

**BOROUGH OF MENDHAM  
MEETING OF THE MAYOR AND COUNCIL**

**November 10, 2021  
MINUTES**

**CALL TO ORDER**

Mayor Christine Serrano Glassner called the November 10, 2021, Regular Meeting of the Mayor and Council to order at 7:00 p.m. in the Garabrant Center, 4 Wilson Street, Mendham, New Jersey.

**MOMENT OF SILENCE AND FLAG SALUTE**

Mayor Serrano Glassner led a moment of silence and proceeded with the Pledge of Allegiance.

**MAYOR'S OPENING STATEMENT**

Mayor Serrano Glassner read the following statement:

Notice of this meeting of the Mayor and Council of the Borough of Mendham was published in the Daily Record and Star Ledger, posted in the Phoenix House, and was filed in the Office of the Borough Clerk in accordance with the Open Public Meetings Act. Official action will be taken at this meeting.

**ROLL CALL**

The following officials were present:

Mayor Christine Serrano Glassner  
Council Member Steven Andrew  
Council President John Andrews  
Council Member Brad Badal  
Council Member James Kelly  
Council Member Mary Sue Martin  
Council Member Brennan Reilly

Also, present were:

Fred Semrau, Esq., Borough Attorney  
Joyce Bushman, Borough Administrator  
Robin R. Kline, Borough Clerk

**CONSENT AGENDA ITEMS**

- 1. Approval of Minutes:** October 25, 2021 Regular Meeting
- 2. Banner Display Request:** Mendham Business Association Holly Trail Event  
November 22, 2021 - December 4, 2021
- 3. Raffle Applications:** Minuteman Sports Club  
On-Premises 50/50 Cash Raffle  
December 17, 2021  
  
Minuteman Sports Club  
On-Premises 50/50 Cash Raffle  
January 10, 2022  
  
Minuteman Sports Club  
Off-Premises Merchandise Raffle  
January 25, 2022

Mayor Serrano Glassner invited Mr. Bob Diffin, owner of Mendham Jewelers, to speak about the Mendham Business Association's Holly Trail event.

Mr. Diffin mentioned that the Mendham Business Association would be holding its annual Holly Trail event on December 4<sup>th</sup>. Participating businesses open their doors with treats and store specials and Santa Claus will be at the Phoenix House. The Holly Trail event ends with the tree lighting at the Borough Park gazebo at 4:30 p.m. Mr. Diffin invited everyone to enjoy the day of festivities and the tree lighting.

There was no Council discussion on the Consent Agenda items.

Motion to Approve: Council President Andrews  
Second: Council Member Martin  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**ORDINANCE FOR INTRODUCTION**

**#18-2021 ORDINANCE OF THE BOROUGH OF MENDHAM, IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY, AMENDING CHAPTER 187, STREET NAMES, OF THE BOROUGH CODE TO UPDATE STREET INFORMATION**

Summary: This ordinance amends Chapter 187, Street Names, of the Borough Code to include three additional street names.

Public Hearing scheduled for November 29, 2021.

There was no Council discussion.

Motion to Approve: Council Member Martin  
Second: Council Member Reilly  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**ORDINANCES FOR PUBLIC HEARING/ADOPTION**

**#13-2021 ORDINANCE OF THE BOROUGH OF MENDHAM, IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY, AMENDING THE BOROUGH CODE TO PERMIT OUTDOOR DINING AND OUTDOOR SEATING TO FACILITATE SMALL BUSINESS RECOVERY NEEDED IN LIGHT OF THE COVID-19 PUBLIC HEALTH EMERGENCY [Tabled from October 25, 2021]**

Summary: Recent changes in the economy, including a public health emergency and resulting social distancing requirements, have led the Borough’s Finance Committee to review outdoor dining requirements. The Governing Body desires to enable local restaurants and food and beverage service establishments, with appropriate guidelines, to serve customers and encourage social distancing requirements. This ordinance permits outdoor dining and outdoor seating and is consistent with the Borough’s long-term Master Plan vision of protecting the small-town character of the community, while also helping to maintain a healthy business district.

Legal Notice Statement: Legal notices were published indicating that Ordinance #13-2021 was introduced and passed on first reading, as amended, at the September 9, 2021 and indicated the date, time and place of the rescheduled public hearings on said ordinance. At the October 25, 2021 meeting, Ordinance #13-2021 was tabled and the public hearing re-noticed to November 10, 2021. Copies of this Ordinance were made available to the public and posted in accordance with the law.

**Public Hearing**

Mayor Serrano Glassner opened the public hearing and invited any interested person an opportunity to be heard on this Ordinance.

Bob Diffin, President of the Mendham Business Association, expressed support for the Ordinance.

Seeing no one else wishing to speak, Mayor Serrano Glassner closed the public hearing.

Mr. Semrau advised that § 215-62 Definitions, paragraph H. should be amended to read:

- H. Outdoor Seating – An accessory use to a food or beverage service establishment that provides an outdoor location for patrons to sit; however, does not include table service *but can accommodate seven (7) or more people.*

There were no other Council comments.

Motion to Approve, as amended : Council Member Kelly  
Second: Council Member Martin  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

Ordinance #13-2021 was adopted.

**#15-2021 ORDINANCE OF THE BOROUGH OF MENDHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING CHAPTER 102, FEES, § 102.1, SCHEDULE OF FEES, TO INCORPORATE OUTDOOR DINING PERMIT FEES**

Summary: This ordinance amends Chapter 102, Fees, of the Borough Code to reflect the new outdoor dining permit fees.

Legal Notice Statement: A legal notice was published indicating that Ordinance #15-2021 was introduced and passed on first reading at the October 13, 2021 meeting and further indicated that the second reading and public hearing would be held on November 10, 2021 at 7:00 p.m. Copies of this Ordinance were made available to the public and posted in accordance with the law.

**Public Hearing**

Mayor Serrano Glassner opened the public hearing and invited any interested person an opportunity to be heard on this Ordinance.

Seeing no one wishing to speak, Mayor Serrano Glassner closed the public hearing.

There was no Council discussion.

Motion to Approve: Council Member Martin  
Second: Council Member Reilly  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

Ordinance #15-2021 was adopted.

**#16-2021 ORDINANCE OF THE BOROUGH OF MENDHAM, COUNTY OF MORRIS AND STATE OF NEW JERSEY, AMENDING ARTICLE XVII, RESIDENT PERMIT PARKING, OF THE BOROUGH CODE TO ESTABLISH A PERMIT PARKING FEE**

Summary: This ordinance establishes resident permit parking in municipal parking lots.

Legal Notice Statement: A legal notice was published indicating that Ordinance #16-2021 was introduced and passed on first reading at the October 13, 2021 meeting and further indicated that the second reading and public hearing would be held on November 10, 2021 at 7:00 p.m. Copies of this Ordinance were made available to the public and posted in accordance with the law.

**Public Hearing**

Mayor Serrano Glassner opened the public hearing and invited any interested person an opportunity to be heard on this Ordinance.

Seeing no one wishing to speak, Mayor Serrano Glassner closed the public hearing.

There was no Council discussion.

Motion to Approve: Council Member Kelly  
Second: Council Member Martin  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

Ordinance #16-2021 was adopted.

**#17-2021 ORDINANCE OF THE BOROUGH OF MENDHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, AMENDING CHAPTER 102, FEES, § 102.1, SCHEDULE OF FEES, TO INCORPORATE FEE FOR PERMIT PARKING IN MUNICIPAL PARKING LOTS**

Summary: This ordinance amends Chapter 102, Fees, of the Borough Code to reflect the new residential permit parking fee in municipal parking lots.

Legal Notice Statement: A legal notice was published indicating that Ordinance #15-2021 was introduced and passed on first reading at the October 13, 2021 meeting and further indicated that the second reading and public hearing would be held on November 10, 2021 at 7:00 p.m. Copies of this Ordinance were made available to the public and posted in accordance with the law.

**Public Hearing**

Mayor Serrano Glassner opened the public hearing and invited any interested person an opportunity to be heard on this Ordinance.

Seeing no one wishing to speak, Mayor Serrano Glassner closed the public hearing.

There was no Council discussion.

Motion to Approve: Council Member Martin  
Second: Council President Andrews  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

Ordinance #17-2021 was adopted.

**RESOLUTIONS**

**#142-2021 RESOLUTION AUTHORIZING THE HIRING AND APPOINTMENT OF ANTHONY JOHNSTON AS A FULL-TIME EMPLOYEE IN THE DEPARTMENT OF PUBLIC WORKS**

Motion to Approve: Council President Andrews  
Second: Council Member Andrew  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**#143-2021 RESOLUTION CANCELLING OUTSTANDING CHECKS**

Motion to Approve: Council Member Badal  
Second: Council Member Andrew  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**#144-2021 RESOLUTION AUTHORIZING TRANSFERS BETWEEN CERTAIN BUDGET APPROPRIATIONS IN THE 2021 CURRENT FUND BUDGET PURSUANT TO N.J.S.A. 40A:4-58 [Two-thirds affirmative vote required]**

Motion to Approve: Council Member Martin  
Second: Council Member Reilly  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**#145-2021 RESOLUTION AUTHORIZING THE CANCELLATION OF AN UNEXPENDED BUDGET APPROPRIATION BALANCE IN THE 2021 GENERAL OPERATING BUDGET [Two-thirds affirmative vote required]**

Motion to Approve: Council President Andrews  
Second: Council Member Andrew  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**#146-2021 RESOLUTION AUTHORIZING THE RELEASE AND REFUND OF VARIOUS MENDHAM BOROUGH ZONING BOARD OF ADJUSTMENT ESCROW BALANCES**

Motion to Approve: Council Member Badal  
Second: Council Member Andrew  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**#147-2021 RESOLUTION ACCEPTING DONATION OF A USED 2018 FORD EXPLORER SUV VEHICLE FROM THE MENDHAM BOROUGH FIRST AID SQUAD**

Motion to Approve: Council President Andrews  
Second: Council Member Martin  
Ayes: Andrew, Badal, Kelly, Martin, Reilly  
Recused: Andrews

**#148-2021 RESOLUTION OF THE BOROUGH OF MENDHAM UPDATING AND REVISING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

Every two years, the New Jersey Municipal Excess Liabilities Fund (MEL) distributes a model personnel policies and procedures manual and encourages its members to update their policies and procedures. The Personnel Committee and Borough Attorney reviewed the updated and revised Personnel Policy and Procedure Manual in accordance with the Morris County Joint Insurance Fund and MEL best practices and recommends that the updated Personnel Policy and Procedure Manual be adopted by the governing body to conform with the MEL standards.

Motion to Approve: Council Member Andrew  
Second: Council Member Badal  
Ayes: Andrew, Andrews, Badal, Kelly, Martin, Reilly

**ADMINISTRATOR'S REPORT**

**Discussion of the 2021 Best Practices Inventory**

The administrator reported that Mendham Borough scored 20.5 points on the 2021 Best Practices Inventory worksheets which qualifies the borough to receive 100% of its state aid funding.

Council Member Badal inquired why the Borough answered "No" to question #005:

*Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?*

The Administrator responded that Mendham Borough did not adopt a 5-year capital improvement plan but would do so in the coming year.

A copy of the Administrator's Report dated November 10, 2021 was distributed to the Governing Body. There was no further Council discussion.

**COUNCIL COMMITTEE REPORTS**

**Finance [Standing Committee of the Council]**

Council Member Badal reported that the Finance Committee is working on the 2022 operating and capital budget requests.

**Board of Health**

Council President Andrews had nothing new to report.

**Recreation and Parks [Standing Committee of the Council]**

Council Member Andrew reported that the Pastime Club will be holding its Veterans Day ceremony on November 11<sup>th</sup> from 3:00 to 6:00 p.m.

**Board of Education**

Council Member Andrew had nothing new to report.

**Public Safety [Standing Committee of the Council]**

Council President Andrews reported that on November 6<sup>th</sup> there was a house fire on Hilltop Road. He thanked all responding fire department's and further reported there were no injuries.



Meeting adjourned at 8:45 p.m.

The next scheduled meeting of the Mendham Borough Mayor and Council will be held November 29, 2021, at 7:00 PM, the Garabrant Center, 4 Wilson Street, Mendham.

Respectfully Submitted:

*/ Robin R. Kline /*

Robin R. Kline, MAS, RMC, CMR  
Borough Clerk  
BOROUGH OF MENDHAM