

Minutes of the Regular Meeting of the Township Committee of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:30 p.m. on the above date.

Upon call of the roll, the following Committee members were recorded present: Committeeman Frank DelCore, Committeewoman Gloria McCauley, Committeeman Carl Suraci, Deputy Mayor Greg Burchette, and Mayor Doug Tomson. Also, in attendance were Township Clerk Pamela Borek, Township Administrator Anthony Ferrera and Township Attorney William Willard.

### **SALUTE TO THE FLAG**

Following roll call, Mayor Tomson advised that in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975, that notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at 7:30 p.m. on August 12, 2014.

Mayor Tomson paused for a moment of silence for Army Major General Harold Greene, a longtime officer who was leading efforts to train soldiers in Afghanistan where he was killed on Tuesday at a military training facility in Kabul. Hillsborough offers the family and friends of Major General Greene our deepest sympathies and gratitude for his service.

### **APPROVAL OF MINUTES**

- *Approval of the June 10, 2014 Regular Meeting Minutes*
  - Upon motion by Deputy Mayor Burchette, seconded by Committeewoman McCauley, the minutes of the June 10, 2014 Regular Session Minutes were approved upon the call of the roll.
- *Approval of the June 24, 2014 Regular Meeting Minutes*
  - Upon motion by Committeewoman McCauley, seconded by Committeeman DelCore, the minutes of the June 24, 2014 Regular Session Minutes were approved upon the call of the roll.
  - Abstain-Deputy Mayor Burchette

### **REPORTS FROM COMMITTEE LIAISONS, AND RECEIPT OR REPORTS, PETITIONS OR COMMUNICATIONS**

#### **Committeeman DelCore**

Committeeman DelCore thanked Cultural Arts especially Donetta Johnson and the Allegra School of Music for the great work in putting together the Music Festival. The event was to raise money for suicide awareness and prevention.

Committeeman DelCore announced that on Thursday August 21<sup>st</sup> from 6-8 PM at the Municipal Complex, the Commission of Fire District #1 will hold a special election meeting.

Committeewoman McCauley

Committeewoman McCauley stated that she also attended The Music Festival and thanked the Cultural Arts Commission and Committeeman DelCore for a wonderful job on the event.

Committeewoman McCauley stated that she also attended The Fishing Derby and thanked the staff and all who volunteered.

Committeewoman McCauley stated that she also attended an event at Dukes Farm, Elements, a photography display.

Committeewoman McCauley stated that the Township has been notified by the Vicinage 13 of the Superior Court that the Hillsborough / Montgomery Municipal Court had outstanding case management during the recently concluded court year. The 9.4% backlog represents the lowest percentage of the 21 municipalities in Somerset County and the 4<sup>th</sup> lowest out of the 63 municipal courts that comprise Vicinage 13. This recognition further exemplifies the benefits of shared services to the tax payers in both municipalities.

Committeewoman McCauley stated that the Chief of Police wants to remind residents that any special event that involves the use of Township Roadways or property requires Township approval. Special Events usually require a certificate of insurance naming the Township as insured, a Hold Harmless agreement, and Police Department approval for any road closures, detours, parking issues and the possibility of hiring police officers / security officers for traffic control and security. Please bring your formal requests to the Administration Office at least 60 days in advance of your event.

Committeewoman McCauley stated that weather conditions this evening and into tomorrow morning are calling for a disturbance and frontal system to pass through the area. There is the potential of 1-2.5 inches of rain overnight and into tomorrow morning which may cause localized flooding. A few reminders to keep our residents safe: Do not drive through high water, do not drive around barricades, do not touch downed wires and call your utility company in the event you lose power.

Committeeman Suraci

Committeeman Suraci announced that the Fall Recreation Brochure will be available later this week.

Committeeman Suraci stated that the Social Services Department is looking for volunteers for the various programs and services administered through their office as well as through the Hillsborough Community Assistance, formerly known as the Hillsborough Food Pantry. Volunteer opportunities range from assisting with programs offered to the Senior Citizens of the Community as well as helping in the Food Pantry.

Committeeman Suraci added that the volunteer hours are at your convenience and are flexible to accommodate your busy schedule. Anyone interested in volunteering should call 908-369-3880 or email our office at [cfaerber@hillsborough-nj.org](mailto:cfaerber@hillsborough-nj.org) for more information.

Deputy Mayor Burchette

Deputy Mayor Burchette stated that he had the pleasure of riding in the Col. Stanley L. Lapidow Scholarship Motorcycle Ride & BBQ.

