

MEETING TO ORDER:

The regular meeting of the Kinnelon Borough Governing Body was called to order by Mayor Robert W. Collins at 8:00 p.m., on Thursday, October 15, 2015 in the Kinnelon Municipal Building.

There was a Salute to the Flag, after which the Acting Borough Clerk Karen Iuele stated this meeting is being held pursuant to the New Jersey Open Public Meeting Act. Adequate notice of this meeting was given by advertising in the January 11, 2015 edition of the Trends and was provided to the Star Ledger, Daily Record and the North Jersey Herald News. Adequate notice was also posted on the municipal building bulletin board, filed with the Acting Borough Clerk and provided to those persons or entities requesting notification.

ROLL CALL:

The roll was called and present and answering were Councilpersons James Freda, Adam Barish, Carol Sventy and Clifford Giantonio. Absent was Councilman D. O'Dougherty.

TREASURER'S REPORT:

The Treasurer's Report for September, 2015 indicated we started out with cash on hand as of August 30, 2015, in the amount of \$6,565,860.87. Receipts for the month of September 2015 totaled \$683,208.31 with disbursements amounting to \$3,933,557.59. The balance on hand as of September 30, 2015 was \$6,565,860.87.

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

Roll Call:	J. Freda, Yes;	
	A. Barish, Yes;	S. Cobell, Yes
	C. Sventy, Yes;	C. Giantonio, Yes.

MAYOR'S REPORT:

Mayor Collins was pleased to announce that the council will be considering resolution 10.12.15 "Authorize Mayor to sign MOU between the Borough of Kinnelon and Pompton Plains Reformed Bible Church". We have been in discussions with the Pompton Plains Reformed Church for some time about being a willing seller. We have been working closely with the NJDEP and the Highlands Council. They are willing to sell the borough this property for \$875,000.00 plus taxes expended. This property is going to be used for active and passive recreation along with a community center which will also serve as a shelter.

There are 1,676 acers, a 5 block area that has a high concentration of gypsy moths. Gypsy moths were a problem for us last year and we are concerned for next year. We are eligible for support from the Department of Agriculture.

Certified Valuations meet with the public at the Smoke Rise Club the presentation was very positive. This was the last of the three meetings. We are moving forward with the sale of the excess sewer capacity.

RECREATION:

Chairman James Freda mentioned Kinnelon High School Senior Suzanne Vormbrock is in the final stages of completing her Girl Scout Gold Award Project hosted through the Kinnelon Recreation Department. The Kinnelon Recreation Department accepted a donation of tennis equipment. This equipment will be used to help further enhance the growing tennis programs in Kinnelon.

October 15, 2015

The Recreation Department is researching the possibility of renovating the current Boonton Avenue Tennis Courts. Pickle Ball has been increasing in popularity, there has been a regular group attending. We are also beginning to look at the possibility of a dog park in Kinnelon. Many area towns have established a dog park to give these dogs a place to play.

All fall sports are in full swing. A volleyball program will be added to the spring 2016 program. And an update on the field renovation of the Municipal Practice field. The new sod is growing strong and fast.

PUBLIC WORKS & UTILITY:

In the absent of Councilman D. O'Dougherty, Councilman S. Cobell reported DPW maintainer William Yago will be promoted from part time to full time. There has been 200 ton of salt ordered. DPW crew are working on preparing the equipment for winter, and continuing with our field maintenance. Asphalt was laid down in the Police Impound storage garage. The main door for the DPW garage were delivered, and windows will be installed the last week of October. We expect to be in the old part of the DPW garage by November 15th, and take over the new part of the DPW building by December 1st.

PUBLIC SAFETY & TECHNOLOGY:

Chairman Adam Barish report stated that the Kinnelon Police Department will have a retirement in 2016, so we will have to move quickly on this matter. The Kinnelon Fire Department would like action taken on the Huston Co-Op for tanker #33. The Fire department had 6 call out these were related to carbon monoxide detectors. Also a reminder to all residents to change the batteries in their smoke alarms and carbon monoxide detectors. Please remember that Halloween is upon us and to drive safely, children will be out and about on the roads.

FINANCE:

Chairman Stephen Cobell stated that he spoke with Phoenix Consultants which the borough has hired to do a review of our finance department and tax department. Phoenix Consultants will lend support with the resignations that have recently occurred. The finance committee interviewed two candidates for the tax collector position, and will now go forward with the next step.

Councilman Cobell stated that budget request will be submitted by November 1st so that the process for the 2016 can begin.

COORDINATING & OPEN SPACE:

Chairwoman Carol Sventy spoke on the Board of Education; On October 5th, the Borough and the Board of Education held a joint coordinating committee meeting. NJDEP is requiring perk tests and are waiting to hear how many perk pits and where perk pits will be located. Board of Education is requesting that the borough pay the \$6,000.00 over the previously approved \$30,000.00.

The Board of Health did not have a quorum, but held an informational meeting only. Library Board of Trustees will meet next Wednesday.

On the Historical Commission the Pathways of History Tour was another resounding success with 58 attending this event. The upcoming events for L'Ecole and the Commission is a reception for the Kinnelon High School Class of 1965 reunion. In November, a History of Kinnelon Police Department will showcase the Gold Award work of Girl Scout Brown Olsten. Thursday, November 12th, the commission in collaboration with the Library's Center for Lifelong Learning, will be presenting a program on Dr. Helen Miller. And finally, Chairperson Tom Kline and Commissioner Bob Roy attended a work shop hosted by the Morris County Heritage Commission on mini grants that are available that would help preserving and displaying L'Ecole's historical photos

Range of Checking Accts: First to Last Range of Check Dates: 09/18/15 to 10/15/15
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
GENERAL		General Account Account Payab		
14445	09/21/15	STI03 JENNIFER STILLMAN - TREASURER	183.79	4590
14446	10/05/15	FOR07 FORD MOTOR CREDIT	898.23	4591
14447	10/09/15	IBN01 IBN CONSTRUCTION CORP	132,523.44	4592
14448	10/15/15	AC A.C. DAUGHTRY INC.	1,493.85	4593
14449	10/15/15	AC001 ACORN PEST CONTROL	200.00	4593
14450	10/15/15	ACC04 ACC BUSINESS	690.00	4593
14451	10/15/15	ACC07 ACCURATE WASTE SYSTEMS, INC	1,350.00	4593
14452	10/15/15	ACT04 ACTION DATA SERVICES	1,013.66	4593
14453	10/15/15	AFF02 AFFILIATED TECHNOLOGY	495.00	4593
14454	10/15/15	ALL04 ALLIED OIL COMPANY	9,182.08	4593
14455	10/15/15	ALL16 ALL WET IRRIGATION, LLC.	17,500.00	4593
14456	10/15/15	ATL04 Atlantic Tactical	1,138.78	4593
14457	10/15/15	AWA01 AWARENESS PROTECTIVE	790.00	4593
14458	10/15/15	AWI01 AWISCO NEW YORK CORP	112.94	4593
14459	10/15/15	BAC01 BERNARD BACCETTA ESQ.	750.00	4593
14460	10/15/15	BOR BOROUGH OF BUTLER	7,625.00	4593
14461	10/15/15	BOR01 BOROUGH OF BUTLER ELECTRIC	7,103.90	4593
14462	10/15/15	BOR11 BOROUGH OF BLOOMINGDALE	6,153.33	4593
14463	10/15/15	BR01 B&R UNIFORMS	151.40	4593
14464	10/15/15	BSN01 BSN SPORTS	842.52	4593
14465	10/15/15	BUR08 BURGIS ASSOCIATES, INC	5,782.50	4593
14466	10/15/15	CAB01 CABLEVISION	648.23	4593
14467	10/15/15	CAM08 CAMERON DIFEDE	200.00	4593
14468	10/15/15	CER02 CERTIFIED VALUATIONS, INC.	4,985.01	4593
14469	10/15/15	CIT05 CIT FINANCE LLC	191.73	4593
14470	10/15/15	CON12 CONCENTRA MEDICAL CENTER	177.00	4593
14471	10/15/15	CO003 COOPERATIVE COMMUNICATIONS INC	2,292.58	4593
14472	10/15/15	CO005 COOMBS SOD FARMS	21,090.00	4593
14473	10/15/15	COU02 COUNTY OF MORRIS	3,983.25	4593
14474	10/15/15	CRO04 DAVID CROUTHAMEL	699.51	4593
14475	10/15/15	DAN01 DAN COMO & SONS INC.	565.00	4593
14476	10/15/15	DAR01 DARMOFALSKI ENGINEERING ASSOC.	3,000.00	4593
14477	10/15/15	DAR07 Jennifer Darlington	24.20	4593
14478	10/15/15	DAY03 DAY CHEVROLET INC	31,980.50	4593
14479	10/15/15	DEB03 DE BLOCK ENVIRONMENTAL SERVICE	18,163.36	4593
14480	10/15/15	DEL05 DELUXE INTERNATIONAL TRUCK INC	454.83	4593
14481	10/15/15	DEL08 DELTA DENTAL OF NEW JERSEY INC	4,107.41	4593
14482	10/15/15	DRA02 DRAEGER SAFETY DIAGNOSTICS, INC	169.00	4593
14483	10/15/15	EJG01 EJG SPORTS	350.73	4593
14484	10/15/15	EME02 EMERGENCY MEDICAL PRODUCTS INC	356.37	4593
14485	10/15/15	FAI03 FAIRLEIGH DICKINSON UNIVERSITY	2,800.00	4593
14486	10/15/15	FAL03 FALCON AUTO PARTS INC	221.95	4593
14487	10/15/15	FAY01 FAYSON LAKES WATER COMPANY	485.47	4593
14488	10/15/15	FF1 FF1, Professional Safety	46,593.00	4593
14489	10/15/15	FLA01 GAIL FLAMMER	300.00	4593
14490	10/15/15	FLO02 FLOWERS GALORE	100.00	4593
14491	10/15/15	FOR04 FORD MOTOR CREDIT COMPANY	1,584.43	4593
14492	10/15/15	FOR07 FORD MOTOR CREDIT	898.23	4593
14493	10/15/15	FRE09 FREDCO GROUP, LLC	2,500.00	4593

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
GENERAL		General Account Account Payab Continued		
14494	10/15/15	GAM01 GAME DAY SPORTS	6,386.60	4593
14495	10/15/15	GAR01 GARDEN STATE HIGHWAY PROD.,INC	1,387.78	4593
14496	10/15/15	GIL03 GILBY'S SCREEN PRINTING	825.00	4593
14497	10/15/15	GRA15 GRASS ROOTS TURF PRODUCTS	847.00	4593
14498	10/15/15	GTB01 G.T.B.M. INC.	1,575.00	4593
14499	10/15/15	HOM02 HOME DEPOT CREDIT SERVICE	316.62	4593
14500	10/15/15	HOR04 Horizon Office Equipment	260.75	4593
14501	10/15/15	JCP01 JCP & L	13.48	4593
14502	10/15/15	JEN01 JENSON & MITCHELL INC.	1,915.16	4593
14503	10/15/15	JIM01 JIMMY THE SHOE DOCTOR	1,058.85	4593
14504	10/15/15	KIM01 BRIAN KIMBLE	24.92	4593
14505	10/15/15	KIN08 KINNELON VOLUNTEER FIRE CO.	6,000.00	4593
14506	10/15/15	KIN09 KINNELON BOARD OF EDUCATION	2,959,450.83	4593
14507	10/15/15	KIN24 Kinnelon Boys Youth Lacrosse	12,620.00	4593
14508	10/15/15	KIN31 KINNELON JR FOOTBALL	1,560.00	4593
14509	10/15/15	LAK02 LAKELAND BANK	1,429.55	4593
14510	10/15/15	LAK04 Lakeland Septic Co., Inc.	600.00	4593
14511	10/15/15	MAD03 LAW OFFICE OF MARK D. MADAIO	10,996.00	4593
14512	10/15/15	MAY02 ROBERT MAYER	200.00	4593
14513	10/15/15	MCI01 MCI EASTERN SECURITY	415.00	4593
14514	10/15/15	MCI02 MCI COMM SERVICE	12.97	4593
14515	10/15/15	MGL01 M.G.L. FORMS SYSTEM	519.00	4593
14516	10/15/15	MOD02 MODERN CONSTRUCTION EQ. CO	80.52	4593
14517	10/15/15	MOD03 MODERN HANDLING EQUIP. NJ	3,968.33	4593
14518	10/15/15	MOR21 MORRIS COUNTY M.U.A.	29,711.75	4593
14519	10/15/15	MTS01 M & T SCREEN PRINTING	1,145.00	4593
14520	10/15/15	MUN09 MUNICIPAL EQUIPMENT ENTERPRISE	2,489.52	4593
14521	10/15/15	NAP01 P&A Auto Parts	45.98	4593
14522	10/15/15	NES01 NESTLE PURE LIFE DIRECT	178.62	4593
14523	10/15/15	NJD07 NJ DEPT HEALTH & SENIOR SERV	15.00	4593
14524	10/15/15	NJLM01 N.J. LEAGUE OF MUNICIPALITIES	145.00	4593
14525	10/15/15	NJS05 NJ STATE ASSOC/CHIEF OF POLICE	1,200.00	4593
14526	10/15/15	NOR18 NORTHEAST COMMUNICATIONS, INC.	397.75	4593
14527	10/15/15	NOR20 Northeastern Arborist Supply	109.00	4593
14528	10/15/15	NWR01 NW REFS	5,250.00	4593
14529	10/15/15	ONE02 One Call Concepts, INC.	136.40	4593
14530	10/15/15	PEQ02 PEQUANNOCK TOWNSHIP	51,580.25	4593
14531	10/15/15	PIT02 PITNEY BOWES, INC.	1,152.00	4593
14532	10/15/15	PIT06 PITNEY BOWES- RESERVE ACCOUNT	29.32	4593
14533	10/15/15	PRI06 PRIME UNIFORM SUPPLY, INC	360.20	4593
14534	10/15/15	PRO02 PROFESSIONAL GOV'T EDUCATORS	90.00	4593
14535	10/15/15	PSE01 P.S.E. & G.	178.48	4593
14536	10/15/15	RAC02 RACHLES/MICHELE'S OIL CO.,INC	1,944.88	4593
14537	10/15/15	RIDGE005 RIDGEBACK VENTURES LLC	25,885.39	4593
14538	10/15/15	RIV03 RIVERDALE POWER MOWER INC.	295.85	4593
14539	10/15/15	RIV06 Riverdale Environmental	3,700.00	4593
14540	10/15/15	SAN03 Tony Sanchez, LTD	15.43	4593
14541	10/15/15	SCH30 MELANIE SCHUCKERS	177.67	4593
14542	10/15/15	SHE03 SHERWIN WILLIAMS CO.	740.59	4593
14543	10/15/15	SHO06 DOUGLAS SHORTWAY	60.00	4593
14544	10/15/15	SMA01 SMART STOP STATE RT 23	304.00	4593
14545	10/15/15	SMO01 SMOKE RISE CLUB	1,406.44	4593

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
GENERAL		General Account Payab	Continued		
14546	10/15/15	SOL02 MATTHEW SOLARI	1,520.00		4593
14547	10/15/15	SPO05 SPOT-A-WAY	225.00		4593
14548	10/15/15	SSW01 S & S WORLDWIDE, INC	359.92		4593
14549	10/15/15	STA STAPLES ADVANTAGE, DEPT NY	198.97		4593
14550	10/15/15	STA01 STAGERS AUTO BODY	7,216.43		4593
14551	10/15/15	STO01 STORR TRACTOR COMPANY	50.03		4593
14552	10/15/15	SUB03 SUBURBAN DISPOSAL	35,500.01		4593
14553	10/15/15	TIL01 TILCON NEW YORK INC.	217,650.24		4593
14554	10/15/15	TRE02 TREASURER, STATE OF NEW JERSEY	425.00		4593
14555	10/15/15	TRI16 PATRICK J. TRIANO	480.00		4593
14556	10/15/15	TUR01 TURN-OUT FIRE AND SAFETY	800.00		4593
14557	10/15/15	VER01 VERIZON	43.74		4593
14558	10/15/15	VER06 VERIZON WIRELESS	225.35		4593
14559	10/15/15	VER11 VERIZON WIRELESS - KPD	390.10		4593
14560	10/15/15	VFI01 VFIS BENEFITS DIVISION	669.81		4593
14561	10/15/15	WAL11 WALLINGTON PLUMBING & HEATING	33.06		4593
14562	10/15/15	WAT01 WATER WORKS SUPPLY COMPANY	453.90		4593
14563	10/15/15	WES01 WEST GROUP PAYMENT CENTER	159.00		4593
14564	10/15/15	ZAP01 ZAPHYR LLC	17,290.00		4593
14565	10/15/15	ZEE01 ZEE MEDICAL SERVICES	250.86		4593

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	121	0	3,770,051.51	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	121	0	3,770,051.51	0.00

PLANNING 2	Columbia Bank			
1682	10/15/15	DAR01 DARMOFALSKI ENGINEERING ASSOC.	1,920.00	4594

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	1,920.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	1,920.00	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	122	0	3,771,971.51	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	122	0	3,771,971.51	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	5-01	3,255,720.01	0.00	0.00	3,255,720.01
WATER FUND	5-05	4,345.26	0.00	0.00	4,345.26
SEWER FUND	5-07	19,241.18	0.00	0.00	19,241.18
Year Total:		3,279,306.45	0.00	0.00	3,279,306.45
	C-04	433,185.59	0.00	0.00	433,185.59
DOG TAX	D-13	6,202.69	0.00	0.00	6,202.69
	I-14	200.00	0.00	0.00	200.00
KAMELOT	K-17	825.00	0.00	0.00	825.00
PUBLIC ASSIST 2	P-18	485.47	0.00	0.00	485.47
TAX SALE PREMIUMS	Q-32	10,000.00	0.00	0.00	10,000.00
RECREATION SPECIAL	R-16	33,836.71	0.00	0.00	33,836.71
RECYCLE FUND	Y-21	6,009.60	0.00	0.00	6,009.60
Total of All Funds:		3,770,051.51	0.00	0.00	3,770,051.51

October 15, 2015
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BOROUGH OF KINNELON
Check Register By Check Date

Page No: 5

Project Description	Project No.	Project Total
16 BIRCHWOOD #1431 KROLIKOWSKI	1431	480.00
48 BRUSHHILL RD KATZEVICH TSUJ	2326	120.00
16 REALITY DRIVE ANNAHEIM	34606105	480.00
MASTERTON, SUMMIT TERR, 793	793	120.00
UB KinneLon, Meadtown #804	804	240.00
PIOCOSTA #9118	9118	480.00
Total Of All Projects:		<u>1,920.00</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;
 A. Barish, Yes; S. Cobell, Yes
 C. Sventy, Yes; C. Giantonio, Yes

CONSENT AGENDA:

A motion was offered by Councilwoman C. Seventy and seconded by Councilman A. Barish, the following motions and resolutions were offered for approval. With the exception of Resolution 10.10.15.

Councilwoman Sventy respectfully ask that we separate Resolution 10.10.15 to open up for discussion.

Mayor Collins stated that we would hold this resolution to the end of the approving the consent agenda.

Councilman Cobell asked on resolution 10.15.15 if there were any changes made to the Best Practice Questioner.

Mayor Collins stated that there were no changes, Councilman Giantonio asked if we could remove this from the consent agenda for further questioning. Mayor Collins stated that this must be filled by tomorrow October 16th.

- a. Resolution: 10.01.15 Authorizing Phoenix Consulting Group-Financial Operations (Memorialized 9/29/15)
- b. Resolution: 10.02.15 Authorizing to hirer Tax Collector Judith O'Brien as Tax Collector (Memorialized 10/8/15)
- c. Resolution: 10.03.15 Approval to Submit Grant Application Fayson Lake Road Improvements
- d. Resolution: 10.04.15 Authorizing Award-One Year Contract Solid Waste Refuse Collection to Suburban Disposal, Inc.
- e. Resolution: 10.05.15 Authorizing Award-One Year Contract Single Stream Recyclable Material to Suburban Disposal Inc.
- f. Resolution: 10.06.15 Authorizing Mayor to Sign Morris County Multi-Hazard Mitigation Plan Update
- g. Resolution: 10.07.15 Authorize Mayor to Sign Interlocal Services Agreement-Boro of Bloomingdale Animal Control Services
- h. Resolution: 10.08.15 Authorize Bituminous Concrete Core Drilling and Testing on Fayson Lake Road
- i. Resolution: 10.09.15 Cancel Outstanding Checks on the Magistrate's Account

- j. Resolution: 10.10.15 Authorizing Reimbursement of an Additional Amount of up to \$15,000.00-Board of Education Permit Application of a Turf Field on Board of Education Property
- k. Resolution: 10.11.15 Authorization for Acting Clerk to Advertise for Request for Qualifications
- l. Resolution: 10.12.15 Authorize Mayor to sign MOU between the Borough of Kinnelon and Pompton Plains Reformed Bible Church
- m. Resolution: 10.13.15 Redemption Tax Sale Certificate No. 12-00008-Block 56904 Lot 130-63 Voorhis Road, \$52,811.02
- n. Resolution 10.14.15 Refund Premium Tax Sale Certificate No. 12-00008-Block 56904 Lot 130, 63 Voorhis Road, \$6,100.00
- o. Resolution: 10.15.15 Approving submission of the New Jersey 2015 Municipal Best Practice Questionnaire
- p. Approval of Minutes: August 20, 2015 and September 29, 2015.
- q. Resolution: 10.16.15 Redemption of Tax Sale Certificate No. 11-00014-Block 91 Lot 19.07-18 Elizabeth Drive, \$16,790.04
- r. Resolution: 10.17.15 Redemption of Tax Sale Certificate No. 13-00012-Block 97 Lot 19.02-12 Elizabeth Drive, \$15,222.72
- s. Resolution 10.18.15 Redemption of Tax Sale Certificate No. 13-00011-Block 91 Lot 19.01-8 Elizabeth Drive \$14,452.86
- t. Resolution 10.19.15 Refund Premium Tax Sale Certificate No. 13-00011 Block 91 Lot 19.01-8 Elizabeth Drive \$1,000.00
- u. Resolution 10.20.15 Refund Premium Tax Sale Certificate No. 13-00014 Block 91 Lot 19.07-18 Elizabeth Drive, \$5,000.00
- v. Resolution 10.21.15 Refund Premium Tax Sale Certificate No. 13-00012-Block 91 Lot 19.02-12 Elizabeth Drive, \$1,600.00
- w. Resolution 10.22.15 Authorizing Appointment of William Yago DPW Maintainer from part time to full time
- x. Resolution 10.23.15 Extension of the Grace Period for the Added and Omitted Tax Bills

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RESOLUTION 10.01.15

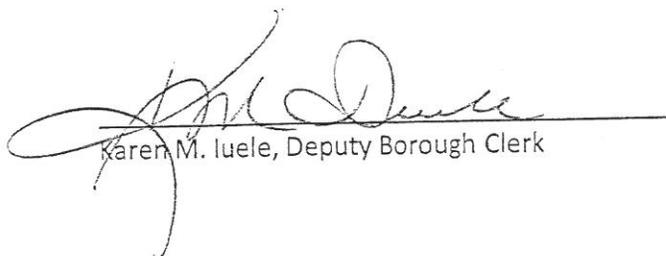
AUTHORIZING PHOENIX CONSULTING
GROUP LLC TO EVALUATE
FINANCIAL OPERATIONS IN THE
BOROUGH OF KINNELON

WHEREAS, the Mayor and Council of the Borough of Kinnelon have authorized Phoenix Consulting Group LLC to evaluate the Borough of Kinnelon financial operations; and

WHEREAS, Phoenix Consulting Group LLC will evaluate the financial operation of the Borough of Kinnelon within two weeks with a said cost price of not to exceed \$6,000.00; and

NOW, THEREFORE BE IT RESLOVED BY, the Mayor and Council of the Borough of Kinnelon, hereby authorizes Phoenix Consulting Group LLC to evaluate the Borough of Kinnelon financial operations with a price not to exceed \$6,000.00.

Dated: 10.01.15



Karen M. Iuele, Deputy Borough Clerk

RESOLUTION 10.02.15

AUTHORIZING TO HIRE JUDITH B. O'BRIEN
AS THE BOROUGH OF KINNELON
TAX COLLECTOR

WHEREAS, Mayor and Council of the Borough of Kinnelon wishes to hire Judith B. O'Brien for the position of tax collector.

NOW THEREFORE, BE IT RESOLVED by the Kinnelon Mayor and Council, that commencing on October 8, 2015, that Judith B. O'Brien be appointed as the Borough of Kinnelon Tax Collector.

Dated: 10/8/15



Karen M. Luele, Deputy Borough Clerk

RESOLUTION - 10.03.15

APPROVAL TO SUBMIT A GRANT APPLICATION
AND EXECUTE A GRANT AGREEMENT WITH THE
NEW JERSEY DEPARTMENT OF TRANSPORTATION
FOR THE FAYSON LAKES ROAD IMPROVEMENTS

WHEREAS, the Kinnelon Mayor and Council desire to resurface the pavement of approximately 2,652.1 linear feet of Fayson Lakes Road, between the westerly and easterly banks of Kakeout Rervoir, including drainage improvements, guide rail upgrades, traffic control signs and striping; and,

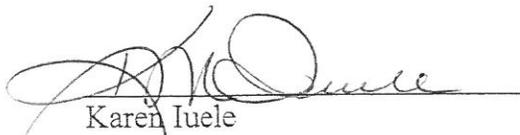
WHEREAS, the Kinnelon Mayor and Council desire to request aid from the State of New Jersey in the amount of \$160,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Kinnelon Borough, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2016-FAYSON LAKES ROAD IMPROVEMENTS-00328 to the New Jersey Department of Transportation on behalf of Kinnelon Borough.

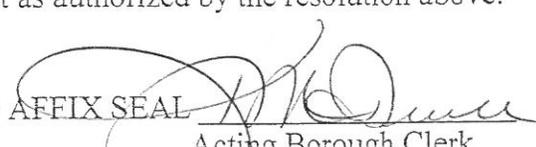
BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Kinnelon Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

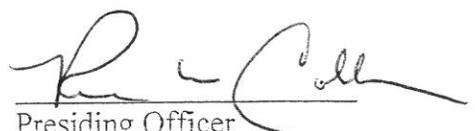
Certified as a true copy of the Resolution adopted by the Council on
This 15th Day of October, 2015.


Karen Iuele
Acting Borough Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement as authorized by the resolution above.

ATTEST AND AFFIX SEAL


Acting Borough Clerk
Karen Iuele


Presiding Officer
Robert W. Collins
Mayor

**RESOLUTION
BOROUGH OF KINNELON
MORRIS COUNTY, NEW JERSEY**

RESOLUTION NO. 10-04-15 AUTHORIZING THE AWARD OF A ONE-YEAR CONTRACT FOR BASIC SOLID WASTE REFUSE COLLECTION AND TRANSPORTATION AND CURBSIDE BULK WASTE COLLECTION AND TRANSPORTATION SERVICE BEGINNING JANUARY 1, 2016 TO DECEMBER 31, 2016 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

WHEREAS, the Borough of Kinnelon (hereinafter, "Borough") duly sought by legal advertisement bids for Basic Solid Waste Refuse and Curbside Bulk Waste Collection and Transportation Service Contract beginning January 1, 2016 (hereinafter the "Contract"); and

WHEREAS, one sealed bid was received and opened by the Borough on September 2, 2015, pursuant to the provisions of said advertisement; and

WHEREAS, the bid specifications provide that the contract for Solid Waste and Bulk Waste Collection and Transportation Services will be awarded to the bidder whose bid price for the selected time frame is the lowest responsible bid; and

WHEREAS, the bid received was as follows:

Suburban Disposal, Inc. (hereinafter "Suburban")
54 Montasano Road
Fairfield, New Jersey 07004

WHEREAS, based upon the bid received, the Borough desires to award a contract for one year for Basic Refuse Collection and Transportation to the Morris County Transfer Station, 2 Days Per Week pursuant to Schedule A, as well as Bulk Waste Collection and Transportation to the Morris County Transfer Station pursuant to Schedule B attached hereto, and;

WHEREAS, the lowest bid for a 1-year contract was received from Suburban Disposal, Inc., located at 54 Montasano Road, Fairfield, New Jersey, and Borough Counsel has confirmed the bid documents by Suburban are satisfactory; and

WHEREAS, the Borough desires to award a one year contract for Basic Refuse Collection and Transportation to the Morris County Transfer Station, two Days Per Week pursuant to Schedule A, as well as Bulk Waste Collection and Transportation to the Morris County Transfer Station pursuant to Schedule B to Suburban Disposal, Inc. as the lowest responsive and responsible bidder;

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

1. The one year contract for Basic Refuse Collection and Transportation to the Morris County Transfer Station, 2 Days Per Week pursuant to Schedule A, as well as Bulk Waste Collection and Transportation to the Morris County Transfer Station pursuant to Schedule B, is hereby awarded to Suburban Disposal, Inc., located at 54 Montasano Road, Fairfield, New Jersey, as the lowest responsive and responsible bidder in the total amount of Three Hundred Eighty Seven Thousand Dollars (\$387,000.00).

2. The proper Borough officials, its Mayor and Clerk are hereby instructed and directed to proceed with the preparation and execution of formal Contracts with Suburban Disposal Inc. as the lowest responsive and responsible bidder, pursuant to the terms of the bid previously submitted and the terms and conditions of this Resolution.

3. Said officials, together with all other officials, professionals and employees of the Borough are hereby authorized and directed to take any and all steps necessary to effectuate the purpose of this Resolution.

4. This award is subject to the Contractor's compliance with the requirements of P.L. 1975, c. 127 (N.J.S.A. 10:5-31 et seq.) and the Regulations adopted thereunder.

5. This Resolution shall take effect immediately.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be mailed to Suburban Disposal, Inc. at 54 Montasano Road, Fairfield, New Jersey 07004.

I hereby certify that this Resolution consisting of one page was adopted at a meeting of the Borough Council of the Borough of Kinnelon this 15 day of October, 2015.


Karen Iuele, Deputy, Borough Clerk


Robert Collins, Mayor

Schedule A
KINNELON BOROUGH 2016
BASIC REFUSE COLLECTION SCHEDULE

SECTION

A

SMOKE RISE

MON	THURS	MON	THURS	MON	THURS	MON	THURS
1/4/16	1/7/16	1/11/16	1/14/16	1/18/16*	1/21/16	1/25/16	1/28/16
2/1/16	2/4/16	2/8/16	2/11/16	2/15/16**	2/18/16	2/22/16	2/25/16
2/29/16	3/3/16	3/7/16	3/10/16	3/14/16	3/17/16	3/21/16	3/24/16
3/28/16	3/31/16	4/4/16	4/7/16	4/11/16**	4/14/16	4/18/16	4/21/16
4/25/16	4/28/16	5/2/16	5/5/16	5/9/16	5/12/16	5/16/16	5/19/16
5/23/16	5/26/16	5/30/16*	6/2/16	6/6/16	6/9/16	6/13/16**	6/16/16
6/20/16	6/23/16	6/27/16	6/30/16	7/4/16*	7/7/16	7/11/16	7/14/16
7/18/16	7/21/16	7/25/16	7/28/16	8/1/16	8/4/16	8/8/16	8/11/16
8/15/16**	8/18/16	8/22/16	8/25/16	8/29/16	9/1/16	9/5/16*	9/8/16
9/12/16	9/15/16	9/19/16	9/22/16	9/26/16	9/29/16	10/3/16	10/6/16
10/10/16	10/13/16	10/17/16**	10/21/16	10/24/16	10/27/16	10/31/16	11/3/16
11/7/16	11/10/16	11/14/16	11/17/16	11/21/16	11/24/16*	11/28/16	12/1/16
12/5/16	12/8/16	12/12/16**	12/15/16	12/19/16	12/22/16	12/26/16	12/29/16

SECTION

B

FAYSON LAKES

TUES	FRI	TUES	FRI	TUES	FRI	TUES	FRI
	1/1/16*	1/5/16	1/8/16	1/12/16	1/15/16	1/19/16/	1/22/16
1/26/16	1/29/16	2/2/16	2/5/16	2/9/16	2/12/16	2/16/16**	2/19/16
2/23/16	2/26/16	3/1/16	3/4/16	3/8/16	3/11/16	3/15/16	3/18/16
3/22/16	3/25/16	3/29/16	4/1/16	4/5/16	4/8/16	4/12/16**	4/15/16
4/19/16	4/22/16	4/26/16	4/29/16	5/3/16	5/6/16	5/10/16	5/13/16
5/17/16	5/20/16	5/24/16	5/27/16	5/31/16	6/3/16	6/7/16	6/10/16
6/14/16**	6/17/16	6/21/16	6/24/16	6/28/16	7/1/16	7/5/16	7/8/16
7/12/16	7/15/16	7/19/16	7/22/16	7/26/16	7/29/16	8/2/16	8/5/16
8/9/16	8/12/16	8/16/16**	8/19/16	8/23/16	8/26/16	8/30/16	9/1/16
9/6/16	9/9/16	9/13/16	9/16/16	9/20/16	9/23/16	9/27/16	9/30/16
10/4/16	10/7/16	10/11/16	10/14/16	10/18/16**	10/21/16	10/25/16	10/28/16
11/1/16	11/4/16	11/8/16	11/11/16	11/15/16	11/18/16	11/22/16	11/25/16
11/29/16	12/2/16	12/6/16	12/9/16	12/13/16**	12/16/16	12/20/16	12/23/16
12/27/16	12/30/16						

SECTION

C

MIDDLE OF TOWN - KINNELON ESTATES

WED	SAT	WED	SAT	WED	SAT	WED	SAT
1/6/16	1/9/16	1/13/16	1/16/16	1/20/16	1/23/16	1/27/16	1/30/16
2/3/16	2/6/16	2/10/16	2/13/16	2/17/16**	2/20/16	2/24/16	2/27/16
3/2/16	3/5/16	3/9/16	3/12/16	3/16/16	3/19/16	3/23/16	3/26/16
3/30/16	4/2/16	4/6/16	4/9/16	4/13/16**	4/16/16	4/20/16	4/23/16
4/27/16	4/30/16	5/4/16	5/7/16	5/11/16	5/14/16	5/18/16	5/21/16
5/25/16	5/28/16	6/1/16	6/4/16	6/8/16	6/11/16	6/15/16**	6/18/16

6/22/16	6/25/16	6/29/16	7/2/16	7/6/16	7/9/16	7/13/16	7/16/16
7/20/16	7/23/16	7/27/16	7/30/16	8/3/16	8/6/16	8/10/16	8/13/16
8/17/16**	8/20/16	8/24/16	8/27/16	8/31/16	9/3/16	9/7/16	9/10/16
9/14/16	9/17/16	9/21/16	9/24/16	9/28/16	10/1/16	10/5/16	10/8/16
10/12/16	10/15/16	10/19/16**	10/22/16	10/26/16	10/29/16	11/2/16	11/5/16
11/9/16	11/12/16	11/16/16	11/19/16	11/23/16	11/26/16	11/30/16	12/3/16
12/7/16	12/10/16	12/14/16	12/17/16	12/21/16	12/24/16	12/28/16	12/31/16

* Means a Holiday and there will be no Pickup

**Means dates are Bulk Collection pickups

Schedule B
2016 Curbside Bulk Collection

<u>SECTION</u>	<u>FEB</u>	<u>APR</u>	<u>JUN</u>	<u>AUG</u>	<u>OCT</u>	<u>DEC</u>
A	02/15/16	04/11/16	06/13/16	08/15/16	10/17/16	12/12/16
B	02/16/16	04/12/16	06/14/16	08/16/16	10/18/16	12/13/16
C	02/17/16	04/13/16	06/15/16	08/17/16	10/19/16	12/14/16

**RESOLUTION
BOROUGH OF KINNELON
MORRIS COUNTY, NEW JERSEY**

RESOLUTION NO. 10.05.15 AUTHORIZING THE AWARD OF A ONE-YEAR CONTRACT FOR SINGLE STREAM RECYCLABLE MATERIAL COLLECTION AND DISPOSAL SERVICE BEGINNING JANUARY 1, 2016 TO DECEMBER 31, 2016 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

WHEREAS, the Borough of Kinnelon (hereinafter, "Borough") duly sought by legal advertisement bids for Single Stream Recyclable Material Collection and the Supply and Removal of a 30-yard Recycling Container (to be maintained at the Municipal DPW) beginning January 1, 2016 (hereinafter the "Contract"); and

WHEREAS, one sealed bid was received and opened by the Borough on September 2, 2015, pursuant to the provisions of said advertisement; and

WHEREAS, the bid specifications provide that the contract for Single Stream Recyclable Material Collection and Transportation Services and the Supply and Removal of a 30-yard recycling container, to be maintained at the Municipal DPW, will be awarded to the bidder whose bid price for the selected time frame is the lowest responsible bid; and

WHEREAS, the bid received was as follows:

Suburban Disposal, Inc. (hereinafter "Suburban")
54 Montasano Road
Fairfield, New Jersey 07004

WHEREAS, based upon the bid received, the Borough desires to award a contract for one year for Single Stream Recyclable Material Collection and Transportation Services, pursuant to Schedule A attached hereto, and the Supply and Removal of a 30-yard Recycling Container, to be maintained at the Municipal DPW, and;

WHEREAS, the lowest bid for a 1-year contract was received from Suburban Disposal, Inc., located at 54 Montasano Road, Fairfield, New Jersey, and Borough Counsel has confirmed the bid documents by Suburban are satisfactory; and

WHEREAS, the Borough desires to award a one-year contract for Single Stream Recyclable Material Collection pursuant to Schedule A, and the Supply and Removal of a 30-

yard Recycling Container (to be maintained at the Municipal DPW) to Suburban Disposal, Inc. as the lowest responsive and responsible bidder;

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

1. The one year contract for Single Stream Recyclable Material Collection pursuant to Schedule A, and the Supply and Removal of a 30-yard Recycling Container (to be maintained at the Municipal DPW), is hereby awarded to Suburban Disposal, Inc., located at 54 Montasano Road, Fairfield, New Jersey, as the lowest responsive and responsible bidder in the total amount of One Hundred Ninety Six Thousand Dollars (\$196,000.00).

2. The proper Borough officials, its Mayor and Clerk are hereby instructed and directed to proceed with the preparation and execution of formal Contracts with Suburban Disposal Inc. as the lowest responsive and responsible bidder, pursuant to the terms of the bid previously submitted and the terms and conditions of this Resolution.

3. Said officials, together with all other officials, professionals and employees of the Borough are hereby authorized and directed to take any and all steps necessary to effectuate the purpose of this Resolution.

4. This award is subject to the Contractor's compliance with the requirements of P.L. 1975, c. 127 (N.J.S.A. 10:5-31 et seq.) and the Regulations adopted thereunder.

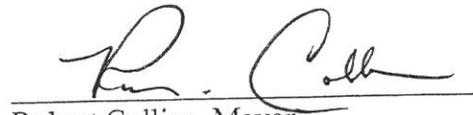
5. This Resolution shall take effect immediately.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be mailed to Suburban Disposal, Inc. at 54 Montasano Road, Fairfield, New Jersey 07004.

I hereby certify that this Resolution consisting of one page was adopted at a meeting of the Borough Council of the Borough of Kinnelon this 15 day of October, 2015.



Karen Iuele, Deputy, Borough Clerk



Robert Collins, Mayor

2016 SINGLESTREAM CURBSIDE RECYCLING SCHEDULE KINNELON BOROUGH

SECTION A SMOKE RISE	SECTION B FAYSON LAKES	SECTION C MIDDLE OF TOWN KINNELON ESTATES
TUESDAY	WEDNESDAY	THURSDAY
1/5/16	1/6/16	1/7/16
1/12/16	1/13/16	1/14/16
1/19/16	1/20/16	1/21/16
1/26/16	1/27/16	1/28/16
2/2/16	2/3/16	2/4/26
2/9/16	2/10/16	2/11/16
2/16/16	2/17/16	2/18/16
2/23/16	2/24/16	2/25/16
3/1/16	3/2/16	3/3/16
3/8/16	3/9/16	3/10/16
3/15/16	3/16/16	3/17/16
3/22/16	3/23/16	3/24/16
3/29/16	3/30/16	3/31/16
4/5/16	4/6/16	4/7/16
4/12/16	4/13/16	4/14/16
4/19/16	4/20/16	4/21/16
4/26/16	4/27/16	4/28/16
5/3/16	5/4/16	5/5/16
5/10/16	5/11/16	5/12/16
5/17/16	5/18/16	5/19/16
5/24/16	5/25/16	5/26/16
5/31/16	6/1/16	6/2/16
6/7/16	6/8/16	6/9/16
6/14/16	6/15/16	6/16/16
6/21/16	6/22/16	6/23/16
6/28/16	6/29/16	6/30/16
7/5/16	7/6/16	7/7/16
7/12/16	7/13/16	7/14/16
7/19/16	7/20/16	7/21/16
7/26/16	7/27/16	7/28/16
8/2/16	8/3/16	8/4/16
8/9/16	8/10/16	8/11/16
8/16/16	8/17/16	8/18/16
8/23/16	8/24/16	8/25/16
8/30/16	9/1/16	9/2/16
9/6/16	9/7/16	9/8/16
9/13/16	9/14/16	9/15/16
9/20/16	9/21/16	9/22/16
9/27/16	9/28/16	9/29/16
10/4/16	10/5/16	10/6/16
10/11/16	10/12/16	10/13/16
10/18/16	10/19/16	10/20/16
10/25/16	10/26/16	10/27/16
11/1/16	11/2/16	11/3/16
11/8/16	11/9/16	11/10/16
11/15/16	11/16/16	11/17/16
11/22/16	11/23/16	11/24/16
11/29/16	11/30/16	12/1/16
12/6/16	12/7/16	12/8/16
12/13/16	12/14/16	12/15/16
12/20/16	12/21/16	12/22/16
12/27/16	12/28/16	12/29/16

Resolution # 10.06.15

WHEREAS the **Borough of Kinnelon**, has experienced natural hazards that result in public safety hazards and damage to private and public property;

WHEREAS the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

WHEREAS the New Jersey Office of Emergency Management is providing federal mitigation funds to support development of the mitigation plan;

WHEREAS a *Hazard Mitigation Plan* has been developed by the Mitigation Planning Committee;

WHEREAS the *Morris County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update*, dated July 2015, includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

WHEREAS the draft plan was provided to each participating jurisdiction and was posted on the County Office of Emergency Management's website so as to introduce the planning concept and to solicit questions and comments; and to present the Plan and request comments, as required by law, and

NOW THEREFORE BE IT RESOLVED by the **Mayor and Council** of the **Borough of Kinnelon**:

1. The *Morris County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update*, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency in July 2015 by the Morris County Office of Emergency Management is hereby adopted as an official plan of the **Borough of Kinnelon**; minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The **Borough of Kinnelon** departments identified in the Plan are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the **Borough of Kinnelon**, and this resolution shall not be interpreted so as to mandate any such appropriations.
4. The Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the Morris County Office of

Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date as agreed upon by all stakeholders.

PASSED by the **Mayor and Council** of the **Borough of Kinnelon**, this 15 day of October, 2015.

Dated: October 15, 2015



Karen M. Iuele, Deputy Borough Clerk

RESOLUTION 10.07.15

AUTHORIZATION TO SIGN INTERLOCAL SERVICES
AGREEMENT WITH THE BOROUGH OF
BLOOMINGDALE, ANIMAL CONTROL SERVICES

WHEREAS, the Mayor and Council of the Borough of Kinnelon desires to continue its contract with the Borough of Bloomingdale for the furnishing of the services of Animal Control Services; and

WHEREAS, this Interlocal Service Agreement which is established in accordance with act, shall be effective from January 1, 2016 through December 31, 2020; and

NOW, THEREFORE BE IT RESOLVE, by Council of the Borough of Kinnelon hereby authorizes the Mayor of Kinnelon to sign the agreement with the Borough of Bloomingdale for the services of Animal Control Services.

Adopted: October 15, 2015


Robert W. Collins, Mayor

Attest:


Karen M. Iuele
Acting Borough Clerk

Dated: October 15, 2015

RESOLUTION 10.08 .15

AUTHORIZE MAYOR TO SIGN CONTRACT
WITH KEYTECH FOR ASPHALT CORE DRILLING
AND TESTING RESURFACING ON FAYSON LAKE ROAD

WHEREAS, the Borough of Kinnelon authorizes the Mayor to sign contract with KeyTech, 210 Maple Place, P.O. Box 48, Keyport New Jersey 07735; and

WHEREAS, KeyTech will perform the Asphalt Core Drilling and Testing for the resurfacing of Fayson Lake Road; and

WHEREAS, the governing body of the Borough of Kinnelon has certified that the professional service of KeyTech will not exceed \$1,300.00.

NOW, THEREFOR, BE IT RESOLVED, that the Mayor and Council of the Borough of Kinnelon authorize the Mayor to sign the agreement with KeyTech for the Asphalt Core Drilling and Testing for Fayson Lake Road.

Dated: October 15, 2015



Robert W. Collins, Mayor

Dated: October 15, 2015



Karen M. Iuele, Deputy Borough Clerk

RESOLUTION 10.09 .15

RESOLUTION TO CANCEL OUTSTANDING
CHECK ON THE MAGISTRATE'S ACCOUNT

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

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

Magistrate's Account

<u>Date</u>	<u>Check Number</u>	<u>Amount</u>
2/10/15	156	\$10.00
2/10/15	157	\$8.00

Dated: October 15, 2015



Karen M. Luele, Acting Borough Clerk

RESOLUTION 10.10 .15

AUTHORIZING A REIMBURSEMENT OF UP
TO \$15,000.00 TO THE KINNELON BOARD OF
EDUCATION FOR COSTS INCURRED IN
OBTAINING PERMITS IN CONNECTION WITH
CONSTRUCTION OF A TURF FIELD ON BOARD
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

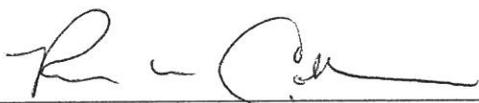
WHEREAS, the KBOE has expended and will further expend monies on permits and accompanying studies required to obtain the necessary DEP, Highlands and other approvals for the permits to construct a turf field at the High School; and

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

WHEREAS, the Bough 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 not to exceed \$15,000.00 from Ordinance 1-13 or from other sources. This resolution shall take effect immediately.

Dated: 10-15-2015


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 15th, 2015.

Dated: 10-15-2015


Karen M. Iuele, Deputy Borough Clerk

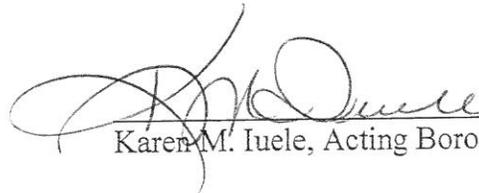
RESOLUTION 10. // .15

AUTHORIZATION FOR CLERK TO
ADVERTISE FOR REQUEST FOR
QUALIFICATIONS

WHEREAS, the Mayor and Council desires to advertise for Request for Qualifications.

NOW, THEREFORE, BE IT RESOLVED the Mayor and Council hereby authorized the Acting Municipal Clerk to advertise for Request for Qualifications.

Dated: October 15, 2015


Karen M. Iuele, Acting Borough Clerk

RESOLUTION 10. 12 .15

AUTHORIZING THE MAYOR OF THE
BOROUGH OF KINNELON TO SIGN
MEMORANDUM OF UNDERSTANDING
BETWEEN THE BOROUGH OF KINNELON AND
POMPTON PLAINS REFORMED BIBLE CHURCH

WHEREAS, the Mayor and Council wishes to sign a memorandum of understanding between Borough of Kinnelon, Morris County, New Jersey and the Pompton Plains Reformed Bible Church, Morris County, New Jersey; and

WHEREAS, the memorandum of understanding between the Borough of Kinnelon and Pompton Plains Reformed Bible Church is for the purchase of land owned by the Pompton Plains Reformed Bible Church in the Borough of Kinnelon, County Of Marris, State of New Jersey.

BE IT RESOLVED THAT the Council of the Borough of Kinnelon do hereby authorize the Mayor of the Borough of Kinnelon to sign the Memorandum of Understanding between the Borough of Kinnelon and Pompton Plains Reformed Bible Church to purchase property from the Pompton Plains Reformed Bible Church in the Borough of Kinnelon.

Dated; October 15, 2015



Karen M. Luele Acting Borough Clerk

RESOLUTION # 10.13.15

BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to US Bank Cust for Pro Capital in the amount of \$6,100.00 for refund of premium on Tax Sale Certificate No. 12-00008 Block 56904 Lot 130, also known as 63 Voorhis Rd., Kinnelon, NJ, 07405.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Acting Borough Clerk, Borough of Kinnelon, NJ, hereby certify this resolution 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 15, 2015.

DATE: 10/15/2015


Karen M. Iuele, Acting Borough Clerk

RESOLUTION # 10.14.15

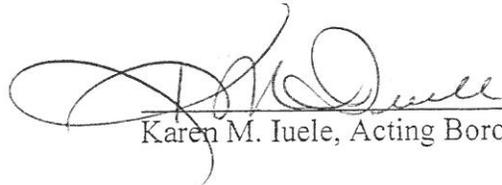
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to US Bank Cust for Pro Capital in the amount of \$52,811.02 for redemption of Tax Sale Certificate No. 12-00008 Block 56904 Lot 130, also known as 63 Voorhis Rd., Kinnelon, NJ, 07405.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Acting Borough Clerk, Borough of Kinnelon, NJ, hereby certify this resolution 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 15, 2015.

DATE: 10/15/2015


Karen M. Iuele, Acting Borough Clerk

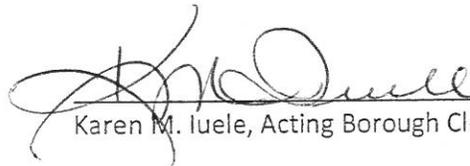
RESOLUTION 10.15.15

AUTHORIZING MAYOR TO SIGN
NEW JERSEY 2015 MUNICIPAL
BEST PRACTICE QUESTIONNAIRE

WHEREAS, the Council of the Borough of Kinnelon do hereby authorize the Mayor of the Borough of Kinnelon to sign the New Jersey 2015 Municipal Best Practice Questionnaire.

NOW, THEREFORE, BE IT RESOVED by the Council of the Borough of Kinnelon do hereby authorize the Mayor of the Borough of Kinnelon to sign the New Jersey 2015 Municipal Best Practice Questionnaire.

Date: 10/15/15



Karen M. Iuele, Acting Borough Clerk

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Comments
	Question	
	General Management - GM	
1	<p>Yes</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>	
2	<p>N/A</p> <p>If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? <u>This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.</u></p>	
3	<p>Yes</p> <p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), 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>	<p>We only have vehicles that are qualified non personal</p>
4	<p>Yes</p> <p>Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</u></p>	

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Question	Comments
Answer		
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 the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; 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>	
7	<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?</p>	<p>Contracts have exceeded the average increase of 2%</p>
8	<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 Community Rating System ranking of at least Class 9?</p>	

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
9	Yes	Question
9	Yes	<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>
10	Yes	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?</u></p>
11	N/A	<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 an authority is often appropriate, and many authorities successfully fulfill 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>

Comments

current revaluation is 75.1% with last revaluation conducted in 2011

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
		Finance & Audit - FA
12	No	<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>
13	N/A	<p>In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?</p>
14	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 quarterly 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>
15	No	<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit? If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If 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.</p>
		Comments
		General Ledger not updated
		Last meeting date was September 2015

Kinnelon Borough (Morris)		
1415	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
16	<p>Yes</p> <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. <u>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.</u></p>	
17	<p>Yes</p> <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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1415	Answer	Question
		Comments
18	Yes	<p>N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 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 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	Yes	<p>For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> 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	No	<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)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
21	Yes	<p>Local Finance Notice 2014-09 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:</u> (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</p>
22	Yes	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p> <p>Procurement - P</p>
23	Yes	<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>
24	N/A	<p>Pursuant to <u>N.J.S.A. 52:15C-10(a)</u>, municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u></p>

Comments

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
1415	Answer	Comments
25	Yes	<p>The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</p>
26	Yes	<p>Has your municipality established a chain of command as required by <u>N.J.A.C. 5:34-6.1(b)</u> to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in <u>N.J.S.A. 40A:11-6</u> are properly implemented?</p>
27	Yes	<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> 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>

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Comments
Budget Preparation and Presentation - BP		
Question		
28	No	<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>
29	No	<p>In preparing your annual budget, 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>
30	N/A	<p>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. <u>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?</u></p>
31	No	<p>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?</p>

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
32	Yes	Comments
		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?
33	No	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? This question may only be answered N/A if your municipality is under State Supervision.
34	No	<u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.
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.

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
		Comments
36	Yes	<p>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?</p> <p>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></p>
37	N/A	
38	Yes	<p><u>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. 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>

Kinnelon Borough (Morris)		
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1415	Answer	Question
		Comments
39	Yes	<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 lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
1415	Answer	Question
Personnel - PE		
		<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, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with 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	
41	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>

Kinnelon Borough (Morris)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
1415	Answer	
42	Yes 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?	
43	Yes 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?	
44	Yes Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	
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. Does your municipality limit benefits for work-related injuries to the above statutory benefit? 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.	

Kinnelon Borough (Morris)		
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1415	Answer	Question
		Comments
47	Yes	<p>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 \$604 for disabilities beginning on or after 1/1/15. <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.</p>
48	Yes	<p>Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?</p> <p>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.</p>
49	Yes	<p>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></p>
50	Yes	

		Kinnelon Borough (Morris)	
1415		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question		Comments
0	Select		
33	Yes		
11	No		
6	N/A		
0	Prospective		
50	Total Answered:		
39	Score (Yes + N/A + Prospective)		
78%	Score %		
20%	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 Robert W. Collins, Mayor		Date 10/15/15
	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 Jennifer Stillman, Acting CMFO		Date 10/15/15
	Municipal Clerk's Certification		
	I hereby certify that the Governing Body of the Borough of Kinnelon in the County of Morris discussed the CY 2015/SFY 2016 Best Practice Inventory as		
	completed herein at a public meeting on October 15, 2015, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.		Certification #(s)
	Name Karen M. Iuele, Acting Borough Clerk		Date 10/15/15

RESOLUTION # 10.16.15

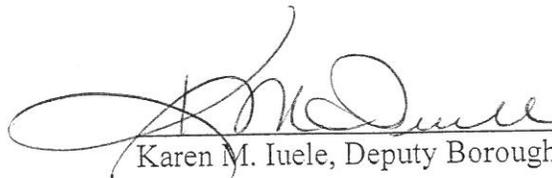
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to USBANK CUST/EMPVI in the amount of \$16,790.04 for redemption of Tax Sale Certificate No. 11-00014, Block 91 Lot 19.07 also known as 18 Elizabeth Drive, Kinnelon, New Jersey.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Deputy Borough Clerk, Borough of Kinnelon, hereby certify this resolution to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council October 15, 2015.

DATE: 10/15/2015


Karen M. Iuele, Deputy Borough Clerk

RESOLUTION # 10.17.15

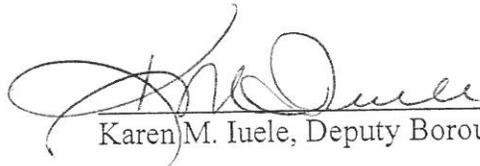
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to USBANK CUST/EMPVI in the amount of \$15,222.72 for redemption of Tax Sale Certificate No. 13-00012, Block 91 Lot 19.02 also known as 12 Elizabeth Drive, Kinnelon, New Jersey.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Deputy Borough Clerk, Borough of Kinnelon, hereby certify this resolution to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council October 15, 2015.

DATE: 10/15/2015


Karen M. Iuele, Deputy Borough Clerk

RESOLUTION # 10.18.15

BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to USBANK CUST/EMPVI in the amount of \$14,452.86 for redemption of Tax Sale Certificate No. 13-00011, Block 91 Lot 19.01 also known as 8 Elizabeth Drive, Kinnelon, New Jersey.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Deputy Borough Clerk, Borough of Kinnelon, hereby certify this resolution to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council October 15, 2015.

DATE: 10/15/2015


Karen M. Iuele, Deputy Borough Clerk

RESOLUTION # 10.19.15

BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to USBANK CUST/EMPVI in the amount of \$1,000.00 for refund of premium on Tax Sale Certificate No. 13-00011, Block 91 Lot 19.01 also known as 8 Elizabeth Drive, Kinnelon, New Jersey.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Deputy Borough Clerk, Borough of Kinnelon, hereby certify this resolution to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council October 15, 2015.

