

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

Township Clerk, Deborah Brooks called the meeting to order at 6:03 p.m.

The Clerk read the following:

**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 12, 2017 edition, and electronically sent to the Courier News. The notice was posted on the bulletin board in the Municipal Building on January 4, 2017 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.”

All present recited the PLEDGE OF ALLEGIANCE

Fr. Richard Carton, St. Vincent de Paul Catholic Church gave the Invocation.

The Township Clerk administered the Oath of Office to re-elected Committeeman Cornel Schuler, Jr. and Committeeman Matthew Dorsi.

**ROLL CALL:** Committeeman Dorsi, Committeeman Meringolo, Committeeman Piserchia, Committeeman Rae and Committeeman Schuler, Jr. were present.

**ELECTION OF MAYOR FOR 2018** - Conducted by the Township Clerk  
Committeeman Schuler nominated Committeeman Piserchia for Mayor, seconded by Committeeman Meringolo.

As there were no other nominations for Mayor, Committeeman Schuler made a Motion to Close Nominations, seconded by Committeeman Meringolo. Roll Call: All in Favor

Committeeman Schuler made a Motion to Elect Committeeman Guy Piserchia for Mayor of 2018, seconded by Committeeman Meringolo. Roll Call: All in favor

The Township Clerk issued the Oath of Office for Mayor to Committeeman Piserchia.

Mayor Piserchia chaired the remainder of the meeting.

**Mayor Schuler gave his State of the Township Address**, a copy of which will be attached to these minutes.

*Nominations for Deputy Mayor for 2018*

Committeeman Meringolo made a motion, Seconded by Committeeman Schuler to nominate Committeeman Dorsi for Deputy Mayor.

As there were no other nominations for Deputy Mayor, Committeeman Rae made a Motion to Close Nominations, seconded by Committeeman Meringolo. Roll Call: All in Favor

Mayor Piserchia made a Motion to Elect, Committeeman Dorsi for Deputy Mayor of 2018, seconded by Committeeman Schuler. Roll Call: All in favor

The Township Clerk issued the Oath of Office for Deputy Mayor to Committeeman Dorsi.

**STANDING COMMITTEE APPOINTMENTS FOR 2018**

**Committeeman Brendan Rae**

**Committeeman Bruce Meringolo**

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

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

Negotiations  
Board of Education  
Visionary Comm. – Passaic Valley Park  
Finance  
Board of Health  
Emergency Management

**Committeeman Guy Piserchia**

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

**Motion to accept Appointments: Committeeman Schuler. Seconded by Committeeman Meringolo. Voice Vote: All in favor.**

**APPOINTMENTS TO BOARDS AND COMMISSIONS FOR 2018**

**Mayoral Appointments**

**Planning Board**

Guy Piserchia-Class I  
Tom Jones - Class IV  
John Falvey- Class II

**Expiration of Term**

December 31, 2018  
December 31, 2021  
December 31, 2018

**Master Plan Committee**

Dennis Sandow  
Alan Pfeil  
Nick Mehler  
Mike Malloy  
Larry Fast  
David Hands  
Don Richardson

**Expiration of Term**

December 31, 2018  
December 31, 2018  
December 31, 2018  
December 31, 2018  
December 31, 2018  
December 31, 2018  
December 31, 2018

**Historic Preservation Advisory Committee**

Jean Kimak (3yr) Class B

**Expiration of Term**

December 31, 2020

**TOWNSHIP OF LONG HILL  
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January 2, 2018 Re-Organization Meeting

Fred Rossi (3yr) Class C	December 31, 2020
Nick Ferrara (3yr) Class A	December 31, 2020

**Environmental Commission**

Alexandra Hennessy, Chair (3yr)	December 31, 2020
Dorothy Smullen, Vice Chair (3yr)	December 31, 2020
Joan McCloskey (2yr)	December 31, 2019
Kim Stockwell (unexp term)	December 31, 2018

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**Mayoral Appointments with Approval of Township Committee**

<b><u>Library Trustee</u></b>	<b><u>Expiration of Term</u></b>
Isabella DeBiasse, Mayors Alt. Rep.	December 31, 2018
Sally Semper (5yr)	December 31, 2022

**CONFIRMATION OF APPOINTMENTS:**

On motion of Committeeman Schuler, seconded by Committeeman Meringolo, that the above Mayoral appointments to the 2018 Boards and Committees are hereby confirmed. **ROLL CALL VOTE:** All in favor.

**Township Committee Appointments**

<b><u>Board of Health</u></b>	<b><u>Expiration of Term</u></b>
Comm. Matt Dorsi	December 31, 2020
Comm. Cornel Schuler	December 31, 2020

<b><u>Board of Adjustment</u></b>	<b><u>Expiration of Term</u></b>
Mike Malloy (4yr)	December 31, 2021
Jonathan Rosenberg (4yr) (unexp)	December 31, 2019
Vic Verlazza(2yr) Alt #2	December 31, 2019
Gary Gianakis (2yr unexp)	December 31, 2018

<b><u>Communications Advisory Committee</u></b>	<b><u>Expiration of Term</u></b>
Guy Roshto (3yr)	December 31, 2020
Larry Fast (3yr)	December 31, 2021
Nancy Malool	December 31, 2018

<b><u>Planning Board (Class III)</u></b>	<b><u>Expiration of Term</u></b>
Brendan Rae	December 31, 2018

<b><u>Open Space Advisory Committee</u></b>	<b><u>Expiration of Term</u></b>
Peter O'Neill (3yr) Chair	December 31, 2020
Peter Pfluger (3yr)	December 31, 2020
George Armenti, Jr. (3yr)	December 31, 2020

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES  
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**Shade Tree Commission**

December 31, 2022

**Promotion and Enhancement Advisory Committee**

Barbara Grillo  
Tom Sweeney  
Nancy Malool  
Dennis Sandow  
Helena Tielmann

**Wastewater Management Advisory Committee**

Walt Dreyer  
Nancy Malool  
Walter Viegas  
Wayne Celeste  
Tom Sweeney

**Traffic Advisory Committee**

Lt. Naga  
Brendan Rae  
Guy Piserchia  
Tom Sweeney  
Paul Ferriero  
Of. Sutton  
Thomas Bailey  
Carl Farinhas  
Joanna Askey  
Marie Colangelo

**Green Team**

Jake Raimer

December 31, 2018

**MOTION TO APPOINTMENT:**

**On motion by Committeeman Schuler, seconded by Committeeman Meringolo that the Township Committee does hereby appoint those persons named to the 2018 Boards and Committees. ROLL CALL VOTE: All in favor.**

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**CONSENT AGENDA RESOLUTIONS**

On motion by Committeeman Meringolo, seconded by Committeeman Rae, that Resolutions 18-001 through 18-049 are hereby approved. **ROLL CALL VOTE: All in favor.**

**TOWNSHIP OF LONG HILL  
RESOLUTION 18-001**

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**ESTABLISHING 2018 MEETING DATES**

**BE IT RESOLVED** that all **2018 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 10	July 18
January 24	August 15
February 14	September 12
February 28	September 26
March 14	October 10
March 28	October 24
April 11	November 7
April 25	November 28
May 9	December 12
May 23	December 28 (8:00 AM)
June 13	
June 27	January 2, <b>2019</b> (Wednesday) 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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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-002  
ADOPTING 2018 HOLIDAY SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the 2018 schedule be adopted as follows:

January 1	New Years' Day 2018
January 15	Martin Luther King Jr. Day
February 19	President's Day
March 30	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
October 8	Columbus Day
November 12	Veterans Day Observed
November 22	Thanksgiving Day
November 23	Day <i>After</i> Thanksgiving Day
December 24	Christmas Eve (Monday)
December 25	Christmas Day (Tuesday)

January 1            New Years' Day 2019 (Tuesday)

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**RESOLUTION 18-003  
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 2018 and the “*Courier News*” will be designated as the daily newspaper for the year of 2018.

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**RESOLUTION 18-004  
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 18-005  
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 18-006  
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 18-007  
AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

**WHEREAS**, Morris County taxes are due quarterly on February 1, May 1, August 1 and November 1, 2018;

**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 18-008  
AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS**

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**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 18-009  
AUTHORIZING 2018 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 2018 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 18-010  
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 2018 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 18-011  
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 2018 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.
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.

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**RESOLUTION 18-012**  
**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 18-013**  
**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 18-014**  
**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, 2018 to December 31, 2018:

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

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**RESOLUTION 18-015**  
**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 2017 tax year; and

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

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
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**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 2018.
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 18-016**  
**ESTABLISHING PETTY CASH FUND FOR**  
**MUNICIPAL CLERK**

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

**WHEREAS**, the Municipal Clerk requested that a petty cash fund be established for the Clerk's office.

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that a petty cash fund be established for the Municipal Clerk in the amount of \$300.00

1. During the year 2018, the Municipal Clerk is hereby authorized and permitted to establish a petty cash fund not to exceed \$300.00 pursuant to the provisions of NJSA 40A:5-21
2. The Municipal Clerk 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 18-017  
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 18-018  
APPOINTING 2018 SCHOOL CROSSING GUARDS**

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
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**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 2018:

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

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**RESOLUTION 18-019**  
**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 2018.

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**RESOLUTION 18-020**  
**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 2018 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 18-021**  
**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 2018.

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**RESOLUTION 18-022**  
**APPOINTING 2018 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 2018 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                 |
| Bruce Meringolo       | OEM Township Committee Liaison           |
| Chief Mike Mazzeo     | Long Hill Township Police Department     |
| Al Gallo              | Technical Services Assistant Coordinator |
| Stirling Fire Chief   | Stirling Fire Company                    |
| Millington Fire Chief | Millington Fire Company                  |
| Edwin Acevedo         | Superintendent of Public Schools         |
| William Hudzik        | RACES/Communications Representative      |

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Nancy Malool	Public Services Assistant Coordinator
Media Representative	Editor Echoes Sentinel
Larry Fast	Emergency Public Info Annex Coordinator
Robert English	Long Hill First Aid Rescue Squad
Peggy Lunsman	Social Services Assistant Coordinator
Thomas Sweeney	Special Services Assistant Coordinator
Rev. Vicki McGrath	Clergy Representative
Mike McMenamin	United States Fish & Game-Wildlife
Lisa Scanlon	CERT Manager
Lucy Forgione	Public Health/Bernards Health Department
Claudio Perez	American Red Cross

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**RESOLUTION 18-023  
APPOINTING 2018 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 2018 as the Emergency Management Operations Center Staff:

Emergency Management Operations Center Staff

Township Mayor	Long Hill Township Mayor
Shayne Daly	Emergency Management Coordinator
Linda Olmsted	Emergency Management Deputy Coordinator
Lt. Ahmed Naga	Public Information Officer
Lt. Alexis Ciambriello	Law Enforcement Annex Coordinator
Chief Michael Mazzeo	Police Services Assistant Coordinator
Administrator Nancy Malool	Public Services Assistant Coordinator
Thomas Sweeney	Special Services Assistant Coordinator
Millington Fire Chief	Fire/Rescue Annex Coordinator
Al Gallo	Technical Services Assistant Coordinator
Peggy Lunsman	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
Lisa Scanlon	CERT Manager
Larry Fast	Emergency Public Info Annex Coordinator

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**RESOLUTION 18-024  
2018 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 2018 for licenses and permits for the Township of Long Hill are hereby amended:

Administrative Research Fee	
Supervisory	\$ 30.00/hr.
Clerical	\$ 25.00/hr.

**TOWNSHIP OF LONG HILL**  
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Alarm Systems

*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.*

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

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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	\$	240.00
Yearly after July 1 <sup>st</sup>		\$	120.00
Stirling	Yearly	\$	290.00
Yearly after July 1 <sup>st</sup>		\$	145.00
Gillette	Yearly	\$	340.00
Yearly after July 1st		\$	170.00
Daily		\$	5.00
Replacement Permit		\$	5.00
<u>Parks and Recreation Facilities Use Reservation Fees</u>	<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.	
Tennis Courts			
Non Resident		\$10.00/1 Hr.	

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

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



**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

Tax Lien Redemption Calculation Fee [For 3 <sup>rd</sup> request in a calendar year]	\$ 50.00
Tire Permits	\$ 2.00
Tree Removal Permit	\$ 25.00
<u>Towing Services and Storage:</u>	
Basic towing of private passenger automobiles and motorcycles:	
Automobile (days between 8:00 a.m. and 4:30 p.m.)	
First mile or less	\$ 65.00
Each additional loaded mile	\$ 3.50
Automobile (nights, weekends and New Jersey State Holidays)	
First mile or less	\$ 85.00
Each additional loaded mile	\$ 3.50
Basic towing for other than private automobiles: (Days between 8:00 a.m. and 4:30 p.m. Monday-Friday)	
Light Duty (vehicles up to 6,999 lb. GVWR)	\$100.00 per hour, 1 hour minimum
Medium Duty (vehicles up to 20,000 lb. GVWR)	\$150.00 per hour, 1 hour minimum
Heavy Duty (Nights, Weekends and NJ Holidays)	\$250.00 per hour, 1 hour minimum
Light Duty (vehicles up to 6,999 lb. GVWR)	\$150.00 per hour, 1 hour minimum
Medium Duty (vehicles up to 20,000 lb. GVWR)	\$200.00 per hour, 1 hour minimum
Heavy Duty	\$300.00 per hour, 1 hour minimum
Outside Secure Storage Facility	
Private Passenger Automobiles	\$25.00 per day \$35.00 (inside storage)
Trucks up to 24,000 GVWR	\$50.00 per day
Tractor Trailers (Tractor)	\$50.00 per day
Tractor Trailers (Trailer)	\$75.00 per day
Yard Tow (automobile only)	\$ 40.00
Vital Statistics:	
Certified Copies of Birth, Marriage, Death, Domestic Partnership	\$ 10.00
Corrections of Birth, Marriage, Death, Domestic Partnership	\$ 15.00

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**RESOLUTION 18-025  
2018 TEMPORARY BUDGET**

**WHEREAS**, 40A:4-19 Local Budget Act provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2018 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of 2018; and



**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

<b>BD OF ADJUSTMENT</b>	-	
<b>SALARY &amp; WAGES</b>	1,338.75	
<b>OTHER EXPENSES</b>	498.75	
	-	
<b>ZONING</b>	-	
<b>SALARY &amp; WAGES</b>	33,201.00	
<b>OTHER EXPENSES</b>	196.88	
	-	
<b>PUBLIC DEFENDER</b>	-	
<b>OTHER EXPENSES</b>	1,260.00	
	-	
<b>ENGINEERING</b>	-	
<b>OTHER EXPENSES</b>	13,650.00	
	-	
<b>ENVIRONMENTAL</b>	-	
<b>SALARY &amp; WAGES</b>	508.73	
<b>OTHER EXPENSES</b>	131.25	
	-	
<b>SHADETREE</b>	-	
<b>SALARY &amp; WAGES</b>	428.40	
<b>OTHER EXPENSES</b>	262.50	
	-	
<b>BUILDINGS &amp; GROUNDS</b>	-	
<b>OTHER EXPENSES</b>	34,256.25	
	-	
<b>INSURANCE &amp; BENEFITS</b>	-	
<b>OTHER EXPENSES</b>	379,359.92	
	-	
	-	
<b>POLICE</b>	-	
<b>SALARY &amp; WAGES</b>	765,363.38	
<b>OTHER EXPENSES</b>	16,629.38	
	-	
<b>POLICE CAR</b>	-	
<b>OTHER EXPENSES</b>	22,050.00	
	-	
<b>RADIO &amp; COMMUNICATION</b>	-	
<b>OTHER EXPENSES</b>	63,131.25	
	-	
<b>AID TO FIRE COMPANIES</b>	-	
<b>OTHER EXPENSES</b>	26,512.50	
	-	
<b>AID TO RESCUE SQUAD</b>	-	
<b>OTHER EXPENSES</b>	17,193.75	
	-	
<b>MUNICIPAL COURT</b>	-	
<b>SALARY &amp; WAGES</b>	26,775.00	
<b>OTHER EXPENSES</b>	1,204.88	
	-	
<b>FIRE PREVENT. INSPECTOR</b>	-	
<b>SALARY &amp; WAGES</b>	5,890.50	
<b>OTHER EXPENSES</b>	43,575.00	
	-	
<b>EMERGENCY MANAGEMENT</b>	-	

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
 January 2, 2018 Re-Organization Meeting

<b>SALARY &amp; WAGES</b>	<b>4,819.50</b>
<b>OTHER EXPENSES</b>	<b>3,483.38</b>
-	
-	
<b>STREETS &amp; ROADS</b>	<b>-</b>
<b>SALARY &amp; WAGES</b>	<b>187,950.00</b>
<b>OTHER EXPENSES</b>	<b>49,649.25</b>
-	
<b>FLEET MAINTENANCE</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>32,300.63</b>
-	
<b>GARBAGE DISPOSAL</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>195,300.00</b>
-	
-	
<b>SEWER</b>	<b>-</b>
<b>SALARY &amp; WAGES</b>	<b>84,207.38</b>
<b>OTHER EXPENSES</b>	<b>64,781.56</b>
-	
-	
<b>HEALTH &amp; WELFARE</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>19,138.88</b>
-	
<b>PEOSHA</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>1,050.00</b>
-	
-	
<b>PARKS &amp; PLAYGROUNDS</b>	<b>-</b>
<b>SALARY &amp; WAGES</b>	<b>20,081.25</b>
<b>OTHER EXPENSES</b>	<b>17,640.00</b>
-	
<b>STIRLING LAKE RECREATION</b>	<b>-</b>
<b>SALARY &amp; WAGES</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>4,383.75</b>
-	
<b>CELEBRATION - PUB. EVENT</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>1,050.00</b>
-	
<b>DRIVERS - SENIORS</b>	<b>-</b>
<b>SALARY &amp; WAGES</b>	<b>3,346.88</b>
-	
<b>SENIOR CITIZEN</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>4,462.50</b>
-	
<b>CONSTRUCTION</b>	<b>-</b>
<b>SALARY &amp; WAGES</b>	<b>38,154.38</b>
<b>OTHER EXPENSES</b>	<b>1,102.50</b>
-	
-	
<b>ELECTRICITY</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>69,300.00</b>
-	
<b>TELEPHONE</b>	<b>-</b>
<b>OTHER EXPENSES</b>	<b>17,062.50</b>
-	

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
 January 2, 2018 Re-Organization Meeting

NATURAL GAS	-	
OTHER EXPENSES	5,512.50	
	-	
GASOLINE/DIESEL FUEL	-	
OTHER EXPENSES	24,937.50	
	-	
HEATING FUEL	-	
OTHER EXPENSES	5,250.00	
	-	
WATER	-	
OTHER EXPENSES	13,912.50	
	-	
STREET LIGHTING	-	
OTHER EXPENSES	20,212.50	
	-	
MUNI SERVICE ACT - CONDO	-	
OTHER EXPENSES	3,937.50	
	-	
	-	
PERS - PENSION	-	
OTHER EXPENSES	75,237.56	
	-	
SOCIAL SECURITY- FICA	-	
OTHER EXPENSES	107,625.00	
	-	
PFRS - PENSION	-	
OTHER EXPENSES	160,481.08	
	-	
	-	
GROUP HEALTH-OUTSIDE CAP	-	
OTHER EXPENSES	-	
	-	
MAINT. FREE PUB. LIBRARY	-	
OTHER EXPENSES	158,468.36	
	-	
LOSAP	-	
OTHER EXPENSES		
Total General Operations:	3,193,627.40	
(Excluding Debt Service, Capital Improvement, and Public Assistance)		

PARKING ENTERPRISE	
SALARY & WAGES	2,625.00
OTHER EXPENSES	7,875.00
Total Parking Enterprise:	10,500.00

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**RESOLUTION 18-026**  
**CONFIRMING APPOINTMENT OF 2018 OFFICIALS AND EMPLOYEES**

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2018 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]	Nancy Malool
Joint Insurance Fund Commissioner [1 year term-JIF Bylaws Article III]	Nancy Malool
Joint Insurance Fund Commissioner Alt.	Andrea Tsimboukis
Assessment Search Officer [Indeterminate term-N.J.S.A. 54:5-18.1]	Colette Armenti
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

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**RESOLUTION 18-027  
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 2018; 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

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**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 2018 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 18-028  
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 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

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**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 2018; 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, 2018 – December 31, 2018
  - B. Rate: As per proposal dated December 5, 2017
  - 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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**TOWNSHIP OF LONG HILL  
RESOLUTION 18- 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 (3) months; and

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs LLC has submitted a proposal indicating they will provide the legal services for an hourly rate of (\$145) 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: Jan 1, 2018 through March 31, 2018
  - B. Rate: \$145 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.

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

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 18-030  
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 2018; 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

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

**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 #18-031  
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:

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 2, 2018 Re-Organization Meeting

- A. Term: January 1, 2018 to December 31, 2018.
- B. Compensation: Hourly Rate/\$123.00.
- 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 2018 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 18-032  
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 2018 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:

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1. Lisa Chadwick Thompson is hereby appointed Long Hill Township Municipal Prosecutor for a term effective January 1, 2018.
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 2018 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 18-033  
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 2018 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.

\*\*\*\*\*

**RESOLUTION 18-034  
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

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**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 15, 2017;
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: \$42,218 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 2018 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 18-035  
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

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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 2018; 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 Ferriero Engineering, Inc., in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$137.00 per hour
  - C. Services: The firm shall provide professional engineering 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 2018 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.

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

\*\*\*\*\*

**RESOLUTION 18-036  
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 2018 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 2018:

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 Clerk. In the absence of the Mayor, Chief Financial Officer or Township Clerk, the Deputy Mayor or Township Administrator 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.  
\*\*\*\*\*

**RESOLUTION 18-037**  
**AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP 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 Long Hill Township 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 are issued 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.

\*\*\*\*\*

**RESOLUTION 18-038**  
**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 18-039**  
**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 18-040**  
**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 Nancy Malool, Temporary 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 18-041**  
**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

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**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 Photo 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 18-042  
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

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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 18-043  
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 various 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 18-044  
AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP  
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 Long Hill Township Community Emergency Response Team (CERT); and

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**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 carry official Township identification.
4. CERT members are trained and provided continuing education opportunities through the OEM.

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**RESOLUTION 18-045  
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 18-046**  
**APPROVAL OF 2018 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 # 18-047**  
**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.

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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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**RESOLUTION 18-048  
Watchung Hills Regional Municipal Alliance Grant**

July 1, 2018-June 30, 2019

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Long Hill Township Committee of the Township of Long Hill of Morris, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Long Hill Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Long Hill Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Morris;

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

1. The Long Hill Township Committee does hereby authorize submission of a strategic plan for the Watchung Hills Regional Municipal Alliance grant for fiscal year July 1, 2018 to June 30, 2019 in the amount of:

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DEDR	\$9,537.00
Cash Match	\$2,384.25
In-Kind	\$7,152.75

- The Long Hill Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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**TOWNSHIP OF LONG HILL**  
**RESOLUTION 18-049**  
**COMPENSATION OF OFFICIALS AND EMPLOYEES FOR THE CALENDAR YEAR 2018**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the compensation effective retroactively to January 1, 2018 of the officials and employees of the Township be as follows:

<b><i>Position Title</i></b>	<b><i>Salary</i></b>
Township Administrator	\$125,000.00
Executive Administrative Assistant	\$ 62,932.61
Municipal Clerk/Registrar	\$ 72,828.00
Administrative Assistant	\$ 43,297.29
Administrative Assistant [Part Time]	\$ 25.00/hr.
Asst. to the CFO [Part Time]	\$ 31.83/hr.
Tax Collector [Part Time]	\$ 18,571.14
Tax Assessor [Part Time]	\$ 31,573.38
Assistant Treasurer	\$ 63,672.48
Tax Clerk / Sewer Utility Collector	\$ 45,527.70
Environmental Comm. Clerical [Part Time]	\$ 19.31/hr.
<b><i>Board of Health</i></b>	
Animal Control Officer [Part Time]	\$ 1,500.00 stipend OT Rate when applicable
<b><i>Court</i></b>	
Municipal Court Judge	\$ 31,193.54
Court Administrator	\$ 65,934.13
<b><i>Planning and Development</i></b>	
Planning & Zoning Coordinator	\$ 58,000.00
Construction Code Official / Building Sub Code Official	\$ 34,320.00
Fire Sub Code Official [Part Time]	\$ 36.41/hr.
Fire Prevention/Fire Official [Part Time]	\$ 22,238.33

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Plumbing Sub Code Official [Part Time]	\$ 20,720.61
Electrical Sub-code Official [Part Time]	\$ 36.41/hr.
Code/Zoning Enforcement Officer	\$ 67,752.32
Technical Assistant to the Construction Official	\$ 54,000.00

***Recreation***

Recreation Director	\$ 62,424.00
Administrative Assistant (Part time)	\$ 20.00/hr.

***Police Department***

Chief of Police	\$ 152,364.00
Police Officers	per Collective Bargaining Contract
Police Department Secretary	\$ 55,325.00
School Crossing Guard [Part Time]	\$ 22.90/hr.
Court Security Officer [Part Time]	\$ 25.50/hr.

***Office of Emergency Management***

Emergency Management Coordinator (Part Time) and Administrative Asst. (Part Time)	\$ 30,350.55 (combined salary)
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***Department of Public Works/Roads***

Director of Public Works /Superintendent of Roads	\$ 109,855.98
DPW employees	per Collective Bargaining Contract
Part Time Laborer	\$ 13.25/hr.

***Wastewater Control***

Wastewater Employees	per Collective Bargaining Contract
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***Senior Services***

Senior Citizens Bus Driver	\$ 19.96/hr.
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**DISCUSSION: TAX ASSESSMENT** – Deputy Mayor Dorsi corrected statements made by a citizen at the December 29<sup>th</sup> meeting. He reported that the tax books had been on the Tax Counter as they are everyday of the year and that the Tax office had closed briefly, with a sign on the door, to enable the Finance Clerk to finish payroll and for the tax clerk to go to the bank to make a deposit.

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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.*

Dennis Sandow reminded the Committee to move quickly with the capital budget to ensure the roads would be ready for the Bike Race in July.

**MEETING CLOSED TO PUBLIC COMMENT**

On motion by Committeeman Schuler, seconded by Committeeman Rae, the meeting was adjourned at 6:31pm. All in favor.

Respectfully submitted,

Deborah Brooks  
Township Clerk

Approved January 10, 2018