

**TOWNSHIP OF LONG HILL**  
**REORGANIZATION MEETING AGENDA**  
**Tuesday, January 3, 2017**

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**CALL MEETING TO ORDER** – By the Township Clerk - 6:00 p.m.

**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 Echoes Sentinel and posted in the January 14, 2016 edition, and electronically sent to the Courier News and posted in the January 12, 2016 edition. The notice was posted on the bulletin board in the Municipal Building on January 5, 2016 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.”

**PLEDGE OF ALLEGIANCE**

**INVOCATION** – Deacon Peter O’Neill

**OATH OF OFFICE FOR ELECTED MEMBERS**, Bruce Meringolo– Conducted by the Township Clerk

**REMARKS BY BRUCE MERINGOLO**

**ROLL CALL**

**ELECTION OF MAYOR FOR 2017** - Conducted by the Township Clerk

Nomination for Mayor for 2017

Second(s)

Motion to Close Nominations

Second

Roll Call

Motion to Elect Mayor for 2017

Second

Roll Call

**OATH OF OFFICE FOR MAYOR** – Conducted by Township Clerk

Introduction of the newly elected Mayor by the Township Clerk

The Mayor will now Chair the remainder of the meeting

**STATE OF THE TOWNSHIP REMARKS** - by Mayor

**ELECTION OF DEPUTY MAYOR FOR 2017** – Conducted by the Mayor

Nominations for Deputy Mayor for 2017

Second

Motion to Close Nominations

Second

Roll Call Vote

Motion to Elect Deputy Mayor for 2017

Second

Roll Call Vote

**OATH OF OFFICE** – Conducted by Clerk

**STANDING COMMITTEE APPOINTMENTS FOR 2017**

**Committeeman Brendan Rae**

Planning Board  
Police  
Open Space Advisory  
Environmental Commission  
Board of Health  
MC Community Dev. (Alt)

**Committeeman Bruce Meringolo**

Negotiations  
Board of Education  
Visionary Comm. – Passaic Valley Park  
Finance  
Historic Preservation Advisory  
Board of Health

**Committeeman Guy Piserchia**

Senior Citizens  
Emergency Management  
MC Community Development  
Shade Tree Commission  
First Aid  
Board of Health

**Committeeman Matthew Dorsi**

Board of Health (President)  
Fire Liason  
Dept. of Public Works  
MC Community Development  
Promotion & Enhancement

**Committeeman Cornel Schuler, Jr**

Admin & Executive  
Planning Board  
Negotiations  
Wastewater Management  
Emergency Management  
Recreation Advisory Committee  
Communications Advisory Committee  
Finance  
Visionary Comm. – Passaic Valley Park  
Board of Health

**Motion to accept Appointments: \_\_\_\_\_ Seconded by \_\_\_\_\_. Voice Vote:**

**APPOINTMENTS TO BOARDS AND COMMISSIONS FOR 2017**

**Mayoral Appointments**

**Planning Board**

Cornel Schuler -Class I  
Don Richardson - Class IV (unexpired term-M. Pudlak)  
Dennis Sandow - Class IV  
Tom Malinousky - Class IV  
Patrick Jones – Class II

**Expiration of Term**

December 31, 2017  
December 31, 2018  
December 31, 2020  
December 31, 2020  
December 31, 2017

**Master Plan Committee**

Dennis Sandow  
Alan Pf (sp)?,  
Larry Fast  
David Hands  
Don Richardson

Expiration of Term  
December 31, 2017  
  
December 31, 2017  
December 31, 2017  
December 31, 2017

**Historic Preservation Advisory Committee**

Frank Reilly  
Ralph Maresca  
Denise Murphy

Expiration of Term  
December 31, 2019  
December 31, 2019  
December 31, 2019

**Shade Tree Commission**

Don Farnell  
Phyllis Fast  
Patrick Jones, Planning Board  
Melanie Burdorf

Expiration of Term  
December 31, 2021  
December 31, 2019  
December 31, 2020  
December 31, 2021

**Recreation Advisory Committee**

Beth Smargiassi  
Trish Gianakis  
Emily Kesselmeier  
Laura Mertz

Expiration of Term  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021

**Environmental Commission**

Alexandra Hennessy, Chair

December 31, 2017

The Land Use Process Improvement Committee - disbanded

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**Mayoral Appointments with Approval of Township Committee**

**Library Trustee**

Phyllis Clemson, Mayors Alt. Rep.  
Suzanne Kosempel  
Matthew Laubscher, Superintendent of Schools Alt.  
Joan Donahue

Expiration of Term  
December 31, 2017  
December 31, 2018  
December 31, 2017  
December 31, 2021

**CONFIRMATION OF APPOINTMENTS:**

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, that the above Mayoral appointments to the 2017 Boards and Committees are hereby confirmed. **ROLL CALL VOTE:**

**Township Committee Appointments**

**Board of Health**

Comm. Bruce Meringolo  
Dr. Theresa Redling

Expiration of Term  
December 31, 2019  
December 31, 2017

**Board of Adjustment**

Jerry Aroneo  
Brian Johnson /1st alternate  
Tom Grosskopf/2<sup>nd</sup> alternate (unexp. Term – Johnson)  
Jeff Wills

Expiration of Term  
December 31, 2020  
December 31, 2018  
December 31, 2017  
December 31, 2020

**Communications Advisory Committee**

Dennis Sandow

Expiration of Term  
December 31, 2019

**Planning Board (Class III)**

Brendan Rae

Expiration of Term  
December 31, 2017

**Open Space Advisory Committee**

Don Farnell  
Frank Alansky

Expiration of Term  
December 31, 2019  
December 31, 2019

**Promotion and Enhancement Advisory Committee**

Barbara Grillo  
Tom Sweeney  
Neil Henry  
Dennis Sandow  
Helena Tielmann

**Wastewater Management Advisory Committee**

Walt Dreyer  
Neil Henry, Administrator  
Walter Viegas  
Wayne Celeste

**MOTION TO APPOINTMENT:**

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Township Committee does hereby appoint those persons named to the 2017 Boards and Committees.

ROLL CALL VOTE:

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**CONSENT AGENDA RESOLUTIONS**

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that Resolutions 17-001 through 17-048 are hereby approved. **ROLL CALL VOTE:**

**RESOLUTION 17-001  
ESTABLISHING 2017 MEETING DATES**

**BE IT RESOLVED** that all 2017 Regular Meetings of the Township Committee of the Township of Long Hill be held at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 7:30 p.m. prevailing time, on the following dates:

January 11	July 19
January 25	August 16
February 8	September 13
February 22	September 27
March 8	October 11
March 22	October 25
April 12	November 8
April 26	November 29
May 10	December 13
May 24	December 29 (8:00 AM)
June 14	
June 28	January 2, 2018 (Tuesday) Reorganization Meeting (6:00 PM)

**BE IT FURTHER RESOLVED** that all Executive Session meetings of the Township Committee of the Township of Long Hill will be held at the Municipal Building, 915 Valley Road, Gillette, New Jersey at **6:45 p.m.**, prevailing time, on the same dates as listed above on an as needed basis.

**BE IT FURTHER RESOLVED** that the public shall not disturb any meeting of the Township Committee or any Committee thereof and any person violating the provisions of this rule may be summarily ejected from the Committee Room and from the Municipal Building by order of the Mayor or majority; also if a regular or special or other official meeting of the Township Committee shall, because of the press of business run beyond 12:00 p.m. midnight into another day, such a meeting shall be considered for all official and legal purposes as being held on the day the meeting was officially called to order by the Mayor and then roll call taken by the Municipal Clerk.

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**RESOLUTION 17-002  
ADOPTING 2017 HOLIDAY SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the 2017 schedule be adopted as follows:

January 2	New Years' Day 2017
January 16	Martin Luther King Jr. Day
February 20	President's Day
April 14	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
October 9	Columbus Day
November 10	Veterans Day
November 23	Thanksgiving Day
November 24	Day <i>After</i> Thanksgiving Day
December 25	Christmas Day
December 26	Christmas Eve (this falls on the previous Sunday)
January 1	New Years' Day 2018

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**RESOLUTION 17-003  
DESIGNATING OFFICIAL NEWSPAPER**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the “*Echoes Sentinel*” shall be designated as the official weekly newspaper of the Township of Long Hill for the year 2017 and the “*Courier News*” will be designated as the daily newspaper for the year of 2017.

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**RESOLUTION 17-004  
DESIGNATING NEWSPAPERS TO RECEIVE NOTICES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that pursuant to the requirements of the “Open Public Meetings Act” that the following newspapers are hereby designated to receive all notices as required by the Act:

- Echoes Sentinel*
- Morris County Daily Record*
- Courier News*

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**RESOLUTION 17-005  
FILING SIGNATURE WITH SECRETARY OF STATE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that pursuant to N.J.S.A. 40A:9-129 that the Municipal Clerk be directed to file with the Secretary of State facsimiles of her signature and the Mayor’s signature, an impression of the municipal seal and a statement of their terms of office, showing the commencement and expiration dates.

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**RESOLUTION 17-006  
AUTHORIZING FEE FOR COPIES OF AGENDA PACKET**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that pursuant to the authority of Section 14 of the “Open Public Meetings Act”, that the sum of \$20.00 is hereby fixed as the reasonable sum to be prepaid by any person to cover the costs of providing notice of each meeting to be mailed to such person upon request per calendar year.

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**RESOLUTION 17-007  
AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

**WHEREAS**, Morris County taxes are due quarterly on February 1, May 1, August 1 and November 1, 2017;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to disburse these quarterly payments.

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**RESOLUTION 17-008  
AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS**

**WHEREAS**, Employee Health Insurance must be paid at the time the bills are submitted thru the States Transmittal Electronic Payment System (TEPS);

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that the Chief Financial Officer be and is hereby authorized to disburse the monies due at the time the bills are submitted and same shall be included on the current bill list with vouchers attached.

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**RESOLUTION 17-009  
AUTHORIZING 2017 PAY SCHEDULE AND PENSION PAYMENTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to perform all matters necessary to enable the issuance of Township payroll checks in *twenty-six* installments and pension payments throughout the year 2017 without the need of further resolutions or action by the Township Committee, and

**BE IT FURTHER RESOLVED** that the Payroll referred to herein for Township employees is as authorized by ordinances and resolutions currently in effect.

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**RESOLUTION 17-010  
ESTABLISHING INTEREST RATE ON DELINQUENT TAXES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that in accordance with R.S. 54:4-67 the interest rate on delinquent 2017 taxes shall be as follows:

1. Eight percent (8%) per annum on the first \$1,500.00 of the delinquency.
2. Eighteen (18%) per annum in any amount in excess of \$1,500.00
3. Any taxpayer with a cumulative delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year shall be charged with a penalty equal to six percent (6%) of the amount of the delinquency.

**BE IT FURTHER RESOLVED** that no interest shall be charged until ten (10) days after the due date or the first business day after the (10) tenth calendar day if the 10th is on a weekend.

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**RESOLUTION 17-011  
ESTABLISHING INTEREST RATE ON DELINQUENT SEWER USE FEES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that in accordance with R.S. 54:4-67 the interest rate on delinquent 2017 sewer user fees shall be as follows:

1. Eight percent (8%) per annum on the first \$1,500.00 of the delinquency.
2. Eighteen (18%) per annum on any amount in excess of \$1,500.00.

**BE IT FURTHER RESOLVED** that no interest shall be charged until ten (10) days after the due date.

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**RESOLUTION 17-012  
AUTHORIZING TAX COLLECTOR TO REFUND PROPERTY TAXES OR DELINQUENCY**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that in accordance with the provisions of N.J.S.A. 40A:5-17.1, that the Township Tax Collector is hereby authorized to process any refund and cancellation of, without further action on the part of the governing body, any property tax or sewer use fee refund or delinquency of less than \$10.00.

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**RESOLUTION 17-013  
AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR  
INVESTMENT AND PAYMENT OF CAPITAL DEBT**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to wire transfer funds for investment of surplus funds, as they become available and payment of capital debt, provided that all investments are reported to the Township Committee.

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**RESOLUTION 17-014  
OFFICIAL EMERGENCY SERVICE RESPONDERS**

**WHEREAS**, the Township Committee of the Township of Long Hill recognizes the following volunteer agencies and their members as official Emergency Service Responders for the period of January 1, 2017 to December 31, 2017:

- 1) Stirling Fire Co.
- 2) Millington Fire Co.
- 3) Long Hill Township First Aid Squad and members
- 4) Long Hill Township CERT
- 5) Long Hill Twp. MRC

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**RESOLUTION 17-015  
AUTHORIZING CONTRACT WITH APPRAISAL SYSTEMS, INC. TO ASSIST THE  
ASSESSOR WITH THE 2018 ANNUAL REASSESSMENT**

**WHEREAS**, Tax Assessor Brett Trout conducted a town-wide reassessment for the 2016 tax year; and

**WHEREAS**, Appraisal Systems, Inc. assisted the Assessor with that town-wide reassessment; and

**WHEREAS**, the Township conducted an annual reassessment for the 2017 tax year after receiving state and county approval to conduct that annual reassessment; and

**WHEREAS**, the Township intends to continue its annual reassessment program, contingent on receiving county and state approval; and

**WHEREAS**, the Assessor will require the assistance of Appraisal Systems, Inc. in order to complete the 2018 annual reassessment; and



**WHEREAS**, Appraisal Systems, Inc. has submitted a proposal to assist the Assessor in conducting the 2018 annual reassessment at a lump sum cost of \$25,000; and

**WHEREAS**, it is not practicable to obtain competitive quotations, in light of the fact that Appraisal Systems, Inc. was deeply involved in the town-wide reassessment;

**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. The Mayor and Clerk are hereby authorized to execute a contract with Appraisal Systems, Inc. to provide assistance to the Township Tax Assessor during the 2018 annual reassessment that will be conducted during 2017.
2. Appraisal Systems, Inc. shall be compensated \$25,000.
3. This approval is contingent upon the Township Committee’s deciding to proceed with the annual reassessment program for 2018, and the receipt of both state and county approval for such annual reassessment program.

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**RESOLUTION 17-016  
 ESTABLISHING PETTY CASH FUND FOR  
 EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS**, NJSA 40A:5-21 authorizes the establishment of a petty cash fund, and

**WHEREAS**, the Emergency Management Coordinator requested that a petty cash fund be established for Emergency Management purposes.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that a petty cash fund be established for the Office of Emergency Management in the amount of \$200.00

1. During the year 2017, the Township of Long Hill Emergency Management Coordinator be and is hereby authorized and permitted to establish a petty cash fund not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21
2. The Emergency Management Coordinator having custody of the fund shall be bonded under the township’s blanket bond and will maintain said fund in accordance with said laws regulations governing its operation.

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**RESOLUTION 17-017  
ADOPTING SCHEDULE FOR PREPAYMENT OF LOCAL PROPERTY TAXES**

**WHEREAS**, R.S. 54:4-67 provide that:

“The governing body of each municipality may by resolution fix the rate of discount to be allowed for the payment of taxes...previous to the date on which they would become delinquent. The rates affixed shall not exceed six (6%) percent per annum, shall be allowed only in case of payment on or before the thirtieth (30) day previous to the date on which the taxes or assessments would be delinquent”; and

**WHEREAS**, the Township Committee wishes to adopt a discount schedule for the payment of taxes;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey that pursuant to R.S. 54:4-67 it hereby adopts the following schedule for prepayment of local property taxes:

1. A taxpayer may prepay one-quarter, two-quarters, three-quarters or their entire tax bill for the following tax year.
2. All prepayments must be received on or before 12:00 noon on the last regular business day (on which books are open) of the year prior to the year in which taxes are due.
3. The following factors shall be applied to pre-payments made in accordance with paragraph 2 of this resolution:

First quarter	.9950 (0.5%)
Second quarter	.9900 (1%)
Third quarter	.9850 (1.5%)
Fourth quarter	.9800 (2%)

4. A taxpayer may not prepay the taxes for any quarter until the taxes for all preceding quarters have been paid.

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**RESOLUTION 17-018  
APPOINTING 2017 SCHOOL CROSSING GUARDS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill does hereby appoint the following as School Crossing Guards for the year 2017:

- Baldassarre Abbondandolo
- Anna Abbondandolo
- Rosemary Armenti
- Howard Bradley
- Susan Gronske
- Wendy Ross
- Janice Rued
- Sharon Woodstock

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**RESOLUTION 17-019  
ADOPTING EXPOSURE CONTROL PLAN**

**BE IT RESOLVED** that the Exposure Control Plan for the Township of Long Hill dated January 1, 1995 is hereby adopted by the Township Committee of the Township of Long Hill for 2017.

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**RESOLUTION 17-020  
ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL**

**BE IT RESOLVED** that the Personnel Policy and Procedure Manual for the Township of Long Hill, as amended, is hereby adopted for the year 2017 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

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**RESOLUTION 17-021  
ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL**

**BE IT RESOLVED** that the Purchasing Manual for the Township of Long Hill is hereby adopted for the year 2017.

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**RESOLUTION 17-022  
APPOINTING 2017 LOCAL EMERGENCY PLANNING COMMITTEE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following are hereby appointed for the year 2017 as the Local Emergency Planning Committee (LEPC):

Local Emergency Planning Committee (LEPC)

- |                      |                                              |
|----------------------|----------------------------------------------|
| Shayne Daly          | Emergency Management Coordinator             |
| Linda Olmsted        | Emergency Management Deputy Coordinator      |
| Mayor                | Mayor Long Hill Township                     |
| Guy Pischerchia      | OEM Township Committee Liaison               |
| Chief Mike Mazzeo    | Long Hill Township Police Department         |
| Charles Horvath      | Technical Services Assistant Coordinator     |
| Kevin Phillips       | Stirling Fire Department                     |
| Edwin Acevedo        | Superintendent of Public Schools             |
| William Hudzik       | RACES/Communications Representative          |
| Neil Henry           | Public Services Assistant Coordinator        |
| Media Representative | Editor Echoes Sentinel                       |
| Larry Fast           | Emergency Public Info Annex Coordinator      |
| Robert English       | Emergency Medical/ Long Hill First Aid Squad |
| Barbara Flynn        | Social Services Assistant Coordinator        |
| Thomas Sweeney       | Special Services Assistant Coordinator       |
| Rev. Vicki McGrath   | Clergy Representative                        |
| Mike McMenamin       | United States Fish & Game-Wildlife           |
| Jay Weisman          | Citizen Corps Administrator                  |
| Lucy Forgione        | Public Health/Bernards Health Department     |
| Claudio Perez        | American Red Cross                           |

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**RESOLUTION 17-023  
 APPOINTING 2017 EMERGENCY MANAGEMENT OPERATIONS CENTER STAFF**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following are hereby appointed for the year 2017 as the Emergency Management Operations Center Staff:

Emergency Management Operations Center Staff

Township Mayor	Long Hill Township Mayor
Shayne Daly	OEM Coordinator
Raymond Clarke	Deputy OEM Coordinator
Linda Olmsted	Deputy OEM Coordinator
Lt. Ahmed Naga	Public Information Officer
Sergeant Sean Brown	Law Enforcement Annex Coordinator
Chief Michael Mazzeo	Police Services Assistant Coordinator
Administrator Neil Henry	Public Services Assistant Coordinator
Thomas Sweeney	Special Services Assistant Coordinator
Stirling Fire Chief	Fire/Rescue Annex Coordinator
Millington Fire Chief	Technical Services Assistant Coordinator
Barbara Flynn	Social Services Assistant Coordinator
Superintendent	Public Schools Annex Coordinator
Lucy Forgione	Public Health Officer
William Hudzik	Alert/Warning Annex Coordinator
Robert English	Emergency Medical Annex Coordinator
Jay Weismann	Citizen Corps Administrator
Larry Fast	Emergency Public Info Annex Coordinator

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**RESOLUTION 17-024  
 2017 FEE SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that the following fees for 2017 for licenses and permits for the Township of Long Hill are hereby amended:

Administrative Research Fee	
Supervisory	\$ 30.00/hr.
Clerical	\$ 25.00/hr.
 Alarm Systems	
<i>Permit for a private alarm which either automatically selected a telephone trunk line with the Police Department and then reproduces a prerecorded message or automatically alert a third person. Permit also required for warning device.</i>	
Annual Permit Fee	\$ 50.00
 Alcoholic Beverage Control License	
Plenary Retail Consumption	\$ 2,500.00
Plenary Retail Distribution	\$ 2,088.00
Limited Retail Distribution	\$ 63.00
Club	\$ 188.00

Season Retail Consumption - annual fee is seventy-five percent (75%) of annual renewal fee for retail consumption licenses

Amusement Devices	
Juke Box	\$ 30.00
Video Games	\$ 60.00
Soda Machines	\$ 10.00
Pool Tables	\$ 60.00
Pinball Machines	\$ 60.00
Building Materials - Township Dumpster	
Car	\$ 15.00
Station Wagon	\$ 50.00
Mini Van	\$ 75.00
Small Pick-up truck	\$ 110.00
Pick-up truck or van	\$ 150.00
Extra for overload	\$ 40.00
Canvassers, Solicitors and Peddlers Permit	\$ 20.00
Solicitor Digital Photograph	\$ 2.00
Charitable Clothing Bin Application [Yearly]	\$ 25.00
Dog Licenses	
Spayed/Neutered	\$ 17.50
Non-Spayed/Neutered	\$ 20.50
Late Fee after January 31st	\$ 10.00
Late Fee after February 28 <sup>th</sup>	\$ 20.00
Replacement (first one free, thereafter \$5.00)	
Fill/Soil Removal Permit	\$ 50.00
Finance & Tax Collection	
Returned Check, Online Payment (ACH), Credit Card Charges	\$ 20.00
Lien Redemption Calculation (First Two Calculations at no cost)	
Any additional subsequent calculation (N.J.S.A. 54:5054)	\$ 50.00
Notice of Tax Sale to property owner on Tax Sale- 54:5-26	\$ 25.00
	each
Food and Drink License	
Pharmacy	\$ 65.00
Retail Food Establishment (under 2,000 sq. feet)	\$ 100.00
Retail Food Establishment (2,000 – 5,000 sq. feet)	\$ 135.00
Retail Food Establishment (5,000 – 10,000 sq. feet)	\$ 175.00
Retail Food Establishment (over 10,000 sq. feet)	\$ 400.00
Mobile Retail Food Establishment	\$ 110.00
Temporary Retail Food Establishment	\$ 30.00
Farmers Market	\$ 20.00
Catering	\$ 110.00
Re-Inspection Fee	\$ 100.00
Late Fee (renewals only – after January 31 <sup>st</sup> )	Double License Fee

Handgun Permit \$ 2.00  
 Handgun Identification Card \$ 5.00

Kennel License \$ 35.00

Limousine License \$ 50.00

Parking Permit:

Millington	Yearly	\$ 225.00
Yearly after July 1 <sup>st</sup>		\$ 112.50
Stirling	Yearly	\$ 275.00
Yearly after July 1 <sup>st</sup>		\$ 137.50
Gillette	Yearly	\$ 325.00
Yearly after July 1st		\$ 172.50
Daily		\$ 5.00
Replacement Permit		\$ 5.00

Parks and Recreation Facilities Use Reservation Fees

	<u>Resident</u>	<u>Non-Resident</u>
Soccer Fields, Volleyball Court, Basketball Court	\$25.00/2 Hrs.	\$45.00/2 Hrs.
Stirling Lake Pavilion	\$30.00/4 Hrs.	\$55.00/4 Hrs.
Meyersville Field	\$25.00/2 Hrs.	\$45.00/2 Hrs.

Commercial Use Rates (\$100.00 Deposit required and Insurance)

Soccer Fields, Volleyball Court, Basketball Court	\$60.00/2 Hrs.	\$110.00/2Hrs
Meyersville Field	\$60.00/2 Hrs.	\$110.00/2Hrs

Bocce Ball Courts

Non Resident	\$40.00/2 Hrs.
Resident Commercial	\$50.00/2 Hrs.
Non-Resident Commercial	\$100.00/2 Hrs.

Horseshoe Pits

Non Resident	\$40.00/2 Hrs.
Resident Commercial	\$50.00/2 Hrs.

Non-Resident Commercial	\$100.00/2 Hrs.
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Tennis Courts

Non Resident	\$10.00/1 Hr.
Resident Commercial	\$15.00/1 Hr.
Non-Resident Commercial	\$20.00/1 Hr.

Photocopies/Copies:

Black & White copies (per copy) Letter size	\$ 0.05
Legal size	\$ 0.07
11 x 17	\$ 0.10

Large Format Prints

\$5.00/page for 24" X 36"  
 \$1.00/linear foot over initial 2 feet

DVD ROM		\$	3.00
CD		\$	.50
CD of Full Tax Map (total includes mailing and postage)		\$	25.00
Land Use Ordinances		\$	35.00
Zoning Map		\$	5.00
Master Plan		\$	35.00
Duplicate Copy of Tax Bill		\$5.00/first dup. \$25.00 for each additional	
duplicate copy			
Duplicate Tax Sale Certificate		\$	100.00
Notarized Copies	Long Hill Resident – <b>First 4 documents are no charge</b>	\$	2.50
	Non Resident [per document]	\$	2.50
Mulch, Composted Leaves or Wood Chip Delivery [per load]		\$	100.00
Mulch Pick Up for Local Garden Centers Only		\$	6.00 <i>Per cubic yard.</i>
Public Assembly Permit		\$	100.00
Recreation Programs			
Basketball registration (Intramural)		\$	90.00
Late Registration Fee		\$	25.00
Basketball registration (Traveling Team)		\$	200.00
Basketball (Traveling Team) Out-of-Town students		\$	300.00
Adult Basketball League [per season]:			
	Long Hill Resident Adult	\$	20.00
	Out-of-Town Resident Adult	\$	30.00
Yoga Classes	4 sessions for	\$48.00	
Little Explorers Summer Pre-School Camp:		\$80 per week	
Little Explorers Extended Care		\$20/per week	
Theater Arts Camp (April 6 – April 10)		\$	200.00
	All Saints Parish Hall, 9:00AM – 3:00 PM		per camper
Field Hockey Fall Program		\$100 - \$150	
Field Hockey Summer Clinic		\$	85.00







made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

## GENERAL GOVERNMENT

<b>GENERAL ADMIN</b>	
<b>SALARY &amp; WAGES</b>	82,162
<b>OTHER EXPENSES</b>	24,255
<b>MIS - MANAGE INFO SYSTEM</b>	
<b>OTHER EXPENSES</b>	30,739
<b>MAYOR &amp; COUNCIL</b>	
<b>SALARY &amp; WAGES</b>	1,378
<b>OTHER EXPENSES</b>	2,231
<b>ELECTIONS</b>	
<b>OTHER EXPENSES</b>	1,181
<b>FINANCE</b>	
<b>SALARY &amp; WAGES</b>	47,775
<b>OTHER EXPENSES</b>	16,669
<b>TAX COLLECTION</b>	
<b>SALARY &amp; WAGES</b>	9,148
<b>OTHER EXPENSES</b>	2,966
<b>TAX ASSESSOR</b>	
<b>SALARY &amp; WAGES</b>	12,469
<b>OTHER EXPENSES</b>	8,781
<b>LEGAL</b>	
<b>OTHER EXPENSES</b>	29,400
<b>PROSECUTOR</b>	
<b>OTHER EXPENSES</b>	6,037
<b>PLANNING</b>	
<b>SALARY &amp; WAGES</b>	7,337
<b>OTHER EXPENSES</b>	9,975
<b>BD OF ADJUSTMENT</b>	
<b>SALARY &amp; WAGES</b>	7,337
<b>OTHER EXPENSES</b>	1,050
<b>ZONING</b>	
<b>SALARY &amp; WAGES</b>	17,115
<b>OTHER EXPENSES</b>	276

<b>PUBLIC DEFENDER OTHER EXPENSES</b>	1,260
<b>ENGINEERING OTHER EXPENSES</b>	14,175
<b>ENVIRONMENTAL SALARY &amp; WAGES OTHER EXPENSES</b>	446 131
<b>SHADETREE SALARY &amp; WAGES OTHER EXPENSES</b>	420 263
<b>BUILDINGS &amp; GROUNDS OTHER EXPENSES</b>	31,211
<b>INSURANCE &amp; BENEFITS OTHER EXPENSES</b>	373,012
<b>POLICE SALARY &amp; WAGES OTHER EXPENSES</b>	752,718 16,623
<b>POLICE CAR OTHER EXPENSES</b>	11,025
<b>RADIO &amp; COMMUNICATION OTHER EXPENSES</b>	62,344
<b>AID TO FIRE COMPANIES OTHER EXPENSES</b>	37,012
<b>AID TO RESCUE SQUAD OTHER EXPENSES</b>	9,187
<b>MUNICIPAL COURT SALARY &amp; WAGES OTHER EXPENSES</b>	25,594 1,336
<b>FIRE PREVENT. INSPECTOR SALARY &amp; WAGES OTHER EXPENSES</b>	5,775 42,000
<b>EMERGENCY MANAGEMENT SALARY &amp; WAGES OTHER EXPENSES</b>	4,462 3,470
<b>STREETS &amp; ROADS SALARY &amp; WAGES</b>	190,312

<b>OTHER EXPENSES</b>	44,835
<b>FLEET MAINTENANCE OTHER EXPENSES</b>	30,988
<b>GARBAGE DISPOSAL OTHER EXPENSES</b>	187,687
<b>SEWER SALARY &amp; WAGES OTHER EXPENSES</b>	88,095 88,935
<b>HEALTH &amp; WELFARE OTHER EXPENSES</b>	18,771
<b>PEOSHA OTHER EXPENSES</b>	1,050
<b>PARKS &amp; PLAYGROUNDS SALARY &amp; WAGES OTHER EXPENSES</b>	14,227 19,745
<b>STIRLING LAKE RECREATION SALARY &amp; WAGES OTHER EXPENSES</b>	4,371
<b>CELEBRATION - PUB. EVENT OTHER EXPENSES</b>	14,175
<b>DRIVERS - SENIORS SALARY &amp; WAGES</b>	3,281
<b>SENIOR CITIZEN OTHER EXPENSES</b>	4,462
<b>CONSTRUCTION SALARY &amp; WAGES OTHER EXPENSES</b>	36,514 1,168
<b>ELECTRICITY OTHER EXPENSES</b>	68,250
<b>TELEPHONE OTHER EXPENSES</b>	15,750
<b>NATURAL GAS OTHER EXPENSES</b>	6,037
<b>GASOLINE/DIESEL FUEL OTHER EXPENSES</b>	28,875

HEATING FUEL OTHER EXPENSES	5,250
WATER OTHER EXPENSES	14,438
STREET LIGHTING OTHER EXPENSES	24,150
MUNI SERVICE ACT - CONDO OTHER EXPENSES	3,938
PERS - PENSION OTHER EXPENSES	72,469
SOCIAL SECURITY- FICA OTHER EXPENSES	110,250
PFRS - PENSION OTHER EXPENSES	160,665
MAINT. FREE PUB. LIBRARY OTHER EXPENSES	155,074
LOSAP OTHER EXPENSES	<u>34,125</u>

**Total General Operations:**  
(Excluding Debt Service, Capital Improvement, and Public Assistance) **3,158,638**

<b>PARKING ENTERPRISE</b>	
SALARIES & WAGES	2,625
OTHER EXPENSES	7,875

**TOTAL PARKING ENTERPRISE:** **\$10,500**

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**RESOLUTION 17-026  
CONFIRMING APPOINTMENT OF 2017 OFFICIALS AND EMPLOYEES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2017 are hereby appointed by said Committee and that they be and are the same as follows:

Public Agency Compliance Officer [1 year term—N.J.A.C. 17:27-3.3]	Leonard Ho
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Joint Insurance Fund Commissioner [1 year term-JIF Bylaws Article III]	Neil Henry
Assessment Search Officer [Indeterminate term-N.J.S.A. 54:5-18.1]	Leonard Ho
Certifying Agent – Pension Funds [Indeterminate term-N.J.S.A. 43:3C-15]	Laurie Spinelli
Township Attorney [1 year term-N.J.S.A. 40A:9-139]	John R. Pidgeon, Esq.
Safety Delegate	Al Gallo
Qualified Purchasing Agent	Leonard Ho

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**RESOLUTION 17-027  
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR LEGAL SERVICES  
PIDGEON & PIDGEON**

**WHEREAS**, the Township of Long Hill requires professional legal services which shall include but not limited to review of contracts, drafting correspondence, representation on legal matters, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Law Firm of Pidgeon & Pidgeon, 600 Alexander Road, Princeton, New Jersey 08540, is appointed to serve as Township Attorney for Long Hill Township for the year of 2017; and

**WHEREAS**, the Law Firm of Pidgeon & Pidgeon has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Pidgeon & Pidgeon has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Law Firm of Pidgeon & Pidgeon from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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. A professional services contract with Pidgeon & Pidgeon, Attorney at Law, 600 Alexander Road, Princeton, New Jersey 08540 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Pidgeon & Pidgeon, in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$160 per hour
  - C. Services: The firm shall provide professional legal services
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract shall be charged to the 2017 budget. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution

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**RESOLUTION 17-028  
 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOND  
 COUNSEL – HAWKINS DELAFIELD & WOOD LLP**

**WHEREAS**, the Township of Long Hill requires professional legal services for bond related matters, which shall include but not limited to drafting and reviewing correspondence, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township Administrator serving as the Purchasing Agent has determined and certified in writing that the value of the amount of the contract may exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Law Firm of Hawkins Delafield & Wood, One Gateway Center, 24<sup>th</sup> Floor, Newark, New Jersey 07102, is appointed to serve as Bond Counsel for Long Hill Township for the year 2017; and

**WHEREAS**, the Law Firm of Hawkins Delafield & Wood, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Hawkins Delafield & Wood, LLC, has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Law Firm of Hawkins Delafield & Wood, LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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. A professional services contract with the Law Firm of Hawkins Delafield & Wood, LLC, One Gateway Center, 24<sup>th</sup> Floor, Newark, New Jersey 07102 is hereby authorized.
2. The Mayor and Clerk are authorized to sign a professional service contract with Law Firm of Hawkins Delafield & Wood, in accordance with the following terms and conditions:
  - A. Term: from January 1, 2017 – December 31, 2017
  - B. Rate: As per proposal dated December 2, 2016
  - C. Services: The firm shall provide professional legal services related to financing.
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract amount will be usually charged to the debt being authorized, but shall supply a written hourly rate for such services. The certification of available funds by the Township Chief Financial Officer shall be made if such fees are not charged to the debt being authorized.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 17-029  
 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT  
 FOR LABOR ATTORNEY SERVICES  
 CLEARY, GIACOBBE, ARFIERI, JACOBS LLC**



**WHEREAS**, the Township of Long Hill requires professional legal services which shall include matter related to labor relations, contract negotiations and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township Administrator serving as the Purchasing Agent has determined and certified in writing that the value of the amount of the contract may exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs LLC has submitted a proposal indicating they will provide the legal services for an hourly rate of (\$150) one hundred fifty dollars; and

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs LLC [Matthew Giacobbe, Esq.] has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary, Giacobbe, Alfieri, Jacobs LLC has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit Cleary, Giacobbe, Alfieri, Jacobs LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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. A professional services contract with Cleary, Giacobbe, Alfieri, Jacobs LLC, 7 James Street, Florham Park, NJ 07832 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Cleary, Giacobbe, Alfieri, Jacobs LLC [Matthew Giacobbe, Esq.], in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$150 per hour
  - C. Services: The firm shall provide professional legal services for labor matters only
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.

This contract shall be charged to the current 2017 budget. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.

- 5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 17-030  
 AUTHORIZING THE AWARD OF AN EXTRAORDINARY UNSPECIFIED SERVICE  
 CONTRACT FOR RISK MANAGEMENT SERVICES  
 JOHN MOORE OF WILLIS TOWERS WATSON**

**WHEREAS**, the Township of Long Hill is a member of the Morris County Joint Insurance Fund (MCJIF); and

**WHEREAS**, the Township of Long Hill requires professional Risk Management Services for insurance related matters, which shall include but not limited to reviewing and recommending appropriate insurance coverage's for the Township of Long Hill; and

**WHEREAS**, the bylaws of said Fund requires that each Governing Body appoint a Risk Management Consultant to perform various professional services as detailed in the by-laws; and

**WHEREAS**, the Board of fund Commissioners established a fee equal to six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, John Moore of the firm Willis of New Jersey, Inc., 14 Commerce Drive, Cranford, NJ 07106 is appointed to serve as Risk Management consultant for Long Hill Township for the year 2017; and

**WHEREAS**, the firm of Willis of New Jersey, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Willis of New Jersey, Inc., has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the firm of Willis HRH from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**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. A Risk Management services contract with John Moore of the firm of Willis of New Jersey, Inc., 14 Commerce Drive, Cranford, NJ 07106 is hereby authorized

- 2. The Mayor and Clerk are authorized to sign a professional service contract with John Moore of the firm of Willis of New Jersey, Inc., in accordance with the following terms and conditions:

- A. Term: A period of not to exceed 12 months
- B. Rate: To be paid by MCJIF
- C. Services: The firm shall provide professional risk management services

- 3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
- 4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
- 5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION #17-031  
APPOINTING TOWNSHIP PLANNER**

**WHEREAS**, the Township of Long Hill has a need to acquire services of a professional planner via a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A - 20.5; and

**WHEREAS**, a contract for professional services may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(I); and

**WHEREAS**, the contractor has completed and submitted a Business Entity Disclosure Certification which certifies that the business entity has not made any reportable contributions to a political or candidate committee in the Township in the previous one year that would render it ineligible under the terms of N.J.S.A. 19:44A - 20.5 or subsection 2-23.1 of the Township Code; and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of this contract;

**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. The Mayor and Clerk are authorized to sign a professional services agreement with J Caldwell & Associates, LLC, for Jessica C. Caldwell, P.P., to provide professional planning services to the Township, subject to the following terms and conditions:

- A. Term: January 1, 2017 to December 31, 2017.
- B. Compensation: Hourly Rate/\$120.00.
- C. Miscellaneous: The contractor shall provide professional planning services as requested by the Township Administrator.

2. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(I), is directed to publish a notice once in the Echoes-Sentinel stating the nature, duration, service and amount of this contract.

3. The Township Clerk shall make copies of this resolution available for public inspection at the Township Hall, 915 Valley Road, Gillette, New Jersey, during regular business hours.

4. This contract shall be charged to the 2017 budget. The certification of available funds by the Township Chief Financial Officer shall be attached to the original of this resolution and shall be maintained in the files of the Township Clerk.

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**RESOLUTION 17-032  
APPOINTING MUNICIPAL PROSECUTOR - LISA CHADWICK THOMPSON**

**WHEREAS**, N.J.S.A. 2B:25-4 provides that “each municipal court . . . shall have at least one municipal prosecutor appointed by the governing body . . . .”; and

**WHEREAS**, N.J.S.A. 2B:25-4 further provides that “Municipal prosecutors shall be compensated either on an hourly, per diem, annual or other basis as the . . . municipality provides . . . .”; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, Lisa Chadwick Thompson has submitted a proposal to serve as municipal prosecutor during 2017 for an annual fee of \$20,783.00 as per schedule established by the Municipal Court; and

**WHEREAS**, the Lisa Chadwick Thompson has completed and submitted a Business Entity Disclosure Certification which certifies that neither she nor the firm of Nuzzi & Mason, LLC has made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit her and her law firm from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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. Lisa Chadwick Thompson is hereby appointed Long Hill Township Municipal Prosecutor for a term effective January 1, 2017.
2. A professional services contract with Lisa Chadwick Thompson, Esq. to serve as Municipal Prosecutor is hereby authorized. Ms. Thompson shall be an independent contractor and not an employee of the Township.

3. The Mayor and Clerk are authorized to sign a professional services contract with Lisa Chadwick Thompson in accordance with the following terms and conditions:

- A. Term: A period of not to exceed 366 days
- B. Rate: \$20,783.00 as per schedule established by the Municipal Court.
- C. Services: Lisa Chadwick Thompson shall serve as Municipal Prosecutor

4. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.

5. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.

6. This contract shall be charged to 2017 Budget. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.

7. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 17-033  
APPOINTING MUNICIPAL PUBLIC DEFENDER – MICHELLE WELSH**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Michelle Welsh is hereby appointed Municipal Public Defender for 2017 in accordance with the provisions of Township Code Section 2-28B and N.J.S.A. 2B-24, and shall be paid \$1,158.25 quarterly. In addition, the Public Defender shall be paid at the same hourly rate as the Township Attorney for interlocutory appeals to the Superior Court.

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**RESOLUTION 17-034  
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR ACCOUNTING  
(MUNICIPAL AUDITOR) SERVICES – NISIVOCIA & COMPANY**

**WHEREAS**, the Township of Long Hill requires professional auditing services which shall include the annual audit for Long Hill Township as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township Administrator serving as the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Accounting Firm of Nisivoccia & Company, has completed and submitted a Business Entity Disclosure Certification which certifies that the Accounting Firm of Nisivoccia & Company has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Accounting Firm of Nisivoccia and Company from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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. A professional services contract with the Accounting Firm of Nisivoccia & Company, 200 Valley Road – Suite 300, Mt. Arlington, NJ 07856 is hereby authorized per proposal dated December 5, 2014;
2. The Mayor and Clerk are authorized to sign a contract with the Accounting Firm of Nisivoccia & Company in accordance with the following terms and conditions:
 

A. Term:	A period of not to exceed 12 months.
B. Rate:	\$40,800.00 annually
C. Services:	The firm shall provide professional accounting (auditing) services.
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract shall be charged to the 2017 Budget. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 17-035  
 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
 CONTRACT FOR ENGINEERING SERVICES  
 FERRIERO ENGINEERING, INC.**

**WHEREAS**, the Township of Long Hill requires professional engineering services which shall include but not limited to review of contracts, drafting correspondence, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Engineering Firm of Ferriero Engineering, Inc., 180 Main St., Chester, New Jersey 07930, is appointed to serve as Township Engineer for Long Hill Township for the year of 2017; and

**WHEREAS**, the Engineering Firm of Ferriero Engineering, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the Engineering Firm of Ferriero Engineering has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Engineering Firm of Ferriero Engineering, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**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. A professional services contract with Engineering Firm of Ferriero Engineering, Inc., 180 Main St., Chester, New Jersey 07930 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Pidgeon & Pidgeon, in accordance with the following terms and conditions:
 

A. Term:	A period of not to exceed 12 months
B. Rate:	\$125.50 per hour
C. Services:	The firm shall provide professional legal services
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
7. This contract shall be charged to the 2017 budget. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.
8. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution

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**RESOLUTION 17-036  
DESIGNATING THE OFFICIAL DEPOSITORIES & SIGNATURES ON BANK ACCOUNTS**



**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following banks are hereby designated as depositories for funds for the Township of Long Hill for 2017 and checking accounts as indicated, shall be maintained as follows:

**Investors Bank**

Current Account  
Federal / State Grant Account  
Capital Account  
Open Space Trust Account  
Public Parking Enterprise Account  
Recycling Trust Account  
Other Trust Account  
Unemployment Trust  
Animal Trust Account  
Law Enforcement Trust  
COAH Trust  
Payroll Account  
Recreation Account  
Clerk Account  
Tax Account  
Sewer Account  
Credit Fee Account

**Bank of America**

Escrows Account

**BE IT FURTHER RESOLVED** by the Township Committee that the following banks are hereby designated as depositories for saving funds and escrow accounts for the Township of Long Hill for the year 2017:

Millington Bank, Millington, N.J.  
JPMorgan Chase Bank, Stirling, N.J.  
Bank of America, Stirling, N.J.  
New Jersey Cash Management Plan, Trenton, N.J.  
PNC Bank, Stirling, N.J.  
Peapack Gladstone Bank, Warren, N.J.  
Investors Bank, Stirling, N.J.  
TD Bank, Warren, N.J.  
Santander Bank, Stirling, N.J.

**BE IT FURTHER RESOLVED** that all withdrawals against the foregoing accounts shall bear the signatures of the following officials of said Township: Mayor, Chief Financial Officer, and Township Administrator. In the absence of the Mayor, Chief Financial Officer or Township Administrator, the Deputy Mayor or Township Clerk may sign, and Assistant Treasurer may sign for the Payroll account.

**BE IT FURTHER RESOLVED** that in the event of illness or absence of the Township Administrator, Mayor, Chief Financial Officer, Deputy Mayor or Township Clerk that two (2) of the required signatures will be sufficient for a ten (10) day period upon due notification to said banks.



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**RESOLUTION 17-037  
AFFIRMING THE CONTINUATION & AUTHORITY OF THE MEDICAL RESERVE CORPS  
UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Medical Reserve Corps (MRC); and

**WHEREAS**, MRC members are volunteers that shall only be activated under the authority of the Office of Emergency Management (OEM) and;

**WHEREAS**, MRC members are trained in various fields of emergency response through the OEM and

**WHEREAS**, MRC members possess official Township Identification and will be continued to be offered training through OEM; and

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

1. Continuation of the MRC program.
2. MRC members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. MRC members contain official Township identification.
4. MRC members are trained and provided continuing education opportunities through the OEM.

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**RESOLUTION 17-038  
APPROVE HAZARDOUS MATERIAL FEE SCHEDULE**

**WHEREAS**, pursuant to Section 2-36.5(c) et. seq. of the Township of Long Hill Code, a fee schedule may be established to reimburse the various volunteer emergency service agencies with the costs associated with hazardous material incidents; and

**WHEREAS**, a fee schedule has been developed by the Office of Emergency Management in conjunction with the various Emergency Service agencies within the Township of Long Hill; and

**NOW, THEREFORE BE IT RESOLVED** the *attached* Fee Schedule is hereby approved until modified or amended by the Township Committee upon advice of the Office of Emergency Management.

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**RESOLUTION 17-039  
APPOINTING DEPUTY RECORDS CUSTODIANS**

**WHEREAS**, because the Open Public Records Act, NJSA 47:1A-1, et seq., has designated the Township Clerk as the custodian of all municipal records, it has become necessary to appoint deputy records custodians to assist in complying with responses to records requests;

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

1. The Police Department Secretary is hereby appointed as the deputy records custodian for Police Department Records.
2. The Tax Collector is hereby appointed deputy records custodian for all tax records.
3. The Planning Board/Board of Adjustment Coordinator is hereby appointed deputy records custodian for the Zoning/Planning and land use records.
4. The Technical Assistant to the Construction Official is hereby appointed deputy records custodian for the Building Dept.
5. The CFO is hereby appointed deputy records custodian for the Finance Dept.
6. The designated deputy records custodians shall report to the Township Clerk all requests for records and shall follow any instructions given by the Clerk regarding the handling of such records.

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**RESOLUTION 17-040  
 APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the advice of Leonard Ho, CFO and the recommendation of the auditing firm of Nisivoccia & Company, the attached Cash Management Plan for the Township of Long Hill be approved.

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**RESOLUTION 17-041  
 AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP POLICE  
 EXPLORERS UNDER THE AUTHORITY OF THE LONG HILL TOWNSHIP POLICE  
 DEPARTMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Long Hill Township Police Explorer Program; and

**WHEREAS**, the Long Hill Township Police Department shall sponsor a explorer post, which shall be called the "**LONG HILL TOWNSHIP POLICE EXPLORERS POST #264**". Police Explorers are not sworn officers. The purpose of the this program is to expose those individuals interested in the police role and function; and

**WHEREAS**, the Police Explorer is for young men and women ages 14 to 20 years of age and is organized under Venturing with the Boy Scouts of America (BSA). The cadet program is a program within the Police Explorers for young men and women ages 12 to 14 years of age and is organized under the Schools Program of the Boy Scouts of America (BSA); and

**WHEREAS**, the program focuses on Law Enforcement and Community Service and provides the Police Explorer the unique experience of becoming part of the daily operations of a police department; and

**WHEREAS**, the Long Hill Township Police Explorers will be issued official Township Phot Identification Badges and will be offered training through the Long Hill Township Police Department; and

**NOW, THEREFORE BE IT RESOLVED** That the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey as follows;

1. Continuation of the Long Hill Township Police Explorer program sponsored by the Long Hill Township Police Department.
2. Police Explorers consist of Boys and Girls between the ages of 12 and 20 years old who are interested in the field of Law Enforcement and Community Service.
3. The Police Explorer Program will consist of training for Law Enforcement and Community Service.
4. Police Explorers will be issued official Long Hill Township Photo Identification Badges and will be issued training through the Long Hill Township Police Department.

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**RESOLUTION 17-042  
PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY**

**WHEREAS**, as a cost saving measure, the Long Hill Public Library has requested the Township of Long Hill to process the payroll of the various Library employees; and

**WHEREAS**, it is more efficient and cost effective for the Township and the Library to have both of their payrolls handled by the same outside payroll service; and

**WHEREAS**, the Township has performed this function for the Library for several years, and the procedures are well-established and satisfactory to both parties,

**NOW THEREFORE**, it is agreed by and between the Long Hill Township Free Public Library and the Township of Long Hill, as follows:

1. The Library and the Township hereby agree that the Township will make available its contracted outside payroll service to pay the salaries of employees of the Library, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The Township's payroll service will prepare all required reports, including, for example, the annual W-2 form, for Library employees. The Township will arrange health insurance for Library Employees under the Township's current contract, and pay the premiums as they fall due.
- 2, The Township shall invoice the "Library" for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA. The Library will separately reimburse the Township for additional payroll-related costs such as employer pension contribution, health insurance premiums, payroll taxes and a pro-rate share of the payroll service processing fee, along with the pro-rata share of utilities on receipt of an invoice from the Township. Invoices shall be on an "as needed basis" but not more frequently than monthly.
3. Library employees shall not be considered Township employees and are employees of the Library Board of Trustees and subject exclusively to the Library's personnel policies and other work rules.

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**RESOLUTION 17-043  
DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) FOR THE  
TOWNSHIP OF LONG HILL, AS THE BASIS FOR ALL INCIDENT MANAGEMENT WITHIN THE  
TOWNSHIP OF LONG HILL**

**WHEREAS**, the President of the United States in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS, which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local and tribal governments utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management and designated facilities during emergencies or disasters; and

**WHEREAS**, it is necessary and desirable that all Township of Long Hill departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Township of Long Hill's ability to utilize federal funding to enhance local readiness, maintain first responder safety and streamline incident management processes; and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of the carious incident management activities throughout the Township of Long Hill; therefore;

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby mandate the National Incident management System (NIMS) as the standard for incident management within the Township of Long Hill, New Jersey.

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**RESOLUTION 17-044  
AFFIRMING THE CONTINUATION & AUTHORITY OF THE COMMUNITY EMERGENCY  
RESPONSE TEAM UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY  
MANAGEMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Community Emergency Response Team (CERT); and

**WHEREAS**, CERT members are volunteers that shall only be activated under the authority of the Office of Emergency Management (OEM) and;

**WHEREAS**, CERT members are trained in various fields of emergency response through the OEM and

**WHEREAS**, CERT members possess official Township Identification and will be continued to be offered training through OEM;

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

1. Continuation of the CERT program.
2. CERT members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. CERT members contain official Township identification.
4. CERT members are trained and provided continuing education opportunities through the OEM.

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**RESOLUTION 17-045  
AUTHORIZING ELECTRONIC TAX SALES**

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services, and

**WHEREAS**, the Director of the Division of Local Government Services has promulgated rules and regulations for pilot programs, and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct pilot programs, and

**WHEREAS**, the rules and regulations authorize a municipality to submit an application for participation in the pilot program for an electronic tax sale, and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

**WHEREAS**, the Township of Long Hill wishes to participate in the pilot program for an electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill, New Jersey, that the Tax Collector is hereby authorized to complete an application to participate in the electronic tax sale program and submit same to the Director of the Division of Local Government Services.

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**RESOLUTION 17-046  
APPROVAL OF 2017 TOWNSHIP TOW SERVICE OPERATORS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the advice and recommendation of the Chief of Police that the following towing contractors be utilized by the Police Department on a rotating basis subject to meeting all the requirements of Township Code 24-2 and receipt of a Hold Harmless Agreement and Certificate of Insurance which shall be submitted to the Township Clerk:

BEHHAM'S SERVICE & GARAGE  
414 Springfield Ave., Berkeley Heights, NJ 07922

C & L TOWING SERVICE dba NAPOLI TRANSPORTATION INC.  
609 Springfield Ave., Berkeley Heights, NJ 07922

DEFALCO'S INSTANT TOWING  
26 Commerce Street, Chatham, NJ 07928

SOMERSET HILLS TOWING  
19 Finderne Ave., Bridgewater, NJ 08807

BASKING RIDGE TOWING  
PO Box 234, Basking Ridge, NJ 07920

BARDY FARMS TOWING  
701 Mountain Blvd.  
Watchung, NJ 07069

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**RESOLUTION # 17-047**

**Mutual Aid and Morris County Regional Emergency Deployment System (MCREDS)  
Authority to Execute Agreement: Terms and Conditions.**

**WHEREAS**, pursuant to N.J.S.A. 40A:14-156 et seq. N.J.S.A. 40A:8A-1 et seq. and as otherwise provided by law, the Chief of Police of the Township of Long Hill is hereby authorized to execute a mutual aid agreement with the County of Morris and the municipalities within the County of Morris, as well as any municipalities that are contiguous, for the provision of supplemental law enforcement assistance in the event of an emergency, disaster, Morris County Regional Emergency Deployment System (MCREDS) activation, MCREDS Special Weapons and tactics (SWAT) deployment, specialized task-force request, or widespread crisis, which agreement shall include, but not be limited to the following terms and conditions:

A. Each party agrees that in the event of an emergency, disaster, Morris County Regional Emergency Deployment System (MCREDS) activation, MCREDS Special Weapons and tactics (SWAT) deployment, specialized task-force request, or widespread crisis within the municipal jurisdiction of any other party, the appropriate services and assistance will be provided upon request and to the extent reasonably possible without endangering persons or property within the municipality rendering such assistance.

B. All mutual aid rendered pursuant to the mutual aid agreement and Morris County Regional Emergency Deployment System (MCREDS) Plan shall be provided without charge or expense to the municipality receiving such assistance. By executing the mutual aid agreement, each party acknowledges that it shall be solely responsible for the provision of any and all salary and other benefits for its personnel, whether paid or volunteer, rendering assistance within the other municipality, to the same extent as if such personnel were performing their duties within the municipality providing the assistance.

C. The mutual aid agreement shall have an initial term of one-year and shall automatically be renewed for additional and successive one-year terms, unless and until one of the parties thereto elects to terminate the agreement by providing prior written notice to the other parties to the agreement.

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**MEETING OPEN TO PUBLIC COMMENT**

*At this point in the meeting, the Township Committee welcomes comments from any member of the public. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to **3 minutes**. If reading from a prepared statement, please provide a copy and email a copy to the Clerk's Office after making your comments so it may be properly reflected in the minutes.*

**MEETING CLOSED TO PUBLIC COMMENT**

**MOTION TO ADJOURN**