

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 above date.

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

SALUTE TO THE FLAG

Following roll call, Mayor DelCore advised that in accordance with 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 September 24, 2013.

APPROVAL OF MINUTES

None

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

Committeeman Burchette

Committeeman Burchette announced that a new Plumbing inspector Richard Joseph and Fire inspector Thomas Abraham, both as part time replacements were recently hired.

Committeeman Burchette reminded resident that the repaving of Hamilton Road between 206 and the CSX railroad and portions of Weston Road will commence shortly; It is important to note that a portion of the project is funded through the NJDOT Local Aid Grant, and as always all grant funds to our community are welcomed.

Committeeman Burchette stated that Tender Lovin' Grill had their Grand Opening earlier this month wished them much success.

Committeewoman McCauley

Committeewoman McCauley reminded residents that on Saturday, September 28th from 9am until noon the Department of Public Works in conjunction with the 28th Annual Coastal Clean Up for New Jersey will be hosting A Community Clean Up Day.

Committeewoman McCauley reminded residents that the application process for the Fall Grants through the Hillsborough Rewards Program is open. Applications are due in Administration office by September 30th.

Committeewoman McCauley announced last week was the retirement of Hillsborough's Police K-9, named Raider, a German Shepherd that served the Township for five years in the Police Department specializing in illegal drug detection and patrol operations until his retirement. The Police Department recently acquired a new K-9 named, Kondro. Kondro was acquired through a generous donation from Dr. Cesar DePaco. We thank Raider for his years of dedicated service and we welcome Kondro to the force.

Committeeman Suraci

Committeeman Suraci reported the 4th quarter 2013 and preliminary tax bills were mailed on September 18th. We would like to thank the 60 volunteers from Chapter B who helped stuff the tax bills. Online tax payments can be found on the Township website under eGov/ online payments.

Committeeman Suraci stated that if you receive a letter requesting an inspection, please call the Tax Assessor's office to schedule and appointment. The purpose is to ensure your property data is correct. If you do not an inspection, the property data will be estimated, which can lead to incorrect information in the assessment analysis.

Committeeman Suraci reminded residents that we have a Special Election coming up on October 16th. Visit the Township's website for a voter registration form.

Deputy Mayor Tomson

Deputy Mayor Tomson reminded that the Township's Health Department will host flu vaccine clinics on Tuesday, October 8th from 2-4pm and 5-7:30pm and Thursday, October 10th from 5-7:30pm. No pre-registration is required. Please visit the Township website for any cancellation or additional dates, plus information on who should obtain the vaccines.

Deputy Mayor Tomson announced that Fall Soccer is in full swing with over 900 participants enrolled in this very successful program.

Deputy Mayor Tomson announced that winter basketball sign ups are currently underway. Please visit the Township's Recreation website for more information and to register. They close out on October 25th.

Deputy Mayor Tomson announced that on Thursday, October 24th is the Children's Halloween Party. The Recreation Department goes above and beyond with the haunted house, hay ride, pumpkin picking and a goody bag. Please visit the Township's Recreation website for more information and to register.

Mayor DelCore

Mayor DelCore thanked Norz Hill Farm for the invitation to participate in the opening of the Corn Maze for 2013 and their Fall Festival. Each year it is always a surprise to see what the design will be; this year the design is dedicated to the 325th Anniversary of Somerset County. He was joined at the ribbon cutting by Mayor Jim Leonard of Branchburg.

Mayor DelCore reported about how he had the opportunity to cut a ribbon at the Resource Center of Somerset. It was a pleasure to go and cut the ribbon on that facility. He thanked the Resource Center for support of victims of domestic violence and for invitation.

Mayor DelCore announced that on Friday, October 4th the Township will be hosting the 5th Anniversary of the Senior Activity Center right here at Peter J. Biondi, Municipal Building. All Township Seniors are invited to the breakfast celebration.

Mayor DelCore reminded residents that the Mayor's Wellness Campaign and the Red Ribbon Committee will be hosting the annual Family Fun night on Friday, October 18th at the Auten Road School. Forms will be coming home through the schools, information will be in this week's Friday eNewsletter and flyers are available at the Administration Office. Also that same weekend, Sunday, October 20th is the Central Jersey Heart Walk at Johnson Park in New Brunswick, please join our team and sign up for the walk. There is a signup sheet at the Administration Office to join our Team.

Proclamation declaring September as National Suicide Awareness Month

WHEREAS, suicide is one of the most disruptive and tragic events a family and community can experience; and

WHEREAS, annually, more than 30,000 lives are lost, and it is estimated that for every suicide there are 8-25 attempted suicides; and

WHEREAS, suicide is the third leading cause of death of adolescents between the ages of 15-24 in the United States; there is one completed suicide every 15 minutes in the United States which is 96 per day, nearly 30,000 per year; and

WHEREAS, it is estimated that 4.73 million people in the United States are survivors of suicide (those who have lost a loved one to suicide); and

WHEREAS, suicide is the fourth leading cause of death for New Jersey's youth; and Hillsborough has experienced at least 12 confirmed suicides over the last 15 years; and these figures are statistically significant in a community of our size; and

WHEREAS, BoroSAFE (Suicide Awareness For Everyone) is a community based organization in Hillsborough whose goal is to raise community awareness that suicide is preventable and resources are available; and

WHEREAS, public awareness of this terrifying problem is the key to preventing further suffering and loss of life; and the risk for human self-destruction can be reduced through awareness, education and treatment; and as the highest risk for suicide is among the survivors of those who died by suicide or those who have attempted suicide; and

WHEREAS, suicide prevention has been declared a national priority by the President and Congress; and New Jersey declares suicide prevention as a state priority.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and Township Committee of the Township of Hillsborough, hereby declare September 2013 as Suicide Awareness Month and encourage the citizens of the Township of Hillsborough to educate themselves of the warning signs of suicide, understand that suicide is preventable and know there are resources available for help.

Mayor DelCore thanked everyone at BoroSAFE once again for being here with us this evening and for helping to bring awareness to the forefront with running programs and seminars. Also in educating children and their family members to find the warning signs.

NEW BUSINESS

None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

Mr. Jim Bergstrom lives on Wertsville Rd in Hillsborough. He is the treasurer of the friends of Hillsborough Open Space. He came tonight to express his issues in regards to sign placement in the right of way. He wanted to understand the process.

Mayor DelCore addressed the issues that were requested.

PUBLIC HEARINGS

None

INTRODUCTION OF NEW ORDINANCES

2013-19 An Ordinance amending Ordinance entitled “Salary Range Ordinance” setting forth the salary ranges for the classifications set forth in said ordinance. Further consideration of this ordinance and public hearing will be held on October 22, 2013.

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

Section 1: That the Salary range ordinance, shall be amended as follows:

<u>CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Administrators Office		
Committeepersons	3,500	4,500
Township Administrator	50,000	135,000
IT Systems Administrator	41,000	95,000
IT Part-Time Assistant	\$15.00/Hr.	\$28.00/Hr.
Assistant to the Administrator	35,000	65,000
Secretary to Administrator	32,000	65,000
Secretary/ Clerk Part-Time	\$12.00/Hr.	\$22.00/Hr.
Business Advocate	15,000	60,000
<u>Building Department</u>		
Director Building Department	48,000	125,000
Construction Official	48,000	125,000
Building Sub Code Official	47,008	99,793
Fire Sub Code Official	43,576	92,479
Assistant Sub Code Official	43,576	92,479
Plumbing Sub Code Official	43,576	92,479
Electric Sub Code Official	43,576	92,479
Building Inspector	40,622	86,232
Electrical Inspector	40,622	86,232
Fire Inspector	40,622	86,232
Plumbing Inspector	40,622	86,232
Technical Assistant	32,323	65,058
Part-Time Inspector	\$25.00/Hr.	\$40.00/Hr.
Part-Time Technical Assistant	\$12.00/Hr.	\$22.00/Hr.
<u>Municipal Court</u>		
Court Administrator	45,000	95,000
Deputy Court Administrator	32,323	65,058
Violations Clerk	32,323	65,058
Municipal Judge	15,000	65,000
Public Defender	1,000	18,000
<u>Township Clerk</u>		
Township Clerk	20,000	105,000
Deputy Clerk	20,000	65,000
Asst. to Municipal Clerk	35,000	65,000

Part-Time Receptionist \$12.00/Hr. \$22.00/Hr.

Engineering Department

Township Engineer	10,000	125,000
Assistant Engineer/Survey	47,008	99,793
Assistant Engineer	47,008	99,793
Assistant to Township Engineer	43,576	92,479
Sr. Engineering Aide/Inspector	43,576	92,479
Engineering Aide	40,622	86,232
Secretary/Clerk	32,323	65,058

Health Department

Health Officer	47,000	130,000
Deputy Health Officer	45,000	95,000
Registered Environmental Health Specialist	40,622	86,232
Environmental Health Aid	32,323	65,058
Secretary/Clerk	32,323	65,058
Millstone Health Liaison	2,000	6,000
Recycling Coordinator	2,000	6,000
Assistant Recycling Coordinator	1,000	5,000
Registrar	1,000	4,000

Police Department

Police Chief	120,000	165,000
Police Captain	115,000	155,000
Police Lieutenant	110,000	150,000
Police Sergeant	107,168	115,546
Police Corporal	100,470	105,042
Police Officer	39,600	100,040
IT Manager	40,000	105,000
Police Chief Secretary	32,500	66,000
Civilian Police Specialist	32,323	65,058
Secretary/Clerk	32,323	65,058
Dispatcher	40,196	53,360
Municipal Prosecutor	10,000	55,000
Special Officers	\$12.00/Hr.	\$28.00/Hr.
Crossing Guards	\$10.00/Hr.	\$22.00/Hr.

Public Works Department

Director Public Works	47,000	125,000
Supervisor of Public Works	45,000	95,000
Assistant Supervisor of Public Works	38,000	75,000
Equipment Operator/Mechanic/Journeyman	52,266	60,678
Public Works Worker 1-4	30,015	52,122
Secretary/Clerk	32,323	65,058

Tax Assessor Department

Tax Assessor	47,000	105,000
Deputy Assessor	45,000	95,000
Deputy Assessor-Commercial-Part-time	15,000	27,750
Assistant Tax Assessor	38,000	75,000

Assessment Clerk/Field Representative	40,622	86,232
Secretary/Clerk	32,323	65,058

Tax Collection/Treasurer Department

CFO/Treasurer/Tax Collector	10,000	125,000
Tax Collector	10,000	90,000
Treasurer/CFO	10,000	90,000
Director of Finance	10,000	90,000
Qualified Purchasing Agent	10,000	90,000
Deputy Collector/Treasurer	45,000	95,000
Deputy Finance Officer	45,000	95,000
Deputy Tax Collector	45,000	95,000
Clerk	32,323	65,058
Bookkeeper	32,323	65,058

Planning Department

Township Planner	47,000	125,000
Deputy Director of Planning/Zoning Officer	45,000	95,000
Administrative Assistant	32,323	65,058
Secretary/Clerk	32,323	65,058

Recreation Commission

Director Parks and Recreation	55,000	105,000
Assistant Director of Recreation	38,000	75,000
Assistant Supervisor – Parks Maintenance	38,000	75,000
Recreation Program Coordinator	32,323	65,058
Recreation Assistant	32,323	65,058
Part-Time Secretary/Clerk	\$12.00/Hr.	\$22.00/Hr.

Part-Time Seasonal Employees:

Program Supervisor/Per Session	\$50.00/Session	\$300.00/Session
Program Supervisor/Hourly	\$14.50/Hr.	\$25.00/Hr.
Instructors	\$10.00/Hr.	\$30.00/Hr.
Assistant Program Supervisor	\$10.00/Hr.	\$20.00/Hr.
Counselors	Minimum Wage /Hr.	\$13.50/Hr.
Umpires/Referees	\$25.00/Game	\$55.00/Game
Scorekeepers	Minimum Wage/Hr.	\$13.50/Hr.

Social Services

Director Social Services	10,000	90,000
Assistant Director of Social Services	38,000	75,000
Bus Driver	32,323	65,058
Secretary/Clerk	32,323	65,058
Senior Dance Instructor	\$ 25.00/Hr.	\$ 35.00/Hr.
Senior Wellness Instructor	\$ 25.00/Hr.	\$ 35.00/Hr.
Part-Time Bus Driver	\$ 12.00/Hr.	\$ 22.00/Hr.
Part-Time Mr. Fix-It	\$ 12.00/Hr.	\$ 22.00/Hr.

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

Mayor DelCore stated that this ordinance sets the salary ranges necessary to accommodate salaries established over the next few years by the public employee contracts and for non-union employee positions. The ordinance does not provide actual salaries or any salary increases for individuals or positions, it only sets the ranges for the positions.

Committeeman Burchette moved that the aforesaid Ordinance be passed on first reading and that the Ordinance be further considered at a public hearing held on October 22, 2013. Said motion was seconded by Committeewoman McCauley and unanimously approved upon call of the roll.

CONSIDERATIONS

- 1. Resolution ratifying and confirming the hiring of Dana Margelis, as a full time Clerk to the Treasurer/Tax Collector in the Hillsborough Township Finance Department, effective September 16, 2013, at an annual salary of \$35,000.**

WHEREAS, there exists a vacancy in the Hillsborough Finance Department for a full time Clerk to the Treasurer/Tax Collector; and

WHEREAS, the Chief Finance Officer recommends that Dana Margelis be appointed as a full time Clerk to the Treasurer/Tax Collector, effective September 16, 2013, with an annual salary of \$35,000.

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 Finance Officer is hereby ratified and confirmed.

Mayor DelCore stated there was a vacancy in the Finance Department. After the interview process, Ms. Margelis was found to best meet the requirements of the position. This is not a new position, but an existing budgeted position. He welcomed Ms. Margelis.

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

- 2. Resolution authorizing the hiring of Lynn Giordano, as a part time Secretary in the Hillsborough Township Recreation Department and Pamela Cipparulo, as a part time Secretary in the Hillsborough Township Social Services Department, each effective September 25, 2013, at \$14.50 an hour, not to exceed 29 hours per week.**

WHEREAS, there is the need for a part time secretary in the Recreation and Social Services Departments for the Township of Hillsborough; and

WHEREAS, the Administrator recommends the appointment of Lynn Giordano to the position of part time secretary in the Recreation Department for the Township of Hillsborough at an hourly rate of \$14.50 per hour, not to exceed 29 hours per week; and

WHEREAS, the Administrator recommends the appointment of Pamela Cipparulo to the position of part time secretary in the Social Services Department for the Township of Hillsborough, at an hourly rate of \$14.50 per hour, not to exceed 29 hours per week.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the recommendations of the Administrator are hereby accepted and approved, and Lynn Giordano be appointed to the position of part time secretary in the Recreation Department and Pamela Cipparulo be appointed to the position of part time secretary in the Social Services Department for the Township of Hillsborough at an hourly rate of \$14.50 per hour, not to exceed 29 hours per week, effective September 25, 2013.

Mayor DelCore stated that as a result of restructuring in some municipal departments, there existed a need for part time administrative support personnel. Part time employees do not receive benefits.

Director Of Parks & Recreation / Social Services Rich Resavy thanked the Township Committee for hiring of these employees.

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

3. Resolution authorizing the hiring of Steven C. Fetherman, as part time Electrical Inspector, at \$28.00 per hour, not to exceed 29 hours per week, effective September 25, 2013.

WHEREAS, there exist a vacancy for part time Electrical Inspector, in the Township of Hillsborough's Construction Department; and

WHEREAS, the Director of Building recommends the hiring of Steven C. Fetherman, as part time Electrical Inspector, at \$28.00 per hour, not to exceed 29 hours per week, effective September 25, 2013.

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

Mayor DelCore stated that there existed the need for a part time Electrical Inspector. Again, as stated previously part time employees do not incur the expense of benefits. This authorization will help offset the current workload on an as needed basis in the Building Department.

Upon motion by Committeewoman McCauley, seconded by Committeeman Burchette, this resolution was unanimously approved upon call of the roll.

4. Resolution authorizing Maser Consulting, P.A., to provide professional services associated with the preparation of Commitment and Level 1 Planning Documents for the 2013 Sanitary Sewer Extension Project for the Township of Hillsborough, in an amount not to exceed \$5,000.00, pursuant to Maser's proposal dated September 10, 2013.

WHEREAS, on January 3, 2013, as a result of the fair and open procurement process, N.J.S.A. 19:44A-20.4-5 et seq., Maser Consulting, P.A., was awarded a professional services contract designating Maser Consulting, P.A., as the Township of Hillsborough Engineer; and

WHEREAS, there is now the necessity for professional engineering services; namely, to perform professional services associated with the preparation of Commitment and Level 1 Planning Documents for the 2013 Sanitary Sewer Extension project for the Township of Hillsborough, in an amount not to exceed \$5,000.00, as described in a proposal from Maser Consulting, P.A., dated September 10, 2013; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Maser Consulting, P.A., is authorized to perform professional services outlined in its proposal, dated September 10, 2013, in an amount not to exceed \$5,000.00, for the preparation of Commitment and Level 1 Planning Documents for the 2013 Sanitary Sewer Extension project for the Township of Hillsborough.

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

1. The Mayor and Township Clerk are hereby authorized to execute an amendment to the Professional Services Contract with Maser Consulting, P.A., for these services in an amount not to exceed \$5,000.00.
2. This Amended Contract is awarded, as a result of the Fair and Open Selection Process as “Professional Services Contract” in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et seq.) because these services will be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instruction as distinguished from general academic instruction or apprenticeship and training.
3. The Mayor and Township Clerk are hereby authorized to execute an amendment to the “Professional Services Contract”, with Maser Consulting, P.A., for these services.
4. A notice of this action shall be printed once in the official Township newspaper.

Mayor DelCore stated that Maser Consulting submitted a proposal for Engineering Services for the 2015 New Jersey Environmental Infrastructure Financing Program (NJEIFP) Commitment Letter and Planning Document for the Township’s 2013 Sanitary Sewer Extension Project. This is the next phase in the process for the project in the Spring Valley and Winding Way section of Town.

Upon motion by Committeewoman McCauley, seconded by Committeeman Burchette, this resolution was unanimously approved upon call of the roll.

5. **Resolution ratifying and confirming Ellen M. Gillespie, as the Court appointed receiver for Pragati Spirits, LLC liquor license for the 2013-2014 license term and extending said liquor license to Ellen M. Gillespie as the Court appointed receiver. (Resolution available 9-24-13)**

WHEREAS, an application has been filed for the extension of the Pragati Spirits, LLC, 2013-2014 Plenary Retail Consumption License 1810-33-006-005 nunc pro tunc to Ellen M. Gillespie, Court Appointed Receiver for Pragati Spirits, LLC; and

WHEREAS, the submitted application form is complete in all respects, including proof of appointment for Ellen M. Gillespie to act as the Court Appointed Receiver; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the Pragati Spirits, LLC, 2013-2014 Plenary Retail Consumption License 1810-33-006-005 is hereby extended nunc pro tunc to Ellen M. Gillespie, Court Appointed Receiver for Pragati Spirits, LLC, effective June 30, 2013.

Mayor DelCore stated that this license was renewed at our August 28th meeting. The State requires a resolution acknowledging Ms. Gillespie as the receiver of the license.

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

6. Resolution acknowledging the Annual Audit for the year 2012 of Hillsborough Township, Somerset County.

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the Township of Hillsborough's Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

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 complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Mayor DelCore stated that this was a stellar audit and he applauded all of our department heads particularly our CFO, Ms. Nancy Haberle for her diligent oversight.

Mayor DelCore stated that the Township Auditor, Suplee Clooney, has completed the audit of the Township finances for 2012. The Auditor found the Township's financial ledgers in compliance.

Mayor DelCore stated state law requires the Township Committee to review the audit and acknowledge this by resolution. The audit summary shall be published in the newspaper, as required by law, and will be available on the Township's website which is our policy. A full copy of the audit is available for public review in the Township Clerk's Office.

Upon motion by Deputy Mayor Tomson, seconded by Committeewoman McCauley, this resolution was unanimously approved upon call of the roll.

7. Resolution accepting and approving the Corrective Action Plan for the 2012 audit.

WHEREAS, in accordance with Local Finance Notice 92-15, Hillsborough Township must submit a Corrective Action Plan for 2013 to the Division of Local Government Services in regards to the Township Audit of 2012.

BE IT RESOLVED that the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby accepts and approves the attached "2012 Corrective Action Plan for the Township of Hillsborough" as submitted by Chief Finance Officer Nancy Haberle.

Mayor DelCore stated that there were two items identified in the audit for process improvements in the areas of cash receipts and account receivables. The corrective action plan put into place addresses these opportunities for continuous improvement.

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

8. Resolution appointing Katherine E. Howes as a temporary substitute Municipal Judge for the Hillsborough-Montgomery Municipal Court, on an as needed basis during such periods of time as Judge Richardson is unable to serve, for a term effective immediately and expiring on December 31, 2013.

WHEREAS, there exists a need to appoint a temporary substitute Municipal Court Judge for the Hillsborough-Montgomery Municipal Court; and

WHEREAS, Katherine E. Howes has the requisite experience to serve in this capacity; and

WHEREAS, the Township shall appoint Katherine E. Howes as temporary substitute Municipal Court Judge for the Hillsborough-Montgomery Municipal Court, at the rate of \$300 per court session, effective immediately and expiring on December 31, 2013.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby authorizes the appointment of Katherine E. Howes as a temporary substitute Municipal Judge for the Hillsborough-Montgomery Municipal Court.

Mayor DelCore stated that this will be an appointment to have a backup in the event that Judge Richardson is not able to attend court.

Upon motion by Committeeman Burchette, seconded by Committeewoman McCauley, this resolution was unanimously approved upon call of the roll.

CONSENT

- 1. Resolution amending the retirement date of Marjorie Shotyk from December 31, 2013 to January 1, 2014.**

WHEREAS, Marjorie Shotyk is employed by the Township of Hillsborough as Zoning Clerk; and,

WHEREAS, Ms. Shotyk will retire from the aforementioned position, effective December 31, 2013; and

WHEREAS, the Administrator requests authorization to post for the position of Zoning Clerk.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it hereby accepts the retirement of Marjorie Shotyk, effective January 1, 2014 and authorizes the Administrator to post for the position of Zoning Clerk.

- 2. Resolution authorizing the Township Qualified Purchasing Agent to request proposals through the Competitive Contracting Procurement Process for banking services for the Township of Hillsborough.**

WHEREAS, the Township of Hillsborough believes that it is in the best interests of the Township to request proposals for the banking services for the Township; and

WHEREAS, N.J.S.A. 40A:11-4.3(a) requires that the competitive contracting process be authorized by Resolution; and

WHEREAS, the Township Qualified Purchasing Agent is authorized to advertise a Request for Proposals through the Competitive Contracting Procurement Process for banking services.

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 authorized to advertise a Request for Proposals through the Competitive Contracting Procurement Process for banking services for the Township of Hillsborough. This Resolution shall take effect immediately.

- 3. Resolution authorizing the re-appointment of the following individuals at a rate of \$28 per hour, on an as needed basis, not to exceed 29 hours per week: Frank Lucas as Plumbing inspector, Ed Sinkiewicz, RJ McMaster and Keith Grabowski as electrical inspectors, Kenneth Clayton as building inspector, and authorizing the re-appointment of Anthony Scelsa and Jeffrey Heiss as plan review officials, at a rate of \$28 per hour, on an as needed basis, not to exceed 16 hours per week.**

WHEREAS, there exists a need in the Building Department for part time Licensed Plumbing, Electrical, Building Inspectors and Licensed Sub-Code Officials; and

WHEREAS, the Director of Building recommends the re-appointment of Licensed Plumbing Inspector Frank Lucas as part time inspector in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 29 hours per week; and

WHEREAS, the Director of Building recommends the re-appointment of Licensed Electrical Inspectors Ed Sinkiewicz, RJ McMaster and Keith Grabowski as part time inspectors in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 29 hours per week; and

WHEREAS, the Director of Building recommends the re-appointment of Licensed Building Inspector Kenneth Clayton as part time inspector in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 29 hours per week; and

WHEREAS, there exists a need in the Building Department for part time Fire and Building Plan Review Officials, and

WHEREAS, the Director of Building recommends the re-appointment of Licensed Sub-Code Officials Jeffrey Heiss and Anthony Scelsa as part time Fire and Building Plan Review Officials in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 16 hours.

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

1. Licensed Plumbing Inspector Frank Lucas is re-appointed as part time inspector in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 29 hours per week.
2. Licensed Electrical Inspectors Ed Sinkiewicz, RJ McMaster and Keith Grabowski are re-appointed as part time inspectors in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 29 hours per week.
3. Licensed Building Inspector Kenneth Clayton is re-appointed as part time inspector in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 29 hours per week.
4. Licensed Sub-Code Officials Jeffrey Heiss and Anthony Scelsa are re-appointed as part time Fire and Building Plan Review Officials in the Building Department at a rate of \$28.00 per hour, on an as needed basis, not to exceed 16 hours per week.

4. Resolution authorizing refund of Tax Overpayments in the amount of \$46,667.19.

WHEREAS, real property tax payers overpaid their real property taxes and:

WHEREAS, the Tax Collector has received proof of such payments after correspondence with said property owners:

NOW, THEREFORE BE IT RESOLVED, that the Township Committee, of the Township of Hillsborough, County of Somerset, State of New Jersey, the Tax Collector is hereby authorized to refund said amounts to the property owner. Total, \$46,667.19, properties, 25.

Block	Lot	Name	Amount	Qtr	Year
27	11	Lereta, LLC	\$1,323.30	3 rd	2013
86	1	Grecco, Doris G	\$812.62	3 rd	2013
140.01	58 Condo	Lereta, LLC	\$541.81	3 rd	2013
145.02	36	McNealy, Roderick & Mary	\$2,450.83	3 rd	2013
150.09	27	Lereta, LLC	\$2,837.80	3 rd	2013
151.11	9	Corelogic Real Estate Tax Service	\$2,208.12	3 rd	2013
151.12	15	Crystal Title Agency, LLC	\$2,643.19	3 rd	2013
151.20	11.03 Condo	Corelogic Real Estate Tax Service	\$1,553.55	3 rd	2013

153.09	3201 Condo	Corelogic Real Estate Tax Service	\$1,259.36	3 rd	2013
158	16	Heritage Abstract Company	\$1,230.06	3 rd	2013
162	23	Fritzinger, David C & Mary Ann	\$1,439.84	3 rd	2013
163.08	706 Condo	BAC Tax Services Corporation	\$762.99	3 rd	2013
163.21	1261 Condo	Corelogic Real Estate Tax Service	\$1,070.40	3 rd	2013
163.21	1811 Condo	Corelogic Real Estate Tax Service	\$1,349.32	3 rd	2013
175.08	108	Corelogic Real Estate Tax Service	\$2,533.99	3 rd	2013
178.02	195	Corelogic Real Estate Tax Service	\$1,422.86	3 rd	2013
179	31	Lewis, Fred Clarke	\$2,402.17	3 rd	2013
180.04	1	Quality Title & Abstract Agency	\$3,959.68	3 rd	2013
180.05	9	Corelogic Real Estate Tax Service	\$3,514.44	3 rd	2013
191	28	Wells Fargo R/E Tax Service	\$1,841.52	3 rd	2013
196	5	Corelogic Real Estate Tax Service	\$1,920.16	3 rd	2013
205.10	24	Guy, Angela	\$3,947.80	3 rd	2013
205.35	19	BAC Tax Services Corporation	\$850.89	3 rd	2013
207.05	4	Corelogic Real Estate Tax Service	\$2,008.41	3 rd	2013
207.11	16	Tyukody, Andrew & Carol	\$782.08	3 rd	2013

5. Resolution authorizing the submission of a grant application and the execution of a grant contract with the New Jersey Department of Transportation for the Highway Safety Fund Grant Project.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey hereby approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and the Township Clerk are hereby authorized to submit an electronic grant application identified as HSF-2013-Hillsborough Township-000027 to the New Jersey Department of Transportation on behalf of Hillsborough Township.

BE IT FURTHER RESOLVED that the Mayor and the Township Clerk are hereby authorized to sign the grant agreement on behalf of Hillsborough Township and their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

6. Resolution authorizing Officer Christopher McMinn to enroll in “Effective Risk Analysis” and “Research Policy and Analysis” and to be eligible for tuition reimbursement of said courses once they have been successfully completed, pursuant to Article XVIII of the Current PBA contract.

WHEREAS, it is the policy of the Township of Hillsborough to encourage continuing education on the part of full-time employees for the purpose of enabling them to better perform in their jobs and to better prepare them in the event of an opportunity for advancement and promotion within the Township; and

WHEREAS, financial assistance for education is outlined in Article XVIII of the current PBA contract; and

WHEREAS, Officer Christopher McMinn is requesting authorization to take “Effective Risk Analysis” and “Research Policy and Analysis” towards his Master of Science Degree in Homeland Security (MSHS) program; and

WHEREAS, Officer McMinn 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 McMinn's request for financial reimbursement of seventy-five percent (75%) of the cost incurred upon successful completion of the classes.

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.

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

CLAIMS LISTS

Mayor DelCore presented Claims Lists 2013-17.

Upon motion by Committeeman Burchette, seconded by Committeewoman McCauley, Claims List 2013-17 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, Public Laws 1975, permits the exclusion of the public from a meeting in certain circumstances; and

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

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - a. *Contract Negotiations:*
 - i. *New Amwell Associates*
3. The Township Committee may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

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

Deputy Mayor Tomson motioned to reopen the public meeting after the executive session adjourned. The motion was seconded by Committeeman Suraci, and was unanimously approved upon call of the roll.

ADJOURNMENT

Upon motion by Deputy Mayor Tomson, seconded by Committeeman Burchette, the meeting duly adjourned at 8:48 p.m. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek
Township Clerk