

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 December 19, 2017.

Upon call of the roll, the following Committee members were recorded present: Committeeman Greg Burchette, Committeeman Frank DelCore, 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. Committeeman Doug Tomson was absent.

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 December 19, 2017.

APPROVAL OF MINUTES

- *Mayor Suraci stated there were not any minutes for approval.*

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

Committeeman Burchette

Committeeman Burchette stated the Engineering Department would like to inform the public that if you are in the process of constructing additions, pole barns, garages etc. and are seeking a final inspection for certificate of occupancy, due to the time of the year with snow covered site grading, the Engineering Department will require a cash escrow be submitted and temporary certificate of occupancy be issued until the spring season. Once the site work can be verified, the cash escrow will be returned and a permanent certificate of occupancy will be issued.

Committeeman Burchette advised that there will be a Business Summit Round Table on Wednesday, January 17th, 2018 from 9:00 AM to 11:00 AM in the Multi-purpose room. The Round Table will feature the Township's Building Department Staff.

Committeeman Burchette reminded residents there is a prohibition of parking on snow covered roads. Township Code Chapter 143-21 prohibits parking on snow covered roads. When snow is anticipated, use off street parking as an alternative. Vehicles are subject to summonses and the potential of being towed at the owner's expense.

Committeeman DelCore

Committeeman DelCore advised residents to remove ice and snow from vehicles. In New Jersey it is the Law. Motorists who fail to do so can face fines from \$25 to \$75 for each offense. Flying ice and snow causes property damage or injury to others and motorists face fines of \$200 to \$1,000 for each offense.

Committeeman DelCore stated summertime and the end-of-year holidays are when most Americans gather to enjoy their free time with friends and family. They are also some of the most deadly times on American roads due to impaired driving. That's why during these times of the year, a nationwide campaign comprised of thousands of traffic safety partners, join together to protect citizens from this deadly crime. Here in New Jersey, the Division of Highway Traffic Safety utilizes the Drive Sober or Get Pulled Over campaign to achieve its goal: prevention. Designated Drivers, Taxis and uber are a good alternative.

Committeeman DelCore wished everyone a Merry Christmas, Happy Holidays and Happy New Year.

Deputy Mayor McCauley

Deputy Mayor McCauley reported 2018 Dog License renewal forms will be mailed beginning December 26th. The cost is \$21.00 for spayed and neutered dogs and \$26.00 for all others. Residents can begin using the free online payment system as of January 2, 2018 if your pet's rabies vaccine is valid through October 2018. Residents can also mail a check with the renewal form or renew in person at the Finance Office.

Deputy Mayor McCauley further advised, there will be a Rabies Clinic on Saturday, January 27, 2018 from 10 am until noon. The Clinic will be rescheduled if cancelled due to inclement weather. Please check website prior to clinic. It will be held at the Hillsborough Department of Public Works at 21 East Mountain Road. Pre-registration is not necessary. Dogs must be leashed. Cats must be in a secure carrier.

If you have last year's receipt, please bring it as that receipt aids in the recording of information, but it is not necessary to have it for the vaccination administration.

Deputy Mayor McCauley stated Sustainable Jersey representatives announced on November 14, 2017 at the Sustainable Jersey Luncheon that Hillsborough Township has once again met the rigorous requirements to achieve its sixth Sustainable Jersey certification. Hillsborough Township is one of only 14 New Jersey municipalities to have attained certification at the silver-level in 2017. The first three certifications for Hillsborough have been at the bronze-level. This is the third year in a row that Hillsborough has been certified at the silver level, the highest available certification.

Deputy Mayor McCauley said the Township Committee is very proud of this achievement and look to the future for continued improvements and success of this program.

Mayor Suraci

Mayor Suraci stated the Town Calendar for 2018 was recently mailed.

Mayor Suraci reminded residents that Hillsborough Township will reorganize on January 2nd, at 7 p.m. in the Courtroom.

Mayor Suraci reported Saturday, January 13th is the Annual Hockey game as Hillsborough is featured at the NJ Devils game that night. Please see Friday's e-newsletter for the order form.

PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS

PROCLAMATIONS / APPOINTMENTS

- *Proclamation honoring Jocelyn Conn for her achievements as Senior Coordinating Producer at The Daily Show with Trevor Noah*

***WHEREAS**, Jocelyn Conn, a 2002 graduate of Hillsborough High School, is a Senior Coordinating Producer at The Daily Show with Trevor Noah; and*

***WHEREAS**, Jocelyn earned a degree in Communications from Montclair State University and began working at The Daily Show immediately upon graduating; and*

***WHEREAS**, Jocelyn is a trained Script Supervisor working on freelance shows including The Rally to Restore Sanity and/or Fear, The Secret Policeman's Ball and Night of Too Many Stars; and*

***WHEREAS**, Jocelyn is an 11 year show veteran and Peabody award recipient for The Daily Show with Jon Stewart, Rescue Dog lover/owner; and*

***WHEREAS**, for her efforts, Jocelyn was awarded an Emmy for winning producer at The Daily Show with Trevor Noah for Outstanding Short Form Variety Series.*

***NOW, THEREFORE BE IT PROCLAIMED** that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Jocelyn Conn for her outstanding achievements as Senior Coordinating Producer at The Daily Show with Trevor Noah.*

***BE IT FURTHER PROCLAIMED** that we, the Mayor and Hillsborough Township Committee, further commend Jocelyn Conn for the honor she has brought herself, her family and her community through her many achievements in her professional career.*

- *Proclamation honoring Hillsborough High School Boys Relay (4 x 800) Track Team*

***WHEREAS**, the Hillsborough High School Boys Relay (4x800) Track Team had another very successful season due to their hard work and dedication; and*

***WHEREAS**, the Hillsborough High School Boys Relay (4x800) Track Team consisted of Jeremy Shipley, Mitchel Baron, Dominic Dinardi and Thomas Deluca; and*

WHEREAS, the Hillsborough High School Boys Relay (4x800) Track Team was led by Coach Eric Rosenthal; and

WHEREAS, the Hillsborough High School Boys Relay (4x800) Track Team won the national title in the Emerging Elite race in Greensboro North Carolina this past June; and

WHEREAS, the Hillsborough High School Boys Relay (4x800) Track Team's time of 7:51:48 was a new meet record for the Emerging Elite race.

NOW, THEREFORE BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, do hereby commend all of the members of the Hillsborough High School Boys Relay (4x800) Track Team, not only for their amazing season and the national title they have achieved, but also for their unwavering teamwork, dedication, and sportsmanship throughout the season.

BE IT FURTHER PROCLAIMED that we, the Mayor and Hillsborough Township Committee, further commend the Hillsborough High School Boys Relay (4x800) Track Team for the honor they have brought themselves, their team, and our community through their many achievements on and off the course.

- Proclamation honoring Hillsborough Raider Marching Band for a successful year

WHEREAS, the Pride of Hillsborough Raider Marching Band had another very successful season due to their hard work and dedication; and

WHEREAS, the Pride of Hillsborough Raider Marching Band led by Julie Haran, Director of Bands and Nicholas Clipperton, Associate Director of Bands and consisted of Devansh Agarwal, Melissa Aleo, Zacchaeus Amante, Ariana Andrews, Iman Andujar, Joseph Angeline, Luke Angello, Nicholas Angelo, Ciera Appau, Alex Ascencio, Ellis Bartolomeo, Louis Bartolomeo, Alyssa Benito, Lauren Bevacqua, Colin Beyers, Madelyn Blau, Caroline Cappabianca, Meg Cappabianca, Michael Cappabianca, Luke Carlsen, Thomas Cavagnaro, Michael Clougher, Yanira Crawford, Yannice Crawford, Hailey Crino, Melani Cruz, Alex Czako, Mishti Das, Akindu Dasanayake, Vanessa DeFreese, Neal Desai, Isabel Diaz, Brandon DiCorcia, Jack Dolan, Isabel Dutta, Vincent Ferrera, Phoebe Filoramo, Jacob Ford, Elizabeth Gladstone, Victoria Gladstone, Ian Golden, Emma Griffiths, Andrew Gross, Michael Guarnieri, Parin Gupta, Madison Hansen, George Hart, Teresa Harvis, Danielle Hecht, Andrew Hoefele, Alan Ji, Merissa Joju, Emily Jolly, Shreya Kelshikar, Yasmeen Khashab, Benjamin Khoury, Hari Kumar, Taylor Lang, Sarah Liu, Victoria Lorenzo, Richard Lynch, Kaitlyn Ma, Benedikt Macaro, Alexandra Magee-Lopes, Matthew Martinez, Alyssa Massi, Matthew McCloskey, Grace McHugh, Reilly McHugh, Daniel McCloone, Alexander Mindish, Stephen Mondoro, Jonathan Morrone, Tamiyah Moses, Aditi Nandan, Craig O'Connor, Emily Obenauer, Evan Obenauer, Quinn Obropta, Suma Panamgipalli, Asha Patel, Ritu Patel, Sheasha Patel, Aidan Perkins, Aidan Pitcher, Adam Ploskonka, Ayush Rastogi, Wasif Sami, Leonard Shapiro, Magda Skalska, Jake Smith, Jaclyn Spinrad, Zachary Stept, Eka Tawe, Stephen Trampe, CJ Tuck, Surya Vaidy, Andrew VanLangen, Elynn Volkova, Aaron Waller, Ethan Wang, Sophia Yanuzzelli, Olivia Zielinski; and

WHEREAS, the Pride of Hillsborough Raider Marching Band received the title of 2017 Group 5 Open New Jersey State Champions and awarded Caption Awards for Best Music & Best Overall Effect on October 28, 2017. The Band competed at the University of Maryland US Bands Mid-Atlantic Regional placing first in Prelims receiving a score of 96.2125 and also received Caption Award for Best Music, Best Overall Effect, Best Visual Performance and Best Percussion. They advanced to Finals and scored third overall with a score of 96.6 on November 4, 2017.

NOW, THEREFORE BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, do hereby commend all of the members of the Pride of Hillsborough Raider Marching Band, not only for their amazing season, state title and Mid-Atlantic Regional placement, but also for their unwavering teamwork and dedication this season.

BE IT FURTHER PROCLAIMED that we, the Mayor and Hillsborough Township Committee, further commend the Pride of Hillsborough Raider Marching Band for the honor they have brought themselves, their team, and our community through their many achievements.

PRESENTATIONS

- *Sustainable Jersey - Silver Certification*

David Kois thanked the Mayor and Township Committee. This effort was started by the Township Committee in 2006. If residents are interested in learning more about sustainability checkout the Township website for ideas. Deputy Mayor McCauley thanked Business Advocate David Kois for his hard work and on obtaining this award.

- *New Jersey Smart Workplaces- Platinum Award*

Township Administrator Anthony Ferrera thanked David Kois for his work in this area and thanked the Hillsborough community for their efforts as well.

NEW BUSINESS

- *None*

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- *None*

PUBLIC HEARINGS

INTRODUCTION OF NEW ORDINANCES

2017-21 AN ORDINANCE OF THE TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY, NEW JERSEY, AMENDING THE “REDEVELOPMENT PLAN BELLE MEAD GSA DEPOT”, SECTION VI “LAND USE PLAN AND DESIGN GUIDELINES”, SUBSECTIONS B “PERMITTED PRINCIPAL USES”, C “ACCESSORY USES”, E “AREA, YARD AND BULK REGULATIONS”, AND F SUPPLEMENTARY REGULATIONS

WHEREAS, the Township Committee adopted a Resolution on April 22, 2008 determining that the properties identified on the Township’s official Tax Map as Block 175, Lots 39.01 and 39.03 and Block 177, Lots 23.01, 23.03, and 23.04 which property based on recent subdivision is now known as Block 175, Lots 39.01 and 23.01 and Block 177, Lot 23.04 (“Belle Mead GSA Depot Redevelopment Area”) are an “area in need of redevelopment” under the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et. seq. (“LRHL”); and

WHEREAS, the Township Committee subsequently arranged for Bruce Rydel of CME Associates, a licensed professional planner of the State of New Jersey, to prepare a proposed redevelopment plan for the Belle Mead GSA Depot Redevelopment Area; and

WHEREAS, CME Associates prepared a proposed redevelopment plan for the Belle Mead GSA Depot Redevelopment Area, dated October 2008 (the “Redevelopment Plan”); and

WHEREAS, the Township Committee thereafter referred the Redevelopment Plan to the Township of Hillsborough Planning Board (“Planning Board”) for the Planning Board’s review and recommendation in accordance with N.J.S.A. 40A:12A-7e; and

WHEREAS, on October 23, 2008, the Planning Board adopted a Resolution determining that the Redevelopment Plan is consistent with the Township’s Master Plan and recommending that the Township Committee adopt the Redevelopment Plan; and

WHEREAS, the Township Committee reviewed the Redevelopment Plan for the Belle Mead GSA Depot Redevelopment Area and the recommendations of the Planning Board; and

WHEREAS, the Township Committee determined that it is was in the public interest to adopt the Redevelopment Plan for the Belle Mead GSA Depot Redevelopment Area; and

WHEREAS, on December 9, 2009, the Township Committee adopted Ordinance 2008-42 approving the Redevelopment Plan for the Belle Mead GSA Depot; and

WHEREAS, the Township Planning Director reviewed the Redevelopment Plan for the Belle Mead GSA Depot and recommends certain amendments thereto.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the “Redevelopment Plan Belle Mead GSA Depot” be amended as follows:

Section 1.

VI. LAND USE PLAN AND DESIGN GUIDELINES

B. Permitted Principal Uses.

7. A variety of passive and active recreation uses which may contain indoor and/or outdoor facilities, such as ball fields, multi-use fields, basketball courts, tennis courts, and a skate park provided that such uses may include ~~seasonal~~ accessory structures associated therewith, including inflatable bubbles.

C. Accessory Uses

7. An indoor commercial recreation facility may include sales of retail goods related to on-site activities, day-care services, food and beverage concessions, medical offices and clinics, and meeting spaces as accessory uses. All such uses must be accessory to and subordinate to the principal use and must be contained within the principal building(s). The total area for accessory uses shall not exceed, in the aggregate, 20% of the total building area.

E. Area, Yard and Bulk Regulations.

3. The maximum building height shall be three (3) stories and forty (40) feet on average, except as provided for in E.8. below. Building height is defined as the vertical distance from the average grade at the ground level adjoining all exterior walls to the top of the highest gable, slope or hip roof or otherwise to the highest point of the roof. The average height in feet shall be the average of the highest and lowest vertical point of the building. In no case shall any point of a building exceed 50 feet in height.

8. Inflatable domes constructed as part of a public or private recreational facility shall comply with the following standards:

- (a) The dome shall be associated with and ancillary to a permanent indoor structure.
- (b) There shall be no more than two domes affiliated with the facility.
- (c) Only one dome may exceed the height requirements in E.3. above, and only if that dome is used solely to house a regulation size athletic field. In such circumstance, the maximum permitted height shall be 75 feet and no more than 2.5% of the dome roof surface may reach 75 feet in height.
- (d) A dome may only exceed the maximum permitted height in E.3. if it is set back from all lot lines at least 200 feet. Furthermore, the portion of the structure exceeding the maximum permitted height shall not be used for habitable occupancy.
- (e) Domed structures shall be located so as to minimize their visibility from neighboring residential properties or public streets.

F. Supplementary Regulations.

8. Parking and circulation.

(a) The minimum number of required off-street parking spaces for the permitted uses in the RD District is as follows:

(9) Community scale indoor ~~and outdoor~~ recreation facilities at 5 spaces per 1,000 square feet of usable floor area dedicated to the recreational activity, ~~such as an equestrian stable or ball field~~ plus parking for any non-recreational accessory uses in accordance with Section 188-68 of the Hillsborough Land Use and Development Ordinance.

(10) Outdoor and indoor athletic fields at 40 spaces for each regulation field.

Section 2. The “Redevelopment Plan Belle Mead Depot” as amended above shall supersede all previous zoning standards and development regulations for the Belle Mead GSA Depot Redevelopment Area.

Section 3. This Ordinance shall be construed so as not to conflict with any provision of New Jersey or Federal law. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning, and land use regulations. All other ordinances or other local requirements that are inconsistent or in conflict with this Ordinance are hereby repealed to the extent of any inconsistency or conflict, and the provisions of this Ordinance shall apply.

Section 4. If any provisions of this Ordinance shall be adjudged invalid, such adjudication shall not affect the validity of the remaining provisions, which shall be deemed severable therefrom.

Section 5. After introduction, the Township Clerk shall submit a copy of this Ordinance to the Planning Board for its review in accordance with N.J.S.A. 40A:12A-7(e). The Planning Board is directed to make and transmit to the Township Committee within 45 days after referral, a report including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 6. This Ordinance shall take effect immediately upon its adoption, passage and publication according to law.

Mayor Suraci stated this proposal will fill in regulatory gaps in the redevelopment relating to recreational facilities.

Upon motion by Committeeman DelCore, seconded by Deputy Mayor McCauley, to open the public hearing on ordinance 2017-21, the motion was unanimously approved upon call of the role.

Committeeman DelCore reiterated that this ordinance was discussed at the Planning Board meeting. The merits of the ordinance were reviewed last week.

Sally Treonze, 555 Mountain View Road asked who owns the park area. Township Attorney Bill Willard stated the County owns about 300 acres and Hillsborough Properties owns an additional portion. Committeeman DelCore responded the property that is the subject of this ordinance is owned by the County. Ms. Treonze inquired as to whether the County would receive revenues from any commercial establishment built on the property. Committeeman DelCore and Mayor Suraci stated rent and property tax would be paid but no revenue would be received by the County. Ms. Treonze asked about the structure of the dome. Mayor Suraci commented that he believed it would be an inflated dome similar to that of Health Quest.

Upon motion by Committeeman Burchette, seconded by Committeeman DelCore, to close the public hearing and adopt Ordinance 2017-21, the motion was unanimously approved upon call of the role.

CONSIDERATIONS

- 1. RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT FOR A SHARED MUNICIPAL COURT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE TOWNSHIP OF MONTGOMERY**

WHEREAS, the Townships of Hillsborough and Montgomery currently have a Shared Services Agreement for a Shared Municipal Court that is scheduled to expire on December 31, 2017; and

WHEREAS, the Shared Services Agreement is authorized under N.J.S.A. 40A:65-1 et seq., the “Uniform Shared Services and Consolidation Act”, and N.J.S.A. 2B:12-1.c which allows for the establishment of Shared Municipal Courts; and

WHEREAS, the Townships received approval for the shared Municipal Court pursuant to New Jersey Court Rule 1:33-4(a) which provides that “[t]he Assignment Judge shall be the chief judicial officer within the vicinage and shall have plenary responsibility for the administration of all courts therein”; and

WHEREAS, the Townships now wish to renew the Shared Services Agreement for the Shared Municipal Court pursuant to the terms and conditions set forth in the attached Shared Services Agreement for a Shared Municipal Court Between the Township of Hillsborough and the Township of Montgomery.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, Somerset County, New Jersey, that: (1) the Mayor and Township Clerk are hereby authorized to sign the attached Shared Services Agreement for a Shared Municipal Court Between the Township of Hillsborough and the Township of Montgomery; and (2) the Township Clerk is directed to forward a copy of this Resolution and the fully executed Agreement to Marlene Sullivan, Municipal Division Manager, 40 North Bridge Street, P.O. Box 3000, Somerville, New Jersey 08876.

Mayor Suraci stated we have been in a shared court with Montgomery since 2012. This agreement is for another 5 year contract. Shared services continue to save our taxpayers money and further provide for more efficient court operations. It has been a very successful court.

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

2. RESOLUTION ESTABLISHING THE ANNUAL SALARIES AND WAGES OF MUNICIPAL EMPLOYEES

BE IT RESOLVED, by the Township Committee of the Township of Hillsborough that the annual salaries of the following employees listed below are authorized effective to January 1, 2018:

Name	Position	Base Salary
Allatt, Edward	Fire Sub-Code Official	\$88,816.00
Black, Paul	Building Inspector	\$64,443.00
Cassidy, Lisa	Technical Asst./Sec. to CO	\$51,406.00
Castellano, Sheila	Administrative Asst. (DPW)	\$37,393.00

Daugherty, Donna	Technical Asst. (Bldg.)	\$45,878.00
DeAngelis, Glenn	Journeyman Electric (DPW)	\$66,419.00
DiMeglio, Nancy	Engineering Clerk	\$36,762.00
Gerschwindner, Glenn	Journeyman Electric (DPW)	\$66,419.00
Gilleece, Danielle	Service Division Clerk – Police	\$38,490.00
Hadley, Linda	Assessment Clerk/Field Rep (Tax Assessor)	\$51,475.00
Margelis, Dana	Clerk to CFO/Tax Collector	\$38,929.00
Padgett, Debora	Office Administrator (Planning)	\$56,760.00
Perlman, Richard	Building Sub-Code Official	\$98,815.00
Sowden, Karen	Administrative Asst. (Health)/ Registrar	\$62,896.00
Spinelli, Dawn	Bus Driver (Social Services)	\$37,393.00
Staats, Brian	Public Works Worker	\$41,656.00
Strothers, Michael	Public Works Worker	\$57,406.00
Walakonis, Louis	Civilian Police Specialist	\$46,750.00

Mayor Suraci stated each year, based on their labor contract, members of the AFSCME union and Teamsters 469 are selected to receive merit increases. The Compensation Committee votes on these individuals based on recommendations and personnel evaluations. This resolution authorizes those increases.

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

3. RESOLUTION APPROVING 2017 BUDGET TRANSFERS

WHEREAS, N.J.S.A. 40A:4-58 allows for appropriation transfers during the last 2 months of a budget fiscal year when there is a need for these transfers; and

WHEREAS, there is a need to do appropriation transfers between appropriations in the 2017 Municipal Budget.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Chief Finance Officer be authorized to make transfers between the following appropriations in the 2017 Budget:

TO:	Snow Removal	OE	769	<u>70,000.00</u>
	TOTAL			70,000.00
FROM:	Landfill Monitoring	OE	773	4,000.00
	Dog Regulation	OE	788	20,000.00
	Electric	OE	825	36,000.00
	Heating Fuels	OE	829	5,000.00
	Defined Contrib. Plan	OE	846	<u>5,000.00</u>
	TOTAL			70,000.00

Mayor Suraci stated during the last two months of the year and the first three months of the new year, budget transfers are permitted. This resolution effectuates transfers listed in the resolution. This has no impact on the budget that was passed earlier this year.

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

4. RESOLUTION AUTHORIZING THE HIRING OF EVA HEWITT TO THE POSITION OF PART-TIME SOCIAL SERVICES ADMINISTRATIVE ASSISTANT, AT AN HOURLY RATE OF \$14.50 PER HOUR, NOT TO EXCEED 29 HOURS PER WEEK, EFFECTIVE DECEMBER 20, 2017

WHEREAS, there is the need for a part-time Administrative Assistant in the Township Department of Social Services; and

WHEREAS, the Director of Social Services recommends the hiring of Eva Hewitt as a part-time Administrative Assistant, effective December 20, 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 Director of Social Services is hereby accepted and approved.

Mayor Suraci stated there exists a vacancy in the position of part-time Social Services Administrative Assistant. Welcome Ms. Hewitt.

Township Administrator Anthony Ferrera stated this is another success through our floating positions in the Township.

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 AWARD OF A CONTRACT TO DULAINE CONTRACTING, INC., FOR THE FIRE TANK REPLACEMENT AT DEER PATH IN AN AMOUNT NOT TO EXCEED \$169,498.00

WHEREAS, a notice of advertisement for bids and an Invitation to Bid was prepared and advertised on November 3, 2017; and

WHEREAS, sealed bids were opened and read on November 17, 2017 at 10:30 AM, which was the time and place as provided for in the Invitation to Bid entitled “The Removal and Replacement of a 30,000 Fiberglass UST Fire Cistern at 9 Deer Path” in accordance with the Local Public Contracts Law; and

WHEREAS, five (5) bids were received from the following vendors:

<u>Vendor</u>	<u>Amount</u>
Dulaine Contracting Inc.	\$169,498.00
T.R Weniger Inc.	\$184,000.00
Herbert Lutz & Co.	\$188,950.00
Schilke Construction Inc	\$199,500.00
A & J Construction Co.	\$218,469.00

WHEREAS, the specifications provide that the award of the contract shall be made to the lowest responsible bidder for the bid; and

WHEREAS, pursuant to N.J.S.A. 40A:11-2(27) “The lowest responsible bidder is the one who conforms to all requirements of a specification and applicable statutory provisions”; and

WHEREAS, the Qualified Purchasing Agent has determined that the lowest responsible bidder is Dulaine Contracting, Inc.; 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 hereby authorized to execute a contract with Dulaine Contracting, Inc., for the Fire Tank Replacement at Deer Path in an amount not to exceed \$169,498.00.

Mayor Suraci stated this replacement is necessary as upon inspection it was determined that repairs were needed and were cost prohibitive and therefore a replacement was required.

Committeeman DelCore stated this is something that needs to be done for fire safety.

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

6. RESOLUTION AUTHORIZING A “NON FAIR AND OPEN” AGREEMENT WITH E-PLUS TECHNOLOGY, INC., FOR UPGRADES TO THE TOWNSHIP OF HILLSBOROUGH’S PHONE SYSTEM IN AN AMOUNT NOT TO EXCEED \$18,122.35

WHEREAS, there exists a need for upgrades to the Township of Hillsborough’s phone system, and

WHEREAS, the Township’s phone system is a proprietary product provided by e-Plus Technology; and

WHEREAS, e-Plus Technology submitted a proposal to the Township, dated December 14, 2017, to perform the upgrades to the phone system in an amount not to exceed \$18,122.35; and

WHEREAS, the Township Qualified Purchasing Agent and Technology Director recommend the award of a contract to e-Plus Technology, Inc., in accordance the proposal submitted in an amount not to exceed \$18,122.35; and

WHEREAS, the amount of the Agreement is below the Township of Hillsborough bid threshold of \$40,000 and is therefore not required to be publicly bid pursuant N.J.S.A. 40A:11-3 and N.J.S.A. 40A:11-9; and

WHEREAS, the Agreement is for support and maintenance of proprietary software and therefore is not required to be publicly bid pursuant to N.J.S.A. 40A:11-5(dd); 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, e-Plus Technology, Inc., 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 the Mayor and Township Clerk are authorized to execute an agreement with e-Plus Technology, Inc., for upgrades to the current phone system in an amount not to exceed \$18,122.35.

Mayor Suraci stated this agreement is for the upgrade of the existing in-house phone paging system. Currently, three extension numbers need to be dialed to reach all phones within the municipal offices only. The upgrade will allow one extension to be dialed to reach phones within the municipal offices as well as DPW and select police phones. The upgrade will also allow pinpointing of which phones call 9-1-1 as well as phone server redundancy of the Singlewire application.

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

7. RESOLUTION AUTHORIZING SPECIAL ITEM OF REVENUE AND APPROPRIATION Pursuant to N.J.S.A. 40A:87 (Chapter 159, P.L. 1948)

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any County or Municipality when such item shall have been made by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount; and

WHEREAS, the Township has received \$38,389.22 in additional grants and wishes to amend its 2017 Budget to include these grants.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Hillsborough hereby 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 items are now available as a revenue from:

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECYCLING TONNAGE GRANT
\$33,079.22**

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BODY ARMOR GRANT
\$5,310.00**

BE IT FURTHER RESOLVED that a like sum, be, and the same, hereby is appropriated under the above appropriation title.

Mayor Suraci stated this resolution authorizes the insertion of the listed grants into the budget.

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

8. RESOLUTION AUTHORIZING CME ASSOCIATES TO PROVIDE ADDITIONAL AFFORDABLE HOUSING ADMINISTRATION SERVICES FOR THE TOWNSHIP'S AFFORDABLE HOUSING PROJECTS IN A TOTAL AMOUNT NOT TO EXCEED \$12,000

WHEREAS, the Township is in need of continuing Affordable Housing Administration Services, as they related to the Township's Affordable Housing Plan; and

WHEREAS, pursuant to the contract for professional services awarded by the Township to CME Associates through the Fair and Open procurement process (N.J.S.A. 19:44A-20.4-5 et seq.) appointing CME Associates as the Professional Planning Consultant for Affordable Housing, CME Associates prepared a proposal dated August 22, 2017, to provide these additional Affordable Housing Administration Services in an amount not to exceed \$12,000; and

WHEREAS, funds are available and have been certified as such by the Chief Finance Officer and 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 CME Associates is authorized to provide additional Affordable Housing Administration Services as they related to the township's Affordable

Housing Plan in an amount not to exceed \$12,000 pursuant to their contract with the Township and the proposal submitted on August 22, 2017.

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

CONSENT AGENDA

1. RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY IN A SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY

WHEREAS, the Township of Hillsborough Police Department wishes to apply for a project under the Safe and Secure Communities Program; and

WHEREAS, the Township Committee of Hillsborough has reviewed the application and has approved said request; and

WHEREAS, the project is a joint effort between the Department of Law and Public Safety and the Township of Hillsborough Police Department, for the purpose described in the application; and

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

1. The Township of Hillsborough Police Department is authorized to participate with the Department of Law and Public Safety in the Safe and Secure Communities Program.
2. The Attorney General of New Jersey will receive funds on behalf of the Applicant.
3. The Division of Criminal Justice shall be responsible for the receipt and review of the applications for said funds.
4. The Division of Criminal Justice shall initiate allocations to the Applicant as authorized by law.

2. RESOLUTION AUTHORIZING THE SUBMISSION OF A STRATEGIC PLAN FOR THE HILLSBOROUGH/MILLSTONE MUNICIPAL ALLIANCE FOR JULY 1, 2018 THROUGH JUNE 30, 2019

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, non profit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, The Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Somerset.

NOW, THEREFORE, BE IT RESOLVED by the Township of Hillsborough, County of Somerset, State of New Jersey hereby recognizes the following:

- 1. The Township Committee does hereby authorize submission of a strategic plan for the Hillsborough/Millstone Municipal Alliance grant for July 1, 2018 through June 30, 2019 in the amount of:

DEDR	\$ <u>28,436.49</u>
Cash Match	\$ <u>7,109.12</u>
In-Kind	\$ <u>21,327.37</u>
Total Alliance Budget	\$ <u>56,872.98</u>

- 2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

3. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$ 115.00

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 \$115.00.

<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Job Michael	\$115.00		

4. RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS IN THE AMOUNT OF \$ 294.13

(total properties 2)

WHEREAS, real property tax payers 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, \$294.13, properties,2.

Block	Lot	Name	Amount	Qtr	Year
8	5	Lawrence Thul & James Thul	44.13	4 th	2017
163.08	1 C1807	John & Nancy Haberin	250.00	4 th	2017

5. RESOLUTION AUTHORIZING APPOINTMENT OF RUTH KROINGOLD TO THE “TOWNSHIP SUBSTITUTE CALL LIST”

WHEREAS, the Township Administrator recommends the appointment of Ruth Krongold to the “Township Substitute Call List” to be utilized in circumstances when coverage is needed.

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 Administrator is hereby accepted and approved.

6. RESOLUTION AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO CONDUCT SATURDAY BUILDING INSPECTIONS FOR THE TOWNSHIP BUILDING DEPARTMENT ON AN AS NEEDED BASIS EFFECTIVE JANUARY 1, 2018 TO MARCH 30, 2018

WHEREAS, there exists a need for Saturday building inspections for the Township Building Department; and

WHEREAS, the Township Administrator recommends John Fiedler, Construction Official, be authorized to conduct Saturday building inspections on an as needed basis effective January 1, 2018 to March 30, 2018 at a 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 John Fiedler, Construction Official is authorized to conduct Saturday building inspections on an as needed basis effective January 1, 2018 to March 30, 2018 at a rate of \$30.00 per hour.

7. RESOLUTION APPROVING THE APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR FOR MANVILLE ELKS FOR AN EVENT TO BE HELD ON JANUARY 1, 2018

WHEREAS, an application for a Special Permit for Social Affair has been filed by the Manville Elks for an event to be held on January 1, 2018; 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 the Manville Elks for an event to be held on January 1, 2018.

8. RESOLUTION APPOINTING DIANNE BORNGESSER AS THE ACTING SECRETARY TO THE BOARD OF ETHICS

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 Committee authorizes the appointment of Dianne Borngesser as the acting secretary to the Board of Ethics.

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

CLAIMS LIST

Mayor Suraci asked to approve Claims List 2017-24.

Upon the motion of Committeeman DelCore, seconded by Deputy Mayor McCauley, Claims List 2017-24 was unanimously approved upon call of the roll.

Mayor Suraci stated the 2018 Reorganization meeting is set for Tuesday, January 2nd at 7pm.

Mayor Suraci wished everyone Merry Christmas, Happy Hanukkah and Happy Holidays.

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. *Siemens HVAC*
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 Burchette, seconded by Deputy Mayor McCauley, the aforesaid resolution was unanimously approved upon call of the role. The Township Committee went into Executive Session at 8:29 pm.

Upon motion by Deputy Mayor McCauley, seconded by Committeeman Burchette, the public meeting was re-opened at 8:43 pm.

Township Attorney Bill Willard discussed the Siemens amendment. There is a proposed amendment and resolution authorizing mayor and clerk execute the amendment.

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

ADJOURNMENT

Upon motion by Committeeman DelCore, seconded by Committeeman Burchette, the meeting duly adjourned at 8:44 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk