



**LAKE COMO BOROUGH  
1740 MAIN STREET  
P.O. BOX 569  
LAKE COMO, NJ 07719  
(732) 681-3232  
MINUTES**

**DATE: NOVEMBER 4, 2015  
7:30 PM WORKSHOP**

**DISCUSSION ITEMS**

1. Laurel Terrace Paper Street
  - a. Borough Attorney Peg Schaffer began discussion on the Laurel Terrace Paper Street. Ms. Schaffer stated that a question was raised by one of the councilmembers to whether this piece of property can be sold to one of the adjacent property owners. This property was never given to the borough, instead it was conveyed as part of the street on Laurel Terrace. When a property is dedicated for this purpose it either becomes part of the street or lays fallow and does not belong to anyone. The Council has to determine if the town is or is not going to use it and if we do not use it we can vacate it and it becomes a paper street by ordinance. The town would have to notify all adjacent property owners. Half the vacated property will belong to each neighbor. Ms. Schaffer stated that the homeowners want the town to vacate the property and the neighbors have already spoken to each other about who will take over the land.
  - b. DPW Superintendent Brendan Maas stated that no one would even know it is there. It has been fenced off as part of the one property for 40+ years. Councilman Higgins asked if the triangle between the Wade and Blair properties is the one in question. Mr. Maas stated that the road does not end as a triangle, it ends at a 90° angle.
    - i. Councilman Higgins made a motion to open this discussion to the public seconded by Councilwoman Kropac, all are in favor.
      1. Lisa Wade, 1 Ripley Lane, came before the Council and stated that when she bought the property the road ended and there was a fence and guardrail. Ms. Wade stated she has always maintained this property with her own and knew there was always a question of who owned that property. Ms. Wade stated that she is very interested in officially having this land as

part of her property even though owning it may raise her taxes.

2. Lauren Blair, 504 North Blvd came before the Council to address her concerns regarding this discussion. Ms. Blair stated that her property was once 2 separate properties and would like to subdivide again. Because of the angle of the paper street, Ms. Blair has frontage on Laurel Terrace. If this property is given to Ms. Wade, which Ms. Blair does not have any issues with, she does not want to lose that frontage and not be able to subdivide in the future. Ms. Blair stated she would like to see it stay a paper street but allow Ms. Wade control of the property.
3. Ms. Schaffer stated that ultimately the Council would need to defer to planning board Attorney Adam Schneider. Mayor Wilton stated that we can tentatively schedule this discussion again for the November 16, 2015 meeting however, the next Planning Board meeting is after the meeting on the 16<sup>th</sup> and we may not have an answer.

- ii. Councilman Higgins made a motion to close this item to the public seconded by Councilwoman Kropac, all are in favor.

## 2. Proposed Amendments to Rental Housing Ordinance

- a. Borough Attorney Peg Schaffer began discussion on this matter. Currently seasonal rental licenses are good for the summer, however the town requires inspections between each change of tenants. Code Enforcement Officer Bob Poff came before the Council to recommend Lake Como looking into what Belmar does pertaining to seasonal and weekly inspections. Ms. Schaffer stated that she did see a special seasonal inspection in Belmar's ordinance but did not see any additional fees associated with it. Ms. Schaffer stated that her recommendation, to save recurring inspections, create a special seasonal license and require self-inspections between each change of tenant. From a Tourism standpoint, Ms. Schaffer stated she does not want to discourage seasonal rentals. Ms. Schaffer recommended deleting the 3 year inspection and require yearly re-inspections if there is not a change in tenant.
- b. Councilwoman Kropac stated that she does not want to lose revenue or discourage rentals but agrees inspections between changes of tenants for weekly inspections is not effective. Councilwoman Kropac agrees with Ms. Schaffer to allow self-inspections with the same fees that are currently in place.
- c. Borough Clerk/Administrator Louise Mekosh stated that the inspectors are currently doing 3 year inspections which started when a property was found with severe violations, although there are not many. Mayor Wilton stated that this was in place to prevent

slumlords and tenants living in squalor. Ms. Schaffer stated that the Council needs to come up with how often self-inspections would need to be done. Councilman Higgins stated that currently our process does discourage weekly rentals which he would like to see changed.

- d. Councilman Witte would like to see the numbers regarding seasonal and yearly rentals from last year.

**PUBLIC COMMENTS ON WORKSHOP ITEMS**

Councilman Witte made a motion to open the Workshop Meeting to the public seconded by Councilwoman Scull, all are in favor.

No Public Comments

Councilman Witte made a motion to close the Workshop Meeting to the public seconded by Councilwoman Kropac, all are in favor.

SHAIN, SCHAFFER & RAFANELLO, P.C.

MEMORANDUM

**TO:** Mayor Wilton; Borough Council  
**FROM:** Marguerite M. Schaffer  
**RE:** Summer Rental Licenses  
**DATE:** 11/3/2015

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Lake Como requires new summer rental licenses for every change in tenant. The fee is \$75 each.

Belmar charges \$100 for licenses and a \$50 inspection fee for change in tenant.

Belmar has Special Seasonal Licenses to avoid inspection for change of occupants. See §26-3.4 below.

26-3.4 Term of License.

Summer Rental Licenses shall be valid for a stated and specific period of time that coincides with the term of the lease or rental not to exceed one hundred seventy-four (174) days; provided, however, that applicants who intend to use premises for short term rentals of thirty-one (31) days or less to different tenants during a given period of time of less than one hundred seventy-five (175) days may request a Special License that is valid for the entire period of time, in which event a new license will not be required upon a change in the identity of the tenants during that period of time. Public Accommodations Licenses for hotels, motels, and rooming and boarding houses where individual rooms are rented shall be considered Special Licenses and shall be valid for a period commencing on January 1 and expiring on December 31 of the same year if the rental units are heated, or for a period commencing on April 1 and expiring on September 30 of the same year if the rental units are not heated.

Lake Como licenses are only good for a total of 174 days.

26-5(e) Reinspection Fees.

1. Any second inspection or reinspection required after the first initial inspection pursuant to Section 26-2 shall be \$250.00.
2. Any reinspection required after a first and second inspection has taken place, pursuant to Section 26-2, shall be \$500.00.

3. If an inspection is taking place prior to Memorial Day weekend the Code Enforcement office shall perform a second inspection or reinspection if necessary before Memorial Day.
4. If a third inspection is required there shall be no guarantee that the inspection will occur before Memorial Day weekend.

November 2, 2015

**To:** Virginia Kropac via email: vkropac@lakecomonj.org

**CC:** Brian Wilton via email: bwilton@lakecomonj.org

**From:** Peter Lair - Lake Como Tourism Committee member

**Re:** Fees for Certificate of Inspection/Certificate of Occupancy  
Residential and Commercial forms from Borough website attached

Virginia,

I would like to suggest the following regarding property Sales and Rental fees for CI/CO and establishing the fees on an annual basis along with owner inspection criteria on their rental properties after the initial CI/CO is performed by the zoning officer.

Note on page 2 paragraph beginning \* **Application** (mid-page), to the best of my knowledge, I have never been informed by an owner of rental property, Residential or Commercial that their property was ever re-inspected every 3 years. Obviously code enforcement is not performing this in Lake Como (and there is no reason to do so), therefore no additional fees are paid by rental property owners after the initial CI inspection. Only when a new tenant is procured by an owner does a new application for CI prepared and fees paid.

**A) Residential Rental Properties (not sales):**

1. Existing fees are acceptable
2. Amend ordinance – remove reference to 3 year Re-Inspections
3. Amend with: After initial CI is obtained and beginning in January of the following calendar year the owner of a residential rental property shall pay an **annual CI SELF-INSPECTION** fee of \$120 and \$50 Tourism Fee for each rental property.
4. Property Owner shall complete page 2 and 4 of the CI Inspection Application and pay said fees, no later than January 30 of each calendar year.
5. A late fee of \$75 will be applied to any late CI application(s) and nonpayment(s) not received by January 30.
6. **CI SELF-INSPECTION form:** insert fees etc and appropriate language.

**B) Commercial Rental Properties**

1. Same as above A)
2. After an initial CI is obtained and should a building have multiple rental units with no common areas then the property owner of each rental unit shall complete a **CI-SELF INSPECTION form** and submit with payment of the annual **SELF-INSPECTION Fee** of \$120 and \$50 Tourism Fee.

**C) Property Sales**

1. Utilize the local fire department personal (South Belmar Fire Co) to conduct CI inspection on all sales and transfer of title properties. Entails: Smoke Detector, carbon Monoxide Detector and fire extinguisher (current dates)

**D) Recommendation: Eliminate** the Zoning Inspector position for CI and replace as follows:

1. No Initial CI inspection. Use the Self-Inspection form for all rental property categories. Increase the Initial CI inspection Fee to \$250 plus the Tourism Fee of \$100
2. Utilize the local fire department personal (South Belmar Fire Co) to conduct spot checks on rental properties in the Borough.
3. Property owners will be provided with 48 hour notice of a **Spot Inspection** via email.
4. If owner(s) do not comply with Spot Inspection than appropriate fines (\$250) will be issued in addition to the \$250 and Tourism fee stated.

I believe that amending the existing zoning ordinance and putting the emphasis on property owner, **Self-Inspections** will accomplish several goals.

- Reduce the need for a code-enforcement paid employee to perform inspections, or contracting with another town for this service
- **Increase** revenue to the Borough of Lake Como,
- Put the responsibility of the annual Self-Inspection requirement on the property owner and not the Borough.
- There are too many **redundant** inspections performed in the State of New Jersey by State, County and local Municipal governments.
- The Borough of Lake Como needs to be pro-active, cost conscious and most of all use common sense cost cutting measures in order to serve the Property Owner as Tax Payer.

Regards,

Peter Lair

Tourism Commission member



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1740 MAIN STREET  
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LAKE COMO, NJ 07719  
(732) 681-3232  
MINUTES**

**DATE: NOVEMBER 4, 2015  
REGULAR MEETING IMMEDIATELY FOLLOWING WORKSHOP**

**MEETING CALLED TO ORDER**

Mayor Wilton called the meeting to order at 8:10pm

**SALUTE TO FLAG AND MOMENT OF SILENT PRAYER**

**SUNSHINE LAW**

INTRODUCTION AS REQUIRED UNDER THE SUNSHINE LAW: ADEQUATE NOTICE OF THE MEETING HAS BEEN PROVIDED BY THE ADOPTION OF A RESOLUTION BY THE MAYOR AND COUNCIL ON THE SIXTH DAY OF JANUARY 2015 IN WHICH RESOLUTION THE TIME AND PLACE OF AGENDA AND REGULAR MEETINGS COMMENCING WITH JANUARY 6, 2015 WERE SET FORTH. NOTICE OF SAME WAS DELIVERED TO THE ASBURY PARK PRESS AND THE COAST STAR AND A COPY OF SAME IS POSTED ON THE BULLETIN BOARD IN THE BOROUGH HALL. ALL MEETINGS ARE OPEN TO THE PUBLIC.

**ROLL CALL**

Douglas Witte	Present
Kevin Higgins	Present
Virginia Kropac	Present
John Carvelli	Excused Absence
Hawley Scull	Present
Michael Noonan	Present

**APPROVAL OF MINUTES**

Councilman Higgins made a motion to approve the minutes from the October 6, 2015 and October 20, 2015 Workshop and Regular Meetings seconded by Councilwoman Kropac, all are in favor.

**COMMUNICATIONS**

No Communication

**REPORTS OF COMMITTEES**

- Councilman Noonan reported that Lake Como has been accepted into the Cranford Police Department Co-op for the parking meters proposed for North Blvd. The State still needs to approve our application but once that is done, Councilman Noonan reported, this allows Lake Como to purchase

meters without having to go out to bid. We are not obligated to purchase anything but it gives us the ability to explore options.

- Councilwoman Scull reported that she is waiting to hear back on a date in December for another business roundtable meeting. All other matters are in order.
- Councilwoman Kropac thanked all the voters who came out to vote; there was a better turnout than expected. Councilwoman Kropac reported that she is looking forward to serve Lake Como for another 3 years. All other matters are in order.
- Councilman Higgins reported that the discussion of the new signs is being tabled until the insurance company can come in to inspect the new signs. All other matters are in order.
- Councilman Witte reported that the requests for proposals (RFP) were sent out regarding police services and are due back on November 16<sup>th</sup>. All other matters are in order.
- Mayor Wilton congratulated Councilmembers Noonan, Scull and Kropac for being elected to another 3 years on the Council. Once we have a date for the next business roundtable, Mayor Wilton encouraged all residents and business owners to attend. All other matters are in order.

### **UNFINISHED BUSINESS**

No Unfinished Business

### **PUBLIC COMMENTS ON NEW BUSINESS**

Councilman Witte made a motion to open the meeting to the public seconded by Councilwoman Scull, all are in favor.

Liz Maggio, Race Director of the Lake Como 5k came before the Council to discuss the 11<sup>th</sup> Annual run in memory of her sister Grania Maggio. Grania was hit by a drunk driver and passed away and this run is held in her memory each year to raise money for a scholarship. Councilman Higgins asked if they are running a new route this year. Ms. Maggio stated that the route is the same as last years but last year was the first year using the new route. Ms. Maggio also stated that Spring Lake has already approved their application.

Councilman Witte made a motion to close the meeting to the public seconded by Councilwoman Kropac, all are in favor.

### **CONSENT AGENDA**

All items listed under this section are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Special Events Permit Application  
Lake Como 5k – April 23, 2016

Resolution 2015-123  
Change Order to Water Project

Resolution 2015-124  
Refund of Variance

Resolution 2015-125  
Water – Sewer Credit

Councilman Higgins made a motion to approve the items under the consent agenda seconded by Councilwoman Scull, all are in favor.

**NEW BUSINESS**

No New Business

**PUBLIC COMMENTS**

Councilman Witte made a motion to open the meeting to the public seconded by Councilman Higgins, all are in favor.

No Public Comments

Councilman Witte made a motion to close the meeting to the public seconded by Councilwoman Kropac, all are in favor.

**NEXT MEETING**

THE NEXT REGULAR MEETING OF THE MAYOR AND COUNCIL WILL BE HELD ON **MONDAY, NOVEMBER 16, 2015** IMMEDIATELY FOLLOWING THE 7:30PM WORKSHOP MEETING IN THE LAKE COMO MEETING ROOM. ALL MEETINGS ARE OPEN TO THE PUBLIC.

**MOTION TO ADJOURN**

Councilman Higgins made a motion to adjourn, seconded by Councilwoman Kropac, all are in favor.

Respectfully Submitted  
Amy L. Boney  
Deputy Borough Clerk

The minutes of this meeting are not verbatim. Please call Borough Hall at (732)681-3232 to schedule an appointment to hear the tape(s) of this meeting in its entirety. All tapes are subject to being destroyed 80 days after the approval of the Minutes.



# Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569  
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton  
Mayor

Louise A. Mekosh  
Borough Clerk/Administrator

\*\*\*MUST BE TYPED OR PRINTED NEATLY\*\*\*

## SPECIAL EVENTS PERMIT APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION, AS REQUIRED BY  
BOROUGH ORDINANCE NO. 93-576.

DATE AND TIME OF EVENT: 4/23/16 Lake Como 5K Run 10:00 AM

NAME OF APPLICANT/ORGANIZATION: Jersey Shore Running Club / <sup>LIZ</sup> Magglio

ADDRESS: 1839 Briarwood Terrace

TOWN: Lake Como STATE: NJ ZIP: 07719

TELEPHONE NUMBER: 732 861 1441

ON SCENE PERSON RESPONSIBLE FOR EVENT: Liz Magglio

ADDRESS: 1839 Briarwood Terrace Lake Como, NJ

PHONE NUMBER: 732 861 1441

WILL THERE BE AN ADMISSION CHARGE TO ATTEND?: X YES        NO

IF YES, HOW MUCH?: Prereg: \$20 ; Post: \$25

LIABILITY INSURANCE COVERAGE? X YES        NO

AMOUNT OF COVERAGE: \$2 million

**\*Certificate of Insurance MUST be submitted with the application  
before application will be reviewed\***



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Brian T. Wilton  
Mayor

Louise A. Mekosh  
Borough Clerk/Administrator

## SPECIAL EVENTS PERMIT APPLICATION

DATE AND HOURS FOR WHICH THE PERMIT IS DESIRED:

4/23/16 setup 9am Breakdown 11:00 AM

**ALL RUNS MUST BEGIN PRIOR TO 10:00AM**

LOCATION OF EVENTS AND COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY AND TRAFFIC CONTROL:

- see enclosed map  
- Running club members to provide support for traffic control.

DESCRIBE ALL BOROUGH RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT:

- police assistance needed at key intersections and end of road barricades.

APPROXIMATE NUMBER OF CONTESTANTS, PARTICIPANTS, SPECTORS, AND/OR OTHER PEOPLE THAT COULD REASONABLY BE ANTICIPATED TO ATTEND THE EVENT: 400-500

**THE BOROUGH OF LAKE COMO RESERVES THE RIGHT TO CANCEL ANY SPECIAL EVENT DUE TO CIRCUMSTANCES BEYOND ITS CONTROL, SUCH AS STORMS OR ANY NATURAL DISASTER.**

Elizabeth A. Maggio  
SIGNATURE OF APPLICANT

10/22/15  
DATE

Elizabeth A. Maggio  
Race Director



## ROAD RUNNERS CLUB OF AMERICA

1501 Lee Hwy, Ste 140  
Arlington, VA 22209  
703.525.3890  
703.525.3891 (fax)

October 20, 2015

To Whom It May Concern:

Jersey Shore Running Club is a dues paying member of the Road Runners Club of America.

Road Runners Club of America's main purpose is to provide General Liability insurance for running events and running clubs throughout the nation. Jersey Shore Running Club is in good standing with the RRCA and has never missed a payment; however the RRCA does not open its renewal period for 2016 until November 2, 2015.

This letter is to serve as official verification that Jersey Shore Running Club intends to purchase GL insurance for \$2 million per occurrence with no general aggregate limit, like they have done in previous years, when we as the parent organization open up our renewal period.

If you need further information to verify the status, please feel free to contact me.

Sincerely,

Jean Knaack

Executive Director

***We Run the Nation!***  
***www.RRCA.org***



**RESOLUTION NO. 2015-124**

**WHEREAS**, Siobahn Ryan and David Dudzinski, owners of 1811 B Street, also known as Block - 3, Lot - 8, appeared as The Applicant before the Planning Board of The Borough of Lake Como on October 13, 2015; and

**WHEREAS**, The Applicant presented plans to reduce their existing legal two-family dwelling to a single-family dwelling by removing the use of the garage as an apartment and requesting to use it as a motorcycle/storage and entertainment area which exceeds the intensity of use allowed for a garage according to the borough's zoning regulations in Section 17-10.6b(2) "A nonconforming use shall not be changed to, substituted by or replaced by another nonconforming use; and

**WHEREAS**, The Applicant also requested a side yard variance to allow a small addition and other renovations; and

**WHEREAS**, The Applicant also requested a variance to exceed building coverage; and

**WHEREAS**, any and all existing nonconformities are captured in a bulk variance; and

**WHEREAS**, The Applicant was charged \$300.00 per variance for four (4) variances: intensity of use in garage, side yard, building coverage and bulk variances for a total of \$1,200.00; and

**WHEREAS**, after review by Planning Board Attorney Adam Schneider, the decision was made that the intensity of use in garage could be included in the bulk variance.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of The Borough of Lake Como that The Applicant be charged for the side yard, building coverage and bulk variances.

**BE IT FURTHER RESOLVED** that The Applicant be refunded \$300.00 for the fourth (4<sup>th</sup>) variance charged.

\_\_\_\_\_  
November 4, 2015

\_\_\_\_\_  
Brian T. Wilton, Mayor

\_\_\_\_\_  
Louise A. Mekosh, RMC, CMC, CMFO  
Borough Clerk/Administrator

**RESOLUTION NO. 2015-125**

**WHEREAS**, Kathleen & Larry Lyman, owners of the single-family home on the property known as 1801 B Street, also known as Block – 3; Lot – 2, are responsible for paying the minimum water/sewer usage at said property for the allowable use of 5,000 cu. ft. of water through June 30, 2016, in addition to any excess and miscellaneous fees; and

**WHEREAS**, The Lymans, recently purchased adjacent property, 1803 B Street, also known as Block – 3; Lot – 3, for the purpose of constructing an addition onto their existing home at 1801 B Street which will extend onto the newly acquired property known as 1803 B Street; and

**WHEREAS**, The Lymans also assume the responsibility of paying the remaining water/sewer charges for 1803 B Street through June 30, 2016, for the use of 5,000 cu. ft.; and

**WHEREAS**, a water reading taken on October 22, 2015, for the purpose of the closing on 1803 B Street reflected the actual usage of 1,664 cu. ft. where 5,000 cu. ft. is allowed.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the remaining allowable use of 3,336 cu. ft. be credited to the Lymans for their use contingent on merging the two (2) properties and paying all water/sewer charges for 1801 & 1803 B Street through June 30, 2016.

\_\_\_\_\_  
November 4, 2015

\_\_\_\_\_  
Brian T. Wilton, Mayor

\_\_\_\_\_  
Louise A. Mekosh, RMC, CMC, CMFO  
Borough Clerk/Administrator