

Minutes of the Regular Meeting of the Township Committee of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:30 p.m. on the April 10, 2018.

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

### **SALUTE TO THE FLAG**

Deputy Mayor Tomson advised that in accordance of section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975 that notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at 7:30 p.m. on April 10, 2018.

### **APPROVAL OF MINUTES**

- *None*

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

#### **Committeeman Burchette**

Committeeman Burchette reported the Central Jersey Joint Insurance Fund recognized Hillsborough as Exceptional in their commitment to safety in the workplace for 2017 and the Township was been awarded \$5,000 to be used to promote safety in 2018. For the first 3 months of 2018, there were no lost time work injuries to any Township employee. Committeeman Burchette thanked all of the municipal employees for their continued commitment to providing a safe work environment!

Committeeman Burchette asked motorists to expect an increase in pedestrian and bicycle traffic on our roadways. Motorists must stop for pedestrians in crosswalks. Pedestrians must use crosswalks to cross the street and should always walk facing traffic. Bicyclists should wear bright colored clothing and must use lights if riding during hours of darkness. Pedestrian and bicycle safety is a shared responsibility. The Police Department has received a Pedestrian Safety Grant and will be conducting enforcement and educational patrols targeting pedestrian and bicycle violations.

Committeeman Burchette reminded residents in New Jersey, anyone under 17 years of age that rides a bicycle or is a passenger on a bicycle, or is towed as a passenger by a bicycle must wear a safety helmet.

Committeeman Burchette announced at approximately 9:00 PM on Friday, April 13th through the weekend, there will be nightly construction on Route 206 between Mountain View Road and Old

Somerville Road. The nightly construction will continue until approximately 7:00 AM each morning. During this time, motorists should expect traffic pattern changes and possible delays.

Committeeman Burchette noted the Hillsborough Economic & Business Development Commission (EBDC) will host an evening networking event at The Landing in Hillsborough on Thursday, April 19, 2018 from 6:00 PM to 8:00 PM. To register go to [hillsboroughbusiness.org](http://hillsboroughbusiness.org)

**Committeeman DelCore**

Committeeman DelCore stated during the spring season the health department receives many animal bite reports and wildlife complaints, including attacks on people and pets by rabid wildlife. It is important that residents avoid contact with wild or stray animals, and it is important that pets be currently vaccinated against rabies. Rabies is a fatal disease.

Committeeman DelCore urged residents to get all pets and farm animals vaccinated against rabies. If a dog or cat is bitten or scratched by a wild animal, and has a current rabies vaccination, it still may need a booster vaccination to stop the virus.

Committeeman DelCore urged dog owners to license their pets. Animal Control Officers will be canvassing the Township for unlicensed dogs. Licensing is a state law. Canvassing is done every year in Hillsborough. Don't be fined, license instead.

Committeeman DelCore reminded residents to save the date for the Annual Green Living and Wellness Fair. This year it will be held on Saturday, June 2nd. Check out the enews for all the details about the day's events as well as the poster contest.

Committeeman DelCore announced the Annual Run Around the Park is on Sunday, April 22nd, and the run goes through Ann Van Middlesworth and Woodfield Park. Registration is still open! The Annual Memorial Day Parade & Veterans Breakfast is set for Saturday, May 26th. The Township will be hosting the Veterans Breakfast, Memorial Day Parade, followed by the Garden of Honor Ceremony. The parade is scheduled to begin at 10:30AM.

**Committeeman Suraci**

Committeeman Suraci stated when taking out a Building Permit, please remember the Permit will remain open until all Final Inspections have been passed. It is recommended that residents save all the Permit documents for personal records. To schedule inspections or information about any open Permits please contact the Building Department.

Committeeman Suraci reminded property owners, mainly businesses and homeowner associations that they are responsible for maintenance and upkeep of their stormwater facilities (i.e. detention basins, catch basins, piping, etc.) Lack of maintenance will cause additional flooding to adjoining properties. In addition per Township Ordinance all property owners with private stormwater facilities are required to submit a report to the Engineering Department each year certifying their stormwater facilities are maintained and operating to their design.

Committeeman Suraci reported that on April 28th between 7am and 3pm, Hillsborough Township Department of Public Works will distribute 6” - 24” high bare root tree seedlings to residents at the Auten Road Facility. Each resident can receive up to 5 seedlings. Quantities are limited and distributed on a first come, first served basis. Hillsborough residents will be required to show proof of residency upon entering the site. More information on the program and planting instructions can be found on the New Jersey Recovery page on the Arbor Day Foundation’s website or the New Jersey Forest Service website.

**Deputy Mayor Tomson**

Deputy Mayor Tomson reported in 2017, the Township went through the competitive contracting process of the Local Public Contracts Law to select an emergency medical service provider. The process concluded in a contract being awarded to Robert Wood Johnson Health Network. RWJHN agreed to provide the services at no cost to the Township, saving the taxpayers of Hillsborough in excess of \$300,000 per year. The former provider, Hillsborough Emergency Medical Services, challenged the contract award in court. Their challenge was based on unfair and unsubstantiated allegations against Committeeman Burchette. They filed papers with the court seeking immediate relief to set aside the contract award. The Court denied their request citing a failure to demonstrate a likelihood of success on the merits. HEMS appealed that decision and the Appellate Division denied their request for relief. The matter was recently scheduled for a final hearing before the court. The day before the scheduled hearing, HEMS filed a Stipulation of Dismissal With Prejudice as to all claims asserted concluding the litigation. The Township is happy to report the successful conclusion of this litigation and the successful transition to RWJHN as the designated emergency medical service provider within the Township.

Deputy Mayor Tomson stated at the last meeting, there were some questions as to the status of permits for All American Assisted Living. As of April 6th they have been issued a temporary certificate of occupancy. The next step includes an inspection of the property by the New Jersey Department of Community Affairs. Upon the successful completion of that inspection, a final certificate of occupancy will be issued.

**PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS**

**PROCLAMATIONS / APPOINTMENTS**

- *Proclamation honoring Judge John Richardson - Retirement*

*WHEREAS, the Honorable John Richardson, a Judge with the Hillsborough Township Municipal Court, is retiring after ten years of dedicated service; and*

*WHEREAS, Judge Richardson attended Dartmouth College and Rutgers University School of Law; and*

*WHEREAS, Judge Richardson presided as a Somerset County Superior Court Judge from 1999 to 2002; and*

*WHEREAS, in addition to sitting on the bench in Hillsborough, he served as the Judge of Watchung, North Plainfield, Green Brook and South Bound Brook; and*

*WHEREAS, Judge Richardson has been married to his wife June for 54 years and has a daughter and a son.*

***NOW, THEREFORE, BE IT PROCLAIMED*** that we, the Mayor and the Township Committee of the Township of Hillsborough, hereby express our gratitude for all of the hard work and dedication of Judge John Richardson in the Hillsborough Township Municipal Court.

***BE IT FURTHER PROCLAIMED*** that we, the Mayor and Township Committee of the Township of Hillsborough, along with his numerous co-workers, and the citizens of Hillsborough Township thank Judge Richardson for his valuable service to Hillsborough Township, and we wish him well in all of his future endeavors.

- *Proclamation honoring Vishal Chalam - Eagle Scout Award*

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

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

***WHEREAS***, Vishal's Eagle Scout Project consisted of improving and repairing the driveway in front of the Rectory at St. Joseph's Church. The driveway was extended by digging trenches, placing lumber within the trenches and using rebar. This created a raised and level walking field which assisted the elderly and allowed for easier entry and exit at the Rectory; and

***WHEREAS***, Vishal was Patrol Leader, Acting Senior Patrol Leader and Troop Scribe for Troop 489; and

***WHEREAS***, Vishal participated in the Hillsborough High School Debate Club, Varsity Soccer Team, was a member of the National Honor Society and Vice President of the Loudspeakers Club; and

***WHEREAS***, Vishal serves as an example to the youth of Hillsborough Township through his high level of 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 Vishal Chalam 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 Daniel Duffek - Eagle Scout Award*

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

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

***WHEREAS**, Daniel's Eagle Scout Project consisted of constructing a wheelchair accessible picnic table and rehabilitating an outdoor pavilion area at the Sunset Hill Club in Griggstown. The rehabilitation included repairing and refinishing three other picnic tables and general cleanup; and*

***WHEREAS**, Daniel was Patrol Leader and Historian for Troop 489; and*

***WHEREAS**, Daniel participated on the Hillsborough High School Varsity Volleyball team. He will be attending Embry-Riddle Aeronautical University this fall to study aerospace engineering; and*

***WHEREAS**, Daniel serves as an example to the youth of Hillsborough Township through his high level of 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 Daniel Duffek 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 Damien Filoramo - Eagle Scout Award*

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

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

***WHEREAS**, Damien's Eagle Scout Project consisted of restoring the Woods Road School inner courtyard and building a sensory garden. Damien led a group of scouts in weeding, mulching and building a two level raised bed. The garden was planted with rosemary, lambs ear, creeping oregano and sedum all of which engage the senses of touch, smell and sight. The plants are hardy perennials so that upkeep will be minimal; and*

***WHEREAS**, Damien was a Troop Guide for Troop 489; and*

***WHEREAS**, Damien participated on the Hillsborough High School Lacrosse and Cross Country teams and was a member of the Sources of Strength Club; and*

***WHEREAS**, Damien serves as an example to the youth of Hillsborough Township through his high level of 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 Damien Filoramo 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 Alcohol Awareness Month*

***WHEREAS**, alcohol is the most commonly used addictive substance in the United States with one in every 12 adults (17.6 million people) suffering from alcohol abuse or dependence. An estimated 90,000 people die each year from excessive use of alcohol such as: drinking and driving crashes, falls, fires, alcohol - related homicides and suicides and other accidents; and*

***WHEREAS**, more than half of all adults have a family history of alcoholism or problem drinking and more than 10% of children live in a household where at least one parent is dependent on or has abused alcohol; and*

***WHEREAS**, young people aged 12-20 years old drink 11% of all alcohol consumed in the United States with 90% of this being binge drinking. People who begin drinking before age 15 are five times more likely to develop alcohol dependence than those who begin drinking at age 21; and*

***WHEREAS**, alcohol related problems cost America \$224 billion (\$746 per person) in lost productivity, absenteeism, healthcare costs, crime and family - related problems; and*

***WHEREAS**, kids who have conversations with their parents and learn a lot about the dangers of alcohol and drug use are 50 percent less likely to use alcohol and drugs than those who don't have such conversations; and*

***WHEREAS**, the Hillsborough/Millstone Municipal Alliance envisions having our local community understand that alcohol use and abuse is a chronic condition that can be successfully prevented and treated. The Municipal Alliance is a committee of volunteers who works tirelessly to provide programs focusing on education and prevention for all members of the community.*

***NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Mayor and Township Committee of the Township of Hillsborough, hereby join the National Council On Alcoholism and Drug Dependence, Inc. (NCADD) and do hereby proclaim that April 2018 as Alcohol Awareness Month in Hillsborough Township.*

***BE IT FURTHER PROCLAIMED**, that we, the Mayor and Township Committee of the Township of Hillsborough, also call upon all Hillsborough citizens, parents, governmental agencies, public and private institutions, businesses, and schools in Hillsborough Township to support the efforts that will reduce stigma, increase community awareness and increase support for individuals and families coping with alcoholism. Through these efforts, together, we can provide "Help for Today, Hope for Tomorrow" for those in our community who are facing challenges with alcohol use and abuse.*

- *Proclamation honoring Autism Awareness Month*

**WHEREAS**, *Autism is a Pervasive Developmental Disorder that manifests itself and affects the social, learning, and behavioral skills of those affected by it; and*

**WHEREAS**, *Autism is currently estimated to affect 1 in 68 children nationally, with rates being highest in New Jersey where the diagnosis rate for a child with an autism spectrum disorder in New Jersey has increased to 1 in 36; and*

**WHEREAS**, *Autism is said to affect boys four and a half times more than girls and knows no racial, ethnic or social boundaries, and neither income, lifestyle, nor education affects the occurrence; and*

**WHEREAS**, *a single specific cause of autism is not known, but current research links it to biological or neurological differences in the brain, as well as environmental assaults and neurotoxins; and*

**WHEREAS**, *accurate, early diagnosis and the resulting appropriate education and medical intentions are vital to the growth and development of the individual; and*

**WHEREAS**, *those with Autism need equal access to education, employment opportunities, community-based housing, family services, coaching and support, and medical treatment; and*

**WHEREAS**, *New Jersey offers a wide range of services and support to this population through various organizations for Autism; and*

**WHEREAS**, *organizations and individuals such as Autism New Jersey, Autism Speaks, Hillsborough Board of Education's Special Services Department, Hillsborough Department of Parks & Recreation, Hillsborough Police Department, Hillsborough Rotary Club, Hillsborough Unico, Hillsborough Volunteer Fire Companies No.1, No.2, and No.3, Legend Equestrian, Mission Cognition, Neshanic Fire Company, Norz Hill Farm, Organization for Autism Research (OAR), Office of Emergency Management (OEM), Somerset County Sheriff's Office Project Life Saver, Somerset County Special Olympics and Somerset County Therapeutic Recreation enhance awareness throughout our community by providing quality care, support or services to individuals diagnosed with Autism.*

**NOW, THEREFORE, BE IT PROCLAIMED**, *that we, the Mayor and Township Committee of the Township of Hillsborough, hereby declare April as National Autism Awareness Month and vow to continue to support programs dedicated to Hillsborough's special needs community.*

#### **PRESENTATIONS**

- *None*

#### **NEW BUSINESS**

- *None*

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

- *None*

#### **PUBLIC HEARINGS**

**2018-04 AN ORDINANCE AMENDING THE SALARY ORDINANCE TO INCLUDE THE POSITION OF POLICE OPERATIONS ASSISTANT AND SETTING FORTH THE SALARY**

**WHEREAS**, the following position needs to be added to the salary ordinance:

Police Operations Assistant at a salary range of \$35,000 - \$65,733

**NOW THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the aforementioned position with salary range is hereby created with the sums set forth hereby appropriated.

This ordinance shall take effect upon final adoption and publication according to law.

Upon motion by Committeeman Burchette, seconded by Committeeman Suraci, to open the public hearing, the motion was unanimously approved upon call of the role.

Upon motion by Committeeman Burchette, seconded by Committeeman Suraci, to close the public hearing and adopt the ordinance, the motion was unanimously approved upon call of the role.

**INTRODUCTION OF NEW ORDINANCES**

- *None*

**CONSIDERATIONS**

**1. RESOLUTION AUTHORIZING THE HIRING OF CHRISTINE STRUZIENSKI TO THE POSITION OF POLICE OPERATIONS ASSISTANT IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, there exists a vacancy in the position of Police Operations Assistant in the Hillsborough Township Police Department; and

**WHEREAS**, the Chief of Police and the Police Committee have conducted a detailed examination of the top candidates; and

**WHEREAS**, the Chief of Police recommends that Christine Struzienski be hired as Police Operations Assistant in the Hillsborough Township Police Department at an annual salary of \$51,500.00 effective on the Township's migration of Police Dispatch to Somerset County.

**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 are hereby accepted and approved.

Deputy Mayor Tomson stated there exists a vacancy in the above mentioned position. Ms. Stuzienski will assume this position once the migration to County Dispatch is completed.

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



**2. RESOLUTION RATIFYING AND CONFIRMING THE AWARD OF A CONTRACT TO EXCELLENT BUILDING SERVICES CORP. FOR CUSTODIAL SERVICES FOR THE PERIOD APRIL 1, 2018 THROUGH MARCH 31, 2020**

**WHEREAS**, the Township of Hillsborough has a need for the acquisition of the following services:

“Custodial Services for the period from April 1, 2018 to March 31, 2020”; and

**WHEREAS**, a notice of advertisement for bids and an Invitation to Bid were prepared and advertised on March 9, 2018; and

**WHEREAS**, sealed bids were opened and read on March 28, 2018 at 10:00 AM, which was the time and place as provided for in the Invitation to Bid entitled “Custodial Services for the period from April 1, 2018 to March 31, 2020” in accordance with the Local Public Contracts Law; and

**WHEREAS**, two (2) bids were received from the following vendors:

<u>Vendor</u>	<u>Amount</u>
Excellent Building Services Corp.	\$158,280.00
Best Cleaning Building Service Inc.	\$162,600.00

**WHEREAS**, the specifications provide that the award of the contract shall be made to the lowest responsible bidder for the base bid, exclusive of Special Items; 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 Excellent Building Services Corp.; 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, as follows:

1. An award of contract for “Custodial Services for the period from April 1, 2018 to March 31, 2020” is made to Excellent Building Services Corp. in an amount not to exceed \$158,280.00 plus Special Item #1 at \$300.00 per call and Special Item #2 at \$45.00 per man hour.
2. The Mayor and Township are hereby authorized to execute the Township standard form of contract consistent with the terms of this Resolution.
3. A notice of this action shall be printed once in the official Township Newspaper.

Deputy Mayor Tomson stated Excellent Building Services is the current provider of cleaning services. This resolution renews the contract.

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

**3. RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE COUNTY OF SOMERSET FOR RADIO DISPATCHING SERVICES**

**WHEREAS**, the Township of Hillsborough and the County of Somerset are interested in entering into a shared services agreement for Radio Dispatching Services; and

**WHEREAS**, N.J.S.A. 40A:65-1 et seq., the “Uniform Shared Services and Consolidation Act” authorizes local units to enter into shared services agreements to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive; and

**WHEREAS**, Hillsborough desires to enter into the attached Shared Services Agreement for Radio Dispatching Services with the County of Somerset.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, Somerset County, New Jersey, that the Mayor and Township Clerk are hereby authorized to execute the attached Shared Services Agreement for Radio Dispatching Services between the Township of Hillsborough and the County of Somerset.

Deputy Mayor Tomson stated this resolution authorizes the migration to Somerset County Dispatch.

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

**4. 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 and wages of the following employees are to be adjusted as listed below, with effective dates as noted:

<b>Name</b>	<b>Position</b>	<b>Base Salary or Hourly Rate</b>
Araco, Christine	Part-Time Health Dept. Secretary	\$15.50/hour eff. 5/1/18
Blaney, Debra	Tax Assessor	\$102,128.00 eff. 1/1/18

Borek, Pamela	Township Clerk	\$95,561.00	eff. 1/1/18
Costa, Nancy	CFO/Tax Collector/QPA	\$133,214.00	eff. 1/1/18
Crossen, April	Deputy Treasurer/Tax Collector	\$64,844.00	eff. 1/1/18
Curran, Tom	Part-Time Bus Driver	\$18.00/hour	eff. 5/1/18
Dimino, Michael	Part-Time Inspector	\$33.00/hour	eff. 5/1/18
Dunne, Griffin	Assistant Director of Recreation	\$59,359.00	eff. 1/1/18
Faerber, Cathy-Jean	Assistant Director of Social Services	\$57,740.00	eff. 1/1/18
Ferrera, Anthony	Administrator/Deputy Clerk	\$159,678.00	eff. 1/1/18
Fiedler, John	Construction Official	\$114,228.00	eff. 1/1/18
Gorman, Patrick	Zoning Official	\$49,818.00	eff. 1/1/18
Grabowski, Keith	Part-Time Inspector	\$35.00/hour	eff. 5/1/18
Henderson, Annette	Part-Time Recreation Secretary	\$15.50/hour	eff. 5/1/18
Hollenbach, Elizabeth	Deputy Tax Assessor	\$65,801.00	eff.

			1/1/18	
Kinzler, Fred	Part-Time Support	Computer	\$19.00/hour 5/1/18	eff.
Kois, David	Business Advocate		\$72,626.00 1/1/18	eff.
Palinkas, Marcella	Part-Time Secretary	Social Services	\$16.00/hour 5/1/18	eff.
Rotz, Cecelia	Part-Time Receptionist		\$17.40/hour 5/1/18	eff.
Todd, Theresa	Part-Time Bus Driver		\$18.00/hour 5/1/18	eff.

Deputy Mayor Tomson stated, each year adjustments are made to various employee salaries not covered by collective bargaining agreements. This resolution effectuates said action.

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

**5. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH SSG-BARCO, INC. FOR THE REMOVAL, DISPOSAL AND CLOSURE OF THE UNDERGROUND FUEL TANK AND INSTALLATION OF PIPING TO THE DAY TANK AT THE MUNICIPAL COMPLEX IN AN AMOUNT NOT TO EXCEED \$15,400.00**

**WHEREAS**, a solicitation for quotes for the removal, disposal and closure of the underground fuel tank and installation of piping to the day tank located at the Municipal Complex; and

**WHEREAS**, three (3) quotes were received as follows.

- |                           |             |
|---------------------------|-------------|
| 1. SSG-Barco, Inc.        | \$15,400.00 |
| 2. C-3 Technologies, LLC  | \$29,759.40 |
| 3. ADS Environmental Inc. | No Quote    |

**WHEREAS**, the Director of Public Works and the Qualified Purchasing Agent has determined that SSG-Barco, Inc. should be awarded the contract based on their quote; and

**WHEREAS**, funds are available and have been certified as such by the Chief Financial 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 the Mayor and Township Clerk are hereby authorized to execute a contract with SSG-Barco, Inc. for the removal, disposal and closure of the underground fuel tank and installation of piping at the day tank at the Municipal Complex in an amount not to exceed \$15,400.00.

Deputy Mayor Tomson stated this resolution is for a tank at the municipal complex related to the backup generator.

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

**6. RESOLUTION AUTHORIZING A CONTRACT FOR THE DESIGN AND INSTALLATION OF AN EXTERIOR SIGN FOR THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT BY LOUMARC SIGNS IN AN AMOUNT NOT TO EXCEED \$6,034.00 PLUS PERMIT COSTS**

**WHEREAS**, a solicitation for quotes for the design and installation of an exterior sign for the Hillsborough Township Police Department was issued; and

**WHEREAS**, three (3) quotes were received as follows:

- |                           |                              |
|---------------------------|------------------------------|
| 1. Loumarc Signs          | \$6,034.00 plus permit costs |
| 2. Sign-A-Rama Piscataway | \$6,735.00 plus permit costs |
| 3. Signs by Tomorrow      | No Quote                     |

**WHEREAS**, the Police Captain and the Qualified Purchasing Agent have determined that Loumarc Signs should be awarded the contract based on their quote; and

**WHEREAS**, funds are available and have been certified as such by the Chief Financial 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 the Mayor and Township Clerk are hereby authorized to execute a contract with Loumarc Signs for the design and installation of an exterior sign for the Hillsborough Township Police Department in an amount not to exceed \$6,034.00 plus permit costs.

Deputy Mayor Tomson stated this is to clearly display how to enter into the Police Department during off hours.

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

**7. RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FOVEONICS DOCUMENT SOLUTIONS FOR DIGITAL IMAGING SERVICES**

**FOR THE TOWNSHIP OF HILLSBOROUGH THROUGH THE MRESC  
COOPERATIVE AGREEMENT #ESCNJ 16/17-48**

**WHEREAS**, there exists a need for digital imaging services for the Township of Hillsborough; and

**WHEREAS**, Foveonics is part of the MRESC of which Hillsborough Township is a member; and

**WHEREAS**, for a one time payment, not to exceed \$50,000, the backlog of documentation will commence in 2018; and

**WHEREAS**, there will be an annual payment of \$6,550 for the offsite web-based storage of 25 GB and monthly document sync; 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 it hereby authorizes and approves the execution of an agreement with Foveonics Document Solutions for digital imaging.

Deputy Mayor Tomson stated this resolution will begin the process of digitizing Township documents.

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

**CONSENT AGENDA**

**1. RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO POST FOR THE POSITIONS OF FULL TIME WORKER 1 IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, there is a vacancy for two full time Worker 1 positions in the Hillsborough Township Department of Public Works; and

**WHEREAS**, the Director of Public Works requests authorization to post for the positions of full time Worker 1.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby, authorizes the Director of Public Works to post for two full time Worker 1 positions.

**2. RESOLUTION AMENDING TERM OF APPOINTMENT FOR FRANCESCO TADDEO AS MUNICIPAL COURT JUDGE**

**WHEREAS**, the Township Committee adopted a Resolution appointing Francesco Taddeo as the Municipal Court Judge for the Hillsborough, Montgomery and Manville Municipal Courts; and

**WHEREAS**, the Municipal Division of the Somerset County Superior Court requested the Township adopt an amended Resolution specifying a three (3) year term of appointment for this position pursuant to N.J.S.A. 2B:12-4a.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, as follows: (a) the Resolution appointing Francesco Taddeo as Municipal Court Judge is hereby amended to set forth the term of said appointment as March 1, 2018 to February 28, 2021; and (b) the annual salary for this appointment shall be \$65,000 for service as Municipal Court Judge for Hillsborough, Montgomery and Manville inclusive of all services to be provided in accordance therewith.

**3. RESOLUTION APPROVING THE REQUEST FROM ST. JOSEPH’S PARISH TO HOLD A 5K RUN/WALK IN HILLSBOROUGH TOWNSHIP ON SATURDAY, JUNE 9, 2018, PURSUANT TO THE REQUIREMENTS OUTLINED BY CHIEF DARREN POWELL**

**WHEREAS**, St. Joseph’s Parish has requested permission to hold a 5K Run/Walk on Saturday, June 9, 2018, in Hillsborough Township; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that St. Joseph’s Parish is hereby authorized to hold a race in Hillsborough Township on June 9, 2018.

**4. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF “STRATEGIC MANAGEMENT” OFFERED THROUGH FAIRLEIGH DICKINSON’S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,811.97, 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 “Strategic Management” course through Fairleigh Dickinson’s Administrative Science program; and

**WHEREAS**, Officer Howard has requested consideration under the Township’s Educational Assistance provisions; and

**WHEREAS**, the Chief of Police has requested favorable consideration of Officer Howard’s request for financial reimbursement of seventy-five percent (75%) of the \$2,415.97 cost incurred for a total of \$1,811.97.

**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 GRANTING PERMANENT EMPLOYEE STATUS TO LIEUTENANT MICHAEL McMAHON AND LIEUTENANT SEAN CAROLAN**

**WHEREAS**, Sgt. Michael McMahon and Sgt. Sean Carolan were appointed to the position of Lieutenant on October 10, 2017 for a six month probationary period; and

**WHEREAS**, Chief of Police Darren Powell has certified that Lt. McMahon and Lt. Carolan have successfully completed the probationary period; and

**WHEREAS**, Chief of Police Darren Powell recommends that permanent status be conferred upon Lt. Michael McMahon and Lt. Sean Carolan as of April 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 recommendation of the Chief of Police is hereby accepted and approved, and Lt. Michael McMahon and Lt. Sean Carolan are granted Permanent Employee Status as of April 10, 2018.

Committeeman DelCore congratulated the officers on attaining permanent status.

**6. RESOLUTION AUTHORIZING THE TRANSFER FROM PLANNING/BOARD OF ADJUSTMENT ESCROW TO THE TREASURER’S ACCOUNT**

**WHEREAS**, that in accordance with the following summary of accrued Planning and Zoning charges related to plan review for January, February and March 2018, a total of \$1,823.75 should be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer’s Account as indicated; and

**WHEREAS**, that each of the project line items has been verified against the Treasurer’s Office account records for the period beginning 01/01/2018 and ending 03/31/2018 to ensure that sufficient funds are available for these transfers for unanticipated revenues.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that a total of \$1,823.75 is to be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer’s Account.

<u>Application Name</u>	<u>Application #</u>	<u>Escrow Name</u>	<u>Amount</u>
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814 CRE, LLC / 814 Development (Trailer/Parking)	17-PB-12-MSPV	814CREPB	\$465.90
Apex Land Associates, LLC	18-PB-01-MSP	APEXLANDPL	\$559.08
ARMENTI, John	BA-18-04	ARMENTIPL	\$63.32
BELHE, Upendra & Ashwini	BA-18-03	BELHEPL	\$63.32
FARLEY, George	BA-18-01	FARLEYPL	\$63.32
Hillsborough Gardens Assoc., LLC (Clubhouse)	17-PB-14-MSP	HILLSGARPL	\$69.88
LUTZKY, Scott	17-PB-10-MSV	LUTSKYPL	\$209.65
Naturally Nurturing, LLC	BA-17-01	NATURALPB	\$50.66
RUH, Brenden	BA-17-07	RUHBRENDPL	\$189.97
SUDIA, John	BA-17-13	SUDIAPL	\$88.65
<b>TOTAL TRANSFER</b>			<b>\$1,823.75</b>

**7. RESOLUTION RATIFYING AND CONFIRMING PERMANENT EMPLOYEE STATUS TO SARAH BRAKE IN THE HILLSBOROUGH TOWNSHIP CLERK'S OFFICE, EFFECTIVE APRIL 10, 2018**

**WHEREAS**, Sarah Brake was hired to the position of Communications Coordinator in the Hillsborough Township Clerk's Office on January 10, 2018; and

**WHEREAS**, the Township Administrator recommends that Ms. Brake be granted permanent employee status in the Hillsborough Township Clerk's Office effective April 10, 2018; and

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Township Clerk be and hereby ratified and confirmed.

Committeeman Suraci welcomed Sarah Brake as a permanent employee.

**8. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$3,994.00 FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT**

**WHEREAS**, in accordance with the following summary of accrued Engineering inspection charges related to various indicated projects, a total of \$3,994.00 should be transferred from Engineering inspection escrow accounts into the Treasurer's Account as indicated; and

**WHEREAS**, this transfer represents inspections conducted and engineering work completed for the month of March 2018; and

**WHEREAS**, each of the project line items has been verified against the Treasurer's Office account records through April 3, 2018, to ensure that sufficient funds are available for these transfers of unanticipated revenues.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that a total of \$3,994.00 is to be transferred from the Engineering Escrow Accounts into the Treasurer's Account.

<u>Client</u>	<u>Number</u>	<u>Transfer Amount</u>
Country Classics - 4A	640	-1171.49
Country Classics - 4D	626	-57.70
Gateway Phase 6	620	-1079.25
Green Village	607	-283.22
Hidden Brook Estates	603	-220.25
MAAC Development	615	-52.42
Meadow Brook	652	-570.11
RETS Partners	632	-167.82
Starbucks 2016	646	-391.74
<b>Grand Total</b>		<b>-3,994.00</b>

**9. RESOLUTION APPROVING THE REQUEST FROM SOMERSET VALLEY YMCA - HILLSBOROUGH BRANCH TO HOLD A 5K RUN/WALK IN HILLSBOROUGH TOWNSHIP ON SATURDAY, JUNE 2, 2018, PURSUANT TO THE REQUIREMENTS OUTLINED BY CHIEF DARREN POWELL**

**WHEREAS**, Somerset Valley YMCA - Hillsborough Branch has requested permission to hold a 5K Run/Walk on Saturday, June 2, 2018, in Hillsborough Township; and

**WHEREAS**, Somerset Valley YMCA - Hillsborough Branch has produced a certificate of insurance naming the Township of Hillsborough as an insured; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Somerset Valley YMCA - Hillsborough Branch is hereby authorized to hold a race in Hillsborough Township on June 2, 2018.

**10. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES IN THE AMOUNT OF \$250.00**

**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 \$250.00

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<u>Name</u>	<u>Amount</u>	<u>Name</u>	<u>Amount</u>
Pushpa Arudi	\$50.00	Rhona Ferling	\$100.00
Jill Demouth	\$100.00		

**11. RESOLUTION TO RATIFY AND CONFIRM THE AUTHORIZATION OF JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO CONDUCT SATURDAY BUILDING INSPECTIONS FOR THE TOWNSHIP BUILDING DEPARTMENT ON AN AS NEEDED BASIS EFFECTIVE APRIL 1, 2018 TO JUNE 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 April 1, 2018 to June 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 April 1, 2018 to June 30, 2018 at a rate of \$30.00 per hour.

**12. RESOLUTION ACCEPTING BOND CONTINUATION CERTIFICATE #104703734 FROM FIRST ENERGY / JERSEY CENTRAL POWER & LIGHT COMPANY FOR ROAD OPENING PERMITS THROUGH JUNE 30, 2018**

**WHEREAS**, Jersey Central Power & Light Company, in accordance with the terms of the code of the Township of Hillsborough, Chapter 259 "Street and Sidewalks" subsection 4-G has submitted a Bond Continuation Certificate in the required amount of \$5,000.00 for the period ending June 30, 2018; and

**WHEREAS**, this is a general performance guarantee for the continuous stream of road opening permits that are processed for Jersey Central Power & Light each year; and

**WHEREAS**, the Assistant Township Engineer recommends that the Township Committee take action to accept the Bond Continuation Certificate #104703734.

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

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

**CLAIMS LIST**

Deputy Mayor Tomson asked to approve Claims List 2018-07.

Upon the motion of Committeeman Burchette, seconded by Committeeman DelCore, Claims List 2018-07 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:
  - i. *Litigation:*
    - a. *Hillsborough Properties*
    - b. *Affordable Housing*
  - ii. *Contract Negotiations:*
    - a. *Board of Education*
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 Committeeman Suraci, the aforesaid resolution was unanimously approved upon call of the role. The Township Committee went into Executive Session at 8:19 pm.

Upon motion by Committeeman DelCore, seconded by Committeeman Suraci, the public meeting was re-opened at 9:10 pm.

Township Attorney Bill Willard stated a discussion was held about the Board of Education and contract negotiations. Direction was given and no formal action needs to be taken at this time. The litigation involving Hillsborough Properties was discussed. Direction was given and no formal action needs to be taken at this time. An update on Affordable Housing litigation was given. 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 9:11 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek  
Township Clerk