DATE: 10/15/2015



Karen M. Iuele, Deputy Borough Clerk

RESOLUTION # 10.20.15

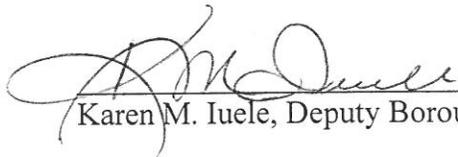
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to USBANK CUST/EMPVI in the amount of \$5,000.00 for refund of premium on Tax Sale Certificate No. 13-00014, Block 91 Lot 19.07 also known as 18 Elizabeth Drive, Kinnelon, New Jersey.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Deputy Borough Clerk, Borough of Kinnelon, hereby certify this resolution to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council October 15, 2015.

DATE: 10/15/2015



Karen M. Iuele, Deputy Borough Clerk

RESOLUTION # 10.21.15

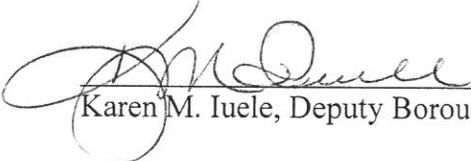
BE IT RESOLVED, by the Mayor and Council of the Borough of Kinnelon, that a warrant be drawn to USBANK CUST/EMPVI in the amount of \$1,600.00 for refund of premium on Tax Sale Certificate No. 13-00012, Block 91 Lot 19.02 also known as 12 Elizabeth Drive, Kinnelon, New Jersey.

ROLL CALL:

October 15, 2015
Leigh Irwin
Tax Clerk
Borough of Kinnelon

I, Karen M. Iuele, Deputy Borough Clerk, Borough of Kinnelon, hereby certify this resolution to be a true copy of the resolution which was duly passed at the regular meeting of the Borough of Kinnelon Mayor and Council October 15, 2015.

DATE: 10/15/2015



Karen M. Iuele, Deputy Borough Clerk

RESOLUTION 10.22.15

AUTHORIZING APPOINTMENT OF
WILLIAM YAGO AS A FULL TIME
DPW MAINTAINER FOR THE
BOROUGH OF KINNELON

WHEREAS, the Department of Public Works wishes to appoint employer William Yago to a full time DPW Maintainer; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough Of Kinnelon approve appointing William Yago as full time DPW Maintainer for the Borough of Kinnelon as a rate of pay of \$17.93 an hour starting October 19, 015.

CERTIFICATION

I, Karen M. Iuele, Acting Borough Clerk, do hereby certify this to be a true copy of a resolution duly adopted at the regular meeting of the Kinnelon Mayor and Council held on October 15, 2015.

Dated: 10/15/15



Karen M. Iuele, Acting Borough Clerk

RESOLUTION 10.23.15

MEMORIALIZING THE EXTENSION OF THE
GRACE PERIOD FOR THE NOVEMBER 1ST, 2015
ADDED AND OMITTED BILLS DUE TO THE
DELAY IN MAILING

WHEREAS, N.J.S.A. 54:4-66.3D requires that at least 25 days elapse between the time tax bills are mailed, to the date taxes are due; and

WHEREAS, the Added and Added/Omitted tax bills for 2015 are being prepared with an anticipated arrival date after October 16th making it necessary to extend the grace period for these bills.

NOW, THEREFORE BE IT RESOLVED, by the Borough of Kinnelon Council, County of Morris, State of New Jersey that ONLY the Added and Added/Omitted taxes due the Borough shall not be subject to interest and penalties until after the 25th day from mailing.

Dated: 10/15/15



Karen M. Iuele, Acting Borough Clerk

RESOLUTION 10.24.15

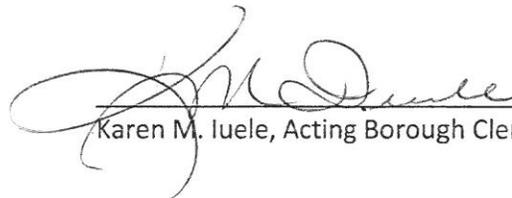
AUTHORIZING THE BOROUGH OF KINNELON
TO ENTER INTO A COOPERATIVE PURCHASING
CONTRACT WITH THE HOUSTON-GALVESTON
AREA COUNCIL

WHEREAS, the Council of the Borough of Kinnelon wished to enter into an Interlocal contract for Cooperative purchasing to utilize national cooperative contracts as a method of procurement; and

WHEREAS, the Houston-Galveston Area Council, has offered voluntary participation in an Interlocal Contract for Cooperative Purchasing for the purchase of goods and services.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Borough Council of the Borough of Kinnelon in the County of Morris, State of New Jersey, approve and authorize participation in a Cooperative Purchasing Contact with the Houston-Galveston Area Council for the provision and performance of goods and services.

Dated: 10/15/15



Karen M. Iuele, Acting Borough Clerk

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

Mayor Collins spoke on resolution 10.10.15 "Authorizing Reimbursement of an additional amount of up to \$15,000.00 Board of Education Permit application of a turf filed on Board of Education Property". This came before the Mayor and Council last week. And there was some discussion. Councilwoman Sventy asked that we open this resolution for discussion.

Councilwoman C. Sventy stated that she has heard a lot of cements from several residents this week on this resolution. Councilwoman stated that given that on are agenda there is another resignation of another employee, and she has some concerns. Councilwoman Sventy feels that this resolution should be tabled until at least the November Mayor and Council meeting. We have not heard from the NJDEP regarding how many perk pits will have to be dug, and this could affect how much the perk tests will cost and where the perk pits will be. Additionally we have not heard from the finance committee as to how this will be funded or if we have the funds available. At last week's work shop meeting both Councilman Cobell and Councilman Freda stated that they felt that if this project is truly a 50/50 venture with the Board of Education then the Board of Education should also have some skin in the game. Councilman Freda stated that he did not state this. Councilwoman Sventy stated at the joint coordinating committee meeting, Denise Hatch who chairs the Board of Education coordinating committee also stated "why would we spend another penny if we don't know what we are doing". Councilwoman Sventy also stated that why we would spend more money on a turf field project and not take care of our employees.

Councilman Cobell stated that he does not see a problem tabling this resolution because we do not know what the NJDEP is going to come back with. But I don't see a problem with the resolution because the resolution does not obligate us to spend the funds.

Mayor Collins asked for a motion to approve resolution 10.10.15 with the amendment other monies may be identified with other sources:

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

Roll Call:	J. Freda, Yes:	
	A. Barish, Yes;	S. Cobell, Yes
	C. Sventy, No;	C. Giantonio, Yes.

OLD BUSINESS:

ORDINANCE NO. 8-15

AN ORDINANCE TO AMEND CHAPTER 186, TREE REMOVAL
OF THE CODE OF THE BOROUGH OF KINNELON

This ordinance was introduced and passed on first reading at a regular meeting of the Governing Body held on September 17, 2015.

The Mayor read the following notice and ordinance in full and stated that the notice has been published as required by law, a copy was posted on the Municipal building Bulletin Board, and additional copies were made available to the public.

**ORDINANCE NO. 845 AN ORDINANCE TO AMEND CHAPTER 186, TREE REMOVAL,
OF THE CODE OF THE BOROUGH OF KINNELON**

WHEREAS, §186 of the Code of the Borough of Kinnelon (“Borough”) provides for the removal of trees in the Borough; and

WHEREAS, the Governing Body desires to amend §186 and replace same in total.

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

§186 shall be amended to read:

§186-1. Purpose and Intent

The purpose of this chapter is:

1. To preserve and protect trees within the Borough, which helps to preserve water quality, abate noise, and enhance the ambience and character of the community.
2. To control the indiscriminate destruction of trees which has been shown to have severe detrimental environmental, ecological and economic effects including increased soil erosion and surface drainage problems, creation of insect breeding sites, decreased oxygen production, decreased property values and increased municipal costs and thereby to eliminate a threat to the public health, welfare and safety.
3. To protect the semi-rural character and natural resources of the Borough, consistent with the goals and objectives of the Master Plan. This section is not intended to restrict homeowners from removing dead, diseased, or hazardous trees. It is not intended to restrict homeowners from conducting routine pruning of trees or other maintenance procedures.

This ordinance places special emphasis on the preservation of trees around the perimeter of a property to create conservation areas based upon set back requirements pursuant to the Kinnelon Borough Zoning Code. The ordinance will also provide a sound management structure for the removal of trees in the Borough of Kinnelon.

§186-2 Definitions

For the purpose of this chapter, the words and terms used herein are defined as follows:

1. Adjacent neighbor – The owner of record of any property adjacent to the affected property.
2. Affected Property – The lot or lots for which a tree removal permit is sought.
3. Calendar Year – January 1 through December 31.
4. Chemical Contamination – The application of a material, whether intentionally or accidentally, which has a toxic effect on a tree or trees.
5. Circumference - The line that goes round or encompasses a circular figure.
6. Clear Cutting - Removal of all the trees in a stand of timber in a certain area.

7. Commission – The Borough of Kinnelon Environmental Commission, established pursuant to Chapter 29, Environmental Commission, of the Code of the Borough of Kinnelon.
8. Conservation Area – That area created by the setback standards for a particular building zone and surrounding the perimeter of a property.
9. Dead Tree – A tree which has ceased to physiologically function. Dead trees typically are devoid of leaves and have loose bark.
10. Diameter - The length of a straight line through the center of an object from side to side; width; thickness; as, the diameter of a tree or rock.
11. Diseased Tree – A tree, which is terminally infected with a fungus or virus or terminally infested with insects.
12. Drip line – The circular area surrounding a tree, the radius of which area shall be the distance from the trunk of the tree to the outermost branches of the tree.
13. Erosion Control – The planting of vegetation on steeply sloped lands in conformation with Soil Conservation Service standards, to prevent the loss of soil from wind, rain, flooding or traffic.
14. Excessive Drainage Alterations – Grade changes which result in either a deficiency or overabundance of soil moisture within the drip line of a tree or trees.
15. Girdling – To removing or cut through a ring of bark and underlying tissue from a tree trunk in order to kill the tree.
16. Grade Cut – The removal of soil within the drip line of an existing tree. Cuts in grades damage tree roots and affect the stability of a tree.
17. Grade Fill – The placement of soil on the ground surface surrounding existing trees. The placing of fill inhibits gaseous exchange to tree roots and soil moisture.
18. Hand Operated Equipment – Manual tools, such as a pick, shovel, hoe, iron rake, or air spade, which excavates with forced air.
19. Hazardous Tree – Any defective tree or part thereof which poses a high risk of failure and with it the likelihood of causing injury and/or property damage.
20. Horticulturally Advantageous Thinning- The removal of dead, diseased, dying or undesirable trees in order to improve the quality of desirable existing trees or to create conditions where more desirable trees will be planted.
21. Horticulturally Disadvantageous Thinning - The removal of dead, diseased, dying or undesirable trees or the disturbance of an area without an approved replacement planting plan and management program thus creating a void where invasive plant material could become established.
22. Limbing – Removal of one-third (1/3) or more of the living branches of a tree.
23. Limit of Disturbance – The area in which trees have been designated for cutting, obtained by traversing the outer periphery of those trees and taking into consideration the delineation of the natural boundaries located within the property.
24. Mechanical Damage – Physical damage to the bark, branches, or roots of a tree. Such damage is usually caused by motor driven excavation or other equipment.
25. Permit – Written authorization from the Borough of Kinnelon to remove a tree or trees.

26. Placard - a poster or sign for public display, issued by the Borough Forester, fixed to a wall, tree or fence, in plain view of the public
27. Replacement Tree(s) – All replacement trees shall be of a species approved by the Borough Forester and shall be nursery grade quality, properly balled, and burlapped. Minimum measurements of replacement trees shall be as follows: evergreen trees: 7' to 8' in height; ornamental trees: 2" to 3" in caliper; and shade trees: 3" to 3' in caliper. Caliper is measured 1 inch above the root flare of a balled and burlapped nursery grown tree.
28. Screening – A tree, trees, hedge, or privacy fence, which provides a visual barrier from one property to another.
29. Set Back – All existing borough setbacks applicable to a given property as defined in the Kinnelon Borough Zoning Code 207-27 through 207-31.
30. Soil Compaction – The subsurface compression of soil by vehicles, equipment, and materials, which disrupts the movement of air and water to tree roots.
31. Stump -- The bottom part of a tree left projecting from the ground after most of the trunk has fallen or been cut down.
32. Tree – Any live or dead woody perennial plant within the confines of the Borough having a diameter of six inches or greater measured at a point of four and a half feet above grade level. On sloped terrain, such measurement shall be made on the downhill side. Measurements shall be made and/or approved by the Borough Forester or the Borough Code enforcement officer.
33. Tree Encroachment – The storage of equipment or materials, the changing of grade including cutting or filling, or compacting of soil within the drip line of a tree.
34. Tree Removal – Any activity to remove or destroy any tree, such as, but not limited to, excessive topping or limbing.
35. Tree Topping – The indiscriminate cutting back of tree branches in excess of 1/3 of total tree branches to stubs or lateral branches that are not large enough to assume the terminal role.

§186-3 Prohibitions

- A. No person shall remove or cause to be removed; any live tree(s) or engage in tree encroachment activities on any private, residential or commercial property within the Borough of Kinnelon without a permit other than as allowed by this section (see §186-8 below).
- B. No person shall engage in activities which could cause trees to die. This activity includes but is not limited to: limbing, topping, grade cut or fill, soil compaction within the drip line, chemical contamination, girdling, excessive drainage alterations, and mechanical damage.
- C. No tree removal shall be permitted on slopes 15% or greater in grade or on slopes where vegetation is presently stabilizing soils.
- D. Tree removal shall be prohibited when the trees are part of: 1) a wetland(s) 2) a wetland transition area or 3) a stream buffer.
- E. The limbing or topping of trees shall not be conducted.
- F. Clear cutting of any property in the Borough is prohibited.

§186-4 Tree Protection During Construction

The property owner and all contractors shall be required to protect any and all trees from any damage during any type of construction on any property in the Borough of Kinnelon.

§186-5 Reserved *(use to reference future Landscaper's License)*

§186-6 Exemptions from permit requirement and penalties

The following lands, activities and uses shall be exempt from the terms and conditions of this Chapter and shall also be exempt from any violations or penalties.

- A. Activities lawfully conducted on public lands or rights-of-way by or on behalf of a local, federal, state, county or other governmental agency or entity or a utility company.
- B. Tree removal in conjunction with woodland management plans filed with the NJ Forest Service.

§186-7. Responsible officials; enforcement

- A. The Borough Forester. The Mayor, upon the advice and consent of the Council, may appoint a Forester who is a qualified tree expert, certified by the State of New Jersey pursuant to N.J.S.A. 45:15C-1 et seq. In the absence of such an appointment, the Borough Construction Official shall act as the Forester.
- B. Administration. The Borough Forester and/or Code Enforcement Officer shall be responsible for administration of this chapter.
- C. Enforcement. The Borough Forester, the Construction Official, the Zoning Officer and Borough Police Officers are hereby authorized to enforce the regulations set forth within the Code of the Borough of Kinnelon regulating the destruction and removal of trees.

186-8. Permit required

Any person desiring to engage in tree removal or tree encroachment activities requiring a permit shall file an application for a tree removal or tree encroachment permit in compliance with the terms and conditions of this chapter and shall not commence the regulated activity without first having been issued a tree removal or tree encroachment permit.

The following trees may be removed in any 12 month period without a permit, but a placard is required:

Size of Lot	# of Trees per Year
Up to ½ acre	1
½ -1 acre	2
1 acre and up	2 per acre

For removal of more than permitted trees approval is required from the Borough Forrester or duly appointed designee. Removal of any of the number of trees listed immediately above, which does not require a permit, requires the issuance of a placard by the Borough Forester, or his/her delegate. A placard is also required for the professional trimming, pruning of trees or removal of dead trees. Such

placard must be displayed within close proximity to the tree(s) being removed and visible from the road.

Any public utility or cable television company that clears, moves, cuts, or destroys any trees, shrubs, or plants for the purpose of erecting, installing, moving, removing, altering or maintaining any structures or fixtures, necessary for the supply of electric light, heat or power, communication, or cable television services upon any lands in which it has acquired an easement or right-of-way, shall not be subject to any penalty under this ordinance.. This subsection shall not exempt any public utility or cable television company from any penalty or replacement assessment imposed for negligent actions. Any such public utility or cable television company must notify the Borough of its intention to affect any tree, shrub or plant in its activities within the Borough.

§186-9. Application for tree removal or tree encroachment permit or placard; fees; procedure

A. Filing of application

1. An application for a tree removal or tree encroachment permit shall be filed in duplicate in the Construction Office or other designated recipient and forwarded to the attention of the Borough Forester. Any required New Jersey Department of Environmental Protection approvals shall be attached to the application when submitted to the Borough Forester. After reviewing said application, the Borough Forester will issue or deny a tree removal permit.
2. Upon receiving a tree removal or tree encroachment permit, or a placard, as required hereunder, the respective permit/placard shall be prominently displayed and clearly visible from the road at the site and shall remain posted during the entire tree removal process and/or tree removal period, but in no case shall the permit or placard be displayed for less than 10 days from issuance.
3. An application for a placard, as allowed under this ordinance, shall be submitted directly to the Borough Forester, and shall be approved by the Borough Forester, or his/her delegate, within 5 days of receipt by the Borough Forester.

B. Fees

1. No permit will be required and fees shall be waived for the removal of dead, diseased or hazardous trees. However, no such trees shall be removed without prior notice by the property owner to the Borough Forester and the issuance of a placard for such removal. If the property owner fails to provide such notice, the Borough Forester may require replacement trees for screening purposes as determined by the Forester, in furtherance of section 186-14.
2. There shall be submitted, simultaneously with the filing of the tree removal or tree encroachment permit application a non-refundable fee of the amount of \$50.00 to cover the costs of processing the application, including the requisite inspections of the site and the issuance of a tree removal placard.
3. Application Fee Schedule

Permit = \$10.00 per tree.
Placard = \$5.00 total.

C. Procedure

1. All tree removal and/or tree encroachment permit and placard applications shall be reviewed by the Borough Forester, or his delegate, to determine whether there is a basis for the issuance of a tree removal or tree encroachment permit or placard. The Borough Forester, or his delegate, shall consider numerous factors, including but not limited to:
 - i. Whether the activity is proposed for an area which is to be occupied by or surrounds a structure or some other improvements.
 - ii. Whether the potential effect of the proposed tree removal activity would disturb an area that is 5,000 square feet or more, thus requiring prior permission from the Morris County Soil Construction District, or would disturb an area which would require a grading permit or steep slope variance from the Borough of Kinnelon.
 - iii. Whether the purposes of this ordinance will be met by permitting the tree removal requested.
 - iv. Whether the proposed number and density of trees removed would result in any permanent reduction in screening or the subject property from the surrounding properties.
 - v. Whether the proposed activity would result in a horticulturally advantageous or disadvantageous thinning of an existing wooded or naturally screened area.
 - vi. The potential hardship that would be imposed upon the applicant if the permit is denied.
 - vii. Whether the tree(s) proposed for removal or tree encroachment is located within a conservation area, and
 - viii. Whether other trees have been removed from the property within the preceding 3 years.
- D. The filing of the tree removal or tree encroachment permit or placard application shall be deemed to constitute consent for Borough officials or agents to enter upon the subject land to inspect the designated site(s).
- E. Adjacent Neighbor notification: No permit shall be issued until 10 days after submission of the permit request pursuant to this ordinance, along with proof that all persons with property adjacent to the property at issue, from which tree removal is requested, has been notified in order to give each such property owner an opportunity to consult with the applicant, and / or given the opportunity to take such other steps that that neighbor may feel necessary to protect his/her interests as affected by the proposed tree removal. Notification to any and all such adjacent neighbors shall be by hand or certified mail and proof of delivery provided to the Borough Forester. If only a placard is issued, no notice to adjacent neighbor(s) will be required.
- F. Issuance of tree removal or tree encroachment permits or placard.
 1. A tree removal or tree encroachment permit or placard shall be granted or denied in writing by the Borough Forester or his/her delegate. Such response shall be within 10 days for a permit and 5 business days for a placard. After submittal of a deemed complete application to an enforcing officer; which complies with the terms and conditions of this chapter, or within such further time as may be consented to by the applicant. Failure of the Borough Forester, or his/her delegate, to act within the period prescribed shall constitute approval of the application.

2. When a tree removal or tree encroachment permit application is filed in conjunction with work for which an application for a construction permit or for approval(s) from the Planning Board or Board of Adjustment will be filed, the tree removal or tree encroachment permit shall be conditioned upon the receipt of the construction permit or other requisite approvals and shall not be effective until such permit or approvals have been obtained.
 3. The enforcing officer shall be enabled to require replacement plantings for screening or erosion control purposes.
- G. In reviewing any such application the Borough Forester may at his/her discretion consult the Environmental Commission, the Borough Engineer, Construction Official, Board of Health, or other individual or municipal entity, as he/she may deem necessary or advisable. Any application approved, in whole or in part, shall automatically become a tree removal permit in accordance with any conditions required by the Borough Forester.

§ 186-10 Duration of permit/placard

Permits or placards granted under the terms and conditions of this chapter shall run with the land and shall remain in force and effect for the following periods of time:

- A. When no other permits or approvals are involved, six months from the date of issuance.
- B. When issued in conjunction with a construction permit, six months from the date of issuance.
- C. When issued in conjunction with Borough Planning Board or Board of Adjustment approval, until the later of the six months from issuance or the expiration of construction permits issued thereunder.

§ 186-11 Non-liability of Borough

Nothing in this chapter shall be deemed to impose any liability upon the Borough or its officers or employees or agents or upon the Commission or any of the Commissioners.

Nothing in this chapter shall be deemed to relieve the owner and/or occupant of any private property from the duty to keep trees and shrubs thereon in a safe condition.

§ 186-12 Appeals

Any person aggrieved by a determination to grant or deny a tree removal permit shall have the right to appeal such decision to the Mayor and Council. Such appeal shall be by written notice stating the reasons upon which the appeal is based, filed with the Borough Clerk and forwarded to the applicant, if appropriate, within 10 days of receipt of the appeal. The Mayor and Council shall hear the matter, upon notice to the applicant and/or petitioner, at the first regularly scheduled public meeting of the Mayor and Council held no less than 20 business days after receipt of the notice of appeal. The Mayor and Council may, in its discretion and upon complete review of the application and after hearing the testimony of the Borough Forester and the Applicant and any other interested parties, reverse, modify or affirm the prior decision in the matter.

§ 186-13. Violations and penalties

- A. The illegal removal of trees will invoke an automatic suspension of any existing tree removal or tree encroachment permits associated with a property, and freeze the issuance of any future permits until the case is adjudicated and unwanted effects of the removal mitigated.
- B. Any person violating any provision of this Chapter shall, upon conviction, be subject to a minimum fine of one hundred (\$100.00) dollars up to one thousand (\$1,000.00) dollars per tree.
- C. Each tree cut or removed in violation of this chapter shall be considered a separate violation.

186-14. Replacement of Trees

- A. In addition to the penalties set forth in 186-13, each person who removes or otherwise destroys a tree(s) in violation of the Borough ordinances will be required to replace the tree(s) with another of like or superior species as defined herein under definition Replacement Tree(s), on the property from which they were removed, at his/her/their own expense.
- B. Replacement trees must be guaranteed for two full growing seasons.

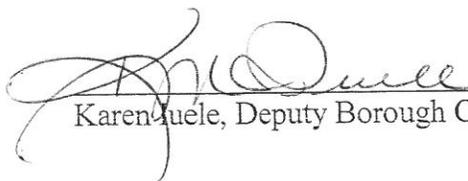
SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court or federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

INCONSISTENT ORDINANCES. Ordinances, resolutions, and regulations or parts of ordinances, resolutions, and regulations inconsistent herewith, are hereby repealed to the extent of such inconsistency.

EFFECTIVE DATE. This Ordinance shall take effect upon passage and publication according to law.

ATTEST:

BOROUGH OF KINNELON


Karen Iuele, Deputy Borough Clerk


Robert Collins, Mayor

CERTIFICATION

I, Karen 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 an Ordinance introduced, read by title and passed on the first reading at a regular meeting of the Borough held on September 17, 2015 and adopted by the Governing Body at a regular meeting of the Borough held on October 15, 2015.


Karen Iuele, Deputy Borough Clerk

ORDINANCE 9-15
 AN ORDINANCE ESTABLISHING SALARY RANGES
 FOR THE BOROUGH OF KINNELON

BE IT ORDAINED BY the Kinnelon Mayor and Council, County of Morris, State of New Jersey as Follows:

1. Commencing January 1, 2015 the following constitutes the salary ranges for the hereinafter listed officials, position of employment within which the Governing Body shall, from time to time, by resolution, fix the salaries for persons employed in positions within a salary range.

TITLE	MINIMUM	PER	MAXIMUM	PER
Mayor	\$ 3,000.00	Year	\$ 8,000.00	Year
Council	\$ 1,000.00	Year	\$ 3,000.00	Year
Temp Chief Financial Officer	\$ 50,000.00	Year	\$ 100,000.00	Year
Chief Financial Officer	\$ 90,000.00	Year	\$ 116,000.00	Year
Borough Clerk	\$ 50,000.00	Year	\$ 100,000.00	Year
Acting Borough Clerk	\$ 2,000.00	Year	\$ 5,000.00	Year
Deputy Borough Clerk	\$ 25,000.00	Year	\$ 60,000.00	Year
Web Master	\$ 1,500.00	Year	\$ 3,200.00	Year
Treasurer	\$ 25,000.00	Year	\$ 63,000.00	Year
Administrative Assist./Finance	\$ 35,000.00	Year	\$ 56,000.00	Year
Tax Collector/Utility Collector	\$ 25,000.00	Year	\$ 60,000.00	Year
Part Time Tax & Utility Asist./Office Asst	\$ 9.00	Hour	\$ 25.00	Hour
Assessor/Appraiser	\$ 20,000.00	Year	\$ 36,000.00	Year
Part Time Assessor Secretary	\$ 15,000.00	Year	\$ 30,000.00	Year
Environmental Secretary	\$ 1,000.00	Year	\$ 75,000.00	Year
Forester	\$ 2,000.00	Year	\$ 3,000.00	Year
Open Space Secretary	\$ 20.00	Hour	\$ 25.00	Hour
Historic Preservation Secretary	\$ 20.00	Hour	\$ 25.00	Hour
Planning Board Secretary P/T	\$ 5,000.00	Year	\$ 16,000.00	Year
Zoning Official	\$ 5,000.00	Year	\$ 10,000.00	Year
Board of Health Secretary P/T- Registrar	\$ 20,000.00	Year	\$ 50,000.00	Year
Deputy Registrar	\$ 500.00	Year	\$ 1,500.00	Year
Recreation Diretor	\$ 25,000.00	Year	\$ 52,000.00	Year
DPW Superintendent	\$ 50,000.00	Year	\$ 115,000.00	Year
DPW Foreman	\$ 45,000.00	Year	\$ 89,000.00	Year
DPW Working Foreman	\$ 40,000.00	Year	\$ 82,000.00	Year
Snow/Weather Emergency Call outs (Foreman)	\$ 250.00	Day	\$ 350.00	Day
DPW Secretary P/T	\$ 12,000.00	Year	\$ 21,000.00	Year
DPW Maintainers	\$ 13.83	Hour	\$ 40.00	Hour
Recycling Watchman	\$ 14.00	Hour	\$ 16.00	Hour
Janitorial Service Staff	\$ 15.00	Hour	\$ 20.00	Hour
Temporary Part Time DPW/B&G/Recycling	\$ 10.00	Hour	\$ 12.50	Hour
Board of Adjustment Secretary	\$ 1,000.00	Year	\$ 5,000.00	Year
Fire Official	\$ 5,000.00	Year	\$ 10,000.00	Year
Municipal Court Judge	\$ 10,000.00	Year	\$ 30,000.00	Year

Municipal Court Administrator	\$ 20,000.00	Year	\$ 56,500.00	Year
Deputy Court Clerk/Violations Clerk P/T	\$ 14.00	Hour	\$ 23.00	Hour
Call Out	\$ 30.00	Hour	\$ 50.00	Hour
Police Chief	\$ 110,000.00	Year	\$ 150,000.00	Year
Police Lieutenant	\$ 110,000.00	Year	\$ 134,000.00	Year
Police Patrolment	\$ 40,500.00	Year	\$ 109,641.00	Year
Police Sergeants	\$ 104,695.00	Year	\$ 116,000.00	Year
Police Dispatchers Part Time	\$ 14.00	Hour	\$ 25.00	Hour
Crossing Guards	\$ 15.00	Hour	\$ 20.00	Hour
Matron	\$ 15.00	Hour	\$ 20.00	Hour
Fire Prevention Officer	\$ 7,000.00	Year	\$ 10,000.00	Year
Museum Docents	\$ 10.00	Hour	\$ 20.00	Hour
Emergency Management Secretary P/T	\$ 10.00	Hour	\$ 20.00	Hour
Temporary Clerical Help	\$ 10.00	Hour	\$ 30.00	Hour
Library Director	\$ 80,000.00	Year	\$ 100,000.00	Year
Library Adm. Asst./Office Manager	\$ 35,000.00	Year	\$ 45,000.00	Year
Reference Librarian F/T	\$ 50,000.00	Year	\$ 60,000.00	Year
Youth Services	\$ 36,000.00	Year	\$ 40,000.00	Year
Head of Circulation	\$ 45,000.00	Year	\$ 50,000.00	Year
Clerk Interlibrary Loan	\$ 30,000.00	Year	\$ 45,000.00	Year
Asst.Clerical P/T Library	\$ 13.00	Hour	\$ 30.00	Hour
Library Page	\$ 7.25	Hour	\$ 10.00	Hour
Recreation Summer Staff P/T	\$ 7.25	Hour	\$ 21.00	Hour
Custodians	\$ 25.00	Hour	\$ 25.00	Hour
Records Clerk	\$ 10,000.00	Year	\$ 35,000.00	Year
Technical Service Library	\$ 10,000.00	Year	\$ 35,000.00	Year
Library Technologist	\$ 13.50	Hour	\$ 15.00	Hour
Youth Services Asst.	\$ 10.00	Hour	\$ 15.00	Hour

Certified to be a true copy of an ordinance which was introduced at the regular meeting of the Kinnelon Mayor and Council held on September 20, 2015 and Adopted on October 15, 2015.

October 15, 2015



 Robert W. Collins
 Mayor

ORDINANCE NO. 10-15

AN ORDINANCE AUTHORIZING CAPITAL IMPROVEMENTS FOR THE INSTALLATION OF A BOILER AT THE L'ECOLE MUSEUM AND APPROPRIATING \$15,000.00 FROM THE CAPITAL IMPROVEMENT FUND TO DO SO

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

SECTION 1. The sum of \$15,000.00 is hereby appropriated from the Capital Improvement Fund for the following improvements and purchases:

PURPOSE	Appropriation
Installation of a Boiler at The L'Ecole Museum	\$15,000.00
TOTAL	\$15,000.00

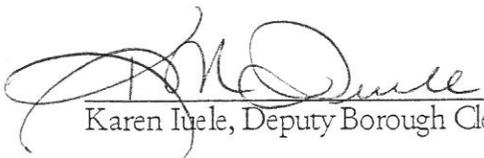
SECTION 2. The improvements hereby authorized and the purposes for which these appropriations are made include all costs and materials necessary therefor and incidental thereto. An amount not exceeding \$15,00.00 for items of expense permitted pursuant to N.J.S.A. 40A:2-20 is included in the costs indicated herein for the improvement.

SECTION 3. The Capital Budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistencies herewith.

EFFECTIVE DATE. This Ordinance shall take effect upon final passage and publication according to law.

ATTEST:

BOROUGH OF KINNELON


Karen Iuele, Deputy Borough Clerk


Robert Collins, Mayor

CERTIFICATION

I, Karen 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 an Ordinance introduced, read by title and passed on the first reading at a regular meeting of the Borough held on September 17, 2015 and adopted by the Governing Body at a regular meeting of the Borough held on October 15, 2015.


Karen Iuele, Deputy Borough Clerk

October 15, 2015

The Mayor announced the meeting was open to hear any objections to this ordinance that may be presented by any taxpayer of the Borough of Kinnelon, and all parties in interest, and citizens. Hearing none, Mayor Collins brought it back to the dais, does anyone from the council wish to speak on this ordinance at this time.

There was no other desire to discuss this ordinance, and the Mayor asked the Acting Borough Clerk to call the roll on the passage thereof, and the vote was as follows:

Councilman A. Barish offered a motion to adopt the foregoing resolution. This motion was seconded by Councilwoman C. Sventy.

Roll Call:	J. Freda, Yes:	
	A. Barish, Yes;	S. Cobell, Yes
	C. Sventy, Yes;	C. Giantonio, Yes

TAX COLLECTOR'S REPORT:

During the month of September 2015 the Tax Collector's Report indicated we collected \$423,567.58 in taxes.

INVESTMENT OFFICER'S REPORT:

A total of \$670.50 was collected in interest for the month of September 2015.

APPOINTMENTS:

Upon motion of Councilwoman C. Sventy, and seconded by Councilman J. Freda, followed by the "yes" roll call vote of all Council Members present, the appointment of Councilman Adam Barish as the Acting OEM Coordinator was approved.

Upon motion of Councilwoman C. Sventy, and seconded by Councilman A. Barish, followed by the "yes" roll call vote of all Council Members present, the appointment of Jennifer Highers, as the OEM Secretary was approved.

RESIGNATION:

Upon motion by Councilwoman C. Sventy and seconded by Councilman A. Barish, followed by the "yes" roll call vote of all Council Members present, the resignation of Heather Prokop, Kinnelon Court Administrator was accepted with the councils regrets.

DISTRICT SCHOOL TAX:

On motion of Councilman A. Barish, 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.

October 15, 2015

Roll Call: J. Freda, Yes:
A. Barish, Yes; S. Cobell, Yes
C. Sventy, Yes; C. Giantonio, Yes.

ADJOURNMENT

This meeting adjourned at approximately 9:15 p.m. on motion by Councilwoman C. Sventy, with the unanimous affirmative voice vote of all present.

Respectfully submitted,



Karen M. Iuele, Deputy Borough Clerk



Robert W. Collins, Mayor

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