

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, and Deputy Mayor Carl Suraci. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Pamela Borek, and Township Attorney William Willard. Absent: Mayor Frank DelCore, Committeeman Doug Tomson.

SALUTE TO THE FLAG

Following roll call, Deputy Mayor Suraci 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. March 22, 2016.

MOMENT OF SILENCE

Deputy Mayor Suraci asked to pause for a moment of silence in honor of Doris Flatley, Hillsborough's first female firefighter who passed away on Thursday, March 17th at the age of 83. Doris had been a member of Station 37 for 35 years since 1983 and was a life member of the department; she was also a member of the Hillsborough Community for 40 years.

APPROVAL OF MINUTES

- *Approval of the March 9, 2016 Regular Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Committeewoman McCauley, the minutes of the March 9, 2016 Regular Session Meeting was approved upon the call of the roll. Abstain: Deputy Mayor Suraci.

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

Committeeman Burchette

Committeeman Burchette stated that Hillsborough Township 2016 Annual Clean-Up Coupons are now available at the Department of Public Works for both senior pick up and access to the Auten Road Facility. Committeeman Burchette added the DPW garage is located at 21 East

Mountain Road, next to the YMCA. They are open from 7 am until 3 pm, Monday through Friday. Visit the Township website or the Friday e-newsletter for more information.

Committeeman Burchette stated that Hillsborough Township will host the 11th Annual Salute to Veterans Breakfast, Memorial Day Parade and Garden of Honor Ceremony on Saturday, May 28th. More details will be released shortly.

Committeewoman McCauley

Committeewoman McCauley stated that Chief Darren Powell and the Hillsborough Police Department would like to remind residents not to leave valuables such as electronics and purses in unattended vehicles and vehicles should not be left unlocked.

Additionally, Committeewoman McCauley noted that motorists should be aware of increased bicycle and pedestrian traffic during the warmer weather. Committeewoman McCauley added it is just as important that pedestrians and bicyclists be aware of their surroundings and obey applicable traffic laws.

Committeewoman McCauley stated the Hillsborough Township Recreation Spring Activities Guide is now available.

Deputy Mayor Suraci

Deputy Mayor Suraci announced the State of NJ has released the 2013 Homestead Benefit Credits. This year, 2,397 property owners in Hillsborough will receive tax credits totaling almost \$1.3 million.

Deputy Mayor Suraci stated the tax collector will be mailing revised 2nd quarter bills to those residents who received the property tax benefit in early April. If your taxes are paid through your mortgage, your lender will be notified as well.

Deputy Myor Suraci announced tickets are available for the Hillsborough Joes versus the NFL Pros – “Scoring Points for Kids” Charity Basketball game at the High School, for Saturday, April 9th.

Deputy Mayor Suraci stated April is National Volunteer Appreciation Month and it is a time to celebrate and honor those who dedicate their time to be stewards and leaders within their communities through their volunteerism. Hillsborough Township is kicking off Volunteer Appreciation Month with a new recognition program.

Deputy Mayor Suraci stated nominations and recommendations for volunteer recognition can be made by completing the online recommendation form or by requesting a copy via Google to submit. All recommendations will be taken into consideration, reviewed and those selected will

be honored at the April 26th Township Committee meeting with a joint proclamation honoring all selected volunteers.

Deputy Mayor Suraci stated applications are available on the Township website or can be picked up in the Administration Office for any Township based non-profit, senior or youth organizations to apply for grants up to \$2,000 funded through the Hillsborough Township Credit Card Rewards Program. Applications are due Friday, April 1st.

PROCLAMATIONS

- *Proclamation declaring March as National Nutrition Month*

WHEREAS, food is the substance by which life is sustained; and

WHEREAS, the type, quality, and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; as well as the prevention of chronic diseases; and

WHEREAS, there is a need for continuing nutrition education and wide-scale effort to enhance good eating practices; and

WHEREAS, National Nutrition Month, a nutrition education and information campaign sponsored annually by the Academy of Nutrition and Dietetics, helps spread the word about the importance of a healthy diet and regular exercise.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and Township Committee, of the Township of Hillsborough in conjunction with the Academy of Nutrition and Dietetics and ShopRite of Hillsborough do hereby declare March as National Nutrition Month.

BE IT FURTHER PROCLAIMED, that we, the Mayor and Township Committee of the Township of Hillsborough encourages all Hillsborough residents to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

- *Proclamation honoring Julieyanna Parker's outstanding swimming career*

WHEREAS, Julieyanna Parker, a senior at Hillsborough High School has completed her final season representing the Hillsborough High School Swim team; and

WHEREAS, Julieyanna finished her Hillsborough High School swimming career capturing her third straight victory in the 100-yard butterfly being crowned “State Champion” at the Meet of Champions finishing in 55.30 seconds; and

WHEREAS, Julieyanna has earned nine State Championship titles, three being individual and six in relays throughout her swimming career at Hillsborough High School; and

WHEREAS, two of Julieyanna’s relay titles still hold the New Jersey State records; and

WHEREAS, Julieyanna was named the 2015 NJ State “Female Swimmer of the Year”; and

WHEREAS, Coach Todd Sudol stated that “Julieyanna has been a complete joy to coach. She was always willing to listen”; and

WHEREAS, Julieyanna will be attending the University of San Diego in the fall of 2016, and will once again be demonstrating her abilities, sense of teamwork, and character.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Township Committee of the Township of Hillsborough, do hereby commend Julieyanna Parker not only for the awards and championships she has won, but also for her 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 Julieyanna Parker for the honor that she has brought to herself, her team and our community through her many achievements. We wish her well in all of her future endeavors.

- ***Proclamation honoring the 2015-2016 Hillsborough High School Girls Swim Team***

WHEREAS, the 2015-2016 Hillsborough High School Girls Swim Team had a very successful season because of their hard work and dedication; and

WHEREAS, the 2015-2016 Hillsborough High School Girls Swim Team comprised of the following young athletes: Samantha Bobinski, Megan Bull, Kristina Choe, Sompurna Choudhury, Alyssa Cseh, Jessica D’Agostino, Rachel Karan, Anushka Khanna, Stephanie Mauer, Jordan McChesney, Catherine Nguyen, Julieyanna Parker, Sankya Parvatrao, Liliana Passalacqua, Kari Patane, Danice PeBenito, Erica PeBenito, Tara Reddy, Palak Shah, Amanda Simon, Elena Soisson, Hanna Soisson, Monica Stamler, Alana Staskiewicz, Alexandra Temple, Haley Tevnan, Meghan Tevnan, Chloe Wong, Ashley Yang, Emily Yang, and Nicole Zou reached exceptional achievements; and

WHEREAS, the Hillsborough High School Girls Swim Team was led by Head Coach Todd Sudol and Assistant Coach Adele Morgan; and

WHEREAS, the Hillsborough High School Girls Swim Team won the Central Jersey Sectional title for the second time in team history; and

WHEREAS, the Hillsborough High School Girls Swim Team is being recognized for the third year in a row by the National Interscholastic Swim Coaches Association as a Gold Scholar Team recipient, and

WHEREAS, the NISCA Gold award goes to teams with a 3.750 GPA and above, and the Hillsborough High School Swim Team has a GPA of 3.896 GPA.

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

- ***Proclamation honoring the 2015-2016 Hillsborough High School Boys Swim Team***

WHEREAS, the 2015-2016 Hillsborough High School Boys Swim Team had a very successful season because of their hard work and dedication; and

WHEREAS, the 2015-2016 Hillsborough High School Boys Swim Team comprised of the following young athletes: David Bates, Daniel Capodanno, Matthew Ciattarelli, Karl Conrad, Joseph Cseh, Joshua Franco, Kevin Gibson, Alexander Gonzalez, Sam Hendrix, Michael Irwin, Jack Kinst, Derek Kosydar, James Mehrstens, Evan Morgan, Jonathan Morrone, Cael O'Brien, Preet Patel, Matthew Sanders, Siddarth Shankar, James Sisti, and Berton Wang reached exceptional achievements; and

WHEREAS, the Hillsborough High School Boys Swim Team was led by Head Coach Todd Sudol and Assistant Coach Adele Morgan; and

WHEREAS, the Hillsborough High School Boys Swim Team earned the titles of Central Jersey Sectional Champions, their sixth Sectional title in team history; and

WHEREAS, the Hillsborough High School Boys Swim Team is being recognized for the third year in a row by the National Interscholastic Swim Coaches Association as a Silver Scholar Team; and

WHEREAS, the NISCA Silver award goes to teams with a 3.500-3.749 GPA, and the Hillsborough High School Boys Swim Team has a GPA of 3.729.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Township Committee of the Township of Hillsborough, do hereby commend all of the members of the Hillsborough High School Boys Swim 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 Boys Swim 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

Jean Trujillo, 5 Eric Court, questioned the Zoning ordinances regarding proposed cell towers from Verizon. Deputy Mayor Suraci explained the Planning/Zoning Board has jurisdiction over regulating placement of the proposed cell tower. Township Attorney William Willard additionally stated the Board of Adjustments would be the correct committee to answer these type of questions. Committeewoman McCauley noted that the Zoning Board is still meeting on this issue and Ms. Trujillo can attend that meeting to ask her questions. Ms. Trujillo also noted that for the average citizen, notices of such proposals, aren't readily available and asked if that can be looked into by the Township Committee or the Zoning Board. Administrator Ferrera added that he and Mr. Maski, Township Planner, can look into that going forward.

Michael Pinarchick, 15 Valley Road, wanted to voice his concern regarding truck traffic on Valley Road. Mr. Pinarchick suggested the signage on Route 206 (a NJ State Highway) may be the cause for the drivers not understanding the 4 ton weight limit. Additionally, Mr. Pinarchick stated he has gone to the Hillsborough Police Department for assistance in the past. Police Chief Powell stated the Police Department has been monitoring the situation and will work with the NJ State Department of Transportation to amend any signage that will help alleviate the problem.

PUBLIC HEARINGS

- None

INTRODUCTION OF NEW ORDINANCES

ORDINANCE 2016-04 AN ORDINANCE TO AMEND, REVISE AND SUPPLEMENT THE TOWNSHIP CODE OF THE TOWNSHIP OF HILLSBOROUGH, MOST NOTABLY CHAPTER 73 "OFFICERS AND EMPLOYEES", ESPECIALLY SECTION 73-116 "ASSISTANT SUPERVISOR OF PARKS, DUTIES"; SECTION 73-126 "SUPERVISOR OF PUBLIC WORKS, DUTIES"; SECTION 73-129 "PERSONNEL"; AND, SECTION 73-131 "DUTIES OF ASSISTANT SUPERVISOR OF PUBLIC WORKS" AND REPEALING, WHERE APPLICABLE, THE PROVISIONS OF ORDINANCE 2011-24

WHEREAS, the Township Committee of the Township of Hillsborough wishes to expand the duties of certain supervisory personnel in the Parks and Public Works Departments to permit additional job functions to be performed.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Township Code of the Township of Hillsborough is hereby amended, revised and supplemented as to Chapter 73 of the Township Code, entitled Officers and Employees, most notably Section 73-116, Assistant Supervisor of Parks, Duties; Section 73-126, Supervisor of Public Works, Duties; Section 73-129, Personnel; and, Section 73-131, Duties of Assistant Supervisor of Public Works and repealing, where applicable, the provisions of Ordinance No. 2011-24 as follows:

A. Section 73-116 of the Township Code is hereby amended, revised and supplemented as follows:

Revise subsection C of §73-116 of the Township Code as follows:

"The Assistant Supervisor of Parks shall report to the Director of Parks and Recreation. The Assistant Supervisor of Parks shall be responsible [to] for insuring the manpower of the Parks Department under [the] his supervision are providing the services that their job responsibilities require and/or are necessary. The Assistant Supervisor of Parks shall, when directed by either the Director of Parks and Recreation and/or the Township Administrator, supervise some and/or all of the manpower of the Public Works Department on a daily, weekly and/or per assignment basis.

B. Section 73-126 of the Township Code is hereby amended, revised and supplemented as follows:

Add a new subsection G as follows:

“The Supervisor of Public Works shall, when directed by either the Director of Public Works and/or the Township Administrator, supervise some and/or all of the manpower of the Parks Department on a daily, weekly and/or per assignment basis.”

C. Section 73-129 of the Township Code is hereby amended, revised and supplemented as follows:

Revise subsection E as follows:

“Notwithstanding each subdivision’s primary function, all personnel of the Department of Public Works shall, from time to time, assist other subdivisions and/or other Township departments, including but not limited to Parks, and perform whatever duties are deemed necessary by the Director and/or the Township Administrator.”

D. Section 73-131 of the Township Code is hereby amended, revised and supplemented as follows:

Add a new subsection E as follows:

“Shall, when directed by either the Director of Public Works and/or the Township Administrator, supervise some and/or all of the manpower of the Parks Department on a daily, weekly and/or per assignment basis.”

Underlines means additions; [Brackets] means deletions.

NOW, THEREFORE, BE IT FURTHER ORDAINED that:

1. All ordinances or portions of ordinances which are inconsistent with this Ordinance shall be repealed as to their inconsistencies only.
2. If any provision or paragraph of this Ordinance shall be held invalid by any court of competent jurisdiction, the same shall not affect the other provisions and/or paragraphs of this Ordinance, except so far as the provision and/or paragraph so declared invalid shall be separable from the reminder or any portion thereof.
3. This Ordinance shall take effect after the final passage and publication in accordance with law.

Deputy Mayor Suraci stated that this ordinance expands the duties of certain supervisory personnel in the Parks and Public Works Department to permit additional job functions to be performed, more specifically supervisory functions. This will allow for further streamlining of the two departments from a supervisory perspective.

Committeewoman McCauley moved that the aforesaid Ordinance be passed on first reading and that the Ordinance be further considered at a public hearing held on April 26, 2016 at 7:30 p.m. Said motion was seconded by Committeeman Burchette and unanimously approved upon call of the roll.

CONSIDERATIONS

1. RESOLUTION AWARDING CONTRACTS FOR HILLSBOROUGH – MILLSTONE MUNICIPAL ALLIANCE SERVICES FOR THE SECOND HALF OF THE 2015/2016 FISCAL YEAR (1/1/16 – 6/30/16)

WHEREAS, the Hillsborough-Millstone Municipal Alliance presents various programs and activities throughout the year; and

WHEREAS, there is a need to enter into service contracts with various individuals for the second half of the 2015/2016 fiscal year (1/1/16 - 6/30/16) all below the threshold of the Local Public Contracts Law and the Local Unit Pay-to-Play Law; and

WHEREAS, the Hillsborough-Millstone Municipal Alliance recommends service contracts be awarded to the following individuals for 2016:

- Ellen Stoddard for presenting BABES educational programs to all 3rd graders in the Hillsborough Township School System, in an amount not to exceed \$3,110.00; and
- Jane Fidacaro for presenting BABES educational programs to all 3rd graders in the Hillsborough Township School System, in an amount not to exceed \$1,680.00; and
- Rebecca Grossman for coordination of fiscal activities and service as liaison to the Somerset County Department of Human Services, in an amount not to exceed \$2,500.00; and
- Melinda Maggio for coordinating Life Skills services, in an amount not to exceed \$3,360.00; and
- Melinda Maggio for coordinating Alcohol Awareness, in an amount not to exceed \$1,350.00; and
- Mary Tyson for serving as Community Awareness Coordinator, in an amount not to exceed \$500.00; and
- Michael DeLeon for presenting Steered Straight education program to Hillsborough High School, in an amount not to exceed \$1,500.00; and

WHEREAS, the Hillsborough Township Board of Education employees shall provide PRIDE, SLC, REBEL/PUSH and iRun services, in an amount not to exceed \$6,000; and

WHEREAS, the Hillsborough Township Board of Education shall pay the employees for the above referenced services and provide documentation to the Township of Hillsborough of the services provided and payments made after which reimbursement will be made directly to the Hillsborough Township Board of Education; 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, that the above recommendations of the Hillsborough – Millstone Municipal Alliance be and hereby are accepted and approved.

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

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

2. RESOLUTION AUTHORIZING THE MAYOR AND THE TOWNSHIP CLERK TO EXECUTE THE 2016/2017 SHARED SERVICES HEALTH AGREEMENT BETWEEN HILLSBOROUGH TOWNSHIP AND MILLSTONE BOROUGH

WHEREAS, N.J.S.A. 40A:65-1 et. seq., the Uniform Shared Services and Consolidation Act, authorizes any local unit to enter into a contract with another local unit for the joint provision within their several jurisdictions of any services which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, the Township of Hillsborough and the Borough of Millstone are desirous to contract for the furnishing of health services of a technical and professional nature.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it hereby authorizes the Mayor and Township Clerk to execute the attached Agreement between the Borough of Millstone and the Township of Hillsborough pursuant to N.J.S.A. 26:3A2-1 et seq. and N.J.S.A. 40A:65-1 et. seq. for the furnishing of health services of a technical and professional nature, effective January 1, 2016 through December 31, 2017.

Deputy Mayor Suraci stated this is another example of sharing resources, therefore reducing costs.

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

3. RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH THE REVIEW, UPDATE AND CERTIFICATION OF THE TAX MAPS OF THE TOWNSHIP OF HILLSBOROUGH, IN AN AMOUNT NOT TO EXCEED \$9,900.00, PURSUANT TO MASER'S PROPOSAL DATED FEBRUARY 23, 2016

WHEREAS, on January 5, 2016, as a result of the fair and open procurement process, N.J.S.A. 19:44A-20.4-5 et seq., Maser Consulting, P.A., was awarded a professional services contract designating Maser Consulting, P.A., as the Township of Hillsborough Engineer; and

WHEREAS, there is now the necessity for professional engineering services; namely, to perform professional services associated with the review, update and certification of the tax maps of the Township of Hillsborough, in an amount not to exceed \$9,900.00, as described in a proposal from Maser Consulting, P.A., dated February 23, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Maser Consulting, P.A., is authorized to perform professional services outlined in its proposal, dated February 23, 2016, in an amount not to exceed \$9,900.00, for the review, update and certification of the tax map of the Township of Hillsborough.

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

1. The Mayor and Township Clerk are hereby authorized to execute an amendment to the Professional Services Contract with Maser Consulting, P.A., for these services in an amount not to exceed \$9,900.00.
2. This Amended Contract is awarded, as a result of the Fair and Open Selection Process as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et seq.) because these services will be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.

Deputy Mayor Suraci stated this update is necessary to include newly developed areas and must be certified by a licensed surveyor before the tax maps can be finalized.

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

4. RESOLUTION TO AUTHORIZE CHANGE ORDER #2 FOR SANITARY SEWER INSTALLATION ON WINDING WAY (OTS-NJ, LLC)

WHEREAS, OTS-NJ, LLC was awarded a contract for the Sanitary Sewer Installation Project; and

WHEREAS, it has been determined that additional work needs to be performed; and

WHEREAS, the additional work included in this change order is as follows:

C.O. # 2	Raise existing drainage inlets on roadways to the proper elevation in order to install the new sanitary sewer	\$2,466.20
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TOTAL \$2,466.20

WHEREAS, the added \$2,466.20 will not increase the contract.

NOW, THEREFORE, BE IT RESOLVED that the Hillsborough Township Committee hereby authorizes the execution of the above Change Order in the amount of \$2,466.20, to the contract awarded to OTS-NJ, LLC.

Deputy Mayor Suraci stated that OTS-NJ was awarded a contract for the Sanitary Sewer Installation project and it has been determined that additional drainage work is needed for the project. This will not increase the overall cost of the project as it is being offset by another line item that was not fully utilized.

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

5. RESOLUTION AUTHORIZING THE HIRING OF SHELIA CASTELLANO, AS SECRETARY IN THE DEPARTMENT OF PUBLIC WORKS, EFFECTIVE APRIL 4, 2016 AT A SALARY OF \$32,323.00 PER YEAR

WHEREAS, there exists a need for a Secretary in the Township of Hillsborough Department of Public Works; and

WHEREAS, the Director of Public Works recommends the hiring of Shelia Castellano, as Secretary effective April 4, 2016 at an annual salary of \$32,323.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Director of Public Works is authorized to hire Shelia Castellano as a Secretary in the Department of Public Works effective April 4, 2016 at an annual salary of \$32,323.00.

Deputy Mayor Suraci stated that there exists a vacancy in the position of Secretary in the Department of Public Works. Ms. Castellano has been recommended to fill said vacancy by the Director of Public Works.

Administrator Ferrera noted he had the opportunity to interview Ms. Castellano and with her 25 years of experience, she is a valuable addition to the department.

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

6. RESOLUTION AUTHORIZING THE HIRING OF PAUL BLACK, AS A FULL TIME BUILDING INSPECTOR IN THE TOWNSHIP OF HILLSBOROUGH BUILDING DEPARTMENT EFFECTIVE APRIL 4, 2016 AT A SALARY OF \$54,675.00 PER YEAR

WHEREAS, there exists a need for a full time Building Inspector in the Township of Hillsborough Building Department; and

WHEREAS, the Construction Official recommends the hiring of Paul Black, as a full time Building Inspector effective April 4, 2016 at an annual salary of \$54,675.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Construction Official is authorized to hire Paul Black as a full time Building Inspector effective April 4, 2016 at an annual salary of \$54,675.00.

Deputy Mayor Suraci stated there exists a vacancy in the position of full time Building Inspector in the Building Department. Mr. Black has been recommended to fill said vacancy by the Director of Public Works.

Administrator Ferrera had an opportunity to interview Mr. Black. He has over 30 years of experience and will be a valuable addition to the Township.

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

7. RESOLUTION AUTHORIZING THE HIRING OF JENNIFER CARABELLI TO THE POSITION OF PART-TIME FIELD INSPECTOR IN THE TOWNSHIP'S TAX ASSESSOR OFFICE, AT AN HOURLY RATE OF \$19.00 PER HOUR, NOT TO EXCEED 25 HOURS PER WEEK,

WHEREAS, there is the need for a part-time Field Inspector, in the Township's Tax Assessor Office; and

WHEREAS, the Tax Assessor recommends the hiring of Jennifer Carabelli as a part-time Field Inspector, effective March 23, 2016, at a rate of \$19.00 per hour, not to exceed 25 hours per week.

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 Assessor is hereby accepted and approved.

Deputy Mayor Suraci stated there exists a vacancy in the position of part-time Field Inspector in the Tax Assessor's Office. Ms. Carabelli has been recommended to fill said vacancy by the Tax Assessor.

Administrator Ferrera had a opportunity to interview Ms. Carabelli and has experience as an assessor and will be a great addition to the Tax Assessor's team.

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

8. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR VIDEO PRODUCTION SERVICES TO PREMIERE MEDIA, LLC, IN AN AMOUNT NOT TO EXCEED \$9,000.00

WHEREAS, the Township desires to highlight special events celebrated in the Township of Hillsborough by way of video production; and

WHEREAS, the Township received the attached proposal from Premiere Media, LLC to provide video production services; and

WHEREAS, the Township recommends an award of contract to Premiere Media, LLC, in an amount not exceed \$9,000.00 for video production services; 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 as follows:

1. That an award of contract be made to Premiere Video, LLC, in an amount not to exceed \$9,000.00, for video production of special events in Hillsborough Township.
2. The Mayor and Township Clerk are hereby authorized to execute a contract with Premiere Media, LLC consistent with their proposal and this Resolution.

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

9. RESOLUTION AUTHORIZING CME ASSOCIATES TO CONDUCT AN ASSESSMENT OF ENVIRONMENTAL CONDITIONS AND PROVIDE A PRELIMINARY ASSESSMENT REPORT FOR BLOCK 86 LOT 21 AND BLOCK 90 LOT 6.01 AS THEY RELATE TO THE TOWNSHIP'S AFFORDABLE HOUSING PLAN, AND IN ACCORDANCE WITH THE TECHNICAL REQUIREMENTS FOR SITE REMEDIATION (N.J.A.C. 7:26E) IN A TOTAL AMOUNT NOT TO EXCEED \$7,500

WHEREAS, the Township is in need of a preliminary assessment of environmental conditions for Block 86 Lot 21 and Block 90 Lot 6.01, as they relate to the Township's Affordable Housing Plan and in accordance with the Technical Requirements for Site Remediation (N.J.A.C. 7:26E); and

WHEREAS, pursuant to the contract for professional services awarded by the Township to CME Associates through the Fair and Open procurement process (N.J.S.A. 19:44A-20.4-5 et seq.) appointing CME Associates as the Professional Planning Consultant for Affordable Housing, CME Associates prepared a proposal dated February 2, 2016, to conduct an assessment of environmental conditions and provide a preliminary assessment report in an amount not to exceed \$7,500; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that CME Associates is authorized to conduct an assessment of environmental conditions and provide a preliminary assessment report for Block 86 Lot 21 and Block 90 Lot 6.01 as they relate to the Township's Affordable Housing Plan and in accordance with the Technical Requirements for Site Remediation (N.J.A.C. 7:26E) in an amount not to exceed \$7,500 pursuant to their contract with the Township and the proposal submitted on February 2, 2016.

Deputy Mayor Suraci stated this resolution authorizes CME to provide environmental assessment of the above mentioned property.

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

CONSENT AGENDA

1. RESOLUTION ACCEPTING BOND CONTINUATION CERTIFICATE #6225483 FROM PUBLIC SERVICE ELECTRIC & GAS COMPANY FOR ROAD OPENING PERMITS THROUGH MARCH 10, 2017

WHEREAS, Public Service Electric & Gas Company, in accordance with the terms of the code of the Township of Hillsborough, Chapter 259 "Street and Sidewalks" subsection 4-G has submitted a Bond Continuation Certificate in the required amount of \$5,000.00 for the period ending March 10, 2017; and

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

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

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

2. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR MANVILLE-HILLSBOROUGH ELKS FOR AN EVENT TO BE HELD ON APRIL 17, 2016

WHEREAS, an application for a Special Permit for Social Affair has been filed by Manville-Hillsborough Elks for an event to be held on April 17, 2016; and

WHEREAS, the submitted application is complete.

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 application for Manville-Hillsborough Elks for an event to be held on April 17, 2016.

3. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR MANVILLE-HILLSBOROUGH ELKS FOR AN EVENT TO BE HELD ON MAY 22, 2016

WHEREAS, an application for a Special Permit for Social Affair has been filed by Manville-Hillsborough Elks for an event to be held on May 22, 2016; and

WHEREAS, the submitted application is complete.

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 application for Manville-Hillsborough Elks for an event to be held on May 22, 2016.

4. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$4,045.91 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 \$4,045.91 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 March 22, 2016, 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 \$4,045.91 is to be transferred from the Engineering Escrow Accounts into the Treasurers Account.

<u>Client</u>	<u>Number</u>	<u>Transfer Amount</u>
2014-16 belle mead tire	633	-173.10
Country Classics – 4C	612	-1,018.69
Country Classics – 4D	626	-297.44
Gateway Phase 5	614	-330.76
Gateway Phase 6	620	-552.62

Hidden Brook Estates	603	-173.10
MAAC Development	615	-1,211.70
South Branch Estates	613	-230.80
Viatal Corp	631	-57.70
Grand Total		\$-4,045.91

5. RESOLUTION REFUNDING CONSTRUCTION PERMIT FEES FOR KEVIN PARLATO'S EAGLE SCOUT PROJECT TO BUILD A SET OF WOODEN STAIRS AT THE SOMERSET VALLEY PLAYHOUSE LOCATED AT 689 AMWELL ROAD (BLOCK 11, LOT 23), IN THE AMOUNT OF \$103.00

WHEREAS, the Boy Scouts of America is a non-profit organization; and

WHEREAS, Kevin Parlato submitted an application to the Hillsborough Township Construction Department to build a set of wooden stairs at the Somerset Valley Playhouse for his Eagle Scout project and paid \$103.00; and

WHEREAS, Kevin Parlato has requested the Township refund the Construction Department Permit fees associated with said application; and

WHEREAS, the Township Committee would like to relieve Kevin Parlato of the costs associated with the Construction Permit fees to build the wooden stairs for his Eagle Scout project.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Construction Permit fees pertaining to Kevin Parlato's Eagle Scout project application to build a set of wooden stairs at the Somerset Valley Playhouse located at 689 Amwell Road (Block 11, Lot 23) in Hillsborough are hereby refunded.

6. RESOLUTION AUTHORIZING THE HILLSBOROUGH ROTARY CLUB TO HOLD THEIR NINTH ANNUAL FAIR AND FUNDRAISING EVENT FROM AUGUST 16, 2016 TO AUGUST 21, 2016

WHEREAS, the Hillsborough Rotary Club has requested the Township authorize the use of the Township property located at 315 Route 206, and identified on the Tax Map as Block

182, Lot 50.02, for their annual fair and fundraising event from August 16, 2016 to August 21, 2016; and

WHEREAS, the Hillsborough Rotary Club has also requested permission to use the Township's Celebration Tent for this event and to conduct a Fireworks display on August 19, 2016 with a rain date of August 20, 2016; and

WHEREAS, the Mayor, Township Committee, Department of Parks and Recreation and the Recreation Commission have recommended that the Hillsborough Rotary Club requests be approved.

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

1. The Hillsborough Rotary Club is hereby authorized to use the Township property located at 315 Route 206, and identified on the Tax Map as Block 182, Lot 50.02, for their annual fair and fundraising event from August 16, 2016 to August 21, 2016.
2. The Hillsborough Rotary Club is granted permission to use the Township's Celebration Tent for this event and conduct a Fireworks display on August 19, 2016 with a rain date of August 20, 2016.
3. All special event fees are hereby waived for this event.
4. The Hillsborough Rotary Club must execute and provide the Township with a hold harmless and indemnification agreement in favor of the Township for all claims arising out of this event.
5. The Hillsborough Rotary Club must name the Township as an additional insured on its policy of insurance for all claims arising out of this event.

The Hillsborough Rotary Club must also execute and provide the Township with any other documents or agreements requested by the Township or the Joint Insurance Fund pertaining to this event.

7. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$355.00

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 \$355.00.

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Kelly Ward	\$100.00	Bonita Porter	\$100.00
Mohammed Khashab	\$155.00		

8. RESOLUTION CONFIRMING AND RATIFYING THE REFUND OF TAX OVERPAYMENTS IN THE AMOUNT OF \$168.43 (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, \$168.43, properties 1.

Block	Lot	Name	Amount	Qtr	Year
65.02	7	Stewart Title Company	\$168.43	2	2016

9. RESOLUTION AUTHORIZING THE DIRECTOR OF PARKS, RECREATION AND SOCIAL SERVICES TO POST FOR THE POSITION OF ASSISTANT DIRECTOR OF RECREATION IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF RECREATION

WHEREAS, there exist a vacancy in the Department of Recreation for the position of Assistant Director of Recreation; and

WHEREAS, the Director of Parks, Recreation and Social Services has determined that this position needs to be filled as soon as possible and thereby requests authorization to post for the position of Assistant Director of Recreation.

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 Director of Parks, Recreation and Social Services to post for the position of Assistant Director of Recreation.

10. RESOLUTION AUTHORIZING MONETARY CONTRIBUTION IN THE AMOUNT OF \$4,152.00 FROM HANY DAHAB AND ABRAHIM RADWAN TO THE TOWNSHIP OF HILLSBOROUGH IN LIEU OF MILLING AND REPAVING PORTION OF SOUTH TRIANGLE ROAD

WHEREAS, Hany Dahab and Abraham Radwan (“Applicants”) submitted an Application to the Hillsborough Township Planning Board for Minor Subdivision and Bulk Variance Approval for the property identified as Block 151, Lot 20.A on the Hillsborough Township Tax Maps located on the West Side of South Triangle Road between New Amwell Road and Weybridge Drive (“Property”); and

WHEREAS, the Application submitted to the Planning Board was to demolish an existing single family dwelling in order to create two new building lots with frontage on South Triangle Road; and

WHEREAS, on April 6, 2006, the Planning Board adopted an memorializing Resolution approving the Application; and

WHEREAS, the Planning Board Approval requires the Applicants to mill and repave half the width of South Triangle Road in front of the Property; and

WHEREAS, the entire length of South Triangle Road is in need of repaving and is included in the 2015 Capital Improvement Repaving Plan for the Township; and

WHEREAS, the Assistant Township Engineer recommends the Applicants provide a monetary contribution in the amount of \$4,152.00 to the Township of Hillsborough in lieu of milling and repaving half the width of South Triangle Road in front of the Property as the Township has plans to repave the entire roadway in the near future.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Applicants, Hany Dahab and Abraham Radwan, are hereby authorized to make a monetary contribution in the amount of \$4,152.00 to the Township of Hillsborough in lieu of milling and repaving half the width of South Triangle Road in front of the Property.

CLAIMS LISTS

Deputy Mayor Suraci asked to approve Claims Lists 2016-06.

Upon motion Committeeman Burchette, seconded by Committeewoman McCauley, Claims List 2016-06 was unanimously approved upon call of the roll.

EXECUTIVE SESSION RESOLUTION

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, Public Laws of 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township Committee is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - a. *Personnel:*
 - i. *Mark Hoffman – disciplinary hearing*
 - b. *Attorney Client Privilege*
3. The Township Committee may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

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

Upon motion by Committeeman Burchette, seconded by Committeewoman McCauley, the public meeting was reopened at 9:08 pm.

Township Labor Attorney Eric Bernstein reported that there was a matter discussed in the Executive Session under Attorney Client Privilege and direction was given and no further action was necessary.

Township Labor Attorney Bernstein reported that regarding the disciplinary charges brought against Mr. Hoffman and a motion was made by Committeeman Burchette, seconded by Committeewoman McCauley to find Mr. Hoffman guilty of all charges in question and impose a disciplinary penalty of termination effective Wednesday, March 23, 2016. The aforesaid motion was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Committeeman Burchette, seconded by Committeewoman McCauley, the meeting duly adjourned at 9:10 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek