

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, 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. Committeewoman Gloria McCauley was absent.

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 January 28, 2014.

APPROVAL OF MINUTES

- ***Approval of the October 22, 2013 Executive Session Minutes***
 - Upon motion by Deputy Mayor Burchette, seconded by Committeeman Suraci, the minutes of the October 22, 2013 Executive Session Minutes were approved upon the call of the roll.
 - Abstain-Committeeman DelCore

- ***Approval of the November 12, 2013 Executive Session Minutes***
 - Upon motion by Deputy Mayor Burchette, seconded by Committeeman DelCore, the minutes of the November 12, 2013 Executive Session Minutes were approved upon the call of the roll.
 - Abstain-Committeeman Suraci

- ***Approval of the December 10, 2013 Executive Session Minutes***
 - Upon motion by Deputy Mayor Burchette, seconded by Committeeman Suraci, the minutes of the December 10, 2013 Executive Session Minutes were approved upon the call of the roll.
 - Abstain-Mayor Tomson

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

Committeeman DelCore

Committeeman DelCore spoke about attending the Cultural Arts Commission and thanked Co-Chairs Kevin Murphy and Susan Niko.

Committeeman DelCore announced that the Annual Art Show will be the week of March 18th. There will more details to follow.

Committeeman DelCore announced that dog license renewals have been mailed. All dog licenses expire on January 31, 2014. In order to renew your dog's license, the rabies vaccination must be good through October 2014. For those pet owners whose dog has a valid rabies vaccination, you may renew the license using the Township's free online payment system at www.hillsborough-nj.org, then select eGov, and online dog license.

Committeeman DelCore announced that on February 15th the Fire Commissioners will hold their annual election. All Hillsborough registered voters are encouraged to vote. If you are unable to vote on February 15th vote by mail applications are also available at the County Clerk's Office, the Township Clerk's Office on online on both websites.

Committeeman Suraci

Committeeman Suraci announced that the Hillsborough Youth Services Commission Chairman is Rev. Tim Wolf, Vice Chairman is Sally Treonze and Secretary is Diane DeGaris.

Committeeman Suraci announced that Parks and Recreation re-organization meeting announced Chairman as Robert Peason, Vice Chairman as Lisa Nisivoccia and Secretary as Bob Hollingshead.

Committeeman Suraci announced that Parks and Recreation has new programs coming up:

- Volleyball (Co-Ed, Grades 6-8): This class will teach children the fundamental skills of volleyball through drills and game play. DATES: Mondays: Feb 10, 24, Mar 3, 10. TIME: 7pm-8pm LOCATION: Middle School
- Spring Soccer Leagues (Co-Ed, Age 3 - Grade 12): Registration deadline is March 10. Season: April 12 - June 21. Games are played on Saturdays at fields throughout town. Grades 3-12 will also have one practice during the week.
- Softball (Girls, Grades K-12): Registration deadline is March 10. Practices begin March 31. Games begin April 26. Most age groups will play 2 games per week with one more on Saturday. Games are played at parks throughout town.

Committeeman Suraci reminded residents that the 1st Run-Around the Park 5K at AVM on April 5th for a 9:30am start. Register before March 16th with our Parks and Recreation Department – please visit the Parks and Recreation website for more information.

Committeeman Suraci noted that this past Saturday the scheduled Free Rabies Clinic for cats and dogs had to be postponed due to the inclement weather anticipated and for the safety of our residents and their pets. The rabies clinics are held at the DPW facility on East Mountain Road. In anticipation of snow there is a flurry of activity in and around the garage area. The large vehicle activity mixed with dogs on leashes and cats in carriers is not a safe mix. Over the years, the Township has hosted over a hundred FREE rabies clinics and this was only the second one canceled in nearly 40 years. He announced that it has been rescheduled for this Saturday, February 1st from 10am until noon.

Committeeman Suraci added that all Township residents dogs must be licensed through the Township. Please visit our website for more information and to obtain the License application.

Deputy Mayor Burchette

Deputy Mayor Burchette stated that he would like to commend our Department of Public Works for keeping our roads safe last week with nearly a foot of snow that fell during the week followed by more snow over the weekend. They have been working around the clock and we appreciate their efforts in keeping the roadways safe.

Deputy Mayor Burchette announced that Saturday, April 5th the Hillsborough Joes take on the NFL Pros "Scoring Points for Kids" Basketball game at the High School. Doors open at 6:15pm and more information will be coming so stay tuned to the e-news and the website.

Deputy Mayor Burchette stated that the existing flashing pedestrian signal crossing on Dukes Parkway West will be converted to a full functioning traffic signal that will turn red when activated by a push button when pedestrians need to cross. The red light was necessary for the safety of the pedestrians. All work is being paid for and constructed by Duke Farms. The construction should start be starting soon; please exercise caution when traveling through the area.

Mayor Tomson

Mayor Tomson stated that it is an honor to announce that Hillsborough Township was named as one of the "50 Safest Communities in New Jersey", according to the SafeWise Report released earlier this month.

Mayor Tomson noted that SafeWise is a community-focused security organization that is a source on everything safety and security related.

Mayor Tomson noted that Hillsborough Township was ranked #19 and cited for our creative and diverse recreational programs, inspired school programs, and low crime statistics. We pride ourselves on all that Hillsborough Township has to offer all those who live and work here, striving to maintain fiscal responsibility while maintaining a safe and active community.

Mayor Tomson thanked Chief Kaminsky and his department for keeping our community safe.

Mayor Tomson announced that The Hillsborough Township's Municipal website has been redesigned in an effort to be more user-friendly and easier to navigate. The migration to the new site is still in the process of being completed.

Mayor Tomson reminded residents to stay connected with TV29 and to share with your family and friends that you can now sign up for the Friday eNewsletters via text message. Simply text HTENEWS to 22828 follow the instructions and sign up. If you missed an issue, it is now archived on the Township's website, just visit the Township website under the about Hillsborough Tab.

Mayor Tomson announced that Hillsborough Township will be participating in the New Jersey League of Municipalities Louis Bay 2nd Future Municipal Leaders Scholarship Competition. The Township is partnering with the Hillsborough School district to facilitate the involvement. According to the

League, the purpose of this scholarship program is to advance the virtues of elected and volunteer positions in municipal government while raising awareness of municipal government in general. The deadline for scholarship submission is March 10th and interested applicants should follow the procedures of the school district for applying.

Mayor Tomson announced that on Friday, February 7th all are invited to wear red for National Wear Red Day to help raise awareness against Heart Disease. This year marks the 10th Anniversary for the movement and tremendous strides have been made in the fight against heart disease in women. Through continued research, education and a paradigm shift to healthy lifestyles – 34% fewer women now die from heart disease, 37% are losing weight, 43% are checking their cholesterol and over 50% are exercising. Awareness is up 23% as Americans realize that heart disease is the #1 killer of women.

Committeewoman McCauley

Absent

APPOINTMENTS

- *Appointment of Jen Haley to Seat 2, Recreation and Parks Commission, filling the unexpired term of Ron Skobo ending 12/31/14.*

Mayor Tomson stated that this is a Mayoral Appointment, so a vote is not required and thanked Jen Haley for her service.

PROCLAMATIONS

- *Proclamation honoring the Jr. Raiders Junior Varsity team*

WHEREAS, the Hillsborough Junior Raiders Junior Varsity Team has ended their season as the Skylands Conference Champions with an impressive undefeated record of 11 – 0; and

WHEREAS, this is the first time in the 21 year history of the Junior Raiders that both Junior Varsity and Varsity programs finished the season undefeated; and

WHEREAS, the Junior Varsity Team finished the regular season by defeating a talented Hunterdon Central Junior Red Devils Team 16-12 in the Junior Skylands Football Conference Championship game; and

WHEREAS, the Junior Varsity Team has won back to back Junior Skylands Conference Championships and have won their last 20 games in a row; and

WHEREAS, Head Coach Don Marsh, Assistant Coaches Paul Popiaduk, Norm Washington, Paul Michinard, Joe Riccardi Jr., Rob Movshin and steering committee comprised of the following members; Bob Lawton, Mary Riccardi, Camie Johnsen, Dawn Welches and Jerry Donahue worked tirelessly with a great group of players stressing the importance of good technique, playing with ATTITUDE and taking PRIDE in how they perform on every snap of the ball.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Township Committee of the Township of Hillsborough, do hereby commend all of the members of the Hillsborough Junior Raiders Football Team: Andrew Rygiel, Thomas Jon Schultz, Matthew Michinard, Anthony Shields, Tommy Ramsey, Luke Popadiuk, Alexander Marsh, Noah Movshin, Pedro Sierra Montal, Clayton Bonsignore, Tommy Haber, Kevin Klein, Gerard Redden, Jonathan Seaton, Shivan Sarkar, Aidan Bremer, Gavin Houser, Michael Swetz and Kevin Rolon, not only for the awards they have won, but also for their unwavering teamwork and sportsmanship throughout the season.

BE IT FURTHER PROCLAIMED that we, the Mayor and the Township Committee, further commend the Hillsborough Junior Raiders Junior Varsity for the honor that they have brought to themselves, their team and our community through their many achievements.

- **Proclamation honoring the Jr. Raiders Varsity football team**

WHEREAS, the Hillsborough Junior Raiders Varsity Team has ended their regular season in first place at the Junior Skylands Football Conference with a undefeated record of 9 – 0; and

WHEREAS, this is the first time in the 21 year history of the Junior Raiders that both Junior Varsity and Varsity programs finished the season undefeated; and

WHEREAS, the Varsity Team finished the regular season by defeating a talented Hunterdon Central Junior Red Devils Team 34-0, in a game getting off to a quick start with the opening kickoff being returned for a 65 yard touchdown; and

WHEREAS, the Varsity Team won the New Jersey Unlimited Weight Youth Football Association American Division State Championship in a double overtime game during a snow storm, and finishing with a 12-1 overall record; and

WHEREAS, Head Coach Jamie Moore, Assistant Coaches Jimmy Burke, Allan Zdroik, Pete McGavisk, Michael Moore, Pete Davies, Scott Roller, trainer Merril Davies and steering committee comprised of the following members; Bob Lawton, Mary Riccardi, Camie Johnsen, Dawn Welches and Jerry Donahue worked tirelessly with their great group of players stressing the importance of good technique, playing with ATTITUDE and taking PRIDE in how they perform on every snap of the ball.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Township Committee of the Township of Hillsborough, do hereby commend all of the members of the Hillsborough Raiders Varsity Football Team: JJ Bagdan, Kevin Diaz, Justin Tubby, Matthew Moore, Jackson Parham, Tyler Boatwright, Charles Amankwaa, Brian Reilly, JR Metallo, Dylan Boczon, Gregory Koll, Jimmy Burke, Jr., Nolan Washbourn, Jack Edwards, Chris Kimock, Tyler Minter, Alexander Schutz, Trevor Pavenski, Brandon Melendez, Norman Washington, Ryan Wheaton, Patrick Vinchur and Thomas Zdroik not only for their the awards they have won, but also for their unwavering teamwork and sportsmanship throughout their winning season.

BE IT FURTHER PROCLAIMED that we, the Mayor and the Township Committee, further commend the Hillsborough Junior Raiders Varsity Team for the honor that they have brought to themselves, their team and our community through their successful season.

Mayor Tomson congratulated both teams and all of the volunteers the coaches, managers and of course the parents who help both on and off the field and at home.

NEW BUSINESS

- None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

PUBLIC HEARINGS

- *None*

INTRODUCTION OF NEW ORDINANCES

2014-03 AN ORDINANCE AUTHORIZING ACCEPTANCE OF BIO-RETENTION BASIN 1 AND BASIN 2 DRAINAGE EASEMENT AND 15' WIDE RESIDENTIAL BUFFER ZONE EASEMENT ON THE PROPERTY IDENTIFIED AS BLOCK 180.01, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY. FURTHER CONSIDERATION OF THIS ORDINANCE AND PUBLIC HEARING WILL BE HELD ON MARCH 11, 2014.

WHEREAS, Belle Mead Tire, submitted an Application to the Board of Adjustment of the Township of Hillsborough ("Board") for Preliminary and Final Major Site Plan Approval with use and bulk variances and a design waiver to remove all structures and to construct a tire service center for cars and small trucks, oil change service, and minor car repair service on the property identified as Block 180.01, Lot 2, on the Tax Map of the Township of Hillsborough, more commonly known as 882 Route 206, Hillsborough, New Jersey ("Property"); and

WHEREAS, on September 18, 2013, the Board adopted a Resolution memorializing the June 19, 2013 decision of the Board to approve the Application submitted by Belle Mead Tire; and

WHEREAS, the Resolution of Approval requires the property owner to provide the Township with the following Easements: (1) Bio-Retention Basin 1 and Basin 2 Drainage Easement; and (2) 15' Wide Residential Buffer Zone Easement; and

WHEREAS, the Township Attorney has reviewed and approved of the Easements to be conveyed to the Township.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that:

1. The Bio-Retention Basin 1 and Basin 2 Drainage Easement is hereby accepted and approved.
2. The 15' Wide Residential Buffer Zone Easement is hereby accepted and approved.
3. The Mayor and Clerk are hereby authorized to accept and execute these Easements on behalf of the Township and the fully executed Easements shall be recorded with the County.
4. This Ordinance shall take effect upon adoption, passage and publication according to law.

Mayor Tomson stated that this ordinance allows the Township to accept a parcel of land as a required condition of the planning board approval process.

Mayor Tomson stated that this local land and building law only allows a municipality to accept land or interests in land through the adoption of an ordinance. This has been reviewed and found acceptable by the Township Attorney.

Committeeman DelCore moved that the aforesaid Ordinance be passed on first reading and that the Ordinance be further considered at a public hearing held on March 11, 2014 at 7:30 p.m. Said motion was seconded by Deputy Mayor Burchette and unanimously approved upon call of the roll.

CONSIDERATIONS

1. RESOLUTION INCREASING THE 2014 TEMPORARY EMERGENCY BUDGET.

WHEREAS, there is a need to increase the 2014 Temporary Emergency Budget for unforeseen expenditures prior to the adoption of the 2014 Budget; and

WHEREAS, the amount of said increase is not to exceed \$113,170.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following increase to the appropriation be made and that a certified copy of this Resolution be given to the Chief Finance Officer for her records:

Snow Removal	
Salaries & Wages	\$50,000.00
Other Expense	<u>\$45,000.00</u>
SUBTOTAL APPROPRIATIONS: INSIDE CAP	<u>\$95,000.00</u>
State and Federal Grants	<u>\$18,170.00</u>
SUBTOTAL APPROPRIATIONS: OUTSIDE CAP	<u>\$18,170.00</u>
TOTAL APPROPRIATIONS	<u>\$113,170.00</u>

Mayor Tomson stated that until the budget is finalized, the temporary budget needs to be extended. There are upcoming resolutions further on in this agenda and in order to ensure the availability of funds to continue operations, an additional Temporary Budget resolution is necessary.

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

2. RESOLUTION CONFIRMING AND RATIFYING THE EXECUTION OF A "NON FAIR AND OPEN" SOFTWARE MAINTENANCE AGREEMENT WITH LARIMORE ASSOCIATES FOR

MAINTENANCE OF POLICE DEPARTMENT SOFTWARE FOR 2014, AS IN AN AMOUNT NOT TO EXCEED \$21,307.00.

WHEREAS, there exists a need for maintenance of proprietary software provided by Larimore Associates and other third party software provided by Larimore Associates to the Police Department; and

WHEREAS, Larimore Associates provided maintenance of the software in 2013; and

WHEREAS, the Chief of Police recommends and has executed a Software Maintenance Agreement with Larimore Associates for 2014; and

WHEREAS, the Township employs a Qualified Purchasing Agent who also recommends the Software Maintenance Agreement with Larimore Associates for 2014 be ratified and confirmed; and

WHEREAS, the amount of the Agreement is below the Township of Hillsborough's bid threshold of \$36,000 and is therefore not required to be publicly bid pursuant N.J.S.A. 40A:11-3 and N.J.S.A. 40A:11-9; and

WHEREAS, the Agreement is also for the support and maintenance of proprietary software and therefore is not required to be publicly bid pursuant to N.J.S.A. 40A:11-5(dd); and

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

WHEREAS, Larimore Associates submitted a Political Contribution Disclosure form.

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 Chief of Police's execution of a Non Fair and Open Software Maintenance Agreement with Larimore Associates for 2014 is hereby ratified and confirmed.

Mayor Tomson stated that Larimore Associates provide the software for the Police Department's computer system. This resolution authorizes the firm's annual maintenance fee for this software.

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

3. RESOLUTION APPOINTING SEAN CAROLAN, NICK SPECIALE, STEVEN ECKERT AND JOSEPH PASCHALL TO ONE (1) YEAR TERMS AS EMERGENCY MANAGEMENT DEPUTY COORDINATORS EFFECTIVE JANUARY 1, 2014 THROUGH DECEMBER 31, 2014.

WHEREAS, the Township Committee believes that compensation for the functions of Office of Emergency Management Coordinator and Deputy Coordinator 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, as follows:

1. An annual stipend in the amount of \$5,000.00 shall be paid quarterly to John Sheridan for and in consideration of his service as the Township's OEM Coordinator in 2014;
2. Annual stipends in the amount of \$500.00 shall be paid quarterly to Sean Carolan, Nick Speciale, Steven Eckert and Joseph Paschall for and in consideration of their services as the Township's Deputy OEM Coordinators in 2014.

Mayor Tomson stated that we are thankful for all of our Office of Emergency Management Team. This Township Committee is happy to appoint the above mentioned individuals as Emergency Management Deputy Coordinators.

Committeeman DelCore thanked all the Emergency Management Deputy Coordinators.

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

4. RESOLUTION APPOINTING INDIVIDUALS TO ONE (1) YEAR TERMS TO THE LOCAL EMERGENCY PLANNING COMMITTEE EFFECTIVE JANUARY 1, 2014 THROUGH DECEMBER 31, 2014.

WHEREAS, the Township Office of Emergency Management Coordinator recommends the appointment of Sean Carolan, Nick Speciale, Steven Eckert, and Joseph Paschall to one (1) year terms as Deputy Coordinators effective January 1, 2014 through December 31, 2014; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Sean Carolan, Nick Speciale, Steven Eckert, and Joseph Paschall are appointed to one (1) year terms as Emergency Management Deputy Coordinators effective January 1, 2014 through December 31, 2014.

Mayor Tomson stated that each year the Office of Emergency Management Coordinator recommends to the Township Committee those emergency response personnel to be on the Local Emergency Planning Committee. The Township Committee and residents of Hillsborough appreciate their dedication in times of Township Emergencies. This resolution confirms those appointments.

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

5. RESOLUTION AUTHORIZING USE OF SERVICES FROM THE CENTER FOR BUILDING KNOWLEDGE AT THE NEW JERSEY INSTITUTE OF TECHNOLOGY TO ASSIST IN THE DEVELOPMENT OF A COUNTYWIDE ENERGY SAVING INVESTMENT PROGRAM.

WHEREAS in 2009, the legislature approved Energy Savings Improvement Programs (ESIPs) as an alternate method for New Jersey local government units to finance the implementation of energy conservation measures (P.L. 2009, c.4). On September 21, 2012, Governor Christie signed P.L. 2012, Chapter 55, which further defined the ESIP process; and

WHEREAS, an ESIP is a financing alternative through which the future value of energy savings is leveraged to pay for the upfront energy conservation project costs. Energy savings obligations can be repaid over a period of up to 15 years, in a manner that ensures that annual payments are lower than the savings projected from the energy conservation measures, while ensuring that ESIPs are cash flow positive in year one and every year thereafter; and

WHEREAS, The Somerset County Energy Council, (hereinafter "Council") was established by the Board of Chosen Freeholders in 2009, and implemented a \$1 Million Energy Audit Program funded by the Board of Chosen Freeholders through which Level 2 Energy Audits were provided for 83 municipal and school buildings throughout the County, and additional audits were performed by local government entities through the NJ Board of Public Utility's Energy Audit Program; and

WHEREAS, The Council is seeking to assist local government entities in implementing energy conservation measures in addition to the projects that were accomplished through the State's "Direct Install" Program; and

WHEREAS, municipalities that are participating in Sustainable Jersey's Certification Program are eligible to apply for a Sustainable Jersey Small Communities Grant funded by the WalMart Foundation; and

WHEREAS, Hillsborough Township, which was certified by Sustainable Jersey in 2011, agreed to submit an application for a grant on behalf of the Council, which will be used by the Council to fund a feasibility analysis concerning the establishment of a Countywide ESIP Program through which additional energy saving projects can be implemented by local government entities throughout Somerset County; and

WHEREAS, a request for proposals was posted on the Council on its website and sent to NJ Colleges and Universities with courses and degree programs in engineering, energy and related fields; and

WHEREAS, a highly suitable proposal was submitted by the Center for Building Knowledge (CBK) at the NJ Institute of Technology to assist the Council its efforts to determine the feasibility for establishing a Countywide ESIP Program; and

WHEREAS, CBK has particular expertise in Green Buildings, previously prepared the Somerset County Business Partnership's Green Building Manual, and is working with Sustainable Jersey to help make the ESIP process more navigable and advance the use of ESIPs; and

WHEREAS, the Council recommends that CBK be awarded up to \$16,500 for carrying out the work described in the attached proposal, and agrees to manage the consultant and all work tasks associated with carrying out the project, including but not limited to the provision of technical and policy guidance, review and acceptance of all deliverables and scheduling and coordinating of all project meetings; and

WHEREAS, the Council will also provide monthly progress reports to Hillsborough Township to facilitate consultant payments, which will be processed by the Township and prepare and submit all

required grant monitoring reports to Sustainable Jersey and provide copies of said reports to the Township.

WHEREAS, the Chief Financial Officer of the Township of Hillsborough has certified in writing the availability of funds for the payment of services provided by CBK as specified in the attached proposal, not to exceed \$16,500.

NOW, THEREFORE BE IT RESOLVED, by the Township of Hillsborough, that the Township is authorized to execute an agreement with CBK for the provision of the services described in the attached proposal.

BE IT FURTHERE RESOLVED that copies of this resolution be provided to the Somerset County Energy Council, the Somerset County Planning Board and Sustainable Jersey.

Mayor Tomson stated that in 2013 the Township submitted an application for a grant through the Sustainable Jersey Small Grants program on behalf of the Somerset County Energy Council. A grant in the amount of \$16,500 was awarded to fund a feasibility analysis concerning the establishment of a Countywide Energy Savings Investment Program (ESIP). This resolution authorizes the Township to execute an agreement with the Center for Building Knowledge (CBK) for the provision of services.

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

6. RESOLUTION AUTHORIZING THE APPOINTMENT OF KARYL RUCCI TO HILLSBOROUGH TOWNSHIP'S OPEN SPACE ADVISORY COMMITTEE.

WHEREAS, the Hillsborough Township Committee makes the following appointment:

Open Space Advisory			
	(3-year term)	Karyl Rucci	12/31/16
Seat 9			

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Karyl Rucci is appointed to Seat 9 on the Open Space Advisory Committee for a 3 year term ending 12/31/16.

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

7. RESOLUTION AWARDING 2014 HALF YEAR CONTRACTS FOR HILLSBOROUGH – MILLSTONE MUNICIPAL ALLIANCE SERVICES TO VARIOUS INDIVIDUALS.

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, Ellen Stoddard shall provide services consisting of presenting BABES educational programs to all 3rd graders in the Hillsborough Township School System, in an amount not to exceed \$1,890; and

WHEREAS, Jane Fidacaro shall provide services consisting of assisting in the presentation of the BABES programs, in an amount not to exceed \$2,100; and

WHEREAS, Lisa Gulla shall provide services consisting of coordinate fiscal activities and serve as liaison to the Somerset County Department of Human Services, in an amount not to exceed \$625; and

WHEREAS, Rebecca Grossman shall provide services consisting of coordinate fiscal activities and serve as liaison to the Somerset County Department of Human Services, in an amount not to exceed \$625; and

WHEREAS, Jennifer Harmsen shall provide STAR program services, in an amount not to exceed \$500; and

WHEREAS, Melinda Maggio shall provide services consisting of coordinating Life Skills services, in an amount not to exceed \$3,360; and

WHEREAS, Anna Mahler shall provide services consisting of providing Student Leadership Corps program, in an amount not to exceed \$625; and

WHEREAS, Ozbell Daneshpour shall provide services consisting of providing Student Leadership Corps program, in an amount not to exceed \$625; and

WHEREAS, Alexa Lindenberg shall provide PRIDE program services, in an amount not to exceed \$625; and

WHEREAS, Larissa McCann shall provide iRUN program services, in an amount not to exceed \$750; and

WHEREAS, Rozlyn Adams shall provide iRUN program services, in an amount not to exceed \$1,000; and

WHEREAS, Kathleen Morris shall provide iRUN program services, in an amount not to exceed \$750; and

WHEREAS, Brianne Gattuso shall provide iRUN program services, in an amount not to exceed \$500; and

WHEREAS, Megan Pierfy shall provide REBEL – MS program services, in an amount not to exceed \$625; 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 and related constituent documents as may be found acceptable by the Township Committee.
2. This resolution shall take effect immediately.

Mayor Tomson stated that these contract awards through the Hillsborough-Millstone Municipal Alliance allows for various drug, alcohol, life skills and prevention programs. With the recent changes to their budget process, the new cycle will be only for 6 months.

Mayor Tomson stated that this resolution approves half year individual contracts for the people who coordinate the numerous drug and alcohol prevention programs and help make this program such a success. These individuals are recommended by the members of the Municipal Alliance.

Mayor Tomson stated that this is a very successful long term program here in Hillsborough and we are very grateful to Lisa Gulla and the District Life skills Coordinator Minda Maggio and all the members of the Municipal Alliance for their dedication and the continued success of these programs.

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

8. RESOLUTION RATIFYING AND CONFIRMING THE AWARD OF A CONTRACT TO COMMUNITY VISITING NURSE ASSOCIATION FOR PUBLIC HEALTH NURSING SERVICES TO THE RESIDENTS OF THE TOWNSHIP OF HILLSBOROUGH.

WHEREAS, the Township Health Officer has determined that there is a need for nursing services as required by the New Jersey Department of Health; and

WHEREAS, said nursing services include required activities such as the child health clinic, a wellness program and a flu vaccination clinic; and

WHEREAS, the Township Health Officer met with the staff of Community Visiting Nurse Association and recommended the award of contract be made to them in the amount not to exceed \$13,639.00 pursuant to their proposal dated January 1, 2014, which contract is to end on December 31, 2014; and

WHEREAS, additional nursing services, in addition to those contained in the January 1, 2014 proposal, are available to the Township on an as needed basis at the direction of the Township Health Officer, at the rate of \$46.00 per hour; 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 Hillsborough Board of Health President's execution of a contract with Community Visiting Nurse Association to provide public health nursing services to the residents of the Township of Hillsborough in the amount of \$13,639.00 and additional nursing services on an as needed basis, at the rate of \$46.00 per hour is hereby ratified and confirmed.
2. This resolution shall take effect immediately.

Mayor Tomson stated that the Visiting Nurse contract, which is recommended by the Board of Health, enables the Township to meet the State mandated requirements of the New Jersey Public Health Practice Standards.

Mayor Tomson stated that this contract is for \$13,639.00 for the year, which represents a significant savings versus hiring a full-time certified public nurse at an approximate salary of \$75,000 plus benefits.

Mayor Tomson stated that Hillsborough has had a long and successful relationship with the Community Visiting Nurse Association in Somerville. They are particularly helpful in providing a well staffed professional nursing pool which helps out with our many vaccination clinics throughout the year. As they did last year, they will again assume the lead role in tracking the Medicare Part B reimbursement due to Hillsborough for the influenza vaccinations.

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 HIRING OF BRIDGETTE ALMADA FOR THE POSITION OF PART TIME BUS DRIVER FOR THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF SOCIAL SERVICES, EFFECTIVE JANUARY 29, 2014, AT A RATE OF \$17.00 PER HOUR, NOT TO EXCEED 29 HOURS PER WEEK AND AUTHORIZING THE HIRING OF STACY BURRELL AS BACKUP BUS DRIVER.

WHEREAS, there exists a vacancy in the Hillsborough Township Department of Social Services for a part time bus driver; and

WHEREAS, the Director of Parks and Recreation and Social Services, Ron Skobo, recommends that Bridgette Almada be appointed to fill the part-time bus driver position, effective January 29, 2014, at the rate of \$17.00 per hour, not to exceed 29 hours per week; and

WHEREAS, the Director of Parks and Recreation and Social Services, Ron Skobo, recommends that Stacy Burrell be appointed as the backup part time bus driver, effective January 29, 2014, at the rate of \$17.00 per hour.

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 Ron Skobo, Director of Parks and Recreation and Social Services, be and hereby is accepted and approved.

Mayor Tomson stated that the part-time bus driver is utilized for Senior Citizen Transportation Program, which provides bus service in the local area for Hillsborough residents age 60 and over who are otherwise without a means of transportation. Transportation is provided to area doctors, senior wellness programs at the municipal building, grocery shopping, etc. The purpose of this program is to promote an independent lifestyle for our senior residents. These drivers are utilized on an as needed basis and it is important to have substitute drivers available.

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

10. RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO CONDUCT ADDITIONAL INVESTIGATION OF POTENTIAL LANDFILL GAS FOR THE SUNNYMEAD MUNICIPAL LANDFILL, IN AN AMOUNT NOT EXCEED \$4,000.00, PURSUANT TO NJAC 7:26-2A.9(E) 2XI AND NJDEP REQUIREMENTS AT THE SUNNYMEAD MUNICIPAL LANDFILL (BLOCK 182, LOT 7B).

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 January 16, 2014, to provide professional environmental engineering services to conduct additional investigation of potential landfill gas for the Sunnymead Municipal Landfill, in an amount not to exceed \$4,000; 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 environmental engineering services:

1. To conduct additional investigation of potential landfill gas for the Sunnymead Municipal Landfill, (Block 182, Lot 7B), as outlined in proposal, dated January 16, 2014, in an amount not to exceed \$4,000.

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 \$4,000.00.
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 additional testing as required by the DEP for the Sunnymead Landfill.

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

11. RESOLUTION RATIFYING AND CONFIRMING THE EXECUTION OF A CONTRACT WITH THE WOMEN'S HEALTH AND COUNSELING CENTER, IN AN AMOUNT NOT TO EXCEED \$2,272, EFFECTIVE JANUARY 1, 2014 THROUGH DECEMBER 31, 2014.

WHEREAS, the Township Health Officer has determined that there is a need for public health services as required by the New Jersey Department of Health; and

WHEREAS, the Township Health Officer recommends a contract be awarded to the Women's Health & Counseling Center in an amount not to exceed \$2,272.00 pursuant to their proposal dated September 24, 2013, with agreement ending on December 31, 2014; 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 Township Health Officer execution of an agreement with Women's Health & Counseling Center to provide public health services to the residents of the Township of Hillsborough, in an amount not to exceed \$2,272.00, is hereby ratified and confirmed.
2. This resolution shall take effect immediately.

Mayor Tomson stated that the Women's Health & Counseling Center contract, also recommended by the Board of Health, will offer screening services. Again, this function would come under the Certified

Public Nurse, and by instituting this contract we are still saving money versus having that position on staff. These services are utilized and we are paying the same amount as all others in Somerset County.

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

12. RESOLUTION RATIFYING AND CONFIRMING AN AGREEMENT WITH SHANE DOYLE FARMS, LLC FOR THE WINTER 2013-14 SIDEWALK SNOW CLEARING SERVICES.

WHEREAS, the Director of Public Works has determined that there is a need for sidewalk snow clearing services as specified in the 2006 Interlocal Agreement between the Township of Hillsborough and the Hillsborough Board of Education; and

WHEREAS, Shane Doyle Farms, LLC, submitted the attached December 22, 2013 proposal to provide sidewalk snow clearing services for the winter 2013-2014; and

WHEREAS, the Director of Public Works recommends that a contract be awarded to Shane Doyle Farms, LLC, to provide said sidewalk snow clearing services to the Township as per the attached proposal; 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 agreement with Shane Doyle Farms, LLC, to provide sidewalk snow clearing services for the winter 2013-2014, pursuant to their December 22, 2013 proposal, is hereby ratified and confirmed. A notice of this contract award shall appear once in the official newspaper.
2. This resolution shall take effect immediately.

Mayor Tomson stated that it has become an increasing concern to keep our sidewalks safe for our residents through the numerous snowstorms we have had as of late. This resolution confirms the agreement between Shane Doyle Farms, LLC for snow clearing services along those sidewalks.

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

13. RESOLUTION AMENDING THE SALARY OF FRANK BLANDINO, PROSECUTOR FOR HILLSBOROUGH / MONTGOMERY MUNICIPAL COURT.

WHEREAS, the resolution adopted on January 2, 2014 showed the salary for Frank Blandino, in the amount of \$45,000 effective January 1, 2014; and

WHEREAS, the correct amount of the salary for Frank Blandino is \$53,000, effective January 1, 2014.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the salary of Frank Blandino in the amount of \$53,000, effective January 1, 2014, is hereby approved.

Mayor Tomson stated that this resolution amends the salary for the Prosecutor of the Hillsborough / Montgomery Municipal Court.

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

CONSENT

1. RESOLUTION AUTHORIZING THE TOWNSHIP QUALIFIED PURCHASING AGENT TO ADVERTISE FOR BIDS FOR FARM LEASES FOR 2014 – 2015.

WHEREAS, the Township has determined that there is a need for the following services:
"2014 Farm Lease Agreements"; and

WHEREAS, the lease agreements will consist of the following farm properties:

<u>Block</u>	<u>Lot</u>
5	37.01
11	13.01
12	45
13.01	7.02
145	15
145	33.02
145	43
148	1
150	4
150	8
171	6
171	6C

WHEREAS, the Township's Qualified Purchasing Agent requests permission to advertise for bids for the aforementioned projects.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Township Qualified Purchasing Agent is hereby authorized to advertise for bids for 2014 Farm Lease Agreements.

2. RESOLUTION ACCEPTING THE RETIREMENT OF BUILDING INSPECTOR, KENNETH J. TYLOR, EFFECTIVE MAY 1, 2014, AND AUTHORIZING THE CONSTRUCTION OFFICIAL

TO POST FOR THE POSITION OF BUILDING INSPECTOR, IN THE TOWNSHIP BUILDING DEPARTMENT.

WHEREAS, Kenneth J. Tylor is employed by the Township of Hillsborough as a Building Inspector; and

WHEREAS, Mr. Tylor will retire from the aforementioned position, effective May 1, 2014; and

WHEREAS, the Construction Official requests authorization to post for the position of Building Inspector.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it hereby accepts the retirement of Kenneth J. Tylor, effective May 1, 2014 and authorizes the Construction Official to post for the position of Building Inspector.

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

CLAIMS LISTS

Mayor Tomson presented Claims Lists 2014-02.

Upon motion by Deputy Mayor Burchette, seconded by Committeeman DelCore, 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. Contract Negotiations:

i. Police Dispatchers Teamsters Local #701

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

Upon motion by Committeeman Suraci, seconded by Deputy Mayor Burchette, the public meeting was reopened at 8:49p.m.

Mr. Bernstein stated that the Township Administrator and Township Labor Counsel gave an update on the status of negotiations with the local 701 the dispatcher and the Township Committee provided direction. No formal action need to be taken.

Mr. Bernstein provided a resolution for consideration to retain the firm of McGee & McGee in Wall Township New Jersey as the independent hearing officer on any matter so assigned to him under a non fair and open contract at \$135 per hour. This is not to exceed \$7500 this year without further approval of the governing body.

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

ADJOURNMENT

Upon motion by Mayor Tomson, seconded by Committeeman Suraci, the meeting duly adjourned at 8:51p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk