

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 and Deputy Mayor Greg Burchette. Also, in attendance were Township Clerk Pamela Borek, Township Administrator Anthony Ferrera and Township Attorney William Willard. Committeeman Carl Suraci and Mayor Doug Tomson were absent.

### **SALUTE TO THE FLAG**

Following roll call, Mayor Deputy Burchette 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 February 25, 2014.

### **APPROVAL OF MINUTES**

- *Approval of the January 14, 2014 Regular Session Minutes*
  - Upon motion by Committeeman DelCore, seconded by Committeewoman McCauley, the minutes of the January 14, 2014 Regular Session Minutes were approved upon the call of the roll.

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

#### **Committeeman DelCore**

Committeeman DelCore clarified on the current budget situation, as the Township called a Special Meeting on February 24<sup>th</sup> to approve an increase in the temporary budget for 2014. Committeeman DelCore explained that over the last 2 months we've had increased expenditures as a result of all the snow storms. The Township approved it yesterday because at least four members are required and today we only have three members here. There was a notice that a special meeting was called yesterday, for the items addressing the temporary budget the total appropriation that was approved was \$232,735. Most of that went to the snow removal cost, salary wages and other costs

Committeeman DelCore reminded dog owners that dog licenses expire on February 28, 2014. After that date, there is a \$5.00 late fee. Rabies vaccination must be valid through October 2014 in order to license a pet.

Committeeman DelCore announced that on March 21<sup>st</sup> the Art Show will take place.

Committeeman DelCore announced that the Spring Activities Guide is now available on the Parks and Recreation website. Registration will begin on February 28<sup>th</sup>. Included in the brochure are all spring

youth and adult programs, information about the Run Around the Park 5k, Memorial Day Parade, youth swim lessons, youth and adult tennis clinics.

Committeeman DelCore encouraged residents to sign-up for Hillsborough's first ever Run Around the Park 5k. The registration deadline is March 16<sup>th</sup> and the run is on Saturday April 5<sup>th</sup>. More information is found on the Township website.

Committeeman DelCore announced that there is a Life Skills Program this Thursday, February 27<sup>th</sup> 6:45pm at the Hillsborough Middle School. The program is called 15 minute child break. This is a free substance abuse prevention parent education program. There is no pre registration necessary. Please call our Life Skills office at 908-431-6600 x 2809 for more information.

**Committeewoman McCauley**

Committeewoman McCauley noted that there are a lot of potholes on the roads and DPW is working hard repair them. DPW will do the main roads first then they will do the secondary roads. Route 206 is a state road which is maintained by the state and reporting of potholes on Route 206 should be to the state. For more information please visit the Township website or call DPW at 908-369-3950.

Committeewoman McCauley stated that she has been advised by our Engineering Department that the County will be installing a micro-milling surface treatment along River Road between Roycefield Road and the boundary with Raritan Borough. This milled surface treatment is a safety improvement due to the curves in the roadway. The micro-milled surface holds vehicles to the roadway better than a smooth surface. This is the same treatment that was installed by Somerset County on New Centre Road last year and the vehicles crash rates has been dramatically reduced. There has only been one accident on that portion of the roadway since the milled surface was installed and that was deer related.

Committeewoman McCauley added that this project is anticipated to begin near the end of March, of course weather permitting. The Township will keep the residents posted.

Committeewoman McCauley noted that Grant Applications for the Hillsborough Reward Credit Card for the spring will close this Friday, February 28<sup>th</sup>. Grant applications can be obtained online from the Township's website or at the Clerk's office. Non-profit, senior and youth organizations can apply for grants through the Credit Card Rewards Program.

Committeewoman McCauley congratulated the Fire Commissioner; Bruce Vatter on his recent election to the Board of Fire Commissioners. Mr. Vatter will serve for a 3 year term. The 2014 Budget was approved by 251 yes votes to 47 no votes.

Committeewoman McCauley thanked Ex-Commissioner Ron Berju for his many years of service;

Committeewoman McCauley added good luck and congratulations.

**Committeeman Suraci**

Absent

**Deputy Mayor Burchette**

Deputy Mayor Burchette announced that the Township partnered with the Hillsborough School District to offer opportunities for High School Students to apply for the Louis Bay 2<sup>nd</sup> Future Municipal Leaders Scholarship Competition. He is happy to announce the members of the review committee are Committeeman Carl Suraci, Administrator Anthony Ferrera and High School Vice-Principal Steve Jablonski. Interested students can visit the School's website for all the details and how to apply.

Deputy Mayor Burchette noted that to participate in the Million Hearts Pledge as part of the Mayors Wellness Campaign information can be found on the Township website. As part of the American Heart Health Month, the Mayors Wellness Campaign challenges all Hillsborough adults age 20 and over to take the Million Hearts Pledge.

**Mayor Tomson**

Absent

**PROCLAMATIONS**

- ***Proclamation honoring Daniel Mondoro for earning the status of Eagle Scout***

*WHEREAS, Daniel Mondoro, a senior at Hillsborough High School, and a member of Boy Scout Troop 89, has earned the status of Eagle Scout; and*

*WHEREAS, we, the Township Committee of the Township of Hillsborough recognize the many hours Daniel devoted to attaining the status of Eagle Scout, working with diligence and making sacrifices in order to achieve this highly coveted position; and*

*WHEREAS, Daniel has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and*

*WHEREAS, Daniel's Eagle Scout Project consisted of building five wooden wagons, which were donated to St. Peter's Hospital in New Brunswick; and*

*WHEREAS, Daniel's wagons are used to transport pediatric patients throughout the hospital; and*

*WHEREAS, Daniel has held leadership positions within the troop, including Assistant Senior Patrol Leader, and is currently serving as an Assistant Scoutmaster; and*

*WHEREAS, Daniel Mondoro serves as an example to the youth of Hillsborough Township through his high level leadership and community service, and we are very proud that Daniel is a member of our community.*

*NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby recognize and extend our sincere congratulations to Daniel Mondoro for having*

achieved the status of Eagle Scout, an honor for both him and for those who have guided him, with best wishes for a bright future.

Deputy Mayor Burchette congratulated Daniel Mondoro.

#### **NEW BUSINESS**

- *None*

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

#### **PUBLIC HEARINGS**

- *None*

#### **INTRODUCTION OF NEW ORDINANCES**

- *None*

### **CONSIDERATIONS**

#### **1. RESOLUTION APPOINTING BRUCE RYDEL, TOWNSHIP PLANNING DIRECTOR, AS THE TOWNSHIP OF HILLSBOROUGH'S AFFORDABLE HOUSING LIAISON.**

**WHEREAS**, the Township Committee recommends the appointment of Township Planning Director, Bruce Rydel, as the Township of Hillsborough's Affordable Housing Liaison.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Township Planning Director, Bruce Rydel, is hereby appointed the Township of Hillsborough's Affordable Housing Liaison.

Deputy Mayor Burchette stated that a municipal housing liaison by law must be a municipal employee and also familiar with Affordable housing laws and procedures in the state of New Jersey. This resolution appoints our Planning Director as that liaison.

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

#### **2. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH COMMUNITY GRANTS, PLANNING & HOUSING (CGPH) TO PROVIDE AFFORDABLE HOUSING ADMINISTRATIVE SERVICES FOR THE AFFORDABLE HOUSING UNITS AT HILLSBOROUGH POINT, IN AN AMOUNT NOT TO EXCEED \$6,900.00.**

**WHEREAS**, there exists a need for Affordable Housing Administrative Services for Hillsborough Point; and

**WHEREAS**, the Township Planning Director has recommended that the Township enter into an agreement with Community Grants, Planning & Housing (CGPH) to provide affordable housing administrative services for the affordable units at Hillsborough Point, at a cost of \$6,900 for the period January 1, 2014 to December 31, 2014, in order to ensure continued compliance with the applicable affordable housing requirements; 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 the Mayor and the Township Clerk are hereby authorized to execute an Affordable Housing Administrative Services Agreement to provide affordable housing administrative services for Hillsborough Point with Community Grants, Planning & Housing, for the period January 1, 2014 to December 31, 2014, in an amount not to exceed \$6,900.00.

Deputy Mayor Burchette stated that this contract represents no increase from last year. Taxpayer funds are NOT used, as it funded through the affordable housing trust.

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

**3. RESOLUTION AWARDDING CENTRAL JERSEY HOUSING RESOURCE CENTER A CONTRACT FOR 2014 AFFORDABLE HOUSING AGENCY SERVICES, EFFECTIVE JANUARY 1, 2014 THROUGH DECEMBER 31, 2014 AND AUTHORIZING THE MAYOR AND THE TOWNSHIP CLERK TO ENTER INTO AN AGREEMENT WITH CJHRC FOR AFFORDABLE HOUSING RENTAL UNITS AT NEW CENTER GREENS, CLAREMONT HILLS, GATEWAY AT SUNNYMEADE AND CRESTMONT (HILLS) VILLAGE AND THE RESALE UNITS AT HEARTHSTONE AT HILLSBOROUGH, IN AN AMOUNT NOT TO EXCEED \$35,600.00 FOR A ONE YEAR PERIOD.**

**WHEREAS**, the Central Jersey Housing Resource Center (CJHRC) has submitted the following Affordable Housing Agency Proposals:

- the 2014 Affordable Housing Independent Agency Agreement for the administration of the affordable housing rental units at New Center Greens, Claremont Hills, Gateway at Sunnymead and Crestmont (Hills) Village and the resale units at Hearthstone at Hillsborough; and

**WHEREAS**, this agreement will be effective January 1, 2014 through December 31, 2014; and

**WHEREAS**, the Township Planning Director recommended that the Township approve said agreements as to ensure continued compliance with the applicable affordable housing requirements; 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 the Mayor and the Township Clerk are hereby authorized to enter into an Affordable Housing Independent Agency Agreement for New Center Greens, Claremont Hills, Gateway at Sunnymead, Crestmont (Hills) Village and Hearthstone at Hillsborough, with CJHRC not to exceed \$35,600.00.

Deputy Mayor Burchette stated that this is a professional services agreement for management services for the units at New Center Greens, Claremont Hills, Gateway at Sunnymead and Crestmont Hills Village. This is a highly technical service provided and it is recommended by our Township Planner that CJHRC again provide these administrative services. These costs are paid from the Affordable Housing Trust Account, not tax dollars.

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

#### **4. RESOLUTION ADOPTING THE REVISED HILLSBOROUGH TOWNSHIP EMPLOYEE HANDBOOK OF PERSONNEL POLICIES AND PROCEDURES.**

**WHEREAS**, it is the policy of the Township of Hillsborough to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act and the Open Public Meetings Act; and

**WHEREAS**, the Township of Hillsborough has determined that there is a need to revise the personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

**NOW THEREFORE, BE IT RESOLVED** by the Township of Hillsborough, County of Somerset, State of New Jersey that the revised Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Township of Hillsborough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, federal or state law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Township of Hillsborough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township of Hillsborough.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Township of Hillsborough shall operate under the legal doctrine known as “employment at will.”

**BE IT FURTHER RESOLVED** that Township Administrator and all department heads are responsible for these employment practices. The Township Administrator and Township and/or Labor Attorney shall assist the Township Administrator in the implementation of the policies and procedures in this manual.

Deputy Mayor Burchette stated that the Township of Hillsborough has determined that there is a need to revise the personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with all applicable employment laws and regulations. This resolution adopts the revised Hillsborough Township Employee Handbook of Personnel Policies and Procedures.

Committeeman DelCore thanked the staff for moving forward on this which needed to be updated.

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

**5. RESOLUTION APPROVING REQUEST FROM THE CHIEF OF POLICE ALLOWING MEMBERS OF THE POLICE DEPARTMENT TO PARTICIPATE IN A SHARED LEAVE PROGRAM TO BENEFIT OFFICER BRIAN MCCARRON.**

**WHEREAS**, due to the ongoing medical condition of Officer Brian McCarron, the Chief of Police wishes to have the Township utilize a Shared Leave Program to allow members of the Hillsborough Township Police Department to provide paid leave days since Officer McCarron has fully expended his accrued time off and is in desperate need of such, due to his medical condition.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it wishes to utilize a Shared Leave Program specifically as it relates to Officer McCarron, which shall be subject to the following conditions:

1. All regular full time Hillsborough Township Police Department employees, whether paid on an hourly basis or by salary, may be eligible to provide leave time to Officer McCarron.
2. Only accrued, unused sick, personal and/or vacation leave can be donated.
3. All donated leave must be voluntarily given. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for the purpose of this program.
4. Once donated and used, the time is not recoverable.

5. Donors must complete a written memorandum to the Chief of Police specifying the amount and source of hours to be donated.
6. Each eligible employee must have, at the time of donation, at least one hundred (100) hours of total leave time and the donation of leave must not reduce the employee's total leave bank below the one hundred (100) hours total leave time requirement.
7. Officer McCarron qualifies to be eligible for consideration for donated leave time because he meets all the criteria listed below:
  - A. Officer McCarron has completed at least one (1) year of continuous full time service/employment with the Township Police Department.
  - B. Officer McCarron suffers from a medical condition which will cause Officer McCarron to either: (1) go on unpaid leave; and/or, (2) terminate his employment with the Township.
  - C. The Township's Worker's Compensation Carrier has submitted documentation from the attending physician verifying his condition.
  - D. Officer McCarron has abided by all personnel rules regarding sick leave use.
8. Any leave time donated will be converted to a dollar value based on the donor's straight time hourly rate at the time of the donation. Such dollar value will then be divided by Officer McCarron's hourly rate, at the time of donation, to determine the actual number of hours to be received.
9. Chief Kaminsky recommends the adoption of this Resolution and asks that the provisions of this Resolution remain to obtain 30 (8 hour) days.
10. This resolution shall only apply to Officer McCarron and shall not serve as precedent for any future Township Department employees or other Township employees seeking donated leave.

**BE IT FURTHER RESOLVED** that the Township Committee approves this Resolution as per the conditions/requirements/recommendations set forth above for Officer Brian McCarron.

Deputy Mayor Burchette stated that Corporal Brian McCarron is currently out on long term leave due to injuries he received in the line of duty back in May 2012. The Township Committee has agreed to review the resolution concerning Shared Leave to allow members of the Hillsborough Police Department to donate their earned time to cover Cpl. McCarron's absence.

Committeeman DelCore stated that this program was instituted for employees and they have the opportunity to assist Corporal McCarron



Committeewoman McCauley wished him well.

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

**6. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR AN EMPLOYEE ASSISTANCE PROGRAM (EAP) WITH PRINCETON HEALTHCARE SYSTEMS FOR THE PERIOD OF FEBRUARY 1, 2014 THROUGH JANUARY 31, 2015, NOT TO EXCEED \$3,614.25.**

**WHEREAS**, the Township of Hillsborough solicited quotes for an Employee Assistance Program (EAP) and three (3) quotes were received as follows:

Princeton HealthCare           \$19.75 per employee per year = Yearly Total \$3,614.25

Charles Nechtem               \$19.20 per employee per year = Yearly Total \$3,513.60

Preferred Behavioral Health       \$40.80 per employee per year = Yearly Total \$8,015.40

**WHEREAS**, the Township currently contracts with Princeton HealthCare for an Employee Assistance Program (EAP); and

**WHEREAS**, Social Services Director, Ron Skobo has recommended that the Township renew its contract with Princeton HealthCare; and

**WHEREAS**, the cost to the Township will not exceed \$3,614.25 for the period February 1, 2014 through January 31, 2015 based on 183 employees; and

**WHEREAS**, funds are available and have been certified as such by the Chief Finance Officer.

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

1. An award of contract for an Employee Assistance Program (EAP) is hereby made to Princeton HealthCare, in an amount not to exceed \$3,614.25 for the period from February 1, 2014 through January 31, 2015.
2. The Mayor and Township Clerk are hereby authorized to execute the Township standard form of agreement, for services and any modifications thereto and related constituent documents as may be found acceptable by the Township Committee.

Deputy Mayor Burchette stated that quotes were obtained from 3 providers. The Township's Director and Assistant Director of Social Services recommended Princeton HealthCare Systems, who was the provider last year for the Employee Assistance Program. This contract is for the for the 2014 contract period.

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

**7. RESOLUTION AUTHORIZING THE PROMOTION OF ELIZABETH HOLLENBACH TO THE POSITION OF DEPUTY ASSESSOR IN THE HILLSBOROUGH TOWNSHIP TAX ASSESSOR'S OFFICE EFFECTIVE JUNE 1, 2014 AT AN ANNUAL SALARY OF \$58,480.00 AND AUTHORIZING THE POSTING FOR THE POSITION OF FIELD INSPECTOR/ASSESSOR CLERK.**

**WHEREAS**, there exists a vacancy in the Hillsborough Township Tax Assessor's office for a Deputy Assessor due to the retirement of William Radano; and

**WHEREAS**, the Administrator and the Tax Assessor recommend Elizabeth Hollenbach be promoted to Deputy Assessor in the Hillsborough Township Tax Assessor's office effective June 1, 2014 at an annual salary of \$58,480; and

**WHEREAS**, the promotion of Elizabeth Hollenbach to the position of Deputy Tax Assessor will create a vacancy in the Hillsborough Township Tax Assessor's office; and

**WHEREAS**, the Township Administrator recommends the vacancy in the Hillsborough Tax Assessor's office be filled by part time employees for the position of Field Inspector/Assessor Clerk and requests authorization to post for such part time position.

**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 recommendation of the Township Administrator and Tax Assessor to promote Elizabeth Hollenbach to the position of Deputy Assessor at an annual salary of \$58,480 is hereby accepted and approved; and
- 2) The Township Administrator is hereby authorized to post for the position of Field Inspector/Assessor Clerk to be filled by part time employees.

Deputy Mayor Burchette stated that there will exist a vacancy in the position of Deputy Tax Assessor as a result of the impending retirement of Bill Randano. This resolution authorizes the promotion of the Ms. Hollenbach, the Assistant Tax Assessor to the position Deputy Tax Assessor. Congratulations Ms. Hollenbach on your promotion.

Township Administrator Mr. Ferrera stated that Ms. Hollenbach wanted to be here this evening but she is attending a class for this job.

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

**CONSENT**

**1. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS, IN AN AMOUNT OF \$8,373.18, 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 \$8,373.18 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 February 12, 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 \$8,373.18 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	-166.45
CC @ Belle Mead	579	-343.70
Country Classics – 4B	589	-3,479.18
Gateway@Sunnymeade	472	-1,152.56
Green Village	607	-82.96
Hidden Brook	598	-1,383.66
High Branch Land, Inc.	373	-99.87
PLEABEAZIN	477	-266.32
Pat Richards, LLC	412	-370.36
Tennis Plus	584	-1,028.12
Grand Total		\$-8,373.18

**2. RESOLUTION APPROVING THE REQUEST FROM FAITH LUTHERAN CHURCH FOR THE RELEASE OF ENGINEERING INSPECTION FEE IN THE AMOUNT OF \$239.67 (BLOCK 163.09, LOT 1.02).**

**WHEREAS**, a request has been received from Faith Lutheran Church for the release of engineering inspection fee for Block 163.09, Lot 1.02; 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 \$239.67 engineering inspection fee to Faith Lutheran Church.

**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.

**3. RESOLUTION APPROVING REQUEST FROM COMMERCE BANK FOR THE RELEASE OF PERFORMANCE BOND NO. 1136551625, IN THE AMOUNT OF \$122,200.00.**

**WHEREAS**, a request has been received from Commerce Bank for release of Performance Bond No. 1136551625, in the amount of \$122,200.00; 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 authorize the release of Performance bond No. 1136551625, in the amount of \$122,200.00.

**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.

**4. RESOLUTION AUTHORIZING AN ANNUAL STIPEND IN THE AMOUNT OF \$500.00 TO BE PAID QUARTERLY TO LUCY BUSH FOR SERVICE AS THE TOWNSHIP OF HILLSBOROUGH'S OFFICE OF EMERGENCY MANAGEMENT ADMINISTRATIVE ASSISTANT IN 2014.**

**WHEREAS**, the Township Committee believes that compensation for the functions of Office of Emergency Management Administrative Assistant should be provided in the form of a stipend to be paid quarterly.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that an annual stipend in the amount of \$500.00 shall be paid quarterly to Lucy Bush for and in consideration of her service as the Township's OEM Administrative Assistant in 2014.

**5. RESOLUTION WAIVING PLANNING BOARD APPLICATION FEES FOR THE HILLSBOROUGH JUNIOR RAIDERS SPORTS, INC. FOR FIELD IMPROVEMENTS.**

**WHEREAS**, the Hillsborough Junior Raiders Sports, Inc. is a non-profit organization; and

**WHEREAS**, the Township Committee would like to relieve the Hillsborough Junior Raiders Sports, Inc. of the cost associated with Planning Board permit fees for field improvements.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the permit fees for work done in conjunction with the Hillsborough Junior Raiders Sports, Inc. be and is hereby waived.

Upon motion by Committeewoman McCauley, seconded by Committeeman DelCore, the consent agenda was unanimously approved upon call of the roll.

### **CLAIMS LISTS**

Deputy Mayor Burchette presented Claims Lists 2014-04.

Upon motion by Committeeman DelCore, seconded by Committeewoman McCauley, Claims List 2014-02 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. Attorney/Client Privilege*
  - b. Potential Contract Negotiations – AFSCME, AFL-CIO Local 3697, Council No. 73*
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 DelCore, seconded by Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

Upon motion by Committeeman DelCore, seconded by Committeewoman McCauley, the public meeting was reopened at 7:58p.m.

### **ADJOURNMENT**

Upon motion by Committeewoman McCauley, seconded by Committeeman DelCore the meeting duly adjourned at 8:50p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek  
Township Clerk