

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 April 11, 2017.

Upon call of the roll, the following Committee members were recorded present: 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. Absent: Committeeman Greg Burchette and Committeeman Frank DelCore.

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 April 11, 2017.

APPROVAL OF MINUTES

- *Approval of the March 28, 2017 Regular Session Meeting Minutes*

Upon a motion by Committeeman Tomson, seconded by Deputy Mayor McCauley, the minutes of the March 28, 2017 Regular Session were approved upon the call of the roll.

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

Committeeman Tomson

Committeeman Tomson thanked the Rotary Club of Hillsborough for hosting the 16th Annual Hillsborough Rotary Easter Egg Hunt this past Saturday where hundreds of children enjoyed the activities.

Committeeman Tomson reminded everyone that the next HBA Business Social is set for Wednesday, April 19, 2017 from 6:00 PM to 8:00 PM at the Restaurant at Royce Brook. Committeeman Tomson added that the special guest speaker will be Jeffrey A. Wilke, CEO Worldwide Consumer, Amazon.com. Committeeman Tomson said tickets are \$15 per person and to go to Hillsboroughbusiness.org to register.

Committeeman Tomson said last weekend there were various Autism Awareness events. Committeeman Tomson thanked Ashley Rose for organizing the Hula Hoop event and businesses like Super Sundaes for bringing awareness to Autism.

Committeeman Tomson said the Annual Hillsborough Township Clean Up Coupons are now available for residential access to the Auten Road Facility. Committeeman Tomson advised to please visit the DPW website for more information as the next available date is for May 6th.

Committeeman Tomson said spring Recreation Activities & Programs and Summer Camp Registration are now open for registration. Committeeman Tomson encouraged all teams to check the Parks and Rec website for field closures in advance of your activities.

Deputy Mayor McCauley

Deputy Mayor McCauley said that there have been many events and more to come raising awareness for Autism. Deputy Mayor McCauley said that along with Committeemen Tomson and Committeeman Burchette, she had the honor of attending the Human Ribbon last Sunday with Mission Cognition. Deputy Mayor McCauley added that as part of Autism Awareness Day Norz Hill Farm hosted free hayrides for visitors and prior to that she and Committeeman Tomson signed the Autism Awareness Wall.

Deputy Mayor McCauley reminded residents that the 2017 Distracted Driving Crackdown UDrive. UText. UPay is currently underway both locally and nationally through April 21st. Deputy Mayor McCauley added that this campaign is in an effort to raise awareness and decrease driver distraction through a combination of enforcement and education. Deputy Mayor McCauley urged all residents and motorists to wait to text.

Deputy Mayor McCauley reminded residents that the American Lung Association is supporting the Lung Force Walk at Colonial Park in Somerset on May 20th at 8:30 am. Deputy Mayor McCauley said to visit www.lung.org and help support the American Lung Association, and the walk at Colonial Park.

Deputy Mayor McCauley stated that Saturday, June 3rd is The Annual Green Living and Wellness Fair that will be held in conjunction with the Hillsborough YMCA HOP 5K. Deputy Mayor McCauley added any organizations wishing to participate in the Fair must register in advance by calling the Health Department at 908-369-5652.

Mayor Suraci

Mayor Suraci provided an update from the last meeting regarding EMS, stating that the Township anticipates completion of the EMS transition to Robert Wood Johnson on or before June 4th.

Mayor Suraci said that Operation Secure Shred sponsored by Somerset County will host the first shred it event on April 22nd from 9am until 1 pm here in Hillsborough at the Somerset County Public Works Garage.

Mayor Suraci said the Construction Office offers evening hours on Tuesday's until 7pm, the Clerk's Office is open the 2nd and 4th Tuesday until 7pm. and the Health Office is open on the second Tuesday of the month until 7 pm.

Mayor Suraci stated that The American Red Cross is hosting a blood drive at Hillsborough Fire Co #3 - 324 Woods Road on April 26th from 2 to 7 pm. Mayor Suraci added that they are in need of donors and to sign up, donors can call 800-redcross or go to www.redcrossblood.org and enter sponsor code WoodsRoad or email Samantha Hand at shand1299@gmail.com.

Mayor Suraci stated that Mountainview Park will have their official grand opening on April 22nd.

Mayor Suraci reminded all Township Veterans and spouses that they are invited to the Annual Salute to Veterans Breakfast on Saturday, May 27th. Mayor Suraci said that registration is required and to please visit the Recreation website or call the Recreation Office at 908-369-4832 to register. Mayor Suraci added any community organizations wishing to participate in the Memorial Day parade are asked to register with the Recreation Department as well.

Mayor Suraci said that residents can stay connected with all Township events via the e-newsletter, Twitter, TV 29 and Hillsborough YouTube channel. Mayor Suraci added that SwiftReach 911 is for traffic and emergency notifications.

PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS

PROCLAMATIONS / APPOINTMENTS

- **Proclamation declaring April 9-15, 2017 as National Library Week**

WHEREAS, libraries create potential and possibilities within their communities, campuses and schools by providing a level playing field for all who seek information and access to technology; and

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of all members of their communities; and

WHEREAS, the theme for 2017, "Libraries Transform", helps raise awareness of the critical role libraries play in today's digital society; and

WHEREAS, libraries and librarians open up a world of possibilities through innovative STEAM programing, Makerspaces, job-seeking resources and the power of reading; and

WHEREAS, librarians are trained, tech-savvy professionals, providing technology training and access to downloadable content like e-books; and

WHEREAS, libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week in which Tuesday, April 11th is National Library Workers Day recognizing the wonderful contributions made by all library workers and Wednesday, April 12th is National Bookmobile Day, recognizing the contribution Bookmobiles make and the services they provide to our community.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the members of the Hillsborough Township Committee, do hereby proclaim National Library Week, April 9-15, 2017 and encourage all

residents of Hillsborough Township to visit the library this week to take advantage of the wonderful resources available at your library and see how “Libraries Transform”.

- **Proclamation declaring April as Autism Awareness Month**

WHEREAS, Autism is a Pervasive Developmental Disorder that manifests itself and affects the social, learning, and behavioral skills of those affected by it; and

WHEREAS, Autism is currently estimated to affect 1 in 68 children nationally, with rates being highest in New Jersey where the diagnosis rate for a child with an autism spectrum disorder in New Jersey has increased to 1 in 41, up 12 percent from previously released rate of 1 in 45 in 2014; and

WHEREAS, Autism is said to affect boys four and a half times more than girls and knows no racial, ethnic or social boundaries, and neither income, lifestyle, nor education affects the occurrence; and

WHEREAS, a single specific cause of autism is not known, but current research links it to biological or neurological differences in the brain, as well as environmental assaults and neurotoxins; and

WHEREAS, accurate, early diagnosis and the resulting appropriate education and medical intentions are vital to the growth and development of the individual; and

WHEREAS, those with Autism need equal access to education, employment opportunities, community-based housing, family services, coaching and support, and medical treatment; and

WHEREAS, New Jersey offers a wide range of services and support to this population through various organizations for Autism; and

WHEREAS, organizations and individuals such as Governor Chris Christie, Lt. Governor Kim Guadagno, Autism New Jersey, Autism Speaks, Somerset County Therapeutic Recreation, Bella Vida Coaching Services, Hillsborough Board of Education’s Special Services Department, Hillsborough Department of Parks & Recreation, Hillsborough Police Department, Hillsborough Rescue Squad, Hillsborough Rotary Club, Hillsborough Volunteer Fire Companies No.1, No.2, and No.3, Neshanic Fire Company, Office of Emergency Management (OEM), Organization for Autism Research (OAR), Somerset County Sheriff’s Office, Somerset County Special Olympics, Legend Equestrian, Mission Cognition, and Norz Hill Farm enhance awareness throughout our community by providing quality care, support or services to individuals diagnosed with Autism.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and Township Committee of the Township of Hillsborough, hereby declare April as National Autism Awareness Month and vow to continue to support programs dedicated to Hillsborough’s special needs community.

Mayor Suraci invited everyone to sign the Autism Awareness wall in the hallway by the Library and take additional photos there.

PRESENTATIONS

- None

NEW BUSINESS

- None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- *None*

PUBLIC HEARINGS

- *None*

INTRODUCTION OF NEW ORDINANCES

2017-03 ORDINANCE AUTHORIZING ACCEPTANCE OF POROUS PAVEMENT MAINTENANCE EASEMENTS FOR THE PROPERTIES IDENTIFIED ON THE TAX MAP OF THE TOWNSHIP OF HILLSBOROUGH AS BLOCK 142, LOTS 28 AND 29

WHEREAS, on July 14, 2016, the Township of Hillsborough Planning Board adopted a memorializing Resolution approving Application 16-PB-03-SRV for the properties identified on the Tax Map of the Township of Hillsborough as Block 142, Lots 28 and 29 (“Properties”); and

WHEREAS, the Resolution of approval requires the owners of the Properties to provide the Township of Hillsborough with Porous Pavement Maintenance Easements; and

WHEREAS, the Township Attorney has reviewed the attached Porous Pavement Maintenance Easements and finds them to be 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 Township hereby accepts the attached Porous Pavement Maintenance Easements for the Properties; (2) the Mayor and Township Clerk are hereby authorized to execute the Porous Pavement Maintenance Easements on behalf of the Township; (3) the Township Attorney is authorized to record the Porous Pavement Maintenance Easements with the Somerset County Clerk; and (4) this Ordinance shall take effect upon adoption and publication according to law.

Mayor Suraci stated that this has been recommended by the Planning Board and reviewed by the Township Attorney to be acceptable.

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

CONSIDERATIONS

- 1. RESOLUTION AUTHORIZING THE PURCHASE OF A 2017 FORD ESCAPE FROM ROUTE 23 FORD AUTOMALL IN AN AMOUNT NOT TO EXCEED \$22,572.00 THROUGH THE MCCPC CONTRACT #15C**

WHEREAS, the Construction Code Official has requested authorization for the purchase of a 2017 Ford Escape; and

WHEREAS, the 2017 Ford Escape is available for purchase from Route 23 Ford Automall through the MCCPC Contract #15C; 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 purchase of a 2017 Ford Escape from Route 23 Ford Automall through the MCCPC Contract #15C in an amount not to exceed \$22,572.00.

Mayor Suraci said that this purchase is acceptable through an existing coop agreement and is funded through the Construction Department Trust Fund not the General Budget.

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

2. RESOLUTION AUTHORIZING THE PURCHASE OF A TORO MODEL #74928 MOWER WITH A 72" DECK FROM CENTRAL JERSEY NURSERIES IN AN AMOUNT NOT TO EXCEED \$10,254.53

WHEREAS, the Township of Hillsborough solicited quotes for Toro Model #74928 Mower with a 72" deck and four (4) responses were received as follows:

Central Jersey Nurseries	\$10,254.53
Barg's Lawn & Garden Shop	\$10,398.00
Jersey Power Equipment, Inc.	\$11,843.26
K.C. Services	\$10,390.00

WHEREAS, the Director of Parks & Recreation and the Township Qualified Purchasing Agent recommends the purchase of the Toro Model #74928 mower with 72" deck from Central Jersey Nurseries in an amount not to exceed \$10,254.53; 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 Toro Model #74928 mower with a 72" deck from Central Jersey Nurseries, in an amount not to exceed \$10,254.53.

Mayor Suraci added that this mower is to replace one that is beyond repair and the quote received from Central Jersey Nurseries was the lowest.

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

3. RESOLUTION AUTHORIZING THE HIRING OF TIFFANY L. CRIVELLI TO THE POSITION OF DISPATCHER IN THE TOWNSHIP OF HILLSBOROUGH POLICE DEPARTMENT, EFFECTIVE APRIL 24, 2017 AT A SALARY OF \$55,386.00 A YEAR

WHEREAS, with the retirement of Dispatcher Karen Messineo, there exist a vacancy in the position of Police Dispatcher; and

WHEREAS, the Chief of Police recommends that Tiffany L. Crivelli be hired as Dispatcher in the Police Department at an annual salary of \$55,386.00 effective on April 24, 2017.

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 Chief of Police, to hire Tiffany L. Crivelli as Dispatcher in the Police Department at an annual salary of \$55,386 effective on April 24, 2017 is hereby accepted and approved.

Mayor Suraci said there exists a vacancy in the position of Police Dispatcher and Ms. Crivelli had previously worked in the department and we welcome her back.

Administrator Ferrera said he is happy to have Ms. Crivelli back.

Committeeman Tomson congratulated Ms. Crivelli.

Mayor Suraci welcomed Ms. Crivelli back.

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

4. RESOLUTION AUTHORIZING MASER CONSULTING, P.A., TO PROVIDE PROFESSIONAL SERVICES ASSOCIATED WITH A STRUCTURAL ANALYSIS OF THE PEDESTRIAN BRIDGE ALONG ROUTE 206 BETWEEN RAIDER BOULEVARD AND AMWELL ROAD IN THE TOWNSHIP OF HILLSBOROUGH, IN AN AMOUNT NOT TO EXCEED \$4,200.00, PURSUANT TO MASER'S PROPOSAL DATED APRIL 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 a structural analysis of the pedestrian bridge along Route 206 between Raider Boulevard and Amwell in the Township of Hillsborough, in an amount not to exceed \$4,200.00, as described in a proposal from Maser Consulting, P.A., dated April 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 April 3, 2017, in an amount not to exceed \$4,200.00, for a structural analysis of the pedestrian bridge along Route 206 between Raider Boulevard and Amwell 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 advanced 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 it has been brought to the attention of the Township that this pedestrian bridge is in need of repairs, as such the Engineering firm will perform a structural analysis to advise of the needed steps for public safety.

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

5. RESOLUTION AUTHORIZING EXECUTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE SOMERSET COUNTY SAFE COMMUNITIES COALITION AND HILLSBOROUGH MILLSTONE MUNICIPAL ALLIANCE PERTAINING TO THE DRUG FREE COMMUNITIES MENTORING PROGRAM AND GRANT FUNDING ASSOCIATED THEREWITH

WHEREAS, the Drug Free Communities Support Program was created by the Drug Free Communities Act of 1997; and

WHEREAS, the Drug Free Communities Mentoring Program was established as a component of the Drug Free Communities Support Program when the program was reauthorized in 2001; and

WHEREAS, the purpose of the Drug Free Communities Mentoring Program is to assist newly forming coalitions in becoming eligible to apply for Drug Free Communities funding on their own; and

WHEREAS, Somerset County Safe Communities Coalition is a Mentor Coalition under the Drug Free Communities Mentoring Program; and

WHEREAS, Somerset County Safe Communities Coalition has agreed to serve as Mentor Coalition to Hillsborough Millstone Municipal Alliance, in accordance with the attached Memorandum of Understanding, in order to support the Hillsborough Millstone Municipal Alliance in obtaining the training and technical assistance necessary to be a community coalition that meets all the statutory eligibility requirements of the Drug Free Communities Support Program in order to compete independently for Drug Free Communities grants..

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Mayor and Clerk are hereby authorized to execute the attach Memorandum of Understanding pertaining to the Drug Free Communities Mentoring Program and grant funding associated therewith.

Mayor Suraci said this grant opportunity will allow for a mentoring program for the Hillsborough Millstone Municipal Alliance to apply for future funding.

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

6. RESOLUTION AUTHORIZING THE HIRING OF ERICA LENZO, TO FILL A VACANCY IN THE HILLSBOROUGH TOWNSHIP'S POLICE DEPARTMENT FOR THE FULL-TIME POSITION OF POLICE RECORDS CLERK, EFFECTIVE APRIL 12, 2017 AT A SALARY OF \$32,323.20 PER YEAR

WHEREAS, there exists a vacancy in the Hillsborough Township Police Department for the full-time position of Police Records Clerk; and

WHEREAS, the Chief of Police recommends the hiring of Erica Lenzo to the position of Police Records Clerk, effective April 12, 2017, at a salary of \$32,323.20 per year.

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 Chief of Police is hereby authorized and approved.

Mayor Suraci said there exists a vacancy in the position of Police Records Clerk and Ms. Lenzo has been temporarily filling in. Mayor Suraci added that she has been interviewed and recommended by the Chief to fill this position. Mayor Suraci welcomed Ms. Lenzo to her full time position.

Administrator Ferrera stated that Ms. Lenzo has worked in various departments within the Township and that the Township is getting another great employee. Administrator Ferrera welcomed Ms. Lenzo.

Committeeman Tomson congratulated Ms. Lenzo on her new position.

Deputy Mayor McCauley wished Ms. Lenzo luck in her new position.

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

7. RESOLUTION AUTHORIZING EXECUTION OF LICENSE AGREEMENT WITH HILLSBOROUGH BASEBALL LEAGUE FOR USE OF THE MOUNTAIN VIEW PARK BASEBALL COMPLEX

WHEREAS, HBL is a non-profit organization committed to the development, promotion and support of recreational activities; and

WHEREAS, HBL or its predecessor have operated a baseball league for children within the Township since 1957; and

WHEREAS, HBL performs a public service for the families and children of the Township which no other Township Department provides; and

WHEREAS, on June 8, 2009, the Township, County of Somerset ("County") and the Somerset County

Improvement Authority (“SCIA”) entered into a Joint Management Agreement pertaining to the acquisition, development, management, maintenance and use of the General Services Administration Depot property from the United States of America consisting of approximately 369.291 acres of land designated on the Tax Map of the Township of Hillsborough as Block 175, Lots 39.01, 39.03 and Block 177, Lots 23.01, 23.03 and 23.04 (“GSA Property”); and

WHEREAS, the Township agreed to contribute approximately \$6,900,000 from its Open Space Trust Fund toward the purchase of the GSA Property; and

WHEREAS, the Township, County and SCIA also entered into a Memorandum of Understanding, last revised on April 19, 2013, pertaining to the ownership, development, management, maintenance, and use of GSA Property; and

WHEREAS, pursuant to the Memorandum of Understanding: (1) at final closing the County will retain ownership of the GSA Property; (2) the County will construct a minimum of seven (7) baseball fields of various dimensions, a concession building, and other improvements on a portion of the GSA Property; (3) the County will maintain the baseball fields, concession building, and other improvements; and (4) the Township will have unrestricted priority use and scheduling rights for the baseball fields, concession building, and other improvements during the defined baseball season from March 1 to October 31 of each year (“Baseball Season”); and

WHEREAS, the County has completed the construction of seven (7) baseball fields (2 60’x90’ fields, 2 50’x70’ fields, 2 46’x60’ fields, and 1 rubber-surfaced 35’x50’ challenger field), concession building, scoreboards, and parking lots on a portion of the GSA Property to be known as the Mountain View Park Baseball Complex (“Baseball Complex”); and

WHEREAS, the County transferred the management and maintenance of the Baseball Complex to the Somerset County Park Commission (“Commission”); and

WHEREAS, the Township entered into a License Agreement, dated January 1, 2017, with the County, SCIA and Commission setting forth the terms and conditions of the Township’s unrestricted priority use and scheduling rights for the baseball fields, concession building, scoreboards, parking lots and other improvements at the Baseball Complex during the Baseball Season; and

WHEREAS, the Township now wishes to assign those rights and obligations under the January 1, 2017 License Agreement to HBL pursuant to the terms and conditions of the attached License Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute the attached License Agreement with Hillsborough Baseball League for use of Mountain View Park Baseball Complex; and (2) the Township Clerk is directed to forward a copy of this Resolution and the fully executed License Agreement to the Somerset County Park Commission.

Mayor Suraci said this resolution authorizes Hillsborough Baseball League to utilize the above mentioned facilities pursuant to the license agreement at Mountain View Park.

Committeeman Tomson thanked Chris Porter and the HBL Board of Directors for all their hard work getting this agreement in place. Committeeman Tomson also thanked Attorney Willard for working with HBL.

Mayor suraci said this has been a long time coming and that he is looking forward to the ribbon cutting ceremony.

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

8. RESOLUTION AUTHORIZING EXECUTION OF LICENSE AGREEMENT WITH HILLSBOROUGH BASEBALL LEAGUE FOR USE OF THE WILLOW ROAD BASEBALL COMPLEX AND OTHER TOWNSHIP BASEBALL FIELDS

WHEREAS, HBL is a non-profit organization committed to the development, promotion and support of recreational activities; and

WHEREAS, HBL or its predecessor have operated a baseball league for children within the Township since 1957; and

WHEREAS, the HBL performs a public service which no other Township Department provides; and

WHEREAS, the Township is the owner of the property commonly known as the Willow Road Baseball Complex consisting of seven (7) baseball fields, concession stand, restrooms and maintenance building; and

WHEREAS, the Township wishes to provide certain rights to Hillsborough Baseball League for use of the fields and facilities at the Willow Road Baseball Complex and other baseball fields owned by the Township pursuant to the terms of the attached License Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute the attached License Agreement with Hillsborough Baseball League for use of the Willow Road Baseball Complex and other baseball fields owned by the Township.

Mayor Suraci stated that this resolution authorizes Hillsborough Baseball League to utilize the above mentioned facilities pursuant to this agreement.

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

9. RESOLUTION AWARING CONTRACT FOR 2017 ROAD MAINTENANCE MATERIALS

WHEREAS, the Assistant Township Engineer has determined there is a need for the acquisition of Road Maintenance Materials for 2017; and

WHEREAS, sealed bids were opened and read on March 29, 2017 at 11:00 a.m. which was the time

and place provided for in the Invitation to Bid entitled “2017 Road Maintenance Materials”; and

WHEREAS, the Assistant Township Engineer has reviewed the bids and has provided the Township Committee with his memorandum dated April 6, 2017, recommending the award of the following contracts:

<u>Bid Item</u>	<u>Description</u>	<u>Recommended Vendor</u>	<u>Price</u>
1	#8 Broken Stone, FOB (3/8")	Gibraltar Rock	26.00/ton*
2	#8 Broken Stone, FD (3/8")	Gibraltar Rock	30.50/ton
3	#57 or #67 Broken Stone, FOB	Gibraltar Rock	16.00/ton*
4	#57 or #67 Broken Stone, FD	Trap Rock	18.80/ton
5	#2 Clean Stone, FOB	Trap Rock	14.00/ton*
6	#2 Clean Broken Stone, FD	Trap Rock	18.80/ton
7	#3 or #4 Broken Stone, FOB	Trap Rock	14.00/ton*
8	#3 or #4 Broken Stone, FD	Trap Rock	18.80/ton
9	Dense Graded Aggregate, FOB	Gibraltar Rock	11.50/ton*
10	Dense Graded Aggregate, FD	Trap Rock	14.80/ton
11	3/4" Road Stone, FOB	Trap Rock	9.00/ton*
12	3/4" Road Stone, FD	Trap Rock	13.80/ton
13	Core Stone (6"-12"), FD	Stavola	21.00/ton
14	Bit. Conc. Stab. Base I-2, FOB	Stravola	64.00/ton*
15	Bit. Conc. Surface I-3, FOB	Stravola	64.00/ton*
16	Bit. Conc. Surface I-4, FOB	Stravola	66.00/ton*
17	Bit. Conc. Surface I-5, FOB	Stravola	66.00/ton*
18	UPM High Performance Cold Mix	Hei-Way	100.00/ton*
19	Prime Coat, MC-70 or MC-30, FDA	No Bidder	No Bid
20	Seal Coat RS-3K, FDA	No Bidder	No Bid
21	Seal Coat CRS-2P, FDA	No Bidder	No Bid
22	High Temperature Joint Sealing Compound	Asphalt Care	0.75/lb
23	Hot Mix Base Asphalt 19M64 FOB	Stavola	66.00/ton**

WHEREAS, the Township Qualified Purchasing Agent has reviewed the bid packages of the recommended vendors set forth hereinabove and finds them to be in conformance with the Local Public Contracts Law and the Township Instruction to Bidders; and

WHEREAS, a certification of availability of funds shall be made in connection with each purchase order in accordance with N.J.A.C. 5:34-5.3(b)(2); and

WHEREAS, it will be determined at a later date, as per the Assistant Township Engineer and the Director of Public Works, if rebidding will be necessary for Items 19-21.

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

1. Awards of contract are hereby made at the unit prices set forth above for Items 1, 2, 3, and 9 to Gibraltar Rock; Items 4 - 8, 10 - 12 to Trap Rock; Items 13 - 17 and 23 to Stavola; Item 18 to Hei-Way; and Item 22 to Asphalt Care, as set forth herein above with the understanding that the minimum quantity is zero and the maximum amount based upon the bid quantity as tabulated in the bid summary and as further adjusted as provided in the Township contract specifications.
2. The Mayor and Township Clerk are hereby authorized to execute the Township's standard form of contract for goods, products and supplies and for services with each of the successful bidders in each of the various categories in accordance with the recommendations of the Assistant Township Engineer as set forth herein above.

Mayor Suraci said the township sought sealed bids for the above mentioned on March 29, 2017, and the Township received various bids in response. Mayor Suraci added the Assistant Township Engineer and QPA have reviewed said bids and make the recommendation contained within the resolution.

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

CONSENT AGENDA

1. **RESOLUTION CONFIRMING AND RATIFYING THE REFUND OF TAX OVERPAYMENTS IN THE AMOUNT OF \$446.26**
(total properties 1)

WHEREAS, real property taxpayers 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, \$446.26, properties, 1.

Block	Lot	Name	Amount	Qtr.	Year
153.12	1 C0812	Yannich, Louis	\$446.26	2nd	2017

2. **RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$890.00**

WHEREAS, there are refunds due from Recreation program fees; and

WHEREAS, the Chief Financial Officer has received proof of such refunds being due and payable.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee, of the Township of Hillsborough, County of Somerset, State of New Jersey, the Chief Financial Officer is hereby authorized to refund said amounts as detailed below, in a total amount of \$890.00.

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Donna Magliulo	\$100.00	Donna McLoughlin	\$100.00
Sharon Schmitt	\$110.00	Gina Tawfik	\$145.00
Justin Drab	\$100.00	Sarah Jackson	\$100.00
Pooja Devaravar	\$90.00	Angana Patel	\$145.00

3. RESOLUTION EXTENDING THE INITIAL PROBATIONARY PERIOD FOR SUSAN CAPOLOGO IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT FOR AN ADDITIONAL 3 MONTHS

WHEREAS, Susan Capolongo was hired as a full-time Police Records Clerk in the Police Department on December 27, 2016; and

WHEREAS, the Chief of Police recommends that Ms. Capolongo's initial probationary period be extended for an additional 3 months.

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 Chief of Police be and hereby is accepted and approved.

4. RESOLUTION AUTHORIZING THE TRANSFER OF ANNETTE HENDERSON FROM THE POSITION OF PART TIME ADMINISTRATIVE ASSISTANT IN THE CLERK'S OFFICE TO THE POSITION OF PART TIME RECREATION SECRETARY IN THE RECREATION DEPARTMENT

WHEREAS, there exists a vacancy in the Recreation Department for a part time Recreation Secretary; and

WHEREAS, the Director of Parks and Recreation recommends that the Township Committee take action to transfer Ms. Henderson to the part time Recreation Secretary position in the Recreation Department with no change in salary, effective April 12, 2017.

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.

5. RESOLUTION AUTHORIZING OFFICER JACK HOWARD TO ENROLL IN "FINANCIAL CRIME: NATURE AND EXTENT" AND "MANAGING ORGANIZATIONAL CHANGE" COURSES TOWARDS HIS MASTER'S DEGREE IN ADMINISTRATIVE SCIENCE TO BE ELIGIBLE FOR TUITION REIMBURSEMENT OF SAID COURSES ONCE IT HAS BEEN SUCCESSFULLY COMPLETED, 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 Jack Howard is requesting authorization to take “Financial Crime: Nature and Extent” and “Managing Organizational Change” courses towards his Master’s Degree in Administrative Science; and

WHEREAS, Officer Howard has requested consideration under the Township’s Educational Assistance provision upon successful completion of the aforementioned courses; and

WHEREAS, the Chief of Police has requested favorable consideration of Officer Howard’s request for financial reimbursement of seventy-five percent (75%) of the cost incurred upon successful completion of the class.

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 Chief of Police is hereby accepted and approved.

6. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF “MALWARE INVESTIGATIONS” OFFERED THROUGH FAIRLEIGH DICKINSON’S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,580.45, 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 “Malware Investigations” 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 \$2,107.27 cost incurred for a total of \$1,580.45.

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 Chief of Police is hereby accepted and approved.

7. RESOLUTION AUTHORIZING THE TRANSFER FROM PLANNING/BOARD OF ADJUSTMENT ESCROW TO THE TREASURER'S ACCOUNT

WHEREAS, in accordance with the following summary of accrued Planning and Zoning charges related to plan review for January, February and March, 2017, a total of \$2,184.90 should be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer's Account as indicated; and

WHEREAS, that each of the project line items has been verified against the Treasurer's Office account records for the period beginning 01/01/17 and ending 03/31/17 to ensure that sufficient funds are available for these transfers for 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 \$2,184.90 is to be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer's Account.

<u>Application Name</u>	<u>Application #</u>	<u>Escrow Name</u>	<u>Amount</u>
BANNISTER, William & Kristen	BA-17-02	BANNISTRPL	\$88.65
Christian Community Church (So. Branch Rd)	BA-16-10	CHRISCOMPB	\$63.32
DUDZINSKI, Michael (Dec 2016)	BA-16-13	DUDZINSKPL	\$139.31
Global Enterprises, LLC	BA-16-11	GLOBALPL	\$63.32
Green Village	16-PB-12-MJV	GREEN206PL	\$93.18
Grosso Homes, LLC	16-PB-18-INV	GROSSOHMPL	\$326.13
LEVATINO, Danielle	16-PB-13-SRV	LEVATIONPL	\$69.88
MIGLIACCIO, Patrick	BA-16-08	MIGLIALLPB	\$25.33
NGO, Phuong & CHIN, Brian	BA-16-12	CHINPL	\$113.98
PETROCK, Nicholas & Deborah	BA-16-09	PETROCKPB	\$88.65
PFEIL, Christopher & Melissa	BA-17-03	PFEILPL	\$88.65
ROLLINGS, Chistopher & Dr. Marion	16-PB-16-MSR	ROLLINGSPL	\$149.94
SALMERI, Jason & Karin	BA-16-07	SALMERIPL	\$12.66
Van Cleef / HRC Assoc.	16-PB-17-SRV	VANHRCPB	\$209.65
Verizon Wireless (324 Woods Road)	BA-15-18	VERIZON5PL	\$535.78
Yannuzzi Group, Inc.	16-PB-11-SRV	YANNUZZIPL	\$116.47
TOTAL TRANSFER			\$2,184.90

8. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR HILLSBOROUGH TOWNSHIP VOLUNTEER FIRE COMPANY #1 FOR AN EVENT TO BE HELD ON JUNE 10, 2017

WHEREAS, an application for a Special Permit for Social Affair has been filed by Hillsborough Township Volunteer Fire Company #1 for an event to be held on June 10, 2017; 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 Hillsborough Township Volunteer Fire Company #1 for an event to be held on June 10, 2017.

9. RESOLUTION AUTHORIZING RELEASE OF CASH ESCROW IN THE AMOUNT OF \$150.00 TO ROBERT PRISTAS FOR ROAD OPENING PERMIT 2016-11

WHEREAS, a Cash Escrow in the amount of \$150.00 was posted for Road Opening permit 2016-11; 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 Robert Pristas for Road Opening permit 2016-11.

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.

10. RESOLUTION APPROVING CARNIVAL LICENSE APPLICATION SUBMITTED BY CAROLINE KATMANN FOR AN EVENT TO BE HELD BY SOURLAND CONSERVANCY ON JUNE 17 , 2017 WITH A RAIN DATE OF JUNE 18, 2017

WHEREAS, an Application for a Carnival License has been filed by Caroline Katmann for an event to be held by the Sourland Conservancy on June 17, 2017 with a rain date of June 18, 2017; 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 submitted by Caroline Katmann for an event to be held by Sourland Conservancy on June 17, 2017 with a rain date of June 18, 2017.

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

CLAIMS LIST

Mayor Suraci asked to approve Claims List 2017-07.

Upon the motion of Committeeman Tomson, seconded by Deputy Mayor McCauley, Claims List 2017-07 was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Committeeman Tomson, seconded by Deputy Mayor McCauley, the meeting duly adjourned at 8:21 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk