



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
Wednesday, October 23, 2024
7:30PM OPEN SESSION, 6:30PM CLOSED SESSION**

A draft of the Township Committee Regular Session Agenda is posted on the Township website at www.longhillnj.gov on the Monday preceding the meeting.

The October 23, 2024, Township Committee Meeting will be conducted in person at Long Hill Township Municipal Court is located at 915 Valley Road, Gillette.

To participate through Zoom webinar:

<https://us02web.zoom.us/j/84564881971?pwd=IQS2U7wa3tjnmnvMFWnKJKkddbIZNh.1>

Or Telephone: +1 929 436 2866

Webinar ID: 845 6488 1971 Passcode: 897714

To watch on website please visit: <http://longhillnj.gov/LHT-TV.html>

To watch live on LHTV visit: Comcast channel 29, Verizon channel 38, Verizon channel 2137 (HD)

1. STATEMENT OF PRESIDING OFFICER

"In compliance with the Open Public Meetings Act of New Jersey, adequate notice of this meeting specifically, the time, date and public call in information were included in the meeting that was electronically sent to the Echoes Sentinel, Morris Daily Record and posted on the Township Website. The agenda and public handouts for this meeting can be viewed online at www.longhillnj.gov. A public comment period will be held in the order it is listed on the meeting agenda.

2. EXECUTIVE SESSION:

24-264 EXECUTIVE SESSION

- Affordable Housing
- Personnel - nonunion employees
- Attorney Client
- Contract Negotiations - Grand Sanitation

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 24-264 is hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

3. CALL MEETING TO ORDER:

4. PROCLAMATION / PRESENTATIONS

5. ORDINANCE(S):

ORDINANCE 555-24 (FIRST READING / INTRODUCTION)

AN ORDINANCE ESTABLISHING THE PROMOTION PROCESS FOR CHIEF OF POLICE AND SUPPLEMENTING AND AMENDING CHAPTER 2 OF THE TOWNSHIP CODE ENTITLED "ADMINISTRATION"

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, October 23, 2024 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, November 6, 2024, by a meeting 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. To obtain details of the meeting please refer to Wednesday, November 6, 2024, public agenda, or email municipalclerk@longhillnj.gov.

MOVED by: _____, that Ordinance 555-24 be adopted. **SECONDED** by: _____,
ROLL CALL VOTE

ORDINANCE 556-24 (FIRST READING / INTRODUCTION)
AMENDING SALARIES AND WAGES ORDINANCE

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, October 23, 2024 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, November 6, 2024, by a meeting 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. To obtain details of the meeting please refer to Wednesday, November 6, 2024, public agenda, or email municipalclerk@longhillnj.gov.

MOVED by: _____, that Ordinance 5-24 be adopted. **SECONDED** by: _____,
ROLL CALL VOTE

6. CONSENT AGENDA RESOLUTIONS:

Resolution No. 24-265 – 24-271 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.

- 24-265 APPROVAL AND RELEASE OF MINUTES
- 24-266 APPROVING PAYMENT OF BILLS
- 24-267 AUTHORIZING THE TOWNSHIP CLERK TO FILE CERTIFICATION OF TOWNSHIP COMMITTEE REVIEW OF 2024 BEST PRACTICES INVENTORY – (G)
- 24-268 AMENDING APPOINTMENTS TO BOARDS AND COMMITTEES
- 24-269 APPROVING SHARED SERVICES AGREEMENT WITH WARREN TOWNSHIP FOR STYROFOAM RECYCLING
- 24-270 APPROVING SHARED SERVICES AGREEMENT WITH BERNARDSVILLE BOROUGH FOR STYROFOAM RECYCLING
- 24-271 APPROVING SHARED SERVICES AGREEMENT WITH BERKELEY HEIGHTS FOR STYROFOAM RECYCLING

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 24-265 through 24-271 are hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

7. COMMITTEE REPORTS:

8. ADMINISTRATOR'S REPORT:

9. DISCUSSION:

- Parking Permits

- 24-272 APPROVAL OF 2025 TRAIN STATION PARKING FEES

10. OLD/NEW BUSINESS:

11. **ANNOUNCEMENTS:**

12. **MEETING OPEN TO THE PUBLIC:** Remarks and Statements Pertaining to Any Matter -
Comments and remarks will be limited to 3 Minutes

13. **ADJOURNMENT**

**RESOLUTION 24-264
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:

- Affordable Housing
- Personnel - nonunion employees
- Attorney Client
- Contract Negotiations - Grand Sanitation

**ORDINANCE 555-24
AN ORDINANCE ESTABLISHING THE PROMOTION PROCESS FOR CHIEF OF POLICE AND
SUPPLEMENTING AND AMENDING CHAPTER 2 OF THE TOWNSHIP CODE ENTITLED
“ADMINISTRATION.”**

WHEREAS, the position of Chief of Police is currently vacant; and

WHEREAS, the Township Committee intends to start the process of filling that position; and

WHEREAS, the Township Committee wants to establish a promotional process that is fair, equitable and transparent;

NOW THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey that Chapter 2 of the Township Code entitled “Administration” is hereby supplemented and amended as follows:

Section 1. There is hereby a new Subsection 2-14. 13 entitled " Process for Promotion to Chief of Police" in Section 2-14 entitled “Police Department” is amended to read as follows:

2-14.13 PROCESS FOR PROMOTION TO CHIEF OF POLICE.

