

**TOWNSHIP OF MENDHAM  
TOWNSHIP COMMITTEE  
REGULAR MEETING**

**DATE:** Wednesday, December 27, 2023  
**TIME:** 7:30 PM- REGULAR MEETING  
**LOCATION:** **MENDHAM TOWNSHIP MIDDLE SCHOOL**  
All Purpose Room  
16 Washington Valley Road, Brookside; and



**REMOTE VIA ZOOM**

Access link and call-in numbers can be found on the last page of the agenda.

**ROLL CALL**

Ms. Duarte  
Ms. Moreen  
Ms. Neibart  
Ms. Spirig  
Mayor Monaghan

**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 6, 2023 and again on January 31, 2023. Notice was posted on the bulletin board in the Township offices and notice was filed with the Township Clerk.

**ANNOUNCEMENTS**

**OPEN TO THE PUBLIC**

Mayor Monaghan will recognize individuals wishing to make a comment. Once recognized, please clearly state your name and address for the record (the speaker does not need to provide their address if they have been verified by the office of information privacy as a covered person in the township under Daniel's Law)

All comments should be directed to Mayor Monaghan.

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.

**APPROVAL OF MEETING MINUTES**

- December 11, 2023- Regular Meeting Minutes

**ORDINANCE FOR SECOND READING/PUBLIC HEARING**

- 15-2023** AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM MORRIS COUNTY, NEW JERSEY AN ORDINANCE AMENDING VARIOUS CHAPTERS RELATING TO THE SCHEDULING OF FEES  
INTRODUCED DECEMBER 11, 2023
- 16-2023** AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM MORRIS COUNTY, NEW JERSEY AN ORDINANCE AMENDING VARIOUS CHAPTERS RELATING TO THE COMPOSITION OF THE COMMITTEES INDICATED BELOW  
INTRODUCED DECEMBER 11, 2023

**REGULAR AGENDA RESOLUTIONS**

- 2023-198** RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM AUTHORIZING THE PAYMENT OF BILLS
- 2023-199** RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM ESTABLISHING 2024 OFFICE HOURS AND HOLIDAY SCHEDULE
- 2023-200** RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM AUTHORIZING THE CANCELLATION OF CAPITAL ACCOUNT FUND BALANCES
- 2023-201** RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM RE-APPOINTING KAREN ORGERA ACTING MUNICIPAL CLERK AND REGISTRAR OF VITAL STATISTICS

**DISCUSSION**

Town Hall Renovation Update

**OPEN TO THE PUBLIC**

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**ADJOURN**

**ORDINANCE NO. 15-2023**  
**AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM**  
**MORRIS COUNTY, NEW JERSEY**  
**AN ORDINANCE AMENDING VARIOUS CHAPTERS RELATING TO THE SCHEDULING OF FEES**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM, IN THE COUNTY OF MORRIS, NEW JERSEY, AS FOLLOWS:**

**SECTION 1.** The below listed Chapters scheduling various FEES are hereby amended as follows:

PERMIT TYPE	RECOMMENDED FEE
<b>§ 361-2. Wells</b>	
Application	\$275.00
Alteration	\$200.00
Permit Renewal	\$100.00
<b>§ 361-5. Food handlers' license.</b>	
Annual	\$220.00
Temporary	\$ 75.00
Reinspection	\$ 80.00
<b>§ 160-10 Peddling and Soliciting</b>	
Application Fee	\$100.00
<b>§ 160-7 Uniform Construction Code</b>	
Plumbing Fixture per Fixture	\$50.00
Plumbing Device Fee	\$50.00
Plumbing Stack Fee	\$50.00
Plumbing Utility Service Connection Fee	\$50.00
Photovoltaic System 0-50 KW	\$100.00
Photovoltaic Systems over 100KW	\$750.00
Application fee for permitted variance	\$150.00
<b>Certificates of Occupancy</b>	
For new construction, additions, alterations, repairs, minor work or building subject to removal	\$125.00
Certificate of continued occupancy	\$100.00
Certificate of occupancy pursuant to a change of use	\$100.00
Certificate of occupancy following the completion of asbestos abatement	\$30.00
Temporary certificate of occupancy	\$75.00
<b>§ 160-13 Street, sidewalks, and driveways</b>	
Minor road opening permit (includes fees plus bond)	\$175.00
Major road opening permit (includes fees plus bond)	\$275.00
Driveway Permit (includes fee plus bond)	\$75.00
<b>ZONING PERMIT APPLICATION FEE</b>	<b>\$100.00</b>

Introduced: December 11, 2023

**ORDINANCE NO. 16-2023**  
**AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM**  
**MORRIS COUNTY, NEW JERSEY**  
**AN ORDINANCE AMENDING VARIOUS CHAPTERS RELATING TO THE COMPOSITION OF THE COMMITTEES**  
**INDICATED BELOW**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM, IN THE COUNTY OF**  
**MENDHAM, NEW JERSEY, AS FOLLOWS:**

**SECTION 1.** The Ordinances listed below are amended as set forth.

**Chapter 10-45 “Open Space Trust Committee”**

Section A. amended to add an additional sentence: “The Township Committee reserves the right within 30 days of the re-organization meeting to appoint additional alternate members by a majority vote of the membership. The term of any such appointees shall end upon the conclusion of the calendar year of appointment.”

**Chapter 10-46 “Historic Preservation Committee”**

Section B. “Membership Requirements.” Is amended to add a new class of members as follows:  
“(1) (d) “The Township Committee reserves the right within 30 days of the re-organization meeting to appoint additional alternate members by a majority vote of the membership. The term of any such appointees shall end upon the conclusion of the calendar year of appointment.”

**Chapter 10-47 “Finance Advisory Committee”**

Section B. “Membership.” Is amended to add a new class of members as follows:  
“(4) “The Township Committee reserves the right within 30 days of the re-organization meeting to appoint additional alternate members by a majority vote of the membership. The term of any such appointees shall end upon the conclusion of the calendar year of appointment.”

**Chapter 10-42 “Open Space, Parks and Recreation Advisory Committee”**

Section B. “Membership #3.” Is amended to add a new class of members as follows:  
“(3) “The Township Committee reserves the right within 30 days of the re-organization meeting to appoint additional alternate members by a majority vote of the membership. The term of any such appointees shall end upon the conclusion of the calendar year of appointment.”

**The “Tree Protection Committee”**

Is amended to provide for a new class of members: “The Township Committee reserves the right within 30 days of the re-organization meeting to appoint additional alternate members by a majority vote of the membership. The term of any such appointees shall end upon the conclusion of the calendar year of appointment.”

**SECTION 2.**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason found to be unconstitutional or unenforceable, such decision shall not affect the remaining portion of this ordinance.

**SECTION 3.**

All ordinances of the Township of Mendham which are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4.**

This Ordinance shall take effect after final passage and publication pursuant to law.

**RESOLUTION 2023-198**  
**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, State of 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 27, 2023

**RESOLUTION 2023-199**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM ESTABLISHING 2024**  
**OFFICE HOURS AND HOLIDAY SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Mendham that the following hours be established for 2024:

Municipal Offices shall be open Monday through Friday from 8:30am to 4:00pm

SUMMER HOURS– JUNE 3<sup>rd</sup> THROUGH SEPTEMBER 2<sup>nd</sup>

Monday thru Thursday: 8:00am to 4:00pm

Friday: 8:00am to 1:00pm

**BE IT FURTHER RESOLVED** that pursuant to Section 45-4c. of the Code of the Township of Mendham the following holidays will be observed during the calendar year 2024.

New Year's Day	January 1st
Martin Luther King, Jr. Day	January 15 <sup>th</sup>
President's Day	February 19 <sup>th</sup>
Good Friday	March 29th
Memorial Day	May 27 <sup>th</sup>
Independence Day*	July 4 <sup>th</sup> & July 5 <sup>th</sup> (Friday)
Labor Day	September 2 <sup>nd</sup>
Columbus Day	October 14 <sup>th</sup>
Veteran's Day*	Observed July 5th
Thanksgiving Day	November 28 <sup>th</sup>
Day after Thanksgiving	November 29 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

Full-time employees of the Township will also be entitled to one floating holiday per calendar year, to be taken at the option of the employee, upon two weeks' notice in writing and with the approval of the department head.

Adopted: December 27, 2023

**RESOLUTION 2023-200**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM**  
**AUTHORIZING THE CANCELLATION OF CAPITAL ACCOUNT FUND BALANCES**

**BE IT RESOLVED** that the following unrequired balances of Capital Improvement Authorizations and Capital Reserves and same are hereby cancelled, and Chief Financial Officer is directed to make such entries in the Township’s books of account to properly reflect these cancellations.

ORD. #	DESCRIPTION	AMOUNT	CAPITAL IMP. FUND (CIF)	CAPITAL FUND BALANCE	DEFFERED CHARGES UNFUNDED
2007-6	Brush and Vegetation Removal	2,793.14	2793.14		
2015-9	Various Improvements	2,775.52			2,775.52
	Reserve for Preliminary Expenses: Appraisals	35.00		35.00	
	Reserve for Municipal Facilities	2,438.00		2438.00	
	Reserve for Preliminary Expenses- Town Hall Feasibility Study	55.48		55.48	
	Reserve for Preliminary Expenses- Road Improvements	300.00		300.00	
		<b>\$8,397.14</b>	<b>2,793.14</b>	<b>2,828.48</b>	<b>2,775.52</b>

Adopted December 27, 2023

**RESOLUTION 2023-201**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MENDHAM RE- APPOINTING  
KAREN ORGERA ACTING MUNICIPAL CLERK AND REGISTRAR OF VITAL STATISTICS**

**WHEREAS**, N.J.S.A. 40A:9-133 requires that every municipality shall have a municipal clerk appointed for a three-year term by the governing body; and

**WHEREAS**, N.J.S.A. 40A:9-133c. permits the governing body, within 90 days of the occurrence of a vacancy by reason of departure of a registered municipal clerk, to appoint a person who does not hold a registered municipal clerk certificate to act as acting municipal clerk for a period not to exceed one (1) year and commencing on the date of the vacancy; and

**WHEREAS**, Karen Orgera was appointed as Acting Municipal Clerk for a period of one year commencing on December 28, 2022; and

**WHEREAS**, the Mendham Township Committee desires to re-appoint Karen Orgera as Acting Municipal Clerk and Registrar of Vital Statistics for a term of one (1) year commencing on December 27, 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mendham, in the County of Morris, State of New Jersey, as follows:

1. Karen Orgera is hereby re-appointed to the position of Acting Municipal Clerk and Registrar of Vital Statistics of Mendham Township for a term of one (1) year commencing on December 27, 2023 and terminating on December 27, 2024, unless, at the option of the Township Committee, such person is either reappointed as set forth herein, or obtains a registered municipal clerk certificate and is appointed as the Municipal Clerk.
2. Karen Orgera, as Acting Municipal Clerk, shall perform all of the duties of the Township Clerk as set forth in N.J.S.A. 40A:9-133. At the option of the Mendham Township Committee and with the approval of the Director of the Division of Local Government Services, be reappointed as Acting Municipal Clerk for a maximum of one additional subsequent one-year term following the termination of the temporary appointment.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Township Attorney, Township Auditor, the Director of the Division of Local Government Services and the

Adopted: December 27, 2023



## ZOOM ACCESS

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88421484010?pwd=dDI2NVRYYlh6cTRib2ZpTzJvdY81Zz09>

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+13126266799,,88421484010#,,,,\*488186# US (Chicago)

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