

**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ**  
**TOWNSHIP COMMITTEE**  
**REGULAR SESSION AGENDA**  
**MAY 22, 2019**  
**7:30 PM OPEN SESSION, Closed Session 6:45 PM**

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

**STATEMENT OF ADEQUATE NOTICE**

"In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was electronically sent to the Echoes Sentinel and the Courier News and posted on the Township Website. 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**

**RESOLUTION #19-158**  
**EXECUTIVE SESSION**

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

Contract Negotiations:

- Land acquisition/NJ Transit – Gillette
- Wastewater RFB Changes/Mt. Laurel

Investigation

Potential Litigation:

- Tax Lien Foreclosure/Reassessment
- Wastewater Site Remediation

Personnel:

- Fire Official/Administrator

**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.

**MOVED** by: \_\_\_\_\_ of the Township Committee of the Township of Long Hill that Resolution #19-158 is hereby approved for Executive Session. **SECONDED** by:

**ROLL CALL VOTE:**

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**OPEN PUBLIC MEETING:**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

**PRESENTATION:** Lyn Begraft, Library Director

**LIAISON REPORTS:**

**ADMINISTRATOR'S REPORT:**

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**CONSENT AGENDA RESOLUTIONS:**

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

**MOVED** by: \_\_\_\_\_ of the Township Committee of Long Hill Township, that Resolution #19-159 through #19-169 are hereby approved. **SECONDED** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**RESOLUTION 19-159  
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.

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**RESOLUTION 19-160  
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 May 8, 2019 Township Committee Meeting.

**BE IT FURTHER RESOLVED** that the Township Committee hereby approves May 8, 2019 Executive Session Meeting Minutes as redacted by the Township Attorney.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 19-161  
AUTHORIZE EMPLOYMENT OF PERMANENT PART-TIME FIRE OFFICIAL FOR THE FIRE  
PREVENTION OFFICE - HUBER**

**BE IT RESOLVED**, it is the recommendation of the Township Administrator, that Donald Huber be appointed as the Permanent Fire Official, without benefits, effective May 22, 2019 for 18 hours per week at a rate of \$34 per hour.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-162  
AUTHORIZATION TO CONDUCT BLOCK PARTY- HERITAGE RD.**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill does hereby approve the request for a block party to be held on Heritage Rd, Millington on Saturday, June 22th, 2019, from 2:00 p.m. until 6:00 p.m., as noted in a letter received on May 13, 2019.

**BE IT FURTHER RESOLVED** that the Township Committee does hereby approve the request for the road closure(s) with the provision that barricades are obtained from the Department of Public Works.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-163  
AUTHORIZATION TO CONDUCT BLOCK PARTY- MAGNA DR.**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill does hereby approve the request for a block party to be held on Magna, Millington on Monday, May 27, 2019, from 3:00 p.m. until 8:00 p.m., as noted in a letter received on May 13, 2019.

**BE IT FURTHER RESOLVED** that the Township Committee does hereby approve the request for the road closure(s) with the provision that barricades are obtained from the Department of Public Works.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 19-164  
APPROVING SPECIAL EVENT  
Long Hill Baseball and Softball Association  
[Championship Day and Fireworks]**

**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 19- 07 for the "Family Picnic/Championship Day" to the "Sponsor" Long Hill Township Little League, for their Special Event to be held on June 8, 2019, 9:00 AM – 10:00 PM at the Little League Complex on Poplar Drive; and

**BE IT FURTHER RESOLVED**, by the Township Committee hereby authorizes the Long Hill Township Little League to conduct their annual fireworks on June 8, 2019 at the Long Hill Township League Complex during the event contingent that all necessary permits are approved;

**BE IT FURTHER RESOLVED** that the Long Hill Township Little League is not responsible for funding police services for this event as per Township Code 4-6.5A.

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**TOWNSHIP OF LONG HILL  
RESOLUTION # 19-165  
RESOLUTION TO CANCEL OUTSTANDING CHECKS**

**WHEREAS**, the following checks issued from the Township of Long Hill bank accounts have been outstanding for more than 6 months and are now stale-dated; and

**WHEREAS**, it is necessary to formally cancel the outstanding checks.

**NOW, THEREFORE, BE IT RESOLVED** by the Committee of the Township of Long Hill, the following outstanding checks issued from the Township of Long Hill bank accounts be cancelled and the monies turned over to the Township of Long Hill General Fund:

Bail Account

CK#604        \$6.00    Issued to Jorge Martinez Jr. on 8/27/18

Magistrate Account

CK#808        \$21.00   Issued to Carly Lambert on 7/10/2018

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**TOWNSHIP OF LONG HILL  
RESOLUTION # 19-166  
AWARD OF CONTRACT – BOB CENTAMORE, LLC**

**WHEREAS**, the Township of Long Hill received two quotes for grounds maintenance services; and

**WHEREAS**, the lowest quote in the amount of \$11,000, was submitted by Bob Centamore, LLC, of Gillette, New Jersey;

**WHEREAS**, the Township Administrator recommends the award of contract for ground maintenance services to Bob Centamore, LLC, 6 Springbrook Dr., Gillette, NJ 07933.

**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:

1. A contract for the maintenance of Township grounds as described in the proposal dated May 7, 2019 is hereby awarded to Bob Centamore, LLC, of Gillette, New Jersey in accordance with its bid as follows:

\$11,000 Period of contract: May 13, 2019 to September 28, 2019

2. Bob Centamore, LLC shall comply with all other requirements set forth in the bid specifications and the local public contracts law.
3. The Chief Financial Officer has filed a certification of availability of funds in the office of the Township Clerk., as required by the Local Budget Law
4. The Mayor and Township Clerk are hereby authorized and directed to execute the contract for maintenance services.

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**TOWNSHIP OF LONG HILL  
RESOLUTION # 19-167  
APPOINTING STIRLING LAKE PERSONNEL 2019**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the recommendations of the Recreation Director and Lake Director, that the following be appointed to the 2019 Stirling Lake Personnel effective May 23, 2019:

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Hourly Rate</b>
Berliner	Steven	Head Lifeguard	13.50
Blakeslee	Garrett	Ass't Director	16.50
Butler	Thomas	Lifeguard	12.25
Hackett	Lucas	Head Lifeguard	13.00
Hutchinson	Dan	Lake Director	25.50
Karski	Amanda	Ass't Director	19.00
Karski	Christopher	Lifeguard	12.00
Karski	Allison	Lifeguard	10.75
Raimer	Jake	Lifeguard	12.00

Scanlon	Tim	Lifeguard	11.25
Stetz	Jenna	Lifeguard	10.75
Webster	Scott	Lifeguard	11.75
Christie	Tom	Lifeguard	10.75

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**TOWNSHIP OF LONG HILL  
RESOLUTION # 19-168  
ACCEPT DONATION TO RECREATION DEPT.**

**WHEREAS**, a donation has been offered to the Long Hill Township Recreation Department in the amount of \$1600.00 to be used toward the purchase of the new playground at Stirling Lake; 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 \$1600.00 from the MOMS Club of Long Hill to the Long Hill Township Recreation Department.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 19-169  
EXTENSION OF CONTRACT FOR  
COMPUTER CONSULTING SERVICES [ATON COMPUTING]**

**WHEREAS**, the Township of Long Hill awarded a contract to ATON Computing in Somerville, NJ on July 1, 2015 for Computer Consulting Services by Resolution 15-208 at the base bid amount of \$118/hr; and

**WHEREAS**, the Township Committee hereby wishes to extend the contract for a one year term, beginning July 1, 2019 through June 30, 2020; and

**WHEREAS**, ATON Computing has agreed to adhere to the same terms, conditions and amount of \$118/hr as indicated in the contract as per letter dated May 7, 2019; and

**WHEREAS**, the Chief Financial Officer has filed a certification of availability of funds in the Management Information System budget line item; as required by the Local Budget Law;

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

1. The extension of the computer consulting services contract is hereby awarded for a one year term, ATON Computing, One East High Street, Somerville, NJ 08876 with the contract expiring June 30, 2020.
2. The contract is estimated to be for a total number of 416 hours per year in the amount of \$50,000.00, per year.

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**ORDINANCES:**

**FIRST READING/INTRODUCTION**

**CAPITAL ORDINANCE 439-19  
PROVIDING FOR VARIOUS IMPROVEMENTS IN AND  
BY THE TOWNSHIP OF LONG HILL, IN THE COUNTY  
OF MORRIS, NEW JERSEY, AND APPROPRIATING  
\$1,012,500.00 THEREFOR FROM VARIOUS FUNDS OF  
THE TOWNSHIP**

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

**Section 1** The improvement described in Section 2 of this ordinance is hereby authorized as a general improvement to be made or acquired by The Township of Long Hill, in the County of Morris, New Jersey. For the said improvement or purpose stated in said Section 2, there is hereby appropriated the sum of \$1,012,500.00, to the extent of \$1,005,000.00 from the Capital Improvement Fund and \$7,500.00 from the Recreation Trust Fund.

**Section 2** The improvement hereby authorized and the several purposes for the financing of which the appropriation is made as provided in Section 1 of this Ordinance are as follows: (a) the improvement of Various roads including .but not limited to Cross Hill, Cottage Place, Daugherty Ave., Apple Hill, Brookside, Skyview, Birchwood, Shamrock, Stonehedge Road and Pleasant Plains Road in and by the Township including. Said Improvement shall include reconstruction, surfacing or resurfacing the roadway to the extent of Class B construction, together with studies, curbing, structures, storm water drainage, catch basins milling, equipment, work and materials necessary therefor or incidental thereto: (b) Police Equipment to include fingerprint system and eticket system: (c) Equipment and apparatus for the Stirling and Millington Fire Companies to include turn out gear, hose replacement, SCBA replacement, rescue equipment, Communications equipment and exhaust system: (d) Recreation equipment to include Wibit replacement piece and Improvements to Lifeguard Shack: (e) Public Works equipment and Improvements to include a Bucket Truck, enclosed trailer and Improvements to Public Works Building: (f) Improvement to the Long Hill TV system.

All work shall be performed according to plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved

**Section 3** The capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

**Section 4** This ordinance shall take effect after final adoption, as provided by law.

## NOTICE

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, May 8, 2019 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, June 12, 2019 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.

**MOVED** by: \_\_\_\_\_, that Ordinance #439-19 be introduced on first reading and advertised for second reading which is scheduled for the June 12, 2019 Meeting.

**SECONDED** by: \_\_\_\_\_, **ROLL CALL VOTE**

### ORDINANCE #440-19 SALARIES AND WAGES ORDINANCE

*STATEMENT OF PURPOSE: Salary and wage amendments*

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

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

<b><u>Position Title</u></b>	<b><u>Annual Salary</u></b>
Township Administrator	\$75,000 - \$150,000
Executive Administrative Assistant	\$52,500 - \$75,000
Municipal Clerk/Registrar	\$45,000 - <del>\$75,000</del> <u>\$85,000</u>
Administrative Assistant	\$33,000 - \$52,500
Administrative Assistant [Part Time]	\$ 20.00 - \$ 30.00/hr.
Chief Financial Officer	\$50,000 - \$100,000
Asst. to the CFO [Part Time]	<del>\$20.00</del> <del>— \$</del> <u>32.50/hr. \$20,000-\$36,000</u>
Accts. Payable Manager	\$25,000 - \$60,000
Clerical [Part Time]	\$ 8.50 - \$ 24.00/hr.
Tax Collector [Part Time]	\$15,000 - \$25,000
Tax Assessor [Part Time]	\$20,000 - \$40,000
Assistant Treasurer	\$45,000 - \$65,000
Sewer Utility Collector [Part Time]	\$15.00 - \$ 24.00/hr.
<u>Tax Clerk/ Sewer/Utility Collector [Full-Time]</u>	<u>\$40,000 - \$50,000</u>
<u>Qualified Purchasing Agent [Part Time]</u>	<u>\$5,000 - \$7,500</u>
<b><i>Board of Health</i></b>	
Animal Control Officer [Part Time]	\$35.00 - \$60.00/hr.

### **Court**

Municipal Court Judge	\$19,000 - \$35,000
Court Administrator	\$40,000 - <del>\$67,253</del> <u>\$75,000</u>

### **Planning and Development**

Construction Code Official [Part Time]	\$30,000 - \$45,000
Building Sub Code Official [Part Time]	\$ 35.00 - \$45.00/hr.
Fire Sub Code Official [Part Time]	\$ 35.00 - \$45.00/hr.
Fire Prevention/Fire Official [Part Time]	\$ 22.50 - \$40.00/hr.
Plumbing Sub Code Official [Part Time]	\$10,000 - \$22,500
Electrical Sub-code Official [Part Time]	\$ 35.00 - \$45.00/hr.
<b>Technical Assistant to the Construction Official</b>	<b>\$50,000 - \$60,000</b>
Technical Assistant to the Construction Official [Part Time]	\$ 18.00 - \$30.00/hr.
Planning & Zoning Coordinator	\$40,000 - <del>\$60,000</del> <u>\$75,000</u>
Planning & Zoning Secretary [Part Time]	\$ 20.00 - \$30.00/hr.
Code/Zoning Enforcement Officer	\$45,000 - \$70,000

### **Recreation**

Recreation Director	\$30,000 - <del>\$63,673</del> <u>\$70,000</u>
Administrative Assistant [Part Time]	\$ 20.00 - \$30.00/hr.
<u>Recreation Assistant [Full Time]</u>	<u>\$35,000 - \$45,000</u>

### **Seasonal/ [Part Time] Positions**

Summer Recreation Site Director	\$ 22.00 - \$ 35.00/hr.
Summer Recreation Site Supervisor	\$ 17.00 - \$ 27.00/hr.
Summer Recreation Assistant	\$ 15.00 - \$ 25.00/hr.
Summer Recreation Counselor	\$ 8.25 - \$ 15.00/hr.
Lake Director	\$ 20.00 - \$ 35.00/hr.
Assistant Lake Director	\$ 15.00 - \$ 25.00/hr.
Head Lifeguard	\$ 12.00 - \$ 18.00/hr.
Life Guard	\$ 9.00 - \$ 15.00/hr.
Score Keeper/Time Keeper/Referees	\$ 8.25 - \$ 15.00/hr.
Basketball Director	\$ 18.00 - \$ 28.00/hr.
Basketball Staff Supervisor	\$ 12.00 - \$ 25.00/hr.

### **Police Department**

Chief of Police	\$125,000 - \$155,414 <u>\$160,000</u>
Police Officers	per Collective Bargaining Contract
Police Department Secretary	\$ 36,000 - <del>\$ 56,431</del> <u>\$60,000</u>
PD Administrative Assistant [Part Time]	\$ 33,000 - \$ 52,000
School Crossing Guard [Part Time]	\$ 12.00 - \$ 23.50/hr.
Police Matron	\$ 12.00 - \$ 28.00/hr.
Court Security Officer [Part Time]	\$ 20.00 - \$30.00/hr.

### **Office of Emergency Management**

Emergency Management Coordinator [Part Time]	\$ 10,000 - <del>\$20,000</del> <u>\$35,000</u>
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**Department of Public Works/Roads**

Director of Public Works /Superintendent of Roads \$85,000 - \$112,053  
DPW employees per Collective Bargaining Contract  
Part Time Laborer \$ 9.50 - ~~\$20.00/hr.~~ \$25.00

**~~Wastewater Control~~**

~~Wastewater Superintendent \$58,000 - \$86,639~~  
~~Wastewater Employees per Collective Bargaining Contract~~

**Senior Services**

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

*Mileage reimbursement based on current IRS Standard*

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

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

**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 8, 2019 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, June 12, 2019 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.

**MOVED** by: \_\_\_\_\_, that Ordinance #440-19 be introduced on first reading and advertised for second reading which is scheduled for the June 12, 2019 Meeting.

**SECONDED** by: \_\_\_\_\_, **ROLL CALL VOTE**

**DISCUSSION:**

- NJDOT 2020 Application
- County Trail Grants
- Veteran's Banners
- Requested changes to RFB

**OLD/NEW BUSINESS:**

**ANNOUNCEMENTS:**

- Open House at Stirling Lake on Memorial Day after the Remembrance Ceremony. Free to all residents.
- The Summer Concert series will have Parrot Beach on June 29<sup>th</sup> (raindate June 30<sup>th</sup>), 6:30 to 8:30pm at Stirling Lake, Dr. K's Motown Revue on July 12<sup>th</sup> (raindate July 19<sup>th</sup>), 7:00 to 8:30 pm at Kantor Park, and 4 Flight Rock on August 3<sup>rd</sup> (raindate August 10<sup>th</sup>), 6:30 to 8:30pm at Stirling Lake.
- Great Swamp 2<sup>nd</sup> Annual Music Festival, Sunday, June 9, 12 to 5PM. Hartley Farms Polo Field, Hartley Farms Road, Morristown. Call 973-538-3500 for info. Children under 13 are free.
- Central Middle School SPORT – Used clothing, Accessories, Household Items and Toys. Ends May 29<sup>th</sup>. Dropoff during school hours.

**MEETING OPEN TO THE PUBLIC:**

- Remarks and Statements Pertaining to Any Matter
- Comments and remarks will be limited to 3 Minutes

**ADJOURNMENT**