

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

The Meeting began at 7:03 PM. Mayor Piserchia read the following statement:

ADEQUATE NOTICE Mayor's Statement re: Adequate Notice of Meeting.

"In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was included in a list of meetings notice which was electronically sent to the Echoes Sentinel, Courier News and Daily Record on January 15, 2013; posted on the bulletin board in the Municipal Building on January 15, 2013 and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk."

EXECUTIVE SESSION

MOVED by Comm. Roshto; that Resolution#13-279 be approved and the Committee adjourn to Executive Closed Session to discuss the items listed. **SECONDED** by: Comm. Schuler

**RESOLUTION 13-279
EXECUTIVE SESSION**

BE IT RESOLVED, pursuant to the Open Public Meetings Act, that the Township Committee of Long Hill Township meet in closed session to discuss the following matters:

Attorney Client Privilege: N/A

Personnel:

- BOA appointment
- Fire Sub-code official

Contract Negotiations:

- Long Hill Township Fire Department
- DPW Contract

Pending Litigation: N/A

Property Acquisition:

- Kurz Property Update

BE IT FURTHER RESOLVED that minutes of this executive session meeting will be released to the public in a timely fashion pursuant to the Open Public Records Act and other applicable laws and regulations.

OPEN PUBLIC MEETING: The Mayor re-opened the Public Meeting at 7:33 PM.

All present recited the **PLEDGE OF ALLEGIANCE**

ROLL CALL: Mayor Piserchia, Comm. Roshto and Comm. Schuler were present. Comm. Rae and Comm. Mazzucco were absent.

Atty. Pidgeon and Township Administrator, Neil Henry were also present

GUEST: Elizabeth Jewett and Timothy Steiss from the Watchung Hills Board of Education presented a Power Point on the referendum question for a \$12 million bond for repairs to Watchung Hills regional High School. The Clerk will put a link on the Township Website for the School Board election information. [September 25th from 7:00 AM – 9:00 PM] The Mayor opened the floor to residents for questions on the WHRHS repairs project.

COMMITTEE LIAISON REPORTS:

Comm. Schuler reported that DPW has been re-paving various roads in the Township. The Recreation Commission has started discussions on the Master Plan with intent to continue several more discussions on this topic.

Mayor Piserchia thanked Maureen Malloy for her work on the Board of Adjustment.

DISCUSSION / ACTION ITEMS:

- Gypsy Moth Survey Participation was approved by all members present.
- Goldcon Use Variance – Atty. Pidgeon advised the Township Committee that this item was inappropriate for the Committee to discuss. A variance application should be handled by the Zoning Board of Adjustment. The Mayor instructed the Clerk to send an email to the Mr. O'Brien explaining that the matter should be submitted to the Zoning Board of Adjustment.

ORDINANCES:

ORDINANCE INTRODUCTION

MOVED by: Comm. Schuler that Ordinance 320-13 be passed on first reading with the Open Public Hearing scheduled for September 11, 2013. **SECONDED** by: Comm. Roshto

ROLL CALL VOTE: All in favor

ORDINANCE #320-13 PROVIDING FOR VARIOUS IMPROVEMENTS OR PURPOSES TO BE UNDERTAKEN BY THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY, AND APPROPRIATING \$526,137 THEREFOR, CONSTITUTING PROCEEDS OF OBLIGATIONS OF THE TOWNSHIP HERETOFORE ISSUED.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY, AS FOLLOWS:

Section 1. The improvement described in Section 2 of this ordinance is hereby authorized to be made or acquired by The Township of Long Hill, in the County of Morris, New Jersey, as a general improvement, and there is hereby appropriated therefore the sum of \$526,137, said sum constituting proceeds of obligations of the Township heretofore issued and not necessary for financing the purposes for which issued and now available for financing the said improvements or purposes.

Section 2. The improvements or purposes for the financing of which the appropriation is made as provided in Section 1 of this ordinance are: the acquisition by purchase of new and additional equipment, including two (2) dump trucks for use by the Department of Public Works of the Township, one (1) pick-up truck with snow plow for use by the Wastewater Department of the Township, in-car computer equipment and firearms for use by the Police Department of the Township, turn-out gear, rescue equipment, a thermal imaging camera and hoses for use by the Stirling Fire Department and defibrillators for use by the Recreation Department of the Township; and the improvement of various municipally-owned properties and facilities, including Stirling Lake and the municipal tennis courts, together with for all the aforesaid all structures, site work, accessories, appurtenances, equipment, work and materials necessary therefore or incidental thereto, all as shown on and in accordance with the plans and specifications therefore on file or to be filed in the office of the Township Clerk and hereby approved.

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

Section 3. It is the opinion of the Township Committee of the Township, as the governing body thereof, that it is in the best interest of the Township that \$526,137 constituting proceeds of obligations of the Township heretofore issued under Ordinance Nos. 212-07 (\$300,000), 229-08 (\$100,000) and 250-09 (\$126,137) of the Township, shall be appropriated to and used to finance costs of the improvements or purposes above-described in Section 2 of this ordinance.

Section 4. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 5. This ordinance shall take effect after final passage as provided by law.

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, August 14, 2013 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:00 p.m. on **Wednesday, September 11, 2013** at the Municipal Building, 915 Valley Road, Gillette, New Jersey when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Cathy Reese, RMC
Township Clerk

MOVED by: Comm. Roshto that Ordinance 319-13 be passed on first reading with the Open Public Hearing scheduled for September 11, 2013. **SECONDED** by: Comm. Schuler.

ROLL CALL VOTE: All in favor

**ORDINANCE 319-13
AN ORDINANCE AMENDING THE SALARIES AND WAGES OF CERTAIN OFFICERS AND
EMPLOYEES OF THE TOWNSHIP OF LONG HILL FOR THE YEAR 2013**

BE IT ORDAINED by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey as follows:

Section 1. The salaries and wages of the following employees of the Township shall be as follows:

Administrative and Executive

<i>Position Title</i>	<i>Annual Salary</i>
Township Administrator	\$75,000 - \$150,000
Executive Administrative Assistant	\$52,500 - \$75,000
Municipal Clerk	\$45,000 - \$75,000
Administrative Assistant	\$33,000 - \$52,500
Chief Financial Officer [Part time]	\$35,000 - \$50,000
Asst. to the CFO [Part Time]	\$20.00 - \$30.00/hr
Accts. Payable Manager	\$25,000 - \$60,000
Clerical [Part Time]	\$ 7.25 - \$ 20.00/hr
Tax Collector	\$40,000 - \$78,000
Tax Assessor [Part Time]	\$20,000 - \$40,000

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

Payroll Manager [Part Time] \$ 25.00 - \$ 45.00/hr

Court

Municipal Court Judge \$19,000 - \$35,000
Court Administrator \$40,000 - \$63,000

Planning and Development

Construction Code Officer [Part Time] \$30,000 - \$45,000
Building Sub Code Official [Part Time] \$10,000 - \$20,000
Fire Sub Code Official [Part Time] \$ 35.00 - \$45.00/hr
Fire Prevention Official [Part Time] \$ 22.50 - \$40.00/hr
Plumbing Sub Code Official [Part Time] \$10,000 - \$21,500
Electrical Sub-code Official [Part Time] \$10,000 - \$23,000
Technical Assistant to the Construction Official [Part Time] \$20,000 - \$35,000
Planning & Zoning Administrator \$40,000 - \$75,000
Planning & Zoning Secretary [Part Time] \$ 20.00 - \$30.00/hr
Code/Zoning Enforcement Officer \$45,000 - \$64,000

Recreation

Recreation Director \$30,000 - \$60,000

Seasonal/ [Part Time] Positions

Summer Recreation Site Director \$ 22.00 - \$ 35.00/hr
Summer Recreation Site Supervisor \$ 17.00 - \$ 27.00/hr
Summer Recreation Assistant \$ 15.00 - \$ 22.00/hr
Summer Recreation Counselor \$ 7.25 - \$ 15.00/hr
Lake Director \$ 20.00 - \$ 35.00/hr
Assistant Lake Director \$ 15.00 - \$ 25.00/hr
Head Lifeguard \$ 12.00 - \$ 18.00/hr
Life Guard \$ 8.00 - \$ 15.00/hr
Score Keeper/Time Keeper/Referees \$ 7.25 - \$ 12.00/hr
Basketball Director \$ 18.00 - \$ 28.00/hr
Basketball Staff Supervisor \$ 12.00 - \$ 20.00/hr

Police Department

Chief of Police \$125,000 - \$150,000
Police Officers per Collective Bargaining Contract \$ 36,000 - \$ 55,000
Police Department Secretary \$ 20.00 - \$ 35.00/hr
Administrative Assistant [Part Time] \$ 12.00 - \$ 23.50/hr
School Crossing Guard [Part Time] \$ 12.00 - \$ 28.00/hr
Police Matron \$ 12.00 - \$ 28.00/hr

Office of Emergency Management

Emergency Management Coordinator [Part Time] \$ 10,000 - \$20,000

Department of Public Works/Roads

Director of Public Works /Superintendent of Roads \$85,000 - \$110,000
DPW employees per Collective Bargaining Contract

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

Part Time Laborer \$ 9.50 - \$20.00/hr

Wastewater Control

Wastewater Superintendent \$58,000 - \$85,000
Wastewater Employees per Collective Bargaining Contract

Senior Services

Senior Citizens Bus Driver \$ 15.00 - \$ 25.00/hr

Mileage reimbursement based on current IRS Standard

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. This ordinance shall take effect immediately upon final passage and publication as required by law, unless the effective date is delayed pursuant to the provisions of N.J.S.A. 40A:9-165.

~~**Section 4.** Any position or title may be paid on either a full-time or part-time basis as determined from time to time. If a position is determined to be part-time, the hourly equivalent shall be established by dividing the annual salary as listed in the Ordinance by 1,820 (for Administrative employees) or 2,080 (for DPW, Waste Water and Police employees).~~

NOTICE

The foregoing Ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on August 14, 2013 and then considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on September 11, 2013 at the Municipal Building, 915 Valley Road, Gillette, New Jersey, when and where or at any such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Cathy Reese, RMC
Township Clerk

ORDINANCE PUBLIC HEARING/CONSIDERATION OF ADOPTION:

OPEN PUBLIC COMMENT: Mayor Piserchia opened the public hearing for Ordinance 316-13.

CLOSE PUBLIC COMMENT: As there were no comments from the public, the Mayor closed the public hearing.

MOVED by: Comm. Roshto that Ordinance 316-13 **be continued** with no further notices of publication. **SECONDED** by: Comm. Schuler

VOICE VOTE: All in favor

**ORDINANCE 316-13
AMENDING VARIOUS DEFINITIONS THAT CONCERN BUILDING HEIGHT AND
AMENDING SECTION 111 OF THE TOWNSHIP'S LAND USE ORDINANCE ENTITLED
"DEFINITIONS"**

STATEMENT OF PURPOSE: To clarify building height restrictions in the Township Land Use Ordinance.

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey that Subsection 111 entitled “General Terms” in Section 110 entitled “Definitions” of the Township Land Use Ordinance is amended as follows:

Section 1. The definitions of the following terms are amended as indicated:

Story — that portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it. ~~and including those basements used for the principal use.~~ Any basement with more than fifty (50) percent of its wall exposed above grade shall be considered a full story.

Story, half — Any finished space under a gable, hip, gambrel, or other sloping roof, which has a ~~minimum~~ ceiling height of seven and one-half (7 1/2) feet or more for no more than fifty (50) percent of its total floor area. Any ~~story- space~~ with a ~~minimum~~ ceiling height of seven and one-half (7 1/2) feet or more over more than fifty (50) percent of its floor area shall be considered a full story ~~for the purposes of this Ordinance.~~

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

NOTICE

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, July 17, 2013 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:00 p.m. on **Wednesday, August 14, 2013** at the Municipal Building, 915 Valley Road, Gillette, New Jersey when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Cathy Reese, RMC
Township Clerk

OPEN PUBLIC COMMENT: Mayor Piserchia opened the public hearing for Ordinance 317-13.

CLOSE PUBLIC COMMENT: As there were no comments from the public, Mayor Piserchia closed the public hearing.

MOVED by: Comm. Schuler, that Ordinance 317-13 be adopted on second reading.

SECONDED by: Comm. Roshto.

ROLL CALL VOTE: All in favor

ORDINANCE 317-13
**AMENDING THE ADMINISTRATIVE CODE TO ALLOW TELEPHONE ATTENDANCE AT
SPECIAL MEETINGS SCHEDULED ON SHORT NOTICE**

STATEMENT OF PURPOSE: To allow members of the Township Committee to attend special meetings by speaker phone when the meeting is scheduled with less than 10 days notice.

WHEREAS, it is sometimes difficult for members of the Township Committee to attend special meetings in person because of work and family commitments; and

WHEREAS, it is possible to allow members of the Committee to attend meetings by speaker phone and still comply with the requirements of the Open Public Meetings Act;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey, that Chapter II of the Township Code entitled "Administration" is hereby supplemented and amended as follows:

Section 1. Subsection 2-3.3 entitled "Special Meetings" is supplemented and amended by adding the following new *italicized* paragraph to the existing Subsection 2-3.3, so it now reads as follows:
2-3.3 Special Meetings.

The Mayor or any two (2) members of the Township Committee may call special meetings, upon proper notice to all members of the Committee and the public in accordance with the Open Public Meetings Act. No item may be considered at a special meeting unless it was included in the agenda. No vote or action of the Committee shall be rescinded at any special meeting unless there be present-at such meeting as many Committee members as were present at the meeting when such vote or action was taken. (Ord. No. 16-96 § 1)

In the case of special meetings which have been scheduled with less than ten (10) days notice, members of the governing body may attend that special meeting by telephone under the following conditions:

- 1. All requirements of the Open Public Meetings Act N.J.S.A. 4:10-8 et seq. are met.*
- 2. The member or members of the governing body attending the meeting by speaker phone can be heard by all other members of the governing body whether they are attending the meeting in person or electronically as well as members of the public in attendance at the meeting.*
- 3. The member or members of the governing body attending the meeting by speaker phone are able to hear comments by other members of the governing body as well as members of the public.*

If technological problems prevent participation by those members of the governing body who are not physically present at the meeting, the meeting shall be held without them as long as there is a quorum present in person to conduct the meeting, or unless a majority of those present in person and by telephone vote to adjourn the meeting.

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

the remainder or any portion thereof.

Section 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

NOTICE

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, July 17, 2013 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:00 p.m. on Wednesday, **August 14, 2013** at the Municipal Building, 915 Valley Road, Gillette, New Jersey when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Cathy Reese, RMC
Township Clerk

RESOLUTIONS:

MOVED by: Comm. Roshto of the Township Committee of Long Hill Township, that Resolution #13-278 is hereby approved. **SECOND** by: Comm. Schuler.

ROLL CALL VOTE: All in favor

**RESOLUTION 13-278
AUDIT CORRECTIVE ACTION PLAN**

WHEREAS, the Long Hill Township Committee is in receipt of the 2012 Report of Audit for the period ending December 31, 2012; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document on July 17, 2013; and

WHEREAS, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

WHEREAS, said plan must be approved and filed within sixty days of formal notice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Long Hill that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

**Township of Long Hill
Corrective Action Plan**

County of Morris
Audit Report Year: 2012
Prepared by: James A. Mangin – Chief Financial Officer

1. Finding:

The Township does not maintain an adequate segregation of duties with respect to the recording and treasury functions. . . This is due, in part, to the limited number of personnel of the Township and the decentralized nature of governmental collection procedures. While this is not unusual in operations the size of the Township, management

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

and the Township Committee should be aware of this situation and realize the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.

Recommendation: (repeat)

#1 The Township maintain an adequate segregation of duties, where possible, with respect to the recording and treasury functions.

Explanation and Corrective Action:

A segregation of duties does exist between purchasing and treasury. Bank reconciliations and general ledger postings are both considered to be treasury functions. To minimize the exposure created by one individual doing both functions, a system was developed where the monthly bank reconciliations and general ledger trial balances are confirmed by the Administrator. This ensures that the Township's financial records are monthly reconciled to an outside source in the monthly bank statements.

Implementation Date:

Already implemented

2. Finding:

During our testing we discovered that not all of the tax records were available at the time of the audit and the current year and prior year levies were not proved out in a timely manner.

Recommendation:

#2 It is recommended that all tax records be maintained on a current basis and levies are proved out at the end of the year.

Explanation and Corrective Action:

In early December the Chief Financial Officer will meet with the Tax Collector to proactively discuss issues regarding the year-end. If possible, a Trial Balance of the current and prior year tax receivables will be performed.

Implementation Date:

December 15, 2013

CONSENT AGENDA RESOLUTIONS:

The following items are considered to be routine by the Township Committee and will be acted upon in one motion. There will be no separate discussion of these items unless a Committee member so requests. In this event, the item will be removed from the Consent Agenda and considered in the normal sequence of the Agenda.

TC Appointments -Mike Pesce moves to BOA regular member, term expires 12/31/2013
Richard Keegan moves to BOA 1st Alternate, term expires 12/31/2014

MOVED by: Comm. Schuler of the Township Committee of Long Hill Township that the aforementioned Board of Adjustment appointments be approved and Resolution #13-256 through #13-277 be approved. **SECOND** by: Comm. Roshto

ROLL CALL VOTE: All in favor

**RESOLUTION 13-256
APPROVING SPECIAL EVENT LICENSE
[SHRINE OF ST. JOSEPH]**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve License Number S 13-14 for the event to the "Sponsor" Shrine of St. Joseph, for their Special Event "Shrine Fall Fun Festival" to be held 10:00 AM – 5:00 PM on September 21, 2013; and

BE IT FURTHER RESOLVED that the Police Department has determined that the applicant is exempt for the cost of police coverage required for this event.

**RESOLUTION 13-257
APPROVING SPECIAL EVENT LICENSE
[NATIONAL MS SOCIETY]**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve License Number S 13-13 for the event to the "Sponsor" National MS Society, for their Special Event "Bike MS" to be held 8:00 AM – 4:00 PM on September 21 & 22, 2013; and

BE IT FURTHER RESOLVED that the Police Department has determined that the applicant is exempt for the cost of police coverage required for this event.

**RESOLUTION 13-258
APPROVING SPECIAL EVENT LICENSE
[LONG HILL TOWNSHIP SCHOOL DISTRICT EDUCATION FOUNDATION]**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve License Number S 13-15 for the event to the "Sponsor" Long Hill Township FORCE, for their Special Event "FORCE Tiger Tracks 5K Race" to be held 7:00 AM – 10:30 AM on October 5, 2013; and

BE IT FURTHER RESOLVED that the Police Department has determined that the applicant is exempt for the cost of police coverage required for this event.

**RESOLUTION 13-259
APPROVING SPECIAL EVENT LICENSE
[LORD STIRLING SCHOOL]**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve License Number S 13-10 for the event to the "Sponsor" Lord Stirling School, for their Special Event "Great Swamp Devil Run" to be held 9:00 AM – 3:00 PM on October 27, 2013; and

BE IT FURTHER RESOLVED that the Police Department has determined that the applicant is exempt for the cost of police coverage required for this event.

RESOLUTION # 13-260

BE IT RESOLVED: That the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector does hereby authorize a refund to: Angelo & Judith Scilla, 491 Meyersville Rd., Gillette, NJ 07933 for the \$1,000.00 Homestead Rebate received from the State of NJ to this parcel which has Totally Exempt Veteran status.

RESOLUTION 13-261

APPROVAL AND RELEASE OF REGULAR SESSION MINUTES AND APPROVAL OF EXECUTIVE SESSION MINUTES (AS REDACTED)

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve and release the Township Committee *Revised* Minutes of the July 17, 2013 meeting.

BE IT FURTHER RESOLVED that the Township Committee hereby approves the July 17, 2013 Executive Session Meeting Minutes as redacted by the Township Attorney.

RESOLUTION 13-262

APPROVING PAYMENT OF BILLS

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve the payment of the bills as presented by the Chief Financial Officer.

BE IT FURTHER RESOLVED, that the bills list be appended to the official minutes.

RESOLUTION 13-263

APPROVE CONFERENCE REQUEST – TOWNSHIP CLERK

WHEREAS, the Township Committee approved Resolution 08-375 which requires Township Committee approval of all overnight conference requests; and

WHEREAS, the Township Committee has received a request by the Township Clerk to attend the NJLM Conference in November 2013; and

NOW, THEREFORE, BE IT RESOLVED by, the Long Hill Township Committee hereby approves the request of the Township Clerk to attend the NJLM Conference as outlined in her memo.

RESOLUTION 13-264

ESTABLISHING PETTY CASH FUND FOR CHIEF OF POLICE

WHEREAS, NJSA 40A:5-21 authorizes the establishment of a petty cash fund for the Chief of Police in the Township of Long Hill; and

WHEREAS, said petty cash fund was established by the Township Committee by resolution; and

WHEREAS, said petty cash fund received approval from the Director of Local Government Services; and

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

WHEREAS, it is the desire of the Township Committee that said fund be continued under the direction of the Chief of Police;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill that:

1. During the year 2013, the Chief of Police, be and is hereby authorized and permitted to establish a petty cash fund in the amount not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21. Said petty cash fund will be used by such office or department to pay claims for small miscellaneous expenses.
2. Michael Mazzeo, Chief of Police, having custody of the fund shall be bonded under the Township's blanket bond and will maintain said fund in accordance with the laws and regulations governing its operation.

**RESOLUTION # 13-265
REGARDING CONSTRUCTION PERMITS AND INSPECTIONS WHEN THERE
ARE CONFLICTS OF INTEREST**

WHEREAS, The Township of Long Hill and the Borough of New Providence have agreed that when there is a conflict of interest in the enforcement of the Uniform Construction Code or the respective municipality's Building and Housing Code, as determined pursuant to N.J.A.C.5:23-4.50), the other municipality shall perform such enforcement, with the fees therefore being paid to the municipality performing said enforcement; and

WHEREAS, the fees of each municipality differ in certain amounts.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey , that in the event there is a conflict of interest as set forth above, the Township of Long Hill and the Borough of New Providence shall charge the amount of the fees that the Township in which the enforcement actions are performed would have charged.

**RESOLUTION 13-266
2013 SEWER ADJUSTMENTS**

BE IT RESOLVED: That the Township of Long Hill on the advice of the Tax collector does hereby authorize the following adjustments to the 2013 Sewer billing due to water usage, sprinkler systems, or billing errors by NJAW:

BLOCK	LOT	ADJUSTMENT	CREDIT	DEBIT
12802	6.07	USAGE	-947.44	
11301	1.01	SPRINKLER	-1056.13	
13702	11	USAGE	-200.42	
14205	5.11	USAGE	-437.28	
13201	9	SPRINKLER LEAK	-1002.10	
10105	12	USAGE	-227.75	
11204	14	C.O DATE PRO RATE	-337.07	
10801	2	WATER PIPE LEAK	-200.42	
12502	15	# OF UNITS ERROR	-300.00	

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

11504	18 t01	MERGED TO LOT 18	-475.00	
11504	18	SERVICE FEE INC.		75.00
11511	12 / to1	MERGED TO LOT 12	-475.00	
11511	12	SERVICE FEE INC		75.00
11512	25	POOL REPAIR	-200.41	
13301	10.04	WATER USAGE METER	-519.27	
12903	7	PIPE LEAK IN WINTER	-81.96	
11606	16 T01	MERGERED W LOT 16	-102.33	
11801	10	NO C.O. ISSUED	-475.00	
11001	27 T07	WATER OFF RENOVATE	-550.00	
12904	6.01	WATER USAGE ERROR NJW	-121.65	
12101	29	WATER LEAK OUTSIDE	-273.30	
12401	3	NJAW READING ERROR	-218.64	
Total Adjustments			-7901.17	+150.00 = -\$7751.17

**RESOLUTION 13-267
ACCEPTING RESIGNATION - MALLOY**

BE IT RESOLVED, that the Township Committee hereby accepts the resignation of Board of Adjustment member, Maureen Malloy effective July 26, 2013.

**RESOLUTION 13-268
INSERTION OF SPECIAL ITEM OF REVENUE
PASSAIC RIVER BASIN PROPERTY ACQUISITION**

WHEREAS, N.J.S.A. 40 A:4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget or any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$325,000, which is now available as a Revenue from the New Jersey Department of Environmental Protection Green Acres Program; and

BE IT FURTHER RESOLVED by the like sum of \$325,000 is hereby appropriated under the caption title Passaic River Basin Property Acquisition; and

BE IT FURTHER RESOLVED, that the above is a result of funds from the New Jersey department of Environmental Protection Green Acres Program in the amount of \$325,000; and

BE IT FURTHER RESOLVED that two certified copies of this Resolution be filed with the Director of the Division of Local Government Services.

**RESOLUTION 13-269
INSERTION OF SPECIAL ITEM OF REVENUE
MORRIS COUNTY HISTORIC PRESERVATION TRUST
MILLINGTON SCHOOLHOUSE**

WHEREAS, N.J.S.A. 40 A:4-87 provides that the Director of Division of Local Government Services may approve the insertion of any special item of revenue in the budget or any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount;

(Section 1)

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$241,038.00, which is now available as a Revenue from the Morris County Historic Preservation Trust; and

(Section 2)

BE IT FURTHER RESOLVED that a like sum of \$241,038.00 is hereby appropriated under the caption title Morris County Historic Preservation Trust – Millington Schoolhouse Project; and

(Section 3)

BE IT FURTHER RESOLVED, that the sum of \$241,038 representing the amount required for the municipality's matching share of the aforementioned undertaking is available in the Trust Fund for Open Space – Historic Preservation.

BE IT FURTHER RESOLVED that two certified copies of this Resolution be filed with the Director of the Division of Local Government Services.

**RESOLUTION 13-270
AUTHORIZING THE CANCELLATION OF CAPITAL BALANCES**

WHEREAS, certain General Capital Improvement balances remain dedicated to projects which have been completed; and

WHEREAS, the balances are no longer necessary for the purposes originally authorized;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Long Hill hereby directs that the following balances of unexpended General Capital Improvement Authorizations be cancelled:

<u>Ordinance</u>	<u>Improvement Authorization</u>	<u>Balance</u>
#212-07	Administrative Costs	\$100,000.00
	Wastewater Improvements	\$200,000.00
#229-08	Road Improvements	\$ 8,320.74
	Municipal Building Improvements	\$ 26,392.43
	Stormwater Improvements	\$ 70,272.50
	Administrative Costs	\$ 709.75

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

#250-09	Administrative Costs	\$ 46,572.09
	Road Improvements	\$ 10,231.96
	Wastewater Improvements	\$117,397.57
	Stormwater Improvements	\$ 43,068.00
#260-10	Wastewater Improvements	\$ 13,647.95
#265-10	Road Improvements	\$ 14.64
	Fire Equipment – Millington	\$ 300.00
#280-11	Equipment – First Aid Squad	\$ 3,236.00
	Equipment – DPW	\$ 1,510.00
	Equipment – Technology	\$ 3,584.00
#281-11	Preliminary Costs – Wastewater	\$ 3,822.00
#284-11	Equipment – Stirling Fire	\$ 6.07
	Equipment – First Aid Squad	\$ 986.00
	Equipment – Wastewater Div.	\$ 7,098.86
#285-11	Equipment – DPW	\$ 4,659.52
#289-11	Fire Dept. Radio Equip Purchases	\$ 1,656.60
#296-12	Computer Server – Town Hall	\$ 1,651.00
	Total General Capital	\$665,137.68

RESOLUTION 13-271
Relieve Tax Collector-NJ Transit
[B.20100, L. 2.01]

BE IT RESOLVED: that the Township Committee of the Township of Long Hill does hereby relieve the Tax Collector from the collection of 2013/2014 property tax levied to NJ Transit for Block 20100 Lot 2.01 in the amount of: 2013 \$112.33 and 2014 \$56.17 taxes; and

WHEREAS: the Tax Assessor has re-created this parcel as Block 10100 Lot 2.02 and added Class 15C;

NOW THEREFORE BE IT RESOLVED: that the Tax Collector be relieved from the collection of taxes totaling \$168.50 taxes of 2013 and the first half of 2014.

RESOLUTION 13-272
AUTHORIZE EMPLOYMENT OF PART-TIME FIRE SUB CODE OFFICIAL
[MAHONEY]

WHEREAS, there exist the need to fill the position of Fire Sub- Code Official; and

WHEREAS, a candidate has been identified in the name of Stephen Mahoney who has the education, certifications and experience necessary to fulfill the position requirements; and

WHEREAS, it is the recommendation of the Township Administrator to appoint Stephen Mahoney as the Fire Sub-Code Official.

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Long Hill as follows:

1. It does hereby appoint Stephen Mahoney as Part-time Fire Sub-Code Official, without benefits in the Construction Office effective August 19, 2013 for a four (4) year term.
2. The Fire Sub-Code Official shall be compensated \$35.00 per hour for a maximum of 10 hours per week.

**RESOLUTION 13-273
AUTORIZE TAX LIEN REFUND
[B. 11107/ L. 18]**

BE IT RESOLVED: That the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector, does hereby authorize the Redemption of Tax Title Lien #1248 for Block 11107 Lot 18 dated 12/06/11 in the amount of \$6,385.68 to: FNA Jersey BOI, LLC, P.O. Box 1030, Brick, NJ 08723.

**RESOLUTION 13-274
AUTHORIZATION TO CONDUCT BLOCK PARTY
Greenwood Drive/Circle Drive**

BE IT RESOLVED by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, authorize the residents of Greenwood Drive and Circle Drive to hold a block party on Saturday, September 21, 2013 from 9:00 AM – 11:00 PM in accordance with request letter dated July 23, 2013.

**RESOLUTION 13-275
AWARD CONTRACT UNDER FAIR AND OPEN PROCEDURES FOR
2013 CAPITAL ROAD IMPROVEMENT PROGRAM – MILLING & PAVING**

BE IT RESOLVED by the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey as follows:

1. The Township Director of Public Works has estimated quantities for the milling and paving of various streets within the Township using the Morris County Cooperative Pricing Council prices.
2. TILCON Construction Corp. submitted the lowest price for milling and paving work to the Morris County Cooperative Pricing Council.
3. The Director's estimate for the milling and paving is not expected to exceed \$1,200,000.00
4. The Township Administrator is authorized to prepare purchase order for the above project to mill and pave
5. The Chief Finance Officer has certified sufficient funds are available under account C-04-55-315-000-200.

**RESOLUTION 13-276
AWARDING CONTRACT FOR MILLINGTON TRAIN STATION ROOF REPLACEMENT**

WHEREAS, the Township of Long Hill received requests from thirteen (13) contractors but only five (5) sealed bids were received for the Millington Train Station Roof replacement on July 9, 2013 and

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

<u>CONTRACTOR</u>	<u>BASE BID</u>
Gen II Contracting Co., Inc.	\$57,750.00
	\$4.00 per sq. ft.
Arch Concept Construction, Inc.	\$68,000.00,
	\$6.00 per sq. ft.
Bailey Restoration Corp.	\$74,880.00
	\$5.50 per sq. ft.
Pravco, Inc.	\$112,000.00
	\$10.00 per sq. ft.
Dell-Tech, Inc.	\$120,000.00
	\$6.00 per sq. ft.

WHEREAS, Gen II Contracting Co., Inc. provided the lowest responsive bid; and

WHEREAS, the bid submitted by Gen II Contracting Co., Inc., has been reviewed by the Township Engineer and Township Attorney and found acceptable; and

WHEREAS, James Mangin, Purchasing Agent, recommends the award of the contract to Gen II Contracting Co., Inc., 395a Millstone Road, Clarksburg, NJ 08510.

NOW, THEREFORE BE IT RESOLVED that the Township Committee of the Township of Long Hill, County of Morris, New Jersey as follows:

1. Award the contract to Gen II Contracting Co., Inc., 395a Millstone Road, Clarksburg, NJ 08510.
2. The contract shall be in the amount of \$57,750.00.
3. The Mayor and Municipal Clerk are hereby authorized and directed to execute the contract for the project.

**RESOLUTION 13-277
APPOINTMENT OF HEAD LIFE GUARD
STIRLING LAKE [LAVORERIO]**

WHEREAS, the Township of Long Hill has a vacancy for the Head Lifeguard position at Stirling Lake; and

WHEREAS, Ryan Lavorerio has worked as a Lifeguard for the Township of Long Hill for six seasons and is well qualified for the vacated position;

BE IT RESOLVED, that the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey, upon the advice and recommendation of Director of Recreation, does hereby approve the advancement of Ryan Lavorerio to Head Lifeguard at Stirling Lake.

BE IT FURTHER RESOLVED, that the starting salary for the new position will be \$12.00 per hour effective July 22, 2013

OLD BUSINESS: Comm. Roshto reported that the Historic Preservation Advisory Committee is preparing a project design to restore and move the 7 historic tombstones from storage at the DPW to Riverside Park.

NEW BUSINESS:

- Annual Shredding Event – The Clerk requested that the Township hold an annual shredding event, and was instructed to proceed with scheduling the event with the advise of Chief Mazzeo for the best location.

TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MINUTES
AUGUST 14, 2013

ANNOUNCEMENTS/CORRESPONDENCE:

- Town Hall Meeting with Congressman Lance 8-20-13 5:30 PM – 7:00 PM
- LHT Library Closed on August 17th [Emergency Generator Connection]
- Coastal Clean Up Day Sept 21, 2013
- New 911 Law

MEETING OPEN TO THE PUBLIC:

ADJOURNMENT: With no further business to approve, at 8:50 PM, Comm. Roshto made a motion, seconded by Comm. Schuler to adjourn the Public Meeting in order for the Committee return to Closed Session.

Respectfully submitted,
Cathy Reese
Township Clerk