

**REORGANIZATION MEETING OF THE
MAYOR AND BOROUGH COUNCIL**

OATHS OF OFFICE – ELECTED OFFICIALS

The Borough Clerk, Robin R. Kline, read the Statement of Determination certified by Morris County Clerk Ann Grossi and the Morris County Board of Canvassers for the voting results of the November 3, 2015 General election. Based on votes cast during the General election, Bruce A. Harris was duly re-elected as Mayor for the Borough of Chatham; Peter J. Hoffman was duly elected to the Borough Council for the Borough of Chatham; and Leonard Resto was duly re-elected to the Borough Council for the Borough of Chatham.

**ADMINISTRATION OF THE OATH OF OFFICE TO
MAYOR BRUCE A. HARRIS**

The Borough Clerk, Robin R. Kline, administered the Oath of Office to Mayor Bruce A. Harris.

**ADMINISTRATION OF THE OATH OF OFFICE TO
COUNCIL MEMBER PETER J. HOFFMAN**

The Borough Clerk, Robin R. Kline, administered the Oath of Office to Council Member Peter Hoffman.

**ADMINISTRATION OF THE OATH OF OFFICE TO
COUNCIL MEMBER LEONARD RESTO**

The Borough Clerk, Robin R. Kline, administered the Oath of Office to Council Member Leonard Resto.

**REORGANIZATION MEETING OF THE
MAYOR AND BOROUGH COUNCIL**

**MINUTES
January 4, 2016**

CALL MEETING TO ORDER

Mayor Bruce A. Harris called the Reorganization Meeting of the Borough of Chatham to order on Monday, January 4, 2016 at 7:40 p.m. in the Council Chambers in Borough Hall, 54 Fairmount Avenue, Chatham, New Jersey.

SALUTE TO FLAG

The Chatham Boy Scouts and Girl Scouts presented the flag and led the Mayor, Borough Council, and all assembled in the Pledge of Allegiance.

BENEDICTION

The Reverend Jeffrey Markay of the Chatham United Methodist Church gave the benediction.

STATEMENT OF ADEQUATE NOTICE

Robin R. Kline, Municipal Clerk, read the following statement of adequate notice:

Pursuant to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-7 et seq., 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 Borough Hall, emailed to the Independent Press, the Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch and the Alternative Press, and filed with the Borough Clerk, all on January 2, 2015.

ROLL CALL

On a call of the roll, the following officials were present:

Mayor Bruce A. Harris
Council Member James Collander
Council Member James Lonergan
Council Member Victoria Fife
Council Member Gerald J. Helfrich
Council Member Leonard Resto
Council Member Peter Hoffman
Robert J. Falzarano, Borough Administrator
James L. Lott, Jr., Borough Attorney
Robin R. Kline, Municipal Clerk

Mayor Bruce A. Harris welcomed everyone to the 2016 Reorganization Meeting and proceeded with Resolution #16-01:

RESOLUTION #16-01

RESOLUTION TO ADOPT COUNCIL MEETING MINUTES

BE IT RESOLVED by the Council of the Borough of Chatham that the minutes from the following meeting are approved as prepared and shall be filed as a permanent record in the Borough Clerk's office:

December 14, 2015

Council Member Fife moved to approve Resolution #16-01. Council Member Collander seconded the motion. A voice vote was taken and Resolution #16-01 was approved unanimously.

Mayor Harris proceeded with Resolution #16-02:

PROFESSIONAL SERVICE CONTRACTS

RESOLUTION #16-02

RESOLUTION AUTHORIZING THE AWARD OF NON-FAIR AND OPEN PROCESS PROFESSIONAL SERVICE CONTRACTS FOR THE YEAR 2016 FOR THE COMPANIES AND INDIVIDUALS REFERENCED HEREIN

WHEREAS, the Borough of Chatham has a need to acquire Professional Service Contracts for the year 2016 as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:20.5; and

WHEREAS, the following Professional Service contractors have submitted proposals for 2016 and have completed and submitted their Business Entity Disclosure Certification pursuant to the New Jersey Pay-to-Play Act, certifying reportable contributions to a political or candidate committee in the Borough of Chatham have not been made in the previous one year period and that the award of contract will prohibit the following Professional Service vendors from making any reportable contributions through the term of the contract.

BE IT RESOLVED, by the Borough Council of the Borough of Chatham that the following Professional Service contracts are hereby awarded for a one-year period:

<u>AWARDED TO</u>	<u>PROFESSIONAL SERVICE</u>	<u>COST</u>
Riker Danzig, LLP (James L. Lott, Jr.)	Municipal Legal Services	\$155.00 per hour
O'Donnell and McCord (Matthew O'Donnell)	Municipal Tax Attorney	\$150.00 per hour

Appruzzese, McDermott, Mastro & Murphy (Jamie Plosia)	Attorney- Employment Issues	\$185.00 per hour
Inglesino, Pearlman, Wyciskala and Taylor (Denis Driscoll)	Attorney-Litigation Matters	\$150.00 per hour
Rogut McCarthy LLC (Steve Rogut)	Bond Counsel	as per contract

And,

BE IT FURTHER RESOLVED, that the Borough Council authorizes the Mayor to enter into a contract with the referenced Professional Services contractors as provided herein, provided that their Business Disclosure Entity Certification and Determination of Value of the contract be placed on file by the business entity or individual with this resolution.

Council Member Lonergan moved to approve Resolution #16-02. Council Member Collander seconded the motion. A voice vote was taken and Resolution #16-02 was approved unanimously.

MAYOR BRUCE A. HARRIS' ANNUAL MESSAGE

Mayor Harris wished everyone a Happy New Year and thanked Reverend Jeffrey Markay, Tony Britt, and the Boy Scouts and Girl Scouts for their participation in the Reorganization Meeting. Mayor Harris recognized several dignitaries in attendance, including State Senator Thomas Kean, Jr., Assemblywomen Nancy Munoz, former Mayor Joseph Marts, Patti Page, chair of the Chatham Borough Republican Municipal Committee.

Mayor Harris congratulated Council Member Len Resto and Council Member Peter Hoffman and welcomed them to the Borough Council.

Annual Message 2016

For a number of years we have adopted goals and objectives for the coming year prior to finalizing the budget. That practice has helped us prioritize our budget items and helped to ensure that we have focused municipal resources on the activities we agree are the most important.

Although we have always taken a look back and seen how we did against the goals we set, for the past several years we have taken that one more step and measured ourselves quarterly on our progress against the goals. In 2015, we did a very good job of meeting our goals, including

- keeping the municipal tax increase under 1%,
- completing a number of capital improvement and infrastructure maintenance projects,
- awarding a new solid waste contract and
- not only recertifying the Borough as a Sustainable Jersey community, but recertifying at the highest level – Silver – and once again receiving the Champion Award for obtaining the most points for medium sized municipalities.

We had intended to continue developing an affordable housing plan, building on work we had done in 2014, but our intention was re-directed by the Supreme Court's order last year directing municipalities to submit affordable housing plans. Fortunately, we had done a lot of the ground work and were able to submit a draft Housing Element and Fair Share Plan ahead of the court-mandated deadline.

2015 was a good year for the Borough and we will talk more about our accomplishments at a Council meeting in February. At that time, we will also discuss our goals and objectives for 2016. For right now, I anticipate that those goals and objectives will include

- conducting a detailed re-examination of our master plan, which forms the basis of our land development ordinances and will guide us as we address affordable housing obligations and developers' proposals (this process has already started)
- moving forward with necessary improvements to our roads and water utility infrastructure
- developing plans to market our downtown and Chatham Gateway
- making sure that our interests are protected if and when Pilgrim Pipeline moves forward with its proposal, and
- implementing a plan to deal with the emerald ash borer.

Our success in 2015 was based on many things, including the hard work of the Council Members, administration, and the dozens of volunteers who serve on the boards, commissions and advisory committees. And, over the years, we have done our best to make sure residents are informed of what is happening and ensure that residents have the opportunity to share their opinions and ideas. Technology has allowed us to do a better job of this – whether it be by broadcasting – and now streaming - meetings, posting information on the website, sending AlertChathamBorough messages about important events, and, in 2015, introducing a quarterly electronic newsletter. Sometimes we may miss the mark, but I think that in the 11 years I have served as an elected official we have made significant improvement in our communications and openness.

Some of our projects in 2016 – and perhaps most significantly the re-examination of our master plan – will **only** be successful if there is broad participation from residents. My promise to you is that we will do all we reasonably can to make sure that the master plan re-examination will be an open process where all have the opportunity to share their ideas, and to do so in an atmosphere where their ideas are treated with respect. We know that just as we all decorate our homes differently, each of us has a different vision of what Chatham Borough is and should become, and through this re-examination process we must share our differing visions and come to a collective consensus on that future. Although our focus will be on in-person “visioning” meetings, we will find other ways for people to participate.

As an aside, from experience I know that sometimes an idea gets processed by the rumor mill into a “done deal”, but let me assure you that there are no “done deals” and no decisions have been made regarding the master plan or any potential development in the Borough. In fact, I encourage everyone to contact me directly at mayor@chathamborough.org if they want to determine whether something they have heard is true.

I see 2016 as a very exciting year for Chatham Borough because we will be working together to map out our collective vision of our future. I think I can say quite safely that everyone in this room cares about that future, and I think I can also say that all of us sitting up here look forward to working together with you in 2016 to ensure that the community that we love will thrive for another 300 years.

Mayor Bruce A. Harris proceeded with reading Resolution #15-03:

RESOLUTION #16-03

RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL THANKING FORMER VOLUNTEERS FOR THEIR CONTRIBUTIONS TO CHATHAM DURING THEIR TERMS AS VOLUNTEERS ON 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:

<u>Name</u>	<u>Board, Commission, and/or Committee</u>
Richard Plambeck	Environmental Commission; Joint Community Garden Advisory Committee; and Pilgrim Pipeline Advisory Committee
Sally Myers	Board of Health
Bernadette Jusinski	Library of the Chathams Board of Trustees
Barbara Heimrich	Municipal Pool Advisory Committee

Mayor Harris and the Borough Council thanked these former volunteers for their service to the community.

Council Member Helfrich moved to approve Resolution #16-03. Council Member Resto seconded the motion. A voice vote was taken and Resolution #16-03 was approved unanimously.

MEETING OPEN TO THE PUBLIC

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.

Mayor Harris opened the meeting to the public. Seeing no one wishing to speak Mayor Harris closed the meeting to the public.

Mayor Harris asked Council Member James Collander to proceed with Resolution #16-04.

Council Member Collander read Resolution #16-04 in full as follows:

RESOLUTION #16-04

RESOLUTION APPOINTING MEMBERS OF THE FIRE DEPARTMENT FOR THE YEAR 2016

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the Fire Department for the year 2016:

Deputy Chief	George H. Sweetin
Deputy Chief	Jeffrey Fricke
Battalion Chief	Don Almgren
Captain 1	George B. Traver
Captain 2	David Allan
Engine Company #1:	
Lieutenant	Timothy Caggiano
Engine Company #2:	
Lieutenant:	Balcom Parcells

Hose Company #1:
Lieutenant: Danny McGookin

Hook & Ladder Company:
Lieutenant: Tim Weichert

Rescue Company:
Lieutenant: Daniel J. Smith, Jr.

Wardens Company:
Lieutenant: Charles Salin

Council Member Collander moved to approve Resolution #16-04. Council Member Lonergan seconded the motion. A voice vote was taken and Resolution #16-04 was approved unanimously.

ADMINISTRATION OF THE OATHS OF OFFICE CHATHAM BOROUGH FIRE DEPARTMENT OFFICERS

The Borough Clerk, Robin R. Kline, administered the Oaths of Office to the appointed members of the Chatham Borough Fire Department.

Mayor Harris, the Borough Council, and all in attendance applauded the Fire Department officers and thanked each of them for their service.

Mayor proceeded with his announcement of mayoral appointments to the Planning Board and Historic Preservation Board.

MAYORAL APPOINTMENTS - STATUTORY BOARDS & COMMISSIONS

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

Historic Preservation Commission

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
William Tackaberry, Sr.	Regular Member	12/31/2019
Eleanor Smith	Alternate 1	12/31/2017
Frank Truilo	Alternate 2	12/31/2016 [fill unexpired term]

Planning Board

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Susan Favate	Class IV	12/31/2019
Wolfgang Robinson	Class IV	12/31/2019 [fill unexpired term]
[Environmental Commission Liaison]		
John Bitar	Alternate 2	12/31/2017
Janice Piccolo	Class II	12/31/2016

Mayor Harris proceeded with Resolution #16-05 confirming all mayoral appointments to the Board of Health, Environmental Commission, and Shade Tree Commission. He asked Council Member Collander, Council Liaison to the Shade Tree Commission, to discuss the amendment to Resolution #16-05.

Council Member Collander announced that Resolution #16-05 has been amended to include the appointment of Kristy Chumra to the Shade Tree Commission to fill the unexpired term of the Alternate 1 member. He explained that the Shade Tree Commission Chair has requested to move the Alternate 2 member to the Alternate 1 position and then appoint the new incoming individual as the Alternate 2 member; however, state statutes governing appointments to the Shade Tree Commission do

not allow the moving of appointed positions and Ms. Chumra would be appointed to fill the unexpired Alternate 1 term.

RESOLUTION #16-05

RESOLUTION APPROVING AND CONFIRMING ALL MAYORAL APPOINTMENTS REQUIRING COUNCIL CONSENT

BE IT RESOLVED, that the Borough Council of the Borough of Chatham does hereby approve and confirm the following Mayoral appointments that require the consent of the Council:

Board of Health

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Micki Chaput	Regular Member	12/31/2018
Rita Marts	Regular Member	12/31/2018
VACANT	Alternate 2	12/31/2017

Environmental Commission

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
John Tancredi	Regular Member	12/31/2018
John Dey	Regular Member	12/31/2018
Kate Murphy	Regular Member	12/31/2018
Wolfgang Robinson	Regular Member	12/31/2016 [fill unexpired term]
[Planning Board Liaison]		
Billy Conlan	Alternate 1	12/31/2016 [fill unexpired term]
Kevin Murphy	Alternate 2	12/31/2017

Shade Tree Commission

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Colleen Truppo	Regular Member	12/31/2020
Christopher Jadro	Regular Member	12/31/2020
Kristy Chumra	Alternate 1	12/31/2017

Council Member Helfrich moved to approve Resolution #16-05. Council Member Resto seconded the motion. A voice vote was taken and Resolution #16-03 was approved unanimously.

COUNCIL PRESIDENT NOMINATIONS

Mayor Harris asked for nominations for Council President for the year 2016.

Council Member Fife nominated Council Member James Lonergan for appointment as Council President for the year 2016.

There were no other nominations made.

Mayor Harris proceeded with Resolution #16-06 and asked for a motion to approve Council Member James Lonergan's nomination as Council President for the year 2016.

RESOLUTION #16-06

RESOLUTION APPOINTING THE COUNCIL PRESIDENT FOR THE YEAR 2016

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that Council Member James Lonergan is hereby appointed as Council President for the year 2016.

Council Member Helfrich moved to approve Resolution #16-06. Council Member Resto seconded the motion. A voice vote was taken and Resolution #16-06 was approved unanimously.

Mayor Harris proceeded with Resolution #15-07 and asked for a motion.

RESOLUTION #16-07

RESOLUTION APPOINTING COUNCIL MEMBER TO THE PLANNING BOARD

BE IT RESOLVED, by the Council of the Borough of Chatham that Council Member Victoria Fife is hereby appointed to the Planning Board Class III position for the year 2016.

Council Member Collander moved to approve Resolution #16-07. Council Member Helfrich seconded the motion. A voice vote was taken and Resolution #16-07 was approved unanimously.

Mayor Harris proceeded with Resolutions #16-08 and #16-09 and asked for one motion for both Resolutions.

RESOLUTION #16-08

RESOLUTION APPOINTING MEMBERS TO THE ZONING BOARD OF ADJUSTMENT

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

Zoning Board of Adjustment

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Alida Kass	Regular Member	12/31/2019
Fredrick Infante	Regular Member	12/31/2019
Michael Cifelli	Regular Member	12/31/2018
Patrick Tobia	Alternate 1	12/31/2017

RESOLUTION #16-09

RESOLUTION APPROVING COUNCIL COMMITTEE AND LIAISON APPOINTMENTS

COUNCIL COMMITTEE APPOINTMENTS

Budget and Finance

*Financial oversight and planning;
budget preparation*

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

Public Works Planning/Community Services

*Public Works services, infrastructure
planning, solid waste, recycling services,
community out-reach, and Borough-sponsored
programs, activities and events*

Victoria Fife, Chair
Peter Hoffman
Leonard Resto

Personnel

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

Leonard Resto, Chair
James J. Collander
James Lonergan

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 & 3rd Party Agreements

*Evaluation and management of shared service
arrangements; Service on shared services
management committees: Joint Court, MCJM,
Construction Office, Dept. of Health/Sanitarian,
DPW equipment sharing*

Gerald J. Helfrich, Chair
Peter Hoffman
Leonard Resto

Long Range Traffic & Pedestrian Safety Planning

Planning of street traffic, sidewalk and parking practices and improvements

Jim Collander, Chair
Victoria Fife
Gerald J. Helfrich

Madison/Chatham Joint Meeting (Ord. A321)

Finance and Personnel Committee

Leonard Resto, Vice Chair
Gerald J. Helfrich

LIAISON APPOINTMENTS

Board of Health
Environmental Commission
Historic Preservation Commission
Shade Tree Commission

Peter Hoffman
Leonard Resto
Peter Hoffman
James J. Collander

MEMBER APPOINTMENTS

Joint Recreation Advisory Committee (Ord.95-2I)
Joint Municipal Court

James Lonergan
Gerald J. Helfrich
Peter Hoffman

EXTERNAL ORGANIZATIONS

Board of Education
Municipal Alliance Committee
Project Community Pride
Senior Center of the Chathams

Gerald J. Helfrich
Gerald J. Helfrich
Victoria Fife
Victoria Fife

ADVISORY COMMITTEES

Affordable Housing Advisory Committee

MyChathamNJ Advisory Committee
Joint Community Gardens Advisory Committee
Communications & Technology Advisory Committee
Farmers' Market Advisory Committee
Mayors' Wellness Advisory Committee
Municipal Pool Advisory Committee
9/11 Memorial Advisory Committee
Open Space & Historic Preservation Trust Advisory Committee
Pilgrim Pipeline Advisory Committee
Public Arts Council (Advisory Committee)
Traffic & Pedestrian Safety Advisory Committee

Mayor Bruce A. Harris
James J. Collander
Victoria Fife
Victoria Fife
Leonard Resto
Mayor Bruce A. Harris
James Lonergan
Victoria Fife
Victoria Fife
James Lonergan
Gerald J. Helfrich
Leonard Resto

Leonard Resto
Leonard Resto
James J. Collander

Council Member Resto moved to approve Resolutions #16-08 and #16-09. Council Member Hoffman seconded the motion. A voice vote was taken and Resolutions #16-08 and #16-09 were approved unanimously.

CONSENT AGENDA - PART I

Mayor Harris announced that the following items are considered to be routine by the Chatham Borough Mayor and Council and would be enacted by one motion. There would be no separate

discussion of these items unless a Council Member so requests, in which event the item would be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

Resolution #16-10 through Resolution #16-23 have been placed on the Consent Agenda – Part I.

ADVISORY COMMITTEES

RESOLUTION #16-10

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE AFFORDABLE HOUSING ADVISORY COMMITTEE FOR CALENDAR YEAR 2016

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 desires to receive 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 shall hereby be continued; and

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Chatham that the Affordable Housing Advisory 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, and
2. Identifying needs for affordable housing, and
3. Identifying and evaluating potential locations for affordable housing in the Borough; and said Committee shall meet as deemed advisable by the Committee; and

BE IT FURTHER RESOLVED, that the following individuals are hereby appointed to the Affordable Housing Advisory Committee for calendar year 2016:

Affordable Housing Advisory Committee

John E. Eyre

Susan Favate

Susan Lenz

Susan Blickstein, Planner

Linda White, Assistant Housing Liaison and Administrative Agent

Robert J. Falzarano, Borough Administrator

Steve Williams, Municipal Housing Liaison Officer

RESOLUTION #16-11

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE COMMUNICATIONS AND TECHNOLOGY ADVISORY COMMITTEE FOR CALENDAR YEAR 2016

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 desires to receive advice with respect to certain communications and information technology matters, including, but not limited to, public access television, website, and social networking.

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

BE IT FURTHER RESOLVED, that the Communications and Technology Advisory 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 Borough website, social networking, and related matters as may be requested by the Council; and

BE IT FURTHER RESOLVED, that the following individuals are hereby appointed to the Communications and Technology Advisory Committee for calendar year 2016:

Communications and Technology Committee

Karen Brodsky	John S. Dey
Nicholas Eck	Robert Frommer
John Grobert	Michael Kazcun
David Mortazavi	Mark Valva
Erik Yates	Carol Nauta, Community Services Coordinator
	Robin Kline, Municipal Clerk
	Steve Williams, Assistant Administrator

RESOLUTION #16-12

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS OF THE JOINT COMMUNITY GARDEN ADVISORY COMMITTEE FOR CALENDAR YEAR 2016

WHEREAS, Chatham Borough and Chatham Township have established a Joint Community Garden; and

WHEREAS, the Joint Community Garden resolutions adopted by Chatham Borough and Chatham Township authorize the creation of a Joint Community Garden Advisory Committee, establish that five committee representatives shall be appointed from the Borough and Township respectively, and the appointment of a liaison from both governing bodies; and

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 desires to receive advice with respect to the formation of policies for the operation and administration of the Joint Community Garden.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the following individuals are hereby appointed to the Joint Community Garden Advisory Committee, as the Borough's five representatives, for calendar year 2016:

Joint Community Gardens Advisory Committee

Katey DePinto
Stanley Elman
Dawn Ferguson
Mary Keselica
Paul Susczynski

RESOLUTION #16-13

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE CHATHAM BOROUGH FARMERS' MARKET ADVISORY COMMITTEE, AND AUTHORIZING THE CHATHAM BOROUGH FARMERS' MARKET, ITS RULES AND REGULATIONS, APPLICATION FEE SCHEDULE AND USE OF VOLUNTEERS FOR ITS OPERATIONS FOR CALENDAR YEAR 2016

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

WHEREAS, the Chatham Borough Farmers' Market will operate for a period of 23 Saturdays beginning on June 11th and ending on November 19th from 8 a.m. until 1 p.m. at the Chatham Borough Train Station South Plaza; and

WHEREAS, the Chatham Borough Farmers' Market depends on a volunteer force to assist with the set-up and operations of the Farmers' Market, and perform tasks as may be directed by the Farmers' Market Manager; 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 an electricity use fee.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham, that they hereby authorize and approve the Chatham Borough Farmers' Market and the operation of the Chatham Borough Farmers' Market during the aforesaid designated days and hours during calendar year 2016; and

BE IT FURTHER RESOLVED, that the use of volunteers should assist with the set-up and operations of the Farmers' Market and for the performance of tasks as may be directed by the Farmers' Market Manager; and

BE IT FURTHER RESOLVED, that the Chatham Borough Farmers' Market Advisory Committee is authorized to continue to develop and promulgate rules and regulations, which will include required certificate(s) of insurance, an application fee schedule, registration fee and an electricity use fee; and

BE IT FURTHER RESOLVED, that the following individuals are hereby appointed to the Farmers' Market Advisory Committee for calendar year 2016:

Farmers' Market Advisory Committee

Janice Piccolo, Market Manager
John Ball
Amy Dziemian
Brenda Lee Fogarty
Mary Goodbread
Debbie Hunter
Marge Lowe
Joseph Mikulewicz
Dennis O'Brien
Jamie O'Brien
Linda Pitney
Ed Switek
Mary Jane Switek
Sarah Switek

Junior Youth Volunteers

Jason Araya
Jonathan Araya
Justin Brown
Sean Conlan
Sarah Lowe
Elizabeth Mikulewicz
Pat Trainor
Addison Walker

RESOLUTION #16-14

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE OPEN SPACE AND HISTORIC PRESERVATION TRUST 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 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 have 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.

BE IT FURTHER RESOLVED, that 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 website 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 ; and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the event 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 calendar year 2016:

Open Space and Historic Preservation Trust Advisory Committee

Environmental Commission Liaison
Historic Preservation Commission Liaison
Shade Tree Commission Liaison
Joint Community Gardens Advisory Committee Liaison
Carol Nauta, Recreation Coordinator

RESOLUTION #16-15

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE 9/11 MEMORIAL ADVISORY COMMITTEE

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

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

Doug Allan
Daniel Smith
Andrew Soccodato, Jr.
George Sweetin

RESOLUTION #16-16

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE MUNICIPAL POOL ADVISORY COMMITTEE

WHEREAS, N.J.S.A. 40A:60-7(d) authorizes borough councils to create “advisory councils” in the municipality; 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 Borough 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, 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 as 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 website 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 and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the event of an emergency; and

BE IT FURTHER RESOLVED, that the following individuals be appointed to the committee:

Municipal Pool Advisory Committee

Michael Fedyna

Jim LeMon

Juliann Gaydos Muller

Amy Nauta, Pool Manager

Carol Nauta, Recreation Coordinator

RESOLUTION #16-17

RESOLUTION RE-ESTABLISHING AND APPOINTING 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 Borough 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 (Advisory Committee) 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 the following individuals be appointed to the committee for calendar year 2016:

Public Arts Council (Advisory Committee)

Dawn DeSanto	Lara Dittman
Jennifer DuTeil	Allison Hooper
Jennifer Kaplan	Nancy Gayer
Sarah McCarthy	Kevin McLaughlin
Stephanie Yarcheski	Linda Yesline

RESOLUTION #16-18

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE TRAFFIC AND PEDESTRIAN SAFETY ADVISORY COMMITTEE

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 is 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 website 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 event 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 calendar year 2016:

Traffic and Pedestrian Safety Advisory Committee

Marc Boisclair	Vince DeNave, Municipal Engineer
Jeff Stanton	Roy George, Traffic Safety Officer
Ed Switek	William Nauta, OEM Coordinator

RESOLUTION #16-19

RESOLUTION ESTABLISHING AND APPOINTING MEMBERS TO THE MYCHATHAMNJ ADVISORY COMMITTEE

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 would be beneficial to establish a MyChathamNJ Advisory Committee to explore, develop and provide Borough-sponsored programs, events and activities that promote our community’s rich history and heritage; enhance a sense of community and community pride; and increase opportunities for volunteerism and community service for residents of all ages; and

WHEREAS, the MyChathamNJ Advisory Committee may establish ad hoc sub-committees from time-to-time with respect to the specific planning, organizing and running of Borough-sponsored events and activities throughout the year upon the approval of the Mayor and Council.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the MyChathamNJ Advisory Committee is hereby established and shall be responsible for exploring, developing and providing Borough-sponsored programs, events and activities, contingent upon the approval of the Mayor and Council, which promote our community’s rich history and heritage; enhances a sense of community and community pride; and increases opportunities for volunteerism and community service for residents of all ages; and

BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Chatham does hereby appoint the following individuals to the MyChathamNJ Advisory Committee for calendar year 2016:

MyChathamNJ Advisory Committee

Susan Allen	Kay Aprea	
Bernie Benshko	Marc Boisclair	Tony Britt
Carolyn Cherry	Alex Cotigno	Maggie Craig
Susannah Doherty	David Ferguson	Celeste Fondaco
Helen Gardner	John Gardner	Jill Gregg
Renee Illan	Jen Kaplan	Mary Keselica
Sobe Malla	Pam Mansfield	Sally Merrell
Joe Mikulewicz	Natali Mitevski	Joseph Pascarella, Sr.
Laura Ranji	Helen Rosenfeld	Roubi Stavropoulos
Chris Tomaino	Diane Walsh	Carol Nauta, Recreation Coordinator
		Janice Piccolo, Community Services Director

RESOLUTION #16-20

RESOLUTION APPOINTING MEMBERS TO THE CHATHAM JOINT RECREATION ADVISORY COMMITTEE

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the following individuals be appointed to the Chatham Joint Recreation Advisory Committee.

Chatham Joint Recreation Advisory Committee

Dan Moskowitz	Member	12/31/2018
Suzanne Jenks	Alternate	12/31/2016

RESOLUTION #16-21

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE CHATHAM BOROUGH PILGRIM PIPELINE ADVISORY COMMITTEE

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 obtaining information on the proposed Pilgrim Pipeline.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the Chatham Borough Pilgrim Pipeline Advisory Committee is 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 regarding the project, and conducting information sessions for residents (which may include inviting Pilgrim officials to speak to residents about the project), otherwise informing Borough residents about the project and establishing and maintaining liaisons with other groups opposed to the pipeline; and said Committee shall meet as 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 website 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 and scheduled meetings shall not be canceled less than 48 hours in advance of the scheduled meeting date except in the event 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 Chatham Borough Pilgrim Pipeline Advisory Committee for calendar year 2016:

Chatham Borough Pilgrim Pipeline Advisory Committee

Tony Britt

Bill Fuller

Kate Murphy

OTHER COMMITTEES

RESOLUTION #16-22

RESOLUTION RE-ESTABLISHING AND APPOINTING MEMBERS TO THE MAYORS’ WELLNESS 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 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 rising 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 Advisory 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 for interested residents of 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

BE IT FURTHER RESOLVED, that we encourage the residents of the 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 calendar year 2016:

Mayors' Wellness Advisory Committee

Tony Britt	Joseph Goncalves	Monica Hansen
Cathryn Iorio	Natalie Merizio	Joseph J. Murphy, DC
	Minati O'Connell	Deepa Patel
	Janice Piccolo, Director, Community Services	
	Melanie Politi, Madison Board of Health, Health Educator	

RESOLUTION #16-23

RESOLUTION RE-ESTABLISHING AND APPOINTING 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 calendar year 2016:

Municipal Alliance Committee

Catherine Marino	MACC Coordinator
Vince Fiorito	MACC Co-Chair
Dawn Ferguson	Resident
Samantha Ekert	Resident
Al Brown	Business Owner
Nancy Kislin Flaum	Business Owner/MSW, LCSW
Jen Clarke	WAS Representative
Det. Joe Crecca	DARE Officer
Jean Earle	CHASE Representative
Jerome Meniffee	LAF Parent
Becky Richardson	PR Representative/Parent
Carol Nelson	Youth Interfaith Representative

Lisa Lattarulo CMS and CHS Representative
Alex Emir SAC at CMS School
Samantha Robinson Board of Health Representative

CONSENT AGENDA – PART I VOTE

Council President Lonergan made a motion to approve Resolutions #16-10 through #16-23 listed on the Consent Agenda – Part I. Council Member Collander seconded the motion. A voice vote was taken and Resolutions #16-10 through #16-23 were approved unanimously.

ADMINISTRATION OF THE OATHS OF OFFICE BOARDS AND COMMISSIONS

Mayor Harris called those who have been appointed to the boards and commissions to be sworn in to office.

The Borough Clerk, Robin R. Kline, administered the Oaths of Office.

Mayor Harris, the Borough Council, and all in attendance applauded the appointed officials and thanked each of them for their service.

CONSENT AGENDA - PART II

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 #16-24 through Resolution #16-84 have been placed on the Consent Agenda – Part II.

Council Member Helfrich requested that Resolution #16-76, approving automobile and truck towing companies to be used by the Borough's Police Department, be removed from the Consent Agenda so that he could abstain from voting on that resolution.

Mayor Harris removed Resolution #16-76 from the Consent Agenda for separate action and asked for a motion.

RESOLUTION #16-76

RESOLUTION LISTING AUTOMOBILE AND TRUCK TOWING CONTRACTORS TO BE UTILIZED BY THE POLICE DEPARTMENT ON A ROTATING BASIS FOR 2016 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, 2016, or until further resolution by the Council, whichever is later.

AUTOMOBILE TOWING

Bauer Automotive

Chatham Collision

Glenn's Automotive & Towing

27 Watchung Avenue, Chatham, NJ 07928

41 North Passaic Avenue, Chatham, NJ 07928

7 Commerce Street, Chatham, NJ 07928

Specialized Autocraft
DeFalco's Instant Towing

19 Ogden Street, Chatham, NJ 07928
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, 2016, or until further resolution by the Council, whichever is later.

TRUCK TOWING

Bauer Automotive
DeFalco's Instant Towing

27 Watchung Avenue, Chatham, NJ 07928
26 Commerce Street, Chatham, NJ 07928

And,

BE IT FURTHER RESOLVED, that all towing contractors shall be subject to the Borough of Chatham's towing ordinance.

Council President Lonergan made a motion to approve Resolution #16-76. Council Member Collander seconded the motion. A voice vote was taken and Resolution #16-76 was approved. Council Member Helfrich abstained.

Mayor Harris proceeded with Resolutions #16-24 through #16-84 on the Consent Agenda – Part II and asked for one motion.

RESOLUTION #16-24

**RESOLUTION SETTING THE MEETING DATES FOR MAYOR AND COUNCIL
MEETINGS FOR CALENDAR YEAR 2016**

WHEREAS, N.J.S.A. 10:4-6 et seq., commonly known as the Open Public Meetings Act, requires every public body to designate and publish its Annual Meeting Schedule and provide adequate notice of all meetings.

BE IT RESOLVED, by the Borough Council of the Borough of Chatham that during calendar year 2016, 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, at Borough Hall as follows:

1. Regular meetings of the Borough Council for the year 2016 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, Borough Hall, on the following dates:

January 25	July 11
February 8	July 25
February 22	August 8
March 14	September 12
March 28	September 26
April 11	October 11 *
April 25	October 24
May 9	November 14
May 23	November 28
June 13	December 12
June 27	

* Meeting on Tuesday due to holiday

3. In the event the second or fourth Monday of any month shall fall on a legal holiday, the regular meeting will be held on the following Tuesday of the week, at the same time and place.
4. The 2017 Reorganization Meeting will be held on Tuesday, January 3, 2017.

5. Notice is hereby given that an executive (closed) session may be convened at any of the herein referenced Council meetings.
6. Copies of this resolution shall be sent to The Alternative Press, the Chatham Courier, the Chatham Patch, the Daily Record and the Star Ledger, and shall be posted on the bulletin board outside the office of the Borough Clerk and filed in the Office of the Borough Clerk in accordance with the Open Public Meetings Act.
7. A copy of this resolution shall be sent to any interested 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.

RESOLUTION #16-25

RESOLUTION ESTABLISHING THE OFFICIAL LIST OF HOLIDAYS FOR THE BOROUGH OF CHATHAM FOR CALENDAR YEAR 2016

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

Friday	January 1, 2016	New Year's Day
Monday	January 18, 2016	Martin Luther King, Jr. Day
Monday	February 15, 2016	Presidents' Day
Friday	March 25, 2016	Good Friday
Monday	May 30, 2016	Memorial Day
Monday	July 4, 2016	Independence Day
Monday	September 5, 2016	Labor Day
Monday	October 10, 2016	Columbus Day
Thursday	November 24, 2016	Thanksgiving Day
Friday	November 25, 2016	Day after Thanksgiving
Monday	December 26, 2016	Christmas Day
Monday	January 2, 2017	New Year's Day (2017 Holiday)

And,

BE IT FURTHER RESOLVED, that Borough employees shall also receive two (2) floating holidays in calendar year 2016.

RESOLUTION #16-26

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES FOR THE BOROUGH OF CHATHAM

BE IT RESOLVED, by the Council of the Borough of Chatham that pursuant to N.J.S.A. 40:53-1, the Daily Record and the Chatham Courier are hereby designated as official newspapers for the publication of all notices required by law to be published by the Borough on or after January 6, 2016; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be published in the Daily Record and the Chatham Courier; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be forwarded to the Chatham Borough Planning Board, Zoning Board of Adjustment, Board of Health, Environmental Commission, Historic Preservation Commission, Shade Tree Commission and any other board or body that shall have the occasion to publish a legal notice.

RESOLUTION #16-27

RESOLUTION DESIGNATING NEWSPAPERS AND ONLINE NEWS AND FIXING CHARGES FOR NOTICES AND MINUTES OF PUBLIC MEETINGS OF THE BOROUGH COUNCIL DURING CALENDAR YEAR 2016

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 that the Daily Record, the Star Ledger, the Chatham Courier, the Chatham Patch and the Alternative Press are hereby designated for calendar year 2016 as the newspapers and online news to receive notices of meetings of the Borough Council as required by any and all sections of the Open Public Meetings Act; and

BE IT FURTHER RESOLVED, that the public place for the posting of notices of meetings of the Borough Council for calendar year 2016 shall be the bulletin board on the main level of Chatham Borough Hall; and

BE IT FURTHER RESOLVED, that minutes of the meetings of the Borough Council will be available for public viewing in the Borough Clerk's office, the Borough website, and at the Library of the Chathams in accordance with N.J.S.A. 10:4-15. Paper 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.

APPOINTMENTS

RESOLUTION #16-28

RESOLUTION APPOINTING BOROUGH ADMINISTRATION AND STAFF FOR CALENDAR YEAR 2016

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`</u>
Borough Administrator	01/01/16-12/31/16	Robert J. Falzarano
Accounts Payable Clerk/Senior Assessing Clerk/Assessment Search Officer/Local Registrar of Vital Statistics	01/01/16-12/31/16	Anne Mandal
Utility Billing Representative	01/01/16-12/31/16	Cheri Morris
Director of Community Services/ Farmers' Market Manager	01/01/16-12/31/16	Janice Piccolo
Administrative Assistant II/Deputy Clerk	01/01/16-12/31/16	Cathy Baldwin
Minutes Clerk	01/01/16-12/31/16	Elizabeth Holler
Recreation Coordinator/Community Service Coordinator/Pool Coordinator/ Media Programming Supervisor	01/01/16-12/31/16	Carol Nauta
Police Secretary	01/01/16-12/31/16	Mary Beth Ciccarone
Parking Enforcement Officer	01/01/16-12/31/16	Michael Bochniak
Parking Enforcement Officer	01/01/16-12/31/16	Robert Sweetin
Fire Inspector/Fire Official (UFC)	01/01/16-12/31/16	Walter Nugent
Fire Coordinator/Assistant Borough Administrator	01/01/16-12/31/16	Stephen Williams
Tax Search Officer	01/01/16-12/31/16	Madeline Polidor-LeBoeuf
Zoning Code Enforcement Officer/ Zoning Official	01/01/16-12/31/16	Vince DeNave

Director of Public Works	01/01/16-12/31/16	Erminio (Tony) Torello
Assistant Finance Officer	01/01/16-12/31/16	Tyrina Cittrich
Police Executive Administrative Assistant	01/01/16-12/31/16	Kevin O'Shea
Media Programming Manager	01/01/16-12/31/16	John Grobert
Temporary Administrative Assistant	Temporary	Margie Lowe

RESOLUTION #16-29

RESOLUTION APPOINTING SCHOOL CROSSING GUARDS FOR YEAR 2016

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the following School Crossing Guards are hereby appointed for school calendar year 2016:

David Achille	Kathleen Donnelly	Janice Parcells
Thomas Boland	Janine Eggerman	Nancy Renzulli
Patricia Castellano	Maggie Grady	Lizbeth Salinardi
Carmela Cooke	Anne Kling	Mark Spinner
Bernard Conlan	Anthony Lombardi	Jacqueline Sweetin
Marjorie Conlan	Richard Loock	Grace Walsh
Richard Crater	Harvey Ochs	Judith Whiteside

RESOLUTION #16-30

RESOLUTION APPOINTING PETER ATKINSON AS 2016 WATER PLANT OPERATOR

BE IT RESOLVED, that the Mayor and Council of the Borough of Chatham do hereby appoint Peter Atkinson as the 2016 Water Plant Operator for the Borough of Chatham effective January 1, 2016 as per N.J.S.A.58:11-65.

RESOLUTION #16-31

RESOLUTION APPOINTING ERMINIO (TONY) TORELLO AS 2016 STORMWATER COORDINATOR AS PER N.J.A.C. 7:15A-4

BE IT RESOLVED, that the Mayor and Council of the Borough of Chatham do hereby appoint Erminio (Tony) Torello as the 2016 Stormwater Coordinator for the Borough of Chatham effective January 1, 2016 as per N.J.A.C. 7:15A-4.

RESOLUTION #16-32

RESOLUTION APPOINTING STAN SERBANICA AS 2016 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 2016 Safety Coordinator for the Borough of Chatham effective January 1, 2016 as required by the Morris County Municipal Joint Insurance Fund.

RESOLUTION #16-33

RESOLUTION TO APPOINT THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND COMMISSIONER AND ALTERNATE AND RISK MANAGER FOR 2016

WHEREAS, the need exists for a Municipal Risk Manager to serve as the liaison between the Borough and the Morris County Joint Insurance Fund ("Fund"); and

WHEREAS, the Municipal Risk Manager is responsible for scheduling Municipal Safety Committee meetings and implementing policy changes promulgated by the Fund; and

WHEREAS, pursuant to the by-laws of the 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 Timothy Day, Chief Financial Officer, is hereby appointed as Municipal Risk Manager for 2016; and

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Chatham that Timothy Day is hereby appointed as Commissioner and Stephen W. Williams, Assistant Borough Administrator, is hereby appointed as Alternate Commissioner to the Morris County Municipal Joint Insurance Fund for 2016.

RESOLUTION #16-34

RESOLUTION APPOINTING ERMINIO (TONY) TORELLO AS THE BOROUGH'S 2016 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 Erminio (Tony) Torello as the 2016 Safety Delegate for the Borough of Chatham effective January 1, 2016 as required by the Morris County Municipal Joint Insurance Fund.

RESOLUTION #16-35

RESOLUTION APPOINTING ERMINIO (TONY) TORELLO AS CLEAN COMMUNITIES COORDINATOR PER THE CLEAN COMMUNITIES AND RECYCLING GRANT ACT

BE IT RESOLVED, that the Mayor and Council of the Borough of Chatham do hereby appoint Erminio (Tony) Torello as the 2016 Clean Communities Coordinator for the Borough of Chatham effective January 1, 2016 as per C.13:1E-213.

RESOLUTION #16-36

RESOLUTION APPOINTING 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 it hereby appoints Stan Serbanica as Recycling Enforcement Officer with a term to expire on December 31, 2016 as per N.J.S.A. 13:1E-99.16.

RESOLUTION #16-37

RESOLUTION APPOINTING 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 2016.

RESOLUTION #16-38

RESOLUTION APPOINTING THE BOROUGH TAX COLLECTOR AS THE 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 Madeline Polidor-LeBoeuf, Tax Collector of the Borough of Chatham, is hereby designated Tax Search Officer for the Borough of Chatham.

RESOLUTION #16-39

RESOLUTION APPOINTING THE SENIOR ASSESSING CLERK AS 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 is hereby designated Assessment Search Officer for said municipality.

RESOLUTION #16-40

RESOLUTION DESIGNATING 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, Timothy Day, Chief Financial Officer, will assume the duties of the Public Agency Compliance Officer.

RESOLUTION #16-41

RESOLUTION APPOINTING ROBIN R. KLINE AS AN ALTERNATE DEPUTY REGISTRAR FOR THE BOROUGH OF CHATHAM

WHEREAS, there is a need for the appointment of an Alternate Deputy Registrar of Vital Statistics for the Borough of Chatham to assist in the day-to-day operation of the office; and

WHEREAS, in accordance with N.J.S.A. 26:8-17, the Local Registrar recommends the appointment of an Alternate Deputy Registrar; and

WHEREAS, Robin R. Kline is a Certified Municipal Registrar and has indicated a willingness to serve as an Alternate Deputy Registrar of Vital Statistics for the Borough of Chatham.

BE IT RESOLVED by the Mayor and Council of the Borough of Chatham that it concurs with the recommendation of the Local Registrar and hereby appoints Robin R. Kline as Alternate Deputy Registrar of Vital Statistics for the Borough of Chatham for calendar year 2016 pursuant to state law.

RESOLUTION #16-42

RESOLUTION APPOINTING 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 is hereby appointed Indoor Air Quality Officer per N.J.A.C. 12:100-13.

RESOLUTION #16-43

RESOLUTION APPOINTING 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 is hereby appointed as Americans with Disabilities Act Compliance Officer.

RESOLUTION #16-44

RESOLUTION APPOINTING ERMINIO (TONY) TORELLO AS SHADE TREE ENFORCEMENT OFFICER PER BOROUGH ORDINANCE 315-13

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that Erminio (Tony) Torello is hereby appointed as Shade Tree Enforcement Officer with a term to expire on December 31, 2016 as per Borough Ordinance 315-13.

RESOLUTION #16-45

RESOLUTION APPOINTING STEPHEN W. WILLIAMS AS THE MUNICIPAL HOUSING LIAISON FOR THE BOROUGH OF CHATHAM

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that Stephen W. Williams is hereby appointed as Municipal Housing Liaison for the Borough of Chatham.

RESOLUTION #16-46

RESOLUTION 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, said contract is available for public inspection in the office of the Borough 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.

RESOLUTION #14-47

RESOLUTION DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS

WHEREAS, the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., commonly known as "OPRA" was promulgated to increase public access to government records allowing accessibility to view and/or copy government records maintained by public agencies throughout the State, with the exception of those records to which public access would violate an individual's reasonable expectation of privacy and those records which are specifically exempt by law; and

WHEREAS, pursuant to OPRA, anyone wishing to review or obtain copies of government records must file a written request with the Custodian of Records, who at the municipal level of government is the Municipal Clerk; and

WHEREAS, OPRA does not preclude a municipality from developing reasonable and practical measures for handling and responding to OPRA requests, including designating Deputy Custodians of Records to ensure that the public is efficiently served and requests for government records are granted, or denied, in a prompt and expeditious manner; and

WHEREAS, every municipal department within the Borough of Chatham generates and maintains government records pertaining to its respective business matters and designating Deputy Custodians of Records enables the Borough to provide the public with direct access to government records from each municipal department with greater efficiency and timeliness.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that they deem it important to ensure that the public is efficiently served and requests for government records handled in a prompt and expeditious manner; and

BE IT FURTHER RESOLVED, that the following Borough employees shall be designated Deputy Custodians of Records for the purpose of handling and fulfilling OPRA requests for those records maintained and kept in their respective departments:

- Administrative Assistant to the Borough Administrator
- Administrative Secretary to the Planning Board
- Administrative Secretary to the Zoning Board of Adjustment
- Municipal Engineer/Zoning Code Enforcement Officer/Zoning Official
- Chief Financial Officer
- Fire Inspector
- Fire Official
- Library Director
- Police Administrative Secretary
- Director of Public Works
- Director of Community Services
- Recreation Coordinator

And,

BE IT FURTHER RESOLVED, all Deputy Custodian of Records shall comply with provisions set forth in the Open Public Records Act, as amended, and shall advise the Municipal Clerk of each submitted OPRA request and any concerns that may arise in fulfilling a request for government records in accordance with N.J.S.A. 47:1A-1 et seq.; and

BE IT FURTHER RESOLVED, submitted *Requests for Government Records Application* Forms, together with all written responses and records, shall be maintained by the Municipal Clerk for the appropriate retention period as prescribed by the Record Retention Schedule promulgated by the Bureau of Records Management, Division of Archives and Record Management, State of New Jersey.

BE IT FURTHER RESOLVED, that all other Borough officials and employees are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

RESOLUTION #16-48

RESOLUTION DESIGNATING THE MADISON CONSTRUCTION TECHNICAL ASSISTANT AS DEPUTY RECORDS CUSTODIAN FOR CONSTRUCTION RECORDS

WHEREAS, the Borough of Chatham and the Borough of Madison are parties to a shared service agreement whereby Madison Borough provides Chatham Borough with all State mandated Uniform Construction Code Services; and

WHEREAS, as a result of said shared service agreement, Chatham Borough's construction records are physically located in Madison; and

WHEREAS, the Mayor and Borough Council wish to designate the Madison Construction Technical Assistant as Deputy Records Custodian to assist the Borough Records Custodian in the performance of duties related to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., in connection with requests for Chatham Borough construction records.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that they hereby designate the Madison Construction Technical Assistant as Deputy Records Custodian to assist the Borough Records Custodian in the performance of duties related to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., in connection with requests for Chatham Borough construction records.

BE IT FURTHER RESOLVED, that all other Borough officials and employees are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

RESOLUTION #16-49

RESOLUTION APPOINTING JAMES J. COLLANDER, STEVE DAVENPORT, ROBERT J. FALZARANO, PETER GALLAGHER, JOSEPH MARTS, KEVIN O'SHEA AND STEPHEN W. 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 James J. Collander, Steve Davenport, Robert J. Falzarano, Peter Gallagher, Joseph Marts, Kevin O'Shea and Stephen W. Williams as Deputy Coordinators for the Office of Emergency Management.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that James J. Collander, Steve Davenport, Robert J. Falzarano, Peter Gallagher, Joseph Marts, Kevin O'Shea and Stephen W. Williams are hereby appointed as Deputy Coordinators for the Office of Emergency Management.

RESOLUTION #16-50

RESOLUTION APPOINTING MEMBERS TO THE EMERGENCY MANAGEMENT COUNCIL FOR CALENDAR YEAR 2016

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. 40A:9-41 for calendar year 2016:

Emergency Management Council

Douglas Allan

Fire Chief

James J. Collander

Council Member, Public Safety Committee Chair,
and Deputy Coordinator

Philip Crosson, Jr.	Police Chief
Steven Davenport	Deputy Coordinator
Lisa DeRosa	Board of Health
Robert J. Falzarano	Deputy Coordinator
Peter Gallagher	Deputy Coordinator
Lisa Gulla	Board of Health
Bruce A. Harris	Mayor
Connie Hartman	Chatham Emergency Squad Captain
Christy Hodde	American Red Cross
Dr. Michael LaSusa	Superintendent of Schools
James L. Lott	Borough Attorney
Chris Manak	Madison/Chatham Joint Meeting
Joseph L. Marts	Deputy Coordinator
Carol Nauta	Recreation Coordinator
William J. Nauta	Emergency Management Coordinator
Kevin O'Shea	Deputy Coordinator/Public Information Officer
Erminio (Tony) Torello	Director of Public Works
Stephen W. Williams	Deputy Coordinator/Public Information Officer
James Lonergan	Borough Council President

RESOLUTION #16-51

RESOLUTION APPOINTING 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, 2016:

John Ball	Liz Holler	Amanda Stent
Molly Conley	Amy Nauta	Edward Switek
Elaine Dangler	Janet Nauta	John Tunny
Mary M. Foley	William Nauta	
Peter Gallagher	Susan Maher	

CONTRACTS/SHARED SERVICES

RESOLUTION #16-52

RESOLUTION AUTHORIZING THE SHARED SERVICE AGREEMENT WITH MADISON BOROUGH TO PROVIDE PART-TIME INFORMATION TECHNOLOGY ASSISTANCE AND PROGRAM SUPPORT FOR CHATHAM BOROUGH

WHEREAS, the Borough of Chatham has a need for Information Technology ("IT") help desk support functions and to resolve hardware problems; and

WHEREAS, the Borough of Madison employs two full-time IT specialists; and

WHEREAS, the Borough of Madison has submitted a proposal to provide IT support services.

BE IT RESOLVED, by Council of the Borough of Chatham in the County of Morris and the State of New Jersey that the Mayor is authorized to execute the shared service agreement with Madison Borough for IT support services.

BE IT FURTHER RESOLVED, that execution of the shared service agreement with Madison Borough shall be contingent upon approval of the contract terms and conditions by the Borough Administrator and Borough Attorney.

RESOLUTION #16-53

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 2016.

RESOLUTION #16-54

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 2016.

RESOLUTION #16-55

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 Somerset County 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 2016.

FINANCE

RESOLUTION #16-56

RESOLUTION SETTING FEES FOR DELINQUENT TAXES

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that pursuant to N.J.S.A. 54:4-67 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.

RESOLUTION #16-57

RESOLUTION ESTABLISHING THE PAY FREQUENCY FOR BOROUGH EMPLOYEES

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

RESOLUTION #16-58

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 Council of the Borough of Chatham that the following Petty Cash Funds be established:

<u>FUND</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
Administration	\$100	Cheri Morris
Police Department	\$200	Chief Philip Crosson/Marybeth Ciccarone
Public Works Department	\$100	Erminio (Tony) Torello

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

<u>FUND</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
Tax Collector	\$200	Madeline L. Polidor-LeBoeuf
Recreation	\$100	Carol Nauta

And,

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.

RESOLUTION #16-59

RESOLUTION DESIGNATING DEPOSITORIES AND CHECK SIGNATURE AUTHORIZATION

WHEREAS, Revised Statutes 40A:5-15 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

Investors Bank

HSBC Bank
Lakeland Bank
Peapack-Gladstone Bank
TD Bank

Valley National Bank

NJ Arbitrage Rebate Management Program (NJARM)

State of New Jersey Cash Management Fund

J.P. Morgan Chase Bank

Millington Bank

PNC Bank

The Provident 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 drafts of the Borough of Chatham, with the exception of checks to transfer funds from interim accounts to regular accounts of the Borough and to refund deposits or to pay dedicated funds to appropriate state agencies in which cases only the signature of the Chief Financial Officer, Administrator or Assistant Finance Officer is required:

Group I

Bruce A. Harris, Mayor, or the Council President

Group II

Robert J. Falzarano, Borough Administrator, or Vince DeNave, Municipal Engineer

Group III

Timothy Day, Chief Financial Officer, or Anne Mandal, Accounts Payable Clerk

And,

BE IT FURTHER RESOLVED, that the Borough of Chatham hereby authorizes and directs Peapack-Gladstone 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.

RESOLUTION #16-60

RESOLUTION AUTHORIZING INVESTMENT OF IDLE ACCOUNTS

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:

Bank of America

HSBC Bank

Lakeland Bank

Peapack-Gladstone Bank

TD Bank

Valley National Bank

Investors Bank

J.P. Morgan Chase Bank

Millington Bank

PNC Bank

The Provident Bank

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.

RESOLUTION #16-61

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 \$1,666.00 according to the Fair Share Ratio schedule.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the Borough of Chatham hereby intends to join the recreation program of McARP as described herein and to contribute thereto in the amount not to exceed the Fair Share Assessment for one year.

RESOLUTION #16-62

RESOLUTION TO APPOINT BOROUGH OF CHATHAM DEFERRED COMPENSATION EMPLOYER SPONSOR FOR 2016

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 that said appointment must be made by resolution.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that Timothy Day, the Chief Financial Officer, is hereby appointed as Employer Sponsor to the Section 457 deferred compensation plan for 2016.

RESOLUTION #16-63

RESOLUTION AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND HEALTH BENEFITS

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

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

RESOLUTION #16-64

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:5-15; 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. Chief Financial Officer shall mean the Chief Financial Officer 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:5-15.
2. Designated official depositories are required to submit to the Chief Financial Officer, 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 Chief Financial Officer 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 Chief Financial Officer.
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 Chief Financial Officer 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 Chief Financial Officer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Chief Financial Officer 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 an annual audit conducted pursuant to N.J.S.A. 40A:5-15.2.

RESOLUTION #16-65

RESOLUTION DESIGNATING THE CHIEF FINANCIAL OFFICER AS THE RESPONSIBLE AUTHORITY FOR MUNICIPAL DEPOSITS AND INVESTMENTS FOR THE BOROUGH OF CHATHAM

WHEREAS, the Local Fiscal Affairs law, N.J.S.A. 40A:5-1 et al., requires that each local unit shall adopt a Cash Management Plan; and

WHEREAS, Resolution #16-64 establishes a Cash Management Plan for the Borough of Chatham and further requires that 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.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that it hereby designates Timothy Day, Chief Financial Officer, as the Borough officer who shall make and be responsible for municipal deposits and investments for the Borough of Chatham.

RESOLUTION #16-66

RESOLUTION ADOPTING THE 2016 FEE SCHEDULE

WHEREAS, the Borough of Chatham desires to establish a schedule of fees for calendar year 2016 to set rates for permits, fees, applications, and miscellaneous services of the Borough.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the schedule of fees, attached and made part of this Resolution, shall be established for calendar year 2016; and

BE IT FURTHER RESOLVED, that all Borough officials are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

RESOLUTION #16-67

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER 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 the Chief Financial Officer 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.

RESOLUTION #16-68

RESOLUTION AUTHORIZING PRE-PAYMENT OF MORRIS COUNTY TAXES

WHEREAS, Morris County taxes are due quarterly on February 15, May 15, August 15, and November 15, 2016.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the Chief Financial Officer is hereby authorized to pre-pay these quarterly payments.

RESOLUTION #16-69

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO DISBURSE FUNDS FOR THE PAYMENT OF STATUTORY EXPENSES

BE IT RESOLVED, by the Borough of Chatham that the Chief Financial Officer 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.

RESOLUTION #16-70

RESOLUTION TO DESIGNATE SIGNATORIES ON THE FOLLOWING CAPITAL AND TRUST ACCOUNTS

BE IT RESOLVED, by the Mayor and 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 referenced accounts:

Timothy Day, Chief Financial Officer
Robert J. Falzarano, Administrator
Anne Mandal, Accounts Payable Clerk
Tyrina Cittrich, Assistant Finance Officer

INVESTORS BANK

Agency Payroll	Net Payroll Account	Water Capital
Animal Control	Open Space Trust	Water Operating
Current Fund (General)	Recreation	
Claims	Solid Waste	
COAH Trust	Special Law Enforcement	
General Capital	Special Police	
General Trust	Unemployment	

PEAPACK-GLADSTONE BANK (Investment Accounts)

Capital	Parking Account (non-investment account)
General	Solid Waste
General Trust	Water Capital
Money Market	

RESOLUTION #16-71

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER 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 Investors 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 Accounts at Investors Bank and Peapack-Gladstone 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 Investors 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 Chief Financial Officer, 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 Chief Financial Officer 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.

RESOLUTION #16-72

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPROVE PARKING REFUNDS IN THE AMOUNT NOT TO EXCEED \$500.00, CANCEL TAX OVERPAYMENTS, APPROVE COMMUNITY GARDEN REFUNDS AND RECREATION FEE REFUNDS

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, cancel tax overpayments, approve Community Garden refunds and Recreation fee refunds.

RESOLUTION #16-73

RESOLUTION RE-ESTABLISHING DEDICATION BY RIDER TRUST FUND ACCOUNTS

WHEREAS, pursuant to N.J.S.A. 40A:4-39, the Director of Local Government Services approved the following Dedication by Rider Trust Fund Accounts for the Borough of Chatham for certain programs when the receipt of revenues are not subject to reasonably accurate estimates in advance of the adoption of the municipal budget:

Revenue Title	LGS Approval Date
Housing and Community Development Act of 1974	08-Jan-76
Recycling Program	24-Jan-86
Developer's Escrow Fund (N.J.S.A. 40:55D-53.1)	03-Mar-87
Disposal of Forfeited Property	21-Mar-88
Parking Offenses Adjudication Act	07-May-93
Developer's Fees – Housing Trust Funds	05-May-00
Open Space, Recreation, Farmland and Historic Preservation Trust	21-Dec-01
September 11, 2001 World Trade Center Donations (N.J.S.A.40A:5-29)	14-Feb-02
Outside Employment of Off-Duty Municipal Police Officers	18-Jan-02
Recreation Trust Fund	18-Jan-02
Donations Open Space Trust (N.J.S.A. 40A:5-29)	29-Jan-02
Storm Recovery Trust Fund (N.J.S.A. 40A:4-62.1)	23-Oct-02
Uniform Fire Safety Act Penalty Monies (N.J.S.A.552:27D-192)	23-Oct-02
Accumulated Absences (N.J.A.C.5:30-15)	10-Aug-05
Municipal Public Defender	17-Apr-07
Drug & Alcohol Training and Equipment (from Estate of Kevin Coughlin Donations)	18-Feb-09
Arts Council Donations	06-Mar-09
Green Team Donations	04-Oct-13
Bringing Back the White Lights Campaign Donations	23-Oct-13
"Explore Chatham" Photography Contest Donations	31-Oct-13
Centennial Celebration at the Train Station Donations	31-Jan-14
Chatham Spring Clean (MyChathamNJ) Donations	31-Jan-14
Bee Garden Trust Donations	04-Sep-14
Monuments & Memorials Donations	21-Sep-15

BE IT RESOLVED by the Mayor and Council of the Borough of Chatham, that they hereby re-establish the herein-referenced Dedication by Rider Trust Accounts for the exclusive purpose of

depositing and expending funds paid by individuals to offset the costs of operating municipal programs.

LAW & PUBLIC SAFETY

RESOLUTION #16-74

RESOLUTION AFFIRMING 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 the Conscientious Employee Protection Act; and

WHEREAS, the Chatham Borough Council 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 website.

Section 9. This resolution shall take effect immediately.

Section 10. A copy of this resolution shall be published in the official newspapers 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.

RESOLUTION #16-75

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 private employers, as defined herein, 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 Council of the Borough of Chatham that any private employer must adhere to the following requirements whenever utilizing Chatham Borough police officers for temporary off-duty assignments.

1. For purposes of this Resolution, the term private employer shall mean any entity, public or private, other than the Borough of Chatham that is hiring a police officer of the Borough of Chatham to provide security, traffic control or other police related services for the private employer's business, project or function.
2. Borough police officers may work for a private employer on their off-duty hours with the approval of the Chief of Police or his/her designee and provided that the Chief determines, in his/her sole discretion, that there are sufficient police personnel available for such work, that the off-duty work will not interfere with the needs of the Borough, and that sufficient funds have been deposited in an escrow account with the Chief Financial Officer to cover the anticipated costs of such off-duty police related services.
3. Any private employer desiring to retain the services of Borough police officers for off-duty police related services shall be required to enter into a contract with the Borough. Said contract shall include, but shall not be limited to, the nature of the duties to be performed, the location of said duties, the date and hours of service, the rate of payment for services of the officers, administrative fees to the Borough, and fees for the use of Borough-owned vehicles and equipment. The Borough Administrator is hereby authorized to execute a contract for off-duty police related services with a private employer on behalf of the Borough in accordance with the terms and conditions of this Resolution.
4. The Borough imposes a two (2) hour minimum for off-duty police related services by a Borough police officer.
5. Any private employer requesting the services of a Borough police officer for off-duty police related services shall estimate the number of hours that such services are required. This estimate shall be submitted, in writing, to the Chief of Police, or his/her designee.
6. Where the numbers of hours cannot be reasonably estimated, the private employer requesting off-duty police related services shall deposit with the Chief Financial Officer an

amount sufficient to cover the rate of compensation and administration fees for the equivalent of 80 hours (10 working days).

7. At least five (5) business days prior to the commencement of services, the private employer shall deposit with the Chief Financial Officer an amount sufficient to cover the rates of compensation and administrative fees set forth herein for the total estimated hours of off-duty police related services.
8. The Borough hereby establishes an escrow account dedicated to the payment of Borough police officers for off-duty police related services at the rate set forth herein. The Chief Financial Officer shall cause all funds for the payment of off-duty employees to be deposited into said escrow account.
9. If, at any time, the deposit in the escrow account is less than the amount of funds that are needed to pay for off-duty police related services, the Borough Administrator or his/her designee shall notify the private employer of same and the private employer shall replenish the escrow account. If the private employer fails to replenish the escrow account, the Borough Administrator may in consultation with the Chief of Police terminate provision of the off-duty police related services to the private employer.
10. All sums remaining in the escrow account after completion of the off-duty police related services shall be refunded to the private employer.
11. All Borough police officers performing off-duty police related services shall be required to submit pay slips to the Chief Financial Officer in a form approved by the Chief of Police and the Borough Administrator.
12. Chatham Borough marked police cars may be assigned to off-duty work by the Chief of Police, if available, for a daily fee of \$60.00. Rates for other equipment shall be established at the time of contracting.
13. The hourly rate to be paid to Borough police officers performing off-duty police related activity shall be the overtime rate of the top step patrol officer, per hour or part thereof.
14. In addition to all other compensation paid to Borough police officers pursuant to this Resolution, the Borough shall be paid \$10.00 per hour or part thereof as an administrative fee for processing the payments by the private employer in order to issue additional checks to Borough police officers and to cover other administrative tasks associated with the provision of off-duty police related services to private employers.
15. A Borough police officer required to work in excess of eight (8) hours during a twenty-four (24) period shall receive premium pay in the amount of an additional \$10.00 per hour. The twenty-four hour period begins at the start time of the officer's assignment.
16. Private employers will be billed a minimum of four (4) hours when work is cancelled with less than two hours' notice.
17. Private employers will be billed a minimum of four (4) hours for off-duty police related services that is scheduled for a duration of four (4) or more hours. The Borough Administrator and/or the Chief of Police, or his/her designee, may waive this requirement for good cause as may be demonstrated to the satisfaction of the Borough Administrator or Chief of Police.
18. Private employers shall provide Workers' Compensation coverage in the event an off-duty police officer is injured while working an approved off-duty assignment.
19. Private employers shall supply any traffic cones or other traffic control devices required for the job.
20. The private employer 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 for all coverages except Workers' Compensation.

21. Before a Borough police 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 Borough Administrator.
22. In the case of bona-fide emergencies, where there is no opportunity to execute an agreement in advance, the private employer shall be billed for the services with payment required to be made within two (2) weeks.
23. Notwithstanding anything contained herein to the contrary, the Borough Administrator in consultation with the Chief of Police may waive the deposit requirement for public utility companies that are under the jurisdiction of and regulated by the New Jersey Board of Public Utilities and public entities, in his/her sole discretion, provided satisfactory alternate arrangements are made to assure prompt payment for the off-duty police related services provided by Borough police officers.

And,

BE IT FURTHER RESOLVED, that all Borough employees and officials are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

PERSONNEL

RESOLUTION #16-77

RESOLUTION TO APPROVE THE BOROUGH OF CHATHAM EMPLOYEE HANDBOOK AND THE EMPLOYEE PRACTICES MANUAL AS REVISED BY THE BOROUGH ADMINISTRATOR

WHEREAS, the Borough participates in the Morris County Joint Insurance Fund's model employment practices risk control program; and

WHEREAS, the Employee Handbook and the Employee Practices Manual, revised December 8, 2014, is currently under review by the Borough Administrator and Labor Counsel for recommended updates in calendar year 2016, in accordance with the employment practices risk control program.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the Employee Handbook and the Employee Practices Manual, revised December 8, 2014, are hereby approved in its entirety; and

BE IT FURTHER RESOLVED, that the Employee Handbook and the Employee Practices manual may be further amended and supplemented from time to time upon the recommendation of the Borough Administrator and subsequent approval by the Borough Council.

RECREATION

RESOLUTION #16-78

RESOLUTION ADOPTING POLICY & PROCEDURES GOVERNING INITIAL AND SUPPLEMENTAL BACKGROUND CHECKS FOR CHATHAM BOROUGH RECREATION PROGRAM VOLUNTEERS AND EMPLOYEES

WHEREAS, by Resolution #14-148 dated March 10, 2014, the Mayor and Borough Council of the Borough of Chatham adopted policy and procedures governing initial and supplemental background checks for Chatham Borough Recreation Program volunteers and employees.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that it does hereby adopt the policy and procedures governing initial and supplemental background checks for Chatham Borough Recreation Program volunteers and employees for calendar year 2016; and,

BE IT FURTHER RESOLVED, that all Borough of Chatham officials are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this resolution.

RESOLUTION #16-79

RESOLUTION APPROVING CERTAIN HOURS FOR SCHEDULING ORGANIZED PLAY AT LUM ARTIFICIAL TURF 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

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 2016 on no more than three 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 IT FURTHER RESOLVED, the lights shall be turned off at 8:10 pm.; and

BE IT FURTHER RESOLVED, the Borough Administrator is authorized to adjust the times and dates based on extenuating circumstances; 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.

RESOLUTION #16-80

RESOLUTION OF AGREEMENT FOR THE JOINT CHATHAM RECREATION PROGRAM FOR CHATHAM BASEBALL, SOFTBALL, FOOTBALL, FIELD HOCKEY, SOCCER, LACROSSE, BASKETBALL AND WRESTLING CLUBS

WHEREAS, Chatham Borough (the “Borough”) and Chatham Township (the “Township”) have sponsored joint sports programs through the Joint Recreation Advisory Committee (the “Joint Chatham Recreation Program”) for over twenty years; and

WHEREAS, the not-for-profit clubs herein referenced (collectively, the “Clubs”) manage various sports programs for the Joint Chatham Recreation Program; and

WHEREAS, the Borough and the Township recognize that they will from time to time provide support and assistance to the Clubs through the Borough and Township’s respective designees; and

WHEREAS, the Borough and Township recognize that municipal and/or the School District of the Chathams facilities are needed to support participation; and

WHEREAS, the Clubs shall pay the facility maintenance trust fee that is recommended annually by the Joint Recreation Advisory Committee and established by the Chatham Township Committee and Chatham Borough Council that is considered ordinary and commensurate with the fee charged to other sports for same. The fee shall be paid within thirty (30) days from the activity registration closing date. All monies shall be deposited in a dedicated recreation trust account to be held and maintained by the Borough; and

WHEREAS, the Clubs agree to and shall obtain insurance and pay for insurance policy premiums that cover players, coaches and staff to include general liability, basic accident medical, catastrophic accident, directors’ and officers’ liability and excess liability in amounts satisfactory to the Borough and Township Administrators (limits not less than \$1,000,000 (one million dollars) and naming the Borough of Chatham and the Township of Chatham as additional insured parties); and

WHEREAS, the Clubs agree to indemnify, hold harmless and defend the Joint Recreation Advisory Committee, as well as the Borough, Township and School District of the Chathams, and their respective officials, employees, volunteers and agents, from any and all liabilities, claims, injuries (including death), losses or damages of whatever nature, arising out of or resulting from Club activities; and

WHEREAS, the Clubs shall be responsible for the collection of fees, purchase and issue of uniforms and equipment for all participants as well as the payment of officials and trainers; and

WHEREAS, the Clubs recognize that the Joint Recreation Advisory Committee, in consultation with the Borough, the Township and/or the School District of the Chathams, reserve the exclusive right to change the current facility use model in regards to access, time and/or location as needed; and

WHEREAS, the Clubs agree to maintain communication with the Joint Recreation Advisory Committee regarding program philosophy, annual fees and any changes/additions to the current program content; and

WHEREAS, the Clubs agree to adopt and follow the grievance procedure and Code of Conduct approved by the Joint Chatham Recreation Advisory Committee; and

WHEREAS, the Clubs agree to comply with the Joint Chatham Recreation Program’s facility use policy, background check policy and procedures, and training certification (Rutgers S.A.F.E.T.Y. Clinic or evidence that of equivalent training); and

WHEREAS, the Clubs agree to provide the Borough and the Township, upon request, with the participants name and grade, parent names, addresses and e-mail addresses of all the seasonal participants to be used for Joint Chatham Recreation Program's purposes only; and

WHEREAS, non-resident participants will not be added to programs without first obtaining the approval of the Joint Recreation Advisory Committee; and

WHEREAS, the Clubs agree that the Joint Recreation Advisory Committee's designee(s) and liaison(s) shall be invited to attend the Clubs' board meetings; and

WHEREAS, when requested by the Joint Recreation Advisory Committee, a representative of the Clubs' board shall attend and participate in meetings of the Joint Chatham Recreation Advisory Committee as a non-voting member.

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that the above recitals are incorporated herein as though fully set forth; and

BE IT FURTHER RESOLVED, that the president of each of the Clubs, being authorized to sign on behalf of his/her respective Club, signs this Resolution and thereby agrees to all the terms and conditions set forth herein; and

BE IT FURTHER RESOLVED, that failure to follow the terms and conditions set forth herein could necessitate that the use of the Borough, Township and School District of the Chathams facilities could give the club unequal footing within their typical in-season for play or events; and

BE IT FURTHER RESOLVED, that this resolution will be effective on the date that the Chatham Township Committee adopts a companion resolution.

OTHER

RESOLUTION #16-81

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 (NJCFRC); 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 growers' 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.

RESOLUTION #16-82

RESOLUTION APPROVING ANNUAL MEMBERSHIP IN DOWNTOWN NEW JERSEY

BE IT RESOLVED, by the Mayor and Council of the Borough of Chatham that a membership in Downtown New Jersey is hereby approved.

RESOLUTION #16-83

RESOLUTION APPROVING RULES AND FEES FOR THE JOINT COMMUNITY GARDEN FOR 2016

BE IT RESOLVED, the Joint Community Garden rules attached and made part of this resolution are approved; and

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Chatham that the fees referenced in the 2016 Fee Resolution for the Joint Community Garden are approved; and:

BE IT FURTHER RESOLVED, that the Borough Administrator is authorized to approve refunds.

RESOLUTION #16-84

RESOLUTION TO APPROVE PAYMENT OF VOUCHERS

WHEREAS, vouchers for payment have been submitted to the Borough Council by the various municipal departments.

BE IT RESOLVED, by the Borough Council of the Borough of Chatham that all vouchers approved by the Finance Chairman be paid subject to the certification of the availability of funds by the Chief Financial Officer.

CONSENT AGENDA – PART II VOTE

Mayor Harris asked for a motion to approve Resolutions #16-26 through #16-75 and Resolutions #16-77 through #16-84 listed on the Consent Agenda – Part II. Resolution #16-76 was removed for separate action.

Council Member Resto made a motion to approve Resolutions #16-26 through #16-75 and Resolutions #16-77 through #16-84 listed on the Consent Agenda – Part II Council Member Collander seconded the motion. A voice vote was taken and Resolutions #16-26 through #16-75 and Resolutions #16-77 through #16-84 were approved unanimously.

Mayor Harris asked Council President Lonergan to proceed with Resolution #16-85.

Council President Lonergan read Resolution #16-84 by title as follows”

RESOLUTION #16-85 [requires roll call vote]

RESOLUTION TO ADOPT TEMPORARY 2016 BUDGET

WHEREAS, N.J.S.A. 40:4-19, the Local Budget Act, provides that (where any contracts commitments or payments are to be made prior to the final adoption of the 2016 Budget) temporary appropriations be made for the purposes of an amount required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2016; and

WHEREAS, the total appropriation in the 2015 Budget, less appropriations made for capital improvement fund, debt service, and relief of the poor (public assistance) are as follows:

General	\$ 12,276,120.70
Water Utility	\$ 999,798.26
Solid Waste Utility	\$ 518,250.00

WHEREAS, 26.25% of the total appropriations in the 2015 Budget less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2015 Budget as follows:

General	\$ 3,222,481.68
Water Utility	\$ 262,447.04
Solid Waste Utility	\$ 136,040.63

BE IT RESOLVED, by the Mayor and 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 records.

CURRENT FUND 2016 TEMPORARY BUDGET

	<u>2016 Appropriations</u>
Administrative Salaries	\$ 44,625.00
Administrative OE	\$ 27,641.25
Human Resources Salaries	\$ 6,693.75
Human Resources OE	\$ 2,887.00
Community Service Salaries	\$ 24,512.25
Community Service OE	\$ 4,052.21
Mayor & Council OE	\$ 918.75
Borough Clerk Salaries	\$ 30,528.75
Borough Clerk OE	\$ 5,171.25
Finance Salaries	\$ 33,862.50
Finance OE	\$ 32,600.00
Audit Services	\$ 9,712.50
Tax Collector Salaries	\$ 15,225.00
Tax Collector OE	\$ 4,374.19
Tax Assessment Salaries	\$ 12,993.75
Tax Assessment OE	\$ 7,481.25
Legal OE	\$ 52,500.00
Court - Interlocal Agreement	\$ 50,006.25
Engineering Salaries	\$ 16,393.13
Engineering OE	\$ 1,575.00
Historic Preservation OE	\$ 262.50
Planning Board Salaries	\$ 7,087.50

Planning Board Offices	\$	14,358.75
Zoning Board of Adjustment Salaries	\$	7,087.50
Zoning Board of Adjustment OE	\$	2,073.75
Liability Insurance	\$	95,677.69
Workers' Compensation Insurance	\$	95,677.69
Unemployment Insurance	\$	4,462.50
Group Insurance	\$	257,500.00
Health Insurance Waiver	\$	9,187.50
Police Salaries	\$	713,181.26
Police OE	\$	44,654.14
Police Vehicle	\$	14,218.05
Project Community Pride	\$	7,237.39
Police Dispatching	\$	188,619.30
Parking Salaries	\$	30,450.00
Parking OE	\$	3,937.50
Emergency Management Salaries	\$	3,465.00
Emergency Management OE	\$	1,115.63
Emergency Squad OE	\$	2,625.00
Fire Salaries	\$	11,550.00
Fire OE	\$	25,218.00
Fire Safety Salaries	\$	10,526.25
Fire Safety OE	\$	1,050.00
Public Works S&W	\$	287,625.63
Public Works OE	\$	33,741.75
Shade Tree Commission	\$	5,775.00
Buildings & Ground OE	\$	15,881.25
Vehicle Maintenance Salaries	\$	29,400.00
Vehicle Maintenance OE	\$	16,563.75
Community Services Act - Condo Costs	\$	945.00
Board of Health Salaries	\$	3,871.88
Board of Health OE	\$	23,021.25
PEOSHA	\$	2,100.00
Environmental Commission Salaries	\$	1,995.00
Environmental Commission OE	\$	446.25
Animal Control Services OE	\$	5,381.25
Recreation S&W	\$	30,702.00

Recreation OE	\$	5,512.50
Senior Citizen Transportation	\$	4,200.00
Park Maintenance OE	\$	12,337.50
Accumulated Absence	\$	3,412.50
Celebration of Public Events	\$	1,575.00
Library	\$	275,988.88
Electric	\$	21,000.00
Street Lighting	\$	18,637.50
Telephone	\$	15,540.00
Natural Gas	\$	6,300.00
Fuel - Heating Oil	\$	262.50
Sewer Process & Disposal Salaries	\$	26,775.00
Sewer Process & Disposal OE	\$	2,021.25
Gasoline	\$	23,625.00
Contingent	\$	1,312.50
Madison - Chatham Joint Meeting	\$	195,425.00
PERS	\$	56,437.50
Social Security Taxes	\$	58,800.00
PFRS	\$	94,123.65
Farmers' Market S&W	\$	1,638.00
Farmers' Market OE	\$	3,768.71
Matching Grants	\$	862.00
Reserve for Uncollected Taxes	\$	500.00
	\$	3,222,481.68
Capital Improvement (outside Temp Budget)	\$	19,530.00
Debt Service	\$	563,651.00
Total Outside Calculation	\$	583,181.00

Water Fund 2016 Temporary Budget

Operating Salaries	\$	132,431.25
Operating - Other Expenses	\$	107,034.38
Statutory	\$	22,981.42
Total Water Fund Temporary Appropriations	\$	262,447.04
Debt Service & Capital Improvements	\$	329,195.68
Total Water Fund	\$	591,642.72

Solid Waste Fund 2016 Temporary Budget

Operating Salaries	\$	26,250.00
Operating - Other Expenses	\$	106,233.75
Statutory	\$	<u>3,556.88</u>
Total Solid Waste Fund Temporary		
Appropriations	\$	136,040.63

Mayor Harris asked the Borough Clerk for a Roll Call Vote.

Name	Motion	Second	Yes	No	Abstain	Absent
Collander			X			
Loneragan	X		X			
Fife			X			
Helfrich		X	X			
Resto			X			
Hoffman			X			

Having no other business to conduct, Mayor Harris asked for a motion to adjourn the Reorganization Meeting.

ADJOURNMENT

Council Member Resto made a motion for adjournment. Council Member Collander seconded the motion. A voice vote was taken and the motion for adjournment was approved unanimously.

Meeting adjourned at 8:11 p.m.

Respectfully Submitted:

Robin R. Kline

Robin R. Kline, MAS, RMC, CMR
Borough Clerk
BOROUGH OF CHATHAM