

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: Committeewoman McCauley, Committeeman Carl Suraci, Deputy Mayor Greg Burchette and Mayor Doug Tomson. Also, in attendance were Township Clerk Pamela Borek, Township Administrator Anthony Ferrera and Township Attorney William Willard. Committeeman Frank DelCore 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 27, 2015.

APPROVAL OF MINUTES

- *Approval of the January 5, 2015 Reorganization Meeting Minutes*
- Upon motion by Deputy Mayor Burchette, seconded by Committeeman Suraci, the minutes of the January 5, 2015 Reorganization Meeting were approved upon the call of the roll.

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

Committeeman DelCore

Absent

Committeewoman McCauley

Committeewoman McCauley announced 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 three year terms. All registered voters are able to participate in this election. Details will be in Friday's e-News.

Committeewoman McCauley stated that the second annual Run Around the Park 5k will be held on Sunday, April 19th at Ann Van Middlesworth Park at 9:30am. Registration is currently open.

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

Committeewoman McCauley also stated that registration is open for Spring Soccer Leagues. Boys and girls age 3 through 12th grade are eligible. The season will begin on April 11th. The registration deadline is March 9th.

Committeewoman McCauley added that more information for all programs, leagues, and events is available on the Parks & Recreation website.

Committeeman Suraci

Committeeman Suraci stated that the Hillsborough Youth Services Commission had their reorganization meeting last week. Reverend Tim Wolf was elected Chair and Treasurer. Sally Treonze was elected Vice Chair. Diane DeGaris was elected Secretary. Meetings are held on the third Monday of each month in the Municipal Building.

Committeeman Suraci stated that Project Graduation is sponsoring a new and gently worn eveningwear dress sale featuring beautiful dresses for all occasions. 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. Prom dresses, homecoming dresses, party dresses, sweet 16 dresses, bar/bat mitzvah dresses, wedding attire, short cocktail dresses and long gowns will all be available. Come shop at the sale before going to the expensive department stores.

Committeeman Suraci added that 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 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. Please visit the Finance Office to renew or license your dog.

Committeeman Suraci reminded residents that grant applications are currently being accepted through the Credit Card Advisory Committee. 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.

Deputy Mayor Burchette

Deputy Mayor Burchette stated that the Engineering Department would like to remind residents that if you have a sump pump discharge to the street it may cause an icing condition in the winter months. The discharge piping needs to be re-directed off the street to avoid icing. The Township reserves the right to require the discharges to be removed from the street if they are causing a safety hazard. Additionally, sump pump discharges also must not impact adjoining properties. It is best to place sump pump discharges on splash blocks at your dwelling foundation. For more information see the Plumbing or Engineering Departments to review proper discharge locations.

Mayor Tomson

Mayor Tomson stated that during the recent snow storm there was a great response from our Emergency Management Team and thanked the Police, Fire Department, Rescue Squad and the Department of Public Works for keeping the roads safe.

Mayor Tomson announced that, once again, Hillsborough Township, partnering with the Hillsborough School District, will be participating in the New Jersey League of Municipalities Louis Bay 2nd Future Municipal Leaders Scholarship Competition. 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.

Mayor Tomson added that the deadline for scholarship submission is March 10th and interested applicants should follow the procedures of the school district for applying.

Mayor Tomson stated that due to the inclement weather, some of the items originally on the agenda such as some of the proclamations and business presentations have been rescheduled for a later date.

PRESENTATIONS

- *None*

PROCLAMATIONS

- *Proclamation proclaiming January as "American Heart Month"*

WHEREAS, every year since 1964, the President of the United States of America has issued a proclamation designating the month of February as American Heart Month; and

WHEREAS, Heart Disease is the leading cause of death in the United States, affecting both men and women of every age and race; and

WHEREAS, more than 64 million Americans suffer from one or more forms of cardiovascular disease, including high blood pressure, coronary heart disease, congestive heart failure, stroke, and congenital heart defects that can lead to heart disease; and

WHEREAS, by developing good eating habits, being physically active, and taking advantage of preventive screenings, avoiding drugs, tobacco, and excessive use of alcohol, individuals and families can significantly reduce the onset and burden of heart disease; and

WHEREAS, many heart attack victims do not recognize the sign until it is too late, only one in five people is able to reach a hospital quickly enough to benefit fully from treatment; and

WHEREAS, far too many Americans are unaware of the danger of cardiac arrest, and about 95 percent of sudden cardiac arrest victims die before reaching the hospital.

NOW, THEREFORE, BE IT PROCLAIMED that we, the members of the Hillsborough Township Committee, in conjunction with the President of the United States of America do hereby declare February as American Heart Month.

BE IT FURTHER PROCLAIMED that we, the Township Committee encourage all Hillsborough residents to join the fight against heart disease by wearing red and learning more about prevention, risk factors, warning signs, and lifesaving emergency response techniques.

APPOINTMENTS

RESOLUTION ACCEPTING THE RESIGNATION OF FRED GLADSTONE FROM THE ENVIRONMENTAL COMMISSION AND APPOINTING STEPHANIE FORREST TO SEAT #6 ON THE ENVIRONMENTAL COMMISSION WITH A TERM ENDING 12-31-15

WHEREAS, the Mayor of Hillsborough Township accepts the resignation of Fred Gladstone from the Environmental Commission; and

WHEREAS, the Mayor of Hillsborough Township appoints Stephanie Forrest to Seat #6 on the Environmental Commission with a term ending 12-31-15.

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.

With the consent of his colleagues, the Mayor asked to bring forward consideration #2. All agreed.

2. RESOLUTION ACCEPTING THE RETIREMENT OF SERGEANT KAREN HOELZEL AND PROMOTING CORPORAL MICHAEL MCMAHON TO SERGEANT, AT AN ANNUAL SALARY OF \$117,568.00, EFFECTIVE FEBRUARY 1, 2015.

WHEREAS, Sergeant Karen Hoelzel has been employed by the Township of Hillsborough Police Department for a total of twenty years; and

WHEREAS, Sergeant Hoelzel will retire from the Police Department, effective February 1, 2015; and

WHEREAS, the promotional process conducted in accordance with Hillsborough Township Ordinance 93-17 to select the most suitable candidate for promotion to the position of Sergeant in the Hillsborough Police Department has been completed; and

WHEREAS, the highest rated candidate for the position of Sergeant was determined to be Corporal Michael McMahon; and

WHEREAS, Chief of Police Paul A. Kaminsky has recommended the appointment of Corporal McMahon to the position of Sergeant effective February 1, 2015, at an annual salary of \$117,568.00.

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 Sergeant Karen Hoelzel and Corporal Michael McMahon is hereby promoted to the position of Sergeant in the Hillsborough Police Department effective February 1, 2015.

Mayor Tomson stated that we have a resolution on this agenda accepting the retirement of Sergeant Hoelzel, this promotion Corporal McMahon is not additional headcount, but backfilling for the retirement.

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

Mayor Tomson extended his congratulations and called upon Hillsborough Police Chief Kaminsky to come forward for the Oath of Office for Sergeant McMahon.

NEW BUSINESS

- *None*

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- *None*

PUBLIC HEARINGS

- *Comcast of Central New Jersey II, LLC – Application for Renewal of Municipal Consent*

Mayor Tomson Stated that on the agenda, and duly advertised as required by law, was the municipal consent hearing for the purpose of evaluating the application of Comcast of Central New Jersey for the renewal of its municipal consent to own, operate, extend and maintain a cable television and cable communications systems in the Township of Hillsborough. This is an opportunity for interested parties to be heard with respect to the application.

Due to the weather, the hearing has been postponed until the next Township Committee meeting on Tuesday, February 10, 2015 at 7:30 p.m. A representative from Comcast is scheduled to be present for the hearing. We encourage all those interested in being heard to attend this meeting.

CONSIDERATIONS

1. RESOLUTION ACCEPTING THE RETIREMENT OF SERGEANT KAREN HOELZEL, EFFECTIVE FEBRUARY 1, 2015

WHEREAS, Karen Hoelzel has been a dedicated member of the Township of Hillsborough Police Department for nineteen years; and

WHEREAS, Sergeant Hoelzel will retire from the Police Department, effective February 1, 2015; and

WHEREAS, Sergeant Hoelzel has received many letters of appreciation from citizens and commendations from the Department recognizing her for excellent work and dedication to helping others; and

WHEREAS, the Mayor and the Township Committee hereby expresses our gratitude for all the hard work Sergeant Hoelzel has done for the Township of Hillsborough and the community.

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 Sergeant Karen Hoelzel, effective February 1, 2015.

Mayor Tomson stated that there will be a proclamation for Sergeant Hoelzel at the February 10th Township Committee meeting, as it was re-scheduled from tonight because of the weather. This resolution simply accepts her retirement.

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

3. RESOLUTION AUTHORIZING THE EXECUTION OF A "NON FAIR AND OPEN" SOFTWARE MAINTENANCE AGREEMENT WITH LARIMORE ASSOCIATES FOR MAINTENANCE OF POLICE DEPARTMENT SOFTWARE FOR 2015 IN AN AMOUNT NOT TO EXCEED \$22,794.00

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 2014; and

WHEREAS, the Chief of Police recommends the execution of a Software Maintenance Agreement with Larimore Associates for 2015; and

WHEREAS, the Township employs a Qualified Purchasing Agent who also recommends the Software Maintenance Agreement with Larimore Associates for 2015 ; 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:

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

4. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH THE ZUFALL HEALTH CENTER, INC., IN AN AMOUNT NOT TO EXCEED \$2,272, EFFECTIVE JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

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 Zufall Health Center, Inc. in an amount not to exceed \$2,272.00; and

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

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

1. The Township Health Officer is authorized to execute an agreement with Zufall Health Center, Inc. to provide public health services to the residents of the Township of Hillsborough, in an amount not to exceed \$2,272.00.
2. This resolution shall take effect immediately.

Mayor Tomson stated that this contract, recommended by the Board of Health, will offer screening services. 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 Committeewoman McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

5. RESOLUTION RATIFYING AND CONFIRMING THE AWARD OF A CONTRACT TO COMMUNITY VISITING NURSE ASSOCIATION FOR PUBLIC HEALTH NURSING SERVICES FOR 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, 2015, which contract is to end on December 31, 2015; and

WHEREAS, additional nursing services 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 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 added that Hillsborough has had a long and successful relationship with the Community Visiting Nurse Association. They are particularly helpful in providing a well-staffed professional nursing pool which helps with our many vaccination clinics throughout the year.

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

6. RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN A SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY

WHEREAS, the Hillsborough Township Police Department wishes to apply for a project under the Safe and Secure Communities Program; and

WHEREAS, the Township Committee of Hillsborough has reviewed the application and has approved said request; and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Township of Hillsborough Police Department, for the purpose described in the application.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of Hillsborough that:

1. As a matter of public policy the Township of Hillsborough Police Department wishes to participate to the fullest extent possible with the Department of Law and Public Safety.
2. The Attorney General of New Jersey will receive funds on behalf of the Applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.
4. The Division of Criminal Justice shall initiate allocations to the Applicant as authorized by law.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey approve participation in the Safe and Secure Communities Program.

Mayor Tomson stated that as part of the application process for the Safe and Secure Communities Program requires an authorizing resolution for participation. If awarded, this revenue partially supplements the salary of two officers currently employed by the Hillsborough Township Police Department.

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

7. RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE HILLSBOROUGH TOWNSHIP HEALTH DEPARTMENT AND THE MONTGOMERY TOWNSHIP HEALTH DEPARTMENT; AND THE HILLSBOROUGH TOWNSHIP HEALTH DEPARTMENT AND THE BRANCBURG TOWNSHIP HEALTH DEPARTMENT FOR THE PROVISION OF CHILD HEALTH CONFERENCE SERVICES

WHEREAS, the Hillsborough Township Health Department and the Montgomery Township Health Department wish to enter into an Agreement for the provision of Child Health Conference (“CHC”) services; and

WHEREAS, the Hillsborough Township Health Department and the Branchburg Township Health Department wish to enter into an Agreement for the provision of Child Health Conference (“CHC”) services; and

WHEREAS, the CHC services will run from January 1, 2015 through December 31, 2016 and a fee for CHC services will be based on a cost of approximately \$50.00 per child at an average of 1 visit per month.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Mayor and the Township Clerk are hereby authorized to sign the attached inter-local services agreements.

Mayor Tomson stated that long before shared services became a buzz word, Hillsborough and Branchburg and Hillsborough and Montgomery have been sharing public health services. This resolution continues that agreement. Montgomery and Branchburg pay a flat rate per child which covers the expense to provide the services. Eligible children are infants through the age of 18 and are residents of either Montgomery or Branchburg, who do not have any other health insurance.

Mayor Tomson added that this is just another example of sharing resources, therefore reducing costs, though difficult to determine exact savings.

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

8. RESOLUTION SUPPORTING THE STATE HOUSE COMMISSION PRE-APPLICATION TO THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION GREEN ACRES PROGRAM FOR THE ROUTE U.S. 206 BYPASS, SECTION 14A & 15A (CONTRACT B) IMPROVEMENTS TO THE HILLSBOROUGH TOWNSHIP OWNED VAN DER VEER-HARRIS PROPERTY

WHEREAS, Block 153.06, Lot 1 is part of the Township of Hillsborough owned Van Der Veer-Harris House property which is encumbered with restrictions against disposal or diversion from recreation and conservation uses by the New Jersey Department of Environmental Protection's Green Acres Program; and

WHEREAS, in conjunction with the proposed Route U.S. 206 realignment and improvements in the vicinity of the property, it is necessary to remove the Green Acres restrictions from a 1.74 acre portion of the Township of Hillsborough owned Van Der Veer-Harris House property; and

WHEREAS, the removal of Green Acres restrictions from parkland requires the approval of the Commissioner of the Department of Environmental Protection and the State House Commission pursuant to *N.J.A.C. 7:36-26*; and

WHEREAS, the Township of Hillsborough wishes to apply for approval for the realignment and improvements to Route U.S. 206 in the vicinity of the property as a major disposal or diversion of parkland under *N.J.A.C. 7:36-26*; and

WHEREAS, as required by *N.J.A.C. 7:36-26.8*, the Township of Hillsborough through the New Jersey Department of Transportation held a scoping hearing on August 31, 2010 to solicit public comment on the Route U.S. 206 Bypass, Section 14A & 15A (Contract B) Improvements on the Hillsborough Township owned Van Der Veer-Harris House property in connection with the realignment and improvements to Route U.S. 206 in the vicinity of the property; and

WHEREAS, the next step in the application process for approval of a major disposal or diversion of parkland is the filing of a pre-application under *N.J.A.C. 7:36-26.9*; and

WHEREAS, in accordance with *N.J.A.C. 7:36-26.9(d)11*, it is necessary for Township of Hillsborough to submit as part of the pre-application a Resolution endorsing the application to divert or dispose of parkland.

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 Township of Hillsborough endorses the filing of a pre-application for the Township of Hillsborough owned Van Der Veer-Harris House property pursuant to *N.J.A.C. 7:36-26*; and
2. The Township of Hillsborough hereby finds that the Township of Hillsborough owned Van Der Veer-Harris House property diversion would meet the minimum substantive criteria at *N.J.A.C. 7:36-26.1(d)* by realigning existing Route U.S. 206 to eliminate the existing

substandard curves with the high accident rate which existing in the vicinity of the Hillsborough Township property; and

3. The Township of Hillsborough acknowledges that in order to obtain the approval of the Township of Hillsborough owned Van Der Veer-Harris House property diversion, all substantive and procedural requirements of *N.J.A.C. 7:36-26* must be met, including compensation requirements at *N.J.A.C. 7:36-26.10*.

Mayor Tomson stated that the Route 206 Realignment and improvements to the vicinity property requires that the Green Acres restriction be removed from said property. This resolution is part of the pre-application process.

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

9. RESOLUTION AMENDING THE DUTIES OF BRIDGETTE ALMANDA, PART TIME BUS DRIVER IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF SOCIAL SERVICES, TO INCLUDE PERFORMING OFFICE DUTIES IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF SOCIAL SERVICES, EFFECTIVE JANUARY 28, 2015, AT A RATE OF \$14.50 PER HOUR, NOT TO EXCEED 29 HOURS PER WEEK FOR BOTH POSITIONS

WHEREAS, the Director of Parks and Recreation and Social Services, Ron Skobo, recommends that Bridgette Almada, part-time bus driver for the Hillsborough Township Department of Social Services, duties be amended to include office duties in the Hillsborough Township Department of Social Services, effective January 29, 2014, at the rate of \$14.50 per hour, not to exceed 29 hours per week for both positions.

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 there exists the need for additional office duties to be completed in the Department of Social Services. This resolution allows for the flexibility of the part-time bus driver to assist with those duties as needed.

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

10. RESOLUTION AUTHORIZING THE TRANSFER OF DANIELLE GILLECCE FROM THE POSITION OF POLICE RECORDS CLERK TO THE POSITION OF SERVICES DIVISION CLERK IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT AND AUTHORIZING THE CHIEF OF POLICE TO POST FOR THE POSITION OF POLICE RECORDS CLERK EFFECTIVE FEBRUARY 2, 2015.

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

WHEREAS, the Chief of Police recommends the transfer of Danielle Gillecce from the position of Police Records Clerk to the position of Services Division Clerk; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that: (1) the transfer of Danielle Gillecce from the position of Police Records Clerk to the position of Services Division Clerk be and is hereby authorized; and (2) the Chief of Police be and is hereby authorized to post for the position of Police Records Clerk.

Mayor Tomson stated that after the interview process, Ms. Gillecce has been recommended to fill this vacancy. This resolution approves that recommendation.

Mayor Tomson extended Congratulations to Ms. Gillecce.

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

11. RESOLUTION INCREASING THE 2015 TEMPORARY EMERGENCY BUDGET

WHEREAS, there is a need to increase the 2015 Temporary Emergency Budget for unforeseen expenditures prior to the adoption of the 2015 Budget; and

WHEREAS, the amount of said increase is not to exceed \$175,000.00;

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	\$ 25,000.00
Other Expense	<u>\$150,000.00</u>
SUBTOTAL APPROPRIATIONS: INSIDE CAP	<u>\$175,000.00</u>
TOTAL APPROPRIATIONS	<u>\$175,000.00</u>

Mayor Tomson stated that due to the recent snow events, it is necessary to increase the Snow Removal budget for 2015 to allow for the payment of overtime and encumbering of expenses that have and will be incurred.

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

12. RESOLUTION AWARDING CONTRACT FOR CONSTRUCTION OF 2014 SANITARY SEWER EXTENSION PROJECT SUBJECT TO NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION AUTHORIZATION AND APPROVAL

WHEREAS, at the request of a majority of the property owners whose properties will be benefitted from the extension of the sanitary sewer system and upon the recommendation of the Township Health Officer, the Township Committee of the Township of Hillsborough determined that it was necessary and in the best interests of the residents to extend sanitary sewer service to the properties identified and described in Exhibit A attached hereto; and

WHEREAS, the Township seeks to obtain on behalf of the benefitted property owners, low interest financing from the New Jersey Environmental Infrastructure Trust Fund ("NJEIT") for the Sanitary Sewer Extension Project; and

WHEREAS, Maser Consulting, P.A., prepared plans and specifications for the Sanitary Sewer Extension Project; and

WHEREAS, in accordance with requirements provided by the New Jersey Department of Environmental Protection ("NJDEP"), the Bid Specifications prepared by Maser Consulting included minimum unit bid prices for various items; and

WHEREAS, Item 15 entitled "Rock Excavation" and Item 20 entitled "Concrete Encasement" of the Bid Specifications specifically required minimum unit bid prices of ten (\$10.00) dollars; and

WHEREAS, prior to advertisement and solicitation of bids, the Bid Specifications were reviewed and approved by the NJDEP; and

WHEREAS, on November 25, 2014, the Township Committee adopted a Resolution authorizing the advertisement and solicitation of competitive sealed bids for the Sanitary Sewer Extension Construction Project; and

WHEREAS, pursuant to the advertisement and solicitation of competitive sealed bids issued by the Township, a total of ten (10) bids were received and opened on January 13, 2015; and

WHEREAS, the following is a summary of the ten (10) bids received by the Township:

<u>Bidder</u>	<u>Total Bid Amount</u>
Underground Utilities Corporation	\$1,095,413.86
OTS-NJ, LLC	\$1,099,025.00
T & T Commonwealth	\$1,146,929.10
John Garcia Construction Co., Inc.	\$1,191,841.00
Carbro Contractors Corp.	\$1,317,406.00

Reivax Contracting Corp.	\$1,350,650.00
Black Rock Enterprises, LLC	\$1,377,281.00
Sanitary Construction Co.	\$1,398,607.00
MSP Construction Corp.	\$1,567,275.50
Rock Solid Construction	\$1,669,714.50

WHEREAS, the bid submitted by Underground Utilities Corporation listed a unit bid price of .01 cents for both Rock Excavation and Concrete Encasement; and

WHEREAS, the Bid Specifications specifically required a minimum unit bid price of ten (\$10.00) dollars for both Rock Excavation and Concrete Encasement; and

WHEREAS, had Underground Utilities Corporation complied with the minimum unit bid price requirements for Rock Excavation and Concrete Encasement, their total bid amount would have exceeded that of OTS-NJ, LLC; and

WHEREAS, OTS-NJ, LLC, submitted a letter of protest to the Township based on the foregoing; and

WHEREAS, Maser Consulting and the Township Attorney reviewed the bid submitted by Underground Utilities Corporation and concur that the bid must be rejected as nonresponsive; and

WHEREAS, Maser Consulting and the Township Attorney recommend that a contract be awarded to OTS-NJ, LLC, for the Sanitary Sewer Extension Construction Project based on the bid proposal submitted subject to and contingent upon NJDEP authorization and approval; and

WHEREAS, funds for the Sanitary Sewer Extension Project will be provided through Ordinance No. 2014-14 titled "An Ordinance Of The Township Of Hillsborough, In The County of Somerset, New Jersey, Providing For The Implementation Of The Sanitary Sewer Extension Project And Other Related Expenses, In And For The Township of Hillsborough And Appropriating \$1,650,000 Therefor, And Providing For The Issuance Of \$1,567,500 In Bonds Or Notes Of The Township of Hillsborough To Finance The Same And Directing The Special Assessment Of The Cost Thereof."

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 bid of Underground Utilities Corporation be and is hereby rejected as nonresponsive; (2) upon authorization and approval from the NJDEP a contract be awarded to OTS-NJ, LLC, for the Sanitary Sewer Extension Construction Project based on the bid proposal submitted; and (3) upon authorization and approval from the NJDEP the Mayor and Township Clerk are hereby authorized to execute a Contract with OTS-NJ, LLC, for the Sanitary Sewer Extension Construction Project based on the bid proposal submitted and project specifications.

Mayor Tomson stated that ten bids were received through the solicitation of competitive sealed bids. After the review process, upon the recommendation of the Township Engineer and the Township Attorney, the contract is being awarded to OTS-NJ, subject to the authorization and approval of the NJDEP.

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

CONSENT

1. MAYORAL APPOINTMENT WITH CONSENT OF TOWNSHIP COMMITTEE.

WHEREAS, the Mayor and the Township Committee of Hillsborough Township accepts the resignation of Curt Carnes from the Board of Health; and

WHEREAS, the Mayor with the consent of the Township Committee wishes to make the following appointments:

Board of Health

Seat #1	Unexpired (4- year term) Curt Carnes	Corinne Fender	12/31/16
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Hillsborough-Millstone Municipal Alliance

Parent	(1-year term)	Melanie Wasylak	12/31/15
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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.

2. RESOLUTION ACCEPTING THE RESIGNATION OF JOHN NALEPKA FROM THE ECONOMIC AND BUSINESS DEVELOPMENT COMMISSION AND APPOINTING KATHY FARAH TO ALT. #2 ON THE ECONOMIC AND BUSINESS DEVELOPMENT COMMISSION WITH A TERM ENDING 12/31/15.

WHEREAS, the Township Committee of Hillsborough Township accepts the resignation of John Nalepka from the Economic and Business Development Commission; and

WHEREAS, the Township Committee of Hillsborough Township appoints Kathy Farah to Alt. #2 on the Economic and Business Development Commission with a term ending 12/31/15.

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.

3. RESOLUTION AUTHORIZING THE FOLLOWING ACTIONS FOR HIGH BRANCH LAND: ACCEPTING MAINTENANCE BOND NO. 0650907 FROM FIDELITY INSURANCE

COMPANY, IN THE AMOUNT OF \$107,095.83; RELEASING PERFORMANCE BOND NO. 0402308; RELEASING CASH BOND IN THE AMOUNT OF \$36,006.00 AND ACCEPTING THE PROJECT INCLUDING EYRING ROAD IN ITS ENTIRETY.

WHEREAS, a request has been received from High Branch Land for the acceptance of Maintenance Bond No. 0650907 from Fidelity Insurance Company in the amount of \$107,095.83, releasing Performance Bond No. 0402308 in its entirety, releasing Cash Bond in the amount of \$36,006.00 and accepting the project including Eyring Road in its entirety; and

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

WHEREAS, the Assistant Township Engineer recommends that the Township Committee take action to accept the Maintenance Bond, release of the Performance Bond, release of the Cash Bond and accept the project including Eyring Road in its entirety.

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

4. RESOLUTION APPROVING RELEASE OF ENGINEERING INSPECTION FEE ESCROW FOR GGB PROPERTIES, LLC (ABLE AMBULANCE).

WHEREAS, a request has been received from GGB Properties, LLC (Able Ambulance) for the release of Engineering Inspection Fee Escrow; and

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

WHEREAS, the Assistant Township Engineer recommends the Township Committee authorize the release of \$195.54 from the Engineering Inspection Fee Escrow to the Township of Hillsborough General Account for engineering inspections performed and release the balance of \$3,393.33, plus any accrued interest, from the Engineering Inspection Fee Escrow to GGB Properties, LLC (Able Ambulance).

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

5. TOWNSHIP COMMITTEE APPOINTMENTS.

WHEREAS, there exists two vacancies on the Cultural and Arts Commission; and

WHEREAS, the Township Committee wishes to appoint Danielle Austen and Lana Selman as Regular members of the Cultural and Arts Commission, with terms ending on 12-31-15 to fill those vacancies.

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.

6. RESOLUTION AUTHORIZING ENCROACHMENT INTO UTILITY EASEMENT DEPICTED ON FILE MAP 1798 PERTAINING TO THE PROPERTY IDENTIFIED AS 22 PIERSON DRIVE, BLOCK 177.11, LOT 18, TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY, NEW JERSEY.

WHEREAS, Veronica and Curtis Suraci ("Suraci") are the owners of the property identified as 22 Pierson Drive, Block 177.11, Lot 18, in the Township of Hillsborough, Somerset County, New Jersey ("Property");

WHEREAS, Suraci filed an application with the Township of Hillsborough Board of Adjustment to permit the construction of a roof over an existing patio ("Application"); and

WHEREAS, the survey submitted with the Application revealed that the existing concrete patio encroaches approximately one (1') foot into the 20' Utility Easement depicted on filed map 1798 ("Easement"); and

WHEREAS, the Assistant Township Engineer indicates the identified Easement is actually a drainage easement along the rear of six (6) properties on Pierson Drive which allows drainage flow along the rear of the properties to a storm water drainage inlet; and

WHEREAS, the Assistant Township Engineer visited the Property and adjoining lots to determine if the encroachment depicted on the survey would cause any drainage issues; and

WHEREAS, the Assistant Township Engineer determined that the existing patio encroachment of approximately one (1') foot into the Easement does not appear to cause any harm to the natural drainage flow on the Property or adjoining lots; and

WHEREAS, on December 3, 2014, the Township of Hillsborough Board of Adjustment adopted a Resolution memorializing the Board's decision to grant the Application filed by Suraci to permit the construction of a roof over the existing patio subject to the Township approval of the existing encroachment; and

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that based on the minor nature of the encroachment and the Assistant Township Engineer's determination that the encroachment does not appear to cause any harm to the natural drainage flow on the Property or adjoining lots, the Township Committee deems it appropriate to authorize the existing encroachment and construction of the roof over the existing patio as approved by the Board of Adjustment.

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

CLAIMS LISTS

Mayor Tomson presented Claims Lists 2015-02.

Upon motion by Deputy Mayor Burchette, seconded by Committeewoman McCauley, Claims List 2015-02 was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Deputy Mayor Burchette, seconded by Committeeman Suraci, the meeting duly adjourned at 7:57 p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk