

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 September 13, 2016.

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**

Mayor DelCore advised that in accordance of section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975 that notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at 7:30 p.m. on September 13, 2016.

### **MOMENT OF SILENCE**

Mayor DelCore called for a brief moment of silence in remembrance of the 15<sup>th</sup> Anniversary of 9/11.

Mayor DelCore stated that there were a number of events throughout the county. There was a county event at the Somerset County Courthouse that was timed with the time the first plane crashed into the World Trade Center. Mayor DelCore also thanked Hillsborough Township Volunteer Fire Co. # 2, Station 37 for hosting their annual memorial on Sunday that was timed with the time the first tower went down. Mayor DelCore additionally expressed his appreciation to the Woods Road Fire Company #3 for hosting their annual memorial on Sunday afternoon.

### **APPROVAL OF MINUTES**

- *Approval of the March 9, 2016 Executive Session Meeting Minutes*

Upon a motion by Committeewoman McCauley, seconded by Committeeman Burchette, the minutes of the March 9, 2016 Executive Session were approved upon the call of the roll. Deputy Mayor Suraci abstained.

- *Approval of the March 22, 2016 Executive Session Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Deputy Mayor Suraci, the minutes of the March 22, 2016 Executive Session Meeting was approved upon the call of the roll. Committeeman Tomson and Mayor DelCore abstained.

- *Approval of the August 9, 2016 Regular Session Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Committeewoman McCauley, the minutes of the August 9, 2016 Executive Session were approved upon the call of the roll. Mayor DelCore abstained.

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

**Committeeman Burchette**

Committeeman Burchette informed residents that Triangle Road was recently repaved and it included all new handicap ramps and bus stop areas. Committeeman Burchette noted that the contractor must still replace the drainage inlet head with new environmentally friendly style drainage heads. Committeeman Burchette said this will be completed within a few weeks.

Committeeman Burchette reminded residents that the last Hillsborough Business Association Social for 2016 will be held on Wednesday, September 28th at Royce Brook.

Committeeman Burchette stated the event will be in Royce Brook Golf Club's Highlander Pavilion and Patio and the cost is \$10.00 per person, which includes hors d'oeuvres, salad, pasta, coffee and a dessert station.

Committeeman Burchette told residents, on-line registration is required. No payments will be accepted at the door. Tickets are non-refundable. Visit the HBA website to register.

Committeeman Burchette informed businesses interested in providing door prizes, please contact David Kois, Business Advocate [dkois@hillsborough-nj.org](mailto:dkois@hillsborough-nj.org).

**Committeewoman McCauley**

Committeewoman McCauley stated that Hillsborough Township Police Chief Powell would like to remind everyone that school is back in session, which will mean increased pedestrian traffic as some students walk to school and increased bus traffic.

Committeewoman McCauley urged residents to please be alert to flashing lights on stopped buses as children are entering and exiting the buses. Committeewoman McCauley alerted residents that passing a stopped bus with warning lights activated can result in a 5 point violation and substantial fines.

Committeewoman McCauley urged residents to please be aware of school buses in front of you, warning lights and children on the streets in the morning and afternoon.

Committeewoman McCauley informed residents that the Hillsborough Police Department has been receiving reports of telephone and online scam attempts. Committeewoman McCauley gave examples of some of the more common scams being reported are from sources claiming to be with the IRS, Publishing Clearing House, Microsoft and Law Enforcement Agencies claiming they have a loved one under arrest and they need to wire them funds for bail.

Committeewoman McCauley told residents they should at all times exercise extreme caution when contacted by any entity requesting immediate payment for unsolicited purposes. Committeewoman McCauley said that The New Jersey Division of Consumer Affairs has a Fraud Toolkit which contains useful information to help avoid being taken advantage of. The toolkit can be found at their website [www.fightingfraud.nj.gov](http://www.fightingfraud.nj.gov)

Committeewoman McCauley notified residents that disasters can strike quickly and without much warning. Committeewoman McCauley stated that Freeholder Deputy Director Peter S. Palmer invites

residents to take advantage of the upcoming Community Emergency Response Team (CERT) training hosted by the Somerset County Office of Emergency Management, starting Tuesday, Oct. 4. Seating is limited to the first 30 residents. Registration forms are due by Friday, Sept. 30.

Committeewoman McCauley announced that classes will be held at the Somerset County Emergency Services Training Academy, located at 402 Roycefield Road in Hillsborough, Oct. 4, 6, 11, 13, 18, and 20 from 7 to 10 p.m. and Saturday, Oct. 15 and 22, from 9 a.m. to 5 p.m.

Committeewoman McCauley informed residents that the CERT program is free for Somerset County residents.

**Committeeman Tomson**

Committeeman Tomson informed that there are still a few slots remaining for the Adult Bocce league – league games will be played on Saturday morning beginning this Saturday. Committeeman Tomson said registration is through the Recreation website.

Committeeman Tomson said the Township's Children's Halloween Party is set for Thursday, October 27th from 4:30-6:30 pm.

Committeeman Tomson noted that Pre-registration is required. The cost to participate is \$5 per child, which includes a Hay Ride to pick a pumpkin, a visit to the haunted house and a goodie bag. To register, please visit the Parks & Recreation website at [www.hillsborough-nj.org](http://www.hillsborough-nj.org).

Committeeman Tomson reminded residents to save the date for the HOWL-O-WEEN Party for all the dogs in town which will be held on Saturday, October 29<sup>th</sup> at the dog park at AVM Park.

Committeeman Tomson stated that the 3<sup>rd</sup> Annual Senior Olympics will be held on Wednesday, September 21<sup>st</sup> at AVM Park. Registration is required, so please call the Social Services Department to register for a fun filled day of Senior Olympics.

Committeeman Tomson informed residents that the Hillsborough Township Health Department and Green Brook Family Medicine are co-sponsoring a Community Flu Vaccination Clinic at the Hillsborough Municipal Complex, the Peter J. Biondi Building on Thursday, Oct.6, from 3PM to 6:30 PM. Please see the e-news or Website for more information.

Committeeman Tomson added a note from the Hillsborough – Millstone Municipal Alliance – they have reconvened for the fall at their meeting last Friday. Committeeman Tomson stated that residents should visit the website at [boroaware.org](http://boroaware.org) for upcoming events and additional information.

Committeeman Tomson notified residents of Hillsborough Library branch schedule as of September 11, 2016 is the following: Monday through Thursday: 9:30 a.m. - 9 p.m., Friday and Saturday: 9:30 a.m. - 5 p.m., and Sundays: 1 - 5 p.m.

**Deputy Mayor Suraci**

Deputy Mayor Suraci said the finalized tax bills will be mailed on October 4th and will include billings for 4th quarter for 2016 and 1st and 2nd quarter for 2017.

Deputy Mayor Suraci informed homeowners that they will begin to receive their 2014 Homestead Benefit application packets from the NJ Division of Taxation during the last week of September. The deadline for filing is November 30th.

Deputy Mayor Suraci advised residents if they have questions on the Homestead Benefit program, they should contact the State at 609-633-8433.

Deputy Mayor Suraci told residents that the Hillsborough Township Credit Card Advisory Committee will open the fall cycle of grant applications tomorrow, September 14th for the second round of 2016 grants.

Deputy Mayor Suraci said 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.

Deputy Mayor Suraci stated that grant applications can be found on the Township website at [www.hillsborough-nj.org](http://www.hillsborough-nj.org) or copies are available at the Administration Office. Deputy Mayor Suraci notified residents that completed applications must be submitted by Wednesday, October 12, 2016 to the Administration office to be considered for eligible grant funding. Deputy Mayor Suraci stated that this is a hard deadline because the advisory committee will meet to review those applications.

Deputy Mayor Suraci announced, to date, the Hillsborough Rewards Program has awarded nearly \$50,000 in grants to community based non-profit organizations.

Deputy Mayor Suraci announced that Hillsborough Township residents are able to receive an exclusive discount for tickets to the October 1st New York Red Bulls match! Discounted tickets can be purchased with the promo code: **BORO2016**.

Deputy Mayor Suraci advised residents with questions or would like to purchase tickets over the phone to contact Brian Cahill at 973-776-8969 or email him at [brian.cahill@newyorkredbulls.com](mailto:brian.cahill@newyorkredbulls.com)

### **Mayor DelCore**

Mayor DelCore recognized the Annual Rotary Fair and thanked all of the volunteers.

Mayor DelCore noted that on Saturday the fair was open for about 900 special needs children and their families. Mayor DelCore said that vendors come out and the children are able to go on rides without the worries of other children on there or other concerns.

Mayor DelCore expressed his thanks to the Rotary Fair for all that they do and asked Committeeman Burchette to pass along his thanks to the Rotarians.

Mayor DelCore said that it is his honor to announce this most recent recognition that Hillsborough Township has received. Mayor DelCore announced that Hillsborough Township was ranked 2nd amongst Safest Places in New Jersey in the Big City Rank.

Mayor DelCore noted that the ValuePenguin Report released its “2016 Safest Places in New Jersey” in late August, naming Hillsborough Township the 2nd Safest Place in New Jersey in the city size of over 30,000. Value Penguin utilizes the most recent FBI Crime Report information to generate the rankings.

Mayor DelCore thanked Chief Powell and his team for helping keep us safe and keeping crime stats down.

Mayor DelCore informed residents that the Shared Municipal Court of Hillsborough, Montgomery and Manville will be changing the times for court sessions effective October 1, 2016.

Mayor DelCore noted that after thoughtful consideration, the amendments to the court hours will not only offer increased flexibility but will also reduce the costs of the court operations.

Mayor DelCore stated that the new hours will include a Tuesday daytime session in addition to the existing Monday evening session.

Mayor DelCore said that this transition to a daytime schedule will also improve customer service by offering alternative scheduling options.

Mayor DelCore informed residents that the The Court Sessions will be as follows:

- Monday sessions will remain the same
- 3:30pm DUI pre-trials
- 5pm Contested cases

Tuesday schedule is as follows:

- 10am Manville first appearances
- 10:30 Montgomery first appearances
- 11am Hillsborough first appearances
- 12pm Contested Cases

Mayor DelCore also noted that court appearance information is included on the notice to appear when issued.

Mayor DelCore said that he was pleased to announce that Hillsborough will renew our commitment to health during the 10th Anniversary Year of the Mayors Wellness Campaign (MWC). Mayor DelCore noted that we will be issuing a proclamation a little later on the agenda, but Mayor DelCore just wanted to mention a few points.

Mayor DelCore stated that Hillsborough Township has utilized the partnership with the Mayors Wellness Campaign to host various programs such as the Annual Fun Run in the Park, Senior Olympics, Smoke Free Parks, Blood Drives, Flu Clinics, Blood pressure screenings and much more. Mayor DelCore noted that these events have encouraged both healthy lifestyles and increased community engagement in local programming.

Mayor DelCore said that he has seen the positive impact that the Mayors Wellness Campaign has had on our community and is excited to recommit Hillsborough Township to working to improve the health of our community during this 10th Anniversary Celebration.

Mayor DelCore announced that the Township is again working with Town Planner Calendar to produce a 2017 color printed calendar which will be mailed out to every residence in Hillsborough, at no cost to our taxpayers.

Mayor DelCore informed the residents that we are seeking photos for the 2017 edition. Individuals interested in submitting photographs for consideration can email their high resolution image to the Township Clerk at pborek@hillsborough-nj.org. Mayor DelCore noted that a photo release will need to accompany the pictures and there is no guarantee that the photo will be used.

Mayor DelCore said that advertising opportunities are also available in the calendar and are being handled directly through Town Planner. Please contact Jim O'Dowd at 973-650-2736 or jimodowd@townplanner.com for more information regarding advertising.

Mayor DelCore stated that as always, you can stay connected with all these events and more via the Friday enewsletter and Twitter. TV 29 and the Hillsborough YouTube channel showcase our meetings, Hillsborough the Good Life episodes and other information. Mayor DelCore reminded residents for traffic and other emergency related information be sure to subscribe to Nixle and the Honeywell Instant Alerting System.

Mayor DelCore wanted to acknowledge The Hillsborough Dukes for their Opening Day fundraiser for Ovarian Cancer that took place on Sunday. The Dukes were very successful in their fundraising and thanked them for their effort in bringing awareness to Ovarian Cancer.

## **PROCLAMATIONS/PRESENTATIONS PRESENTATIONS PROCLAMATIONS**

### **PROCLAMATIONS / APPOINTMENTS**

- **Proclamation recognizing September as Ovarian Cancer Awareness Month**

*WHEREAS, by proclaiming September 2016 as Ovarian Cancer Awareness Month, we call attention to a disease that affects women across our county, state and country, with the American Cancer Society estimating that 15,000 American women are projected to lose their lives to ovarian cancer this year; and*

*WHEREAS, these women are mothers, daughters, sisters, grandmothers, community members and cherished friends, and the absence they leave in our hearts will be deeply felt forever; and*

*WHEREAS, women who are middle aged and older, who have a family history of ovarian or breast cancer, or have had certain cancers in the past are at increased risk of developing ovarian cancer; and*

*WHEREAS, Ovarian Cancer knows no boundaries, the disease can strike anyone, across lines of age, ethnicity, and race; and*

*WHEREAS, because Ovarian Cancer often goes undetected until advanced stages, increasing the awareness of risk factors is critical to fighting this disease as it is estimated that about 22,000 new cases of Ovarian Cancer will be diagnosed in the United States this year; and*

***WHEREAS**, the public awareness campaign strives to increase knowledge about this disease and recognizes the best defense against Ovarian Cancer is early detection, therefore it is essential that women know the risk factors associated with the disease, and that men are educated so they can help their wives, mothers, grandmothers, aunts, sisters and girlfriends; and*

***WHEREAS**, this month is dedicated to the prevention and awareness, it is also to honor those we have lost, show our support for women who bravely carry on the fight, and take action to lessen the tragic toll Ovarian Cancer takes on families across our county.*

***NOW, THEREFORE, BE IT PROCLAIMED** that we, the Mayor and the Township Committee of the Township of Hillsborough, do hereby recognize September 2016, as Ovarian Cancer Awareness Month, and call upon citizens, government agencies, organizations, health care providers, and research institutions to raise Ovarian Cancer awareness and continue helping women live longer, healthier lives and urge women to talk to their health care providers to learn more about this disease.*

- **Proclamation recognizing the 10<sup>th</sup> Anniversary of the Mayor's Wellness Campaign**

***WHEREAS**, the Mayors Wellness Campaign was created 10 years ago in collaboration with the New Jersey Health Care Quality Institute and the New Jersey League of Municipalities; and*

***WHEREAS**, the initial theme of "Putting Our Community in Motion" has inspired Mayors, individuals, and entire communities to start to exercise and move in the direction of better health; and*

***WHEREAS**, today there are over 370 New Jersey Mayors and communities dedicated to improving the health of their residents; and*

***WHEREAS**, 21 towns in New Jersey over the last 10 years have been awarded the Healthy Town designation for their commitment to health promotion and programming.*

***NOW, THEREFORE, BE IT RESOLVED** that we, the Mayor and the Hillsborough Township Committee wish to join the residents of Hillsborough to celebrate the 10th anniversary of the Mayors Wellness Campaign.*

***BE IT FURTHER RESOLVED** that we, the Mayor and the Hillsborough Township Committee congratulate the New Jersey Health Care Quality Institute, the Mayors, and the residents of the participating New Jersey towns for promoting healthy lifestyle changes over the last 10 years with the Mayors Wellness Campaign and wish for its continued success.*

## **PRESENTATIONS**

- *Certificates to the 2016 Calendar Photo Contributors*

## **NEW BUSINESS**

- None

**PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA**

- None

**PUBLIC HEARINGS**

**2016-18 ORDINANCE      AUTHORIZING EXECUTION OF RELEASE OF CONSERVATION EASEMENT AND EXECUTION OF DRAINAGE EASEMENT AND FOR PLEASANT VIEW ESTATES**

**WHEREAS**, in compliance with the requirements of the approval granted by the Township of Hillsborough Planning Board for Phase II of the Parkside at Mountainview Subdivision titled “Pleasant View Estates” the developer granted a “Conservation Easement” over a 7,000 square foot area in Block 180.04, Lots 3 and 4 to the Parkside at Mountainview Homeowners Association (“HOA”) dated, October 19, 2006; and

**WHEREAS**, when the Planning Board approved the Subdivision, a portion of Lots 3 and 4 was designated as a grassed drainage swale, not a conservation area, to provide a filter effect for stormwater through the grass before reaching the storm basin and ultimately being released; and

**WHEREAS**, the Owners of Lots 3 and 4 and the HOA have executed a Release of Conservation Easement and a Drainage Easement in favor of the Township of Hillsborough to replace the previously recorded Conservation Easement to clarify that the easement area is intended as a grass stormwater drainage swale and not a conservation area; and

**WHEREAS**, the attached Release of Conservation Easement and Drainage Easement have been reviewed by the Township Attorney and have been found 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 Mayor and Township Clerk are authorized to execute the Release of Conservation Easement and Drainage Easement on behalf of the Township for portions of Block 180.04, Lots 3 and 4 in the Township of Hillsborough in the form attached hereto; (2) the Mayor, Township Clerk and Township Attorney are authorized and directed to take such other actions as are reasonable and/or necessary to complete the execution and filing of the Release of Conservation Easement and Drainage Easement for portions of Block 180.04, Lots 3 and 4 in the Township of Hillsborough; and (3) this Ordinance shall take effect upon passage and publication as provided for by law.

Mayor DelCore stated that this ordinance releases a previous recorded conservation easement in favor of a drainage easement in accordance with the original planning board approval.

Mayor DelCore noted that 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 resolution was unanimously approved upon call of the role.

Upon motion by Committeewoman McCauley, seconded by Committeeman Burchette to close the public hearing and adopt Ordinance 2016-18, the resolution was unanimously approved upon call of the role.

**INTRODUCTION OF NEW ORDINANCES**



**2016-19 AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF HILLSBOROUGH BY THE ADDITION OF CHAPTER 78 ESTABLISHING A LIBRARY ADVISORY BOARD**

Further consideration of this ordinance and public hearing will be held on October 25, 2016.

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

**WHEREAS**, each branch library of the Somerset County Library System is authorized to have its own Library Advisory Board; and

**WHEREAS**, the Township Committee of the Township of Hillsborough desires to establish a Library Advisory Board for the Hillsborough Township Branch of the Somerset County Library System.

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

**SECTION 1.** The Code of the Township of Hillsborough is hereby supplemented and amended by the addition of Chapter 78 entitled "Library Advisory Board" as follows:

**CHAPTER 78. LIBRARY ADVISORY BOARD**

**§78-1. Establishment of Library Advisory Board.**

There is hereby established a Library Advisory Board which shall be the official and only recognized Advisory Board for the Hillsborough Library Branch of the Somerset County Library System.

**§78-2. Appointment; Membership; Term; Compensation.**

A. The Library Advisory Board shall consist of seven (7) members to be appointed by the Township Committee. All members of the Library Advisory Board shall be residents of Hillsborough Township.

B. The terms of the members of the first Board shall be calculated from January 1 of the year following their date of appointment. The first members of the Board shall be appointed to terms as follows: two (2) members will have a term of one (1) year; two (2) members will have a term of two (2) years; and three (3) members shall have a term of three (3) years.

C. All subsequent appointments after formulation of the first Board shall be for a term of three (3) years commencing on January 1 and ending on December 31.

D. Any vacancy occurring by reason of the death, resignation or removal of any Board member shall be filled for the unexpired term of that member.

E. The members of the Library Advisory Board shall serve without compensation.

**§78-3. Duties and Functions.**

A. The Library Advisory Board shall conduct monthly meetings to discuss matters affecting the Hillsborough Library Branch of the Somerset County Library System.

B. The Library Advisory Board shall report and make recommendations to the Hillsborough Township Committee, Hillsborough Library Branch Manager, Somerset County Library System Administrator and Somerset County Library Commission regarding policies, programs, services, maintenance and other matters affecting the Hillsborough Township Library Branch of the Somerset County Library System.

C. The Library Advisory Board shall select from among its members a Chairperson to serve as the presiding officer at its meetings and Vice Chairperson to serve as the presiding officer in absence of the Chairperson.

D. The Library Advisory Board shall select from among its members a Secretary whose function shall be to maintain minutes of the Board's meetings.

**SECTION 2.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

**SECTION 3.** This Ordinance shall take effect upon adoption and publication according to law.

Mayor DelCore stated this ordinance amends the Hillsborough Township Code to establish a Library Advisory Board consisting of 7 members, appointed by the Township Committee.

Mr. David D'vorin of 506 Hoagland Ct. stated concerns with the responsibility of the Library Advisory Board. Mr. D'vorin is concerned with how the Board will interact with the Somerset County Library Commission. Mr. D'vorin stated that there needs to be direction on the roles and responsibilities of the Board.

Upon motion by Committeeman Burchette, seconded by Committeewoman McCauley, to introduce the ordinance, the motion was unanimously approved upon call of the role.

## CONSIDERATIONS

### **1. RESOLUTION AUTHORIZING THE HIRING OF LINDA HADLEY TO THE POSITION OF FULL-TIME FIELD INSPECTOR IN THE TOWNSHIP'S TAX ASSESSOR OFFICE, AT AN ANNUAL SALARY OF \$48,000**

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

**WHEREAS**, Linda Hadley has worked in the Tax Assessor's office, as a part-time Field Inspector, for the past twelve months; and

**WHEREAS**, the Tax Assessor recommends the hiring of Linda Hadley as a full-time Field Inspector, effective September 14, 2016, at an annual salary of \$48,000 and waiving the three month probationary period.

**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.

Mayor DelCore stated that a vacancy exists in the position of Full Time Field Inspector in the Tax Assessor's Office. Mayor DelCore further stated that Ms. Hadley has been a Part Time Field Inspector with the Township and was recommended by the Tax Assessor for this position. Mayor DelCore welcomed Ms. Hadley.

Anthony Ferrara, Town Administrator, commented that Ms. Blaney and himself went through the interview process. Anthony Ferrara stated that they are very happy to have Ms. Hadley move from part time to full time and that it will be a great addition to help us continue the great work she's done in the past year.

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

**2. RESOLUTION AUTHORIZING A "NON FAIR AND OPEN" AGREEMENT WITH BINSKY & SNYDER SERVICE LLC FOR COOLING TOWER REPAIRS IN AN AMOUNT NOT TO EXCEED \$21,799.00**

**WHEREAS**, the Township of Hillsborough requires an outside professional HVAC contractor to perform repairs to the cooling tower at the Municipal Building, and

**WHEREAS**, Binsky & Snyder Service LLC has been working with the Township's HVAC system since 2014; and

**WHEREAS**, Binsky & Snyder Service LLC has submitted their proposal dated August 23, 2016 in the amount of \$21,799.00; and

**WHEREAS**, the Township employs a Qualified Purchasing Agent who, along with the Director of Public Works, recommends the contract be awarded to Binsky & Snyder Service LLC, in order to maintain continuity; and

**WHEREAS**, the amount of the Agreement is below the Township of Hillsborough's bid threshold of \$40,000 and is therefore not required to be publicly bid pursuant N.J.S.A. 40A:11-3 and N.J.S.A. 40A:11-9; and

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

**WHEREAS**, Binsky & Snyder Service LLC has submitted a Political Contribution Disclosure form.

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

1. The Mayor and Township Clerk are to authorize and execute the agreement with Binsky & Snyder Service LLC for cooling tower repairs in an amount not to exceed \$21,799.00.
2. This contract is awarded without competitive bidding as a "Non Fair & Open Contract".

Mayor DelCore added that these are needed repairs for the HVAC unit for the Library.

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

**3. RESOLUTION ACCEPTING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2015 AUDIT**

**WHEREAS**, in accordance with Local Finance Notice 92-15, Hillsborough Township must submit a Corrective Action Plan for 2016 to the Division of Local Government Services in regards to the Township Audit of 2015.

**BE IT RESOLVED** that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby accepts and approves the attached “2015 Corrective Action Plan for the Township of Hillsborough” as submitted by Chief Finance Officer Nancy Costa.

Mayor DelCore noted that the Township Auditor, Suplee Clooney, has completed the audit of the Township finances for 2015. The Auditor found the Township’s financial ledgers in general compliance with the exception of one area identified through the audit process as an area of improvement.

Mayor DelCore said that the corrective action plan will address this issue which relates to grants received in prior years.

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

**4. RESOLUTION ACKNOWLEDGING THE ANNUAL AUDIT FOR THE YEAR 2015 OF HILLSBOROUGH TOWNSHIP, SOMERSET COUNTY**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Township of Hillsborough’s Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the Group Affidavit Form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Mayor DelCore stated that State law requires the Township Committee to review the audit and acknowledge so by resolution. The audit summary shall be published in the newspaper, as required by law, and will be available on the Township's website which is our policy. A full copy of the audit is available for public review in the Township Clerk's office.

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

**5. RESOLUTION AUTHORIZING THE MAYOR AND TOWNSHIP CLERK OF THE TOWNSHIP OF HILLSBOROUGH TO ENTER INTO A TWENTY SIX (26) MONTH CONTRACT WITH AFFINITY FEDERAL CREDIT UNION TO OPERATE, MANAGE AND ADMINISTER THE TOWNSHIP'S CREDIT CARD PROGRAM.**

**WHEREAS**, the Township of Hillsborough believes that it is in the best interests of its taxpayers to continue to offer a Credit Card Program to its residents, businesses, and non-profit organizations designed to raise funds for youth and senior programs; and

**WHEREAS**, on May 6, 2016 and June 3, 2016, the Township Qualified Purchasing Agent, through the process of competitive contracting, N.J.S.A. 40A:11-4.1(j), issued a Request for Proposal to solicit the services of a private entity to operate, manage and administer such a program; and

**WHEREAS**, the Township received no responses to the Request for Proposals through the Competitive Contracting Procurement Process for the Credit Card Program; and

**WHEREAS**, under such circumstances N.J.S.A. 40A:11-5 (3) permit a municipality to negotiate a contract in which the terms, conditions, restrictions and specifications set forth are not substantially different from those in the Request for Proposal; and

**WHEREAS**, the Township Qualified Purchasing Agent has negotiated a twenty- six (26) month contract with Affinity Federal Credit Union which is in the best interests of the Township's taxpayers because there is no cost to the Township for this program; the program offers the Township's residents a favorable credit card interest rate with rewards, with the interest rate based on the applicant's credit score; and reimbursement to the Township at the initial rate of 20% of the total interchange rate; and

**WHEREAS**, a certification of funds from the Chief Finance Officer is not required because, as stated above, this award will not result in an expense to the Township.

**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 Affinity Federal Credit Union is hereby awarded a twenty-six (26) month contract effective September 1, 2016 to October 31, 2018 to operate, manage and administer the Township's Credit Card Program.
2. That the Mayor and Township Clerk are hereby authorized to execute a contract in a form consistent with the negotiated terms between the Township Qualified Purchasing Agent and Affinity Federal Credit Union, after approval by the Township Attorney.
3. This Resolution shall be effect immediately.

Mayor DelCore stated as discussed by Deputy Mayor Suraci's liason report, the Hillsborough Rewards Credit Card Program has a successful record of supporting non-profit Hillsborough based organizations serving youth and seniors. This contract continues the relationship with Affinity to administer the program.

Deputy Mayor Suraci commented that he is pleased that we are continuing the relationship with Affinity Federal Credit Union to keep the program going. Deputy Mayor Suraci said that we've had the program going for about 10 years now and it's a nice run and a nice way for nonprofits to receive funding for sorely needed assets, some of them have included safety equipment. Deputy Mayor Suraci noted that it's a worthwhile program and that he is very pleased.

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

**6. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO RAMPAGE, LLC FOR THE INSTALLATION OF A NEW SKATEPARK RAMP AT ANN VAN MIDDLESWORTH PARK IN AN AMOUNT NOT TO EXCEED \$48,900.00**

**WHEREAS**, a notice of advertisement for bids and an Invitation to Bid was prepared and advertised on August 22, 2016; and

**WHEREAS**, sealed bids were opened and read on September 7, 2016 at 10:00 AM, which was the time and place as provided for in the Invitation to Bid entitled "Installation of a New Skatepark Ramp at Ann Van Middlesworth Park" in accordance with the Local Public Contracts Law; and

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

<u>Vendor</u>	<u>Amount</u>
Rampage, LLC	\$49,800.00
American Ramp Company	\$98,000.00

**WHEREAS**, the specifications provide that the award of the contract shall be made to the lowest responsible bidder for the bid; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-2(27) “The lowest responsible bidder is the one who conforms to all requirements of a specification and applicable statutory provisions”; and

**WHEREAS**, the Qualified Purchasing Agent has determined that the lowest responsible bidder is Rampage, LLC; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, the Mayor and Township Clerk are hereby authorized to execute a contract with Rampage, LLC, for the Installation of a New Skatepark Ramp at Ann Van Middlesworth Park in an amount not to exceed \$49,800.00.

Committeeman Burchette commented that he’s been out there just recently looking at what we have and it’s one of the facilities at that park that gets constant use. Committeeman Burchette said that the equipment’s been out there, it was put together by volunteers and it has just been totally worn out. Committeeman Burchette added that it is nice to see it’s been worn out instead of not used. Committeeman Burchette stated that he thinks this is money well spent and it is in our Capital budget.

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

**7. RESOLUTION AUTHORIZING THE PURCHASE OF OUTDOOR DECORATIONS FROM RILEIGHS OUTDOOR DECOR IN AN AMOUNT NOT TO EXCEED \$14,501.40**

**WHEREAS**, the Township of Hillsborough solicited quotes for outdoor decorations and three (3) responses were received as follows:

Rileighs Outdoor Decor	\$14,501.40
Carpenter Decorating	\$17,806.00
Clark Sales Display Inc.	\$24,144.00

**WHEREAS**, Director of Public Works and the Township Qualified Purchasing Agent recommends a contract be awarded to Rileighs Outdoor Decor in an amount not to exceed \$14,501.40 for outdoor decorations; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby authorizes and approves the award of a contract to Rileighs Outdoor Decor, in an amount not to exceed \$14,501.40 for outdoor decorations.

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

**8. RESOLUTION AUTHORIZING THE REPLACEMENT OF THE PUMP AT WOODFIELD PARK BY SUMMIT WELL & PUMP, INC., IN AN AMOUNT NOT TO EXCEED \$10,122.00**

**WHEREAS**, the Township of Hillsborough solicited quotes for the replacement of the pump at Woodfield Park and three (3) responses were received as follows:

Summit Well & Pump Inc.	\$10,122.00
Samuel Stothoff Co., Inc.	\$11,854.80
Somerville Well Drilling Ltd. Inc.	\$14,378.40

**WHEREAS**, Director of Parks & Recreation and the Township Qualified Purchasing Agent recommend a contract be awarded to Summit Well & Pump, Inc., in an amount not to exceed \$10,122.00 for replacement of the pump at Woodfield Park; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby authorizes and approves the award of a contract to Summit Well & Pump, Inc., in an amount not to exceed \$10,122.00 for replacement of the pump at Woodfield Park.

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

**9. RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF A REPLACEMENT DUMP TRUCK BODY FROM WEST JERSEY ENTERPRISES, INC., IN AN AMOUNT NOT TO EXCEED \$15,508.20**

**WHEREAS**, the Township of Hillsborough solicited quotes for the purchase and replacement of a dump truck body and three (3) responses were received as follows:

West Jersey Enterprises Inc.	\$15,508.20
Monmouth Truck Equipment	\$16,660.00
A&K Equipment Co., Inc.	\$17,185.00



**WHEREAS**, Director of Public Works and the Township Qualified Purchasing Agent recommend a contract be awarded to West Jersey Enterprises, Inc., in an amount not to exceed \$15,508.20 for the purchase and installation of a replacement dump truck body; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby authorizes and approves the award of a contract to West Jersey Enterprises, Inc., in an amount not to exceed \$15,508.20 for the purchase and installation of a replacement dump truck body.

Mayor DelCore added that this is being funded through our Clean Communities Grant.

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

**10. RESOLUTION AUTHORIZING PURCHASE OF A TRUSS ARCH SHELTER TO PROTECT OUTDOOR STORAGE OF MATERIALS AT PUBLIC WORKS FROM TEK SUPPLY IN AN AMOUNT NOT TO EXCEED \$8,750.96**

**WHEREAS**, the Township of Hillsborough solicited quotes for the purchase of a Truss Arch Shelter to protect outdoor storage of materials at Public Works and three (3) responses were received as follows:

Tek Supply	\$ 8,750.96
Celina Tent	\$11,095.50
Big Top	\$12,500.00

**WHEREAS**, Director of Public Works and the Township Qualified Purchasing Agent recommend the purchase of a Truss Arch Shelter from Tek Supply in an amount not to exceed \$8,750.96; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby authorizes and approves the purchase of a Truss Arch Shelter from Tek Supply in an amount not to exceed \$8,750.96.

Mayor DelCore added that the this resolution will purchase that protect materials used outside so that they are available during snow storms.

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

**CONSENT AGENDA**

**1. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$6,763.30 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 \$6,763.30 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 August 16, 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 \$6,763.30 is to be transferred from the Engineering Escrow Accounts into the Treasurers Account.

<u>Client</u>	<u>Number</u>	<u>Transfer Amount</u>
Country Classics – 4C	612	-997.59
Country Classics – 4D	626	-349.86
Gateway@Sunnymeade	472	-1,744.02
Gateway Phase 5	614	-456.32
Gateway Phase 6	620	-690.79
Green Village	607	-471.82
Hidden Brook Estates	603	-91.02
Hillsborough Farms	539	-485.17
Kiddie Academy	542	-692.40
MAAC Development	615	-196.67

PLEABEAZIN	477	-339.31
RETS Partners	632	-157.27
RPM Dev/Westerling Place	637	-91.02
Grand Total		\$-6,763.30

**2. RESOLUTION AUTHORIZING THE MAYOR AND TOWNSHIP CLERK TO EXECUTE DISCHARGES OF MORTGAGE REGARDING LOT 8.B IN BLOCK 175 ON THE TAX MAP OF THE TOWNSHIP OF HILLSBOROUGH**

**WHEREAS**, on August 3, 2000, Edna M. Kline, the owner of property known as 578 Amwell Road, Lot 8.B in Block 175 on the Township of Hillsborough Tax Map ("Property"), executed a Property Rehabilitation Mortgage ("Mortgage") for a loan of \$9,645.00 from the Township of Hillsborough ("Township") for the rehabilitation of her dwelling; and

**WHEREAS**, because the terms of the Mortgage have been met, the Mortgage, by its terms, was automatically forgiven in full by the Township on September 1, 2006 and should be discharged of record; and

**WHEREAS**, on April 3, 2001, Edna M. Kline, the owner of property known as 578 Amwell Road, Lot 8.B in Block 175 on the Township of Hillsborough Tax Map ("Property"), executed a Property Rehabilitation Mortgage ("Mortgage") for a loan of \$613.75 from the Township of Hillsborough ("Township") for the rehabilitation of her dwelling; and

**WHEREAS**, because the terms of the Mortgage have been met, the Mortgage, by its terms, was automatically forgiven in full by the Township on April 1, 2006 and should be discharged of record; and

**WHEREAS**, the purpose of this Resolution is to authorize the Mayor and Clerk of the Township of Hillsborough to execute the attached Discharges of Mortgage which will be filed with the Somerset County Clerk's office.

**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 Clerk are hereby authorized to sign the Discharges of Mortgage attached hereto; and
2. The Township Clerk is directed to forward the original executed Discharges of Mortgage to the attorney for the Estate of Edna M. Kline, Pidgeon & Pidgeon, P.C., 600 Alexander Road, Princeton, NJ 08540 for recording.

3. This Resolution shall take effect immediately.

**3. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR NICK MAGOS CANCER CALLOUT, LLC FOR AN EVENT TO BE HELD ON OCTOBER 8, 2016**

**WHEREAS**, an application for a Special Permit for Social Affair has been filed by Nick Magos Cancer Callout, LLC for an event to be held on October 8, 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 Nick Magos Cancer Callout, LLC for an event to be held on October 8, 2016.

**4. RESOLUTION RATIFYING AND CONFIRMING THE WAIVING OF CONSTRUCTION PERMIT FEES FOR THE HILLSBOROUGH VOLUNTEER FIRE COMPANY #1 TO REPAIR WATER DAMAGE TO THEIR FIREHOUSE**

**WHEREAS**, the Hillsborough Volunteer Fire Company #1 requested the Township to waive the Construction Permit fees associated with the repair work needed to repair water damage to the firehouse; and

**WHEREAS**, the Township Committee would like to relieve the Hillsborough Volunteer Fire Company #1 of the costs associated with the Construction Permit fees for the repair of water damage.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby ratifies and confirms the waiving of the Construction Permit fees pertaining to the repair of water damage to the Hillsborough Volunteer Fire Company #1 firehouse.

**5. RESOLUTION ACCEPTING PERFORMANCE SURETY BOND NO. 39149 FROM THE SERVICE INSURANCE COMPANY, INC., IN THE AMOUNT OF \$54,414.00 FOR RICHMOND PROPERTIES**

**WHEREAS**, a request has been received from Richmond Properties for the acceptance of Performance Surety Bond No. 39149 from The Service Insurance Company in the amount of \$54,414.00; and

**WHEREAS**, the Assistant Township Engineer recommends that the Township Committee take action to accept the Performance Surety Bond.

**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.

**6. RESOLUTION AUTHORIZING THE FOLLOWING ACTIONS FOR PLEASANT VIEW ESTATES: ACCEPTING MAINTENANCE BOND NO. 5040710 FROM BOND SAFEGUARD INSURANCE COMPANY, IN THE AMOUNT OF \$92,697.22; RELEASING PERFORMANCE BOND NO. 929408002; RELEASING CASH BOND IN**

**THE AMOUNT OF \$27,753.00 AND ACCEPTING THE PLEASANT VIEW ROAD IMPROVEMENTS**

**WHEREAS**, a request has been received from Beazer Homes/Pleasant View Estates for the acceptance of Maintenance Bond No. 5040710 from Safeguard Insurance Company in the amount of \$92,697.22, releasing Performance Bond No. 929408002 in its entirety, releasing Cash Bond in the amount of \$27,753.00 and accepting the Pleasant View Road improvements; and

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

**WHEREAS**, the Assistant Township Engineer recommends that the Township Committee take action to accept the Maintenance Bond, release of the Performance Bond, release of the Cash Bond and accept the Pleasant View Road improvements.

**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.

**7. RESOLUTION APPROVING THE REQUEST FROM VALLEY HOLDINGS, LLC FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$50,618.10**

**WHEREAS**, a request has been received from Valley Holdings, LLC 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 \$50,618.10 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.

**8. RESOLUTION AUTHORIZING APPOINTMENT OF ERICA LENZO AND DONNA ROGERS TO THE "TOWNSHIP SUBSTITUTE CALL LIST"**

**WHEREAS**, the Administrator recommends the appointment of Erica Lenzo and Donna Rogers to the "Township Substitute Call List" to be utilized in circumstances when emergency coverage is needed.

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

**9. RESOLUTION AUTHORIZING SIGNING OF THE HILLSBOROUGH/MILLSTONE MUNICIPAL ALLIANCE GRANT AGREEMENT FOR JULY 1, 2016 THROUGH JUNE 30, 2017**

**WHEREAS**, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

**WHEREAS**, The Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

**WHEREAS**, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Somerset.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough, County of Somerset, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize the signing of the agreement for July 1, 2016 through June 30, 2017.

DEDR                               \$ 28,436.49

Cash Match     \$ 7,109.12

In-Kind                         \$ 21,327.36

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

**10. RESOLUTION APPROVING REQUEST FROM ANDREA (SCHRANCZ) SUTTER FOR RELEASE OF CASH ESCROW FOR ROAD OPENING PERMIT 2014-24, CAMDEN ROAD, IN THE TOTAL AMOUNT OF \$150.00**

**WHEREAS**, a request has been received from Andrea (Schrancz) Sutter for release of cash escrow for road opening permit 2014-24, in the total amount of \$150.00; 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 release the \$150.00 cash escrow that was posted for the completion of this project.

**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.

**11. RESOLUTION CONFIRMING AND RATIFYING THE REFUND OF TAX OVERPAYMENTS IN THE AMOUNT OF \$61,563.52 (total properties 37)**

**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, \$61,563.52, properties 37.

<b>Block</b>	<b>Lot</b>	<b>Name</b>	<b>Amount</b>	<b>Qtr</b>	<b>Year</b>
25	5	CoreLogic	1,487.79	3	2016
60	8	CoreLogic	1,615.89	3	2016
65	46	CoreLogic	2,094.95	3	2016
150.11	6	CoreLogic	1,923.60	3	2016
163.02	19.17	CoreLogic	2,272.77	3	2016
163.08	1 -C1701	CoreLogic	1,261.20	3	2016
163.22	46-C3525	CoreLogic	873.48	3	2016
169	10	CoreLogic	2,197.35	3	2016
178.02	162	CoreLogic	1,484.91	3	2016
178.02	172	CoreLogic	1,387.36	3	2016
178.02	190	CoreLogic	1,323.98	3	2016

178.02	439	CoreLogic	1,604.04	3	2016
182.03	12	CoreLogic	2,220.58	3	2016
195	5	CoreLogic	1,952.60	3	2016
199	17	CoreLogic	1,754.44	3	2016
205.35	17	CoreLogic	4,320.16	3	2016
183.04	14	Nationstar	2,097.20	3	2016
178	2	Bank of America	936.80	3	2016
200.06	2-C0011	Wells Fargo	1,509.01	3	2016
155	9	Wells Fargo	1,777.39	3	2016
151.02	12	Lereta	2,518.67	3	2016
25.32	12	Adam Chu	4,048.74	3	2016
151.15	105	Constance Richardson	1,727.07	3	2016
204.06	109	Russ Lernerman	3,069.70	3	2016
205.11	48.04	Matjes Associates LLC	441.12	3	2016
180.08	15	S. Gnanasekaran	3,889.32	3	2016
178.02	195	Zhonghua Chen	1,447.12	3	2016
169	36.04	Lanwin Development Corp	1,192.00	3	2016



171	14.02-Qfarm	Victor Ammons	55.00	3	2016
171	63.04-Qfarm	Michael D'Amore	8.53	3	2016
169	3-Qfarm	Princeton Research Lands, Inc	30.65	3	2016
163.21	7-C3212	Ila Shah	1,397.69	3	2016
163.21	7-C3423	Jason Schery	1,326.96	3	2016
141.06	12	Gateway Assocs of Hillsborough	977.44	3	2016
145.06	15	Shuba Ramaswamy	340.94	3	2016
150.01	9	Brijesh Ravi	2,650.32	3	2016
205	18-Qfarm	Country Classics IV LLC	246.75	3	2016
205	18-Qfarm	Foundation Title	100.00	3	2016

**12. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$4,030.25**

**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 \$4,030.25.

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Hangdong Guo	\$35.00	Jaime Gerard	\$40.00
Marcela Esposito	\$45.00	Paul Carrington	\$50.00
Rhona Ferling	\$6.50	Michelle Laffoon	\$160.00
Tara Kenyon	\$400.00	Vadim Bodick	\$225.00

Brigette Colabella	\$110.00	Rachel Colonna	\$75.00
Alaina Jorgensen	\$43.75	Mary Ann Lombardo	\$65.00
Gina Bengivenga	\$65.00	Gary Kummer	\$675.00
Joel Endick	\$30.00	Hangdong Guo	\$15.00
Ramona Mora	\$15.00	Tamar Yarkoni	\$30.00
Cindy Giurlando	\$15.00	Amol Chaudhari	\$30.00
Sundra Glennon	\$15.00	Rachit Desai	\$15.00
Leatrice Sims	\$30.00	Hong Liu	\$15.00
Trish Yesalonis	\$30.00	Tracey Marotto	\$15.00
Jasmine Taylor	\$15.00	Julie Collins	\$45.00
Dawn Bailey	\$15.00	Edgar Hamon	\$30.00
Julie Brink	\$15.00	Srilakshmi Vemini	\$15.00
Shawn Hasting	\$45.00	Roshni Narayan Reddy	\$15.00
Aimee Glennon	\$30.00	Evelyn Gonzalez	\$15.00
Dana DePace	\$15.00	Ewa Fik-Rymarkiewicz	\$15.00
Michelle Conklin	\$15.00	Theresa Cialdella	\$15.00
Stephanie Laub	\$15.00	Edyta Pajka	\$15.00
Aishwarya Balasubramanian	\$15.00	Sue Pankowski	\$15.00
Sylwia Szandrowski	\$15.00	Johanna Rzemieniewski	\$55.00
Ramona Mora	\$225.00	Deyvid Green	\$55.00
Chris Pfeil	\$35.00	Brandon Foy	\$35.00
Ruth Helsen	\$215.00	Kelly Silagy	\$400.00
Tara Decker	\$235.00	Jennifer Weber	\$75.00
Anabela Cieslak	\$75.00		

**13. RESOLUTION GRANTING PERMANENT EMPLOYEE STATUS TO DAWN SPINELLI IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF SOCIAL SERVICES, EFFECTIVE AUGUST 25, 2016**

**WHEREAS**, Dawn Spinelli was hired as a full-time Senior Transportation Driver in the Department of Social Services on May 25, 2016; and

**WHEREAS**, the Director of the Department of Social Services certifies that Ms. Spinelli has performed her duties and assignments in a capable and competent manner; and

**WHEREAS**, having qualified for regular employee status during the three-month probationary period, the Director of Social Services recommends that regular employee status be conferred upon Ms. Spinelli, effective August 25, 2016.

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

**14. RESOLUTION RATIFYING AND CONFIRMING THE ANNUAL JASON'S 5-K RUN IN HILLSBOROUGH TOWNSHIP ON SATURDAY, AUGUST 28, 2016, PURSUANT TO THE REQUIREMENTS OUTLINED BY CHIEF DARREN POWELL**

**WHEREAS**, Linda Walton requested permission to hold the annual 5-K Run on Saturday, August 28, 2016, in Hillsborough Township; and

**WHEREAS**, Linda Walton produced a certificate of insurance naming the Township of Hillsborough as an insured; and

**WHEREAS**, Chief Powell and the Hillsborough Township Police Department's Traffic Safety Bureau determined that the planned route provided was an acceptable level of safety for the runners.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey ratifies and confirms the authorization for Linda Walton to hold the race in Hillsborough Township on August 28, 2016.

**15. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR NICK MAGOS CANCER CALLOUT, LLC FOR AN EVENT TO BE HELD ON OCTOBER 8, 2016**

**WHEREAS**, an application for a Special Permit for Social Affair has been filed by Nick Magos Cancer Callout, LLC for an event to be held on October 8, 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 Nick Magos Cancer Callout, LLC for an event to be held on October 8, 2016.

**16. RESOLUTION RATIFYING AND CONFIRMING THE SOURLAND CONSERVANCY'S ANNUAL SPECTACULAR BICYCLE RALLY THAT WAS HELD IN THE TOWNSHIP OF HILLSBOROUGH ON SATURDAY, SEPTEMBER 10, 2016, PURSUANT TO THE REQUIREMENTS OUTLINED BY CHIEF DARREN POWELL**

**WHEREAS**, the Sourland Conservancy requested to hold their annual bicycle rally, on Saturday, September 10, 2016, in the Township of Hillsborough; and

**WHEREAS**, the Souland Conservancy produced a certificate of insurance naming the Township of Hillsborough as an insured; and

**WHEREAS**, Chief Powell and Hillsborough Township Police Department's Traffic Safety Bureau determined that the planned route provided an acceptable level of safety for the riders.

**NOW, THEREFORE**, be it resolved by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey ratifies and confirms the authorization for the Sourland Conservancy holding a bicycle rally in Hillsborough Township on September 10, 2016.

Mayor Delcore asked for an approval of the Consent Agenda.

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

**CLAIMS LIST**

Mayor DelCore asked to approve Claims Lists 2016-15.

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

Mayor DelCore asked to approve Claims Lists 2016-16.

Upon the motion of Committeeman Burchette seconded by committeewoman McCauley, the aforesaid resolution 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, P.L. 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. *Potential Land Acquisition*

- i. *Block 116, Lots 1, 2, 4, & 5*
- ii. *Block 112, Lot 2*
- iii. *Block 80, Lot 1*

b. *Potential Litigation:*

- i. *Affordable Housing - Sherman Property*
- ii. *Hillsborough Properties*

c. *Contract Negotiations*

- i. *Communications Tower Ground Lease - Verizon*

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

Upon motion by Committeeman Tomson, seconded by Deputy Mayor Suraci, the public meeting was reopened at 9:39 pm.

Attorney Bernstein noted there was a discussion with Township Special Council, Township Planning Director and the Township Health Officer in regards to a possible environmental assessment for a property within the Township. Attorney Bernstein said that a recommendation is being made that the governing body enter into an arrangement with CME Associates to provide such environmental site assessments.

Attorney Bernstein added that a resolution will be provided to the Township Clerk the next day asking for a motion to approve a contract with CME Associates to provide an environmental site assessment in an amount not to exceed \$39,665. Attorney Bernstein asked that the Mayor's Office and the Township Clerk execute all necessary documents.

**RESOLUTION AUTHORIZING CME ASSOCIATES OF MONMOUTH JUNCTION, NEW JERSEY TO CONDUCT A SITE INVESTIGATION OF BLOCK 86, LOT 21 AND BLOCK 90, LOT 6.01 WITHIN THE TOWNSHIP OF HILLSBOROUGH**

**WHEREAS**, the Township is seeking an environmental assessment of a property within the Township and has sought a proposal from CME Associates of Monmouth Junction, New Jersey to provide such assessment; and

**WHEREAS**, CME Associates has submitted a proposal which the Township wishes to accept.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Township accepts the proposal of CME Associates of Monmouth Junction, New Jersey dated September 12, 2016 to conduct a site environmental assessment of Block 86, Lot 21 and Block 90, Lot 6.01 within the Township in an amount not to exceed Thirty Nine Thousand Six Hundred Sixty-Five (\$39,665.00) Dollars. A copy of the proposal is on file with the office of the Township Clerk.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are hereby authorized to execute any and all documents necessary to effectuate the retention of CME Associates for the project in question. The Township's Chief Financial Officer shall certify the availability of funds for this Project from the Township's Affordable Housing Trust Fund and no work as to same shall occur until such certification is received by the Township Administrator.

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

#### **ADJOURNMENT**

Upon motion by Deputy Mayor Suraci, seconded by Committeewoman McCauley, the meeting duly adjourned at 9:43 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek  
Township Clerk