

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 January 9, 2018.

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

### **SALUTE TO THE FLAG**

Mayor McCauley 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 January 9, 2018.

### **APPROVAL OF MINUTES**

- *Approval of the December 12, 2017 Regular Session Meeting Minutes*

Upon a motion by Committeeman Suraci, seconded by Committeeman Burchette, the minutes of the December 12, 2017 Regular Session were approved upon the call of the roll.

- *Approval of the December 19, 2017 Regular Session Meeting Minutes*

Upon a motion by Committeeman Burchette, seconded by Committeeman Suraci, and abstained by Deputy Mayor Tomson, the minutes of the December 19, 2017 Regular Session were approved upon the call of the roll.

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

#### **Committeeman Burchette**

Committeeman Burchette stated January 9th is known as National Law Enforcement Appreciation Day.

Committeeman Burchette informed the public that all Hillsborough Businesses are invited to participate in the 2018 Hillsborough Business Summit Round Table on Wednesday, January 17, 2018 from 9:00 AM - 11:00 AM.

#### **Committeeman DelCore**

Committeeman DelCore announced on Saturday, January 13, 2018, the Indoor Farmers Market will take place in the Municipal Building from 8:30 a.m. until 2:30 p.m.

Committeeman Delcore advised with the recent cold weather snap there has been an increase in the number of pipes bursting in town. In order to avoid this, the Building Department recommends that if homeowners have any concealed pipes in crawl spaces, to insulate the area to provide warmth. If planning on going away for an extend period of time, avoid turning the heat off completely to prevent a pipe break, as it can be very damaging and create significant flooding issues when the pipes burst.

Committeeman Delcore stated the Health Department is holding the Annual Rabies Vaccination clinic on January 27th from 10 a.m. until noon.

Committeeman Delcore stated January is Radon Awareness Month. Radon is a naturally occurring radioactive gas caused by the natural decay of uranium found in soil. Due to the high uranium content found in the soils in Somerset County, houses in Hillsborough Township have the potential to have high levels of radon, but not every home will have high levels of radon, not even homes in the same neighborhood. Please see the website and enews for more information if you have any radon concerns.

Committeeman Delcore advised the following activities are currently open for registration; Winter Programs such as youth tennis, youth basketball and indoor soccer. Spring Soccer League registration and Girls Softball registration are both currently ongoing with registration end dates set for March 2nd. Residents still have time to register for spring programs and registration is open if residents wish to begin the sign up process.

### **Deputy Mayor Tomson**

Deputy Mayor Tomson announced effective January 2, 2018, residents may renew dog licenses for 2018.

Deputy Mayor Tomson announced the local chapter of New Jersey Education Association will be holding a meeting and has invited residents of the Hillsborough community on January 20th from 9 a.m. until noon at the high school for a discussion focused on the mental health and substance abuse challenges facing Hillsborough and all towns in the State.

### **Committeeman Suraci**

Committeeman Suraci reminded residents due to the recent extreme cold temperatures some homeowners who have sump pump discharges to the public street or sidewalk could be causing an unsafe condition. These discharges are creating icing conditions to the street or sidewalk which are hazardous to pedestrians and motorists.

Committeeman Suraci advised an updated Township ordinance does not allow these discharges to the public right-of-way. Existing discharges that are causing icing conditions will be requested to relocate these discharges away from the roadway or sidewalk.

Committeeman Suraci reminded to residents that during snow events, residents should not throw snow into the streets when clearing your driveways.

**Mayor McCauley**

Mayor McCauley thanked the Flagtown Fire Company for the invitation to their annual installation dinner on Saturday January 6, 2018 wherein she swore in their officers.

Mayor McCauley thanked all those who serve not only on the Flagtown company but all of the volunteer fire companies within Hillsborough.

Mayor McCauley reminded residents that the Township is once again teaming up with the Hillsborough School District so that Hillsborough students can participate in the **Louis Bay II, Future Municipal Leaders Scholarship Competition**. Mayor McCauley noted the purpose of this scholarship program is to advance the virtues of elected and volunteer positions in municipal government while raising awareness of municipal government in general.

Mayor McCauley announced this competition will offer up to three \$1,000 scholarships statewide. The deadline for applications is March 10, 2018. Completed applications may be dropped off at the Administration office or sent to [mayor@hillsborough-nj.org](mailto:mayor@hillsborough-nj.org). Information regarding this scholarship opportunity can be found on the Naviance Program utilized by the School District. In addition, information for this scholarship can be found at the Guidance Office at the High School.

Mayor McCauley announced the Building Office will remain open until 7pm each Tuesday to pick up permit applications, accept permits, schedule inspections and other limited services. The Building Office will also be conducting inspections on Saturdays for homeowners only. The Clerk's Office is open until 7pm on the 2nd and 4th Tuesdays of the month for notary services and voter registration.

Mayor McCauley announced beginning in May, the Health Office will also have extended hours. Exact days and times will be announced at a later date.

**APPOINTMENTS**

Mayor McCauley announced the following mayoral appointments:

Neil Julian appointed to the Planning Board. Seat 6, Class IV, for a 3-year term to expire on 12/31/20, (per Local Land Use Law to coincide with his Environmental Commission appointment.)

The Planning Board amended Sam Weinstein's (Seat Alt.#2) term to reflect a 2 year term to expire 12/31/19

The Environmental Commission announced the appointment of Deborah Boyea as Chairman for a 1-year term ( to expire 12/31/18)

**PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS**

- Proclamation honoring Alexander Fung for earning the status of Eagle Scout

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

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

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

**WHEREAS**, Alexander's Eagle Scout Project consisted of building a shelter at Oak Spring Girl Scout Camp to house a tractor backhoe attachment. Keeping the back-hoe out of the sun helps prevent damage to the hoses. Alex managed 32 volunteers that worked a total of 210 hours; and

**WHEREAS**, Alexander was Patrol Leader, Senior Patrol Leader, Troop Guide and Quartermaster of Troop 489; and

**WHEREAS**, Alexander participated in Hillsborough High School Orchestra playing Double Bass. He is Treasurer of the Orchestra and a member of the National Honor Society, German Honor Society and Odyssey of the Mind team at Hillsborough Reformed Church, ; and

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

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

- Proclamation honoring Benjamin Elliott for earning the status of Eagle Scout

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

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

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

**WHEREAS**, Benjamin's Eagle Scout Project consisted of refurbishing an unsafe deck at Oak Spring Girl Scout Camp. Benjamin coordinated the removal of rotten wood and replaced it with new decking, as well

as, added an ADA compliant ramp. Benjamin managed 26 volunteers that worked a total of 207 hours; and

**WHEREAS**, Benjamin was Patrol Leader and Librarian of Troop 489; and

**WHEREAS**, Benjamin participated in Hillsborough High School Varsity Gold Team; and

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

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

- Proclamation honoring Galen Fritz for earning the status of Eagle Scout

**WHEREAS**, Galen Fritz, a graduate of Hillsborough High School, current freshman at Penn State University and a member of Boy Scout Troop 489, has recently earned the status of Eagle Scout; and

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

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

**WHEREAS**, Galen's Eagle Scout Project consisted of demolishing and replacing a retaining wall at Oak Spring Girl Scout Camp. the wall helped shore up the decking and foundation of the main hall at the camp. Galen coordinated 25 volunteers that worked a total of 258 hours on his Eagle Project; and

**WHEREAS**, Galen was Librarian, Quartermaster and Den Chief of Troop 489; and

**WHEREAS**, Galen was a member of the Hillsborough High School Soccer team, travel soccer team, Hillsborough Baseball league and Hillsborough High School Jazz and Concert Band playing alto sax; and

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

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

- Proclamation honoring Jasmine Brown for being named a Rhodes Scholar

**WHEREAS**, Jasmine Brown, a 2014 graduate of Hillsborough High School, is a Senior at Washington University in St. Louis; and

**WHEREAS**, Jasmine was a Varsity Track & Field athlete, President of Interact and Sources of Strength, a member of the National Honor Society, National Spanish Honors Society and National Art Honors Society while attending Hillsborough High School; and

**WHEREAS**, Jasmine while an undergraduate at Washington University in St. Louis founded the Minority Association of Rising Scientists, participated in research since the summer after senior year in high school at various academic institutions including Johns Hopkins and MIT, and received Alpha Kappa Alpha Sorority, Inc Member with the highest GPA in the region (3.97/4.00) award. Jasmine is majoring in biology with a focus in neuroscience; and

**WHEREAS**, for her efforts, Jasmine was awarded the prestigious Rhodes Scholarship and intends to earn a PhD at Oxford in Physiology, Anatomy and Genetics. Jasmine is one of only 32 scholars chosen nationwide.

**NOW, THEREFORE BE IT PROCLAIMED** that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Jasmine Brown for her outstanding achievement as a Rhodes Scholar recipient.

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

## **NEW BUSINESS**

- None

## **PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA**

- Meryl Bisberg, 4 Hickory Hill Road inquired about the RWJ EMS statistics. Township Administrator Anthony Fererra stated the OEM Director just recently received the data from RWJ, and the Township is looking at those 4th quarter numbers. Administrator Fererra believes response time was 90%. Committeeman Suraci stated this is the most transparent the Township has ever had with EMS Service. Ms. Bisberg commented the Hillsborough contracts terms are not being met. Committeeman DelCore stated the Township will be looking at the data to understand and measures will be enacted, however response times are only fractionally under the contract requirement.
- John Beggato, 62 Peterson Road asked Township Administrator Anthony Fererra why hasn't the information with regard to RWJ EMS exemptions been provided if he had previously submitted an OPRA request. Township Administrator Anthony Fererra stated 4th quarter exemption data has been requested. Committeeman DelCore responded the Township evaluates data from RWJ on a daily basis.

- Jane Staats, 101 Devonshire Court expressed concern over the comments provided..

**PUBLIC HEARINGS**

- *None*

**INTRODUCTIONS OF NEW ORDINANCES**

- *None*

**CONSIDERATIONS**

**1. RESOLUTION AUTHORIZING CONTRACT WITH PREMIERE MEDIA, LLC, FOR PRODUCTION OF SIX 10 MINUTE NEWS MAGAZINE PROGRAMS FOR THE TOWNSHIP OF HILLSBOROUGH PURSUANT TO THE DECEMBER 21, 2017 PROPOSAL SUBMITTED IN AN AMOUNT NOT THE EXCEED \$9,000.00**

**WHEREAS**, Premiere Media has been providing videotaping and media services to the Township of Hillsborough since 2002; and

**WHEREAS**, at the request of the Township, Premiere Media provided a proposal, dated December 21, 2017, to produce six 10 minute news magazine programs for the Township; and

**WHEREAS**, the Township Committee wishes to authorize a contract with Premiere Media to produce six 10 minute news magazine programs for the Township in accordance with the proposal submitted in an amount not to exceed \$9,000.00; 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, that a contract be awarded to Premiere Media, LLC, for production of six 10 minute news magazine programs for the Township of Hillsborough pursuant to the December 21, 2017, proposal submitted in an amount not to exceed \$9,000.00.

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

Committee Burchette stated he likes the magazine and has heard from the public they enjoy them as well.

**2. RESOLUTION ESTABLISHING THE ANNUAL SALARIES & WAGES OF MUNICIPAL EMPLOYEES**

**BE IT RESOLVED**, by the Township Committee of the Township of Hillsborough that the annual salaries of the following employees are to be adjusted as listed below, effective January 1, 2018, unless otherwise noted:

Name	Position	Base Salary
Belnay, Glen	Health Officer	132,637.00

Besser, Mark	Police Lieutenant	149,241.00
Blaney, Debra	Tax Assessor	97,128.00
	Commercial Assessment Stipend	15,588.00
Borek, Pamela	Township Clerk	91,561.00
Borngesser, Dianne	Assistant to Township Clerk	60,245.00
Boyle, Charles	Police Captain	155,453.00
Brake, Sarah	Communications Coordinator	41,000.00 (eff. 1/10/18)
Bush, Lucia	Admin. Secretary to Police Chief	61,875.00
Carolan, Sean	Police Lieutenant	149,241.00
Carr, Michael	Director of Environmental Programs	79,236.00
Christy, Ronald	Asst Public Works Supervisor	67,320.00
Costa, Nancy	CFO/Tax Collector/QPA	128,214.00
Crossen, April	Deputy Treasurer/Tax Collector	62,344.00
Crossen, John	Parks Supervisor	76,703.00
Davenport, Daniel	Asst Public Works Supervisor	73,643.00
Dunne, Griffin	Assistant Director of Recreation	56,859.00
Faerber, Cathy-Jean	Assistant Director of Social Services	55,240.00
Ferrera, Anthony	Administrator/Deputy Clerk	155,678.00
Fiedler, John	Construction Official	109,228.00
Fitzpatrick, Michael	Police Lieutenant	149,241.00
Gorman, Patrick	Zoning Official	46,818.00
Haurey, James	Systems Administrator	93,912.00
Hollenbach, Elizabeth	Deputy Tax Assessor	63,301.00



Horvath, Nancy	Deputy Court Administrator	62,393.00
Keeth, Susan	Municipal Court Administrator Stipend	82,592.00 2,000.00
Kois, David	Business Advocate	67,626.00
Maski, David	Director of Planning	102,407.00
McMahon, Michael	Police Lieutenant	149,241.00
Pineno, Michael	IT Manager	104,279.00
Powell, Darren	Police Chief	161,881.00
Resavy, Richard	Director of Public Works	109,024.00
Santaromita, Lee	Secretary to Mayor & Admin.	38,760.00
Sheridan, John	Director of OEM	56,899.00
Spano - Klimko, Siobhan	Deputy Health Officer/Educator	88,429.00
Wagner, Robert	Director Parks/Rec Social Service	95,635.00

Mayor McCauley stated this resolution establishes the 2018 salaries for all non-union employees.

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

**3. RESOLUTION APPOINTING STEVEN ECKERT, PAMELA BOREK, CHRISTOPHER MCMINN AND JOSEPH PASCHALL TO ONE (1) YEAR TERMS AS EMERGENCY MANAGEMENT DEPUTY COORDINATORS AND APPOINTING LUCY BUSH TO A ONE (1) YEAR TERM AS THE EMERGENCY MANAGEMENT ADMINISTRATIVE ASSISTANT EFFECTIVE JANUARY 1, 2018 THROUGH DECEMBER 31, 2018 AND AUTHORIZING ANNUAL STIPENDS IN THE AMOUNT OF \$500.00 EACH**

**WHEREAS**, the Township Office of Emergency Management Coordinator recommends the appointment of Steven Eckert, Pamela Borek, Christopher McMinn and Joseph Paschall to one (1) year terms as Deputy Emergency Management Coordinators effective January 1, 2018 through December 31, 2018 and authorizing an annual stipend in the amount of \$500.00 each; and

**WHEREAS**, the Township Office of Emergency Coordinator recommends the appointment of Lucy Bush to a one (1) year term as Office of Emergency Management Administrative Assistant effective January 1, 2018 through December 31, 2018 and authorizing an annual stipend in the amount of \$500.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that: (1) Steven Eckert, Pamela Borek, Christopher McMinn and Joseph Paschall are appointed to one (1) year terms as Emergency Management Deputy Coordinators effective January 1, 2018 through December 31, 2018 with an annual stipend in the amount of \$500.00 to be paid to each for said service; and (2) Lucy Bush is appointed to a one (1) year term as Office of Emergency Management Administrative Assistant effective January 1, 2018 through December 31, 2018 with an annual stipend in the amount of \$500.00 to be paid to her for said service.

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

#### **CONSENT AGENDA**

**1. RESOLUTION RATIFYING AND CONFIRMING PERMANENT EMPLOYEE STATUS TO JOANNE BERTOLINI IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT, EFFECTIVE DECEMBER 18, 2017 AND RATIFYING AND CONFIRMING PERMANENT EMPLOYEE STATUS TO MARY DECKER IN THE HILLSBOROUGH TOWNSHIP MUNICIPAL COURT OFFICE, EFFECTIVE DECEMBER 25, 2017**

**WHEREAS**, Joanne Bertolini was transferred to the Police Department as a Police Records Clerk on September 18, 2017; and

**WHEREAS**, the Police Chief recommends that Ms. Bertolini be granted permanent employee status in the Hillsborough Township Police Department effective December 18, 2017; and

**WHEREAS**, Mary Decker was transferred to the Municipal Court office as a Violations Clerk on September 25, 2017; and

**WHEREAS**, the Municipal Court Administrator recommends that Ms. Decker be granted permanent employee status in the Hillsborough Township Municipal Court effective December 25, 2017.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendations of the Police Chief and Court Administrator be and hereby ratified and confirmed

**2. RESOLUTION APPOINTING TOM BELANGER TO THE RARITAN & MILLSTONE RIVERS FLOOD CONTROL COMMISSION**

**WHEREAS**, the Township needs to appoint a representative (member) and alternates to the Raritan & Millstone Rivers Flood Control Commission; and

**WHEREAS**, the Township wishes to appoint Tom Belanger to the Raritan & Millstone Rivers Flood Control Commission with David Fritzingler as 1<sup>st</sup> Alternate and Anthony Ferrera as 2<sup>nd</sup> Alternate.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Tom Belanger is appointed to the Raritan &

Millstone Rivers Flood Control Commission with David Fritzing as 1<sup>st</sup> Alternate and Anthony Ferrera as 2<sup>nd</sup> Alternate.

**3. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER MICHAEL LABOY FOR COMPLETION OF “EFFECTIVE MANAGEMENT PRACTICES” OFFERED THROUGH CENTENARY UNIVERSITY’S MASTER OF ARTS IN LEADERSHIP AND PUBLIC ADMINISTRATION PROGRAM, IN THE AMOUNT OF \$1,449.72, 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 Laboy has successfully completed the “Effective Management Practices” course through Centenary University’s Master of Arts in Leadership and Public Administration program; and

**WHEREAS**, Officer Laboy has requested consideration under the Township’s Educational Assistance provisions.

**WHEREAS**, the Chief of Police has requested favorable consideration of Officer Laboy’s request for financial reimbursement of seventy-five percent (75%) of the \$1,932.96 cost incurred for a total of \$1,449.72.

**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 OFFICER MICHAEL LABOY TO ENROLL IN “ETHICAL ISSUES IN THE PUBLIC SECTOR” COURSE TOWARDS HIS MASTER’S DEGREE IN LEADERSHIP AND PUBLIC ADMINISTRATION 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 Michael Laboy requested authorization to take “Ethical Issues in the Public Sector” course towards his Master’s Degree in Leadership and Public Administration; and

**WHEREAS**, Officer Laboy has requested consideration under the Township's Educational Assistance provision upon successful completion of the aforementioned course; and

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

**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.

**5. RESOLUTION APPROVING A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND SOMERSET COUNTY FOR COPY AND PRINT SERVICES**

**WHEREAS**, the Township of Hillsborough is desirous of contracting with Somerset County for the provision of copy and print services; and

**WHEREAS**, the Uniform Shared Services & Consolidation Act (N.J.S.A. 40A:65-1 et seq) authorizes and empowers the County of Somerset and the Township of Hillsborough to enter into such agreement.

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the attached Agreement between the Township of Hillsborough and the County of Somerset for the provision of copy and print services by the County to the Township is hereby approved and the Mayor and the Township Clerk are authorized to execute the Agreement.

**6. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF "WHITE COLLAR CRIME" OFFERED THROUGH FAIRLEIGH DICKINSON'S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,600.09, 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 "White Collar Crime" 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 \$2,133.46 cost incurred for a total of \$1,600.09.

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

**7. RESOLUTION AUTHORIZING THE HIRING OF SARAH BRAKE, AS THE FULL TIME COMMUNICATIONS COORDINATOR IN THE TOWNSHIP OF HILLSBOROUGH CLERK’S OFFICE, EFFECTIVE JANUARY 10, 2018**

**WHEREAS**, there exists a need for a full time Communications Coordinator in the Township of Hillsborough Clerk’s office; and

**WHEREAS**, the Township Clerk recommends the hiring of Sarah Brake, as Communications Coordinator, effective January 10, 2018.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Clerk is authorized to hire Sarah Brake as the Communications Coordinator in the Township of Hillsborough Clerk’s office effective January 10, 2018.

**8. TOWNSHIP COMMITTEE AMENDED APPOINTMENTS**

**Board of Adjustment**

Alt. #1	(2-year term)	Philomena Cellilli	12/31/19
Alt. #2	(2-year unexpired term)	Paul Kaminsky	12/31/18
Alt. #3	(2-year term)	Sean Horgan	12/31/19
Alt. #4	(2-year unexpired term)	Raj Deb	12/31/18

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

**CLAIMS LIST**

Upon the motion of Committeeman Burchette, seconded by Committeeman DelCore, Claims List 2018-01 was unanimously approved upon call of the roll.

**EXECUTIVE SESSION RESOLUTION**

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

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

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

*a. Potential Litigation:*

- i. Affordable Housing*
- ii. Hillsborough Properties*

3. The Township Committee may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Suraci, the aforesaid resolution was unanimously approved upon call of the role. The Township Committee went into Executive Session at 8:34 pm.

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Suraci, the public meeting was re-opened at 9:07 pm.

Township Eric Bernstein stated during Executive Session there was discussion about the Affordable Housing litigation and no formal action needs to be taken at this time. There was also discussion about Hillsborough Properties and no formal action needs to be taken at this time.

**ADJOURNMENT**

Upon motion by Committeeman Burchette, seconded by Committeeman Suraci, the meeting duly adjourned at 9:08 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek  
Township Clerk