



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

**DATE: JANUARY 7, 2020 7:30 PM  
REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF LAKE COMO**

**MEETING CALLED TO ORDER**

Mayor Higgins called the meeting to order at 7:33pm

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

**SUNSHINE LAW**

Introduction as required under the Sunshine Law: Adequate notice of this meeting has been provided by the adoption of a Resolution by the Mayor and Council on the second day of January 2019 in which Resolution the time and place of Agenda and Regular Meetings commencing with January 2, 2019 were set forth. Notice of same was delivered to the Asbury Park Press and the Coast Star and a copy of the notice was posted on the bulletin board in Borough Hall. All meetings are open to the public.

**ROLL CALL**

Douglas Witte	Present
Virginia Kropac	Present
Hawley Scull	Present
Christopher D'Antuono	Present
David Gardner	Present
Nick DeMauro	Excused Absence

**CERTIFICATION OF ELECTION RESULTS**

Borough Clerk/Administrator Louise Mekosh, read the Certification of the 2019 General Election Results.

**OATHS OF OFFICE**

Judge Joseph Quinn administered the oaths of office for the following positions:

- Douglas Witte, Councilmember Full Term
- Hawley Scull, Councilmember Full Term

**NOMINATION OF COUNCIL PRESIDENT**

Councilwoman Kropac nominated Councilman Witte for the position of Council President, seconded by Councilman D'Antuono, all are in favor.

## **MAYOR HIGGINS' ASSIGNMENT OF COMMITTEE MEMBERS**

Mayor Higgins reported that the committee will remain the same in 2020 and thank the Council for doing a great job with their committees.

## **APPROVAL OF MINUTES**

Councilman Witte made a motion to approve the minutes from the December 17, 2019 Regular Meeting seconded by Councilwoman Scull, all are in favor.

## **COMMUNICATIONS**

None on the Agenda

## **REPORTS OF COMMITTEES**

- Councilman Gardner reported that all matters are in order.
- Councilman D'Antuono reported that all matters are in order.
- Councilwoman Scull thanked the residents for reelecting her and stated she will do her best for them. Councilwoman Scull congratulated the winners of the house decorating contest and thanked all those who participated. All other matters are in order.
- Councilwoman Kropac wished everyone a Happy New Year and congratulated Councilman Witte and Councilwoman Scull. Councilwoman Kropac reported that JCP&L is in the design phase of the lighting project and hopes to have it completed before Memorial Day. All other matters are in order.
- Councilman Witte that the residents for allowing him to serve another term on Council and he looks forward to serving them the best he can. All other matters are in order.
- Mayor Higgins report that as I reflect back on the past year, it has been a quiet one, but we have done a lot. Coffee with the Mayor continues to be a success. We have developed a deeper relationship with the Belmar police department working with the community policing program. We are continuing our focus on infrastructure, continuing conversations about our water and sewer system, we have opened up dialogue with Verizon and Optimum to address the issues with telephone poles and cable wires throughout the borough, we began to address issues with storm water runoff, WE continue to get update from out SMRSA representative Mr. Lynch about water infiltration and the need to continue sewer improvement. This year we created a way for residents to pay for their water and taxes electronically. Most importantly to me we have taken steps to begin redevelopment of Main Street. Our Ad hoc committee along with the planning board and our borough engineer has started to develop a plan for redevelopment which the council will be discussion over the next few months. Part of that plan was the acquisition of the South Belmar First Aid building which continues to give the borough more options as we move forward.  
None of this would be possible without the hard work of all our professionals. Thank you to the council, the town employees, and those professionals that we contract with for their professionalism, hard work and advice. 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.

No Public Comments

Councilman Witte made a motion to close the meeting to the public, seconded by Councilwoman Scull, 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.

Resolution 2020-01

Time and Place of Regular Meetings

Resolution 2020-02

Approval of 2020 Meeting Dates

Resolution 2020-03

Rate of Interest on Delinquent Tax Bills

Resolution 2020-04

Rate of Interest on Delinquent Water/Sewer Bills

Resolution 2020-05

Designating Official Newspapers

Resolution 2020-06

Designating Official Depositories for Official Funds

Resolution 2020-07

Appointing Recycling Coordinator

Resolution 2020-08

Appointing Assessment Searcher

Resolution 2020-09

Appointing Municipal Labor Attorney

Resolution 2020-10

Appointing Municipal Attorney

Resolution 2020-11

Waiving Yard Sale Fees

Resolution 2020-12  
Appointing Community Development Block Grant Representatives

Resolution 2020-13  
Authorizing the Filing of the Recycling Tonnage Grant Application

Resolution 2020-14  
Appointing the Planning/Zoning Board members

Resolution 2020-15  
Appointing Representative to the Monmouth County Office of Aging

Resolution 2020-16  
Appointing the Fund Commissioner and Safety Coordinator

Resolution 2020-17  
Establishing a fee for Non-sufficient funds checks and/or uncollected funds

Resolution 2020-18  
Appointing Municipal Bond Counsel

Resolution 2020-19  
Appointing Deputy Administrator

Resolution 2020-20  
Appointing Zoning Officer

Resolution 2020-21  
Appointing Members of the Environmental Commission

Resolution 2020-22  
Designating Duplicate Tax Bill Fee

Resolution 2020-23  
Fee for Certificate for Redemption of Tax Sale

Resolution 2020-24  
Fee for Duplicate Copy of Certificate of Sale

Resolution 2020-25  
Appointing Municipal Engineer

Resolution 2020-26  
Appointing members of the Tourism Commission

Resolution 2020-27  
Appointing representatives to the Parade committee

Resolution 2020-28  
Appointing members to the Local Emergency Planning Committee

Resolution 2020-29  
Green Team Advisory Committee

Resolution 2020-30  
Authorizing partial tax payments

Resolution 2020-31  
Appointing the American with Disabilities Act Coordinator

Resolution 2020-32  
Appointing the Tax Search Officer

Resolution 2020-33  
Establishing fees for photocopies and duplication of electronic or computer generated documents

Resolution 2020-34  
Appointing the Clean Communities Coordinator

Resolution 2020-35  
Appointing the Municipal Prosecutor

Resolution 2020-36  
Appointing Public Defender

Resolution 2020-37  
Appointing Special Tax Counsel

Resolution 2020-38  
Electronic Tax Sale

Resolution 2020-39  
Appointing Municipal Auditor

Resolution 2020-40  
Appointing Plumbing Subcode Inspector

Resolution 2020-41  
Appointing Municipal Judge

Resolution 2020-42  
Financial Consultant Services

Resolutions 2020-43  
Appointing Alternate/Conflict Prosecutor

Resolution 2020-44  
Appointing Alternate/Conflict Public Defender

Resolution 2020-45  
Appointing Alternate/Conflict Engineer

Resolution 2020-46  
Appointing Emergency Management Coordinator

Resolution 2020-47  
Appointing Alternate Tax Attorney

Resolution 2020-48  
Appointing Municipal Planner

Resolution 2020-49  
Appointing Risk Management Consultant

Councilwoman Scull made a motion to approve the items on the consent agenda, seconded by Councilman Witte, roll call vote as follows:  
Yes: Councilmembers Witte, Kropac, Scull, D'Antuono and Gardner  
No: None  
Abstain: None  
Absent: Councilman DeMauro

### **NEW BUSINESS**

Resolution 2020-50  
Authorizing Contract with Monmouth County SPCA  
Offered by Councilman D'Antuono, seconded by Councilman Witte, roll call vote as follows:  
Yes: Councilmember Witte, Kropac, Scull, D'Antuono and Gardner  
No: None  
Abstain: None  
Absent: Councilman DeMauro

Resolution 2020-51  
Authorizing Contract with Dental Services Organization  
Offered by Councilwoman Scull, seconded by Councilman Witte, roll call vote as follows:  
Yes: Councilmember Witte, Kropac, Scull, D'Antuono and Gardner  
No: None  
Abstain: None  
Absent: Councilman DeMauro

Resolution 2020-52  
Authorizing Aerial Mosquito Control Operations  
Offered by Councilwoman Kropac, seconded by Councilwoman Scull, roll call vote as follows:  
Yes: Councilmember Witte, Kropac, Scull, D'Antuono and Gardner  
No: None

Abstain: None  
Absent: Councilman DeMauro

Resolution 2020-53  
2020 Temporary Budget

Offered by Councilman Witte, seconded by Councilman D'Antuono, roll call vote as follows:

Yes: Councilmember Witte, Kropac, Scull, D'Antuono and Gardner

No: None

Abstain: None

Absent: Councilman DeMauro

Resolution 2020-54

Fee Resolution

Offered by Councilman Gardner, seconded by Councilwoman Scull, roll call vote as follows:

Yes: Councilmember Witte, Kropac, Scull, D'Antuono and Gardner

No: None

Abstain: None

Absent: Councilman DeMauro

**PUBLIC COMMENTS**

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

No Public Comments

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

**NEXT MEETING**

The next regular meeting of the Mayor and Council will be held on Tuesday, January 21, 2020, immediately following the 7:00 PM Workshop meeting in the Lake Como Meeting Room. All meetings are open to the public.

**MOTION TO ADJOURN**

Councilman Gardner 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.

WE DO HEREBY CERTIFY that the foregoing is a true, full, and correct statement of the results of the election herein mentioned, as the same is exhibited by the statements produced and laid before the board of county canvassers according to law, and that the same exhibits the number of the names in the signature copy registers and the registers of voters, the number of names of the voters in the poll books of the election districts, respectively, and of the ballots rejected, the whole number of the names in the signature copy registers and the registers of voters, the whole number of the names of the voters in the poll books of the several election districts, the name of each person for whom any vote or votes were cast, the number of votes cast for each person in each election district, and the whole number of votes cast for each person for each office designated, and also specifies each public question voted upon and the number of votes cast thereupon in each election district respectively, and the whole number of votes cast thereupon in the several election districts as they appear by the statements so produced and laid before the said Board.

IN WITNESS WHEREOF, we have hereunto set our hands this thirteenth day of November, in the year of our Lord, two thousand and nineteen.

  
Chairperson, Board of County Canvassers

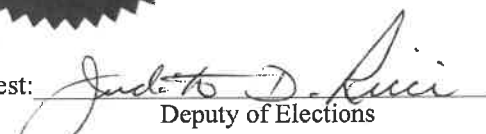
  
Member, Board of County Canvassers

Attest:   
County Clerk, Board of County Canvassers



  
Member, Board of County Canvassers

  
Member, Board of County Canvassers

Attest:   
Deputy of Elections

A STATEMENT of the determination of the Board of County Canvassers, relative to an election held in the BOROUGH OF LAKE COMO on the fifth day of November, in the year of our Lord, two thousand and nineteen, for the election of the Municipal Officers for said

#### LAKE COMO BOROUGH

The said board determines that at the said election DOUGLAS WITTE AND HAWLEY SCULL WERE DULY ELECTED, AS MEMBERS OF THE BOROUGH COUNCIL, FULL TERM.



**RESOLUTION NO. 2020-1**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH  
OF LAKE COMO SETTING THE TIME AND PLACE FOR REGULAR  
AND WORKSHOP MEETINGS OF THE GOVERNING BODY.**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the Regular Meetings of the Governing Body of the Borough of Lake Como be held on the first and third Tuesday of each month and the Workshop Meetings be held prior to the Regular Meeting on the first and third Tuesday of each month at the Lake Como Borough Meeting Room, 1740 Main Street, Lake Como, Monmouth County, State of New Jersey.

Workshop Meetings will begin at 7:30 PM and the Regular Meetings will begin at the immediate conclusion of the workshop meeting.

Date: 1/7/2020

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Kevin G. Higgins  
Mayor

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

## **RESOLUTION NO. 2020-2**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the Regular Meetings will be held following the workshop meetings at 7:30 PM scheduled on the following dates:

January 7, 2020  
January 21, 2020 (this meeting will begin at 7:00pm)  
February 4, 2020  
February 18, 2020  
March 3, 2020  
March 17, 2020  
April 7, 2020  
April 21, 2020  
May 5, 2020  
May 19, 2020  
June 16, 2020  
July 7, 2020  
July 21, 2020  
August 4, 2020  
August 18, 2020  
September 1, 2020  
September 15, 2020  
October 6, 2020  
October 20, 2020  
November 16, 2020 (Monday)  
December 1, 2020  
December 15, 2020  
January 5, 2021 (Reorganization Meeting)

DATED: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-3**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF LAKE COMO FIXING THE RATE OF INTEREST ON DELINQUENT TAXES.**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como, that the interest on delinquent taxes shall be eight percent (8%) per annum on the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00.

**NOW, THEREFORE, BE IT RESOLVED** that a penalty of six percent (6%) shall be imposed on delinquencies exceeding \$10,000.00 at the end of the fiscal year.

The Tax Collector is hereby authorized and directed to collect interest on any such delinquent taxes at the above rates.

**BE IT FURTHER RESOLVED** that the Tax Collector is hereby authorized to hold a Tax Lien Sale at any time allowed by law.

A certified copy of this Resolution shall be provided by the Municipal Clerk to the Tax Collector, Borough Attorney and Borough Auditor for the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-4**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF LAKE COMO FIXING THE RATE OF INTEREST ON DELINQUENT WATER/SEWER BILLS.**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como, that the interest on delinquent water/sewer shall be eight percent (8%) per annum on the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00.

**NOW, THEREFORE, BE IT RESOLVED** that a penalty of six percent (6%) shall be imposed on delinquencies exceeding \$10,000.00 at the end of the fiscal year.

The Water/Sewer Collector is hereby authorized and directed to collect interest on any such delinquent water/sewer at the above rate.

**BE IT FURTHER RESOLVED** that the Tax Collector is hereby authorized to hold a Tax Lien Sale at any time allowed by law.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-5**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF  
LAKE COMO DESIGNATING OFFICIAL BOROUGH NEWSPAPERS.**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the Coast Star, published weekly in Manasquan, The Asbury Park Press, published daily, and the Star Ledger published daily are hereby designated as the official newspapers for the Borough of Lake Como into which notices are to be provided under the Open Public Meetings act (NJSA10:4-6 to 10:21) of the State of New Jersey, otherwise known as “the Sunshine Law”; and

**BE IT FURTHER RESOLVED**, that TAPinto Belmar/Lake Como be and hereby is designated as the electronic news source for which notices and other matters are to be provided under the Open Public Meetings Act.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-6**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF LAKE  
COMO DESIGNATING THE OFFICIAL DEPOSITORIES FOR  
OFFICIAL FUNDS.**

**BE IT RESOLVED** By the Mayor and Council of the Borough of Lake Como that Investors Bank, Kearney Bank and the New Jersey Cash Management Fund, Citi Fund Services, are hereby designated as the official depositories for all the monies of this municipality during the year 2020.

**BE IT FURTHER RESOLVED** that all municipal officers and employees coming into possession of any funds of the municipality are hereby directed to deposit same in said official depositories.

**BE IT FURTHER RESOLVED** that said funds shall be paid out of the account of the Borough of Lake Como, and Investors Savings, Kearny Bank and the New Jersey Cash Management Fund, Citi Fund Services are hereby authorized and directed to honor the withdrawal from any account of the Borough of Lake Como, over the two (2) signatures of the Mayor and the Borough Clerk.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-7**

WHEREAS, Mayor Kevin G. Higgins has appointed

Viveca Graham, CRP

To the position of Certified Recycling Professional,

for the Borough of Lake Como for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-8**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Louise A. Mekosh

To the position of Assessment Searcher

for the Borough of Lake Como for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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



**RESOLUTION NO. 2020-9**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
LABOR ATTORNEY**

**WHEREAS**, the Borough of Lake Como has a need to acquire a Labor Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and,

**WHEREAS**, Mark Kitrick, Esq. of King, Kitrick and Jackson, LLC be and is hereby appointed Labor Attorney, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, Mark Kitrick, Esq. of the law firm King, Kitrick & Jackson, LLC has submitted a proposal indicating they will provide the service of Labor Attorney for the Borough of Lake Como; and

**WHEREAS**, Mark Kitrick, Esq. of the law firm King, Kitrick & Jackson, LLC has been serving as the Labor Attorney for the Borough of Lake Como and is highly experienced with the Borough of Lake Como and its policies.

**WHEREAS**, Mark Kitrick, Esq. of the law firm King, Kitrick & Jackson, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the law firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with Mark Kitrick, Esq. of the law firm King, Kitrick & Jackson, LLC as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-10**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
MUNICIPAL ATTORNEY**

**WHEREAS**, the Borough of Lake Como has a need to acquire a Municipal Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, Marguerite M. Shaffer, Esq. is hereby appointed Municipal Attorney, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, Marguerite M. Shaffer, Esq. is a licensed Attorney in the State of New Jersey and has submitted a proposal indicating she will provide the service of Municipal Attorney for the Borough of Lake Como; and

**WHEREAS**, Marguerite M. Shaffer, Esq. has been serving as the Municipal Attorney for the Borough of Lake Como and is highly experienced with the Borough of Lake Como.

**WHEREAS**, Marguerite M. Shaffer, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that she has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the law firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with Marguerite M. Shaffer, Esq. as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION 2020-11**  
**A RESOLUTION WAIVING THE PERMIT FEES FOR**  
**YARD SALES TWICE A YEAR**

**WHEREAS**, twice a year, the Borough of Lake Como holds town wide yard sales allowing all residents to participate in this community event; and

**WHEREAS**, these events are held in the spring and fall at no cost to the residents of the Borough of Lake Como; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Clerk is hereby authorized to waive fees for all residents participating in the biannual town wide yard sales.

Dated: January 7, 2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-12**

**APPOINTING THE COMMUNITY DEVELOPMENT  
BLOCK GRANT ALTERNATE REPRESENTATIVE**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Louise A. Mekosh, Borough Representative  
Virginia Kropac, Alternate

As per the Community Development Block Grant program,  
For one year, commencing January 1, 2020,  
terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-13**

**A RESOLUTION OF THE BOROUGH OF LAKE COMO  
AUTHORIZING THE FILING OF AN APPLICATION  
FOR A RECYCLING TONNAGE GRANT**

**WHEREAS,** The Mandatory Source Separation and Recycling Act, P.L. 1967, c. 102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS,** It is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS,** The New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS,** The recycling regulations imposed on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS,** A resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and to indicate the assent of the Mayor and Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS,** Such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed for the year 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the Borough of Lake Como hereby endorses the submission of the 2019 recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Viveca Graham, Certified Recycling Professional, to ensure that the application is properly filed; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant shall be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Dated: 1/7/2020

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Kevin G. Higgins, Mayor

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

**RESOLUTION NO. 2020-14**

**RESOLUTION APPOINTING MEMBERS TO THE  
LAKE COMO PLANNING BOARD**

**WHEREAS**, Mayor Kevin G. Higgins has appointed the following members to the Lake Como Planning Board for each designated period:

Kevin G. Higgins, Class I, Mayor, Four Years, Terminate 12/31/22  
Douglas Witte, Class III, One Year, Terminate 12/31/20  
Eugene Cavanagh, Class II, One Year, Terminate 12/31/20  
Kathleen Madaras, Class IV, Four Years, Terminate 12/31/23  
Stephen Petrosino, Class IV, Four Years, Terminate 12/31/23  
Joseph Cavaluzzi, Class IV, Four Years, Terminate 12/31/20  
Allison Krilla, Class IV, Four Years, Terminate 12/31/20  
Christine Noonan, Class IV, Four Years, Terminate 12/31/21  
Beverly Fierro, Class IV, Four Years, Terminate 12/31/21  
Keith Montgomery Goisse, Alternate 1, Two Years, Terminate 12/31/21  
Gretchen Schmidhausler, Alternate 2, Two Years, Terminate 12/31/20  
Viveca Graham, Secretary, One Year, Terminate 12/31/20

Dated: 01/07/19

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-15**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Marlene P. Ryan  
Lake Como, NJ

To the position of Lake Como's Representative  
to the Monmouth County Office on Aging for one year,  
Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-16**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Louise A. Mekosh, Chairperson  
Amy L. Boney, Co-Chairperson

To the positions of Fund Commissioner and Safety Coordinator for the Borough of  
Lake Como for one year, Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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



**RESOLUTION NO. 2020-17**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como, County of Monmouth, and State of New Jersey, that the Tax Collector, Collector of Water/Sewer, Borough Clerk, Municipal Court Administrator, Building Department, and Chief Municipal Finance Officer charge **\$20.00** for each check returned for non-sufficient funds and/or uncollected funds.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-18**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
BOND COUNSEL**

**WHEREAS**, the Borough of Lake Como has a need to acquire Bond Counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and,

**WHEREAS**, Wilentz, Goldman & Spitzer PA be and is hereby appointed Bond Counsel, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, Wilentz, Goldman & Spitzer PA has submitted a proposal indicating they will provide the service of Bond Counsel for the Borough of Lake Como; and

**WHEREAS**, Wilentz, Goldman & Spitzer PA has been serving as the Bond Counsel for the Borough of Lake Como and is highly experienced with the Borough of Lake Como its current municipal financing.

**WHEREAS**, Wilentz, Goldman & Spitzer PA has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the law firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with Wilentz, Goldman & Spitzer PA as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2019

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-19**

WHEREAS, Mayor Kevin G. Higgins has appointed

Viveca Graham

To the position of Deputy Administrator

for the Borough of Lake Como for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-20**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Mark Fessler

To the position of

Zoning Officer

for the Borough of Lake Como for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-21**

**RESOLUTION APPOINTING MEMBERS TO THE LAKE COMO  
ENVIRONMENTAL COMMISSION**

**WHEREAS**, Mayor Kevin G. Higgins has appointed the following members to the Lake Como Environmental Commission for each designated period:

Dr. Marilyn Weber, Chairman, Two years, Terminate 12/31/2020  
John Buckley, Three Years, Terminate 12/31/2022  
David Gardner, Council Liaison, Three Years, Terminate 12/31/2020  
Vacant, Planning Board Liaison, One Year, Terminate 12/31/2020  
Kristin McElvey, Three years, Terminate 12/31/2020  
James Davis, Three Years, Terminate 12/31/2021  
Andrew Reiners, Alternate No. 1, Two Years, Terminate 12/31/2020  
Vacant, Alternate No. 2, Two Years, Terminate 12/31/2021  
Viveca H. Graham, Secretary, One Year, Terminate 12/31/2020

Dated: 01/07/19

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-22**

**WHEREAS**, the Tax Collector must provide an original tax bill to a mortgage company or servicing agent if a homeowner authorization notice is on file, and

**WHEREAS**, under the discretion of the Tax Collector, State Statute N.J.S.A. 54:4-64 permits the Tax Collector to charge a duplicate bill fee if the mortgage company or servicing agent requests additional tax bills on the same property within the same billing year,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como that upon such request the Tax Collector is authorized to charge \$5.00 for the first duplicate tax bill and \$25.00 for each subsequent tax bill.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-23**

**WHEREAS**, an original Certificate of Sale is issued to the homeowner or a designated party upon redemption, and

**WHEREAS**, it is the responsibility of the property owner to have said certificate canceled of record at the county, and

**WHEREAS**, State Statute N.J.S.A. 54:5 permits the Tax Collector to provide a Certificate for Redemption of Tax Sale to have said lien canceled upon the event that the original certificate is lost or destroyed before being canceled,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como that upon request, the Tax Collector is authorized to prepare a Certificate for Redemption of Tax Sale and charge a fee of \$25.00 per certificate for administrative costs.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-24**

**WHEREAS**, within ten days of a tax sale a successful bidder is provided with a Certificate of Sale, and

**WHEREAS**, the lienholder is responsible for the recording and safekeeping of such certificate, and

**WHEREAS**, the certificate becomes a legal document for future court proceedings or to be relinquished upon redemption, and

**WHEREAS**, State Statute N.J.S.A. 54:5-52.1 permits the Tax Collector to charge a fee for the process of preparing a duplicate certificate, as long as it is marked as such, in the event that the lienholder provides an affidavit stating that the original certificate is either lost or destroyed and the Mayor and Council approves such action by resolution,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como that a fee of \$100.00 be charged for each duplicate certificate issued.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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



**RESOLUTION NO. 2020-25**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR**  
**MUNICIPAL ENGINEER**

**WHEREAS**, the Borough of Lake Como has a need to acquire a Municipal Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, CME Associates, 3151 Bordentown Avenue, Parlin, NJ 08859 is hereby appointed Municipal Engineer, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, CME Associates is a licensed Engineering firm in the State of New Jersey and has submitted a proposal indicating they will provide the service of Municipal Engineer for the Borough of Lake Como; and

**WHEREAS**, CME Associates has been serving as the Municipal Engineer for the Borough of Lake Como and is highly experienced with the Borough of Lake Como.

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with CME Associates. as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-26**

**APPOINTING MEMBERS OF THE TOURISM COMMISSION FOR EACH DESIGNATED PERIOD**

**WHEREAS**, Mayor Kevin G. Higgins has appointed the following members of the Lake Como Tourism Commission:

Reginald Hyde, Two Year Term, terminating 12/31/21  
Peter Lair, Two Year Term, terminating 12/31/21  
Vacant, Two Year Term, terminating 12/31/2020  
William Clanton, Two Year Term, terminating 12/31/2020  
Hawley Scull, Three Year Term, terminating 12/31/2021  
Amy Boney, Secretary, One Year Term, terminating 12/31/2020

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-27**

**APPOINTING THE LAKE COMO REPRESENTATIVES TO  
THE BELMAR/LAKE COMO ST. PATRICK'S DAY PARADE COMMITTEE**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Mayor Emeritus Michael B. Ryan to the position of Chairperson

and

Mayor Kevin G. Higgins to the position of Co-Chairperson

for the Belmar/ Lake Como St. Patrick's Day Parade committee for the year 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-28**

**BE IT RESOLVED** by the Mayor and Council of the Borough of  
Lake Como, County of Monmouth, that the following persons:

Edward Kirshenbaum	Emergency Management Coordinator
Frank Cinelli	Deputy Emergency Management Coordinator
Louise A. Mekosh	Administrator & Deputy Emergency Management Coordinator
Tina Scott	Public Safety Director
Franny Hines	First Aid Director
Joe Rizzitello	Fire Chief
John Rowe	Construction Code Official
Brendan Maas	Superintendent, DPW
Bruce Koch	Borough Engineer
Dennis Lavender	Municipal Judge
Marguerite Schaffer	Borough Attorney

Are hereby appointed as the Borough of Lake Como Local Emergency Planning Committee (LEPC) commencing January 1, 2020, terminating December 31, 2020.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be sent to the State of New Jersey, Department of Law and Public Safety, Division of Emergency Management.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

Certification of Municipal Clerk  
I, Louise A. Mekosh, RMC,CMC,CMFO  
Borough Clerk/Administrator do hereby certify that the  
Above Resolution 2020-28 was duly adopted by the  
Governing Body at their Regular meeting held on 1/7/2020.

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

**Resolution No. 2020-29**

**A Resolution Establishing a Green Team Advisory Committee  
In the Borough of Lake Como**

**WHEREAS**, The Borough of Lake Como strives to save tax dollars, assure clean air and water, improve working and living environments to build a community that is sustainable economically, environmentally and socially; a community which would thrive well into the new century; and

**WHEREAS**, The Borough of Lake Como wishes to build a model of government which benefits our residents now and far into the future with green community initiatives which are easy to replicate and affordable to implement; and

**WHEREAS**, in an attempt to focus attention on “Green” issues, The Borough of Lake Como wishes to establish a Green Team Advisory Committee (GTA); and

**WHEREAS**, The Borough of Lake Como has started the process of focusing on “Green” issues by conducting an energy audit of municipal facilities and operations in 2012 and will focus on completing an updated audit; and

**WHEREAS**, The Borough of Lake Como along with the Environmental Commission has begun the process of making its operations greener and more environmentally friendly with energy audits to pinpoint the most effective ways to reduce energy consumption; and

**WHEREAS**, water quality improvements, operational changes, several environmental-friendly projects and educating the public will all be considered as The Borough of Lake Como moves forward to do our share to lessen the environmental impact of our operations and improve the quality of life in our community.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of The Borough of Lake Como that we do hereby establish a Green Team Advisory Committee, consisting of ten members, to be appointed annually and whose initial term of appointment shall be through December 31, 2020;

**BE IT FURTHER RESOLVED** by Mayor and Council of The Borough of Lake Como that the Mission, Goals and Objectives for the GTA through December 31, 2020 are established as follows:

## **Resolution No. 2020-29 (Cont.)**

### **Mission**

The Borough of Lake Como Green Team Advisory Committee will explore ways to improve municipal operations with “Green” initiatives which are economically sound through research and evaluation as provided by Sustainable Jersey through various “actions”.

### **Goals**

Submit a report and recommendations to the Mayor and Council by October 1, 2020 to include:

1. An audit of municipal facilities.
2. An evaluation of municipal fleet vehicles.
3. A report for suggested best practices for “greener” municipal operations.

### **Objectives**

1. Collaborate with Borough Employees, service providers and other agencies to share resource information and ideas consistent with the Mission of GTA.
2. Encourage participation of employees, residents, businesses, schools, local church to solicit ideas on green initiatives.
3. Research and analyze green initiatives which make practical environmental and financial sense.
4. Develop strategies for sustainable green initiatives in municipal operations.

**NOW, THEREFORE, BE IT FINALLY RESOLVED** by The Borough of Lake Como that the following persons are hereby appointed to the GTA for the period commencing January 1, 2020, terminating December 31, 2020:

David Gardner, Councilman, Chairman  
Louise Mekosh, Borough Clerk/Administrator  
Brendan Maas, Public Works Superintendent  
Michelle Bozikova, Member  
David Hoh, Member  
Peter Teevan, Member

Dated: 1/7/2020

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Kevin G. Higgins,  
Mayor

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

**RESOLUTION NO. 2020-30**

**AUTHORIZING PARTIAL TAX PAYMENTS  
SUBJECT TO CONDITIONS PROVIDED BY STATE STATUTE**

**WHEREAS**, State Statute 54:4-66 dictates that taxes for municipalities operating under a Calendar Year shall be payable in four quarterly installments with due dates as follows: February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup>, and

**WHEREAS**, to assist taxpayers with maintaining a current balance and to maximize the tax collection rate, it would be in the best interest of the Borough of Lake Como to accept partial payments toward these property tax quarters, whether their respective charges have been established or not, and

**WHEREAS**, the acceptance of partial payments shall be limited to conditions that are not subject to statutes N.J.S.A. 54:5-1 through N.J.S.A. 54:5-10, commonly known as the "Tax Sale Law", N.J.S.A. 54:5-19 through N.J.S.A. 54:34.3, the sale of real property to enforce liens; N.J.S.A. 54:5-54 through N.J.S.A. 54:5-63.1, rights of redemption; N.J.S.A. 54:5-65 through N.J.S.A. 54:5-76, redemption by installments, Borough rights to enforce or foreclose a tax sale lien; N.J.S.A. 54:4-63.11 through N.J.S.A. 54:4-134, tax appeal judgments, refunds, interest on refunds, and application of refunds; N.J.S.A. 54:3-27, payment of taxes pending appeal; and bankruptcy court or other court orders, and

**WHEREAS**, balances that exist after their respective grace periods shall be subject to N.J.S.A. 54:4-67, interest on delinquencies and 6% year end penalty, and addressed by prior resolution; and

**WHEREAS**, this resolution is not made to supersede any laws that govern the tax collector's office or that will harm the tax collection process, but is made to benefit the taxpayers of the Borough of Lake Como and the Borough itself.

**NOW, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that partial payments toward pending or established tax quarters shall be accepted in accordance with the conditions listed above.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-31**

**APPOINTING THE AMERICAN WITH DISABILITIES ACT COORDINATOR**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Annette Cline  
730 19<sup>th</sup> Ave., Lake Como, NJ

To the position of Coordinator for the Borough of Lake Como for the  
American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; for one year,  
Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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



**RESOLUTION NO. 2020-32**

**APPOINTING THE TAX SEARCH OFFICER**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Toni Mullen

To the position of

Tax Search Officer

for the Borough of Lake Como for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-33**

**ESTABLISHING FEES FOR PHOTOCOPIES AND DUPLICATION  
OF ELECTRONIC OR COMPUTER GENERATED DOCUMENTS**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Lake Como that the Borough of Lake Como shall charge fees for photocopies in accordance to N.J.S.A. 47:1A-5.b. A copy of the current State statute regarding photocopy fees shall be maintained in the Borough Clerk's office.

**BE IT RESOLVED** that all scanned or photocopied documents that are sent via facsimile shall be charged the same rate as the fees established for photocopies in response to any records requests.

**BE IT RESOLVED** that duplication of any electronic or computer generated documents shall be charged the cost to the municipality for said copy. The Borough will not reproduce any records or documents that are copyright protected or that do not belong to the municipality.

**BE IT FURTHER RESOLVED** that copies of this Resolution shall be given to all Departments requiring them to charge as outlined above.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-34**

**APPOINTING THE LAKE COMO CLEAN COMMUNITIES COORDINATOR**

**WHEREAS, Mayor Kevin G. Higgins has appointed**  
**VIVECA H. GRAHAM**

**To the position of Lake Como Clean Communities Coordinator**  
**for the Borough of Lake Como for one year,**  
**Commencing January 1, 2020, terminating December 31, 2020.**

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-35**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
MUNICIPAL PROSECUTOR**

**WHEREAS**, the Borough of Lake Como has a need to appoint a Municipal Prosecutor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, William G. McGuinn, Esq. be and is hereby appointed Municipal Prosecutor, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, William G. McGuinn, Esq. has submitted a proposal indicating they will provide the service of Municipal Prosecutor for the Borough of Lake Como; and

**WHEREAS**, William G. McGuinn, Esq. has been serving as the Municipal Prosecutor for the Borough of Lake Como and is highly experienced with the Borough of Lake Como Municipal Court.

**WHEREAS**, William G. McGuinn, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the law firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with William G. McGuinn, Esq. as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-36**

**APPOINTING THE PUBLIC DEFENDER**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Thomas H. Martin, Esq.

To the position of Public Defender

for the Borough of Lake Como for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-37**

**APPOINTING TO THE POSITION OF SPECIAL TAX COUNSEL**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

**MICHAEL BURNS, ESQ.  
LONG, MARMERO & ASSOCIATES**

**As Special Tax Counsel**

**for the Borough of Lake Como for one year,**

**Commencing January 1, 2020, terminating December 31, 2020.**

**A copy of this Resolution shall be forwarded to the Tax Assessor.**

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

## **RESOLUTION NO. 2020-38**

### **Resolution Authorizing Electronic Tax Sale**

**WHEREAS**, N.J.A.C. 5:33-1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Service; and

**WHEREAS**, the Director of the Division of Local Government Services has promulgated rules and regulations for an electronic tax, and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

**WHEREAS**, the Borough of Lake Como wishes to hold an electronic tax sale.

DATED: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-39**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
MUNICIPAL AUDITOR**

**WHEREAS**, the Borough of Lake Como has a need to appoint a Municipal Auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, Robert Allison of Holman, Frenia and Allison, P.C., is hereby appointed Municipal Auditor, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, Robert Allison has submitted a proposal indicating they will provide the service of Municipal Auditor for the Borough of Lake Como; and

**WHEREAS**, Robert Allison has been serving as the Municipal Auditor for the Borough of Lake Como and is highly experienced with the Borough of Lake Como accounting practices.

**WHEREAS**, Robert Allison has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with Robert Allison of Holman, Frenia and Allison, P.C., as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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



**RESOLUTION NO. 2020-40**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Theodore A. Bianchi, UCC License # 2151

As the Plumbing Subcode Inspector for the Borough of Lake Como for a period of four years, commencing January 1, 2020, terminating December 31, 2023.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-41**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Dennis Lavendar, Esq.

To the Position of Municipal Judge for the Borough of Lake Como for a period of three years, commencing January 1, 2020, terminating December 31, 2022.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-42**  
**FINANCIAL CONSULTANT SERVICES**

**WHEREAS**, Mayor Kevin G. Higgins is appointing Andrew Hodulik, CPA to provide financial consultant services by providing assistance in the maintenance of the Borough's general ledger and its subsidiary ledgers of the Borough of Lake Como.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como authorizes the Mayor and Borough Clerk to enter into a Contract with Andrew Hodulik, CPA for said services.

Dated: 01/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-43**

**APPOINTING ALTERNATE/CONFLICT PROSECUTOR**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Bob Smith and Associates

To the position of Alternate/Conflict Prosecutor, for one year,  
Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-44**

**APPOINTING ALTERNATE/CONFLICT PUBLIC DEFENDER**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

**MATTHEW SAGE**

To the position of Alternate/Conflict Public Defender, for one year,

Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-45**

**APPOINTING ALTERNATE/CONFLICT ENGINEER**

**WHEREAS**, Mayor Kevin G. Higgins has appointed  
ADAMS, REHMANN AND HEGGAN ASSOCIATES, INC. (ARH)

To the position of Alternate/Conflict Engineer, for one year,  
Commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-46**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Edward Kirschenbaum

To the Position of Emergency Management Coordinator for the Borough of Lake Como for a period of three years, commencing January 1, 2020, terminating December 31, 2022.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the New Jersey Department of Emergency Management and the Monmouth County Office of Emergency Management.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-47**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

Kerry Higgins, Esq.

To the Position of Alternate Tax Attorney for the Borough of Lake Como for a period of one year, commencing January 1, 2020, terminating December 31, 2020.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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



**RESOLUTION NO. 2020-48**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR**  
**MUNICIPAL PLANNER**

**WHEREAS**, the Borough of Lake Como has a need to acquire a Municipal Planner as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Borough of Lake Como has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, CME Associates, 3151 Bordentown Avenue, Parlin, NJ 08859 is hereby appointed Municipal Planner, effective January 1, 2020 for a one-year term through December 31, 2020.

**WHEREAS**, CME Associates is a licensed firm in the State of New Jersey and has submitted a proposal indicating they will provide the service of Municipal Planner for the Borough of Lake Como; and

**WHEREAS**, CME Associates has been serving as the Municipal Planner for the Borough of Lake Como and is highly experienced with the Borough of Lake Como.

**WHEREAS**, CME Associates has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the in the previous one year, and that the contract will prohibit the firm from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Chief Municipal Finance Officer has certified that funds are available for this professional service.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Lake Como hereby authorizes the Borough Clerk to enter into a contract with CME Associates. as described herein; and,

**BE IT FURTHER RESOLVED** that this resolution shall be published in an official newspaper of the Borough of Lake Como.

Dated: 1/7/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-49**

**RESOLUTION APPOINTING THE LAKE COMO RISK MANAGEMENT  
CONSULTANT**

**WHEREAS**, Mayor Kevin G. Higgins has appointed

ACRISURE  
Woodbridge, NJ

To the position of Risk Management Consultant, for one year,  
Commencing January 1, 2020, terminating December 31, 2020

Dated: 01/7/20

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-50**

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT  
WITH THE MONMOUTH COUNTY SPCA**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the Borough Clerk/Administrator is hereby authorized to execute an agreement with the Monmouth County SPCA for animal control services along with the Trap and Release option for a one year term beginning January 1, 2020, ending December 31, 2020.

A copy of the agreement shall be attached to this resolution.

Dated: 01/07/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION NO. 2020-51**

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT  
WITH THE DENTAL SERVICES ORGANIZATION, INC.**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como that the Borough Clerk/Administrator is hereby authorized to execute an agreement with the Dental Services Organization, Inc., Plaza 35, 1030 St. Georges Avenue, Avenel, NJ 07001 for a term of February 1, 2020, ending January 31, 2021.

A copy of this agreement shall be attached to this resolution.

Dated: 01/07/2020

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Kevin G. Higgins  
Mayor

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

**RESOLUTION 2020-52**  
**RESOLUTION AUTHORIZING THE COUNTY OF MONMOUTH MOSQUITO CONTROL**  
**DIVISION TO CONDUCT AERIAL MOSQUITO CONTROL OPERATIONS WITHIN THE**  
**BOROUGH OF LAKE COMO**

**WHEREAS**, the Monmouth County Board of Chosen Freeholders, pursuant to N.J.S.A. 26:9-27 et seq. has elected through its Mosquito Control Division to perform all acts necessary for the elimination of mosquito breeding areas and/or to exterminate mosquitoes within the county; and

**WHEREAS**, the County has instituted an Integrated Pest Management Program consisting of surveillance, water management, biological control, and chemical control to exterminate the mosquito population within the county of Monmouth; and

**WHEREAS**, prior to conducting aerial dispensing operations over a designated “congested area,” the County is required, pursuant to Federal Aviation Administration Regulation (FAR Part 137.51), to secure prior written approval from the governing body of the political subdivision over which the aircraft is to be operated; and

**WHEREAS**, the Borough of Lake Como is designated as a “congested area” by the Federal Aviation Administration and the County has requested that this governing body consent to its proposed aerial dispensing operations.

**NOW, THEREFORE**, be it resolved as follows:

1. The Governing Body hereby authorizes the County of Monmouth Mosquito Control Division or it's agent to apply pesticides by aircraft for mosquito control in certain areas of the municipality designated by the County as being either larval mosquito habitat or areas harboring high populations of mosquitoes constituting either a nuisance, a health hazard, or both with the understanding that:
  - a. The County shall utilize pesticides, application equipment and aircraft that are approved for aerial applications by the applicable Federal (USEPA) and State (NJDEP) agencies, and
  - b. Such operations will be performed in compliance with applicable Federal and State regulations, and
  - c. The County will notify the police department of each municipality over which aerial pesticide operations are planned prior to commencement of such operations.

Moved by:                      Seconded by:

Ayes:

Nays: Abstentions: Absences:

I, Louise A. Mekosh, Clerk of the municipality of the Borough of Lake Como do hereby attest that the foregoing resolution was adopted at a regular meeting of the Governing Body of the Borough of Lake Como held on the 7th day of January, 2020.

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

**RESOLUTION NO. 2020-53**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF LAKE COMO PROVIDING FOR THE MAKING OF A TEMPORARY APPROPRIATION.**

**WHEREAS**, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the Calendar Year 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

**WHEREAS**, the date of this resolution is within the first 30 days of the fiscal year, and

**WHEREAS**, the total appropriations in the CY2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$3,559,091.24 and

**WHEREAS**, 26.25% of the total appropriations in the CY2019 budget is the sum of \$934,261.45;

**BE IT FURTHER RESOLVED**, the total appropriations in the CY2019 Water/Sewer Utility budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$1,341,530.00 and 26.25% of the total appropriations in the CY2019 Water/Sewer Utility budget is the sum of \$352,151.62;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Lake Como, County of Monmouth, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for her records: The attached pages include the temporary 2020 budget and are approved by this resolution.

Dated: 1/7/2020

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Kevin G. Higgins, Mayor

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

RESOLUTION 2020-53  
TEMPORARY BUDGET

**General Appropriations**

**GENERAL GOVERNMENT**

**General Administration**

Salaries and Wages	001-101	\$	13,912.00
Printing & Advertising	001-202	\$	1,000.00
Other Expenses	001-299	\$	750.00

**Mayor and Council**

Salaries and Wages	001-102	\$	4,350.00
Other Expenses	001-204	\$	375.00
Ceremony Fees	001-104	\$	400.00

**Municipal Clerk**

Salaries and Wages	001-103	\$	14,963.00
Other Expenses	001-203	\$	375.00
Elections	002-201	\$	150.00

**Financial Administration (Treasury)**

Salaries and Wages	003-101	\$	33,468.00
Other Expenses	003-201	\$	7,500.00

**Audit Services**

Other Expenses	003-203	\$	10,000.00
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**Tax Collection**

Salaries and Wages	005-101	\$	16,816.00
Other Expenses	005-201	\$	2,000.00

**Tax Search Officer**

Salaries and Wages	006-101	\$	1,747.00
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**Tax Sale**

Other Expenses	008-201	\$	375.00
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**Tax Assessment Administration**

Salaries and Wages	004-101	\$	4,500.00
Other Expenses	004-201	\$	1,250.00

**Assessment & Imprvmt Searcher**

Salaries and Wages	007-101	\$	1,090.00
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**Legal Services**

Fees	009-203	\$	10,000.00
Borough Attorney	009-299	\$	5,945.00

**Municipal Court**

Salaries and Wages	200-101	\$	9,000.00
Other Expenses	200-201	\$	1,250.00

**Engineering Services**

Other Expenses	010-201	\$	12,500.00
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**LAND USE ADMINISTRATION**

**Planning Board**

Salaries and Wages	012-101	\$	1,500.00
Other Expenses	012-201	\$	1,750.00

**CODE ENFORCEMENT & ADMINISTRATION**

**Building Inspector**

Salaries and Wages	026-101	\$	2,635.00
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**Plumbing Inspector**

Salaries and Wages	027-101	\$	2,010.00
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RESOLUTION 2020-53  
TEMPORARY BUDGET

**CODE ENFORCEMENT & ADMINISTRATION**

Continued

**Fire Protection Inspection**

Salaries and Wages	028-101	\$	2,010.00
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**Electrical Inspector**

Salaries and Wages	029-201	\$	2,010.00
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**Construction Code Official**

Salaries and Wages	030-101	\$	5,000.00
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Other Expenses	030-201	\$	625.00
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Zoning Official	030-301	\$	1,250.00
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Zoning Official:Application Fees	030-302	\$	600.00
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**INSURANCE**

**Surety Bond Premiums**

Other Expenses	013-302	\$	2,420.00
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General Liability	013-303	\$	8,129.00
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Workers Compensation	013-301	\$	12,278.00
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Employee Group Health	013-304	\$	44,000.00
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**PUBLIC SAFETY**

**Police Department**

Police Contract	015-401	\$	312,500.00
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Public Health Other Expenses	015-201		\$1,250.00
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**Office of Emergency Management**

Other Expenses	017-201	\$	100.00
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**Aid to Volunteer Ambulance Company**

Other Expenses	016-201	\$	250.00
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**Public Defender**

Salaries and Wages	200-102	\$	750.00
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**Fire Department**

Other Expenses-Miscellaneous	014-299	\$	325.00
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**Municipal Prosecutor**

Salaries and Wages	015-301	\$	5,394.00
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**PUBLIC WORKS**

**Streets and Road Maintenance**

Salaries and Wages	018-101	\$	24,926.00
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Other Expenses	018-201	\$	9,500.00
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**Solid Waste Collection**

Other Expenses	019-201	\$	20,250.00
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**Recycling**

Other Expenses	020-201	\$	7,500.00
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Recycling Tax	020-301	\$	630.00
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**Building and Grounds**

Salaries and Wages	011-101	\$	22,625.00
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Other Expenses	011-201	\$	12,500.00
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**HEALTH AND HUMAN SERVICES**

**Board of Health/Vital Statistics**

Salaries and Wages	022-101	\$	945.00
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**Environmental Health Services**

Other Expenses	032-201	\$	150.00
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**PARKS AND RECREATION**

**Advancement of Youth Activities**

Other Expenses	025-201	\$	500.00
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Senior Citizen Activities	033-201	\$	500.00
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RESOLUTION 2020-53  
TEMPORARY BUDGET

**OTHER OPERATING FUNCTIONS**

**Celebration of Public Events**

Other Expenses	024-201	\$	625.00
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**UTILITY EXPENSE AND BULK PURCHASES**

Street Lighting	031-201	\$	7,500.00
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Telephone	400-311	\$	3,000.00
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**LANDFILL/SOLID WASTE DISPOSAL COSTS**

Landfill/solid waste disposal costs	021-201	\$	16,500.00
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**STATUTORY EXPENDITURES**

Social Security System	110-402	\$	14,437.00
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		\$	-
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<b>Total Gen'l Approp. Within "CAPS"</b>		\$	702,590.00
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**OPERATIONS EXCLUDED FROM "CAPS"**

National Geomatica-GIS System	115-201	\$	3,000.00
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<b>Total Approp. Excluded from "CAPS"</b>		\$	3,000.00
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<b>TOTAL 2020 TEMPORARY APPROPRIATIONS</b>		\$	705,590.00
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**Note:**

CY2019 Total Appropriations		\$	3,559,091.24
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Allowable 2020 Temporary Appropriations		\$	934,261.45
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**MUNICIPAL DEBT SERVICE - General Account**

Monmouth County Improvement Auth 2013 Principal	300-310	\$	80,000.00
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Monmouth County Improvement Auth 2013 Interest	300-311	\$	12,750.00
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Monmouth County Improvement Auth Admin Fees	300-306	\$	2,000.00
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<b>Total Debt Service - General Account</b>		\$	94,750.00
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**MUNICIPAL DEBT SERVICE - Water/Sewer Account**

Principal on Bonds	280-003	\$	66,881.31
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Interest on Bonds	280-002	\$	115,288.69
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<b>Total Debt Service - Water/Sewer Account</b>		\$	182,170.00
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**WATER/SEWER UTILITY BUDGET**

**TEMPORARY APPROPRIATIONS W/S UTILITY**

**OPERATING**

Salaries and Wages	100-101	\$	51,187.00
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Other Expenses	100-201	\$	22,500.00
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Other Expenses:SMRSA	250-001	\$	149,468.00
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Purchase of Water	150-001	\$	65,000.00
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**STATUTORY EXPENSES**

Social Security System	110-402	\$	3,750.00
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<b>TOTAL 2020 TEMP. W/S APPROPRIATIONS</b>		\$	291,905.00
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**Note:**

CY2019 Total Appropriations		\$	1,341,530.00
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Allowable 2020 Temporary Appropriations		\$	352,151.63
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**RESOLUTION NO. 2020-54**

**FEE RESOLUTION**

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

WHEREAS, the rules and regulations require a municipality to send two (2) notices of tax sale to all properties included in said sale; and

WHEREAS, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing and mailing of said notice; and

WHEREAS, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Borough of Lake Como wishes to charge \$25.00 per notice mailed which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

BE IT RESOLVED by the Council of the Borough of Lake Como that a fee of \$25.00 per notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the 2020 electronic tax sale.

DATED: 1/7/2020

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Kevin G. Higgins  
Mayor

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