

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

SALUTE TO THE FLAG

Following roll call, Mayor DelCore 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 February 9, 2016.

APPROVAL OF MINUTES

- *Approval of the September 21, 2015 Executive Session Meeting Minutes*

Upon a motion by Committeewoman McCauley, seconded by Deputy Mayor Suraci, the minutes of the September 21, 2015 Executive Session Meeting was approved upon the call of the roll. Committeeman Burchette abstained.

- *Approval of the January 12, 2016 Regular Session Meeting Minutes*

Upon a motion by Committeeman Tomson, seconded by Deputy Mayor Suraci, the minutes of the January 12, 2016 Regular Session Meeting was approved upon the call of the roll. Committeewoman McCauley abstained.

- *Approval of the January 26, 2016 Regular Session Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Committeeman Tomson, the minutes of the January 26, 2016 Regular Session Meeting was approved upon the call of the roll.

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

Committeeman Burchette

Committeeman Burchette attended the Winterguard Event at Hillsborough High School on Saturday, February 6th, 2016 and he commended the students on an impressive show.

Committeeman Burchette reminded homeowners must not discharge their sump pumps to the street or neighboring properties that could cause flooding or icing conditions. Homeowners must maintain their water discharge on their properties by use of some form of storm water control such as swales, rain gardens, retention, dry wells, etc. Committeeman Burchette noted to contact the Engineering Department for more information.

Committeewoman McCauley

Committeewoman McCauley stated the Hillsborough Board of Fire Commissioners will hold their Annual Election on February 20, 2016. Committeewoman McCauley noted this year 2 commissioners will be elected to serve a 3 year term, each.

Committeewoman McCauley noted that the last day to register to vote for the Board of Fire Commissioners Election is this Thursday, February 18th.

Committeeman Tomson

Committeeman Tomson attended the Woods Road Fire House Installation Dinner with Mayor DelCore. Committeeman Tomson extended his congratulations to Chief Murphy and to ex-Chief Fulmino for doing a great job over the past couple of years.

Committeeman Tomson announced the Hillsborough Cultural Arts Commission will be hosting the 2016 Art and Photo Exhibition March 11-13th. Committeeman Tomson noted there will be a reception on Friday, March 11th from 7-9 pm. The deadline to register is Sunday, March 6th. Committeeman Tomson noted the exhibition is open to all adults and students residing in Somerset, Mercer and Hunterdon Counties and there is a maximum of 2 entries per person.

Committeeman Tomson stated registration is ongoing for the Spring Soccer and Girls Softball Leagues through the Recreation Department.

Deputy Mayor Suraci

Deputy Mayor Suraci attended the Winterguard event with Committeeman Burchette and had the privilege to giving out an award. Deputy Mayor Suraci mentioned the exceptional talent of the members of the Winterguard and stated it was something not to be missed.

Deputy Mayor Suraci stated property owners are reminded that 1st quarter tax payments are due no later than the close of business on February 10th without interest. Deputy Mayor Suraci noted that payments can be made in person or on the Township website www.hillsborough-nj.org. Deputy Mayor Suraci added there is no charge if you pay with a checking account and there is a 2.5% convenience fee if you pay with a credit card.

Deputy Mayor Suraci stated that pet owners have until February 29th to license their dogs for 2016. Deputy Mayor Suraci noted that a pet must have a valid rabies vaccination good through October of 2016.

Deputy Mayor Suraci stated that Niche.com, a national website that compiles reviews and rankings of public schools, colleges, cities and neighborhoods, has included four of the township's elementary schools in its list of the top 100 elementary schools in New Jersey.

Deputy Mayor Suraci congratulated Hillsborough Elementary School, Sunnymead Elementary School, Amsterdam Elementary School, and Woods Road Elementary School on this recognition.

Deputy Mayor Suraci stated the Board of Education of the Township of Hillsborough will hold a Special School District Election on Tuesday, March 8th. Deputy Mayor Suraci noted this is a referendum regarding a spending initiative. Deputy Mayor Suraci added that the last day to register to vote in that election will be Tuesday, February 16th.

Deputy Mayor Suraci stated that Dr. Schiff, Superintendent of schools will be at our next meeting for a presentation on the referendum.

Mayor DelCore

Mayor DelCore stated he along with Committeeman Tomson attended the swearing in of Chief Murphy and President Seth Freund at the Woods Road Firehouse Saturday, January 30th. Mayor DelCore congratulated both men on their posts.

Mayor DelCore also attended the installation dinner for the Neshanic Station Firehouse. Mayor DelCore congratulated Chief Chris Foley and President Leonard Brown. Mayor DelCore added that the Township is very appreciative of all our volunteers for taking on these positions and it's a great honor to swear them in.

Mayor DelCore attended the Grand Opening of Jersey Mikes and the Dollar Tree Store and he welcomed them to Hillsborough.

Mayor DelCore recently attended the Mayor's Legislative Day with Administrator Ferrera in Trenton. Mayor DelCore stated it is an opportunity to meet with Legislators and Commissioners as well as Department Heads at the State level.

Mayor DelCore stated that last week the Township Committee announced that a prospective developer known as Genesis Power, LLC, which had proposed constructing a Natural Gas Power Plant in Hillsborough Township on Amwell and Hamilton Roads near Royce Brook Country Club has abandoned their plans to build the facility in Hillsborough Township.

Mayor DelCore promised the residents and to stand by that promise that the Township Committee will review all aspects of any proposed projects for Hillsborough.

Mayor DelCore stated the Township Committee remains committed to protecting environmentally sensitive areas in town with over 30% of Hillsborough off limits to developers. Mayor DelCore noted the Township Committee will continue their work to ensure Hillsborough remains one of the best towns in America.

Mayor DelCore stated that once again the Township Committee is partnering with the Hillsborough School district to participate in the Louis Bay 2nd Future Municipal Leaders Scholarship contest. The deadline for submission is March 10th and more information regarding this will be in Friday's e-newsletter.

Mayor DelCore stated there are many ways in which residents can be connected to what is happening here at the Township; there is the Friday e-newsletter, Nixle, Honeywell Instant Alert and Twitter. Mayor DelCore noted to be sure you are connected.

APPOINTMENTS

- Swearing in of Lieutenant Charles Boyle
- Swearing in of Lieutenant Mike Fitzpatrick

Mayor DelCore asked his fellow Committee members to move onto Consideration #1.

1. RESOLUTION PROMOTING SERGEANT CHARLES BOYLE AND SERGEANT MICHAEL FITZPATRICK TO LIEUTENANT, AT AN ANNUAL SALARY OF \$141,672.00, EFFECTIVE FEBRUARY 9, 2016

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 Lieutenant in the Hillsborough Police Department has been completed; and

WHEREAS, the highest rated candidates for the position of Lieutenant were determined to be Sergeant Charles Boyle and Sergeant Michael Fitzpatrick; and

WHEREAS, Chief of Police Darren Powell has recommended the appointment of Sergeant Charles Boyle and Sergeant Michael Fitzpatrick to the position of Lieutenant effective February 9, 2016, at an annual salary of \$141,672.00.

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 Chief of Police Darren Powell are hereby accepted and approved, and Sergeant Charles Boyle and Sergeant Michael Fitzpatrick shall be promoted to the position of Lieutenant in the Hillsborough Police Department effective February 9, 2016.

Mayor DelCore called upon Lieutenant Charlie Boyle and his family to come forward for his swearing in. Police Chief Darren Powell, Committeewoman Gloria McCauley and Committeeman Greg Burchette, Liaisons to Public Safety, also joined the Mayor.

Mayor DelCore stated once again we have gone to the depths of our police department for these promotions. Mayor DelCore added it is truly an honor to promote these exemplary police officers to the position of Lieutenant and he stated they will serve the municipality in an exemplary way as they have throughout their careers.

Committeewoman McCauley congratulated both officers. Committeewoman McCauley added that not only are they both valued by fellow officers but the Township Committee as well.

Committeeman Burchette additionally congratulated both officers on their promotions.

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

Mayor DelCore called upon Lieutenant Michael Fitzpatrick and his family to come forward for his swearing in. Police Chief Darren Powell, Committeewoman Gloria McCauley and Committeeman Greg Burchette, Liaisons to Public Safety, also joined the Mayor.

PROCLAMATIONS/PRESENTATIONS

- ***Proclamation declaring February as National 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 signs 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 Mayor and the Township Committee of the Township of Hillsborough, 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 Mayor and 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.

- **Proclamation honoring the 2015 Hillsborough High School Gymnastics Team**

WHEREAS, the 2015 Hillsborough High School Gymnastics Team had a very successful season because of their hard work and dedication; and

WHEREAS, the 2015 Hillsborough High School Gymnastics Team was comprised of the following young athletes: Kristen Maher, Natalie Onderko, Sarah Pally, Kira Solt, Lauren Tran, Kelly Brady, Ashley Choi, Grace Dinunzi, Rebecca Lubin, Stella Pashaian, Stuteel Patel, Clare Hanlon, Renee Kinzler, Cindy Liu, Jennifer Lopez-Martinez, Brielle Seidel and Kara Thornton who helped the team reach exceptional achievements; and

WHEREAS, the Hillsborough High School Gymnastics Team was led by Coach Beth Murrin and Assistant Coach Lauren Watts; and

WHEREAS, the Hillsborough High School Gymnastics Team won the following: Somerset County Championships, Skyland Conference Championships, Skyland Conference Regular Season Title, and Central II Sectional Championships; and

WHEREAS, in addition to the team's successful season, two of the young athletes, Natalie Onderko and Sarah Pally were named to the New Jersey State Coaches Association All-State Team; and

WHEREAS, the Hillsborough High School Gymnastics Team were true ambassadors of sportsmanship and proudly represented their school, community and families, and showed a wonderful bond and spirit.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby commend all of the members of the 2015 Hillsborough High School Gymnastics Team, 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, further commend the 2015 Hillsborough High School Gymnastics Team for the honor that they have brought to themselves, their team and our community through their many achievements.

- **Proclamation honoring the 2015 Hillsborough High School Girls Cross Country Team**

WHEREAS, the 2015 Hillsborough High School Girls Cross Country Team had a very successful season because of their hard work and dedication; and

WHEREAS, the 2015 Hillsborough High School Girls Cross Country Team was comprised of the following young athletes: Kelly Cianciola, Emily Conway, Olivia DeLorenzo, Stephanie Mauer, Kimberly

Mondoro, Paige Novak, Julieanne Polakiewicz, Lara Becker, Peri Bongiovanni, Brianna Delacruz, Jaina Hausser, Rishona Kumar, Nicolette Matarazzo, Courtney Skikus, Natalie Tavares, Hana Bahlawan, Maegen Brink, Erin Buckman, Caitlyn Christiano, Emma Darcy, Shirley Kruskall, Emily Lanahan, Emilia Porter, Diana Voronin, Chloe Wong, Phoebe Chen, Nidhi Kunigal, Shivali Patel, Madison Sheehan, Amshu Singh, Maggie Taberner, and Jenny Tavares all who helped the team to reach exceptional achievements; and

WHEREAS, *the Hillsborough High School Girls Cross Country Team was led by Coach Rich Refi; and*

WHEREAS, *the Hillsborough High School Girls Cross Country Team were the Somerset County Champions for the 7th consecutive year; and*

WHEREAS, *the Hillsborough High School Girls Cross Country Team won the Central Jersey Group 4 State Championship; and*

WHEREAS, *the Hillsborough High School Girls Cross Country Team placed 5th in the Northeast Region.*

NOW, THEREFORE, BE IT PROCLAIMED *that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby commend all of the members of the 2015 Hillsborough High School Girls Cross Country Team, 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 2015 Hillsborough High School Girls Cross Country Team for the honor that they have brought to themselves, their team and our community through their many achievements.*

NEW BUSINESS

None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

None

PUBLIC HEARINGS

2016-01 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>
<u>Administrators Office</u>		
Committeepersons	3,500	10,000
Township Administrator	50,000	165,000
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	75,000
<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.
<u>Municipal Court</u>		
Court Administrator	45,000	95,000
Deputy Court Administrator	32,323	65,058
Violations Clerk	32,323	65,058
Municipal Judge	15,000	75,000
Public Defender	1,000	25,000
<u>Township Clerk</u>		
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	150,000
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	185,000
Police Captain	120,000	175,000
Police Lieutenant	115,000	165,000
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	70,000
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	135,000
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
Assistant Planner/Zoning Official	45,000	95,000
Administrative Assistant	32,323	65,058
Secretary/Clerk	32,323	65,058

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	55,000	105,000
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 DelCore stated that when this ordinance was introduced, it 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 ranges for the various positions.

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

Upon motion by Committeeman Tomson seconded by Committeewoman McCauley, to close the public hearing and adopt Ordinance 2016-01; the aforesaid resolution was unanimously approved upon call of the roll.

2016-02 AN ORDINANCE APPROPRIATING CERTAIN MONIES HELD BY THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY, FOR THE PURCHASE OF VARIOUS CAPITAL IMPROVEMENTS IN THE AMOUNT OF \$170,000.00, IN AND FOR THE TOWNSHIP OF HILLSBOROUGH

WHEREAS, there are funds available in the Hillsborough Township Capital Improvement Fund in the amount of \$170,000.00; and

WHEREAS, the Hillsborough Township Committee has determined there is a need to appropriate the aforesaid Capital funds for the following purposes and amounts:

1. Purchase of One (1) Six-Wheel Dump Truck w/snowplow	\$170,000.00
Total	<u>\$170,000.00</u>

NOW THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the aforementioned sums are hereby appropriated.

This ordinance shall take effect upon final adoption and publication according to law.

Mayor DelCore stated that this ordinance provides necessary funding for a replacement heavy duty vehicle in the Department of Public Works.

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

Upon motion by Deputy Mayor Suraci seconded by Committeewoman McCauley, to close the public hearing and adopt Ordinance 2016-02; the aforesaid resolution was unanimously approved upon call of the roll.

ORDINANCE 2016-03 AN ORDINANCE AUTHORIZING ACCEPTANCE OF DEED OF DEDICATION – RIGHT OF WAY FROM COUNTRY CLASSICS IV LIMITED LIABILITY COMPANY TO ESTABLISH A RIGHT OF WAY FOR LUCAS DRIVE THROUGH COUNTRY CLASSICS IN THE MILLSTONE VALLEY – 1, PHASE 4D IN HILLSBOROUGH TOWNSHIP

WHEREAS, on September 4, 2014, the Township of Hillsborough Planning Board adopted a memorializing Resolution approving Application 14-PB-03 MJF filed by Country Classics IV, LLC, for Amended Final Major Subdivision Approval for Phase 4D pertaining to the property identified as Block 205, Lots 17 and 18 on the Tax Map of the Township of Hillsborough; and

WHEREAS, on September 4, 2014, the Township of Hillsborough Planning Board adopted a memorializing Resolution approving Application 14-PB-07 MJ filed by Country Classics IV, LLC, for Amended Preliminary Major Subdivision Approval for Phase 4D pertaining to the property identified as Block 205, Lots 17 and 18 on the Tax Map of the Township of Hillsborough; and

WHEREAS, the Resolutions of approval require Country Classics IV, LLC, to provide a Deed of Dedication – Right of Way for the purpose of establishing a right of way for Lucas Drive through Country Classics in the Millstone Valley – 1, Phase 4D in Hillsborough Township; and

WHEREAS, as required by the Resolutions of Approval, Country Classics IV provide the Township with a Deed of Dedication – Right of Way for the purposes of establishing a right of way for Lucas Drive for Country Classics in the Millstone Valley – 1, Phase 4D in Hillsborough Township; and

WHEREAS, the Township attorney for the Township of Hillsborough has reviewed the Deed of Dedication – Right of Way 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 Dedication – Right of Way from Country Classics IV for the purposes of establishing a right of way for Lucas Drive through Country Classics in the Millstone Valley – 1, Phase 4D in Hillsborough Township.
2. This Ordinance shall take effect upon adoption and publication according to law.

Mayor DelCore stated that this ordinance allows the Township to accept a deed of dedication and right of way as required conditions of the planning board approval. Local 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 Tomson seconded by Committeewoman McCauley, to open the public hearing, the aforesaid resolution was unanimously approved upon call of the roll.

Upon motion by Deputy Mayor Suraci seconded by Committeewoman McCauley, to close the public hearing and adopt Ordinance 2016-03; the aforesaid resolution was unanimously approved upon call of the roll.

INTRODUCTION OF NEW ORDINANCES

- None

CONSIDERATIONS

2. 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 2016 upon the terms and conditions set forth in the Agreement attached hereto in an amount not to exceed \$21,700.00; 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 DelCore 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. Mayor DelCore thanked the YMCA for their continued support of the Township.

Township Administrator Ferrera stated he was very appreciative of the partnership with YMCA, having programs here at the municipal building as well as the at the YMCA building to make it as flexible and convenient for our Senior population.

Susan Guiliford, Hunt Club Road, asked for clarification on where the new program is. Administrator Ferrera answered her question stating in the Municipal Building.

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

3. RESOLUTION AUTHORIZING THE MAYOR AND TOWNSHIP CLERK TO EXECUTE A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES TO MILLS & SCHNOERING ARCHITECTS, LLC, FOR THE REPAIR AND RESTORATION OF THE VANDERVEER HARRIS HOUSE IN AN AMOUNT NOT TO EXCEED \$34,545.00

WHEREAS, the Township of Hillsborough is desirous to preserve the Township's Historic VanderVeer Harris House; and

WHEREAS, Mills & Schnoering Architects, LLC prepared a proposal, dated January 14, 2016, for these services at a cost not to exceed \$34,545.00; and

WHEREAS, the Township Committee authorizes the award and execution of a "Non Fair and Open" contract for Professional Services to Mills & Schnoering Architects, LLC, to provide construction administration services at the VanderVeer Harris House pursuant to the January 14, 2006 proposal submitted; and

WHEREAS, the cost of these services will be paid through the Somerset County Historic Preservation Grant awarded to the Township of Hillsborough specifically for this purpose ; and

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

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

1. The Mayor and Township Clerk are authorized to execute an agreement with Mills & Schnoering Architects, LLC, to provide construction administration services on behalf of the Township, as outlined in the January 14, 2016 proposal submitted, in an amount not to exceed \$34,545.00.

2. This contract is awarded without competitive bidding as a "Non Fair & Open Professional Service" in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law because these services will be performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.
3. The Mayor and Township Clerk are hereby authorized to execute the Township's standard form of agreement for "Professional Services" and any modifications thereto and related constituent documents consistent with the terms of this Resolution.
4. A notice of this action shall be printed once in the official Township newspaper.

Mayor DelCore stated that the Historic Architect for the Van der Veer Harris House, Mills & Schnoering, prepared a proposal Repair and Restoration of the Van Der Veer Harris House. This resolution authorizes Mills & Schnoering to provide building and constructive administrative services so the repairs and restorations funded through the Somerset County Historic Grant can be completed.

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

4. RESOLUTION RATIFYING AND CONFIRMING THE SUBMISSION OF THE EMERGENCY MANAGEMENT ASSISTANCE – EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

WHEREAS, it is the desire of the Township Committee of the Township of Hillsborough to endorse the submission of said grant by the Office of Emergency Management, requesting funds for various Emergency Management activities; and

WHEREAS, the Township Committee endorses the submission of said grant to the Federal Grant Program FY 2015 EMAA, FY15-EMPG-EMAA-1810 for the Township of Hillsborough for the period of July 1, 2015 through June 30, 2016 in the amount of \$14,000.00; and

WHEREAS, the Township of Hillsborough is authorized to accept the Grant funds for the specific purpose described in the application.

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 submission of the Emergency Management Assistance – Emergency Management Performance Grant application requesting funds for various Emergency Management activities is hereby ratified and confirmed.
2. The Township Committee endorses the submission of said grant to the Federal Grant Program FY 2015 EMAA, FY15-EMPG-EMAA-1810 for the Township of Hillsborough for the period of July 1, 2015 through June 30, 2016 in the amount of \$14,000.00.

Mayor DelCore stated that this grant is funded by and administered through the State Office of Emergency Management. The monies awarded can be used for various emergency management activities. There is no financial obligation or match of the Township associated with this.

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

5. RESOLUTION RATIFYING AND CONFIRMING AN AGREEMENT WITH SHANE DOYLE FARMS, LLC, FOR THE WINTER 2015-2016 SIDEWALK SNOW CLEARING SERVICES

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

WHEREAS, Shane Doyle Farms, LLC, submitted the attached January 4, 2016 proposal to provide sidewalk snow clearing services for the winter 2015-2016; and

WHEREAS, the Director of Public Works recommends that a contract be awarded to Shane Doyle Farms, LLC, to provide said sidewalk snow clearing services to the Township as per the attached proposal; and

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

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

1. The agreement with Shane Doyle Farms, LLC, to provide sidewalk snow clearing services for the winter 2015-2016 pursuant to their January 4, 2016 proposal, is hereby

ratified and confirmed. A notice of this contract award shall appear once in the official newspaper.

2. This resolution shall take effect immediately.

Mayor DelCore stated it has become an increasing concern to keep our sidewalks safe for our residents and students who walk to the area schools. This resolution confirms the agreement between Shane Doyle Farms, LLC for snow clearing services for certain sidewalks.

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

6. RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE TEAMSTERS LOCAL 469 FOR THE 2015- 2017 COLLECTIVE BARGAINING AGREEMENT AND AUTHORIZING THE MAYOR AND THE TOWNSHIP CLERK TO EXECUTE THE AGREEMENT

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the attached Memorandum of Agreement between the Township of Hillsborough and the Teamsters Local 469 for the 2015 – 2017 Collective Bargaining Agreement is hereby approved and the Mayor and the Township Clerk are authorized to execute the Collective Bargaining Agreement when finalized and approved by both parties.

Mayor DelCore thanked Administrator Ferrera for his diligence on reaching this agreement.

Upon the motion by Committeewoman McCauley, seconded Deputy Mayor 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 DelCore stated that due to the success of last year's online tax sale, the Tax Collector has asked for the authorization to the April tax sale online again in 2016. 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.

Deputy Mayor Suraci noted that with the wider pool of investors, this has generated a higher return to revenues to the township because it is more competitive.

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

8. RESOLUTION INCREASING THE 2016 TEMPORARY EMERGENCY BUDGET

WHEREAS, there is a need to increase the 2016 Temporary Emergency Budget for unforeseen expenditures prior to the adoption of the 2016 Budget; and

WHEREAS, the amount of said increase is not to exceed \$150,000.00.

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	\$ 50,000.00
Other Expense	<u>\$100,000.00</u>
 SUBTOTAL APPROPRIATIONS: INSIDE	
CAP	<u>\$150,000.00</u>
 TOTAL APPROPRIATIONS	<u>\$150,000.00</u>

Mayor DelCore stated that due to the recent snow event, it is necessary to increase the Snow Removal budget for 2016 to allow for the payment of overtime and encumbering of expenses that have been incurred.

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

9. RESOLUTION AUTHORIZING AND REQUESTING THE SOMERSET COUNTY LIBRARY COMMISSION TO TRANSFER TO THE TOWNSHIP OF HILLSBOROUGH FUNDS COLLECTED FROM FINES AT THE HILLSBOROUGH TOWNSHIP LIBRARY BRANCH AND DIRECTING THE HILLSBOROUGH PUBLIC LIBRARY ADVISORY BOARD TO PROVIDE AN ACCOUNTING OF AND TRANSFER TO THE TOWNSHIP OF HILLSBOROUGH ALL FUNDS CURRENTLY HELD BY SAID ORGANIZATION FOR THE BENEFIT OF THE HILLSBOROUGH LIBRARY BRANCH

WHEREAS, the Township of Hillsborough Library is a branch of the Somerset County Library System operated under the direction and control of the Somerset County Library Commission; and

WHEREAS, the Somerset County Library Commission pays for the costs and expenses associated with the actual operation of the Hillsborough Library branch and the Township of Hillsborough pays for all costs and expenses associated with the maintenance and upkeep of the building, including all utilities and insurance; and

WHEREAS, some municipalities within the County do not have a local branch within their municipality and therefore do not incur the type of costs and expenses paid by Hillsborough, but their residents nonetheless enjoy the benefits of the Somerset County Library System; and

WHEREAS, in an effort to partially ameliorate this inequity, the Somerset County Library Commission pays to the Township of Hillsborough a small stipend based on the square footage of the Hillsborough Library branch and also returns fine monies collected at the branch to the Hillsborough Public Library Advisory Board; and

WHEREAS, the funds being transferred to the Hillsborough Public Library Advisory Board by the Somerset County Library Commission are public funds which must be properly accounted for; and

WHEREAS, the Hillsborough Public Library Advisory Board does not operate under the authority and control of the Township and its members are not appointed by the governing body of the Township; and

WHEREAS, in order to properly account for all public funds belonging to the taxpayers, the governing body of the Township of Hillsborough finds that it is necessary to authorize and request the Somerset County Library Commission to transfer to the Township of Hillsborough henceforth all fine monies collected at the Hillsborough Library branch; and

WHEREAS, the governing body of the Township of Hillsborough also finds that is necessary to direct the Hillsborough Public Library Advisory Board to provide an accounting of and turn over to the Township all public funds currently held by such organization for the benefit of the Hillsborough Library branch.

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 Somerset County Library Commission is hereby authorized and requested to transfer to the Township of Hillsborough henceforth all fine monies collected at the Hillsborough Library branch; and
2. The Hillsborough Public Library Advisory Board is hereby directed to provide an accounting of and turn over to the Township all public funds currently held by such organization for the benefit of the Hillsborough Library branch; and
3. All funds collected by the Township pursuant to this Resolution shall be dedicated in the municipal budget for retention and expenditures related to the Hillsborough Library branch pursuant to N.J.S.A. 40A:4-39; and

4. The Township Clerk is hereby directed to forward a certified copy of this Resolution to the Somerset County Library Commission, the Hillsborough Public Library Advisory Board and the Director of the Division of Local Government Services.

Mayor DelCore stated that this resolution moves the control of the public funds collected to the municipality.

Licia Gaber Baylis, Vice President of the Library Advisory Board, questioned when this was placed on the agenda. Mayor DelCore told her it was placed on the agenda on the day of the meeting. Township Clerk Borek stated that by approximately 6:15 it was on the agenda. Ms. Baylis noted she had looked all day and thanked Committeeman Tomson for posting a link. She further inquired about the timing.

Mayor DelCore stated that this was brought to the attention of the Township last summer. This library is the only branch not under the jurisdiction of the local government. The County Board sent a letter about three years ago, advising that the Library Advisory Board should be under the Township.

Ms. Baylis asked if under the Township Committee it would no longer be a 501c3. Township Attorney, William Willard confirmed this to be correct. Ms. Baylis expressed concern if they would still be able to fundraise and receive matching grants from companies.

Mayor DelCore stated that this should not preclude the Advisory Board from raising funds. The issue is the public funds.

Mayor DelCore stated that the fine money that comes in will be used for dedicated funds to the library.

Attorney William Willard stated this is specified in the Resolution.

Ms. Baylis asked if this could be tabled due to the timing.

Committeeman Tomson and Deputy Mayor Suraci both commented that this has not been voted on yet, Deputy Mayor Suraci stated that this has been ongoing and has not been rushed. Discussions have been going on for several months.

Committeeman Tomson stated that there was a meeting scheduled two weeks prior to tonight, and he was told he did not need to show up. The Library Advisory Board still had their meeting without Committeeman Tomson. He was then requested to provide a written proposal. He had hoped he would have been included at the meeting two weeks prior to have

these discussions. Committeeman Tomson stated that when he learned of the Resolution he notified Leslie.

Ms. Baylis wanted to know what the Somerset County Library thought about the changes.

Township Attorney William Willard stated that the Somerset County Library Board pointed this out three years ago, and it was never addressed by the Advisory Board.

Brian Auger, County Library Administrator provided a comment stating the letter referenced tonight was sent on September 10, 2013 by the Commission Chair asking Library Advisory Board to change the process to work with the Township Committee.

Susan Guliford, Hunt Club Rd, newest member of Advisory Board, questioned specifically about fines for budget purposes and expressed concern over passing a resolution for something that's operated successfully for over 50 years.

Committeeman stated that for the record this resolution does not state that they cannot continue as a 501c3.

Attorney Willard stated that fine monies are public funds, and should be turned over to the Township. He also noted that the Resolution specifically states funds go to Township.

Mayor DelCore stated that the intent is to have it under the oversight of the municipal government as all other public funds are.

Committeewoman McCauley stated that she has been a liason to the Library Board and this is a County decision. Funds come from the County to pay the bills and this has been reviewed. This is a decision to streamline from the County on down the line. Many programs have been changed and streamlined by the County.

Mayor DelCore stated that all of the other Advisories & Boards that are under the municipality are under the advisory of the Township Committee.

Susan Guliford asked for the Township Committee to table the Resolution and reconsider because it was a big change.

Judith Haas, 2 Titus Ct., previous Library President expressed concern that the Board members do not understand the relationship between the Township, County and Library Board.

Mayor DelCore stated that they can remain the same as far as fundraising, but the public portion remains under the jurisdiction of the Township Committee.

Ms. Haas indicated that there is a contract in place and all four parties involved should be negotiating this decision.

Committeeman Tomson asked when was the contract that Ms. Haas is referring to was drawn up. Ms. Haas stated 1975, and redone in 2001.

Committeeman Tomson stated that things have evolved since then; laws have changed, bid contract laws and OPRAs all have changed. Committeeman Tomson also stated again, that the reason for moving under the Township Committee is for public dollar protection. Nobody is accusing anyone of wrong doing.

Ms. Haas indicated that any check over \$800 is signed by a member of the Library Advisory Board.

Mayor DelCore asked who appoints this person to sign anything over \$800. Ms. Haas stated that the President and Treasurer.

Mayor DelCore stated that it is surprising that this has turned into such a big level of concern about these funds being moved under the jurisdiction of the Township Committee, not only tonight but over the past three years.

Deputy Mayor Suraci indicated that this is not really a four way contract. It is actually a two way contract with one party actually being made up of three members being the Advisory Board, County Library Commission and the Freeholders.

Attorney Willard stated that the Township Committee has no interest in disbanding their organization. It is a private organization that can continue as a 501c3. Everything can continue as it currently is except for receiving fines.

Committeewoman McCauley indicated that if the Township Committee came to one of the meetings they are not a voting member of the Board.

Township Administrator Ferrera stated that the issue is the fine money, which has been ongoing for 3 years. The Mayor, the Committee, the County all have indicated that they have tried to negotiate for three years with the Library Advisory Board.

Somerset County Administrator Brian Auger stated that there is nothing in the Branch agreement that requires the Commission to render fine money to a Library Advisory Board.

That came about in 2004 and was a Commission Resolution and it was amended a few years ago.

Ms. Haas indicated that the fine resolution was amended in 2013.

Carter Julius, 29 Kilmer stated that he served 9 years on the Library Advisory Board. Mr. Julius would like to see this in writing, so that everyone would know how it would operate.

Committeeman Tomson stated that the email from Leslie asked for a meeting within the next few days. He received this email on a Wednesday, and responded either on Thursday or Friday asking Leslie if she could meet with him on Tuesday before this Township Committee meeting. Ms. Wise indicated that would be difficult for her. Committeeman Tomson is willing to meet with anyone to discuss. He believes the Board has done good work. Committeeman Tomson believes moving that Board under the Township Committee would be a beneficial move. Committeeman Tomson was hoping that this all could have been discussed at the meeting that he was scheduled to attend with the Advisory Board, but was cancelled from. Committeeman Tomson asked that with permission from the Mayor, that if this Resolution is passed tonight, he would like to continue discussions with the Library Advisory Board.

Mayor DelCore recognizes Leslie is new to the role, but this is not a new issue.

Mr. Julius agreed with Mayor DelCore that there should be oversight. He asked that someone define "all funds currently held by the organization" which was stated in the Resolution.

Attorney Willard noted it means the public funds which the Library Advisory Board are currently holding from the Library Commission.

Mr. Julius asked if the Township Committee is taking all of the money from the Library Advisory Board.

Mayor DelCore stated just the fine money.

Deputy Mayor Suraci clarified that the Resolution is strictly dealing with public funds, not a formation of a new Library Board or Commission. The questions about how it would operate should be discussed because it has nothing to do with this Resolution.

Attorney Willard stated that in regards to comments tonight about the wording of the Resolution, I would like to make a comment that in the last WHEREAS clause we should insert "public funds", and in paragraph number 2 we insert "all public funds currently held" to make this clear.

Susan Guliford, Hunt Club Rd., inquired if the Township will be taking over all of the bills? Mayor DelCore stated that the County will continue to be responsible for the bills. Attorney Willard said that the Library Advisory Board is not responsible for those bills.

Deputy Mayor Suraci stated that per the agreement there are two parties involved, one being the Township of Hillsborough, the other being the collective body of the Somerset Library Commission, Somerset Freeholders and the Hillsborough Library Advisory Board. That party has responsibility to pay for whatever bills have been put into that agreement.

Licia Gaber Bayles asked how will finances work? Will finances be handled by someone on the Township Board? Attorney Willard replied that we have a CFO.

Mayor DelCore again stated the funds would be handled under the Township Committee and treated like all of the other funds. Held in a dedicated fund, and our CFO under the municipality would be responsible for the mechanics of those funds being distributed.

Ms. Bayles asked if any work requests will be handled under the CFO as well. Mayor DelCore stated that if there were a Library Advisory Board under the Township Committee, any recommendations would go through the Township Committee for voting to approve or deny requests. The CFO and the Administrator would then put everything in place and distribute them as other funds are done.

Administrator, Ferrera offered to sit down with Ms. Bayles and go over the procedures.

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

CONSENT AGENDA

1. RESOLUTION AUTHORIZING THE TRANSFER FROM PLANNING/BOARD OF ADJUSTMENT ESCROW TO THE TREASURER'S ACCOUNT

WHEREAS, that in accordance with the following summary of accrued Planning and Zoning charges related to plan review for October, November and December 2015, a total of \$2,235.58 should be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer's Account as indicated; and

WHEREAS, that each of the project line items has been verified against the Treasurer's Office account records for the period beginning 10/01/15 and ending 12/31/15 to ensure that sufficient funds are available for these transfers for unanticipated revenues.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that a total of \$2,235.58 is to be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurers Account.

<u>Application Name</u>	<u>Application #</u>	<u>Escrow Name</u>	<u>Amount</u>
Absolute Property Management, LLC	BA-15-14	ABSOLUTEPL	\$25.33
ACONE, Philip & Robin	BA-15-29	ACONEPL	\$50.66
Christian Community Church (So. Branch Rd)	BA-15-09	CHRISCOMPB	\$215.30
CONCHES, Frank & Bernadette	BA-15-20	CONCHESPL	\$50.66
Cornerstone (751 Hwy 206 Assoc., LLC)	15-PB-13-SRV	751HWYPL	\$69.88
David Brook / DORIS	BA-15-27	BROOKPL	\$25.33
DUDZINSKI, Michael	BA-15-11	DUDZINSKPL	\$50.66
GERACI, Andrea & Gaetano	BA-15-25	GERACIPL	\$50.66
Gibraltar Quarry / KDC Solar	12-PB-01-SR	GIBRALTRPL	\$489.19
Girl Scouts Heart of New Jersey	BA-15-10	GIRLSCOUPB	\$50.66
HANEY, William	15-PB-12-MRV	HANEYPL	\$69.88
Hillsborough Towers (2015 Extension)	BA-05-25	HILTOWERPB	\$12.66
INGRAM, Robert & Ruth Ann	BA-15-23	INGRAMPL	\$50.66
MARLEY, Lynn & Keith	BA-15-13	MARLEYPL	\$12.66
NEWMAN, Phil & Laura	BA-15-16	NEWMANPHPL	\$88.65
NY SMSA - Verizon (Hillsborough 2 SHOP)	BA-15-12	NYSMVER2PL	\$63.32
Planet Earth Bio-Diesel, Inc.	15-PB-17-MRV	PLANETPB	\$279.54
RYAN, Ann-Marie	BA-15-17	RYANANNEPL	\$63.32
SHEEN, Jerry	BA-15-19	SHEENPL	\$50.66
Valley Holdings, LLC - Solar	15-PB-15-SRV	VALLHOLDPL	\$465.90
TOTAL TRANSFER			\$2,235.58

2. RESOLUTION AUTHORIZING SUBMISSION OF TWO SUSTAINABLE JERSEY GRANT APPLICATIONS

WHEREAS, Hillsborough Township is an active participant and Silver Certified community in the Sustainable Jersey Program; and

WHEREAS, the Township Committee strives to save tax dollars and is committed to pursue the path towards a sustainable future for the Township of Hillsborough; and

WHEREAS, a \$10,000 grant proposal and scope of work has been developed to create a conservation easement inventory and GIS mapping of those easements; and

WHEREAS, a \$2,000 grant proposal and scope of work has been developed to create a community education and outreach program to be administered by the Sustainable Hillsborough Steering Committee; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program.

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

1. It authorizes its Business Advocate to take all action necessary to completing the Grant Application and submitting any related documents or information to Sustainable Jersey.
2. It authorizes the appropriate municipal officials to execute the application and any related materials and documentation necessary for a complete application and necessary for the obtainment of such grant funding.
3. **RESOLUTION AMENDING THE FOLLOWING ACTIONS FOR COUNTRY CLASSICS PHASE 4B: ACCEPTING HOLECOMB DRIVE (APPROXIMATELY 1,800 LF), FRENCH DRIVE (APPROXIMATELY 3,000 LF), LUCAS DRIVE (APPROXIMATELY 550 LF), BERNART COURT (APPROXIMATELY 510 LF), BOORUM DRIVE (APPROXIMATELY 200 LF) AND MILLER DRIVE (APPROXIMATELY 200 LF)**

WHEREAS, a request has been received from Country Classics Phase 4B for accepting Holecomb Drive (approximately 1,800 lf), French Drive (approximately 3,000 lf), Lucas Drive (approximately 550 lf), Bernart Court (approximately 510 lf), Boorum Drive (approximately 200 lf) and Miller Drive (approximately 200 lf); 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 Holecomb Drive (approximately 1,800 lf), French Drive (approximately 3,000 lf), Lucas Drive (approximately 550 lf), Bernart Court (approximately 510 lf), Boorum Drive (approximately 200 lf) and Miller Drive (approximately 200 lf).

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 ACCEPTING THE RESIGNATION OF MARK GARA, BUILDING INSPECTOR AND AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO POST FOR THE POSITION OF FULL TIME BUILDING INSPECTOR IN THE HILLSBOROUGH TOWNSHIP'S BUILDING DEPARTMENT

WHEREAS, Mark Gara is employed by the Township of Hillsborough as a Building Inspector; and

WHEREAS, Mr. Gara has resigned from the aforementioned position, effective February 19, 2016; and

WHEREAS, the Construction Official has determined that this position needs to be filled as soon as possible and thereby requests authorization to post for the position of full time Building Inspector.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it does hereby authorize the Construction Official to post for the position of full time Building Inspector.

5. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$5,939.22 FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT

WHEREAS, in accordance with the following summary of accrued Engineering charges related to various indicated projects, a total of \$5,939.22 should be transferred from Engineering inspection escrow accounts into the Treasurer's Account as indicated; and

WHEREAS, each of the project line items has been verified against the Treasurer's Office account records through December 31, 2015, to ensure that sufficient funds are available for these transfers of unanticipated revenues.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that a total of \$5,939.22 is to be transferred from the Engineering Escrow Accounts into the Treasurers Account.

<u>Client</u>	<u>Number</u>	<u>Transfer Amount</u>
CC @ Belle Mead	579	-100.08
Country Classics – 3D	559	-95.46
Country Classics – 4B	589	-395.70
Country Classics – 4C	612	-777.96
Country Classics – 4D	626	-1,543.24
Gateway Phase 5	614	-1,226.80
Gateway Phase 6	620	-50.04
Green Village	607	-319.88
Hart Development	496	-286.38
Hillsborough Farms	630	-45.42
NJAW 2015-20	629	-350.28
South Branch Estates	613	-747.98
Grand Total		\$-5,939.22

6. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$95.00

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 \$95.00.

Name	Amount
David Dunn	\$95.00

7. RESOLUTION ACCEPTING THE RETIREMENT OF SERGEANT TREVOR OLDENBURG AND OFFICER RICHARD SELLITSCH , EFFECTIVE FEBRUARY 1, 2016

WHEREAS, Trevor Oldenburg has been a dedicated member of the Township of Hillsborough Police Department for twenty five years; and

WHEREAS, Sergeant Oldenburg will retire from the Police Department, effective February 1, 2016; and

WHEREAS, Richard Sellitsch has been a dedicated member of the Township of Hillsborough Police Department for twenty five years; and

WHEREAS, Officer Sellitsch will retire from the Police Department, effective February 1, 2016; and

WHEREAS, the Mayor and the Township Committee hereby expresses our gratitude for all the hard work Sergeant Oldenburg and Officer Sellitsch have 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 Oldenburg and Officer Sellitsch, effective February 1, 2016.

8. RESOLUTION AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO CONDUCT SATURDAY BUILDING INSPECTIONS FOR THE TOWNSHIP'S BUILDING DEPARTMENT EFFECTIVE JANUARY 1, 2016 TO JUNE 30, 2016, AT THE RATE OF \$30.00 PER HOUR

WHEREAS, there exists a need for Saturday building inspections for the Township's Building Department; and

WHEREAS, the Township Administrator recommends John Fiedler, Construction Official, be authorized to conduct Saturday building inspections effective January 1, 2016 to June 30, 2016, at the rate of \$30.00 per hour.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, authorizes John Fiedler, Construction Official, to conduct Saturday Building Inspections effective January 1, 2016 to June 30, 2016, at the rate of \$30.00 per hour.

9. RESOLUTION APPOINTING DAVID KOIS AND ANTHONY FERRERA AS DEPUTY ZONING OFFICIALS

WHEREAS, there exists a need for Hillsborough Township to appoint a Deputy Zoning Official due to a vacancy at the Zoning Official position; and

WHEREAS, the Township wishes to appoint David Kois and Anthony Ferrera as Deputy Zoning Officials in order to support the Township's statutory obligations and enforcement goals; and

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that David Kois and Anthony Ferrera is appointed as Deputy Zoning Officials effective immediately and for a duration of the year 2016.

10. RESOLUTION AUTHORIZING POSTING FOR THE POSITION OF PART-TIME FIELD INSPECTOR FOR THE TOWNSHIP OF HILLSBOROUGH TAX ASSESSOR OFFICE AND AUTHORIZING LINDA HADLEY, PART-TIME FIELD INSPECTOR FOR THE TAX ASSESSOR OFFICE, TO WORK UP TO 29 HOURS PER WEEK ON AN AS NEEDED BASIS UNTIL THE POSITION IS FILLED

WHEREAS, the Township of Hillsborough Tax Assessor Office has two (2) Part-Time Field Inspector positions not to exceed 25 hours per week; and

WHEREAS, there is currently a vacancy for one of these positions; and

WHEREAS, the Township Administrator recommends the Township post for the vacant position of Part-Time Field Inspector for the Township Tax Assessor Office; and

WHEREAS, the Township Administrator further recommends Linda Hadley who is currently a Part-Time Field Inspector in the Tax Assessor Office be permitted to work up to 29 hours per week on an as needed basis until the vacant position is filled.

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 Township Administrator are hereby accepted and approved.

11. RESOLUTION APPROVING THE REQUEST FROM JOHN AND KAREN BENDALL FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$1,000.00

WHEREAS, a request has been received from John and Karen Bendall 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 \$1,000.00 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.

12. RESOLUTION AUTHORIZING APPOINTMENT OF FRANK SCARANTINO TO SEAT #3, HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY, FOR AN UNEXPIRED 5-YEAR TERM ENDING FEBRUARY 1, 2018 AND APPOINTMENT OF GREG BURCHETTE TO SEAT #5, HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY, FOR A 5-YEAR TERM ENDING FEBRUARY 1, 2021

BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following appointments be made, effective February 1, 2016, as listed:

Title/Name	Term Expiration
Municipal Utilities Authority, Seat #3 Frank Scarantino (Filing Unexpired 5-Term)	02/01/18
Municipal Utilities Authority, Seat #5 Greg Burchette	02/01/21

Committeeman Tomson stated that in regards to Resolution #7, Seargant Oldenburg's and Seargent Sellitsch's retirement he is sorry to see them go.

Mayor DelCore wished both officers well.

Deputy Mayor Suraci noted that Township Administrator Ferrera will now also be the Deputy Zoning Official.

Upon motion by Committeeman Burchette, seconded by Committeewoman McCauley the Consent Agenda was unanimously approved upon call of the roll.

CLAIMS LISTS

Mayor DelCore asked to approve Claims Lists 2016-03.

Upon motion Committeewoman McCauley, seconded by Committeeman Tomson, Claims List 2016-03 was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Deputy Mayor Suraci, seconded by Committeeman Burchette, the meeting duly adjourned at 10:00 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek