

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 November 20, 2018.

Upon call of the roll, the following Committee members were recorded present: Committeeman Frank DelCore, Committeeman Shawn Lipani, Committeeman Carl Suraci, Deputy Mayor Doug 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 November 20, 2018.

APPROVAL OF MINUTES

- *Approval of the October 23, 2018 Regular Session Meeting Minutes*

Upon a motion by Deputy Mayor Doug Tomson, seconded by Committeeman DelCore, the minutes of the October 23, 2018 Regular Session were approved upon the call of the roll.

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

Committeeman DelCore

The Public Works Department is urging residents to follow the instructions pertaining to the Leaf Collection Program posted on their link off of the Township website.

Committeeman DelCore reported the Community Assistance Network (CAN) is doing a great job providing families in need with meals for Thanksgiving and the upcoming holidays.

Committeeman DelCore announced Hillsborough Township will kick off the Holiday Season on Friday, November 30th with the annual lighting of the Township Christmas Tree. The festivities will begin at 6pm and will include train rides (weather permitting) from 6-8pm, an Ice Sculpture Demonstration, hot cocoa, cookies, candy canes and a surprise visit from Elsa, Anna, and Olaf of Disney's Frozen. There will also be dance performances and of course Santa arriving courtesy of the Flagtown Fire Department.

Committeeman DelCore stated there is a Public Health Preparedness program wherein residents can build an Emergency Kit. The November 23rd enews will have details about the program.

Committeeman DelCore also advised November is Diabetes Awareness Month.

Committeeman DelCore congratulated Shawn Lipani and Ms. Holmes on their election to Township

Committee.

Committeeman Lipani

Committeeman Lipani reminded residents that the municipal offices will be closed on Thursday, November 22nd and Friday, November 23rd in Observance of Thanksgiving.

Committeeman Lipani advised the Finance Department will begin mailing out 2019 Dog License renewals in mid-December. Please watch the Township website for date and time of the 2019 annual rabies clinic.

Committeeman Lipani thanked everyone who attended the 2nd Annual Night of Conversation at the municipal building on November 14, 2018.

Committeeman Lipani reported the Affinity Federal Credit Union is offering an informational seminar entitled, "Protecting You and Your Business From Fraud" on Thursday, November 27th. Topics discussed will include: the latest network vulnerabilities, cyber threat intelligence and security awareness, storing information and protecting businesses.

Committeeman Suraci

Committeeman Suraci congratulated Committeeman Lipani and Ms. Holmes on the election.

Committeeman Suraci announced that during the Thanksgiving Holiday weekend, the Hillsborough Police Department will be deploying supplemental patrols targeting impaired driving and other moving violations.

Committeeman Suraci reported there will be an overnight road closure of River Road in the area of Orchard Drive beginning 7 pm November 26th until 6 am and again on November 27th, please follow the posted detours.

Committeeman Suraci stated the Building Department is reminding residents to winterize their homes by insulating pipes in crawl spaces to create warmth and to not shut off heat completely when leaving for an extended period of time.

Committeeman Suraci advised the Engineering Department has several reminders about final inspections in the winter months.

Deputy Mayor Tomson

Deputy Mayor Tomson thanked Woodfern Elementary school for inviting him to their annual Veterans Day event.

Deputy Mayor Tomson, along with Assemblyman Zwickert and Superintendent Dr. Schiff attended the BoroBlast event with the Roboraiders.

Deputy Mayor Tomson reported as part of a continuation of the ongoing 319(h) Clean Water Act Grant from the NJ Department of Environmental Protection from 2014, the Rutgers Cooperative Extension has been working on along with Township Staff. Phase I includes a rain garden along Hunt Club Road and installation of a naturalized meadow towards the pond. These green infrastructure demonstrations are designed to manage stormwater and improve water quality. The meadow installation has been completed.

The rest of the project including the rain garden is expected to be completed by end of November 2018. For more information including, please visit www.sustainablehillsborough.com

Deputy Mayor Tomson reminded residents and persons who work in town to get a library card. The Library will be closed on Thursday, November 22nd for Thanksgiving. Regular hours will resume Friday.

Deputy Mayor Tomson asked resident to email him regarding concerns with the Hillsborough Post Office.

Deputy Mayor Tomson congratulated Committeeman Lipani and Ms. Holmes on their election.

Mayor McCauley

Mayor McCauley congratulated both Shawn Lipani on his re-election and to Olivia Holmes on her election to the Township Committee.

Mayor McCauley announced she was honored to be invited to a 100th birthday celebration for Hillsborough resident Carmel Cucinotta, who turned 100 years old on November 6th.

