



**TOWNSHIP COMMITTEE  
TOWNSHIP OF MENDHAM  
REGULAR MEETING**

**DATE:** Tuesday, December 22, 2020

**TIME:** 7:30 PM Regular Session

**LOCATION:** **REMOTE VIA ZOOM** – Link on the last page (updated) Remote via Zoom only  
Webinar ID: 838 8095 2143  
Passcode: 021071

**ROLL CALL**

Mr. Baio  
Ms. Duarte  
Mr. Monaghan  
Mr. Orlins  
Mayor Neibart

**SALUTE TO THE FLAG**

**STATEMENT OF ADEQUATE NOTICE**

Adequate Notice of this meeting of the Township Committee of the Township of Mendham was given as required by the Open Public Meetings Act as follows: Notice was given to the Observer Tribune and Daily Record on January 3, 2020. The notice of change in meeting format was given to Star Ledger and Daily Record on October 7, 2020. Notice was posted on the bulletin board in the township offices and notice was filed with the Township Clerk.

**PROCLAMATION – HONORING MENDHAM TOWNSHIP’S 2020 FIRST RESPONDERS**

**COVID-19 UPDATE**

**ANNOUNCEMENTS**

**OPEN TO THE PUBLIC**

*Please state your name and address for the record. Speakers are asked to limit their comments to 5 minutes.*

*Zoom Attendees: If you wish to make a comment, please click ‘Raise hand’ in the webinar controls. If you join the webinar by phone, **dial \*9** to raise your hand.*

**MINUTES**

- Regular Meeting Minutes of September 8, 2020

**REGULAR AENDA**

- 2020-237** Resolution of the Township Committee of the Township of Mendham Authorizing Employment Agreements for Police Management Personnel
- 2020-238** Resolution of the Township Committee of the Township of Mendham Cancelling Appropriations to Fund Balance
- 2020-239** Resolution of the Township Committee of the Township of Mendham Cancelling Reserve for Reassessments and Transfer to Fund Balance
- 2020-240** Resolution of the Township Committee of the Township of Mendham Reestablishing Reserve for Tax Appeals Through a Transfer From Fund Balance
- 2020-241** Resolution of the Township Committee of the Township of Mendham Cancellation of Unexpended Improvement Authorization in General Capital Fund
- 2020-242** Resolution of the Township Committee of the Township of Mendham Authorizing 2020 Budget Appropriation Transfer
- 2020-243** Resolution of the Township Committee of the Township of Mendham To Approve a Shared Service Agreement with the Township of Randolph for Animal Shelter Services
- 2020-244** Resolution of the Township Committee of the Township of Mendham Authorizing the Award of a Non-Fair and Open Professional Services Contract without Competitive Bidding to Cornerstone Architectural Group for Architectural Design and Base Construction Services for Renovations to the Town Hall
- 2020-245** Resolution of the Township Committee of the Township of Mendham Recognizing Exceptional Performance
- 2020-246** Resolution of the Township Committee of the Township of Mendham Authorizing the Payment of Bills

**OPEN TO THE PUBLIC**

*Please state your name and address for the record. Speakers are asked to limit their comments to 5 minutes.*

*Zoom Attendees: If you wish to make a comment, please click 'Raise hand' in the webinar controls. If you join the webinar by phone, **dial \*9** to raise your hand.*

**DISCUSSION**

- **Administration**
  - Mount Pleasant Road
- **Liaison Reports**

<ul style="list-style-type: none"> <li>○ Construction</li> <li>○ Communication Committee, Marketing</li> <li>○ Department of Public Works</li> <li>○ Environmental Commission</li> <li>○ Health Department</li> <li>○ Finance Committee</li> <li>○ Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>○ Planning Board</li> <li>○ Police</li> <li>○ Pitney Park</li> <li>○ Recreation Committee</li> <li>○ Regional School District</li> <li>○ Shared Court</li> <li>○ Stigma-Free Initiative</li> </ul>
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- First Aid Squad
- Historic Preservation
- Library
- Mendham Sewer East & West
- Mendham Township School District
- Mendham TV
- Surrounding Town Outreach
- Tax Assessor
- Tree Committee
- Wildlife Management
- Zoning Board

**ADJOURN**

**RESOLUTION 2020-237**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM AUTHORIZING**  
**EMPLOYMENT AGREEMENTS FOR POLICE MANAGEMENT PERSONNEL**

**WHEREAS**, the Township entered into three-year employment agreements with management personnel in the Police Department in May of 2017 setting for terms and conditions of employment; and

**WHEREAS**, the Police Management personnel involved have requested that these employment agreements be extended for an additional three-year period without any change; and

**WHEREAS**, the Administrator recommends that the Employee request be honored since the agreements do not contain specific salary requirements or additional employee benefits that would impact the 2021 and future year Township Budgets.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM, MORRIS COUNTY, NJ** that the employee agreements for the Chief of Police and the Police Lieutenant previously entered into in 2017 are hereby extended for a three-year period ending in December 2023, and the Mayor is authorized to enter into a Memorandum of Agreement to accomplish this extension.

**BE IT FURTHER RESOLVED** that the Township Clerk shall provide certified copies of this resolution to the Chief of Police and Police Lieutenant for their information and guidance.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-238**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM CANCELLING**  
**APPROPRIATIONS TO FUND BALANCE**

**WHEREAS**, the Township Committee of the Township of Mendham wishes to cancel unexpended balances of a certain appropriation in the 2020 budget and transfer said funds to current fund balance; and

**WHEREAS**, N.J.S.A. 40A:4-60 requires that such cancellations be made by resolution prior to the end of the calendar year;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mendham, County of Morris, New Jersey, that the amount entered next to the appropriation listed below be and hereby canceled and transferred to current fund balance:

From:

Other Sub-Code, Salary & Wages: \$67,000  
Streets Salary & Wages: \$90,000  
Administration Salary & Wages: \$50,000  
Snow Removal Operating Expenses: \$50,000

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Township Auditor and Chief Financial Officer for their records.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-239**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM CANCELLING**  
**RESERVE FOR REASSESSMENTS AND TRANSFER TO FUND BALANCE**

**WHEREAS**, the Township Committee of the Township of Mendham wishes to cancel the balance in Reserve for Re-assessments and transfer to Fund Balance.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mendham, County of Morris, New Jersey, cancel \$100,000 in the Reserve for Reassessments and transfer to fund balance.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Township Auditor and Chief Financial Officer for their records.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

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\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-240**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM REESTABLISHING**  
**RESERVE FOR TAX APPEALS THROUGH A TRANSFER FROM FUND BALANCE**

**WHEREAS**, the Township Committee of the Township of Mendham wishes to reestablish the Reserve for Tax Appeals through transfer from Fund Balance; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mendham, County of Morris, New Jersey, reestablishes the Reserve for Tax Appeals in the amount of \$150,000 through a transfer from Fund Balance.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Township Auditor and Chief Financial Officer for their records.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-241**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM CANCELLATION OF UNEXPENDED IMPROVEMENT AUTHORIZATION IN GENERAL CAPITAL FUND**

**WHEREAS**, there is an unexpended Improvement Authorization;

Ordinance#	Description:	Amount:	Cancelling To:
2020-04	Department of Public Works – Various Road Improvements	\$70,000	Capital Improvement Fund-\$70,000

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mendham, in the County of Morris, New Jersey that this project have been completed and the unexpended Improvement Authorization in the amount of \$70,000 be cancelled to Capital Improvement Fund.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk



**RESOLUTION 2020-242**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM AUTHORIZING**  
**2020 BUDGET APPROPRIATION TRANSFER**

**BE IT RESOLVED**, by the Township Committee of the Township of Mendham, County of Morris and State of New Jersey, that 2020 Budget Appropriations Transfer totaling **\$9,000** are to be made in the following manner:

<b>FROM:</b>	<b>AMOUNT</b>
Group Insurance, Other Expenses	\$9,000
<b>TOTAL</b>	<b>\$9,000</b>
<b>TO:</b>	<b>AMOUNT</b>
Police, Salary and Wages	\$9,000
<b>TOTAL</b>	<b>\$9,000</b>

**NOW, THEREFORE, BE IT RESOLVED**, by the Township of Mendham, (not less than two thirds of all members thereof affirmatively concurring) that in accordance with provision N.J.S.A. 40A:4-59, part of the surplus in the accounts heretofore mentioned be and the same is hereby transferred to the accounts mentioned as being insufficient and directs the Chief Financial Officer to execute this transfer transaction.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
 IN THE COUNTY OF MORRIS

\_\_\_\_\_  
 Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
 Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
 Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-243**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM TO APPROVE A SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF RANDOLPH FOR ANIMAL SHELTER SERVICES**

**WHEREAS**, the Township of Mendham has a contract with Animal Control Services of Flemington, New Jersey for Animal Control Services plus animal shelter services; and

**WHEREAS**, the availability of a local animal shelter would be a convenience to Mendham Township residents who need to reclaim an animal who has been picked up by the Animal Control Officer; and

**WHEREAS**, under the contract with Animal Control Services the location of the Animal Shelter is a local option; and

**WHEREAS**, the Township of Randolph has agreed to provide animal shelter services through a Shared Service Agreement with the Township of Mendham; and

**WHEREAS**, it is necessary to set forth the terms and conditions and procedures for the sharing of Animal Shelter Services among the municipalities which are a party to this Agreement; and

**WHEREAS**, the Interlocal Services Act (N. J. S. A. 40:65-1 et seq.) provides the mechanism for local governments to enter into contracts for the joint provision of required services.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM, COUNTY OF MORRIS, NJ AS FOLLOWS:**

1. The Shared Service Animal Shelter Agreement attached to and made a part of this Resolution is hereby approved, the Mayor is Authorized to execute the same on behalf of the Township, and the Township Administrator is authorized to take the necessary actions to implement the Agreement.
2. A certified copy of this resolution and the Animal Shelter Contract is to be provided to the Township of Randolph for their approval.
3. A copy of the Shared Service agreement shall be filed with the New Jersey Department of Community Affairs.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-244**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT WITHOUT COMPETITIVE BIDDING TO CORNERSTONE ARCHITECTURAL GROUP FOR ARCHITECTURAL DESIGN AND BASE CONSTRUCTION SERVICES FOR RENOVATIONS TO THE TOWN HALL**

**WHEREAS**, the Township of Mendham has a need to appoint a licensed professional architect through a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

**WHEREAS**, Cornerstone Architectural Group did the feasibility analysis for renovations to the Town Hall Building; and

**WHEREAS**, Cornerstone Architectural Group will provide licensed professional architectural services as sought by the Township of Mendham as outlined in a proposal dated November 17, 2020 in an amount not to exceed \$209,000; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et. seq.) requires that the Resolution authorizing the award of contracts for Professional Services without competitive bids and the contract itself must be available for public inspection; and

**WHEREAS**, Cornerstone Architectural Group will provide and submit a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of Mendham with the elected officials in the previous one year, and that the contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified as to the availability of funds pursuant to *N.J.A.C. 5:30-5.4*, said funds to be encumbered from Bond Ordinance 2020- 12.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Township Committee of the Township of Mendham, County of Morris, State of New Jersey authorizes the Mayor and the Township Clerk to enter into a contract with Cornerstone Architectural Group not to exceed \$209,000 for architectural services as outlined in the Professional Services Contract attached to and made a part of this resolution.

**BE IT FURTHER RESOLVED** that the Mayor is authorized to sign this contract on behalf of the Township once the Township Attorney has approved of the document as to form and legality.

**BE IT FURTHER RESOLVED** that the contract, resolution and all other pertinent documents shall remain on file in the office of the Township Clerk.

**BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in the Township's legal newspaper.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**RESOLUTION 2020–245**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM RECOGNIZING**  
**EXCEPTIONAL PERFORMANCE**

**WHEREAS**, with the advent of the COVID 19 Pandemic, the normal operation of the Township and the function of the elected officials of the Township were severely impacted; and

**WHEREAS**, through this time period Maria Coppinger, the Township Clerk, was successful in converting the Township Committee meeting process to remote access with minimal inconvenience to the elected officials, with reasonable accommodations to the participating general public, and without the difficulties experienced in many other municipalities; and

**WHEREAS**, in addition to the difficulties caused by the Pandemic, Maria Coppinger also had to assist in the transition from a full time Administrator to a part time Interim Administrator providing guidance and assistance whenever requested or whenever she perceived it would be beneficial; and

**WHEREAS**, Maria Coppinger has been accessible to all in person or electronically throughout this trying period without limitation as to day of week or time of day; and

**WHEREAS**, throughout this year Maria Coppinger has conducted herself and represented her office in a professional manner very noticeable during the meetings of the governing body.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM, COUNTY OF MORRIS, NEW JERSEY**, that the Township Committee wishes to publicly acknowledge the efforts of Maria Coppinger, the Mendham Township Clerk, in providing the services required of her office in a manner that was and is exemplary and a model for others to emulate.

**BE IT FURTHER RESOLVED** that in recognition of this outstanding effort, the Township Committee authorizes the Township Administrator to provide to Maria Coppinger a performance incentive of \$1,200 in recognition of her work performance and work product in excess of the normal requirements of her office.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**RESOLUTION 2020-246**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM**  
**AUTHORIZING THE PAYMENT OF BILLS**

**BE IT RESOLVED**, by the Township Committee of the Township of Mendham, in the County of Morris, New Jersey, that the Chief Financial Officer be and hereby is authorized to pay current bills as attached hereto and made a part hereof, contingent upon the approval of the Finance Committee.

Adopted: December 22, 2020

Attest:

TOWNSHIP OF MENDHAM,  
IN THE COUNTY OF MORRIS

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

\_\_\_\_\_  
Sarah Neibart, Mayor

**CERTIFICATION:** I, Maria F. Coppinger, Clerk of the Township of Mendham, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Mendham Township Committee at a meeting held on December 22, 2020.

\_\_\_\_\_  
Maria F. Coppinger, Township Clerk

**Bills list can be found on the website under the  
agenda & minutes tab. Locate the meeting date  
and click on "other docs."**

The Township Committee meeting will be held in-person at Town Hall, 2 West Main Street, Brookside. The meeting room will be arranged to comply with the 6 feet social distancing requirement. **Masks are required to enter the municipal building.**

**The public is welcome to join in-person or remote via Zoom.**

The Township Committee will continue to host the meetings remotely via the Zoom platform. Kindly note the access information below:

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/83880952143?pwd=V1JvSEhwSkLR0FGTEdKeIBzUkw0Zz09>

Passcode: 021071

Or iPhone one-tap:

US: +13017158592,,83880952143#,,,,,0#,,021071# or  
+13126266799,,83880952143#,,,,,0#,,021071#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1  
346 248 7799 or +1 669 900 9128

**Webinar ID: 838 8095 2143**

**Passcode: 021071**

International numbers available: <https://us02web.zoom.us/j/kdEhwhGm9I>