

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #129-2019

**RESOLUTION APPROVING THE APPOINTMENT OF JOSEPH GRECO, NICHOLAS H. ROSSELLI
AND AIDAN D. PARRINELLO AS JUNIOR MEMBERS TO THE MENDHAM BOROUGH FIRE DEPARTMENT,
MENDHAM HOSE CO. #1**

WHEREAS, the Mayor and Council of the Borough of Mendham recognize the valuable contributions volunteer firefighters make to our community every day of every year; and

WHEREAS, Joseph Greco, Nicholas H. Rosselli and Aidan D. Parrinello have expressed interest in becoming a Junior Firefighter with the Mendham Borough Fire Department and have submitted applications to the Fire Chief; and

WHEREAS, the Officers and Members of the Mendham Borough Fire Department have accepted each application and have recommended the appointment of Joseph Greco, Nicholas H. Rosselli and Aidan D. Parrinello to the membership rolls of the Mendham Hose Co. #1 as Junior Members.

BE IT RESOLVED by the Mayor and Council of the Borough of Mendham that they hereby approve the appointment of Joseph Greco, Nicholas H. Rosselli and Aidan D. Parrinello as Junior Members to the Mendham Borough Fire Department, Mendham Hose Co. #1; and

BE IT FURTHER RESOLVED that a certified copy of this resolution, executed by the Mayor and attested to by the Borough Clerk, shall be presented to the Secretary of the Mendham Borough Fire Department.

Dated: September 11, 2019

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #130-2019

**RESOLUTION AUTHORIZING PARTICIPATION IN THE
EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOPERATIVE PRICING SYSTEM**

WHEREAS, *N.J.S.A. 40A:11-11(5)* authorizes that two or more contracting units may enter into a cooperative purchasing system agreement for the purchase of goods, materials and supplies in efforts to realize substantial cost-savings in the purchase of goods and supplies; and

WHEREAS, each year the Borough of Mendham realizes cost savings by purchasing equipment and materials through cooperative pricing systems; and

WHEREAS, the Borough of Mendham desires to participate in the Educational Services Commission of New Jersey cooperative purchasing system ("ESCNJ"); and

BE IT RESOLVED, by the Mayor and Council of the Borough of Mendham that they do hereby authorize participation in ESCNJ; and

BE IT FURTHER RESOLVED, by the Council of the Borough of Chatham that the Mayor is hereby authorized to execute the Cooperative Pricing Agreement with the Educational Services Commission of New Jersey; and

BE IT FURTHER RESOLVED, 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.

Dated: September 11, 2019

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #131-2019

**RESOLUTION AUTHORIZING PARTICIPATION IN THE SOURCEWELL
NATIONAL COOPERATIVE PURCHASING SYSTEM**

WHEREAS, *N.J.S.A. 40A:11-11(5)* authorizes that two or more contracting units may enter into a cooperative purchasing system agreement for the purchase of goods, materials and supplies in efforts to realize substantial cost-savings in the purchase of goods and supplies; and

WHEREAS, New Jersey P.L. 2011, c.139 allows local contracting units to utilize national cooperative contracts as a method of procurement to make the procurement process more efficient and provide cost savings; and

WHEREAS, each year the Borough of Mendham realizes cost savings by purchasing equipment and materials through cooperative pricing systems; and

WHEREAS, the Borough of Mendham desires to participate in the Sourcewell national cooperative purchasing system ("Sourcewell").

BE IT RESOLVED, by the Mayor and Council of the Borough of Mendham that they do hereby authorize participation in Sourcewell; and

BE IT FURTHER RESOLVED, 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.

Dated: September 11, 2019

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #132-2019

**RESOLUTION REJECTING ALL BIDS RECEIVED BY THE BOROUGH OF MENDHAM FOR THE
ORCHARD PARK TENNIS COURTS IMPROVEMENT PROJECT [BID #19MB105]**

WHEREAS, pursuant to authorization by the Council of the Borough of Mendham, the Borough received sealed competitive bids for the Orchard Street Park Tennis Courts Improvement Project (the "Project"); and

WHEREAS, three (3) sealed bids were received and opened on August 29, 2019 in accordance with the advertised date for acceptance of bids; and

WHEREAS, all three (3) bids that were received substantially exceeded the Borough's appropriation of \$190,000 for the Project; and

WHEREAS, the Local Public Contracts Law, specifically N.J.S.A. 40A:11-13.2(b), authorizes a municipality to reject all bids for the above-stated reason.

THEREFORE, BE IT RESOLVED by the Council of the Borough of Mendham, in the County of Morris and State of New Jersey that all three (3) bids received for the Orchard Park Tennis Courts Improvement Project are hereby rejected for the reason stated in this Resolution; and

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

Dated: September 11, 2019

Bid Tabulation
Orchard Street Park Tennis Courts Improvement Project

Borough of Mendham
Morris County, New Jersey

August 29, 2019

Item No.	Item	Estimated Quantity	Unit	Your Way Construction, Inc. 404 Colt Street Irvington, NJ 07111		Halecon, Inc. 136 Billian Street Bridgewater, NJ 08807		Picerno-Giordano Construction 200 Marjet Street Kenilworth, NJ 07033		
				Unit Bid Price	Bid Total	Unit Bid Price	Bid Total	Unit Bid Price	Bid Total	
BASE BID										
1	Mobilization	1	LS	\$2,740.00	\$2,740.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	
2	Clearing Site	1	LS	\$14,540.00	\$14,540.00	\$8,000.00	\$8,000.00	\$65,000.00	\$65,000.00	
3	12' Wide Stabilized Construction Entrance	125	SY	\$12.30	\$1,537.50	\$30.00	\$3,750.00	\$45.00	\$5,625.00	
4	Silt Fence	430	LF	\$1.00	\$430.00	\$1.00	\$430.00	\$2.00	\$860.00	
5	Inlet Filter, Type 2	3	UNIT	\$1.00	\$3.00	\$2.50	\$7.50	\$250.00	\$750.00	
6	Construction Safety Fence	925	LF	\$9.30	\$8,602.50	\$2.00	\$1,850.00	\$3.50	\$3,237.50	
7	Excavation, Unclassified 12" Average Depth	1,600	SY	\$19.65	\$31,440.00	\$32.00	\$51,200.00	\$70.00	\$112,000.00	
8	Inlet, 2' x 2', Lawn	3	UNIT	\$1,710.00	\$5,130.00	\$1,400.00	\$4,200.00	\$2,200.00	\$6,600.00	
9	Subsurface Drain	375	LF	\$30.40	\$11,400.00	\$44.00	\$16,500.00	\$39.00	\$14,625.00	
10	New Pavement Section, 11.5" Thick	1,667	SY	\$50.80	\$84,683.60	\$55.00	\$91,685.00	\$114.00	\$190,038.00	
11	Hot Mix Asphalt Sidewalk, 6" Thick	10	SY	\$77.60	\$776.00	\$19.50	\$195.00	\$200.00	\$2,000.00	
12	Concrete Sidewalk, 4" Thick	17	SY	\$99.20	\$1,686.40	\$44.00	\$748.00	\$120.00	\$2,040.00	
13	Saw Cutting Courts	180	LF	\$1.00	\$180.00	\$10.00	\$1,800.00	\$10.00	\$1,800.00	
14	Acrylic Resurfacer and Color System for 2 Tennis Courts	1	LS	\$28,422.35	\$28,422.35	\$22,700.00	\$22,700.00	\$38,000.00	\$38,000.00	
15	Line Paint, 2" Wide for 2 Tennis Courts	1	LS	\$2,640.00	\$2,640.00	\$1,500.00	\$1,500.00	\$3,500.00	\$3,500.00	
16	Tennis Court Net Post, Set in Concrete Footing	4	UNIT	\$621.00	\$2,484.00	\$1,400.00	\$5,600.00	\$2,000.00	\$8,000.00	
17	Tennis Court Center Anchor, Set in Concrete Footing	2	UNIT	\$67.50	\$135.00	\$39.00	\$78.00	\$750.00	\$1,500.00	
18	Chain Link Fence, PVC Coated Steel, 10' High	652	LF	\$74.80	\$48,769.60	\$80.00	\$52,160.00	\$88.00	\$57,376.00	
19	Chain Link Fence Gate, PVC Coated Steel, 4' Wide	2	UNIT	\$825.00	\$1,650.00	\$830.00	\$1,660.00	\$1,250.00	\$2,500.00	
20	Tennis Court Net and Center Strap	2	UNIT	\$418.50	\$837.00	\$600.00	\$1,200.00	\$2,500.00	\$5,000.00	
21	8" SDR 35 Pipe	55	UNIT	\$30.90	\$1,699.50	\$5.00	\$275.00	\$39.00	\$2,145.00	
22	Top Soil Stabilization, Type 2 Mat (If & Where Directed)	25	SY	\$0.01	\$0.25	\$3.00	\$75.00	\$100.00	\$2,500.00	
23	Turf Restoration and Final Clean Up	1	LS	\$8,390.00	\$8,390.00	\$5,500.00	\$5,500.00	\$7,500.00	\$7,500.00	
Total Amount of Base Bid (Items 1 thru 29)						\$258,176.70		\$281,113.50		\$547,596.50
ALTERNATE BID No. 1										
24	Drywell, Substitute for 2'x 2' Inlet	1	UNIT	\$9,130.00	\$9,130.00	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	
Total Amount of Alternate Bid No. 1 (Item 24)						\$9,130.00		\$5,000.00		\$3,500.00
Total Amount of Base Bid & Alternate Bid No. 1 (Items 1 thru 24)						\$265,596.70		\$284,713.50		\$548,896.50

TRUE SUMMATION OF BIDS



Paul W. Ferriero, PE, CME
Borough Engineer

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #133-2019

RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO SCHEDULE THE WRITTEN AND ORAL EXAMINATIONS FOR THE TITLES OF SERGEANT AND LIEUTENANT

WHEREAS, the Borough of Mendham ("Borough") may in the future be in need of appointing either a Sergeant and/or Lieutenant for the Borough of Mendham Police Department; and

WHEREAS, the Borough enacted a new promotional policy, codified in the Borough Code, under Chapter 38, Section 20; and

WHEREAS, the promotional policy is comprised of different components including but not limited to a written and oral examination conducted by an outside agency; and

WHEREAS, the promotion policy further sets forth that the police officers be provided notice of the testing.

THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Mendham, County of Morris, State of New Jersey that the Chief of Police is hereby instructed to schedule the written and oral examinations for the title of Sergeant and Lieutenant with an authorized outside testing agency in accordance with Borough Code, Chapter 38, Section 20; and

BE IT FURTHER RESOLVED that the Chief of Police is further instructed to provide notice to the officers of the police department regarding the examinations in accordance with Borough Code, Chapter 38, Section 20.

Dated: September 11, 2019

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #134-2019

RESOLUTION AUTHORIZING AGREEMENTS WITH THE NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC. TO ADMINISTER ORAL AND WRITTEN POLICE PROMOTION EXAMINATIONS

WHEREAS, the Borough of Mendham has a need for professional services for the administration of written and oral examinations for police lieutenant and police sergeant candidates on December 2, 2019 and December 6, 2019, in accordance with the police promotional process set forth in § 38-20 of the Borough Code; and

WHEREAS, the Borough desires to hire the New Jersey State Association of Chiefs of Police, Inc. ("NJSACOP"), a non-profit corporation, to provide such professional services, in accordance with the agreements dated August 29, 2019, which are attached hereto and made part of this resolution, for a total cost not to exceed \$7,450.00; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the agreements themselves, be available for public inspection.

THEREFORE, BE IT RESOLVED by the Council of the Borough of Mendham that the award of a professional services agreement for the administration of written and oral examinations for police lieutenant and police sergeant candidates on December 2, 2019 and December 6, 2019 is hereby authorized and that the Mayor and Borough Clerk are authorized to execute the agreements dated August 29, 2019 with the NJSACOP on behalf of the Borough; and

BE IT FURTHER RESOLVED that the total fee authorized for this contract shall not exceed \$7,450.00 without the prior written approval of the Borough Council and shall be contingent upon the Chief Financial Officer's certification of available funds; and

BE IT FURTHER RESOLVED that the contracts are awarded without competitive bidding as a professional service in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession and that notice of this action shall be published once in the Borough's official newspaper as required by law; and

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

Dated: September 11, 2019

NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC.

WRITTEN EXAMINATION FOR PROMOTION AGREEMENT

This AGREEMENT, made and entered into this 29th day of August, 2019 between THE NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC., a non-profit corporation of the State of New Jersey, with offices located at 751 Route 73 North, Suite 12, Marlton NJ 08053 (hereinafter referred to as the "Association") and the Borough of Mendham, a municipal Corporation of the State of New Jersey, with offices located at 3 Cold Hill Road South, Mendham NJ 07945 (hereinafter referred to as the "Municipality").

WITNESSETH:

WHEREAS, the Municipality has requested the Association to conduct a Written Examination of candidates for the purpose of assisting the Municipality in making selections for the position of Police Sergeant; and

WHEREAS, the parties hereto desire to enter an agreement setting forth the terms and conditions of these examinations services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS herein contained, it is agreed by and between the parties hereto as follows:

1. Services. Subject to the terms and conditions hereinafter set forth, the Association agrees to conduct Written Examinations for the position of Police Sergeant. The examination shall be administered by one (1) Examiner. An additional Examiner shall be used if the number of candidates exceeds twenty (20). The Association shall provide the Municipality with a percentile score for each examinee. It is expressly understood by the parties that no examinee or other person, except for duly authorized examiners, shall be permitted to take an examination or enter the examination room with a firearm on his or her person or in his or her possession.

2. Confidentiality. All written score sheets and other documentation utilized by the Association in the course of administering, conducting, and scoring the Written Examination shall be deemed confidential and constitute the sole property of the Association. The Association shall be under no obligation to release these materials to the Municipality.

3. Fees. In consideration for the performance of said services, the Municipality agrees to pay said fees as follows:

1 - 10 candidates - Two Thousand One Hundred Dollars (\$2,100.00).

11 - 20 candidates - Two Thousand Nine Hundred Dollars (\$2,900.00).

21 - 30 candidates - Three Thousand Seven Hundred Dollars (\$3,700.00).

31 - 40 candidates - Four Thousand Five Hundred Dollars (\$4,500.00).

41 or more candidates - Four Thousand Five Hundred Dollars (\$4,500.00) plus an additional One Thousand One Hundred Fifty Dollars (\$1,150.00) for every 10 candidates, or parts thereof, thereafter.

4. Severability. If any of the provisions of this Agreement shall be held invalid by a court of competent jurisdiction, such a judgment shall not affect the validity or enforceability of the remaining portions of this Agreement.

5. Governing Law. The Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

6. Assignment. This Agreement may not be assigned in whole or in part by either party.

7. Entire Agreement. This Agreement constitutes the entire understanding between the parties concerning the subject matter herein contained. There are no oral promises, conditions, representations, undertakings, interpretations or terms of any nature as conditions or inducements to the signing of this Agreement which are in effect between the parties hereto. This Agreement may not be amended, modified, altered or waived, in whole or in part, except by the subsequent writing signed by the parties sought to be bound.

8. Captions. All captions in this Agreement are for convenience only. They should not be deemed part of this Agreement and in no way define, limit, extend or describe the scope or intent of any provisions hereof.

IN WITNESS WHEREOF, the said parties hereunto have set their hands and cause their corporate seals to be affixed on the day and year first wrliten above.

NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC.
Chief Christopher M. Leusner
President

ATTEST:

By: Mitchell C. Sklar
Mitchell C. Sklar
Executive Director, NJSACOP

ATTEST:

Borough of Mendham

By: _____
Signature

Title _____

**NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC.
ORAL EXAMINATION FOR PROMOTION AGREEMENT**

From the Oral Examination for Promotion Agreement Paragraph 3d:

Date of examination: _____

Number of candidates to be tested: _____

Payment for the above number of candidates is guaranteed by the Borough of Mendham.

Attest:
NUSACOP

Mitchell C. Sklar
Mitchell C. Sklar, Executive Director

Attest:
Borough of Mendham

Signature, Title

NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC.

WRITTEN EXAMINATION FOR PROMOTION AGREEMENT

This AGREEMENT, made and entered into this 29th day of August, 2019 between THE NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC., a non-profit corporation of the State of New Jersey, with offices located at 751 Route 73 North, Suite 12, Marlton NJ 08053 (hereinafter referred to as the "Association") and the Borough of Mendham, a municipal Corporation of the State of New Jersey, with offices located at 3 Cold Hill Road South, Mendham NJ 07945 (hereinafter referred to as the "Municipality").

WITNESSETH:

WHEREAS, the Municipality has requested the Association to conduct a Written Examination of candidates for the purpose of assisting the Municipality in making selections for the position of Police Lieutenant; and

WHEREAS, the parties hereto desire to enter an agreement setting forth the terms and conditions of these examinations services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS herein contained, it is agreed by and between the parties hereto as follows:

1. Services. Subject to the terms and conditions hereinafter set forth, the Association agrees to conduct Written Examinations for the position of Police Lieutenant. The examination shall be administered by one (1) Examiner. An additional Examiner shall be used if the number of candidates exceeds twenty (20). The Association shall provide the Municipality with a percentile score for each examinee. It is expressly understood by the parties that no examinee or other person, except for duly authorized examiners, shall be permitted to take an examination or enter the examination room with a firearm on his or her person or in his or her possession.

2. Confidentiality. All written score sheets and other documentation utilized by the Association in the course of administering, conducting, and scoring the Written Examination shall be deemed confidential and constitute the sole property of the Association. The Association shall be under no obligation to release these materials to the Municipality.

3. Fees. In consideration for the performance of said services, the Municipality agrees to pay said fees as follows:

1 - 10 candidates - Two Thousand One Hundred Dollars (\$2,100.00).

11 - 20 candidates - Two Thousand Nine Hundred Dollars (\$2,900.00).

21 - 30 candidates - Three Thousand Seven Hundred Dollars (\$3,700.00).

31 - 40 candidates - Four Thousand Five Hundred Dollars (\$4,500.00).

41 or more candidates - Four Thousand Five Hundred Dollars (\$4,500.00) plus an additional One Thousand One Hundred Fifty Dollars (\$1,150.00) for every 10 candidates, or parts thereof, thereafter.

4. Severability. If any of the provisions of this Agreement shall be held invalid by a court of competent jurisdiction, such a judgment shall not affect the validity or enforceability of the remaining portions of this Agreement.

5. Governing Law. The Agreement shall be construed in accordance with and governed by the laws of the State of New Jersey.

6. Assignment. This Agreement may not be assigned in whole or in part by either party.

7. Entire Agreement. This Agreement constitutes the entire understanding between the parties concerning the subject matter herein contained. There are no oral promises, conditions, representations, undertakings, interpretations or terms of any nature as conditions or inducements to the signing of this Agreement which are in effect between the parties hereto. This Agreement may not be amended, modified, altered or waived, in whole or in part, except by the subsequent writing signed by the parties sought to be bound.

8. Captions. All captions in this Agreement are for convenience only. They should not be deemed part of this Agreement and in no way define, limit, extend or describe the scope or intent of any provisions hereof.

IN WITNESS WHEREOF, the said parties hereunto have set their hands and cause their corporate seals to be affixed on the day and year first written above.

NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC.
Chief Christopher M. Leusner
President

ATTEST:

By: Mitchell C. Sklar
Mitchell C. Sklar
Executive Director, NJSACOP

ATTEST:

Borough of Mendham

By: _____
Signature

Title _____

**NEW JERSEY STATE ASSOCIATION OF CHIEFS OF POLICE, INC.
ORAL EXAMINATION FOR PROMOTION AGREEMENT**

From the Oral Examination for Promotion Agreement Paragraph 3d:

Date of examination: _____

Number of candidates to be tested: _____

Payment for the above number of candidates is guaranteed by the Borough of Mendham.

Attest:
NJSACOP

Mitchell C. Sklar
Mitchell C. Sklar, Executive Director

Attest:
Borough of Mendham

Signature, Title

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #135-2019

**RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN
FOR THE ANNUAL AUDIT REPORT FOR THE YEAR ENDING 2018**

WHEREAS, the New Jersey Budget and Fiscal Affairs laws require all local governments to prepare and submit a Corrective Action Plan as part of their annual audit process: and

WHEREAS, the Corrective Action Plan, which outlines actions the Borough of Mendham will take to correct the findings listed in the Comments and Recommendations section of the 2018 Audit report, was prepared by the Chief Financial Officer and placed on file with the Borough Clerk within 60 days from the date the audit report was received by the governing body; and

WHEREAS, the governing body is required to review and to approve the Corrective Action Plan.

BE IT RESOLVED by the Mayor and Council of the Borough of Mendham that they hereby approve the Corrective Action Plan prepared by the Chief Financial Officer in response to the 2018 Audit Report; and

BE IT FURTHER RESOLVED that the Borough Clerk shall file a certified copy of this Resolution with the Director of the Division of Local Government Services.

Dated: September 11, 2019

[Corrective Action Plan attached]

Attest:

BOROUGH OF MENDHAM

Robin R. Kline, Borough Clerk

Christine Serrano-Glassner, Mayor

CERTIFICATION

I, Robin R. Kline, Borough Clerk for the Borough of Mendham, County of Morris, State of New Jersey, do hereby certify this is a true and correct copy of the resolution adopted by the Borough Council at its Regular Meeting held on September 23, 2019.

Robin R. Kline, MAS, RMC, CMR

BOROUGH OF MENDHAM

CORRECTIVE ACTION PLAN

FOR THE ANNUAL AUDIT REPORT FOR THE YEAR ENDING 2018

As required by Local Finance Notice #92-15

Segregation of Duties

Description: An adequate segregation of duties should be maintained with respect to the recording and treasury functions.

Analysis: Due to the limited number of Borough personnel and the decentralized nature of governmental collection procedures there is a concentration of duties and responsibilities among a limited number of employees.

Corrective Action/Implementation Date: This finding has been evaluated, but due to budgetary constraints and the limited number of Borough personnel and the decentralized nature of governmental collection procedures there has been no resolution to this recommendation.

Tax Collection

Description: The Tax Collector should make every effort to post and reconcile to the accounting records in a timely manner.

Analysis: Analysis of refunds by resolution, such as tax appeals refunded, state and county tax refunds, municipal outside liens, tax premiums, cancellation adjustments, foreclosures, etc. should be posted and reconciled to the tax collectors records.

Corrective Action/Implementation Date: The Borough Administrator and the Tax Collector will follow up to ensure that the tax collection activity is posted to the accounting software in a timely manner, and that a detailed analysis will be prepared for any refunds, cancellations and adjustment to the levy.

Police Department

Description: Police receipts should be turned over to the finance department within 48 hours of receipt.

Analysis: During the course of audit testing it was noted that police receipts were not always turned over to the finance office within 48 hours of receipts.

Corrective Action/Implementation Date: The Police Department has been instructed to make sure that all receipts are submitted to the Chief Finance Officer within 48 hours of receipt.

Description: Police overtime sheets should be approved by an appropriate supervisory person in the department before submission to the finance department.

Analysis: Time sheets were not being signed off on by the Police Chief or an officer in charge.

Corrective Action/Implementation Date: The Police Chief or the officer in charge in the Police Chief's absence has been instructed to sign off on the department's time sheets before submitting them for processing.

Purchase Orders

Description: During the course of the audit testing, it was noted there instances where purchases were made prior to the preparation and approval of purchase orders. It is recommended that purchase orders are prepared and approved prior to the purchase of goods and services to ensure the availability of funds.

Analysis: During the review it was noted that there were Purchase Orders that were prepared and approved after the goods and services were ordered and obtained.

Corrective Action/Implementation Date: The Borough Administrator and Chief Financial Officer will review the purchasing procedure with departments to ensure purchase requisitions are approved prior obtaining goods and services.

Borough Resolutions

Description: The Borough should post all resolutions on the Borough's website.

Analysis: Not all 2018 adopted resolutions were posted in a timely manner on the Borough's website.

Corrective Action/Implementation Date: All resolutions have been posted to the Borough's website and will continue to be posted to the website in the future.

Municipal Court

Description: Municipal Court receipts should be deposited within 48 hours of receipt.

Analysis: During the course of audit testing it was noted that not all funds were not deposited within 48 hours of receipt.

Corrective Action/Implementation Date: Court Administrator has been instructed to deposit all funds within 48 hours of receipt.

BOROUGH OF MENDHAM
MORRIS COUNTY, NEW JERSEY

RESOLUTION #136-2019

**RESOLUTION APPROVING THE SANITARY SEWER CONNECTION APPLICATION
OF MLT REALTY HOLDINGS, LLC, REGARDING THE PROPERTY LOCATED AT
16 EAST MAIN STREET, BLOCK 601, LOT 7 WITH CONDITIONS**

WHEREAS, MLT Realty Holdings, LLC has applied for a sanitary sewer connection permit in connection with its application to the Mendham Borough Planning Board for site plan approval to permit the renovation of the existing building located at 16 East Main Street, Block 601, Lot 7 to enlarge the first floor office space to 1272 square feet with a second floor three-bedroom apartment; and

WHEREAS, the requested use of the space will result in an increase of 114 GPD in the existing sewerage flow generated by the use of the subject property; and

WHEREAS, there is a fee of \$1824.00 to purchase 114 GPD of additional sanitary sewer flow based on the price of \$16 per gallon; and

WHEREAS, the Borough Engineer, Paul Ferriero, P.E., has reviewed the application, and has recommended the approval of the connection; and

WHEREAS, based upon the information submitted by the applicants under date of September 4, 2019, the application meets the requirements of Chapter 168 of the Borough Code.

THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Mendham that the aforesaid application is approved, subject to the following conditions of approval: Compliance with all applicable subsections of Chapter 168 of the Borough Code and Planning Board approval, if required; and

BE IT FURTHER RESOLVED that the approval of the sanitary sewer connection application is based upon the representations made by the applicant, as well as the information contained in the sanitary sewer connection application; and

BE IT FURTHER RESOLVED that the allocation of 114 GPD of additional sanitary sewer flow shall be effective only upon approval from the Planning Board; and

BE IT FURTHER RESOLVED that the approval is conditioned upon all plumbing on the premises to comply with all existing provisions of the Plumbing Code; and

BE IT FURTHER RESOLVED that prior to any occupancy of the facility for the proposed use, the applicant must contact the Borough Plumbing Official to schedule an inspection prior to a certificate of occupancy to verify that the compliant fixtures are in place; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately, but the approval hereby granted shall be subject to revocation if the flow standard as projected is exceeded in actual use or if the Applicant were to violate the applicable sections of the Borough Code; and

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

Dated: September 11, 2019