Mayor McCauley thanked Triangle Road Elementary School and Principal Hiesel for the wonderful Veterans Day event.

Mayor McCauley thanked Roy Horowitz, the guest speaker for this years Veterans Day Program. Mayor McCauley stated the Township Committee is honored to thank our Veterans for their service to our great Nation.

Mayor McCauley announced she attended the ribbon cutting for Gabbar, a new eatery located at 340 South Branch Road and thanked them for the wonderful food.

Mayor McCauley invited residents to join the Township Committee on Saturday, December 1st at 29 East Mountain Road, at 11 am to the dedication of the Mike Merdinger Memorial Trails.

Mayor McCauley advised the Somerset County Commission on the Status of Women is seeking nominations for its 2019 Outstanding Women in Somerset County awards program. Details can be found in the enews.

PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS

PROCLAMATIONS / APPOINTMENTS

- *Proclamation declaring November as World Stroke Day*

WHEREAS, *each year, more than 6 million lives are lost to stroke worldwide; and*

WHEREAS, *stroke is a leading cause of serious long-term disability and the fifth leading cause of death in the United States, killing about 130,000 people nationwide and 3,400 citizens of New Jersey each year; and*

WHEREAS, *between 2012 and 2030 total direct annual stroke-related medical costs are expected to increase from \$71.55 billion to \$184.13 billion and overall, total annual costs of stroke are projected to increase to \$240.67 billion by 2030, an increase of 129 percent; and*

WHEREAS, new and effective treatments have been developed to treat and minimize the severity and damaging effect of strokes, although more research is needed; and

WHEREAS, much can be done to prevent, treat and rehabilitate those who suffer from strokes; and

WHEREAS, one in three Americans can't recall any stroke warning signs or symptoms; and

WHEREAS, the American Stroke Association's "Together to End Stroke" campaign helps people learn how to recognize and respond to stroke warning signs using the acronym F.A.S.T., where F stands for Face and Drooping, A stands for Arm Weakness, S stands for Speech Difficulty, and T means Time to call 911 if any signs are present; and

WHEREAS, on World Stroke Day, October 29th, the American Stroke Association encouraged Americans to work together to end stroke by learning the acronym F.A.S.T. and understanding the importance of calling 911 at the first sign of stroke without delay; and

WHEREAS, the American Stroke Association, in collaboration with stroke organizations throughout the world, will continue to encourage the public to face the facts about stroke; and

WHEREAS, lives worldwide can improve with better awareness, access, and action in relation to stroke.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and Township Committee, do hereby acknowledge October 29th as have been World Stroke Day and urge all citizens to familiarize themselves with the risk factors associated with stroke, recognize the warning signs and symptoms, and on the first signs of a stroke dial 911 immediately so that we might continue to reduce the devastating effects of stroke on our population.

- Proclamation honoring Todd Johnson for creating Girls Jr. Raider Lacrosse

WHEREAS, in 2010 Todd Johnson established a girls lacrosse program via the Jr. Raiders organization when none had existed previously; and

WHEREAS, the goal of the girls lacrosse program is to introduce lacrosse in a motivating and enthusiastic atmosphere where fundamental skill building is coupled with strategic game instruction; and

WHEREAS, Todd Johnson grew the program from 1 team of 5th/6th grade girls to a total of 6 teams for girls in grades 3rd/4th through 7th/8th; and

WHEREAS, Todd Johnson also developed a Little Laxer program for girls in kindergarten through 2nd grade and provided mentoring opportunities for current High School Varsity Lacrosse players within that program; and

WHEREAS, the 2017 season had a total of 97 girls participating from grades kindergarten through 8th grade; and

WHEREAS, 10 former Jr. Raider Lacrosse players have gone on to play D1 or D2 lacrosse in college.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and the Hillsborough Township Committee, do hereby commend the efforts of Todd Johnson in establishing a girls lacrosse program for ages kindergarten through 8th grade as well as a mentoring program for high school players in Hillsborough and thank him for his dedication to these athletes.

- *Proclamation honoring Stephen Trampe for achieving Eagle Scout status*

WHEREAS, Stephen Trampe, a Senior at Hillsborough High School and a member of Boy Scout Troop 89, has recently earned the status of Eagle Scout; and

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

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

WHEREAS, Stephen's Eagle Scout Project consisted of constructing a steel shed to house a community emergency response trailer and items for the Somerset Community Garden. The project involved 147 hours of labor by 14 scouts and adults; and

WHEREAS, Stephen served as Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Troop Guide, and is a member of the Order of the Arrow Scouting Honor Society; and

WHEREAS, Stephen is a member of the Hillsborough High School National Honor Society, High School Marching Band, and a varsity athlete in the spring and winter Hillsborough High School Track team; and

WHEREAS, Stephen 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 Stephen Trampe 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 Hillsborough High School Marching Band*

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

WHEREAS, the Pride of Hillsborough Raider Marching Band led by Julie Haran, Director of Bands and Nicholas Clipperton, Associate Director of Bands and consisted of Devansh Agarwal, Ariana Andrews, Joseph Angeline, Ciera Appau, Alex Ascencio, Swati Bangalore, Ellis Bartolomeo, Louis Bartolomeo, Alyssa Benito, Lauren Bevacqua, Danielle Biondi, Madelyn Blau, Rachel Bruno, Chloe Bynes, Caroline Cappabianca, Meg Cappabianca, Luke Carlsen, Thomas Cavagnaro, Evelyn Chacon, Ana Clara Ramirez, Yanira Crawford, Hailey Crino, Melani Cruz, Akindu Dasanayake, Isabel Diaz, Brandon DiCorcia, Alexander Duma, Eric Duma, Isabel Dutta, Vincent Ferrera, Phoebe Filoramo, Soumil Girdhar, Elizabeth

Gladstone, Victoria Gladstone, Ian Golden, Emma Griffiths, Chloe Griggs, Michael Guarnieri, Parin Gupta, George Hart, Teresa Harvis, Andrew Hoefele, Kyle Horst, Alan Ji, Merissa Joju, Katelyn Kazantzis, Caitlin Kazim, Shreya Kelshikar, Leena Khashab, Benjamin Khoury, Sarah Klein, Hari Kumar, Sarah Liu, Connor Lydon, Kaitlyn Ma, Alexandra Magee-Lopes, Sakhya Mandava, Carter Marso, Matthew Martinez, Alyssa Massi, Matthew McCloskey, Grace McHugh, Reilly McHugh, Daniel McCloone, Ethan Miller, Alexander Mindish, Stephen Mondoro, Jonathan Morrone, Tamiyah Moses, Aditi Nandan, Aidan Neuberger, Craig O'Connor, Kevin O'Connor, Evan Obenauer, Quinn Obropta, Suma Panamgipalli, Asha Patel, Sheasha Patel, Aidan Perkins, Isabel Quiampang, Emily Rambo, Ayush Rastogi, Tanya Reddy, Sennet Senadheera, Leonard Shapiro, Jake Smith, Jaclyn Spinrad, Zachary Stept, Adam Sutton, Girish Swaminathan, Eka Tawe, Sydney Thiemann, Stephen Trampe, CJ Tuck, Surya Vaidy, Andrew VanLangen, Elynn Volkova, Aaron Waller, Amy Wang, Alana Wojciechowski, Jessica Wu, Sophia Yanuzzelli, Olivia Zielinski; and

WHEREAS, the Pride of Hillsborough Raider Marching Band competed at the US Bands Mid-Atlantic Regional placing first in Preliminaries receiving a score of 97.4 on November 3, 2018 and received the Caption Awards for Best Music and Best Overall Effect. The band advanced to Finals and scored first place with a score of 98.2125 and received Caption Awards for Best Music, Best Overall Effect and Best Percussion. They placed second overall at the State Championships winning Best Music and the Esprit de Corps Award for the highest music score of the competition.

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

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

PRESENTATIONS

- None

NEW BUSINESS

- None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

- None

INTRODUCTION OF NEW ORDINANCES

2018-18 AN ORDINANCE AMENDING CHAPTER 221 “PARKS AND RECREATION AREAS”, ARTICLE II “TOWNSHIP OWNED PARKS”, SECTION 221-7 “DOMESTIC ANIMALS” OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY

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

Section 1. Chapter 221 “Parks and Recreation”, Article II “Township Owned Parks”, Section

221-7 “Domestic Animals”, shall be amended as follows:

B. No person shall ride, drive, lead or keep a saddle horse within the parks, [with the exception of Otto’s Farm Park and Mike Merdinger Meadow].

Note to Codifier: text within [] is to be added

Mayor McCauley stated this ordinance will include horses to have access to Otto’s Park and Mike Merdinger Memorial Trails.

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Lipani, to introduce the ordinance, the motion was unanimously approved upon call of the role.

2018-19 AN ORDINANCE REPEALING CHAPTER 27, TITLED “CULTURAL ARTS COMMISSION” OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY, IN ITS ENTIRETY

WHEREAS, it is the purpose of this Ordinance to repeal Chapter 27, titled “Cultural Arts Commission”, of the Code of the Township of Hillsborough, in its entirety.

NOW, THEREFORE, BE IT ORDAINED by the Township of Hillsborough, Somerset County, New Jersey, that Chapter 27, titled “Cultural Arts Commission”, of the Code of the Township of Hillsborough, is hereby repealed in its entirety.

BE IT FURTHER ORDAINED that this Ordinance shall take effect as provided by law.

Mayor McCauley stated the Arts Community is alive and well in Hillsborough with the Visual Photography group and the music festival group. In an effort to streamline operations it is no longer necessary to have this entity as a separate board.

Jane Staats, 101 Devonshire Court expressed concern regarding repealing the commission.

Upon motion by Committeeman DelCore, seconded by Committeeman Suraci, to introduce the ordinance, the motion was unanimously approved upon call of the role.

2018-20 AN ORDINANCE AMENDING CHAPTER 188 TITLED “LAND USE AND DEVELOPMENT”, ARTICLE II TITLED “ADMINISTRATIVE PROVISIONS” OF THE MUNICIPAL CODE OF THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY, TO AMEND THE NUMBER OF ALTERNATE SEATS ON THE ZONING BOARD OF ADJUSTMENT DECREASING THE NUMBER OF ALTERNATE MEMBERS FROM FOUR TO TWO ALTERNATE MEMBERS

BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Chapter 188 titled “Land Use and Development”, Article II titled, “Administrative Provisions”, of the Municipal Code of the Township of Hillsborough is amended as follows:

Section 1: Section 188-6 A. Establishment and composition be revised to read as follows: (1) A Zoning Board of Adjustment is hereby established pursuant to N.J.S.A. 40:55D-69 et seq., as amended, consisting of seven regular members and two alternate members, all of whom shall be residents of the Township of Hillsborough, appointed by the Township Committee to serve as hereinafter set forth.

Section 2: This ordinance shall take effect upon its adoption, passage and publication according to law.

Mayor McCauley stated it is no longer necessary to have 4 alternate seats on the Board of Adjustment. However, in order to make that amendment it is necessary via an ordinance. This ordinance addresses that change.

Committeeman Suraci stated this takes it back to the original structure.

Upon motion by Committeeman Suraci, seconded by Committeeman Lipani, to introduce the ordinance, the motion was unanimously approved upon call of the role.

CONSIDERATIONS

1. RESOLUTION AUTHORIZING A CONTRACT WITH YAGER LAWN MAINTENANCE LLC FOR A TWO MAN CREW AND LEAF VACUUMING EQUIPMENT FOR \$1,000.00 PER DAY IN A TOTAL AMOUNT NOT TO EXCEED \$22,000.00

WHEREAS, the Director of Public Works has determined there is a need for assistance with the annual Leaf program; and

WHEREAS, the Township of Hillsborough solicited quotes and received three (3) responses as follows:

Yager Lawn Maintenance LLC	\$1,000.00 per day
Moss Landscaping Inc.	\$1,050.00 per day
JML Landscaping	No Quote

WHEREAS, funds are available from the Clean Communities Grant and have been certified as such by the Chief Finance Officer, said certification is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes a contract with Yager Lawn Maintenance LLC for a two man crew and leaf vacuuming equipment for \$1,000.00 per day in a total amount not to exceed \$22,000.00.

Mayor McCauley stated the collection of leaves is a monumental task for the Township and it is a free service offered to our residents. This agreement, paid for as a component of the Clean Communities Grant, will assist in that effort.

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

2. RESOLUTION AUTHORIZING AN AWARD OF A CONTRACT TO FOGGIA TRINITY ELECTRIC FOR THE INSTALLATION OF TRAFFIC SIGNAL MODIFICATIONS AT THE INTERSECTION OF TRIANGLE ROAD AND AUTEN ROAD IN AN AMOUNT NOT TO EXCEED \$118,969.20

WHEREAS, the Township of Hillsborough solicited bids for traffic signal modifications at the intersection of Triangle Road and Auten Road; and

WHEREAS, the Township received five (5) bids in response to the solicitation as follows:

-Foggia Trinity Electric	\$118,969.20
-HBC Company	\$144,260.00
-Orchard Holdings	\$149,348.00
-Faigon Electrical Contractors	\$152,894.40
-JC Contracting	\$179,562.50

WHEREAS, the Assistant Township Engineer and Qualified Purchasing Agent recommend the award of a contact to Foggia Trinity Electric in an amount not to exceed \$118,969.20 for the installation of traffic signal modifications at the intersection of Triangle Road and Auten Road in accordance with the terms and conditions of the Township's solicitation for bids and the bid submitted; 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: (1) a contract be and is hereby awarded to Foggia Trinity Electric in an amount not to exceed \$118,969.20 for the installation of traffic signal modifications at the intersection of Triangle Road and Auten Road in accordance with the terms and conditions of the Township's solicitation for bids and the bid submitted; and (2) the Mayor and Clerk are authorized to execute a contract on behalf of the Township consistent with the terms of this Resolution.

Mayor McCauley stated the intersection of Triangle Road and Auten Road is in need of traffic signal modifications, which will result in a protected left turn arrow for Triangle Road in both directions, this will improve safety at this intersection.

Committeeman Suraci stated this was a recommendation from the Capital Planning Committee.

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

3. RESOLUTION ACKNOWLEDGING AND APPROVING THE BEST PRACTICES INVENTORY QUESTIONNAIRE FOR THE YEAR 2018 FOR THE TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY AND CONFIRMING THE SUBMISSION OF THE CERTIFIED QUESTIONNAIRE BY THE CHIEF FINANCIAL OFFICER

WHEREAS, the State of New Jersey Fiscal Year 2019 Appropriations Act (P.L. 2018, c.53) requires the Division of Local Government Services to determine how much of each municipality's final 5% allocation of it CMPTRA and ETR aid will be disbursed based upon the results of a Best Practices Inventory completed by the Chief Financial Officer of each municipality; and

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

WHEREAS, the Best Practices Inventory Questionnaire must be certified by the Township Administrative Officer, Township Clerk and the Chief Financial Officer and submitted by the Chief Financial Officer of the municipality to the Division of Local Government Services no later than November 12, 2018; and

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

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

Mayor McCauley stated for the 9th consecutive year the Township will receive 100% of its state aid, based on the responses to the questionnaire.

Committeeman DelCore stated best practices is important for the Township showing that the Township is taking into consideration 1) the best practices recommended by the state and those utilized by other municipalities and 2) by implementing these procedures the Township ensures its eligibility for all the state aid Hillsborough is entitled to.

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

4. RESOLUTION AUTHORIZING A CONTRACT WITH SPATIAL DATA LOGIC FOR SOFTWARE LICENSING, INSTALLATION AND TRAINING THROUGH THE NEW JERSEY STATE CONTRACT #89851 FOR AN ANNUAL FEE NOT TO EXCEED \$40,000, PLUS ONE TIME DATA CONVERSION, TRAINING AND INSTALLATION COSTS AS NEEDED PER THEIR FEE SCHEDULE

WHEREAS, the Township Departments are in need of a software program for that consolidates all data and forms into one platform; and

WHEREAS, the Spatial Data Logic will provide the software licensing, installation and training for that platform at an annual cost not to exceed \$40,000, plus one time data conversion, training and installation costs as needed per their fee schedule, through the New Jersey State Contract #89851; and

WHEREAS, funds are available and have been certified as such by the Chief Finance Officer, said certification is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes and approves a contract with Spatial Data Logic for Software Licensing, Installation and Training through the New Jersey State Contract #89851 for an annual fee not to exceed \$40,000 plus one time data conversion, training and installation costs as needed per their fee schedule.

Mayor McCauley stated this provider will be replacing and combining various software programs utilized by the municipal departments.

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

5. RESOLUTION AUTHORIZING THE TRANSFERRING OF SARAH BRAKE TO THE POSITION OF DEPUTY CLERK / DIGITAL COMMUNICATIONS SPECIALIST

WHEREAS, there exists a vacancy in the Clerk's Office; and

WHEREAS, the Township Administrator and the Township Clerk recommend the transferring of Sarah Brake to the position of Deputy Clerk / Digital Communications Specialist, effective November 21, 2018, at a salary of \$50,000.00 per year.

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

Mayor McCauley stated Ms. Brake has been interviewed by the Administrator and the Township Clerk and is currently employed in the Administration office

Township Administrator Anthony Ferrera stated this is a natural next step and welcomed Ms. Brake aboard.

Committeemen DelCore, Lipani and Suraci as well as Deputy Mayor Tomson and Mayor McCauley congratulated Ms. Brake.

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

CONSENT AGENDA

1. RESOLUTION AUTHORIZING TRANSFER OF AMBULANCE TO HILLSBOROUGH FIRE DISTRICT

WHEREAS, the Township of Hillsborough is the owner of a 1995 Ford E30 Ambulance Vehicle Identification Number 1FDKE30F5SHA66530 ("Ambulance") that is no longer needed for use by the Township; and

WHEREAS, the Hillsborough Fire District has expressed interest in obtaining the Ambulance from the Township for use by the Hillsborough Fire District for training purposes; and

WHEREAS, N.J.S.A. 40A:12-21.1 authorizes the Township to transfer personal property no longer needed for Township purposes to the Fire District.

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 Clerk are authorized to execute all documentation necessary to transfer title to the Ambulance to the Hillsborough Fire District.

2. RESOLUTION AUTHORIZING THE HIRING OF MATTHEW PRESSEY, AS AN ELECTRICAL INSPECTOR, IN THE TOWNSHIP BUILDING DEPARTMENT, EFFECTIVE JULY 11, 2018 AT A SALARY OF \$62,000.00

WHEREAS, there exists a need for a full time Electrical Inspector in the Township of Hillsborough Building Department; and

WHEREAS, the Construction Official recommends the hiring of Matthew Pressey, as a full time Electrical Inspector effective July 11, 2018 at an annual salary of \$62,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Construction Official is authorized to hire Matthew Pressey as a full time Electrical Inspector effective July 11, 2018 at an annual salary of \$62,000.00.

3. RESOLUTION AUTHORIZING OFFICER MICHAEL LABOY TO ENROLL IN “PROFESSIONAL LEADERSHIP DEVELOPMENT” TOWARDS HIS MASTER’S DEGREE THROUGH CENTENARY’ UNIVERSITY’S MASTER OF ARTS IN THE LEADERSHIP AND PUBLIC ADMINISTRATION PROGRAM AND TO BE ELIGIBLE FOR TUITION REIMBURSEMENT OF SAID COURSE ONCE 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 is requesting authorization to take “Professional Leadership Development” course towards his Master’s Degree through Centenary’ University’s Master of Arts in the Leadership and Public Administration program; 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 class.

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

4. RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO INITIATE THE HIRING PROCESS FOR THE POSITION OF POLICE OFFICER

WHEREAS, a vacancy exists for the position of Police Officer; and

WHEREAS, the Chief of Police has determined that this position needs to be filled as soon as possible and requests authorization to begin the hiring process for the vacancy of a certified Police Officer.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that authorization is given to the Chief of Police to begin the hiring process for the vacancy of a certified Police Officer.

5. RESOLUTION AUTHORIZING THE TOWNSHIP QUALIFIED PURCHASING AGENT TO SOLICIT REQUESTS FOR PROPOSALS THROUGH THE FAIR AND OPEN SELECTION PROCESS FOR PROFESSIONAL SERVICES FOR 2019

WHEREAS, beginning January 1, 2006, all municipalities began operating under the “New Jersey Local Unit Pay to Play” law, Public Laws 2004, Chapter 19 (**N.J.S.A.** 19:44A-20.4-5 et seq); and

WHEREAS, each municipality was subsequently required to choose a method for selection of professionals who will be paid \$17,500 or more during the course of a year; and

WHEREAS, the Hillsborough Township Committee has chosen the Fair and Open process for the selection of professionals, which requires the public solicitation on the Township’s website of a request for proposal from any interested party for the various professional services and the Township Committee intends to use the process again in 2019; and

WHEREAS, the Township Committee will seek proposals for the following positions:

- Township Attorney
- Labor Attorney
- Open Space Attorney
- Planning Board Attorney
- Board of Adjustment Attorney
- Bond Counsel
- Municipal Auditor
- Consulting Township Engineer and Planning Consulting Services
- Planning Board Engineer
- Planning Board Alternate Engineer
- Board of Adjustment Engineer
- Board of Adjustment Alternate Engineer
- Township Architect
- Financial Advisor
- Affordable Housing Planning Consultant
- Affordable Housing Administrative Agent
- Affordable Housing Administrative Agent for Rehabilitation Programs
- Special Counsel for Affordable Housing Matters
- Engineering Inspection Services
- Risk Management Consultant – JIF and Employee Benefits Management
- Employee Assistance Program

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Township Qualified Purchasing Agent is hereby authorized to solicit Requests for Proposals through the Fair and Open Selection Process for the above listed positions for 2019.

6. 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 employee is to be adjusted as listed below, with the effective date as noted:

Name	Position	Hourly Rate
Eva Hewitt	Part-Time Floater	\$15.00/hour eff. 12/1/18

7. RESOLUTION AUTHORIZING ACCEPTANCE OF SIGHT TRIANGLE EASEMENTS FOR THE PROPERTIES IDENTIFIED ON THE HILLSBOROUGH TOWNSHIP TAX MAP AS BLOCK 175, LOTS 23.01 AND 39.01

WHEREAS, Apex Land Associates, LLC, filed Application No.: 18-PB-01-MSP with the Township of Hillsborough Planning Board (“Board”) for preliminary and final major site plan approval for development of the property identified on the Hillsborough Township Tax Map as Block 175, Lot 23.01, with indoor and outdoor athletic recreation facilities; and

WHEREAS, on June 14, 2018, the Board adopted a memorializing Resolution approving the Application; and

WHEREAS, the approval of the Board requires Apex Land Associates to provide the Township with Sight Triangle Easements; and

WHEREAS, the Township Attorney reviewed the attached Sight Triangle Easements and finds them to be acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that: (1) the Mayor is authorized to execute the attached Sight Triangle Easements on behalf of the Township of Hillsborough; and (2) the Township Attorney is authorized to record the Easements.

8. RESOLUTION AUTHORIZING THE HIRING OF IRA GREENBERG AS CROSSING GUARD IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT

WHEREAS, there exists one (1) vacancy in the position of Crossing Guard 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 Ira Greenberg be hired as Crossing Guard in the Hillsborough Township Police Department at an hourly salary of \$16.00, effective on November 21, 2018.

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.

9. RESOLUTION AUTHORIZING EXECUTION OF PUBLIC HEALTH MUTUAL AID AGREEMENT WITH MUNICIPALITIES OF SOMERSET COUNTY

WHEREAS, Municipalities in Somerset County and their respective Boards of Health desire to enter into a Public Health Mutual Aid Agreement for the provision of emergency public health services upon reciprocal terms in accordance with the Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.; and

WHEREAS, the Hillsborough Township Health Officer recommends the Township of Hillsborough execute a Public Health Mutual Aid Agreement with Municipalities of Somerset County for the reciprocal provision of emergency public health services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the recommendations of the Hillsborough Township Health Officer are hereby approved and the Township is authorized to execute a Public Health Mutual Aid Agreement with Municipalities of Somerset County for the reciprocal provision of emergency public health services.

10. RESOLUTION AUTHORIZING RELEASE OF CASH ESCROW IN THE AMOUNT OF \$500.00 TO MARLEN BENTO FOR BA-14-13, 257 LONG HILL ROAD - BLOCK 173, LOT 11 SINGLE FAMILY DWELLING

WHEREAS, a Cash Escrow in the amount of \$500.00 was posted for Certificate of Occupancy; and

WHEREAS, the Assistant Township Engineer certifies all work has been satisfactorily completed; and

WHEREAS, the Assistant Township Engineer recommends the Township Committee authorize the release of the Cash Escrow in the amount of \$500.00 to Marlen Bento for BA-14-13 257 Long Hill Road - Block 173, Lot 11

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.

11. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS OF \$18,340.18 FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT

WHEREAS, in accordance with the following summary of accrued Engineering charges related to various indicated projects, a total of \$18,340.18 should be transferred from Engineering inspection escrow accounts into the Treasurer's Account as indicated; and

WHEREAS, each of the project line items has been verified against the Treasurer's Office account records through November 15, 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 \$18,340.18 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	-3,841.67
Country Classics – 4D	626	-527.05
GATEWAY PHASE 7	665	-2,420.27
Gateway Phase 5	614	-173.10
Gateway Phase 6	620	-3,965.15
Green Village	607	-1,471.02
Hart Development	496	-167.82
Hidden Brook Estates	603	-283.22
Hillsborough Veterinary	622	-277.95
MAAC Development	615	-867.97
Meadow Brook	652	-1,090.70
Meadow Brook Development	651	-807.80
Muslim Ctr of Somerset Cty	662	-340.92
PLEABEAZIN	477	-288.33
Pat Richards LLC	412	-1,041.07
Richmond Properties	641	-666.02
WISEMAN (HILLS. REALTY)	495	-110.12
Grand Total		\$-18,340.18

12. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER MICHAEL LABOY FOR COMPLETION OF “ORGANIZATIONAL BEHAVIOR” OFFERED THROUGH CENTENARY UNIVERSITY’S MASTER OF ARTS IN LEADERSHIP AND PUBLIC ADMINISTRATION PROGRAM, IN THE AMOUNT OF \$1,460.56, 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 “Organizational Behavior” 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; 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 \$1,947.42 cost incurred for a total of \$1,460.56.

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.

13. RESOLUTION RATIFYING AND CONFIRMING LEASE OF COLOR PLOTTER/COPIER/SCANNER FOR THE ENGINEERING & PLANNING DEPARTMENTS IN AN AMOUNT NOT TO EXCEED \$5,895.00

WHEREAS, the Assistant Township Engineer and Township Planner have determined there is a need to replace the current color plotter/copier/scanner; and

WHEREAS, Varitronics Systems has a color plotter/copier/scanner available for lease through Hewlett-Packard Financial Services Company for 3 years in an amount not to exceed \$5,895; and

WHEREAS, funds are available and have been certified as such by the Chief Finance Officer, said certification is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby ratifies the lease of a color plotter/copier/scanner from Varitronics Systems in an amount not to exceed \$5,895.00 to be leased through Hewlett-Packard Financial Services Company for 3 years effective November 1, 2018.

14. RESOLUTION AUTHORIZING THE FALL 2018 LANDSCAPE CHEMICAL TREATMENT AND FERTILIZATION PROGRAM BY TRU-GREEN COMMERCIAL IN AN AMOUNT NOT TO EXCEED \$6,749.00 THROUGH THE SOMERSET COUNTY COOP CONTRACT #CC-0110-17

WHEREAS, the Director of Parks has requested authorization for the Fall 2018 Landscape Chemical Treatment and Fertilization Program; and

WHEREAS, the program is available from Tru-Green Commercial through Somerset County Coop Contract #CC-0110-17 in an amount not to exceed \$6,749.00; and

WHEREAS, funds are available and have been certified as such by the Chief Finance Officer, said certification is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes and approves the Fall 2018 Landscape Chemical Treatment Program by Tru-Green Commercial in an amount not to exceed \$6,749.00 through the Somerset County Coop Contract #CC-0110-17.

15. RESOLUTION APPROVING 2018 BUDGET TRANSFERS

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

WHEREAS, there is a need to do appropriation transfers between appropriations in the 2018 Municipal Budget;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Chief Finance Officer be authorized to make transfers between the following appropriations in the 2018 Budget:

TO:	Information Technology	OE	709	10,000.00
	Planning Board	OE	721	1,739.00
	Economic Development	SW	722	1,000.00
	Snow Removal	OE	769	20,000.00
	TOTAL			32,739.00
FROM:	Information Technology	SW	709	10,000.00
	Tax Assessor	OE	710	21,000.00
	Environmental Commission	OE	723	1,739.00
	TOTAL			32,739.00

16. RESOLUTION AUTHORIZING TERMINATION OF MASTER SUBSCRIPTION AGREEMENT WITH PROPERTYPILOT NOW KNOWN AS GOVPILOT

WHEREAS, in March 2015 the Township entered into a Master Subscription Agreement with PropertyPilot, now known as GovPilot (“GovPilot”), for data management software and related services; and

WHEREAS, in January 2017 the Master Subscription Agreement was amended to permit the Township to terminate the Master Subscription Agreement at any time upon sixty (60) days written notice; and

WHEREAS, the Township Administrator recommends the Township terminate the Master Subscription Agreement with GovPilot based on issues the Township continues to experience with the functionality of the software and services being provided by GovPilot.

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: (1) the termination of the Master Subscription Agreement with GovPilot; and (2) the Township Administrator and Township Attorney to take all actions deemed necessary to terminate the Master Subscription Agreement with GovPilot.

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

CLAIMS LIST

Mayor McCauley asked to approve Claims List 2018-21.

Upon the motion of Deputy Mayor Tomson, seconded by Committeeman Lipani, Claims List 2018-21 was unanimously approved upon call of the roll.

Mayor McCauley asked to approve Claims List 2018-22.

Upon the motion of Deputy Mayor Tomson, seconded by Committeeman Lipani, Claims List 2018-22 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: Affordable Housing*
 - ii. Contract Negotiations: Teamsters Union Local 469*
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 DelCore, the aforesaid resolution was unanimously approved upon call of the role. The Township Committee went into Executive Session at 8:35 pm.

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Suraci, the public meeting was re-opened at 9:28 pm.

Township Attorney Eric Bernstein stated Committeeman Lipani recused himself. There was a discussion about contract negotiations with Teamster 469. Direction was given to Labor Counsel, no further action is required at this time. There was a discussion regarding the ongoing Affordable Housing litigation with regard to the fairness hearing. Direction was given and there will be further discussion at a subsequent date. No further action is required.

ADJOURNMENT

Upon motion by Committeeman Suraci, seconded by Deputy Mayor Tomson, the meeting duly adjourned at 9:29 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk