

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 January 24, 2017.

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

### **SALUTE TO THE FLAG**

Mayor Suraci 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 January 24, 2017.

### **APPROVAL OF MINUTES**

- *Approval of the January 3, 2017 Re-Organization Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Deputy Mayor McCauley, the minutes of the January 3, 2017 Re-Organization were approved upon the call of the roll.

- *Approval of the January 10, 2017 Regular Session Meeting Minutes*

Upon a motion by Committeeman Tomson, seconded by Committeeman Burchette, the minutes of the January 10, 2017 Session were approved upon the call of the roll.

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

#### **Committeeman Burchette**

Committeeman Burchette noted that easements located on residential and commercial properties are the property owner's responsibility to maintain. Committeeman Burchette added that this includes swales, drainage ditches, streams, etc. Committeeman Burchette said that if these areas where the easement is located needs attention due to down trees, silted, blocked or settled surfaces, the maintenance is handled by the private property owner. Committeeman Burchette added that the easement restricts property owners from altering or blocking these drainage flow easement areas.

#### **Committeeman DelCore**

Committeeman DelCore stated that he attended the Zoning Board of Adjustments reorganization meeting and thanked Steve Sireci and Frank Herbert who were named Chairman and Vice Chairman respectively. Committeeman DelCore also attended the Environmental Commission reorganization

meeting where Deborah Boyea and Mike Folli were named Chairman and Vice Chairman respectively. Committeeman DelCore said he attended the Hillsborough Youth Services Commission meeting where Pastor Tim Wolf and Diane DeGaris were sworn in as Chairman and Vice Chairman respectively. Committeeman DelCore thanked all the people who serve on the Boards and Commissions.

Committeeman DelCore stated that the Super Bowl is America's most watched national sporting event. Committeeman DelCore added that on Super Bowl Sunday, February 5th, there will be lots of game day socializing that may include drinking and said that the National Highway Transportation Safety Administration and the Hillsborough Police Department are urging football fans to plan ahead for a safe ride home.

Committeeman DelCore commented that NHTSA's Fans Don't Let Fans Drive Drunk Campaign encourages people to make plans ahead of time that will prevent them from getting behind the wheel of a vehicle after drinking. Committeeman DelCore added that the Hillsborough Police Department will be deploying supplemental patrols specifically targeting impaired drivers.

Committeeman DelCore stated that the Hillsborough Board of Fire Commissioners will hold their annual election on Saturday, February 18, 2017. Committeeman DelCore said that this year one commissioner will be elected to serve a three year term as well as presenting the budget.

### **Committeeman Tomson**

Committeeman Tomson said that he attended the Parks and Recreation reorganization meeting where Robert Peason was re-elected as Chairman. Committeeman Tomson thanked Mr. Peason for his service.

Committeeman Tomson reminded residents that the Annual Run Around the Park 2017 will be held on Sunday, April 23rd at the AVM park. Committeeman Tomson added that this is a fun, non-competitive, recreational fun run. Committeeman Tomson advised residents to register by March 31st to get a free t-shirt. Committeeman Tomson added to visit the Recreation website to register.

Committeeman Tomson said that the Hillsborough Community Assistance Network would like to thank the many residents who contributed to our program during the Holiday season. Committeeman Tomson added that with your help, we were able to provide Thanksgiving meals, Christmas/Hanukkah meals and gifts to 85 families.

Committeeman Tomson reminded residents 60 and over that the Social Services Department has the following programs:

- A bus transportation program, which can take you to a variety of places, such as grocery shopping, local doctor appointment, banking and post office visits.
- The Mr. Fix –it Program, which can make small minor home repairs.

Committeeman Tomson added that if anyone is interested in the programs they should contact the Social Services office for complete details.

Committeeman Tomson said that the Hillsborough Township Credit Card Advisory Committee will be accepting grant applications beginning February 1st for the first round of grants for 2017.

Committeeman Tomson added that applications will be made 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. Committeeman Tomson stated that completed applications must be submitted by Friday, March 10, 2017 to the Administration office to be considered for eligible grants.

Committeeman Tomson said that to date, the Hillsborough Rewards Program has awarded over \$60,000 in grants to community based non-profit organizations that serve Township youth and seniors.

Committeeman Tomson added that the Hillsborough Rewards program, through the grant application process, is a great resource for our local organizations to obtain funding for needed assets without any expense to our Hillsborough Taxpayers.

Committeeman Tomson said that residents are invited to apply for the Hillsborough Rewards Visa credit card by visiting the Affinity Federal Credit Union or online at [www.affinityfcu.com/hillsborough](http://www.affinityfcu.com/hillsborough).

### **Deputy Mayor McCauley**

Deputy Mayor McCauley stated that she attended the Sustainable Committee reorganization meeting where Chris Obropta was named Chairman. deputy mayor mccauley thanked Mr. Obropta for his service. Deputy Mayor McCauley also attended the Hillsborough/Millstone Municipal Alliance reorganization where Gil Pilarte and Pamela Borek were named Chairman and Vice Chairman respectively. Deputy Mayor McCauley also noted that Melinda Maggio was named Secretary.

Deputy Mayor McCauley stated that the Tax Assessor annually mails a postcard to all property owners which provides information regarding their property value and taxes for the prior year. Deputy Mayor McCauley added that those cards will not be available for mailing until the end of February.

Deputy Mayor McCauley also added that any property owner who needs tax information paid on their home in 2016 should contact the Finance/Tax Department, who will be happy to fax, email or mail that information to them.

Deputy Mayor McCauley said that Branchburg Township is having a free rabies clinic on Saturday, January 28, 2017 from 9:00 AM TO 11:00 AM at 34 Kenbury Rd., Branchburg. Deputy Mayor McCauley added that these clinics are free to all NJ residents and proof of residency is required.

### **Mayor Suraci**

Mayor Suraci stated that he hosted the Webelos II Den 6 from Pack 1776 as part of a requirement for their Arrow of Light award. Mayor Suraci said they toured the building and he answered questions regarding local government.

Mayor Suraci thanked Valerie Rubbuck from Cub Scouts Pack 189 for the invitation to judge the best car category at their Annual Pinewood Derby this past Saturday.

Mayor Suraci stated that Hillsborough Night at the New Jersey Devils is Sunday, February 12th. Mayor Suraci added that this will be our 3rd time participating in the My Town Series sponsored by the New Jersey Devils. Mayor Suraci added that special ticket promotional pricing is available. Mayor Suraci said that this is a super fun exciting event open to people of all ages!

- The February 12th game is Taylor Hall Bobblehead day! The first 9,000 fans to arrive gameday will receive a Taylor Hall Bobblehead. In addition, 9 bobbleheads will be painted gold and if you receive one you get a chance to meet Taylor Hall and have him autograph your bobblehead after the game.
- The first 12 tickets will get to enter the “High-five Tunnel” where fans get to high-five the players as they enter/exit the locker room!
- Post-Game photo on the ice for everyone!
- Kids Day! All kids will receive a limited edition poster commemorating the game!

Mayor Suraci advised residents to visit the Friday e-newsletter for all the information regarding your ticket purchase.

Mayor Suraci said that the Township is once again teaming up with the Hillsborough School District so Hillsborough students can participate in The Louis Bay, II Future Municipal Leaders Scholarship Competition.

Mayor Suraci added that the purpose of this scholarship program is to advance the virtues of elected and volunteer positions in municipal government while raising awareness of municipal government in general.

Mayor Suraci noted that The Louis Bay, II Future Municipal Leaders Scholarship Competition will offer up to three \$1,000 scholarships statewide. Mayor Suraci added that the deadline for applications is March 10, 2017. Mayor Suraci said that completed applications need to be sent to Hillsborough Township Mayor Carl Suraci. Mayor Suraci noted that information regarding this scholarship opportunity can be found on the Naviance Program utilized by the School District. Mayor Suraci also added that information for this scholarship can be found at the Guidance Office at the High School.

## **PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS**

### **PROCLAMATIONS / APPOINTMENTS**

- **Proclamation honoring Dr. Laurene Wolf, DMD, MSD as Outstanding Woman of the Year 2016 in Somerset County, for the field of Medicine**

**WHEREAS**, Hillsborough Township resident Dr. Laurene Wolf - DMD, MSD has been named Outstanding Women of the year 2016 in Somerset County, for the field of Medicine; and

**WHEREAS**, Dr. Wolf graduated from the University of Pennsylvania School of Dental Medicine as valedictorian of her class. She is past president of the Central Dental Society of New Jersey and a diplomate of the American Board of Orthodontics; and

**WHEREAS**, Dr. Wolf is an orthodontist in Hillsborough who opened her practice in 1998, and continues to provide the finest care for children, adolescents and adults. She is able to provide perfect lifelong smiles by utilizing state-of-the-art technology for the most effective and efficient treatment possible; and

**WHEREAS**, New Jersey Monthly Magazine has named Dr. Wolf as "Jersey's choice Top Dentist "2010, 2014, 2015 & 2016 and has been voted as one of "New Jersey's Favorite Kids Docs 2016" by newjerseyfamily.com; and

**WHEREAS**, In 2008 Dr. Wolf established the Giving Smiles Foundation, a non-profit organization that provides complimentary orthodontic care and donates generously to various charities including Steps Together and scholarships for high school students.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Mayor and Township Committee of the Township of Hillsborough that Dr. Laurene Wolf is hereby recognized for her many accomplishments.

**BE IT FURTHER PROCLAIMED** that we, the Mayor and Township Committee of the Township of Hillsborough, are proud to call Dr. Laurene Wolf a Hillsborough Resident and thank her for her many contributions and dedication to our community.

- **Proclamation honoring 2016 Junior Raiders Youth Competition Cheer Squad for a successful season led by Head Coaches Amanda Pecora, Alyssa DiGirolamo, Christine Araco and Junior Coaches Gina Clementi, Olivia Marnell and Camille Aitcheson**

**WHEREAS**, the 2016 Junior Raiders Youth Competition Cheer Squad has had a very successful season because of their hard work and dedication; and

**WHEREAS**, the 2016 Junior Raiders Youth Competition Cheer Squad comprised of the following young athletes: Michela Araco, Jocelyn Dolores, Delia Erb-Wagner, Samantha Green, Charlotte Griffin, Emmeline Griffin, Juliana Monsorno, Alyssa Parola, Ella Rosenel, Emma Savidge, Miranda Verbist and Gia Viscariello; and

**WHEREAS**, the 2016 Junior Raiders Youth Competition Cheer Squad was led by Head Coaches Amanda Pecora, Alyssa DiGirolamo, Christine Araco, and Junior Coaches Gina Clementi, Olivia Marnell and Camille Aitcheson; and

**WHEREAS**, the 2016 Junior Raiders Youth Competition Cheer Squad received a Grand Champion Award for their division at their first competition; and

**WHEREAS**, the 2016 Junior Raiders Youth Competition Cheer Squads attended eight competitions this season and were awarded 3 first place wins, 3 second place wins, a third place win, and the “Best Use of Props” Specialty Award for the organization; and

**WHEREAS**, the cheerleaders of the Junior Raiders Youth Competition Cheer Squad were dedicated and attended 9 football games to cheer for the the Junior Raiders Junior Varsity Football Team and are recognized as being an important part of the 2016 Championship Season; and

**NOW, THEREFORE, BE IT PROCLAIMED** by the Mayor and Township Committee of the Township of Hillsborough, do hereby commend all of the members of the 2016 Junior Raiders Youth Competition Cheer Squad, not only for the awards and championships they have won, but also for their unwavering teamwork, dedication, and sportsmanship throughout the season.

**BE IT FURTHER PROCLAIMED** that we, the Mayor and the Township Committee, further commend 2016 Junior Raiders Youth Competition Cheer Squad for the honor that they have brought to themselves, their team and the Township of Hillsborough through their many achievements.

- **Proclamation honoring 2016 Junior Raiders Junior Competition Cheer Squad for a successful season led by Head Coaches Michelle Drab, Pinky Nielsen, Natalie Mahoney, Amy Garguile and Marie Marnell and Junior Coaches Grace Marnell, Kaitlin Hands and Jenna Deane**

**WHEREAS**, the 2016 Junior Raiders Junior Competition Cheer Squads has had a very successful season because of their hard work and dedication; and

**WHEREAS**, the 2016 Junior Raiders Junior Competition Cheer Squad comprised of the following young athletes: Kaitlyn Alexander, Francesca Araco, Alexis Barrios, Jenna Bevan, Brianna Borel, Mikayla Canica, Courtney Curabba, Annalise Drab, Julia Gadaleta, Madison Gargiule, Emma Harbison, Amber Jackson, Shannon Jennings, Lauren Michta, Alexandra Nielsen, Rachel Nisenson, Lauren Radomski, Hannah Rosenel, Ally Schantz, Sierra Sickles-Bonet and Gwendolyn Verbist; and

**WHEREAS**, the 2016 Junior Raiders Junior Competition Cheer Squad was led by Head Coaches Michelle Drab, Pinky Nielsen, Natalie Mahoney, Amy Garguile and Maria Marnell and Junior Coaches Grace Marnell, Kaitlin Hands and Jenna Deane; and

**WHEREAS**, the 2016 Junior Raiders Junior Competition Cheer Squads attended eight competitions this season and were awarded 4 first place wins, 3 second place wins, and the “Best Use of Props” Specialty Award for the organization; and

**WHEREAS**, the cheerleaders of the Junior Raiders Junior Competition Cheer Squad were dedicated and attended 9 football games to cheer for the the Junior Raiders Varsity Football Team and are recognized as being an important part of the 2016 Championship Season; and

**WHEREAS**, the 2016 Junior Raiders Junior Competition Cheer Squad has 11 graduating eighth graders with many years of dedication: Kaitlyn Alexander 4 years, Alexis Barrios 7 years, Courtney Curabba 9 years, Annalise Drab 9 years, Amber Jackson 8 years, Shannon Jennings 9 years, Lauren Michta 8 years, Alexandra Nielsen 9 years, Rachel Nisenson 8 years, Lauren Radomski 8 years, Ally Schantz 4 years.

***NOW, THEREFORE, BE IT PROCLAIMED*** by the Mayor and Township Committee of the Township of Hillsborough, do hereby commend all of the members of the 2016 Junior Raiders Junior Competition Cheer Squads not only for the awards and championships they have won, but also for their unwavering teamwork, dedication, and sportsmanship throughout the season.

***BE IT FURTHER PROCLAIMED*** that we, the Mayor and the Township Committee, further commend 2016 Junior Raiders Junior Competition Cheer Squad for the honor that they have brought to themselves, their team and the Township of Hillsborough through their many achievements.

## **PRESENTATIONS**

- None

## **CONSIDERATIONS**

Mayor Suraci asked for the consent of the Committee to move on Consideration #1.

### **1. RESOLUTION PROMOTING CORPORAL MARK SZYMANSKI TO SERGEANT, AT AN ANNUAL SALARY OF \$121,719.00, EFFECTIVE JANUARY 25, 2017**

**WHEREAS**, the promotional process conducted in accordance with Hillsborough Township Ordinance 93-17 to select the most suitable candidate for promotion to the position of Sergeant in the Hillsborough Police Department has been completed; and

**WHEREAS**, the highest rated candidate for the position of Sergeant was determined to be Corporal Mark Szymanski; and

**WHEREAS**, Chief of Police Darren Powell has recommended the appointment of Corporal Szymanski to the position of Sergeant effective January 25, 2017, at an annual salary of \$121,719.00.

**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 Chief of Police Darren Powell is hereby accepted and approved, and Corporal Mark Szymanski is hereby promoted to the position of Sergeant in the Hillsborough Police Department effective January 25, 2017.

Mayor Suraci stated that there remains a vacancy in the police department for the position of Sergeant. Mayor Suraci added that the reviewing authority has completed the interview process and as a result Corporal Szymanski will be promoted to Sergeant. Mayor Suraci congratulated Sergeant Szymanski.

Committeeman DelCore congratulated Sergeant Szymanski.

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

Mayor Suraci invited Chief Powell, the Police Liaisons, Corporal Mark Szymanski and his family for the swearing in.

## **NEW BUSINESS**

- None

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

Susan Gulliford, Hunt Club Road had several questions regarding the Fitch report and the EMS RFP. Attorney Willard, Committeeman DelCore and Committeeman Tomson addressed her concerns.

**PUBLIC HEARINGS**

- None

**INTRODUCTION OF NEW ORDINANCES**

- None

**CONSIDERATIONS**

**2. RESOLUTION APPROVING 2016 APPROPRIATION RESERVE TRANSFERS TO MISCELLANEOUS TRUST**

**WHEREAS**, N.J.S.A. 40A:4-58 allows for appropriation transfers during the first 3 months of a budget fiscal year where there is a need for these transfers; and

**WHEREAS**, there is a need to transfer Sick & Vacation Pay and Snow Removal budget balances to the Miscellaneous Trust for use in future years.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the Chief Finance Officer be authorized to make the transfer from following appropriations in the 2016 Reserve Budget to the Miscellaneous Trust Fund:

FROM:	Sick & Vacation Pay	6-01-30-850-012	\$ 2,500.00
	Snow Removal		
	Salaries and Wages	6-01-26-769-010	\$15,505.38
	Other Expenses	6-01-26-769-020	\$42,792.80
	Total		<u>\$60,798.18</u>
TO:	Sick & Vacation Reserve	T-12-56-860-060	\$ 2,500.00
	Snow Removal Reserve	T-12-56-860-061	\$58,298.18
	Total		<u>\$60,798.18</u>

Mayor Suraci said that this resolution authorizes the transfer of funds of unexpended 2016 budget funds to the trust account for use in future years as needed.



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

**3. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH CARROCCIA CO. FOR ADA COMPLIANT PARKING LOT IMPROVEMENTS AT AVM PARK IN AN AMOUNT NOT TO EXCEED \$28,925.00**

**WHEREAS**, the Township of Hillsborough solicited quotes for ADA Compliant Parking Lot Improvements at AVM Park and three (3) quotes were received as follows:

Carroccia Co.	\$28,925.00
Halecon Inc.	\$36,948.00
Renda Roads, Inc.	\$51,587.50

**WHEREAS**, the Parks Department and Township Qualified Purchasing Agent recommend the award of a contract to Carroccia Co. in an amount not to exceed \$28,925.00; and

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

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

1. An award of contract for ADA Compliant Parking Lot Improvements at AVM Park be made to Carroccia Co. in an amount not to exceed \$28,925.00.
2. The Mayor and Township Clerk are hereby authorized to execute a contract with Carroccia Co. for their services consistent with the terms of this Resolution.

Mayor Suraci commented that three quotes were obtained for this necessary improvement. Carroccia was found to be the acceptable bidder. Mayor Suraci said that this project is being funded through the 2016 capital ordinance.

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

**4. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR AN EMPLOYEE ASSISTANCE PROGRAM (EAP) WITH PRINCETON HEALTHCARE SYSTEMS FOR THE PERIOD OF MARCH 1, 2017 THROUGH DECEMBER 31, 2017, NOT TO EXCEED \$2,712.50**

**WHEREAS**, the Township of Hillsborough solicited quotes for an Employee Assistance Program (EAP) and one (1) quote was received as follows:

Princeton HealthCare	\$2,712.50 for the period 3/1/17 through 12/31/17
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**WHEREAS**, the Township currently contracts with Princeton HealthCare for an Employee Assistance

Program (EAP); and

**WHEREAS**, the Township Qualified Purchasing agent has recommended that the Township renew its contract with Princeton HealthCare which will ensure continuity of existing services; and

**WHEREAS**, the cost to the Township will not exceed \$2,712.50 for the period March 1, 2017 through December 31, 2017; and

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

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

1. An award of contract for an Employee Assistance Program (EAP) is hereby made to Princeton HealthCare, in an amount not to exceed \$2,712.50 for the period from March 1, 2017 through December 31, 2017.
2. The Mayor and Township Clerk are hereby authorized to execute the Township standard form of agreement, for services and any modifications thereto and related constituent documents as may be found acceptable by the Township Committee.

Mayor Suraci stated that one provider submitted a quote. Mayor Suraci noted that the Qualified Purchasing Agent recommends Princeton HealthCare Systems, who was the provider for the last four years for the Employee Assistance Program. Mayor Suraci added that by awarding this contract to Princeton HealthCare, it allows for a continuity of service for those participants. Mayor Suraci said that this contract is for the 2017 contract period.

Administrator Ferrera commented that we have been very happy with Princeton HealthCare Systems as a resource for the employees.

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

**5. RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH THE RECERTIFICATION OF QUIET ZONES IN THE TOWNSHIP OF HILLSBOROUGH, IN AN AMOUNT NOT TO EXCEED \$8,000.00, PURSUANT TO MASER'S PROPOSAL DATED JANUARY 3, 2017**

**WHEREAS**, on January 3, 2017, as a result of the fair and open procurement process, N.J.S.A. 19:44A-20.4-5 et seq., Maser Consulting, P.A., was awarded a professional services contract designating Maser Consulting, P.A., as the Township of Hillsborough Engineer; and

**WHEREAS**, there is now the necessity for professional engineering services; namely, to perform professional services associated with the Quiet Zone Recertification of Beekman Road, Auten Road, Roycefield Road and Valley Road in the Township of Hillsborough, in an amount not to exceed \$8,000.00, as described in a proposal from Maser Consulting, P.A., dated January 3, 2017.

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

1. Maser Consulting, P.A., is authorized to perform the professional services outlined in its proposal, dated January 3, 2017, in an amount not to exceed \$8,000.00, for the Quiet Zone Recertification of Beekman Road, Auten Road, Roycefield Road and Valley Road.
2. This Amended Contract is awarded, as a result of the Fair and Open Selection Process as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et seq.) because these services will be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.

Mayor Suraci said that Maser Consulting is the Township Engineer and as such this resolution authorizes them to perform professional services per their January 3rd proposal. Mayor Suraci added that quiet zones do expire therefore in order to maintain the quiet zone it needs to be recertified, to ensure that the required infrastructure improvement are functioning properly.

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

**6. RESOLUTION AUTHORIZING THE HIRING OF JOURI KINIGOPOULO, AS A PUBLIC WORKS WORKER I, IN THE TOWNSHIP OF HILLSBOROUGH DEPARTMENT OF PUBLIC WORKS EFFECTIVE JANUARY 25, 2017 AT A SALARY OF \$33,063.00 PER YEAR**

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

**WHEREAS**, the Director of Public Works recommends the hiring of Jouri Kinigopoulo, as a Public Works Worker I effective January 25, 2017 at an annual salary of \$33,063.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Director of Public Works is authorized to hire Jouri Kinigopoulo as a Public Works Worker I effective January 25, 2017 at an annual salary of \$33,063.00.

Mayor Suraci said that there exists a vacancy in the Department of Public Works for the position of Public Works Worker I. Mayor Suraci said that Mr. Kinigopoulo was part of the temporary summer work force and received favorable remarks from both management and coworkers. Mayor Suraci added that he has been recommended by both the Director of DPW and the Administrator to fill this position. Mayor Suraci welcomed Mr. Kinigopoulo.

Administrator Ferrera commented that he is excited for Mr. Kinigopoulo to start and that we are fortunate to have him here.

Upon motion by Deputy Mayor McCauley, seconded by Committeeman DelCore, the aforesaid resolution was unanimously approved upon call of the role.

**7. RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT TO COMMUNITY VISITING NURSE ASSOCIATION FOR THE PROVISION OF PUBLIC HEALTH NURSING SERVICES**

**WHEREAS**, the Township Health Officer and Hillsborough Board of Health report that there is a need for public health nursing services as required by the New Jersey Public Health Practice Standards; and

**WHEREAS**, the Township received a proposal from Community Visiting Nurse Association, dated December 15, 2016, for the provision of public health services for the Township of Hillsborough at the rate of \$47.00 per hour in an amount not to exceed \$13,442.00 for the period January 1, 2017 to December 31, 2017; and

**WHEREAS**, the Township Health Officer and Hillsborough Board of Health recommend the award of a contract to Community Visiting Nurse Association pursuant to their proposal, dated December 15, 2016, for the provision of public health services for the Township of Hillsborough at the rate of \$47.00 per hour in an amount not to exceed \$13,442.00 for the period January 1, 2017 to December 31, 2017; and

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

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

1. The Mayor and Township Clerk are hereby authorized to execute a contract with Community Visiting Nurse Association pursuant to their proposal, dated December 15, 2016, for the provision of public health services for the Township of Hillsborough at the rate of \$47.00 per hour in an amount not to exceed \$13,442.00 for the period January 1, 2017 to December 31, 2017.
2. This resolution shall take effect immediately.

Mayor Suraci said that the Visiting Nurse contract, recommended by the Board of Health, enables the Township to meet the State mandated requirements of the New Jersey Public Health Practice Standards. Mayor Suraci commented that Hillsborough has had a long and successful relationship with the Community Visiting Nurse Association. Mayor Suraci added that they are particularly helpful in providing a well-staffed professional nursing pool which helps with our many vaccination clinics throughout the year.

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

**8. RESOLUTION AUTHORIZING THE HIRING OF RONALD CHRISTY, AS A FULL TIME ASSISTANT SUPERVISOR IN THE TOWNSHIP OF HILLSBOROUGH DEPARTMENT OF PUBLIC WORKS EFFECTIVE JANUARY 25, 2017 AT A SALARY OF \$66,000.00 PER YEAR**

**WHEREAS**, there exists a need for a full time Assistant Supervisor in the Township of Hillsborough Department of Public Works; and

**WHEREAS**, the Director of Public Works recommends the hiring of Ronald Christy, as a full time Assistant Supervisor effective January 25, 2017 at an annual salary of \$66,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Director of Public Works is authorized to hire Ronald Christy as a full time Assistant Supervisor effective January 25, 2017 at an annual salary of \$66,000.00.

Mayor Suraci stated that there exists a vacancy in the position of Assistant Supervisor in the Department of Public Works. Mayor Suraci added that Mr. Christy has been interviewed and recommended to fill said vacancy. Mayor Suraci welcomed Mr. Christy.

Administrator Ferrera commented that he looks forward to Mr. Christy joining our staff.

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

**9. RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT TO ZUFALL HEALTH CENTER FOR THE PROVISION OF PUBLIC HEALTH SERVICES FOR SEXUALLY TRANSMITTED DISEASES**

**WHEREAS**, the Township Health Officer and Hillsborough Board of Health report that there is a need for public health services for sexually transmitted diseases as required by New Jersey Health Practice Standards; and

**WHEREAS**, the Township received a proposal from Zufall Health Center, dated December 29, 2016, for the provision of public health services for sexually transmitted diseases in an amount not to exceed \$2,272.00 for the period January 1, 2017 to December 31, 2017; and

**WHEREAS**, the Township Health Officer and Hillsborough Board of Health recommend the award of a contract to Zufall Health Center pursuant to their proposal, dated December 29, 2016, for the provision of public health services for sexually transmitted diseases in an amount not to exceed \$2,272.00 for the period January 1, 2017 to December 31, 2017; and

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

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

1. The execution of a contract with Zufall Health Center pursuant to their proposal, dated December 29, 2016, for the provision of public health services for sexually transmitted diseases in an amount not to exceed \$2,272.00 for the period January 1, 2017 to December 31,

2017 is hereby ratified and confirmed.

2. This resolution shall take effect immediately.

Mayor Suraci said that this contract, recommended by the Board of Health, will offer screening services. Mayor Suraci added that this function would come under the Certified Public Nurse, and by instituting this contract we are still saving money versus having that position on staff. Mayor Suraci stated that these services are utilized and we are paying the same amount as all others in Somerset County.

Committeeman Tomson commented that this is a requirement under state law to provide these services to our residents and that there is no epidemic.

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

**10. RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO LEWIS-GRAHAM, INC., FOR PHASE 2 RESTORATIONS AT THE VANDERVEER HARRIS HOUSE IN AN AMOUNT NOT TO EXCEED \$207,650.00**

**WHEREAS**, pursuant to N.J.S.A. 40A:11-25 et seq., the Township pre-qualified bidders for participation in the bid process for the Phase 2 restoration of the historic Vanderveer Harris House; and

**WHEREAS**, bid specifications were prepared and provided to the pre-qualified bidders; and

**WHEREAS**, sealed bids were opened and read on November 22, 2016 at 10:00 am, which was the time and place provided for in the bid specifications in accordance with the Local Public Contracts Law; and

**WHEREAS**, bids were received from the following vendors:

<u>Vendor</u>	<u>Amount</u>
Lewis-Graham Inc.	\$207,650.00
Precision Building & Construction	\$227,000.00
Paragon Restoration	\$257,930.00

**WHEREAS**, the specifications provide that the award of the contract shall be made to the lowest responsible bidder; 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**, Mills & Schnoering, the Township Architect for this project, recommends the contract be awarded to Lewis-Graham, Inc., as the lowest responsible bidder; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of

Hillsborough, County of Somerset, State of New Jersey, as follows: (1) a contract is hereby awarded to Lewis-Graham, Inc., for the Phase 2 Renovations at the Vanderveer Harris House in an amount not to exceed \$207,650.00; and (2) the Mayor and Township Clerk are hereby authorized to execute a contract with Lewis-Graham, Inc., for the Phase 2 Restorations at the Vanderveer Harris House in an amount not to exceed \$207,650.00 consistent with the terms of this resolution, the bid specifications and bid submitted.

Mayor Suraci said that this contact will address some severe structural conditions on the south side of the home including the repair and restoration of the porch roof and supporting columns.

Committeeman Burchette commented that he was at the site recently and is hopeful that the repairs begin soon as to avoid further damage.

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

### **CONSENT AGENDA**

**1. RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE REPAVING OF NEW AMWELL ROAD – SECTION III PROJECT**

**WHEREAS**, each year the Township submits a grant application to receive funding from the New Jersey Department of Transportation Municipal Aid Program; and

**WHEREAS**, the Township authorizes the submission of a grant application to receive funding from the New Jersey Department of Transportation Municipal Aid Program for the repaving of New Amwell Road – Section III project.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, approves the submission of the grant application for the above stated project.

**BE IT FURTHERED RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2017-Resurfacing of New Amwell Road Phase-00297 to the New Jersey Department of Transportation on behalf of Hillsborough Township.

**BE IT FURTHERED RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Hillsborough Township and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approval of the execution of the grant agreement.

**2. RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND THE EXECUTION OF A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE HIGHWAY SAFETY FUND**

## GRANT PROJECT

**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 grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and the Township Clerk are hereby authorized to submit an electronic grant application identified as HSF-2016-Hillsborough Township-000024 to the New Jersey Department of Transportation on behalf of Hillsborough Township.

**BE IT FURTHER RESOLVED** that the Mayor and the Township Clerk are hereby authorized to sign the grant agreement on behalf of Hillsborough Township and their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

### **3. RESOLUTION AUTHORIZING RELEASE OF CASH ESCROW IN THE AMOUNT OF \$150.00 TO JEFF AND HOPE BOCZON FOR ROAD OPENING PERMIT 2015-37**

**WHEREAS**, a Cash Escrow in the amount of \$150.00 was posted for Road Opening permit 2015-37 and

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

**WHEREAS**, the Assistant Township Engineer recommends the Township Committee authorize the release of the Cash Escrow in the amount of \$150.00 to Jeff and Hope Boczon for Road Opening permit 2015-37.

**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.

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

## CLAIMS LIST

Mayor Suraci asked to approve Claims List 2017-02.

Upon the motion of Committeeman DelCore, seconded by Committeeman Tomson, Claims List 2017-02 was unanimously approved upon call of the roll.

## EXECUTIVE SESSION RESOLUTION

**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 Litigation:*

*i. Hillsborough Properties*

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 the motion of Committeeman DelCore, seconded by Deputy Mayor McCauley, the aforesaid resolution was unanimously approved upon call of the roll.

Upon motion by Committeeman Tomson, seconded by Mayor Suraci, the public meeting was reopened at 9:04.

Township Labor Attorney Eric Bernstein stated that there was a discussion in regards to ongoing issues in regards to Hillsborough Properties. Attorney Bernstein also stated that direction was given to the Town Council as well as to the Administration regarding the site in question. Attorney Bernstein stated that no formal action is needed.

**ADJOURNMENT**

Upon motion by Committeeman Burchette, seconded by Committeeman Tomson, the meeting duly adjourned at 9:05 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek  
Township Clerk