

**Mt. Kemble Lake Association, Inc.  
BEACHES AND DOCKS CHAIRPERSON  
Job Description**

**Mt. Kemble Lake Association By-Laws - The Beaches and Docks  
Committee:**

- shall be responsible to the Board (of the Association).
- shall report on activities at the Annual Meeting of the Association.
- members shall serve for a minimum of two years.
- shall receive prior approval by the Lakeshore Board for changes to community property that is owned by Lakeshore Company.
- shall maintain and periodically update a job description to at least include: responsibilities; a maintenance and task calendar; a sample budget outline; a list of owned equipment (location of equipment and manuals, upkeep schedule); a list of vendors with name, address, phone, types and schedules of services.
- shall consist of a Board Member as Chairperson and at least two additional Association Members (one member new to committee work as an “apprentice”; the other may be experienced).

**Article IV. Sect. D.1.a**

**a. Beaches and Docks Committee** - shall have responsibility for lake stewardship via:

Studying, testing, treating the waters and maintaining appropriate plant life and aquatic species in Mt. Kemble Lake to optimize the health of the lake.

Maintaining the docks, beaches, floats and other lake related community property.

Lowering the lake periodically (authorized by the Board and coordinated with the Lakeshore Company) to enable work on docks, etc.

Arranging and overseeing dredging activities of the 3 bodies of water that make up the lake as approved by the Board.

Contracting for and supervising services related to these responsibilities.

### **General duties:**

1. **Committee formation:** Find a minimum of 2 Association Members to serve on this committee. Tasks can be distributed among committee members.
2. The **ordering and distribution of “recreation” badges**, which are included in the budget.
3. Scheduling, organizing and directing the **annual spring Beach Clean-up**.
4. **Maintaining the cleanliness and tidiness** of all beaches and docks areas relative to swimming and boating activities.
5. Maintaining the **face of the dam**, assuring vigorous field grass development and growth.
6. **Alertness to behavior of users** for safety and protection of facilities. Reporting problems to the Board
7. **Regular observation** (weekly or more depending on season and usage) of all areas of maintenance responsibility throughout the year including the “off season” for signs of need, deterioration or damage (human- or nature-caused).
8. **Budget preparation** for the following year beginning in November, reviewed in December for presented at the Annual Meeting in January.

**Recreation Badges:** New badges are ordered each year. Residents and their guests are required to wear (or have with them) current Recreation Badges when using any of the MKL recreation areas, including: all beaches and docks, the lake and pond, the Fishin’ Hole, and the tennis court. A notice is received from the vendor offering discounts if ordered by early October or November. The badge vendor has been used since the early 1990’s. The color of the print on the badges should be changed each year to make it easier to see if someone’s badge is current. Each household receives 8 badges (carrying the same number) for the season. The badges are to be distributed by Memorial Day upon receipt of the list of residents current on Association dues. Remaining badges are to be distributed as notified by Treasurer.

Colonial Badge Sales Co., Inc.  
17 Woodland Station  
Seaford, DE 19973  
(302) 628-5330 – phone  
(302) 628-5229 - fax

[www.colonialbadge.com](http://www.colonialbadge.com)

**Spring Beach Clean-up:** Beach Clean-up is the biggest event on the Beaches and Docks calendar. Schedule for the first or second Saturday in May (with a rain date). Distribute notices to all mailboxes 2-3 weeks before. Include date, time, tools to bring, note if lunch will be served, etc. Also notify the newsletter editor and the Webmaster. Before the cleanup date, survey needs at the beach and at the Fishin' Hole and make a list of tasks. The beach is raked and leaves are raked out of the water in the swimming area. Clean the surface of the diving platforms at both the main beach and at the east beach. Arrange for a trailer to haul leaves to the dump. A trailer may be borrowed from Bob Edgar or Diane Bonar. A four-wheel drive vehicle with a trailer hitch is needed to pull the trailer. Also small groups can be assigned to clean drains, put out the float line and swim ladder, trim shrubs or pick up trash along the shore. Lunch is provided by the committee and often consists of a barbecue or ready-made sandwiches at the beach (expect 35 to 50 participants; cost is included in the budget). One week before, hang roadside signs (located in the clubhouse basement). Return signs to clubhouse after.

**Ongoing Beach, Fishin' Hole and Eastside Dock Care:** These areas need to be kept clean and neat. Toys, towels, clothing, etc. are to be taken home. If items are left on the beach, they will be collected and either discarded or put into plastic containers under the deck of the Club House where residents can retrieve them. Garbage and litter are to be removed from the grounds. Boats and boating equipment are to be stored neatly and well to the side of the beach area or in the appropriate areas at the Fishin' Hole.

**Water Treatment:** Water treatment is performed during spring and summer. The water is treated for weeds and algae. The treatment company, Allied Biological, sends a contract out during December or January for the next season. Once signed, the company applies for the necessary state permits. The contract is for weed control and treatments are scheduled as necessary. Algae treatments can be made on request. A Sechhi disk, a black and white disk about 10 inches in diameter on a string marked in one foot intervals, is used to determine the need for algae treatment. The disk is lowered into the water until it cannot be seen. It is raised until the black and white sections can be clearly seen. This is called Sechhi depth. We try to maintain a Sechhi depth of five to six feet.

Treatment of the “breeder pond” (the pond between the “lagoon” and the lake) is an extra cost. Monitor the “breeder pond” closely; it may need treatment more often than the lake. Allied Biological has been used for water treatment since 1981:

Allied Biological Inc.  
580 Rockport Road  
Hackettstown, NJ 07840  
(908) 850-0303  
[abi.lakes@erols.com](mailto:abi.lakes@erols.com)

Glenn Sullivan is the president of Allied. Deborah Mills is the office manager.

**Swimming Water Analysis:** Swimming water analysis is performed by Garden State Laboratories (GSL) throughout the swimming season. We receive a contract in April for the current season. Sign and return. Testing is requested from Memorial Day through Labor Day. Samples are taken from two locations (east dock, Main Beach) bi-weekly and tested for fecal coli form bacteria and pH. These results are sent electronically to the Beaches and Docks chair and to the Harding Township Health Department. If coli form bacteria is over state proscribed levels, Garden State calls the chair and has a standing order to retest as soon as possible. If levels are too high, the township health department (Gary Annibel, 973-455-7296) can decide to close the lake to swimming.

Supplier:  
Garden State Labs  
410 Hillside Avenue  
Hillside, NJ 07205  
[www.gslabs.com](http://www.gslabs.com)  
908-688-8900  
800-273-8901  
Harvey Klein, Laboratory Directory  
Cindy Vitiello  
MKL is client # Z24M4266

**Sand Replacement/Maintenance:** White beach sand is added approximately once every five to 10 years. In 1994, 24.5 tons (\$647) were purchased. The most recent purchase in 1999 was made from Alan G. Cruise, Inc. The sand is golf course sand-trap material. The sand is

delivered to the parking lot. Dennis Page a local excavator is contracted to move the sand to the beach. Dennis is also hired as necessary to reclaim sand that washes into the lake. This was done following severe spring rains in the Spring of 2000, again in May 2004 and in 2006. Chris Backshall moved the sand in 2006. The lake was lower than usual for the dredging and it was discovered that there is a very large amount of sand working its way out toward the floating raft. When the lake was lowered in the spring of 2009 to permit dredging of the area below the diving board, Chris Backshall pulled up sand from the lake bottom. This was raked out at spring clean-up. New sand may not need to be brought in for many years. We have used these suppliers/excavators for years:

Alan G. Cruise, Inc.  
Landscape & Golf Course  
Materials  
460 Horseneck Road  
Fairfield, NJ 07004  
(973) 227-7183

Dennis Page  
Page Excavating  
Harding Township, NJ  
(973) 538-5283

Chris Backshall  
(973) 539-0257  
Cell (973) 479-  
6941

**Lake Water Lowering:** The water level in the lake is lowered for dock maintenance about every five years (lowered in 1999 and again in 2006). The DEP allows the lowered level for only one or two weeks. In 1999 the lake was lowered in the spring and drought conditions kept the level lower than normal well into summer. In 2008, the Beaches and Docks chair applied for a permit from the DEP to lower the lake for the purpose of dredging sand below the diving board at the main beach. (State regulations specify a 12-foot depth.) The DEP indicated that permits are not granted for later than October because of hibernating amphibians. They approved lowering for the following spring between April 1 and 15.

### **Dredging:**

1. The "lagoon" (narrow pond to the east of the clubhouse) needs to be dredged every 5 - 6 years or so. A list of potential dredgers and their bids considered in 2004 for the dredging of the lagoon is provided in the file: dredge\_contractors\_04.txt. The lagoon was last dredged in 2010 by A.W. Alward of Basking Ridge, restoring the bottom to its original 8-foot depth. At the same time, the north end of the lagoon was restored, repairing the erosion of the bank that moved dangerously close to the road. The inlet pipe was extended and

riprap was placed on the face of the embankment. Technically, a DEP permit is needed for this work. Paul Fox, the Township engineer whom the Association hired to perform technical support, determined that the permit for the dredging of the lake was valid for the 2010 dredging. The spoils were trucked to the ball field and deposited there.

2. The “breeder pond” is dredged about every 20-25 years.
3. The lake was dredged for the first time in 2006.

### **Docks and Floats:**

Docks: 2 (stationary) at Main Beach, 1 (floating) at the Fishin’ Hole on the west side of the lake, 1 (stationary) on the east side.

Floats: 1 at the Main Beach and 1 at the Eastside dock.

Any wood docks and floats should be sealed every year. Floats should be relocated as necessary (wind and ice tend to move them during the winter). Except for a section of floating dock at the Fishin’ Hole and the decking of the diving board dock, all Association docks and floats are now composed of Connect-a-Dock plastic components. Annually, the bolts holding sections together should be tightened in the spring. In 2001 the Lakeshore Company asked that the swimming floats be secured to a stationary object. A heavy chain is used to tether the float at the beach to the diving board dock and the float at the Eastside dock to a large tree. For dock and float repair or purchase, call Jim Morgan of Russmor Marine who handles Connect-a-Dock materials.

D.W. Hendershot – welder  
540 Green Village Road  
Green Village 07935  
973-966-0779

Jim Morgan  
Russmor Marine  
One School Street  
Califon NJ 07830  
908-832-9544  
(Fax) 908-832-9310  
[russmormarine@embarqmail.com](mailto:russmormarine@embarqmail.com)

### **Dam:**

The face of the dam should have a vigorous growth of field grasses. The grass should be mowed once or twice a season to eliminate weeds and brush. The cuttings should be done before late season weed seeds have matured. This work is coordinated with the Grounds chair.

## **Safety, Rules and Regulations**

At appropriate times (boating, fishing, swimming, skating seasons), notices are distributed to all residents, providing them with safety suggestions and reminders of Association rules and regulations governing recreational use of facilities.

In addition, the Beaches and Docks Committee recommends to the Association Board any rules and regulation changes they deem necessary. The Board has final approval authority.

## **Miscellaneous:**

The Committee should keep an eye on water conditions, especially after heavy rains. If there is an influx of mud into the lake, upstream construction sites should be monitored for proper erosion controls. The township engineer (Paul Fox at Apgar Engineering 908-234-0416, [apgarassoc@aol.com](mailto:apgarassoc@aol.com)) should be consulted if controls are not in place or not adequate.

The New Vernon Volunteer Fire Department holds practice drills at Mt. Kemble Lake every few years.