

Mount Kemble Lake Association, Inc.
Roads Committee Chairperson
Job Description

Mount Kemble Lake By-Laws Description:

Article IV, Section 2, E. Roads - The Roads Committee shall consist of a Board member as Chairperson and two Association Members. It shall have responsibility for the maintenance and repair of all community roads to include:

1. Snow plowing and leaf clearing.
2. Maintenance of the lire lanes.
3. Repair and periodic resealing of the roads.
4. Periodic road closure to protect private property status.
5. Cleaning and clearing of road drains and culverts.
6. Installing and maintaining road signage
7. Summer and special event road patrols.
8. Contracting for and supervising services related to these responsibilities.

Essential Duties:

Snow Plowing: The roads are plowed and sanded in winter by Chris Backshall (Backshall Landscaping, 973-539-0257), who has been under contract with Mount Kemble Lake Association for many years. As a rule, there is no need to call Backshall to come plow/sand; he comes automatically in bad weather.

Repair and Resealing of the Roads: Small road repairs are also handled by Chris Backshall on an as-needed basis. Tracy Toribio, 973-267-244X, who heads the Harding Public Works Department, provides advice if needed and also provides road barriers when needed. Toribio has also provided advice on such things as road grading and runoff problems. As Mount Kemble Lake is a private community, it is inappropriate to request any services beyond what has been listed above.

Once every four years, all roads in the community are resealed - most recently this was done in 2001. Due to the lake dredging in early 2006, the roads were not resealed in 2005, but are scheduled for 2006. David King, 973-887-0145, has been contracted to perform the re-sealing in the past. A month before the resealing, and again about one week before the

resealing, distribute notice and reminder to all residents. Copies of the notices are in the files.

Road Clean-Up: The road clean-up is done twice a year: Spring clean-up is held in early May; Fall clean-up is done in mid- to late-November. They are always held on a Saturday, beginning in the morning at the Clubhouse with coffee and donuts and ending with lunch after the work is completed.

Tip: If possible, schedule the clean-ups for the day following a Friday TGIF event as there may be leftovers that might come in handy for the alter clean-up lunch. For the breakfast bring and make coffee at the Clubhouse. For lunch, ask committee members and others to help with sandwiches, soup or chili, etc.

About three weeks before the clean-ups, distribute a notice of the date and request volunteers to come and bring rakes, blowers, etc. On the Sunday before the clean-up, put up the "Road Clean-up this Week" signs. The signs are kept in the Clubhouse basement.

During the clean-ups, the road drains, culverts and fire lanes are cleared and cleaned. Tarps and one blower are kept in the Clubhouse basement. Volunteers are asked to bring rakes. blowers.

In the week following both clean-ups, Backshall picks up the leaves and debris. Contact him one month in advance to confirm the dates. Remind him about a week before the clean-up date.

Summer and Special Event Patrols: During the summer months from Memorial Day through Labor Day weekend, the roads are patrolled by volunteers. Teams of two patrol each evening at 7p.m. and 11 p.m., checking the lake, beach, fire lanes, Clubhouse, water tower and general well-being around in the community. Teams are assigned for one week each and are given flashlights and a notebook to record any instances or issues. The Committee Chair has the flashlights and logbook.

Approximately 3 weeks before the patrols begin, distribute a notice to all residents informing them of the patrols and seeking volunteers. Thirty volunteers are needed. plus a few back-ups. Call residents to fill the roster if too few volunteer.

Other Special event patrols would be handled similarly.

Road Signage: The Roads committee is responsible for the installation and maintenance of road signs and supports. "Road signs" include those that name streets and traffic control signs. In the past signs have been purchased at Stewart Signs in Whippany.

Miscellaneous: During, or as soon as possible after, major storms inspect roads, storm drains, etc. for damage or malfunction.