

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 Administrator Anthony Ferrera, Township Clerk Pamela Borek, and Township Attorney William Willard. Absent: Committeewoman McCauley

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. December 29, 2015.

APPROVAL OF MINUTES

- *Approval of the December 1, 2015 Special Meeting Minutes*

Upon a motion by Deputy Mayor Burchette, seconded by Committeeman DelCore, the minutes of the December 1, 2015 Special Session Meeting was approved upon the call of the roll.

- *Approval of the December 1, 2015 Executive Session Minutes*

Upon a motion by Deputy Mayor Burchette, seconded by Committeeman DelCore, the minutes of the December 1, 2015 Executive Session Meeting was approved upon the call of the roll.

- *Approval of the December 15, 2015 Regular Session Minutes*

Upon a motion by Deputy Mayor Burchette, seconded by Committeeman DelCore, the minutes of the December 15, 2015 Regular Session Meeting was approved upon the call of the roll.

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

Committeeman DelCore

Committeeman DelCore noted that the winter Recreation brochure is available online. Residents can check it for a complete listing of all the upcoming activities and programs.

Committeeman DelCore announced that the annual Rabies Clinic will be held on January 23, 2016 from 10 am until 12 noon, weather permitting. No registration is necessary. Cats must be in a secure box or carrier and dogs must be leashed. This Clinic is offered FREE of charge.

Committeeman DelCore stated that Hillsborough residents are reminded that all Township dogs need to be licensed by February 28th. The dog license application can be obtained in the Finance Office or on the Township website. In applying for a dog license, proof of rabies vaccine valid through October 2016 must be provided with the application, unless your vet provides you with a letter stating that for health reasons your dog cannot be vaccinated at this time.

Committeeman DelCore noted to keep in mind this is a tentative schedule and updates will be on the Township website and in the Friday e-newsletter.

Committeeman DelCore wished everyone a happy and healthy New Year.

Committeeman Suraci

Committeeman Suraci stated for the holidays, the library will be closed on Thursday, December 31st and Friday, January 1st for New Years. The library will resume regular hours on Saturday January 2nd.

Committeeman Suraci noted the annual Resolution Run will be held on New Year's Day. Residents should expect certain driveways of the municipal building to be inaccessible beginning at approximately 8AM until approximately 1PM. Runners will be present on the roadways in the vicinity of the Municipal building which include South Branch Road, Beekman Lane and throughout the Rohill development. The race begins at 11AM. Motorists are reminded to use extra caution and yield the right of way to runners on the road. Short traffic delays may be encountered.

Committeeman Suraci reminded residents with New Year's Eve upon us, the Hillsborough Township Police Department would like to remind motorists of the dangers of drinking and driving. Take advantage of public transportation if available, call a cab, UBER or use a designated driver. Have a safe and Happy New Year.

Deputy Mayor Burchette

Deputy Mayor Burchette stated the Township Leaf Pick Up program will remain in effect, as weather conditions have been favorable. Please do not rake leaves into the roadways. For any additional information, please contact the DPW office at 908-369-3950.

Deputy Mayor Burchette noted DPW would also like to remind residents that now is the time to check the structural integrity of your mailbox in anticipation of potential winter storms.

Mayor Tomson

Mayor Tomson stated this is his last meeting as Mayor for 2015 and wanted to share a few parting thoughts. It certainly is no secret that he LOVES this town, my home-town, Hillsborough, New Jersey. That has become quite evident during his tenure over the last two years on this dais.

Mayor Tomson continued that it has been his honor and pleasure to have had the tremendous fortune to serve as the Mayor of his hometown, Hillsborough Township, for 2014 and 2015.

Mayor Tomson stated that Hillsborough had yet another stellar year; some of the highlights included: increased communication with the redesigned weekly e-newsletter, actively utilizing Twitter, and further expansion of the Honeywell Instant Alert Messaging System. We have continued to focus on our Senior Community by hosting the second annual Hillsborough Senior Olympics while the Senior Transportation Program received a new 2015 Ford Goshen Bus. Our Veterans remain a focal point of our appreciation with the Annual Salute to Veterans Breakfast, the Annual Purple Heart Ceremony and the Veterans Day evening ceremony.

Mayor Tomson noted in terms of recognition for the Township, Hillsborough was once again named to Money Magazines Best Places to Live for 2015, the only town in New Jersey to be on the 2015 list. Additionally, Hillsborough ranked the 7th best place to live in New Jersey according to the PhillyVoice. Hillsborough, according to Niche, was a top suburb to raise a family and SafeWise ranked Hillsborough 11th safest town. The Township was also recognized for adopting a Complete Streets Policy, received the New Jersey Smart Workplaces Platinum Award and re-certified at the Silver Level for Sustainable Jersey.

Mayor Tomson stated that the Town Calendar was brought back in 2015 and currently awaiting the 20th Anniversary edition of the Business Community Map. Additionally, we finally we saw the opening of a dog park located at AVM.

Mayor Tomson stated that not once, but twice Hillsborough participated in the New Jersey Devils My Town Series in which Hillsborough Township was highlighted at a National Hockey League game at the Prudential Center, home of the New Jersey Devils.

Mayor Tomson continued to say his last goodbyes, he noted it has been quite a year and once again would like to thank the amazing residents of the Township for their continued support. Hillsborough would not have been able to earn all of this recognition without the Municipal employees, who he thanked as well; their tireless dedication to our residents is truly appreciated. And lastly, the Mayor's colleagues here on the dais, he truly has been honored to work with all of the Township Committee as Mayor this past year and is thankful for your continued friendship and support.

PROCLAMATIONS

- **Proclamation honoring Lauren Gross for Girl Scout Gold Award**

WHEREAS, Lauren Gross, a 2015 graduate of Hillsborough High School, a Freshman at Bucknell University majoring in biology; and a member of Girl Scout Troop 60278 has earned the status of the Girl Scout Gold Award; and

WHEREAS, Lauren has been a member of Girl Scout Troop 60278 since 2002; and

WHEREAS, we, the Township Committee of the Township of Hillsborough, recognize that Lauren devoted over 80 hours towards earning her Girl Scout Gold Award, working with diligence and making sacrifices in order to achieve this highly coveted position; and

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

WHEREAS, Lauren's Girl Scout Gold Award project, "Hats for Hope" consisted of Lauren teaching sports clubs and honor societies how to make no-sew fleece hats; and

WHEREAS, Lauren delivered these hats to St. Peter's Hospital and the hats were given to adult and pediatric cancer patients during the holiday season; and

WHEREAS, Lauren 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 Lauren 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 Lauren Gross for having earned her Girl Scout Gold Award, an honor for both her and for those who have guided her, with best wishes for a bright future.*

- **Proclamation honoring Brooke Lutt for Girl Scout Gold Award**

WHEREAS, Brooke Lutt, a 2015 graduate of Hillsborough High School, a Freshman at Lehigh University studying Civil Engineering, and a member of Girl Scout Troop 60278 has earned the status of the Girl Scout Gold Award; and

WHEREAS, Brooke has been a member of Girl Scout Troop 60278 since joining as a Daisy in 2002; and

WHEREAS, we, the Township Committee of the Township of Hillsborough, recognize the many hours Brooke devoted towards earning her Girl Scout Gold Award, working with diligence and making sacrifices in order to achieve this highly coveted position; and

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

WHEREAS, Brooke's Girl Scout Gold Award project, "I Was Thinking of You Today", consisted of collaborating with the University Medical Center of Princeton and Trinity Church of Princeton to create over 85 gift bags for children in the pediatrics unit of Bristol Myers Squibb charity clinic; and

WHEREAS, Brooke's goal was to bring small acts of kindness to children and let them know someone cares; and

WHEREAS, Brooke 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 Brooke 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 Brooke Lautt for having earned her Girl Scout Gold Award, an honor for both her and for those who have guided her, with best wishes for a bright future.

- **Proclamation honoring Molly Doyle for Girl Scout Gold Award**

WHEREAS, Molly Doyle, a 2015 graduate of Hillsborough High School, and a member of Girl Scout Troop 60278 has earned the status of the Girl Scout Gold Award; and

WHEREAS, Molly is a Freshman at the University of Delaware majoring in Nursing, and a member of the University of Delaware's Cross Country and Track and Field teams; and

WHEREAS, Molly has been a member of Girl Scout Troop 60278 since 2002; and

WHEREAS, we, the Township Committee of the Township of Hillsborough, recognize the many hours that Molly devoted towards earning her Girl Scout Gold Award, working with diligence and making sacrifices in order to achieve this highly coveted position; and

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

WHEREAS, Molly's Girl Scout Gold Award project consisted of creating a 200 meter hill loop, Raider Hill Path, that connects to the existing Big Boy Path at Hillsborough High School; and

WHEREAS, Molly 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 Molly 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 Molly Doyle for having earned her Girl Scout Gold Award, an honor for both her and for those who have guided her, with best wishes for a bright future.

Mayor Tomson:

Mayor Tomson noted that he had forgotten to extend his appreciation to Caz, the videographer, and to Bill Willard, the Township Attorney for their dedication to the Township during his time as Mayor.

NEW BUSINESS

None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

None

PUBLIC HEARINGS

**ORDINANCE 2015-23 AN ORDINANCE AUTHORIZING ACCEPTANCE OF DEED
OF OPEN SPACE DEDICATION FROM ABRAMOVITZ
DEVELOPMENT CORPORATION**

WHEREAS, on December 14, 2000, Colonial Square at Belle Mead, obtained from the Township of Hillsborough Planning Board Preliminary Major Subdivision approval for Application #99-PB-26-MJP, memorialized by Resolution dated January 4, 2001; and

WHEREAS, on June 6, 2002, Colonial Square/JPA Building Group, Inc., obtained from the Township of Hillsborough Planning Board Amended Preliminary and Final Subdivision approval for Applications #99-PB-26-MJP and #02-PB-11-MJF, memorialized by Resolution dated July 11, 2002; and

WHEREAS, Abramovitz Development Corporation acquired and developed the Subdivision Project; and

WHEREAS, the Resolutions of approval required the Developer to grant to the Township of Hillsborough a Deed of Open Space Dedication for a portion of the property previously identified on the Tax Map of the Township as Lot 2A, Block 207, to be combined with Township Open Space Lot 4, Block 207.10, as set forth on the filed Map 2003106615 entitled "Final Plat Major Subdivision Colonial Square at Belle Mead", dated June 4, 2003 and filed on August 26, 2003; and

WHEREAS, as required by the Resolutions of approval the Developer provided the Township with a Deed of Open Space Dedication for a portion of the property previously identified on the Tax Map of the Township as Lot 2A, Block 207 to be combined with Township Open Space Lot 4, Block 207.10; and

WHEREAS, the Township Attorney for Hillsborough has reviewed the Deed of Open Space Dedication and finds the same to be acceptable.

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

1. The Township of Hillsborough hereby accepts the Deed of Open Space Dedication from Abramovitz Development Corporation for a portion of the property previously identified on the Tax Map of the Township as Lot 2A, Block 207, to be combined with Township Open Space Lot 4, Block 207.10, as set forth on the filed Map 2003106615 entitled "Final Plat Major Subdivision Colonial Square at Belle Mead", dated June 4, 2003 and filed on August 26, 2003.
2. This Ordinance shall take effect upon adoption and publication according to law.

Mayor Tomson stated that as indicated when this ordinance was introduced it allows for a deed of dedication of Open Space pursuant to the subdivision approval by the Planning Board. 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.

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

Upon motion by Committeeman Suraci, seconded by Committeeman DelCore the public hearing was closed and Ordinance 2016-23 was adopted and unanimously approved upon call of the roll.

INTRODUCTION OF NEW ORDINANCES

None

CONSIDERATIONS

- 1. RESOLUTION AUTHORIZING THE HIRING OF JENNIFER PRYOR TO THE POSITION OF PART-TIME SECRETARY IN THE TOWNSHIP'S RECREATION OFFICE, AT AN HOURLY RATE OF \$14.50 PER HOUR, NOT TO EXCEED 29 HOURS PER WEEK, EFFECTIVE DECEMBER 30, 2015, PENDING POSITIVE COMPLETION OF A BACKGROUND CHECK**

WHEREAS, there is the need for a part-time Secretary, in the Township's Recreation Office; and

WHEREAS, the Director of Parks, Recreation and Social Services recommends the hiring of Jennifer Pryor as a part-time Secretary, effective December 30, 2015, at a rate of \$14.50 per hour, not to exceed 29 hours per week, pending positive completion of background check.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the recommendation of the Director of Parks, Recreation and Social Services is hereby accepted and approved.

Mayor Tomson stated that there exists an opening in the position of part-time secretary in the Recreation office. Interviews were conducted and the Recreation Director and Assistant Director recommend Ms. Pryor to fill that vacancy.

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

- 2. RESOLUTION AUTHORIZING THE EXECUTION OF A "NON FAIR AND OPEN" SOFTWARE MAINTENANCE AGREEMENT WITH LARIMORE ASSOCIATES FOR MAINTENANCE OF POLICE DEPARTMENT SOFTWARE FOR 2016 IN AN AMOUNT NOT TO EXCEED \$20,050.00**

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 2015; and

WHEREAS, the Acting Chief of Police recommends the execution of a Software Maintenance Agreement with Larimore Associates for 2016; and

WHEREAS, the Township employs a Qualified Purchasing Agent who also recommends the Software Maintenance Agreement with Larimore Associates for 2016; and

WHEREAS, the amount of the Agreement is below the Township of Hillsborough's bid threshold of \$40,000 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 Acting Chief of Police is authorized to execute a Non Fair and Open Software Maintenance Agreement with Larimore Associates for 2016.

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 Committeeman DelCore, the aforesaid resolution was unanimously approved upon call of the roll.

3. RESOLUTION ESTABLISHING THE ANNUAL SALARIES AND WAGES OF MUNICIPAL EMPLOYEES

BE IT RESOLVED, by the Township Committee of the Township of Hillsborough that the annual base salaries of the following employees are authorized effective January 1, 2016, unless otherwise noted.

<u>Name</u>	<u>Position</u>	<u>Base Salary</u>
Capell, Shelly	Secretary to Township Engineer	\$63,273.00
Daugherty, Donna	Technical Assistant	\$44,068.00
Dunn, Griffin	Recreation Program Coordinator	\$41,859.00
Horvath, Nancy	Deputy Court Administrator	\$54,971.00
Strothers, Lisa	Violations Clerk	\$51,359.00
Walakonis, Louis	Civilian Police Specialist	\$44,910.00

Mayor Tomson stated that each year based on their labor contract, members of the AFSCME union are selected to receive merit increases. The Compensation Committee votes on these individuals based on recommendations and personnel evaluations. This resolution authorizes those increases.

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

4. RESOLUTION TERMINATING CUSTODIAL SERVICES CONTRACT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND MANHATTAN MAINTENANCE COMPANY AND AWARDING CUSTODIAL SERVICES CONTRACT TO EXCELLENT BUILDING SERVICE CORPORATION FOR THE PERIOD JANUARY 1, 2016 THROUGH DECEMBER 31, 2017 IN AN AMOUNT NOT TO EXCEED \$165,720.00

WHEREAS, pursuant to the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq, the Township of Hillsborough solicited bids through the Fair and Open process for Custodial Services for the period October 1, 2015 to September 30, 2017; and

WHEREAS, the Township received five (5) bids and awarded a Custodial Services Contract to Manhattan Maintenance Company as the lowest responsible bidder; and

WHEREAS, after the Township awarded the Custodial Services Contract, Manhattan Maintenance Company advised the Township there was an error in the bid calculation they submitted; and

WHEREAS, Manhattan Maintenance Company requested the Township relieve them of their contractual obligations based on the error in the bid calculation they submitted; and

WHEREAS, the Township Committee of the Township of Hillsborough determined it to be in the best interests of the Township to relieve Manhattan Maintenance Company of their contractual obligations based on the error in the bid calculation they submitted and their poor performance of the contracted custodial services to date; and

WHEREAS, pursuant to the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq, the Township of Hillsborough again solicited bids through the Fair and Open process for Custodial Services for the period January 1, 2016 to December 31, 2017; and

WHEREAS, a notice of advertisement for bids and an Invitation to Bid were prepared and advertised on November 30, 2015; and

WHEREAS, sealed bids were opened and read on December 16, 2015 at 10:00 AM, which was the time and place as provided for in the Invitation to Bid entitled "Custodial Services for the period from January 1, 2016 through December 31, 2017" in accordance with the Local Public Contracts Law; and

WHEREAS, four (4) bids were received from the following vendors:

<u>Vendor</u>	<u>Amount</u>
Excellent Building Services Corp.	\$165,720.00
Guardian Service Industries Inc.	\$232,681.32
Routine Maintenance	\$386,900.00
Able Building Maintenance	\$466,996.00

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; and

WHEREAS, N.J.S.A. 40A:11-2(27) defines the lowest responsible bidder as the bidder or vendor whose response to a request for bids offers the lowest price and is responsive and responsible; and

WHEREAS, the Qualified Purchasing Agent has determined that the lowest responsible bidder is Excellent Building Services Corporation and recommends the Custodial Services Contract be awarded to them as such; 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 Custodial Services Contract between the Township of Hillsborough and Manhattan Maintenance Company for the period October 1, 2015 to September 30, 2017 is hereby terminated effective December 31, 2015.
2. The Township of Hillsborough hereby awards a Custodial Services Contract for the period January 1, 2016 to December 31, 2017 to Excellent Building Services Corporation in an amount not to exceed \$165,720.00 plus Special Item #1 at \$300.00 per call and Special Item #2 at \$45.00 per man hour.
3. The Mayor and Township Clerk are hereby authorized to execute the Township standard form of contract consistent with the terms of this Resolution.
4. Notice of this action shall be printed once in the official Township Newspaper.

Mayor Tomson stated that sealed bids were received and subsequently a contract was originally awarded to Manhattan Maintenance Company as the lower responsible bidder. The Township was then later notified by Manhattan Maintenance Company that an error was made in their bid calculation that they submitted. Manhattan Maintenance Company requested that the Township relieve them of their contractual obligations based on said error. It was determined that it was in the best interest of the Township to relieve Manhattan Maintenance of the original contract and again solicit bids for custodial services. Sealed bids were received on December 16th in accordance of Local Public Contracts Law and this resolution authorizes a contract to Excellent Building Services as the lowest responsible bidder.

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

5. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO SCREEN STYLES, LLC, FOR "RECREATION AND OTHER UNIFORMS FOR 2016" IN AN AMOUNT NOT TO EXCEED \$31,205.00

WHEREAS, a notice of advertisement for bids and an Invitation to Bid were prepared and advertised on November 30, 2015; and

WHEREAS, sealed bids were opened and read on December 16, 2015 at 11:00 AM, which was the time and place as provided for in the Invitation to Bid entitled "Recreation and Other Uniforms for 2016" in accordance with the Local Public Contracts Law; and

WHEREAS, two (2) bids were received from the following vendors:

<u>Vendor</u>	<u>Amount</u>
Screen Styles, LLC	\$31,205.00
Diamond National Outfitters, Inc.	\$35,401.50

WHEREAS, the specifications provide that the award of the contract shall be made to the lowest responsible bidder for the bid; 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 Screen Styles, LLC; 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. An award of contract is authorized for "Recreation and Other Uniforms for 2016" to Screen Styles, LLC in an amount not to exceed \$31,205.00.
2. The Mayor and Township Clerk are hereby authorized to execute the Township standard form of contract which shall delineate within it all of the terms of this Resolution.
3. A notice of this action shall be printed once in the official Township Newspaper.

Mayor Tomson stated that two sealed bids were received for Recreation and other uniforms for 2016. This resolution awards a contract to Screen Styles as the lowest responsible bidder for said contract.

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

6. RESOLUTION APPROVING 2015 BUDGET TRANSFERS

WHEREAS, N.J.S.A. 40A:4-58 allows for appropriation transfers during the last 2 months of a budget fiscal year when there is a need for these transfers; and

WHEREAS, there is a need to do appropriation transfers between appropriations in the 2015 Municipal Budget.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Chief Finance Officer be authorized to make transfers between the following appropriations in the 2015 Budget:

TO:	Economic Business Development	S&W 722	18,000.00
	Police	S&W 745	32,500.00
	Snow Removal	OE 769	5,000.00
	Municipal Court	S&W 842	4,500.00
	TOTAL		60,000.00
FROM:	Construction	S&W 725	50,500.00
	Streets & Roads	OE 765	5,000.00
	Municipal Court	OE 855	4,500.00
	TOTAL		60,000.00

Mayor Tomson stated that budget transfers are only permitted in the last two months of the fiscal year or in the first three months of the new fiscal year. This resolution transfers funds within budget line items to fund appropriations where we have incurred additional expenditures.

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

7. RESOLUTION APPROVING THE PURCHASE OF DELL COMPUTER EQUIPMENT, UNDER STATE CONTRACT #88796 IN THE AMOUNT OF \$52,544.93

WHEREAS, the Information Technology Director determined the need for the following computer equipment from Dell Marketing, L.P., for a total amount not to exceed \$42,424.59; and

- Laptops and Computers , in a total amount not to exceed \$23,928.76;
- Computer and Equipment Warranties, in a total amount not to exceed \$11,212.74;
- Computer Monitors and Screens, in a total amount not to exceed \$5,704.27;
- Software, Accessories and Cables, in a total amount not to exceed \$1,578.82;

WHEREAS, these products will be purchased under New Jersey State Contract #70256; and

WHEREAS, funds are available to make such purchases or acquisitions by the Chief Finance Officer, said certification is attached to this resolution.

WHEREAS, Hillsborough Township Police Department has determined a need for the following products from Dell Marketing, L.P., for a total amount not to exceed \$10,120.34; and

- Laptop, in an amount not to exceed \$3,500.00;
- Computer Monitors in a total amount not to exceed \$1,759.92;
- Dell PowerEdge T430 Server, in an amount not to exceed \$2,961.41;
- Software, Accessories and Cables, in a total amount not to exceed \$1,899.01;
-

WHEREAS, these products will be purchased under New Jersey State Contract #88796; and

WHEREAS, funds are available to make such purchases or acquisitions 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 it hereby approves the purchase through state contract of the aforementioned products from Dell Marketing, L.P., in a total amount of \$52,544.93.

Mayor Tomson stated each year funds are budgeted in the Information Technology Budget Line item to purchase any necessary computer upgrades, licenses or replacements. This resolution authorizes the purchase of such equipment and the use of it in various departments throughout the Township. These purchases are made utilizing State Contract.

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

8. RESOLUTION AUTHORIZING THE HIRING OF ROBERT WAGNER AS THE DIRECTOR OF PARKS, RECREATION AND SOCIAL SERVICES, EFFECTIVE JANUARY 11, 2016 AT A SALARY OF \$88,000.00 PER YEAR

WHEREAS, there exist a vacancy in the position of Director of Parks, Recreation and Social Services due to the retirement of Ron Skobo; and

WHEREAS, the Administrator recommends the hiring of Robert Wagner to the position of Director in the Department of Parks, Recreation and Social Services, effective January 11, 2016 at a salary of \$88,000.00 per year.

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 Administrator is hereby accepted and approved.

Mayor Tomson stated that interviews were conducted for the position of Parks, Recreation and Social Services Director. The personnel committee recommends Mr. Wagner for this position.

Committeeman DelCore added that he had the opportunity to interview Mr. Wagner as well as other candidates and stated he is very experienced in State and municipal government and has run significant departments during his career. Mr. Wagner has tremendous leadership abilities and is a welcomed addition to our list of department heads.

Committeeman Suraci noted as well that he has known Mr. Wagner for numerous years and is known as a 'diamond' of the township. Welcome aboard.

Deputy Mayor Burchette added that he was happy that Hillsborough was fortunate to have the opportunity to have Mr. Wagner on board.

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

Mayor Tomson added his congratulations to Mr. Wagner and welcomed him aboard.

9. RESOLUTION AUTHORIZING THE INSTALLATION OF CERAMIC TILE IN THE REAR VESTIBULE OF THE MUNICIPAL BUILDING BY KOMAR & KOMAR, INC., IN AN AMOUNT NOT TO EXCEED \$7,794.95

WHEREAS, the Township of Hillsborough solicited quotes for the installation of ceramic tile in the rear vestibule of the Municipal Building and three (3) quotes were received as follows:

Komar & Komar, Inc.	\$ 7,794.95
Oasis Tile of Belle Meade	\$ 9,240.00
Carpet Heritage, Inc.	\$10,970.00

WHEREAS, both the Director of Public Works and the Township Qualified Purchasing Agent recommend the installation of ceramic tile in the rear vestibule of the Municipal Building by Komar & Komar, Inc., in an amount not to exceed \$7,794.95; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby authorizes and approves the installation of ceramic tile in the rear vestibule of the Municipal Building by Komar & Komar, Inc., in an amount not to exceed \$7,994.95.

Mayor Tomson stated that the Township solicited quotes for this project and three were received. Komar & Komar was the lowest responsive quote and are recommended by the Director of Public Works to complete the project.

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

CONSENT

1. RESOLUTION APPROVING THE REQUEST FROM ARUM AND ARCHANA HONWAD FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$166.19.

WHEREAS, a request has been received from Arun and Archana Honwad for the release of Development Review Escrow; and

WHEREAS, the Hillsborough Township Planning Director certifies that all work related to the review of the above has been completed; and

WHEREAS, the Hillsborough Township Planning Director recommends that the Township Committee take action to release the \$166.19 Development Review Escrow because the work has been completed.

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 Hillsborough Township Planning Director be and hereby is accepted and approved.

2. RESOLUTION GRANTING PERMANENT EMPLOYEE STATUS TO CHRIS HUDDY, IN THE HILLSBOROUGH TOWNSHIP BUILDING DEPARTMENT, EFFECTIVE DECEMBER 22, 2015

WHEREAS, Chris Huddy was hired as Building Inspector in the Building Department on October 22, 2015; and

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

WHEREAS, having qualified for regular employee status during the three-month probationary period, the Construction Official recommends that regular employee status be conferred upon Mr. Huddy, effective December 22, 2015.

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

3. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF "SOCIAL PROBLEMS AND SOLUTIONS" OFFERED THROUGH FAIRLEIGH DICKINSON'S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,564.39, PURSUANT TO ARTICLE XVIII OF THE CURRENT PBA CONTRACT.

WHEREAS, it is the policy of the Township of Hillsborough to encourage continuing education on the part of full-time employees for the purpose of enabling them to better perform in their jobs and to better prepare them in the event of an opportunity for advancement and promotion within the Township; and

WHEREAS, financial assistance for education is outlined in Article XVIII of the current PBA contract; and

WHEREAS, Officer Howard has successfully completed the "Social Problems and Solutions" course through Fairleigh Dickinson's Administrative Science program; and

WHEREAS, Officer Howard has requested consideration under the Township's Educational Assistance provisions; and

WHEREAS, the Chief of Police has requested favorable consideration of Officer Howard's request for financial reimbursement of seventy-five percent (75%) of the \$2,085.86 cost incurred for a total of \$1,564.39.

4. RESOLUTION AUTHORIZING OFFICER JACK HOWARD TO ENROLL IN "COMPUTER SECURITY ADMINISTRATION" COURSE TOWARDS HIS MASTER'S DEGREE IN ADMINISTRATIVE SCIENCE TO BE ELIGIBLE FOR TUITION REIMBURSEMENT OF SAID COURSE ONCE IT HAS BEEN SUCCESSFULLY COMPLETED, PURSUANT TO ARTICLE XVIII OF THE CURRENT PBA CONTRACT.

WHEREAS, it is the policy of the Township of Hillsborough to encourage continuing education on the part of full-time employees for the purpose of enabling them to better perform in their jobs and to better prepare them in the event of an opportunity for advancement and promotion within the Township; and

WHEREAS, financial assistance for education is outlined in Article XVIII of the current PBA contract; and

WHEREAS, Officer Jack Howard is requesting authorization to take "Computer Security Administration" course towards his Master's Degree in Administrative Science; and

WHEREAS, Officer Howard has requested consideration under the Township's Educational Assistance provision upon successful completion of the aforementioned course; and

WHEREAS, the Chief of Police has requested favorable consideration of Officer Howard's request for financial reimbursement of seventy-five percent (75%) of the cost incurred upon successful completion of the classes.

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 Chief of Police is hereby accepted and approved.

5. RESOLUTION CONFIRMING AND RATIFYING THE REFUND OF TAX OVERPAYMENTS IN THE AMOUNT OF \$250.00. (Total Properties 1)

WHEREAS, real property tax payers overpaid their real property taxes; and

WHEREAS, the Tax Collector has received proof of such payments after correspondence with said property owners.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee, of the Township of Hillsborough, County of Somerset, State of New Jersey, the Tax Collector is hereby authorized to refund said amounts to the property owners; Total, \$250.00, properties, 1.

Block	Lot	Name	Amount	Qtr	Year
200.11	6	Hirsch, Peter J & Donna P	\$250.00	4 th	2015

6. RESOLUTION AUTHORIZING THE REFUND OF FEES IN THE AMOUNT OF \$122.00.

WHEREAS, there are refunds due from Current Fund; and

WHEREAS, the Chief Financial Officer has received proof of such refunds being due and payable.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee, of the Township of Hillsborough, County of Somerset, State of New Jersey, the Chief Financial Officer is hereby authorized to refund said amounts as detailed below, in a total amount of \$122.00.

Name	Amount	Purpose
Petro Oil	\$122.00	Refund of Dup. Building Permit

7. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$125.00

WHEREAS, there are refunds due from Recreation program fees; and

WHEREAS, the Chief Financial Officer has received proof of such refunds being due and payable.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee, of the Township of Hillsborough, County of Somerset, State of New Jersey, the Chief Financial Officer is hereby authorized to refund said amounts as detailed below, in a total amount of \$125.00.

Name	Amount	Name	Amount
Preeti Tyagi	\$125.00		

8. RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY FEDERAL GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY

WHEREAS, the Township of Hillsborough wishes to apply for funding of approximately \$60,000 for which the additional \$307,607.33 for the officer's salary and benefits will be funded through 2016 budget appropriations for an approximate project total cost of \$367,607.33 for a project under the State of New Jersey 2016 Safe and Secure Communities Grant 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, for the purpose described in the application; and

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

1. As a matter of public policy the Township of Hillsborough 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.

9. RESOLUTION WAIVING BOARD OF ADJUSTMENT MINOR SUBDIVISION AND AMENDED USE VARIANCE APPLICATION, GIS AND ESCROW FEES FOR THE COUNTY OF SOMERSET MINOR SUBDIVISION AND AMENDED USE VARIANCE APPLICATION FOR THE PROPERTY IDENTIFIED ON THE TAX MAP OF THE TOWNSHIP OF HILLSBOROUGH AS BLOCK 173, LOT 8 AND COMMONLY KNOWN AS 19 WERTSVILLE ROAD, HILLSBOROUGH, NJ

WHEREAS, the County of Somerset intends to file a Minor Subdivision and Amended Use Variance Application with the Hillsborough Township Board of Adjustment for the property identified as Block 173, Lot 8, on the Tax Map of Hillsborough and commonly known as 19 Wertsville Road ("Property"); and

WHEREAS, the purpose of the subdivision is to create a 90 +/- acre lot that will be added to the Somerset County Open Space Inventory; and

WHEREAS, the County of Somerset requested the Township of Hillsborough waive the fees associated with the Board of Adjustment Minor Subdivision and Amended Use Variance Application to be submitted by the County of Somerset for the Property.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Minor Subdivision and Amended Use Variance Application, GIS and Escrow fees for the County of Somerset application to subdivide the Property to create a 90 +/- acre lot to be added to the Somerset County Open Space Inventory are hereby waived.

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

10. RESOLUTION ACCEPTING THE RETIREMENT OF RON SKOBO, DIRECTOR OF PARKS, RECREATION AND SOCIAL SERVICES, EFFECTIVE DECEMBER 31, 2015

WHEREAS, Ron Skobo has submitted his retirement from the position Director of Park, Recreation and Social Services effective December 31, 2015.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby accepts the retirement of Ron Skobo, effective December 31, 2015.

11. RESOLUTION ACCEPTING THE RETIREMENT OF GENE STRUPINSKY, BUSINESS ADVOCATE, EFFECTIVE DECEMBER 31, 2015

WHEREAS, Gene Strupinsky has submitted his retirement from the position Business Advocate effective December 31, 2015.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby accepts the retirement of Gene Strupinsky, effective December 31, 2015.

Mayor Tomson additionally noted the retirement of Ron Skobo, Director of Parks, Recreation and Social Services, who also served as the Director of Building Dept, and a Police Officer within the County. Ron has been an invaluable asset to the township and county for over 35 years and he will be missed.

Mayor Tomson continued stating his acceptance of the retirement of Gene Strupinsky as the Hillsborough Township's Business Advocate. Mayor Tomson added that almost every business knows him and he leaves big shoes to be filled by the next Business Advocate hired.

Mayor Tomson added his thanks to both men for the dedicated service to the Township.

Township Administrator Ferrera added that both Ron and Gene have provided exceptional customer service during their time in the Township, within the municipal building and in the business community and will be missed. He congratulated both gentlemen on their future endeavors and noted they will be honored in January.

Committeeman DelCore added he was a liaison on the 2 groups that both Ron and Gene have been involved with. If anyone has been to any of the EBDC socials, they know the reaction he gets from the business community is extremely positive. Gene will be missed and we are losing 2 very valuable people.

CLAIMS LISTS

Mayor Tomson asked to approve Claims Lists 2015-24.

Upon motion Deputy Mayor Burchette, seconded by Committeeman DelCore, Claims List 2015-24 was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Committeeman Suraci, seconded by Committeeman DelCore, the meeting duly adjourned at 8:13 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk