

ADRIAN HUMBERT ASSOCIATES
Adrian P. Humbert, AICP/P.P.
8 Rickland Drive
Randolph New Jersey 07869

Voice 973 989 8200
Fax 973 989 2553
Email:ahaplan2design@optonline.net

October 19, 2009

Kinnelon Borough Planning Board
130 Kinnelon Road
Kinnelon, N.J. 07405

Re: Draft Model Highlands Element for Borough Master Plan

Dear Chairman Powell and Planning Board Members:

Attached please find the above referenced document for your consideration and comment at a Planning Board meeting which is to be scheduled for November 5, 2009. This Highlands Element is intended to be used as a supplement to the existing Borough Master Plan for application to land use and development in that portion of the Borough for which Plan Conformance is sought.

The purpose of the public meeting is to be compliant with one of the tasks outlined by the Highlands Council for municipalities who seek conformance with the Highlands Regional Master Plan (RMP).

As part of the work program the Planning Board is required to hold at least one (1) public meeting with a minimum 10-day notice to present, discuss and accept public comment on the draft element. It is not considered a formal public hearing and no formal action on the draft is to be taken by the Planning Board.

The Highlands work program rules emphasize that this public meeting requirement is not intended to constitute the formal public hearing process required for the adoption of an amended municipal master plan. That process will not begin until after the Borough has received approval of its petition for Plan Conformance from the Highlands Council, which will include approval of the proposed Highlands Element Master Plan Amendment.

Draft Model Highlands Element for Borough Master Plan
Borough of Kinnelon
October 19, 2009
Page 2 of 2

Please do not hesitate to call if you have any questions.

Yours truly,
Adrian Humbert Associates

Adrian P. Humbert, AICP/P.P.

cc: Mayor Sisco & Borough Council
Edward J. Buzak, Esq.
John Miller, Esq.

BOROUGH OF KINNELON
AGENDA
JULY 16, 2009
8:00 P.M.

1. CALL TO ORDER:
2. ROLL CALL:
3. TREASURE'S REPORT
4. COUNCIL COMMITTEE REPORTS:
 - a. FINANCE & OPEN SPACE - R. COLLINS
 - b. UTILITIES & COORDINATING - E. SWALLING
 - c. PUBLIC SAFETY - S. COBELL
 - d. PERSONNEL - R. MONDELLO
 - e. PUBLIC WORKS & ORDINANCE - D. COLUCCI
 - f. RECREATION - J. FREDA
5. HEARING FROM THE PUBLIC:
6. CONSENT AGENDA:
 - a. Payment of Bills for July 16, 2009
 - b. Approval of Minutes June 18, 2009 Regular M&C Minutes
 - c. RESOLUTION 7.01.09 - Refund of Overpayment of 1st Qt 2009 Property Taxes 5 Toboggan Trail
 - d. RESOLUTION 7.02.09 - Change Order #1 Kinnelon Municipal Field Lighting Installation-Lucas Electric
 - e. RESOLUTION 7.03.09 - Chapter 159 - Highlands 2009 Initial Assessment Grant - \$15,000
 - f. RESOLUTION 7.04.09 - Chapter 159 - Highlands 2009 Plan Conformance Grant - \$50,000
 - g. RESOLUTION 7.05.09 - Chapter 159 - Click It or Ticket 2009 Grant \$4,000
 - h. RESOLUTION 7.06.09 - Chapter 159 - Clean Communities - \$3,481.67 Add'l Amount, More Than Anticipated
 - i. RESOLUTION 7.07.09 - A Resolution To Amend the 2009 Capital Budget
 - j. RESOLUTION 7.08.09 – Outside Lien Redemption 8 Elizabeth Dr., 12 Elizabeth Dr., 15 Elizabeth Dr. and
18 Elizabeth Dr.
7. OLD BUSINESS:
 - Public Hearing & Adoption:
 - . First Amended Ordinance 8-09 -Amending & Supplementing Ch. 170, Fertilizers
 - . Ordinance 9-09 - To Amend Chapter 51 - Open Space Advisory Committee
8. NEW BUSINESS:
 - Introduction:
 - . Ordinance 10-09 - Bond Ordinance - Various Improvements - \$443,000
 - . Ordinance 11-09 - Bond Ordinance - Kiel Avenue (Phase IV) - \$540,000
 - . Ordinance 12-09 – Bond Ordinance – Water Utility Electrical Generator \$60,000.
9. PAYMENT OF SCHOOL TAX \$2,770,535.00
10. RESIGNATIONS: Louisa M. Colaiacova, Board of Adjustment
11. TAX COLLECTORS REPORT AND INVESTMENT OFFICER'S REPORT
12. ADJOURNMENT

BOROUGH OF KINNELON
WORK SHOP CHECK LIST
JULY 9, 2009

1. ATTORNEYS:
EDWARD J. BUZAK, ESQ.
JOHN MILLER, ESQ.
Increase in water rates
TIENA COFONI, ESQ.
2. HEARING FROM THE PUBLIC
3. COUNCIL COMMITTEE STATUS REPORTS:
 - a. PERSONNEL – R. MONDELLO
 - b. FINANCE & OPEN SPACE – R. COLLINS
 - c. PUBLIC SAFETY – S. COBELL
 - d. UTILITIES & CO-ORDINATING – E. SWALLING
 - e. PUBLIC WORKS & ORDINANCE– D. COLUCCI
Discuss Suggested Tree Removal Ordinance Changes – Ordinance
 - f. RECREATION – J. FREDA
 - g. MAYOR'S REPORT
County of Morris Letter – July 6th – KAMELOT allocation \$9,292.
4. CONSENT AGENDA:
 - . Payment of Bills July 16, 2009
 - . Approval of Minutes of June 18, 2009 Regular M&C Minutes
 - . RESOLUTION – Refund of Overpayment of 1st Quarter 2009 Property Taxes 5 Toboggan Trail
 - . RESOLUTION – Change Order #1 Kinnelon Municipal Field Lighting Installation – Lucas Electric
 - . RESOLUTION - Chapter 159 – Highlands 2009 Initial Assessment Grant - \$15,000
 - . RESOLUTION – Chapter 159 – Highlands 2009 Plan Conformance Grant - \$50,000
 - . RESOLUTION - Chapter 159 – Click It or Ticket 2009 Grant \$4,000
 - . RESOLUTION - Chapter 159 Clean Communities - \$3,481.67 Add'l Amount, More Than Anticipated
 - . RESOLUTION - Authorize Clerk to Advertise Garbage Addendum
5. OLD BUSINESS:
 - . Public Hearing & Adoption Ord. 8-09 – Amending & Supplementing Ch. 170, Fertilizers
 - . Public Hearing & Adoption Ord. 9-09 – Open Space Advisory Committee
6. NEW BUSINESS:
 - . Introduction Ordinance 10-09 – Bond Ordinance – Various Improvements
 - . Introduction Ordinance 11-09 - Bond Ordinance – Kiel Avenue (Phase IV)
 - .
7. PAYMENT OF SCHOOL TAX \$2,770,535.00
8. APPOINTMENTS: Board of Adjustment Committee To Remediate Outside Claims
Committee Members:
8. ADJOURNMENT

BOROUGH OF KINNELON
WORK SHOP CHECK LIST
August 13, 2009

1. ATTORNEYS:
EDWARD J. BUZAK, ESQ.
JOHN MILLER, ESQ.
Discuss Increase in Butler water rates
Discuss Increase to Kinnelon Water Rates
Co. 2 Firehouse Status Update
Cablevision Renewal of Franchise Update
TIENA COFONI, ESQ.
2. HEARING FROM THE PUBLIC
3. COUNCIL COMMITTEE STATUS REPORTS:
 - a. PERSONNEL – R. MONDELLO
 - b. FINANCE & OPEN SPACE – R. COLLINS
Recommend Buzak Review PSE&G Agreement for Access to Koehler Tract – Needs Mayor’s Signature
 - c. PUBLIC SAFETY – S. COBELL
 - d. UTILITIES & CO-ORDINATING – E. SWALLING
Discuss garbage bids and make recommendation of options
 - e. PUBLIC WORKS & ORDINANCE– D. COLUCCI
 - f. RECREATION – J. FREDA
 - g. MAYOR’S REPORT
4. CONSENT AGENDA:
 - . Payment of Bills August 13 2009
 - . Approval of Minutes of July 16, 2009 Regular M&C Minutes
 - . RESOLUTION – Governing Body Certification of the Annual Audit
 - . RESOLUTION – Acceptance of Corrective Action Plan Report for 2008 Audit
 - . RESOLUTION - Authorize Mayor to Sign Cobra Elect Agreement
 - . RESOLUTION - Extension of August 1st Tax Due Date to August 25th
 - . RESOLUTION - Cancellation of General Capital Improvement Appropriation Balances
 - . RESOLUTION - Cancellation of Uncollected Receivable balance
 - . RESOLUTION - Cancellation of unexpended Fund Balances
 - . RESOLUTION - Authorize Clerk to Advertise for Bids – Road Repaving (When Specs Are Available)
 - . AUTHORIZE CARE PLUS FOUNDATION BIKE RALLY USE OF BORO HALL 9/13
5. OLD BUSINESS:
 - . Public Hearing & Adoption Bond Ord. 10-09 – Various Improvements \$443,000
 - . Public Hearing & Adoption Bond Ord. 11-09 – Kiel Avenue (Phase IV) - \$540,000
 - . Public Hearing & Adoption Bond Ord. 12-09 – Water Utility Electrical Generator \$60,000
6. NEW BUSINESS:
 - . Introduction Ordinance 13-09 – Amending & Supplementing Ch. 47 Land Use – (HVAC Units)
7. PAYMENT OF SCHOOL TAX \$2,466,650.00
8. RESIGNATIONS: Richard Larson and Emmett Kistler, Open Space Advisory Committee
9. APPOINTMENTS: Karen D’Amico, Board of Adjustment
Mary Fisher, Karimah Munem and Amanda Hagl - Open Space Advisory Committee
10. ADJOURNMENT

BOROUGH OF KINNELON
WORK SHOP CHECK LIST
October 8, 2009

1. ATTORNEYS:
EDWARD J. BUZAK, ESQ.
JOHN MILLER, ESQ.
 - . Draft Ordinance – Consent of Renewal of Cable Television Franchise
 - . Update on Highlands Regional Master Plan
 - . Draft of Lease for Smoke Rise TowerTIENA COFONI, ESQ.
 - . Ordinance Authorizing Acquisition of and to sign contract for Weber Tract.
 - . Resolution of due diligence for title search, surveying etc. for Weber Acquisition
2. HEARING FROM THE PUBLIC
3. COUNCIL COMMITTEE STATUS REPORTS:
 - a. PERSONNEL – R. MONDELLO
 - b. FINANCE & OPEN SPACE – R. COLLINS
 - c. PUBLIC SAFETY – S. COBELL
 - d. UTILITIES & CO-ORDINATING – E. SWALLING
 - e. PUBLIC WORKS & ORDINANCE– D. COLUCCI
 - f. RECREATION – J. FREDA
 - g. MAYOR’S REPORT
 - . Congratulatory letter from Robert Bianchi, Esquire – Morris County Prosecutor – Re: Kinnelon Police Dept.
4. CONSENT AGENDA:
 - . Payment of Bills October 15, 2009
 - . Approval of Minutes August 20, 2009 and September 17, 2009 Regular M&C Minutes
 - . RESOLUTION - 10.01.09 – Refund Overpayment of Taxes due to Appeal 208 So. Glen Rd
 - . RESOLUTION - 10.02.09 – Refund Overpayment of 3rd Q 2009 Property Tax 6 Cedar Trail & 18 Powderhorn Dr.
 - . RESOLUTION - 10.03.09 – Refund Overpayment of 3rd Q 2008 Property Tax 41 Pheasant Run
 - . RESOLUTION - 10.04.09 – Refund Overpayment of 3rd Q 2009 Property Tax 42 Green Hill Rd
 - . RESOLUTION - 10.05.09 – Refund Overpayment of 2nd Q 2009 Property Tax 1 Beechwood Terrace
 - . RESOLUTION - 10.06.09 - Refund Overpayment of 3rd Q 2009 Property Tax 264 Long Meadow Road
 - . Raffle Licenses RL-682-KB and RL-683-KB – Our Lady of the Magnificat Church
 - .
 - .
5. OLD BUSINESS:
 - . Public Hearing & Adoption
 - . Ordinance 14-09 – Authorizing Conveyance of KVFC Firehouse #2 and Simultaneous Lease of Firehouse #2 Property from Borough back to KVFC
6. NEW BUSINESS:
7. PAYMENT OF SCHOOL TAX - Discuss
8. PAYMENT OF COUNTY TAX \$Pending PAYMENT OF DED. OPEN SPACE & PARK TAX \$Pending
9. REPORTS: TAX COLLECTOR & INVESTMENT OFFICER
10. RESIGNATIONS:
11. APPOINTMENTS:
12. ADJOURNMENT

**BOROUGH OF KINNELON
WORK SHOP CHECK LIST
November13, 2008**

1. **ATTORNEYS:**
 - EDWARD J. BUZAK, ESQ.
 - JOHN MILLER, ESQ
 - . Letter from Jay Crafferty – Offer to sell 14 or 16 Glen Rock Road
 - . Highlands Conformance
2. **HEARING FROM THE PUBLIC -**
3. **COUNCIL COMMITTEE STATUS REPORTS:**
 - a. FINANCE & OPEN SPACE – R. COLLINS
 - b. PUBLIC SAFETY – E. NEDERFIELD
 - Oct. 17th Memo from Ptl. Cifelli, Traffic Bureau re: Kiel Ave School Zone
 - c. PERSONNEL – S. COBELL
 - Letter & Resolution from AIG
 - d. UTILITIES & CO-ORDINATING – E. SWALLING
 - Crew update – Extension of Water Line & Denise Dr. Water Tower
 - e. PUBLIC WORKS & ORDINANCE– D. COLUCCI
 - f. RECREATION – J. FREDA
 - g. MAYOR’S REPORT
4. **CONSENT AGENDA:**
 - . Payment of Bills for November 20, 2008
 - . Approval of Minutes of October 16, 2008 Regular M&C Meeting
 - . RESOLUTION Re: Notice of Intent to Petition the Highlands for Plan Conformance
 - . RESOLUTION Re: Chapter 159, DDEF Grant \$4,411.14
 - . RESOLUTION Re: Transfer of Funds
 - . RESOLUTION Re: Authorization to Renew Edmunds & Associates Agreement
 - . RESOLUTION Re: Award of Contract to Hawthorne Chevrolet – 2008 Chassis
 - . RESOLUTION Re: Award of Contract to Storr Tractor – New High Capacity Riding Mower
 - . RESOLUTION Re: B.A.N. Paydown and Roll Over for Various Municipal Projects
 - . RESOLUTION Re: Authorization for Clerk to Advertise for Sealed Bids – Municipal Lighting
5. **OLD BUSINESS:**
 - . Ordinance 13-08 – Amending Salary Ranges for the Borough of Kinnelon
 - . Ordinance 14-08 – To Amend and Supplement Ch. 163, Sewer Connections
6. **NEW BUSINESS:**
 - . Ordinance 15-08 – Rescind Ord. 12-08 and To Create the Position of Municipal Housing Liaison
7. **PAYMENT OF SCHOOL TAX \$2,602,626.00**
8. **APPOINTMENT:**
9. **ADJOURNMENT**

**BOROUGH OF KINNELON
WORK SHOP CHECK LIST
October 9, 2008**

1. **ATTORNEYS:**
 - EDWARD J. BUZAK, ESQ.
 - JOHN MILLER, ESQ
 - . Highlands Regional Master Plan
 - TIENA COFONI, ESQ.
 - KELI GALLO
2. **HEARING FROM THE PUBLIC - KVFC Powerpoint Presentation**
3. **COUNCIL COMMITTEE STATUS REPORTS:**
 - a. FINANCE & OPEN SPACE – R. COLLINS
 - b. PUBLIC SAFETY – E. NEDERFIELD
 - c. PERSONNEL – S. COBELL
 - d. UTILITIES & CO-ORDINATING – E. SWALLING
 - e. PUBLIC WORKS & ORDINANCE– D. COLUCCI
 - f. RECREATION – J. FREDA
 - g. MAYOR’S REPORT
4. **CONSENT AGENDA:**
 - . Payment of Bills for October 16, 2008
 - . Approval of Minutes of September 18, 2008 Regular M&C Meeting
 - . RESOLUTION Re: DDEF Grant Application
 - . RESOLUTION Re: Authorization to sign Mobile Data Terminal System Agreement 2009
 - . RESOLUTION Re: Authorization for Mayor to Sign 2009 Shared Services Lincoln Park
 - . RESOLUTION Re: Authorizing Payment of Bldg Inspector through September 26th.
 - . RESOLUTION Re: Rejection of bid for 2008 DPW Truck
 - . RESOLUTION Re: Award of bid for Recreation Lighting Project
 - . RESOLUTION Re: Authorizing Tax Reduction – KB Associates
 - . RESOLUTION Re: Authorization for Clerk to Sign Ford Lease Agreement
 - . RESOLUTION Re: Chapter 159 \$1,000 Donation for Motorcycle Unit
 - . Raffle Application – Jewish Congregation of Kinnelon
 - . Raffle Application – OLM Church
 - . Raffle Application – Kinnelon High School HAS
 - . Authorization for use of Borough Facilities for Bike Run – Care Plus Foundation, Inc. Oct. 19th
5. **OLD BUSINESS:**
6. **NEW BUSINESS:**
7. **PAYMENT OF SCHOOL TAX \$2,602,626.00**
8. **PAYMENT OF COUNTY TAX \$1,152,131.82 and DEDICATED OPEN SPACE & PARK TAX \$288,189.81**
9. **APPOINTMENT: KVFC Robert Spink and Larry Eichenbaum**
10. **ADJOURNMENT**

BOROUGH OF KINNELON
WORK SHOP CHECK LIST
JANUARY 8, 2009

MEETING TO ORDER:

ATTORNEYS:

EDWARD J. BUZAK, ESQ.

- . Discuss Borough's Conformance with Highlands Master Plan and COAH
- . Letter from Fred Knapp of Jan. 6

JOHN MILLER, ESQ.

TIENA COFONI, ESQ.

- . Award of Municipal Recreation Field Lighting (Installation only)

HEARING FROM THE PUBLIC

COUNCIL COMMITTEE STATUS REPORTS:

- FINANCE & OPEN SPACE – R. COLLINS
- PERSONNEL – R. MONDELLO
- PUBLIC SAFETY – S. COBELL
- UTILITIES & CO-ORDINATING – E. SWALLING
- PUBLIC WORKS & ORDINANCE – D. COLUCCI
- RECREATION – J. FREDA
- MAYOR'S REPORT

CONSENT AGENDA:

- . Payment of Bills January 15, 2009
- . Approval of Minutes of December 18, 2008
- . RESOLUTION 1.01.08 – Authorization to Sign Agreement with Spartec for IT Service & Support
- . RESOLUTION 1.02 .08 – Auth. for Clerk to Advertise for Bids – Recreation Lighting Furnishing Equipment
- . RESOLUTION 1.03.08 -

OLD BUSINESS:

NEW BUSINESS:

PAYMENT OF SCHOOL TAX - \$2,602,626.00

PAYMENT OF COUNTY TAX ASSESSMENT - \$1,166,923.17

PAYMENT OF AND DEDICATED OPEN SPACE AND PARK TAX - \$262,983.60

APPOINTMENTS – Al Gall PRBRSA REP. 1/31/14

John Finkle, Public Assistance Board 12/31/09

ADJOURNMENT

1/5/2009 9:08 AM

11/6/2009

11:35:13 AM

AGENDA
BOROUGH OF KINNELON
MORRIS COUNTY, NEW JERSEY
JANUARY 15, 2009
SPECIAL MEETING WITH THE KINNELON PLANNING BOARD
6:30 P.M.

1. CALL TO ORDER:
2. ROLL CALL:
3. PRESENTATION BY THE HIGHLANDS WATER PROTECTION & PLANNING COUNCIL
EILEEN SWANN, EXECUTIVE DIRECTOR
THOMAS BORDEN, ESQUIRE
4. HEARING FROM THE PUBLIC
5. ADJOURNMENT