



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
July 9, 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 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 #14-218 is hereby approved for Executive Session. **Seconded by:**

ROLL CALL VOTE:

**RESOLUTION 14-218
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:

Client/Attorney Privilege

- Wastewater Rehabilitation
- Potential Litigation

Confidential N.J. Stat. Ann. § 10:4-12 (West)

- Police Equipment

Personnel

- Zoning Board of Adjustment appointment
- Grade Advancement DPW

Pending Litigation

- Indoor Soccer

Property Acquisition:

- Kurz Property update

BE IT FURTHER RESOLVED that the 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:

PLEDGE OF ALLEGIANCE

ROLL CALL: Clerk will call the Roll

Appointments - Zoning Board of Adjustment
Environmental Commission

COMMITTEE LIAISON REPORTS:

DISCUSSION / ACTION ITEMS:

ORDINANCES:

ORDINANCE PUBLIC HEARING/CONSIDERATION OF ADOPTION

Carried from June 25, 2014

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 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

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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 therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor 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 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.

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

Open Public Comment
Close Public Comment

MOVED by: _____ by the Township Committee of Long Hill Township, that Ordinance #332-14 is hereby approved on second reading for final adoption. **SECOND** by: _____. **ROLL CALL VOTE:**

ORDINANCE # 333 -14
AN ORDINANCE TO MANDATE DIRECT DEPOSIT FOR
MUNICIPAL EMPLOYEES BY THE TOWNSHIP OF LONG HILL PURSUANT TO
C. 52:14-15f et. seq.

WHEREAS, P.L. 2013 c. 28, authorizes local governments to mandate direct deposit for certain governmental employees effective after July 1, 2014; and

WHEREAS, P.L. 2013 c. 28 permits governing bodies to grant exemptions on such terms and conditions as they deem necessary.

NOW THEREFORE, BE IT ORDAINED, by the Township of Long Hill, located in Morris County, State of New Jersey according to the following:

Section 1. All full time employees and elected public officials who receive compensation from the Township of Long Hill are mandated to have direct deposit of their compensation as of [July 1, 2014] in accordance with Chapter 28 P.L. 2013, as defined under C.52:14-15f (b).

Section 2. Seasonal and temporary employees who are employed by the Township of Long Hill are exempt from the direct deposit mandate.

- Section 3. Municipal employees may request, in writing, an exemption from the direct deposit mandate to the Township of Long Hill, Chief Financial Officer. Such requests will be presented to the Long Hill Township governing body within thirty days. The governing body may grant such an exemption by resolution and only for good cause.
- Section 4. If any Section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the Section, paragraph subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.
- Section 5. All ordinances or parts of ordinances inconsistent with or in conflict with the Ordinance are hereby repealed to the extent of such inconsistency.
- Section 6. This Ordinance shall take effect after final passage, adoption and publication according to 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, June 11, 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, July 9, 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 Public Comment
Close Public Comment

MOVED by: _____ by the Township Committee of Long Hill Township, that Ordinance #333-14 is hereby approved on second reading for final adoption. **SECOND** by: _____ . **ROLL CALL VOTE:**

ORDINANCES INTRODUCTION:

ORDINANCE #334-14

AN ORDINANCE AMENDING APPLICATION FEES FOR CERTIFICATE OF SMOKE DETECTOR AND CARBON MONOXIDE ALARM COMPLIANCE ADDING A CHARGE FOR REINSPECTIONS AND SUPPLEMENTING AND AMENDING CHAPTER XVII OF THE TOWNSHIP CODE ENTITLED “FIRE PREVENTION”

BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey that Chapter XVII of the Township Code entitled “Fire Prevention” is hereby supplemented and amended as follows:

Section 1. Paragraph “b” of subsection 17-1.7 entitled “Fees” in section 17-1 entitled “Local Enforcement of Uniform Fire Code” is amended in its entirety to read as follows:
“17-1.7 Fees.

.....
b. *Fees for Inspection and Certificate of Smoke Detector and Carbon Monoxide Alarm Compliance.* The application fee for a certificate of smoke detector and carbon monoxide alarm compliance (CSDCMAC), as required by N.J.A.C. 5:70-2.3, shall be based upon the amount of time remaining before the change of occupant is expected, as follows:

- | | | |
|----|---|---|
| 1. | Requests for a CSDCMAC received more than 10 business days prior to the change of occupant:
<u>Re-inspection fee</u> | \$ 50.00
<u>\$25.00 each</u> |
| 2. | Requests for a CSDCMAC received 4 to 10 business days prior to the change of occupant:
<u>Re-inspection fee</u> | \$ 70.00; and
<u>\$50.00 each</u> |
| 3. | Requests for a CSDCMAC received fewer than 4 business days prior to the change of occupant:
<u>Re-inspection fee</u> | \$125.00
<u>\$100.00 each</u> |

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 9, 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, August 20, 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 #334-14 is hereby approved on first reading. Public hearing and final adoption is scheduled for August 20, 2014 . **SECOND** by: _____. **ROLL CALL :**

ORDINANCE #335-14
AMENDING THE FEES IN CHAPTER XVII OF THE TOWNSHIP CODE ENTITLED
“FIRE PREVENTION”

BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris and State of New Jersey that Chapter XVII of the Township Code entitled “Fire Prevention” is hereby supplemented and amended by adding a new subsection 17-1.4A entitled “Non Life Hazard Uses” which reads as follows:

“17-1.4A Non Life Hazard Uses.

In addition to the registrations required by the Uniform Fire Code, the following non life hazard uses shall register with the Bureau of Fire Prevention. These uses shall be inspected once per year and pay an annual fee. The fee is not to be used for life hazard uses as defined in the Uniform Fire Code.

A. Assembly.

A-1	Eating establishment under 50	\$25 <u>\$50.00</u>
A-2	Take-out food service (no seating)	\$25 <u>\$50.00</u>
A-3	Church or synagogue	\$25
A-4	Recreation centers, multi-purpose rooms, etc. fewer than 100	\$50
A-5	Courtrooms, libraries, fraternal organizations, condominium centers fewer than 100	\$50
A-6	Senior citizen centers fewer than 200	\$50

B. Business/Professional.

B-1	Professional use 1 & 2 story less than 5,000 sq. ft. per floor	\$25 <u>\$50.00</u>
B-2	1 & 2 story more than 5,000 sq. ft.	

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	less than 10,000 sq. ft. per floor	\$50
B-3	1 & 2 story more than 10,000 sq. ft.	\$75
B-4	3 to 5 story less than 5,000 sq. ft. per floor	\$100
B-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$150
B-6	3 to 5 story over 10,000 sq. ft. per floor	\$200

C. Retail (mercantile)

M-1	1 & 2 story less than 5,000 sq. ft. per floor	\$125
M-2	1 & 2 story more than 5,000 sq. ft. less than 10,000 sq. ft.	\$150
M-3	1 & 2 story more than 10,000 sq. ft. per floor	\$175
M-4	3 to 5 story less than 5,000 sq. ft. per floor	\$200
M-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft.	\$225
M-6	3 to 5 story over 10,000 sq. ft.	\$250

M with the exception of hardware store 3,000 sq. ft., retail store over 12,000 sq. ft. are life hazard uses.

D. Manufacturing (factory)

F-1	1 & 2 story less than 5,000 sq. ft. per floor	\$75
F-2	1 & 2 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$100
F-3	1 & 2 story more than 10,000 sq. ft.	\$150
F-4	3 to 5 story less than 5,000 sq. ft. per floor	\$175
F-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft.	\$200
F-6	3 to 5 story over 10,000 sq. ft.	\$250

F exception life hazard uses.

E. Storage S-1 (moderate hazard S-1, low hazard S-2)

S-1	1 & 2 story less than 5,000 sq. ft. per floor	\$50
S-2	1 & 2 story more than 5,000 sq. ft. less than 10,000 sq. ft. per floor	\$100
S-3	1 & 2 story more than 10,000 sq. ft.	\$150
S-4	3 to 5 story less than 5,000 sq. ft. per floor	\$175
S-5	3 to 5 story more than 5,000 sq. ft. less than 10,000 sq. ft.	\$200
S-6	3 to 5 story over 10,000 sq. ft.	\$250

S exception life hazard uses.

F. Residential (LEA listed with multi-family BHT)

Fee is for each building

R-1	1 to 6 units	\$25
R-2	7 to 12 units	\$50
R-3	13 to 20 units	\$75
R-4	21 to 50 units	\$100
R-5	for each additional unit	\$2

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 on September 1, 2014** 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 9, 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, August 20, 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 #335-14 is hereby approved on first reading. Public hearing and final adoption is scheduled for August 20, 2014 . **SECOND** by: _____. **ROLL CALL**

RESOLUTIONS:

RESOLUTION # 14-219

WHEREAS, the Township Committee of the Township of Long Hill desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of \$300,000.00 to fund the following project:

De-silting and De-snagging of the Passaic River

WHEREAS, the Township of Long Hill with the County of Union, Morris County Parks Commission, Borough of Florham park, Borough of Chatham, City of Summit, Borough of New

Providence, Township of Berkeley Heights, Township of Bernards and the Township of Warren will file the grant jointly to the State of New Jersey.

THEREFORE BE IT RESOLVED that the Township Committee of the Township of Long Hill hereby authorizes Neil Henry or the successor of the office of Township Administrator is authorized to:

- a. Make application for such a grant
- b. If awarded, to execute a grant agreement with the State for a grant in an amount not less than \$1.00 and not more than \$300,000.00
- c. To execute any amendments which do not increase the Grantee's obligation

BE IT FURTHER RESOLVED that the monies received from the De-Silting and De-snagging Grant be deposited in a dedicated trust to be use solely for the purposes of the de-silting and de-snagging of the Passaic River.

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution # 14-219 is hereby approved. **SECOND** by: _____. **ROLL CALL VOTE:**

RESOLUTION #14-220
Authorization to Permit Use of a Procurement Card

WHEREAS, N.J.S.A 40A:5-16 permits the use of Procurement Cards (P-cards) by local units for specific circumstances to be used for certain payments, and

WHEREAS, the statute permits a municipality to adopt policies permit specifically named employees to use P-cards for the acquisition of goods and services under certain circumstances set forth in the statute, and

WHEREAS, FIA Card Services, N.A., a Bank of America company, has been awarded the State of NJ contract to provide State agencies and Cooperative Purchasing participants with the ability to purchase goods and services through the use of a Procurement Card (P card) Index# T-1654, Contract #84675; and

WHEREAS, the Township of Long Hill, as a cooperative purchasing participant, is eligible to enter into contract with FIA Card Services, N.A. and

WHEREAS, transactions must comply with provisions of the Local Public Contracts Law and the use of a P-card will not change or eliminate any provisions of that law, and

WHEREAS, internal controls that ensure compliance with the statutory authorization and the Local Finance Board's rules will be in place, and

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby authorize the use of a Procurement Card in accordance with NJSA 40A:5:5-16 and NJAC 5:30-9A; and

BE IT FURTHER RESOLVED, that the Township CFO shall hereby be enabled to sign the Linking Authorization Contract with FIA Card Services, N.A. for Procurement Card Services

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution # 14-220 is hereby approved. **SECOND** by: _____. **ROLL CALL VOTE:**

RESOLUTION 14-228
AUDIT CORRECTIVE ACTION PLAN

WHEREAS, the Long Hill Township Committee is in receipt of the 2013 Report of Audit for the period ending December 31, 2013; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document on July 9th, 2014; 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.

Long Hill Township Corrective Action Plan

Long Hill Township

County of Morris

Audit Report Year: 2013

Prepared by: Leonard Ho – 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 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)

The Township maintains 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 recording 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 Chief Financial Officer. 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 the current year and prior year tax and sewer levies were not proved out. We noted a few properties that had incorrect posting of appeals and senior citizen and veteran deductions. It was also noted that the Chief Financial Officer and Tax Collector records were not in agreement pertaining to collection of prepaid taxes and third party liens.

Recommendation:

It is recommended that all levies are proved out at end of the year and that the Tax Collector records be in proof with Chief Financial Officer's records on a monthly basis.

Explanation and Corrective Action:

To ensure Finance and Tax Collection records are in agreement, Tax Collector will provide accurate and detailed monthly reports to Finance, including cash receipts, billing adjustments, exemptions, payment adjustments, etc. Chief Financial Officer and Tax Collector will review and prove out records on a monthly basis.

Implementation Date:

Immediately

3 Finding :

Although an estimate for the Township's Liability for accrued sick and vacation pay was prepared and appears reasonable, the estimate was not detailed by employee.

Recommendation:

The estimate for the Township's Liability for accrued sick and vacation pay be detailed by employee.

Explanation and Corrective Action:

Accrued sick time & vacation records and polices will be reviewed to determine proper Township's liability per individual employee.

Implementation Date:

Before end of year, 2014.

4 Finding :

During our review of the Developers' Escrow account, it was noted that the Township was not maintaining the escrow balances accurately and posting of disbursements were not properly allocated to the individual escrow accounts.

Recommendation:

Developers' Escrow balances be properly maintained

Explanation and Corrective Action:

The previous Developers' Escrow procedures and manual records had caused substantial misallocation and accounting errors. A new Developer Escrow procedure has been written and implemented to correct the issue.

Implementation Date:

Immediately

5 Finding:

Although a LOSAP program has been implemented, a review of the account activity was not performed.

Recommendation:

A review of the LOSAP program be performed to ensure all eligible employees are receiving proper deposits in a timely manner.

Explanation and Corrective Action:

Fire Companies and First Aid Squad will be asked to provide accurate and timely periodic activity reports to LOSAP Administrator (CFO) for review. All reports provided will be actively reviewed. LOSAP Administrator will assist and all volunteers will have to cooperate with

account set-up and maintenance in order to ensure proper contribution are made to all eligible volunteers each year.

Implementation Date:
Immediately

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution # 14-228 is hereby approved. **SECOND** by: _____. **ROLL CALL VOTE:**

**RESOLUTION 14-229
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

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

WHEREAS, the Annual Report of Audit for the year 2013 has been filed by a Registered Municipal Accountant with the Township Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Long Hill, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution # 14-229 is hereby approved. **SECOND** by: _____. **ROLL CALL VOTE:**

**RESOLUTION # 14-230
IN SUPPORT OF THE PRESERVATION OF GIRALDA FARMS**

WHEREAS, being a neighbor to Chatham Township, with close proximity to Giralda Farms and the Loantaka Brook Reservation, the Township of Long Hill will benefit significantly in preserving this parcel of land; and

WHEREAS, the Giralda farms parcel of land, lying in the northwest corner of Chatham Township borders three other towns in Morris County and is in close proximity to several others, only four miles from the Morristown Green and within walking distance of two colleges, Drew University and Farleigh Dickinson University; and

WHEREAS, the Giralda Farms parcel would greatly enhance public access to Loantaka Brook Reservation, which is adjacent to the property and encompasses 744 acres and includes eight miles of biking, hiking and running trails; and

WHEREAS; the successful protection of the 155-acre Giralda Farms parcel would be the largest conservation transaction ever completed in Morris County and one of the largest in New Jersey; and

WHEREAS, the Giralda Farms purchase will permanently preserve one of the most significant tracts of open space in eastern Morris County, and help protect the critical Great Swamp watershed, home to more than 244 species of birds.

BE IT RESOLVED that the Township of Long Hill joins with Chatham Township in calling on the Morris County Open Space Committee and the Morris County Freeholders to support and approve the necessary open space funding to secure the purchase of this historic parcel of land for protection, preservation and recreational enjoyment.

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution # 14-230 is hereby approved. **SECOND** by: _____. **ROLL CALL VOTE:**

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 #14-221 through #14-227 and 14-231 through 14-238 are hereby approved. **SECOND** by: _____. **ROLL CALL VOTE:**

**RESOLUTION 14-221
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 14-222
APPROVAL AND RELEASE OF MINUTES**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve and release the Township Committee Minutes of the June 25, 2014 Township Committee meeting.

BE IT FURTHER RESOLVED that the Township Committee hereby approves the June 25, 2014 Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION 14-223
ACCEPTING DONATION
[OUR HOUSE, INC.]**

WHEREAS, a donation has been offered to the Long Hill Township in lieu of taxes in the amount of \$400.00; 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 \$400.00 from Our House, Inc. to the Long Hill Township.

**RESOLUTION 14-224
APPROVING SPECIAL EVENT LICENSE
LORD STIRLING SCHOOL / GREAT SWAMP DEVIL RUN**

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 14-15 for the "Great Swamp Devil Run" to the "Sponsor" Lord Stirling School, for their Special Event to be held on October 26, 2014 at Lord Stirling School on Lord Stirling Road; and

BE IT FURTHER RESOLVED that the Township Committee hereby authorize the street closures for Lord Stirling School on October 26, 2014 provided that the closure is acceptable to the Police Chief;

BE IT FURTHER RESOLVED that Lord Stirling School is responsible for police service costs for this event and this approval is contingent upon the submission of an escrow deposit in the amount acceptable by the Police Chief and Township Clerk as per Township Code 4-6.5A.

**RESOLUTION 14-225
APPROVE CONFERENCE REQUEST**

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 from the Planning and Zoning Administrator to attend the NJLM Conference in November 18-20, 2014; and

NOW, THEREFORE, BE IT RESOLVED by, the Long Hill Township Committee hereby approves their requests of to attend the NJLM Conference as outlined in the Planning and Zoning Administrator's memo.

**RESOLUTION 14-226
AUTHORIZING CHANGE ORDER NUMBERS 005 TO THE
CONTRACT WITH M.B.T. CONTRACTING, INC.**

WHEREAS, a purchase order was prepared in the name of M.B.T. Contracting, Inc. under a locally bid contract for the Interior Restoration of the Millington Schoolhouse and

WHEREAS, it is necessary to adjust the contract to MBT Contracting now adding the fire alarm work, due to the contract cancellation by Hughes Fire and Security Systems;

Change Order #	Description	Amount	Net Amount of Contract
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005	The Contractor will provide Fire Alarm work in accordance with the drawings and spec prepared by Clarke Caton Hintz	\$18,773.44	\$405,078.90
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NOW, THEREFORE, 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. Change Order Number 005 as described in the preamble is hereby approved.
2. The change order shall be charged to 05-9999-0602-00006-0000. The Chief Financial Officer has determined that a Certification of Available Funds is necessary.

**RESOLUTION 14-227
SEWER REFUND**

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 Sewer Use Charge due to Senior Deduction over payment to:

<u>BLOCK</u>	<u>LOT</u>	<u>NAME</u>	<u>AMOUNT</u>
10702	2602	Van Buskirk, George	\$15.00

**RESOLUTION 14-231
2014 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 2014 Sewer billing due to water usage, sprinkler systems, or billing errors by NJAW:

<u>BLOCK</u>	<u>LOT</u>	<u>ADJUSTMENT</u>	<u>CREDIT</u>	<u>DEBIT</u>
13901	85	Sprinkler System	\$ 300.63	
10106	3.01	Number of Units	7875.00	
11805	9.28	Sprinkler system	300.63	
12805	13	new landscape plantings	200.42	
13701	12	water softener leak into basement	601.26	

**RESOLUTION 14-232
APPROVING ADVANCEMENT [STENZEL]**

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 Tom Sweeney, Director of Public Works, does hereby approve the advancement of Erik Stenzel to Equipment Operator/ Truck Driver/ Laborer Class 1/ Mechanic, effective immediately at an hourly rate of \$27.57.

BE IT FURTHER RESOLVED, that this advancement is consistent with the Public Works Association Collective Bargaining Agreement.

**RESOLUTION 14-233
AMEND CONTRACT FOR REAL ESTATE APPRAISAL SERVICES
LONG HILL TOWNSHIP FLOOD ACQUISITION PROGRAM, GREEN ACRES
PROJECT #1430-12-009**

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 Administrator solicited proposals for Real Estate Appraisal services; and Robert F. Heffernan Associates submitted a proposal for the eight residential properties in this program.

2. At this time, the Township would like to increase the residential properties from the original proposal from eight to nine to include the property at Block 12807, **Lot 8**
3. The Finance Officer has certified sufficient funds are available under Long Hill Open Space Trust for the amended amount of \$5,850.00 for this project.

**RESOLUTION #14-234
Amend Resolution 14- 179 Renewing Liquor Licenses**

WHEREAS, N.J.S.A. 33:1-17.1 provides that no alcoholic beverage retail license shall be renewed unless the licensee shall have been issued an alcoholic beverage retail licensee clearance certificate; and

WHEREAS, Dorsi’s Deli & Pharmacy did not acquire a tax clearance certificate, but was inadvertently included in Resolution 14-179 which authorized the renewal of liquor licenses for 2014-15;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Long Hill that Resolution 14-179 be amended to exclude the approval of Limited Retail Distribution License for 2014-2015 for Dorsi’s Deli & Pharmacy, 184 Central Avenue, Stirling, NJ

**RESOLUTION 14-235
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 S14-16 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 September 27, 2014; 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 14-236
AMEND THE 2014 STIRLING LAKE STAFF**

BE IT RESOLVED by the Township Committee of the Township of Long Hill upon the recommendations of the Recreation Director and Lake Director does hereby AMEND the Stirling Lake Staff effective May 24, 2014 and ending September 1, 2014 as adopted by Resolution 14-166 on May 14, 2014:

Lifeguard Last Name	First Name	Hourly Wage	Position
Bentzlin	Carl	\$ 9.75	Lifeguard
Berliner	Steven	\$ 9.25	Lifeguard
Blakeslee	Garrett	\$ 9.50	Lifeguard
Block	Leanne	\$ 9.50	Lifeguard
Campbell	James	\$ 9.75	Lifeguard
Carlin	Daniel	\$ 9.75	Lifeguard
Delia	Stephen, Jr.	\$ 9.50	Lifeguard
			Lifeguard Change to Head Lifeguard--\$12.50/hr. eff.
Hanrahan	Andrew	\$ 9.75	5/14/14
Karski	Amanda	\$ 9.75	Lifeguard

Lavorerio	Ryan	\$ 14.00	Head Lifeguard
Mazzucco	Chas	\$ 9.25	Subst. Lifeguard
Swenson	Tyler	\$ 9.50	Lifeguard
Webster	Alyssa	\$ 9.25	Lifeguard
DeAngelo	Stephanie	\$ 19.00	Substitute Ass't Lake Director
Jungels	Erica	\$ 21.00	Ass't Lake Director/Swim Lesson Coordinator
Voorhees	Gina	\$18.00	Ass't Lake Director
Hutchinson	Daniel	\$ 22.00	Lake Director
Blakeslee	Ian	\$ 9.00	Subst. Lifeguard
Donahoe	Charles	\$ 9.00	Subst. Lifeguard
Hackett	Lucas	\$ 9.00	Subst. Lifeguard
Rohal	Joseph	\$ 9.00	Subst. Lifeguard
Scanlon	Noah	\$ 9.00	Subst. Lifeguard
Nitkowski	Justin	\$ 9.00	Subst. Lifeguard
Butler	Tommy	\$ 9.00	Subst. Lifeguard
Taylor	Dennis	\$ 9.75	Lifeguard – effective 6/21/2014

RESOLUTION 14-237
SEWER OVERPAYMENT REFUND

BE IT RESOLVED: That the Township Committee of the Township of Long Hill does hereby authorize the following refund due to a duplicate payment of 2014 Sewer in the amount of \$1687.47 on Block 10601 Lots 8 T027 in the name of Angel Tips to Valley & Plainfield Associates, LP, 395 Pleasant Valley Way, West Orange, NJ 07052

RESOLUTION 14-238
SEWER REFUND

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 Sewer Use Charge due to over payment to:

<u>BLOCK</u>	<u>LOT</u>	<u>NAME</u>	<u>AMOUNT</u>
10301	16.08	Fishteyn, Daniel & Rachel Lyubovitzky 6 Stonehedge Road Millington, NJ 07946	\$266.31
13107	16	Cicalese, L & Chrsitian Defazio 95 Maple Ave Stirling, NJ 07980	\$475.84
11512	13.01	Gottardo, Robert P 245 Essex Street Stirling, NJ 07980	\$147.88
12604	1.01	Roberts, Megan L 61 Old Forge Rd. Millington, NJ 07946	\$215.26

OLD BUSINESS:

NEW BUSINESS:

Announcements/Correspondence:

- July 23, Township Committee meeting is cancelled, The Committee will be hosting the Freeholders meeting on July 23, the public is invited and encouraged to attend.
- Paving of Long Hill Road from Old Forge to Central Ave is July 14th.
- Sewer Work Notice

MEETING OPEN TO THE PUBLIC:

Remarks and Statements Pertaining to Any Matter

ADJOURNMENT