



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES  
HELD AS A REMOTE MEETING ON ZOOM  
MAY 11, 2020  
PUBLIC SESSION – BEGINS AT 7:30 PM**

**1) CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT – Mayor**

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting and the agenda thereof had been reported to The Citizen and the Morris County Daily Record and The Star Ledger on January 7, 2020 and posted in the municipal building.

**2) ROLL CALL ATTENDANCE - Clerk**

**3) FLAG SALUTE – Mayor**

**4) COMMUNITY ANNOUNCEMENTS**

**5) SPECIAL PRESENTATIONS**

**6) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES**

**7) PUBLIC COMMENT**

**Please state your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

**8) BOROUGH COUNCIL DISCUSSION ITEMS**

- a. First Quarter 2020 Current Budget Report
- b. First Quarter 2020 Water Budget Report and First Quarter 2020 Sewer Budget Report
- c. Trust Balances
- d. Capital Account Balances
- e. Westbound Rt. 46 Zone Change Proposal

**9) ATTORNEY'S REPORT**

**10) MANAGER'S REPORT**

**11) ORDINANCES TO ADOPT**

- a. Ordinance 3-20, Authorizing Chapters 40 and 245 of the Revised General Ordinances of the Borough of Mountain Lakes (East-Bound Rt. 46 Ordinance)

**PUBLIC COMMENT/HEARING**

**Please state your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

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**12) \*CONSENT AGENDA ITEMS**

*Matters listed as Consent Agenda Items are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.*

**\*RESOLUTIONS**

- a. R103-20, Authorizing the Payment of Bills
- b. R104-20, Awarding a Lease Agreement with Pitney Bowes for Borough Mail Machine
- c. R105-20, Authorizing Estimated Property Tax Billing for the 3<sup>rd</sup> Quarter of 2020

**\*APPROVAL OF MINUTES**

*4/27/20 (Regular)*

**\*APPROVAL OF REPORTS FOR FILING** *(reports are included only if checked)*

- Construction Department
- Department of Public Works
- Fire Department
- Health Department
- Police Department
- Recreation Department
- Code Enforcement/Property maintenance report

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

- a. *Mark Hoffman to the Historic Preservation Committee as a Member with a term expiring 12/31/2020 (previously appointed, moving positions)*
  - b. *Tom Dagger to the Historic Preservation Committee as Alternate #1 Member with a term expiring 12/31/20 (previously appointed, moving positions)*
  - c. *Ranjan Bose to the Historic Preservation Committee as Alternate #2 Member with a term expiring 12/31/20*
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**13) COUNCIL REPORTS**

**14) PUBLIC COMMENT**

**Please state your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

**15) NEXT STEPS AND PRIORITIES**

**16) ADJOURNMENT**

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**BOROUGH OF MOUNTAIN LAKES**  
**INTEROFFICE MEMORANDUM**

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**TO:** Mitchell Stern, Borough Manager

**SUBJECT:** First Quarter 2020 Current Budget Report

**DATE:** April 20, 2020

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Attached is the first quarter budget report for the current fund budget:

Revenues:

- The capital surplus – general capital and the grant revenues will be realized in April.
- Liquor Licenses – Since the State extended their fiscal year end to September 30, 2020 the liquor licenses are not due until September 30, 2020.
- Other Licenses include food handlers and raffles; 69.50% of the budgeted amount has been collected.
- Fees and Permits are made up of items such as; planning board fees, zoning board fees, smoke detectors, soil erosion, and tree removal permits, these receipts can vary from month to month. As of 3/31/20, 30.11% of the total budget amount has been collected.
- Clerk Fees and Permits are made up of marriage licenses, road opening permits, and municipal assessment searches. These receipts can vary from month to month.
- Of the total budgeted amount for the Cable Franchise fees \$17,756.00 was received in January.
- The Board of Education field lease and the majority of the Solid Waste fees are paid to us by the Board of Education. Since these amounts are not budgeted by the Board of Education until their next year's budget we will invoice them for half the year in July and half the year in October.
- The State revenue is usually received between July and November however, with the State extending their fiscal year municipalities probably will not be receiving their State revenue until November through December.
- The delinquent tax balance at 12/31/19 was \$398,827.92. In the first quarter of 2020 we collected \$230,813.72, which is 58% of the balance. Delinquent notices were sent out on March 2, 2020.

Disbursements:

- The total paid or charged as of 3/31/20 against the 2020 budget was \$2,599,884.64 which equals 25.61% of the total budget amount of \$10,149,960.49.
- As of 3/31/20, 7 payrolls had been recorded against the budget; 1/1/20-4/1/20.
- Finance O/E – Over 25% of the budget has been spent because the annual service contract for Municipal Software was due and paid.
- Liability Insurance and Worker's Compensation Insurance – The first half year payment was due in January and the Volunteer Fire Departments policy was paid in full.
- Group Health Insurance – The Water and Sewer portions of those budgets were not credited back for the first quarter, the first and second quarters portions will be credited back to the current budget before June 30<sup>th</sup>.
- Fire Safety O/E – A purchase of a new camera and fire inspection certificates were needed, the funds remaining in the budget are for training.

- Dog Regulation – The entire budget amount was transferred to the Dog Trust Account where the expenses are paid out of.
- PERS and PFRS – The employers bills are paid in full, the remaining balances are for the employers' 2020 retro amounts.
- Bond and BAN principal and interest amounts are paid according to the due dates on the payment schedules.
- Grant expenditures will be charged out and moved over to the grant fund during the second quarter.
- Deferred Charges will be transferred to the General Capital account in the second quarter.
- Reserve for Uncollected Taxes is charged out by journal entry and will be done during the second quarter.



Monica Goscicki  
Chief Financial Officer

Borough of Mountain Lakes Budget Comparison  
Current Fund - Revenue Budgets

Account Number	Description	Activity to 3/31/2020				Activity to 3/31/2019				
		Budget	Activity	Balance	% Received	Total Realized in 2019	Temporary Budget	Activity	Balance	% Received
01-190-07-200-000	AMOUNT TO BE RAISED BY TAXATION	\$6,772,254.82	\$0.00	\$6,772,254.82	0.00%	\$7,675,080.85	\$2,924,771.93	\$0.00	\$2,924,771.93	0.00%
01-192-08-101-000	ANTICIPATED SURPLUS	\$1,354,338.00	\$0.00	\$1,354,338.00	0.00%	\$1,459,338.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-08-101-004	CAPITAL SURPLUS - GENERAL CAPITAL	\$230,000.00	\$0.00	\$230,000.00	0.00%	\$55,000.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-08-103-000	LICENSES - LIQUOR	\$12,000.00	\$0.00	\$12,000.00	0.00%	\$12,688.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-08-104-000	OTHER LICENSES	\$2,000.00	\$1,390.00	\$610.00	69.50%	\$2,530.00	\$0.00	\$1,195.00	-\$1,195.00	0.00%
01-192-08-105-000	FEES & PERMITS	\$31,500.00	\$9,484.58	\$22,015.42	30.11%	\$46,668.99	\$0.00	\$8,550.08	-\$8,550.08	0.00%
01-192-08-106-010	CLERK'S FEES & PERMITS	\$3,500.00	\$771.00	\$2,729.00	22.03%	\$8,518.00	\$0.00	\$1,755.00	-\$1,755.00	0.00%
01-192-08-110-000	MUNICIPAL COURT FINES & COSTS	\$26,000.00	\$6,842.52	\$19,157.48	26.32%	\$26,088.79	\$0.00	\$6,991.80	-\$6,991.80	0.00%
01-192-08-112-000	INTEREST & COSTS-TAX COLLECTION	\$43,000.00	\$13,664.94	\$29,335.06	31.78%	\$45,443.07	\$0.00	\$7,411.81	-\$7,411.81	0.00%
01-192-08-113-000	INTEREST ON INVESTMENTS	\$20,500.00	\$5,439.60	\$15,060.40	26.53%	\$23,951.61	\$0.00	\$6,366.17	-\$6,366.17	0.00%
01-192-08-115-000	CABLE FRANCHISE FEES	\$18,927.00	\$17,756.00	\$1,171.00	93.81%	\$18,619.00	\$0.00	\$18,619.00	-\$18,619.00	0.00%
01-192-08-116-000	UTILITY FUND BALANCES	\$217,190.00	\$0.00	\$217,190.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-08-118-000	RECREATION FEES & INCOME	\$60,000.00	\$6,595.00	\$53,405.00	10.99%	\$60,678.00	\$0.00	\$7,080.00	-\$7,080.00	0.00%
01-192-08-119-000	RENT FROM RAILROAD STATIONS	\$37,000.00	\$9,548.10	\$27,451.90	25.81%	\$37,080.00	\$0.00	\$9,270.00	-\$9,270.00	0.00%
01-192-08-120-000	T-MOBILE CELL TOWER LEASE	\$67,500.00	\$17,557.08	\$49,942.92	26.01%	\$68,427.60	\$0.00	\$16,881.81	-\$16,881.81	0.00%
01-192-08-121-000	SPRINT/NEXTEL LEASE-1/2 DUE T-MOBILE	\$19,000.00	\$5,490.36	\$13,509.64	28.90%	\$21,641.58	\$0.00	\$5,330.43	-\$5,330.43	0.00%
01-192-08-122-000	BOARD OF EDUCATION-FIELD LEASE	\$45,000.00	\$0.00	\$45,000.00	0.00%	\$45,000.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-08-123-000	VERIZON GROUND LEASE	\$31,500.00	\$12,098.25	\$19,401.75	38.41%	\$32,065.59	\$0.00	\$7,956.72	-\$7,956.72	0.00%
01-192-08-125-000	SOLID WASTE FEES	\$53,600.00	\$0.00	\$53,600.00	0.00%	\$58,826.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-08-126-000	TRASH BAG RECEIPTS	\$188,000.00	\$47,625.00	\$140,375.00	25.33%	\$190,105.00	\$0.00	\$44,787.50	-\$44,787.50	0.00%
01-192-08-160-000	UNIFORM CONSTRUCTION CODE FEES	\$183,000.00	\$117,155.00	\$65,845.00	64.02%	\$118,448.00	\$0.00	\$31,117.00	-\$31,117.00	0.00%
01-192-08-227-000	RESERVE FOR DEBT SERVICE	\$10,331.00	\$0.00	\$10,331.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-09-000-000	STATE AID REVENUE (NON-GRANT)	\$417,293.00	\$0.00	\$417,293.00	0.00%	\$417,293.00	\$0.00	\$0.00	\$0.00	0.00%
01-192-10-000-000	FEDERAL & STATE GRANT REVENUE	\$19,245.08	\$0.00	\$19,245.08	0.00%	\$22,998.86	\$0.00	\$0.00	\$0.00	0.00%
01-192-15-499-000	RECEIPTS DELINQUENT TAX	\$287,281.59	\$230,813.72	\$56,467.87	80.34%	\$230,492.46	\$0.00	\$114,545.57	-\$114,545.57	0.00%
01-192-18-001-000	CURRENT YEAR TAXES RECEIVED	\$0.00	\$8,103,220.50	-\$8,103,220.50		\$0.00	\$0.00	\$7,753,404.81	-\$7,753,404.81	0.00%
01-192-20-200-000	UNANTICIPATED REVENUES (MRNA)	\$0.00	\$18,186.78	-\$18,186.78		\$85,397.31	\$0.00	\$33,390.01	-\$33,390.01	0.00%
TOTALS		\$10,149,960.49	\$8,623,638.43	\$1,526,322.06	84.96%	\$10,762,379.71	\$2,924,771.93	\$8,074,652.71	-\$5,149,880.78	

Borough of Mountain Lakes Budget Comparison  
Current Fund - Expenditure Budgets

Account Number	Description	Activity to 3/31/2020				Activity to 3/31/2019				% Expended & Encum.	% Expended	Balance	% Expend. & Encum.
		Budget	Activity	Encumbered	Balance	Total Expended in 2019/2020	Temporary Budget	Activity	Encumbered				
01-201-20-100-001	GENERAL ADMIN - SALARY & WAGES	\$127,239.00	\$34,994.16	\$0.00	\$92,244.84	27.50%	\$116,046.83	\$38,500.00	\$33,663.77	\$0.00	\$4,836.23	87.44%	87.44%
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	\$88,600.00	\$8,684.56	\$2,633.29	\$77,282.15	9.00%	\$42,235.75	\$28,500.00	\$8,130.02	\$4,427.44	\$15,942.54	28.53%	44.06%
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	\$6,000.00	\$948.23	\$50.99	\$5,000.78	15.80%	\$5,186.69	\$2,000.00	\$669.84	\$25.00	\$1,305.16	33.49%	34.74%
01-201-20-120-001	MUNICIPAL CLERK - SALARY/WAGE	\$74,328.00	\$15,114.90	\$0.00	\$59,213.10	20.34%	\$68,817.00	\$27,500.00	\$21,157.37	\$0.00	\$6,342.63	76.94%	76.94%
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	\$24,400.00	\$1,538.18	\$670.64	\$22,191.18	6.30%	\$15,900.80	\$5,000.00	\$1,991.79	\$354.34	\$2,652.87	39.84%	46.97%
01-201-20-130-001	FINANCE - SALARY & WAGE	\$50,410.00	\$15,983.38	\$0.00	\$34,426.62	31.71%	\$55,471.24	\$19,500.00	\$17,211.40	\$0.00	\$2,288.80	88.26%	88.26%
01-201-20-130-020	FINANCE - OTHER EXPENSES	\$12,325.00	\$4,739.90	\$784.48	\$6,800.62	38.46%	\$9,469.14	\$7,500.00	\$4,668.61	\$39.35	\$2,792.04	62.25%	62.25%
01-201-20-135-020	ANNUAL AUDIT	\$24,383.00	\$0.00	\$6,333.34	\$18,049.66	0.00%	\$24,178.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
01-201-20-140-020	COMPUTER SERVICES	\$25,500.00	\$4,441.08	\$783.21	\$20,275.71	17.42%	\$23,672.22	\$12,000.00	\$1,455.21	\$3,497.07	\$7,047.72	12.13%	41.27%
01-201-20-145-001	TAX COLLECTOR - SALARY & WAGE	\$35,966.00	\$10,234.35	\$0.00	\$25,731.65	28.46%	\$35,088.00	\$12,900.00	\$10,033.66	\$0.00	\$2,866.34	77.78%	77.78%
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	\$4,615.00	\$180.74	\$30.00	\$4,404.26	3.92%	\$2,153.20	\$1,500.00	\$292.74	\$357.00	\$850.26	19.52%	43.32%
01-201-20-150-001	TAX ASSESSOR - SALARY & WAGE	\$24,304.00	\$6,916.00	\$0.00	\$17,388.00	28.46%	\$23,711.96	\$8,000.00	\$6,780.34	\$0.00	\$1,219.66	84.75%	84.75%
01-201-20-150-020	TAX ASSESSOR - OTHER EXPENSES	\$2,600.00	\$0.00	\$0.00	\$2,600.00	0.00%	\$940.65	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%	0.00%
01-201-20-151-020	RESERVE FOR TAX APPEALS - OTHER EXPENSE	\$222,000.00	\$0.00	\$0.00	\$222,000.00	0.00%	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	\$132,500.00	\$16,844.98	\$42,059.94	\$73,595.08	12.71%	\$97,858.15	\$35,000.00	\$17,036.04	\$4,166.66	\$13,797.30	48.67%	60.58%
01-201-20-165-020	ENGINEERING SERVICES	\$47,100.00	\$2,107.69	\$3,441.10	\$41,551.21	4.47%	\$41,137.19	\$24,000.00	\$315.00	\$6,096.30	\$17,988.70	1.31%	26.71%
01-201-21-180-001	PLANNING BOARD - SALARY & WAGE	\$11,326.00	\$2,598.85	\$0.00	\$8,727.15	22.95%	\$10,258.51	\$2,900.00	\$2,517.13	\$0.00	\$382.87	86.80%	86.80%
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	\$11,326.00	\$846.89	\$280.16	\$11,197.95	6.87%	\$10,139.73	\$3,500.00	\$755.97	\$126.21	\$2,617.82	21.60%	25.21%
01-201-21-185-001	BD OF ADJUST - SALARY & WAGE	\$15,825.00	\$582.77	\$14,288.81	\$953.42	3.68%	\$13,390.25	\$7,000.00	\$2,517.13	\$0.00	\$382.87	86.80%	86.80%
01-201-22-195-001	UNIFORM CONST CODE SALARY/WAGE	\$115,924.00	\$28,006.65	\$0.00	\$87,917.35	24.16%	\$95,269.02	\$34,000.00	\$26,959.49	\$0.00	\$7,040.51	79.29%	79.29%
01-201-22-195-020	UNIFORM CONST - OTHER EXPENSES	\$11,360.00	\$686.87	\$0.00	\$10,673.13	6.05%	\$7,938.08	\$2,500.00	\$354.00	\$0.00	\$2,146.00	14.16%	14.16%
01-201-22-196-001	CODE ENFORCEMENT - SALARY & WAGE	\$44,836.00	\$12,164.99	\$0.00	\$32,671.01	27.13%	\$43,741.99	\$16,000.00	\$12,508.16	\$0.00	\$3,491.84	78.18%	78.18%
01-201-22-196-020	CODE ENFORCEMENT - OTHER EXPENSES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
01-201-23-210-020	INSURANCE - LIABILITY	\$104,588.00	\$48,699.00	\$0.00	\$55,889.00	46.56%	\$90,092.00	\$54,500.00	\$48,195.50	\$0.00	\$6,304.50	88.43%	88.43%
01-201-23-215-020	WORKERS COMPENSATION	\$85,496.00	\$42,748.00	\$0.00	\$42,748.00	50.00%	\$82,546.00	\$41,500.00	\$41,273.00	\$0.00	\$227.00	99.45%	99.45%
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	\$372,525.00	\$131,202.79	\$8,943.71	\$232,378.50	35.22%	\$352,396.10	\$260,000.00	\$123,524.80	\$8,540.93	\$127,934.27	47.51%	50.79%
01-201-23-225-020	INSURANCE - UNEMPLOYMENT COMPENSATION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
01-201-25-240-001	POLICE DEPT - SALARY & WAGE	\$1,896,051.00	\$492,500.00	\$0.00	\$1,403,551.00	25.98%	\$1,880,749.36	\$650,000.00	\$498,635.16	\$0.00	\$151,364.84	76.71%	76.71%
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	\$126,170.00	\$12,516.18	\$24,009.21	\$89,644.61	9.92%	\$87,739.21	\$77,000.00	\$16,563.45	\$12,468.14	\$47,968.41	21.51%	37.70%
01-201-25-241-020	TRAFFIC & SAFETY COMM - OTHER EXPENSES	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%	\$1,464.99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
01-201-25-250-020	INTERLOCAL SERVICES: MC DISPATCH - OE	\$106,190.00	\$26,547.42	\$0.00	\$79,642.58	25.00%	\$106,389.69	\$26,700.00	\$0.00	\$26,597.43	\$102.57	0.00%	98.62%
01-201-25-251-020	INTERLOCAL SERVICES: DENVILLE COURT - OE	\$57,708.00	\$14,427.00	\$0.00	\$43,281.00	25.00%	\$56,855.00	\$14,500.00	\$0.00	\$14,213.75	\$286.25	0.00%	98.03%
01-201-25-252-001	EMERGENCY MGMT - SALARY & WAGE	\$5,500.00	\$1,604.19	\$0.00	\$3,895.81	29.17%	\$6,750.00	\$2,700.00	\$2,333.31	\$0.00	\$366.69	86.42%	86.42%
01-201-25-252-020	EMERGENCY MGMT - OTHER EXPENSE	\$4,925.00	\$0.00	\$1,380.70	\$3,544.30	0.00%	\$1,189.08	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
01-201-25-255-001	FIRE DEPT - SALARY & WAGE	\$7,841.00	\$2,187.50	\$0.00	\$5,653.50	27.90%	\$7,500.03	\$2,600.00	\$2,187.50	\$0.00	\$412.50	21.35%	58.60%
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	\$31,500.00	\$4,741.57	\$645.21	\$26,113.22	15.05%	\$18,481.04	\$7,000.00	\$1,494.67	\$2,607.19	\$2,888.14	0.00%	0.00%
01-201-25-260-020	VOL. AMBULANCE SQUAD CONTRIB	\$15,269.00	\$3,750.00	\$0.00	\$11,250.00	25.00%	\$15,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%	0.00%
01-201-25-266-020	FIRE DEPT - SAFETY - OTHER EXP	\$15,500.00	\$4,376.75	\$0.00	\$10,892.25	28.66%	\$15,006.00	\$5,400.00	\$4,316.69	\$0.00	\$5,000.00	3.00%	3.00%
01-201-26-290-001	STREETS & ROADS - SALARY/WAGE	\$362,557.00	\$469.34	\$0.00	\$1,030.66	31.29%	\$355,996.46	\$124,013.89	\$90.00	\$0.00	\$2,910.00	3.00%	3.00%
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	\$219,325.00	\$87,759.52	\$0.00	\$274,797.48	24.21%	\$196,202.81	\$87,000.00	\$33,018.54	\$0.00	\$15,244.58	87.71%	87.71%
01-201-26-300-020	SHADE TREE COMMISSION - O/E	\$71,400.00	\$33,715.73	\$18,284.02	\$167,325.25	15.37%	\$63,598.14	\$16,000.00	\$438.14	\$170.00	\$15,391.86	2.74%	3.80%
01-201-26-305-001	SOLID WASTE - SALARY & WAGES	\$22,500.00	\$0.00	\$0.00	\$22,500.00	0.00%	\$5,379.05	\$2,450.00	\$2,071.44	\$0.00	\$378.56	84.55%	84.55%
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	\$634,550.00	\$72,920.76	\$37,679.99	\$523,949.25	11.49%	\$590,793.51	\$95,000.00	\$36,171.34	\$10,991.25	\$47,837.41	38.08%	49.64%
01-201-26-306-020	RECYCLING TAX	\$4,700.00	\$951.93	\$0.00	\$3,748.07	20.25%	\$3,437.22	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%

Borough of Mountain Lakes Budget Comparison  
Current Fund - Expenditure Budgets

Account Number	Description	Activity to 3/31/2020					Activity to 3/31/2019					% Expended & Encum.	% Expended	% & Encum.
		Budget	Activity	Encumbered	Balance	Expended	Temporary Budget	Activity	Encumbered	Balance	Expended			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	\$32,600.00	\$842.13	\$1,773.78	\$29,984.09	2.58%	\$7,000.00	\$13,187.57	\$3,047.22	\$2,579.05	19.62%	63.16%		
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	\$53,000.00	\$7,587.09	\$8,881.10	\$36,531.81	14.32%	\$42,000.00	\$51,154.45	\$17,423.75	\$22,011.06	6.11%	47.59%		
01-201-27-330-001	BOARD OF HEALTH - SALARY/WAGE	\$5,000.00	\$1,458.31	\$0.00	\$3,541.69	29.17%	\$1,900.00	\$4,999.92	\$1,458.31	\$441.69	76.75%	76.75%		
01-201-27-330-020	BOARD OF HEALTH - OTHER EXP.	\$26,192.00	\$6,548.00	\$0.00	\$19,644.00	25.00%	\$7,000.00	\$25,678.00	\$6,419.50	\$580.50	0.00%	91.71%		
01-201-27-335-020	ENVIRONMENTAL COMM. - OTHER EXP.	\$9,400.00	\$401.73	\$0.00	\$8,998.27	4.27%	\$1,700.00	\$2,799.51	\$0.00	\$1,700.00	0.00%	0.00%		
01-201-27-337-020	WOODLAND COMMITTEE - OTHER EXPENSE	\$900.00	\$0.00	\$416.00	\$484.00	0.00%	\$500.00	\$2,666.16	\$0.00	\$263.00	0.00%	47.40%		
01-201-27-340-020	DOG REGULATION - OTHER EXPENSE	\$2,500.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$2,000.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-27-360-020	CONTRIB TO SENIOR CITIZENS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$200.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-28-370-001	RECREATION DEPT. - SALARY/WAGE	\$93,366.00	\$8,356.25	\$0.00	\$85,009.75	8.95%	\$10,000.00	\$77,693.51	\$0.00	\$200.00	0.00%	0.00%		
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	\$35,375.00	\$1,022.77	\$818.22	\$33,534.01	2.89%	\$5,000.00	\$24,178.69	\$0.00	\$1,601.74	0.00%	81.90%		
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	\$155,750.00	\$640.00	\$2,480.00	\$152,630.00	0.41%	\$5,000.00	\$121,013.40	\$1,945.56	\$3,398.26	0.00%	32.03%		
01-201-29-390-020	AID TO PUBLIC LIBRARY	\$298,015.00	\$87,700.00	\$210,315.00	\$0.00	29.43%	\$108,500.00	\$274,292.00	\$65,749.98	\$1,036.04	38.91%	59.63%		
01-201-30-415-010	ACCUMULATED LEAVE COMPENSATION - S&W	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%	101.00%		
01-201-30-420-020	CELEBRATION OF PUBLIC EVENTS - O/E	\$6,250.00	\$0.00	\$0.00	\$6,250.00	0.00%	\$500.00	\$6,859.02	\$0.00	\$500.00	0.00%	0.00%		
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	\$53,025.00	\$6,711.81	\$0.00	\$46,313.19	12.66%	\$10,818.02	\$46,850.74	\$5,687.72	\$0.00	\$5,130.30	52.58%	52.58%	
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	\$47,940.00	\$5,585.47	\$0.00	\$42,354.53	11.65%	\$6,000.00	\$42,491.81	\$2,306.55	\$2,981.90	38.44%	88.14%		
01-201-31-437-020	NATURAL GAS	\$25,250.00	\$5,752.57	\$1,629.75	\$17,867.68	22.78%	\$24,540.25	\$24,540.25	\$7,083.00	\$2,109.65	\$1,807.35	64.39%	83.57%	
01-201-31-440-020	TELECOMMUNICATIONS	\$22,725.00	\$5,306.29	\$12,450.00	\$4,968.71	23.35%	\$8,000.00	\$20,316.24	\$5,628.31	\$0.00	\$2,371.69	70.35%	70.35%	
01-201-31-447-020	PETROLEUM PRODUCTS	\$37,875.00	\$6,382.61	\$8,710.87	\$22,781.52	16.85%	\$30,000.00	\$24,536.36	\$13,803.32	\$8,977.95	24.06%	70.07%		
01-201-31-456-010	RESERVE FOR SALARY ADJUSTMENT - S&W	\$15,500.00	\$0.00	\$0.00	\$15,500.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-36-471-020	PERIS	\$124,823.00	\$122,230.62	\$0.00	\$2,592.38	97.92%	\$150,410.52	\$151,062.93	\$0.00	\$0.00	100.00%	100.00%		
01-201-36-472-020	SOCIAL SECURITY (O.A.S.I.)	\$112,357.00	\$36,081.91	\$0.00	\$76,295.09	32.10%	\$34,500.00	\$111,112.75	\$30,524.30	\$3,975.70	88.48%	88.48%		
01-201-36-475-000	PPRS - CONTRIBUTION	\$443,314.00	\$442,664.00	\$0.00	\$650.00	99.85%	\$416,617.00	\$416,768.46	\$0.00	\$0.00	100.00%	100.00%		
01-201-36-476-020	LENGTH OF SVS AWARDS (LOSAP)	\$22,500.00	\$0.00	\$0.00	\$22,500.00	0.00%	\$0.00	\$18,400.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-36-477-020	DCRP - EMPLOYER	\$6,500.00	\$1,665.36	\$0.00	\$4,834.64	25.62%	\$1,500.00	\$7,088.01	\$1,257.69	\$242.31	83.85%	83.85%		
01-201-41-700-000	GRANT EXPENDITURES	\$19,245.08	\$0.00	\$0.00	\$19,245.08	0.00%	\$0.00	\$22,998.86	\$0.00	\$0.00	0.00%	0.00%		
01-201-44-901-020	CAPITAL IMPROVEMENT FUND	\$412,582.00	\$0.00	\$0.00	\$412,582.00	0.00%	\$0.00	\$148,196.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-45-920-020	PAYMENT OF BOND PRINCIPAL	\$1,020,000.00	\$200,000.00	\$0.00	\$820,000.00	19.61%	\$200,000.00	\$1,020,000.00	\$200,000.00	\$0.00	100.00%	100.00%		
01-201-45-925-020	PAYMENT OF BAN PRINCIPAL	\$89,485.00	\$0.00	\$0.00	\$89,485.00	0.00%	\$0.00	\$228,425.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-45-930-020	INTEREST ON BONDS	\$191,225.00	\$89,362.50	\$0.00	\$101,862.50	46.73%	\$100,962.50	\$228,425.00	\$100,962.50	\$0.00	100.00%	100.00%		
01-201-45-935-020	INTEREST ON NOTES	\$12,982.00	\$0.00	\$0.00	\$12,982.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-46-880-020	DEFERRED CHARGES	\$20,885.59	\$0.00	\$0.00	\$20,885.59	0.00%	\$0.00	\$70,887.00	\$0.00	\$0.00	0.00%	0.00%		
01-201-50-899-020	RESERVE FOR UNCOLLECTED TAXES	\$1,460,811.82	\$0.00	\$0.00	\$1,460,811.82	0.00%	\$0.00	\$1,455,361.00	\$0.00	\$0.00	0.00%	0.00%		
TOTALS		\$10,149,980.49	\$2,150,111.12	\$409,773.52	\$7,550,075.85	21.58%	\$2,924,771.93	\$9,174,881.74	\$2,097,871.47	\$220,502.43	\$606,998.03	71.73%	79.27%	



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**BOROUGH OF MOUNTAIN LAKES  
INTEROFFICE MEMORANDUM**

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**TO:** Mitchell Stern, Borough Manager

**SUBJECT:** First Quarter 2020 Water Budget Report  
First Quarter 2020 Sewer Budget Report

**DATE:** April 22, 2020

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Attached are the first quarter budget reports for the water operating and sewer operating budgets:  
Water Operating:

- The total Water Operating budget is \$868,650.00, our receipts for the first quarter were \$141,189.48. The first quarter payment was due on 2/24 and delinquent notices were mailed out on 3/16 with a due date of 3/30.
- The expenditures paid or charged at 3/31/20 are approximately 21.45% of the total budget.

Sewer Operating:

- The total Sewer Operating budget is \$898,566.00, our receipts for the first quarter were \$238,674.43. The first quarter payment was due on 2/24 and delinquent notices were mailed out on 3/16 with a due date of 3/30.
- The expenditures paid or charged at 3/31/20 are approximately 22.15% of the total budget.



Monica Goscicki  
Chief Financial Officer



Borough of Mountain Lakes

Water Operating - Revenue Budgets

Account Number	Description	Activity to 3/31/2020			Total Realized in 2019	Temporary Budget	Activity to 3/31/2019		
		Budget	Activity	Balance			% Received	Activity	Balance
05-192-08-501-000	ANTICIPATED SURPLUS	\$105,650.00	\$0.00	\$105,650.00	\$109,342.00	\$0.00	\$0.00	\$0.00	
05-192-17-000-000	WATER OPERATING REVENUES	\$763,000.00	\$131,617.17	\$631,382.83	\$817,818.76	\$286,116.22	\$124,764.49	\$161,351.73	43.61%
05-192-17-100-000	MRNA - INTEREST EARNED		\$9,572.31	-\$9,572.31	\$1,556.55	\$0.00	\$396.05	-\$396.05	
TOTALS		\$868,650.00	\$141,189.48	\$727,460.52	\$928,717.31	\$286,116.22	\$125,160.54	\$160,955.68	43.74%

Water Operating - Expenditure Budgets

Account Number	Description	Activity to 3/31/2020			Total Expended in 2019/2020	Temporary Budget	Activity to 3/31/2019		
		Budget	Activity	Encumbered			Balance	% Expended	Activity
05-201-55-510-001	Water Operating - Salary & Wages	\$429,491.00	\$107,839.02	\$0.00	\$407,887.44	\$142,000.00	\$115,278.04	\$0.00	\$26,721.96
05-201-55-520-520	Water Operating - Other Expenses	\$374,352.00	\$27,372.06	\$26,753.60	\$332,836.44	\$112,690.10	\$30,065.17	\$36,991.20	\$45,633.73
05-201-55-527-000	Water - Capital Outlay	\$15,000.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$0.00	\$0.00	\$0.00
05-201-55-531-000	Water - Social Security	\$32,856.00	\$7,786.58	\$0.00	\$30,103.19	\$11,000.00	\$8,437.06	\$0.00	\$2,562.94
05-201-55-532-000	Water - P.E.R.S.	\$16,951.00	\$16,599.22	\$0.00	\$20,426.12	\$20,426.12	\$20,426.12	\$0.00	\$0.00
05-201-55-534-000	Water - Emergency			\$351.78		\$0.00	\$0.00	\$0.00	\$0.00
TOTALS		\$868,650.00	\$159,596.88	\$26,753.60	\$796,653.19	\$286,116.22	\$174,206.39	\$36,991.20	\$74,918.63
									60.89%

Borough of Mountain Lakes

Sewer Operating - Revenue Budgets

Account Number	Description	Activity to 3/31/2020				Activity to 3/31/2019			
		Budget	Activity	Balance	% Received	Temporary Budget	Activity	Balance	% Received
07-192-08-501-000	ANTICIPATED SURPLUS	\$18,566.00	\$0.00	\$18,566.00	0.00%				
07-192-17-000-000	SEWER OPERATING REVENUES:	\$860,000.00	\$231,155.16	\$628,844.84	26.88%	\$340,729.29	\$203,552.21	\$137,177.08	59.74%
07-192-17-001-000	SEWER - MISCELLANEOUS FEES	\$20,000.00	\$7,519.27	\$12,480.73	37.60%	\$0.00	\$3,772.76	-\$3,772.76	
TOTALS		\$898,566.00	\$238,674.43	\$659,891.57	26.56%	\$340,729.29	\$207,324.97	\$133,404.32	60.85%

Sewer Operating - Expenditure Budgets

Account Number	Description	Activity to 3/31/2020				Activity to 3/31/2019				
		Budget	Activity	Encumbered	Balance	Temporary Budget	Activity	Encumbered	Balance	% Expended
07-201-55-510-001	Sewer Operating - Salary & Wages	\$237,650.00	\$58,392.60	\$0.00	\$179,257.40	\$98,000.00	\$68,549.55	\$0.00	\$29,450.45	69.95%
07-201-55-520-520	Sewer Operating - Other Expenses	\$620,407.00	\$114,458.24	\$9,939.30	\$496,009.46	\$220,673.93	\$113,653.89	\$41,879.43	\$65,140.61	70.48%
07-201-55-527-000	Sewer Operating - Capital Outlay	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
07-201-55-531-000	Sewer Operating - Social Security	\$18,181.00	\$4,183.31	\$0.00	\$13,997.69	\$5,200.00	\$5,024.70	\$0.00	\$175.30	96.63%
07-201-55-532-000	Sewer Operating - P.E.R.S.	\$12,328.00	\$12,072.16	\$0.00	\$255.84	\$16,855.36	\$14,855.36	\$0.00	\$2,000.00	88.13%
07-201-55-533-001	Sewer Operating - Deferred Charges									
TOTALS		\$898,566.00	\$189,106.31	\$9,939.30	\$699,520.39	\$340,729.29	\$202,083.50	\$41,879.43	\$96,766.36	71.60%

Borough of Mountain Lakes  
 Water and Sewer - Billing and Revenue  
 First Quarter 2020

	January	February	March
<b>Water:</b>			
Beginning Balance	\$10,234.39	\$125,025.47	\$34,787.09
Adjustments (+/-)			
Billed - Including Adjustments	\$138,899.71	\$3,003.12	\$3,688.41
Receipts - Including Adjustments	-\$24,108.63	-\$93,241.50	-\$20,137.73
Ending Balance	\$125,025.47	\$34,787.09	\$18,337.77
<b>Sewer:</b>			
Beginning Balance	\$48,535.06	\$238,260.37	\$76,346.20
Adjustments (+/-)			
Billed - Including Adjustments	\$235,054.11	\$2,463.91	\$4,686.26
Receipts - Including Adjustments	-\$45,328.80	-\$164,378.08	-\$28,494.71
Ending Balance	\$238,260.37	\$76,346.20	\$52,537.75

**Water and Sewer Billing by Quarter 2012-2019**  
In Gallons

	1Q		2Q		3Q		4Q		Total		Total Water & Sewer	Total Water Res & Comm
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer		
<b>2012</b>												
Residential	24,927,303.04	24,423,827.04	27,326,681.88	26,720,475.04	34,394,308.80	31,264,929.52	26,317,988.16	23,624,846.60	112,986,281.88	106,034,078.20	219,000,360.08	112,966,281.88
Yard	-	-	10,237,779.08	-	21,028,485.36	-	1,523,466.04	-	32,789,730.48	-	32,789,730.48	32,789,730.48
Commercial	3,476,009.80	3,753,274.80	4,400,476.88	3,670,254.32	8,447,819.32	5,060,474.52	4,452,112.88	3,723,491.20	20,776,518.88	16,207,494.84	36,984,013.72	20,776,518.88
	28,403,412.84	28,177,101.84	41,964,937.84	30,390,729.36	63,870,613.48	36,325,404.04	32,293,567.08	27,348,337.80	166,532,531.24	122,241,573.04	288,774,104.28	133,742,800.76
<b>2013</b>												
Residential	23,935,314.12	23,686,518.92	28,201,059.32	26,465,732.04	27,753,454.56	27,001,854.76	25,645,581.48	25,090,318.64	105,535,409.48	102,244,424.36	207,779,833.84	105,535,409.48
Yard	62,996.56	-	11,531,301.00	-	15,032,515.64	-	144,900.24	-	26,771,713.44	-	26,771,713.44	26,771,713.44
Commercial	2,962,869.68	3,094,069.68	3,206,565.00	5,090,365.08	22,629,530.00	20,117,161.12	3,673,481.96	3,967,981.96	32,472,446.64	32,269,577.84	64,742,024.48	32,472,446.64
	26,961,180.36	26,780,588.60	42,938,925.32	31,556,097.12	65,415,500.20	47,119,015.88	29,465,963.68	29,058,300.60	164,779,569.56	134,514,002.20	299,293,571.76	138,007,856.12
<b>2014</b>												
Residential	25,980,397.32	24,885,773.72	23,574,126.28	23,060,619.60	29,409,547.12	28,250,088.52	24,491,385.04	24,121,539.60	103,455,455.76	100,318,021.44	203,773,477.20	103,455,455.76
Yard	86,827.84	-	10,554,092.84	-	18,132,628.72	-	156,067.68	-	28,929,617.08	-	28,929,617.08	28,929,617.08
Commercial	3,456,493.96	3,617,343.96	1,949,776.00	3,445,730.20	4,214,470.00	4,198,476.88	2,319,416.00	3,874,224.80	11,940,155.96	15,135,775.84	27,075,931.80	11,940,155.96
	29,523,719.12	28,503,117.68	36,077,995.12	26,506,349.80	51,756,645.84	32,448,565.40	26,966,868.72	27,995,764.40	144,325,228.80	115,453,797.28	259,779,026.08	115,395,611.72
<b>2015</b>												
Residential	26,103,722.04	25,212,817.04	27,215,618.72	26,066,436.28	31,359,052.64	29,622,529.00	29,374,097.04	28,844,291.68	114,052,490.44	109,746,074.00	223,798,564.44	114,052,490.44
Yard	15,596.04	-	13,772,653.24	-	20,890,566.40	-	266,534.84	-	34,945,350.52	-	34,945,350.52	34,945,350.52
Commercial	3,700,402.04	3,862,147.04	4,061,678.84	2,626,488.12	6,871,637.44	4,717,580.00	3,437,850.28	3,615,369.68	18,071,568.60	14,821,584.84	32,893,153.44	18,071,568.60
	29,819,720.12	29,074,964.08	45,049,950.80	28,692,924.40	59,121,256.48	34,340,109.00	35,078,482.16	32,459,661.36	167,069,409.56	124,567,658.84	291,637,068.40	132,124,059.04
<b>2016</b>												
Residential	17,993,622.04	18,346,543.28	29,706,092.56	28,687,308.08	32,663,837.32	31,481,829.24	23,951,436.80	24,309,167.04	104,314,988.72	102,824,847.64	207,139,836.36	104,314,988.72
Yard	29,381.44	-	19,739,595.16	-	22,902,957.24	-	572,504.24	-	43,244,438.08	-	43,244,438.08	43,244,438.08
Commercial	2,196,989.00	2,263,151.00	4,798,475.44	4,109,352.36	6,218,734.84	4,271,294.80	2,759,778.44	2,946,819.44	15,973,977.72	13,125,283.16	29,564,595.32	15,973,977.72
	20,219,992.48	20,609,694.28	54,244,163.16	32,796,660.44	61,785,529.40	35,753,124.04	27,283,719.48	27,255,986.48	163,533,404.52	116,415,465.24	279,948,869.76	120,288,966.44
<b>2017</b>												
Residential	22,830,865.00	22,888,733.84	25,549,138.96	24,771,044.08	25,109,834.20	24,246,142.36	21,901,129.88	22,299,119.52	95,390,968.04	94,199,039.80	189,590,007.84	95,390,968.04
Yard	155,968.52	-	13,855,956.68	-	16,339,274.68	-	178,372.04	-	30,529,571.92	-	30,529,571.92	30,529,571.92
Commercial	3,139,238.04	3,363,538.04	3,609,992.88	3,263,013.28	3,604,578.64	3,183,025.80	3,130,120.96	3,315,706.04	13,483,990.52	13,125,283.16	26,609,213.68	13,483,990.52
	26,126,071.56	26,252,271.88	43,015,088.52	28,034,057.36	45,053,687.52	27,429,168.16	25,209,622.88	25,608,825.56	139,404,470.48	107,324,322.96	246,728,793.44	108,874,898.56
<b>2018</b>												
Residential	22,446,514.44	23,300,720.20	21,776,923.76	21,640,726.32	27,307,292.16	26,872,337.56	20,798,653.72	21,224,128.40	92,329,384.08	93,037,912.48	185,367,296.56	92,329,384.08
Yard	33,709.00	-	12,321,982.44	-	17,198,510.32	-	19,100.00	-	29,573,301.76	-	29,573,301.76	29,573,301.76
Commercial	3,226,183.48	3,147,937.00	5,651,948.24	3,187,636.00	5,885,141.04	4,933,749.80	3,068,505.36	3,229,948.36	17,831,778.12	14,499,271.16	32,331,049.28	17,831,778.12
	25,706,406.92	26,448,657.20	39,750,854.44	24,828,362.32	50,390,943.52	31,806,087.36	23,886,259.08	24,454,076.76	139,734,463.96	107,537,183.64	247,271,647.60	110,161,162.20
<b>2019</b>												
Residential	20,962,108.84	20,860,361.96	22,743,753.68	22,384,406.92	26,179,373.44	24,992,783.76	24,748,316.12	24,986,100.32	94,633,552.08	93,223,652.96	187,857,205.04	94,633,552.08
Yard	-	-	9,717,477.60	-	17,016,884.56	-	4,488.00	-	26,738,800.16	-	26,738,800.16	26,738,800.16
Commercial	3,184,787.68	3,271,117.96	5,732,355.40	4,905,997.76	7,939,715.84	6,659,473.88	3,954,193.24	3,843,173.24	20,811,052.16	18,679,762.84	39,490,815.00	20,811,052.16
	24,146,896.52	24,131,479.92	38,193,586.68	27,290,404.68	51,135,923.84	31,652,257.64	28,706,997.36	28,829,273.56	142,183,404.40	111,903,415.80	254,086,820.20	115,444,604.24

Note:

1st Quarter use is January-March current year

2nd Quarter use is April-June current year

3rd Quarter use is July-September current year

4th Quarter use is October-December current year

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**BOROUGH OF MOUNTAIN LAKES  
INTEROFFICE MEMORANDUM**

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**TO:** Mitchell Stern, Borough Manager

**SUBJECT:** Capital Funding


**DATE:** April 27, 2020

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Below is an analysis of the general capital funding needed for the next 12 months:

Cash Balance at 4/20/20	\$ 676,548.68
Current Outstanding Encumbrances	-93,584.58
Projected Expenditure for next 12 months:	
Ord. 17-12	\$ 50,000.00
Ord. 6-14	92.20
Ord. 6-16	185,752.19
Ord. 5-17	21,041.10
Ord. 4-18	27,806.18
Ord. 2-19	216,344.29
Ord. 10-19	<u>552,750.05</u>
Ord. 4-20	861,595.00
Building Renovation	<u>3,000,000.00</u>
Subtotal	<u>-4,915,381.01</u>
Amount needed	-4,332,416.91

The amount of debt authorized for ordinance 2-19 is \$2,815,758.00 less DEP dam loan of \$1,995,000.00 less cancelation of balances in 2020 of \$708.73 would equal \$820,049.27. The amount of debt authorized for ordinance 10-19 is \$105,000.00. The total minimum amount that we must borrow in bond anticipation notes by year end would be \$925,049.27.

  
Monica Goscicki  
Chief Financial Officer

Borough of Mountain Lakes  
2020 Reserve Accounts

	Balance 12/31/2019	1st Qtr 2020		2nd Qtr 2020		3rd Qtr 2020		4th Qtr 2020		Balance
		Increases	Decreases	Increases	Decreases	Increases	Decreases	Increases	Decreases	
Reserve for Tax Appeals	\$252,303.08 **		\$13,648.00							\$238,655.08
Reserve for Storm Recovery	\$248,470.10	\$2,000.00								\$250,470.10
Reserve for Accum. Absences	\$50,000.00									\$50,000.00
Reserve for Liability Insurance	\$50,000.00									\$50,000.00
Capital Improvement Fund	\$67,944.91									\$67,944.91
Premium on Bonds	\$91,339.90 *									\$91,339.90

\* Premium on Bonds is part of the General Capital Fund Balance. The balance as of 12/31/2019 is the premium from the 2017 bond sale.

\*\* \$216,429.08 of the Reserve for Tax Appeals balance at 12/31/19 is for the settled tax appeal for Fairfield Industries. The final payment is due May 2020.

\*\*\* \$2,000.00 donation from Bella Memorial Fund Inc. for Covid 19. State informed municipalities that their Reserve for Storm Recovery could be used for Covid 19 expenses.

Borough of Mountain Lakes

Fund Number	Capital and Trust Accounts		Cash Balance 3/31/2020
4	General Capital		\$ 719,222.39
	Subaccounts - Part of the cash balance		
	Capital Improvement Fund Balance	67,944.91	
	Premium on Bonds - Part of Fund Balance	91,339.90	
6	Water Capital		\$ 13,891.75
8	Sewer Capital		\$ 39,643.42
12	Payroll Agency		\$ 28,028.96
13	Animal Control		\$ 8,497.67
14	Unemployment		\$ 22,396.73
17	Developer's Escrow		\$ 97,269.25
18	Other Trust		\$ 462,700.90
	Subaccounts:		
	Reserve for Municipal Alliance	7,674.76	
	Reserve for Parking Offenses Adj. Act	210.69	
	Fire Marshall Trust	4,314.76	
	Tax Sale Premiums	98,000.00	
	Video Systems for Police Cars	850.00	
	Reserve for Accumulated Absences	50,000.00	
	Reserve for Storm Recovery	250,470.10	
	Reserve for Liability Insurance	50,000.00	
19	Police Outside Services		\$ 81,994.00
20	Affordable Housing		\$ 1,118.79
23	Police Forfeiture of Assets		\$ 7,485.41
26	Flexible Spending		\$ 1,574.29
32	Shade Tree		\$ 4,431.99
33	Recreation		\$ 299,955.48
	Subaccounts:		
	Historic Preservation Comm.	28,540.21	
	Mountain Lakes Centennial Comm.	15,997.97	
	Spruce Edge Parks/Walkways	24,404.44	
	Various Recreation Programs	231,012.86	
49	Net Payroll		11.92



# Capital Ordinances

Activity to 03/31/2020

\*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Matching: 0421555976000 to 0421555986002

Account Number	Description	Budget	Activity	Encumbered	Balance
<b>04-215-55-976-000</b>	<b>2012 Bond Ordinance 17-12</b>				
04-215-55-976-010	Facility Improvements	202,000.00	133,872.22	951.28	67,176.50
04-215-55-976-011	Borough Computer	15,000.00	15,000.00	-	-
04-215-55-976-012	Road Resurfacing	285,000.00	285,000.00	-	-
04-215-55-976-013	Reconstruction of Curbs & Sidewalks	110,000.00	110,000.00	-	-
04-215-55-976-014	Stormwater Drainage System	65,000.00	65,000.00	-	-
04-215-55-976-015	Water Supply - Well #4, hydrants, shed	141,000.00	141,000.00	-	-
04-215-55-976-016	Equipment Purchases	93,425.00	93,425.00	-	-
		<b>911,425.00</b>	<b>843,297.22</b>	<b>951.28</b>	<b>67,176.50</b>
<b>04-215-55-978-000</b>	<b>2014 CAPITAL PROGRAM</b>				
04-215-55-978-001	ACQUISITION OF VARIOUS EQUIPMENT	80,100.00	80,100.00	-	-
04-215-55-978-002	IMPROVEMENT OF MUNICIPAL FACILITIES	251,000.00	251,000.00	-	-
04-215-55-978-003	ACQUISITION OF COMPUTER EQUIPMENT	4,000.00	4,000.00	-	-
04-215-55-978-004	VARIOUS ROAD IMPROVEMENTS	406,300.00	406,300.00	-	-
04-215-55-978-005	CONST & RECONST OF CURBS & SIDEWALKS	100,000.00	100,000.00	-	-
04-215-55-978-006	IMPROVEMENT OF STORM WATER DRAINAGE SYS	65,000.00	65,000.00	-	-
04-215-55-978-007	IMPROV OF WATER SUPPLY & DISTRIBUTION	30,000.00	29,907.80	-	92.20
		<b>936,400.00</b>	<b>936,307.80</b>		<b>92.20</b>
<b>04-215-55-982-000</b>	<b>2016 CAPITAL ORDINANCE 06-16</b>				
04-215-55-982-001	Police - Recording System	3,500.00	3,500.00	-	-
04-215-55-982-002	Police - Pole Cameras	18,500.00	18,500.00	-	-
04-215-55-982-003	Fire - General Equipment	25,000.00	25,000.00	-	-
04-215-55-982-004	Public Works - Street Signs	18,000.00	18,000.00	-	-
04-215-55-982-005	CERT/Police - Radios	5,000.00	5,000.00	-	-
04-215-55-982-006	Public Works - Road Paving	270,000.00	270,000.00	-	-
04-215-55-982-007	Public Works - Road Paving State Aid	160,000.00	160,000.00	-	-
04-215-55-982-008	Public Works - Curbs & Sidewalks	50,000.00	50,000.00	-	-
04-215-55-982-009	Public Works - Storm Drain System	38,000.00	32,458.76	-	5,541.24
04-215-55-982-010	Water Utility - Insertion Valve	23,000.00	23,000.00	-	-

# Capital Ordinances

Activity to 03/31/2020

\* ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Matching: 0421555976000 to 0421555986002

Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-982-011	Water Utility - Hydrant Replacement	12,000.00	12,000.00	-	-
04-215-55-982-012	Public Works - Jet Vac	16,000.00	16,000.00	-	-
04-215-55-982-013	Bldgs & Grds - Borough Hall Roof	35,000.00	35,000.00	-	-
04-215-55-982-014	Bldgs & Grds - Railroad Station Steps	55,000.00	23,550.75	-	31,449.25
04-215-55-982-015	Bldgs & Grds - Espplande Steps	12,000.00	12,000.00	-	-
04-215-55-982-016	Recreation - Midvale Boat Dock	15,000.00	15,000.00	-	-
04-215-55-982-017	Public Works - Blvd Traf. Light Generato	6,000.00	6,000.00	-	-
04-215-55-982-018	Recreation - Midvale Park Improvements	26,000.00	20,535.00	-	5,465.00
04-215-55-982-019	Manager - Annual Computer Upgrades	17,100.00	8,096.02	3,104.56	5,899.42
04-215-55-982-020	Manager - Server Upgrade - ECM	45,000.00	30,700.45	-	14,299.55
04-215-55-982-021	Police - Scheduling Software	3,300.00	3,300.00	-	-
04-215-55-982-022	Recreation - Island Beach Improv.	641,350.00	224,186.12	51,309.69	365,854.19
04-215-55-982-023	Recreation - Birchwood Lake Improv.	716,250.00	612,767.99	522.01	102,960.00
04-215-55-982-024	Sec.20 - Architect & Eng. Beach Projects	165,400.00	161,189.05	-	4,210.95
04-215-55-982-025	Public Works - HD Pick-up	52,000.00	46,464.64	-	5,535.36
		<b>2,428,400.00</b>	<b>1,832,248.78</b>	<b>54,936.26</b>	<b>541,214.96</b>

**04-215-55-983-000**

**2017 CAPITAL ORDINANCE 05-17**

04-215-55-983-001	Police - Dash Cam System	57,300.00	48,161.27	-	-
04-215-55-983-002	Fire - Personal Protective Gear (6 sets)	7,488.00	7,488.00	-	9,138.73
04-215-55-983-003	Fire - Pagers (2)	900.00	900.00	-	-
04-215-55-983-004	Fire - Positive Pressure Fan	4,900.00	-	-	4,900.00
04-215-55-983-005	Public Works-Street Sign Replacement	18,000.00	16,357.94	-	1,642.06
04-215-55-983-006	Public Works - Pollard Rd. Paving	50,000.00	50,000.00	-	-
04-215-55-983-007	Public Works - Road Milling @Gas Co Proj	25,000.00	25,000.00	-	-
04-215-55-983-008	Public Works - Pollard Rd. Water Main	375,000.00	375,000.00	-	-
04-215-55-983-009	Bldg & Grds-Eng & Design Sunset Lake Dam	99,000.00	77,958.90	-	21,041.10
04-215-55-983-010	Public Works - Aeration System-Birchwood	20,000.00	20,000.00	-	-
04-215-55-983-011	Public Works-Pick up Truck Replacement-2	43,000.00	43,000.00	-	-
04-215-55-983-012	Fire - Jaws of Life & Telescopic Ram	11,712.00	11,712.00	-	-
		<b>712,300.00</b>	<b>675,578.11</b>	<b>-</b>	<b>36,721.89</b>

# Capital Ordinances

Activity to 03/31/2020

\*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Matching: 0421555976000 to 0421555986002

Account Number	Description	Budget	Activity	Encumbered	Balance
<b>2018 CAPITAL ORDINANCE 4-18</b>					
04-215-55-984-001	Police Weapon Replacement	10,000.00	5,670.00	4,067.05	262.95
04-215-55-984-002	Fire Personal Protective Gear	9,600.00	9,600.00	-	-
04-215-55-984-003	Fire Pager Replacement	900.00	900.00	-	-
04-215-55-984-004	Fire Other Equipment	4,900.00	4,900.00	-	-
04-215-55-984-005	Public Works Repair Concrete Pad - Recyc	40,000.00	40,000.00	-	-
04-215-55-984-006	Public Works Drainage Projects	19,400.00	17,941.08	-	1,458.92
04-215-55-984-007	Pub Wks Rd Repav N.Pocono, Cres. & Gro	575,000.00	575,000.00	-	-
04-215-55-984-008	Public Works Curbs and Sidewalks	141,000.00	141,000.00	-	-
04-215-55-984-009	Water System Fire Hydrant Replace.	25,000.00	23,824.22	-	1,175.78
04-215-55-984-010	Water System Entry Door - Well #3	3,500.00	3,328.00	-	172.00
04-215-55-984-011	Water System Chlorine Injection Well #2	5,000.00	5,000.00	-	-
04-215-55-984-012	Water System Mag Meters Well #2,3,4	20,000.00	19,710.00	-	290.00
04-215-55-984-013	Manager Borough Hall Architect	50,000.00	18,300.00	-	31,700.00
04-215-55-984-014	Public Works Engine Replac. 2006 Pick up	3,000.00	3,000.00	-	-
04-215-55-984-015	Public Works Replace 1997 Utility Truck	49,000.00	46,725.26	-	2,274.74
04-215-55-984-016	Public Works Replace 1997 Toro Tractor	43,000.00	43,925.00	-	(925.00)
04-215-55-984-017	Public Works Replace 2006 Code/Bldg Veh	35,000.00	35,000.00	-	-
04-215-55-984-018	Police On Board Computers	30,000.00	27,600.47	1,612.44	787.09
04-215-55-984-019	Manager Lightning Detection System	20,000.00	-	-	20,000.00
04-215-55-984-020	Public Works Repair Fence - Recycling	17,900.00	12,803.83	-	5,096.17
04-215-55-984-021	Park Maintenance Cove Park Improvements	16,500.00	-	-	16,500.00
04-215-55-984-022	Park Maintenance Playground Safety Imp.	9,500.00	-	-	9,500.00
04-215-55-984-023	Finance Section 20 Costs	50,000.00	25,531.55	-	24,468.45
		<b>1,178,200.00</b>	<b>1,059,759.41</b>	<b>5,679.49</b>	<b>112,761.10</b>
<b>2019 CAPITAL ORDINANCE 2-19</b>					
04-215-55-985-001	POLICE LIVESCAN FINGERPRINT STATION	35,000.00	34,868.00	-	132.00
04-215-55-985-002	POLICE ELEC. SIGNBOARD/SPEED TRAILER	15,385.00	15,385.00	-	-
04-215-55-985-003	FIRE PERSONAL PROTECTIVE EQUIPMENT	28,800.00	4,413.00	-	24,387.00
04-215-55-985-004	FIRE OTHER EQUIPMENT	4,900.00	-	-	4,900.00
04-215-55-985-005	PUBLIC WORKS VEHICLE LIFT	72,250.00	72,202.27	-	47.73
04-215-55-985-006	PUBLIC WORKS RD REPAVING POCONO, MIDVALE	428,966.00	425,643.28	-	3,322.72
04-215-55-985-007	PUBLIC WORKS CURBS AND SIDEWALKS	141,000.00	48,765.43	-	92,234.57

# Capital Ordinances

Activity to 03/31/2020

\* ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Matching: 0421555976000 to 0421555966002

Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-985-008	MANAGER SUNSET LAKE DAM	2,100,000.00	10,035.00	10,050.00	2,079,915.00
04-215-55-985-009	PUBLIC WORKS DUMP TRUCK	195,000.00	194,471.00	-	529.00
04-215-55-985-010	PUB WORKS ASBESTOS ABATEMENT DPW FAC.	34,500.00	15,240.00	-	19,260.00
04-215-55-985-011	PARKS TENNIS COURT SURFACE REPAIRS	14,000.00	-	-	14,000.00
04-215-55-985-012	PARKS TENNIS COURT FENCE	21,000.00	-	-	21,000.00
04-215-55-985-013	PARKS MIDVALE PARK AED INSTALL	6,500.00	-	-	6,500.00
04-215-55-985-014	ENGINEERING - SECTION 20 COSTS	5,000.00	4,805.27	-	194.73
04-215-55-985-015	FINANCE - SECTION 20 COSTS	83,655.00	6,519.60	-	77,135.40
<b>2019 CAPITAL ORDINANCE 10-19</b>		<b>3,185,956.00</b>	<b>832,347.85</b>	<b>10,050.00</b>	<b>2,343,558.15</b>
04-215-55-986-001	ROAD REPAVING, MORRIS AVE.	598,690.00	54,696.16	-	543,993.84
04-215-55-986-002	SECTION 20 COSTS - FINANCE COSTS	11,310.00	675.00	-	10,635.00
<b>TOTALS</b>		<b>610,000.00</b>	<b>55,371.16</b>	<b>-</b>	<b>554,628.84</b>
<b>TOTALS</b>		<b>9,962,681.00</b>	<b>6,234,910.33</b>	<b>71,617.03</b>	<b>3,656,153.64</b>

The EDAC has reviewed the zoning ordinances for the OL-1, and OL-2 zones which span the length of westbound route 46.

The goal was similar to the review of Eastbound 46 in that we evaluated the current permitted, conditional, and supplemental uses so that Mountain lakes can better take advantage of responsible development efforts that may benefit and enhance our community.

Our recommendations are attached on the following page for review. The current zoning ordinance for the OL-1 and OL-2 zone, and referenced paragraphs 245 10c and 245 9.2 are also attached.

The next steps would be to provide the proposed permitted and conditional use list to the Borough Planner for incorporations into an ordinance for Council review.

Thank you

# ZONING MAP

## Borough of Mountain Lakes

Morris County, New Jersey  
 October 2018  
 Ord. 05-18



### LEGEND

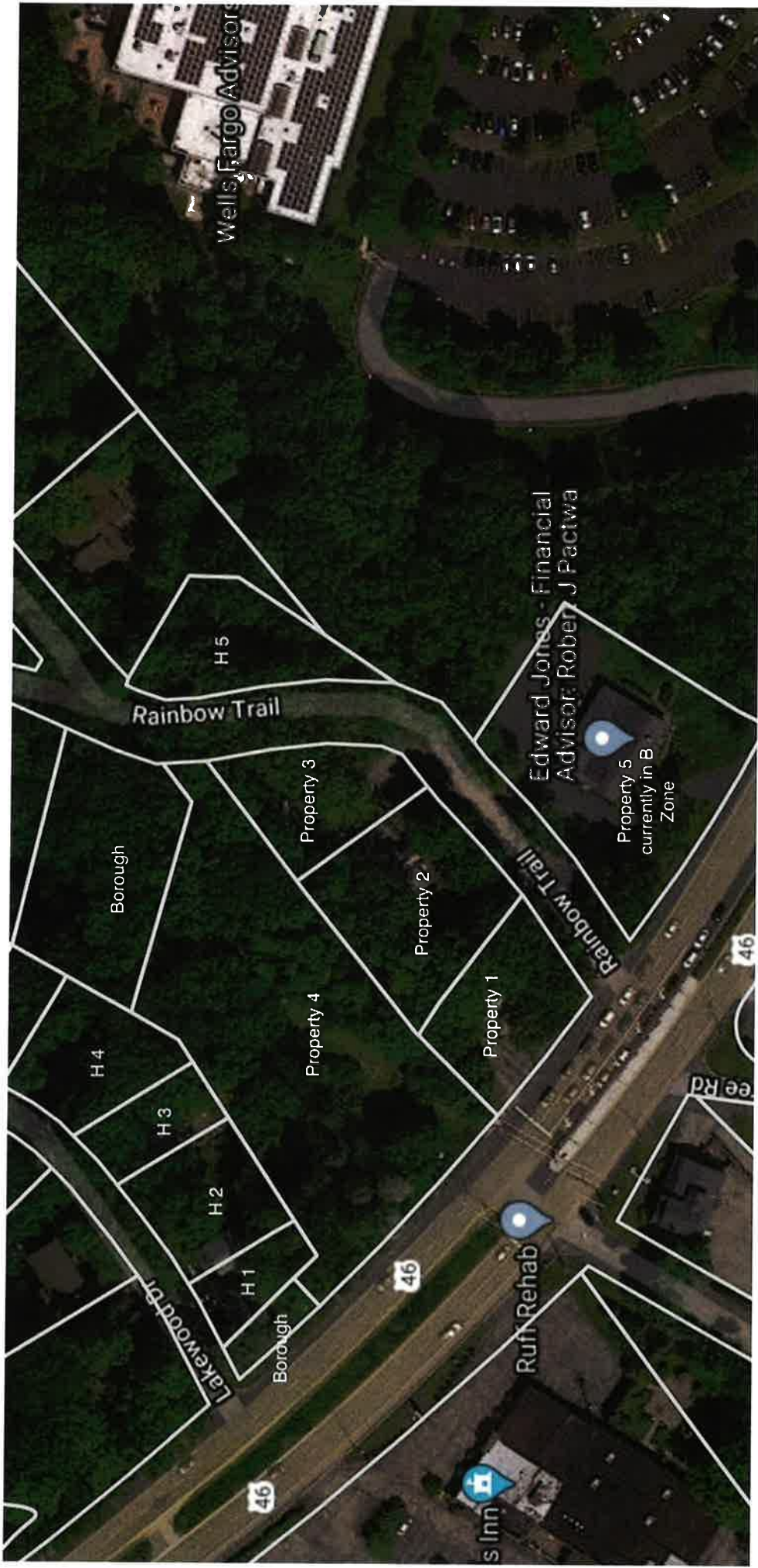
- R-AA RESIDENTIAL ZONE - SINGLE FAMILY
- R-A RESIDENTIAL ZONE - SINGLE FAMILY
- R-1 RESIDENTIAL ZONE - SINGLE FAMILY
- R-2 RESIDENTIAL ZONE - SINGLE FAMILY
- RC-1 RESIDENTIAL ZONE - SINGLE FAMILY CLUSTERING OPTION
- RC-2 RESIDENTIAL ZONE - SINGLE FAMILY CLUSTERING OPTION
- RC-3 RESIDENTIAL ZONE - SINGLE FAMILY CLUSTERING OPTION
- A BUSINESS ZONE
- B BUSINESS ZONE
- DL-1 OFFICE, LIGHT INDUSTRIAL ZONE
- OL-2 OFFICE, LIGHT INDUSTRIAL ZONE
- C-1 CONSERVATION ZONE - PASSIVE RECREATION
- C-2 CONSERVATION ZONE - ACTIVE RECREATION
- R-AH RESIDENTIAL ZONE - AFFORDABLE HOUSING
- R-AH2 RESIDENTIAL ZONE - AFFORDABLE HOUSING 2
- R-AH3 RESIDENTIAL ZONE - AFFORDABLE HOUSING 3 OVERLAY
- OL-2/R-1 OFFICE, LIGHT INDUSTRIAL ZONE/R-1 RESIDENTIAL OVERLAY



Prepared by  
**ANDERSON & DENZLER ASSOC.**  
 Consulting Engineers  
 January 17, 2018

EDAC OL-1, OL-2 Review	
OL-1 & OL-2 Section 245-12	
<b>Current Permitted Uses</b>	<b>Proposed Permitted Uses</b>
Business/Professional Service Offices	Business/Professional Service Offices
Light mfg or Data Processing	Light mfg or Data Processing
Financial Institutions	Financial Institutions
Retail/Wholesale	Retail/Wholesale
*Assisted Living* OL-2 Only	Assisted Living
	Adult Day Care
	Educational Play Center
	Health and Fitness Facility
	Indoor Commercial Recreation
	Instructional Schools and Studios
	Pet Care and Grooming
	Satellite Dry Cleaning
<b>Current Conditional/Supplementary Uses</b>	<b>Proposed Conditional/Supplementary Uses</b>
Essential Services**	Essential Services
Child Care Center	Child Care Center
Auto Service Station	REMOVE***Auto service station
Parking	Parking
	Hotel
	Drive in Restaurants
**Utility lines	Self Storage facility
	Electric Car Charging Station
	Multi Use Residential
	Assisted Living
	*** No longer a conditional/supp use
-----	
Recommend same Height considerations as EB 46	
Recommend to add 4 properties by Rainbow Trail to B zone	





Wells Fargo Advisor

Rainbow Trail

H 5

Edward Jones - Financial  
Advisor: Robert J Pactwa

Property 5  
currently in B  
Zone

Borough

Property 3

Property 2

Property 1

H 4

Property 4

H 3

H 2

H 1

Borough

Lakewood Blvd

46

Ruff Rehab

46

Lee Rd

s Inn

Address	Valuation	Acreage	Assessment
361 rt 46	357	0.3	9,670
3 Rainbow Tra	335	0.42	9,067
5 Rainbow Tra	375	0.24	10,135
367 rt 456	255	1.17	6,908
	1,322	2.13	35,780

**§ 245-12. Office and Light Industrial Zones OL-1 and OL-2.  
[Amended by Ord. No. 10-92; Ord. No. 14-92]**

In the OL-1 and OL-2 Zones, the following uses shall be permitted:

- A. Permitted principal uses.
  - (1) Business, professional or service offices and establishments, banks and other financial institutions. Retail and wholesale activities and businesses using hazardous substances shall be excluded.
  - (2) Light manufacturing; processing of data and materials; storing, assembly or fabrication of goods and materials; printing and publishing; research. Businesses using hazardous substances as defined shall be excluded. Any use shall meet applicable performance standards.
  - (3) Child-care centers.
- B. Permitted accessory uses.
  - (1) Any use or structure customarily incidental to a principal permitted use.
  - (2) Public and private parking.
  - (3) Signs. See § 245-17.
  - (4) Essential services.
  - (5) Child-care centers.
- C. Conditional uses. See also § 245-10C; § 245-9.2. **[Amended 10-8-2018 by Ord. No. 6-18]**

**§ 245-9.2. Residential — Affordable Housing 3 (R-AH3) Overlay Zone. [Added 10-8-2018 by Ord. No. 6-18]**

A. Permitted principal and accessory uses. It is the intent within the R-AH3 Overlay Zone to permit uses consistent with those permitted in the OL-2 Zoning District and to permit, as an alternative to the OL-2 uses, the development of an assisted living residence as conditional use. Permitted principal, accessory and conditional uses shall be as follows:

- (1) All principal and accessory uses permitted in the OL-2 Zone;  
or
- (2) Assisted living residences, as defined within Article I, § 40-3, Definitions, of Chapter 40 of the Revised General Ordinances are permitted as a conditional use within the R-AH3 Overlay Zone. Assisted living residences shall only be permitted upon satisfaction of the standards contained in Article IV, § 245-16, Conditional use requirements, of Chapter 245 of the Revised General Ordinances.

**§ 245-10. Business Zone A. [Amended by Ord. No. 10-92; Ord. No. 14-92; Ord. No. 22-96; Ord. No. 28-97]**

In the A Zone, the following uses shall be permitted:

A. Permitted principal uses.

- (1) Business or professional office or office building, including banks and other financial institutions.
- (2) Restaurant and club, excluding drive-in restaurant.
- (3) Retail business or service, excluding any business with outside storage or selling of gasoline, diesel fuel, propane, methane, natural gas or other potential aquifer pollutants (excluding items which are sold in their original sealed container); automotive service stations, repair shops or body shops; new car dealerships, used car storage or sales, motor vehicle and trailer rentals; dry-cleaning establishments; motels, hotels, tourist homes, boardinghouses, rooming houses or other similar or analogous uses, including trailer camps and camps.
- (4) Child-care centers.

B. Permitted accessory uses.

- (1) Any use or structure customarily incidental to a principal permitted use.
- (2) Public and private parking.
- (3) Signs. See § 245-17.
- (4) Child-care centers.

C. Conditional uses.

- (1) Sexually oriented establishments in accordance with the following standards:
  - (a) The establishment shall be located at least 500 feet from the boundary of any residential zone within the Borough of Mountain Lakes and from any existing and/or approved but not yet existing house of worship, day-care center and school.
  - (b) In order to avoid a concentration of sexually oriented establishments, such establishment shall be located at least 1,000 feet from any other existing and/or approved but not yet existing sexually oriented establishment.
  - (c) The foregoing distance limitations shall be measured by a straight line drawn from the nearest point of the lot boundary on which the proposed use is to be located to the nearest point of the lot or district boundary, as the case may be, of the other use or district, and those uses, district boundary lines and dimensions shall be indicated on the submitted site plan.
  - (d) The building housing the sexually oriented establishment shall have a minimum front setback of 75 feet and a minimum side or rear setback of 25 feet. The building and associated parking area shall be surrounded by a perimeter landscape buffer of at least 20 feet in width, consisting of landscape plantings designed and installed to the satisfaction of the Planning Board.
  - (e) Every sexually oriented establishment shall be located in a single-occupant, freestanding building.
  - (f) No sexually oriented establishment shall be permitted in a building having a capacity to accommodate 50 or more occupants.

(g) Off-street parking requirements for a sexually oriented establishment are one space for every 200 square feet of gross floor area or portion thereof, plus one space for each employee, provided that a minimum of 10 parking spaces shall be provided.

(h) All other requirements of the Land Use Ordinance, including but not limited to the business zone requirements, shall be met.

D. Prohibited uses. The following uses are expressly prohibited:

(1) Sexually oriented establishments except as provided for in Subsection C above.



# BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

**Mitchell Stern**  
**Borough Manager**  
[mstern@mtnlakes.org](mailto:mstern@mtnlakes.org)

400 Boulevard  
Mountain Lakes, NJ 07046  
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F -973-402-5595

TO: Honorable Mayor and Borough Council  
SUBJ: Manager's Report  
CC: Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of May 11, 2020.

**Borough Fee Schedule Review** - All fees listed in the Borough's fee schedule have been reviewed. Fees need to be adjusted for the Construction Office, Planning Board and Tax Collector. Attached to this report are the recommended fee adjustments listed by department. It is my intention to place these fee ordinance adjustments on the agenda for the May 27<sup>th</sup> meeting.

**Estimated Tax Bill Resolution** - On the upcoming Borough Council agenda, you will find a resolution requesting authorization to prepare estimated tax bills for the third quarter of this year. This has become necessary due to a delay in receiving the certified tax rate. The delay has been caused by issues related to the Coronavirus COVID-19 pandemic.

**Borough Hall Renovation Architect** - The Borough Hall renovation architect has completed the Schematic Design phase of architect services. Next to be completed is the Design Development phase. This next phase is expected to take two months to complete at a cost of \$58,000. Funds are available in prior year capital for Facility Improvements to complete this work.

**Postage Machine Lease** - Also on the agenda for the upcoming Borough Council meeting is a resolution authorizing the lease of a postage machine from Pitney Bowes. Borough Admin currently utilizes the postage machine in the Board of Education office. With the Board of Ed vacating Borough Hall, we will lose the use of the machine.

Please reach out with questions or concerns.

**Mitchell**



## CONSTRUCTION OFFICE FEES

**General notes:**

1. The fees pertain to all Use Groups unless otherwise stated.
2. All fees shall be calculated to the nearest whole dollar amount.
3. The basic construction permit fee shall be the sum of the parts computed on the basis of the volume or cost of construction, the number of plumbing fixtures and pieces of equipment, the number of electrical fixtures and rating of electrical devices, the number of sprinklers, standpipes, and detectors (smoke and heat) at the unit rates, and/or the applicable flat fees as provided in this subchapter plus any special fees.
4. All monies collected under the penalty provisions of the Uniform Construction Code shall be retained by the Construction Office and shall be placed in a dedicated trust fund to be applied to the cost to the office for training, technical support programs, certifications, equipment and transportation.

\* Represents no fee in 2019

Type of Service	Fees 2019	Fees 2020
<b>Building Subcode</b>		
Minimum fee	\$75.00	\$80.00
New construction, including additions, per cubic foot of volume	\$0.070	\$0.075
<b>Renovations, alterations and repairs</b>		
Up to first \$50,000 in cost, per \$1,000	\$20.00	\$24.00
Additionally from \$50,001 to and including \$100,000 in cost, per \$1,000	\$12.00	\$20.00
Additionally over \$100,000 in cost, per \$1,000	\$12.00	\$16.00
For the purpose of determining estimated cost, the applicant shall submit such cost data as may be available produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The Construction Official shall make the final decision regarding estimated cost.		
Fees for combination renovations and additions shall be computed as the sum of the fees computed separately.		
<b>Building or structural demolition</b>		
R5 Use Group, complete	\$500.00	\$500.00
All other use groups, complete	\$1000.00	\$1000.00
R5 Use Group, interior nonstructural	*	\$80.00
All other use groups, nonstructural	*	\$150.00
<b>Garage or accessory building demolition</b>		
R5 Use Group	*	\$80.00
All other use groups	*	\$150.00
Moving a building, per \$1,000 of estimated cost of work	*	\$24.00
Asbestos abatement	\$70.00	\$100.00
Administrative certificate of occupancy	\$14.00	\$25.00
Lead hazard abatement	\$140.00	\$150.00
Administrative certificate of clearance	\$28.00	\$25.00
Flat fees for the following (not subject to minimum fee):		
Swimming pools	\$200.00	\$150.00
<b>Temporary structures</b>		
Sheds, each	*	\$25.00
House and construction trailers, each	*	\$250.00
Tents, each	*	\$120.00
Retaining wall with surface area greater than 550 square feet that is associated with a Class 3 residential	*	\$200.00

Type of Service	Fees 2019	Fees 2020
structure		
Retaining wall with a surface area of 550 square feet or less that is associated with a Class 3 residential structure	*	\$100.00
Retaining wall, newly constructed, at other than a Class 3 residential structure shall be based on the cost of construction.		
Signs, per square foot	\$2.00	\$3.00
Double faced signs shall be based on the area of one face of the sign		
Certificate of occupancy		
New construction, R5 Use Group	\$200.00	\$200.00
All other Use Groups	\$250.00	\$250.00
Additions, R5 Use Group	\$50.00	\$75.00
All other Use Groups	*	\$150.00
Change of use group	*	\$160.00
Certificate of continued occupancy		Minimum of all subcode fees plus Certificate of Occupancy fee
Temporary certificate of occupancy		
Initial issuance	*	No fee
Subsequent renewals, each	*	\$75.00
Certificate of approval		No fee
Plan review, nonrefundable		20% of construction permit fee
Permit surcharge fees		
Permit surcharge [state-mandated, N.J.A.C. 5:23-4.19(b)], per cubic foot of volume (new work and additions only)	*	\$0.00371
Alterations, per \$1 of cost	*	\$0.0019
Variation application as per N.J.A.C. 5:23-2.10		
Class I structure	\$100.00	\$700.00
Class I structure, resubmission	\$100.00	\$250.00
Class II and III structures	\$65.00	\$150.00
Class II and III structures, resubmission	*	\$75.00
Reinstatement of lapsed permit		Minimum of each subcode section not completed
Withdrawn permit administrative fee		20% of construction permit fee
Change of contractor	*	\$25.00
Closure of outstanding open permit, each	*	\$50.00
Electrical Subcode		
Minimum fee	*	\$80.00
Electrical devices (i.e., lighting outlets, convenience receptacles, wall switches, smoke and heat detectors, fluorescent fixtures, fractional horsepower motors, emergency lights, exit lights, communication points, fire alarm devices, fire alarm control panel)		
1 to 20 devices	\$75.00	\$80.00

Type of Service	Fees 2019	Fees 2020
Each additional 20 devices	\$12.00	\$20.00
Motors (all except those in plug-in appliances)		
1 to 10 horsepower	\$20.00	\$20.00
11 to 50 horsepower	\$50.00	\$75.00
51 to 100 horsepower	\$92.00	\$100.00
Over 100 horsepower	\$457.00	\$450.00
Appliance equipment		
1 to 10 kilowatts	\$20.00	\$20.00
11 to 45 kilowatts	\$50.00	\$75.00
46 to 112.5 kilowatts	\$92.00	\$100.00
Over 112.5 kilowatts	\$457.00	\$450.00
Transformers, generators		
1 to 10 kilowatts	\$20.00	\$50.00
11 to 45 kilowatts	\$50.00	\$100.00
46 to 112.5 kilowatts	\$92.00	\$200.00
Over 112.5 kilowatts	\$457.00	\$450.00
Service entrance, panel, subpanel or disconnect		
Up to 100 amperes	\$50.00	\$75.00
101 to 200 amperes	\$50.00	\$150.00
201 to 1,000 amperes	\$92.00	\$250.00
Over 1,000 amperes	\$457.00	\$450.00
Air-conditioning units (includes disconnect, compressor/condenser, air handler), each	*	\$75.00
Replacement of any system part	*	\$25.00
Burglar alarm system	*	\$50.00
Replacement of any system part	*	\$25.00
Swimming pools (includes receptacle, switch, trench, bonding)	*	\$150.00
Equipotential bonding grid	*	\$50.00
Hydromassage tub	*	\$30.00
Hot tub, spa	*	\$75.00
Certificate of compliance, annual inspection for public swimming pools, spas, hot tubs	\$75.00	\$150.00
Photovoltaic systems		
1 to 50 kilowatts	*	\$80.00
51 to 100 kilowatts	*	\$125.00
Greater than 100 kilowatts	*	\$450.00
Fire Subcode fees		
Minimum fee	\$75.00	\$80.00
Sprinkler systems, each		
Pipe schedule	*	\$100.00
Hydraulically calculated	*	\$100.00
R5 Use Group, 20 or fewer heads	*	\$75.00
Sprinkler system heads, all use groups		
1 to 20 heads	\$65.00	\$80.00
21 to 100 heads	\$120.00	\$150.00
101 to 200 heads	\$229.00	\$300.00
201 to 400 heads	\$594.00	\$750.00
401 to 1,000 heads	\$900.00	\$1,150.00
Over 1,000 heads	*	\$1,450.00
Sprinkler system supervisory devices (i.e., tamper	*	\$20.00

Type of Service	Fees 2019	Fees 2020
switches low/high air), each		
Standpipes, each	\$229.00	\$300.00
Fire alarm systems		
Control panel, R5 Use Group, each	*	\$50.00
Control panel, non-R5 Use Group, each	*	\$100.00
Fire alarm systems alarm devices (i.e., smoke detector heads, heat detector heads, pull stations, waterflow alarms)		
1 to 20 devices	\$35.00(1-10)	\$80.00
21 to 100 devices	*	\$150.00
101 to 200 devices	*	\$300.00
201 to 400 devices	*	\$750.00
401 to 1,000 devices	*	\$1,150.00
Over 1,000 devices	*	\$1,450.00
Fire alarm system security devices (i.e., door locks, electromagnetic releases), each	*	\$20.00
Fire alarm system signaling devices (i.e., horns, strobes, bells), each	*	\$10.00
Independent pre-engineered system, each		
Wet chemical system	\$92.00	\$100.00
All other systems	*	\$200.00
Gas- or oil-fired appliances, each		
R5 Use Group	\$46.00	\$50.00
All other use groups	*	\$75.00
Metal chimney liner installation, each	*	\$75.00
Exhaust systems, each		
Commercial kitchen	\$50.00	\$100.00
Smoke control system	*	\$200.00
Incinerators, each	\$65.00	\$460.00
Crematorium, each	\$365.00	\$460.00
Fuel storage tanks		
R5 Use Group, install, remove or abandon, each	\$75.00	\$80.00
All other use groups, install remove or abandon, each		
Up to 275 gallons	*	\$100.00
276 gallons to 1,000 gallons	\$100.00	\$200.00
Each additional 500 gallons	*	\$50.00
Firepump, each	*	\$100.00
Plumbing Subcode		
Minimum fee	\$75.00	\$80.00
Fixtures (i.e., lavatories, kitchen sinks, basins, urinals, water closets, bathtubs, shower stalls, sill cocks, laundry tubs, floor drains, drinking fountains, dishwashers, garbage disposals, clothes washers and similar devices), each	\$15.00	\$25.00
Stacks, each	*	\$65.00
Special devices (i.e., grease traps, oil separators, refrigeration units, utility service connections, backflow preventers, gas service interceptors and fuel oil piping), each		
R5 Use Group	\$15.00	\$50.00
All other use groups	*	\$75.00
Utilization equipment (i.e., steam boilers, hot-water		

Type of Service	Fees 2019	Fees 2020
boilers, warm-air furnaces), each		
R5 Use Group	*	\$80.00
All other use groups	*	\$100.00
Extension of existing heating systems	*	\$75.00
Air-conditioning units		
R5 Use Group	*	\$50.00
All other use groups	*	\$75.00
Water heaters, each		
R5 Use Group	*	\$50.00
All other use groups	*	\$75.00
Gas piping, each		
R5 Use Group	*	\$50.00
All other use groups	*	\$75.00
Vapor recovery systems, each	*	\$100.00
Required annual re-inspections (i.e., cross-connections, backflow preventers)	*	\$75.00
Medical gas piping, per outlet	*	\$25.00
VAV boxes	*	\$25.00
Humidifiers	*	\$25.00
Premanufactured homes, plan review, and connection inspections	*	\$150.00
Swimming pools	*	\$100.00
Mechanical Subcode		
Minimum fee, initial device installed for an R3 or R5 Use Group residential structure	\$75.00	\$80.00
Each additional device after the first, for an inspection by a mechanical inspector for an R5 or R3 Use Group residential structure	*	\$40.00
Engineering		
Engineering review fee	\$200.00	\$300.00
Review of applications for construction permits which involve new construction, additions, modification of improved lot coverage or other work requiring review as determined by the municipal engineer.		

# MEMORANDUM

To: Mitchell Stern, Borough Manager and Borough Council

From: Cynthia Shaw, Planning Board Administrator

Date: May 4, 2020

Re: Fee Increases

Fees for Planning Board applications have not been adjusted since 2013. Fees for Zoning Board applications have not increased since 2012. I have reviewed the fees charged by the surrounding towns of Denville, Boonton, Boonton Township, Parsippany, Rockaway Township, and Montville. Developers are making preliminary and final submissions together as one application. Many of the towns have added a line to their fee structure establishing the cost of doing so. I think we should do the same. I would like to make the following recommendations for fee increases:

## G. Planning Board

	<u>Existing</u>	<u>Recommendation</u>
(1) Minor Subdivision	\$350.00	\$450.00
Additional fee, each lot		\$50.00
(2) Major Subdivision		
(a) Preliminary Plat	\$600.00	\$750.00
Additional fee, each lot	\$100.00	\$150.00
Resubmission within one year, of original fee	Resubmission within one year, 50% of original fee	
Minimum Fee	\$500.00	\$500.00
(b) Final Plat	\$300.00	\$500.00
Additional fee, each lot	\$75.00	\$100.00
(c) Engineering Inspection	\$200.00	\$300.00
Plus % cost of improvements	5%	5%
(d) Additional fee for variance per application	\$250.00	\$250.00
(e) Combine Preliminary & Final Subdivision		Combined fee for Preliminary and final
(5) Escrow Fee		
Residential Subdivision	\$2,500.00	\$5,000.00
Residential Site Plan (single family home)	\$750.00	\$750.00
Residential Site Plan (multi-unit) <u>per unit</u>	\$750.00	\$1,000.00

Non- Residential Subdivision	\$4,000.00	\$6,000.00
Non- Residential Site Plan	\$2,500.00	\$10,000.00
Review and/or testimony by outside consultant or expert:	\$2,000.00	\$3,500.00
Informal Review	\$750.00	\$750.00
<b>(3) Site Plan</b>		
<b>(a) Preliminary</b>		
(1) Basic	\$300.00	\$500.00
(2) Per 1000 square feet of land	\$5.00	\$5.00
(3) Per 1000 square feet of Building Floor Area	\$50.00	\$50.00
<b>(b) Final</b>		
(1) Basic		\$200.00
(2) Per 1000 square feet of land		\$2.50
(3) Per 1000 square feet of Building Floor Area		\$30.00
<b>(c) Combine Preliminary &amp; Final Subdivision</b>		<b>Combined fee for Preliminary and final</b>
(d) Resubmission within one year, 50% of original fee Minimum Fee	\$200.00	\$400.00
(e) Engineering inspection, Plus % of cost of improvements	\$200.00 4%	\$200.00 4%
(f) Amended Site Plan	50% of original fee	
(4) Conditional Use or Change in Use Application	\$400.00	\$750.00

**H. Zoning Board**

(1) Appeals	\$250.00	\$250.00
(2) C Variances (non-structural)	\$150.00	\$150.00
(3) C variances (structural)	\$250.00	\$250.00



(4) D Variances (1, 2, 3)	\$500.00	<b>\$750.00</b>
(5) D Variance (4, 5, 6)	\$250.00	\$250.00
(6) Interpretation	\$250.00	\$250.00
(7) Issue of Permit	\$250.00	\$250.00
(8) Escrow Fees		
(a) D Variance (1, 2, 3)	\$1,000.00	<b>\$1,500.00</b>
(b) Review and/or testimony by outside consultant or expert:	\$2,000.00	<b>\$3,500.00</b>
(c) Residential Subdivision	\$2,500.00	<b>\$5,000.00</b>
(d) Residential Site Plan (single family home)	\$750.00	\$750.00
Residential Site Plan (multi-unit) <u>per unit</u>	\$750.00	<b>\$1,000.00</b>
(e) Non- Residential Subdivision	\$4,000.00	<b>\$6,000.00</b>
(f) Non- Residential Site Plan	\$2,500.00	<b>\$10,000.00</b>

## Tax Collector

	<b>Existing 2019</b>	<b>Proposed 2020</b>
<b>N. Tax Collector</b>		
Initial request for duplicate tax bill (N.J.S.A.54:4-64)	\$ 5	\$ 5
Each Subsequent request for duplicate tax bill	\$25	\$25
Fee for multiple lien redemption requests [Added 12-14-2015 by Ord. No. 14-15]	\$50	\$50
Lien Redemption Administrative Fee	*	\$75
<b>O. Dishonored or returned checks</b>		
[Added 12-14-2015 by Ord. No. 14-15]	\$20	\$25

\*Represents no fee for 2019

## RESOLUTION AND ORDINANCE REVIEW FOR THE MAY 11, 2020 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

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### ***RESOLUTIONS***

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**R104-20, Resolution Awarding a Lease Agreement with Pitney Bowes for Borough Hall Postage Machine** – this resolution authorizes the Borough to lease a postage machine from Pitney Bowes under a cooperative pricing agreement (Sourcewell). Currently, the Borough utilizes the postage machine belonging to the Board of Education. The Board of Ed will be taking their machine with them upon their relocation.

**R105-20, Resolution Authorizing Estimated Property Tax Billing for the 3rd Quarter of 2020** – this resolution authorizes the Borough to issue estimated real property tax bills for the third quarter of 2020 in anticipation that the Tax Collector will not receive the certified tax rate in a timely manner due to delays caused by the COVID-19 virus. This resolution enables the Borough to meet its financial obligations, maintain the tax collection rate, provide uniformity for tax payments and save the unnecessary cost of interest expenses on borrowing. Adoption of this resolution is recommended by the Tax Collector and CFO.

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### ***ORDINANCES TO ADOPT***

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**Ordinance 3-20, Authorizing Chapters 40 and 245 of the Revised General Ordinances of the Borough of Mountain Lakes (East-Bound Rt. 46 Ordinance)** – this ordinance amendment is the result of discussion and recommendations for changes to the “B” Zone. The ordinance amendment has been prepared by the Borough Planner with input from the economic development advisory committee. The ordinance has been reviewed by the Borough Attorney.

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

**Borough of Mountain Lakes  
Mountain Lakes, NJ 07046**

May 4, 2020

TO: Borough Council  
FROM: Cynthia Shaw, Planning Board Administrator

The Planning Board conducted a special meeting on April 30, 2020 during which time it reviewed proposed Ordinance 03-20.

The Planning Board found Ordinance 03-20 to be consistent with the Master Plan.

The Board did recommend the following edit:

Page 3, Section 2 C. Conditional Uses.

(3) (a) - remove the words **“hammering and welding”**

The Board recommended the following be reviewed to make sure it accurately reflected the intent of the author of the Ordinance:

Page 5, Section 2. C. Conditional Uses.

(5) (h) - **All storage units above grade and all storage units visible from residential areas shall gain access from the interior of the building(s) only; no unit doors, loading bays, or docks may face or be visible from any adjacent residential areas.**

**BOROUGH OF MOUNTAIN LAKES  
MORRIS COUNTY, NEW JERSEY**

**ORDINANCE 3-20**

**“AN ORDINANCE AMENDING CHAPTERS 40 AND 245 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF MOUNTAIN LAKES”**

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

**Section 1.** Chapter 40, “Land Use Administration,” Section 40-3, “Definitions,” of the Revised General Ordinances of the Borough of Mountain Lakes, shall be amended by the inclusion of the following additional definitions:

**ADULT DAY CARE FACILITY**

A nonresidential facility typically operating several hours per day, providing meals, social and recreational activities, transportation, personal care and counseling under general supervision for elderly persons and/or persons with disabilities.

**EDUCATIONAL PLAY CENTER**

A multipurpose children’s activity space devoted to learning, recreation and entertainment, which may offer classes and organized events such as birthday parties, and which may include accessory retail sales.

**HEALTH AND FITNESS FACILITY**

An establishment open to the public on a membership basis which provides facilities for personal training, aerobic exercise, running and jogging, weight training and strength conditioning, game courts, swimming facilities and exercise equipment and which may include accessory sauna/steam rooms, showers, lockers, spa treatments including massage, snack/juice bars and accessory retail sales of related sports apparel and equipment.

**INDOOR COMMERCIAL RECREATION USE**

An establishment where entertainment or recreation services are provided to the general public, and for which user fees are charged. Uses include, but are not limited to roller and ice skating rink, indoor climbing gyms, gymnastics centers, bowling alleys, arcades, escape rooms, billiards and virtual experience centers.

**INSTRUCTIONAL SCHOOLS AND STUDIOS**

Establishments which provide classes and workshops for dance, yoga, pilates, culinary arts and crafts, music, martial arts, academics and athletics.

**PET CARE AND GROOMING FACILITY**

An establishment that provides temporary boarding, training, grooming and care for dogs, cats or other domestic animals or household pets. This shall not include overnight boarding of pets, the breeding or sale of animals or veterinary services customarily offered at an animal clinic or hospital.

**SATELLITE DRY CLEANING ESTABLISHMENT**

An establishment where clothes and other types of fabrics are dropped off and picked up before and after dry cleaning, which process is conducted entirely off-premises.

## **SELF-STORAGE FACILITY**

A building or group of buildings containing individual and private storage spaces of varying sizes available for lease or rent for varying periods of time and where the occupants have access to the facility only to store and remove their personal property.

**Section 2.** Chapter 245, "Zoning," Section 245-11, "Business Zone B," of the Revised General Ordinances of the Borough of Mountain Lakes, shall be amended to read in its entirety as follows:

- A.** Permitted principal uses are the same as in § **245-10A** ("Business Zone A") except that automobile service stations, dry cleaning establishments, motels, hotels and businesses using hazardous substances shall be excluded. In addition, the following principal uses shall be permitted:
- (1) Adult day care facility
  - (2) Educational play center
  - (3) Health and fitness facility
  - (4) Indoor commercial recreation use
  - (5) Instructional schools and studios
  - (6) Pet care and grooming facility
  - (7) Satellite dry cleaning establishment
- B.** Permitted accessory uses. Same as § **245-10B**. In addition, electric car charging stations shall be permitted as an accessory use.
- C.** Conditional uses.
- (1) Sexually oriented establishments in accordance with the following standards:
    - (a) The establishment shall be located at least 500 feet from the boundary of any residential zone within the Borough of Mountain Lakes and from any existing and/or approved but not yet existing house of worship, day-care center and school.
    - (b) In order to avoid a concentration of sexually oriented establishments, such establishment shall be located at least 1,000 feet from any other existing and/or approved but not yet existing sexually oriented establishment.
    - (c) The foregoing distance limitations shall be measured by a straight line drawn from the nearest point of the lot boundary on which the proposed use is to be located to the nearest point of the lot or district boundary, as the case may be, of the other use or district, and those uses, district boundary lines and dimensions shall be indicated on the submitted site plan.

- (d) The building housing the sexually oriented establishment shall have a minimum front setback of 75 feet and a minimum side or rear setback of 25 feet. The building and associated parking area shall be surrounded by a perimeter landscape buffer of at least 20 feet in width, consisting of landscape plantings designed and installed to the satisfaction of the Planning Board.
  - (e) Every sexually oriented establishment shall be located in a single-occupant, freestanding building.
  - (f) No sexually oriented establishment shall be permitted in a building having a capacity to accommodate 50 or more occupants.
  - (g) Off-street parking requirements for a sexually oriented establishment are one space for every 200 square feet of gross floor area or portion thereof, plus one space for each employee, provided that a minimum of 10 parking spaces shall be provided.
  - (h) All other requirements of the Land Use Ordinance, including but not limited to the business zone requirements, shall be met.
- (2) Hotels in accordance with the following standards:
- (a) The minimum lot size shall be 2.5 acres.
  - (b) The maximum building height shall be three stories/40 feet for a flat-roof building and three stories/45 feet for pitched roof building.
  - (c) The minimum lot frontage along Route 46 shall be 200 feet.
  - (d) Ancillary facilities/amenities, including a restaurant/lounge, meeting facilities and ballroom space(s), shall be permitted.
  - (e) The architectural design shall incorporate the following: vertical and horizontal articulation of the building facades; changes in façade plane, size and rhythm of window spacing and surface material and pattern; and a contrasting roofline.
- (3) Automobile service stations in accordance with the following standards:
- (a) No hammering, welding or painting repair work on cars shall be permitted or other work of the type usually conducted by and at automobile body shops in repairing damaged motor vehicles.
  - (b) A gasoline service station may also include a retail business in which case the minimum lot size shall be 1.5 acres.
  - (c) A minimum of one off-street parking space shall be provided for every 125 square feet of building floor area.
  - (d) All pumps, islands and canopies serving to protect customers while fueling shall be located a minimum of 40 feet from any street line and a minimum of 30 feet from any

other lot line. Canopies, pumps and islands shall be considered accessory structures and not a second principal structure.

- (e) All lifts, greasing racks and other similar equipment shall be within the building. The underground storage of petroleum products shall meet federal and state codes, as applicable, to protect the Borough's groundwater.
  - (f) The minimum lot frontage requirement shall be 200 feet.
  - (g) Motor vehicles may be parked upon the lot but only insofar as reasonably incident and accessory to the operation of an automotive service station and only in such a manner and location which neither interferes with ingress and egress to the premises nor creates any hazardous condition. No storage of motor vehicles, and no unsightly accumulation of vehicles or parts thereof, shall be permitted.
  - (h) A gasoline service station shall comply with Chapter 102, Environmental Factors; Soil Water and Trees, Article VI. Wellhead Protection Area Regulations, of the Revised General Ordinances of the Borough of Mountain Lakes.
- (4) Drive-in restaurants or restaurants with drive-through facilities where food or drink is served to customers in vehicles at a drive-through window in accordance with the following standards:
- (a) The pick-up window shall be located on the side or rear of the building to limit visibility from the primary road frontage.
  - (b) No driveway shall open upon a public street within 150 feet of an intersecting public street, measured from the intersection of the tangents of the adjacent curblines.
  - (c) One off-street parking space shall be provided for every two-seats.
- (5) Self-storage facilities in accordance with the following standards:
- (a) Self-storage facilities shall be at least 2 stories in height and no more than 3 stories in height and shall be designed architecturally to incorporate features typical of new multi-family residential or office building construction, including but not limited to façade articulation and materials treatment. The maximum height of a self-storage facility shall be 35 feet for a flat-roof building and 40 feet for a pitched roof building.
  - (b) The minimum frontage requirement shall be 200 feet.
  - (c) The only activities permitted in individual storage units shall be the rental of the unit and the pickup and deposit of goods and/or property in dead storage. Storage units shall not be used for the following activities:
    - [1] Residences, offices, workshops, studios, or hobby or rehearsal areas.
    - [2] Manufacturing, fabrication, or processing of goods; service or repair of vehicles, engines, appliances or other electrical equipment; or any other similar activities.



[3] Conducting retail sales of any kind, including garage or estate sales or auctions, or any other commercial activity; provided that the operator of the self-storage unit may conduct a sale or otherwise liquidate the contents of any storage unit to satisfy and settle an account of unpaid rent or other charges, through public or private sales, in a manner provided by law.

[4] Storage of flammable, perishable or hazardous materials or the keeping of animals.

- (d) The rental of trucks, trailers or moving equipment, as well as the installation of trailer hitches, shall be prohibited.
- (e) Sale of boxes or packing materials shall be permitted, but only if accessory to the self-storage facility.
- (f) Self-storage facilities shall not operate or allow tenant access between the hours of 12:00 midnight and 6:00a.m.
- (g) All goods and property in a self-storage facility shall be stored in an enclosed building. No outdoor storage of any kind, including but not limited to storage of boats, RVs, vehicles, trailers or similar vehicles, or storage in outdoor storage pods or shipping containers, shall be permitted.
- (h) All storage units above grade and all storage units visible from residential areas shall gain access from the interior of the building(s) only; no unit doors, loading bays, or docks may face or be visible from any adjacent residential areas.
- (i) Electrical service to storage units shall be for lighting and climate control only. No electrical outlets are permitted inside individual storage units. Lighting fixtures and switches shall be of a secure design that will not allow tapping such fixtures for other purposes.

**Section 3.** Chapter 245, "Zoning," Attachment 3, Schedule III, of the Revised General Ordinances of the Borough of Mountain Lakes, shall be amended to include the following additional parking requirements:

<b>Land Use</b>	<b>Requirement</b>
Adult care facility	1 space per 200 square feet of floor area
Education play center	1 space per 200 square feet of floor area
Health and fitness facility	1 space per 200 square feet of floor area
Indoor commercial recreation use	1 space per 200 square feet of floor area
Instructional schools and studios	1 space per 100 square feet of floor area
Pet care and grooming facility	1 space per 200 square feet of floor area
Self-storage facility	1 space per 200 square feet of office area, plus 1 space per 5,000 square feet of storage/warehouse area.

**Section 4.** If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 5.** All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 6.** This Ordinance shall take effect immediately after final passage and publication in the manner provided by law.

\_\_\_\_\_  
Mitchell Stern, Acting Borough Clerk

Introduced: February 24, 2020

Adopted: May 11, 2020

Name	Motion	Second	Aye	Nay	Absent	Abstain	Motion	Second	Aye	Nay	Absent	Abstain
<b>Barnett</b>			X									
<b>Happer</b>	X		X									
<b>Horst</b>		X	X									
<b>Korman</b>			X									
<b>Lane</b>					X							
<b>Menard</b>			X									
<b>Shepherd</b>			X									

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 103-20**

**“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”**

**WHEREAS**, the Borough Manager has reviewed and approved purchase orders requested by the Department Heads; and

**WHEREAS**, the Finance Office has certified that funds are available in the proper account; and

**WHEREAS**, the Borough Treasurer has approved payment, upon certification from the Borough Department Heads that the goods and/or services have been rendered to the Borough.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the current bills, dated **May 11, 2020** and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

XX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on May 11, 2020.

\_\_\_\_\_  
Mitchell Stern, Acting Municipal Clerk

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
<b>Barnett</b>						
<b>Happer</b>						
<b>Horst</b>						
<b>Korman</b>						
<b>Lane</b>						
<b>Menard</b>						
<b>Shepherd</b>						

**List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT**  
 Meeting Date: 05/11/2020 For bills from 04/23/2020 to 05/06/2020

Check#	Vendor	Description	Payment	Check Total
17175	2465 - ABADEL PEST CONTROL CO.	PO 21970 BOROUGH HALL - BUILDING MAINTENANCE	295.00	295.00
17176	4019 - ADVANCED FIREPROOF DOOR, INC	PO 21698 ISLAND BEACH PROJECT - 2020	10,567.09	10,567.09
17177	196 - ALLIED OIL	PO 21681 UNLEADED FUEL - BLANKET 2020	949.72	949.72
17178	189 - ANCHOR ACE HARDWARE	PO 21629 DPW & WATER DEPARTMENT - DEPARTMENT	43.88	43.88
17179	189 - ANCHOR ACE HARDWARE	PO 21907 DEPARTMENT SUPPLIES - STREETS & ROADS/ I	483.75	483.75
17180	189 - ANCHOR ACE HARDWARE	PO 21907 DEPARTMENT SUPPLIES - STREETS & ROADS/ I	298.90	
		PO 22023 PARKS & BEACHES - ACCT# 031312	87.87	386.77
17181	102 - ANDERSON & DENZLER ASSOC., INC	PO 22012 FEBRUARY 2020 PROFESSIONAL SERVICES	166.55	
		PO 22012 FEBRUARY 2020 PROFESSIONAL SERVICES	2,905.21	
		PO 22012 FEBRUARY 2020 PROFESSIONAL SERVICES	2,431.80	
		PO 22012 FEBRUARY 2020 PROFESSIONAL SERVICES	1,332.40	6,835.96
17182	254 - BARCO PRODUCTS COMPANY	PO 21813 RECREATION: RECYCLING CONTAINER	1,751.40	1,751.40
17183	2775 - CAPITOL SUPPLY CONSTRUC PROD, INC	PO 21649 WATER DEPARTMENT - EQUIPMENT & TOOLS - B	360.84	360.84
17184	2147 - CCTMO LLC	PO 21882 APR 2020 - CELL TOWER REIMBURSEMENT CROW	1,830.10	1,830.10
17185	4135 - CGP&H, LLC	PO 21993 AFFORDABLE HOUSING: PROFFESIONAL SERVICE	1,188.00	1,188.00
17186	4090 - CLEAN MAT SERVICES, LLC	PO 21868 BORO- P.D - DPW MATS: 2ND - 4TH QUARTER	195.00	195.00
17187	2902 - CLEMENTE'S AUTO BODY	PO 21780 POLICE DEPARTMENT - VEHICLE REPAIRS - 20	2,206.20	2,206.20
17188	1481 - CORE & MAIN, LP	PO 21819 ISLAND BEACH PROJECT	937.00	
		PO 21844 ISLAND BEACH PROJECT - 2020	508.00	1,445.00
17189	436 - CY DRAKE LOCKSMITH, INC.	PO 21982 2019 - STREETS & ROADS - BUILDING MAINTE	126.00	126.00
17190	506 - DAN COMO & SONS, INC	PO 21632 SOLID WASTE - LEAF & BRUSH REMOVAL - BLA	106.00	106.00
17191	2358 - DAVE HEINER ASSOCIATES, INC.	PO 21927 GA8R Main Body Parts - water pressure	608.00	608.00
17192	2971 - DIRECT ENERGY BUSINESS	PO 21990 ACCT#: 614054 - 269690, 91, 92 - MAR =	779.93	779.93
17193	1170 - FERGUSON ENTERPRISES #501	PO 21347 ISLAND BEACH PROJECT - PLUMBING - BLANKE	161.24	161.24
17194	769 - FOREST LUMBER	PO 21504 RECREATION - BEACH & PARK MAINTENANCE	215.94	215.94
17195	2707 - GNOMECOMM, LLC	PO 21963 POLICE: POWER OUTAGE REPAIR	510.00	
		PO 21995 POLICE: REPLACE POWER SUPPLY	405.00	915.00
17196	3991 - GRM INFORMATION MANAGEMENT SERVICES	PO 21647 2020 ARCHIVE STORAGE - BLANKET- 1st QTR	65.00	65.00
17197	859 - JCP&L	PO 22006 ACCT#100138 766 488 / BILL PRD:3/24/20 -	7.03	
		PO 22020 ACCT#100 050 702 156 - BILL PRD: 3/28/2	4.66	
		PO 22024 MASTER ACCT# 200 000 569 000 - 4/23/2020	3,572.93	3,584.62
17198	3789 - JPMONZO, MUNICIPAL CONSULTING LLC.	PO 21939 WEBINAR: ESTIMATED TAX BILLS, TAN'S & OT	50.00	50.00
17199	3789 - JPMONZO, MUNICIPAL CONSULTING LLC.	PO 21940 WEBINAR: ESTIMATED TAX BILLS, TAN'S & OT	50.00	50.00
17200	2434 - LASSER HOCHMAN, LLC TRUST ACCOUNT	PO 22018 STATE TAX APPEAL REFUND FOR FAIRFIELD IN	216,429.09	216,429.09
17201	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 21901 2020 PROFESSIONAL SERVICES - PLANNING BO	264.10	264.10
17202	2308 - MCNERNEY & ASSOCIATES, INC.	PO 22008 FEB 2020 LEGAL SERVICES - HESS	525.00	525.00
17203	3926 - MITCHELL STERN	PO 22007 ADMIN: REIMBURSEMENT FOR ZOOM - COVID-19	403.92	403.92
17204	3648 - MONMOUTH TELECOM	PO 21866 2020 TELEPHONE SERVICES / ACCT# 36289 -	1,349.32	1,349.32
17205	1371 - MTN. LAKES BOARD OF EDUCATION	PO 22015 MAY 2020 MTN LAKES SCHOOL DISTRICT GENER	1,782,856.50	1,782,856.50
17206	881 - NCK	PO 21520 BLANKET: 2020 DNS HOSTING / ACCT# GTI	21.95	21.95
17207	3367 - NEW JERSEY EZ PASS	PO 21537 POLICE: TOLLS - ACCT# 2000 1214 1640 8 -	1.00	1.00
17208	1533 - NJ DEPT OF COMMUNITY AFFAIRS	PO 22022 1ST QTR 2020 STATE PERMIT SURCHARGE FEES	6,663.00	6,663.00
17209	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 21989 MAY 2020 DENTAL PREMIUMS - GROUP 1624	2,806.00	2,806.00
17210	3236 - ONE SOURCE OF NEW JERSEY, LLC	PO 21925 S & R - EQUIPMENT REPAIR - BLANKET 2020	331.82	331.82
17211	2968 - OPTIMUM	PO 21464 2020 DPW INTERNET SERVICES ACCT# 07876-6	136.18	136.18
17212	2968 - OPTIMUM	PO 21465 2020 DPW: ACCT# 07876-414565-01-0	11.74	11.74
17213	1628 - PAINTEN' PLACE	PO 21928 ISLAND BEACH PROJECT - PAINT/STAIN BLANK	110.98	110.98
17214	1787 - R & J CONTROL, INC.	PO 21604 DPW - BUILDING MAINTENANCE - GENERATORS	350.00	350.00
17215	1822 - R.S. PHILLIPS STEEL, LLC	PO 21857 OEM - EMERGENCY SERVICES PREP - 2020	951.28	951.28
17216	3028 - REINER GROUP, INC	PO 21960 BOROUGH HALL - BUILDING MAINTENANCE	582.39	582.39
17217	3990 - RICH TREE SERVICE, INC.	PO 21985 DPW - TREE REMOVAL - HANOVER RD	3,100.00	
		PO 22009 ISLAND BEACH PROJECT - TREE REMOVAL	900.00	4,000.00
17218	3695 - RT 23 PATIO & MASON CENTER, LLC	PO 21246 ISLAND BEACH PROJECT - BLANKET	57.80	57.80
17219	1948 - SHEAFFER SUPPLY, INC.	PO 21489 ISLAND BEACH - TOOLS - BLANKET 2020	46.30	
		PO 21521 STREETS & ROADS/ WATER DEPARTMENT - TOOL	38.68	84.98
17220	114 - SOLITUDE LAKE MANAGEMENT	PO 21909 2020 LAKE MANAGEMENT - BLANKET - CUST# M	21,495.00	21,495.00
17221	1937 - SPECTRUM COMMUNICATIONS	PO 21972 POLICE DEPT: RADIO REPAIR	393.23	
		PO 22004 POLICE: RADIO REPAIR	234.75	627.98
17222	2774 - STAPLES CONTRACT & COMMERCIAL, LLC	PO 21977 PRINTERS ORDER#7307090169	1,039.93	
		PO 21978 CLEANING SUPPLIES, ETC: ORDER# 730712238	468.06	1,507.99
17223	1943 - STRUCTURAL STONE CO., INC.	PO 21987 ISLAND BEACH PROJECT - STONE WORK	3,582.25	3,582.25
17224	3861 - SYNCE/AMAZON	PO 21870 DPW/COUNCIL: ORDER# 113-7863387-6238628	471.65	471.65
17225	1343 - TILCON NY, INC	PO 21902 STREETS & ROADS - QUARRY PROCESS - BLANK	641.06	641.06
17226	4088 - TURN OUT UNIFORMS, INC	PO 21807 POLICE: 2020 UNIFORMS - BLANKET QUOTE #2	3,189.63	3,189.63
17227	1062 - UNITED SITE SERVICES	PO 21942 APRIL - DECEMBER 2020 BLANKET - CUST# 14	640.00	640.00
17228	4003 - WARSHAUER ELECTRIC SUPPLY CO.	PO 21470 ISLAND BEACH RENOVATIONS - ELECTRICAL CO	563.95	563.95
TOTAL				2,085,857.00

# List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 05/11/2020 For bills from 04/23/2020 to 05/06/2020

Check#	Vendor	Description	Payment	Check Total	
<b>Summary By Account</b>					
ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	1,483.97			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	50.99			
01-201-20-130-020	FINANCE - OTHER EXPENSES	56.26			
01-201-20-140-020	COMPUTER SERVICES	33.69			
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	421.83			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	525.00			
01-201-20-165-020	ENGINEERING SERVICES	2,431.80			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	295.37			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	15.54			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	2,806.00			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	1,543.98			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	5,503.47			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	106.00			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	1,100.43			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	2,206.20			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	87.87			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	22,350.94			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	11.69			
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	3,572.93			
01-201-31-437-020	NATURAL GAS	779.93			
01-201-31-440-020	TELECOMMUNICATIONS	1,349.32			
01-201-31-447-020	PETROLEUM PRODUCTS	949.72			
01-203-26-290-020	(2019) STREETS & ROADS - OTHER EXP.		126.00		
01-207-55-000-000	LOCAL SCHOOL TAXES PAYABLE			1,782,856.50	
01-260-05-100	DUE TO CLEARING			0.00	2,055,587.62
01-275-55-000-000	RESERVE FOR TAX APPEALS			216,429.09	
01-290-55-000-001	DUE TO NJ - DCA TRAINING FEES			6,663.00	
01-290-55-000-005	DUE TO T-MOBILE - SPRINT FEES			1,830.10	
<b>TOTALS FOR</b>	<b>Current Fund</b>	<b>47,682.93</b>	<b>126.00</b>	<b>2,007,778.69</b>	<b>2,055,587.62</b>
02-200-40-700-400	Recycling Tonnage Grant			1,751.40	
02-260-05-100	DUE TO CLEARING			0.00	1,751.40
<b>TOTALS FOR</b>	<b>FEDERAL AND STATE GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>1,751.40</b>	<b>1,751.40</b>
04-215-55-976-000	2012 Bond Ordinance 17-12			951.28	
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			18,639.24	
04-215-55-986-000	2019 CAPITAL ORDINANCE 10-19			1,999.48	
04-260-05-100	DUE TO CLEARING			0.00	21,590.00
<b>TOTALS FOR</b>	<b>General Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>21,590.00</b>	<b>21,590.00</b>
05-201-55-520-520	Water Operating - Other Expenses	2,383.80			
05-260-05-100	DUE TO CLEARING			0.00	2,383.80
<b>TOTALS FOR</b>	<b>Water Operating</b>	<b>2,383.80</b>	<b>0.00</b>	<b>0.00</b>	<b>2,383.80</b>
07-201-55-520-520	Sewer Operating - Other Expenses	166.55			
07-260-05-100	DUE TO CLEARING			0.00	166.55
<b>TOTALS FOR</b>	<b>Sewer Operating</b>	<b>166.55</b>	<b>0.00</b>	<b>0.00</b>	<b>166.55</b>
20-260-05-100	Due to Clearing			0.00	1,188.00
20-300-60-000-000	RESERVE FOR AFFORDABLE HOUSING			1,188.00	
<b>TOTALS FOR</b>	<b>AFFORDABLE HOUSING</b>	<b>0.00</b>	<b>0.00</b>	<b>1,188.00</b>	<b>1,188.00</b>

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
23-260-05-100	DUE TO CLEARING			0.00	3,189.63
23-300-60-000-000	RESERVE FOR POLICE FORF. ASSET			3,189.63	
<b>TOTALS FOR</b>	<b>Police Forfeited Assets Trust</b>	<b>0.00</b>	<b>0.00</b>	<b>3,189.63</b>	<b>3,189.63</b>

Total to be paid from Fund 01 Current Fund	2,055,587.62
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	1,751.40
Total to be paid from Fund 04 General Capital	21,590.00
Total to be paid from Fund 05 Water Operating	2,383.80
Total to be paid from Fund 07 Sewer Operating	166.55
Total to be paid from Fund 20 AFFORDABLE HOUSING	1,188.00
Total to be paid from Fund 23 Police Forfeited Assets Trust	3,189.63
	<b>2,085,857.00</b>

*Mitchell*

**Checks Previously Disbursed**

17174	MTN. LAKES PUBLIC LIBRARY	PO# 21877 2020 MTN LAKES PUBLIC LIBRARY AID	24,834.58	4/30/2020
			<u>24,834.58</u>	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund	24,834.58	2,055,587.62	<b>2,080,422.20</b>
Fund 02 FEDERAL AND STATE GRANTS		1,751.40	<b>1,751.40</b>
Fund 04 General Capital		21,590.00	<b>21,590.00</b>
Fund 05 Water Operating		2,383.80	<b>2,383.80</b>
Fund 07 Sewer Operating		166.55	<b>166.55</b>
Fund 20 AFFORDABLE HOUSING		1,188.00	<b>1,188.00</b>
Fund 23 Police Forfeited Assets Trust		3,189.63	<b>3,189.63</b>
<b>BILLS LIST TOTALS</b>	<b>24,834.58</b>	<b>2,085,857.00</b>	<b><u>2,110,691.58</u></b>

**List of Bills - (1710101001002) Escrow - Developers - Checking**

**Developer's Escrow**

Meeting Date: 05/11/2020 For bills from 04/23/2020 to 05/06/2020

Check#	Vendor	Description	Payment	Check Total
5186	102 - ANDERSON & DENZLER ASSOC., INC	PO 21991 MARCH 2020 PROFESSIONAL SERVICES - ESCRO	6,906.91	6,906.91
5187	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 22017 FEB/MARCH 2020 PROFESSIONAL SERVICES - E	1,312.50	1,312.50
TOTAL				8,219.41

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	8,219.41
17-500-00-050-232	Atlantic Health System			157.50	
17-500-00-050-251	ROBERT KLINGENBURG			1,155.00	
17-500-00-091-316	SUNRISE - INSPECTION FEES			6,906.91	
<b>TOTALS FOR</b>	<b>Developer's Escrow</b>	<b>0.00</b>	<b>0.00</b>	<b>8,219.41</b>	<b>8,219.41</b>

Total to be paid from Fund 17 Developer's Escrow

8,219.41

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8,219.41

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

Meeting Date: 05/11/2020 For bills from 04/23/2020 to 05/06/2020

Check#	Vendor	Description	Payment	Check Total
5345	189 - ANCHOR ACE HARDWARE	PO 22023 PARKS & BEACHES - ACCT# 031312	43.11	43.11
	TOTAL			43.11

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	CASH - RECREATION			0.00	43.11
33-600-00-090-000	Recreation Trust Reserves			43.11	
<b>TOTALS FOR</b>	<b>Recreation Trust</b>	<b>0.00</b>	<b>0.00</b>	<b>43.11</b>	<b>43.11</b>

Total to be paid from Fund 33 Recreation Trust

43.11

43.11



**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 104-20**

**“RESOLUTION AWARDING A LEASE AGREEMENT FOR BOROUGH MAIL MACHINE TO PITNEY BOWES”**

**WHEREAS**, there exists the need to lease a mail machine for the Borough of Mountain Lakes; and

**WHEREAS**, the Borough has received a proposal to lease a mail machine from Pitney Bowes; and

**WHEREAS**, the Borough Manager has recommended acceptance of the proposal from Pitney Bowes.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that a lease is hereby awarded to Pitney Bowes, **in an amount not to exceed \$10,431.60** and that the Borough Manager is hereby authorized to enter into the Contract.

**BE IT FURTHER RESOLVED** that the term of this lease shall be for sixty (60) months, from **on or about June 1, 2020 through June 30, 2025**.

XX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on May 11, 2020.

\_\_\_\_\_  
Mitchell Stern, Acting Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Happer						
Horst						
Korman						
Lane						
Menard						
Shepherd						



1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR, BDL

### Your Payment Plan

<b>Initial Term:</b> 60 months	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 173.86	\$ 521.58

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached  
 Tax Exempt Certificate Not Required  
 Purchase Power® transaction fees included  
 Purchase Power® transaction fees extra

### Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate this lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms and conditions of this Agreement, including the NJPA Contract Number 041917-PIT, effective date May 17, 2017 and the State and Local Fair Market Value Lease Terms (including the Pitney Bowes Terms) (Version 4/17) which is available at <http://www.pb.com/states/njpa> and is incorporated by reference (the "Agreement"). You acknowledge that, except for non-appropriation, you may not cancel this lease for any reason and that all payment obligations are unconditional. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. This lease requires you to either provide proof of insurance or participate in the ValueMAX® requirement protection program (see Section 6 of the State and Local Fair Market Value Lease Terms) for an additional fee. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

Not Applicable

State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

**Sales Information**

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Kevin Corcoran

kevin.corcoran@pb.com

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Account Rep Name

Email Address

PBGFS Acceptance

**BOROUGH OF MOUNTAIN LAKES  
COUNTY OF MORRIS, NJ**

**RESOLUTION 105-20**

**“RESOLUTION AUTHORIZING ESTIMATED PROPERTY TAX BILLING FOR THE 3RD QUARTER OF 2020”**

**WHEREAS**, in light of the disruption caused by the COVID-19 outbreak, the Division of Local Government Services has strongly recommended that municipalities prepare to issue estimated real property tax bills for the third quarter of 2020, and

**WHEREAS**, it is anticipated that the Township Tax Collector will not be in receipt of a certified tax rate in enough time to be able to complete the mailing and delivery of real property tax bills by June 14, 2020 as is required by law; and

**WHEREAS**, the Borough of Mountain Lakes Tax Collector and the Borough of Mountain Lakes Chief Financial Officer have requested that the Council provide them with the latitude to submit estimated 3<sup>rd</sup> quarter real property tax bills in the event that they do not timely receive a certified tax rate, which would allow the Tax Collector to complete the mailing and delivery of real property tax bills by June 14, 2020; and

**WHEREAS**, the Borough of Mountain Lakes Tax Collector, in consultation with the Borough of Mountain Lakes Chief Financial Officer, has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3 and they have both signed a certification showing the tax levy for the previous year, and the range of permitted estimated tax levies; and

**WHEREAS**, in accordance with Chapter 72, P.L. 1994, the Tax Collector requests the Council approve the estimated tax levy of \$33,202,322.35 at a tax rate of \$2.80176; and

**WHEREAS**, the above levy and rate have been calculated on a worksheet that is attached hereto and made a part hereof by reference; and

**WHEREAS**, the above levy amount falls between the mandated estimated range required by N.J.S.A. 54:4-66.3(a)(1) and approval will enable the Borough to meet its financial obligations; maintain the tax collection rate; provide uniformity for tax payments; and save the unnecessary cost of interest expenses on borrowing.

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

1. In the event that the Tax Collector of the Borough of Mountain Lakes is not in timely receipt of a certified tax rate, which would provide the Tax Collector without sufficient time to complete the mailing and delivery of real property tax bills by June 14, 2020, the Tax Collector is hereby authorized and directed to prepare and timely issue estimated tax bills for the Borough of Mountain Lakes for the third quarter installment of 2020 taxes.
2. The entire estimated tax levy for 2020 is hereby set at \$33,202,322.35. The estimated tax rate for 2020 is hereby set at \$2.80176.

3. In accordance with applicable law, the third quarter installment of 2020 taxes (whether estimated or not) shall not be subject to interest until the later of August 10 or the twenty-fifth calendar day after the date the estimated bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

4. A copy of this resolution shall be forwarded to the Tax Collector and Chief Financial Officer of the Borough of Mountain Lakes for their records.

5. The Tax Collector and the Chief Financial Officer are hereby authorized to take all steps necessary to effectuate the purpose of this resolution.

6. This resolution shall take effect as herein provided.

XX

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on May 11, 2020.

\_\_\_\_\_  
Mitchell Stern, Acting Municipal Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Barnett						
Happer						
Horst						
Korman						
Lane						
Menard						
Shepherd						

**TOWN: Borough of Mountain Lakes**

2019 Taxes  
\$32,249,703.33

2019 Tax Rate  
\$2.705

		95%	105%
Municipal	\$6,654,903.81	\$6,322,158.62	\$6,987,649.00
Local School	\$22,170,843.00	\$21,062,300.85	\$23,279,385.15
Open Space	\$0.00	\$0.00	\$0.00
Regional School	\$0.00	\$0.00	\$0.00
Fire District	\$0.00	\$0.00	\$0.00
County	\$3,327,536.24	\$3,161,159.43	\$3,493,913.05
County Open Space	\$96,420.28	\$91,599.27	\$101,241.29
County Health	\$0.00	\$0.00	\$0.00
Misc	\$0.00	\$0.00	\$0.00
Misc	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$32,249,703.33</b>	<b>\$30,637,218.16</b>	<b>\$33,862,188.50</b>

Current Year Total Assessed Value

\$1,185,053,400.00

2020	Estimated Amts		Rounding Up	
Municipal	\$6,772,254.82	\$0.57147		
Local School	\$23,076,800.00	\$1.94732		
Open Space	\$0.00	\$0.00000		
Regional School	\$0.00	\$0.00000		
Fire District	\$0.00	\$0.00000		
County	\$3,256,545.27	\$0.27480		
County Open Space	\$96,722.26	\$0.00816		
County Health	\$0.00	\$0.00000		
Misc	\$0.00	\$0.00000		
Misc	\$0.00	\$0.00000		
	<b>\$33,202,322.35</b>	<b>\$2.80176</b>		
				<b>\$2,873.92</b>
			<b>Tax Rate to be used</b>	<b>Rounded Amounts</b>
			<b>\$2.802</b>	<b>\$33,205,196.27</b>

	2019	2020 Estimated	Incr/Decr	
Municipal	\$6,654,903.81	\$6,772,254.82	\$117,351.01	101.763%
Local School	\$22,170,843.00	\$23,076,800.00	\$905,957.00	104.086%
Open Space	\$0.00	\$0.00	\$0.00	
Regional School	\$0.00	\$0.00	\$0.00	
Fire District	\$0.00	\$0.00	\$0.00	
County	\$3,327,536.24	\$3,256,545.27	-\$70,990.97	97.87%
County Open Space	\$96,420.28	\$96,722.26	\$301.98	100.31%
County Health	\$0.00	\$0.00	\$0.00	
Misc	\$0.00	\$0.00	\$0.00	
Misc	\$0.00	\$0.00	\$0.00	
<b>Totals</b>	<b>\$32,249,703.33</b>	<b>\$33,202,322.35</b>	<b>\$952,619.02</b>	<b>102.95%</b>

This cannot be over 105% or under 95%

Attest:

*Monica Goscicki*  
Monica Goscicki  
CFO

*Ann Purcell*  
Ann Purcell  
Tax Collector

*Ranjan O. Bose  
11 Barton Road  
Mountain Lakes, NJ 07046*

April 21, 2020

Dear Mr. Gotthelf,

Thank you for apprising me of the opportunity to become part of the Mountain Lakes Historical Preservation Committee. I am very interesting in participating as a member, and I am sure that my knowledge of and interest in Mountain Lakes history would prove use full additions to the Group.

My family moved into Mountain Lakes in April of 1966, and I entered Wildwood School as a second-grader. We lived at 248 Morris Avenue, and I was fascinated by the elaborate stone-lined paths and gardens, as well as the iron front gate (on Midvale) which we found in the property's extensive (3 acre) yard and grounds. This was the beginning of my interest in the history of the town and its architecture.

I graduated from Mountain Lakes High School in 1976, completing a tour through Wildwood (2<sup>nd</sup> grade through 4<sup>th</sup>); Lake Drive School (5<sup>th</sup> and 6<sup>th</sup> grades), Briarcliff Junior High School (7<sup>th</sup> and 8<sup>th</sup> grades). My family sold the Morris Avenue property in 2008, and I currently live with my wife, 6<sup>th</sup>-grade daughter, and 8<sup>th</sup>-grade son, on Barton Road. I am very active in town activities, including serving as Assistant Scoutmaster for Mountain Lakes BSA Troop 41; and serving as a coach for Grayhawks Youth Football, Laker Junior Basketball, and YMCA Basketball. I am currently the President of Mountain Lakes Recreation Track, and Head Coach of Mountain Lakes Junior Track, Clinic Track, and Junior Cross Country. I was a member of Doug Wilkins' football staff for 20 years, as a volunteer filmer.

I am also very active in researching and writing about Mountain Lakes' people, homes and lore, which I have been posting on Mountain Lakes-related Facebook pages. I am an avid and experienced photographer, which I also pursue for recording current Mountain Lakes events, and town posting.

I look forward to the chance to help continue the Committee's important work on preserving our town, and its traditions.

Sincerely yours,

A handwritten signature in black ink that reads "Ranjan O. Bose". The signature is written in a cursive, flowing style.