

Minutes of the Re-Organization 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 7:00 p.m. on the above date.

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

Township Clerk Pamela Borek asked all to rise for the Presentation of the Colors, Pledge of Allegiance and the Invocation.

PRESENTATION OF COLORS / SALUTE TO THE FLAG

Ms. Borek asked everyone to please rise as Girl Scouts Brynne Briegs, Kathleen O'Brien, Alexa LaMotta, Laura Weintraub, Abigail Snowdon and Carlie Cascia from Service Unit 72 presented the colors, escorted by Captain Charlie Boyle of the Hillsborough Police Department. They led the salute to the flag.

INVOCATION

Ms. Borek stated that Reverend Timothy Wolf of the New Horizon Christian Fellowship will offer the invocation.

Ms. Borek then read the following Notice of Meeting: in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, 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 7:00 p.m. on January 2, 2018.

Ms. Borek acknowledged some of the honored guests in the room: Congressman Leonard Lance, Senator Kip Bateman, Assemblyman Jack Ciattarelli, Assemblyman Andrew Zwicker, Assemblyman-elect Roy Freiman, Freeholder Brian Levine, Freeholder Mark Caliguire, Mayor Bob Wagner, Deputy Mayor Helen Haines, Mayor and Township Administrator Anthony Ferrera, Mrs. Joan Biondi and Township Administrator Kevin Davis.

Ms. Borek read the Certification of Election Results; Somerset County Clerk Brett Radi has certified the results of the November 7, 2017 Election, re-electing Gloria McCauley and Doug Tomson to the Hillsborough Township Committee for a three-year term beginning January 1, 2018 and ending December 31, 2020.

OATHS OF OFFICE TO ELECTED COMMITTEE MEMBERS

Ms. Borek announced that Honorable Senator Kip Bateman would issue the Oath of Office to re-elected Committeewoman Gloria McCauley.

Honorable Kip Bateman, Senator, administered the oath to Committeewoman McCauley.

Ms Borek announced that Honorable Assemblyman Jack Ciattarelli would issue the Oath of Office to re-elected Committeeman Doug Tomson.

Honorable Jack Ciattarelli, Assemblyman administered the oath to Committeeman Tomson who was accompanied by his wife and daughters.

Roll call was taken again with all elected Committee members present.

ELECTION OF 2018 Mayor

Ms. Borek opened the floor for nominations for the 2018 Mayor of Hillsborough Township. A motion was made by Committeeman Suraci and seconded by Committeeman Tomson to elect Gloria McCauley as the 2018 Mayor of the Township of Hillsborough.

There being no other nominations, Ms. Borek closed the floor to nominations.

Roll call vote was taken again with all elected committee members present.

Committeewoman McCauley was unanimously elected the 2018 Mayor of the Township of Hillsborough.

Honorable Kip Bateman, Senator, issued the Oath of Office to Mayor McCauley.

ELECTION OF 2018 Deputy Mayor

Mayor McCauley opened the floor for nominations for the 2018 Deputy Mayor of the Township of Hillsborough. A motion was made by Committeeman Burchette and was seconded by Committeeman DelCore to elect Committeeman Doug Tomson as the 2018 Deputy Mayor of the Township of Hillsborough.

Roll call vote was taken again with all elected committee members present.

There being no other nominations, Mayor McCauley closed the floor to nominations.

Committeeman Tomson was unanimously elected the 2018 Deputy Mayor of the Township of Hillsborough.

Honorable Leonard Lance, Congressman, issued the Oath of Office to Deputy Mayor Tomson.

Deputy Mayor Tomson was joined by his wife and daughters for the oath.

Mayor McCauley invited Congressman Lance to say a few words.

Congressman Lance addressed the audience.

Mayor McCauley stated that at this time she would like to continue the tradition of recognizing the outgoing Mayor by presenting Committeeman Suraci with a gavel set and an additional gift from the Township Committee.

COMMENTS BY THE Mayor

Mayor McCauley began by wishing a good evening and Happy New year to everyone in attendance.

Mayor McCauley thanked his colleagues on the Township Committee for electing her to serve as Mayor for 2018. Mayor McCauley congratulated Deputy Mayor Tomson on being selected as Deputy Mayor and on his victorious re-election this past fall.

Mayor McCauley thanked her family and friends for their continued support that allows her this opportunity to serve her community. Mayor McCauley thanked the Republican Organization for their continued support of the members here on the dais.

Mayor McCauley thanked all of the State and County officials who came out tonight. Mayor McCauley thanked Reverend Wolf for his invocation as well as Girl Scout Service Unit 72 along with Captain Boyle for presenting the colors and leading us in the Pledge of Allegiance.

Mayor McCauley also acknowledged the collective work of all the Municipal employees in providing exceptional customer service for the residents of Hillsborough which has helped the Hillsborough continue to receive so much recognition over the years, most notably being named to Money Magazine's Best Places to Live in America multiple times. Mayor McCauley also thanked all the dedicated volunteers who give their time and talents for the benefit of the Township.

Mayor McCauley thanked her family and closest friends who support her, keep her focused and give her strength. Mayor McCauley also thanked the voters of Hillsborough for their trust and support stating its an honor to serve.

Mayor McCauley stated in 2017 Mountainview Park was officially opened along with the Somerset County Freeholders, quiet zones were recertified, park improvement program continued with the renovation of the Skate Park and electronic scoreboards at AVM park. The Hillsborough Township Police Department received the NJ State Accreditation for the 3rd consecutive time, one of only 8 departments in Somerset County. The Township's website was reconfigured for improved user experience, the Office of Emergency Management is on Facebook, Swift Reach 911 became the notification system and a guest wifi network was opened at the municipal building for residents and visitors.

Mayor McCauley said that the Township Committee has maintained a watchful eye on fiscal operations by maintaining a budget within the 2% cap for 7 consecutive years since the cap was instituted, never taking

advantage of loopholes to exceed the cap, fiscal prudence will remain a top priority of this Township Committee.

Mayor McCauley stated Hillsborough Township was recognized by Money Magazine as one of the best places to live in America, one of the safest cities to raise a family and has achieved Sustainable Jersey Silver Certification and New Jersey Smart Workplaces Platinum level.

Mayor McCauley said that we are looking forward to meeting with DOT in January to ensure the progress of the timeline for the Route 206 bypass. Within the Township, the focus will be on infrastructure maintenance through the road repaving program as well as park and recreational facility enhancements. There will be continued collaboration with sustainability partners on the progress of the trail system around the municipal complex and continued monitoring of affordable housing requirements.

Mayor McCauley thanked everyone for working together to continue to make Hillsborough one of the best places to live.

COMMENTS BY THE Deputy Mayor

Deputy Mayor Tomson congratulated Mayor McCauley on her re-election and appointment to Mayor. Deputy Mayor Tomson also thanked Assemblyman Ciattarelli and Congressman Lance for swearing him in. Deputy Tomson thanked the Republican Party on the re-election as well as the voters of Hillsborough for their support. Finally he thanked his family for their continuing support.

COMMENTS BY THE COMMITTEE

Committeeman Burchette

Committeeman Burchette congratulated both Mayor McCauley and Deputy Mayor Tomson.

Committeeman DelCore

Committeeman DelCore congratulated Mayor McCauley and Deputy Mayor Tomson on both their re-election and appointment and said that he is looking forward to continue the work put into place this past year.

Committeeman Suraci

Committeeman Suraci congratulated Mayor McCauley and Deputy Mayor Tomson on their re-election.

CONSIDERATIONS

1. RESOLUTION ADOPTING THE RULES OF ORDER FOR 2018

BE IT RESOLVED that the Rules of Order as hereinafter set forth be adopted by the Township Committee of the Township of Hillsborough to govern proceedings of the Township Committee for the year 2018.

FIRST: The regular meetings of the Township Committee of the Township of Hillsborough shall be at 7:30 P.M. on the second and fourth Tuesday of each and every month at the Municipal Building, in said Township, except when otherwise specified. Special meetings may be called at any time by the Mayor, or by two (2) Committee persons, on due and timely notice. The most recent edition of the Robert's Rules of Order shall apply, except when modified, or overridden by vote of the Township Committee.

SECOND: The Order of Business shall be:

1. Call of the Roll – Salute to the Flag – Announcement of Notice of Meetings
2. Approval of Minutes
3. Reports from Committee Liaisons, and Receipt of Reports, Petitions or Communications
4. Proclamations/Presentations/Appointments
5. New Business
6. Public Comment on New Business and Matters Not on the Agenda
7. Public Hearings
8. Introduction of New Ordinances
9. Considerations
10. Consent Items
11. Approval of Claims List
12. Adjournment

Mayor McCauley stated that these rules of order will continue to provide the public with the opportunity to be heard on ordinances and considerations prior to a vote by the Township Committee, along with the opportunity for the public to be heard on matters that are not on the agenda, at an early stage of the Township meeting.

Mayor McCauley also stated that the extensive opportunity for public comment was instituted by the Township Committee here in Hillsborough in 2003 and we remain committed to public involvement in Township decision making.

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Burchette, the aforesaid resolution was unanimously adopted upon call of the roll.

2. RESOLUTION AUTHORIZING THE 2018 COMMUNITY DEVELOPMENT COMMITTEE APPOINTMENTS

WHEREAS, in compliance with the directive from the Community Development Office in Somerset County it is necessary to make appointments to the Community Development Committee for 2018; and

WHEREAS, it has been recommended to the Township Committee that Assistant Township Engineer Thomas Belanger and Township Clerk Pamela Borek be appointed as members to the 2018 Community Development

Committee, and that Township Administrator Anthony Ferrera and Health Officer Glen Belnay be appointed as the Alternate Members.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Assistant Township Engineer Thomas Belanger and Township Clerk Pamela Borek be and hereby are appointed as members to the 2018 Community Development Committee, and that Township Administrator Anthony Ferrera and Health Officer Glen Belnay be appointed as the Alternate Members.

Mayor McCauley stated that this resolution authorizes the appointment of Assistant Township Engineer Thomas Belanger and Township Clerk Pamela Borek as members to the 2018 Community Development Committee. Administrator Anthony Ferrera and Health Officer Dr. Glen Belnay are appointed as alternates.

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Burchette, the aforesaid resolution was unanimously adopted upon call of the roll.

3. RESOLUTION AUTHORIZING APPOINTMENTS OF TOWNSHIP OFFICERS AND OFFICIALS FOR 2018

BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following appointments shall be made for their respective terms:

<u>Title/Name</u>	<u>Term Expiration</u>
Certifying Agent	
Nancy Costa	12/31/18
PERS & PFRS	
Nancy Costa	12/31/18
Certifying Official	
Pamela Borek	12/31/18
To serve on the absence of Certifying Official	
Anthony Ferrera	12/31/18
Treasurer	
Nancy Costa	12/31/18
Dog Tabulator	
Glen Belnay	12/31/18

Animal Control Services (New title as of 2017)

St. Hubert's Giralda 12/31/18

Fund Commissioners Central Jersey Joint Insurance Fund

Nancy Costa 12/31/18

April Crossen 12/31/18

Municipal Improvement Search Official

Nancy Costa 12/31/18

Municipal Improvement Tax Search Official

Nancy Costa 12/31/18

Title/Name

Term Expiration

Paymaster and Social Security Administrator

Nancy Costa 12/31/18

Police Department Chaplains

Father Sean Broderick, Mary Mother of God Church 12/31/18

Rabbi Arnold Gluck, Temple Beth-El 12/31/18

Pastor Steve Eckert, South Branch Reformed Church 12/31/18

Rev. Timothy J. Wolf, New Horizon Christian Fellowship 12/31/18

Reverend Robert Faubel 12/31/18

Police Department Matrons

Tiffany Crivelli 12/31/18

Nicole Degutis 12/31/18

Christine Struziensi 12/31/18

Toni Gushue 12/31/18

Public Agency Compliance Officer

Pamela Borek 12/31/18

School Crossing Guards

Angela Pariso 12/31/18

Irene McHugh (Substitute) 12/31/18

William Boylan 12/31/18

Upon motion by Committeeman DelCore, seconded by Committeeman Suraci, the aforesaid resolution was unanimously adopted upon call of the roll.

4. RESOLUTION AUTHORIZING APPOINTMENT OF MUNICIPAL COURT OFFICIALS

BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following appointments shall be made for their respective terms, effective January 1, 2018, as listed:

<u>Title/Name</u>	<u>Salary</u>	<u>Term Expiration</u>
Municipal Court Judge		
Judge John Richardson	\$11,666.66	2/28/18
Municipal Court Administrator		
Susan Keeth	\$82,592.00	N/A
Primary Prosecutor		
Frank Blandino	\$63,000.00	12/31/18
DWI Special Prosecutor		
William Fox	\$45,000.00	12/31/18
Public Defender		
Francesco Taddeo	\$20,000.00	12/31/18
Alternate Prosecutors		
Representative from the firm of Eric M. Bernstein & Associates, LLC		12/31/18
Pete Cipparulo		12/31/18
John Donnadio		12/31/18

BE IT FURTHER RESOLVED by the Township Committee of the Township of Hillsborough that the above mentioned salaries are inclusive of total compensation, including First Appearances and to serve in the respective positions for the Townships of Hillsborough, Montgomery, and Manville and there shall be no further payment.

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

5. RESOLUTION AUTHORIZING THE APPOINTMENT OF VARIOUS PROFESSIONAL SERVICE AND OTHER SERVICE PROVIDERS AND THE EXECUTION OF PROFESSIONAL SERVICES CONTRACTS AND OTHER CONTRACTS, IN

ACCORDANCE WITH THE FAIR AND OPEN SELECTION PROCESS (N.J.S.A. 19:44A-20.4-5 ET. SEQ.), FOR THE YEAR 2018

WHEREAS, there exists a need for various Professional Service Providers for the year 2018; and

WHEREAS, based upon the recommendation of the Evaluation Committee consisting of the Township Mayor, Finance Committee Chair, Township Administrator, Township Clerk and Chief Financial Officer, and as a result of the Fair and Open Selection Process, the Township Committee wishes to appoint the here and after specified professional service providers to the said listed positions with the following financial stipulations where applicable:

- William Willard of the firm DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, 15 Mountain Boulevard, Warren, NJ as Township Attorney for the year 2018, not to exceed \$50,000.00; and
- Eric M. Bernstein of the firm Eric M. Bernstein & Associates L.L.C., 34 Mountain Boulevard, Building A, Warren, NJ as Alternate Township Attorney for the year 2018, not to exceed \$10,000.00; and
- Eric M. Bernstein of the firm Eric M. Bernstein & Associates, L.L.C., 34 Mountain Boulevard, Building A, Warren, NJ as Labor Attorney for the year 2018, not to exceed \$50,000.00; and
- Eric M. Bernstein of the firm Eric M. Bernstein & Associates, L.L.C., 34 Mountain Boulevard, Building A, Warren, NJ as Open Space Attorney for the year 2018, not to exceed \$5,000.00; and
- Gluck Walrath LLP, 428 River View Plaza, Trenton, NJ as Bond Counsel for the year 2018, not to exceed \$5,000.00; and
- Parker McCay PA, 9000 Midatlantic Drive, Mount Laurel, NJ as Alternate Bond Counsel for the year 2018, not to exceed \$2,000.00; and
- Suplee, Clooney & Company, 308 East Broad Street, Westfield, NJ as Municipal Auditor for the year 2018, not to exceed \$73,450.00 for the 2018 audit and \$15,300.00 for 2018 financial reporting services; and
- Maser Consulting PA, 331 Newman Springs Road, Red Bank, NJ as Consulting Township Engineer & Planning Consultant for the year 2018, not to exceed \$50,000.00; and
- Remington & Vernick Engineers, 3 Jocama Blvd., Old Bridge, NJ as Alternate Consulting Township Engineer & Planning Consultant for the year 2018, not to exceed \$5,000.00; and
- T&M Associates, 11 Tindall Road, Middletown, NJ, as Alternate Consulting Township Engineer & Planning Consultant for the year 2018, not to exceed \$5,000.00; and

- Cornerstone Architectural Group, LLC, 202 Hamilton Blvd., South Plainfield, NJ as Township Architect for the year 2018, not to exceed \$2,500.00; and
- The Musial Group Architecture, 191 Mill Lane, Mountainside, NJ as Alternate Township Architect for the year 2018, not to exceed \$1,000.00; and
- NW Financial Group LLC, 2 Hudson Place, Hoboken, NJ, as Financial Advisor for the year 2018, not to exceed \$5,000.00; and
- Acacia Financial Group Inc., 6000 Midlantic Drive, Mount Laurel, NJ, as Alternate Financial Advisor for the year 2018, not to exceed \$2,000.00; and
- Eric M. Bernstein of the firm Eric M. Bernstein & Associates L.L.C., 34 Mountain Boulevard, Building A, Warren, NJ as Special Counsel for Affordable Housing Matters for the year 2018, not to exceed \$5,000.00; and
- T&M Associates, 11 Tindall Road, Middletown, NJ, to provide Engineering Inspection Services for the year 2018, not to exceed \$2,000.00; and
- CME Associates, 1460 Route 9 South, Howell, NJ, to provide Alternate Engineering Inspection Services for the year 2018, not to exceed \$1,000.00; and
- Maser Consulting PA, 331 Newman Springs Road, Red Bank, NJ , to provide Alternate Engineering Inspection Services for the year 2018, not to exceed \$1,000.00; and
- Conner Strong & Buckalew Co. L.L.C., 231 Main Street, Toms River, NJ, to provide Risk Management Services through the Central Jersey Joint Insurance Fund, for the year 2018, not to exceed \$40,642.68; and
- Jennifer Beahm of the firm Leon S. Avakian, Inc., 788 Wayside Road, Neptune, NJ, as Professional Planning Consultant for the Affordable Housing Plan for the year 2018, not to exceed \$20,000.00; and
- CME Associates, 1460 Route 9 South, Howell, NJ, as Affordable Housing Administrative Agent for the year 2018, not to exceed \$20,000.00; and
- CME Associates, 1460 Route 9 South, Howell, NJ, as Affordable Housing Administrative Agent for Rehabilitation Programs for the year 2018, not to exceed \$5,000.00.

WHEREAS, funds will be available in the 2018 Municipal Budget and/or Trust Funds, and have been certified as such by the Chief Finance Officer and said certifications have been attached to this resolution.

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

1. The Mayor and Township Clerk are hereby authorized to execute Professional Services Contracts and other service contracts as noted, with the aforementioned individuals in the “not to exceed” amounts indicated for the year 2018.
2. The Professional Service contracts are awarded, without competitive bidding, through the Fair and Open Selection Process as “Professional Services” in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et. seq.) because these services will be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.
3. The Mayor and Township Clerk are hereby authorized to execute the Township’s standard form of agreement for “Professional Services” and any modifications thereto and related constituent documents as may be found acceptable by the Township Committee.
4. A notice of the Professional Service appointments/contract awards shall be printed once in one of the official Township newspapers.

Upon motion by Committeeman Burchette, seconded by Committeeman Suraci, the aforesaid resolution was unanimously adopted upon call of the roll.

6. MAYORAL APPOINTMENTS

Capital Planning Committee

Seat 1	(1-year term)	Abed Medawar	12/31/18
Seat 2	(1-year term)	Robert Peason	12/31/18
Seat 3	(1-year term)	Thomas Cellilli, Jr.	12/31/18
Seat 4	(1-year term)	Robert B. Heibell	12/31/18
Seat 5	(1-year term)	Nicholas Visco	12/31/18
Seat 6	(1-year term)	Nate Santaromita	12/31/18
Seat 7	(1-year term)	Shangar Nandra	12/31/18
Seat 8	(1-year term)	Peter Cipparulo, III	12/31/18
Seat 9	(1-year term)	Steve Monte	12/31/18
Seat 10	(1-year term)	Raj Deb	12/31/18
Seat 11	(1-year term)	Frank Herbert	12/31/18

Environmental Commission

Seat 1	(3-year term)	Louise Wilkens	12/31/20
Seat 3	(3-year term)	Neil Julian	12/31/20

Historic Preservation Commission

Seat 2	(4-year term)	Tim Stollery	12/31/21
Alt. #1	(2-year term)	Vince Lipani	12/31/19
Alt. #2	(2-year term)	Vacant	12/31/20

Planning Board

Seat 1, Class I	(1-year term)	Carl Suraci	12/31/18
Seat 2, Class II	(1-year term)	Robert Wagner	12/31/18
Alt. #2	(2-year term)	Sam Weinstein	12/31/18

**Recreation and Parks
Commission**

Seat 5	(5-year term)	Robert Ciano	12/31/22
Seat 6	(5-year term)	Robert Hollingshead	12/31/22
Alt. #1	(1-year term)	Bill Bochinski	12/31/18
Alt. #2	(1-year term)	Paul Marini	12/31/18

Sign Review Committee

Seat 1	(1-year term)	Anthony Ferrera	12/31/18
Seat 2	(1-year term)	Kevin Sweeney	12/31/18
Seat 3	(1-year term)	Charles Ruggieri	12/31/18
Seat 4	(1-year term)	Matthew Gizzi	12/31/18
Alt. #1	(1-year term)	David Wald	12/31/18

Mayor McCauley thanked the volunteers for their service.

7. MAYORAL APPOINTMENTS WITH CONSENT OF THE TOWNSHIP COMMITTEE**Agricultural Advisory Committee**

Seat 1	(3-year term)	Shane Doyle	12/31/20
Seat 2	(3-year term)	Sam Conard	12/31/20
Alt. #2	(3-year term)	Vacant	12/31/20

Board of Health

Seat 3	(4-year term)	Lisa Gulla	12/31/21
Seat 4	(4-year term)	Charles Schwirck	12/31/21

Hillsborough-Millstone Municipal Alliance

Hillsborough Mayor or designee	(1-year term)	Mayor	12/31/18
Millstone Mayor	(1-year term)	Raymond Heck	12/31/18
Chief of Police or designee	(1-year term)	Tom McLain	12/31/18
Hillsborough Admin. Staff Member	(1-year term)	Pamela Borek	12/31/18
Life Skills Committee	(1-year term)	Melinda Maggio	12/31/18
Superintendent of School or designee	(1-year term)	Lisa Antunes	12/31/18
Student Assistance Counselor	(1-year term)	Gil Pilarte	12/31/18
Student Assistance Counselor	(1-year term)	Anna Mahler	12/31/18
Treatment Professional	(1-year term)	Cara Goldstein	12/31/18
Board of Education	(1-year term)	Jean Trujillo	12/31/18
Media	(1-year term)	TapInto	12/31/18
		Hillsborough	
Senior Citizens Club "A"	(1-year term)	Diane Handwerk	12/31/18
Senior Citizens Club "B"	(1-year term)	Jim Weidenfeller	12/31/18
Community Organization Rep.	(1-year term)	Mike Arons	12/31/18
Student Assistance Counselor	(1-year term)	Rebecca Balaguer	12/31/18
Concerned Citizen	(1-year term)	Traci S. Waller	12/31/18
Concerned Citizen	(1-year term)	Liz Griffett	12/31/18
Concerned Citizen	(1-year term)	Karolyn Wehner	12/31/18
Parent	(1-year term)	Deanna Cannatelli	12/31/18
Parent	(1-year term)	Melanie Wasylak	12/31/18
Parent	(1-year term)	Mary Tyson	12/31/18
Parent	(1-year term)	Lisa Gulla	12/31/18

Hillsborough Youth Services Commission

Seat 1	(1-year term)	Diane DeGaris	12/31/18
Seat 2	(1-year term)	Fran Leddy	12/31/18
Seat 3	(1-year term)	Ernie Santorelli	12/31/18
Seat 4	(1-year term)	Lisa Visco	12/31/18
Seat 5	(1-year term)	Matt Gray	12/31/18
Seat 6	(1-year term)	Joanne Doyle	12/31/18
Seat 7	(1-year term)	Reverend Tim Wolf	12/31/18
Seat 8	(1-year term)	Tom McClain	12/31/18
Seat 9	(1-year term)	Sally Treonze	12/31/18
Seat 10	(1-year term)	Jennifer Tuller	12/31/18
Seat 11	(1-year term)	Kristin DelCore	12/31/18
Seat 12	(1-year term)	Mike Clerico	12/31/18
Seat 13	(1-year term)	Vacant	12/31/18

Committeeman DelCore thanked the volunteers.

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

8. TOWNSHIP COMMITTEE APPOINTMENTS**Board of Adjustment**

Seat 3	(4-year term)	Helen Haines	12/31/21
Seat 4	(4-year term)	Curtis Suraci	12/31/21
Seat 7	(2-year unexpired term)	Steve Monte	12/31/19
Alt. #1	(2-year term)	Paul Kaminsky	12/31/19
Alt. #3	(2-year term)	Raj Deb	12/31/19

Credit Card Advisory Committee

Seat 1	(1-year term)	Linda Andersen	12/31/18
Seat 2	(1-year term)	Edward Bertin	12/31/18
Seat 3	(1-year term)	Pamela Borek	12/31/18
Seat 4	(1-year term)	Richard Candino	12/31/18
Seat 5	(1-year term)	Sara Tomson	06/30/18
Seat 6	(1-year term)	Jim Vinchur	12/31/18
Seat 7	(1-year term)	Don Simmons	12/31/18
Seat 8	(1-year term)	Marie Avolio	12/31/18
Seat 9	(1-year term)	Barbara Merdinger	12/31/18
Seat 10	(1-year term)	Cecilia Rotz	12/31/18
Seat 11	(1-year term)	Amy Suraci	06/30/18

Economic & Business Development Commission

Seat 1	(4-year term)	Ken Hesthag	12/31/21
Seat 6	(4-year unexpired term)	Charles Ruggeri	12/31/20
Seat 7			
Alt. #1	(1-year term)	Janine Erickson	12/31/18
Alt. #2	(1-year term)	Charles Ruggeri	12/31/18

Ethics

Seat 2	(5-year term)	Vacant	12/31/23
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Open Space Advisory Committee

Seat 2	(3-year term)	A. Louise Wilkens	12/31/20
Seat 3	(3-year unexpired term)	Troy Lipani	12/31/18
Seat 4	(3-year term)	Greg Hawzen	12/31/20
Seat 5	(3-year term)	Vacant	12/31/20
Seat 6	(3-year term)	Helen Haines	12/31/20
Seat 7	(3-year term)	Peg Van Patten	12/31/20

Planning Board

Seat 3, Class III	(1-year term)	Frank DelCore	12/31/18
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Sourland Municipal Alliance

Seat 1	(1-year term)	Peg Van Patten	12/31/18
Alternate	(1-year term)	Vacant	12/31/18

Sustainable Hillsborough Steering Committee

Seat 1	(1-year term)	Rev. Harry Skeele	12/31/18
Seat 2	(1-year term)	Chris Obropta, Ph.d, P.E. Alok Goel	12/31/18
Seat 3	(1-year term)	Adriana Bellotti	12/31/18
Seat 4	(1-year term)	Sam Conard	12/31/18
Seat 5	(1-year term)	David Wald	12/31/18
Seat 6	(1-year term)	Ann Harris	12/31/18
Seat 7	(1-year term)	Vacant	12/31/18
Alt. #1	(1-year term)	Vacant	12/31/18
Alt. #2	(1-year term)		12/31/18

Wastewater Management Planning Commission

		Scott Lynn, MUA	
Seat 1	(1-year term)	John VanDorpe, Maser	12/31/18
Seat 2	(1-year term)		12/31/18
Seat 3	(1-year term)	Gloria McCauley	12/31/18
Seat 4	(1-year term)	Sam Conard	12/31/18
Seat 5	(1-year term)	David Maski	12/31/18
Seat 6	(1-year term)	Anthony Ferrera	12/31/18
Seat 7	(1-year term)	Sue Brasfield	12/31/18

Wildlife Management Commission

Seat 3	(3-year term)	Robert Matros	12/31/20
Seat 4	(3-year term)	Jay Bekus	12/31/20

Mayor McCauley thanked all the volunteers on Boards and Commissions.

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

9. TOWNSHIP COMMITTEE ASSIGNMENTS & LIAISON ASSIGNMENTS

1. Finance/Fiscal Operations/Taxes/Administration/Legal

Committeeman Tomson
Committeeman Burchette

Tax Assessor
Budget and Finance
Insurance
Purchasing

Tax Collector/Treasurer
Administration/Clerk/IT
Legal – Litigation & Non-Litigation

2. Public Safety/Courts

Committeeman Burchette
Committeeman Suraci

Police
Rescue Squad
Emergency Management

Municipal Court
Board of Fire Commissioners

3. Planning/Zoning/Public Works/Engineering/Building

Committeeman Suraci
Committeeman DelCore

Planning
Zoning
Public Works/Building and Grounds

Engineering
Construction
Business Advocate

4. Health/Recreation/Parks/Public Welfare/Social Services

Committeeman DelCore
Committeeman Tomson

Welfare/Social Services
Parks and Recreation
Board of Health

Dog Warden

5. Agricultural Advisory Commission Liaison

Committeeman DelCore

6. Board of Adjustment Liaison

Committeeman Suraci

7. Board of Education Liaison

Committeeman Tomson

- | | |
|--|--|
| 8. Capital Planning Committee Liaison | Committeeman Suraci |
| 9. Credit Card Advisory Committee Liaison | Committeeman Burchette |
| 10. Economic & Business Development Commission Liaison | Committeeman Burchette |
| 11. Environmental Commission Liaison | Committeeman DelCore |
| 12. Board of Ethics Liaisons | Committeeman Tomson
Committeeman DelCore |
| 13. Board of Fire Commissioners | Committeeman Burchette
Committeeman DelCore |
| 14. Board of Health Liaisons | Committeeman DelCore
Committeeman Tomson |
| 15. Hillsborough-Millstone Municipal Alliance Liaison | Committeeman Burchette |
| 16. Hillsborough Municipal Utilities Authority Liaison | Committeeman Burchette |
| 17. Historic Preservation Commission Liaison | Committeeman DelCore |
| 18. Library Council Liaison | Committeeman Tomson |
| 19. Open Space Advisory Committee Liaison | Committeeman DelCore |
| 20. Personnel Committee | Committeeman Tomson
Committeeman Burchette |
| 21. Planning Board Liaison | Committeeman Suraci |
| 22. Recreation and Parks Commission Liaison | Committeeman DelCore
Committeeman Tomson |
| 23. Sign Review Committee | Committeeman DelCore |
| 24. Sustainable Hillsborough Committee Liaison | Committeeman Tomson |
| 25. Tree Mitigation Liaison | Committeeman Tomson |
| 26. Veterans Liaison | Committeeman DelCore |

Other Expenses:	1,000.00
Financial Administration	
Salaries and Wages:	50,000.00
Other Expenses:	15,000.00
Tax Collection/Revenue Administration	
Salaries and Wages:	30,000.00
Other Expenses:	15,000.00
Assessment of Taxes	
Salaries and Wages:	80,000.00
Other Expenses:	10,000.00
Recording of Public Meetings	2,000.00
Planning Board	
Salaries and Wages	60,000.00
Other Expenses	15,000.00
Zoning Board of Adjustment	
Other Expenses	15,000.00
Environmental Commission	
Other Expenses	500.00
Code Enforcement	
Salaries and Wages	240,000.00
Other Expenses	18,000.00
Employee Group Insurance	925,000.00
Other Insurance	375,000.00
Unemployment	25,000.00
Police	
Salaries and Wages:	2,000,000.00
Other Expenses:	65,000.00
Office of Emergency Management	
Other Expenses:	5,000.00
Municipal Prosecutor	
Salaries and Wages:	30,000.00
Municipal Court	
Salaries and Wages:	100,000.00
Other Expenses	12,000.00
Special Duty Officers – Court Security	6,000.00
Engineering Services and Costs	
Salaries and Wages:	85,000.00
Other Expenses:	15,000.00
Road Repairs and Maintenance	
Salaries and Wages:	400,000.00
Other Expenses	125,000.00
Public Buildings and Grounds	

Other Expenses:	100,000.00
Snow Removal	
Salaries and Wages:	75,000.00
Other Expenses:	200,000.00
Recycling	
Other Expenses:	1,500.00
Cleanup	
Other Expenses	25,000.00
Parks Maintenance	
Salaries and Wages:	130,000.00
Other Expenses	60,000.00
Celebration of Public Events	5,000.00
Board of Health	
Salaries and Wages:	110,000.00
Other Expenses	25,000.00
Social Services	
Salaries and Wages:	50,000.00
Other Expenses	25,000.00
Animal Control	5,000.00
Wildlife Management	
Other Expenses	1,500.00
Cultural Arts	2,500.00
Fire Protection Charges	225,000.00
Electricity	60,000.00
Street Lighting	60,000.00
Telephone	20,000.00
Heating Fuel	25,000.00
Water	10,000.00
Sewer	2,500.00
Gasoline	25,000.00
Diesel Fuel	15,000.00
Social Security System	250,000.00
Defined Contribution Plan	3,500.00
SUBTOTAL APPROPRIATIONS: INSIDE CAP	6,550,000.00
OPERATIONS - EXCLUDED FROM CAP	
DPW Stormwater	5,000.00
Other Expenses:	
Municipal Alliance Grant	7,500.00

SUBTOTAL APPROPRIATIONS: OUTSIDE CAP	12,500.00
CAPITAL	50,000.00
Cistern Replacement	
DEBT SERVICE	
Interest on Bonds	50,000.00
SCIA Lease Payments	40,000.00
NJEIT Loan Payments	110,000.00
TOTAL BUDGET APPROPRIATIONS	6,812,500.00

Mayor McCauley stated that State law provides that a municipality may adopt a temporary budget in an amount not to exceed 26.25% of the previous year's budget, at the beginning of the year.

Mayor McCauley also stated that this gives the Township Committee time to develop the new annual budget and allows for the government to continue operations.

Upon motion by Committeeman DelCore, seconded by Committeeman Suraci, the aforesaid resolution was unanimously adopted upon call of the roll.

11. RESOLUTION AUTHORIZING PREMIERE MEDIA, LLC TO VIDEOTAPE THE HILLSBOROUGH TOWNSHIP COMMITTEE MEETINGS FOR 2018, AT A COST OF \$250 PER MEETING, PURSUANT TO PROPOSAL SUBMITTED ON DECEMBER 14, 2017

WHEREAS, Premiere Media, LLC has videotaped Township Committee meetings since 2002; and

WHEREAS, Premiere Media, LLC has served as advisor and media technician to ensure that videotapes of the Township Committee meetings are of a professional quality; and

WHEREAS, the Township Committee wishes to continue utilizing Premiere Media, LLC to tape the Township Committee meetings at a cost of \$250 per meeting, plus an additional \$75 anytime a meeting extends beyond 11:00 p.m.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Premiere Media, LLC videotape the 2018 Township Committee meetings at a cost of \$250 per meeting.

Mayor McCauley thanked Caz for his assistance.

Upon motion by Committeeman Burchette, seconded by Deputy Mayor Tomson, the aforesaid resolution was unanimously adopted upon call of the roll.

CONSENT AGENDA

1. RESOLUTION AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN FOR THE YEAR 2018

WHEREAS, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

WHEREAS, the Cash Management Plan must include:

1. The designation of a public depository or depositories
2. The authorization for investments as permitted by various applicable laws
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the attached Cash Management Plan is hereby adopted for the year 2018.

2. RESOLUTION AUTHORIZING THE 2018 DEPOSITORIES AND DISBURSEMENTS

WHEREAS, N.J.S.A. 40A:55-14 mandates that the governing body of a Municipal Corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository of its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state.

NOW THEREFORE, BE IT RESOLVED on the 2nd day of January 2018, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that;

- | | | |
|-----------------------------------|------------------------|--------------|
| 1 st Constitution Bank | Bank of America | |
| Hudson United Bank | Peapack-Gladstone Bank | |
| Provident Bank | PNC Bank | |
| Fulton Bank | Sovereign Bank | Sun National |
| Bank | TD Bank, N.A. | |
| Valley National Bank | Wells Fargo | |
| Financial Resources | Chase Bank | |

All Federally secured Banks in the State of New Jersey be and are hereby designated as depositories for the Township of Hillsborough for the year 2018.

Prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act 9 R.S. 17: 9-41).

BE IT FURTHER RESOLVED by the Township Committee of the Township of Hillsborough that the various municipal accounts will be deposited in the Banks listed above and the persons responsible shall be as follows:

Custodian

- Current
- Expert Witnessing
- Special Police Escrow
- Sub Division Trust
- Governmental Grant
- Kimberwyck Curb Suit
- Payroll Agency
- Law Enforcement
- Health Benefits
- Sanitary Landfill Escrow
- Public Assistance Trust (PATF)
- Riverview Assessment Trust
- Flexible Spending
- Federal Forfeiture

Chief Finance Officer

- General Capital
- Escrow
- Recreation
- Open Space
- Miscellaneous Trust
- Off-Site Escrow
- Dog License
- Self Insurance
- COBRA
- Payroll Account
- Mountainview Assessment Trust
- Public Assistance
- Claremont Assessment Trust

Other accounts

- Tax Collector’s Redemption Account
- Municipal Court Bail Account
- Municipal Court General Account

Custodian

- Tax Collector
- Court Administrator
- Court Administrator

DISBURSEMENTS:

Signatures Required

- Mayor or Deputy Mayor
- Municipal Clerk and
- Chief Finance Officer

Accounts

- Current
- General Capital

Expert Witnessing	COBRA
Escrow	Special Police Escrow
Recreation	Sub Division Trust
Governmental Grant	Miscellaneous Trust
Kimberwyck Curb Suit	Off-site Escrow
Dog License	Open Space
Law Enforcement	Self Insurance
Sanitary Landfill Escrow	Public Assistance Trust (PATF)
Mountainview Assessment Trust	Riverview Assessment Trust
Health Benefits	Public Assistance
Claremont Assessment Trust	Flexible Spending
Federal Forfeiture	

Signatures Required

Chief Finance Officer or Municipal Clerk

Accounts

Payroll Account

Payroll Agency Account

Signatures Required

Chief Finance Officer or Tax Collector

Accounts

Tax Collector's Redemption Account

Signatures Required

Court Administrator or Deputy Court Administrator or Municipal Magistrate

Accounts

Municipal Court Bail Account (3)

Municipal Court General Account (3)

3. RESOLUTION AUTHORIZING THE COLLECTION OF INTEREST ON DELINQUENT TAXES AND A YEAR END PENALTY

WHEREAS, N.J. Revised Statutes 54:4-67 implies that affirmative action is required on the part of the governing body in fixing the rate of interest on delinquent taxes.

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, that the interest rate on delinquent taxes shall be 8% per annum of the first \$1,500 and 18% per annum on any amount in excess of \$1,500 for the year 2018, and no interest shall be charged if payment of any installment is made within the 10th calendar day following the day upon which same became payable.

BE IT FURTHER RESOLVED in accordance with N.J.S.A. 54:4-67 the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that

delinquency prior to the end of the calendar year and that such penalty shall be 6% of the amount of the delinquency.

BE IT FURTHER RESOLVED in any case where the taxes are not paid during the respective extended periods, the full interest rate from the due date shall apply.

4. RESOLUTION AUTHORIZING TAX SALE RELIEF

WHEREAS, the governing body of the Township of Hillsborough, County of Somerset, State of New Jersey wants to grant taxpayers with personal hardships relief from the tax sale; and

WHEREAS, N.J.S.A. 54:5-19 gives the governing body the authority to establish installment plans provided that monthly payments are made and that the plan does not exceed 3 years in duration; and

WHEREAS, N.J.S.A. 54:5-19 also gives the governing body the authority to direct the Tax Collector to establish installment plans with the owners who are affected.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Hillsborough, County of Somerset, that the Tax Collector be authorized to establish installment plans for any taxpayer that can demonstrate that they meet the criteria for a period not to exceed three years.

5a. RESOLUTION AUTHORIZING REORGANIZATION MEETING 2019

BE IT RESOLVED that the Reorganization Meeting of the Township of Hillsborough for the year 2019 shall be held at the Hillsborough Township Municipal Building, 379 South Branch Road, Hillsborough, New Jersey, 08844 on Wednesday, January 2, 2019 at 7:00 P.M.

5b. RESOLUTION ADOPTING 2018 TOWNSHIP COMMITTEE MEETING SCHEDULE

BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following is established as a schedule of regular public meetings of the Township Committee to be held during 2018.

BE IT FURTHER RESOLVED that regular meetings shall commence at 7:30 P.M. and the location shall be at the Municipal Building, 379 South Branch Road, Hillsborough, NJ 08844 except as otherwise noted.

In accordance with the Open Public Meetings Act, a copy of this resolution shall immediately:

- Be posted on the Bulletin Board at the Municipal Building and shall remain posted for the year 2018.
- Be mailed to the following newspapers: The Hillsborough Beacon, The Courier News, Hillsborough Patch and TapInto Hillsborough.
- Filed with the Township Clerk.
- Mailed to those persons who have requested and paid the charges for copies of the schedule and revisions thereto and shall be promptly mailed to those persons who hereinafter make such request and prepay such charge.

2018 TOWNSHIP COMMITTEE MEETINGS

7:30 P.M. – Regular Meetings
at the Hillsborough Municipal Complex
(TUESDAYS)* Unless Otherwise Noted

JANUARY
9TH & 23RD

JULY
10TH

FEBRUARY
13TH & 27TH

AUGUST
14TH

MARCH
13TH & 27TH

SEPTEMBER
11TH & 25TH

APRIL
10TH & 24TH

OCTOBER
9TH & 23RD

MAY
8TH & 22ND

NOVEMBER
13TH

JUNE
12TH

DECEMBER
11TH & 18TH*

5c. RESOLUTION DESIGNATING 2018 OFFICIAL NEWSPAPERS

WHEREAS, N.J.S.A. 10:4-8(d) of the Open Public Meetings Act requires that said notice of meetings be submitted to newspapers of which four (4) shall be the official newspapers; and

WHEREAS, the Township Committee of the Township of Hillsborough has determined that the Courier News, and the Hillsborough Beacon have the greatest likelihood of informing the public within the jurisdictional boundaries of Hillsborough Township of such meetings; and

WHEREAS, the Hillsborough Patch and TapInto Hillsborough shall be the official electronic newspapers for the Township of Hillsborough.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Courier News, and the Hillsborough Beacon are hereby designated as the official newspapers of this body during 2018 as required by N.J.S.A. 10:4-18 and N.J.S.A. 10:4-8(d)(2) of the Open Public Meetings Act and the Hillsborough Patch and TapInto Hillsborough shall be the official electronic newspapers.

5d. RESOLUTION AUTHORIZING FEES FOR MEETING NOTICES

WHEREAS, Section 14 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the public body to fix a reasonable sum to be charged to persons who request that notice of meetings as required under the Act be mailed to them individually; and

WHEREAS, said sum is to cover the costs of providing such notices; and

WHEREAS, said Section further permits the public body to provide such notices free of charge to news media who so request.

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

1. Each person requesting an individual notice be mailed to him shall pay annually to the Township of Hillsborough the sum of \$20.00 to cover the costs thereof, as required under the Act.
2. Requests for such individual notice made by news media shall be granted without cost.
3. The sum herein designated is subject to change upon the adoption of superseding resolution by this public body.
4. This resolution shall take effect immediately.

6. RESOLUTION ESTABLISHING THE 2018 HOLIDAY SCHEDULE

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Holiday Schedule for January, 2018 through December, 2018 (pursuant to collective bargaining agreements and Township Code, Chapter 89-9), is as follows:

New Year’s Day (Observed)	Monday	January 1, 2018
M.L.King’s day	Monday	January 15, 2018
Presidents’ Day	Monday	February 19, 2018
Good Friday	Friday	March 30, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
Columbus Day	Monday	October 8, 2018
Veterans Day (Observed)	Monday	November 12, 2018
Thanksgiving	Thursday	November 22, 2018
Thanksgiving Friday	Friday	November 23, 2018
Christmas Eve	Monday	December 24, 2018
Christmas Day	Tuesday	December 25, 2018

New Year's Day

Tuesday

January 1, 2019

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

Mayor McCauley asked for comments from the floor on matters not on the agenda, there were none.

Mayor McCauley thanked everyone for coming and reminded everyone that there is cake and coffee following the meeting in the multipurpose room.

Mayor McCauley stated that the next regular meeting of the Hillsborough Township will be January 9, 2018, at 7:30pm.

Mayor McCauley concluded by wishing everyone a good night and Happy New Year.

ADJOURNMENT

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Suraci, the meeting duly adjourned at 7:44 p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk