOE move forward in the construction of said turf field.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Kinnelon, County of Morris, State of New Jersey, that the Borough of Kinnelon shall pay to the KBOE an amount up to \$30,000.00 from Ordinance 1-13. This resolution shall take effect immediately.

Dated: *10-16-14*


Robert W. Collins, Mayor

I, Karen M. Iuele, Deputy Borough Clerk of the Borough of Kinnelon, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Mayor and Council at a regular meeting of the Borough held on *October 16th*, 2014.

Dated: *10-16-14*


Karen M. Iuele, Deputy Borough Clerk

October 16, 2014

TAX COLLECTOR'S REPORT

During the month of September 2014 the Tax Collector's Report indicated we collected \$444,501.82 in taxes.

INVESTMENT OFFICER'S REPORT

A total of \$715.11 was collected in interest for the month of September 2014.

DISTRICT SCHOOL

On motion of Councilman D. O'Dougherty, and seconded by Councilman J. Freda, followed by the "yes" roll call vote of all Council Members present the payment of \$2,889,430.42 to the District School when funds become available was approved for payment.

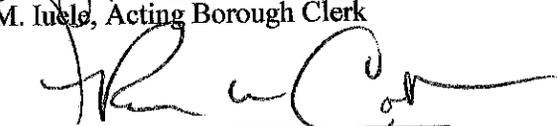
Roll Call: J. Freda, Yes;
 D. O'Dougherty, Yes; C. Sventy, Yes;
 G. Moleta, Yes C. Giantonio, Yes.

ADJOURNMENT

This meeting adjourned at approximately 9:00 p.m. on motion by Councilwoman C. Sventy, 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