



Agenda
Borough of Florham Park
Borough Council Annual Reorganization Meeting
Thursday, January 7, 2021
6:00 pm

I. CALL TO ORDER:

- Call to Order of the 2021 Reorganization Meeting Mayor Taylor
- Roll Call of the 2020 Council Borough Clerk

II. OPEN PUBLIC MEETINGS ANNOUNCEMENT

Borough Clerk

III. PLEDGE OF ALLEGIANCE

Mayor Taylor

IV. MOMENT OF SILENCE

Mayor Taylor

V. MAYOR'S GREETING

Mayor Taylor

VI. 2020 OLD BUSINESS

- Payment of Vouchers Councilman Zuckerman
- Final Municipal Bill List for 2020

VII. 2021 NEW BUSINESS:

➤ **Oath of Office –Borough Council**

- Councilman Charles Malone
- Councilman Charles Germershausen

Borough Clerk

VIII. ROLL CALL OF THE 2020 BOROUGH COUNCIL

Borough Clerk

- Cefolo-Pane, Carpenter, Zuckerman, Santoro
-

IX. NOMINATION OF COUNCIL PRESIDENT & ANNOUNCEMENT OF 2021 COUNCIL PORTFOLIO ASSIGNMENTS

- Nomination of 2021 Council President
➤ 2021 Council Portfolio Assignments

**Council Pres. Malone
Mayor Taylor**

X. MAYORAL ANNUAL ADDRESS

- Mayor Mark Taylor – 2021 Address to the Citizens of Florham Park

Mayor Taylor

XI. APPOINTMENTS

Mayor Taylor

➤ **Appointment of Administrative Staff Borough Officials**

- Patrice Visco, Tax Search Officer, 1 year term, expiring 12/31/21
 - Cindy Phillips, Pension Certifying Official, 1 year term, expiring 12/31/21
 - Sheila Williams, Search Assessment Officer, 1 year term, expiring 12/31/21
-

• **Police Department**

Mayor Taylor

- Office of Internal Affairs
 - Office of Emergency Management
 - Police Matrons
-

• **Fire Department:**

Mayor Taylor

- Fire Department – Board of Engineers
-

• **Mayoral Appointments**

Mayor Taylor

- Boards and Commissions
 - Committees
 - Borough Employees
-

XII. ANNOUNCEMENTS OF 2021 COUNCIL MEETING DATES

Council Pres. Santoro

- Council President Santoro will announce the 2021 Council Meeting Dates
-

XIII. RESOLUTIONS – CONSENT AGENDA

Council Pres. Santoro

- # 21-1 Authorizing Depositories for Borough Funds
 - # 21-2 Authorizing Signatures for Checks, Drafts & Withdrawals
 - # 21-3 Authorizing 2021 Borough Holiday Schedule
 - # 21-4 Authorizing Appointment of a Pension Certifying Officer
 - # 21-5 Authorization for Transfers of Overpayments
 - # 21-6 Authorization of Professional Service Contracts for 2021
 - # 21-7 Authorization of Interest Rates for Delinquent Taxes
 - # 21-8 Authorization of the Official Newspapers of Florham Park Borough
 - # 21-9 Notice of Official Newspapers to Receive Meeting Notices
 - # 21-10 Charges for Mailing Meeting Notices
 - # 21-11 Appointment of Insurance Fund Commissioner
 - # 21-12 Petty Cash Account Re-affirmation
 - # 21-13 Appointing a Public Agency Compliance Officer
 - # 21-14 Appointing a 2021 Community Development Advisory Committee
 - # 21-15 Authorizing 2021 Emergency Management Deputy Coordinators
 - # 21-16 Appointing Internal Affairs Officers for 2021
 - # 21-17 Appointing Police Matrons for 2021
 - # 21-18 Authorizing a Risk Management Consultant
 - # 21-19 Authorizing the Appointment of an OEM Coordinator
 - # 21-20 Authorizing a 2021 Temporary Municipal Budget
 - # 21-21 Authorizing At-Will Employees for the Construction Department
 - # 21-22 Authorizing a Municipal Budget Funds Transfer
 - # 21-23 Authorizing Cancellation of Added Taxes, 3 Felch Road
-

XIV. PRIVILEGE F THE FLOOR

- Mayor Taylor will open the meeting for public comment

Mayor Taylor

XV. ADJOURNMENT

- Mayor Taylor will ask the Council for a motion to adjourn

Mayor Taylor

Dated: January 7, 2021
Sheila A. Williams, RMC
Borough Clerk



RESOLUTION
BOROUGH OF FLORHAM PARK, NEW JERSEY
21-1

TO ESTABLISH FEES AS REQUIRED

WHEREAS, Local Fiscal Affairs Law: N.J.S.A. 40A:5-14, requires that each municipality designate a Cash Management Plan for the deposit of each local unit's monies.

NOW, THEREFORE, BE IT RESOLVED, that the following Cash Management Plan of the Borough of Florham Park for 2021 is hereby adopted as follows:

A. Designation of Official Depositories:

Investors Savings Bank
M&T Bank
Gibraltar Bank
Provident Bank
TD Bank
PNC, NA
Bank of America
Santander Bank
State of New Jersey, Cash Management Fund
Valley National Bank
Capital One
US Bank
Regal Bank
Blue Foundry Bank

Designated Official Depositories are required to submit to the Chief Financial Officer of the Borough of Florham Park (hereafter known as Chief Financial Officer) a copy of the State of New Jersey Department of Banking, Governmental Unit Deposit Protection Act Notification of Eligibility which must be filed semiannually in the Department of Banking as of June 30 and December 31 of each year.

Designated Official Depositories are required to submit to the Chief Financial Officer a copy of Institution's "Annual Report" on an annual basis.

B. Evaluation of Designated Official Depositories:

The Chief Financial Officer shall from time to time evaluate the credit worthiness of the Financial Institutions through the use of rating service reports: Consolidated reports of conditions (Call Reports), Profitability analysis through measure of various ratios: return on assets (ROA), return on equity (ROE), net interest margin (NIM), and other specific ratios which can be compared with banking industry averages.

On an annual basis all financial statements of designated official depositories will be reviewed. The Chief Financial Officer shall be aware of current market trends and current changes of designated official depositories through such periodicals as the Wall Street Journal that will affect the Borough's fiscal status.

C. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight hours (48) hours of receipt in accordance with N.J.S.A. 40A:5-15.

Operating funds shall be deposited into interest bearing accounts to maximize interest earnings. Non-interest bearing accounts shall be regularly monitored for availability of funds for investment except where either State or Federal Laws prohibit the earning of interest of such funds. Payroll funds shall be maintained in a regular checking account, only insofar as the balances serve to compensate the Bank for processing services.

D. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS:

The Borough of Florham Park may permit deposits and purchase of securities permitted by N.J.S.A. 40A:5-15.1 as specified below:

1. United States Treasury Bills (TBILLS)
2. Commercial Bank Deposits and Certificates of Deposits (CD's)
3. Repurchase Agreements (REPO's)
 - a. Repurchase Agreements may only be transacted with a recognized bank in New Jersey.
 - b. Securities being purchased – termed the underlying collateral – must be limited to U.S. Treasury Securities.
 - c. Collateral will be placed with a third party for safekeeping and documented by a written receipt acknowledging that the securities are being held for the account of the Borough of Florham Park. When dealing with a Primary Bank which acts as Principal, safe keeping requirements may be overlooked.
 - d. Collateral should be valued at cost on the date of the transaction. Provisions shall be made to adjust the collateral based on changes in the market value at the time of sale.
 - e. Master repurchase agreements are to be used whenever possible.
4. Savings and Loan Association Deposits.
5. United States Government Agency and Instrumentality Obligations.
6. State of New Jersey Cash Management Fund.

E. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF BOROUGH ASSETS:

1. All designated depositories must conform to all applicable State Statutes concerning depositories of Public Funds and furnish proof of GUDPA Coverage.
2. All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Borough assets (Demand and Certified of Deposit)
3. Collateral will be required for all deposits and investments of the Borough, except for those in the State Cash Management Fund. Collateral must have a market value of not less than 100 percent of all deposits and investments.
4. For pledges by depositories on Borough funds the following securities will be considered acceptable for pledges:
 - a. Any security backed by the U.S. Government.
 - b. Any direct obligation of any taxing authority within the Borough of Florham Park.
 - c. Real Estate Mortgage Loans for real estate property located within the Borough of Florham Park area. Pledges of real estate mortgage loans shall be maintained at a market value of 115 percent of deposits.
 - d. All pledges of collateral must be indicated on an advice copy of the investment instrument which shall be forwarded to the Borough Chief Financial Officer.
5. Delivery of securities can be taken in two ways:
 - a. By taking physical possession of the securities.
 - b. By having the securities delivered to an independent third party of the Governmental Entity. This delivery can be made to the independent third party either physically or through book entry with confirmation being made to the Chief Financial Officer.

F. REPORTING PROCEDURES:

The Borough Chief Financial Officer shall prepare the following investment reports:

1. A monthly report for the Borough Council of the Borough of Florham Park reflecting the details of the month's activity. (Trial Balance)
2. A schedule of outstanding investments for the independent auditors as of December 31 of each year and at other such times required by the auditors. (Balance Sheet)
3. Any such other reports as may be requested by the Borough Council of the Borough of Florham Park or the Auditors.

G. DIVERSIFICATION REQUIREMENTS:

The Chief Financial Officer shall closely examine investments to guard against the effects of a Financial Institution going into default. This may be

accomplished through the practice of spreading the investments around in various designated official depositories.

H. MAXIMUM MATURITY POLICY:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State Governments.

I. INVESTMENT PROCEDURES:

Bids for Certificates of Deposit and Repurchase agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or Designated Staff Member.

The depository shall specify the principal amount of investment bid on, interest rate, and number of days used the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the day of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder the business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument (s), maturities and rates, a bid form of the Borough may be used.

J. CONTROLS

1. When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers, and securities safekeeping. Only specifically designated personnel of the Chief Financial Officer shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository, The Chief Financial Office shall review each day's activity.
2. All transactions are to be recorded on the form attached and signed by the person making the transaction, approved by the Chief Financial Officer and reviewed by the Borough Administrator.

K. BONDING

The following officials shall be covered by the surety bonds, said surety bonds to be examined by the Independent Auditor to insure their proper execution:

Chief Financial Officer and Tax Collector

L. COMPLIANCE:

The Cash Management Plan of the Borough of Florham Park shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

M. AS LONG AS THE TERMS OF THIS PLAN ARE COMPLIED WITH:

The official charged with the custody of the monies of the Borough of Florham Park shall deposit them as designated by the Cash Management Plan and shall thereafter be relieved of any liability or loss of such monies due to the insolvency or closing of and depository designated in the Cash Management Plan pursuant to N.J.S.A. 40A:5-14.

N. AND BE IT FURTHER RESOLVED, that this Plan will take effect immediately and will be renewed on an annual basis.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, RMC
Borough Clerk

Certified to be a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Florham Park on January 7, 2021

Sheila A. Williams, RMC



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS
STATE OF NEW JERSEY
RESOLUTION # 21-2**

**A RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE
BOROUGH OF FLORHAM PARK, IN THE COUNTY OF MORRIS, STATE OF NEW
JERSEY, AUTHORIZING SIGNATURES FOR CHECKS, DRAFTS
AND WITHDRAWALS FROM APPROVED BANKING INSTITUTIONS**

BE IT RESOLVED, that checks, drafts and withdrawals from the approved banking institutions of the Borough of Florham Park, County of Morris, State of New Jersey shall be signed by any 3 of the following officials:

**Mark Taylor, Mayor
Sheila Williams, Municipal Clerk
William F. Huyler, Borough Administrator
Patrice Visco, Chief Financial Officer**

This Resolution shall take effect immediately.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C.
Borough Clerk

Adopted this 7th day of January 2021
Certified as a true copy of an original

Sheila A. Williams, R.M.C.



**RESOLUTION
BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
21-3**

**A RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF
FLORHAM PARK DESIGNATING THE OFFICIAL BOROUGH
HOLIDAYS FOR CALENDAR YEAR 2021**

BE IT HEREBY RESOLVED, by the Governing Body of the Borough of Florham Park that the 2021 Borough Holidays shall be observed on the following dates:

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	President's Day
Friday, April 2	Good Friday
Monday, May 24	Memorial Day
Monday, July 5	4 th of July
Monday, September 6	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11th	Veteran's Day
Thursday, November 25 Friday, November 26	Thanksgiving Weekend
Thursday, December 23 Friday, December 24	Christmas Weekend

****New Year's Day 2022 will be observed on Friday, January 1st**

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, Municipal Clerk

**Certified to be a true and correct copy of a Resolution adopted by
the Governing Body of Florham Park on January 7, 2020.**

Sheila A. Williams, R.M.C.



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-4**

WHEREAS, the Division of Pensions for the State of New Jersey requires a Pension Certifying Officer to be held responsible for certifying municipal pension information.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Governing Body of the Borough of Florham Park in the County of Morris, State of New Jersey hereby appoints Cindy Phillips as the Pension Certifying Officer and Patrice Visco as supervisor for the Borough of Florham Park for the year 2021.

This Resolution shall take effect immediately.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C
Borough Clerk

******CERTIFICATION******

I hereby certify this to be a true and correct Resolution adopted by the Governing Body at the Annual Reorganization meeting held on January 7, 2021

Sheila A. Williams, R.M.C
Borough Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-5**

WHEREAS, N.J.S.A. 40A:5-17.01 provides that a municipality may authorize the processing of tax refunds of less than ten (\$10.00) dollars and the cancellation of tax delinquencies of less than ten (\$10.00).

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Florham Park that the Tax Collector is hereby authorized to process, without any further action on the part of the Borough Council, any property tax refund of less than (\$10.00) dollars; and

BE IT FURTHER RESOLVED, that the Tax Collector is hereby authorized to process, without further action on the part of the Borough Council, the cancellation of any property tax delinquency of less than (\$10.00) dollars; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be provided by the Borough Clerk to the Chief Financial Officer and the Tax Collector.

This Resolution shall take effect immediately.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C.

******CERTIFICATION******

I hereby certify this to be a true and correct resolution adopted by the Governing Body at the annual reorganization meeting held on January 7, 2021

Sheila A. Williams, Municipal Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-6
AUTHORIZING THE AWARD OF PROFESSIONAL
SERVICES AGREEMENTS FOR 2021**

WHEREAS, there exists a need for Engineering Services, Legal Services, Audit Services, Planning Consultants, Inspection Services, and other professional services within and for the Borough of Florham Park; and

WHEREAS, Request for Qualifications were solicited and received from Professionals in the various categories; and

WHEREAS, the Qualified Purchasing Agent has reviewed the proposals from the following Professionals who have submitted the necessary documents and has deemed them complete and in accordance with the Local Public Contract Law as follows:

Professional Legal Services:

- Bell Law Group – Borough Attorney – Joseph J. Bell, Esquire, Principal Representative
 - Schenck, Price, Smith & King, LLP, Esquire– Attorney, Zoning Board of Adjustment
 - Inglesino, Wyciskala & Taylor, LLC - Planning Board Attorney & Special Counsel to Water & Wastewater
 - Pearlman and Miranda, LLC, Bond Counsel
 - Robert A. Warmington- Public Defender
-

Professional Auditing Services:

- Nisivoccia & Company –Ray Sarinelli, Principal Representative – Auditors

Professional Planning Services:

- Harbor Consultants-Borough Planner

Professional Appraisal Services:

- Hendricks Appraisal Company, LLC
- Appraisal Consultants Corp.
- RMM Appraisals

Professional Engineering, Architectural and Surveying Services

- Mott McDonald – Water & Wastewater Engineering Consultants
- CDM Engineering – Water & Wastewater Engineering Consultants
- Maser Consulting-Water & Wastewater Engineering Consultants
- Suburban Consulting Engineers, Inc.- General, Traffic, Water & Wastewater Engineering Services, Surveying
- Boswell Engineering-General & Traffic, Surveying, Water & Wastewater Engineering Consultants
- Bright View Engineering- General & Traffic Engineering Consultants
- Connolly & Hickey Historical Architects
- Keystone Preservation Group
- Harbor Consultants-Borough Surveying

Professional Risk Manager

- IMAC Insurance Management & Consulting

Professional Health Insurance Broker

- Hudson Shore Group

Professional Utilities Coordination Consultant

- Watts Consulting

Professional Instrumentation Engineer

- Pumping Services Incorporated

WHEREAS, the Governing Body of the Borough of Florham Park authorizes the Borough of Florham Park to enter into agreements with the above named professionals; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Governing Body of the Borough of Florham Park in the County of Morris and State of New Jersey as follows:

1. The Professional contracts contained herein are awarded without competitive bidding as a *“Professional Service”* under the provisions of the Local Public Contracts Law inasmuch as they are services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is registered by law.
2. Funds are available for these professional services; and
3. The Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires that the resolution authorizing the award of contracts for **“Professional Services”** without competitive bidding under the Fair and Open Act be publicly advertised once in the official newspaper of the Borough of Florham Park.
4. The Mayor and Borough Clerk are hereby authorized and directed to execute agreements with the above listed professionals.
5. This Resolution will take effect immediately.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C.
Borough Clerk

Certified to be a true and correct Resolution of the Borough Council adopted
At a Council meeting on January 7, 2021

Sheila A. Williams, Borough Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-7**

**Setting the Delinquent Tax Interest Rate, Cancelling
Taxes Under \$10.00 and Tax Sale Costs**

WHEREAS, N.J. Revised Statutes 54:4-67 implies that affirmative action is required on the part of the governing body in fixing the rate of interest on delinquent taxes, and

BE IT HEREBY RESOLVED, that the interest rate for delinquent taxes as provided by revised N.J.S.A. 54:4-67 be set at eight per cent per annum on the first \$1,500, and eighteen per cent per annum on any amount in excess of \$1,500 to be calculated from the date the tax was payable until the actual date of payment, provided no interest shall be charged if payment of any installment is made on or before the 10th calendar day following the date upon which the same became payable and an additional penalty of six percent per annum on any amount in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the year.

WHEREAS, P.L. 1979, Chapter 82, as amended by PL 1996, Chapter 113 (C.40A:9-154.1) allows the governing body of a municipality to authorize the Borough Tax Collector to process the refund and / or cancel property taxes less than \$10.00 without further action of the Governing Body, and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Mayor and Council of the Borough of Florham Park, County of Morris, State of New Jersey, that the Borough of Florham Park Tax Collector is hereby authorized to process refunds and delinquencies as permitted by P.L. 1979, Chapter 82, as amended by PL 1996, Chapter 113 (C.40A:9-154.1), and

WHEREAS, N.J.S.A. 54:5-38 provides for the setting of fees to be collected and paid into the treasury of the Borough of Florham Park for the cost of holding the tax sale.

NOW, THEREFORE BE IT RESOLVED that the amount of such fee so paid shall be 2% of the existing lien as stated in R.S. 54:5-19 and R.S. 54:5-2, but not less than \$15.00 and not more than \$100.00 for each parcel listed. In addition the fee for “in lieu” mailings shall be set as \$25.00 per mailing, not to exceed \$50.00.

This resolution will take effect immediately.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C
Borough Clerk

******CERTIFICATION******

I hereby certify this to be a true and correct resolution adopted by the Governing Body at the annual re-organization meeting held on January 7, 2021

Sheila A. Williams, Municipal Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-8**

AUTHORIZING THE OFFICIAL NEWSPAPERS FOR FLORHAM PARK

WHEREAS, the Governing Body of the Borough of Florham Park finds that the Florham Park Eagle and the Morris County Daily Record are papers of General Circulation within the Borough of Florham Park; and

WHEREAS, the above referenced publications meet all of the criteria legally required of an officially designated newspaper for the Borough of Florham Park.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Governing Body of the Borough of Florham Park that the Florham Park Eagle and /or the Morris County Daily Record are hereby appointed as the official newspapers of the Borough of Florham Park for Calendar Year 2021.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, RMC
Municipal Clerk

Certified to be a true and correct Resolution of the Governing Body of the Borough of Florham Park adopted on January 7, 2021

Sheila A. Williams, RMC
Municipal Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-9**

BE IT HEREBY RESOLVED, by the Governing Body of the Borough of Florham Park that the newspapers on record to receive notices for 2021 as required by the Open Public Meetings act are as follows:

- The Morris County Daily Record
- The Florham Park Eagle
- The Star Ledger

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, RMC
Borough Clerk

******CERTIFICATION******

I hereby certify this to be a true and correct copy of a Resolution adopted by the Governing Body at a meeting held on January 7, 2021

Sheila A. Williams, R.M.C
Borough Clerk



**BOROUGH OF FLORHAM PARK,
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-10**

WHEREAS, the Open Public Meetings Act requires that a public body mail to any person requesting it, copies of regular meeting schedules or revisions, and any advance notice of unscheduled meetings, and

WHEREAS, the aforesaid act authorizes municipalities to charge for their services a fee adequate to cover the costs;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Florham Park, County of Morris that the following procedures and fee schedule be adopted for the year 2021:

A. PROCEDURE

- (1) The Borough Clerk maintains a file of meeting schedules and meeting notices for all of the public bodies in the Borough.
- (2) Requests for mailing be addressed to the Borough Clerk in writing for notices that are desired, along with advance payment of the fee according to the fee schedule specified herein.
- (3) The Boards, Commissions and Committees of the Borough notify the Borough Clerk not later than January 10th their annual schedule of meetings.
- (4) That the Boards, Commissions, and Committees of the Borough notify the Clerk not later than the beginning of office hours the morning following decision to hold a special unscheduled, rescheduled or adjourned meeting of the time, place and to extent known the agenda of said meeting; and such notice must be filed not less than 60 hours prior to the intended meeting.
- (5) The Borough Clerk will post all schedules and special notices in the space reserved therefore on the bulletin board in the Borough Hall, and will mail the notices to the persons who have so requested and paid the fees.
- (6) Boards, Commissions and Committees shall notify the designated newspapers.

B. FEES

For all schedules and special notices of all public bodies excluding Boards of Education and the Florham Park Sewer Utility the fee shall be set in accordance with the Ordinance Fee Schedule as outlined in the Code of the Borough of Florham Park.

Council Approval: January 7, 2021

Mark Taylor, Mayor

ATTEST:

Sheila Williams, RMC
Borough Clerk

Certified to be a true and correct Resolution of the Governing Body of the Borough of Florham Park adopted on January 7, 2021

Sheila A. Williams, RMC
Municipal Clerk



**BOROUGH OF FLORHAM PARK, NEW JERSEY
RESOLUTION # 21-11
RESOLUTION APPOINTING JIF COMMISSIONER FOR 2021**

WHEREAS, the Bylaws of the Morris County Municipal Joint Insurance Fund require that each participating municipality or county shall select either a member of its governing body or one of its employees to act as a Fund Commissioner; and

WHEREAS, the Borough of Florham Park is a municipality which is a member of the Morris County Municipal Joint Insurance Fund, and it desires to appoint a Fund Commissioner.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Florham Park that William F. Huyler is hereby appointed as Fund Commissioner and Cynthia Phillips as Alternate to the Morris County Municipal Joint Fund for the year 2021.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, Municipal Clerk

****CERTIFICATION****

I hereby certify this to be a true and correct resolution adopted by the Governing Body at the annual re-organization meeting held on January 7, 2021

Sheila A. Williams, Municipal Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
ANNUAL RE-AFFIRMATION OF PETTY CASH ACCOUNT
RESOLUTION # 21-12**

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

WHEREAS, it is the desire of the Governing Body of the Borough of Florham Park, County of Morris that the petty cash fund for the year 2021 is as follows:

\$500.00 – Borough Finance Office
\$200.00 – Florham Park Police Department

Council Approval: January 7, 2021

Mark Taylor, Mayor

ATTEST:

Sheila Williams, RMC
Municipal Clerk

Certified to be a true and correct Resolution of the Governing Body of the Borough of Florham Park adopted on January 7, 2021

Sheila A. Williams, RMC
Municipal Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-13**

WHEREAS, there exists a need for an officer or employee of the Borough of Florham Park to serve as a Public Agency Compliance Officer (P.A.C.O.); and

WHEREAS, the P.A.C.O. is the Liaison Official for matters concerning P.L. 1975, c. 127 (NJAC 17:27) and should have the authority to make the appropriate correction(s) to the Borough's contracting procedures.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Florham Park that Patrice Visco is hereby appointed to serve as the P.A.C.O. Officer for the Borough of Florham Park for the year 2021.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, RMC
Borough Clerk

Certified to be a true copy of an original Resolution adopted on January 7, 2021

Sheila A. Williams, RMC
Borough Clerk



**BOROUGH OF FLORHAM PARK,
COUNTY OF MORRIS STATE OF NEW JERSEY
RESOLUTION # 21-14
APPOINTING COMMUNITY DEVELOPMENT
REPRESENTATIVES FOR 2021**

WHEREAS, the County of Morris, Office of Community Development requests that each municipality in Morris County appoint two Community Development Revenue Sharing representatives and one alternate to attend meetings during the course of the year.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Florham Park that the representatives for Florham Park for 2021 are Councilman Charles Malone and William F. Huyler, Borough Administrator.

BE IT FURTHER RESOLVED THAT the alternate appointee is Councilwoman Carmen Cefolo-Pane.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, Municipal Clerk

****CERTIFICATION****

I hereby certify this to be a true and correct resolution adopted by the Governing Body at the annual re-organization meeting held on January 7, 2021

Sheila A. Williams, Municipal Clerk



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-15
RESOLUTION AUTHORIZING THE APPOINTMENT OF DEPUTY OEM
COORDINATORS FOR YEAR 2021**

WHEREAS, it is necessary for the Governing Body of the Borough of Florham Park to appoint an Emergency Management Coordinator as required by N.J.S.A. Appendix A:9-40.1; and

WHEREAS, Daniel Bundschuh was appointed as OEM Coordinator; and

WHEREAS, in addition to the Emergency Coordinator, the Governing Body wishes to appoint Deputy Coordinators in accordance with N.J.S.A. Appendix A:9-40.3. to assist the Coordinator in Emergency matters.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Florham Park in the County of Morris, State of New Jersey that following individuals be appointed as OEM Deputy Coordinators for a term of one year due to expire on December 31, 2021:

- Joseph Orlando – Deputy Coordinator
- Edward O'Donnell – Deputy Coordinator
- Mike Cannilla - Deputy Coordinator
- Kevin Guilfoyle – Deputy Coordinator
- Mike Smith – Deputy Coordinator
- Mike Sgaramella – Deputy Coordinator
- Phil Infantolino – Deputy Coordinator
- Paul McGann – Deputy Coordinator

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the State of New Jersey Office of Emergency Management.

Council Approval: January 7, 2021

Mark Taylor, Mayor
Attest:

Sheila A. Williams, RMC
Borough Clerk

*****Certified to be a True and Correct Copy of a Resolution adopted by the Governing Body of the Borough of Florham Park on January 7, 2021**

Sheila A. Williams, RMC



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-16**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF INTERNAL AFFAIRS
OFFICERS IN THE FLORHAM PARK POLICE DEPARTMENT**

WHEREAS, it is necessary for the Florham Park Police Department of the Borough of Florham Park to appoint Internal Affairs Officers.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Florham Park in the County of Morris, State of New Jersey that following individuals be appointed as Internal Affairs Officers in the Florham Park Police Department due to expire on December 31, 2021.

INTERNAL AFFAIRS OFFICERS for a term of 1 year:

- Captain Karl Svenningsen
- Lieutenant Phillip D'Alessio
- Lieutenant Christopher D'Ambola
- Lieutenant Brian Ford
- Lieutenant Brian Sampson

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C., Municipal Clerk

*****Certified to be a True and Correct Copy of a Resolution adopted by the Governing Body of the Borough of Florham Park on January 7, 2021**

Sheila A. Williams, R.M.C.



**BOROUGH OF FLORHAM PARK,
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-17**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FLORHAM PARK, IN THE COUNTY OF MORRIS, STATE OF NEW
JERSEY, AUTHORIZING THE APPOINTMENT OF PER DIEM POLICE
MATRONS IN THE FLORHAM PARK POLICE DEPARTMENT FOR 2021**

WHEREAS, pursuant to N.J.S.A. 40A:14-140, the governing body of any municipality may appoint other personnel for said department or force, which includes "matrons;" and

WHEREAS, the Chief of Police and Borough Administrator recommend appointment of the following individuals to the position of per diem Police Matron:

- Kaitlin Berger
- Carmela Cooke
- Gianna Salvatore

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Governing Body of the Borough of Florham Park, in the County of Morris, State of New Jersey that the above individuals be appointed per diem Police Matrons for a one year term to commence on January 1, 2021 and to expire on December 31, 2021.

I HEREBY CERTIFY this to be a true and correct Resolution of the Governing Body of the Borough of Florham Park, and adopted on January 7, 2021.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, RMC
Borough Clerk

I hereby certify this to be a true and correct copy of a Resolution of the Governing Body of the Borough of Florham Park adopted at a Council meeting on January 7, 2021.

Sheila A. Williams, Borough Clerk



**RESOLUTION # 21-18
BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
AUTHORIZING A RISK MANAGEMENT CONSULTANT
FOR THE BOROUGH OF FLORHAM PARK**

WHEREAS, the Borough of Florham Park has resolved to join the Morris County Municipal Joint Insurance Fund, following a detailed analysis; and

WHEREAS, the bylaws of said Funds require that each Governing Body appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

WHEREAS, the Board of Fund Commissioners established a fee equal to six percent (6%) of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW THEREFORE, BE IT HEREBY RESOLVED that the Borough of Florham Park does hereby appoint Acrisure LLC DBA IMAC Insurance Agency as its Risk Management Consultant in accordance with the Fund's bylaws; and

BE IT FURTHER RESOLVED that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C., Municipal Clerk

***Certified to be a True and Correct Copy of a Resolution adopted by the Governing Body of the Borough of Florham Park on January 7, 2021

Sheila A. Williams, R.M.C.



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION # 21-19**

**RESOLUTION OF THE MAYOR AND BOROUGH COUNCIL OF THE
BOROUGH OF FLORHAM PARK, IN THE COUNTY OF MORRIS, NEW JERSEY
APPOINTING AN EMERGENCY MANAGEMENT COORDINATOR AND DEPUTY
EMERGENCY MANAGEMENT COORDINATOR IN AND FOR THE BOROUGH OF
FLORHAM PARK**

WHEREAS, it is necessary for the Governing Body of the Borough of Florham Park to appoint an Emergency Management Coordinator as required by N.J.S.A. Appendix A:9-40.1; and

WHEREAS, Daniel Bundschuh was appointed as the Emergency Management Coordinator pursuant to N.J.S.A. Appendix A:9-40.1; and with a term of office that began on November 17, 2017 and expired on November 16, 2020.

WHEREAS, The Governing Body wishes to appoint Daniel Bundschuh to a new term as the Emergency Management Coordinator; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Florham Park in the County of Morris and State of New Jersey that Daniel Bundschuh is hereby appointed as the Emergency Management

Coordinator effective November 17, 2020 to a three year term due to expire on November 16, 2023.

BE IT FURTHER RESOLVED that the Clerk of the Borough of Florham Park shall forward a copy of this resolution to the office of the County of Morris Emergency Management, as well as to Daniel Bundschuh and Police Chief Joseph Orlando.

This resolution shall take effect immediately.

I HEREBY CERTIFY this to be a Resolution approved by the Mayor and Borough Council at a public meeting held on January 7, 2021.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C.
Borough Clerk

CERTIFICATION:

I, Sheila Williams, RMC, Clerk of Borough of Florham Park, in the County of Morris, do hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Borough Council at a meeting held on the 7th day of January 2021.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of said Borough this 7th day of January 2021.

Sheila Williams, RMC
Borough of Florham Park



Borough of Florham Park, New Jersey

Resolution # 21-20

Authorizing a 2021 Temporary Municipal Budget

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations should be made for that purpose and amounts required in the manner and time therein provided; and

WHEREAS, the total appropriations in the 2021 Temporary Budget are as follows:

General Fund	\$	5,701,455.00
Water Utility	\$	437,000.00
Sewer Utility	\$	1,096,000.00
Pool Utility	\$	33,250.00

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Florham Park, County of Morris, State of New Jersey that the following temporary appropriations be made, and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

<u>Current Fund Appropriations</u>		<u>2021 Temporary Budget</u>
Administration		
Salary and Wages	\$	90,555.00
Other Expenses	\$	8,800.00
Mayor and Council		
Other Expenses	\$	8,500.00
Municipal Clerk		
Salary and Wages	\$	77,405.00
Other Expenses	\$	24,000.00

Finance		
Salary and Wages	\$	39,500.00
Other Expenses	\$	20,000.00
Tax Collector		
Salary and Wages	\$	31,550.00
Other Expenses	\$	5,000.00
Tax Assessor		
Salary and Wages	\$	24,500.00
Other Expenses	\$	15,000.00
Group Insurance	\$	1,100,000.00
Flood Insurance	\$	12,500.00
Liability Insurance	\$	72,000.00
Workers Compensation	\$	69,500.00
Township Attorney		
Other Expenses	\$	50,000.00
Municipal Prosecutor		
Salary and Wages	\$	8,400.00
DPW - Public Works		
Salary and Wages	\$	51,700.00
Streets and Roads		
Salary and Wages	\$	211,000.00
OT	\$	40,000.00
Other Expenses	\$	85,000.00
Police Vehicles		
Other Expenses	\$	50,000.00
Dept of Public Works		
Vehicle Maintenance		
Salary and Wages	\$	102,000.00
OT	\$	5,000.00
Other Expenses	\$	30,500.00

Buildings & Grounds		
Salary and Wages	\$	236,500.00
OT	\$	30,000.00
Other Expenses	\$	73,500.00
Municipal Engineer		
Salary and Wages	\$	22,100.00
Other Expenses	\$	35,000.00
Recreation Commission		
Salary and Wages	\$	44,000.00
Other Expenses	\$	27,500.00
DPW Recycling		
Other Expenses	\$	70,000.00
DPW Solid Waste Collection		
Other Expenses	\$	75,000.00
Planning Board		
Salary and Wages	\$	10,000.00
Other Expenses	\$	4,000.00
Board of Adjustment		
Salary and Wages	\$	4,500.00
Other Expenses	\$	3,200.00
Board of Health		
Salary and Wages	\$	22,500.00
Other Expenses	\$	85,000.00
Environmental Commission		
Other Expenses	\$	8,500.00
Social Services		
Other Expenses	\$	8,500.00

Police		
Salary and Wages-FT	\$	1,280,000.00
Salary and Wages-PT	\$	12,000.00
Dispatchers	\$	62,500.00
OT	\$	37,500.00
Crossing Guards	\$	8,500.00
Other Expenses	\$	95,000.00
Emergency Management		
Other Expenses	\$	500.00
Fire		
Salary and Wages	\$	9,650.00
Other Expenses	\$	47,000.00
Fire Safety Program		
Salary and Wages	\$	47,000.00
Other Expenses	\$	5,490.00
Construction Code		
Salary and Wages	\$	192,000.00
Other Expenses	\$	50,000.00
Library		
Salary and Wages	\$	148,500.00
Other Expenses	\$	102,000.00
Bulk Utilities	\$	250,000.00
Historical Commission		
Other Expenses	\$	1,850.00
FICA	\$	175,000.00
Municipal Court		
Salary and Wages	\$	42,000.00
Other Expenses	\$	4,050.00
Public Defender		
Salary and Wages	\$	2,500.00

Bond Interest	\$	136,205.00
Current Fund Totals	\$	5,701,455.00

Water Utility Appropriations

Salary & Wages	\$	140,000.00
OT	\$	22,000.00
Other Expenses	\$	275,000.00
Water Utility Totals	\$	437,000.00

Sewer Utility Appropriations

Salary & Wages	\$	341,000.00
OT	\$	60,000.00
Other Expenses	\$	675,000.00
Loan Principal	\$	20,000.00
Sewer Utility Totals	\$	1,096,000.00

Pool Utility Appropriations

Other Expenses	\$	\$33,250.00
----------------	----	-------------

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, RMC
Borough Clerk

Certified to be a true and correct copy of a Resolution adopted by the
Governing Body of the Borough of Florham Park on 1/7/21

Sheila A. Williams, RMC



RESOLUTION # 21-21
BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY
RESOLUTION TO APPOINT TEMPORARY, PART-TIME, AT-WILL INSPECTORS:
PLUMBING: SERGIO AMODEO
ELECTRICAL: WILLIAM CHRISTIAN
FIRE : FREDERICK KINGSTON

WHEREAS, it is deemed necessary to have a New Jersey Department of Community Affairs licensed inspector employed by the Borough of Florham Park to provide temporary, part-time, as-needed inspection services for certain projects as designated by the Borough Construction Official in order to be in compliance with the New Jersey Uniform Construction Code, N.J.A.C 5:23-1 et. seq; and

WHEREAS, due to anticipated increases in inspection workloads as well as vacation coverage for the current inspection staff, the Borough has a need to perform said required inspection services from time to time; and

WHEREAS, the above listed inspectors are available to perform the necessary inspection services as needed; and

WHEREAS, a municipality shall appoint an acting inspector or inspectors any time the need or absence of such official would impede the orderly administration of the Uniform Construction Code and other duties mandated by the municipality; and

WHEREAS, acting appointments shall be accomplished by any mechanism acceptable to the municipality, providing however, that a written record shall be kept.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Governing Body of the Borough of Florham Park, that the above referenced inspectors be appointed by the Borough of Florham Park in the positions of temporary, part-time, as-need inspectors commencing on January 1, 2021 and to expire on December 31, 2021; and

BE IT FURTHER RESOLVED that recognizing the need to provide adequate staffing and inspection service,s such duties are required by the New Jersey Uniform Construction Code; and

BE IT FINALLY RESOLVED that the appointment of these inspectors as temporary, part-time as-needed inspectors does not afford any guarantee as to the duration of their term of employment as an inspector for the Borough, nor is any permanent employment or appointment contemplated. Further, these inspectors shall serve “at-will” under the direction and supervision of the Construction Official and shall be compensated on an hourly basis per acceptable industry standards determined by the Borough Administrator in consultation with the Construction Official.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C., Municipal Clerk

***Certified to be a True and Correct Copy of a Resolution adopted by the Governing Body of the Borough of Florham Park on January 7, 2021

Sheila A. Williams, R.M.C.



**BOROUGH OF FLORHAM PARK
AUTHORIZING A MUNICIPAL FUNDS TRANSFER
RESOLUTION # 21-22**

WHEREAS, this transfer resolution is being approved by the Governing Body of the Borough of Florham Park as it has been determined that there are insufficient funds available to meet the operational needs in various line items.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Mayor and Council of the Borough of Florham Park, Morris County, New Jersey that the following transfers be made between Budget Appropriations as follows

Current Fund

From			To	
A/C#		Amount	A/C#	
180-200	PLANNING OE	\$10,000.00	165-200	ENGINEERING OE

Council Approval: January 7, 2021

Mark Taylor, Mayor

ATTEST:

Sheila Williams, RMC
Municipal Clerk

Adopted this 7th day of January 2021
Certified as a true copy of an original

Sheila A. Williams, R.M.C.



**BOROUGH OF FLORHAM PARK
COUNTY OF MORRIS, STATE OF NEW JERSEY**

**RESOLUTION # 21-23
RESOLUTION AUTHORIZING CANCELLATION OF ADDED TAXES 2020**

WHEREAS, Block 2406, Lot 8, also known as 3 Felch Rd., was assessed additional taxes for the 4th quarter 2020 in the amount of \$4,841.37

WHEREAS, the aforementioned taxes were calculated for five months on a total assessed value of \$741,500 with the prorated value being \$308,958:

WHEREAS, it was determined that the added assessment was incorrectly calculated on five months rather than four months of the assessed value;

WHEREAS, the new added assessment based on four months is reduced to \$3,701.05. Taxes totaling \$1,101.32 will be cancelled by the Tax Collector.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough Park that the Tax Collector must cancel the above taxes and that a certified copy of this Resolution be forwarded to the Tax Collector and Chief Financial Officer.

Council Approval: January 7, 2021

Mark Taylor, Mayor

Attest:

Sheila A. Williams, R.M.C.
Borough Clerk

Certified to be a true and correct Resolution of the Borough Council adopted
At a Council meeting on January 7, 2021

Sheila A. Williams, Borough Clerk