

Minutes of the Regular Meeting of the Township Committee of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:30 p.m. on the October 10, 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 October 10, 2017.

MOMENT OF SILENCE

Mayor Carl Suraci called for a moment of silence for the victims of the Las Vegas shooting.

APPROVAL OF MINUTES

- *Approval of the September 26, 2017 Regular Session Meeting Minutes*

Upon a motion by Deputy Mayor McCauley, seconded by Committeeman Tomson, the minutes of the September 26, 2017 Regular Session were approved upon the call of the roll. Committeeman Tomson abstained from the vote.

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

Committeeman Burchette

Committeeman Burchette reported the Hillsborough Economic & Business Development Commission (EBDC) will host a networking event at the newly renovated "Falcons Nest" in Hillsborough on Thursday, October 26, 2017 from 6:00 PM to 8:00 PM. The price of admission is \$10 and includes a buffet dinner. A cash bar will be available. Tickets can be purchased for \$10 at hillsboroughbusiness.org.

Committeeman Burchette advised in an effort to further enhance customer service, roofing and siding permits can now be issued within 24 hours of receipt.

Committeeman Burchette stated New Amwell Road, between Taurus and Route 206 is in the process of being repaved. Residents who have a planned utility change are urged to arrange as soon as possible. Utility hook-ups usually require an excavation of the roadway.

Committeeman Burchette reported DPW recently received approval for the 5 year Community Forestry Management Plan by the Department of Environmental Protection. This valuable plan will take us into 2021 and serve as a guideline for achieving a healthy and safe community forest.

Committeeman Burchette advised DPW is currently on the last round of roadside mowing throughout the Township making sure the impact of vegetation is cleared out of the way for the traveling public.

Committeeman Burchette said the tree crew has been very active with taking many trees considered hazardous trees on township owned land. With the Ash Trees in a state of decline because of the emergence of the Emerald Ash Borer work orders have significantly increased.

Committeeman Burchette urged residents to inspect and fix or replace their mailboxes prior to the upcoming winter.

Committeeman Burchette stated information regarding the 2017 Leaf Collection/Drop Off Program is available on the DPW link. Please check the dates and times for dropping off your leaves at the Auten Road site.

Committeeman DelCore

Committeeman DelCore reported he and Committeeman Tomson had the opportunity to attend the HRC Run for GIGI's Playhouse and other community charitable organizations. The event had a tremendous turnout and raised a lot of money.

Committeeman DelCore reported the Hillsborough Township Police Department seeks volunteers to join their Domestic Violence Response Team (DVRT) through its partnership with Safe+Sound Somerset, a non-profit organization in Somerset County that provides support and advocacy to victims of domestic violence. .

Committeeman DelCore stated motorists in New Jersey and throughout the nation are asked to join a day-long effort on October 10, 2017, designed to increase awareness about safe driving behaviors and keep the State's roadways fatality free for one-day.

Committeeman DelCore explained Known as Put the Brakes on Fatalities Day, the national initiative was designed to unite the country in moving toward zero fatalities for one full day by encouraging motorists to obey all traffic laws, including buckling up, every ride; driving the posted speed limit; avoiding distractions while driving; and always being safe and sober behind the wheel. Our goal is to experience a day when all roadway users are extra vigilant and there are no fatalities on our roadways.

Committeeman DelCore reminded residents October 17th is the last day to register to vote in the General Election. October 31st is the last day to request by mail a vote by mail application. Tuesday, November 7th is the General Election. Be sure to bring your sample ballot to the polls on Election Day.

Committeeman Tomson

Committeeman Tomson reported he attended the Dukes 50th Anniversary Celebration. It was a great event catching up with people from the Dukes Organization.

Committeeman Tomson along with Deputy Mayor McCauley attended the grand opening of Cafe Brio, located in the CVS shopping center. Committeeman Tomson also attended the grand opening of the Hillsborough Chess Academy along with Deputy Mayor McCauley. The Academy is located by the Corner Store Plaza. Committeeman Tomson and Deputy Mayor McCauley also attended the grand opening of Dehli D'Lites located by Dunkin Donuts on New Amwell Road.

Committeeman Tomson reported the Children Halloween Party is Thursday, October 26th from 4:30-6:30PM. Wear your costume and come prepared for hayrides, a tour through our haunted house, pumpkin decorating and goody bags!

Committeeman Tomson reminded residents the Howl-o-ween will be Saturday, October 28th at Ann Van Park. The Township will be hosting the 4th annual Dog Howl-o-ween event where members of the community can bring their dogs dressed in a creative costume. Sign in will begin at 8:30am followed by a parade at 9am to the dog park where fun prizes and raffles will be conducted.

Committeeman Tomson advised the 2017-2018 In Town Basketball League registration is available for this winters In Town Recreation Basketball League for grades 4th-12th. Registration available online today!

Committeeman Tomson said the Hillsborough Health Department and Walgreens of Hillsborough conducted a third flu vaccination clinic on Tuesday, October 3rd, and a fourth on Tuesday October 10th. Participants were able to walk in for vaccinations for adults and children aged 12 and up. These clinics, and the clinic in September with Dr. Frank of Green Brook Family Practice, offered a convenient location and several times for individuals and families to come in to get their flu shots. These collaborative clinics offer more variety of flu vaccination formulations, and are paid for by the participant's health insurance, and forms relationships with medical providers, pharmacies, and the local health department. Over 200 vaccinations were given.

Committeeman Tomson reported the Health Department emphasizes that residents should be vaccinated against the flu each year to prevent absenteeism, hospitalizations, and deaths.

Committeeman Tomson noted the Health Department also joined in the Point of Distribution drill on September 27.

Committeeman Tomson announced Friends of the Hillsborough Library Annual Book Sale will be held October 21, 10 a.m. - 4 p.m., October 22, 1:30-4 p.m. here at the Municipal Building. The huge selection

includes recent books, for adults, children, and teens, as well as electronic media. All proceeds of the sale support SCLSNJ's Hillsborough Library branch.

Deputy Mayor McCauley

Deputy Mayor McCauley reported Dance for the Cure brought Breast Cancer Awareness to Hillsborough by placing ribbons around the municipal building along with Municipal employees.

Deputy Mayor McCauley stated as Committeeman Burchette advised the Falcons Nest refurbished its building and had a grand reopening. They are now open for business for parties and other events.

Deputy Mayor McCauley reported the Hillsborough Jr. Raiders brought awareness to the devastation brought by recent hurricanes and collected items desperately needed by people in those affected areas.

Deputy Mayor McCauley advised the tax bills were mailed on September 26th. Anyone who has not received a tax bill should contact the Tax Office at 908-369-8672.

Deputy Mayor McCauley stated Hillsborough recognizes that it has a vital role to play in identifying, responding, and protecting against any cyber threats to the Township and its residents. Under leadership from the US Department of Homeland Security and the National Cyber Security Alliance, having a month dedicated to learning about these new threats to our community is important for our wellbeing.

Deputy Mayor McCauley announced in fact, in a few moments we will be bringing our Township IT Director up for a proclamation recognizing the importance of Cyber Security awareness.

Deputy Mayor McCauley explained the Stop.Think.Connect Campaign, the National Institute of Standards and Technology Cybersecurity Framework and the U.S. Department of Homeland Security's Critical Infrastructure Cyber Community (C3) Voluntary Program have been developed as free resources to help organizations implement the Cybersecurity Framework and improve their cyber practices through a practical approach to addressing evolving threats and challenges.

Deputy Mayor McCauley reported the next Sustainable Hillsborough Steering Committee meeting will be on Tuesday, October 17th, at 6:30 PM in the side multi-purpose room. Ambassador Girl Scout Brynne Briegs will give a talk on the pollinator garden she has created here at the Municipal Complex to expand the feeding and breeding area of bees and butterflies.

Mayor Suraci

Mayor Suraci stated he attended Garba & Dandia Night along with Deputy Mayor McCauley and Committeeman Tomson. Mayor Suraci thanked everyone for a great night.

Mayor Suraci reported he hosted Cub Scouts Pack 1766 giving them a tour of the building and explaining local government. .

Mayor Suraci reminded residents on Saturday, November 11th at 8:30 am there will be a Veterans Ceremony at the Garden of Honor, followed by light refreshments in the Municipal Senior Room.

PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS

PROCLAMATIONS

- **Proclamation declaring October 22-30, 2017 as Red Ribbon Week**

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

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

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

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

WHEREAS, the National Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week," October 23-31, 2017; and

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

WHEREAS, the Township of Hillsborough further commits its resources to ensure the success of the Red Ribbon Campaign and its theme, "YOUR FUTURE IS KEY, SO STAY DRUG FREE!"

***NOW, THEREFORE, BE IT PROCLAIMED,** that we, the members of the Hillsborough Township Committee, do hereby support October 22-30, 2017 as Red Ribbon Week, and encourage the citizens of Hillsborough Township to participate in drug prevention activities, making a visible statement that we are strongly committed to a drug free community. We further encourage all citizens to pledge: "YOUR FUTURE IS KEY, SO STAY DRUG FREE!"*

- **Proclamation honoring Shreeshruthi Raghavan for earning her Girl Scout Gold Award**

WHEREAS, Shreeshruthi Raghavan, a senior at Hillsborough High School and member of Girl Scout Troop 60719, recently earned her Gold Award; and

WHEREAS, we, the Hillsborough Township Committee, recognize the many hours Shreeshruthi devoted towards earning her Girl Scout Gold Award, working with diligence in order to achieve this highly coveted recognition; and

WHEREAS, Shreeshruthi's Gold Award project "Cognitive Skills" worked to help seniors living at Brookdale Assisted Living in Hillsborough; and

WHEREAS, Shreeshruthi worked with the recreation director at Brookdale Assisted Living to run activities and group games to stimulate brain waves and improve memory function for the residents; and

WHEREAS, Shreeshruthi created her project based on research that showed playing "brain games" can help reduce the risk of Alzheimer's disease and delay cognitive dysfunction; and

WHEREAS, Shreeshruthi serves as an example to the youth of Hillsborough Township through her achievements, leadership, and community service, and we are very proud that Shreeshruthi is a member of our community.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Shreeshruthi Raghavan for having earned her Girl Scout Gold Award, an honor for both her and for those who have guided her, and we wish her all the best in her future endeavors.

- **Proclamation declaring October as National Cyber Security Awareness month**

WHEREAS, October is National Cyber Security Awareness month and the Township of Hillsborough recognizes that it has a vital role in identifying, protecting, and responding to cyber threats that may have significant impact to our individual and collective security and privacy; and

WHEREAS, the Stop.Think.Connect.™ Campaign (www.dhs.gov/stopthinkconnect) or www.stopthinkconnect.org) has been designated as the National Public Awareness Campaign, implemented through a coalition of private companies, nonprofit and government organizations, as well as academic institutions working together to increase the understanding of cyber threats and empowering the American public to be safer and more secure online; and

WHEREAS, the National Institute of Standards and Technology Cybersecurity Framework and the U.S. Department of Homeland Security's Critical Infrastructure Cyber Community (C3) Voluntary Program have been developed as free resources to help organizations (large and small, both public and private) implement the Cybersecurity Framework and improve their cyber practices through a practical approach to addressing evolving threats and challenges; and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role to play, and awareness of computer security essentials will improve the security of the Township of Hillsborough's information infrastructure and economy; and

WHEREAS, the President of the United States of America, the U.S. Department of Homeland Security, the Multi-State Information Sharing and Analysis Center, the National Association of State Chief Information Officers, and the National Cyber Security Alliance have declared October as National Cyber Security

Awareness Month; and all citizens are encouraged to visit these sites, along with the Township of Hillsborough and the Stop.Think.Connect. Campaign website (www.dhs.gov/stopthinkconnect or www.stopthinkconnect.org) to learn about cyber security; and put that knowledge into practice in their homes, schools, workplaces, and businesses.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and Township Committee, do hereby recognize all of the above and are supporting National Cyber Security Awareness Month and the National Public Awareness Campaign, Stop.Think.Connect.

PRESENTATIONS

- **Certificates of Appreciation for Hillsborough Rocks**

Hillsborough Rocks is a community-building group created in July 2017 meant to inspire creativity in all ages, energize people to explore our beautiful town and to give a gift to the community without expecting anything in return. The idea behind the group is simple, find a rock, paint it and then hide for others to find and repeat the process with the same one or a rock of their own. The primary focus has been to be kind, be positive and do good for others.

APPOINTMENTS

1. RESOLUTION PROMOTING CHARLES F. BOYLE, JR. TO HILLSBOROUGH TOWNSHIP POLICE CAPTAIN

WHEREAS, there exists a vacancy in the position of Police Captain; and

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 Captain in the Hillsborough Police Department has been completed; and

WHEREAS, the highest rated candidate for the position of Captain was determined to be Lieutenant Charles F. Boyle, Jr.; and

WHEREAS, the Police Committee has recommended the appointment of Lieutenant Charles F. Boyle, Jr. to the position of Captain effective October 11, 2017 at an annual salary of \$152,779.00.

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 the Police Committee is hereby accepted and approved, and Lieutenant Charles F. Boyle, Jr. shall be promoted to the position of Captain in the Hillsborough Police Department effective October 11, 2017.

Mayor Suraci stated Captain Boyle is a 23 year veteran with the Hillsborough Township Police Department. During his career Captain Boyle served in various positions within the Patrol and Services Division. Congratulations Captain Boyle.

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

2. RESOLUTION AUTHORIZING THE PROMOTION OF SERGEANT SEAN P. CAROLAN AND SERGEANT MICHAEL J. MCMAHON TO LIEUTENANT IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT, EFFECTIVE OCTOBER 11, 2017

WHEREAS, the promotional process conducted to select the most suitable candidate for promotion to the position of Lieutenant in the Hillsborough Police Department has been completed; and

WHEREAS, the highest rated candidates for the positions were determined to be Sergeant Sean P. Carolan and Sergeant Michael J. McMahon; and

WHEREAS, Chief of Police Darren Powell has recommended the appointment of Sergeant Sean P. Carolan and Sergeant Michael J. McMahon to the position of Lieutenant effective October 11, 2017, at an annual salary of \$146,674.00 pursuant to the current P.B.A. Contract.

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 Chief of Police Darren Powell be and hereby are accepted and approved, and Sergeant Sean P. Carolan and Sergeant Michael J. McMahon shall be promoted to the position of Lieutenant in the Hillsborough Police Department effective October 11, 2017, at an annual salary of \$146,674.00.

Mayor Suraci stated Lieutenant Sean Carolan is a 23 year veteran with the Hillsborough Township Police Department, who has served in the Patrol Division and Investigative Division, Congratulations Lieutenant Carolan.

Mayor Suraci stated Michael McMahon is a 20 year veteran with the Hillsborough Township Police Department, who has served in the Patrol Division, the Services Division in the Traffic Bureau. Congratulations Lieutenant McMahon.

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

The newly promoted officers were joined by their families for their swearing in.

NEW BUSINESS

- *None*

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- Meryl Bisberg, 4 Hickory Hill Road noted the August 11th Executive Committee listed Fire District Extrication and Water Rescue as a contract negotiation. Ms. Bisberg inquired whether there is any information on that. Attorney Willard said that the Fire Dept is taking on certain aspects of

extrication and water rescue. Attorney Willard confirmed there are no new fees from these services. Ms Bisberg stated she is still waiting for statistics on report times of RWJ EMS. Township Administrator Anthony Ferrera advised the statistics are on the Town website now. Ms. Bisberg also stated there was Fire Commissioners meeting on September 12th. The minutes posted on the site noted the volunteer EMS proposal would be providing rehab to fire calls. Ms. Bisberg questioned isn't RWJ providing this. Committeeman Delcore responded the volunteer EMS is to supplement RWJ EMS and to give individuals training and opportunity to become EMT's. RWJ is contractually obligated to provide rehab services to the Fire Department. Township Administrator Anthony Ferrera explained many municipalities in Somerset that use RWJ utilize volunteer EMS organizations as well. Those interested in volunteering stated the easiest thing to provide would be rehab to fire departments. Committeeman DelCore clarified the Township's intent is not to move to a paid EMS organization.

PUBLIC HEARINGS

- *None*

CONSIDERATIONS

3. RESOLUTION AUTHORIZING THE PURCHASE OF ALUMINUM BLEACHERS FOR USE IN RECREATION PROGRAMS FROM BSN SPORTS IN AN AMOUNT NOT TO EXCEED \$10,200.00

WHEREAS, the Township of Hillsborough solicited quotes for the purchase of aluminum bleachers and three (3) responses were received as follows:

BSN Sports	\$10,200.00
League Direct	\$12,000.00
GL Sports	\$12,809.99

WHEREAS, the Director of Parks & Recreation and the Township Qualified Purchasing Agent recommend the purchase of aluminum bleachers from BSN Sports in an amount not to exceed \$10,200.00; 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 hereby authorizes and approves the purchase of aluminum bleachers for use in Recreation Programs from BSN Sports in an amount not to exceed \$10,200.00.

Mayor Suraci stated these ADA Compliant bleachers are for the basketball courts at AVM Park. A portion of the funds for this came from the Michael McLafferty Memorial Fund. Michael McLafferty was a long time recreation basketball coach and this fund was set up by his family.

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

4. RESOLUTION AUTHORIZING A CONTRACT WITH PREDATOR TREE SERVICE FOR THE REMOVAL OF EIGHT (8) LARGE TREES IN AN AMOUNT NOT TO EXCEED \$7,000.00

WHEREAS, the Township of Hillsborough solicited quotes for the removal of eight (8) large trees and three (3) responses were received as follows:

Predator Tree Service	\$ 7,000.00
Bartlett Tree Experts	\$ 8,800.00
Rich’s Tree Service	\$16,977.45

WHEREAS, the Director of Public Works and the Township Qualified Purchasing Agent recommend a contract be awarded to Predator Tree Service in an amount not to exceed \$7,000.00 for the removal of the trees; 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 a contract with Predator Tree Service for the removal of eight (8) large trees in an amount not to exceed \$7,000.00.

Mayor Suraci stated these trees are in decline and could impact the travelling public. Some of the trees are located on East Mountain, Mountainview and Beekman roads. It’s just good preventative measures and a proactive initiative.

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

5. RESOLUTION AWARDDING CONTRACT TO OCEAN COMPUTER GROUP, INC, IN AN AMOUNT NOT TO EXCEED \$6,342.22

WHEREAS, the Technology Director recommends the upgrade of the Township’s existing Windows Environment; and

WHEREAS, the Township solicited three (3) quotes as follows:

Ocean Computer Group	\$6,342.22
Dell	\$8,928.00
ITSI	\$6,850.00

WHEREAS, the Technology Director and Qualified Purchasing Agent recommend the contract be awarded to Ocean Computer Group in accordance with the quote submitted; 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, that the Mayor and Township Clerk are authorized to execute an agreement with Ocean Computer Group in an amount not to exceed \$6,342.22 for the upgrade of the Township's existing Windows Environment.

Mayor Suraci stated this is for much needed upgrades in both hardware and software.

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

6. RESOLUTION AUTHORIZING A CONTRACT WITH HALECON FOR THE RESURFACING OF THE AVM SKATE PARK IN AN AMOUNT NOT TO EXCEED \$8,450.00

WHEREAS, the Township of Hillsborough solicited quotes for the resurfacing of the AVM Skate Park and three (3) responses were received as follows:

Halecon	\$8,450.00
Kurts Kourts	\$9,655.00
Louis Rothberg & Son Inc.	\$9,850.00

WHEREAS, Director of Parks & Recreation and the Township Qualified Purchasing Agent recommend a contract be awarded to Halecon in an amount not to exceed \$8,450.00 for the resurfacing of AVM Skate Park; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby authorizes and approves a contract with Halecon for the resurfacing of the AVM Skate Park in an amount not to exceed \$8,450.00.

Mayor Suraci stated this is for the second portion of the skate park. This is being funded through 2017 capital planning budget.

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

7. RESOLUTION AUTHORIZING SPECIAL ITEM OF REVENUE AND APPROPRIATION

WHEREAS, pursuant to N.J.S.A. 40A:4-87 the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any local unit when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget and may approve the insertion of an appropriation item of an amount equal to any such special item of revenue making such item of revenue available for expenditure; and

WHEREAS, the Township has received a grant in the amount of \$5,000.00 for the year 2017 and wishes to amend its 2017 Budget to include this grant.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township requests the Director of the Division of Local Government Services to approve the insertion of these items of revenue in the budget of the year 2017 in the amounts listed and detailed below, which said items are now available as revenues from:

**COUNTY OF SOMERSET
DEPT. OF HUMAN SERVICES
MUNICIPAL YOUTH SERVICES
\$5,000.00**

BE IT FURTHER RESOLVED that a like sum be appropriated under the above stated appropriation title.

Mayor Suraci stated we have received a grant from Somerset County for Youth Services and in order to insert it into the budget, a resolution is required.

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

8. RESOLUTION AUTHORIZING THE HIRING OF LEE SANTAROMITA TO FILL A VACANCY IN THE HILLSBOROUGH TOWNSHIP ADMINISTRATOR/CLERK/MAYOR'S OFFICE FOR THE FULL-TIME POSITION OF ADMINISTRATIVE ASSISTANT, EFFECTIVE OCTOBER 11, 2017, AT A SALARY OF \$38,000.00 PER YEAR

WHEREAS, there exists a vacancy in the Hillsborough Township Administrator/Clerk/Mayor's office for the full-time position of Administrative Assistant; and

WHEREAS, the Administrator recommends the hiring of Lee Santaromita to the position of Administrative Assistant, effective October 11, 2017, at a salary of \$38,000.00 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 Administrator is hereby authorized and approved.

Mayor Suraci stated Ms. Santaromarita has been interviewed by the Administrator, the Clerk and Deputy Mayor McCauley and found to have the requisite background to fill a vacancy in the Administration Department. Welcome Ms. Santaromarita.

Township Administrator Anthony Ferrera welcomed Ms. Santaromarita. Her customer service background will be an asset to the Township.

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

9. RESOLUTION ACKNOWLEDGING AND APPROVING THE BEST PRACTICES INVENTORY QUESTIONNAIRE FOR THE YEAR 2017 FOR THE TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY AND AUTHORIZES THE SUBMISSION OF THE CERTIFIED QUESTIONNAIRE BY THE CHIEF FINANCIAL OFFICER

WHEREAS, the State of New Jersey Fiscal Year 2018 Appropriations Act (P.L. 2017, c.99) requires the Division of Local Government Services to determine how much of each municipality's final 5% allocation of its CMPTRA and ETR aid will be disbursed based upon the results of a Best Practices Inventory completed by the Chief Financial Officer of each municipality; and

WHEREAS, the completed Best Practices Inventory Questionnaire must be reviewed and discussed by the Governing Body at a public meeting and referenced in the minutes of that meeting; and

WHEREAS, the Best Practices Inventory Questionnaire must be certified by the Township Administrative Officer, Township Clerk and the Chief Financial Officer following that meeting, and submitted by the Chief Financial Officer of the municipality to the Division of Local Government Services no later than October 20, 2017; and

WHEREAS, Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey has reviewed, discussed and approved the Best Practices Inventory Questionnaire as completed by the Chief Financial Officer.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, hereby states that it has reviewed, discussed and approved the Best Practices Inventory Questionnaire in a public meeting and does hereby authorize the submission of the Best Practices Inventory Questionnaire by the Chief Financial Officer as certified by the Township Administrative Officer, Township Clerk and Chief Financial Officer to the Division of Local Government Services to show evidence of said compliance.

Mayor Suraci stated for the 8th consecutive year the Township will receive 100% of its state aid, based on the responses to the questionnaire.

Committeeman DelCore stated this is an important process and thanked everyone that was involved.

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

CONSENT AGENDA

1. RESOLUTION AUTHORIZING THE HIRING OF JIM MEGNA, AS A PART TIME BUILDING INSPECTOR FOR THE TOWNSHIP'S BUILDING DEPARTMENT EFFECTIVE JULY 12, 2017, AT THE RATE OF \$30.00 PER HOUR NOT TO EXCEED 29 HOURS PER WEEK

WHEREAS, there exists a need for a part time Building Inspector in the Township's Building Department; and

WHEREAS, John Fiedler, Construction Official, recommends the hiring of Jim Megna as part time Building Inspector, effective July 12, 2017, at the rate of \$30.00 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 Construction Official is authorized to hire Jim Megna as a part time Building Inspector, effective July 12, 2017, at the rate of \$30.00 per hour not to exceed 29 hours per week..

2. RESOLUTION AUTHORIZING OFFICER JACK HOWARD TO ENROLL IN “WHITE COLLAR CRIME” 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, Officer Jack Howard is requesting authorization to take “White Collar Crime” course 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.

3. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF “MANAGING ORGANIZATIONAL CHANGE” OFFERED THROUGH FAIRLEIGH DICKINSON’S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,537.04, 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 “Managing Organizational Change” 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 \$2,049.39 cost incurred for a total of \$1,537.04.

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.

4. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$5,962.09 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 \$5,962.09 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 September 27, 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 \$5,962.09 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	-2,060.24
Country Classics - 4C	612	-167.82
Country Classics – 4D	626	-550.62
Gateway Phase 5	614	-440.50
Gateway Phase 6	620	-786.70
Green Village	607	-277.95
Rd Opening 2016-13	635	-700.15
Senior Housing	636	-757.85
WISEMAN (HILLS. REALTY)	495	-220.25
Grand Total		\$-5,962.09

5. 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 July, August and September, 2017, a total of \$1,880.97 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 07/01/17 and ending 09/30/17 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 \$1,880.97 is to be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer's Account.

Application Name	Application #	Escrow Name	Amount
284 Sunnymeade, LLC	17-PB-05-INF	284SUNNYPL	\$398.05
814 CRE, LLC / 814 Development (Vet Hospital)	17-PB-04-MSPV	814CREPL	\$512.49
ABLINE, Shawn & RASPA, Dana	BA-17-06	ABLINEPL	\$12.66
BOCHENKO, Dawid & Katarzyna	BA-17-11	BOCHENKOPL	\$101.32
Distinctive Properties, LLC	09-PB-06-SRV (2017 Ext)	DISTPROPPL	\$23.29
DRAKE, Raymond	17-PB-03-SV	DRAKEPL	\$113.98
LUTZKY, Scott	17-PB-10-MSV	LUTSKYPL	\$465.90
MISRA, Praveer (TJC Development)	BA-17-05	MISRATJCPL	\$50.65
Naturally Nurturing, LLC	BA-17-01	NATURALPB	\$101.32
POTAMIS, Steven & AKOPYAN, Nonna	BA-17-09	POTAMISPL	\$88.65
VIJAY, Ampily	BA-17-04	VIJAYPL	\$12.66
Total Transfer:			\$1,880.97

6. RESOLUTION AUTHORIZING THE TOWNSHIP QUALIFIED PURCHASING AGENT TO ADVERTISE FOR BIDS FOR THE REMOVAL AND REPLACEMENT OF A 30,000 GALLON FIBERGLASS UST FIRE CISTERN AT 9 DEER PATH

WHEREAS, it has been determined that the existing fire cistern located at 9 Deer Path cannot be repaired and is in need of replacement; and

WHEREAS, because public water is not available to service this development, the Fire Chief recommends the fire cistern be replaced.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Qualified Purchasing Agent is

hereby authorized to advertise for bids for the removal and replacement of a 30,000 gallon fiberglass UST fire cistern at 9 Deer Path.

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 2017-19.

Upon the motion of Committeeman Tomson, seconded by Committeeman Burchette, Claims List 2017-19 was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Committeeman Tomson, seconded by Committeeman Burchette, the meeting duly adjourned at 8:53pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk