

5-28-2014



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ  
TOWNSHIP COMMITTEE  
REGULAR SESSION AGENDA [*Revised*]  
May 28, 2014  
6:30 PM CLOSED SESSION; 7:30 PM OPEN SESSION**

*A draft of the Township Committee Regular Session Agenda is posted on the Township website at [www.longhillnj.us](http://www.longhillnj.us) on the Monday preceding the meeting.*

**STATEMENT OF ADEQUATE NOTICE**

"In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was electronically sent to the Courier News and posted in the January 9, 2014 edition. Electronic notice was also sent to the Echoes Sentinel and posted in the January 16, 2014 edition, and posted on the bulletin board in the Municipal Building on January 7, 2014 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: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #14-181 is hereby approved for Executive Session. **Seconded by:**

**ROLL CALL VOTE:**

**RESOLUTION 14-181  
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:

Personnel:

- Township Planner

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.

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**OPEN PUBLIC MEETING:**

**PLEDGE OF ALLEGIANCE**

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**ROLL CALL:** Clerk will call the Roll

**Guest:** **Lindsey Santamaria** | *Economic Development Manager*  
**Morris County Economic Development Corporation (MCEDC)**

Morris County Economic Development Corporation was established in 1992 and operates as a division of the Morris County Chamber of Commerce. The mission of the organization is to expand, attract, and retain businesses in Morris County, bridging the gap between private corporate and government entities. Our marketing efforts within Morris County and beyond promote the superior quality of life that residents enjoy and emphasize the infinite benefits to growing your business in this area.

“The Morris County Economic Development Corporation, a division of the Morris County Chamber of Commerce, is a partnership of business and government dedicated to growing the economy of Morris County, New Jersey through programs and services that result in business attraction, creation, retention, and expansion, and to assist government in managing growth for the benefit of present and future generations.”

**COMMENDATION PRESENTATIONS:** Detective Bauer, Officer Thompson

**COMMITTEE LIAISON REPORTS:**

**DISCUSSION / ACTION ITEMS:**

- Proceeds- Wilhelm Estate Auction
- COPS Grant 2014
- Little League Field Repairs

**ORDINANCES:**

**ORDINANCES INTRODUCTION:**

**ORDINANCE #330-14**

**AN ORDINANCE REVISING AND CLARIFYING DEVELOPMENT FEES AND ESCROW DEPOSITS AND AMENDING SECTIONS 170 AND 180 OF THE TOWNSHIP LAND USE ORDINANCE**

*STATEMENT OF PURPOSE: To revise and clarify land development application fees and escrow deposits.*

**WHEREAS**, the Planning Board in a April 17, 2014 memorandum from Township Planner Kevin O’Brien recommended that certain development application fees and escrow deposits be revised;

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey that §170 and §180 of the Township zoning ordinance are hereby amended as follows:

**Section 1.** The title of Section 180 is changed to “APPLICATION FEES, ESCROW DEPOSITS, GUARANTEES, DEVELOPMENT FEES AND IMPROVEMENTS.”

**Section 2.** All ordinances that control the handling of fees and escrow deposits from existing Subsection 181 entitled "**DEVELOPMENT FEES**" and Subsection 182 entitled "**OTHER FEES**" are hereby consolidated in a new Subsection 181 which shall be entitled "**HANDLING OF APPLICATION**

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**FEES AND ESCROW DEPOSITS**". This new subsection 181 is attached hereto and incorporated herein by reference.

**Section 3.** All specified dollar amounts from existing Subsection 181 entitled "**DEVELOPMENT FEES**" and Subsection 182 entitled "**OTHER FEES**" are hereby consolidated in a new Subsection 182 which shall be entitled "**SCHEDULE OF FEES AND ESCROW DEPOSITS**". This new subsection 182 is attached hereto and incorporated herein by reference.

**Section 4.** Section 180 of the Township Code entitled "Application Fees, Escrow Deposits, Guarantees, Development Fees and Improvements" is amended to read as follows:

**SECTION 180 APPLICATION FEES, ESCROW DEPOSITS, GUARANTEES, DEVELOPMENT FEES AND IMPROVEMENTS**

**181 HANDLING OF APPLICATION FEES AND ESCROW DEPOSITS**

**181.1 General**

Every applicant before the approving authority shall pay the fees and escrow deposits set forth in Section 182, "Schedule of Fee and Escrow Deposits". Unless otherwise stated, all fees are nonrefundable. There shall be a fee for each type of relief requested with the exception of charges pursuant to section 182, "Bulk Variances".

181.2 Hearings

- a. Special Hearing For each hearing scheduled outside of a boards regular meeting dates and/or times, the applicant shall pay a fee specified in section 182.
- b. Additional Hearing
  - 1) For each additional hearing, including a special hearing, the applicant shall pay the fee specified in section 182.
  - 2) A good faith escrow estimate shall be provided to the applicant in advance of the additional hearing and the applicant shall deposit the required amount into escrow at least 48 hours prior to the hearing date. The minimum estimate shall never be less than the escrow amount specified in section 182.
- c. Court Reporter Prior to the hearing, the applicant shall deposit into escrow the amount specified in section 182. The applicant shall pay the actual cost incurred for a court reporter prorated by the amount of time each applicant is heard at the hearing. This fee is in addition to the cost of obtaining a transcript of any hearing, which cost is to be borne by the person obtaining the transcript.

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- d. Publication Escrow Every applicant shall pay an additional escrow deposit to cover the cost of the publication of any public notices specified in section 182.
- e. Canceled Meeting Fee If any application is withdrawn or if any hearing is canceled at the applicant's request after noon on the Friday preceding the scheduled meeting date, the applicant shall be charged the fee specified in section 182.

181.3 Rezoning Application

The applicant shall pay the fee and escrow specified in section 182. In addition, the applicant shall pay all appropriate application fees and professional review escrows including but not limited to those for any concept reviews, site inspections, map updates and/or additional hearings.

181.4 Tax Map Revision Fee

If map revisions are necessary, each lot in the final configuration shall require a fee specified in section 182. This fee shall be paid prior to the signing of the Final Plat or to the filing of deeds.

181.5 Funding and Handling of Escrow Accounts

- a. Professional services will not be undertaken until an application escrow account has been established and is appropriately funded in accordance with this section.
- b. The appropriate township official shall regularly verify that the escrow account balances are sufficient to cover all future professional services.
- c. The appropriate township official shall provide the applicant with regular notices itemizing future anticipated costs. The official shall include the current fund balance and additional amounts required, if any.
- d. The applicant shall be responsible for ensuring that sufficient funds remain in the escrow account in order to avoid any interruption of services.
- e. In the event funds are deemed insufficient to cover present and anticipated future costs, the appropriate township official shall cause all work to immediately stop and shall direct an accounting of the escrow funds including any outstanding bills.

181.6 Billing Procedures

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- a. All bills and vouchers submitted by township retained professionals shall itemize the services performed and include the ordinance item number, category and application type as found in section 182, "Schedule of Fee and Escrow Deposits".
- b. All bills and vouchers submitted by township retained professionals shall specify the time expended and the date the work was performed. The bill shall also set forth the hourly billing amount. The hourly billing amount shall be in accordance with the amount set forth in the contract between the professional and the Township or appropriate Board.
- c. All escrow funds not expended shall be refunded to the applicant within thirty (30) days after satisfaction of conditions of approval. The Township shall also provide the applicant with an accounting of the escrow funds.

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**182 SCHEDULE OF FEE AND ESCROW DEPOSITS**

#	Category	Res	Non Res	Application	App Fee	Escrow Deposit
1	Pre-Hearing	•	•	Completeness Review		\$ 675
2	Site Plan	•	•	Planning Board waived site plan approval	\$ 650	\$ 2,500
3	Site Plan	•	•	Administrative waivers, ASPW Subcommittee	\$ 200	
4	Site Plan	•	•	Minor site plan	\$ 650	\$ 3,000
5	Site Plan	•		Major, Preliminary approval, residential	\$800 + \$260/lot or unit over three	\$3,600 + \$200/lot up to \$10,000 max.
6	Site Plan		•	Major, Preliminary approval, non-residential, Improved Site Area	\$650 + \$.033/SF over 2,000 SF	\$4,800 + \$0.25/SF
7	Site Plan		•	Major, Preliminary approval, non-residential, Altered Floor Area	\$650 + \$0.20/SF	
8	Site Plan	•	•	Major, Final site plan approval	25% of the preliminary site plan fee.	Nonresidential 25% of the escrow at time of preliminary
9	Site Plan	•	•	Major, Amended site plan	50% of the preliminary site plan fee.	25% of the escrow at time of preliminary
10	Site Plan	•	•	Each new sign	\$55 + \$1.00/SF	
11	Subdivision	•	•	Minor subdivision	\$ 1,000	\$ 3,000
12	Subdivision	•		Major, Preliminary approval, residential	\$2000 + \$500/lot	\$3,600 + \$200/lot up to \$10,000 max.
13	Subdivision		•	Major, Preliminary approval, non-residential	\$2000 + \$500/lot	\$4,800 + \$0.25/SF
14	Subdivision	•	•	Major, Final approval	25% of the preliminary fee.	25% of the escrow at time of preliminary
15	Subdivision	•	•	Tax Map Revision Fee	\$100/lot	
16	Subdivision or Site Plan	•	•	Concept review	\$ 320	\$ 2,500

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#	Category	Res	Non Res	Application	App Fee	Escrow Deposit
17	Permit	•	•	Development Permit Fee	\$ 500	\$ 500
18	Permit	•	•	Development Permit waiver, Board approval	\$ 400	\$ 500
19	Permit	•	•	Development Permit waiver, Administrative approval	\$ 200	
20	Bulk variance	•	•	Bulk Variances: One fee and one escrow for all variances	\$ 650	\$ 4,000
21	Use variance	•		Each Use Variance: One and two family residential	\$ 650	\$ 5,000
22	Use variance	•		Each Use Variance: Three and more family residential	\$1,000 plus \$40/unit over 10 units	\$10,000 plus \$40/unit over 10 units
23	Use variance		•	Each Use Variance: Nonresidential	\$2,500 +\$0.13/SF over 1,000 SF	\$10,000 +\$0.13/SF over 1,000 SF
24	Hearing	•	•	Requests for extension of approval	\$ 200	\$ 1,750
25	Hearing	•	•	Appeals or interpretations	\$ 200	\$ 2,500
26	Hearing			Special Hearing	\$ 350	
27	Hearing	•	•	Additional Hearing, each. Escrow deposit is the minimum (See 181.2b).	\$ 500	\$ 2,000
28	Hearing	•	•	Court Reporter		\$ 375
29	Hearing	•	•	Publication Escrow		\$ 130
30	Hearing	•	•	Canceled Meeting Fee	\$ 650	
31	Other App	•	•	All other applications	\$ 360	\$ 1,000
32	Other App	•	•	Certification of nonconforming use	\$ 480	\$ 3,500
33	Rezoning	•	•	Rezoning Application	\$ 500	\$ 3,000

**Section 5.** Subsection 173 entitled “**PROVISIONS APPLICABLE TO BOTH PLANNING BOARD AND BOARD OF ADJUSTMENT**” in Section 170 entitled “**LAND USE PROCEDURES**” is supplemented and amended by changing Subsection 173.4 entitled “Application Fees and Escrow Deposits” and by adding a new Subsection 173.4b entitled “Annual Review of the Fees and Escrow Schedule” which reads as follows:

**173.4 Application Fees and Escrow Deposits**

- a. Application fees and escrow deposits in connection with applications to the Planning Board and Board of Adjustment are set forth in Section 180 of this Ordinance.
- b. Annual Review of the Fee and Escrow Schedule

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1. Each September the appropriate township official shall prepare a report that reviews fee and escrow amounts in section 182. The report shall include recommended changes, if any, and shall be submitted to the Planning Board for consideration.
  
2. The Planning Board shall notify the Township Committee no later than December 15 annually that fee and escrows have been reviewed. If changes to the amounts of fees or escrows are necessary, the Planning Board shall make such recommendation.

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, May 28, 2014, will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on **Wednesday, June 25, 2014**, 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, CMR  
Township Clerk

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Ordinance 330-14 be approved at first reading. Public Hearing and final adoption is scheduled for June 25, 2014. **SECOND** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**ORDINANCE #331-14**

**ORDINANCE PROVIDING FOR VARIOUS IMPROVEMENTS IN AND BY THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY, AND APPROPRIATING \$858,347 THEREFORE FROM VARIOUS FUNDS OF THE TOWNSHIP.**

**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 improvements described in Section 2 of this ordinance are hereby authorized as general improvements to be made or acquired by The Township of Long Hill, in the County of Morris, New Jersey. For the said improvements or purposes stated in said Section 2, there is hereby appropriated therefore the sum of \$858,347, to the extent of \$302,924, from moneys available in the Capital Fund Balance of the Township and, to the extent of \$555,423, from moneys available in the Capital Improvement Fund of the Township.

**Section 2.** The improvements hereby authorized and the several purposes for the financing of which the appropriation is made as provided in Section 1 of this ordinance are as follows: (a) the acquisition by purchase of a speed trailer/message board, a digital recording security system and two (2) in-car computers for use by the Police Department of the Township, turnout gear, communications equipment, rescue equipment, self-contained breathing apparatus, a generator and a fire hose for use by



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the Fire Companies of the Township, a trophy case for use by the Recreation Department of the Township, and furnishings and computer equipment for use by the Administration Department of the Township; (b) the improvement of the Police Headquarters by the paving of the parking lot thereof and the installation of a fence; (c) the improvement of municipal tennis courts and the upgrade of the little league baseball field; and (d) the improvement of various roads in and by the Township by the milling, paving and storm water upgrade thereof, including, for all of the foregoing, all site work, appurtenant equipment, accessories, attachments, work and materials, and all engineering, legal, advertising and other costs associated therewith, and 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.

**Section 3.** 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 4.** This ordinance shall take effect after publication after final adoption, as provided 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, May 28 2014 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:00 p.m. on **Wednesday, June 25, 2014** 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: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Ordinance 331-14 be approved at first reading. Public Hearing and final adoption is scheduled for June 25, 2014. **SECOND** by: \_\_\_\_\_. **ROLL CALL VOTE**

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**ORDINANCE # 332-14**

**BOND ORDINANCE APPROPRIATING \$716,000, AND AUTHORIZING THE ISSUANCE OF \$681,423 BONDS OR NOTES OF THE TOWNSHIP, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY.**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:**

**Section 1.** The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by The Township of Long Hill, in the County of Morris, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations

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made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$716,000 including the aggregate sum of \$34,577 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes and including also, in the case of the improvement or purpose described in paragraph (b) of said Section 3, the sum of \$220,000 received or expected to be received by the Township from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement or purpose.

**Section 2.** For the financing of said improvements or purposes and to meet the part of said \$716,000 appropriations not provided for by application hereunder of said down payments, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$681,423 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding \$681,423 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

**Section 3.** The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Improvement of various roads and locations in and by the Township, including, without limitation, Summit Avenue, Johnson Drive, Sunrise Drive, Madison Avenue, Gates Avenue, Mitchell Road, Preston Drive, Hickory Tavern, Sherwood Lane, High Street East, High Street West, Pine Street, Maple Avenue, St. Josephs Drive, Delaware Avenue, Winding Way, Largo Lane, Ave Maria Court and Oaks Road by the reconstruction, surfacing or resurfacing thereof to provide roadway pavements at least equal in useful life or durability to a roadway pavement of Class B construction (as used or referred to in Section 40A:2-22 of said Local Bond Law), together with all curbing, structures, drainage improvements, catch basins, milling, 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	\$346,000	\$329,043
(b) Improvement of the storm water drainage system in and by the Township, including construction of a storm drain in and along Carlton Road, together with all surveys, designs, easements, structures, site work, equipment, work and materials necessary therefore or		

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incidental thereto, all as shown on and in accordance with the plans and specification therefore on file or to be filed in the office of the Township Clerk and hereby approved, the \$370,000 appropriation hereby made therefore being inclusive of the amount of \$220,000 received or expected to be received by the Township from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement

	<u>370,000</u>	<u>352,380</u>
Totals	\$716,000	\$681,423

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefore, as above stated, is the amount of the said down payment for said purpose.

**Section 4.** The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is twenty-five (25) years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Township as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$681,423, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) Amounts not exceeding \$100,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

**Section 5.** The funds from time to time received by the Township on account of the grant referred to in Section 1 of this bond ordinance shall be used for financing the improvements or purposes described in Section 3(b) of this bond ordinance by application thereof either to direct payment of the costs of said improvements or purposes, or to payment or reduction of the authorization of the obligations of the Township authorized by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of such costs shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this bond ordinance.

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**Section 6.** All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of Section 40A:2-8 of said Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Township at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

**Section 7.** The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of said obligations and interest thereon without limitation of rate or amount.

**Section 8.** 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 9.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond 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, May 28 2014 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:00 p.m. on **Wednesday, June 25, 2014** 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: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Ordinance 331-14 be approved at first reading. Public Hearing and final adoption is scheduled for June 25, 2014. **SECOND** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**ORDINANCE PUBLIC HEARING/CONSIDERATION OF ADOPTION**

**ORDINANCE # 327- 14**

**AN ORDINANCE CONCERNING PARKING REGULATIONS  
IN SCHOOL ZONES AND SUPPLEMENTING AND AMENDING CHAPTER VII  
OF THE TOWNSHIP CODE ENTITLED “TRAFFIC”**

**WHEREAS**, there is no reason that parking should be restricted in school zones when school is not in session;

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey that Chapter VII of the Township Code entitled “Traffic” is hereby supplemented and amended as follows:

Section 1. §7-15 entitled “Parking Prohibited During Certain Hours on Certain Streets” is amended by restricting parking in the Central School and Millington School zones only when school is in session, so that section reads as follows:

**7-15 PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS.**

No person shall park a vehicle between the hours specified any day (except Sunday and public holidays) upon any of the streets or parts of streets described.

<b>Name of Street</b>	<b>Side</b>	<b>Hours</b>	<b>Location</b>
Central Avenue (Central Avenue School Zone)		7:30 a.m. to 8:15 a.m. and 2:30 p.m. to 3:15 p.m. ( <u>when school is in session</u> )	Central School Zone from the northern parking lot to the southern parking lot entrance.
Northfield Road (Millington School Zone)	East	8:30 a.m. to 4:00 p.m. . ( <u>when school is in session</u> )	Millington Elementary School Zone from the N.J. Transit Railroad to 100 feet north of the northerly curb line of The Crescent.

**Section 2.** The effectiveness of this ordinance is continued upon signs being erected as required by law.

**Section 3.** 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 4.** 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 5.** 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, April 23, 2014, will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on **Wednesday, May 28, 2014**, 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, CMR  
Township Clerk

**Open for Public Comment**

**Close Public Comment**

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Ordinance 327-14 be adopted on second reading. **SECOND** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**RESOLUTIONS:**

**RESOLUTION #14-182**

**RESOLUTION AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$1,652,000 BOND ANTICIPATION NOTES OF THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY.**

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

**Section 1.** Pursuant to a bond ordinance of the Township of Long Hill, in the County of Morris (herein called "local unit") entitled: "Bond ordinance appropriating \$1,735,000, and authorizing the issuance of \$1,652,000 bonds or notes of the Township, for various improvements or purposes authorized to be undertaken by the Township of Long Hill, in the County of Morris, New Jersey", finally adopted on July 8, 2013 (#315-13), Bond Anticipation Notes of the local unit in a principal amount not exceeding \$1,652,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any Bond Anticipation Notes heretofore issued therefore.

**Section 2.** The following matters in connection with said Bond Anticipation Notes are hereby determined:

(a) All notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the local unit, provided that no note issued pursuant to Section 1 hereof shall mature later than (i) one year from the date of the first such note issued pursuant to the respective ordinances referred to in said Sections, and (ii) three years from the date of the first note issued pursuant to each such respective ordinance unless the local unit shall have

paid and retired amounts of such notes sufficient to allow it, in accordance with provisions of Section 40A:2-8 of the Local Bond Law, to renew a portion thereof beyond the third anniversary date of the first of such notes;

(b) All notes issued hereunder shall bear interest at such rate or rates as may be determined by the chief financial officer of the local unit; and

(c) The notes shall be in the form prescribed by resolution heretofore adopted by the governing body of this local unit determining the form of Bond Anticipation Notes issued pursuant to the Local Bond Law, and any such notes may be signed or sealed by officers of the local unit in any manner permitted by Section 40A:2-25 of said Local Bond Law notwithstanding that said form or resolution may otherwise provide.

**Section 3.** The chief financial officer of the local unit is hereby authorized and directed to determine all matters in connection with said notes not determined by this or a subsequent resolution, and the chief financial officer's signature upon said notes shall be conclusive as to such determinations.

**Section 4.** The chief financial officer of the local unit is hereby authorized to sell said Bond Anticipation Notes from time to time at public or private sale in such amounts as the chief financial officer may determine at not less than par and to deliver the same from time to time to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof and payment therefore.

**Section 5.** Any instrument issued pursuant to this resolution shall be a general obligation of the local unit, and the local unit's faith and credit are hereby pledged to the punctual payment of the principal of and interest on said obligations and, unless otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget and a tax sufficient to provide for the payment thereof shall be levied and collected.

**Section 6.** The chief financial officer of the local unit is authorized and directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of notes pursuant to this resolution is made, such report to include the amount, description, interest rate and maturity of the notes sold, the price obtained and the name of the purchaser.

**Section 7.** The chief financial officer of the local unit is hereby authorized and directed to do all other matters necessary, useful, convenient or desirable to accomplish the delivery of said notes to the purchasers thereof as promptly as possible, including (i) the preparation, execution and dissemination of a Preliminary Official Statement and Final Official Statement with respect to said notes, (ii) preparation, distribution and publication, if necessary, of a Notice of Sale with respect to said notes, (iii) execution of a Continuing Disclosure Undertaking, with respect to said notes in accordance with Rule 15c2-12 promulgated by the Securities and Exchange Commission and (iv) execution of an arbitrage and use of proceeds certificate certifying that, among other things, the local unit, to the extent it is empowered and allowed under applicable law, will do and perform all acts and things necessary or desirable to assure that interest paid on said notes is not included in gross income under Section 103 of the Internal Revenue Code of 1986, as amended.

**Section 8.** All action heretofore taken by officials and professionals of the Township relating to the sale of said notes are hereby ratified, confirmed, adopted and approved.

**Section 9.** This resolution shall take effect immediately.

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #14-182 is hereby approved. **SECOND** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**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.*

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #14-169 through #14-180, 14-183 and 14-184 are hereby approved.

**SECOND** by: \_\_\_\_\_. **ROLL CALL VOTE:**

**RESOLUTION 14-169  
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 #14-170**

**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 of 2014 Tax in the amount of \$1696.00 due to overpayment for Block 13701 Lot 50 for 37 Lacey Ave. Reference # CEL0166175 to: Celink Reverse Mortgage, c/o Industry Consulting Group, Inc., P.O.B 8265, Wichita Falls, TX 76307

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**RESOLUTION 14-171**

**WHEREAS:** This parcel has been deeded to the Township by the Estate of Wilhelm by deed;

**NOW BE IT RESOLVED:** That the Township Committee of the Township of Long Hill does hereby relieve the Tax Collector from the collection of taxes for the year 2014 2<sup>nd</sup> quarter in the amount of \$ 2,263.56 for Block 11202 Lot 23.

\*\*\*\*\*

**RESOLUTION 14-172  
ACCEPTING DONATION FOR RECREATION PROGRAMS**

**WHEREAS**, a donation has been offered to the Long Hill Township Recreation Department in the amount of \$500.00 to be used for recreation programs; and

**WHEREAS**, N.J.S.A. 40A:5-29 provides that any local unit is authorized and empowered to accept gifts made to it;

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey authorizes the acceptance of the \$500.00 from Lynn Combs to the Long Hill Township Recreation Department.

\*\*\*\*\*

**RESOLUTION 14-173  
CERTIFYING JUNIOR MEMBERSHIP WITH THE STIRLING  
VOLUNTEER FIRE COMPANY**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby certify that **Charles Mazzucco** is a Junior Member of the Stirling Volunteer Fire Company, No. 1.

\*\*\*\*\*



**RESOLUTION #14-174**

**A RESOLUTION TO AFFIRM THE TOWNSHIP OF LONG HILL'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of the Township of Long Hill to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of the Township of Long Hill has determined that certain procedures need to be established to accomplish this policy

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

**Section 1:** No official, employee, appointee or volunteer of the Township of Long Hill by whatever title known, or any entity that is in any way a part of the Township of Long Hill shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Long Hill's business or using the facilities or property of the Township of Long Hill.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Long Hill to provide services that otherwise could be performed by the Township of Long Hill.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Township Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of Long Hill as well as all other entities subject to this resolution to periodically complete training

concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Township Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of Long Hill. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of Long Hill's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Township of Long Hill in order for the public to be made aware of this policy, as well as the Township of Long Hill's commitment to the implementation and enforcement of this policy.

\*\*\*\*\*

**RESOLUTION #14-175  
TAX [B. 13701, L. 54]**

**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 # 1279 for Block 13701 Lot 54 dated 11/26/2013 in the amount of \$520.11 and refund of premium paid in the amount of \$900.00 to: U.S. Bank Cust/for Pro Capital I, US Bank, TLGS, 50 s 16<sup>TH</sup> St., Ste 1950, Philadelphia, PA 09102.

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**RESOLUTION 14-176  
APPROVING SPECIAL EVENT LICENSE  
[FREEDOM TOUR BIKE RACE]**

**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 14-10 for the event to the "Sponsor" Long Hill Township Chamber of Commerce, for their Special Event "24th Freedom Tour Bike Race" to be held 8:00 AM – 5:00 PM on July 27, 2014; and

**BE IT FURTHER RESOLVED** that the Township Committee hereby authorize the street closures for the Long Hill Township Chamber of Commerce on July 27, 2014 and that the closure has been approved by the Police Department;

**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 # 14-177**

**A RESOLUTION to authorize a change in the average number of hours of employment per week required for "full-time" status for participation in the State Health Benefits Program and/or School Employees' Health Benefits Program in accordance with N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2.**

**BE IT RESOLVED:**

1. The Township of Long Hill, County of Morris – SHPB 100600, a participating employer in the State Health Benefits Program and/or School Employees' Health Benefits Program, hereby designates **30 hours per week** (average) as the minimum requirement for the full-time status in accordance with N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2.

\*As of June 1, 2010, may not be less than 25 hours per week for employees, or less than 35 hours per week for elected or appointed officials.

2. This change in the number of hours of employment required for State Health Benefits Program and/or School Employees' Health Benefits Program eligibility applies to: (check one)

**ALL EMPLOYEES** - We will inform employees currently enrolled in the State Health Benefits Program and/or School Employees' Health Benefits Program who do not work the minimum number of hours per week required to participate in the Program of this change and their termination from coverage. We will distribute COBRA notices to these employees and access the Employer Pensions and Benefits Information Connection (EPIC) and complete the online Transmittal of Deletions to terminate affected employees from coverage. We understand termination of coverage will occur thereafter in accordance with the statutes and regulations of the State Health Benefits Program and/or School Employees' Health Benefits Program.

**EMPLOYEES HIRED AFTER** \_\_\_\_\_  
DATE

Current employees eligible for participation in the State Health Benefits Program and/or School Employees' Health Benefits Program under the previous full-time hours of employer definition will be permitted to continue coverage in the Program. The new designation of minimum number of hours worked per week for full-time status as designated in section one (1) will not apply to employees hired prior to the above date.

3. This resolution shall take effect immediately and the change in full time hours shall be effective as of **July 28, 2014**, (allow over 60 days) or as soon thereafter as it may be effectuated pursuant to the statutes and regulations.

NOTE: AN INDIVIDUAL IS PERMITTED COVERAGE AS AN EMPLOYEE, RETIREE, OR DEPENDENT. MULTIPLE COVERAGE UNDER THE SHBP OR SEHBP IS PROHIBITED.

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**RESOLUTION # 14-178  
AMENDING AND UPDATING THE PERSONNEL POLICY AND PROCEDURE MANUAL  
OF THE TOWNSHIP OF LONG HILL**

**WHEREAS**, the Township of Long Hill is a member of the New Jersey Municipal Excess Liabilities Fund; and

**WHEREAS**, every two years, the MEL distributes a model personnel policies and procedures manual and encourages its members to update their policies and procedures; and

**WHEREAS**, the Township of Long Hill seeks to update its Personnel Policy and Procedure Manual to conform to the MEL's standards.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Long Hill, County of Morris and State of New Jersey hereby adopt the "Addendum of the Township of Long Hill Personnel Policy and Procedure Manual" which updates the Personnel Policy and Procedure Manual in conformance with the MEL's requirements; and

**BE IT FURTHER RESOLVED** that a copy of the Addendum to the Township of Long Hill Personnel Policy and Procedure Manual is attached and incorporated hereto; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Township Administrator for distribution to all Township employees. This Resolution shall take effect immediately.

\*\*\*\*\*

**RESOLUTION 14-179  
AUTHORIZING RENEWING OF LIQUOR LICENSES FOR 2014-2015**

**BE IT RESOLVED** that all applications being in good order and the required \$2,500.00 fee having been paid, the Township Committee of the Township of Long Hill does hereby grant the following Plenary Retail Consumption Licenses for the year beginning July 1, 2014 and ending June 30, 2015:

Stirling Hotel, Inc.  
d/b/a Stirling Hotel Inc  
227 Main Street  
Stirling, NJ 07980  
License No. 1430-33-001-003

Bartons Pub, Inc.  
d/b/a Barton's Pub  
37 Plainfield Road  
Stirling, NJ 07980  
License No. 1430-33-005-007

Caralen Corporation  
d/b/a Myersville Inn  
632 Meyersville Road  
Gillette, NJ 07933  
License No. 1430-33-007-008

NA & J Associates, LLC  
d/b/a 12 Islands Greek Taverna  
1255 Valley Road  
Gillette, NJ 07933  
License No. 1430-33-012-004

CRI Long Hill, Inc.  
Chimney Rock Inn  
342 Valley Road  
Gillette, NJ 07933  
License No. 1430-33-008-005

**BE IT FURTHER RESOLVED** that all applicants being in good order and the required \$2,088.00 fee having been paid, the Township Committee of the Township of Long Hill does hereby grant the following Plenary Retail Distribution Licenses for the year beginning July 1, 2014 and ending June 30, 2015.

The Bottle Depot L.L.C.  
t/a Wine World  
1001 Valley Road  
Gillette, NJ 07933  
License No. 1430-44-003-007

Ansoni, Inc.  
t/a Gillette Liquors  
399 Valley Road  
Gillette, NJ 07933  
License No. 1430-44-014-010

Richard McAdam, Inc.  
Stirling Fine Wines/Stirling World of Liquor  
1168 Valley Road  
Stirling, NJ 07980  
License No. 1430-44-015-005

**BE IT FURTHER RESOLVED** that all applicants being in good order and the required \$63.00 fee having been paid, the Township Committee of the Township of Long Hill does hereby grant the following Limited Retail Distribution Licenses for the year beginning July 1, 2014 and ending June 30, 2015.

Ladida Kitchen Creations LLC  
t/a Meyersville Cafe  
625 Meyersville Road  
Gillette, NJ 07933  
License No. 1430-43-010-007

Dorsi's Deli & Pharmacy  
184 Central Avenue  
Stirling, NJ 07980  
License No. 1430-43-006-003

Dharma Bhakti Corporation  
Millington Food Store

87 Division Avenue  
Millington, NJ 07946  
License No. 1430-43-013-005

**BE IT FURTHER RESOLVED** that all applicants being in good order and the required \$188.00 fee having been paid, the Township Committee of the Township of Long Hill does hereby grant the following Club Licenses for the year beginning July 1, 2014 and ending June 30, 2015.

BPO Elks No. 2392  
t/a Stirling Elks #2392  
1138 Valley Road  
Stirling, NJ 07980  
License No. 1430-31-018-001

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**RESOLUTION 14-180  
APPOINTING DPW SEASONAL PERSONNEL – ROBERT PHILIPS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the advice and recommendation of Neil Henry, Township Administrator and Tom Sweeney, Director of Public Works, does hereby appoint Robert Philips to provide Long Hill Township with temporary help effective on June 2, 2014 at a rate of \$12.00 per hour at a total amount not to exceed \$11,000.00, funded in the 2014 Municipal Operating Budget “Clean Communities” account # 02-0998-0503-0000-5-00000.

\*\*\*\*\*

**RESOLUTION 14-183  
AUTHORIZE ADDITIONAL SIGNAGE FOR  
FREEDOM TOUR BIKE RACE SPECIAL EVENT**

**WHEREAS**, Long Hill Township Code Section 155.3 (d) permits no more than (12) twelve signs, Township-wide for any special event; and

**WHEREAS**, the Long Hill Township Chamber of Commerce will be sponsoring the Freedom Tour Bike Race event on July 27, 2014 in the Township of Long Hill as per their Special Event Application # S-14-10; and

**WHEREAS**, the Long Hill Township Chamber of Commerce has requested permission to erect up to (40) forty ground signs in the area of the race in order to notify residents of the course information; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Long Hill hereby authorizes the Long Hill Township Chamber of Commerce for their July 27, 2014 special event to erect up to 40 (forty) grounds signs in the area of the race with the understanding that the sponsor will abide by all other regulations in Section 155 titled “Signs”.

\*\*\*\*\*

**RESOLUTION 14-184  
AUTHORIZE PURCHASE OF SIGNS FROM THE OPEN SPACE TRUST FUND**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby authorize the purchase of 7 directional signs designating the “Matthew G. Kantor Memorial Park” from the Opens Space Trust Fund to replace the existing 7 “Riverside Park” signs; not to exceed \$500.00.

\*\*\*\*\*

**OLD BUSINESS:**

**NEW BUSINESS:**

**Announcements/Correspondence:**

- St. Vincent's Carnival
- Millington Downtown Day
- Stirling Lake is open

**MEETING OPEN TO THE PUBLIC:**

Remarks and Statements Pertaining to Any Matter

**MOTION TO ADJOURN**