

# **AGENDA**

## **Monday, January 7, 2013**

**Reorganization Meeting  
Mayor and Council**

**Borough of Chatham  
54 Fairmount Avenue  
Chatham, NJ 07928**

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**CALL MEETING TO ORDER**    The Reorganization meeting will be called to order at 7:30 p.m.

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**SALUTE TO THE FLAG**                      Girl Scouts and Boy Scouts

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**BENEDICTION**  
**REVEREND SHAWN GARVEY**

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**ADEQUATE NOTICE**                      Statement re: Adequate Notice of Meeting

Pursuant to the requirements of R.S. 10:4-10, adequate notice of this meeting has been provided by including same in the Annual Notice, copies of which were posted on the Municipal Bulletin Board on the main floor of the Municipal Building, emailed to the Independent Press, the Morris County Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch and the Alternative Press and filed with the Borough Clerk, all on January 4, 2013.

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**OATHS OF ALLEGIANCE**  
**John Holman**  
**Leonard Resto**

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**ROLL CALL**                      On a call of the roll the following officials should be present:  
Mayor Bruce A. Harris  
Council Member James J. Collander  
Council Member James Lonergan  
Council Member John Holman  
Council Member Leonard Resto  
Council Member Victoria Fife  
Council Member Gerald J. Helfrich  
Robert J. Falzarano, Borough Administrator  
James L. Lott, Jr., Borough Attorney  
Susan Caljean, Municipal Clerk

# The Mayor's Annual Message

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## **PROFESSIONAL SERVICE CONTRACTS**

### **RESOLUTION #13-01**

### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACTS FOR PROFESSIONAL SERVICE CONTRACTS FOR THE COMPANIES/INDIVIDUALS LISTED BELOW FOR THE YEAR 2013**

**WHEREAS**, the Borough of Chatham has a need to acquire Professional Service Contracts for the year 2013 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:20.5; and

**WHEREAS**, the following Professional Service contractors have submitted proposals for 2013 indicating they will provide the professional services listed next to the named individual or business entity; and

**WHEREAS**, the following Professional Service contractors have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Borough of Chatham in the previous one year, and that the contract will prohibit the following Professional Service contractors from making any reportable contributions through the term of the contract.

**BE IT RESOLVED**, that the Borough Council of the Borough of Chatham authorizes the Mayor to enter into a contract with the following Professional Service contractors as described herein; provided, however that the Business Disclosure Entity Certification and the Determination of Value be placed on file by the business entity or individual with this resolution; and

**BE IT FURTHER RESOLVED**, that the following Professional Service contractors be appointed for one year:

<b><u>Awarded To</u></b>	<b><u>Professional Service</u></b>	<b><u>Cost</u></b>
T.M. Vrabel & Associates,	Statutory Auditing Services LLC	as per contract
Inglesino,Pearlman,Wyciskala and Taylor (Denis Driscoll)	Attorney-Litigation Matters	\$150.00 per hour
Garden State Labs	Water Laboratory Services	as per contract
Riker Danzig, LLP (James L. Lott, Jr.)	Municipal Legal Services	\$150.00 per hour

O'Donnell and McCord (Matthew O'Donnell)	Municipal Tax Attorney	\$150.00 per hour
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Rogut McCarthy LLC (Steve Rogut)	Bond Attorneys	as per contract
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Appruzzese, McDermott, Mastro & Murphy (Jamie Plosia)	Attorney- Employee Issues	\$175.00 per hour
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## **RESOLUTION #13-02**

### **MAYOR'S APPOINTMENTS**

As Mayor, I, Bruce A. Harris do hereby make the following appointments for 2013:

#### **Planning Board**

<u>Name</u>		<u>Term Expires</u>
Joseph Mikulewicz	Regular Member	12/31/14
Matthew Wagner	Regular Member	12/31/13
Richard Crater	2 <sup>nd</sup> Alternate	12/31/13

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As Mayor, I, Bruce A. Harris do hereby make the following appointments for 2013, which appointments require the consent of the Council:

#### **Board of Health**

	<u>Term Expires</u>
Kay I. Kaiser (1 <sup>st</sup> Alternate)	12/31/14
Sally Myers (2 <sup>nd</sup> Alternate)	12/31/14

#### **Environmental Commission**

	<u>Term Expires</u>	
John Tancredi	Regular Member	12/31/15
Richard L. Plambeck	Regular Member	12/31/15
Ed DiFiglia	Regular Member	12/31/15
Vacant	Regular Member	12/31/14
Cynthia Steffens	Regular Member	12/31/15
Vacant	1 <sup>st</sup> Alternate	12/31/15
Joan Thuebel	2 <sup>nd</sup> Alternate	12/31/15

#### **Library Board of Trustees**

	<u>Term Expires</u>	
Andrew J. Hollander	Regular Member	12/31/17

#### **Shade Tree Commission**

	<u>Term Expires</u>	
Vacant	Regular Member	12/31/17
Vacant	2 <sup>nd</sup> Alternate	12/31/17

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**RESOLUTION #13-03****RESOLUTION TO APPROVE AND CONFIRM ALL MAYORAL APPOINTMENTS  
THAT REQUIRE COUNCIL CONSENT**

**BE IT RESOLVED**, that the Borough Council of the Borough of Chatham does hereby approve and confirm the foregoing Mayoral appointments that require the consent of the Council.

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**COUNCIL PRESIDENT NOMINATIONS**

**Mayor Bruce A. Harris will ask for nominations for Council President for the year 2013**

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**RESOLUTION #13-04****RESOLUTION TO APPOINT COUNCIL PRESIDENT**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that  
-----be appointed Council President for the year 2013.

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**RESOLUTION #13-05****COUNCIL MEMBER OF THE PLANNING BOARD**

**BE IT RESOLVED**, by the Council of the Borough of Chatham that Council Member Victoria Fife be appointed to the Planning Board for the year 2013.

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The following resolutions #13-06 through #13-24 shall be voted on as one motion.

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**RESOLUTION #13-06****RESOLUTION TO APPOINT MEMBERS OF THE ZONING BOARD OF  
ADJUSTMENT**

**BE IT RESOLVED**, that the Borough Council of the Borough of Chatham does hereby appoint the following to the Zoning Board of Adjustment for the terms indicated:

<u><b>Zoning Board of Adjustment</b></u>		<u><b>Term Expires</b></u>
Alida Kass	Regular Member	12/31/16
Jean Haeringer	1 <sup>st</sup> Alternate	12/31/13
Pat Tobia	2 <sup>nd</sup> Alternate	12/31/14

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**RESOLUTION #13-07****RESOLUTION TO APPOINT THE MEMBERS OF THE FIRE DEPARTMENT FOR  
THE YEAR 2013**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following be appointed to the Fire Department:

Fire Chief: Peter Glogolich  
1<sup>st</sup> Deputy Chief: Douglas Allan  
2<sup>nd</sup> Deputy Chief: George H. Sweetin  
3<sup>rd</sup> Deputy Chief: Jeffrey Fricke

President: Douglas Allan  
Vice President: George Sweetin  
Secretary: Daniel B. Smith  
Treasurer: Phil Salinardi

Engine Co. #1 Term: 1/1/13-12/31/13

Captain: Joseph Marts  
Lieutenant: Charles Maltbie  
Sec/Treasurer: Peter Connors

Engine Co. #2: Term 1/1/13 –12/31/13

Captain: Balcom Parcels  
Lieutenant: Brendt de St. Paer  
Sec/Treasurer: Brendt de St. Paer

Hose Company #1: Term 1/1/13 –12/31/13

Captain: Donald Kidd  
Lieutenant: Danny McGookin  
Sec/Treasurer: Danny McGookin

Hook & Ladder Co.: Term 1/1/13 –12/31/13

Captain: Ian Horowitz  
Lieutenant: Peter Rouillard  
Sec/Treasurer: Tim Weichert

Rescue Co.: Term 1/1/13 – 12/31/13

Captain: Steve Williams  
Lieutenant: David Allan  
Sec/Treasurer: John Duane

Wardens Company: Term 1/1/13-12/31/13

Captain: Jack Conlan  
Lieutenant: Arthur VanRiper  
Sec/Treasurer: Donald Tracy

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## **RESOLUTION #13-08**

### **RESOLUTION TO APPROVE COUNCIL COMMITTEE AND LIAISON APPOINTMENTS**

#### **Council Committees**

##### **Budget and Finance**

James Lonergan- Chair

*Financial oversight and planning;  
budget preparation*

James J. Collander  
Gerald J. Helfrich

**Public Works Planning**

*Public Works services, infrastructure  
planning*

John Holman, Chair  
James Lonergan  
Leonard Resto

**Personnel**

*Salary and benefits for all personnel;  
administrative personnel matters*

Leonard Resto-Chair  
James J. Collander  
Victoria Fife

**Public Safety & Emergency Services**

*Oversight of Police, coordination with  
Emergency Squad and Fire Department*

James J. Collander-Chair  
James Lonergan  
Gerald J. Helfrich

**Shared Services & 3<sup>rd</sup> Party  
Agreements**

Victoria Fife- Chair  
John Holman  
Leonard Resto

*Evaluation and management of  
shared services arrangements;  
service on shared services management committees:  
Joint Court, Construction Office, MCJM,  
Department of Health/Sanitarian,  
DPW Equipment Sharing*

**Long Range Traffic and Pedestrian  
Safety Planning**

Jim Collander- Chair  
Victoria Fife  
Gerald Helfrich

*Planning of street traffic, sidewalk  
and parking practices and improvements*

**Madison/Chatham Joint Meeting (Ord.A321)**

**Finance Committee**

John Holman, Vice Chair  
James Collander  
Leonard Resto

**Operating Committee**

Gerald J. Helfrich, Chair  
James Lonergan  
Victoria Fife

**Liaisons**

Board of Education  
Board of Health  
Chamber of Commerce  
Environmental Commission  
Farmers' Market Advisory Committee

Gerald J. Helfrich  
John Holman  
Victoria Fife  
Leonard Resto  
John Holman

Historic Preservation Commission  
Senior Center of the Chathams  
Shade Tree Commission

Gerald J. Helfrich  
Victoria Fife  
James Lonergan

### **Members**

Joint Recreation Advisory (Ord.195-2(C)	James Lonergan
Municipal Alliance Committee	Mayor Bruce A. Harris
Project Community Pride	Victoria Fife

### **Advisory Committees**

Affordable Housing Advisory Committee	Mayor Bruce A. Harris
Cares & Shares Advisory Committee	James Lonergan
Community Gardens Advisory Committee	Leonard Resto
Communications Technology Advisory Committee	Mayor Harris, Victoria Fife, John Holman
Farmers' Market Advisory Committee	John Holman
Mayors' Wellness Committee	Victoria Fife
Municipal Pool Advisory Committee	James Lonergan
9/11 Memorial Advisory Committee	Gerald J. Helfrich
Open Space & Historic Preservation Trust Advisory Committee	Mayor Bruce A. Harris & Leonard Resto
Overnight Parking Advisory Committee	Leonard Resto
Public Arts Council (Advisory Committee)	Leonard Resto
Traffic & Pedestrian Safety Advisory Committee	James Collander

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## **RESOLUTION #13-09**

### **RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE**

**WHEREAS**, N.J.S.A. 40A:60-7(d) authorizes Borough councils to create “advisory councils” in the municipality; and

**WHEREAS**, the Council of the Borough of Chatham has determined that it needs advice with respect to affordable housing matters.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Affordable Housing Advisory Committee be hereby continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall be responsible for providing advice to the Mayor and Council on (1) matters concerning the Borough’s compliance with State laws and regulations relating to providing affordable housing in the Borough, (2) identifying needs for affordable housing, and (3) identifying and evaluating potential locations for affordable housing in the Borough; and said Committee shall meet quarterly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during a

public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in case of an emergency; and

**BE IT FURTHER RESOLVED**, that the Borough Council of the Borough of Chatham does hereby appoint the following individuals to the Affordable Housing Advisory Committee for the terms indicated:

**Affordable Housing Advisory Committee**

<u>Name</u>	<u>Term Expires</u>
James J. Collander (Council Liaison)	12/31/13
Susan Favate	12/31/13
John E. Eyre	12/31/13
William Fagnant	12/31/13
Robert J. Falzarano, Borough Administrator	12/31/13
Susan Blickstein (Planner)	12/31/13
Linda White (Asst.Housing Liaison & Adm. Agent)	12/31/13
Susan Caljean (Mun. Housing Liaison Officer)	12/31/13

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**RESOLUTION #13-10**

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, RE-ESTABLISHING THE CHATHAM CARES AND SHARES ADVISORY COMMITTEE**

**WHEREAS**, upon the recommendation of new and former members of the Local Assistance Board, the Borough Council of the Borough of Chatham wishes to re-establish the Chatham Cares and Shares Advisory Committee; and

**WHEREAS**, the Chatham Cares and Shares Advisory Committee is available and committed to Chatham Borough residents during a temporary time of need to activate community resources, county agencies and local partnerships to assist and support when possible

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham as follows:

1. To re-establish the Chatham Cares & Shares Advisory Committee for temporary local assistance for Borough residents.
2. All Borough officials are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this resolution.



**BE IT FURTHER RESOLVED**, that the Borough Council of the Borough of Chatham does hereby appoint the following individuals to the Cares and Shares Advisory Committee for the terms indicated:

<u>Name</u>	<u>Term Expires</u>
James Lonergan (Council Liaison)	12/31/13
Robert J. Falzarano	12/31/13
Janice R. Piccolo	12/31/13
Christine K. Grobert	12/31/13
Catherine DiFiglia	12/31/13
Marcia D. Casais	12/31/13
Elaine Dangler	12/31/13
Ellen Blazoski	12/31/13
Ann Whitman	12/31/13
Jane Maltby	12/31/13
Dawn Paskalides	12/31/13
Jenee Moore	12/31/13
Jennifer Cosgrove	12/31/13
Wendy Goldstein	12/31/13

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**RESOLUTION #13-11**

**RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE COMMUNICATIONS TECHNOLOGY ADVISORY COMMITTEE**

**WHEREAS**, N.J.S.A. 40A:60-7(d) authorizes Borough councils to create “advisory councils” in the municipality; and

**WHEREAS**, the Council of the Borough of Chatham has determined that it needs advice with respect to certain communications and information technology matters, including, but not limited to, public access television, web site and social networking.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Communications Technology Advisory Committee be hereby re-established; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall be responsible for providing advice to the Mayor and Council on public communications matters, including, without limitation, the Borough’s public access television channels, the web site, and social networking, and related matters as may be requested by the Council; and said Committee shall meet monthly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting

notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in case of an emergency; and

**BE IT FURTHER RESOLVED**, that the Borough Council of the Borough of Chatham does hereby appoint the following to the Communications Technology Advisory Committee for the terms indicated:

**Communications Technology Committee**

<u>Name</u>	<u>Term Expires</u>
Bruce A. Harris	12/31/13
Victoria Fife	12/31/13
John Abdelmalak	12/31/13
Catherine DiFiglia	12/31/13
John Grobert	12/31/13
Carol Nauta	12/31/13
Nicholas Eck	12/31/13
Erik Yates	12/31/13
John S. Dey	12/31/13
Mark Valva	12/31/13
John Holman	12/31/13
David Mortazavi	12/31/13

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**RESOLUTION #13-12**

**RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE COMMUNITY GARDENS ADVISORY COMMITTEE**

**WHEREAS**, the Borough Council has determined that the formation of an advisory committee to govern, operate, supervise, maintain, address and resolve issues concerning the community garden and its users, run the community garden, and identify and evaluate sites for additional community gardens is beneficial to the continuation of the community garden; and

**WHEREAS**, such a Community Gardens Advisory Committee will submit their rules and regulations and other important documents to the Mayor and Council for the information, advice and consent of the Borough Council; and

**WHEREAS**, although the Mayor and Council have provided “seed” budget funding for the community garden and will continue to consider such requests, the long term goal is for the community garden to be self-financing and totally sustainable.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, in the County of Morris, New Jersey that the Community Garden Advisory Committee will be continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall meet monthly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment

during a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in case of an emergency; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the Community Gardens Advisory Committee:

**Community Gardens Advisory Committee (Green Team)**

<u>Name</u>	<u>Term Expires</u>
Julia Callahan	12/31/13
Katey DePinto	12/31/13
Michael S. Hershey	12/31/13
Marta McDowell	12/31/13
Richard L. Plambeck	12/31/13
Alice W. Schedlbauer	12/31/13
Paul Suszczynski	12/31/13
Leann Tavtigian	12/31/13
S. Jane Cronin	12/31/13

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**RESOLUTION #13-13**

**RESOLUTION AUTHORIZING THE RE-ESTABLISHMENT OF THE CHATHAM BOROUGH FARMERS' MARKET, AUTHORIZING THE USE OF VOLUNTEERS, AUTHORIZING RULES AND REGULATIONS AND AN APPLICATION FEE SCHEDULE AND RE-ESTABLISHING THE FARMERS' MARKET ADVISORY COMMITTEE**

**WHEREAS**, the Chatham Borough Farmers' Market will operate for a period of 23 Saturdays beginning on June 15th and ending on November 23rd from 8 a.m. until 1 p.m. at the Chatham Borough Train Station South Plaza; and

**WHEREAS**, the Chatham Borough Farmers' Market needs volunteers to assist with the set-up and operations of the Farmers' Market, and as the Farmers' Market Manager may direct; and

**WHEREAS**, the Chatham Borough Farmers' Market requires rules and regulations, including required certificate(s) of insurance, as well as an application fee schedule, registration fee and electricity use fee.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, that the Mayor and Council authorize and approve the Chatham Borough Farmers' Market and the operation of the Chatham Borough Farmers' Market during the aforesaid designated days and hours; and

**BE IT FURTHER RESOLVED**, that the Mayor and Council authorize and approve the use of volunteers to assist with the set-up and operations of the Farmers' Market, and as the Farmers' Market Manager may direct; and

**BE IT FURTHER RESOLVED**, that the Mayor and Council authorize and approve the Chatham Borough Farmers' Market to develop and promulgate rules and regulations which will include required certificate(s) of insurance, as well as an application fee, and the registration fee and electricity use fee:

**Chatham Borough Farmers' Market**

**Registration Form:**

**The first market date is mandatory for all Regular (full season) vendors: June 15, 2013.**

Registration should be completed as follows:

1. Complete both sides of the Registration Form. Be sure to sign at the bottom to indicate that you have read and understand the *Regulations and By-laws*.
2. Submit market appearance fee and registration fee according to the rate chart below. Please make check payable to Borough of Chatham.

**Schedule of Rates**

	<b>Vendor Attendance Category</b>		
	<b>Guest</b>	<b>Friend</b>	<b>Regular</b>
<b>Number of Appearances</b>	Up to 8 weeks	Up to 18 weeks	19 or more weeks (full season = 23 weeks)
<b>Appearance Fee</b>	\$63 per week \$63 min. to \$499 max.	\$51 per week \$459 min. to \$816 max.	\$850
<b>Registration Fee</b>	\$50	\$50	\$50
<b>Board of Health Fee (Food Vendors)</b>	\$15	\$15	\$15
<b>Electric Use Fee/Day</b>	\$5.00 per day per receptacle	\$5.00 per day per receptacle	\$5.00 per day per receptacle

Fees apply to all vendors equally and are pro-rated by the number of appearances.

Civic organizations approved by the Council and/or the Farmers' Market Advisory Committee are exempt from the foregoing fees.

3. Provide certificate(s) of insurance naming the Borough of Chatham as additional insured. See section 08:04 of the *Regulations and By-laws* for limited liability requirements.
4. Vendors selling items baked or processed on their premises must submit a copy of their Annual Sanitary Inspection Report and/or their Board of Health Certificate. In addition,

please complete the Chatham Borough Board of Health Application for License and submit a \$15.00 check payable to Chatham Borough. Chatham businesses may provide a copy of their current Board of Health Certificate.

5. Farmers only: Please fill out Purchased Product Request Form, if applicable.
6. Signed copy of Hold Harmless Agreement.
7. Return documentation and fees to: **Janice R. Piccolo, Market Manager  
Borough of Chatham, 54 Fairmount Ave., Chatham, NJ 07928**

Once your application materials have been received, reviewed and approved, we will confirm your registration.

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the Farmers' Market Advisory Committee:

**Farmers' Market Advisory Committee (Green Team)**

<u>Name</u>	<u>Term Expires</u>
Janice Piccolo (Market Manager)	12/31/13
John Holman (Council Liaison)	12/31/13
Jason Araya	12/31/13
Jonathan Araya	12/31/13
Aaron Ayers	12/31/13
Holmes Ayers	12/31/13
John Ball	12/31/13
Michael Dean	12/31/13
Elizabeth Donaway	12/31/13
Amy Dziemian	12/31/13
Patricia Giassa	12/31/13
Kathleen Flynn	12/31/13
Mary Goodbread	12/31/13
Debbie Hunter	12/31/13
Allie Irwin	12/31/13
Jessica Lowe	12/31/13
Sarah Lowe	12/31/13
Laura Masterson	12/31/13
Joseph Mikulewicz	12/31/13
Dennis O'Brien	12/31/13
Jamie O'Brien	12/31/13
Linda Pitney	12/31/13
Gwen Riddick	12/31/13
Issie Riddick	12/31/13
Ruth Selle	12/31/13
Celeste Stinson	12/31/13
Ed Switek	12/31/13
Mary Jane Switek	12/31/13

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**RESOLUTION #13-14**

**RESOLUTION TO RE-ESTABLISH THE OPEN SPACE AND HISTORIC PRESERVATION TRUST ADVISORY COMMITTEE AND APPOINTING MEMBERS THERETO**

**WHEREAS**, N.J.S.A. 40A:60-7(d) authorizes borough councils to create “advisory councils” in the municipality; and

**WHEREAS**, the Council of the Borough of Chatham has determined that it needs advice with respect to matters relating to the acquisition, preservation and maintenance, and disposal of open space and the undertaking of projects to further the preservation of the Borough’s history and of other projects that would be eligible for funding from the Open Space and Historic Preservation Trust Fund; and

**WHEREAS**, past Councils created an Open Space Committee, and then later a Land and Historic Preservation Conservancy Committee, which provided advice on these matters and has assisted the Council in making decisions with respect to the acquisition and development of open space and the establishment of the community gardens, among other things.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Open Space and Historic Preservation Trust Advisory Committee be hereby continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall be responsible for providing advice to the Mayor and Council on (1) matters relating to the acquisition, preservation and maintenance, and disposal of open space and the undertaking of projects to further the preservation of the Borough’s history and of other projects that would be eligible for funding from the Open Space and Historic Preservation Trust Fund, (2) projects that would use monies set aside in the Open Space and Historic Preservation Trust Fund, (3) new projects relating to open space and historic preservation in the Borough, and (4) related matters as requested by the Council; and said Committee shall meet quarterly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the case of an emergency; and

**BE IT FURTHER RESOLVED**, that the Borough Council of the Borough of Chatham does hereby appoint the following individuals to the Open Space and Historic Preservation Trust Advisory Committee for the terms indicated:

**Open Space and Historic Preservation Trust Advisory Committee**  
**(Green Team)**

<u>Name</u>	<u>Term Expires</u>
Edward DiFiglia (Chair)	12/31/13
Carol Nauta, Recreation	12/31/13
Environmental Commission Liaison	12/31/13
Historic Preservation Commission Liaison	12/31/13
Shade Tree Commission Liaison	12/31/13
Community Gardens Advisory Committee Liaison	12/31/13

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**RESOLUTION #13-15**

**RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE MAYORS' WELLNESS COMMITTEE**

**WHEREAS**, N.J.S.A. 40A:60-7(d) authorizes borough councils to create “advisory councils” in the municipality; and

**WHEREAS**, the Council of the Borough of Chatham has determined that it should re-establish the Mayors’ Wellness Advisory Committee to promote healthy behaviors and lifestyles among Borough residents and employees; and

**WHEREAS**, across New Jersey communities are facing a rise in health care costs; and

**WHEREAS**, physical activity levels have been decreasing and obesity rates increasing; and

**WHEREAS**, local leaders are looking for ways to promote active living, healthy eating, and overall wellness in their communities; and

**WHEREAS**, the Mayors’ Wellness committee will continue to be a joint committee with Chatham Township and works with Mayors and key leaders to shape healthier lifestyles for the men, women and children in their communities, and

**WHEREAS**, communities can work towards the goal of healthier citizens and lower health care costs by championing practices and programs that promote active living; and

**WHEREAS**, the Mayors’ Wellness Campaign will work to implement a comprehensive program of outreach, education and technical assistance activities to combat obesity and inactivity issues for the Borough of Chatham.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Mayors’ Wellness Advisory Committee be hereby continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall be responsible for developing and implementing educational and other programs that promote healthy behaviors on the part of Borough residents and employees; and said Committee shall meet monthly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during

a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the case of an emergency.

**BE IT FURTHER RESOLVED**, that we encourage the residents of Borough of Chatham to participate in Mayors' Wellness Campaign activities to promote exercise, eating properly and living healthier and better lives; and

**BE IT FURTHER RESOLVED**, the Mayors' Wellness Advisory Committee is hereby re-established and the following individuals shall be appointed for the terms indicated:

**Mayors' Wellness Committee**

<u>Name</u>	<u>Term Expires</u>
Bruce Harris	12/31/13
Victoria Fife	12/31/13
Alan Brown	12/31/13
Janice Piccolo	12/31/13
Kim Logsdon	12/31/13
Stephanie Carroll	12/31/13
Maureen Smith	12/31/13
Brian George	12/31/13
Dr. Tobi Ippolito	12/31/13
Christine Shesler	12/31/13
Neal Collins, M.D.	12/31/13
Joseph J. Murphy, DC	12/31/13
Cathy Maloney	12/31/13

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**RESOLUTION #13-16**

**RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE 9/11 MEMORIAL ADVISORY COMMITTEE**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the 9/11 Memorial Advisory Committee:

**9/11 Memorial Advisory Committee**

<u>Name</u>	<u>Term Expires</u>
Daniel Smith	12/31/13
George Sweetin	12/31/13
Doug Allan	12/31/13
Andrew Soccodato, Jr.	12/31/13

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**RESOLUTION #13-17**



## **RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE MUNICIPAL POOL ADVISORY COMMITTEE**

**WHEREAS**, the Municipal Pool/Memorial Park Advisory Committee created by Resolution #09-281 has performed an extraordinary service to the Borough by formulating a plan for the construction improvements to the pool, and the Mayor and Council wish to thank all the committee members for a job very well done; and

**WHEREAS**, the Borough Council has determined that there is a need for an advisory committee with a Chatham Borough governing body liaison to (1) make recommendations to help increase awareness of the pool with the goal of increasing membership and participation by a larger percentage of town residents, (2) make recommendations to improve the overall financial health of the pool with the goal of operating the pool on a break-even or profitable basis, (3) and make recommendations, and where applicable, help facilitate creating programs to enhance the membership/ community experience; and

**WHEREAS**, such a Municipal Pool Advisory Committee will submit their rules and regulations and other important documents to the Mayor and Council for the information, advice and consent of the governing body.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, in the County of Morris, New Jersey that the Municipal Pool Advisory Committee is hereby continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall meet monthly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the case of an emergency; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the committee:

<u>Name</u>	<u>Term Expires</u>
Juliann Gaydos Muller	12/31/13
Jim LeMon	12/31/13
Carol Nauta, Joint Recreation Deputy Director	12/31/13

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### **RESOLUTION #13-18**

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM, IN THE COUNTY OF MORRIS, NEW JERSEY AUTHORIZING THE RE-**

**ESTABLISHMENT OF AN OVERNIGHT PARKING ADVISORY COMMITTEE TO MAKE RECOMMENDATIONS REGARDING THE BOROUGH'S POLICIES ON OVERNIGHT PARKING**

**WHEREAS**, the Borough of Chatham has established an Overnight Parking Advisory Committee, which consists of members of the Borough Council, Police Department, the Borough's Engineer and residents; and

**WHEREAS**, the Borough Council have determined that there are a number of policy issues regarding overnight parking; and

**WHEREAS**, the Borough Council has determined that these policy issues need to be resolved quickly, and that it would benefit from the advice of a separate committee that could examine the options and make recommendations; and

**WHEREAS**, the Overnight Parking Advisory Committee will collect and analyze existing data to make a determination if additional information is needed.

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham in the County of Morris, New Jersey as follows:

1. There is hereby re-established an "Overnight Parking Advisory Committee."
2. The Overnight Parking Advisory Committee shall submit its recommendations to the Borough Council by February 25, 2013.
3. This Resolution shall take effect immediately.

<u>Name</u>	<u>Term Expires</u>
Council Member Resto	12/31/13
Council President Lonergan	12/31/13
Council Member Helfrich	12/31/13
Chief Crosson	12/31/13
Vince DeNave	12/31/13
Bill Tackaberry	12/31/13
Frank Truilo	12/31/13
Spencer Giacalone	12/31/13
Herb Ramo	12/31/13
Karen Yeaw	12/31/13
Chris Tomaino	12/31/13

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**RESOLUTION #13-19**

**RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE PUBLIC ARTS COUNCIL (ADVISORY COMMITTEE)**

**WHEREAS**, N.J.S.A. 40A:60-7(d) authorizes borough councils to create "advisory councils" in the municipality; and

**WHEREAS**, at the request of residents, the Council of the Borough of Chatham has determined that it would be helpful to have a committee to provide advice on certain public art matters; and

**WHEREAS**, a Public Arts Council will enhance the Borough's downtown and facilitate the preservation of art objects and artifacts that may be displayed in public places.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Public Arts Council (Advisory Committee) be hereby continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall meet monthly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the case of an emergency; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the committee:

<b><u>Public Arts Advisory Council</u></b>	
<b><u>Name</u></b>	<b><u>Term Expires</u></b>
Dawn DeSanto	12/31/13
Jennifer Kaplan	12/31/13
Kevin McLaughlin	12/31/13
Stephanie Yarcheski	12/31/13
Elise Jones	12/31/13
Allison Hooper	12/31/13
Lara Dittman	12/31/13
Katie Gilbert	12/31/13
Linda Yesline	12/31/13
Jennifer DuTeil	12/31/13

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#### **RESOLUTION #13-20**

#### **RESOLUTION AUTHORIZING THE RE-ESTABLISHMENT OF THE TRAFFIC AND PEDESTRIAN SAFETY ADVISORY COMMITTEE AND APPOINTING MEMBERS THERETO**

**WHEREAS**, N.J.S.A. 40A:60-7(d) authorizes borough councils to create "advisory committees" in the municipality; and

**WHEREAS**, the Council of the Borough of Chatham has determined that it needs advice with respect to traffic and pedestrian safety matters.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Traffic and Pedestrian Safety Advisory Committee be hereby continued; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that said Committee shall be responsible for providing advice to the Mayor and Council on traffic and pedestrian safety matters, including conducting studies concerning vehicular and pedestrian movements throughout the Borough, and, particularly, in the areas surrounding schools and churches, but also along the busier roads in the Borough; and said Committee shall meet monthly and as otherwise deemed advisable by the Committee; and all such meetings shall be open to the public, which shall be permitted to make comment during a public comment portion of the meeting and at other times as deemed appropriate by the Committee and except for closed sessions held in accordance with the Open Public Meetings Act; notices of all meetings shall be posted on the Borough web site and other media as deemed advisable by the Borough Clerk and the Committee, but shall not be required to be published in the Official Newspapers (which, however, shall be provided copies of meeting notices); and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the case of an emergency; and

**BE IT FURTHER RESOLVED**, that the Borough Council of the Borough of Chatham does hereby appoint the following individuals to the Traffic and Pedestrian Safety Advisory Committee for the terms indicated:

**Traffic and Pedestrian Safety Advisory Committee**

<u>Name</u>	<u>Term Expires</u>
Traffic Safety Officer Robert Sweetin	12/31/13
Ed Switek	12/31/13
William Nauta	12/31/13
Vince DeNave	12/31/13
Marc Boisclair	12/31/13
David Gerridge	12/31/13

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**RESOLUTION #13-21**

**RESOLUTION TO APPOINT ROBERT J. FALZARANO, KEVIN O'SHEA, BRIAN GIBBONS, JAMES J. COLLANDER, JOSEPH MARTS AND STEVE WILLIAMS AS DEPUTY COORDINATORS FOR THE OFFICE OF EMERGENCY MANAGEMENT IN THE BOROUGH OF CHATHAM**

**WHEREAS**, William Nauta, Coordinator of the Office of Emergency Management recommends the appointment of Robert J. Falzarano, Kevin O'Shea, Brian Gibbons, James J. Collander, Joseph Marts and Steve Williams as Deputy Coordinators for the Office of Emergency Management.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Robert J. Falzarano, Kevin O'Shea, Brian Gibbons, James J. Collander, Joseph Marts and Steve Williams be appointed as Deputy Coordinators for the Office of Emergency Management.

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**RESOLUTION #13-22**

**RESOLUTION TO APPOINT THE EMERGENCY MANAGEMENT COUNCIL FOR 2013**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham approve the following list of appointments to the Emergency Management Council as authorized by N.J.S.A. A:9-41 for the year 2013:

NAME	TITLE
William J. Nauta	Emergency Management Coordinator
Bruce A. Harris	Mayor
Vince DeNave	Engineer/Damage Assessment
Victoria Fife	Council Member
James J. Collander	Council Member, Chair of Public Safety Committee & Deputy Coordinator
Robert J. Falzarano	Deputy Coordinator
Kevin O'Shea	Deputy Coordinator
Brian Gibbons	Deputy Coordinator
Joseph Marts	Deputy Coordinator
Steve Williams	Deputy Coordinator
Philip Crosson	Police Chief/Public Information Officer
Robert Venezia	Director of Public Works
Peter Glogolich	Fire Chief
Sam Francis	CES Captain
Chris Manak	Madison/Chatham Joint Meeting
Mike LaSusa	School District of the Chathams
Lisa Gulla	Health Officer
Lauri Gill	American Red Cross,
Ed Szybowski	ISP Chatham
Carol Nauta	Administration
Representative	Health Officer
Ed Switek	CERT, Coordinator

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**RESOLUTION #13-23**

**RESOLUTION TO APPOINT MEMBERS TO THE COMMUNITY EMERGENCY RESPONSE TEAM FOR THE BOROUGH OF CHATHAM**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following members be appointed to the Community Emergency Response Team for the Office of Emergency Management with terms to expire on December 31, 2013:

<u>Member</u>	<u>Term Expires</u>
William Nauta	12/31/13

E. Lee Byrd	12/31/13
Mary M. Foley	12/31/13
Liz Holler	12/31/13
Molly Conley	12/31/13
Elaine Dangler	12/31/13
Susan Maher	12/31/13
Therma Jane Ochs	12/31/13
Edward Switek	12/31/13
John Tunny	12/31/13
Amy Nauta	12/31/13
Janet Nauta	12/31/13
Amanda Stent	12/31/13
John Ball	12/31/13

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#### **RESOLUTION #13-24**

#### **RESOLUTION TO RE-ESTABLISH AND APPOINT MEMBERS TO THE MUNICIPAL ALLIANCE COMMITTEE**

**WHEREAS**, P.L. 1989, c. 51 authorizes the governing body of a municipality to establish a municipal alliance for the purpose of coordinating community efforts to reduce alcoholism, drug abuse and crime.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that they approve the following list of appointments to the Municipal Alliance Committee from the Borough for the year 2013:

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Dawn Ferguson	Coordinator	12/31/13
Cindy Barna	CHS PTO/COC	12/31/13
Michelle Daniher	MAS PTO	12/31/13
Bruce A. Harris	Mayor	12/31/13
Peter Fife	Chamber of Commerce	12/31/13
Vince Fiorito	Resident	12/31/13
Eileen O'Keefe	Resident	12/31/13
Mindy Pitonyak	WAS PTO	12/31/13
Joe Crecca	Juvenile Detective	12/31/13
Carol Nauta	Recreation	12/31/13
Ed DiFiglia	Resident	12/31/13
Peter Trebour	Resident (and Schools)	12/31/13

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#### **CONSENT AGENDA VOTE:**

**Mayor Harris** asks Council Member \_\_\_\_\_ to proceed with the Resolutions listed on the Consent agenda. Resolutions #13-06 through #13-24.

**Council Member \_\_\_\_\_:** I would like to make a motion to allow the resolutions on this evening's agenda to be approved by consent of the Council.

Seconded by: \_\_\_\_\_

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**OATHS OF ALLEGIANCE**

1. Boards, Commissions, & Committees
2. Fire Department

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**RESOLUTION 13-25**

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY THANKING FORMER VOLUNTEERS FOR THEIR CONTRIBUTIONS TO CHATHAM DURING THEIR TERMS AS VOLUNTEERS TO VARIOUS BOARDS, COMMISSIONS AND COMMITTEES**

**WHEREAS,** volunteers are the lifeblood of any community if a community is to be vibrant; and

**WHEREAS,** Chatham Borough has been fortunate enough to attract well-qualified, dedicated volunteers over the years who each make a sacrifice of their personal time, sometimes sacrificing family and other obligations in order to serve the Borough they love; and

**WHEREAS,** several long-term volunteers are choosing to step down from their assignments on Boards, Commissions and/or Committees; and

**WHEREAS,** the Mayor and Borough Council wish to publically thank these exceptional individuals for their many contributions to Chatham.

**BE IT RESOLVED,** that the Mayor and Borough Council of the Borough of Chatham, County of Morris, State of New Jersey does hereby thank the following volunteers for their service and dedication to the community and wishes them every success and contentment in all their future endeavors:

**NAME**

Marcy Wecker  
Marc DeMul  
Shannon McCarthy  
Jerome Meniffee  
Richard Mikaliunas

Barbara Montague  
Herb Ramo  
Mark Schmitter

**ENTITY**

Community Gardens Advisory Committee  
Green Initiatives Advisory Committee  
Mayors' Wellness Campaign  
Municipal Alliance  
Open Space & Historic Trust Preservation  
Advisory Committee  
Environmental Commission  
Zoning Board of Adjustment  
Shade Tree Commission

## MEETING OPEN TO THE PUBLIC

### MAYOR'S NOTICE OF PUBLIC COMMENT TIME LIMIT

Hearing of citizens during the Public Comment Section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for Public Hearing tonight. To help facilitate an orderly meeting, and to permit all to be heard, speakers are asked to limit their comments to a reasonable length of time.

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### CONSENT AGENDA

The following items are considered to be routine by the Chatham Borough Mayor and Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Resolution #13-26 through Resolution #13-81 have been placed on the Consent Agenda.

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### RESOLUTION #13-26

#### RESOLUTION TO APPROVE THE FOLLOWING APPOINTMENTS:

**BE IT RESOLVED** by the Mayor and Council of the Borough of Chatham that the following appointments and designations be made for the stated terms:

<u>Position</u>	<u>Term</u>	<u>Name of Individual</u>
1. Borough Administrator	1/01/13-12/31/13	Robert J. Falzarano
2. Director of Finance/Chief Financial Officer	1/01/13-12/31/16	Michael Mariniello
3. Construction Control	1/01/13-12/31/13	Maria Maramonte
4. Senior Assessing Clerk	1/01/13-12/31/13	Anne Mandal
6. Utility Billing Representative	1/01/13-12/31/13	Cheri Morris
7. Administrative Assistant/Farmers' Market Manager	1/01/13-12/31/13	Janice Piccolo
8. Minutes Clerk	1/01/13-12/31/13	Elizabeth Holler
9. Deputy Recreation Director	1/01/13-12/31/13	Carol Nauta
10. Administrative Secretary	1/01/13-12/31/13	Mary Beth Ciccarone
11. Parking Enforcement Officer	1/01/13-12/31/13	Nicolina Balsamo
12. Fire Official/Inspector	1/01/13-12/31/13	Walter Nugent
13. Fire Dept./Executive Operations Coord./Inspector	1/01/13-12/31/13	Stephen Williams
14. Official Assessment Searcher	1/01/13-12/31/13	Anne Mandal
15. Official Tax Searcher	1/01/13-12/31/13	Madeline L. Polidor-



16. Director DPW	1/01/13-12/31/13	LeBoeuf Robert Venezia
17. Deputy Clerk	1/01/13-12/31/13	Cathy Baldwin
18. Assistant Payroll Clerk	1/01/13-12/31/13	Tyrina Cittrich
19. Executive Administrative Asst.	1/01/13-12/31/13	Kevin O'Shea
20. Media Programmer	1/01/13-12/31/13	John Grobert
21. Zoning Officer	1/01/13-12/31/13	Vince DeNave

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## **APPOINTMENTS**

### **RESOLUTION #13-27**

#### **RESOLUTION APPOINTING ERMINIO TORELLO AS 2013 WATER PLANT OPERATOR**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby appoint Erminio Torello as the 2013 Water Plant Operator for the Borough of Chatham effective January 1, 2013 as per N.J.S.A.58:11-65.

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### **RESOLUTION #13-28**

#### **RESOLUTION APPOINTING ROBERT VENEZIA AS 2013 STORMWATER COORDINATOR AS PER N.J.A.C. 7:14A-4**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby appoint Robert Venezia as the 2013 Stormwater Coordinator for the Borough of Chatham effective January 1, 2013 as per N.J.A.C. 7:14A-4.

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### **RESOLUTION #13-29**

#### **RESOLUTION APPOINTING STAN SERBANICA AS 2013 SAFETY COORDINATOR REQUIRED BY THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that it hereby appoints Stan Serbanica as the 2013 Safety Coordinator for the Borough of Chatham effective January 1, 2013 as required by the Morris County Municipal Joint Insurance Fund.

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### **RESOLUTION #13-30**

#### **RESOLUTION TO APPOINT THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND COMMISSIONER AND ALTERNATE AND RISK MANAGER FOR 2013**

**WHEREAS**, pursuant to the by-laws of the Morris County Municipal Joint Insurance Fund, the Mayor and Council must appoint a Commissioner to represent the Borough in the Fund, and that said appointment must be made by resolution.

**BE IT RESOLVED**, that Robert J. Falzarano be appointed as Risk Manager for 2013; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Chatham that Robert J. Falzarano be appointed as Commissioner and Michael Mariniello be appointed as Alternate Commissioner to the Morris County Municipal Joint Insurance Fund for 2013.

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**RESOLUTION #13-31**

**RESOLUTION APPOINTING CLEAN COMMUNITIES COORDINATOR PER CLEAN COMMUNITIES AND RECYCLING GRANT ACT**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby appoint Robert Venezia as the 2013 Clean Communities Coordinator for the Borough of Chatham effective January 1, 2013 as per C.13:1E-213.

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**RESOLUTION #13-32**

**RESOLUTION TO APPOINT STAN SERBANICA AS RECYCLING ENFORCEMENT OFFICER AS PER N.J.S.A. 13:1E-99.16**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Stan Serbanica be appointed as Recycling Enforcement Officer with a term to expire on December 31, 2013 as per N.J.S.A. 13:1E-99.16.

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**RESOLUTION #13-33**

**RESOLUTION TO APPOINT STAN SERBANICA AS RECYCLING COORDINATOR**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that it hereby appoints Stan Serbanica as Recycling Coordinator per N.J.S.A.13:1E-99 for the year 2013.

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**RESOLUTION #13-34**

**RESOLUTION OF THE BOROUGH COUNCIL APPOINTING A TAX SEARCH OFFICER**

**WHEREAS**, N.J.S.A. 54:5-11 requires that governing bodies of municipalities designate by resolution, a Tax Search Officer.

**BE IT RESOLVED**, that the Tax Collector of the Borough of Chatham be designated Tax Search Officer for said municipality.

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**RESOLUTION #13-35**

**RESOLUTION OF THE BOROUGH COUNCIL APPOINTING AN ASSESSMENT SEARCH OFFICER**

**WHEREAS**, N.J.S.A. 54:18-3 requires that governing bodies of municipalities designate, by resolution, an Assessment Search Officer.

**BE IT RESOLVED**, that Anne Mandal, the Senior Assessing Clerk of the Borough of Chatham be designated Assessment Search Officer for said municipality.

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**RESOLUTION #13-36****RESOLUTION APPOINTING 2013 SAFETY DELEGATE REQUIRED BY THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby appoint Robert Venezia as the 2013 Safety Delegate for the Borough of Chatham effective January 1, 2013 as required by the Morris County Municipal Joint Insurance Fund.

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**RESOLUTION #13-37****RESOLUTION TO DESIGNATE ROBERT J. FALZARANO, BOROUGH ADMINISTRATOR, AS PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS**, in accordance with N.J.A.C. 17:27-3.2, the State of New Jersey Division of Contract Compliance and Equal Employment Opportunity requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer ("P.A.C.O.") by January 10th; and

**WHEREAS**, the Borough Council has determined that the duties of the P.A.C.O. can be effectively and appropriately performed by the Borough Administrator, Robert J. Falzarano.

**BE IT RESOLVED**, by the Council of the Borough of Chatham that Borough Administrator Robert J. Falzarano is hereby designated as the Public Agency Compliance Officer (P.A.C.O.) for the Borough of Chatham in accordance with N.J.A.C. 17:27-3.2; and

**BE IT FURTHER RESOLVED**, that in the absence of Robert J. Falzarano, Borough Administrator; then, Michael Mariniello; Director of Finance, will assume the duties of the Public Agency Compliance Officer.

---

**RESOLUTION #13-38****RESOLUTION TO APPOINT MICHAEL KLEISCH AS INDOOR AIR QUALITY OFFICER PER N.J.A.C. 12:100-13**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Michael Kleisch be appointed Indoor Air Quality Officer per N.J.A.C. 12:100-13.

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**RESOLUTION #13-39****RESOLUTION TO APPOINT ROBERT J. FALZARANO AS AMERICANS WITH DISABILITIES ACT COMPLIANCE OFFICER**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Robert J. Falzarano be appointed as Americans with Disabilities Act Compliance Officer.

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**RESOLUTION #13-40**

**RESOLUTION TO APPOINT ROBERT VENEZIA AS SHADE TREE ENFORCEMENT OFFICER PER BOROUGH ORDINANCE 314-13**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Robert Venezia be appointed as Shade Tree Enforcement Officer with a term to expire on December 31, 2013 as per Borough Ordinance 314-13.

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**RESOLUTION #13-41**

**RESOLUTION TO APPOINT SCHOOL CROSSING GUARDS FOR 2013**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following School Crossing Guards for the school calendar year 2013 be appointed as follows at the hourly rate of pay of \$20.43:

T. Boland	T. Ochs	R. Crater
D. Cali-Charles	A. Lombardi	D. Achille
J. Caporaso	H. Ochs	M. Conlan
N. Balsamo	P. Casteliano	A. Kling
N. Renzulli	L. Salinardi	M. Spinner
K. Donnelly	J. Sweetin	B. Souders
S. Piana	C. Coleman	J. Parcells
J. Eggerman	M. Grimm	R. Loock

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**RESOLUTION #13-42**

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM, IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY ENGAGING THE SERVICES OF LINDA WHITE AS A PART-TIME EMPLOYEE TO SERVE AS ADMINISTRATIVE AGENT/ASSISTANT MUNICIPAL HOUSING LIAISON OFFICER IN CONNECTION WITH THE ADMINISTRATION OF AFFORDABLE HOUSING UNITS WITHIN THE BOROUGH OF CHATHAM**

**WHEREAS**, the Borough of Chatham is desirous of engaging the services of an individual who will act primarily in a part-time capacity as an Administrative Agent/Assistant Municipal Housing Liaison Officer with the primary responsibility of administering affordable housing units in and for the Borough of Chatham; and

**WHEREAS**, Linda White possesses the background, training and experience to serve in this most important capacity; and

**WHEREAS**, said assignment will be on a temporary basis at an hourly rate of \$30.00; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available and said certification shall be attached to this Resolution; and

**WHEREAS**, said contract is available for public inspection in the office of the Municipal Clerk.

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham, in the County of Morris and State of New Jersey that it hereby engages the services of Linda White to serve as Administrative Agent/Assistant Municipal Housing Liaison Officer in connection with the administration of housing units on a temporary basis at an hourly rate of \$30.00

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**RESOLUTION #13-43**

**RESOLUTION TO APPOINT SUSAN CALJEAN AS MUNICIPAL HOUSING LIAISON FOR THE BOROUGH OF CHATHAM**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Susan Caljean be hereby appointed as Municipal Housing Liaison for the Borough of Chatham.

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**RESOLUTION #13-44**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL**

**WHEREAS**, each year the departments of the Borough of Chatham realize cost savings by purchasing equipment and materials through the Morris County Cooperative Pricing Council; and

**WHEREAS**, it is the recommendation of the Borough Auditors that the Mayor and Council adopt a resolution each year authorizing participation in the Morris County Cooperative Pricing Council:

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby authorize participation in the Morris County Cooperative Pricing Council for the year 2013.

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**RESOLUTION #13-45**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE UNION COUNTY COOPERATIVE PRICING COUNCIL**

**WHEREAS**, each year the departments of the Borough of Chatham realize cost savings by purchasing equipment and materials through the Union County Cooperative Pricing Council; and

**WHEREAS**, it is the recommendation of the Borough Auditors that the Mayor and Council adopt a resolution each year authorizing participation in the Union County Cooperative Pricing Council:

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby authorize participation in the Union County Cooperative Pricing Council for the year 2013.

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**RESOLUTION #13-46****RESOLUTION AUTHORIZING PARTICIPATION IN THE SOMERSET COUNTY COOPERATIVE PRICING SYSTEM, #2-SOCCP**

**WHEREAS**, each year the Departments of the Borough of Chatham realize cost savings by purchasing equipment and materials through the Somerset County Cooperative Pricing System #2-SOCCP; and

**WHEREAS**, it is the recommendation of the Borough Auditors that the Mayor and Council adopt a resolution each year authorizing participation in the Cooperative Pricing System:

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham do hereby authorize participation in the Somerset County Cooperative Pricing System #2-SOCCP for the year 2013

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**FINANCE****RESOLUTION #13-47****RESOLUTION SETTING FEES FOR DELINQUENT TAXES**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the rate of interest on delinquent taxes and installments of assessments for local improvements shall be eight (8%) percent per annum of the first \$1,500.00 and eighteen (18%) percent per annum on any amounts in excess of \$1,500.00, an additional six (6%) percent per annum for those properties whose delinquency of taxes equals or exceeds \$10,000.00, except that the Tax Collector is hereby authorized to waive the collection of interest for a period not exceeding ten calendar days after the due date for current taxes in each quarter, i.e., February first, May first, August first and November first.

**BE IT FURTHER RESOLVED**, that there will be a \$5.00 charge for a duplicate copy of a property tax bill.

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**RESOLUTION #13-48****RESOLUTION ESTABLISHING THE PAY SCHEDULE**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Chief Financial Officer of the Borough be and is hereby authorized to pay the employees of the Borough from the Borough of Chatham Payroll Account semi-monthly and that all payroll checks be signed by the Director of Finance, the Assistant Financial Officer, or Accounts Payable Clerk or Administrator.

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**RESOLUTION #13-49****RESOLUTION TO ESTABLISH PETTY CASH FUNDS AND CHANGE FUNDS**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

**WHEREAS**, it is the desire of the Borough Council of the Borough of Chatham that the following Petty Cash Funds be established:

<b>FUND</b>	<b>AMOUNT</b>	<b>CUSTODIAN</b>
Administration	\$100	Cheri Morris
Police Dept.	\$200	Chief Philip Crosson/ Marybeth Ciccarone
Public Works Dept.	\$100	Robert Venezia

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham that the following Change Funds be established:

<b>FUND</b>	<b>AMOUNT</b>	<b>CUSTODIAN</b>
Tax Collector	\$200	Madeline L. Polidor-LeBoeuf

**BE IT FURTHER RESOLVED**, that the Custodians of the Funds are bonded in an amount not less than \$1,000 and will maintain said funds in accordance with the laws and regulations covering its operation.

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#### **RESOLUTION #13-50**

#### **RESOLUTION TO DESIGNATE DEPOSITORIES AND CHECK SIGNATURE AUTHORIZATION**

**WHEREAS**, Revised Statutes 40A:5-14 of the State of New Jersey provide that the Governing Body of every municipality shall designate the depository or depositories wherein all public monies and other funds of the municipality shall be kept.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following financial institutions are designated as the depositories wherein all such public monies and funds shall be deposited to the credit of the Borough of Chatham and the custodian shall be:

Bank of America  
Bank of New York  
TD Bank  
Investor's Savings Bank  
J.P. Morgan Chase Bank  
MBIA Class  
(NJARM) NJ Arbitrage Rebate Management Program  
Peapack-Gladstone Bank  
State of New Jersey Cash Management Fund  
Valley National Bank  
Wells Fargo Bank

**BE IT FURTHER RESOLVED**, by the Borough Council of the Borough of Chatham that one signature from each of the following three groups of officials is required on checks and

Bruce A. Harris, Mayor  
or  
                                , Council President  
and  
Robert J. Falzarano, Borough Administrator  
or  
Vince DeNave, Borough Engineer  
and  
Michael Mariniello, Director of Finance  
or  
Anne Mandal, Accounts Payable Clerk

**BE IT FURTHER RESOLVED**, that the Borough of Chatham hereby authorizes and directs TD Bank to accept and pay out of the monies on deposit with said Bank to the credit of this Borough any and all checks drawn upon said Bank in the name of this Borough bearing the facsimile signature(s) of its officer(s) now or hereafter authorized to sign checks on behalf of the Borough of Chatham, no matter by whom or how said facsimile signature(s) shall have been impressed thereon, the said facsimile signature(s) to be in the form of a specimen furnished to said Bank.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, New Jersey that the Chief Financial Officer be authorized to invest idle Borough of Chatham funds from the Water Department, Sewer Department, Current Account and Trust Account at the best rate of interest available at the time, in the following institutions:

M-1/04/13



Wells Fargo Bank

**BE IT FURTHER RESOLVED**, that various other financial institutions may be utilized for borrowing or investment purposes, provided such institutions have furnished the Borough with proof of their approval as a depository of public funds by the State of New Jersey.

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**RESOLUTION #13-52**

**RESOLUTION TO SET FEE SCHEDULE FOR THE YEAR 2013**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following fees have been set for the year 2013.

1. Pursuant to N.J.S.A. 47:1A-2, the Custodian of Records of the Borough of Chatham, or his or her designee, shall make and supply copies of such records as are permitted by statute upon payment of the following fees which are based upon the total number of pages or parts thereof to be purchased without regard to the number of records being copied.

8.5 x 11 inch	\$.05/each page
8.5 x 14 inch	\$.07/each page

2. Garage Sale Fee – Per Ordinance #12-99 adopted on October 12, 1999, the fee for a permit for a garage sale as defined in Section 84-1 shall be set forth from time to time by resolution of the Borough Council. Be it resolved that the fee for a garage sale shall be \$3.00 and shall be paid to the Borough at the time of submission of the application for such permit.
3. Rt. 124 (Main Street) Banner Fee – There will be a fee of \$50.00 payable upon submission of the banner application to the Municipal Clerk's office. This fee is to cover the cost of the installation and removal of the banner by the Department of Public Works and approval from the State of New Jersey.
4. The cost to purchase the Borough of Chatham, Chapter 165, Land Development Regulations book is \$25.00
5. The cost to purchase the most recent Master Plan is \$45.00.
6. Landscape Companies wishing to use the mulch area for their customers who are Borough residents shall pay the following fees

Brush and off season leaves	\$10 per load
Grass pickup truck and smaller	\$25 per load
Mason dump truck	\$50 per load

7. The cost to purchase a certified copy of a birth, marriage or death certificate is \$10.00 per copy.

8. The cost to purchase a copy of the 1997 edition of the book entitled “Images of America – Chatham” by John Cunningham is \$16.99.
9. The cost to purchase a copy of the 1994 edition of the booklet entitled “Design Guidelines for Rehabilitation and New Construction in The Main Street Historic District” by the Chatham Borough Historic Preservation Commission is \$5.00.
10. The costs to have a recording of a Borough meeting duplicated are: DVD fee of \$.56, CD fee of \$.38.

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**RESOLUTION #13-53****RESOLUTION TO APPOINT BOROUGH OF CHATHAM DEFERRED  
COMPENSATION EMPLOYER SPONSOR FOR 2013**

**WHEREAS**, pursuant to the Section 457 deferred compensation plan, the Mayor and Council must appoint an employer sponsor to represent the Borough in the plan, and the said appointments must be made by resolution.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Michael Mariniello be appointed as Employer Sponsor to the Section 457 deferred compensation plan for 2013.

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**RESOLUTION #13-54****RESOLUTION ESTABLISHING A CASH MANAGEMENT PLAN**

**WHEREAS**, it is in the best interest of the Borough of Chatham to earn additional revenue through the investment and prudent management of its cash receipts; and

**WHEREAS**, P.L. 1983, Chapter 8, approved January 18, 1983, is an act concerning the Local Fiscal Affairs law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

**WHEREAS**, this law requires that each local unit shall adopt a cash management plan.

**BE IT RESOLVED**, that the following shall constitute the Cash Management Plan for the Borough of Chatham and the Borough of Chatham shall deposit and manage its funds pursuant to this plan:

**DEFINITIONS:**

1. Governing Body shall mean the Mayor and Council of the Borough of Chatham.
2. Director of Finance shall mean the Director of Finance of the Borough of Chatham.
3. Fiscal Year shall mean the twelve month period ending December 31.
4. Cash Management Plan shall mean that plan as approved by resolution by the Governing Body of the Borough of Chatham

#### DESIGNATION OF DEPOSITORIES:

1. At least once each fiscal year at its organization meeting, the Council shall by resolution, designate the depositories for the Borough in accordance with N.J.S.A. 40A:5-14.
2. Designated official depositories are required to submit to the Director of Finance, a copy of the Governmental Unit Deposit Protection Act Notification of eligibility, which is filed semi-annually with the Department of Banking each June 30 and December 31.

#### CASH MANAGEMENT:

1. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A. 40A:5-15.
2. The Director of Finance shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.
3. The method of calculating banking fees and compensating balances shall be reviewed at least annually.
4. Investment decisions shall be guided by the cash flow projections prepared by the Director of Finance.
5. Change Funds will be balanced at every deposit. Only bonded personnel will have access to the fund. The auditing firm does a random cash count at least twice a year.

#### PERMISSIBLE INVESTMENTS:

The Director of Finance shall invest at his/her discretion in any securities approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15-1.

#### AUTHORITY TO INVEST:

The Council, at its organization meeting, shall pass a resolution designating the Borough officer(s) who shall make and be responsible for municipal deposits and investments.

#### RECORDS AND REPORTS:

1. The Director of Finance shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Director of Finance shall:
  - Keep a record of all investments
  - Keep a cash position record, which reveals on a daily basis, the status of the Borough's cash in its bank accounts.
  - Report investments to the Council at regularly scheduled meetings of the governing body.
  - Report monthly to the Council as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

#### AUDIT REQUIREMENT:

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-15.2.

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**RESOLUTION #13-55****RESOLUTION AUTHORIZING A FEE FOR RETURNED CHECKS**

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham that there shall be a charge of \$25.00 for each check returned for insufficient funds, or for any other reason, to be paid to the Director of Finance.

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**RESOLUTION #13-56****RESOLUTION TO ESTABLISH A FEE SCHEDULE FOR TAX, WATER AND SEWER SEARCHES AND OTHER MISCELLANEOUS ITEMS**

**WHEREAS**, there are numerous third party Tax Search firms operating in New Jersey; and

**WHEREAS**, said third party firms frequently request tax information in the form of a computer printout.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham to establish a fee schedule for the following:

**TAX COLLECTOR'S OFFICE FEES:**

Tax Files	\$ 2.50 per Block and Lot
Tax Search	\$10.00
Bounced Check Fee	\$25.00
Duplicate Tax Bill	\$ 5.00

**TAX ASSESSOR'S OFFICE FEES:**

Assessment Search	\$10.00
200 Foot List	\$10.00

**UTILITY DEPARTMENT FEES:**

Water Turn- off	\$35.00
After business hours	\$70.00

**APPLICATION FEE:** \$40.00 WATER      \$35.00 SEWER

**WATER TAP FEES:**

¾ Inch	\$1,300.00
1 Inch	\$1,650.00

1 ½ Inch	\$1,400.00
2 Inch	\$1,600.00
3 Inch	\$1,400.00
4 Inch	\$1,600.00
6 Inch	\$1,800.00
8 Inch	\$2,000.00

Water Meter testing ¾"-1" \$25.00

**SEWER TAP FEE:**

RESIDENTIAL	\$1,500.00/UNIT
NON-RESIDENTIAL	\$1,500.00/EQUIVALENT UNIT
LATERAL INSPECTION	\$35.00

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**RESOLUTION #13-57**

**RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO WIRE  
TRANSFER FUNDS FOR INVESTMENT AND PAYMENT OF CAPITAL DEBT**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that Michael Mariniello, Director of Finance is hereby authorized to wire transfer funds for investment and payment of capital debt, as they become available, provided that all investments are reported to the Mayor and Council.

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**RESOLUTION #13-58**

**RESOLUTION AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND  
HEALTH BENEFITS**

**WHEREAS**, Employee Health Insurance must be paid at the time the bills are submitted;

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Director of Finance be and is hereby authorized to disburse the monies due at the time the bills are submitted and same shall be included on the current bill list with vouchers attached.

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**RESOLUTION #13-59**

**RESOLUTION AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

**WHEREAS**, Morris County taxes are due quarterly on February 15, May 15, August 15, and November 15, 2013.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Director of Finance is hereby authorized to prepay these quarterly payments.

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**RESOLUTION #13-60**

**RESOLUTION AUTHORIZING THE DIRECTOR OF FINANCE TO DISBURSE  
FUNDS FOR THE PAYMENT OF STATUTORY EXPENSES**

**BE IT RESOLVED**, by the Borough of Chatham that the Director of Finance is hereby authorized to disburse funds for payment of statutory expenses as they become due, provided that such disbursements are reported to the Mayor and Council.

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**RESOLUTION #13-61**

**RESOLUTION PURSUANT TO CHAPTER 19 OF THE CODE OF THE BOROUGH OF CHATHAM ENTITLED "SIDEWALK TRUST FUND" TO ADOPT POLICIES AND PROCEDURES RESOLUTION**

**WHEREAS**, Chapter 19 of the Code of the Borough of Chatham provides for the governing body of the Borough of Chatham annually to adopt "Sidewalk Trust Fund" Policy and Procedures Resolution.

**BE IT RESOLVED**, by the Council of the Borough of Chatham as follows:

1. Chapter 244 entitled "Streets and Sidewalks" Section 30 entitled "Responsibility for elimination of safety hazards." requires every owner of land abutting upon or containing a sidewalk and/or a paved walkway to be responsible for the proper maintenance of same and cost of maintenance."
2. From time to time, it is more economical for the owner to permit the Borough of Chatham to undertake the cost of maintenance and repairs by undertaking a "sidewalk project" for a "sidewalk section."
3. Under such circumstances, the Borough of Chatham requests an escrow deposit from the owner to a Borough "sidewalk account" for the estimated allocated portion of maintenance and repairs from the owner to the Borough of Chatham in order to undertake construction of maintenance and repairs of a "sidewalk project" for a "sidewalk section."
4. Pursuant to Chapter 19, this Borough "sidewalk account" shall now be formally designated as the "Sidewalk Trust Fund" and shall be administered by the Borough Director of Finance.

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**RESOLUTION #13-62**

**RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF CHATHAM AUTHORIZING THE TAX COLLECTOR TO CANCEL TAX OVERPAYMENTS AND DELINQUENCIES OF AMOUNTS LESS THAN \$5.00**

**WHEREAS**, N.J.S.A. 40A:5-17 allows for the administrative cancellation of property tax, water, sewer and solid waste refunds or delinquent amounts in the amounts of less than \$5.00; and

**WHEREAS**, the governing body may authorize a municipal employee chosen by said body to process, without further action on its part, any cancellation of property tax, water, sewer, and solid waste refunds or delinquencies of less than \$5.00.

**BE IT RESOLVED**, that the Council hereby authorizes the Tax Collector to cancel tax, water, sewer and solid waste overpayments of less than \$5.00 as deemed appropriate; and

**BE IT FURTHER RESOLVED**, that a certified copy of the Resolution be forwarded to the Tax Collector and Borough Auditor.

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**RESOLUTION #13-63**

**RESOLUTION TO DESIGNATE SIGNATORIES ON THE FOLLOWING CAPITAL AND TRUST ACCOUNTS**

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham that the signatures of one of the three below named officials are required for the issuance of checks and drafts from the following trust and capital accounts:

Capital	7850235826
Water Capital	7850235834
Surcharge Trust	7850235651
Dog Trust	7850235669
General Trust	7850235677
Recreation Trust	7850235685
Special Police Trust	7850235693
Payroll	7850235701
Unemployment Trust	7850235867
Special Assessment Trust	7850235842
Special Law Enforcement	7850235859
Public Defender Trust	7850235800
COAH Trust	7850235818
Open Space Trust	7855047457
Snow Removal Trust	7855047168
Bequest-Kevin Coughlin	7868870812
Escrow Accounts	Master #111204

Michael Mariniello, Director of Finance

or Robert J. Falzarano, Administrator

or Anne Mandal, Accounts Payable Clerk

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**RESOLUTION #13-64**

**RESOLUTION TO AUTHORIZE THE BOROUGH OF CHATHAM DIRECTOR OF FINANCE TO ACCEPT CREDIT CARD PAYMENTS IN CONNECTION WITH RECREATION PROGRAM FEES AND PARKING FEES AND TO AUTHORIZE AND TO PAY FOR THE SERVICE CHARGES THEREON**

**WHEREAS**, the Borough of Chatham accepts credit cards for the payment of recreation program fees into its Recreation Account at TD Bank; and

**WHEREAS**, recreation program online credit card service fees are charged electronically once a month by the Borough of Chatham's merchant account, Heartland, directly to the recreation department account set forth above and are offset by the recreation fees collected; and

**WHEREAS**, the Borough of Chatham accepts parking machine credit cards for the payment of parking fees into its General/Parking Account at TD Bank; and

**WHEREAS**, parking service fees are charged electronically by the Borough of Chatham's merchant account, Heartland, through the Borough of Chatham's banking service compensating balance account; and

**WHEREAS**, the collection of these fees is facilitated by the merchant account with Heartland and duly deposited into the respective accounts at TD Bank; and

**WHEREAS**, N.J.A.C. 5:30-9.9 and 5:30-9.10 by ordinance or resolution authorize the Borough of Chatham, through its Director of Finance, to approve and to pay for the service charges on electronic receipt transactions, without the need to voucher the provider.

**BE IT RESOLVED**, that the Council of the Borough of Chatham authorizes the Director of Finance to accept credit card payments in connection with recreation program fees and parking fees and to authorize and to pay for the service charges thereon in accordance with the procedures established by the Borough of Chatham for setting the collection of such fees and for the payment of the electronic service charges with respect to the use of credit cards online for recreation programs or by use of the parking machines.

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**RESOLUTION #13-65**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF CHATHAM THAT HEREBY AUTHORIZES THE ADMINISTRATOR TO APPROVE PARKING REFUNDS NOT TO EXCEED \$500.00.**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that it hereby authorizes the Administrator to approve parking refunds not to exceed \$500.00.

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**RECREATION**

**RESOLUTION #13-66**

**RESOLUTION FOR A PROGRAM TO PROVIDE RECREATIONAL OPPORTUNITIES FOR PEOPLE WITH DISABILITIES OF ALL AGES**

**WHEREAS**, there has been created a Morris County Adaptive Recreation Program (McARP); and



**WHEREAS**, said program intends to provide recreational opportunities for people with disabilities of all ages, and further to give said persons an opportunity to explore new leisure time opportunities in conjunction with their age and specific abilities; and

**WHEREAS**, the total project cost is estimated to exceed \$300,000.00; and

**WHEREAS**, the Borough of Chatham's costs with respect thereto will be approximately \$1,666. according to the Fair Share Ratio schedule.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham as follows:

That the Borough of Chatham hereby intends to join the recreation program of the ARP, Morris Chapter (McARP) as described above and to contribute thereto in the amount not to exceed the Fair Share Assessment (FSA) for one year.

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**RESOLUTION #13-67**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM TO ESTABLISH HOURLY FEES FOR CHATHAM BOROUGH FIELDS AND PICNIC AREAS PURSUANT TO CHAPTER 129 OF THE CODE OF THE BOROUGH OF CHATHAM FOR 2013**

**WHEREAS**, Chapter 129 of the Code of the Borough of Chatham entitled "Fees" specifies that the governing body shall establish by resolution fees and charges required to be paid for the reservation of fields and picnic areas in Chatham Borough; such as, Shepard Kollock Park, Memorial Park, Garden Park, Lum Avenue- front field.

**BE IT RESOLVED**, that the following hourly fees shall apply:

		Group of 25 or less	Group over 25
Ball Diamond/ All Purpose Field	Resident/ Non-Profit Organization	\$15.00	\$25.00
	Resident for-Profit	\$30.00	\$40.00
	Non-Resident/Non-Profit	\$40.00	\$50.00
	Non-Resident/For- Profit	\$60.00	\$80.00
Picnic Area	Resident/Non-Profit Organization	\$15.00	\$25.00
	Resident For- Profit	\$25.00	\$35.00
	Non-Resident/Non-Profit	\$40.00	\$65.00
	Non-Resident/For- Profit	\$50.00	\$75.00

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**RESOLUTION #13-68**

**RESOLUTION TO APPROVE CERTAIN HOURS FOR SCHEDULING ORGANIZED PLAY AT LUM FIELD AND THE POSTING OF "NO PETS ALLOWED" SIGNAGE AND THE USE OF TEMPORARY LIGHTS**

**WHEREAS**, the governing body has undertaken due diligence regarding the use of Lum Field for organized play and determined that field use must be limited to certain hours in the public interest.

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Chatham authorize the use of Lum Field for organized play limited to the following hours based upon a weekly schedule as follows:

**When ECLC is in session:**

Weekdays: 3pm-8 pm no start of a new inning/quarter after 8 pm

Saturdays: 9am-6 pm no start of a new inning/quarter after 6 pm

Sundays: 1pm-6 pm no start of a new inning/quarter after 6 pm

**When ECLC is not in session:**

Weekdays: 9am-8 pm no start of a new inning/quarter after 8 pm

Saturdays: 9am-6 pm no start of a new inning/quarter after 6 pm

Sundays: 1pm-6 pm no start of a new inning/quarter after 6 pm

and it is further

**BE IT FURTHER RESOLVED**, that the foregoing hours of use are subject to weather and lighting conditions for safe play; and

**BE IT FURTHER RESOLVED**, that portable and temporary light units will be allowed in 2013 on no more than two nights per week from 6 pm to 8:10 pm in the fall for football only and only as needed; and

**BE IT FURTHER RESOLVED**, play under the lights will not extend past 8:00 pm.; and

**BE FURTHER RESOLVED**, the lights shall be turned off at 8:10 pm.; and

**BE IT FURTHER RESOLVED**, that “NO PETS ARE ALLOWED” on Lum Field and appropriate signage will be placed at the field regarding this prohibition; and

**BE IT FURTHER RESOLVED**, that certain provisions of Chapter 79 entitled “Animal and Rabies Control,” specifically Section 79-10 entitled “Defiling or damaging property” and Section 79-11 entitled “Disposal of pet waste” as well as Section 79-18 entitled “Violations and penalties” are incorporated into this Resolution by reference.

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**RESOLUTION #13-69**

**RESOLUTION TO ADOPT RECREATION FEE RANGES FOR  
2013**

**BE IT RESOLVED**, that the Field Maintenance fee for all sports including clubs and camps shall be \$15.00 per participant; and

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of

Chatham that the following fee ranges be hereby adopted:

**Recreation Joint Fees - 2013**

DESCRIPTION	2012 Participant	2013 Participant
Basketball Boys	\$100	\$100
Basketball Girls	\$100	\$100
Basketball Men	\$100	\$100
Basketball Travel Boys	\$100	\$60
Basketball Travel Girls	\$100	\$60
Camps/Activities - Registered w/Recreation	\$140	\$140
Cheerleading	\$75	\$75
Field Hockey	\$175	\$175
Flag Football	\$100	\$100
Softball	\$150	\$150
Softball - Mens	\$20	\$20
Softball Women's	\$50	\$50
Volleyball - Youth	\$100	\$100
Volleyball Women	\$25	\$25
Trips	\$150	\$150
Skiing	\$200	\$300

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**RESOLUTION #12-70**

**RESOLUTION TO ADOPT POOL AND TENNIS FEES FOR THE YEAR 2013**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following fees be hereby approved:

**Pool and Tennis 2013**

Fees:

Fee - Pool and Tennis 2013	2012 Participant	2013 Participant
<b>Tennis</b>		
Tennis Badges - resident	\$65 - \$75	\$75
Tennis Badge - Sr	\$35 - \$45	\$45
Tennis Badges - non-resident	\$90 - \$100	\$100

<b>Pool</b>		
<b><u>Fees for Borough Residents:</u></b>		
Individual	(\$100) \$120	(\$100) \$120
Senior age 65+	(\$50) \$60	(\$50) \$60
Family of 4+	(\$375) \$425	(\$375) \$425
Au Pair of Boro Resident	\$100	\$100
Early bird fee until April 30th		
<b>Swim Lessons (3 week series)</b>	\$60	\$60
Guest pass	\$7	\$7
Private Swim Lessons 1/2 hr	\$40	\$40
Stroke Clinic	(\$20 for 4 and 25 for 5)	(\$20 for 4 and 25 for 5)
Limited memberships after August 19th as space allows		\$50
<b><u>Fees for Twp. Residents</u></b>		
Individual	(\$125) \$150	(\$145) \$175
Senior age 65+	(\$75) \$90	(\$85) \$105
Family of 4+	(\$475) \$525	(\$550) \$600
Au Pair of Twp Resident	\$100	(\$100) \$115
Early bird fee until April 30th		
<b>Swim Lessons (3 week series)</b>	\$60	\$70
Guest pass	\$7	\$7
Private Swim Lessons 1/2 hr	\$40	\$40
Stroke Clinic	(\$20 for 4 and 25 for 5)	(\$20 for 4 and 25 for 5)
Limited memberships after August 19th as space allows		\$50

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## **PUBLIC POLICY**

### **RESOLUTION #13-71**

### **RESOLUTION TO AFFIRM THE BOROUGH OF CHATHAM'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of the Borough of Chatham to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and Conscientious Employee Protection Act; and

**WHEREAS**, the governing body of the Borough of Chatham has determined that certain procedures need to be established to accomplish this policy.

**BE IT RESOLVED**, by the Chatham Borough Council that:

**Section 1.** No official, employee, appointee, or volunteer of the Borough of Chatham by whatever title known, or any entity that is in any way a part of the Borough of Chatham shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough of Chatham's business or using the facilities or property of the Borough of Chatham.

**Section 2.** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Chatham to provide services that otherwise could be performed by the Borough of Chatham.

**Section 3.** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4.** The Borough Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5.** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6.** The Borough Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough of Chatham as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7.** The Borough Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8.** At least annually, the Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough of Chatham. This communication shall include a statement from the Council expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough of Chatham's web site.

**Section 9.** This resolution shall take effect immediately.

**Section 10.** A copy of this resolution shall be published in the official newspaper of the Borough of Chatham in order for the public to be made aware of this policy and the Borough of Chatham's commitment to the implementation and enforcement of this policy.

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**RESOLUTION #13-72**

**RESOLUTION TO APPROVE THE REVISED EMPLOYEE PRACTICES MANUAL**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the Employee Practices Manual dated December 10, 2012 be approved.

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**COUNCIL MEETING DATES**

**RESOLUTION #13-73**

**RESOLUTION SETTING DATES OF MAYOR AND COUNCIL MEETINGS**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq., requires that public bodies provide adequate notice of meeting.

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham that during the calendar year 2013, meetings shall be held by the Borough Council to discuss or act upon official business at 7:30 p.m. prevailing time, in the Council Chambers, in Borough Hall as follows:

1. **REGULAR MEETINGS** of the Borough Council for the year 2013 will be held on the second and fourth Monday of each month except where specified, at 7:30 p.m. prevailing time, in the Council Chambers, in Borough Hall on the following dates:

**REGULAR COUNCIL MEETINGS (2013)**

January 7- Reorganization meeting

January 28                      September 9

February 11                    September 23

February 25                    October 15 (Tuesday)

March 11                        October 28

March 25                        November 11

April 8                          November 25

April 22                        December 9

May 13

May 28 (Tuesday)

June 10

June 24

July 8

July 22

August 12

2. \* The Reorganization Meeting for 2014 will be held on Monday, January 6, 2014.
3. If the second Monday of any month falls on a legal holiday, the regular meeting for that month will be held on the following evening (Tuesday) of the week in which the second Monday falls, at the same time and place.
4. Notice is hereby given that an executive session may occur at any of the above listed meetings.
5. Certified copies of this resolution shall be e-mailed to the Independent Press, the Morris County Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch, and the Alternative Press and posted on the bulletin board outside the office of the Borough Clerk and filed in the Office of the Borough Clerk.
6. A copy of this resolution shall be mailed to any person who has requested that they be sent copies of notices of the Borough Council meetings pursuant to N.J.S.A. 10:4-19, and who has paid the required fee therefor.

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## **LEGALS**

### **RESOLUTION #13-74**

#### **RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, DESIGNATING THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES FOR THE BOROUGH OF CHATHAM**

**BE IT RESOLVED**, by the Borough Council of the Borough of Chatham in the County of Morris, State of New Jersey, that pursuant to N.J.S.A. 40:53-1, either the Morris County Daily Record or the Chatham Courier are hereby designated as the official newspapers for the publications of all notices required by law to be published by the Borough on or after January 7, 2013; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be published in the Morris County Daily Record and the Chatham Courier on January 10, 2013 and January 17, 2013, and a certified copy of this Resolution shall be forwarded to the Borough Planning Board, Board of Adjustment, Board of Health, and any other Board or Body which shall have the occasion to publish a legal notice.

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### **RESOLUTION #13-75**

#### **RESOLUTION DESIGNATING NEWSPAPERS AND ONLINE NEWS AND FIXING CHARGES FOR NOTICES AND MINUTES OF PUBLIC MEETINGS OF THE BOROUGH COUNCIL DURING 2013**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq. requires that notification be given of meetings of public bodies as therein defined and in the manner therein set forth.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham, County of Morris, New Jersey, as follows:

1. The Independent Press, Morris County Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch and the Alternative Press are hereby designated for the calendar year 2013 as the newspapers and online news to receive e-mail notices of meetings of the Borough Council as required by any and all sections of the Open Public Meetings Act.
2. The public place for the posting of notices of meetings of the Borough Council for the calendar year 2013 shall be the bulletin board on the main level of the Borough Hall.
3. Minutes of the meetings of the Borough Council will be available for public viewing in the Clerk's office, on the Borough web site and at The Library of the Chathams in accordance with N.J.S.A. 10:4-14. Copies of the minutes will be provided to individuals who request same upon payment of the fees prescribed in N.J.S.A. 47:1A-2.
4. Certified copies of this resolution shall be e-mailed by the Municipal Clerk to the Independent Press, Morris County Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch and the Alternative Press.

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## **INSURANCE**

### **RESOLUTION #13-76**

#### **RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF CHATHAM ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIMS AGAINST THE BOROUGH IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6**

**WHEREAS**, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

**WHEREAS**, the Borough of Chatham is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

**WHEREAS**, the Borough of Chatham deems it advisable, necessary and in the public's interest to adopt a Notice of Tort Claim form.



**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham assembled in public session the 7th day of January, 2013, the Notice of Tort Claim form for the Borough of Chatham be adopted; and

**BE IT FURTHER RESOLVED** that all persons making claims against the Borough of Chatham pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et. seq., be required to complete the form herein adopted as a condition of compliance with the notice requirement of New Jersey Tort Claims Act.

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### **OFFICIAL LIST OF HOLIDAYS**

#### **RESOLUTION #13-77**

#### **RESOLUTION TO ESTABLISH THE OFFICIAL LIST OF HOLIDAYS FOR THE BOROUGH OF CHATHAM FOR THE YEAR 2013**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the following shall be the Official List of Holidays for the Borough of Chatham employees:

Monday	January 21, 2013	Martin Luther King, Jr. Day
Monday	February 18, 2013	Presidents' Day
Friday	March 29, 2013	Good Friday
Monday	May 27, 2013	Memorial Day
Thursday	July 4, 2013	Independence Day
Monday	September 2, 2013	Labor Day
Monday	October 14, 2013	Columbus Day
Thursday	November 28, 2013	Thanksgiving Day
Friday	November 29, 2013	Day After Thanksgiving
Wednesday	December 25, 2013	Christmas Day
And		
Wednesday,	January 1, 2014	New Year's Day (2014 Holiday)

Employees shall also receive two (2) floating holidays for a total of thirteen (13) holidays for the year 2013.

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### **POLICE DEPARTMENT**

#### **RESOLUTION #13-78**

#### **RESOLUTION LISTING AUTOMOBILE AND TRUCK TOWING CONTRACTORS TO BE UTILIZED BY THE POLICE DEPARTMENT ON A ROTATING BASIS FOR 2013 AND TO ESTABLISH A FEE SCHEDULE PURSUANT TO CHAPTER 256 OF THE CODE OF THE BOROUGH OF CHATHAM ENTITLED "TOWING"**

**WHEREAS**, Chapter 256 of the Code of the Borough of Chatham, entitled "Towing", establishes "Fee Schedules" for Towing.

**BE IT RESOLVED**, by the Council of the Borough of Chatham, pursuant to Chapter 256 of the Code of the Borough of Chatham, entitled "Towing", and upon the recommendation of the Police Department, as follows:

1. The following automobile towing contractors are to be utilized by the Police Department on a rotating basis through December 31, 2013, or until further resolution by the Council, whichever is later.

**AUTOMOBILE TOWING**

Bauer Automotive	27 Watchung Avenue, Chatham, NJ 07928
Chatham Collision	41 North Passaic Avenue, Chatham, NJ 07928
Glenn's Automotive & Towing	7 Commerce Street, Chatham, NJ 07928
Specialized Autocraft	19 Ogden Street, Chatham, NJ 07928
DeFalco's Instant Towing	26 Commerce Street, Chatham, NJ 07928

2. The following truck towing contractors are to be utilized by the Police Department on a rotating basis through December 31, 2013, or until further resolution by the Council, whichever is later.

**TRUCK TOWING**

Bauer Automotive	27 Watchung Avenue, Chatham, NJ 07928
DeFalco's Instant Towing	26 Commerce Street, Chatham, NJ 07928

All towing contractors are subject to the Borough of Chatham's towing ordinance.

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**RESOLUTION #13-79**

**RESOLUTION FOR POLICE OFF- DUTY EMPLOYMENT**

**WHEREAS**, the Borough of Chatham has determined that a policy is needed to manage temporary off-duty police work by establishing requirements for contractors to follow when the services of off-duty police are required; and

**WHEREAS**, management of off- duty police work requires established payment schedules, timetables for making requests, hourly rates for off-duty police officers, Workers' Compensation coverage, liability insurance coverage and fees for the use of municipal vehicles.

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham that all contractors, utilities and other private entities must adhere to the following list of requirements whenever utilizing Chatham Borough police officers for temporary off-duty assignments.

1. Applications for off-duty police work will be responded to in writing and be accompanied by a copy of this resolution and any other relevant information, such as hours of equipment operation regulations.
2. Contractors and others who receive approval must accept the following terms

and acknowledge their agreement by signing and returning to the Police Chief a copy of this resolution before service begins.

- (A) Bills for off-duty police work will be forwarded to the approved contractor every two weeks. Payment of the bill must be received in the Borough Finance Department within two weeks of the date of the bill. Failure to make timely payments may terminate any off- duty work.
- (B) Chatham Borough marked police cars may be assigned to off-duty work by the Chief, if available. In such cases the daily fee for such car use shall be \$50.00, payable on the same schedule as described above.
- (C) The rate for each off-duty police officer assigned pursuant hereto shall be the overtime rate of a level 6 patrol officer, per hour or part thereof, inclusive of \$5.00 per hour or part thereof to cover administrative costs.
- (D) An officer required to work in excess of eight (8) hours during a twenty-four (24) period shall receive premium pay, an additional \$10.00 per hour, inclusive of \$5.00 per hour or part thereof to cover administrative costs. The twenty-four hour period begins at the start time of the officer's assignment.
- (E) Contractors will be billed a minimum of four (4) hours when work is cancelled with less than two hours notice.
- (F) All Contractors shall provide Workers' Compensation coverage in the event an off- duty police officer is injured while working an approved off-duty assignment.
- (G) Contractors shall supply any traffic cones or other traffic control devices required for the job.
- (H) The Contractor must provide the signed Indemnification and Hold Harmless Agreement and Certificate of Insurance from an insurance company authorized to do business in New Jersey with an A.M. Best Rating of A-(minus) or better. The Workers' Compensation and Employers' Liability coverage shall be in accordance with the laws of the State of New Jersey. The Commercial General Liability insurance coverage policy limits must be not less than \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate for bodily injury and property damage; including premises/operations and broad form contractual liability. Said Certificate shall name Chatham Borough as an additional insured.
- (I) Before an officer begins work the Indemnification and Hold Harmless Agreement and Certificate of Insurance from an insurance company acceptable to the Borough of Chatham must be submitted to the Chief of Police.

3. (A) "Regular Off-Duty Employers" will be charged \$49.00 per hour or part thereof, inclusive of \$3.00 per hour or part thereof for administrative costs. "Regular Off-Duty Employers" must provide the signed Indemnification and Hold Harmless Agreement and Certificate of Insurance from an Insurance Company authorized to do business in New Jersey. The Commercial General Liability insurance coverage policy limits must be not less than \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate for bodily injury and property damage; including premises/operations and broad form contractual liability.

(B) Before an officer begins work the Indemnification and Hold Harmless Agreement and Certificate of Insurance from an insurance company acceptable to the Borough of Chatham must be submitted to the Chief of Police.

(C) "Regular Off-Duty Employer" shall be defined as "Any business establishment within the Borough that requests daily police services throughout the year and is located in the Borough of Chatham."

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## **FARMERS' MARKET**

### **RESOLUTION #13-80**

### **RESOLUTION TO BECOME A ONE YEAR MEMBER OF THE NEW JERSEY COUNCIL OF FARMERS' AND COMMUNITIES**

**WHEREAS**, the governing body of the Borough of Chatham has established a Farmers' Market for the benefit of the community; and

**WHEREAS**, the selection and availability of farmers for the market can be expedited with the assistance of the New Jersey Council of Farmers' and Communities (NJCF); and

**WHEREAS**, membership with the New Jersey Council of Farmers and Communities also provides the following services:

1. Provide regional and local farmers' market advertising and promotional material
2. Assist with recruiting growers for our farmers' market
3. Provide information on grower's crop plans
4. Support and monitor the farm inspection program including timely and relevant information
5. Distribute market schedules of all participating markets, dates and times
6. Inspection of each member market once per season
7. Provide Jersey Fresh produce education in regards to season, varieties and growing requirements as well as verifying the source of produce sold at our market

**BE IT RESOLVED**, by the Council of the Borough of Chatham that participation by the Borough of Chatham in the County of Morris as member of the New Jersey Council of Farmers and Communities benefits and assists the Borough of Chatham in establishing a Farmers' Market and sustains New Jersey's agricultural resources while protecting farmland in our region; and

**BE IT FURTHER RESOLVED**, that the Borough Administrator, Clerk, Mayor or Market Manager are hereby authorized to complete, mail and sign the membership application.

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**FEES**

**RESOLUTION #13-81**

**RESOLUTION TO FIX THE 2013 SOLID WASTE UTILITY AND RECYCLING ANNUAL FEE FOR BOTH RESIDENTIAL AND COMMERCIAL USERS**

**WHEREAS**, the Mayor and Council of the Borough of Chatham enacted Ordinance #10-91 establishing a Solid Waste Utility to provide for the means for awarding a Solid Waste Removal contract and for covering the costs of the municipal curbside recycling contract; and

**WHEREAS**, the ordinance establishing the Solid Waste Utility specified that a user fee would be billed to all residential and commercial properties being serviced by the program; and

**WHEREAS**, said ordinance also stipulated that the Borough Council would fix the amount of the Solid Waste Utility Fee from time to time based on the costs associated with the services provided by the utility.

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Chatham that the User Fee for Solid Waste Utility shall be as follows:

\$ 177.00 per residential unit  
\$ 202.00 per commercial unit

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**CONSENT AGENDA VOTE:**

**Mayor Harris** asks Council Member \_\_\_\_\_ to proceed with the Resolutions listed on the Consent agenda. Resolutions #13-26 through #13-81.

**Council Member** \_\_\_\_\_: I would like to make a motion to allow the resolution on this evening's agenda to be approved by consent of the Council.

Seconded by: \_\_\_\_\_

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**RESOLUTION #13-82**

**RESOLUTION TO ADOPT TEMPORARY 2013 BUDGET**

**WHEREAS**, N.J.S.A. 40:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2013 Budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided:

**WHEREAS**, the date of this resolution is within the first thirty days of 2013; and

**WHEREAS**, the total appropriation in the 2013 Budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

**** General	\$12,080,278.08
Water Utility	\$ 1,019,041.00
Solid Waste Utility	\$ 462,553.11

**WHEREAS**, 26.25% of the total appropriations in the 2013 Budget less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2013 Budget are as follows:

General	\$ 3,171,073.00
Water Utility	\$ 267,498.26
Solid Waste Utility	\$ 121,420.19

**BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Chatham, County of Morris, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records.

**CURRENT FUND 2013  
TEMPORARY BUDGET**

	<b>2013 Appropriation</b>
Administrative Salaries	\$ 40,800.00
Administrative O.E.	\$ 17,000.00
Human Resources-Salaries	\$ 10,120.00
Human Resource O.E.	\$ 3,900.00
Mayor & Council O.E.	\$ 1,200.00
Volunteer Event	
Borough Clerk Salaries	\$ 30,750.00
Borough Clerk O.E.	\$ 5,100.00
Finance Salaries	\$ 31,000.00
Finance O.E.	\$ 6,000.00
Audit Services	
Tax Collector-Salaries	\$ 13,325.00
Tax Collector O.E.	\$ 3,100.00

Tax Assessor-Salaries	\$ 14,350.00
Tax Assessor O.E.	\$ 5,000.00
Legal O.E.	\$ 30,000.00
Court Salaries	\$ 0
Court O.E.	\$ 35,000.00
Public Defender	\$ 0
Engineering Salaries	\$ 25,625.00
Engineering OE	\$ 5,000.00
Historic Preservation	\$ 300.00
Planning Board-Salaries	\$ 7,000.00
Planning Board O.E.	\$ 2,000.00
Zoning Board of Adjustment- Salaries	\$ 7,000.00
Zoning Board of Adjustment – O.E.	\$ 2,000.00
Liability Insurance	\$ 62,000.00
Workers' Comp. Insurance	\$ 71,000.00
Unemployment	\$ 5,200.00
Group Insurance	\$ 240,000.00
Police-Salaries	\$ 750,000.00
Police O.E.	\$ 45,000.00
Police Vehicle	
Project Community Pride	\$ 5,625.00
Parking Salaries	\$ 20,500.00
Parking O.E.	\$ 4,000.00
Emergency Management Salaries	\$ 3,075.00
Emergency Mgmt. O.E.	\$ 1,000.00
Emergency Squad OE	
Fire Salaries	\$ 12,500.00
Fire O.E.	\$ 5,000.00

Fire Safety S/W	\$ 15,375.00
Fire Safety O.E.	\$ 1,000.00
Prosecutor	\$ 0
Public Works S&W	\$ 225,000.00
Public Works O.E.	\$ 20,000.00
Shade Tree Commission	\$ 7,800.00
S/W Collection O.E.	\$ 3,700.00
Bldgs & Grounds O.E.	\$ 15,000.00
Vehicle Maintenance Salaries	\$ 27,000.00
Vehicle Maintenance O.E.	\$ 15,000.00
Community Services Act. Condo Costs	\$ 1,000.00
Board of Health – Salaries	\$ 5,125.00
Board of Health Salaries O.E.	\$ 18,000.00
PEOSHA	\$ 2,100.00
Environmental Commission Salaries	\$ 2,570.00
Environmental Commission O.E.	\$ 1,020.00
Animal Control Services O.E.	\$ 5,100.00
Recreation Salaries	\$ 25,525.00
Board of Recreation O.E.	\$ 2,200.00
Accumulated Absence	\$ 18,000.00
Park Maintenance O.E.	\$ 10,000.00
Celebration-Public Events	\$ 2,500.00
Library	\$ 146,000.00
Electric	\$ 25,000.00
Street Lighting	\$ 21,800.00
Telephone	\$ 16,300.00



Fuel – Natural Gas	\$ 10,270.00
Fuel/Heating Oil	\$ 2,050.00
Sewerage Proc & Disposal S&W	\$ 39,000.00
Sewerage Proc & Disposal O.E.	\$ 10,200.00
Madison-Chatham Joint Meeting	\$ 160,200.00
Gasoline	\$ 25,000.00
Construction – Salaries	\$ 23,128.00
Construction O.E.	\$ 5,100.00
PERS-Inside Outside	\$ 180,000.00
Social Security Taxes	\$ 55,000.00
PFRS	\$ 420,000.00
Farmers' Market S & W	\$ 4,200.00
Other	\$ 2,000.00
Other Matching for Grants	\$ 2,500.00
Reserve for Uncollected Taxes	<u>\$ 79,840.00</u>
	\$3,171,073.00
Capital Improvement (Outside Temporary Budget)	\$ 10,000.00
Debt Service	<u>\$ 494,500.00</u>
Total Outside Calculation	\$ 504,500.00
<u>Total Current fund Emergency Temporary</u> <u>Appropriations</u>	<b><u>\$3,675,573.00</u></b>
<u>Water Fund 2013 Temporary Budget</u>	
Operating Salaries	\$ 125,947.50
Operating O.E.	\$ 91,550.76
Statutory	<u>\$ 50,000.00</u>
<u>Total Water Fund Temporary Appropriations</u>	<b><u>\$ 267,498.26</u></b>
Debt Service & Capital Improvements	\$ 324,575.46
Total Water Fund	<b><u>\$ 592,073.72</u></b>

Solid Waste Fund 2013 Temporary Budget

Operating Salaries	\$	18,639.75
Operating O.E.	\$	99,780.44
Statutory	\$	<u>3,000.00</u>
Total Solid Waste Fund Temporary Appropriations	\$	<b><u>121,420.19</u></b>