Deputy Mayor Burchette reminded residents that the Township has taken another step forward with the Shop Hillsborough Program. The program now has 30 vendors participating and will be adding more. The Shop Hillsborough cards have been received and we anticipate them to be mailed in mid-September with the property tax statement.

Deputy Mayor Burchette stated that Department of Public Works Clean up Coupons are still available for select dates: August 30<sup>th</sup>, September 6<sup>th</sup> and September 27<sup>th</sup>, please visit the Administration Office to obtain your coupons for the facility on Auten Road.

Deputy Mayor Burchette stated that the Rotary Fair is ongoing this week. Wristband nights are scheduled for Wednesday, Thursday and Sunday. Committeeman Delcore, Deputy Mayor Burchette and Mayor Doug Tomson will be in the dunk tank on Thursday.

Mayor Tomson

Mayor Tomson stated that he also attended the Duke Farms Event celebrating 350 years of New Jersey. Pictures from a photo contest were on display outside on large screens and can also be viewed by on the Duke Farms website.

Mayor Tomson stated that also he attended the Colonel Lapidow Ride. It was a great event that raised money for the ROTC Officer.

Mayor Tomson stated that he attended the ATA Tae Kwon Do Competition at the Garden State Exhibition Center in Somerset. ATA is a local Tae Kwon Do school. Mayor Tomson thanked the school for allowing him to break a board and awarding him a black belt.

Mayor Tomson announced that the Township has already received our first two photos for consideration for the Town Calendar. Those interested in submitting photos for consideration should send high resolution photos to our Township Clerk, Pam Borek at [pborek@hillsborough-nj.org](mailto:pborek@hillsborough-nj.org)

## PRESENTATIONS

- *Recognition of Hillsborough Businesses / Organizations that have served the citizens of Hillsborough Township in excess of 25 years*

Mayor Tomson stated that the Township will continue with the Business Recognition program, recognizing Hillsborough Businesses / Organizations that have served the Citizens of Hillsborough Township for more than 25 years.

The following business was recognized: Llaurel Salon and Oda Spa, BRB Forensics, RB (formerly Reckitt Benckiser) and Central Jersey Nurseries.

## PROCLAMATIONS

- ***Proclamation declaring Hillsborough Township a Purple Heart Community***

*WHEREAS, the people of Hillsborough Township have great admiration and the utmost gratitude for all men and women who have selflessly served their country and this community in the Armed Forces; and*

*WHEREAS, veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and*

*WHEREAS, the contributions and sacrifices of the men and women from Hillsborough Township who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and*

*WHEREAS, many men and woman in uniform have given their lives while serving in the Armed Forces; and*

*WHEREAS, many citizens of our community have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, construed as a singularly meritorious act of essential service; and*

*WHEREAS, August 7, 2014 has officially been designated as the day in Hillsborough Township to remember and recognize veterans who are recipients of the Purple Heart Medal.*

*NOW, THEREFORE BE IT RESOVED that we, the Mayor and the Township Committee of the Township of Hillsborough hereby proclaim Hillsborough Township as a Purple Heart Community, honoring the service and sacrifice of our nation's men and women in uniform wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.*

- ***Proclamation honoring the Hillsborough Soccer Club U-12 Thunder Team***

*WHEREAS, the Hillsborough Soccer Club U-12 Thunder Team had a very successful season because of their hard work and dedication; and*

*WHEREAS, the Hillsborough Soccer Club U-12 Thunder Team comprised of the following young athletes: Bryan Mastowski, Massimo Sasso, Tyler Watson, Tyler Boose, Jake Laifer, Josh Hartman, Steven Borini, Jason Knight, Ethan Rizzi, Devon Meissner, Adam McCaffery, Dennis Zhang and Chris Kang; and*

*WHEREAS, the Hillsborough Soccer Club U-12 Thunder was led by Coaches Kevin Brok from Dutch Total Soccer, Kyle Rizzi, and Jeff Meissner; and*

*WHEREAS, the Hillsborough Soccer Club U-12 Thunder Team completed the season with a 9-1 record; and*

*WHEREAS, the Hillsborough Soccer Club U-12 Thunder Team won the Mid New Jersey Youth Soccer Association Championship and became the MNJYSA U-12 Division Champions.*

*NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby commend all of the members of the Hillsborough Soccer Club U-12 Thunder, not only for the championships they have won, but also for their unwavering teamwork, dedication, and sportsmanship throughout the season.*

*BE IT FURTHER PROCLAIMED that we, the Mayor and the Township Committee, further commend the Hillsborough Soccer Club U-12 Thunder Team for the honor that they have brought to themselves, their team and our community through their many achievements, and wish them well in their future competitions.*

- *Proclamation honoring the 12-U Gold Hillsborough Baseball League Travel Team*

*WHEREAS, the 12U Gold Hillsborough Baseball League Travel Team had a very successful season because of their hard work and dedication; and*

*WHEREAS, the 12U Gold Hillsborough Baseball League Travel Team comprised of the following young athletes: Patrick Cassidy, Nick Fox, Sean Levonaitis, Matt Michinard, Joey Mistretta, Andrew Rygiel, Andre Scheflen, William Shokoff, Liam Smith, Mike Swetz and Arex Wyatt; and*

*WHEREAS, the 12U Gold Hillsborough Baseball League Travel Team was led by Coaches Kevin Levonaitis, Paul Michinard and Steve Swetz; and*

*WHEREAS, the 12U Gold Hillsborough Baseball League Travel Team won the Cal Ripken District Championship against North Hunterdon with a score of 8-3; and*

*WHEREAS, the 12U Gold Hillsborough Baseball League Travel Team won their third consecutive District Championship, which is a first in Hillsborough Baseball League history.*

*NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby commend all of the members of the 12U Gold Hillsborough Baseball League Travel Team, not only for the championships they have won, but also for their unwavering teamwork, dedication, and sportsmanship throughout the season.*

*BE IT FURTHER PROCLAIMED that we, the Mayor and the Township Committee, further commend the 12U Gold Hillsborough Baseball League Travel Team for the honor that they have brought to themselves, their team and our community through their many achievements, and wish them well in their future competitions.*

- *Proclamation honoring Jake Hudes, 2014 Team New Jersey Special Olympics Basketball Gold Medalist*

*WHEREAS, Jake Hudes, a Hillsborough Township athlete, participated in the Team New Jersey 2014 Special Olympics games and received Gold in Basketball; and*

*WHEREAS, the Mission of the Special Olympics of New Jersey, is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities by giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes and the community; and*

*WHEREAS, the 2014 Special Olympics USA Games was hosted by New Jersey on June 14-21, 2014, with nearly 3,500 athletes competing in 16 sports supported by 1,000 coaches, 10,000 volunteers, and 50,000 spectators; and*

*WHEREAS, Team New Jersey is made up of 272 athletes and 73 coaches, representing every county in the state, and fielding the largest delegation in the history of the Games; and*

*WHEREAS, founded in 1968 by Eunice Kennedy Shriver, the Special Olympics movement has grown from a few hundred to nearly 4.2 million athletes in over 170 countries; and*

*WHEREAS, these athletes are given continued opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other Special Olympics athletes and the community.*

**NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby recognize and honor the great accomplishment of Jake Hudes and we are proud that he is a member of our community.

**BE IT FURTHER PROCLAIMED**, that we, the Mayor and the Township Committee, do hereby recognize and extend our sincere congratulations to Jake Hudes for receiving Gold in Basketball, an honor for both him and for those who have guided him, with best wishes for a bright future.

- **Proclamation honoring David Reyes, 2014 Team New Jersey Special Olympics Softball Silver Medalist**

**WHEREAS**, David Reyes, a Hillsborough Township athlete, participated in the Team New Jersey 2014 Special Olympics games and received Silver in Softball; and

**WHEREAS**, the Mission of the Special Olympics of New Jersey, is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities by giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes and the community; and

**WHEREAS**, the 2014 Special Olympics USA Games was hosted by New Jersey on June 14-21, 2014, with nearly 3,500 athletes competing in 16 sports supported by 1,000 coaches, 10,000 volunteers, and 50,000 spectators; and

**WHEREAS**, Team New Jersey is made up of 272 athletes and 73 coaches, representing every county in the state, and fielding the largest delegation in the history of the Games; and

**WHEREAS**, founded in 1968 by Eunice Kennedy Shriver, the Special Olympics movement has grown from a few hundred to nearly 4.2 million athletes in over 170 countries; and

**WHEREAS**, these athletes are given continued opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other Special Olympics athletes and the community.

**NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby recognize and honor the great accomplishment of David Reyes and we are proud that he is a member of our community.

**BE IT FURTHER PROCLAIMED**, that we, the Mayor and the Township Committee, do hereby recognize and extend our sincere congratulations to David Reyes for receiving Silver in Softball, an honor for both him and for those who have guided him, with best wishes for a bright future.

Mayor Tomson thanked everyone for being here this evening. Congratulations once again to all of our proclamation recipients and to our businesses and organizations recognized tonight.

## **NEW BUSINESS**

- None

## **PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA**

George Stafford, Outreach Director for the New Jersey Highlands Coalition located on Main Street in Boonton, NJ requesting that Hillsborough considers passing a resolution to support the Highlands Act of 2004.

Mayor Tomson stated that the Township Committee would take a look at the materials and let Mr. Stafford know whether or not they will consider it.

## **PUBLIC HEARINGS**

- *None*

## **INTRODUCTION OF NEW ORDINANCES**

- *None*

## **CONSIDERATIONS**

### **1. RESOLUTION AMENDING 2014 CONTRACTS FOR HILLSBOROUGH-MILLSTONE MUNICIPAL ALLIANCE SERVICES, TRANSFERRING \$315.00 FROM JANE FIDACARO TO ELLEN STODDARD FOR BABES PROGRAM SERVICES.**

**WHEREAS**, the Hillsborough-Millstone Municipal Alliance presents various programs and activities throughout the year; and

**WHEREAS**, there is a need to enter into service contracts with various vendors all below the thresholds of the Local Public Contracts Law and the Local Unit Pay-to-Play Law; and

**WHEREAS**, Jane Fidacaro had fewer classes as a BABES Facilitator than anticipated resulting in a reduction of \$315.00 from her contract; and

**WHEREAS**, Ellen Stoddard shall provide additional classes as a BABES Facilitator, and these additional services will be in an amount not to exceed \$315.00; and

**WHEREAS**, funds are available and have been certified as such by the Chief Finance Officer, said certification is attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

1. The Mayor and Township Clerk are hereby authorized to execute the Township standard form of agreement, for services and any modifications thereto consistent with this Resolution.

Mayor Tomson stated that this resolution amends the Hillsborough-Millstone Municipal Alliance Contracts for the BABES Program for the 2014 contract year.

Upon motion by Deputy Mayor Burchette, seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll

**2. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH GEORGIA GOLF CONSTRUCTION TO STRIP, SOD AND GRADE THE TOWNSHIP SOCCER FIELDS, IN AN AMOUNT NOT TO EXCEED \$6,500.00.**

WHEREAS, the Director of Parks has determined there is a need to strip, sod and grade the Township Soccer Fields; and

WHEREAS, a solicitation for quotes was prepared and distributed to interested companies; and

WHEREAS, three (3) quotes were received as follows:

- |                                   |             |
|-----------------------------------|-------------|
| 1. Georgia Golf Construction Inc. | \$ 6,500.00 |
| 2. SJ Surf Consultants LLC        | \$ 6,895.40 |
| 3. Tuckahoe Turf Farms            | No Quote    |

WHEREAS, the Qualified Purchasing Agent has determined that Georgia Golf Construction, Inc. should be awarded the contract based on their quote; and

WHEREAS, funds are available and have been certified as such by the Chief Financial Officer and said certification is attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, as follows:

1. The Mayor and Township Clerk are hereby authorized to execute a contract with Georgia Golf Construction Inc. to strip, sod and grade the Township Soccer Fields in an amount not to exceed \$6,500.00.

Mayor Tomson stated that as a result of the conditions of the goal mouth areas on the soccer fields, sodding was necessary to ensure safe play. The fields are closed for the following two weeks to ensure the sod has time to net and grow properly.

Upon motion by Committeeman Delcore seconded by Deputy Mayor Burchette, the aforesaid resolution was unanimously approved upon call of the roll.

**3. RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE PRELIMINARY DESIGN OF THE HILLSBOROUGH TOWNSHIP 2013 SANITARY SEWER EXTENSION PROJECT, IN AN AMOUNT NOT TO EXCEED \$19,000.**

WHEREAS, homeowners on Winding Way, Spring Valley Road, Willow Road, Euclid Avenue and Camden Road requested to gain access to the sanitary sewer system; and

**WHEREAS**, the Township Committee recognizes the problem that failing septic systems pose to the health and safety of these homeowners, as well as the value of this improvement for the neighborhood; and

**WHEREAS**, pursuant to the contract for professional services awarded by the Township on January 2, 2014, to Maser Consulting, P.A., through the Fair and Open procurement process (N.J.S.A. 19:44A-20.4-5 et seq.), appointing Maser Consulting, P.A., as the Township Engineer, Maser Consulting, P.A., prepared a proposal, dated July 29, 2013, to provide professional engineering services for preliminary design of the 2013 Sanitary Sewer Extension Project, in an amount not to exceed \$19,000; and

**WHEREAS**, the sewer project will be paid through a special assessment on the property owner; and

**WHEREAS**, funds are available and have been certified as such by the Chief Finance Officer and said certification is attached to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Maser Consulting, P.A., is authorized to perform professional engineering services:

1. For the preliminary design of the 2013 Sanitary Sewer Extension Project, as outlined in proposal, dated July 29, 2013, in an amount not to exceed \$19,000.

**BE IT FURTHER RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

1. The Mayor and Township Clerk are hereby authorized to execute an amendment to the Professional Services Contract with Maser Consulting, P.A., in an amount not to exceed \$19,000.00.
2. This Amended Contract is awarded, without competitive bidding, through the Fair and Open Selection Process as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et seq.) because these services will be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.
3. A notice of this action shall be printed once in the official Township newspaper.

Mayor Tomson stated that Maser Consulting submitted a proposal for Engineering Services for preliminary design of the sanitary sewer extension project. This is the next phase in the process for the project in the Spring Valley and Winding Way section of Town.

Upon motion by Deputy Mayor Burchette seconded by Committeeman Suraci, the aforesaid resolution was unanimously approved upon call of the roll.

**4. RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE 2015 NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM (NJEIFP) COMMITMENT LETTER AND PLANNING DOCUMENT FOR THE TOWNSHIP OF HILLSBOROUGH 2013 SANITARY SEWER EXTENSION PROJECT, IN AN AMOUNT NOT TO EXCEED \$5,000.**

**WHEREAS**, homeowners on Winding Way, Spring Valley Road, Willow Road, Euclid Avenue and Camden Road requested to gain access to the sanitary sewer system; and

**WHEREAS**, the Township Committee recognizes the problem that failing septic systems pose to the health and safety of these homeowners, as well as the value of this improvement for the neighborhood; and

**WHEREAS**, pursuant to the contract for professional services awarded by the Township on January 2, 2014, to Maser Consulting, P.A., through the Fair and Open procurement process (N.J.S.A. 19:44A-20.4-5 et seq.), appointing Maser Consulting, P.A., as the Township Engineer, Maser Consulting, P.A., prepared a proposal, dated September 10, 2013, to provide professional engineering services for the 2015 New Jersey Environmental Infrastructure Financing Program (NJEIFP) Commitment Letter and Planning Document, in an amount not to exceed \$5,000; and

**WHEREAS**, the sewer project will be paid through a special assessment on the property owners; and

**WHEREAS**, funds are available and have been certified as such by the Chief Finance Officer said certification is attached to this resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Maser Consulting, P.A., is authorized to perform professional engineering services for the 2015 New Jersey Environmental Infrastructure Financing Program (NJEIFP) Commitment Letter and Planning Document, in an amount not to exceed \$5,000.

**BE IT FURTHER RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey as follows:

1. The Mayor and Township Clerk are hereby authorized to execute an amendment to the Professional Services Contract with Maser Consulting, P.A., in an amount not to exceed \$5,000.00.
2. This Amended Contract is awarded, without competitive bidding, through the Fair and Open Selection Process as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et seq.) because these services will be performed by persons authorized by law to

practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.

3. A notice of this action shall be printed once in the official Township newspaper.

Mayor Tomson stated that this resolution authorizes an amendment to the Professional Services Contract with Maser Consulting to provide professional engineering services for the 2015 New Jersey Environmental Infrastructure Financing Program (NJEIFP) Commitment Letter and Planning Document.

Upon motion by Deputy Mayor Burchette seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

5. **RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO PROVIDE SURVEY, DESIGN, GEOTECHNICAL EXPLORATION, CONSTRUCTION ADMINISTRATION AND OBSERVATION SERVICES AS CONSULTING TOWNSHIP ENGINEER FOR THE 2013 SANITARY SEWER EXTENSION PROJECT – PHASE 1 – PHASE 10, IN AN AMOUNT NOT TO EXCEED \$199,405.00.**

**WHEREAS**, homeowners on Winding Way, Spring Valley Road, Willow Road, Euclid Avenue and Camden Road requested to gain access to the sanitary sewer system; and

**WHEREAS**, the Township Committee recognizes the problem that failing septic systems pose to the health and safety of these homeowners, as well as the value of this improvement for the neighborhood; and

**WHEREAS**, on January 2, 2014 Maser Consulting, P.A. was awarded the professional services contract as consulting township engineer, in accordance with the Fair and Open Procurement Process (N.J.S.A. 19:44A-20.4-5 et. seq.); and

**WHEREAS**, Maser Consulting, P.A. prepared a proposal for survey, design geotechnical exploration, construction administration and observation services, at a cost not to exceed \$199,405.00; and

**WHEREAS**, the sewer project will be paid through a special assessment on the property owners; and

**WHEREAS**, funds are available and have been certified as such by the Chief Finance Officer and said certification is attached to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Maser Consulting, P.A. is authorized to perform to perform engineering services outlined in the firm's proposal, dated January 20, 2014, in an amount not to exceed \$199,405.00 for the 2013 Sanitary Sewer Extension Project – Phase 1 – Phase 10 for Survey, Design, Geotechnical Exploration, Construction Administration and Observation Services.

Mayor Tomson stated that Maser Consulting submitted a proposal to provide the above mentioned professional services for the sewer extension project. This resolution authorizes that portion of the project.

Upon motion by Deputy Mayor Burchette seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

**6. RESOLUTION SUPPORTING THE DRIVE SOBER OR GET PULLED OVER 2014 STATEWIDE CRACKDOWN.**

**WHEREAS**, impaired drivers on our nation's roads kill someone every 30 minutes, 50 people per day, and almost 18,000 people each year; and

**WHEREAS**, 22% of motor vehicle fatalities in New Jersey in 2013 were alcohol-related; and

**WHEREAS**, an enforcement crackdown is planned to combat impaired driving; and

**WHEREAS**, the summer season and the Labor Day holiday in particular are traditionally times of social gatherings which include alcohol; and

**WHEREAS**, the State of New Jersey, Division of Highway Traffic Safety, has asked law enforcement agencies throughout the state to participate in the Drive Sober or Get Pulled Over 2014 Statewide Crackdown; and

**WHEREAS**, the project involves increased impaired driving enforcement from August 15 through September 1, 2014; and

**WHEREAS**, an increase in impaired driving enforcement and a reduction in impaired driving will save lives on our roadways.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey declares its support of the Drive Sober or Get Pulled Over 2014 Statewide Crackdown from August 15 through September 1, 2014 and pledges to increase awareness of the dangers of drinking and driving.

Mayor Tomson stated that The State of New Jersey, Division of Highway Traffic Safety, asks law enforcement agencies throughout the state to participate in the Drive Sober or Get Pulled Over initiative. The focus on the end of the summer, culminating in the Labor Day holiday, intends to increase awareness of the dangers of drinking and driving.

Upon motion by Committeeman Suraci seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

**7. RESOLUTION ACKNOWLEDGING THE ANNUAL AUDIT FOR THE YEAR 2013 OF HILLSBOROUGH TOWNSHIP, SOMERSET COUNTY.**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2013 has been filed by a Registered Municipal Accountant with the Township of Hillsborough's Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Mayor Tomson stated that this was an outstanding audit.

Mayor Tomson added that State law requires the Township Committee to review the audit and acknowledge this by resolution. The audit summary shall be published in the newspaper, as required by law, and will be available on the Township's website which is our policy. A full copy of the audit is available for public review in the Township Clerk's Office.

Upon motion by Committeeman DelCore seconded by Committeeman Suraci, the aforesaid resolution was unanimously approved upon call of the roll.

**8. RESOLUTION ACCEPTING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2013 AUDIT.**

**WHEREAS**, in accordance with Local Finance Notice 92-15, Hillsborough Township must submit a Corrective Action Plan for 2014 to the Division of Local Government Services in regard to the Township Audit of 2013; and

**BE IT RESOLVED** that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby accepts and approves the attached "2013 Corrective Action Plan for the Township of Hillsborough" as submitted by Chief Finance Officer Nancy Costa.

Mayor Tomson stated that there was one, minor item identified in the audit for process improvement in the area of open receivables and reserve balances which may no longer be valid. The corrective action plan put into place addresses these opportunities for continuous improvement.

Upon motion by Deputy Mayor Burchette seconded by Committeeman Suraci, the aforesaid resolution was unanimously approved upon call of the roll.

**9. RESOLUTION AUTHORIZING THE TRANSFER OF NICHOLAS SALEEBA FROM THE POSITION OF POLICE RECORDS CLERK TO THE POSITION OF SERVICES DIVISION CLERK IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT AND AUTHORIZING TO CHIEF OF POLICE TO POST FOR THE POSITION OF POLICE RECORDS CLERK, EFFECTIVE AUGUST 13, 2014.**

**WHEREAS**, there exists a vacancy in the Police Department for the position of Services Division Clerk; and

**WHEREAS**, the Chief of Police recommends the transfer of Nicholas Saleeba from the position of Police Records Clerk to the position of Services Division Clerk; and

**WHEREAS**, the Chief of Police requests authorization to post for the position of Police Records Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that: (1) the transfer of Nicholas Saleeba from the position of Police Records Clerk to the position of Services Division Clerk be and is hereby

authorized; and (2) the Chief of Police be and is hereby authorized to post for the position of Police Records Clerk.

Mayor Tomson stated that there exists a vacancy in the position of Services Division Clerk in the Police Department. This resolution authorizes the transfer of Mr. Saleeba to fill that vacancy.

Upon motion by Deputy Mayor Burchette seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

**10. RESOLUTION AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO CONDUCT SATURDAY BUILDING INSPECTIONS, FOR THE TOWNSHIP'S BUILDING DEPARTMENT, EFFECTIVE AUGUST 13, 2014 TO OCTOBER 18, 2014, AT THE RATE OF \$28.00 PER HOUR.**

WHEREAS, there exist a vacancy in the Building Department for the position of part-time Electrical Inspector; and

WHEREAS, the Construction Official has determined that this position needs to be filled as soon as possible and thereby requests authorization to post for the position of part-time Electrical Inspector.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it does hereby authorize the Construction Official to post for the position of part-time Electrical Inspector.

Mayor Tomson stated that there exists a vacancy in the Saturday part-time building inspector position. This resolution authorizes Mr. Fiedler to fill that position at the current part time building inspector pay rate.

Upon motion by Deputy Mayor Burchette seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

#### CONSENT

**1. RESOLUTION RATIFYING AND CONFIRMING THE 2014 JASON'S RUN WHICH WAS HELD IN HILLSBOROUGH TOWNSHIP ON SUNDAY, AUGUST 3, 2014, PURSUANT TO THE REQUIREMENTS OUTLINED BY CHIEF PAUL KAMINSKY.**

WHEREAS, Linda Walton requested to hold the "2014 Jason's Run " on Sunday, August 3, 2014, in Hillsborough Township; and

WHEREAS, Linda Walton produced a certificate of insurance naming the Township of Hillsborough as an insured; and

WHEREAS, Chief Kaminsky and Hillsborough Township Police Department's Traffic Safety Bureau have determined that the planned route will provide an acceptable level of safety for the runners.

NOW, THEREFORE, be it resolved by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the "Jason's Run" was hereby authorized to hold a race in Hillsborough Township on August 3, 2014.

**2. RESOLUTION APPROVING THE REQUEST FROM TURO CARE, LLC FOR THE RELEASE OF CASH ESCROW, IN THE AMOUNT OF \$1,650.00, AND THE RELEASE OF ENGINEERING INSPECTION FEES FOR ROAD OPENING PERMIT, IN THE AMOUNT OF \$251.12.**

WHEREAS, a request has been received from Turo Care, LLC for the release of cash escrows and engineering inspection fees; and

WHEREAS, the Assistant Township Engineer certifies that all work has been satisfactorily completed; and

WHEREAS, the Assistant Township Engineer recommends that the Township Committee take action to release \$1,650.00 cash escrows and \$251.12 engineering inspection fees.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendations of the Assistant Township Engineer be and hereby are accepted and approved.

**3. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$7,218.96 FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT.**

WHEREAS, in accordance with the following summary of accrued Engineering charges related to various indicated projects, a total of \$7,218.96 should be transferred from Engineering inspection escrow accounts into the Treasurer's Account as indicated; and

WHEREAS, each of the project line items has been verified against the Treasurer's Office account records through July 22, 2014, to ensure that sufficient funds are available for these transfers of unanticipated revenues.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that a total of \$7,218.86 is to be transferred from the Engineering Escrow Accounts into the Treasurers Account.

<u>Client</u>	<u>Number</u>	<u>Transfer Amount</u>
Accredited Dermatology	594	-485.44

CC @ Belle Mead	579	-357.24
Country Classics – 3D	559	-175.14
Country Classics – 3C	331	-325.26
Country Classics – 4B	589	-1,907.00
Country Classics – 4C	612	-1,948.86
Gateway@Sunnymeade	472	-568.14
Green Village	607	-50.04
Hidden Brook Estates	603	-989.36
High Branch Land, Inc.	373	-163.80
Hillsborough Chase	376	-124.34
PLEABEAZIN	477	-78.92
Roycebrook Meadows	489	-45.42
Grand Total		\$- 7,218.96

**4. RESOLUTION APPROVING REQUEST FROM GATEWAY AT SUNNYMEADE FOR RELEASE OF CASH ESCROW FOR WINTER CERTIFICATES OF OCCUPANCY FOR BLOCK 141, LOT 7.03, IN THE TOTAL AMOUNT OF \$4,500.00.**

WHEREAS, a request has been received from Gateway at Sunnymeade for release of cash escrow for Winter Certificates of Occupancy, in the total amount of \$4,500.00, as follows:

<u>All Block 141, Lot 7.03</u>	<u>Escrow Amount</u>	<u>Date Issued</u>
Units 2, 4, 6, 8 Solga	\$ 500.00	1/27/14
Units 10, 12, 14, 16 Solga	\$ 500.00	1/27/14
Units 65, 67, 69 Lily	\$ 500.00	2/15/14
1 & 3 Solga	\$1,000.00	2/24/14
70, 72, 74, 76, 78, 80 Hankins	\$ 500.00	2/06/14
1 & 3 Blue	\$1,000.00	4/07/14
2 & 4 Blue	\$ 500.00	4/07/14

WHEREAS, the Assistant Township Engineer certifies that all work has been satisfactorily completed; and

WHEREAS, the Assistant Township Engineer recommends that the Township Committee take action to release the \$4,500.00 cash escrow that was posted for the completion of these projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Assistant Township Engineer be and hereby is accepted and approved.

**5. RESOLUTION GRANTING PERMANENT EMPLOYEE STATUS TO GLENN GESCHWINDNER, IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF PUBLIC WORKS, EFFECTIVE AUGUST 18, 2014.**

WHEREAS, Glenn Geschwindner was hired as a Journeyman Electrician in the Department of Public Works on February 18, 2014; and

WHEREAS, the Director of Public Works certifies that Mr. Geschwindner has performed his duties and assignments in a capable and competent manner; and

WHEREAS, having qualified for regular employee status during the six-month probationary period, the Director of Public Works recommends that regular employee status be conferred upon Mr. Geschwindner, effective August 18, 2014.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the recommendation of the Director of Public Works be and hereby is accepted and approved.

**6. RESOLUTION GRANTING PERMANENT EMPLOYEE STATUS TO MARK GARA, IN THE HILLSBOROUGH TOWNSHIP BUILDING DEPARTMENT, EFFECTIVE AUGUST 14, 2014.**

WHEREAS, Mark Gara was hired as Building Inspector in the Building Department on August 14, 2014; and

WHEREAS, the Construction Official certifies that Mr. Gara has performed his duties and assignments in a capable and competent manner; and

WHEREAS, having qualified for regular employee status during the three-month probationary period, the Construction Official recommends that regular employee status be conferred upon Mr. Gara effective August 14, 2014.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the recommendation of the Construction Official be and hereby is accepted and approved

**7. RESOLUTION AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO POST FOR THE POSITION OF PART-TIME ELECTRICAL INSPECTOR IN THE HILLSBOROUGH TOWNSHIP'S BUILDING DEPARTMENT.**

WHEREAS, there exist a vacancy in the Building Department for the position of part-time Electrical Inspector; and

**WHEREAS**, the Construction Official has determined that this position needs to be filled as soon as possible and thereby requests authorization to post for the position of part-time Electrical Inspector.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it does hereby authorize the Construction Official to post for the position of part-time Electrical Inspector.

Upon motion by Deputy Mayor Burchette, seconded by Committeewoman McCauley, the consent agenda was unanimously approved upon call of the roll.

## **CLAIMS LISTS**

Mayor Tomson presented Claims Lists 2014-14.

Upon motion by Deputy Mayor Burchette, seconded by Committeewoman McCauley, Claims List 2014-01 was unanimously approved upon call of the roll.

## **EXECUTIVE SESSION RESOLUTION**

**WHEREAS**, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, the Township Committee is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
  - a. *Contract Negotiations:*
    - i. *Easements – Sanitary Sewer Expansion*
    - ii. *Easements – Sidewalk Extension*

3. The Township Committee may take official action on those items discussed in Executive Session upon completion of the Executive Session.

4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.

5. This Resolution shall take effect immediately.

Upon motion by Committeeman Suraci seconded by Committeeman DelCore, the aforesaid resolution was unanimously approved upon call of the roll.

Committeeman Deputy Mayor Burchette motioned to reopen the public meeting after the executive session adjourned. The motion was seconded by Committeewoman McCauley, and was unanimously approved upon call of the roll.

### ADJOURNMENT

Upon motion by Committeewoman McCauley, seconded by Deputy Mayor Burchette, the meeting duly adjourned at 9:17p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek  
Township Clerk