

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 25, 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, Township Attorney William Willard and Township CFO Nancy Costa.

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 25, 2017.

APPROVAL OF MINUTES

- *Approval of the April 11, 2017 Regular Session Meeting Minutes*

Upon a motion by Committeeman Tomson, seconded by Deputy Mayor McCauley, the minutes of the April 11, 2017 Executive Session were approved upon the call of the roll. Committeeman Burchette and Committeeman DelCore abstained from the vote.

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

Committeeman Burchette

Committeeman Burchette stated that last week was the first HBA social of 2017. Jeffrey A. Wilke, CEO Worldwide Consumer, Amazon.com was the guest speaker. Committeeman Burchette thanked all who attended this great event.

Committeeman Burchette reminded residents that the Annual Hillsborough Township Clean Up Coupons are now available for both residential access to the Auten Road Facility. Please visit the DPW website for more information. The next available date is for May 6th.

Committeeman Burchette noted from the Engineering Department that with the wet season, homeowners are reminded not to discharge their sump pumps to the street or neighboring properties that could cause flooding or unsafe conditions. Homeowners must maintain their water discharge on their properties by use of some form of storm water control such as swales, rain gardens, retention, dry wells, etc. Contact the Engineering Department for more information.

Committeeman DelCore

Committeeman DelCore attended the presentation Every 15 Minutes at Hillsborough High School last Thursday which involves a live simulation of a drunk driving car accident and is presented to the senior

class. The powerful simulation involves EMS, police, fire and a medivac and makes seniors aware of the dangers of drinking and driving prior to prom and graduation festivities.

Committeeman DelCore stated that the Hillsborough Police Department will be hosting an “Operation Take Back” on Saturday, April 29, from 10 a.m. to 2 p.m. in collaboration with the Drug Enforcement Administration (DEA). Bring your pills for disposal to the Peter J. Biondi Municipal Building at 379 South Branch Road, Hillsborough, NJ. The service is free and anonymous, no questions asked. The DEA cannot accept liquids, needles or sharps, only pills and patches.

Committeeman DelCore encouraged all residents to participate in this free, anonymous program, which provides a safe, convenient and responsible means of disposing prescription medication.

Committeeman DelCore noted Hillsborough Township was the first municipality in the State of New Jersey to install a permanent disposal receptacle for unused and unwanted prescriptions in the lobby of Police Headquarters. It is accessible to residents 24 hours a day / 7 days a week.

Committeeman Tomson

Committeeman Tomson stated registration is still open for the Spring Adult Bocce League. Games are played at Ann Van Middlesworth Park on Saturdays beginning on April 29 for 6 weeks. Games are played from 9:30 to 11:30am and each team plays two games per day. Pre-registration is required and all participants receive the Hillsborough Bocce Club t-shirt!

Committeeman Tomson noted the Summer Recreation Camp registration remains open - please visit the website for all the details and registration information.

Committeeman Tomson gave a reminder to all visitors to the Library - the library has Sunday hours all year long. Despite that there are limited services available on Sundays, it remains a great resource for our community to have it open on Sundays.

Deputy Mayor McCauley

Deputy Mayor McCauley along with Mayor Suraci attended STEM Fair at Hillsborough Elementary last Friday.

Deputy Mayor McCauley noted that anyone who received a Homestead Rebate should have received a blue tax bill, reducing the amount due for the quarter. Residents should check their tax bill before paying their May 1st taxes. If you are not sure if you received the Homestead Rebate, please contact the tax office.

Deputy Mayor McCauley encouraged residents to join members of the Municipal Alliance tomorrow evening at the Manville-Hillsborough Elks for the presentation of “Right in Our Backyard: The Drug Addiction Epidemic in Suburbia”. There will be a panel discussion on the impacts heroin is having on our communities.

Deputy Mayor McCauley reminded residents that Saturday, June 3rd The Annual Green Living and Wellness Fair will be held in conjunction with the Hillsborough YMCA HOP 5K. As always more information can be found in Friday’s newsletter.

Mayor Suraci

Mayor Suraci stated that members of the Municipal Alliance were out on Route 206 Saturday morning as part of the NJDOT Adopt a Highway campaign to bring awareness to the Municipal Alliance, their efforts and BORO-AWARE.

Mayor Suaci announced the grand opening this past weekend of the Mountain View Park, the new baseball complex. The park was eleven years in the making. Committeeman Tomson, Deputy Mayor McCauley and many representatives from the Township and County were on site for the dedication. Mountain View Park is home to ball fields and play areas. Mayor Suraci noted that back in 2005 a developer came to town with the original vision of 800 homes at the GSA location. The recreational facility is a much better option. Mayor Suraci thanked everyone involved all these years for making the ball park a reality.

Mayor Suraci thanked the Parks and Rec Department for organizing another successful Run Around the Park this year. Mayor Suraci was joined by Committeemen Greg Burchette and Frank DelCore.

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. They are in need of donors. 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 noted that Operation Secure Shred sponsored by Somerset County will host the first shred it event on April 29th from 9am until 1pm in front of Auten Road Intermediate School. Be sure to check out the Friday newsletter for all upcoming dates.

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

Mayor Suraci noted that residents can always stay connected with these events and more via the Friday e-newsletter and Twitter. TV 29 and the Hillsborough YouTube channel showcase our meetings, Hillsborough the Good Life episodes and other information. SwiftReach 911 for traffic and emergency notifications.

PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS

- **Proclamation recognizing Edward Wasser's Years of Service to Hillsborough**

***WHEREAS**, Edward Wasser began his career in the City of Bayonne, New Jersey as a Redevelopment Assistant in June of 1978; and*

***WHEREAS**, Eddie joined Hillsborough Township in June of 1989 as a Building Inspector; and*

***WHEREAS**, through his teamwork, dedication and superior work ethic, Eddie ultimately became an Assistant Building Sub-Code Official in Hillsborough Township; and*

***WHEREAS**, Eddie was most notably recognized for his Plan Review skills and his expertise afforded homeowners in assisting them with their applications, in fact one resident wrote a letter of thanks stating how Eddie helped him for five hours to understand the process to submit a complete application, displaying excellence in Customer Service throughout his career; and*

***WHEREAS**, Eddie is a member of the Central Jersey Code Officials Association and also a member of the New Jersey Building Officials Association, where he served on several sub-committees within both of these organizations.*

***NOW, THEREFORE, BE IT PROCLAIMED** that we, the Mayor and Hillsborough Township Committee, do hereby express sincere thanks and appreciation to Eddie Wasser for his dedication and support as well as superior work ethic during his nearly 28 years of service to Hillsborough Township and its residents.*

***BE IT FURTHER PROCLAIMED** that Hillsborough Township, his numerous co-workers, and the residents of Hillsborough Township thank Eddie Wasser for his many years of service.*

- **Proclamation recognizing National Volunteer Month Award recipients**

***WHEREAS**, National Volunteer Month was first established by President Richard Nixon in 1974 in order to inspire, recognize and encourage people to seek out imaginative ways to engage in their communities; and*

***WHEREAS**, New Jersey's 1.5 million volunteers provide more than 170 million hours of service annually where volunteers can connect with local community service opportunities through hundreds of community service organizations; and*

***WHEREAS**, through service, ordinary people can make an extraordinary impact by working together, we have the fortitude to meet our challenges; and*

***WHEREAS**, an entire community can inspire, equip and mobilize people to take action that changes the world; and*

***WHEREAS**, during National Volunteer Month, service projects will be performed and volunteers are recognized for their commitment to service; and*

***WHEREAS**, Hillsborough Township would like to recognize the following individuals for their dedicated volunteerism within our community: Amy Brandwein, Bob Lawton, Brenda Barron, Crissy Cace, Donna Hands, Erica Lenzo, Fred Kinzler, Gary Verhoorn, Georgieanna Spiers-Bachman, Greg Kane, Jason Smith, Jay Spagnuolo, Linda Mackiw, Marc Shein, Mary Riccardi, Maureen Uniszkiwicz, Nick Patullo, Robin Kimmelman, Susan Lintner, Susan Spagnola and Wendy Holt.*

***NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Mayor and Township Committee, of the Township of Hillsborough recognize April as National Volunteer Month and thank all our residents who volunteer their time and talents for our community.*

- **Proclamation recognizing Alex Dimitrov-Kuhl's Eagle Scout Award**

WHEREAS, Alex Dimitrov-Kuhl, a Senior at Hillsborough High School and a member of Boy Scout Troop 489, has recently earned the status of Eagle Scout; and

WHEREAS, the Hillsborough Township Committee of the Township of Hillsborough, recognizes the many hours that Alex devoted to attaining the status of Eagle Scout, working with diligence and making sacrifices in order to achieve this highly coveted position; and

WHEREAS, Alex has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and

WHEREAS, Alex's Eagle Scout project consisted of constructing three bat houses and four birdhouses that were installed on the grounds of St. Joseph Parish in Hillsborough that are ecologically sound for wildlife; and

WHEREAS, Alex, a previous member of the Hillsborough High School RoboRaiders team, also enjoys spending time with his family, friends and dog as well as playing guitar in his band Under Orion; and

WHEREAS, in the summer Alex will return to Camp Ockanickon as Assistant Director of Maintenance and Trades and will be attending college in the fall of 2017 as a Civil Engineer Major; and

WHEREAS, Alex serves as an example to the youth of Hillsborough Township through his high level leadership and community service, and we are very proud that he is a member of our community.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Alex Dimitrov-Kuhl for having achieved the status of Eagle Scout, an honor for both him and for those who guided him, with best wishes for a bright future.

- **Proclamation recognizing Ryan Lipper's Eagle Scout Award**

WHEREAS, Ryan Lipper, a Senior at Hillsborough High School and a member of Boy Scout Troop 489, has recently earned the status of Eagle Scout; and

WHEREAS, the Hillsborough Township Committee of the Township of Hillsborough, recognizes the many hours that Ryan devoted to attaining the status of Eagle Scout, working with diligence and making sacrifices in order to achieve this highly coveted position; and

WHEREAS, Ryan has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and

WHEREAS, Ryan's Eagle Scout Project consisted of constructing two handicap accessible fire pits at Oak Springs Girl Scout Camp which replaced dilapidated fire pits that were inaccessible to disabled individuals; and

WHEREAS, Ryan raised funds for all materials through a car wash that Ryan setup and managed the group of individuals who assisted; and

***WHEREAS**, Ryan showed exceptional time management skills while working on his Eagle Scout project Ryan continued to hold a management position on the Hillsborough High School Robotics team as well as mentoring the Hillsborough Middle School Robotics team; and*

***WHEREAS**, Ryan will be attending Florida Institute of Technology in the fall as a Mechanical Engineer Major; and*

***WHEREAS**, Ryan serves as an example to the youth of Hillsborough Township through his high level leadership and community service, and we are very proud that he is a member of our community.*

***NOW, THEREFORE, BE IT PROCLAIMED** that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Ryan Lipper for having achieved the status of Eagle Scout, an honor for both him and for those who guided him, with best wishes for a bright future.*

- **Proclamation recognizing Thomas Vlattas' Eagle Scout Award**

***WHEREAS**, Thomas Vlattas, a Senior at Hillsborough High School and a member of Boy Scout Troop 489, has recently earned the status of Eagle Scout; and*

***WHEREAS**, the Hillsborough Township Committee of the Township of Hillsborough, recognizes the many hours that Thomas devoted to attaining the status of Eagle Scout, working with diligence and making sacrifices in order to achieve this highly coveted position; and*

***WHEREAS**, Thomas has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and*

***WHEREAS**, Thomas' Eagle Scout Project consisted of installing 17 cubic yards of stone at Oak Springs Girl Scout Camp to provide a dry surface for working and storing equipment and tools; and*

***WHEREAS**, Thomas is also a member of the National Honor Society, Spanish National Honor Society and a Peer Mentor at Hillsborough High School; and*

***WHEREAS**, Thomas will be attending college in the fall as a Business Major and hopes to obtain his MBA; and*

***WHEREAS**, Thomas serves as an example to the youth of Hillsborough Township through his high level leadership and community service, and we are very proud that he is a member of our community.*

***NOW, THEREFORE, BE IT PROCLAIMED** that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Thomas Vlattas for having achieved the status of Eagle Scout, an honor for both him and for those who guided him, with best wishes for a bright future.*

NEW BUSINESS

- None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- None

PUBLIC HEARINGS

- None

INTRODUCTION OF NEW ORDINANCES

**2017-04 ORDINANCE TO EXCEED THE 2017 MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A:4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S.A. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriations and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Township Committee finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$893,327.65 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as a cap exception to final appropriation in either of the next two succeeding years;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, a majority of the full authorized membership of the Township Committee affirmatively concurring, that in the CY 2017 budget year, the final appropriations of the Township of Hillsborough shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$893,327.65 and that the CY 2017 municipal budget for the Township of Hillsborough be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Mayor Suraci stated that further consideration of this ordinance and public hearing will be held on May 23, 2017. Mayor Suraci stated that under state budget law, unused portions of the appropriations cap which is different than the tax levy cap, may be reserved to be available in the next two years. Mayor Suraci went on to state that each year since 2002 Hillsborough has been able to reserve some funds in the cap bank. The cap bank has no impact on taxes.

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

MUNICIPAL BUDGET

- *Nancy Costa - CCFO, CMFO, CTC, RPPO*
- *Resolution authorizing the introduction of the 2017 Municipal Budget and setting the Public Hearing for May 23, 2017*
- *Resolution authorizing Self-Examination of the 2017 Municipal Budget*

Mayor Suraci stated that each year, the preparation of the municipal budget creates a challenge of minimizing the impact on taxpayers, while providing the Township Departments with the funds necessary to deliver needed and expected services that our residents deserve.

Mayor Suraci noted our CFO, Nancy Costa, will be making a presentation on the budget details after which Mayor Suraci will provide some additional comments. Mayor Suraci also called upon our Finance Chair, Deputy Mayor McCauley for her comments.

Mayor Suraci thanked the full finance team, led by Ms. Costa, along with Administrator Ferrera, our Finance Chair and all of the municipal department heads for their hard work and diligence in preparing this year's budget.

CFO Nancy Costa presented the 2017 Municipal Budget.

Upon conclusion of CFO Costa's presentation, Mayor Suraci accepted comments from the dais. Deputy Mayor McCauley thanked Ms. Costa for her work. Deputy Mayor McCauley thanked the township and employees for due diligence trying to save money throughout year. Additionally, Deputy Mayor McCauley thanked Committeeman DelCore for working with her on the budget.

Committeeman DelCore thanked Ms. Costa for her commitment of ensuring fiscal responsibility.

Mayor Suraci stated the biggest take away of this presentation is that there will be no change in the municipal portion of resident's tax bill.

There were no public comments.

1. RESOLUTION AUTHORIZING THE INTRODUCTION OF THE 2017 MUNICIPAL BUDGET AND SETTING THE PUBLIC HEARING FOR MAY 23, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it does hereby authorize the introduction of the 2017 Municipal Budget and sets the public hearing for May 23, 2017.

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

2. RESOLUTION AUTHORIZING SELF-EXAMINATION OF THE 2017 MUNICIPAL BUDGET.

WHEREAS, municipalities that are determined to be financially sound are permitted to have their budgets self-examined by their CFO for two consecutive years. This year the Township is eligible for self-examination.

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

CONSIDERATIONS

1. RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO EXECUTE AN AMENDMENT TO THE REDEVELOPMENT AGREEMENT BY AND BETWEEN K. HOVNIANIAN CENTRAL ACQUISITIONS, LLC AND THE TOWNSHIP OF HILLSBOROUGH TO INCLUDE CJS INVESTMENTS, INC AS A REDEVELOPER.

WHEREAS, the Township entered into a Redeveloper Agreement with K. Hovnianian Central Acquisitions in July of 2016 to construct the Meadow Brook at Hillsborough project, which is located in the New Amwell Redevelopment Area. This resolution will amend that Redeveloper Agreement to add CJS Investment, Inc. as a co-redeveloper on the project along with K. Hovnianian.

WHEREAS, earlier this year, Hovnianian notified The Township that they had entered into an agreement with CJS to undertake certain aspects of the Meadow Brook project including but not limited to land purchase and site improvements.

WHEREAS, Hovnianian would build the actual dwelling units. Subsequently, CJS submitted a Letter of Interest and qualifications package to the Township, which was reviewed by the Township staff and professionals and found to be satisfactory.

WHEREAS, this resolution formalizes CJS's participation in the project. It should be noted that this amendment does not release Hovnianian from any of the responsibilities outlined in the original agreement.

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 Township Clerk is hereby accepted and approved.

Administrator Ferrera stated that he along with Mr. Maski from the Planning Department and Mr. Bernstein, Township Attorney, had the opportunity to meet on multiple occasions with K. Hovnanian and CJS Investments. Mr. Ferrera feels comfortable with adding CJS Investments to the plan.

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

2. RESOLUTION ACCEPTING AND ADOPTING THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2017 SAFETY INCENTIVE PROGRAM

WHEREAS, the Township of Hillsborough is a member of the Central Jersey Joint Insurance Fund (CJJIF); and

WHEREAS, it is the policy of the CJJIF to achieve the best and most practical degree of freedom from accidents and/or injuries; and

WHEREAS, the CJJIF endeavors to ensure that all of their members' employees, volunteers and the public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the CJJIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the CJJIF Safety Committee is made up of representatives of the Fund's municipalities, along with the professionals employed by the Fund; and

WHEREAS, the new program will assist all CJJIF members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) requirements; and

WHEREAS, the CJJIF has adopted the 2017 Safety Incentive Program which should succeed in providing a safe, healthful and pleasant environment.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Central Jersey Joint Insurance Fund Safety Incentive Program is hereby accepted and adopted.

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

3. RESOLUTION AUTHORIZING THE EXECUTION OF A "NON FAIR AND OPEN" AGREEMENT WITH DLB ASSOCIATES FOR MECHANICAL ENGINEERING DESIGN SERVICES FOR TOWNSHIP OF HILLSBOROUGH MUNICIPAL BUILDING HVAC SYSTEM IN AN AMOUNT NOT TO EXCEED \$24,250.00.

WHEREAS, there exists a need for an evaluation of the Township of Hillsborough Municipal Building's HVAC system; and

WHEREAS, the Township received a proposal from DLB Associates, dated March 31, 2017, to provide mechanical engineering design services for the Hillsborough Municipal Building's HVAC system in an amount not to exceed \$24,250.00; and

WHEREAS, the Director of Public Works and the Township Qualified Purchasing Agent recommend the execution of a Mechanical Engineering Design Services Agreement with DLB Associates based on the proposal submitted and

WHEREAS, the Agreement is below the Township of Hillsborough's bid threshold of \$40,000 and may be awarded without public bidding pursuant N.J.S.A. 40A:11-3 and N.J.S.A. 40A:11-9; and

WHEREAS, the Agreement is also for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5; 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, DBL Associates 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, that it hereby authorizes the execution of a "Non Fair and Open" Agreement with DLB Associates for Mechanical Engineering Design Services for the Hillsborough Municipal Building HVAC system based on the their proposal, dated March 31, 2017, in an amount not to exceed \$24,250.00.

Committeeman DelCore looks forward to the report.

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

4. RESOLUTION AUTHORIZING THE HIRING OF JANINE ERICKSON TO THE POSITION OF PART-TIME OFFICE ASSISTANT IN THE TOWNSHIP ADMINISTRATOR/CLERK'S OFFICE, AT AN HOURLY RATE OF \$14.50 PER HOUR, NOT TO EXCEED 29 HOURS PER WEEK, EFFECTIVE APRIL 26, 2017

WHEREAS, there is the need for a part-time Office Assistant in the Township Administrator/Clerk's office; and

WHEREAS, the Township Clerk recommends the hiring of Janine Erickson as a part-time Office Assistant, effective April 26, 2017, at a rate of \$14.50 per hour, not to exceed 29 hours per week.

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 Township Clerk is hereby accepted and approved.

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

5. RESOLUTION AUTHORIZING THE HIRING OF SUMMER EMPLOYEES MATT DOMITROWSKI, MICHAEL HOLODINSKI AND ANTHONY D'URSO FOR THE DEPARTMENT OF PARKS WITH A START DATE ON OR ABOUT APRIL 26, 2017, FUNDED THROUGH THE CLEAN COMMUNITIES GRANT

WHEREAS, there is a need for temporary summer employment in the Department of Parks in the Township of Hillsborough; and

WHEREAS, the Township of Hillsborough received \$106,817.64 from the 2016 Clean Communities Grant Fund, said monies to be used to cover the cost of the summer help in the Department of Parks; and

WHEREAS, the Director of Parks has determined that the following applicants are the most qualified candidates and has recommended their appointment as summer employees in the Department of Parks, with a start date on or about April 26, 2017, for a period of up to sixteen weeks, 40 hours per week:

1. Matt Domitrowski at a salary of \$14.00 per hour
2. Michael Holodinski at a salary of \$12.75 per hour
3. Anthony D'urso at a salary of \$12.75 per hour

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendations of the Director of Parks are hereby be accepted and approved.

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

CONSENT AGENDA

1. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$2,631.99 FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT

WHEREAS, in accordance with the following summary of accrued Engineering charges related to various indicated projects, a total of \$2,631.99 should be transferred from Engineering inspection escrow accounts into the Treasurer's Account as indicated; and

WHEREAS, each of the project line items has been verified against the Treasurer's Office account records through April 11, 2017, to ensure that sufficient funds are available for these transfers of

unanticipated revenues.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that a total of \$2,631.99 is to be transferred from the Engineering Escrow Accounts into the Treasurer's Account.

<u>Client</u>	<u>Number</u>	<u>Transfer Amount</u>
Country Classics - 4A	640	-366.97
Country Classics – 4D	626	-314.55
Gateway Phase 5	614	-935.42
Gateway Phase 6	620	-728.16
Hidden Brook Estates	603	-286.89
Grand Total		\$-2,631.99

2. RESOLUTION APPROVING THE REQUEST FROM COUNTRY CLASSICS - PHASE 4B FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$485.66

WHEREAS, a request has been received from Country Classics - Phase 4B for the release of Development Review Escrow; and

WHEREAS, the Hillsborough Township Planning Director certifies that all work related to the review of the above has been completed; and

WHEREAS, the Hillsborough Township Planning Director recommends that the Township Committee take action to release the \$485.66 Development Review Escrow because the work has been completed.

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

3. RESOLUTION APPROVING THE REQUEST FROM COUNTRY CLASSICS - PHASE 4C FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$967.57

WHEREAS, a request has been received from Country Classics - Phase 4C for the release of Development Review Escrow; and

WHEREAS, the Hillsborough Township Planning Director certifies that all work related to the review of the above has been completed; and

WHEREAS, the Hillsborough Township Planning Director recommends that the Township Committee take action to release the \$967.57 Development Review Escrow because the work has been completed.

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

4. RESOLUTION AUTHORIZING THE SALE OF VEHICLES AND EQUIPMENT AT THE 2017 SOMERSET COUNTY SEALED BID SALE OF SURPLUS.

WHEREAS, the Township Committee of the Township of Hillsborough hereby declares that the vehicles and equipment identified in this Resolution are no longer needed for a public purpose and are surplus property which may be sold at public auction.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the following unneeded vehicles and equipment are authorized to be sold at the 2017 Somerset County Sealed Bid Sale of Surplus Property:

5.

<u>UNIT</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>VIN NUMBER</u>	<u>PLATE #</u>	<u>MIN. BID</u>
M4	1977	JOHN DEERE	401B	401BD276024T	MG36028	\$200.00
M7	1996	TORO GROUNDS MASTER	325D-30795	60460		\$400.00
		SWEEPSTER COZY CAB	MRMAF	914299		
LM1	1973	GOOD ROADS	LEAF COLLECTOR 16CUYDS	C - 141	MG39979	\$200.00
634	1979	JEEP	LARDEO	21J4GZ58S4VC592087	MG58933	\$200.00
634	2007	DODGE	DURANGO	1D8HB38P77F559991	MG74528	\$200.00
	1950	CLARK FORK LIFT	C40B	142399109		\$200.00
C3		HUSQVARNA	CHAIN SAW 357XP	03-4300158		
C4		HUSQVARNA	CHAIN SAW 357XP	4300042		
C4	2011	HUSQVARNA	CHAIN SAW 357XP	08 1900100		
C10	2006	HUSQVARNA	CHAIN SAW 350	06-4902486		
C11	2006	HUSQVARNA	CHAIN SAW 350	06-4902757		
C12		HUSQVARNA	CHAIN SAW 350	06-4902264		
W5	2001	HUSQVARNA	232L	1300734		
<u>UNIT</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>VIN NUMBER</u>	<u>PLATE #</u>	<u>MIN. BID</u>

W9	2000	HUSQVARNA	232L	1722848		
W12	2000	HUSQVARNA	232L	7360206		
W14	2003	HUSQVARNA	326L	25102126		
W15	2003	HUSQVARNA	326L	25102274		
W17	2003	HUSQVARNA	326L	30403702		
W25	2006	HUSQVARNA	326L	2600032		
W29	2006	HUSQVARNA	326L	2600174		
W30	2006	HUSQVARNA	326L	2600233		
W31	2005	HUSQVARNA	326L	54100413		
B2	2005	STIHL	BG85C HAND HELD	267057493		
B3	2005	STIHL	BG85C HAND HELD	26057495		
B4	2006	RED MAX	HBZ2600 HAND HELD	GZ25N15-50625147		
B11	2011	STIHL	BG 86C HAND HELD	286945158		
B12	2011	STIHL	BG 86C HAND HELD	286944868		
B13	2011	STIHL	BG 86C HAND HELD	286944863		
B17	2013	HUSQVARNA	125B HAND HELD	952711900		
	1999	GEHL COLD PLANER	CP424	280071		
	2000	DEWALT	CHOP SAW DW870	10679 200029-LG		
	2005	HIGHWAY HANDYMAN	36" ROLLER	051-1502		
		3-Various	Truck tool boxes			
		4-Challenger	Tires & Rims			
			45 - Bow & Bell Holiday Lights			
		Cobra	MK 1 - Motor Breaker	Kal - 008630		
UNIT	YEAR	MAKE	MODEL	VIN NUMBER	PLATE #	MIN. BID
		4 - Port a power Press kits				
		Carolina Fabrication	Parts washer	CF 18491		

--	--	--	--	--	--	--

ITEMS BOUGHT FROM COUNTY AUCTION - RETURNING TO COUNTY

UNIT	YEAR	MAKE	MODEL	VIN NUMBER	PLATE #	MIN. BID
655	1988	FORD BACKHOE	655	C778901	MG65356	
P-1	1991	IH	Garbage Truck	11HTSDNZR7MH390311	MG54478	

5. RESOLUTION APPROVING REQUEST FROM COUNTRY CLASSICS 4D FOR RELEASE OF CASH ESCROW FOR WINTER CERTIFICATES OF OCCUPANCY, FOR BLOCK 205.19, LOT 5, IN THE TOTAL AMOUNT OF \$500.00.

WHEREAS, a request has been received from Country Classics 4D for release of cash escrow for Winter Certificates of Occupancy, in the total amount of \$500.00; and

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

WHEREAS, the Assistant Township Engineer recommends that the Township Committee take action to release the \$500.00 cash escrow that was posted for the completion of these projects.

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

6. RESOLUTION GRANTING PERMANENT EMPLOYEE STATUS TO BRIAN HOLLENBACH AND CARLY VALENTINO, HILLSBOROUGH TOWNSHIP POLICE OFFICERS, EFFECTIVE APRIL 23, 2017 AND GRANTING PERMANENT EMPLOYEE STATUS TO DENNIS RIVERA AND BRYAN D'ANUNCIACAO, HILLSBOROUGH TOWNSHIP POLICE OFFICERS, EFFECTIVE APRIL 27, 2017.

WHEREAS, Brian Hollenbach and Carly Valentino were hired as a Police Officers in the Hillsborough Township Police Department on April 23, 2017; and

WHEREAS, the Chief of Police certifies that Officers Hollenbach and Valentino have performed their duties and assignments in a capable and competent manner; and

WHEREAS, having qualified for regular employee status during the 12 month probationary period, the Chief of Police recommends that regular employee status be conferred upon Officers Hollenbach and Valentino, effective April 23, 2017; and

WHEREAS, Dennis Rivera and Bryan d'Anunciacao were hired as a Police Officers in the Hillsborough Township Police Department on April 27, 2017; and

WHEREAS, the Chief of Police certifies that Officers Rivera and d'Anunciacao have performed their duties and assignments in a capable and competent manner; and

WHEREAS, having qualified for regular employee status during the 12 month probationary period, the Chief of Police recommends that regular employee status be conferred upon Officers Rivera and d'Anunciacao, effective April 27, 2017.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendations of the Chief of Police be and hereby are accepted and approved.

Deputy Mayor McCauley commented that as outgoing Commissioner, they have been outstanding police officers and we are lucky to have them.

7. RESOLUTION APPROVING THE REQUEST FROM ST. JOSEPH'S PARISH TO HOLD A 5K RUN/WALK IN HILLSBOROUGH TOWNSHIP ON SATURDAY, JUNE 10, 2017, PURSUANT TO THE REQUIREMENTS OUTLINED BY CHIEF DARREN POWELL.

WHEREAS, St. Joseph's Parish has requested permission to hold a 5K Run/Walk on Saturday, June 10, 2017, in Hillsborough Township; and

WHEREAS, St. Joseph's Parish has produced a certificate of insurance naming the Township of Hillsborough as an insured; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that St. Joseph's Parish is hereby authorized to hold a race in Hillsborough Township on June 10, 2017.

8. RESOLUTION AUTHORIZING OFFICER JACK HOWARD TO ENROLL IN THE "ORGANIZATION DECISION MAKING" COURSE TOWARDS HIS MASTER'S DEGREE IN ADMINISTRATIVE SCIENCE TO BE ELIGIBLE FOR TUITION REIMBURSEMENT OF SAID COURSE 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, the Township Committee adopted a Resolution on April 11, 2017, authorizing Officer Jack Howard to take the “Financial Crime: Nature and Extent” course towards his Master’s Degree in Administrative Science; and

WHEREAS, the “Financial Crime: Nature and Extent” course was cancelled and Officer Howard is requesting authorization to take the “Organization Decision Making” course instead; and

WHEREAS, Officer Howard has requested consideration under the Township’s Educational Assistance provision upon successful completion of the aforementioned course; 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 Officer Jack Howard is hereby authorized to take the “Organization Decision Making” course towards his Master’s Degree in Administrative Science in lieu of the “Financial Crime: Nature and Extent” course previously authorized by the Township Committee and be eligible for tuition reimbursement upon successful completion of the course pursuant to Article XVII of the PBA Contract.

9. RESOLUTION APPROVING THE REQUEST FROM COUNTRY CLASSICS - PHASE 4D FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$2,821.97

WHEREAS, a request has been received from Country Classics - Phase 4D for the release of Development Review Escrow; and

WHEREAS, the Hillsborough Township Planning Director certifies that all work related to the review of the above has been completed; and

WHEREAS, the Hillsborough Township Planning Director recommends that the Township Committee take action to release the \$2,821.97 Development Review Escrow because the work has been completed.

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

10. RESOLUTION APPROVING THE REQUEST FROM COUNTRY CLASSICS AT BELLE MEAD FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$3,260.86

WHEREAS, a request has been received from Country Classics at Belle Mead for the release of Development Review Escrow; and

WHEREAS, the Hillsborough Township Planning Director certifies that all work related to the review of the above has been completed; and

WHEREAS, the Hillsborough Township Planning Director recommends that the Township Committee take action to release the \$3,360.86 Development Review Escrow because the work has been completed.

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

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

CLAIMS LIST

Mayor Suraci asked to approve Claims List 2017-08.

Upon the motion of Committeeman Burchette, seconded by Committeeman Tomson, Claims List 2017-08 was unanimously approved upon call of the roll.

EXECUTIVE SESSION RESOLUTION

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township Committee is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - a. *Contract Negotiations:*
 - i. *Apex Sports and Events*
 - b. *Litigation:*
 - i. *Affordable Housing*
 - ii. *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 motion by Committeeman Tomson, seconded by Deputy Mayor McCauley, the public meeting was reopened at 10:40 pm.

Township Labor Attorney Eric Bernstein stated that direction was received regarding the matter on the executive session.

ADJOURNMENT

Upon motion by Committeeman Tomson, seconded by Deputy Mayor McCauley, the meeting duly adjourned at 10:41 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk