

HILLSBOROUGH TOWNSHIP PLANNING BOARD
PUBLIC MEETING MINUTES
February 25, 2016 – Business Meeting

Chairman Lipani called the Planning Board Public Meeting of February 25, 2016 to order at 7:36 p.m. All stood for the Pledge of Allegiance. The meeting took place in the Courtroom of the Hillsborough Township Municipal Complex.

Chairman Lipani announced the meeting had been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 (“Sunshine Law”).

ROLL CALL

Mayor Frank DelCore - Present

Robert Wagner, Jr. - Present

Deputy Mayor Carl Suraci - Present

Robert Peason - Present

Dr. Daniel Marulli, Vice Chairman - Present

Neil Julian, Secretary - Absent

Sam Conard - Absent

Shawn Lipani, Chairman - Present

Kenneth Hesthag - Present

Sally Becorena (Alt. #1) - Present

Stephanie Forrest (Alt. #2) - Present

Also present: David K. Maski, PP, AICP, Township Planning Director; Eric M. Bernstein, Esq., Board Attorney (Eric M. Bernstein, & Associates); and Board Videographer (Premier Media, LLC).

DISPOSITION OF MINUTES

- January 07, 2016 - Reorganization Meeting

A motion to approve was made by Mr. Peason, seconded by Vice Chairman Dr. Marulli

Roll Call: Mr. Peason - yes; Mr. Wagner - yes; Mr. Hesthag - yes; Ms. Becorena - yes; Ms. Forrest - yes; Vice Chairman Dr. Marulli - yes; Deputy Mayor Suraci - yes; Mayor DelCore - yes; Chairman Lipani - yes. Motion carries.

- January 07, 2016 - Regular Meeting

Mr. Maski noted a date change for the Glen Gery extension of time.

A motion to approve, as amended, was made by Mr. Peason, seconded by Vice Chairman Dr. Marulli

Roll Call: Mr. Peason - yes; Mr. Wagner - yes; Mr. Hesthag - yes; Ms. Becorena - yes; Ms. Forrest - yes; Vice Chairman Dr. Marulli - yes; Deputy Mayor Suraci - yes; Mayor DelCore - yes; Chairman Lipani - yes. Motion carries.

- February 04, 2016

Mr. Maski clarified the extension for the Glen Gery application was approved through 03-31-16 at this meeting, as written.

A motion to approve was made by Mr. Peason, seconded by Vice Chairman Dr. Marulli.

Roll Call: Mr. Peason - yes; Mr. Wagner - yes; Mr. Hesthag - yes; Ms. Becorena - yes; Ms. Forrest - yes; Vice Chairman Dr. Marulli - yes; Deputy Mayor Suraci - yes; Mayor DelCore - yes; Chairman Lipani - yes. Motion carries.

DISPOSITION OF RESOLUTIONS

- Valley Holdings, LLC - File 15-PB-15-SRV

A motion to approve was made by Mr. Peason, seconded by Vice Chairman Dr. Marulli.

Roll Call: Chairman Lipani - yes; Vice Chairman Dr. Marulli - yes; Mayor DelCore - yes; Mr. Wagner - yes; Mr. Peason - yes. Motion carries.

- Planet Earth Bio-Diesel, LLC - File# 15-PB-17-MRV

A motion to approve was made by Mr. Peason, seconded by Deputy Mayor Suraci.

Roll Call: Chairman Lipani - yes; Vice Chairman Dr. Marulli - yes; Mayor DelCore - yes; Deputy Mayor Suraci - yes; Mr. Wagner - yes; Mr. Peason - yes; Mr. Hesthag - yes. Motion carries.

PLANNING BOARD BUSINESS

- 2016 Capital Budget Proposals - Presentation by Capital Planning Committee of prioritized proposals

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Capital Planning Committee Chairman, Thomas Cellilli, Jr., and Capital Planning member, John Klepich gave the presentation to the Planning Board.

CPC Chairman Cellilli stated the Capital Planning Committee was tasked with prioritizing 25 projects which were presented at the Capital Planning Committee meeting of January 21. All proposals were informative and presented in a professional manner by John Sheridan, Director of Office of Emergency Management; Robert Wagner, Jr., Director of Parks and Recreation and John Crossen, Assistant Parks Supervisor; Tom Belanger, Assistant Township Engineer; David Gwin, Chief of Rescue Squad; Rich Resavy, Director of Public Works; and Lieutenant Kenneth Pryor, Administrative Division Commander of the Police Department. Most answers to Committee questions were addressed at that meeting, while some were subsequently provided in a timely manner.

CPC Chairman Cellilli said all members were asked to review the proposals and encouraged to visit the individual sites, where possible, most especially for the Engineering and Park and Recreation projects that noted deteriorating conditions.

CPC Chairman Cellilli said the Committee reconvened on February 9, for the purpose of discussion and ranking for consideration. Each project was then categorized into one of three levels: high priority - as "must have" completed projects; medium priority - as "should have" completed; and low priority - as "to be completed if the funds are available." The highest priority was given to projects involving public safety; projects where State or other funding sources that would otherwise be lost if not approved; projects having wide public benefit; and projects promising significant labor or other efficiencies.

CPC Chairman Cellilli said in reviewing the criteria, it became apparent to the Committee there are roadways within the Township in need of immediate maintenance and repair. For this reason, the Committee decided to rank the roadway projects separately to ensure that funds were also available for much needed non-roadway project requests, the ranking for which has been provided to the Board.

Mr. Maski noted the attendance of several department heads, should the Board require supplemental information.

Chairman Lipani asked for information on the costs submitted for the road projects, noting the biggest variable for asphalt pricing is the cost of crude oil.

CPC Chairman Cellilli said the reasons for asking Mr. Belanger for additional numbers was twofold: the cost of oil has dropped substantially over the past year; and that the projected numbers were based on pricing from 2015. Mr. Belanger was asked to look into the current costs. As a result, there was a reduction to the estimated costs for the roadway proposals. However, the estimated cost is just a guideline; nothing will happen until the projects go out to bid.

CPC Chairman Cellilli explained that all five roadway projects were given the highest priority. Rated #1 was the New Amwell Road - Section 2 project, since there may be a grant available for funding. South Triangle Road was rated #3. Both projects had been on the list from 2015. Euclid Avenue will be undergoing a sewer project, which will necessitate a resurfacing of the roadway. This project was ranked at #2 so that the resurfacing could be done immediately after the sewer project so as not to further inconvenience the residents of that community. Ranked at #4 is the heavily traveled section of Camplain Road, in between Sunnymead Road and Route 206. Clawson Road, ranked #5, has many tributary streets running off of it, making it heavily traveled as well.

CPC and Planning Board member, Mr. Peason added that the State often looks favorably when deciding on funding, at roadways that are considered to be "complete streets," which may include a bike lane, median, etc. New Amwell Road was selected as #1 for this reason, as opposed to South Triangle Road, which may not have enough room to accommodate all of these elements. Mr. Peason said a lot of time was spent reviewing the roadways.

CPC member, Mr. Klepich added that if something is not done now to repair these roadways, the Township will be facing major repairs in the next several years that will cost much more. He said the older section of Country Classics, now some 25 years old, is showing wear.

CPC Chairman Cellilli said there are certainly other roads throughout the township in need of repair as well.

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Mayor DelCore said the Township Committee has tried to address the roadway issues over the years. The Township has a lot of roads and they are costly to repair. There needs to be a program to start soon to start doing road repairs.

Mr. Klepich suggested now would be an ideal time to do so, being that oil prices are low.

Mayor DelCore asked Mr. Belanger about the likelihood of the grant coming through for the New Amwell Road project.

Mr. Belanger said the Township received funding for Phase I of New Amwell Road; the proposed is for Phase II. New Amwell Road has been broken into three sections in hopes of being able to get \$150,000 funding for each section. The chance of getting funding for a phased road is very good. The request went in in November of 2015. Typically, notification comes out in April - May. It is very likely the Township will get the \$150,000 grant.

Mr. Hesthag asked if there are any statistics that ensure that these are the highest priority roads for repairs.

Mr. Belanger stated Engineering and Public Works sat down last year to prioritize all of the roads in town. The condition of the roads change with the elements. There are other roads on the five-year plan that are in similar shape. The roads on this list have been on for a while. Members of the Township Committee have gone out to look at the roads in need of work. If the deterioration goes any further it will go into the base material and would be a lot more costly to repair.

CPC Chairman Cellilli continued on to the non-roadway projects:

#1 - The #1 priority is to replace some aging defibrillators for the Police Department, for public safety.

#2 - The Municipal playground is the most actively used throughout the Township. Its weathered state may be starting to present a safety hazard to the children who play on it.

#3 - The ADA playground at AVM Park.

#4 - A tractor with road mower attachment for the Public Works Department. The current tractor is a 1988 model and is unreliable and difficult to use.

Mr. Peason added the newer models have arms that come down and are much more efficient. Much of the Public Works presentation was focused on savings in labor and time. This mower would be used to mow along the roadways.

CPC Chairman Cellilli continued.

#5 - AVM Skate Park - replacement of some wooden ramps is a safety issue.

#6 - Replacement of the large plan / document copy machine was placed near the top because of the number of departments that use it, not just the Engineering Department.

Mr. Peason noted it is the only large document printer in the building.

Chairman Lipani asked if the Township charges for making copies.

Mr. Maski said in most cases, there is a charge.

CPC Chairman Cellilli continued.

#7 - One of the two F-250 pick-up trucks requested was prioritized as a "high" priority, the other lower on the list. There is no question the need is there, but based on the cost, the request was split. The new trucks will replace a 1998 Ford F-150 pick-up with 172,000 miles, and a 2001 Dodge ¾ pick-up with 148,000 miles.

#8 - A PortaCount Pro+Respirator Fit Tester was requested by the Rescue Squad. This device can be fit to test all types of respirators. The device would be kept at the Rescue Squad station so that all Police and personal respirators can be tested annually.

#9 - Public Works requested an F-350 Dump Truck with plow.

Mayor DelCore spoke of the wear and tear to the vehicles.

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CPC Chairman said DPW Director, Rich Resavy told the CPC that his crew has had to spend a lot of time working on repairs. A new truck would replace a 2001 F-350 mason dump truck that has 96,000 miles.

#10 - The Office of Emergency Management requested lock/security upgrades for the Municipal Complex so that all areas of the building would be accessible to the Police Department.

CPC Member Mr. Klepich said this is especially important if there were ever a lock-down in the building.

OEM Director, John Sheridan, said the current system is a combination of electronic locks and key locks. Over the years some of the key locks have been changed out within the departments. It was discovered during a recent drill that some of the rooms could not be accessed. There is no master key for every door in the building. The new system would be administered by the Police Department allowing employees access to their departments by way of a key card. Access can be turned off without physically having the card. Visitors can be given a key card for certain areas of the building with time restrictions on it. It also records what card was used and the time accessed for each user.

Mr. Peason asked if video monitoring was ever considered.

Mr. Sheridan said there is video monitoring in some areas of the building, but not all.

CPC Chairman Cellilli said the next two items go hand-in-hand.

#11 - Replacements of damaged wood guardrails; and #12 - Sidewalk replacement. Each presents a public safety and potential liability item.

Mayor DelCore said he would like to see the guardrails higher on the list.

Assistant Township Engineer, Thomas Belanger said there are various roads throughout the Township that have wooden guiderails. Wooden guiderails are not legal anymore and do not meet any of the standards or codes. There is almost 6,000 LF of wooden guiderail that needs to be replaced at \$100 per LF, costing around \$600,000. Last year \$100,000 was funded; the request is that this year the same could be allocated so that all of the guiderails can be replaced in yearly sections, the worst first. Once you exceed a speed of 15 m.p.h., wooden guiderails no longer meet the standards.

Chairman Lipani asked if metal post and rails will be used.

Mr. Belanger said in some cases the posts in place are metal so only the rails would need to be replaced. Others will need new metal posts and rails. Guiderails at intersections are more costly because they have to be break-away posts. Our DPW would not be able to do the work. We can contract with the County to get a better cost on it. Replacement will be done this year with the \$100,000 approved last year.

Mr. Belanger said he goes around every year evaluating damaged sidewalks for replacement. Most of the \$75,000 requested is funded through the developer's contribution fund. We try to piece the sidewalk so that the portions that are in good shape are saved. Lists are gathered from complaints filed with the Public Works Department. DPW will address any emergency damage or trip hazards by using blacktop as a temporary fix.

Mr. Maski said he verified the balance in the sidewalk fund with the Township's CFO. As of January, there was a balance of approximately \$50,000.

Vice Chairman Marulli asked about retrofitting the guiderails.

Mr. Belanger said in most cases, the posts need to be replaced as well. The \$100 per LF is taking into consideration the replacement of the posts and rails, and break-away end pieces where needed.

CPC Chairman Cellilli said items 1-5 for the road projects and 1-9 for the non-road projects were rated as "high priority" items by the Capital Planning Committee. The locks, sidewalks and guiderails were ranked mid-level priority items.

#13 - Parks and Recreation requested a tilt trailer which would better address the need to haul various equipment around town and provide the operator greater ease.

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#14 - A 2016 Ford F-350 Mason Dump Truck with snowplow was requested by Parks & Recreation. The addition of this truck would provide an efficiency gain for the department.

#15 - Parks and Recreation requested a Toro Infield Pro 5040 which services the ballfields around the Township. This is a more modern piece of equipment that would provide the department greater efficiency.

#16 - The Police Department requested a Kompakt High Density Records Storage System which uses a rolling system to maximize storage in a small space. The Police Department is required to keep certain records an extended period of time and others indefinitely. The archive room has reached full capacity, utilizing 30 filing cabinets. Due to the sensitive nature of the information, the files cannot be stored outside of the Police Department.

Chairman Lipani remarked that the item was low on the list. He questioned if something had to be done soon.

CPC Member Mr. Klepich said it can be done next year, but it is something the Police Department will eventually have to have for paper records.

Chairman Lipani asked how much square footage it is able to save.

Lieutenant Kenneth Pryor said the Police Department is 25 years old and close to being maxed out on room. This system would help maximize storage in limited space but could be put off a year or two. Many records have to be kept for 95 years, others forever. Records are purged every year but there is no central place to store those purged records. This system would allow for that.

Mr. Peason said the Police Department does pursue grants wherever possible.

Vice Chairman Marulli commented on the cost of scanning documents.

CPC Member Mr. Klepich said the Police Department is still required to retain the hard copy.

CPC Chairman Cellilli continued.

#17 - The F-250 pick-up truck was previously discussed.

The last items, #18 - Automated Salt Brine Maker, #19 - Woodfield Park wellness and fitness trail and #20 - LUCAS Chest

Compression System, which is relatively new technology, are all items of merit but there is question as to whether or not funds would be available.

CPC Chairman Cellilli gave closing remarks.

Chairman Lipani asked the Planning Board for comments from the Board.

Mayor DelCore said "high priority" items should always be placed on public safety. He asked that the guiderails be moved up on the list.

Deputy Mayor Suraci suggested the guiderails be moved up to #2 or #3 on the non-road list.

Chairman Lipani asked the Board if they thought moving the lock / security upgrades should be moved up as well.

Mr. Peason said cost also was a consideration when ranking the items. For example, to replace the Castle Park playground would cost in excess of \$300,000. The \$75,000 proposal is to remedy the problem of splintering wood to make it safe. Many items are high priority but they all cannot be ranked that way.

The Board further discussed the ranking.

Deputy Mayor Suraci asked if some new parts might give extended life to the pick-up trucks to help off-set the costs of other items on the list.

The Board agreed to elevate the guiderails to item #2 and move all remaining other items down one.

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PLANNING BOARD PROJECT RANKING

RANK	PROJECT	DEPARTMENT	COST ESTIMATE
Road Projects			
1	New Amwell Road - Section 2 (1,750 LF Between Taurus Drive and Auten Road) May be eligible for Local Aid Grant of \$150,000.	<i>Engineering</i>	\$453,935.00
2	Euclid Avenue - Resurface (Balance of roadway from sewer project to cul-de-sac)		\$112,930.00
3	South Triangle Road - Resurface (4,500 LF - in its entirety)		\$482,942.50
4	Camplain Road - Resurface (2,900 LF Between Route 206 & Sunnymead Road)		\$309,227.50
5	Clawson Avenue - Resurface (5,700 LF - in its entirety)		\$482,662.50
TOTAL ROAD REQUESTS			\$1,841,697.50
Non-Road Projects			
1	Replace aging defibrillators (2@ \$1,600 each)	<i>Police</i>	\$3,200.00
2	Replace old damaged wood guiderails (various locations throughout the Township) (approx. 5,500 LF @\$100 per LF)	<i>Engineering</i>	\$100,000.00
3	Municipal Playground Renovation	<i>Parks & Rec</i>	\$75,383.00
4	ADA accessible playground at AVM Park	<i>Parks & Rec</i>	\$35,000.00
5	Tractor w/road mower attachment	<i>Public Works</i>	\$90,000.00
6	AVM Skate Park - Replace Wooden Ramps	<i>Parks & Rec</i>	\$50,000.00
7	Large plan / document copy machine (replacement)	<i>Engineering</i>	\$18,000.00
8	F-250 Pick Up Truck w/plow (1 of 2 requests)	<i>Public Works</i>	\$35,000.00
9	PortaCount Pro+Respirator Fit Tester	<i>Rescue Squad</i>	\$17,271.90
10	F-350 Dump Truck w/plow	<i>Public Works</i>	\$56,000.00
11	Lock/Security Upgrades for Municipal Complex	<i>OEM</i>	\$166,000.00
12	Sidewalk replacements - various (approx. 1,900 LF @\$40 per LF)	<i>Engineering</i>	\$75,000.00
13	Tilt Trailer	<i>Parks & Rec</i>	\$7,000.00
14	2016 Mason Dump Truck	<i>Parks & Rec</i>	\$50,000.00
15	TORO Infield Pro 5040	<i>Parks & Rec</i>	\$30,593.87
16	Kompakt High Density Records Storage System	<i>Police</i>	\$28,000.00
17	F-250 Pick Up Truck w/plow (2 of 2 requests)	<i>Public Works</i>	\$35,000.00
18	Automated Salt Brine Maker	<i>Public Works</i>	\$100,000.00
19	Woodfield Park wellness and fitness trail	<i>Parks & Rec</i>	\$34,000.00
20	LUCAS Chest Compression System (7 devices @ \$15,000 each)	<i>Rescue Squad</i>	\$105,000.00
TOTAL NON-ROAD REQUESTS			\$1,110,448.70
TOTAL CAPITAL REQUESTS			\$2,952,146.20

A motion to approve the 2016 Capital Budget Proposals Ranking, as amended, to the Township Committee for consideration and possible approval, was made by Vice Chairman Marulli, seconded by Mr. Peason.

Roll Call: Mr. Peason - yes; Mr. Wagner - yes; Mr. Hesthag - yes; Ms. Becorena - yes; Ms. Forrest - yes; Vice Chairman Dr. Marulli - yes; Deputy Mayor Suraci - yes; Mayor DelCore - yes; Chairman Lipani - yes. Motion carries.

Mr. Bernstein said the action of the Board will be memorialized by Resolution.

The Board thanked the Chairman and Capital Planning Committee for their work.

BUSINESS FROM THE FLOOR

None

CONSIDERATION OF ORDINANCES

None

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Mr. Maski reviewed the upcoming schedule

A motion to cancel the meeting of March 3rd was made by Mr. Peason, seconded by Mayor DelCore. All were in favor, none opposed. Motion carries.

EXECUTIVE SESSION

□ RE: Attorney-client privilege matters - Glen Gery.

A motion was made and seconded to go into executive session to discuss attorney - client privilege matters - Glen Gery. Executive Session ran 8:47 p.m. to 9:16 p.m.

A motion was made and seconded at 9:16 p.m. for the Board to come out of Executive Session. All were in favor, none opposed. Motion carries.

Mr. Bernstein noted for the record that all members of the Planning Board that were present for the Executive Session were present in the Courtroom, along with Planning Director, David Maski, PP, AICP and himself. Mr. Bernstein said he discussed attorney-client privilege matters regarding potential litigation for the Glen Gery application. No formal action needs to be taken.

ADJOURNMENT

A motion to adjourn was made at 9:17 p.m., and seconded. All were in favor, none opposed. Motion carries.

*Submitted by:
Debora Padgett
Administrative Assistant / Planning Board Clerk*