



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AS A REMOTE MEETING ON ZOOM
NOVEMBER 23, 2020
PUBLIC SESSION – BEGINS AT 7:30 PM**

To Participate via computer please use the following link: <https://zoom.us/j/208487754> or call iPhone one-tap : US: +13126266799,, 208487754# or +19292056099,,208487754#
Or Telephone: Dial (for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 929 205 6099 or +1 346 248 7799 or +1 669 900 6833 or
+1 253 215 8782 or +1 301 715 8592 Webinar ID: 208 487 754

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 October 15, 2020 and posted in the municipal building.

2) ROLL CALL ATTENDANCE - Clerk

3) FLAG SALUTE – Mayor

4) EXECUTIVE SESSION

5) COMMUNITY ANNOUNCEMENTS

6) SPECIAL PRESENTATIONS

7) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

a. Economic Development Advisory Committee – Borough Profile

8) 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.

9) BOROUGH COUNCIL DISCUSSION ITEMS

10) ATTORNEY'S REPORT

11) MANAGER'S REPORT

12) RESOLUTIONS

13) ORDINANCES

14) *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. R156-20, Authorizing the Payment of Bills
- b. R157-20, Adopting the Mountain Lakes Accessory Apartment Manual

***APPROVAL OF MINUTES**

11/9/20 (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**

Scott Allison to the Woodlands Advisory Committee as a Member with a term expiring 12/31/2020

15) COUNCIL REPORTS

16) 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.

17) NEXT STEPS AND PRIORITIES

18) ADJOURNMENT





Welcome to Mountain Lakes

#1 Best place to raise a family in Morris County
#2 Best place to raise a family in NJ
- (Niche.com)

Just 32 miles west of New York City, nine scenic lakes, rolling hills and natural beauty welcome you to the resort-like community of Mountain Lakes.

The "Hidden Gem" of New Jersey offers consistently top rated schools, excellence in athletics and arts, a range of recreational opportunities, and beautiful homes in a safe, tranquil oasis. All this, plus easy access to major highways, public transit, major corporations and NYC.

***"We feel so lucky to be part
of such a special place."***



Table of Contents

Memories Are Waiting To Be Made	4
You'll Wish You Grew Up Here.	5
Top Rated Schools.	6 - 10
Age and Real Estate Data	11
Extraordinary Market	13
Area Major Employers & Corporations.....	14
World Class Companies.....	15
2017 GRP.	16
Commute & Transportation	17
Local Amenities	18 & 19
Credits & Acknowledgements.....	20

"Mountain Lakes is like a big extended family. There are so many wonderful people and lots of activities for children and adults."



Memories Are Waiting to be Made

This upscale community of 4500 residents is just the right size to be welcoming, friendly and walkable! Some say the only thing better than the schools in Mountain Lakes is the summer here! The town's natural setting and nine lakes provide an ideal environment to raise an active family.



"We were welcomed by our neighbors and the community with open arms and have made so many close friendships along the way. It has been years of wonderful memories watching our boys grow up- sailing on the lake in the summer or ice skating and sledding in the winter."



You'll Wish You Had Grown Up Here **#2 Best place to raise a family in NJ (Niche.com)**

This idyllic setting is a throwback to yesteryear with a focus on community and family activities...Memorial Day parades...July 4th fireworks over the lake...kayak races...sailing classes...ice skating on the lake...swimming and sand castles...walking to school...fishing...hiking...biking...sports championship celebrations...sunset dining at The Club...backyard barbeques...strolling the Boulevard...The Newcomer Welcome party...and Trick or Treating in "The Village".



"Living here is wonderful because you don't have to travel far to see your friends. Just walk down the street and knock on someone's door. They'll be happy you stopped by."
(Student – age 12)

Top Rated Schools

Mountain Lakes offers an academically rigorous K-12 private school experience in a public school setting. The district is home to 1700 students in four schools. With a caring, highly qualified and experienced staff, exceedingly involved parental support and student participation at all levels, the district has a long tradition of excellence, leading the state in academic, athletic and artistic achievement, and community service.

The District is proud to offer Ivy Hall Preschool, and full day kindergarten for a solid beginning to a stellar education. As an outgrowth of its Lake Drive School for the Deaf, all students are introduced to American Sign Language in middle school and have the opportunity to take advanced ASL classes in high school.

Wildwood Elementary School (K-5)

National History Bee – national finals qualifiers
Science Bee – finalist qualifiers
Math Olympiad – qualifiers



"Mountain Lakes' great schools, lakes, woods, beautiful homes, and genuine sense of community make it a special place to live and raise a family. You really feel like you're home and safe here."



Recent District Achievements

Briarcliff Middle School (6-8)

**National
Blue Ribbon
School of
Excellence**

Global and National qualifiers in multiple years for:

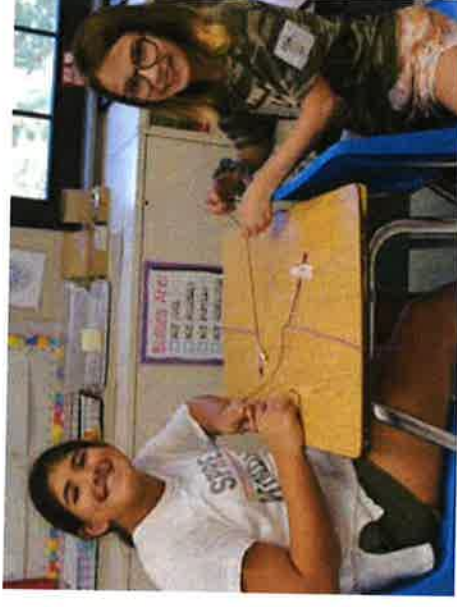
- Destination Imagination
- Model United Nations
- Quiz Bowl
- Morris County "Math Counts" Champions
- International Geography Bee, Science Olympiad, & National History Bee – national qualifiers

Robotics – State finalists

Teen Arts Festival – Outstanding ratings

Region 1 band – multiple students

"We moved here for the schools, but will stay here for the tight knit community."



Mountain Lakes High School



MLHS offers a rigorous curriculum with a wide array of AP courses, fine arts, athletics and extracurricular activities to create well-rounded students and help the district achieve top rankings for decades. Graduates from MLHS earn admission to the nation's most prestigious Ivy League and highly selective universities at rates that outpace selective enrollment and peer schools. Well prepared for life, graduates have risen to the highest echelons of business, academics and sports.



Work Hard -Play Hard – MLHS is a perennial powerhouse in lacrosse, football, track & field, cross country, swimming and crew/rowing and more recently, girls' soccer and tennis and boys' basketball. Scores of MLHS athletes are recruited each year to top universities' Division I, II & III programs after leading their teams to state and/or sectional championships.



- American Profiles in Courage Award
- National Merit Commended Scholars – ~10% annually
- 1st AP Comp Sci Female Diversity Award
- Dozens recruited to college sports programs annually
- "Pride and Prejudice" performance rated Best HS Play in NJ
- NJ Monthly HS Rank - 12th (2018), 17th (2016)
- Students grade 11-12 taking an AP Course 89.1%*
- AP Scholars with distinction - 57***
- Lacrosse - Boys' State Champ '19, 9th straight
- Lacrosse - Girls' State Sectional Champ -9th straight sectional finals
- Football (8x State Champ)
- Tennis - (Girls' State Champ '19, Boys' Singles semifinalist)
- Cross Country, Track & Field - (multi-year boys' and girls' team and individual State & sectional titles)
- Swimming - girls 4th straight State finals '16 – '19
- Soccer - girls State Champ '19
- Basketball - State Sectional champ '19
- 2 Top 99 NJ Coaches of All Times - Flynn (lacrosse) & Wilkins (football)
- Region 1 Orchestra & NJ Area Symphonic Band



"My kids love the atmosphere where it is cool to excel academically AND in sports, fine arts or other activities. They were accepted at numerous highly ranked colleges and were well prepared for the course work."



NJ Performance Report 2017-18

School/Grades	Students	Student: Teacher Ratio	Teacher Avg. Experience (yrs.)
Mtn. Lakes HS	683	11:1	11.1
Briarcliff Middle	306	10:1	12.9
Wildwood Elementary	474	11:1	13.3
Lake Drive School for Hearing Impaired	71	4:1	16.3



Lake Drive School for the Deaf and Hard of Hearing

Lake Drive School celebrated 50 years in 2019/20 as the state's pre-eminent program for hearing impaired students. Lake Drive educates 150 students across 100 districts in Mountain Lakes and via its itinerant program of traveling teachers.



"The district offers a unique educational opportunity...Many Lake Drive students are intergrated into the mainstream schools, and all Briarcliff students learn American Sign Language (ASL) so they can use it with their Lake Drive peers all the way through high school."

***All tuition and costs for non-resident students attending Lake Drive are paid for by the sending school district and are NOT borne by Mountain Lakes taxpayers.

Ivy Hall Preschool

Ivy Hall Preschool is an innovative, preschool program for students with hearing loss and Mountain Lakes children led by a team of certified teachers to create self-empowered learners in an atmosphere of acceptance and respect.

Sound Start Babies

Sound Start Babies Program provides specialized intervention and education to babies with hearing loss during the most critical years of brain and communication development —birth to age 3. It is NJ's only full-day, integrated early intervention program for toddlers with hearing loss, offering both listening and spoken language and sign language classrooms. Additionally, teachers and therapists provide home-based services to educate families about hearing loss and support language development throughout daily routines.

Resident Profile

Tapestry Segmentation classifies neighborhoods into 67 unique segments based on demographics and socioeconomic characteristics in easy-to-visualize terms

66% Top Tier 1A



These highly educated professionals have reached their corporate career goals. Their average net worth is over \$1.5 million; their income is supplemented by strong investment portfolios. Many have moved into consulting roles or operate their own businesses. In addition to expenses for the upkeep of lavish homes, these consumers select upscale salons, spas, and fitness centers; they shop at high-end retailers.

10% Upscale 1A



Prosperous domesticity best describes the settled denizens of this group. They move less than any other market. Home improvement and remodeling projects are a priority - preferably done by contractors. Families maintain their standard of living with dual incomes. Residents spend their spare time participating in a variety of sports or watching movies. They shop online in a variety of stores, from upscale to discount, and use the internet largely for financial purposes.

24% Upscale 2A



These residents are professionals that live sophisticated, exclusive lifestyles. Half of 2A segment households are occupied by married-couple families and about 30% are singles. These are busy, well-connected, and well-educated consumers, avid readers and moviegoers, environmentally active, and financially stable. This market is a bit older, with a median age of almost 43 years, and growing slowly, but steadily.

Socioeconomic Characteristics

- Population: 4,359
- Median age: 43.3
- Highest Median Household Income in NJ - \$216,000 (per NJ Spotlight). (nat'l avg. \$61,937)
- Highest Median Disposable Income: \$112,000
- Homeownership Rate 91.3% (nat'l avg. 63.9%)
- US Citizenship: 95.1%
- NJ Town with Highest Proportion of Adults with at least a Bachelor's Degree or Higher - 80.4% (NJ Spotlight)
- Average Commute: 30.2 minutes
- Work from Home: 9.22% Pre-COVID (one of the highest in the US**)
- Employment by Occupation:
 - 20.3% Management
 - 11.2% Office & Administrative Support
 - 9.58% Sales
 - 9.21% Health Diagnosing & Treating Practitioners & Other Technical
 - 8.89% Education Instruction
 - 8.68% Business & Financial Operations
 - 7.88% Computer & Math
 - 4.66% Community & Social Service
 - 4.24% Legal
 - 2.06% Architecture & Engineering
 - 2.06% Art Design, Entertainment, Sports, media

Real Estate Data 2018 Age Profile

■ Retirement Age	348
■ Working Age	2,704
■ Children	1,423
<i>Total</i>	<i>4,474</i>

Total Population

3 Mile Radius 56,307
5 Mile Radius 158,866

Total households

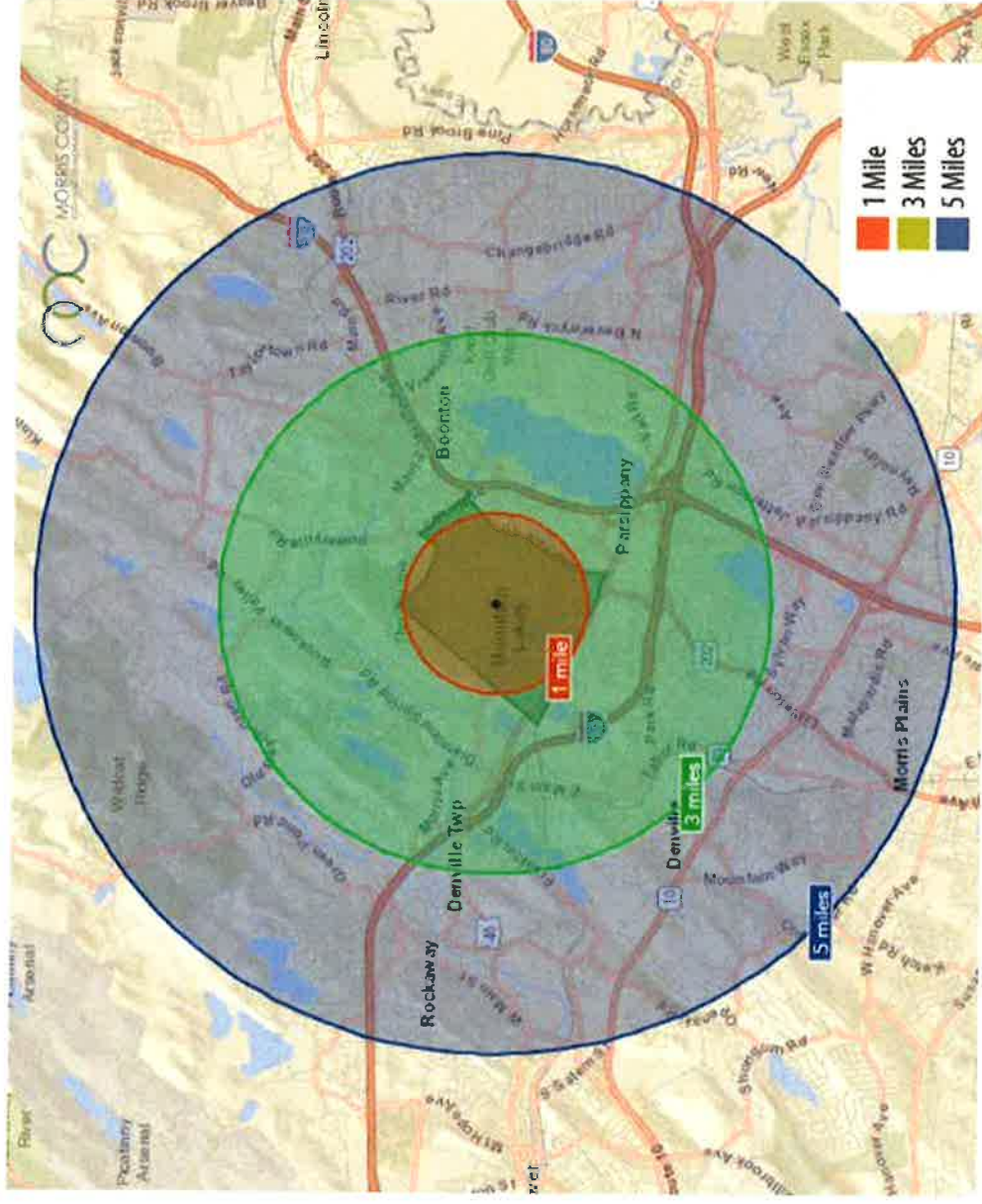
3 Mile Radius 22,230
5 Mile Radius 48,411

Average Household Income

3 Mile Radius \$131,260
5 Mile Radius \$146,055

Bachelor Degree or higher

3 Mile Radius 56.10%
5 Mile Radius 56.60%



Extraordinary Market

Rated #1 Best place to raise a family in Morris County in 2020 by Niche.com

The market is exceptional by all standard demographic measures.

- One of the most highly educated communities in the US:
 - 98.3% of the population age 25+ hold a bachelor's degree or higher
 - 87.3 % hold a graduate or professional degree.
- Income of \$78,623 per capita reflects a high level of professional achievement and 96.98% of the workforce employed in white-collar jobs.
- An upscale community with median home value in 2019 of \$721,663
- Exceedingly safe – zero violent crimes in past five years.
- Consistently rated one of the top places to live in NJ and across the nation
- Historic preservation and charm

"It's a community in the truest sense of the word, from the enjoyment of outdoor living, friendly neighbors, and excellent schools to easy access via bus, train or car to NYC and the mountains – it's a neighborhood that has it all."



Mountain Lakes

Legend:

- Town Center Point
- Health Care
- Manufacturers
- Professional Services
- Other

Major Employers:

- Arconic
- Picatinny Arsenal
- Saint Clare's Health System
- Teva Pharmaceuticals
- TD Bank N.A.
- Ferring Pharmaceuticals
- Reckitt Benckiser
- GAF
- Honeywell
- Morris Plains
- Century 21
- Ogletree Deakins
- Louis Berger
- JCP&L
- Atlantic Health
- Accenture
- PwC
- Emerson
- Nutranix
- Mondelez
- Metlife
- Nestle Nutrition
- Bayer
- Novartis
- Barclays
- ADP
- LGS Innovations
- PSE&G
- Gividaun
- Pinnacle Foods
- Wyndham
- Delta Dental
- NJMEP
- Tiffany & Co.
- Solix
- Langan
- Pfizer R&D
- Deloitte & Touche
- Garden Savings Federal Credit Union
- Budget Truck Rentals
- Avis Rent A Car
- Matrix New World Eng
- Avis Budget Group
- Quest Diagnostic
- BASF
- Realogy
- Pfizer

World-Class Companies



Gross Regional
Product (Grp)



Wealthiest
County in US
(Median Household Income)



Fortune 500 and
1000 Companies



Best County in US
in Which to Live
(Forbes)



Main Corporate
Headquarters

Peaceful Mountain Lakes is surrounded by the global and U.S. headquarters of some of the world's most prestigious corporations such as Honeywell, Novartis, PBF Energy, Avis, Pfizer, and Zoetis. Numerous major employers are just minutes away, including Mondelez International, Deloitte, Reckitt Benckiser, Bayer, BASF, Picatinny Arsenal, GAF, Accenture, ADP, United, Wyndham Worldwide, and Atlantic Health. New York City is only an hour away via bus, train or car.

Morris County is known for thriving pharma, biotech and chemistry communities. Less well known is that our biopharma industry is balanced with major operations in management and IT consulting, large project construction, engineering and real estate development, hospitals, and insurance industries.

We are proud to be part of Morris County, which features a diverse economy that is larger than five states.* Join us; your company will grow here, talent will flourish and recreation is near at hand.

The surrounding office market contains 16+ million sq. ft. of corporate office facilities. Mountain Lakes is within 2 miles of two walkable downtown shopping districts and borders Route 46 which has a wide variety of commerce.



Morris County 2017 GRP: \$254,661,884

NAICS Description

Professional Scientific and Technical Services	\$58,137,926
Health Care and Social Assistance	\$50,305,991
Government	\$35,632,343
Transportation and Warehousing	\$19,706,626
Wholesale Trade	\$19,068,240
Manufacturing	\$14,090,575
Administrative Support and Remediation Services	\$13,180,279
Finance and Insurance	\$11,867,696
Retail Trade	\$7,082,699
Information	\$6,167,240
Educational Services	\$5,905,699
Other Services (except Public Administration)	\$5,418,222
Accommodation and Food Services	\$2,898,423
Construction	\$2,517,134
Real Estate and Rental and Leasing	\$2,445,997
Arts, Entertainment, and Recreation	\$230,829
Mining, Quarrying, and Oil and Gas Extraction	\$0
Utilities	\$0
Management of Companies and Enterprises	\$0
Agriculture, Forestry, Fishing and Hunting	(\$3,946)

*Gross regional product (GRP) is a monetary measure of the market value of all final goods and services produced in a region or subdivision of a country in a period (quarterly or yearly) of time. **The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious services, temporary parking services, and dating services. *Gross regional product (GRP) is a monetary measure of the market value of all final goods and services produced in a region or subdivision of a country in a period (quarterly or yearly) of time. **The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious services, temporary parking services, and dating services.

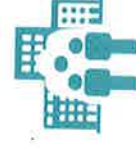
"We enjoy being surrounded by people who share the same values and have the same interests. Being in a tight knit community is rare, and Mountain Lakes is such a great example of that."



109,790
Daytime
Population



6,700
Number of
Businesses



84:100
Employees:
Residential

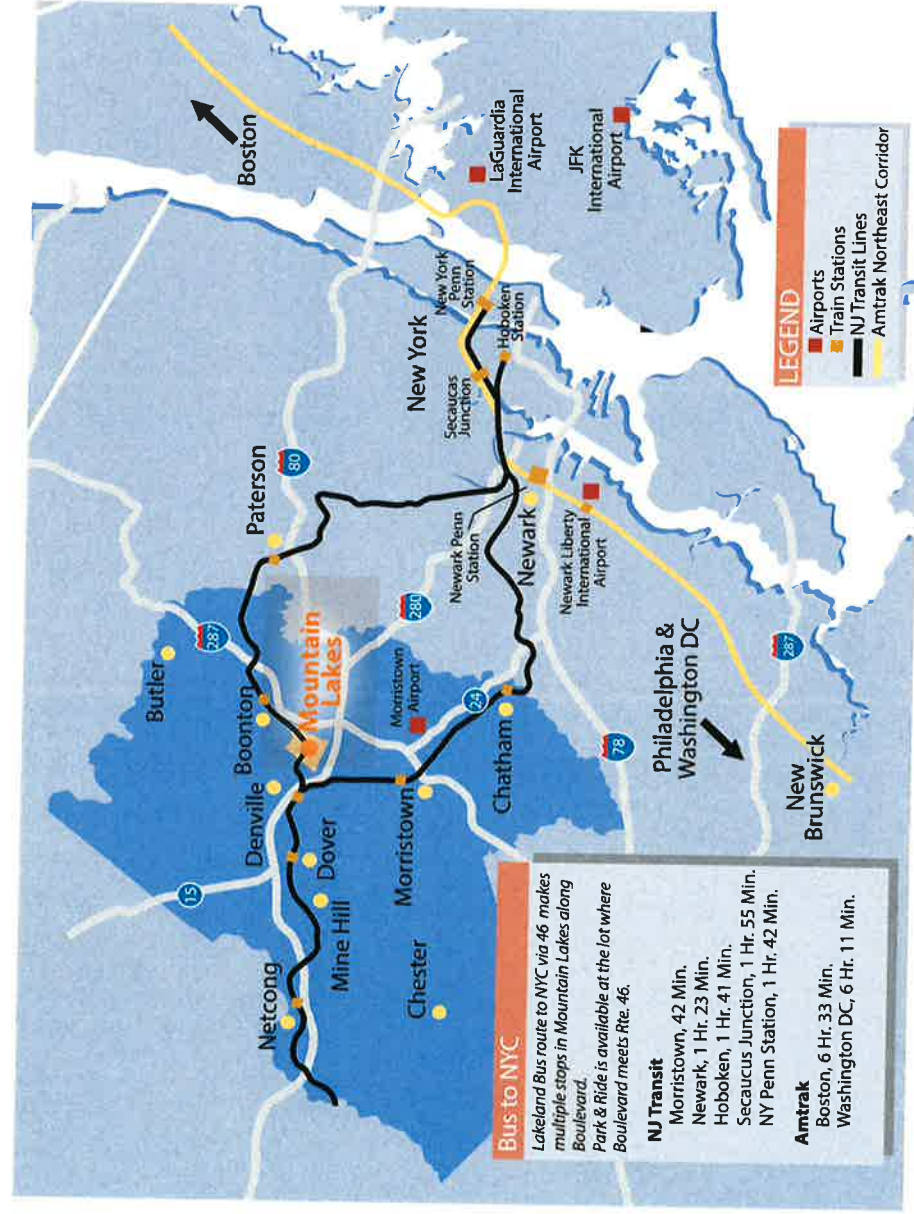


\$4 Billion
Total Sales by
Area Businesses

Commute & Transportation

Mountain Lakes is conveniently located just 2 minutes off I-80, I-280, and I-287 with easy access to New York City via Lakeland bus service or train with stations in Mountain Lakes and Denville. It's on the threshold to the world — just a half hour from Newark International Airport, with a new 1 million sq. ft., 33-gate Terminal One addition scheduled to open in 2021.

*"We have the best of both worlds
...close proximity to one of the world's
most exciting cities while enjoying the
quiet natural beauty of our little town
...the wildlife, trees and lakes."*



Commute Times and Distances from Mountain Lakes to:

Destination	Miles	Time
Parsippany	2	3 min
Morristown	10	18 min
Newark Airport	28	37 min
Trenton	64	1 hr. 18 min
NYC	40	1 hr. 16 min (car or train), 65 min (bus),
Philadelphia	92	2 hr. 13 min
Boston	238	3 hr. 50 min
Wash DC	238	3 hr. 57 min

****commute times based on current bus and train schedules

Local Amenities

Residents cherish Mountain Lakes' richly varied community life and walkable proximity to all schools, beaches, parks, walking paths, public transit, the library and churches. A tradition of community volunteerism has enabled a wide variety of civic and cultural organizations to flourish for decades.



This tranquil, resort-style haven offers fine dining in scenic history-rich venues; superb day care/preschools, recreational activities and fitness centers. It is just 3 minutes to not one, but two, walkable downtown shopping areas and more fine dining, and it is only 15 minutes from major shopping malls, business corridors and performing arts centers. The cultural and entertainment mecca of New York City is merely 45-60 minutes away via bus, car or train.

Parks

- The Tourne County Park (lakes and 8 miles of hiking and mountain biking trails)
- The Boulevard (2-mile walking path)
- Plus numerous sports field, playgrounds, beaches, and greenspace parks

In Town Recreation

- Lakeland Hills YMCA fitness center
- Sailing Lessons
- Beaches and Swimming
- Fishing, Canoes, Kayaking, Paddle Boarding
- Running, Walking, Hiking and Biking
- Tennis, Soccer, Softball and Adult Bowling Leagues
- Championship Rowing (Crew) team
- Park District sports teams and summer camps
- CAVU Trampoline, Tumbling & Ninja Warrior Gym

Nearby Fun

- Within a 60 mile radius, Lakers have access to the Jersey Shore, snow skiing, water parks, ziplining, tubing, professional baseball, football and soccer in NJ, plus all the amenities of NYC.

Churches

- King of Kings (Lutheran)
- Mountain Lakes Community (UCC)
- St. Catherine of Siena (Catholic)
- St. Peter's (Episcopal)

Shopping

- Mountain Lakes Downtown (Midvale Rd)
- Rt. 46 commercial corridor (borders town)
- Waterview Shopping Ctr. (borders town)
- Morris Hills Shopping Ctr. (1 mi)
- Main Street Boonton (0.7 mi)
- Downtown Denville (1 mi)
- Rockaway Mall (6 mi)
- NYC (52 miles)

Health

- Urgent Care and Medical Ctr. (In town)
- 2 Hospitals (3 & 10 miles)

Restaurants

- 11 Restaurants in 1 mile radius, 100 in 3-mile radius

*Spending on eating out per annum \$7,808

Child Care/Preschool

- 6 Licensed facilities



Credits and Acknowledgements

Special Thanks to:

- The Borough of Mountain Lakes
- The Morris Cty Economic Development Corp.
- The Morris Cty Chamber of Commerce
- Graphic Designers:
 - MLHS students Adelina Mills & Madison Chiong
- Editing, Writing:
 - Accentuate PR
- All those who contributed photos and/or are pictured in photos, including: ML Borough, ML School District, Laker Makers, ML Sailing Assoc., ML Garden Club, ML Town Club, Mtn. Lakes Club, Lakeland YMCA, Scouts, and many Mtn. Lakes residents

Data Sources:

U.S. Census Bureau, Environmental Systems Research Institute (ESRI), HERE, Garmin, NGA, USGS, NPS, Economic Modeling Specialist International (EMSI), New Jersey Department of Labor and Workforce Development, ARCGIS, Morris County Department of Planning and Public Works, CoStar Group, The Morris County Geographic Information Systems (MCGIS), Newsweek, Transwestern, US News, NJ Monthly, NJ Division of Taxation, Niche.org, NJ Spotlight, Mountain Lakes School District, taxpolicycenter.org, taxfoundation.org, U.S. Department of Education, National Center for Education Statistics (IPEDS)

Prepared in collaboration with



325 Columbia Turnpike, Suite 101, Florham Park, NJ 07932

(973) 210-6076 www.morriscountyedc.org

and **The Borough of Mountain Lakes**

400 Boulevard, Mountain Lakes, NJ 07046

973-334-3131 <https://mtnlakes.org/>





BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Mitchell Stern
Borough Manager
mstern@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext.2006
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 November 23, 2020.

Boulevard / Pocono Road / N. Pocono Road Intersection – In 2019, Morris County began to investigate improvements to the intersection with the understanding that any upgrades would be on a cost share basis with the Borough. Attached, you will find drawings and cost share information for proposed improvements. As noted in the attached documents, the estimated cost to upgrade the intersection is \$309,775. The Borough's share of this being \$90,432.50. Along with an upgraded signal system, improvements call for a sidewalk from the northwest side of the intersection to the Boulevard path. The engineering documents have been reviewed by, and meets with the approval of, our Borough Engineer. I will include this project in the 2021 capital budget request where it can be further discussed.

Holiday Tree Lighting and Menorah Lighting – At this time, it is our intention to move ahead with plans to hold a scaled down version of our annual events. The tree lighting is scheduled for December 6th at 5pm and the Menorah lighting December 13th at 5pm.

To ensure compliance with Covid-19 executive orders, the following adjustments will be made to our programs; the fire pit will not be lit, nor will there be any food or crafts. For the tree lighting, Santa will join us from the Boulevard and wave from up top. He will not come down into the park. Keep an eye out for additional information from our Recreation Director.

JCP&L Annual Tree Trimming – Beginning on or about Monday, January 4th, 2021, JCP&L contractors will be performing line clearance tree trimming along JCP&L's rights-of-way. This work will include the routine trimming of limbs to provide 4 years of clearance from electric wires and removal of limbs overhanging three-phase electric lines. All tree removals are performed in accordance with JCP&L's easement rights or otherwise with the written consent of the property owner. Attached is a list of streets where JCP&L's contractor will be working.

As always, I encourage anyone with questions or concerns to reach out to me.

Mitchell



Mountain Lakes

SE&D #: RUT-200058

Date: 11/12/2020

Standard Item Number	Description	Unit	Contract Quantity	Amount	County Share	Mt. Lakes Share	Cost
151006M	PERFORMANCE BOND AND PAYMENT BOND	LUMP SUM	1	\$5,000.00	\$5,000.00		\$5,000.00
152004P	OWNER'S AND CONTRACTOR'S PROTECTIVE LIABILITY INSURANCE	DOLLAR					
153003P	PROGRESS SCHEDULE	LUMP SUM	1	\$600.00	\$600.00		\$600.00
154003P	MOBILIZATION	LUMP SUM	1	\$5,000.00	\$5,000.00		\$5,000.00
157004M	CONSTRUCTION LAYOUT	DOLLAR			\$0.00		
158033M	INLET FILTER, TYPE 2, 4' X 4'	UNIT	8	\$1,000.00	\$8,000.00		\$8,000.00
158063P	CONCRETE WASHOUT SYSTEM	LUMP SUM	1	\$2,000.00	\$2,000.00		\$2,000.00
158072M	OIL ONLY EMERGENCY SPILL KIT, TYPE I	UNIT	1	\$850.00	\$850.00		\$850.00
159003M	BREAKAWAY BARRICADE	UNIT	30	\$140.00	\$4,200.00		\$4,200.00
159006M	DRUM	UNIT	30	\$90.00	\$2,700.00		\$2,700.00
159009M	TRAFFIC CONE	UNIT	30	\$17.00	\$850.00		\$850.00
159012M	CONSTRUCTION SIGNS	SF	300	\$1.50	\$4,500.00		\$4,500.00
159015M	CONSTRUCTION IDENTIFICATION SIGN, 4' X 8'	UNIT	2	\$1,100.00	\$2,200.00		\$2,200.00
159027M	FLASHING ARROW BOARD, 4' X 8'	UNIT	2	\$2,000.00	\$4,000.00		\$4,000.00
159029M	PORTABLE VARIABLE MESSAGE SIGN W/REMOTE COMMUNICATION	UNIT	2	\$5,000.00	\$10,000.00		\$10,000.00
159108M	TRAFFIC CONTROL TRUCK WITH MOUNTED CRASH CUSHION	UNIT	2	\$2,300.00	\$4,600.00		\$4,600.00
160004M	FUEL PRICE ADJUSTMENT	DOLLAR			\$0.00		
160007M	ASPHALT PRICE ADJUSTMENT	DOLLAR			\$0.00		
161033P	FINAL CLEANUP	LUMP SUM	1	\$5,000.00	\$5,000.00		\$5,000.00
201033P	CLEARING SITE	LUMP SUM	1	\$10,000.00	\$10,000.00		\$10,000.00
202009P	EXCAVATION, UNCLASSIFIED	CY	120	\$14.00	\$1,680.00		\$1,680.00
302036P	DENSE-GRADED AGGREGATE BASE COURSE, 6" THICK	SY	60	\$13.00	\$780.00		\$780.00
401027M	POLYMERIZED JOINT ADHESIVE	LF	800	\$5.00	\$4,000.00		\$4,000.00
401030M	TACK COAT	GALLON	100	\$4.00	\$400.00		\$400.00
401042M	HOT MIX ASPHALT 9.5 M 64 SURFACE COURSE	TON	10	\$100.00	\$1,000.00		\$1,000.00
401084M	HOT MIX ASPHALT 19 M 64 INTERMEDIATE COURSE	TON	20	\$110.00	\$2,200.00		\$2,200.00
606012P	CONCRETE SIDEWALK, 4" THICK	SY	210	\$65.00	\$13,650.00		\$13,650.00
606084P	DETECTABLE WARNING SURFACE	SY	12	\$250.00	\$3,000.00		\$3,000.00
607021P	9" X 18" CONCRETE VERTICAL CURB	LF	170	\$35.00	\$5,950.00		\$5,950.00
610003M	TRAFFIC STRIPES, THERMOPLASTIC 4"	LF	1,050	\$5.00	\$5,250.00		\$5,250.00
610006M	TRAFFIC STRIPES, THERMOPLASTIC 6"	LF	1800	\$1.00	\$1,800.00		\$1,800.00
610036M	REMOVAL OF TRAFFIC STRIPES	LF	1,000	\$0.50	\$500.00		\$500.00
612003P	REGULATORY AND WARNING SIGN	SF	240	\$30.00	\$7,200.00		\$7,200.00
701015P	2" RIGID METALLIC CONDUIT	LF	25	\$25.00	\$312.50	\$312.50	\$625.00
701021P	3" RIGID METALLIC CONDUIT	LF	600	\$45.00	\$13,500.00	\$13,500.00	\$27,000.00
701102M	18" X 36" JUNCTION BOX	UNIT	6	\$2,000.00	\$6,000.00	\$6,000.00	\$12,000.00
701123M	FOUNDATION, TYPE SFT	UNIT	2	\$2,000.00	\$2,000.00	\$2,000.00	\$4,000.00
701132M	FOUNDATION, TYPE P-MC	UNIT	1	\$3,000.00	\$1,500.00	\$1,500.00	\$3,000.00
701135M	FOUNDATION, TYPE SPF	UNIT	5	\$1,500.00	\$3,750.00	\$3,750.00	\$7,500.00
701144M	FOUNDATION, TYPE SFK	UNIT	2	\$1,600.00	\$1,600.00	\$1,600.00	\$3,200.00
701168M	METER CABINET, TYPE T	UNIT	1	\$2,100.00	\$1,050.00	\$1,050.00	\$2,100.00
701192P	GROUND WIRE, NO. 8 AWG	LF	600	\$2.50	\$750.00	\$750.00	\$1,500.00
701213P	SERVICE WIRE, NO. 6 AWG	LF	60	\$4.00	\$120.00	\$120.00	\$240.00
702009M	CONTROLLER, 8 PHASE	UNIT	1	\$17,500.00	\$8,750.00	\$8,750.00	\$17,500.00
702012M	TRAFFIC SIGNAL STANDARD, ALUMINUM	UNIT	4	\$2,100.00	\$4,200.00	\$4,200.00	\$8,400.00
702018M	PEDESTRIAN SIGNAL STANDARD	UNIT	5	\$850.00	\$2,125.00	\$2,125.00	\$4,250.00
702021M	TRAFFIC SIGNAL MAST ARM, ALUMINUM	UNIT	4	\$2,000.00	\$4,000.00	\$4,000.00	\$8,000.00
702027P	TRAFFIC SIGNAL CABLE, 2 CONDUCTOR	LF	1,000	\$2.50	\$1,250.00	\$1,250.00	\$2,500.00
702030P	TRAFFIC SIGNAL CABLE, 3 CONDUCTOR	LF	1,000	\$2.75	\$1,375.00	\$1,375.00	\$2,750.00
702033P	TRAFFIC SIGNAL CABLE, 10 CONDUCTOR	LF	1,500	\$3.80	\$2,850.00	\$2,850.00	\$5,700.00
702036M	TRAFFIC SIGNAL HEAD	UNIT	12	\$1,100.00	\$6,600.00	\$6,600.00	\$13,200.00
702039M	PEDESTRIAN SIGNAL HEAD	UNIT	8	\$900.00	\$3,600.00	\$3,600.00	\$7,200.00
702042M	PUSH BUTTON	UNIT	8	\$400.00	\$1,600.00	\$1,600.00	\$3,200.00
702045M	IMAGE DETECTOR	UNIT	4	\$6,250.00	\$12,500.00	\$12,500.00	\$25,000.00
702050M	GENERATOR AUXILIARY CABINET	UNIT	1	\$7,000.00	\$3,500.00	\$3,500.00	\$7,000.00
702060M	CONTROLLER TURN-ON	UNIT	1	\$6,000.00	\$3,000.00	\$3,000.00	\$6,000.00
702100M	UNINTERRUPTIBLE POWER SOURCE UNIT WITH CONTROLLER CABINET REVISIONS	UNIT	1	\$9,000.00	\$4,500.00	\$4,500.00	\$9,000.00
802024M	TREE REMOVAL, OVER 12" TO 18" DIA.	UNIT	2	\$1,000.00	\$2,000.00		\$2,000.00
MMB113M	POLICE TRAFFIC DIRECTORS	LUMP SUM	1	\$10,000.00	\$10,000.00		\$10,000.00
				TOTAL	\$219,342.50	\$90,432.50	\$309,775.00

Matthew J. Seckler, PE, PP, PTOE

Stonefield Engineering and Design, LLC



FINAL SUBMISSION
FOR
TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS
AT THE INTERSECTION OF COUNTY ROUTE 618 & POCONO ROAD
BOROUGH OF MOUNTAIN LAKES
MORRIS COUNTY, NEW JERSEY



UTILITIES

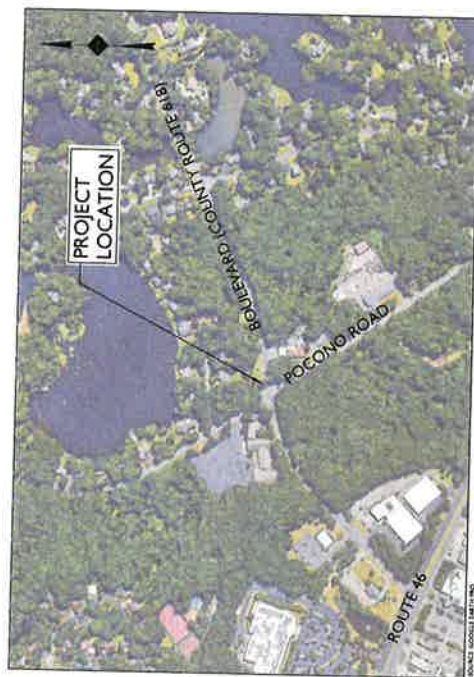
JERRY CENTRAL POWER & LIGHT ELECTRIC

NEW BREEZ/NATURAL GAS (GAS)

THE WARNER CABLE PHONE & CABLE

BOROUGHS OF MOUNTAIN LAKE/DEPARTMENT OF PUBLIC WORKS (WATER & SEWER)

VERIZON (AREA OFFICE)



KEY MAP
1" = 300'

PLANS PREPARED BY:



STONEFIELD
engineering & design

Rutherford, NJ • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Detroit, MI
www.stonefieldeng.com

Headquarters: 92 Park Avenue, Rutherford, NJ 07070
Phone 201.340.4468 • Fax 201.340.4472

MORRIS COUNTY APPROVALS:

RECOMMENDED FOR APPROVAL
CHRISTOPHER J. WITZ, COUNTY ENGINEER

APPROVED BY THE BOARD OF CHOSEN FREE-HOLDERS,
FREEHOLDER DIRECTOR

NOTES

- [illegible]

SHEET INDEX	
DRAWING TITLE	SHEET #
COVER SHEET	1 OF 15
GENERAL AND GENERAL NOTES	2 OF 15
EXPLANATION OF QUANTITIES	3 OF 15
EXISTING CONDITIONS PLAN	4 OF 15
CONSTRUCTION PLAN	5 OF 15
AS-BUILT PLAN AND DETAILS	6-8 OF 15
TRAFFIC CONTROL NOTES & DETAILS	9 OF 15
TRAFFIC CONTROL PLAN	10 OF 15
TRAFFIC SIGNAL PLAN	11 OF 15
ELECTRICAL PLAN	12 OF 15
TRAFFIC SIGNALING & STOPPING PLAN	13 OF 15
CONSTRUCTION DETAILS	14 OF 15
	15 OF 15

STONEFIELD
engineering & design

Rutherford, NJ • New York, NY
Princeton, NJ • Tampa, FL • Detroit, MI
www.stonefieldeng.com

Headquarters: 92 Park Avenue, Rutherford NJ 07070
Phone 201.340.4448 • Fax 201.340.4472

MORRIS COUNTY
PROPOSED ROADWAY IMPROVEMENTS
COUNTY ROUTE 618 & POCONO ROAD
TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS
COUNTY ROUTE 618 & POCONO ROAD
MORRIS COUNTY, NEW JERSEY

MATTHEW J. SECKLER, P.E.
NEW JERSEY LICENSE NO. 40711
LOCATED IN PLAINFIELD, NEW JERSEY

STONEFIELD
Landscape Architecture & Design

FILE	AS DIVISION	PROJECT NO. N.Y.T. 22824
------	-------------	--------------------------

COVER SHEET

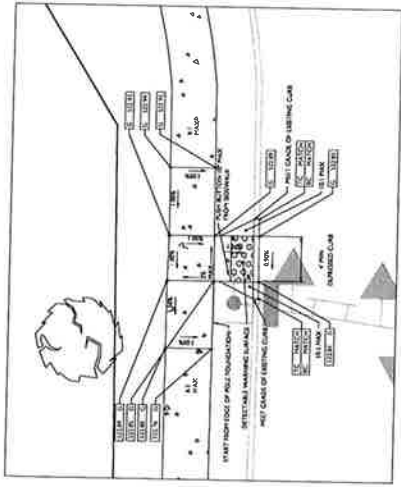
1 OF 15

[illegible][illegible][illegible]

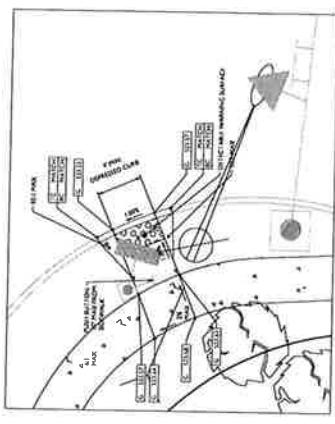
<p>PROPOSED ROADWAY IMPROVEMENTS</p>	<p>MORRIS COUNTY</p> <p>COUNTY ROUTE 618 & POCONO ROAD</p> <p>TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS</p>
---	---

Product or Service	None	Other
--------------------	------	-------

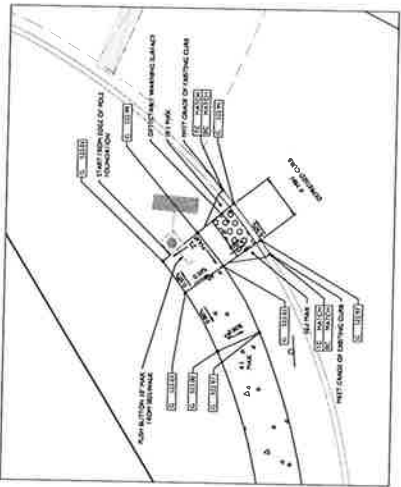
LEARNING:



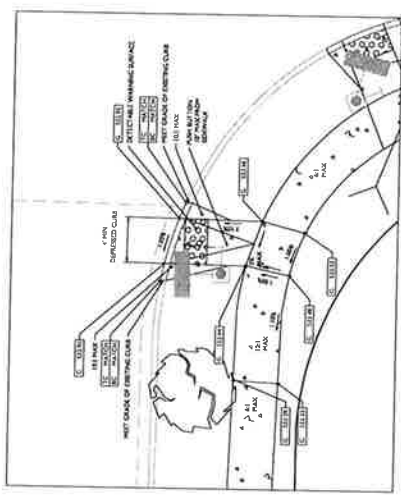
INSET B
NORTHEAST CORNER CROSSING POCONO ROAD



INSET D
NORTHWEST CORNER CROSSING BOULEVARD



INSET A
NORTHEAST CORNER CROSSING BOULEVARD



INSET C
NORTHWEST CORNER CROSSING POCONO ROAD

- [illegible]



MATTHEW J. SECKLER, P.E.
NEW JERSEY LICENSE NO. 40731
1100 VANDERBILT UNIVERSITY BLVD. #1000
NASHVILLE, TN 37203-1700
615-259-2222

MORRIS COUNTY
PROPOSED ROADWAY IMPROVEMENTS
COUNTY ROUTE 618 & POCONO ROAD
TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS
COUNTY ROUTE 618 & POCONO ROAD
BOROUGH OF MOUNTAIN LAKE

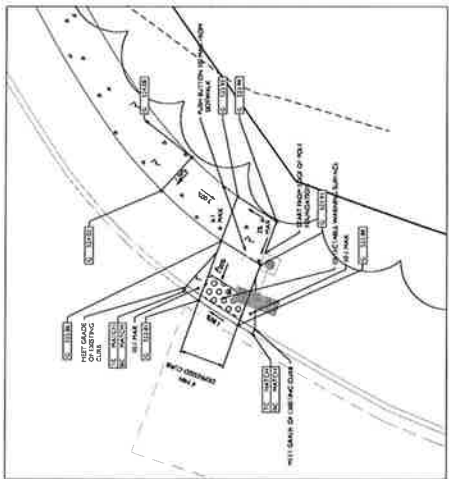
STONEFIELD engineering & design

Princeton, NJ • Tampa, FL • Detroit, MI
www.stonbridge.com
Headquarters: 92 Park Avenue, Rutherford, NJ 07070
Phone: 201 343-4448 Fax: 201 343-4473

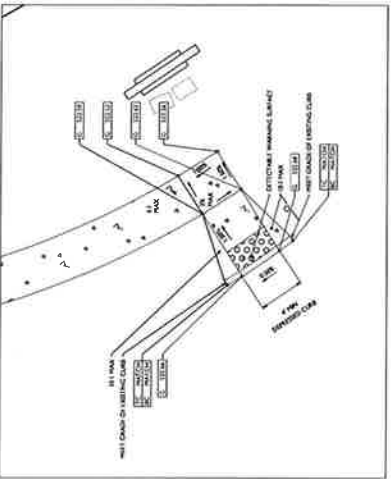
NOT APPROVED FOR CONSTRUCTION

[illegible]

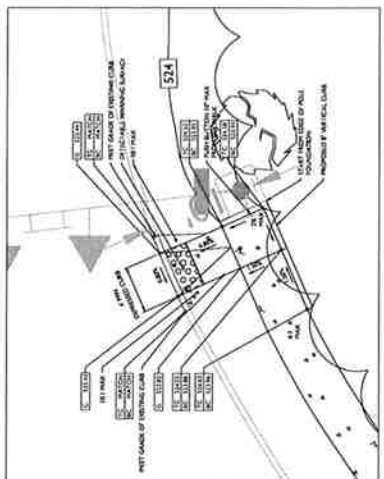
INSET H
SOUTHWEST CORNER CROSSING BOULEVARD



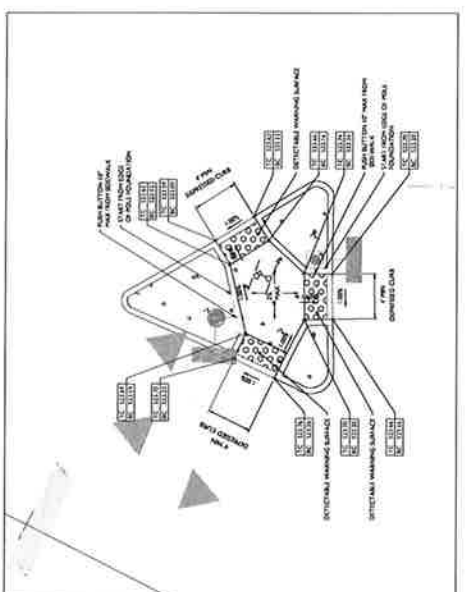
INSET F
SOUTHEAST CORNER

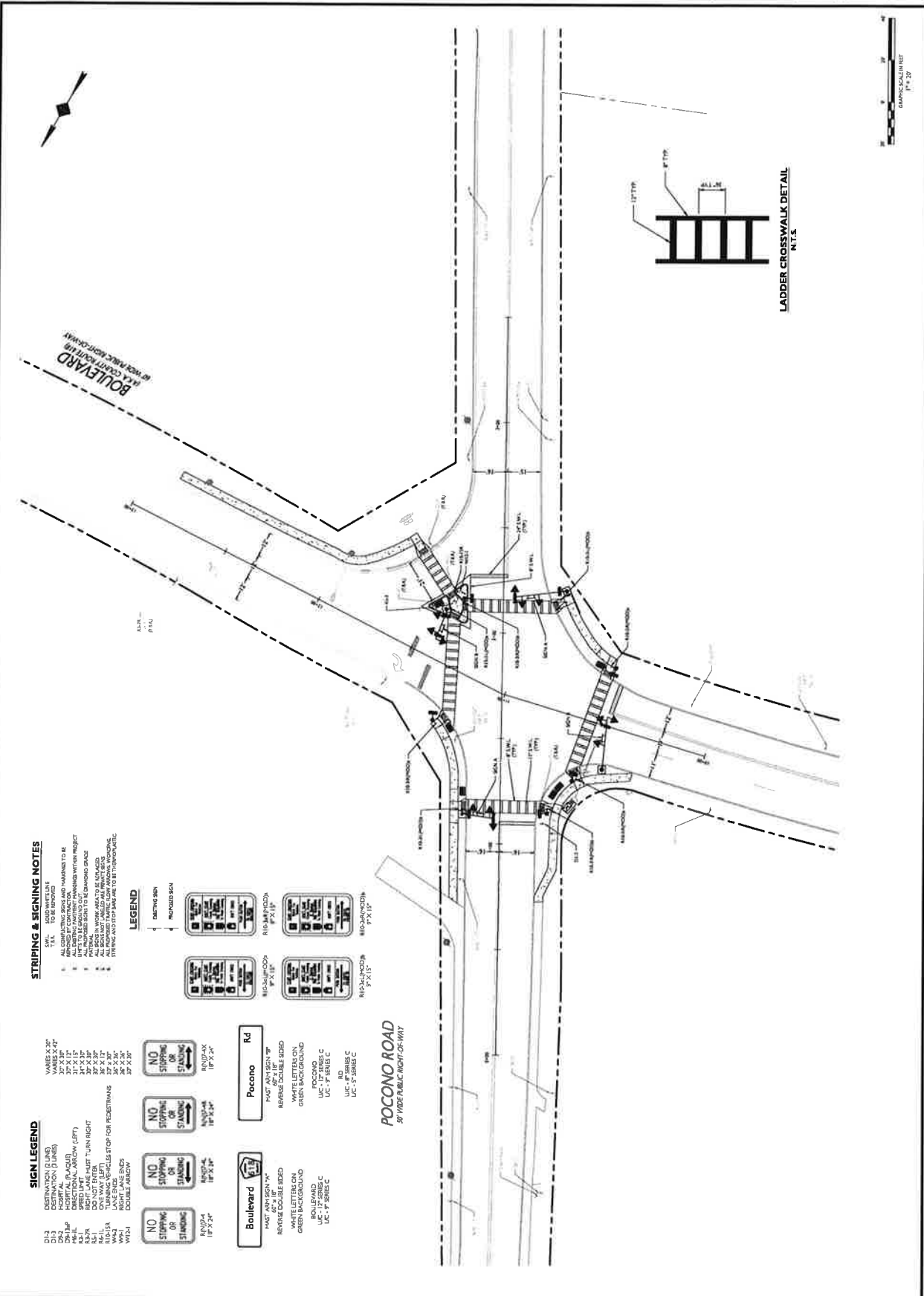


INSET G
SOUTHWEST CORNER CROSSING POCONO ROAD



INSET E



[illegible]

CONSTRUCTION DETAILS


STONEFIELD

MATTHEW J. SECKLER, P.E.
NEW JERSEY LICENSE NO. 48731

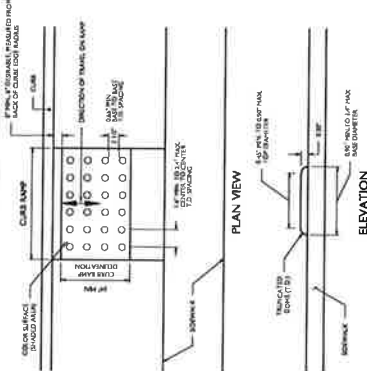
MORRIS COUNTY
PROPOSED ROADWAY IMPROVEMENTS
COUNTY ROUTE 618 & POCONO ROAD
TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS
COUNTY ROUTE 618 & POCONO ROAD
BOROUGH OF MOUNTAIN LAKE
MORRIS COUNTY, NEW JERSEY

STONEFIELD engineering & design
Rutherford, NJ • New York, NY
Princeton, NJ • Tampa, FL • Duval, FL
www.stonefieldeng.com
Headquarters: 93 Park Avenue, Rutherford, NJ 07070
Phone 201.260.6448 • Fax 201.260.4373

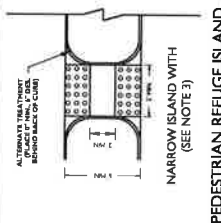
DATE	NAME
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

[illegible]

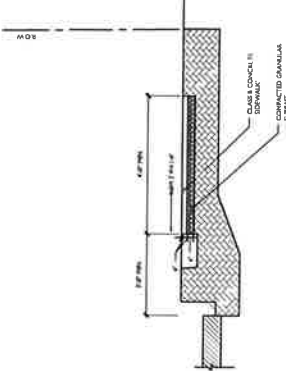
DETECTABLE WARNING SURFACE



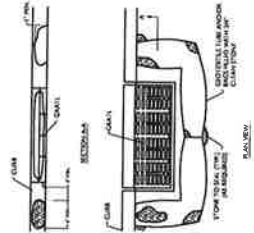
PEDESTRIAN REFUGE ISLAND WALKWAY OPENING AT INTERSECTIONS



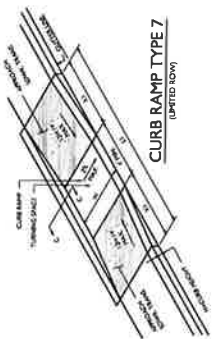
**MORRIS COUNTY
CONCRETE SIDEWALK**



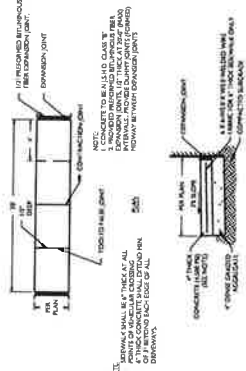
MORRIS COUNTY
INLET FILTER DETAIL



CURB RAMP TYPE 7



CONCRETE SIDEWALK DETAIL



AREAS TO BE TRIMMED

SUBSTATION_NAME	CITY_NAME	STREET_NAME
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	ALPINE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BALL TER
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BARTON RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BEECHWAY RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BEECHWOOD RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BELLVALE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BOULEVARD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BRIARCLIFF RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	BROOK CT
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CEDAR TER
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CENTER DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CHURCH RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	COBB RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CONDIT RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CRAVEN RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CRESCENT DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	CRESTVIEW RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	DARMOUTH RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	ELCOCK AVE
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	FANNY RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	FOREST DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	GLEN RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	GLENBROOK DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	GROVE PL
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	GROVE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	HANOVER RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	HAPGOOD CT
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	HASTINGS LANE
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	HOWELL RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	INTERVALE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	KENILWORTH RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LAKE DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LAKE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LAKESIDE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LAKEVIEW AVE
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LARCHDEL RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LARUEL HILL RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LAUREL HILL RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LAUREL RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LOOKOUT RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	LOWELL AVE
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	MAPLE WAY
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	MELROSE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	MIDVALE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	MORRIS AVE
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	N BRIAR CLIFF RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	N BRIARCLIFF RD

AREAS TO BE TRIMMED

SUBSTATION_NAME	CITY_NAME	STREET_NAME
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	N GLEN RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	OAK LA
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	OLD SHORT HILLS RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	ORCHARD WAY
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	PARK RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	PICKWICK LN
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	POWERVILLE RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	PROP. EMERGENCY ACCESS RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	ROBINHOOD DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	ROCK LA
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	RONARM DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	SCARBOROUGH RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	SHERIDAN LA
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	SHERWOOD DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	STARBOROUGH RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	UNKNOWN
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	VALE DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	WALTON RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	WARWICK RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	WILCOX DR
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	WILDWOOD TRL
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	WILLOWS RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	WOODLAND AVE
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	YORK RD
PARSIPPANY SUB	MOUNTAIN LAKES BOROUGH	YORKE RD

RESOLUTION AND ORDINANCE REVIEW FOR THE NOVEMBER 23, 2020 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

RESOLUTIONS

R157-20, ADOPTING THE MOUNTAIN LAKES ACCESSORY APARTMENT MANUAL – this resolution, a requirement of the Affordable Housing Plan Settlement Agreement, allows the Borough to adopt the Mountain Lakes Accessory Apartment Manual.

ORDINANCES

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

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

RESOLUTION 156-20

"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 November 23, 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 November 23, 2020.

Mitchell Stern, Acting Municipal Clerk

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

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 11/23/2020 For bills from 11/12/2020 to 11/18/2020

Check#	Vendor	Description	Payment	Check Total
17978	219 - ACCESS	PO 22037 CUST# 156NFY04790 MAY-DEC 2020 BLANKET	56.35	56.35
17979	2426 - AGL WELDING SUPPLY CO.	PO 22155 DPW - EQUIPMENT & TOOLS - BLANKET 2020	75.79	75.79
17980	206 - ALLEN PAPER & SUPPLY CO.	PO 22704 STREETS & ROADS - DEPARTMENT SUPPLIES -	224.62	224.62
17981	196 - ALLIED OIL	PO 22303 UNLEADED FUEL - BLANKET 2020	1,761.83	1,761.83
17982	189 - ANCHOR ACE HARDWARE	PO 21534 POLICE DEPT: ACCT # 001413 - 2020 BLANKE	48.97	48.97
17983	3973 - ARCARI & IOVINO ARCHITECTS, PC	PO 22488 BORO HALL: CONSTRUCTION DEVELOPMENT PHAS	21,000.00	21,000.00
17984	3957 - ATLANTIC COAST FIBERS, LLC	PO 21983 RECYCLING COSTS - BLANKET APRIL - DECE	867.36	867.36
17985	269 - BEYER FORD, LLC	PO 21657 DPW - VEHICLE REPAIR - BLANKET 2020	125.62	125.62
17986	414 - CAPITAL SUPPLY COMPANY	PO 22717 PPE SUPPLIES - COVID 19- ACCT# 221305	654.70	654.70
17987	2147 - CCTMO LLC	PO 22695 NOVEMBER 2020 - CELL TOWER REIMBURSEMENT	1,885.00	1,885.00
17988	4094 - CONTINENTAL HARDWARE, INC	PO 22680 STREETS & ROADS - DEPARTMENT SUPPLIES	483.00	483.00
17989	1481 - CORE & MAIN, LP	PO 22659 WATER DEPARTMENT - 32 CONDIT WATER SERVI	471.00	471.00
17990	2396 - COUNTY WELDING SUPPLY CO.	PO 21981 STREETS & ROADS - EQUIPMENT & TOOLS BLAN	34.00	34.00
17991	576 - DAVE'S TIRE, LLC	PO 22690 POLICE VEHICLE REPAIR - TIRES	716.00	716.00
17992	2971 - DIRECT ENERGY BUSINESS	PO 22739 ACCT#: 614054 - 936656 - OCTOBER 2020	557.05	557.05
17993	1170 - FERGUSON ENTERPRISES #501	PO 22391 WATER DEPARTMENT - EQUIPMENT & TOOLS - B	291.51	291.51
17994	769 - FOREST LUMBER	PO 22425 STREETS & ROADS - DEPARTMENT SUPPLIES -	129.99	129.99
17995	653 - GANNET NEW JERSEY NEWSPAPERS	PO 22600 CLERK - 2020 ADVERTISING-ACCT#31471 - BL	65.96	65.96
17996	859 - JCP&L	PO 22728 MAST ACCT# 200 000 021 275 / BILL DATE:	6,695.76	
17997	859 - JCP&L	PO 22729 M/A #200 000 053 658 / BILL DATE: NOV 4,	3,303.34	9,999.10
		PO 22730 M/A #200 000 054 011/ BILL DATE: NOV 4,	518.23	
		PO 22731 ACCT#100 076 421 971/ BILL PRD: 10/6 - 1	80.95	
		PO 22732 MASTER ACCT#200 000 574 000/ BILL DATE:	56.04	655.22
17998	4002 - KAREN BRENNFLECK	PO 22707 REIMBURSEMENT - IDENTOGO	24.05	24.05
17999	1090 - KENVIL POWER MOWER	PO 22357 STREETS & ROADS - EQUIPMENT & SUPPLIES -	166.55	166.55
18000	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 22713 SEPT 2020 PROFESSIONAL SERVICES - PLANNI	787.50	787.50
18001	4145 - METRO ACCESS CONTROL, LLC	PO 22650 DPW - SUPPLIES	520.00	520.00
18002	1338 - MGL PRINTING SOLUTIONS, LLC	PO 22700 CLIENT NO: M135 - PROPOSAL 13321	234.00	234.00
18003	1394 - MTN. LAKES PUBLIC LIBRARY	PO 21877 2020 MTN LAKES PUBLIC LIBRARY AID - BLAN	24,834.62	24,834.62
18004	1472 - MURPHY MCKEON P.C.	PO 21917 2020 LEGAL/ RETAINER FEES - BLANKET	4,166.66	4,166.66
18005	4005 - NATIONAL ASSOC. OF FIELD TRAINING OFFICE	PO 22715 POLICE: TRAINING	225.00	225.00
18006	1553 - NEW JERSEY NATURAL GAS	PO 22733 OCT - NOV 2020 SERVICE	1,393.94	1,393.94
18007	1522 - NISIVOCIA & COMPANY LLP	PO 22734 CLIENT# 00067R001 / 2019 FAST AUDIT	1,200.00	
		PO 22734 CLIENT# 00067R001 / 2019 FAST AUDIT	150.00	
		PO 22734 CLIENT# 00067R001 / 2019 FAST AUDIT	150.00	1,500.00
18008	2727 - ONE CALL CONCEPTS, INC.	PO 21518 2020 JAN - DEC BLANKET / ACCT# 12-BML	134.42	134.42
18009	4156 - PARRISH & PARRISH, LLC	PO 22652 DPW - TRASH DAY LUNCH - BLANKET	70.50	70.50
18010	4143 - PITNEY BOWES GLOBAL FINANCIAL	PO 22141 POSTAGE MAIL MACHINE- LEASE- BLANKET	448.05	448.05
18011	3888 - PLANET TECHNOLOGIES, INC	PO 22718 2020-2021 AOS-G AGREEMENT	7,011.84	7,011.84
18012	3028 - REINER GROUP, INC	PO 22723 BUILDING MAINTENANCE - BOROUGH HALL	275.00	275.00
18013	3990 - RICH TREE SERVICE, INC.	PO 22182 DPW - TREE REMOVAL	2,350.00	
		PO 22702 SHADE TREE - EMERGENCY TREE REMOVAL	2,250.00	4,600.00
18014	2397 - ROCKAWAY AUTO RESOURCES, LLC	PO 22516 VEHICLE REPAIRS - DPW - BLANKET	350.12	350.12
18015	3695 - RT 23 PATIO & MASON CENTER, LLC	PO 22681 ISLAND BEACH - STONEMWORK	294.20	
		PO 22689 ISLAND BEACH PROJECT - BUILDING SUPPLIES	399.50	693.70
18016	3870 - SAI ENTERPRISES, INC	PO 22738 POLICE: COMPUTER EQUIPMENT	745.00	
		PO 22740 BORO HALL: HARDWARE FOR VERIZON FAILOVER	416.00	1,161.00
18017	1981 - SUBURBAN DISPOSAL, INC	PO 21984 SOLID WASTE/RECYCLING COLLECTION - BLANK	35,699.99	35,699.99
18018	3861 - SYNCB/AMAZON	PO 22598 DPW: ORDER# 111-1306239-3030643	49.59	
		PO 22608 RECREATION: ORDER# 111-8637639-7209830 -	43.90	93.49
18019	3903 - TCF EQUIPMENT FINANCE	PO 21883 POLICE CAR LEASE / CUST# 730289 - 2020 B	2,247.19	2,247.19
18020	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 21890 2020 SEWER MAINTENANCE CHARGES - BLANKET	39,166.67	39,166.67
18021	1062 - UNITED SITE SERVICES	PO 21942 APRIL - DECEMBER 2020 BLANKET - CUST# 14	725.00	725.00
18022	2749 - VERIZON	PO 21867 2020 INTERNET SVC: A/C# 853-478-043-0001	37.33	
		PO 21867 2020 INTERNET SVC: A/C# 853-478-043-0001	52.33	
		PO 21867 2020 INTERNET SVC: A/C# 853-478-043-0001	37.33	126.99
18023	2135 - VERIZON WIRELESS	PO 22720 ACCT# 882388054-00001 / OCT 05 - NOV	781.59	781.59
18024	832 - W.W. GRAINGER, INC	PO 22416 STREETS & ROADS - DEPARTMENT SUPPLIES -	68.17	68.17
18025	2649 - WASTEZERO	PO 22691 MOUNTAIN LAKES TRASH BAG -	9,813.55	9,813.55
18026	2228 - WATER WORKS SUPPLY CO, INC	PO 22584 ML HIGH SCHOOL HYDRANT REPAIR	496.29	496.29
18027	2737 - YUCKOS, INC.	PO 22679 CLEAN COMMUNITIES - DOG LITTER BAGS	60.00	
		PO 22679 CLEAN COMMUNITIES - DOG LITTER BAGS	450.00	510.00

TOTAL

178,428.95

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 11/23/2020 For bills from 11/12/2020 to 11/18/2020

Check#	Vendor	Description	Payment	Check Total	
Summary By Account					
ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	738.40			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	65.96			
01-201-20-135-020	ANNUAL AUDIT	1,200.00			
01-201-20-140-020	COMPUTER SERVICES	7,480.17			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	4,166.66			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	3,266.16			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	1,811.71			
01-201-26-300-020	SHADE TREE COMMISSION - O/E	4,600.00			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	46,451.40			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	275.00			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	1,191.74			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	24.05			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	725.00			
01-201-29-390-020	AID TO PUBLIC LIBRARY	24,834.62			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	3,902.52			
01-201-31-437-020	NATURAL GAS	1,950.99			
01-201-31-440-020	TELECOMMUNICATIONS	781.59			
01-201-31-447-020	PETROLEUM PRODUCTS	1,761.83			
01-260-05-100	DUE TO CLEARING			0.00	107,112.80
01-290-55-000-005	DUE TO T-MOBILE - SPRINT FEES			1,885.00	
TOTALS FOR	Current Fund	105,227.80	0.00	1,885.00	107,112.80
02-200-40-700-340	Clean Communities Grant			450.00	
02-260-05-100	DUE TO CLEARING			0.00	450.00
TOTALS FOR	FEDERAL AND STATE GRANTS	0.00	0.00	450.00	450.00
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16			693.70	
04-215-55-989-000	2020 CAPITAL ORD. 8-20 BORO HALL RENOV.			21,000.00	
04-260-05-100	DUE TO CLEARING			0.00	21,693.70
TOTALS FOR	General Capital	0.00	0.00	21,693.70	21,693.70
05-201-55-520-520	Water Operating - Other Expenses	8,276.31			
05-260-05-100	DUE TO CLEARING			0.00	8,276.31
TOTALS FOR	Water Operating	8,276.31	0.00	0.00	8,276.31
07-201-55-520-520	Sewer Operating - Other Expenses	39,410.04			
07-260-05-100	DUE TO CLEARING			0.00	39,410.04
TOTALS FOR	Sewer Operating	39,410.04	0.00	0.00	39,410.04
18-260-05-100	Due to Clearing			0.00	1,486.10
18-300-70-000-208	RESERVE FOR STORM RECOVERY			1,486.10	
TOTALS FOR	Other Trust	0.00	0.00	1,486.10	1,486.10

Total to be paid from Fund 01 Current Fund 107,112.80
 Total to be paid from Fund 02 FEDERAL AND STATE GRANTS 450.00
 Total to be paid from Fund 04 General Capital 21,693.70
 Total to be paid from Fund 05 Water Operating 8,276.31
 Total to be paid from Fund 07 Sewer Operating 39,410.04
 Total to be paid from Fund 18 Other Trust 1,486.10

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
		178,428.95			

Checks Previously Disbursed

220502	COUNTY OF MORRIS	TAX LIABILITY PAYMENT FOR 4TH QUAR	780,153.32	11/16/2020
			780,153.32	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund QUALITY CUSTOM HOMES	780,153.32		780,153.32
Fund 01 Current Fund	780,153.32	107,112.80	887,266.12
Fund 02 FEDERAL AND STATE GRANTS		450.00	450.00
Fund 04 General Capital		21,693.70	21,693.70
Fund 05 Water Operating		8,276.31	8,276.31
Fund 07 Sewer Operating		39,410.04	39,410.04
Fund 18 Other Trust		1,486.10	1,486.10
BILLS LIST TOTALS	1,560,306.64	178,428.95	1,738,735.59

List of Bills - (1710101001002) Escrow - Developers - Checking **Developer's Escrow**

Meeting Date: 11/23/2020 For bills from 11/12/2020 to 11/18/2020

Check#	Vendor	Description	Payment	Check Total
5198	102 - ANDERSON & DENZLER ASSOC., INC	PO 22711 AUG/SEPT 2020 PROFESSIONAL SERVICES - ES	4,001.39	4,001.39
5199	4169 - BURGIS ASSOCIATES, INC.	PO 22710 AUG/SEPT 2020 PROFESSIONAL SERVICES	3,010.00	3,010.00
5200	543 - CYNTHIA SHAW	PO 22708 REIMBURSEMENT - ESCROW	84.40	84.40
5201	4170 - DEWBERRY ENGINEERS, INC	PO 22709 AUG/SEPT 2020 PROFESSIONAL SERVICES	1,915.00	1,915.00
5202	3588 - MCELROY, DEUTSCH, MULVANEY & CARPEN	PO 22712 AUG/SEPT 2020 PROFESSIONAL SERVICES - ES	1,190.00	1,190.00
TOTAL				10,200.79

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	10,200.79
17-500-00-050-251	ROBERT KLINGENBURG			1,212.93	
17-500-00-091-289	PARK LAKES TENNIS CLUB INC			1,625.68	
17-500-00-091-310	PULTE GROUP - ENCLAVE SITE INSPEC. FEE			790.80	
17-500-00-091-316	SUNRISE - INSPECTION FEES			462.50	
17-500-00-091-318	RINGO SUPPLY			749.48	
17-500-00-091-319	HIGHVIEW HOMES LLC			5,359.40	
TOTALS FOR	Developer's Escrow	0.00	0.00	10,200.79	10,200.79

Total to be paid from Fund 17 Developer's Escrow

10,200.79

10,200.79

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

Meeting Date: 11/23/2020 For bills from 11/12/2020 to 11/18/2020

Check#	Vendor	Description	Payment	Check Total
5370	1800 - ROMA PIZZERIA	PO 22737 TRACK: 2020 YEAR END PARTY	206.70	206.70
5371	3861 - SYNCE/AMAZON	PO 22603 TRACK: ORDER# 111-8293753-3733062	30.94	30.94
TOTAL				237.64

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	CASH - RECREATION			0.00	237.64
33-600-00-090-000	Recreation Trust Reserves			237.64	
TOTALS FOR	Recreation Trust	0.00	0.00	237.64	237.64

Total to be paid from Fund 33 Recreation Trust

237.64

237.64

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

RESOLUTION 157-20

“RESOLUTION ADOPTING THE MOUNTAIN LAKES ACCESSORY APARTMENT MANUAL”

WHEREAS, in January 2019, the Borough of Mountain Lakes entered into an Affordable Housing Plan Settlement agreement with New Jersey's Fair Share Housing Center. The Settlement included a requirement that the Borough establish an Accessory Apartments Affordable Housing Program in Mountain Lakes; and

WHEREAS, in order to implement the Accessory Apartment Program, it is desirable to establish a manual that provides information for prospective qualified tenants and for property owners interested in using an existing accessory apartment to obtain rental income through a Borough approved and recognized, legally permitted apartment, while supporting the community as a participant in the Borough's Affordable Housing Program; and

WHEREAS, the Accessory Apartment Program will comply with the rules found in N.J.A.C. 5:93-285.9 as supplemented by the manual. The manual's focus is specifically on the unique aspects of turning existing accessory apartments within the Borough into deed restricted apartments. The Manual will be considered an affordable housing regulation and the penalties provided for in Section 245-38 of the Revised General Ordinances will apply;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, in the County of Morris and State of New Jersey, that the Borough Council hereby adopts the Mountain Lakes Accessory Apartment Manual dated October 28, 2020 and attached hereto.

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 November 23, 2020.

Mitchell Stern, Acting Municipal Clerk

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

Borough of Mountain Lakes

New Jersey

Accessory Apartment Policies and Procedures Manual

October 28, 2020

Prepared by:



CGPH

Community Grants, Planning & Housing

Good People. Great Results.™

1249 S. River Road, Suite 301

Cranbury, NJ 08512

609-664-2769 www.cgph.net

Table of Contents

INTRODUCTION AND PROGRAM OVERVIEW	1
METHOD BY WHICH AN EXISTING ACCESSORY APARTMENT CAN BECOME AN AFFORDABLE ACCESSORY APARTMENT.....	3
PROTECTION FOR EXISTING TENANTS IN ACCESSORY AFFORDABLE DWELLING APARTMENTS	4
DOCUMENTS AND VERIFICATIONS REQUIRED PRIOR TO CLOSING	5
APPROVAL OF APPLICANT VERIFICATION DOCUMENTS BY THE BOROUGH ATTORNEY	7
PROMISSORY NOTES AND MORTGAGES	7
MARKETING OF THE ACCESSORY APARTMENT PROGRAM	8
REMOVING AFFORDABILITY CONTROLS.....	9
EXHIBIT I: AFFORDABLE ACCESSORY APARTMENT ORDINANCE	11
EXHIBIT II: DEED RESTRICTION AND SAMPLE AGREEMENT	18
EXHIBIT III: SAMPLE 2020 RENTS UNDER VARIOUS SCENARIOS	28

Mountain Lakes Borough Accessory Apartment Program Guidelines

INTRODUCTION and PROGRAM OVERVIEW

Properties in Mountain Lakes' Residential neighborhoods are currently zoned as single household residences. Although there are few exceptions, a second household unit within a residential property typically is not permitted. However, in January 2019, Mountain Lakes reached an Affordable Housing Plan Settlement agreement with New Jersey's Fair Share Housing Center. This agreement creates a change to the single household residency standard.

The Settlement agreement is a roadmap that the Borough is using to meet its affordable housing obligations. Included in the agreement is a requirement that, by January 1, 2025, there be five (5) Affordable Accessory Apartments in Mountain Lakes' residential neighborhoods.

According to N.J.A.C. 5:93-1.3 of the Substantive Rules of the New Jersey Council on Affordable Housing, an "Accessory apartment" is a self-contained residential dwelling with a kitchen, sanitary facilities, sleeping quarters, and a private entrance, which is within an existing home, or from the conversion of an existing accessory structure on the same site, or by an addition to an existing home or accessory building. For this sort of housing unit to be considered an Affordable unit, for a 10-year period it must be subject to affordability controls in marketing, rental cost, and tenant income qualifications.

This manual provides information for property owners interested in using an existing accessory apartment to obtain rental income through a Borough approved and recognized, legally permitted, apartment while supporting the community as a participant in the Borough's Affordable Housing Program.

Program Overview

The Accessory Apartment program will comply with the rules found in N.J.A.C. 5:93-5.9(c). Of the Borough's five (5) affordable accessory apartments, one (1) must be made available to a very-low income household and the remaining four can be designated moderate, low, or very low income at the homeowner's discretion.

As identified in the settlement agreement with the Fair Share Housing Center (FSHC) the Borough will prioritize the conversion of existing accessory apartments to deed restricted affordable apartments. This manual is designed to address that priority. As per the Settlement Agreement, in the event that the Borough cannot secure five deed restricted accessory apartments under the terms described above and in the settlement agreement, the Borough would then move to its second priority and pursue the creation of new accessory apartments within existing structures.

Furthermore, as per the provisions of the Borough of Mountain Lakes' Accessory Apartment Ordinance, no additional accessory apartments shall be permitted after issuance of a certificate of occupancy for the fifth accessory apartment. A waiting list will be maintained so that interested property owners can be contacted if new Affordable Housing regulations call for additional accessory apartments within the Borough.

The administrative provisions of this manual shall remain in full force and effect until the last deed restriction expires.

The Accessory Apartment Program Guidelines ("Guidelines") as outlined in this document supplement the Borough of Mountain Lakes' Administration of Affordable Apartments Operating Manual. These guidelines focus specifically on the unique aspects of turning existing accessory apartments within the Borough into deed restricted apartments. Accordingly, for any topics or areas of concern not covered in this specialized manual (such as, but not limited to rental increases, marketing, income eligibility and much more), the reader should refer to the Borough's main manual entitled Mountain Lakes Administrative Agent Operating Manual. Furthermore, the Borough of Mountain Lakes' municipal code (Section 245-38) provides for penalties for violations of affordable housing regulations. The Manual will be considered an affordable housing regulation and the penalties provided for in Section 245-38 will apply.

METHOD BY WHICH AN EXISTING ACCESSORY APARTMENT CAN BECOME AN AFFORDABLE ACCESSORY APARTMENT

All accessory apartments shall be required to conform with the provisions of the Borough of Mountain Lakes' Accessory Apartment Ordinance, attached at Exhibit I of this manual.

1. A public notice will be placed on the Borough's website in several prominent locations to explain the Program. Potentially eligible homeowners will be encouraged to enter the program.
2. Homeowners wishing to explore converting an existing apartment into an affordable accessory apartment will be contacted promptly following their expression of interest in the program.
3. Interested homeowners will be provided with an application, and the owner(s) must agree to restrict the apartment to affordable households, follow program guidelines and file a deed restriction on the property for a period of at least ten (10) years.
4. While one apartment in the Borough must be designated for a very low income household, the remaining apartments may be designated as moderate, low, or very low income apartments. Interested homeowners will have an option as to whether they want to provide a moderate, low, or very-low income apartment on a first come, first served basis. For example, if the first four landlords all choose moderate income apartments, the last landlord must choose a very-low income apartment.
5. The Borough is willing to provide a one-time subsidy of \$5,000 for the conversion. This payment is to be used to offset any and all fees, or facility improvement costs that may be involved in the process of the existing apartment becoming an affordable accessory apartment. The costs covered by this subsidy also include current and future costs associated with contracting with the town's Administrative Agent to assist in affirmatively marketing the apartment. This subsidy offered by the Borough will only be paid one time in one payment when the property is formally dedicated and accepted as affordable housing.
6. If improvements are required on an existing apartment, homeowners will follow normal permitting, construction, and approval processes for all improvements and must receive a Certificate of Occupancy from the Municipality as a condition of receiving the one-time payment.

7. The Mountain Lakes Borough Construction Official must issue a Certificate of Approval confirming that the apartment meets the requirements of the Municipal code and New Jersey rehabilitation Subcode. This document shall be kept in the program participant's file.
8. The homeowner must schedule a closing for the execution of various program agreements and municipal subsidy documents. See below for documents required as part of this closing.
9. The Borough's Administrative Agent will affirmatively market the apartment as described in the Administrative Agent Manual to which these Accessory Apartment Guidelines are appended.
10. Once the apartment is created, it will be operated in accordance with the Administrative Agent Manual. Please refer to the Borough's Affordable Housing Administrative Agent Policies and Procedures manual for more information.

PROTECTION FOR EXISTING TENANTS IN ACCESSORY AFFORDABLE DWELLING APARTMENTS

The Borough recognizes that, in some cases, apartments which qualify for this program are presently occupied by existing tenants. Some of these tenants may have leases and others, who are month to month tenants, may still qualify for protection from eviction under New Jersey law. In any event, as a matter of policy, a program designed to expand and protect affordable housing should not result in the displacement of existing tenants. Conversely, excluding apartments which are presently occupied by tenants from the program would significantly limit the available pool of potential apartments for inclusion in the program and prevent the Borough from adding to its stock of protected affordable apartments thereby guaranteeing the future availability of affordable housing in the community.

Therefore, an apartment with an existing tenant may be considered for inclusion in the accessory affordable housing program subject to the following guidelines:

1. The existence of a tenant must be disclosed as part of the application for inclusion in the program. The tenant must be identified, a copy of the lease (if any) shall be provided and if there is no written lease a certification indicating the current rental

amount and the date when the tenant first leased the property, and the tenant shall be advised of the application.

2. If an apartment is accepted into the program, an existing tenant shall be given the first opportunity to enter into a regulated affordable apartment lease (at the regulated rental amount) provided that the following conditions are met:

A. The tenant completes the necessary applications including income verification.

B. The tenant is not the parent, grandparent, child, or grandchild of the owner.

C. The tenant leased the apartment at least ninety days before the application was filed.

3. The deed restriction period for the apartment will begin immediately, provided that the income qualifications are met by the current tenant and provided that the rental amount complies with the applicable limitations.

4. If the current tenant does not meet the income qualifications and/or the rent charged does not comply with applicable limitations, the deed restriction period will begin on the date when the first income qualified tenant that goes through the usual affirmative marketing processes, and waiting list maintained by the Borough's Administrative Agent, gets certified and then takes possession of the apartment with a lease, and at a rental amount which complies with applicable limitations. During the interim, the Landlord will be required to annually submit evidence of occupancy via annual lease renewals, and notify the Administrative Agent (AA) immediately upon notification of an impending vacancy so that the AA can begin the re-rental process, as more fully explained in the Administrative Agent Operating Manual.

DOCUMENTS AND VERIFICATIONS REQUIRED PRIOR TO CLOSING

To schedule a closing for the execution of various program agreements and municipal subsidy documents, the following documents must be prepared and approved.

For Execution at the Closing

The Administrative Agent will oversee the execution of all necessary municipal agreements and municipal finance documents related to the accessory housing program. The Administrative Agent will be responsible for creating municipal lien documents, deed covenant and recording applicable instruments subject to municipal attorney review and approval.

Construction Code Official Approval Letter

Certificate of Approval for the project indicating project viability is required from the Borough's building inspection official.

Deed

A copy of the recorded deed for the property.

Property Tax Verification

A certificate from the Borough tax collector indicating that tax payments are up to date.

Outstanding Mortgages & Liens

Disclosure and copies of all mortgages and liens.

Resolution from the Borough Council

A resolution from the Borough Council that approves the municipal subsidy will be drafted for approval by Council following a letter from the Administrative Agent stating that the applicant has met all the necessary requirements.

APPROVAL OF APPLICANT VERIFICATION DOCUMENTS BY THE BOROUGH ATTORNEY

After the Administrative Agent has obtained a resolution from the Borough Council approving an accessory apartment, the Administrative Agent shall forward relevant documents (deed restriction, and an Agreement between the town and the owner) to the Borough's attorney for review.

When the Borough attorney has approved the documents, the Administrative Agent will contact the applicant and schedule document signing.

PROMISSORY NOTES AND MORTGAGES

For apartments created from existing nonconforming uses, only a deed restriction and an Agreement between the Borough and the owner is required. The form and content of these documents must be satisfactory to the Borough attorney. The deed restriction document will clearly specify the ten year term of the agreement, as well as the apartment address, number of bedrooms, and the income level selected by the Landlord to be served (very low, low or moderate income households).

A copy of the deed restriction and Agreement shall be provided for the homeowner or their attorney for review in advance of closing. The Administrative Agent shall advise the homeowner to have his or her attorney approve the documents before they are executed.

At a mutually-agreed upon time, date, and place the homeowner and the Administrative Agent shall meet for the execution of the instruments. It can also be done via mail.

The fully executed deed covenant is to be recorded with the County Clerk by the Borough, with assistance from the Administrative Agent. All executed and recorded legal instruments shall be maintained by the Borough Clerk. The Agreement will be maintained by CGP&H in the Owner's file and CGP&H will also have a copy of the recorded deed restriction. The homeowner(s) shall be given copies of their fully executed documents. Copies of the Owner's complete file, including but not limited to the Agreement and deed covenant shall be maintained by the Administrative Agent and transferred to the Borough at the completion of the Borough's contractual relationship with the Administrative Agent.

203 **Schedule for Accessory Apartment**

204 Only currently existing apartments will be permitted to apply to become affordable
205 accessory apartments. If initial interest is more than five apartments, a lottery will be held.
206 Otherwise, commitments will be made to Owners on a first come first served basis. In either
207 case, the Owner's place in line will only be held for 120 days. After which time, it could be
208 given to another owner if the legal documents have not been executed within that time
209 period. Unforeseen causes of delay shall be communicated by the Homeowner to the
210 Administrative Agent immediately.

211 **File Closing**

212 The Administrative Agent will close the homeowner's file after the Deed Restriction is
213 returned from the County with recorded date, book and page. A program letter will be sent
214 to the Homeowner, congratulating them for completing this work, and kicking off
215 marketing of the rental apartment in accordance with the Borough's Administrative Agent
216 Manual.

217 **MARKETING OF THE ACCESSORY APARTMENT PROGRAM**

218 As necessary, the Administrative Agent will advertise the accessory apartment program
219 within Mountain Lakes to property owners via the Borough's website, and through the
220 distribution of fliers. Other methods of advertising to existing homeowners, such as
221 including flyers in tax bills or other official municipal communications will also be utilized
222 when appropriate.

223 Additional, creative marketing prospects - Per suggestions from the Mountain Lakes
224 Affordable Housing Committee, additional marketing initiatives may include but not be
225 limited to the following additional activities:

- 226 1. Education: Educating the public, including but not limited to prospective owner
227 participants is key to the success of this program. Therefore, in coordination with
228 the Borough and its affordable housing advisory committee, CGP&H, if asked by the
229 committee, will prepare and then offer an education event for all interested parties,
230 whether virtual or in person. Proper marketing via letters from the Mayor, press
231 releases and various other forms of noticing will be utilized whenever appropriate.

Emphasis will include explaining how the program works; the subsidy being offered; the rental income projections; the ability to rely on the Borough's Administrative Agent instead of paying a realtor; helping the Borough meet its affordable obligation via least impact on density, neighborhoods, services, schools, etc.

2. When marketing, ensure that we target all existing accessory apartments.

3. Protection of historic properties

This entire guidebook is geared towards turning existing accessory apartments into deed restricted affordable apartments. Nothing in this document is focused on the ultimate end user (tenants), as those processes are the same as for all other tenant based projects, the procedures of which are carefully laid out in the Borough's companion document entitled, Mountain Lakes' Administrative Agent Operating Manual.

REMOVING AFFORDABILITY CONTROLS

After the 10 year affordability period has passed, the affordability controls may be removed by the Borough Council. The landlord must request to the Administrative Agent in writing that he/she would like the Borough to release the unit from the requirements of the deed restriction. This request must include the street address where the unit is located and a copy of any lease that is currently in effect for any tenant that lives on the property.

If the unit is not vacant at the time of the request, the affordability controls shall remain in effect until the unit becomes vacant, provided the occupant continues to earn a gross annual income of less than 80% of the applicable median income. If, at that time, a rental household's income is found to exceed 80 percent of the regional median income, the rental rate restriction shall expire at the later of either the next scheduled lease renewal or 60 days. If the landlord wishes to re-income certify the tenant following the end of the ten year deed restriction, the tenant must cooperate with the re-certification process or forgo the potential for retaining their deed restricted rent. If the Landlord chooses to exercise the recertification option, there shall be an income certification charge to the landlord of \$800 for each annual recertification, payable to the Township's Administrative Agent, regardless of the ultimate findings for each income certification. Please note, recertification requests are optional, and at the Landlord's request, but no more than one recertification can occur during each annual leasing period.

263 Furthermore, as per N.J.A.C. 5:80-26.11(e):

- 264 • the municipal election to release the unit from the requirements of [this subchapter]
265 is made pursuant to a municipal ordinance authorizing such elections with respect to
266 units located either in areas specifically identified in the Housing Element of the
267 municipal Master Plan or throughout the entire municipality; and The
268 administrative agent shall, within 60 days of the municipal election shall [sic],
269 execute a release, in the form set forth in Appendix F to this subchapter
270 (https://www.nj.gov/dca/divisions/lps/hss/admin_files/uhac/f.doc), incorporated
271 herein by reference, of all restriction instruments with respect to the unit(s). The
272 owner of the restricted unit(s) is responsible for recording the release instruments
273 and returning the recorded originals promptly to the administrative agent. Upon the
274 expiration of the control period for a restricted rental unit established in this section,
275 the owner of the unit shall be entitled to lease it to any tenant at the fair market rent.

Exhibit I – Affordable Accessory Apartment Ordinance

ARTICLE VII
Affordable Accessory Apartments
[Added 5-29-2019 by Ord. No. 6-19¹]

§ 245-39. Applicability and purpose.

- A. Applicability. This article applies to the establishment of accessory apartments in the Borough, in any Residential District and in the A Business District. Until passage of this article, only single-family housing has been allowed in Residential Districts.
- B. Purpose. It is the purpose of this program to help meet a portion of the Borough's fair share housing obligation and provide a realistic opportunity for the development of affordable housing through creation of up to five accessory apartments for occupancy by very-low-income, low-income, or moderate-income households.

§ 245-40. Definitions.

Definitions pertaining to affordable housing not found below are the same as those definitions that appear in the rules and regulations adopted by the Council on Affordable Housing in N.J.A.C. 5:93-1 et seq. as used in this chapter.

APPLICANT — The person or persons applying to establish an accessory apartment in accordance with the provisions of this chapter.

CONTRIBUTING DWELLING — One of the dwellings covered under Borough Ordinance Chapter 40, Article VI, Historic Preservation, that was constructed on or before December 31, 1938, is listed as "contributing buildings" within the Mountain Lakes Historic District in the National Register of Historic Places Registration Form for the Mountain Lakes Historic District, and has not been demolished; and such other structures as are designated as "contributing dwellings" by ordinance upon the recommendation of the Mountain Lakes Historic Preservation Committee or successor entities and the Planning Board.

§ 245-41. Minimum standards.

- A. An accessory apartment shall be permitted in an existing structure on a property which is in conformity with the regulations of the zoning district in which it is located, including

1. Editor's Note: This article also repealed former Art. VII, Municipal Housing Liaison.

minimum required lot area, lot frontage, lot width, lot depth, maximum floor area ratio (FAR), maximum impervious lot coverage (ILC) and all setback and other bulk requirements. An accessory apartment shall also be permitted in a preexisting nonconforming property as long as it does not require an additional bulk variance.

- B. Creation of any accessory apartment shall require a building permit prior to construction of additions and/or alterations and issuance of a certificate of occupancy prior to signing a lease with a tenant.
- C. An accessory apartment shall be created within the existing footprint of the existing dwelling or the existing footprint of the existing accessory structure (e.g., detached garage). A new entry door, landing, or covered porch, dormers and modifications to the roof-lines that are architecturally consistent with the details, materials, windows, massing and scale of the existing structure shall be permitted. All additions shall comply with the bulk requirements of the zone.
- D. An accessory apartment may be created within an existing contributing dwelling and shall be eligible for bulk incentives as specified in the latest adopted version of the Borough Ordinance 40-47, "Establishing a Historic Preservation Committee and Establishing Special Zoning Requirements for Contributing Dwelling." Any accessory apartment provided within a contributing dwelling shall utilize the Historic Mountain Lakes Restoration and Renovation Handbook Design standards.
- E. Accessory apartments shall have living/sleeping space, cooking facilities, a kitchen sink, and complete sanitary facilities for the exclusive use of its occupants. The accessory apartment shall have a private entrance. The ceiling height for habitable spaces shall be no less than seven feet.
- F. The potable water supply and sewage disposal system for the accessory apartment shall be adequate as evidenced by approval of the Borough Water and Sewer Utility.
- G. The creation of an accessory apartment shall not create a nonconforming condition on the site regarding applicable zoning requirements. An accessory apartment that is detached from the principal dwelling shall conform to all of the accessory building requirements of the zone.

- H. There shall be no more than one accessory apartment located on any lot unless the property is in the A Business Zone and has more than one preexisting apartment.
- I. Off-street parking shall be provided for the occupants of the affordable accessory apartment in conformance with Chapter 245: Zoning; Article IV, Use Regulations; § 245-15(L), Supplementary Use Regulations, and shall be depicted on the submitted sketch or site plan.
- J. Any renovation relative to the creation of an accessory apartment shall be architecturally consistent with the appearance of other structures on the same site. Accessory apartments shall be designed to blend and harmonize with the existing exterior architectural design of the original dwelling unit using similar materials, colors and details. The present exterior architectural design of the original dwelling unit shall be maintained to preserve the residential character of the neighborhood. Any accessory apartment provided within a contributing dwelling shall utilize the Historic Mountain Lakes Restoration and Renovation Handbook design standards.
- K. Any dwelling unit created or designated as an accessory apartment pursuant to this section shall be and shall remain permanently accessory to the primary use of the property, and shall in no way confer upon the property owner any future rights to subdivide the existing lot.
- L. In the case of an accessory apartment created without proper permits, which the property owner desires to designate as an accessory apartment under this program, all of the requirements of this article and all requirements of the U.C.C. shall apply.
- M. Any existing code deficiencies in the portion of the building to be devoted to the accessory apartment unit shall be corrected, and the unit shall be brought up to code standard. The standard for evaluating any rehabilitation activity on an existing dwelling unit shall be N.J.A.C. 5:23-2.4 and 5:23-2.5.
- N. Any accessory apartment created within an existing dwelling or an accessory structure (e.g. if provided above a detached garage) shall be fire-separated vertically and/or horizontally from the existing structure in accordance with the New Jersey Uniform Construction Code Rehabilitation Subcode, N.J.A.C. 5:23-6 6(e)12.

- O. The owner shall agree to rent the accessory apartment unit only to a moderate- low- or very-low-income tenant.
- P. The owner shall agree that prior to the issuance of a certificate of occupancy for the initial tenant of the accessory apartment, there shall be a recorded deed or declaration of covenants and restrictions applied to the property running with the land that maintains the affordability of the accessory apartment for the minimum ten-year period. A sample deed restriction and/or loan agreement prepared by the Borough Attorney shall be supplied to the applicant.
- Q. The accessory apartments shall adhere to all current building code requirements of the latest adopted editions of the International Residential Code New Jersey Edition and the New Jersey Uniform Construction Code.

§ 245-42. Affordability controls.

- A. Liens on property. An owner who receives financial assistance under the provisions of the accessory apartments program shall be required to place a lien on his or her property. The following requirement shall apply to such liens:
 - (1) The Borough shall be specified as the lienholder.
 - (2) The lien shall specify that the value of the lien equals the amount of the monetary benefits received by the applicant under the accessory apartments program.
 - (3) A record of the lien will be kept on the property tax record, in the County Clerk's files, in the administrative agent's records, and notification to the tax collector with the deed and with the insurance policy, as required by this program.
 - (4) The owner shall notify the administrative agent, in writing, of the intent to sell a property that has benefited from the accessory apartments program, if the accessory apartment is still under the affordability controls and restrictions required by this program.
 - (5) Each time the unit is rerented, the administrative agent will verify that the unit will continue to be occupied by a qualified moderate- low-income or very-low-income household and that the rent charged meets the affordability guidelines of the program.

- (6) All properties shall be periodically checked for liens, and any suspected violations of the program shall be reported to the administrative agent for further investigation.
 - (7) At the termination of the affordability controls, the loan shall be forgiven and the lien shall be discharged by way of a notice of lien discharged filed with the County Clerk.
- B. Length of affordability. Owners who utilize the provisions of the accessory apartments program shall accept a deed restriction on the property. The deed restriction shall state that only a moderate, low income, or very-low-income tenant, as determined by the administrative agent, shall occupy the accessory apartment unit. The deed restriction shall be recorded with the County Clerk, and a copy of the recorded deed shall be forwarded to the administrative agent. The deed restriction shall go into effect as soon as a certificate of occupancy has been issued and shall apply for a period of at least 10 years.
- C. Pricing.
- (1) Gross rents, including a utility allowance consistent with the utility allowance approved by HUD for use in New Jersey, shall be set so as not to exceed 30% of the gross monthly income for the appropriate household size and income level. Maximum rents for each household size and income level shall be calculated based on the regional weighted average of the current uncapped Section 8 income limits published by HUD.
 - (2) Rents of accessory apartments shall be affordable to very-low, low-, or moderate-income households as per the FHA, COAH or its successor agency, and UHAC regulations.
 - (3) Annual indexed increases. The rents of the accessory apartment units may be increased annually in accordance with N.J.A.C. 5:93-9.15.

§ 245-43. Program compliance.

- A. The Borough shall designate an administrative agent to administer the accessory apartments program. The administration agent's responsibilities shall include advertising the accessory apartments, income qualifying prospective renters, setting rents and annual rent increases, maintaining a waiting list, distributing subsidies as applicable, securing certificates of occupancy, qualifying properties, handling application forms,

filing deed restrictions, monitoring reports, and affirmatively marketing the affordable accessory apartment program in accordance with the UHAC.

- B. The administrative agent shall only deny an application for an accessory apartment if the project is not in conformance with the requirements N.J.A.C. 5:93-1 et seq., and/or the provisions of this article. All denials shall be in writing with the reasons clearly stated.
- C. Violations, defaults, and remedies. In the event of a threatened breach of any of the regulations governing the affordable unit by an owner of an accessory apartment, the administrative agent shall have all the remedies provided at law or equity, including the right to seek injunctive relief or specific performance, it being recognized by both parties that it will cause irreparable harm to the municipality, in light of the public policies set forth in the Fair Housing Act and the obligation for the provision of very-low-, low- and moderate-income housing.

§ 245-44. Sunset clause.

The provisions of this article permitting accessory apartments shall become null and void, having no further force or effect, upon the issuance of a certificate of occupancy for the fifth accessory apartment within the Borough of Mountain Lakes. The administrative provisions shall remain in full force and effect until the last deed restriction expires.

Exhibit II: Deed Restriction and Sample Agreement

APPENDIX E-2

MANDATORY DEED RESTRICTION FOR RENTAL PROJECTS

Deed Restriction

**DEED-RESTRICTED AFFORDABLE HOUSING PROPERTY
WITH RESTRICTIONS ON RESALE AND REFINANCING**

To Rental Property

With Covenants Restricting Rentals, Conveyance and Improvements
And Requiring Notice of Foreclosure and Bankruptcy

THIS DEED RESTRICTION, entered into as of this the ____ day of _____, 20____, by and between Community Grants, Planning & Housing (CGPH) ("Administrative Agent"), or its successor, acting on behalf of Mountain Lakes Borough, with offices at 400 Boulevard Mountain Lakes, NJ 07046, and _____ a New Jersey [Corporation / Partnership / Limited Partnership] having offices at _____ the developer/sponsor (the "Owner") of a residential low- or moderate-income rental project (the "Project"):

WITNESSETH

Article 1. Consideration

In consideration of benefits and/or right to develop received by the Owner from the Municipality regarding this rental Project, the Owner hereby agrees to abide by the covenants, terms and conditions set forth in this Deed restriction, with respect to the land and improvements more specifically described in Article 2, hereof (the Property).

Article 2. Description of Property

The Property consists of all of the land, and a portion of the improvements thereon, that is located in the municipality of Mountain Lakes Borough, County of Morris, State of New Jersey, and described more specifically as Block No. _____ Lot No. _____, and known by the street address:

More specifically designated as:

(List specific units by address or apartment number, income level and number of bedrooms here.)

Article 3.

Affordable Housing Covenants

The following covenants (the "Covenants") shall run with the land for the period of time (the "Control Period"), determined separately with respect for each dwelling unit, commencing upon the earlier of the date hereof or the date on which the first certified household occupies the unit, and shall and expire as determined under the Uniform Controls, as defined below.

In accordance with N.J.A.C. 5:80-26.11, each restricted unit shall remain subject to the requirements of this subchapter, the "Control Period," until the municipality in which the unit is located elects to release the unit from such requirements. Prior to such a municipal election, a restricted unit must remain subject to the requirements of this subchapter for a period of at least 10 years; provided, however, that:

2. Any unit that, prior to December 20, 2004, received substantive certification from COAH, was part of a judgment of compliance from a court of competent jurisdiction or became subject to a grant agreement or other contract with either the State or a political subdivision thereof, shall have its control period governed by said grant of substantive certification, judgment or grant or contract.
- A. Sale and use of the Property is governed by regulations known as the Uniform Housing Affordability Controls, which are found in New Jersey Administrative Code at Title 5, chapter 80, subchapter 26 (N.J.A.C. 5:80-26.1, *et seq.*, the "Uniform Controls").
 - B. The Property shall be used solely for the purpose of providing rental dwelling units for low- or moderate-income households, and no commitment for any such dwelling unit shall be given or implied, without exception, to any person who has not been certified for that unit in writing by the Administrative Agent. So long as any dwelling unit remains within its Control Period, sale of the Property must be expressly subject to these Deed Restrictions, deeds of conveyance must have these Deed Restrictions appended thereto, and no sale of the Property shall be lawful, unless approved in advance and in writing by the Administrative Agent.
 - C. No improvements may be made to the Property that would affect the bedroom configuration of any of its dwelling units, and any improvements to the Property must be approved in advance and in writing by the Administrative Agent.
 - D. The Owner shall notify the Administrative Agent and the Municipality of any foreclosure actions filed with respect to the Property within five (5) business days of service upon Owner.
 - E. The Owner shall notify the Administrative Agent and the Municipality within three (3) business days of the filing of any petition for protection from creditors or reorganization filed by or on behalf of the Owner.

Article 4.

Remedies for Breach of Affordable Housing Covenants

A breach of the Covenants will cause irreparable harm to the Administrative Agent, to the Municipality and to the public, in light of the public policies set forth in the New Jersey Fair Housing Act, the Uniform Housing Affordability Control rules found at N.J.A.C. 5:80-26, and the obligation for the provision of low and moderate-income housing.

- A. In the event of a threatened breach of any of the Covenants by the Owner, or any successor in interest of the Property, the Administrative Agent and the Municipality shall have all remedies provided at law or equity, including the right to seek injunctive relief or specific performance.
- B. Upon the occurrence of a breach of any Covenants by the Grantee, or any successor in interest or other owner of the Property, the Administrative Agent and the Municipality shall have all remedies provided at law or equity including but not limited to forfeiture, foreclosure, acceleration of all sums due under any mortgage, recouping of any funds from a sale in violation of the Covenants, diverting of rent proceeds from illegal rentals, injunctive relief to prevent further violation of said Covenants, entry on the premises, those provided under Title 5, Chapter 80, Subchapter 26 of the New Jersey Administrative Code and specific performance.

IN WITNESS WHEREOF, the Administrative Agent and the Owner have executed this Deed Restriction in triplicate as of the date first above written.

CGP&H

BY: _____
Randy Gottesman
President

[THE OWNER]

BY: _____
XXXXXXXXXXXXXX
Title

APPROVED BY Mountain Lakes Borough

BY: _____
David Shepherd
Mayor

ACKNOWLEDGEMENTS

On this the _____ day of _____, 20____ before me came Randy Gottesman, to me known and known to me to be the Administrative Agent for Mountain Lakes Borough, who states that (s)he has signed said Agreement on behalf of said Municipality for the purposes stated therein.

NOTARY PUBLIC

On this the _____ day of _____, 20____ before me came _____, to me known and known to me to be _____, the Owner of the Property, who states that (s)he has signed said Agreement for the purposes stated therein.

NOTARY PUBLIC

On this the day of , 20 before me came David Shepherd known and known to me to be Mayor of Mountain lakes Borough, the Municipality identified as such in the foregoing Agreement, who states that (s)he is duly authorized to execute said Agreement on behalf of said Municipality, and that (s)he has so executed the foregoing Agreement for the purposes stated therein

NOTARY PUBLIC

BOROUGH OF MOUNTAIN LAKES
ACCESSORY APARTMENT PROGRAM
GRANT AGREEMENT

THIS AGREEMENT made on the ____ day of _____, 2020 by and between **OWNER**, single/married, whose current address is _____, Mountain Lakes, NJ, 07046 ("**Owner[s]**"), and the Borough of Mountain Lakes, a municipal corporation of the State of New Jersey, whose principal offices are located at 400 Boulevard, Mountain Lakes, NJ 07046 ("**Borough**"). Collectively, the Owner and the Borough will be referred to as the "**Parties**".

WHEREAS, Owner[s] own _____, Mountain Lakes, NJ, 07046, described more specifically as Block No. _____, Lot No. _____ on the Mountain Lakes Borough Tax Map ("**Property**"); and

WHEREAS, said Owner[s] have submitted a full and complete application for their Property to be included in the Borough's Accessory Apartment Program; and

WHEREAS, the Borough's Administrative Agent having reviewed the application, including all additional supporting documentation as may be required, has approved said application; and

WHEREAS, the Borough is willing to extend a grant to Owner[s] in the amount of _____ **DOLLARS (\$_____)** as a onetime grant to subsidize the development of the Accessory Apartment ("**Grant**"); and

WHEREAS, the Parties wish to memorialize the agreement between them by way of this Accessory Apartment Program Grant Agreement ("**Agreement**");

NOW, THEREFORE, IT IS AGREED on this ____ day of _____, 2020, by and between the Parties as follows:

1. Owner[s] acknowledge that they are aware, and herein reaffirm their understanding, that upon its completion, the Accessory Apartment shall be governed by all applicable affordable housing rules, regulations and restrictions, including but not limited to the State of New Jersey affordable housing statutes and regulations, as well as Borough affordable housing ordinances, resolutions, plans, and program guidelines. Owner[s] additionally acknowledge that this Grant assistance is based solely upon the confirmation by the Borough, as required in Paragraph 10 below, that the required work was satisfactorily completed.

2. Owner[s] have applied to the Borough's Accessory Apartment Program for funds to subsidize the development of an Accessory Apartment and said funds have been provided through the Borough of Mountain Lakes' Affordable Housing Trust Fund ("**Program**").
3. The Borough, through its administrative agent, CGP&H, LLC ("**Administrative Agent**"), has reviewed Owner[s]' application to the Program and agrees to provide a grant of \$_____ ("**Program Grant**") to Owner[s] upon satisfactory completion of the required and eligible work and the recording with the Morris County Clerk of a 10-year deed restriction identifying the Accessory Apartment as affordable housing.
4. Owner[s] understand and expressly acknowledge that they are solely responsible for negotiating, obtaining estimates, and selecting a contractor to undertake any and all required construction for the completion of the Accessory Apartment and furthermore, once the contractor is selected and the work completed, Owner[s] are solely responsible for all payments to the contractor regarding its services and fees.
5. Owner[s] further understand and expressly acknowledge that neither the Borough nor its Administrative Agent is responsible for supervising or inspecting the Accessory Apartment (beyond statutory municipal obligations for code inspections, as may be required by any said statute), or for communicating with, inspecting, and/or paying the contractor for such work.
6. Owner[s] further understand and expressly acknowledge that neither the Borough, the Program nor the Administrative Agent, in any way warrant, certify or attest to the qualifications of the selected contractor and/or the quality or completeness of the Accessory Apartment.
7. In the event that Owner[s] disagree with the work performed by the contractor (in terms of either scope, performance, quality or warranties) and/or wish to dispute payment, Owner[s] understand and expressly acknowledge that they are solely responsible for pursuing their respective remedies at law or in equity and that neither the Borough, the Program, nor the Administrative Agent, has any obligation and/or responsibility to undertake or participate in such actions on behalf of the Owner[s].

8. It is Owner[s]' sole responsibility to negotiate and follow up with their contractor regarding all warranty issues and Owner[s] furthermore acknowledge that neither the Borough, the Program, nor the Administrative Agent, has any obligation and/or responsibility to undertake such actions for or on behalf of the Owner[s].
9. Given that the involvement of the Borough, the Program and the Administrative Agent under this Agreement is strictly limited to disbursement of funds, the Owner[s] release the Borough, the Program, and CGP&H as the Administrative Agent, including their respective employees, officers, agents and/or assigns, from liability whatsoever in connection with the Accessory Apartment under this Agreement and shall indemnify, defend and save harmless the Borough, the Program, and CGP&H as the Administrative Agent, and their respective employees, officers, agents and/or assigns, from liability for any injury or damages to any and all persons and/or property, resulting from the funding and development of the Accessory Apartment under this Agreement.
10. Upon completion of the Accessory Apartment, the Owner[s] shall make a request to the Borough for payment and shall provide the following documentation in its request for a Program Grant:
 - a) A copy of any permits that were required by the Borough, as well as the certificate of approval which demonstrates that the required and eligible permits were all properly closed out;
 - b) A copy of proof of payment to the contractor by the Owner[s], when applicable.
11. This Agreement shall be construed in accordance with the laws of the State of New Jersey. Any dispute or claim arising out of or relating to this Agreement or claim of breach hereof shall be brought exclusively in the Superior Court of New Jersey, Somerset County.
12. This Agreement constitutes the entire Agreement between the Parties. No amendments or modifications to this Agreement shall have any force or effect unless in writing and executed by both Parties.
13. In the event that any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

14. This Agreement shall be binding upon and inure to the benefit of the Parties, their legal representatives, heirs, executors, administrators, successors and assigns.
15. All notices shall be provided to the Parties in writing at the addresses provided above and delivered by certified mail, overnight mail or hand delivery. Notice *via* email shall only be valid upon emailed confirmation by the intended receiver of the email that such email was received. Confirmation shall include either a reply email by the receiver to the sender and/or a “Read Receipt” acknowledgement by the receiver.

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Grant Agreement as of the date indicated above.

Attest:

Borough of Mountain Lakes

Mitchell Stern, Acting Clerk

David Shepherd, Mayor

Owner[s]/Applicant

, Witness

NAME

STATE OF NEW JERSEY:

SS
COUNTY OF _____:

I CERTIFY that on _____, 2020, **[NAME OF OWNER[S]]**, personally came before me and acknowledged under oath, to my satisfaction, that he/she:

- (a) was the maker[s] of the attached instrument; and,
- (b) executed this instrument as his/her own act.

Signed and sworn to before me on _____, 2020

A Notary Public/Attorney of the State of New Jersey

STATE OF NEW JERSEY:

SS
COUNTY OF _____:

I CERTIFY that on _____, 2020, **[NAME OF CLERK]**, personally came before me and acknowledged under oath, to my satisfaction, that:

- (a) she is the Clerk of the Borough of Mountain Lakes, the municipal corporation named in this document;
- (b) she is the attesting witness to the signing of this document by [NAME], Mayor of the Borough of Mountain Lakes;
- (c) this document was signed and delivered by the Borough of Mountain Lakes as its voluntary act duly authorized by a proper resolution of the Borough of Mountain Lakes;
- (d) she knows the proper seal of the Borough of Mountain Lakes which was affixed to this document; and
- (e) she signed this proof to attest to the truth of these facts.

Signed and sworn to before me on the date set above.

A Notary Public/Attorney of the State of New Jersey

Exhibit III: Sample 2020 Rents under various scenarios

	Bedroom Size			
Income Level	Studio/ Efficiency	1-Bedroom	2-Bedroom	3-Bedroom*
Very Low	\$434 - \$554	\$436 - \$593	\$510 - \$712	\$572 - \$823
Low	\$803 - \$923	\$832 - \$989	\$985 - \$1,187	\$1,121 - \$1,372
Moderate	\$988 - \$1,108	\$1,030 - \$1,187	\$1,222 - \$1,424	\$1,395 - \$1,646

Utility Deduction Amounts						
	HEAT	COOKING	ELECTRIC	HOT WATER	WATER/SEWER/TRASH	Total
STUDIO	\$47	\$10	\$33	\$12	\$0	\$102
1BR	\$64	\$12	\$43	\$16	\$0	\$135
2BR	\$77	\$17	\$57	\$21	\$0	\$172
3BR	\$96	\$21	\$71	\$26	\$0	\$214

Rent range includes the following assumptions:

- Unit type is "Single Family Detached" as per available HUD descriptions
- All heat, cooking appliances, and hot water heater are electric
- Water, Sewer and Trash expenses were covered by the landlord (typical in our experience)
- For the low end range, no other utilities were included in the rent by the landlord (i.e. heat, electricity, etc.)
- For the high end range, all other utilities were included in the rent by the landlord

PLEASE NOTE: The rental ranges provided are indicative and the final permitted rent may be higher or lower than the numbers presented above, due to a variety of factors.

* N.J.A.C. 5:97 3RD Round rules prohibit a municipal accessory apartment ordinance from restricting bedroom size for an accessory apartment – however it is noted that it is extremely unlikely that a 3-bedroom accessory apartment will be created.

BOROUGH OF MOUNTAIN LAKES
DEPARTMENT OF PUBLIC WORKS
Department Activity
October 2020

IN HOUSE

All regular work details including building maintenance, vehicle repairs and maintenance, trash and recycling collection, trash bag deliveries, street sweeping, lawn maintenance, leaf and brush disposal, daily maintenance

Additionally:

Streets & Roads Department:

- DPW
 - Railings painted at Kauffmann Park bus shelter and area adjacent to Hapgoods
 - Sweeper leaf clean ups on streets
 - Drainage installed behind Hapgoods
 - Basins jetted on Powerville and Morris to outfall
 - Line painting on newly paved roads
 - Fallen tree cleanup on Laurel Hill
 - No parking signs installed on Lake Drive
 - Brush pile pick up on Fox Hill, Lookout, Larchdell canal
 - Brush cut on Woodland, Arden, Intervale
 - Tree removal – Pollard stream, Dartmouth
 - Styrofoam deliveries
 - Blacktop – Vale Rd and Kaufmann Park bus shelter
- Water Department
 - Hydrant repairs
- Beaches and Lakes
 - Lake lowered and monitored daily
 - Leaf removal from spillway and ramp at Mountain Lake
 - Brush removal at Bird Sanctuary
 - Birchwood Beach
 - Quarry process added to parking lot
 - Barrier removed from parking lot
 - Boulders installed in parking lot
 - Island Beach
 - Rocks recovered and used to reconstruct wall
- Parks and Recreation
 - Mulch added to Taft and Haswell playgrounds, Memorial Field
 - Tree trimming and grounds cleanup at Kaufmann Park
 - Daily leaf removal from tennis and basketball courts
 - Picnic tables removed from Memorial Park
 - Fence repair at basketball court
 - Canal brush removal from Memorial Park
- Shade Tree
 - Tree bags picked up and stored
 - Rocks and fencing installed at Birchwood raingarden

Vacation/Sick Time:

- 154 Vacation Hours; 176 Sick Hours



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Bill Bender
Fire Chief
info@mlvfd.com

400 Boulevard
Mountain Lakes, NJ 07046
P -973-394-1094

TO: Borough Manager Mitchell Stern
DATE: 11/16/20
SUBJECT: October 2020 Report

The following lists the activity for the Mountain Lakes Volunteer Fire Department during the month of October 2020:

FIRE CALLS (9)

LOCATION	DATE	TIME	DESCRIPTION
115 Powerville Rd	10/1	9:05 AM	Assist Boonton Twp FD
60 Route 46 East	10/6	2:15 PM	Fire Alarm- Malfunction
Crescent Drive	10/10	7:21 PM	Open Burn in woods
32 Woodland Ave	10/10	7:40 PM	Fire Alarm- Steam from shower
116 Laurel Hill Rd	10/11	11:30 AM	Fire Alarm-Steam from shower
45 Howell Road	10/12	6:44 PM	Fire Alarm- Unattended cooking
100 Laurel Hill Rd	10/14	11:50 AM	Fire Alarm- Water Leak
117 Midvale Road	10/27	3:00 AM	CO Alarm- Malfunction
14 Wilcox Drive	10/29	11:32 PM	Fire Alarm-Power Surge

DRILLS (5)

LOCATION	DATE	TIME	DESCRIPTION
Remote	10/6	7:00	JFD Training
Wildwood School	10/11	1:00 PM	JFD Drill
Firehouse	10/13	7:00 PM	JFD Training
Boonton	10/20	7:30 PM	Mutual Aid Drill with BFD
High School	10/24	1:00 PM	JFD Training

Community Events (7)

Location	Date	Time	Description
YMCA	10/5	9:30 AM	Fire Prevention
Academy for Children	10/6	10:00 AM	Fire Prevention
King of Kings	10/7	9:30 AM	Fire Prevention
Lake Dr School	10/8	9:30 AM	Fire Prevention
Craig School	10/9	9:30 AM	Fire Prevention

ML Country Day School	10/20	9:30 AM	Fire Prevention
Scribbles pre School	10/22	9:30 AM	Fire Prevention

MEETINGS (1)

LOCATION	DATE	TIME	DESCRIPTION
Remote	10/27	8:00	Business Meeting

Total Manhours: 430

Borough of Mountain Lakes

BOARD OF HEALTH

400 BOULEVARD • MOUNTAIN LAKES, NEW JERSEY 07046

Telephone: (973) 334-3131 • Fax: (973) 402-5595



Health Officer's Report

October 2020

The purpose of this monthly Summary is to provide information regarding the activities of the staff during the past month. Inspection reports for environmental reviewed and submitted.

Planning for concerns related to modifications/changes for business schools and municipal government agencies opening of businesses, municipalities and schools which have multiple changes per week.

Participated with State Department of Health, County Agencies and Health Officers in Morris County in order to best implement State guidance

The Nursing Department continues to complete COVID cases on COMM CARE and CDRSS with increasing cases occurring compared to just one month ago. Nurses and Inspectors as well as Social Workers are continuing to contact trace within the COMM CARE and CDRSS system as needed.

Flu Vaccines programs have been scheduled and implemented with ongoing implementation.

Meetings attended either Zoom, in person or by conference call with NJDOH, Health Officers and Superintendents, BC etc.

Activities

- Participated in New Jersey state Department of Health conference calls on a regular basis
- Obtain guidance from NJDOH regarding update of guidance and best practices
- Review CDC information
- Ongoing discussion on guidance protocols related to restaurants. Ongoing complaint based discussions with food establishment owners regarding responsibilities and priorities pertaining to customers, sanitation and proper spacing of tables.
- Provide guidance to police, fire, EMS and Superintendents and school leadership as needed ongoing as needed basis (safe use of building as best practice to keep employees safe from coronavirus transfer)
- Provide information to Township Administrator, Mayor and other leadership within the community
- Review most frequently asked questions with staff to answer COVID questions from the public.
- Answer ongoing questions and concerns from municipal and school leadership, and residents.

- Continued to deliver a report 3 days a week (originally daily report) with information regarding case numbers in the municipality, county and state and also, expired cases, providing guidance documents and timely information through June, with current active cases added. Currently Mt. Lakes has 3 active cases.
- Continue to discuss with residents, business owners and agencies regarding various employment issues for returning to work within the municipality/government and schools. Time vs. testing models. NJDOH now recommends using time from onset of symptoms or a positive test for return to work (10 days) instead of re-testing with a negative test.
- Continue to monitor staff activities regarding public health inspections and complaints which are becoming more common with additional community activity.

Respectfully Submitted,
F. Michael Fitzpatrick, Health Officer

BOROUGH OF MOUNTAIN LAKES

Recreation Department

Department Activity October 2020

The Recreation Commission met on October 13th via Zoom. Commission decided to reinstate the Tennis Fobs for 2021 which had been suspended due to Covid. Reviewed Swing Set location for Island. Reviewed Summer Programs.

- Continued to provide support to Recreation Field Hockey program. This year FH on Midvale Field due to HS teams on turf at night. FH able to play their home games on turf.
- Basketball and indoor FH postponed due to Covid.
- Assisted residents, Boys Scouts, Girl Scouts, and the Home and School Association for facilities requests at Island Beach and Birchwood Lake.
- Hosted the Mountain Lakes 55+ Lakers meeting on the 3rd Friday of October featuring Freeholder Steve Shaw and County representative for the Aging. The meeting was at Island Beach pavilion.
- Worked with school administrators to request gym space for winter recreation programs including basketball, wrestling, indoor field hockey and indoor soccer. No decisions yet by MLSD.
- Began to discuss winter events with Recreation Commission.
- Began planning for Mountain Lakes High School & Briarcliff ski club. Awaiting vendor for busing. Would like to move Ski Program to Camelback as Mountain Creek is not accepting groups.
- Attended Trout presentation via Zoom.
- HUB Lakes Meeting postponed.
- Implemented Door- Porch Decorating Contest for Halloween. Received many entries. Judges picked winners. Prizes delivered.
- Planned Scary Movie Night at Island Beach for Middle School Age Kids. Canceled due to weather.

MOUNTAIN LAKES BORO POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 10/1/2020 To Date: 10/31/2020

Report Date: 11/18/2020 8:44:27 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
0100	Murder	0	0	0	0
0200	Rape	0	0	0	0
0300	Robbery	0	0	0	0
0400	Aggravated Assault	0	0	0	0
0500	Burglary	1	0	1	0
0600	Theft	6	0	2	4
0700	MV Theft	1	0	0	1
0800	Other Assaults	1	0	0	1
0900	Arson	0	0	0	0
1000	Forgery Counterfeit	0	0	0	0
1100	Fraud	6	0	4	2
1200	Embezzlement	0	0	0	0
1300	Stolen Property	0	0	0	0
1400	Malicious Mischief	4	1	1	2
1500	Weapons Offense	0	0	0	0
1600	Prostitution Vice	0	0	0	0
1700	Sex Offense	0	0	0	0
1800	Narcotics Drug Laws	0	0	0	0
1900	Gambling	0	0	0	0
2000	Family Offense	1	0	0	1
2100	Liquor Laws Drunk Driving	0	0	0	0
2200	Liquor Laws Possession	0	0	0	0
2400	Disorderly Conduct	8	0	4	4
2600	All Other Offenses	5	0	2	3
2900	Runaways	0	0	0	0
3800	Homeland Security	0	0	0	0
4000	Non Criminal Investigations	31	12	6	13
4100	Fire Related	8	1	3	4
4200	WATER RESCUE	0	0	0	0
4500	Deaths / Suicides	0	0	0	0
5000	Lost Found Property	0	0	0	0
5010	Missing Persons	0	0	0	0
5500	Animal Complaints	13	1	8	4
6000	Traffic Accidents	4	0	3	1

MOUNTAIN LAKES BORO POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 10/1/2020 To Date: 10/31/2020

Report Date: 11/18/2020 8:44:27 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
6300	Traffic Enforcement	29	4	15	10
6400	MARINE / BOATING	0	0	0	0
6500	Parking Enforcement	1	0	1	0
6600	Traffic Services	12	1	11	0
7000	Public Services	237	95	33	109
7500	Assist other Agency	90	16	65	9
7600	Special Unit Activity Codes	0	0	0	0
8000	Warrants	0	0	0	0
8100	Warrants Other	0	0	0	0
8200	Warrant Tracking	0	0	0	0
8300	Corrections	0	0	0	0
8500	Departmental Services	0	0	0	0
9000	Administrative	334	69	130	135
	Total:	792	200	289	303

MOUNTAIN LAKES BORO POLICE DEPARTMENT

Officer Citation Report

From Date : 10/1/2020 To Date : 10/31/2020

Report Date : 11/18/2020 8:43 AM

Officers Name	Badge Number	Traffic Stops	Equipment	Moving	Radar	Parking	Ordinance	Warnings	Total
XX	XX	0	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	5	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	1	0	0	0	0	0	0	0
XX	XX	0	0	0	0	0	0	0	0
XX	XX	5	0	0	0	0	0	0	0
XX	XX	0	0	1	0	0	0	0	1
XX	XX	0	0	0	0	0	0	0	0
XX	XX	2	0	0	0	0	0	0	0
Total:		13	0	1	0	0	0	0	1

[illegible]

October

<u>Total Overtime</u>
<u>Hours Paid</u>
207

<u>Total</u>		
<u>Total</u>	<u>Vaca/Comp/Personal/Bereave Hrs</u>	<u>% of Hrs Equating to</u>
<u>Vaca/Comp Hrs</u>	<u>Creating OT</u>	<u>OT</u>
292	53	18.15%

<u>Total Sick Time</u>		
<u>Hrs</u>	<u>Hrs Creating OT</u>	<u>% of Hrs Equating to</u>
314	83	26.43%

- * 18 Hours Mandatory Firearms Training
- * 16 Hours Mandatory Resiliency Officer Training
- * 6 Hours Halloween
- * 9 hours Misc
- * 15 hours Arrest/Investigations
- * 3 Hours Mandatory Drug Testing
- * 4 hours MLHS Football Game

** One Officer out injury/disability, creating 170 of the 314 sick hours for the month.
 A Patrol Officer has taken over some mandatory functions of the Detective Bureau.
 Full Detective Bureau function will resume when manpower permits.



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Joe Mullaney
Code Enforcement Officer
jmullaney@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext .2014
F -973-402-3466

TO: Borough Manager Mitchell Stern
DATE: 11/16/20
SUBJECT: Monthly Report October 2020

The following lists code enforcement/property maintenance issues for the month of October 2020:

11/5: Contacted owner of Zeris Inn regarding sign violation. Matter resolved
10/5: Multiple signs removed from the median on Route 46
10/5 Signs removed from Blvd ROW
10/14: Follow up on complaint from DPW about a Pollard Road resident dumping on Borough land. Spoke with resident. Matter resolved
10/19 Follow up on complaint received about the dumpster on Baldwin Lane overflowing with garbage. Vendor contacted. Matter resolved
10/19: Vendor notified regarding garbage dumpster blocking a portion of the road on Baldwin Lane. Dumpsters service 44 Midvale Road
10/20: Follow up on complaint about a large amount of brush left in the ROW at a Boulevard residence. Owner contacted and the brush was removed
10/25: Multiple signs removed from the median on Route 46

SMOKE AND CO DETECTOR INSPECTIONS:

Date:	Location	Pass/Fail
10/28	289 Blvd	Pass
10/27	195 Blvd	Pass
10/27	111 Blvd	Pass
10/14	24 Yorke Rd	Pass
10/14	90 Hanover Rd	Pass
10/8	329 Morris Ave	Pass
10/8	136 Ball Road	Pass
10/5	126 Midvale Rd	Pass
10/2	92 Lake Drive	Pass

SIGN ENFORCEMENT –Monitor placement of temporary signs for compliance with ordinance.

Parking Enforcement: Monitor parking of landscaping trucks on Boulevard and around town to ensure compliance.