

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 October 4, 2016.

Upon call of the roll, the following Committee members were recorded present: Committeeman Greg Burchette, Committeewoman Gloria McCauley, Committeeman Doug Tomson, and Mayor Frank DelCore. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Pamela Borek, and Township Attorney William Willard. Deputy Mayor Carl Suraci was noted as absent.

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 October 4, 2016.

APPROVAL OF MINUTES

- *Approval of the September 13, 2016 Regular Session Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Committeeman Tomson, the minutes of the September 13, 2016 Regular Session were approved upon the call of the roll.

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

Committeeman Burchette

Committeeman Burchette Reminded residents that a section of Wertsville Road between Longhill Road and Montgomery Road will be closed for approximately 2 months. Committeeman Burchette advised residents to detour around the area.

Committeeman Burchette said that last week at Royce Brook Golf Course, the HBA (Hillsborough Business Association) hosted the business social for 2016. Committeeman Burchette noted that there were over 100 participants and Township Officials and a speaker from the Library who shared information about free resources available for the business community. If you need any information please visit the HBA website.

Committeeman Burchette reminded residents that this Saturday there will be a Veterans and Active Military Appreciation Day at the Hillsborough Central Jersey Airport. Committeeman Burchette said that the Rotary Club is hosting the event. Committeeman Burchette stated it will be held this Saturday, October 8th, from 1 - 5 PM. Committeeman Burchette noted that active and former military and their families, along with the general public are all invited. Committeeman Burchette also stated that there will be flyovers, aircraft, some unique cars and it should be a good time.

Committeewoman McCauley

Committeewoman McCauley said that in a few moments later in this agenda, we will be issuing a proclamation declaring October 10, 2016 as Put the Brakes on Fatalities Day.

Committeewoman McCauley stated that Put the Brakes on Fatalities Day not only raises awareness about the individual responsibility we have for our driving behaviors, but also engages drivers in making positive changes behind-the-wheel every day of the year.

Committeewoman McCauley reminded residents that the Credit Card Grant Applications are now being accepted for non-profit youth and senior groups to apply for grants up to \$2,000, through the Hillsborough Affinity Reward Credit Card. Committeewoman McCauley told residents to please visit the Township website to obtain an application and that the deadline to submit the application is October 12th to the Administration Office.

Committeewoman McCauley said that the Somerset County Election Board is hiring poll workers. Committeewoman McCauley said that they have to be a registered voter. Committeewoman McCauley noted that training is provided and poll workers are paid \$200 per Election. Committeewoman McCauley said to contact the Board of Elections at 908-231-7086 for fall 2016 class dates and times.

Committeewoman McCauley noted that October 18th is the last day to register for the General Election.

Committeewoman McCauley informed residents that the County Clerk's Office will remain open until 6 p.m. on Wednesday evenings through Nov. 2 for residents who need a mail-in ballot. Committeewoman McCauley also said that in addition, the County Clerk's Office will be open from 9 a.m. to 12 p.m. on Saturday, Nov. 5.

Committeewoman McCauley noted that if submitted by mail, completed applications must be received by Tuesday, Nov. 1 as this will allow time for the ballot to be mailed back to the applicant.

Committeewoman McCauley said that voters, or authorized messengers for voters, may visit the County Clerk's Office during office hours up until 3 p.m. on Monday, Nov. 7, to fill out an application and receive a mail-in ballot.

Committeeman Tomson

Committeeman Tomson said he was glad to attend the HRC Fitness run this past Sunday.

Committeeman Tomson informed residents that the 4th quarter 2016/1st and 2nd quarter 2017 tax bills were mailed this morning and he thanked Senior Groups A and B for volunteering to stuff the tax bills. Committeeman Tomson also commented that the Mayor was glad that the 0% tax increase was included in the mailing that came out from the township committee.

Committeeman Tomson reminded residents that registration is still available for the Township's Children's Halloween Party for Thursday, October 27th from 4:30-6:30 pm and pre-registration is required. Committeeman Tomson noted that 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. Committeeman Tomson said to register, please visit the Parks & Recreation website at www.hillsborough-nj.org.

Committeeman Tomson said that the Recreation Department will also host the 2nd Annual HOWL-O-WEEN Party for our dogs in town on Saturday, October 29th. Committeeman Tomson noted that registration is at 8:30, which will be followed by the Parade and costume contest.

Committeeman Tomson reminded residents that the Flu Vaccination Clinic will be held on Thursday, Oct. 6, and Monday, October 17th from 3PM to 6:30 PM. Committeeman Tomson said all the details are in the Friday e-news and on the website.

Committeeman Tomson noted that Somerset County will hold a drive-thru flu shot clinic on Saturday, Oct. 8, at the Somerset County Public Works Garage, 410 Roycefield Road, Hillsborough, NJ 08844. Committeeman Tomson said the cost for the flu shot is \$5 for the general public and free for emergency and first responders, with proper identification.

Committeeman Tomson wished all of our Jewish friends a Happy New Year.

Mayor DelCore

Mayor DelCore wished a Happy New Year to those who are celebrating Rosh Hashanah

Mayor DelCore said that beginning Monday, October 17th commuters to New York City will have another option to ease their commute. Mayor DelCore stated that it will be an Express bus ride direct from Hillsborough to New York. Mayor DelCore expressed his thanks to Administrator Ferrara and Committeeman Burchette along with Business Advocate David Kois for their work in getting this bus line operational. Mayor DelCore said that it is not the easiest commute so to be able to have a direct bus line from here will be a benefit to our New York commuters. Mayor DelCore is pleased to announce this and there is more information on the Suburban Transit website or you can call them for more information.

Mayor DelCore said that with the circumstances that have been occurring throughout the country, the safety of our employees and our residents is always paramount here in Hillsborough. Mayor DelCore stated that all employees of the Municipal Complex, including the Library and Board of Education Offices will be participating in an Active Shooter Training exercise on Friday, October 21st and that the building will be closed the morning of the drill from 10am until approximately noon. Mayor DelCore said that it is in the interest of the safety of the Township employees and visitors that a refresher exercise be conducted to ensure that everyone has a reinforced understanding of what should happen and what was previously taught during an emergency situation. Mayor DelCore said it is critical in these circumstances that our employees understand how the police and other first responders will respond in the event of an active shooter or similar threat. Mayor DelCore said that we will continue to notify the public prior to the exercise reminding everyone that this is just a drill but that it is an important exercise to keep our residents and employees safe.

Mayor DelCore stated, as Committeeman Burchette mentioned, that last week we had the final HBA social event for the year at the Royce Brook Country Club. Mayor DelCore expressed his thanks to our Business Advocate, David Kois and the EBDC for coordinating another successful event. Mayor DelCore noted that there was a good turnout and that it's a great opportunity for our businesses to mingle together and hopefully network and generate business for themselves.

Mayor DelCore noted that he participated in the HRC Fitness 5K run to benefit GiGi's Playhouse. Mayor DelCore said there was about 420 participants in the race. Mayor DelCore expressed his congratulations to all the runners and the organizers for a successful event.

Mayor DelCore asked for Hillsborough photographers to get their submissions in for consideration for the 2017 Town Calendar. Mayor DelCore noted that details are in Friday's e-news. Mayor DelCore said that this is similar to the calendar we did this year where we will be taking submissions from local photographers on any photos they've taken in town. The calendar is funded through advertisements in the calendar, it is not funded through tax dollars.

**PROCLAMATIONS/PRESENTATIONS PRESENTATIONS
PROCLAMATIONS**

PROCLAMATIONS / APPOINTMENTS / PRESENTATIONS

- **Proclamation honoring Hillsborough Public Library for fifty years of excellent service**

WHEREAS, in the early 1950s, Ms. Janet Twichell Singley started the first Hillsborough Library in her home; and;

WHEREAS, the Hillsborough Public Library opened in its first public space on October 8, 1966; and

WHEREAS, on March 24, 1975 the Hillsborough Public Library officially joined the Somerset County Library System as a branch; and

WHEREAS, on January 23, 1991 a new 18,000 square foot library was opened in the Municipal Complex; and

WHEREAS, in June 2005 the Hillsborough Public Library reopened its doors following an expansion which increased the space to 27,000 square feet; and;

WHEREAS, in 2005 the library circulated over 70,000 items including large print books, books on cassette, dvds, videos, music cds, newspapers and over 250 magazines; and;

WHEREAS, in 2015 the Hillsborough Library circulated over 404,000 items including print and electronic books, print and electronic magazines, DVDs, Blu-ray discs, and music cds; and;

WHEREAS, in 2016 the library is open 70 hours a week and 7 days a week, year round.

***NOW, THEREFORE BE IT PROCLAIMED** that we, the Mayor and Township Committee of the Township of Hillsborough, do hereby recognize and honor the Hillsborough Public Library, for a successful fifty years of providing excellent service and reference to our residents which has been instrumental in making Hillsborough one of the best places to live in America.*

***BE IT FURTHER PROCLAIMED** that we, the Mayor and Township Committee of the Township of Hillsborough, thank the staff the Hillsborough Public Library, both past and present for their continued dedication to our community.*

- **Proclamation declaring October 10, 2016 as "Put the Brakes on Fatalities Day"**

WHEREAS, October 10, 2016, has been declared Put the Brakes on Fatalities Day® by Hillsborough Township; and

WHEREAS, alcohol-related crashes accounted for 28.0 percent of the State's traffic fatalities, while 26 percent of all fatal crashes involved traveling at unsafe speeds; and

WHEREAS, motorcyclists, bicycle riders and pedestrians face increased risks on New Jersey's roadways, as people opt for alternative modes of transportation; and

WHEREAS, 50 motorcyclists, 17 bicyclists and 173 pedestrians were killed in New Jersey in traffic-related crashes in 2015; and

WHEREAS, safer driving behaviors such as buckling up, every ride; obeying posted speed limits; stopping for pedestrians in crosswalks and using crosswalks when walking; avoiding aggressive driving behaviors; never driving impaired; wearing proper safety gear while riding a motorcycle or bicycle; and, focusing solely on driving by avoiding distractions, can dramatically reduce the number of traffic-related injuries and deaths.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and the Hillsborough Township Committee, do hereby proclaim October 10, 2016, as Put the Brakes on Fatalities Day®, and call upon Hillsborough residents to put these life saving behaviors into practice to improve safety on the roadways in our community and throughout the State.

- **Proclamation recognizing October 23-31, 2016 as Red Ribbon Week**

WHEREAS, alcohol and other drug abuse in this nation has reached epidemic stages; and

WHEREAS, 90% of Americans with a substance abuse problem started smoking, drinking or using other drugs before age 18; and

WHEREAS, it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs; and

WHEREAS, the National Family Partnership for Drug Free Youth, the District Life Skills Committee and the Hillsborough/Millstone Municipal Alliance are sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug free lifestyles; and

WHEREAS, the National Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week," October 23-31, 2016; and

WHEREAS, business, government, law enforcement, schools, religious institutions, service organizations, youth, physicians, senior citizens, military, sports teams and individuals will demonstrate their commitment to drug free, healthy lifestyles by wearing and displaying red ribbons during this week long campaign; and

WHEREAS, the Township of Hillsborough further commits its resources to ensure the success of the Red Ribbon Campaign and its theme, “You Only Live Once. BE DRUG FREE!”

NOW, THEREFORE, BE IT PROCLAIMED, that we, the members of the Hillsborough Township Committee, do hereby support October 23-31, 2016 as Red Ribbon Week, and encourage the citizens of Hillsborough Township to participate in drug prevention activities, making a visible statement that we are strongly committed to a drug free community. We further encourage all citizens to pledge: “You Only Live Once. BE DRUG FREE!”

- **Proclamation recognizing October as National Down Syndrome Awareness Month**

WHEREAS, October is National Down Syndrome Acceptance Month, and approximately 1 in every 792 children are born with Down syndrome, representing an estimated 6,000 births per year in the United States; and

WHEREAS, there are over 400,000 individuals living with Down Syndrome in the United States; and

WHEREAS, people with Down Syndrome contribute to their families, their schools, their co-workers and society. They have hopes and dreams and make a difference in this world; and

WHEREAS, GiGi’s Playhouse is a National Down Syndrome Achievement Center serving children and adults of all ages, providing educational and therapeutic programs at no charge in a format that individuals with Down Syndrome learn best, and their mission is to change the way the world sees Down Syndrome through national campaigns, educational programs, and by empowering individuals with Down Syndrome, their families and the community; and

WHEREAS, Gigi’s Playhouse in Hillsborough has successfully supported over 200 families in Central New Jersey since opening on January 2015; and through community support have been able to educate others about Down Syndrome; and

WHEREAS, Gigi’s Playhouse’s vision is to maximize self confidence and empower individuals to achieve their greatest potential. Their goal is to create a world where individuals with Down Syndrome are accepted and embraced in their families, schools and community; and

WHEREAS, GiGi’s Playhouse in Hillsborough, is continually supported by HRC Fitness through the Club’s organization of the HRC Fitness Charity 5K & 1 Mile walk which raises funds to support GiGi’s Playhouse Hillsborough and also promotes awareness of people with Down Syndrome and their extraordinary capabilities.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, do hereby declare October as National Down Syndrome Acceptance Month. We ask all citizens to celebrate with us the abilities and accomplishments of those with Down Syndrome.

NEW BUSINESS

- None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- *None*

PUBLIC HEARINGS

INTRODUCTION OF NEW ORDINANCES

2016-21 AN ORDINANCE AMENDING CHAPTER 232 OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, TITLED “PROPERTY MAINTENANCE”, SECTION 232.3, TITLED “EXTERIOR MAINTENANCE STANDARDS”. *FURTHER CONSIDERATION OF THIS ORDINANCE AND PUBLIC HEARING WILL BE HELD ON NOVEMBER 9, 2016.*

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

Section I. Chapter 232 of the Code of the Township of Hillsborough, titled “Property Maintenance”, Section 232.3, titled “Exterior Maintenance Standards” is hereby amended as follows:

§ 232-3. Exterior maintenance standards.

A. Landscaping. All commercial, industrial and multifamily dwelling properties shall be kept landscaped in accordance with or equal to the original landscape site plan as approved by the Planning Board or Zoning Board of Adjustment. Bushes, lawns, hedges and all other features included in the approved landscape plan shall be maintained and kept from becoming overgrown and unsightly or in any form of neglect or disrepair. Landscaping violation complaints may be brought by any resident or the Township Enforcement Officer.

B. Parking lots. All parking lots shall be maintained, where applicable, according to the original site plan or any amendments thereto. The surface of the pavement shall be kept in a good state of repair, free from potholes, defects, debris, rubbish, rocks and litter. Parking lot violation complaints may be brought by a resident or the Township Enforcement Officer.

C. Lighting. Lighting requirements shall be in accordance with Chapter 188, § 188-57, of the Hillsborough Township Municipal Code, or as indicated in an approved site plan.

D. Refuse and natural growth.

[(1)] The exterior of the premises and all structures thereon shall be kept free of all nuisances, unsanitary conditions and any hazards to the safety or health of occupants, pedestrians and other persons utilizing the premises and any of the foregoing conditions shall be promptly removed and abated by the owner/operator. It shall be the duty of the owner/operator to keep the premises free of such conditions which include, but are not limited to, the following:

(a) Brush, weeds, broken glass, stumps, roots, obnoxious growths, filth, garbage, trash, refuse and debris.

(b) Dead and dying trees and limbs or other natural growth which by reason of rotting or deteriorating conditions or storm damage constitute a hazard to persons in the vicinity thereof. Trees shall be kept pruned and trimmed to prevent such conditions.

(c) Loose and overhanging objects and accumulations of ice and snow which by reason of location above ground level constitute a danger of falling on persons in the vicinity thereof.

(d) Holes, excavations, breaks, projections, obstructions, litter, icy conditions, uncleared snow and excretion of pets and other animals on paths, walks, driveways, parking lots and parking areas and other parts of the premises. Holes and excavations shall be filled and repaired. Walks and steps replaced and other conditions removed where necessary to eliminate hazards or unsanitary conditions with reasonable dispatch upon their discovery.

(e) Accumulations of water, vegetation or other matter which might serve as a source of food or as a harboring or breeding place for infestation.

(f) Walks, courts and other paved areas shall be kept clean of litter, dirt, mud or other conditions hazardous to pedestrians.

[(2) All parts of the premises shall be graded and, where necessary, provided with run-off drains and other means to carry off and dispose of surface water in such a manner as to eliminate any recurrent or excessive accumulations of stormwater on the premise, without causing excessive accumulations of water on the adjoining properties:

- (a) Parts of the premises regularly used by occupants shall drain within one hour of the termination of any storm creating surface waters.
- (b) Other parts of the premises not covered under Paragraph (1) of this subsection shall drain within six hours of the cessation of any such storm.]

E. Stormwater Facilities.

- (1) All parts of the premises shall be graded and, where necessary, provided with run-off drains and other means to carry off and dispose of surface water in such a manner as to eliminate any recurrent or excessive accumulations of stormwater on the premises, without causing excessive accumulations of water on adjoining properties.
- (2) All parts of the premises shall drain within 24 hours of the cessation of any storm.
- (3) The property owner is responsible to maintain all Stormwater Facilities on site. The property owner must submit an annual inspection report prepared by a Professional Engineer or New Jersey Certified Stormwater Inspector to the Hillsborough Engineering Department by June 30th of each year. The inspection report must reference review all stormwater facilities on site

including retention/detention systems, stormwater catch basins, drainage ditches/swales, stormwater pipe systems and porous pavement. The inspection report must reference whether the Stormwater Facilities are in good working order and whether any repairs or maintenance are required. All repairs and maintenance referenced in the inspection report must be completed by October 1st of each year. Failure to comply may result in the issuance of a Notice of Violation and the imposition of the penalties set forth herein.

SECTION II. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

SECTION III. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Hillsborough, the provisions hereof shall be determined to govern. All other parts, portions and provisions of The Revised General Ordinances of the Township of Hillsborough are hereby ratified and confirmed, except where inconsistent with the terms hereof.

SECTION IV. This Ordinance shall take effect immediately upon final passage and publication according to law.

Mayor DelCore stated that this Ordinance has been in place for over 25 years. Mayor DelCore noted that during that time-frame the non-residential property owners have always been responsible for the maintenance of their storm water facility. Mayor DelCore added that this amendment requires those property owners to supply the township with an annual inspection report, as required by NJDEP.

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

CONSIDERATIONS

1. RESOLUTION REJECTING ALL BIDS FOR THE PHASE 2 RESTORATION OF THE VANDERVEER HARRIS HOUSE AS RECEIVED ON SEPTEMBER 9, 2016, PURSUANT TO N.J.S.A. 40A:11-13.2 (a) AND (b)

WHEREAS, pursuant to N.J.S.A. 40A:11-13.2(a), the Township may reject all bids when the lowest bid substantially exceeds the cost estimate for the project; and

WHEREAS, pursuant to N.J.S.A. 40A:11-13.2(b), the Township may reject all bids when the lowest bid substantially exceeds the appropriation for the project; and

WHEREAS, on September 9, 2016, the Township of Hillsborough received sealed bids for the Phase 2 Restoration of the Vanderveer Harris House; and

WHEREAS, the lowest bid received substantially exceeds the Township's estimated cost and appropriation for said project and the grant funding from Somerset County; and

WHEREAS, Mills + Schnoering Architects recommends that the Township reject all bids for said reasons.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that all bids received on September 9, 2016 for the Phase 2 restoration of the Vanderveer Harris House Restoration project be rejected.

Mayor DelCore said that sealed bids were received on September 9, 2016 for phase 2 renovations to the Van der Veer Harris House and that bid packages were sent to five contractors in the prequalified pool in accordance with state and county regulations. Mayor DelCore added that four of the five contractors submitted a bid. Mayor DelCore noted that all of the bids were substantially over the construction budget. Mayor DelCore informed residents that our project architect Mills & Schnoering has recommended that the bids be rejected.

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

2. RESOLUTION AUTHORIZING MILLS + SCHNOERING ARCHITECTS, LLC, TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH THE PHASE 2 RESTORATION OF THE VANDERVEER HARRIS HOUSE PURSUANT TO THEIR PROPOSAL DATED OCTOBER 3, 2016 IN AN AMOUNT NOT TO EXCEED \$5,095.00

WHEREAS, the Township of Hillsborough wishes to preserve the Township's Historic Vanderveer Harris House; and

WHEREAS, there is a need to rebid the Phase 2 Restoration project as a result of all previously received bids being rejected for exceeding the cost estimate and appropriation for the project; and

WHEREAS, Mills + Schnoering Architects has submitted a proposal for professional services to rescope the specifications and rebid the Phase 2 Restoration of the Vanderveer Harris House.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Mills + Schnoering Architects, LLC, is authorized to provide professional services to rescope the specifications and rebid the Phase 2 Restoration of the Vanderveer Harris House pursuant to their proposal dated October 3, 2016, in an amount not to exceed \$5,095.00.

Mayor DelCore stated that in order to revise the scope of work for the Phase 2 renovation work, prepare updated construction cost estimates, and rebid the project, the Architect's contract will need to be increased. Mayor DelCore said that once that work is done, the new scope and bid documents would be forwarded to the prequalified pool for a second bid.

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

3. RESOLUTION AUTHORIZING A “NON FAIR AND OPEN” AGREEMENT WITH THE ELM GROUP, INC. TO PROVIDE ENVIRONMENTAL AND REMEDIATION SERVICES AT THE PUBLIC WORKS FACILITY IN AN AMOUNT NOT TO EXCEED \$70,500.00

WHEREAS, the Township of Hillsborough is required by the New Jersey Department of Environmental Protection (NJDEP) to provide continued site remediation at the Public Works Facility by a Licensed Site Remediation Professional (LSRP); and

WHEREAS, The Elm Group, Inc., which is an LSPR, has been providing these services to the Township; and

WHEREAS, The Elm Group, Inc., has submitted their proposal dated September 2, 2016 in the amount of \$70,500.00; and

WHEREAS, the Township employs a Qualified Purchasing Agent who, along with the Township Health Officer, recommends an agreement be signed with The Elm Group, Inc. in order to maintain continuity; and

WHEREAS, N.J.S.A. 40A:11-5 (a)(i) provides that this is a Professional Service and therefore is not required to be publicly bid; 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, The Elm Group, Inc. 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 an agreement with The Elm Group, Inc. in an amount not to exceed \$70,500.00.
2. This contract is awarded without competitive bidding as a “Non Fair & Open Contract”.

Mayor DelCore said that Environmental Liability Management, better known as the ELM Group, a professional environmental consultant has been providing environmental consulting services for the monitoring, reporting and remediation of the DPW underground storage tank area.

Mayor DelCore added that the NJDEP requirements regarding the numerous monitoring wells that must be checked and reported on a quarterly basis, are very costly and this resolution authorizes work to be done there.

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

CONSENT AGENDA

1. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$27.50

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 \$27.50.

<u>Name</u>	<u>Amount</u>
Cybil Ruh	\$27.50

2. RESOLUTION AUTHORIZING THE MAYOR AND TOWNSHIP CLERK TO EXECUTE AN AGREEMENT WITH GREEN BROOK FAMILY MEDICINE FOR ADMINISTRATION OF INFLUENZA AND TDAP VACCINATION CLINICS AT THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL BUILDING ON OCTOBER 6, 2016 AND OCTOBER 13, 2016

WHEREAS, the Township of Hillsborough Health Department's mission is to provide professional, competent and financially efficient public health services to the residents of the Township of Hillsborough and the Borough of Millstone; and

WHEREAS, the Township of Hillsborough Health Department in order to promote the public health of the residents of the Township of Hillsborough and the Borough of Millstone offers yearly vaccination clinics; and

WHEREAS, Green Brook Family Medicine has agreed to administer Influenza and TDAP Vaccination Clinics at the Township of Hillsborough Municipal Building on October 6, 2016 and October 13, 2016; and

WHEREAS, Green Brook Family Medicine will accept coverage provided by Traditional Medicare Part B, Aetna EPO/PPO, AmeriHealth EPO/PPO, Cigna (without PCP on card), Blue Cross Blue Shield Horizon, United Healthcare, Oxford (without PCP on card) and Health Republic for the Influenza and TDAP Vaccinations; and

WHEREAS, Green Brook Family Medicine will not accept coverage from HMO plans; and

WHEREAS, for those residents not covered by the aforementioned Medicare and health insurance, Green Brook Family Medicine will provide the Influenza Vaccination at a cost of \$30.00 and the TDAP Vaccination at a cost of \$45.00; and

WHEREAS, the administration of the Influenza and TDAP Vaccinations shall be at no cost 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. Green Brook Family Medicine is authorized to conduct Influenza and TDAP Vaccination Clinics at the Township of Hillsborough Municipal Building on October 6, 2016 and October 13, 2016;
2. The Mayor and Township Clerk are authorized to execute an Agreement with Green Brook Family Medicine consistent with the terms of this Resolution for the administration of

Influenza and TDAP Vaccination Clinics at the Township of Hillsborough Municipal Building on October 6, 2016 and October 13, 2016.

3. RESOLUTION APPROVING A CARNIVAL LICENSE APPLICATION FOR THE ROTARY CLUB OF HILLSBOROUGH FOR AN EVENT TO BE HELD ON OCTOBER 8, 2016

WHEREAS, an application for a Carnival License has been filed by the Rotary Club of Hillsborough for an event, to be held 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 a Carnival License for the Rotary Club of Hillsborough for an event, to be held October 8, 2016.

4. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR MANVILLE-HILLSBOROUGH ELKS FOR AN EVENT TO BE HELD ON OCTOBER 23, 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 October 23, 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 October 23, 2016.

5. RESOLUTION GRANTING PERMANENT EMPLOYEE STATUS TO FRANK STRAUSS, IN THE HILLSBOROUGH TOWNSHIP PARKS AND RECREATION DEPARTMENT, EFFECTIVE SEPTEMBER 29, 2016

WHEREAS, Frank Strauss was hired as a Recreation Assistant in the Parks and Recreation Department on June 29, 2016; and

WHEREAS, the Director of Parks, Recreation and Social Services certifies that Mr. Strauss has performed his duties and assignments in a capable and competent manner; and

WHEREAS, having qualified for regular employee status during the three-month probationary period, the Director of Parks and Recreation recommends that regular employee status be conferred upon Mr. Straus, effective September 29, 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 Parks and Recreation be and hereby is accepted and approved.

6. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF “LEADERSHIP PLUS” OFFERED THROUGH FAIRLEIGH DICKINSON’S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,384.71, PURSUANT TO ARTICLE XVIII OF THE CURRENT PBA CONTRACT

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

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

WHEREAS, Officer Howard has successfully completed the “Leadership Plus” course through Fairleigh Dickinson’s Administrative Science program; and

WHEREAS, Officer Howard has requested consideration under the Township’s Educational Assistance provisions.

WHEREAS, the Chief of Police has requested favorable consideration of Officer Howard’s request for financial reimbursement of seventy-five percent (75%) of the \$1,846.28 cost incurred for a total of \$1384.71.

7. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR DUKE FARMS FOUNDATION FOR AN EVENT TO BE HELD ON OCTOBER 5, 2016

WHEREAS, an application for a Special Permit for Social Affair has been filed by Duke Farms Foundation for an event to be held on October 5, 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 Duke Farms Foundation for an event to be held on October 5, 2016.

Mayor Delcore asked for an approval of the Consent Agenda.

Committeeman Doug Tomson commented in regards to Consent #5 saying that he’s had a chance to meet Frank Strauss who is now getting permanent employee status. Committeeman Tomson stated that he’s a great guy and a valuable asset to our team. Mayor DelCore said that he agreed completely.

Committeeman Greg Burchette asked Attorney Willard if he is allowed to vote on Consent #3. Attorney Willard asked Committeeman Burchette if he is a member of the Rotary. Committeeman Burchette replied that he is. Attorney Willard advised Committeeman Burchette to abstain from voting.

Upon the motion of Committeeman Tomson, seconded by Committeeman Burchette, Consents #1, 2, 4, 5, 6 & 7 were unanimously approved upon call of the roll.

Upon the motion of Committeeman Tomson, seconded by Committeewoman McCauley, consent #3 was approved upon call of the roll. Committeeman Burchette abstained.

CLAIMS LIST

Mayor DelCore asked to approve Claims Lists 2016-19.

Upon the motion of Committeeman Tomson seconded by Committeeman Burchette, Claims List 2016-19 was unanimously approved upon call of the roll.

Mayor DelCore reminded residents that there is an extended time until the next Township meeting is scheduled on Tuesday, October 25th at 7:30 PM in the courtroom.

ADJOURNMENT

Upon motion by Committeeman Burchette, seconded by Committeeman Tomson, the meeting duly adjourned at 8:10 pm Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk