

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 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 13, 2015.

Mayor Tomson paused for a moment of silence in honor of the victims of the recent terrorist attacks in France.

APPROVAL OF MINUTES

- *Approval of the December 22, 2014 Regular Meeting Minutes*
- Upon motion by Committeeman DelCore, seconded by Deputy Mayor Burchette, the minutes of the December 22, 2014 Regular Session were approved upon the call of the roll.

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

Committeeman DelCore

Committeeman DelCore reported that he attended several reorganization meetings for various Boards and Commissions. Bob Wagner was elected Chairman for the Open Space Advisory and Louise Wilkens was elected Vice Chair. For Recreation and Parks Commission, Rob Peason was elected Chairman and Lisa Nisivoccia was elected Vice Chair. For the Economic & Business Development Commission, Ken Heshtag was named Chairman and Mike Dudzinski Vice Chair. The Board of Health elected Dr. Schwirck Chair and Willard Potter as Vice Chair.

Committeeman DelCore thanked all the members of the Boards and Commissions for their time and service.

Committeeman DelCore reminded residents that Saturday, January 17th Hillsborough will host a FREE rabies vaccination clinic for Cats and Dogs, from 10am until noon at the DPW garage. Dogs must be leashed and cats must be in a carrier. Additionally, please remember to renew your Dog licenses.

Committeeman DelCore stated that the second annual Run Around the Park 5K will be held on Sunday, April 1st at Ann Van Middlesworth Park at 9:30am. Registration is currently open.

Committeeman DelCore stated that registration is open for Girls Softball Leagues. Girls in kindergarten through 12th grade are eligible. Practices begin March 30. Games begin in mid-April and continue through mid-June. The registration deadline is March 2nd.

Committeeman DelCore stated that registration is open for Spring Soccer Leagues. Boys and girls in age 3 through 12th grade are eligible. The season will begin on April 11. The registration deadline is March 9th. More information for all programs, leagues, and events is available on the Parks & Recreation website.

On behalf of Committeewoman McCauley, Committeeman DelCore shared an update from the Bureau of Fire Safety. The Fires Safety Bureau's display outside the Library made the National Fire Protection Association's newsletter.

Committeeman DelCore also stated that the Hillsborough Board of Fire Commissioners will hold their annual election on February 21, 2015. This year two commissioners will be elected to serve a three year terms, each. Any Hillsborough resident interested in running for the Board of Fire Commissioners should see the Hillsborough Township Bureau of Fire Safety for a Nominating Petition and instruction on how to complete the process. Completed petitions are due to be returned to the Bureau of Fire Safety by January 21, 2015. Questions should be directed to the Bureau of Fire Safety at 908-369-4313 x 7178.

Committeeman Suraci

Committeeman Suraci announced that January and February are the renewal months for dog licenses. Township Code, Chapter 117 requires all dogs be licensed. Renewal notices have been mailed to all residents who licensed their dogs in 2014. The rabies vaccine must be valid through October 31st in order to renew your dog's license.

Committeeman Suraci reiterated that the free clinic will be this Saturday, January 17th, from 10am until noon at the DPW garage.

Committeeman Suraci stated that Project Graduation is sponsoring a new and gently worn eveningwear dress sale. The sale will take place on Saturday, February 7th from 9:00 – 2:00PM in the Hillsborough High School front lobby. All dresses will be affordably priced from \$20 - \$40 with all proceeds to benefit the Class of 2015 Project Graduation event. Dresses for ALL occasions will be available including: prom dresses, homecoming dresses, party dresses, sweet 16 dresses, bar/bat mitzvah dresses, wedding attire, short cocktail dresses and long gowns. If you have dresses to donate, please contact: Minda Maggio at mindajz@aol.com or (908) 304-4307 or Sharon Slinsky at sharbo24@comcast.net or (908) 930-3135.

Committeeman Suraci stated that the Credit Card Advisory Committee had its reorganization meeting last night and announced that Maria Avolio was named Chair, Pam Borek was named Vice Chair and Linda Lee Anderson was named Secretary.

Committeeman Suraci announced that during the Credit Card Advisory Meeting, the application process for the Spring Grant Cycle was opened. The applications are available for Township based non-profit, senior and youth organizations to apply for grants up to \$1,000 funded through the Hillsborough Township Credit Card Rewards Program. The grant applications can be found on the Township website at www.hillsborough-nj.org or copies are available at the Municipal Clerk / Administration Office. Completed applications are to be returned by February 27, 2015.

Committeeman Suraci added that the Hillsborough Credit Card Reward program is a great resource for our local organizations that qualify to obtain funding without any expense to our Hillsborough Taxpayers.

Deputy Mayor Burchette

Deputy Mayor Burchette stated that he had the honor of swearing in the new officers of the Planning and Zoning Boards. Chicky Haines is the Chair for the Zoning Board and Ken Heshtag is the new Vice Chair. The Planning Board named Dr. Steven Sireci as the Chair and Steve Cohen as Vice Chair.

Deputy Mayor Burchette stated that two new businesses had grand openings over the weekend. GiGi's Playhouse, a facility for individuals with Down's Syndrome, had over 100 people attend their opening. Salon Envy, in the Kmart Plaza, also had their grand opening.

Deputy Mayor Burchette stated that Township Code, Chapter 143-21 prohibits parking on snow covered roads. When snow is anticipated, use off street parking as an alternative. Vehicles are subject to summonses and the potential of being towed at the owner's expense. It is necessary to have the streets accessible and free from vehicles parked on the side to allow for the plows to complete their work. These parking prohibitions shall remain in effect after the snow has ceased until the streets have been plowed sufficiently and to the extent that parking will not interfere with the normal flow of traffic.

Deputy Mayor Burchette shared an update from Chief of Police, reminding residents that there are motor vehicle statutes that require all snow and ice to be cleared from a vehicle before operating the vehicle on the roadway. This is to avoid flying ice and snow, which can potentially cause visibility problems for other drivers.

Deputy Mayor Burchette added that snow should not be shoveled, thrown nor deposited in the roadway from sidewalks and driveways. When clearing sidewalks and driveways, please pile snow on the side of the driveway and do not throw it in the street.

Deputy Mayor Burchette stated that the Planning Department now has Zoning permit applications available online on the Township website in the form center. The application was redesigned to be more user friendly and to assist the department to ensure compliance through the review process.

Deputy Mayor Burchette stated that the Somerset County Park Commission is accepting natural Christmas trees for recycling until January 31st. Drop off information can be found in Friday's e-newsletter.

Mayor Tomson

Mayor Tomson stated that he also attended the openings of Gigi's Playhouse and Salon Envy this weekend as well.

Mayor Tomson thanked all who came out to the 2015 Reorganization Meeting.

Mayor Tomson stated that of the Boards and Commissions are in the reorganization process of the year, with all new appointments being sworn in and the first meetings of the year taking place. He thanked the countless volunteers for the time and talents dedicated to all of the Boards & Commissions. It is through the volunteerism and support of residents that the Boards and Commissions are such a vital part of our community and it's just another reason why Hillsborough is one of the top places to live in the Nation.

Mayor Tomson extended congratulations to Thomas Kinst for being sworn in as President of the Board of Education and Jennifer Haley as Vice President.

Mayor Tomson congratulated Mark Caliguire of Montgomery, who was named 2015 Director of the Somerset County Board of Chosen Freeholders at their annual reorganization meeting last week. Patricia L. Walsh of Green Brook will serve as Deputy Director this year and Brian D. Levine of Franklin was sworn in to his first three-year term on the Freeholder Board.

APPOINTMENTS

1. RESOLUTION APPROVING MAYORAL APPOINTMENT OF NEIL JULIAN TO THE ENVIRONMENTAL COMMISSION AND APPOINTING DEBORAH BOYEA AS CHAIRMAN OF THE ENVIRONMENTAL COMMISSION

WHEREAS, the Mayor of Hillsborough Township makes the following appointments:

Environmental Commission

Seat 3	(3-year term)	Neil Julian	12/31/17
Chairman	(1-year term)	Deborah Boyea	12/31/15

NOW THEREFORE BE IT RESOLVED by the Mayor of the Township of Hillsborough, County of Somerset, State of New Jersey, that Neil Julian is appointed to Seat 3 on the Environmental Commission for a 3 year term ending 12/31/17 and appointing Deborah Boyea as Chairman of the Environmental Commission for a 1 year term ending 12/31/15.

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 businesses were recognized: Affordable Family Chiropractic Center and Catered Affair.

PROCLAMATIONS

- *Proclamation proclaiming January as "Radon Action Month"*

WHEREAS, Radon, a naturally occurring radioactive gas that is the second leading cause of lung cancer, causing as many as 500 lung cancer deaths annually in New Jersey; and

WHEREAS, one in 15 homes across the United States has an elevated Radon level; and

WHEREAS, elevated Radon levels found in homes pose a serious health threat to families residing in these homes; and

WHEREAS, any home may have high levels of Radon even if neighboring homes do not; and

WHEREAS, Radon testing is easy and inexpensive, and elevated levels of Radon can be effectively reduced at a minimal cost to the homeowner.

NOW, THEREFORE, BE IT PROCLAIMED that we, the members of the Township Committee of the Township of Hillsborough, in conjunction with the United States Environmental Protection Agency do hereby declare January as Radon Action Month.

BE IT FURTHER PROCLAIMED, that we, the Mayor and Township Committee of the Township of Hillsborough, encourage all Hillsborough residents who have not yet tested their homes for Radon to do so and to reduce elevated Radon levels if found, to protect their families from the serious health risks associated with Radon exposure.

- *Proclamation honoring the Hillsborough High School Marching Band*

WHEREAS, the 2014 Hillsborough High School Marching Band had a very prosperous season because of their hard work and dedication; and

WHEREAS, the 2014 Hillsborough High School Marching Band competed in the USBands Northeast Regional Competition on November 1st 2014 in Annapolis, Maryland, at the Navy-Marine Corps Memorial Stadium; and

WHEREAS, the Hillsborough High School Marching Band competed against 30 bands, scored 95.125 and captured 1st Place in Group V Open Preliminary Competition along with the Caption Awards for Best Music with their show entitled "Hide and Seek" and finished 3rd Place overall in the Finals; and

WHEREAS, the Hillsborough High School Marching Band was led by Band Director Jules Haran, Associate Director Nicholas Clipperton and Drum Major Sydney Rosen; and

WHEREAS, the Hillsborough High School Marching Band also placed 1st at the 2014 NJ State Championship at Rutgers University capturing all Caption Awards in Best Music, Best Visual, Best Guard, and Best Overall Effect.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Township Committee of Township of Hillsborough, do hereby commend all of the members of the 2014 Hillsborough High School Marching Band, not only for the awards and 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 of the Township of Hillsborough, further commend the 2014 Hillsborough High School Marching Band for the honor that they have brought to themselves, their team and our community through their many achievements.

- ***Proclamation honoring Grace Clevenger for achieving the Girl Scout Gold Award***

WHEREAS, Grace Clevenger, a 2014 graduate of Hillsborough High School, a Freshman at York College of Pennsylvania, and a member of Girl Scout Troop 61205 has earned the status of The Gold Award; and

WHEREAS, we, the Township Committee of the Township of Hillsborough, recognize the many hours Grace devoted to attaining the status of The Gold Award, working with diligence and making sacrifices in order to achieve this highly coveted position; and

WHEREAS, Grace has served the Girl Scouts in an exemplary manner and is deserving of the honor bestowed upon her; and

WHEREAS, Grace's Gold Award Project consisted of creating a vegetable garden and teaching after school and summer camp children about healthy eating; and

WHEREAS, Grace Clevenger serves as an example to the youth of Hillsborough Township through her high level of personal and academic achievement, leadership, and community service, and we are very proud that Grace 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 Grace Clevenger for having achieved the status of Gold Award, an honor for both her and for those who have guided her, with best wishes for a bright future.

Mayor Tomson congratulated all of the proclamation recipients, businesses and organizations recognized.

NEW BUSINESS

- None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

Thomas Zobe, 9 Upper Neshanic Court, stated that in 2013 the Township was very proactive in notifying residents about the leaf pickup program. Thomas felt that the Township was a little lax in keeping residents informed in 2014.

Township Administrator, Anthony Ferrera, stated that the Leaf Program information was sent out in the e-news and was also posted on the Township Website.

PUBLIC HEARINGS

- *None*

INTRODUCTION OF NEW ORDINANCES

2015-01 AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED "SALARY RANGE ORDINANCE" SETTING FORTH THE SALARY RANGES FOR THE CLASSIFICATIONS SET FORTH IN SAID ORDINANCE

BE IT ORDAINED, by the Township Committee of the Township of Hillsborough in the County of Somerset, State of New Jersey as follows:

Section 1: That the Salary range ordinance, shall be amended as follows:

<u>CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Administrators Office		
Committeepersons	3,500	4,500
Township Administrator	50,000	142,000
IT Systems Administrator	41,000	95,000
IT Part-Time Assistant	\$15.00/Hr.	\$28.00/Hr.
Assistant to the Administrator	35,000	65,000
Secretary to Administrator	32,000	65,000
Secretary/ Clerk Part-Time	\$12.00/Hr.	\$22.00/Hr.
Business Advocate	15,000	60,000
<u>Building Department</u>		
Director Building Department	48,000	125,000
Construction Official	48,000	125,000
Building Sub Code Official	47,008	99,793
Fire Sub Code Official	43,576	92,479
Assistant Sub Code Official	43,576	92,479
Plumbing Sub Code Official	43,576	92,479
Electric Sub Code Official	43,576	92,479
Building Inspector	40,622	86,232
Electrical Inspector	40,622	86,232
Fire Inspector	40,622	86,232

Plumbing Inspector	40,622	86,232
Technical Assistant	32,323	65,058
Part-Time Inspector	\$25.00/Hr.	\$40.00/Hr.
Part-Time Technical Assistant	\$12.00/Hr.	\$22.00/Hr.

Municipal Court

Court Administrator	45,000	95,000
Deputy Court Administrator	32,323	65,058
Violations Clerk	32,323	65,058
Municipal Judge	15,000	65,000
Public Defender	1,000	18,000

Township Clerk

Township Clerk	20,000	105,000
Deputy Clerk	20,000	65,000
Asst. to Municipal Clerk	35,000	65,000
Part-Time Receptionist	\$12.00/Hr.	\$22.00/Hr.

Engineering Department

Township Engineer	10,000	125,000
Assistant Engineer/Survey	47,008	99,793
Assistant Engineer	47,008	99,793
Assistant to Township Engineer	43,576	92,479
Sr. Engineering Aide/Inspector	43,576	92,479
Engineering Aide	40,622	86,232
Secretary/Clerk	32,323	65,058

Health Department

Health Officer	47,000	130,000
Deputy Health Officer	45,000	95,000
Registered Environmental Health Specialist	40,622	86,232
Environmental Health Aid	32,323	65,058
Secretary/Clerk	32,323	65,058
Millstone Health Liaison	2,000	6,000
Recycling Coordinator	2,000	6,000
Assistant Recycling Coordinator	1,000	5,000
Registrar	1,000	4,000

Police Department

Police Chief	125,000	175,000
Police Captain	120,000	165,000
Police Lieutenant	115,000	155,000
Police Sergeant	114,006	126,017

Police Corporal	106,881	114,561
Police Officer	40,293	109,106
IT Manager	40,000	105,000
Police Chief Secretary	32,500	66,000
Civilian Police Specialist	32,323	65,058
Secretary/Clerk	32,323	65,058
Dispatcher	40,196	56,078
Municipal Prosecutor	10,000	60,000
Special Officers	\$12.00/Hr.	\$28.00/Hr.
Crossing Guards	\$10.00/Hr.	\$22.00/Hr.

Public Works Department

Director Public Works	47,000	125,000
Supervisor of Public Works	45,000	95,000
Assistant Supervisor of Public Works	38,000	75,000
Equipment Operator/Mechanic/Journeyman	52,266	60,678
Public Works Worker 1-4	30,015	52,122
Secretary/Clerk	32,323	65,058

Tax Assessor Department

Tax Assessor	47,000	105,000
Deputy Assessor	45,000	95,000
Deputy Assessor-Commercial-Part-time	15,000	27,750
Assistant Tax Assessor	38,000	75,000
Assessment Clerk/Field Representative	40,622	86,232
Secretary/Clerk	32,323	65,058

Tax Collection/Treasurer Department

CFO/Treasurer/Tax Collector	10,000	125,000
Tax Collector	10,000	90,000
Treasurer/CFO	10,000	90,000
Director of Finance	10,000	90,000
Qualified Purchasing Agent	10,000	90,000
Deputy Collector/Treasurer	45,000	95,000
Deputy Finance Officer	45,000	95,000
Deputy Tax Collector	45,000	95,000
Clerk	32,323	65,058
Bookkeeper	32,323	65,058

Planning Department

Township Planner	47,000	125,000
Deputy Director of Planning/Zoning Officer	45,000	95,000
Administrative Assistant	32,323	65,058

Secretary/Clerk	32,323	65,058
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Recreation Commission

Director Parks and Recreation	55,000	105,000
Assistant Director of Recreation	38,000	75,000
Assistant Supervisor – Parks Maintenance	38,000	75,000
Recreation Program Coordinator	32,323	65,058
Recreation Assistant	32,323	65,058
Part-Time Secretary/Clerk	\$12.00/Hr.	\$22.00/Hr.

Part-Time Seasonal Employees:

Program Supervisor/Per Session	\$50.00/Session	\$300.00/Session
Program Supervisor/Hourly	\$14.50/Hr.	\$25.00/Hr.
Instructors	\$10.00/Hr.	\$30.00/Hr.
Assistant Program Supervisor	\$10.00/Hr.	\$20.00/Hr.
Counselors	\$6.50/Hr.	\$13.50/Hr.
Umpires/Referees	\$25.00/Game	\$55.00/Game
Scorekeepers	\$6.50/Hr.	\$13.50/Hr.

Social Services

Director Social Services	10,000	90,000
Assistant Director of Social Services	38,000	75,000
Bus Driver	32,323	65,058
Secretary/Clerk	32,323	65,058
Senior Dance Instructor	\$ 25.00/Hr.	\$ 35.00/Hr.
Senior Wellness Instructor	\$ 25.00/Hr.	\$ 35.00/Hr.
Part-Time Bus Driver	\$ 12.00/Hr.	\$ 22.00/Hr.
Part-Time Mr. Fix-It	\$ 12.00/Hr.	\$ 22.00/Hr.

Section 2: This ordinance shall take effect upon its adoption, passage and publication according to law.

Mayor Tomson stated that this ordinance sets the salary ranges necessary to accommodate salaries established over the next few years by the public employee contracts and for non-union employee positions.

This ordinance does not provide for actual salaries or any salary increases for individuals or positions, it only sets the salary ranges for the various positions.

Committeeman Suraci moved that the aforesaid Ordinance be passed on first reading and that the Ordinance be further considered at a public hearing held on February 10, 2015 at 7:30 p.m. Said motion was seconded by Deputy Mayor Burchette and unanimously approved upon call of the roll.

CONSIDERATIONS

1. RESOLUTION APPOINTING SEAN CAROLAN, NICK SPECIALE, STEVEN ECKERT AND JOSEPH PASCHALL TO ONE (1) YEAR TERMS AS EMERGENCY MANAGEMENT DEPUTY COORDINATORS EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

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, 2015 through December 31, 2015.

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, 2015 through December 31, 2015.

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.

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

2. RESOLUTION APPOINTING INDIVIDUALS TO ONE (1) YEAR TERMS TO THE LOCAL EMERGENCY PLANNING COMMITTEE EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

WHEREAS, the Township Office of Emergency Management Coordinator recommends the appointment of the following individuals to one (1) year terms to the Local Emergency Planning Committee effective January 1, 2015 through December 31, 2015:

- OEM Coordinator John Sheridan
- Deputy Coordinator Sean Carolan
- Chief of Police Paul Kaminisky
- Township Fire Official Christopher Weniger
- Emergency Medical Services Chief C. David Gwin
- Fire Chief, Unit 36 David Foelsch
- Fire Chief, Unit 37 James Paterno
- Fire Chief, Unit 38 Christian Fulmino
- Fire Chief, Unit 48 Charles Davis, Jr.
- Township Fire Commissioner John Catrombon
- Township Engineer Tom Belanger
- Social Services Ron Skobo
- Health Department Glen Belnay
- Environmental/SARA III Liaison Gordon Sammis

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the afore mentioned individuals are appointed to one (1) year terms to the Local Emergency Planning Committee effective January 1, 2015 through December 31, 2015.

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

3. RESOLUTION APPOINTING TOM BELANGER TO THE RARITAN & MILLSTONE RIVERS FLOOD CONTROL COMMISSION

WHEREAS, the Township needs to appoint a representative (member) and alternates to the Raritan & Millstone Rivers Flood Control Commission; and

WHEREAS, the Township wishes to appoint Tom Belanger to the Raritan & Millstone Rivers Flood Control Commission with David Fritzinger as 1st Alternate and Anthony Ferrera as 2nd Alternate.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Tom Belanger is appointed to the Raritan & Millstone Rivers Flood Control Commission with David Fritzinger as 1st Alternate and Anthony Ferrera as 2nd Alternate.

Mayor Tomson stated that Tom Belanger, the Township's Assistant Engineer, has been appointed to this commission since its inception. Tom is a valuable resource to have on this Commission and we thank him for his service.

Committeeman Suraci stated that the Flood Control Commission is made up of neighboring towns to coordinate efforts.

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

4. RESOLUTION APPOINTING PETER ALLAN, CHAIRMAN OF SUSTAINABLE HILLSBOROUGH STEERING COMMITTEE

WHEREAS, the Township needs to appoint a Chairman for Sustainable Hillsborough Steering Committee; and

WHEREAS, the Township wishes to appoint Peter Allan, as Chairman of Sustainable Hillsborough Steering Committee.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Peter Allan be appointed Chairman of Sustainable Hillsborough Steering Committee.

Mayor Tomson stated that the Chair of the Sustainable Steering Committee is appointed by the Township Committee. This resolution fulfills that requirement.

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

5. RESOLUTION AWARDING A CONTRACT TO BAY HEAD INVESTMENTS, INC.

D/B/A VCI FOR THE RECHASSIS OF ONE (1) AMBULANCE (2003 FORD VIN ENDING IN 45895) IN AN AMOUNT NOT TO EXCEED \$140,698.60

WHEREAS, a notice of advertisement for bids and an Invitation to Bid were prepared and advertised on December 11, 2014; and

WHEREAS, sealed bids were opened and read in the Court Room on December 23, 2014 at 11:00 AM, which was the time and place as provided for in the Invitation to Bid entitled "Ambulance Rechassis for Up to Four (4) Vehicles" in accordance with Local Public Contracts law; and

WHEREAS, one (1) bid was received from:

Bay Head Investments, Inc. d/b/a VCI
43 Jefferson Avenue
Berlin, New Jersey 08009

WHEREAS, the specifications provide that the award of the contract shall be made to the lowest responsible bidder for the base bid, exclusive of Special Items, for the rechassis of "Up to Four (4) Vehicles"; and

WHEREAS, pursuant to N.J.S.A. 40A:11-2(27) "The lowest responsible bidder is the one who conforms to all requirements of a specification and applicable statutory provisions"; and

WHEREAS, the Qualified Purchasing Agent has determined that the lowest responsible bidder is Bay Head Investments, Inc. d/b/a VCI; 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. An award of contract for “the Rechassis of One (1) Ambulance (2003 Ford Vin Ending in 45895) is made to Bay Head Investments, Inc. d/b/a VCI in an amount not to exceed \$140,698.60.
2. The Mayor and Township Clerk are hereby authorized to execute the Township standard form of contract, upon receipt of that approval.
3. A notice of this contract award shall appear once in the official newspaper.

Mayor Tomson stated that the Township received one (1) bid for the re-chassis of ambulances, and this resolution awards the contract to Bay Head Investments for one re-chassis.

Committeeman Suraci stated that this is a cost effective measure to extend the life of the ambulance.

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

Committeeman DelCore stated that this was funded by last year’s capital budget.

Thomas Zobebe questioned if the Township attempted to get more than one bid.

Mayor Tomson stated that the request for bids was advertised in the newspaper, as required by law, was placed on the Township Website, and that only one bid was received.

6. RESOLUTION APPROVING 2014 APPROPRIATION RESERVE TRANSFER TO MISCELLANEOUS TRUST

WHEREAS, N.J.S.A. 40A:4-58 allows for appropriation transfers during the first 3 months of a budget fiscal year where there is a need for these transfers; and

WHEREAS, there is a need to transfer the Snow Removal budget balance to the Miscellaneous Trust for use in future years.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Chief Finance Officer be authorized to make the transfer from following appropriation in the 2014 Reserve Budget to the Miscellaneous Trust Fund:

FROM:	Snow Removal		
	Other Expenses	2-01-26-769-020	<u>\$19,811.91</u>
TO:	Miscellaneous Trust Fund		
	Snow Removal Reserve	T-12-56-860-061	<u>\$19,811.91</u>

Mayor Tomson stated that this resolution authorizes the transferring of unused funds; by transferring the unused balance of the 2014 budget appropriation for Snow Removal to the Trust Account, it provides additional funding to be used for snow expenditures in future years.

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

7. RESOLUTION AUTHORIZING THE TAX COLLECTOR TO COMPLETE AN APPLICATION TO PARTICIPATE IN THE ELECTRONIC TAX SALE PROGRAM AND SUBMIT SAME TO THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES

WHEREAS, N.J.S.A. 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services; and

WHEREAS, the Director of the Division of Local Government Services has promulgated rules and regulations for pilot programs; and

WHEREAS, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct pilot programs; and

WHEREAS, the rules and regulations authorize a municipality to submit an application for participation in the pilot program for an electronic tax sale; and

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process; and

WHEREAS, based on the recommendation of the Tax Collector, the Township of Hillsborough wishes to participate in the pilot program for an electronic tax sale.

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 Tax Collector is hereby accepted and approved and the Tax Collector is hereby authorized to complete an application to participate in the electronic tax sale program and submit same to the Director of the Division of Local Government Services.

Mayor Tomson stated that the Division of Local Government Services has approved an Electronic Tax Sale Pilot Program which allows a municipality to use a third party vendor to conduct the annual tax sale online. This greatly expands the pool of potential lien buyers to a national level, which helps to ensure that there are minimal properties that go unsold and become municipal liens. The cost of the pilot program is fully funded through charges collected at the tax sale, and thus has no impact on the municipal budget.

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

8. RESOLUTION AUTHORIZING AND EXTENDING THE DATE FOR COMPLETION OF ALL IMPROVEMENTS AS SET FORTH IN AN ACCESS AND UTILITY EASEMENT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND JOHN C. ZAMKOTOWICZ TO JULY 31, 2015 FOR THE PROPERTY KNOWN AND DESIGNATED AS BLOCK 199, LOT 18, TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY, NEW JERSEY

WHEREAS, John C. Zamkotowicz (hereinafter "Zamkotowicz") obtained Preliminary and Final Major Subdivision Approval for four single-family building lots to be known as Lots 18, 18.02, 18.03 and 18.04, Block 199 by the Hillsborough Township Planning Board on September 4, 2008 and a Resolution of Memorialization was adopted for said Preliminary and Final Major Subdivision Approval; and

WHEREAS, pursuant to the provisions of the Final Major Subdivision Plan and said Resolution of Memorialization, access to new Lots 18.02, 18.03 and 18.04, Block 199 only will be via a "paper street" known as Vroom Drive which is shown on a certain map known as "Roycebrook Estates, Section 1" which was filed in the Somerset County Clerk's Office as Map Number 1251; and

WHEREAS, the Township of Hillsborough adopted Ordinance No. 2011-06 authorizing the sale by auction of said easement over Vroom Drive in accordance with N.J.S.A. 40A:12-13(a); and

WHEREAS, Zamkotowicz was the successful bidder at the sale which was an auction sale made by the Township of Hillsborough; and

WHEREAS, pursuant to said Ordinance No. 2011-06 and a subsequent contract of sale between the Township of Hillsborough and Zamkotowicz, the Township granted and conveyed to Zamkotowicz the attached Access and Utility Easement dated September 28, 2011 and recorded with the Somerset County Clerk on December 13, 2011 in Book 6474, Pages 1169-1178; and

WHEREAS, pursuant to the terms of the Access and Utility Easement, Zamkotowicz was to complete all improvements set forth therein by June 16, 2013, and upon failure to do so, all easement rights would automatically revert to the Township and all rights of Zamkotowicz would be terminated; and

WHEREAS, Zamkotowicz requested the date for completion of all improvements set forth in the Access and Utility Easement be extended from June 16, 2013 to April 16, 2014 and then again from April 16, 2014 to December 31, 2014 in consideration for payments from Zamkotowicz to the Township in the amounts of \$7,500.00; and

WHEREAS, pursuant to the requests from Zamkotowicz, the Hillsborough Township Committee adopted Resolutions on June 11, 2013 and March 11, 2014 authorizing and extending the date for completion of all improvements in consideration for payments from Zamkotowicz to the Township in the amounts of \$7,500.00; and

WHEREAS, Zamkotowicz now requests a further extension for completion of all improvements set forth in the Access and Utility Easement to July 31, 2015 in consideration for an additional payment from Zamkotowicz to the Township in the amount of \$7,500.00; and

WHEREAS, the Township Committee of the Township of Hillsborough believes that it is in the best interests of the Township to grant the requested extension.

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 date for completion of all improvements set forth in the attached Access and Utility Easement between Zamkotowicz and the Township of Hillsborough shall be extended to July 31, 2015 in consideration for payment from Zamkotowicz to the Township in the amount of \$7,500.00.
2. Zamkotowicz shall make payment to the Township of Hillsborough in the amount of \$7,500.00 within 20 days of the Township Committee's adoption of this Resolution.
3. In the event Zamkotowicz fails to timely satisfy the payment requirement, this Resolution shall be deemed null and void and the December 31, 2014 date for the completion of all improvements set forth in the March 11, 2014 Resolution shall remain unchanged.
4. All other terms of the Access and Utility Easement shall remain unchanged.

Mayor Tomson stated that this resolution authorizes an extension for the completion of improvements for the above mentioned property.

Owner of said property, John Zamkotowicz of 4 Hamilton Rd asked if there was a fee for the extension.

Township Attorney, William Willard, stated that based on a conversation with Mr. Zamotowicz's attorney, yes, there is a fee of \$7500

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

9. RESOLUTION APPROVING AGREEMENT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE SOMERSET COUNTY YMCA-HILLSBOROUGH BRANCH FOR THE HILLSBOROUGH SENIOR CITIZEN EXERCISE WELLNESS PROGRAM

WHEREAS, over the years the Township provided an exercise wellness program for Hillsborough senior citizens consisting of exercise classes at the Municipal Building; and

WHEREAS, in 2014 the Township and the Somerset County YMCA - Hillsborough Branch ("YMCA") entered into an agreement to provide a more comprehensive exercise wellness program through the YMCA for the benefit of Hillsborough senior citizens; and

WHEREAS, due to the success of the exercise wellness program the Township and YMCA seek to renew the program for 2015 upon the terms and conditions set forth in the Agreement attached hereto in an amount not to exceed \$21,700.00 (\$18,000 plus \$3,700 if Township exercises option to add additional class); and

WHEREAS, the Chief Finance Officer of the Township has certified that sufficient funds are available for this Agreement as set forth in the certification attached hereto.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the attached Agreement between the Township of Hillsborough and the Somerset County YMCA – Hillsborough Branch for the Hillsborough Senior Citizen Exercise Wellness Program is hereby approved and the Mayor and the Township Clerk are authorized to execute the Agreement.

Mayor Tomson stated that this resolution renews the agreement with the YMCA to provide exercise services and supplemental benefits through the Senior Exercise Program. Our Senior community is a very important and vital part of our Township and it is important to renew this agreement to maintain this well attended program. This contract represents no increase over last year's agreement.

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

10. RESOLUTION AWARDING CONTRACTS FOR HILLSBOROUGH – MILLSTONE MUNICIPAL ALLIANCE 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 individuals for the second half of the 2014/2015 fiscal year (7/1/14-6/30/15) all below the threshold of the Local Public Contracts Law and the Local Unit Pay-to-Play Law; and

WHEREAS, the Hillsborough-Millstone Municipal Alliance recommends service contracts be awarded to the following individuals for 2015:

- Ellen Stoddard for presenting BABES educational programs to all 3rd graders in the Hillsborough Township School System in an amount not to exceed \$2,375;
- Jane Fidacaro for presenting BABES educational programs to all 3rd graders in the Hillsborough Township School System in an amount not to exceed \$2,205;
- Lisa Gulla for coordination of fiscal activities and service as liaison to the Somerset County Department of Human Services in an amount not to exceed \$625;
- Rebecca Grossman for coordination of fiscal activities and service as liaison to the Somerset County Department of Human Services in an amount not to exceed \$625;
- Melinda Maggio for coordinating Life Skills services in an amount not to exceed \$3,360;

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 the above recommendations be and hereby are accepted and approved.

Mayor Tomson stated that these contracts, awarded through the Hillsborough-Millstone Municipal Alliance, allow for various drug, alcohol, life skills and prevention programs.

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

11. RESOLUTION AUTHORIZING EXTENSION OF CONTRACT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE CENTRAL JERSEY HOUSING RESOURCE CENTER FOR AFFORDABLE HOUSING ADMINISTRATION SERVICES.

WHEREAS, pursuant to N.J.A.C. 5:80-26.14, affordable housing units within the Township must be administered by a qualified administrative agent in accordance with the Uniform Housing Affordable Controls, N.J.A.C. 5:80-26.1 et seq; and

WHEREAS, the Township and Central Jersey Housing Resource Center ("CJHRC") previously entered into a Contract expiring on December 31, 2014 for CJHRC to perform affordable housing administration services on behalf of the Township; and

WHEREAS, the Township is in the process of issuing Requests for Proposals for the provision of affordable housing administration services on behalf of the Township for 2015; and

WHEREAS, CJHRC has agreed to extend the term of its existing Contract with the Township for a period of up to ninety (90) days at the monthly service fee rate of \$2,966.66 until a Contract can be awarded for 2015; and

WHEREAS, the Township of Hillsborough wishes to extend the term of its existing Contract with CJHRC for a period of up to ninety (90) days at the monthly service fee rate of \$2,966.66 in a total amount not to exceed \$8,900.00 until a Contract can be awarded for 2015; and

WHEREAS, the Chief Finance Officer of the Township has certified that sufficient funds are available for extension of the existing Contract for a period of ninety (90) days as set forth in the Certification attached hereto.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the existing Contract between the Township of Hillsborough and the Central Jersey Housing Resource Center for the provision of affordable housing administration services be and is hereby extended for a period of ninety (90) days at the monthly rate of \$2,966.66 in a total amount not to exceed \$8,900.00.

Mayor Tomson stated that this resolution authorizes a 90 day extension for the above mentioned contract.

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

CONSENT

1. RESOLUTION ACCEPTING BOND CONTINUATION CERTIFICATE #6225483 FROM PUBLIC SERVICE & ELECTRIC FOR ROAD OPENING PERMITS THROUGH MARCH 10, 2015.

WHEREAS, Public Service & Electric, in accordance with the terms of the code of the Township of Hillsborough, Chapter 259 "Street and Sidewalks" subsection 4-G has submitted a Bond Continuation Certificate in the required amount of \$5,000.00 for the period ending March 10, 2015; and

WHEREAS, this is a general performance guarantee for the continuous stream of road opening permits that are processed for Public Service & Electric each year; and

WHEREAS, the Assistant Township Engineer recommends that the Township Committee take action to accept the Bond Continuation Certificate #6225483.

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.

2. RESOLUTION AUTHORIZING AN ANNUAL STIPEND IN THE AMOUNT OF \$5,000.00 TO JOHN SHERIDAN FOR SERVICE AS THE TOWNSHIP OF HILLSBOROUGH'S OFFICE OF EMERGENCY MANAGEMENT COORDINATOR IN 2015 AND AUTHORIZING AN ANNUAL STIPENDS IN THE AMOUNT OF \$500.00 TO SEAN CAROLAN, NICK SPECIALE, STEVEN ECKERT AND JOSEPH PASCHALL FOR SERVICE AS DEPUTY COORDINATORS IN 2015.

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 in quarterly installments.

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 in quarterly installments to John Sheridan for and in consideration of his service as the Township's OEM Coordinator in 2015;
2. Annual stipends in the amount of \$500.00 shall be paid in quarterly installments 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 2015.

3. RESOLUTION AUTHORIZING AN ANNUAL STIPEND IN THE AMOUNT OF \$500.00 TO LUCY BUSH FOR SERVICE AS THE TOWNSHIP OF HILLSBOROUGH'S OFFICE OF EMERGENCY MANAGEMENT ADMINISTRATIVE ASSISTANT IN 2015.

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 in quarterly installments.

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 in quarterly installments to Lucy Bush for and in consideration of her service as the Township’s OEM Administrative Assistant in 2015.

4. RESOLUTION AUTHORIZING THE SUBMISSION OF A STRATEGIC PLAN FOR THE HILLSBOROUGH/MILLSTONE MUNICIPAL ALLIANCE FOR JULY 1, 2015 THROUGH JUNE 30, 2016.

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Somerset.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough, County of Somerset, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Hillsborough/Millstone Municipal Alliance grant for July 1, 2015 through June 30, 2016.

DEDR	\$ <u>28,322.00</u>
Cash Match	\$ <u>7,080.50</u>
In-Kind	\$ <u>21,241.50</u>

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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

CLAIMS LISTS

Mayor Tomson presented Claims Lists 2015-01.

Upon motion by Committeeman DelCore, seconded by Committeewoman McCauley, Claims List 2014-23 was unanimously approved upon call of the roll.

Mayor Tomson presented Claims Lists 2015-01.

Upon motion by Committeeman DelCore, seconded by Committeewoman McCauley, Claims List 2015-01 was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Deputy Mayor Burchette, seconded by Committeeman Suraci, the meeting duly adjourned at 9:35 p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk