

January 19, 2017

**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, January 19, 2017 in the Kinnelon Municipal Building.

There was a Salute to the Flag, after which the 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, 2017 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 Borough Clerk and provided to those persons or entities requesting notification.

**ROLL CALL:**

The roll was called and present and answering were Councilpersons Clifford Giantonio, Carol Sventy, William Neely, Glenn Sisco, William Yago and James Freda.

**TREASURER'S REPORT**

The Treasurer's Report for January 19, 2017, indicated we started out with cash on hand as of November 30, 2016, in the amount of \$8,963,009.20. Receipts for the month of December 2016 totaled \$492,067.31 with disbursements amounting to \$3,930,943.23. The balance on hand as of December 31, 2016 was \$5,254,133.28.

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

Roll Call:	C. Giantonio, Yes;	G. Sisco, Yes;
	C. Sventy, Yes;	W. Yago, Yes;
	W. Neely, Yes;	J. Freda, Yes.

**MAYOR'S REPORT:**

Mayor Robert Collins informed the council and the public on the ruling that came out of the Supreme Court that could have an effect on Kinnelon. Between the 3<sup>rd</sup> round of COAH obligations had been established and current, there was a gap period and this gap period needs to be addressed by municipalities. Our Obligations have not been establish at this time.

On the consent agenda Resolution 1.06.17 "Creating a Safe Zone ie Craig's List Purchases" , we have created a safe area on the side by the police headquarters. This is not only for Craig's List but also and transaction being done.

At the end of last year we talked about transitioning commissions to committees we have two that in operational Historical Commission and Environmental Commission that I have asked our legal counsel to start working on to change them.

Mayor Collins stated that at our work session, Councilman Neely was provided with a letter from the Department of Transportation. We may have additional funding available for municipal road projects. A new C.F.O. has been identified as Charlies Daniel, and will be starting in the next couple of weeks.

On the Tax revaluation, is now at a point in time where the public is now able to make appointment to review the new asset value on their property and home.

**UTILITIES**

Chairman Clifford Giantonio stated that he checks in with the Building Department every month. We have two new homes going up in Kinnelon and several properties being rehabilitated. Still working on open building permits. Spoke with the Borough Engineer and we are submitting grants for funds for Maple Lake Road and Kakeout Road.

**COORDINATING**

Chairwoman Carol Sventy stated that there was not too much to report on, Board of Adjustment, Board of Education, Historical Commission and the Library Board of Trustees all had there reorganization meeting. Kamelot submitted the 2<sup>nd</sup> quarterly FY report. Board of Health and the Environmental Commission did not have a meeting.

**PUBLIC WORKS**

Councilman Neely stated that talks continue with the DPW regarding the collective bargaining agreement. Winter has been mild so far this year. Animal Shelter renovation will require to go out for competitive bidding.

**ORDINANCE & OPEN SPACE**

Councilman Sisco, stated that there was nothing to report on the Open Space Committee. And on Ordinances; there will be new ones to come, and as per the Mayor's request I will be working on the Bi-Laws that need updating.

**FINANCE, PERSONNEL, PUBLIC SAFETY**

Councilman W. Yago, stated that we have hired a new C.F.O. and is confident will be a great addition to the borough. Personnel committee meet with representatives from the DPW to improve morale.

On Finance we are preparing to start the budget process. The court has money due to the borough, this is from unpaid fines. Councilman Yago stated also finance will be meeting with the Kinnelon Volunteer Fire Department to review their five year plan.

Councilman Yago stated, please the Kinnelon Volunteer Fire Department needs volunteers.

**RECREATION & TECHNOLOGY**

Chairman James Freda report that the winter season is in full steam. New Programs such as ice hockey, ice skating and learning to play hockey are a complete success.

We have also begun the Friday night Kinnelon Recreation Ski club- Kinnelon has their own room for residents to eat, ski or board. Basketball already into the 2<sup>nd</sup> week of play. Happy that we have not been plagued with any snow days.

Tug of war in the Colts clinic on Saturday morning is getting more competitive by the week. Basketball boot camp is really improving the skills of our 1<sup>st</sup> and 2<sup>nd</sup> grade players. Pickle Ball begins next week at the Kiel School. Cheerleaders will cheer at the Harlem Globe Trotters game on February 17<sup>th</sup>.

Two very promising candidates' interviews will be next week for the assistant position in the recreation department. And plans are underway for the renovation of the football game field for the first week of June.

Councilman Freda stated that everything in technology is running smooth.



**Date:** January 19, 2017

January 19, 2017

**To:** Bill Yago  
Borough of Kinnelon  
OEM Deputy Coordinator- Councilman (Police & Safety)

**Subject:** OEM Report – December 2016/January 2017

**From:** Randall I. Charles – Kinnelon Borough OEM Coordinator

**Activities:**

**1- Nov. 29, 2016 – “Fayson “Main Lake Emptying” – Recommendation for New Borough Ordinance:**

Explored this situation with NJ Homeland Security and NJSP. Both Officials acknowledge that there are no State Regulations currently in place concerning the “emptying” of a large body of water. Consensus is for **KOEM working with Borough Engineer** to construct/enact an Ordinance that must be included within the Application requiring the Borough Engineer to review proposed repair/construction/timelines of ponds, lakes, and pools to ensure that the all Borough Depts. are notified and can prepare appropriate action prior to initiation OF THE WORK & DRAINING. The Borough Engineer would contact Borough Officials/Depts. of any pending applications/actions prior to approval.

Also suggested upon approval of this “Ordinance” a copy be officially delivered to each of the Dam/Lake/Pond Title Holders informing them of this Ordinance and requirement to notify the Borough of any proposed action that will require “draw-down/emptying” of the body of water. Both Officials requested copies of the Final Approved Ordinance.

**2- Dec. 5, 2016 – MCOEM/NJSPOEM Notification – Kinnelon “Municipal Emergency Operations Plan” must be updated and submitted for RECERTIFICATION is by April 13, 2017.**

- A Letter Requesting Recertification
- Copy of Coordinator & Deputy Coordinator(s) Current Appointment documents
- Copy of Municipal Local Emergency Planning Council Ledger
- Signed Approval Pages for Basic Plan and each Annex
- Changes Documented in “Basic Plan & each Annex”
- Updated Annexes of Plan

**3- Dec. 13, 2016 – Completed – 4<sup>th</sup> Quarter Morris County OEM Municipal Coordinators Workshop”**

**Final 2016 Quarterly Meeting Agenda:**

- New Jersey State Police OEM 2016 recap and 2017 Preliminary Objectives and Programs
- Salvation Army Review of 2016 NJ Events by State Rep. Michael McIntyre
- Update on the NJ 2-2-1 Program/Hotline
- NJOEM/Sustainable NJ Register Ready Program by Melissa Acree
- Update on NJ “Code Blue”

**Continued** – MCOEM December 2016 4<sup>th</sup> Quarter Agenda

- MCOEM Distribution of Morris County Municipal Warming Centers
- MC EMS Program update
- NJSP Training Unit Brochure with Exercise Submission in ETeam
- MCOEM Equipment Requests
- MCOEM/EMS Contact Updates
- EOP Submissions
- MCOEM 2017 Training Workshops

**4- Friday Dec. 16, 2016 – Completed – “Sustainable New Jersey”**

**How to Better Serve Special Needs Residents in Emergencies: A Workshop on Using “Register Ready”**

Workshop on how to use “Register Ready” to plan for individuals with access and functional needs. Met with fellow emergency managers, AFN coordinators, health officers, public information officers, and representatives from community resilience and disaster preparedness groups for a morning of expert presentations and peer learning.

**Livingston Township, Senior/Community Center**

204 Hillside Avenue  
Livingston, NJ 07039

**5- Jan. 3, 2017 – Completed – NJOEM NJ Register Ready: “NJ Special Needs Registry for Disasters” Registration Information Sheet**–MCOEM provided at **no cost** a customized Registration Information Sheet with the Kinnelon OEM Logo/address. KOEM would distribute to register Kinnelon Residents electronically via Borough/BOE/Library websites, social media, Face-Book, Twitter, Mail, Tax Bills, Board of Health, Library, KHSA, etc.

**Action:** The **Smoke Rise Club** distributed the **Registration Information Sheet** in the **Jan. 3, 2017 Smoke Club News** printed edition delivered to 950 Households. Registration Information Sheet to be posted on the website.

Poster with the **Registration Information Sheet** to be displayed at the following locations;

- **Library** and posted on the website.
- **Borough Hall** and posted on the Website (Thank you Jenn Highers) – Possible inclusion in Borough correspondence/mailings.
- **Pending** – Borough Social Media sites
- **Board of Health** – Post on Website
- Met with **BOE/Superintendent** whom agreed to distribute/display the “Register Ready” Information Sheet. Provided BOE with the HiRes File and 4-color Print-out.

**6- Jan. 6, 2017 – Office of Emergency Operations/DHSP** – Received Test eMail to confirm correct eMail address to receive 2017 Application.

**7- Jan. 18, 2017 - Smoke Rise Club** “Board of Governors” Monthly Meeting

**Agenda: Reinstallation of the East Gate Speed Bump** that was removed in April 2016.

The SRC Board of Governors resurrected the problem of SR Residents continuing to “Hit, Damage, Break” the East Gate Resident’s Gate and mechanical motor.

\*\*\*\* A separate report will be submitted to Mayor, Council, KPD, KVFC & Tri-Boro detailing this decision, by the SR BOG’s with ensuing discussion that culminated in this decision to defiantly “Re-Install” the removed Speed Bump in 2016.

**UPCOMING EVENTS –**

**1- Feb. 15, 2017 – DHSP/CTSOP** “Bombing Prevention Measures” – site TBD.

**2- March 14, 2017 – Morris County OEM** “Quarterly Meeting”

**3- May 16-18, 2017 – DHSP** “EOPC Operations” – Morris County Office of Emergency Operations.



January 19, 2017

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 16185 to 16284  
Report Type: All Checks      Report Format: Super Condensed    Check Type: Computer: Y    Manual: Y    Dir Deposit: Y

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16187	01/19/17	AIR03 AIR GROUP	237.95	4680
16188	01/19/17	ALB01 ALBITRON LLC	34,637.33	4680
16189	01/19/17	ALL16 ALL WET IRRIGATION, LLC.	364.45	4680
16190	01/19/17	AME16 AMERICAN HOSE & HYDRAULIC CO.	450.00	4680
16191	01/19/17	ASCAP ASCAP	341.00	4680
16192	01/19/17	AWI01 AWISCO NEW YORK CORP	89.26	4680
16193	01/19/17	BAC01 BERNARD BACCHETTA ESQ.	1,116.66	4680
16194	01/19/17	BAL01 BALCO IND. INC.	718.00	4680
16195	01/19/17	BOR01 BOROUGH OF BUTLER ELECTRIC	6,348.22	4680
16196	01/19/17	BOR11 BOROUGH OF BLOOMINGDALE	25,710.00	4680
16197	01/19/17	BR01 B&R UNIFORMS	959.85	4680
16198	01/19/17	BUS01 BUSINESS GRAPHICS	68.00	4680
16199	01/19/17	BUZ01 THE BUZAK LAW GROUP, LLC.	17,223.18	4680
16200	01/19/17	CAB01 CABLEVISION	892.00	4680
16201	01/19/17	CAR10 Cartridge world	451.15	4680
16202	01/19/17	CER02 CERTIFIED VALUATIONS, INC.	11,294.87	4680
16203	01/19/17	CIN05 CINTAS CORPORATION #111	593.76	4680
16204	01/19/17	CIT05 CIT FINANCE LLC	191.73	4680
16205	01/19/17	COO03 COOPERATIVE COMMUNICATIONS INC	1,396.97	4680
16206	01/19/17	CRE01 CREW ENGINEERS INC.	6,583.50	4680
16207	01/19/17	CRO04 DAVID CROUTHAMEL	81.76	4680
16208	01/19/17	DAR01 DARMOFALSKI ENGINEERING ASSOC.	2,625.00	4680
16209	01/19/17	DEB03 DE BLOCK ENVIRONMENTAL SERVICE	8,411.40	4680
16210	01/19/17	DEL08 DELTA DENTAL OF NEW JERSEY INC	4,172.23	4680
16211	01/19/17	DEL16 DE LAGE LANDEN	1,102.50	4680
16212	01/19/17	DIL01 DEAN DI LAURA	22.05	4680
16213	01/19/17	DMC01 DMC ASSOCIATES INC.	1,500.00	4680
16214	01/19/17	DOR06 Dorsey & Semrau, LLC	6,000.00	4680
16215	01/19/17	DOU01 DOUG'S SMALL ENGINE REPAIR	265.00	4680
16216	01/19/17	EDM01 EDMUNDS AND ASSOCIATES	12,644.00	4680
16217	01/19/17	ELE03 ELECTRO BATTERY SYSTEMS INC.	390.50	4680
16218	01/19/17	EME02 EMERGENCY MEDICAL PRODUCTS INC	405.88	4680
16219	01/19/17	EXT01 EXTRA SPACE STORAGE	405.00	4680
16220	01/19/17	FAY01 FAYSON LAKES WATER COMPANY	12,865.00	4680
16221	01/19/17	FDR01 FDR North LLP	270.19	4680
16222	01/19/17	FOR07 FORD MOTOR CREDIT	898.23	4680
16223	01/19/17	FOX01 FOX ARCHITECTURAL	945.00	4680
16224	01/19/17	GAR01 GARDEN STATE HIGHWAY PROD., INC	7,797.63	4680
16225	01/19/17	GIR01 GIRLS KLAX	450.00	4680
16226	01/19/17	GOO02 GOODYEAR TIRE	2,595.64	4680
16227	01/19/17	HAN04 LISA HANKES	700.00	4680
16228	01/19/17	HAW03 HAWTHORNE AUTOMOBILE SALES CO.	238.99	4680
16229	01/19/17	HER02 HERO'S SALUTE AWARDS COMPANY	389.00	4680
16230	01/19/17	HOM02 HOME DEPOT CREDIT SERVICE	911.62	4680
16231	01/19/17	HOR04 Horizon Office Equipment	55.00	4680
16232	01/19/17	JCP01 JCP & L	25.91	4680
16233	01/19/17	JIM01 JIMMY THE SHOE DOCTOR	1,024.82	4680
16234	01/19/17	KHSA KHSOSA	2,000.00	4680
16235	01/19/17	KIN08 KINNELON VOLUNTEER FIRE CO.	6,000.00	4680

January 19, 2017

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
16236	01/19/17	KIN09 KINNELON BOARD OF EDUCATION	3,042,862.67	4680
16237	01/19/17	LAK02 LAKELAND BANK	2,219.10	4680
16238	01/19/17	LAK10 LAKESIDE BAGELS & DELI	280.16	4680
16239	01/19/17	LAN06 LANGUAGE LINE SERVICES	13.66	4680
16240	01/19/17	LAW02 LAWYERS DIARY AND MANUAL	105.00	4680
16241	01/19/17	MAG01 THOMAS MAGILL	217.97	4680
16242	01/19/17	MGL01 M.G.L. FORMS SYSTEM	1,180.00	4680
16243	01/19/17	MOD03 MODERN HANDLING EQUIP. NJ	1,097.01	4680
16244	01/19/17	MOR21 MORRIS COUNTY M.U.A.	26,467.56	4680
16245	01/19/17	MOR42 THE LAND CONSERVANCY OF NJ	1,000.00	4680
16246	01/19/17	MOR52 MORRIS MUNICIPAL JOINT INS	170,328.22	4680
16247	01/19/17	NAP01 P&A Auto Parts	259.18	4680
16248	01/19/17	NES01 NESTLE PURE LIFE DIRECT	267.13	4680
16249	01/19/17	NEW04 NJ ST.LEAGUE OF MUNICIPALITIES	25.00	4680
16250	01/19/17	NJC01 NJ CONFERENCE OF MAYORS	395.00	4680
16251	01/19/17	NJD07 NJ DEPT HEALTH & SENIOR SERV	225.00	4680
16252	01/19/17	NOR02 NORTH JERSEY NEWSPAPER	145.68	4680
16253	01/19/17	NOR18 NORTHEAST COMMUNICATIONS, INC.	409.68	4680
16254	01/19/17	NWR01 NW REFS	9,885.00	4680
16255	01/19/17	ODO2 DAN O'DOUGHERTY	227.89	4680
16256	01/19/17	ODE01 JOHN O'DELL	140.97	4680
16257	01/19/17	ONE02 One Call Concepts, INC.	43.75	4680
16258	01/19/17	ONE03 ONE SOURCE OF NEW JERSEY LLC	1,365.33	4680
16259	01/19/17	PBM01 PBM SUPPLY COMPANY	32.50	4680
16260	01/19/17	PEQ02 PEQUANNOCK TOWNSHIP	21,801.75	4680
16261	01/19/17	PHO03 PHOENIX ADVISORS, LLC	950.00	4680
16262	01/19/17	PHO04 PHOENIX CONSULTING GROUP, LLC	4,950.00	4680
16263	01/19/17	PSE01 P.S.E. & G.	3,917.90	4680
16264	01/19/17	RIV03 RIVERDALE POWER MOWER INC.	2,046.30	4680
16265	01/19/17	RIV06 Riverdale Environmental	8,400.00	4680
16266	01/19/17	ROA02 ROAD SAFETY SYSTEMS LLC	17,340.00	4680
16267	01/19/17	ROU01 ROUTE 23 AUTO MALL	21.80	4680
16268	01/19/17	RSP01 R.S. PHILLIPS COMPANY	1,571.00	4680
16269	01/19/17	RUT02 RUTGERS, THE STATE UNIVERSITY	240.00	4680
16270	01/19/17	STA STAPLES ADVANTAGE, DEPT NY	624.06	4680
16271	01/19/17	STI03 JENNIFER STILLMAN - TREASURER	200.00	4680
16272	01/19/17	SUB03 SUBURBAN DISPOSAL	97,166.66	4680
16273	01/19/17	TIL01 TILCON NEW YORK INC.	343.55	4680
16274	01/19/17	TIR01 TIRE MANAGEMENT INC.	60.00	4680
16275	01/19/17	TRE02 TREASURER, STATE OF NEW JERSEY	175.00	4680
16276	01/19/17	TRE05 TREAS. STATE OF NEW JERSEY	2,606.00	4680
16277	01/19/17	TUR01 TURN-OUT FIRE AND SAFETY	2,074.78	4680
16278	01/19/17	USBAN025 US BANKCUST FOR PC5 STERLING N	2,028.42	4680
16279	01/19/17	VER06 VERIZON WIRELESS	250.06	4680
16280	01/19/17	VFI01 VFIS BENEFITS DIVISION	679.27	4680
16281	01/19/17	VOZ01 THE VOZZA AGENCY INC	2,932.00	4680
16282	01/19/17	WBM01 W.B. MASON COMPANY INC.	107.73	4680
16283	01/19/17	WHI03 JOHN WHITEHEAD, JR.	80.42	4680
16284	01/19/17	ZAP01 ZAPHYR LLC	5,800.00	4680

January 19, 2017  
10:24 AM

BOROUGH OF KINNELON  
Check Register By Check Id

January 19, 2017

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
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16284 ZAPHYR LLC		Continued			
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	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
	Total:	<u>100</u>	<u>0</u>	<u>3,622,498.97</u>	<u>0.00</u>

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Totals by Year-Fund and Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	6-01	246,971.59	0.00	0.00	246,971.59
WATER FUND	6-05	3,601.93	0.00	0.00	3,601.93
SEWER FUND	6-07	<u>6,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>
Year Total:		256,573.52	0.00	0.00	256,573.52
CURRENT FUND APPROPRIATIONS	7-01	3,271,692.96	0.00	0.00	3,271,692.96
WATER FUND	7-05	2,400.00	0.00	0.00	2,400.00
SEWER FUND	7-07	<u>2,316.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,316.00</u>
Year Total:		3,276,408.96	0.00	0.00	3,276,408.96
	C-04	19,856.00	0.00	0.00	19,856.00
DOG TAX	D-13	1,354.16	0.00	0.00	1,354.16
STATE AND FEDERAL GRANTS	G-02	7,600.00	0.00	0.00	7,600.00
KAMELOT	K-17	2,000.00	0.00	0.00	2,000.00
UBLIC ASSIST 2	P-18	227.89	0.00	0.00	227.89
TAX SALE PREMIUMS	Q-32	1,200.00	0.00	0.00	1,200.00
RECREATION SPECIAL	R-16	45,494.94	0.00	0.00	45,494.94
	V-27	11,333.50	0.00	0.00	11,333.50
RECYCLE FUND	Y-21	450.00	0.00	0.00	450.00
Total of All Funds:		<u>3,622,498.97</u>	<u>0.00</u>	<u>0.00</u>	<u>3,622,498.97</u>

December 19, 2016  
10:25 AM

BOROUGH OF KINNELON  
Check Register By Check Id

Page No: 1

January 19, 2017

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 16173 to 16173  
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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16173	12/19/16	NJM04 NJ MOTOR VEHICLE COMMISSION	60.00		4674

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January 19, 2017

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
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Total of All Funds:		<u>60.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60.00</u>

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December 19, 2016  
12:18 PM

BOROUGH OF KINNELON  
Check Register By Check Id

January 19, 2017

Range of Checking Accts: GENERAL to GENERAL Range of Check Ids: 16174 to 16174  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

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16174	12/19/16	NES01 NESTLE PURE LIFE DIRECT	375.71		4675

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	6-01	375.71	0.00	0.00	375.71
Total of All Funds:		<u>375.71</u>	<u>0.00</u>	<u>0.00</u>	<u>375.71</u>

December 20, 2016  
10:45 AM

BOROUGH OF KINNELON  
Check Register By Check Id

January 19, 2017

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 16175 to 16176  
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16175	12/20/16	DEP04 DEPARTMENT OF COMMUNITY AFFAIR	818.00		4676
16176	12/20/16	TRE05 TREAS. STATE OF NEW JERSEY	2,579.00		4676

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Total:	<u>2</u>	<u>0</u>	<u>3,397.00</u>	<u>0.00</u>

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	6-01	3,397.00	0.00	0.00	3,397.00
Total of All Funds:		<u>3,397.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,397.00</u>

December 21, 2016  
10:52 AM

BOROUGH OF KINNELON  
Check Register By Check Id

Page No: 1

January 19, 2017

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 16177 to 16178  
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
16177	12/21/16	BOR11	BOROUGH OF BLOOMINGDALE	4,125.10	4677
16178	12/21/16	EXT01	EXTRA SPACE STORAGE	325.00	4677

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	4,450.10	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	4,450.10	0.00

January 19, 2017

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	6-01	4,450.10	0.00	0.00	4,450.10
Total of All Funds:		<u>4,450.10</u>	<u>0.00</u>	<u>0.00</u>	<u>4,450.10</u>

December 29, 2016  
01:42 PM

BOROUGH OF KINNELON  
Check Register By Check Id

Page No: 1

January 19, 2017

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 16179 to 16180  
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
16179	12/29/16	CAB01 CABLEVISION	126.21	4678
16180	12/29/16	STI03 JENNIFER STILLMAN - TREASURER	98.14	4678

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	224.35	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>2</u>	<u>0</u>	<u>224.35</u>	<u>0.00</u>

January 19, 2017

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	6-01	98.14	0.00	0.00	98.14
RECREATION SPECIAL	R-16	126.21	0.00	0.00	126.21
Total of All Funds:		<u>224.35</u>	<u>0.00</u>	<u>0.00</u>	<u>224.35</u>

January 12, 2017  
11:26 AM

BOROUGH OF KINNELON  
Check Register By Check Id

Page No: 1

January 19, 2017

Range of Checking Accts: GENERAL to GENERAL      Range of Check Ids: 16181 to 16184  
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
16181	01/12/17	ALL04 ALLIED OIL COMPANY	10,457.82		4679
16182	01/12/17	FAY01 FAYSON LAKES WATER COMPANY	532.98		4679
16183	01/12/17	IUE01 KAREN IUELE	157.61		4679
16184	01/12/17	RAC02 RACHLES/MICHELE'S OIL CO.,INC	2,942.17		4679

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	4	0	14,090.58	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	14,090.58	0.00

January 19, 2017

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	6-01	13,399.99	0.00	0.00	13,399.99
CURRENT FUND APPROPRIATIONS	7-01	134.66	0.00	0.00	134.66
PUBLIC ASSIST 2	P-18	532.98	0.00	0.00	532.98
	V-27	22.95	0.00	0.00	22.95
Total of All Funds:		<u>14,090.58</u>	<u>0.00</u>	<u>0.00</u>	<u>14,090.58</u>

January 19, 2017  
10:30 AM

BOROUGH OF KINNELON  
Check Register By Check Id

Page No: 1

January 19, 2017

Range of Checking Accts: PLANNING 2 to PLANNING 2      Range of Check Ids: 1711 to 1714  
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
1711	01/19/17	BAC01 BERNARD BACCHETTA ESQ.	225.00		4681
1712	01/19/17	DAR01 DARMOFALSKI ENGINEERING ASSOC.	0.00	01/19/17 VOID	0
1713	01/19/17	DAR01 DARMOFALSKI ENGINEERING ASSOC.	5,000.00		4681
1714	01/19/17	RUS02 BONNIE RUSSO	625.00		4681

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	3	1	5,850.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	1	5,850.00	0.00

January 19, 2017  
10:30 AM

BOROUGH OF KINNELON  
Check Register By Check Id

Page No: 2

January 19, 2017

Project Description	Project No.	Project Total
27 Spice Bush Road	11104107	375.00
785 WEST SHORE DRIVE	11502102	625.00
SCHWARTZ 10 BLK OAK #12005106	12005106	625.00
YILDIZ- 110 KIEL AVE-#1324	1324	225.00
Juniper Trail/ Bury & Werry	1414	500.00
PSE&G Steel Twr-NY SMSA #1434	1434	375.00
50A MAPLE LAKE, AGO, #1447	1447	250.00
KDREAM 6 CLIFF TRAIL	1454	875.00
15 RIDGE TRAIL TAPKAS #1456	1456	625.00
FLAR #1457 6 DANIEL LANE	1457	500.00
19 Hill Top	1711	625.00
41 STONEHOUSE RD #4115 NAGY	4115	250.00
Total of All Projects:		<u>5,850.00</u>

January 19, 2017

**Kinnelon Borough's Proclamation in Support of  
Radon Action Month in Kinnelon, New Jersey**

WHEREAS, radon is a colorless, odorless, naturally occurring radioactive gas that threatens the health of our citizens;

WHEREAS, radon is the second leading cause of lung cancer deaths in the United States and the number one cause among non-smokers;

WHEREAS, one in 15 homes across the U.S. has an elevated radon level;

WHEREAS, any home in Kinnelon Borough may have an elevated level of radon, even if other homes in the same neighborhood do not;

WHEREAS, testing for radon is simple and inexpensive;

WHEREAS, identified radon problems can be fixed;

WHEREAS, Kinnelon Borough and the U.S. Environmental Protection Agency are supporting efforts to encourage Americans to test their homes for radon, mitigate elevated levels of radon, and build new homes with radon-resistant materials and features.

NOW, THEREFORE, I Robert W. Collins, Mayor of Kinnelon Borough do hereby proclaim:

January 2017  
Official Radon Action Month  
In Kinnelon Borough

IN WITNESS WHEREOF, I have hereunto set my hand this 19<sup>th</sup> day of January, in the year 2017.

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[Signature of Official]

January-19, 2017

## PROCLAMATION Kinnelon School Choice Week

**WHEREAS**, all children in Kinnelon should have access to the highest-quality education possible; and,

**WHEREAS**, Kinnelon recognizes the important role that an effective education plays in preparing all students in Kinnelon to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of Kinnelon; and,

**WHEREAS**, is home to a variety of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS**, Kinnelon has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

**NOW, THEREFORE**, I, Robert W. Collins do hereby recognize January 22-28, 2017 as Kinnelon School Choice Week, and I call this observance to the attention of all of our citizens.

Dated: January 19, 2017

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Mayor Robert W. Collins

January 19, 2017

RESOLUTION 1.01.17

AUTHORIZING APPOINTMENT OF  
SCOTT DRESSLER AS A PERMANENT PART  
TIME DISPATCHER EMPLOYEE FOR THE  
KINNELON POLICE DEPARTMENT

WHEREAS, the Borough Council wishes to hire Scott Dressler as a permanent part time Dispatcher for the Kinnelon Police Department; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Kinnelon approve hiring Scott Dressler as a permanent part time dispatcher for the Kinnelon Police Department as of January 1, 2017.

CERTIFICATION

I, Karen M. Iuele, Municipal 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 January 19, 2017.

Dated: January 19, 2017

  
\_\_\_\_\_  
Karen M. Iuele, RMC  
Municipal Clerk

# Kinnelon Police Department

130 Kinnelon Road, Kinnelon, New Jersey 07405  
973-838-5400 Fax: 973-838-5944

January 19, 2017



John Schwartz  
Chief of Police  
Chief@kinnelonpd.org

December 22, 2016

Karen Iuelue

Dispatcher Scott Dressler has been employed as a part time Dispatcher for the Kinnelon Borough Police Department since April 2004. Since his retirement from the Jersey City Fire Department on December 1, 2015 Dispatcher Dressler has been working approximately 24 hours a week. He also serves as our Head Dispatcher and handles Dispatcher scheduling and training. I am requesting that Dispatcher Dressler become a Permanent Part Time Employee as defined in the Borough of Kinnelon Personnel Policy and Employee Handbook Chapter 3.01. Thank you in advance for your anticipated cooperation.

Sincerely,

John Schwartz  
Chief of Police

January 19, 2017

RESOLUTION 1.02.17

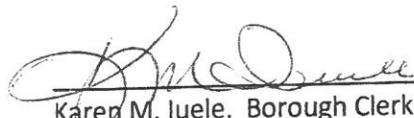
AUTHORIZATION FOR MAYOR TO  
SIGN RISK MANAGEMENT  
CONSULTANT'S AGREEMENT

WHEREAS, the Governing Body of the Borough of Kinnelon authorizes the Mayor to sign the Risk Management Consultant's Agreement; and

WHEREAS, the term of this agreement shall be for one (1) year.

NOW, THEREFORE BE IT RESLOVED BY, the Governing Body of the Borough of Kinnelon authorizes the Mayor of the Borough of Kinnelon to sign this agreement with Risk Management Consultant's for a term of 1 year.

Dated: 01/19/2017

  
\_\_\_\_\_  
Karen M. Iuele, Borough Clerk

January 19, 2017

## **RISK MANAGEMENT CONSULTANT'S AGREEMENT**

**THIS AGREEMENT** entered into this 1<sup>st</sup> day of January, 2017, between the Borough of Kinnelon (hereinafter referred to as AUTHORITY) and The Vozza Agency (hereinafter referred to as the CONSULTANT).

**WHEREAS**, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Utility Municipal Joint Insurance Fund, and;

**WHEREAS**, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held January 3<sup>rd</sup>, 2017 and;

**NOW, THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:

- a) Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
- b) Assis the AUTHORITY in understanding the various coverages available from the New Jersey Utility Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
- c) Review with the AUTHORITY and additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
- d) Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
- e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
- f) Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
- g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.

January 19, 2017

- h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
  - i) Perform any other risk management related services required by the FUND's bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a) The CONSULTANT shall be paid by the AUTHORITY a fee as compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUND's. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
  - b) For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2(a).
  - c) If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \_\_\_\_\_ per hour, in addition to actual expenses incurred.
3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement the CONSULTANT's fee outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:

AUTHORITY:



Mayor Robert W. Collins

ATTEST:

AUTHORITY:

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January 19, 2017

**RISK MANAGEMENT CONSULTANT'S AGREEMENT**

**THIS AGREEMENT** entered into this 1<sup>st</sup> day of January, 2017, between the Borough of Kinnelon (hereinafter referred to as AUTHORITY) and The Vozza Agency (hereinafter referred to as the CONSULTANT).

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**WHEREAS**, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held January 3<sup>rd</sup>, 2017 and;

**NOW, THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

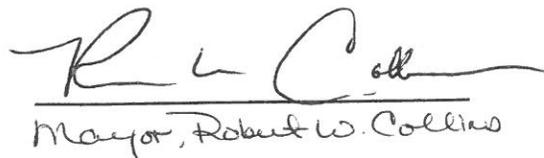
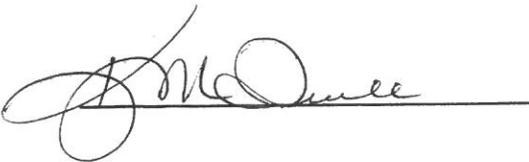
1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - a) Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - b) Assis the AUTHORITY in understanding the various coverages available from the New Jersey Utility Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
  - c) Review with the AUTHORITY and additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverage outside the FUND.
  - d) Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
  - e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
  - f) Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
  - g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.

January 19, 2017

- h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
  - i) Perform any other risk management related services required by the FUND's bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a) The CONSULTANT shall be paid by the AUTHORITY a fee as compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUND's. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
  - b) For any insurance coverage authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2(a).
  - c) If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of \_\_\_\_\_ per hour, in addition to actual expenses incurred.
3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement the CONSULTANT's fee outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:

AUTHORITY:



Mayor, Robert W. Collins

ATTEST:

AUTHORITY:

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January 19, 2017

RESOLUTION 1.03.17

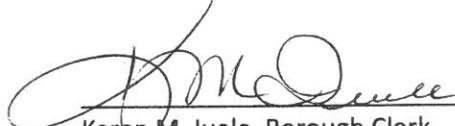
AUTHORIZATION FOR MAYOR TO  
SIGN CONTINUING DISCLOSURE  
AGENT SERVICES AGREEMENT

WHEREAS, the Governing Body of the Borough of Kinnelon authorizes the Mayor to sign the Continuing Disclosure Agent Services and Appointment as Independent Registered Municipal Advisor Agreement; and

WHEREAS, the term of this agreement shall be for one (1) year.

NOW, THEREFORE BE IT RESLOVED BY, the Governing Body of the Borough of Kinnelon authorizes the Mayor of the Borough of Kinnelon to sign this agreement for Continuing Disclosure Agent Services and Appointment as Independent Registered Municipal Advisor for a term of 1 year.

Dated: 01/19/2017

  
\_\_\_\_\_  
Karen M. Luele, Borough Clerk

**2017  
AGREEMENT  
covering  
CONTINUING DISCLOSURE AGENT SERVICES  
and appointment as  
INDEPENDENT REGISTERED MUNICIPAL ADVISOR**

**THIS AGREEMENT**, made and entered into on this 19 day of January, 2017 ("Agreement") by and between Kinnelon Borough, 130 Kinnelon Road, Kinnelon, NJ 07405-2347 (hereinafter referred to as the "Bond Issuer"), and Phoenix Advisors, LLC, 4 West Park Street, Bordentown, NJ 08505 ("Phoenix Advisors").

**WITNESSETH:**

**WHEREAS**, the Bond Issuer has heretofore agreed through the execution of Continuing Disclosure Agreements ("CDAs") in connection with one or more bond issuances to provide certain financial and other information and notices, within specified timeframes, in a manner prescribed by the regulators of the underwriter that purchased said bond issues; and

**WHEREAS**, but for the execution of the CDAs, the underwriter of such bonds would be prohibited from purchasing the bonds of the Bond Issuer; and

**WHEREAS**, in order to ascertain its compliance with various CDAs executed in conjunction with the issuance of bonds, the Bond Issuer must identify the requirements stipulated in those various CDAs and compare those requirements with its filings and correct any deficiencies; and

**WHEREAS**, rules and regulations promulgated by the Securities & Exchange Commission ("SEC") restrict the provision of advice concerning the issuance of municipal debt to those that are appropriately registered with the SEC; and

**WHEREAS**, it is beneficial to retain the assistance of appropriately registered experts in the field of municipal bond finance, with knowledge and experience in these matters, to assist in assuring compliance with CDAs and to stand ready to provide advice as needed with the issuance of municipal debt as Independent Registered Municipal Advisor; and

**WHEREAS**, Phoenix Advisors provides such continuing disclosure services and is an independent registered municipal advisor under SEC regulations and has heretofore been appointed by the Bond Issuer to provide the same until the expiration of this Agreement, as defined in Section 3 herein; and

**WHEREAS**, the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Bond Issuer.

NOW, THEREFORE, THE PARTIES HERETO, IN CONSIDERATION OF MUTUAL COVENANTS HEREIN CONTAINED AND OTHER GOOD AND VALUABLE

CONSIDERATION, EACH INTENDING TO BE LEGALLY BOUND, HEREBY AGREE AS FOLLOWS:

Section 1. Phoenix Advisors will perform, inter alia, the tasks as described in the Scope of Services summarized and attached hereto.

Section 2. The Bond Issuer will compensate Phoenix Advisors for services provided in accordance with this agreement, as more particularly set forth below:

**Continuing Disclosure Agent Service:**

\$950 – All-inclusive fee (for up to three (3) outstanding issues), plus \$100 for each additional outstanding issue, if any, for which filings may be required.

**Independent Registered Municipal Advisor**

There is **no separate fee** charged by Phoenix Advisors for being designated as your Independent Registered Municipal Advisor (IRMA). As your IRMA, we will be available to answer general questions concerning outstanding debt issues, market conditions, preliminarily review financing proposals, or prepare preliminary project analyses.

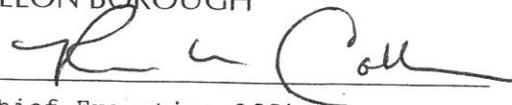
A separate fee addendum to this Agreement will be provided for your acknowledgement, if you choose to have Phoenix Advisors involved in a debt issuance or to undertake an in-depth evaluation of a proposal or project, perform a consultant service, or assist with rating agency surveillance. Our goal is to be available to you and to add value when you need our expertise.

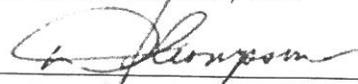
Section 3. This Agreement, as to the Continuing Disclosure Agent and Independent Registered Municipal Advisor is subject to annual renewal.

Section 4. This Agreement may be terminated by the Bond Issuer or Phoenix Advisors, upon giving thirty (30) days prior written notice.

Section 5. This Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

**IN WITNESS WHEREOF**, the Bond Issuer and Phoenix Advisors have caused this Agreement to be duly executed by their authorized representatives as of the day and year first above written.

KINNELON BOROUGH  
By:   
Chief Executive Officer

PHOENIX ADVISORS, LLC  
By:   
David B. Thompson, CEO

## Exhibit I

### Scope of Services Continuing Disclosure Agent

**1) CODIFY ISSUES THAT ARE SUBJECT TO CONTINUING DISCLOSURE**

Obtain and research each outstanding bond issue's Continuing Disclosure Agreement ("CDA") to determine the specific requirements of each issue. Many issuers are subject to more than one CDA – often with different requirements. Older CDAs are typically the most burdensome, with shorter deadlines. Our compliance methodology helps you meet all requirements.

**2) PROVIDE REMINDERS OF UPCOMING DEADLINES**

Typically, a dissemination agent waits for you, the issuer, to provide items to be filed. This puts the entire burden on you. They file only for the specific issues on which they are appointed, and then only after you provide the information to them. Phoenix Advisors takes a more helpful, proactive approach to client service. We regularly remind our clients sufficiently in advance of filing deadlines, then follow up on those reminders. We understand that clients have full schedules, and a variety of deadlines can be difficult to monitor. We do it for you.

**3) FILE FINANCIAL AND STATISTICAL DATA TO MEET YOUR OBLIGATIONS**

In addition to the filing of your Audited Financial information, CDAs require the filing of the continuing disclosure version of an Annual Report of Operations. This Annual Report contains information generally consistent with the statistical data found in the Official Statement that was distributed when the bonds were issued. Phoenix Advisors coordinates the filing of this data, working appropriately with your Auditor.

**4) FILE ON A TIMELY BASIS**

Our proprietary, computer-based compliance system provides an important safeguard for the timely filing of your continuing disclosure information. You are provided with electronic proof of filing receipts for each and every required and voluntary (see next item) filing.

**5) COORDINATE AND SUBMIT OPTIONAL, VOLUNTARY SUBMISSIONS**

Phoenix Advisors' service goes an important step further than others. The marketplace is hungry for information about you. The more factual information you provide, the more professional and forthcoming your appearance will be to market participants. This encourages them to buy your debt, and that means better interest rates. We believe the bond rating agencies also take note of the quality of information you voluntarily provide. Phoenix Advisors works with you to obtain and file, on your behalf, additional and meaningful information, including budgets, debt statements, and unaudited financials. On occasion, your audits may not be completed by the stipulated date, but the filing of unaudited financials will usually keep you in compliance with your CDA until the audit is finalized and filed.

**6) MONITOR THE NEED FOR MATERIAL EVENT NOTICES AND THE TIMELY FILING OF MATERIAL EVENT INFORMATION**

There is a significant list of things that regulators deem to be "Material Events" which, if they occur, require a Notice to be filed within 10 business days of the event. The occurrence of a Material Event is not always apparent to those who are not constantly involved in the marketplace. Phoenix Advisors carefully monitors the market and makes every effort to identify events that affect you, then coordinates the filing of required Material Event Notices.

**7) PROVIDE A COMPREHENSIVE REPORT EACH FISCAL YEAR TO DEMONSTRATE YOUR CONTINUING COMPLIANCE**

We know the importance of proof, and of well-organized files. Phoenix Advisors prepares a Compliance Package containing documented proof of each filing done on your behalf. This is especially useful during your annual audit, as well as when you next issue bonds or notes.

## Exhibit II

### Typical Scope of Services Municipal Advisor

*Below is a basic outline of services provided when Phoenix Advisors is engaged for an issuance of a municipal obligation*

#### Long or Short-term Debt Issuance

1) **PLAN STRATEGY AND STRUCTURE**

Phoenix professionals always look beyond your current transaction. We research and analyze all of your outstanding debt to provide a financing solution that best satisfies your needs, now and in the future. We realize that you are always changing, so as we work on a current transaction, we help you stay flexible enough to meet future needs and address shifting patterns. Phoenix Advisors examines and analyzes financing options, concepts, and structures, then designs your debt management plan

2) **COORDINATE THE FINANCING PROCESS**

Whether we are meeting privately with you or making a clear and concise presentation, we add structure, organization, experience and competency to the financing process. Phoenix Advisors is uniquely qualified to help mesh your needs with what the marketplace wants. This results in the lowest borrowing cost. In short, we diligently guide your transaction to the market with efficiency and expertise, achieving the best result for you. Phoenix Advisors establishes a timetable, manages the financing team, provides input during preparation of financing documents, assists in the preparation of official statements, coordinates the approval process of oversight boards, develops a rating agency strategy and presentation, and evaluates printing, insurance, and other expenses.

3) **EXECUTE FINANCING**

We are constantly watching and evaluating the market to help you select the best time to move forward with a transaction. Phoenix Advisors assists in structuring the terms of financing, monitors the market and provides recommendations for timing, coordinates bidder and investor outreach, provides key financial indices and comparisons, actively participates in your bond sale, and ensures a smooth closing. Our professionals provide you with valuable statistics and points of reference to gauge the overall market climate and evaluate bids.

4) **FOLLOW-UP REPORT AND ANALYSIS**

Phoenix Advisors provides you with follow-up reports and analysis displaying the details of your transaction and new debt service requirements. If you wish, we will assist in the investment of bond proceeds. We are always vigilant about saving money for our clients. We monitor your outstanding debt for refinancing prospects, bring your attention to market innovations, and willingly review and evaluate financing proposals you may receive.

#### Additional Services

Phoenix Advisors has expertise in a number of additional areas, including post-issuance arbitrage compliance, budget consultation, redevelopment, and alternative energy financing such as solar installation and power purchase agreements. Phoenix Advisors is also a leader in the financing of energy savings improvement programs utilizing either lease or general obligation bond financing.

January 19, 2017

RESOLUTION 1.04.17

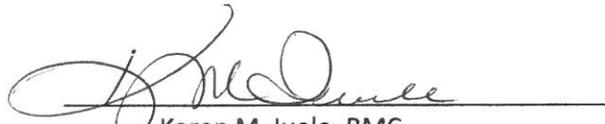
AUTHORIZING OF A SOIL  
DISTURBANCE PERMIT  
50 MAPLE LAKE ROAD  
BLOCK 10302, LOT 102

WHEREAS, the Mayor and Council of the Borough of Kinnelon approved a Soil Disturbance Permit for 50 Maple Lake Road, Block 10302, Lot 102 ; and

WHEREAS, Thomas Boorady, P.E of Darmofalski Engineering Associates, Inc. has no objection to the Borough of Kinnelon approving an Soil Disturbance permit; and

NOW, THEREFOR, BE IT RESOLVED, that the Mayor and Council of the Borough of Kinnelon does hereby approve a Soil Disturbance Permit for 50 Maple Lake Road.

Dated: January 19, 2017

  
Karen M. Luele, RMC  
Municipal Clerk

January 19, 2017

RESOLUTION - 1.05.17

**APPROVAL TO SUBMIT A GRANT APPLICATION  
AND EXECUTE A GRANT AGREEMENT WITH  
THE NEW JERSEY DEPARTMENT OF  
TRANSPORTATION FOR THE MAPLE LAKE  
ROAD IMPROVEMENTS**

**WHEREAS**, 2017 Municipal Aid funds are available through the New Jersey Department of Transportation; and,

**WHEREAS**, the Kinnelon Mayor and Council desire to resurface the pavement of approximately 1,750 linear feet of Maple Lake Road, between the Kinnelon Road and the municipal boundary with Butler Borough, including curb repairs, drainage improvements, 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 \$150,000.00.

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

**BE IT FURTHER RESOLVED**, the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2017-Maple Lake Road Improvements-00215 to the New Jersey Department of Transportation on behalf of Kinnelon Borough; and,

**BE IT FURTHER RESOLVED**, 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.

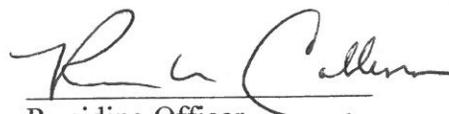
Certified as a true copy of the Resolution adopted by the Council on  
This 19th Day of January, 2017.

  
Karen Iuele, RMC  
Municipal 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

  
Municipal Clerk  
Karen Iuele, RMC

  
Presiding Officer  
Robert W. Collins  
Mayor

January 19, 2017

**DARMOFALSKI ENGINEERING ASSOCIATES, INC.**

*CIVIL ENGINEERING*  
 86 NEWARK POMPTON TURNPIKE  
 RIVERDALE, NEW JERSEY 07457  
 Tel: (973) 835-8300 Fax: (973) 835-1117

**CONSTRUCTION COST ESTIMATE**  
*NJDOT Transportation Trust Fund Municipal Aid for FY 2017 MA-2017-Maple Lake Road Improvements-00215*  
**MAPLE LAKE ROAD**  
 PROJECT LENGTH = 1750 LINEAR FEET (0.331 MILES)  
 BOROUGH OF KINNELON, COUNTY OF MORRIS, STATE OF NEW JERSEY  
 DATE: JANUARY 11, 2017

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Pavement Milling, Full Roadway Width, 2" Depth	SY	5500	\$ 5.00	\$ 27,500.00
2	Saw Cutting	LF	1200	\$ 3.00	\$ 3,600.00
3	Inlet Removal (Includes Casting) - Type "B" - Complete	EA	3	\$ 600.00	\$ 1,800.00
4	Install New Precast Concrete Inlet, Type "B"	EA	2	\$ 3,500.00	\$ 7,000.00
5	15" Dia. Solid HDPE Storm Drainage Pipe	LF	350	\$ 55.00	\$ 19,250.00
6	Frames & Bicycle Safe Grates for Type "A" & Type "B" Inlets	EA	8	\$ 825.00	\$ 6,600.00
7	Frames & Bicycle Safe Grates for Type "E" Inlets	EA	1	\$ 1,200.00	\$ 1,200.00
8	Hot Mix Asphalt (HMA) 9.5 M 64, 2" Thick Surface Course, Incl. Tack Coat	TN	800	\$ 95.00	\$ 76,000.00
9	Hot Mix Asphalt (HMA) 4.75 M 64, 2" Driveway Repair	TN	50	\$ 120.00	\$ 6,000.00
10	Hot Mix Asphalt (HMA) 19 M 64, Leveling Course	TN	100	\$ 95.00	\$ 9,500.00
11	Reset Gas, Water & Utility Valve Boxes in Roadway	LS	1	\$ 1,200.00	\$ 1,200.00
12	Traffic Striping, Crosswalks and Markings - Long Life Thermoplastic	LS	1	\$ 2,000.00	\$ 2,000.00
13	Traffic & Street Signs with Posts - Regulatory, Warning, Stop & Speed Limit	LS	1	\$ 2,000.00	\$ 2,000.00
	Subtotal				\$ 163,650.00
	10% Contingency				\$ 16,365.00
	Inspection / Testing				\$ 180,015.00
	Amount Eligible for Municipal Aid				\$ 195,015.00
	Design / Engineering / Administration				\$ 225,015.00
	<b>TOTAL COST ESTIMATE</b>				<b>\$ 225,015.00</b>

I hereby certify this is a true copy of the estimate

*Paul P. Darmofalski, P.E.*  
 Paul P. Darmofalski, P.E.  
 New Jersey P.E. License No. 24743

THE BOROUGH OF KINNELON

RESOLUTION NO. 1.06.17

CREATING A "SAFE ZONE" AT BOROUGH OF KINNELON  
POLICE DEPARTMENT, MUNICIPAL BUILDING  
FOR THE PUBLIC TO MEET FOR CRAIGSLIST  
AND OTHER INTERNET-BASED TRANSACTIONS

WHEREAS, ensuring the safety and security of Borough residents is a critical concern for Kinnelon Borough's Mayor, Council, and Chief of Police; and

WHEREAS, in recent years, in-person sales, transactions and exchanges originating from on-line marketplaces, such as Craigslist, have experienced an increase in violence and fraud; and

WHEREAS, in an effort to promote safer transactions between stranger, municipalities across the country have encouraged residents to use local police department parking area and lobbies as a meeting place for the in-person transactions to occur; and

WHEREAS, at the recommendation of the Borough's Police Chief, the Borough's Council believes it to be in the best interest of the health, safety and welfare of the Borough's residents to establish a "Safe Zone" in the Kinnelon Police Department's parking lot and lobby to facilitate a safe and neutral location for making in-person transactions; and

WHEREAS, the parking area outside of the Borough Municipal Complex is well-lit and under 24-hour video surveillance and the police lobby is manned Sunday through Saturday from 8:00am to midnight, except of certain holidays.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Kinnelon, County of Morris, State of New Jersey, that:

1. Effective immediately, the parking area of the Kinnelon Borough municipal Complex nearest to the police main entrance, is open and available to the public as a "Safe Zone" for conducting in-person transaction that have been facilitated through online marketplaces such as Craigslist; ect.
2. Effective immediately, the lobby of the Kinnelon Borough Police Department is manned and available to the public as a "Safe Zone" from 8:00am through midnight, Sunday through Saturday, except of certain holidays for conducting in-

January 19, 2017

persons transactions that have been facilitated through online marketplaces such as Craigslist; etc.

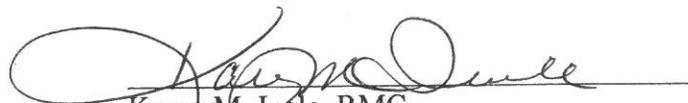
3. The Borough of Kinnelon makes no guarantees, assurances, or promises as to the safety or security of any in-person transactions that may take place on Borough property;
4. It is not the intent of the Borough officials to provide police personnel or Borough staff to witness any transaction in person, but the video surveillance by and proximity to police personnel is meant to increase the public's peace of mind when engaging in such transactions with unfamiliar individuals at the Kinnelon Municipal Complex;
5. Borough officials encourage residents to engage in such transactions during daylight hours, only; to bring a cell phone along in case of an emergency; to notify friends and/or family of the intention to meet to conduct such a transaction; to never invite strangers to the home or agree to meet at a stranger's home; to reconsider any transaction with someone who refuses to meet at the police station/municipal complex.

Dated: 1-19-2017

  
Robert W. Collins, Mayor

I, Karen M. Iuele, Deputy Municipal 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 January 19, 2017.

Dated: 1-19-2017

  
Karen M. Iuele, RMC  
Municipal Clerk

**RESOLUTION 1.07.17  
STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GREEN ACRES ENABLING RESOLUTION**

WHEREAS, the New Jersey Department of Environmental Protection, Green Acres Program (“State”), provides loans and/or grants to municipal and county governments and grants to nonprofit organizations for assistance in the acquisition and development of lands for outdoor recreation and conservation purposes; and,

WHEREAS, the Borough of Kinnelon desires to further the public interest by obtaining a grant of \$250,000 from the State to fund the following project:

**#1415-05-026 – Kinnelon Borough Planning Incentive Grant**

NOW, THEREFORE, the governing body resolves that Robert W. Collins or the successor to the office of Mayor is hereby authorized to:

- (a) Make application for such a grant
- (b) Provide additional information and furnish such documents as may be required
- (c) Act as the authorized correspondence of the above named applicant; and,

WHEREAS, the State shall determine if the application is complete and in conformance with the scope and intent of the Green Acres Program, and notify the applicant of the amount of the funding award; and,

WHEREAS, the applicant is willing to use the State’s funds in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the State for the above named project;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HARDWICK

- 1) That the Mayor of Kinnelon is hereby authorized to execute an agreement and any amendment thereto with the State; and,
- 2) The applicant agrees to comply with all applicable federal, state, and local laws, rules and regulations in its performance of the project; and,
- 3) That this resolution shall take effect immediately.

**CERTIFICATION**

I, Karen Iuele, Municipal Clerk, do hereby certify that the foregoing is a true copy of a resolution adopted by the Hardwick Township Committee at a meeting held on the 19<sup>th</sup> day of January, 2017.

January 19, 2017

IN WITNESS WHEREOF, I have hereunder set my hand and the official seal of this body this  
19<sup>th</sup> day of January, 2017.

A handwritten signature in black ink, appearing to read "K. Juele", written over a horizontal line.

Karen Juele, Municipal Clerk  
Borough of Kinnelon  
Morris County

January 19, 2017

LICENSE FOR: Raffles License No. KN-800 -KB

(Insert Bingo or Raffles)

Identification No. 238-6-39617

Insert Name Of Municipality BOROUGH OF KINNELON (Display this license conspicuously During the conduct of the games)

Insert Name of Licensee Knights of Columbus

Address: 2 Miller Road, Kinnelon, New Jersey 07405

(cross out line which) Bingo (not to Exceed 35 games),

1. This license allows the licensee to conduct 50/50 Raffles of the kind stated,  
The winner to be determined on each of the dates, at the places and during the hours shown below:

Kind of Game	Date	Place	During hours
<u>50/50</u>	<u>March 11, 2017</u>	<u>Knights of Columbus</u>	<u>6:00pm – 12:00p.m</u>

2. The value and character of the prizes authorized to be offered and given on each date are:  
Half of proceeds collected

3. This license is valid only if the entire net proceeds are devoted to the following specific purpose:  
Knights of Columbus

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

Names	Addresses
<u>David Puccia</u>	<u>88 Miller Rd, Kinnelon, NJ</u>

Issued by order of MAYOR AND COUNCIL ON January 19, 2017

(SEAL)

  
(Signature of Municipal Clerk)

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

LICENSE FOR: Raffles License No. KN-801 -KB

(Insert Bingo or Raffles)

Identification No. 238-6-39617

Insert Name \_\_\_\_\_ (Display this license conspicuously  
Of Municipality BOROUGH OF KINNELON During the conduct of the games)

Insert Name of Licensee Knights of Columbus

Address: 2 Miller Road, Kinnelon, New Jersey 07405

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

Kind of Game	Date	Place	During hours
Casino Tables	March 11, 2017	Knights of Columbus	6:00pm – 12:00p.m

2. The value and character of the prizes authorized to be offered and given on each date are:  
Half of proceeds collected

3. This license is valid only if the entire net proceeds are devoted to the following specific purpose:  
Knights of Columbus

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

Names	Addresses
David Puccia	88 Miller Rd, Kinnelon, NJ

Issued by order of MAYOR AND COUNCIL ON January 19, 2017

(SEAL)

  
\_\_\_\_\_  
(Signature of Municipal Clerk)

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

LICENSE FOR: Raffles License No. KN-802 -KB  
(Insert Bingo or Raffles)

Identification No. 238-6-39617  
(Display this license conspicuously  
During the conduct of the games)

Insert Name  
Of Municipality BOROUGH OF KINNELON

Insert Name of  
Licensee Knights of Columbus

Address: 2 Miller Road, Kinnelon, New Jersey 07405

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

Kind of Game	Date	Place	During hours
Raffle	March 11, 2017	Knights of Columbus	6:00pm – 12:00p.m

2. The value and character of the prizes authorized to be offered and given on each date are:  
Proceeds from bets - \$100.00

3. This license is valid only if the entire net proceeds are devoted to the following specific purpose:  
Knights of Columbus

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

Names	Addresses
David Puccia	88 Miller Rd, Kinnelon, NJ

Issued by order of MAYOR AND COUNCIL ON January 19, 2017

(SEAL)

  
(Signature of Municipal Clerk)

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