§ 2-14.13.1 Promotional Procedures

The Chief of Police serves as the Commanding Officer of the Police Department and is at all times responsible for ensuring public safety, compliance with laws, rules and regulations, safeguarding of property, and the welfare of all people while inside the borders of the Township of Long Hill. Pursuant to the authority of the Township Committee to establish the position of Chief of Police for the Long Hill Police Department, once the Township Committee has certified by resolution that the position of the Chief of Police is vacant and will be filled, a notice shall post on the bulletin board of the Police Headquarters, and the Township Committee shall implement the procedures contained below:

- (1) In order to be considered for the rank of Chief of Police, the officer must be a member of the Long Hill Police Department and have held the rank of Lieutenant or higher for a minimum of one year and/or Sergeant for a minimum of three years and must possess a Bachelor’s Degree from an accredited College or University to be eligible to participate in the process for promotion to Chief of Police.
- (2) All candidates who wish to be considered for promotion to the rank of Chief of Police must successfully complete a psychological examination conducted by a psychiatrist or professional psychological service organization appointed by the Township Committee and a background check.

- (3) The psychological examination shall be scored on a pass-fail basis as to suitability of candidates which shall be confidential and provided to the appropriate authority. Candidates who fail the psychological examination and/or background check shall be excluded from the promotional process.
- (4) The purpose of the psychological examination shall be to determine the candidate's suitability traits and attributions to lead the Long Hill Police Department.
- (5) Applicants will be required to sign an authorization to permit the Township to conduct a current background check.
- (6) The purpose of the background check is to assure the Department that the candidate has not been involved in any unreported criminal incidents or other matters that could impair their judgment or reputation as a leader of the department.
- (7) The applicant will be given an opportunity to explain any new negative information that is discovered in the results of their background check.
- (8) Criteria for selection. All candidates who pass the psychological examination and background check shall submit to a written and oral examination administered by the New Jersey Chiefs of Police Association. The Township Committee will then make a selection based on the results provided by the New Jersey Chiefs of Police Association utilizing the "Rule of Three."

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

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

**ORDINANCE 556-24
AMENDING 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:

<u>Position Title</u>	<u>Annual Salary</u>
Township Administrator	\$75,000 - \$180,000
Executive Administrative Assistant	\$52,500 - \$82,500
Municipal Clerk/Registrar	\$45,000 - \$93,500 \$110,000
Deputy Registrar	\$2,500 - \$10,000
Administrative Assistant	\$33,000 - \$57,570 \$60,000
Administrative Assistant [Part Time]	\$ 20.00 - \$ 33.00/hr.
Chief Financial Officer [Part Time]	\$1,000 - \$55,000
Asst. to the CFO [Part Time]	\$20,000 - \$48,000 \$55,000
Accts. Payable Manager	\$25,000 - \$66,000

Clerical [Part Time]	\$15.00 - \$27.00/hr.
Tax Collector [Full Time]	\$60,000- \$77,000 \$88,000
Tax Assessor [Part Time]	\$20,000 - \$44,000
Assistant Treasurer	\$45,000 - \$82,500
Qualified Purchasing Agent [Part Time]	\$5,000 - \$8,250
Executive Producer Long Hill TV	\$25.00 – \$38.50/hr.
Community Services Program Manager	\$25,000 \$35,000 - \$60,000 \$75,000

Board of Health

Animal Control Officer [Part Time]	\$35.00 - \$66.00/hr.
------------------------------------	-----------------------

Court

Municipal Court Judge	\$19,000 - \$43,750
Court Administrator	\$40,000 - \$93,750 \$108,000

Planning and Development

Construction Code Official [Part Time]	\$30,000 - \$49,000
Building Sub Code Official [Part Time]	\$ 35.00 - \$54.00
Fire Sub Code Official [Part Time]	\$ 35.00 - \$54.00
Fire Prevention/Fire Official [Part Time]	\$ 22.50 - \$44.00/hr.
Plumbing Sub Code Official [Part Time]	\$ 35.00 - \$54.00/hr.
Electrical Sub-code Official [Part Time]	\$ 35.00 - \$54.00
Technical Assistant to the Construction Official	\$50,000 - \$66,000
Planning & Zoning Coordinator/Zoning Officer	\$40,000 - \$93,500
Code/Zoning Enforcement Officer [Part Time]	\$ 25.00 - \$44.00/hr.
Engineer	\$115,000 - \$175,000

Recreation

Recreation Director	\$30,000 \$45,000 - \$84,000 \$103,000
Assistant Recreation Director [Full Time]	\$35,000 - \$66,000 \$75,000

Seasonal/ [Part Time] Positions

Summer Recreation Site Director	\$ 22.00 - \$ 38.50/hr.
Summer Recreation Site Supervisor	\$ 17.00 - \$ 29.70/hr.
Summer Recreation Assistant	\$ 15.00 - \$ 27.50/hr.
Summer Recreation Counselor	\$ 14.13 - \$ 18.50/hr.
Lake Director	\$ 20.00 - \$ 38.50/hr.
Assistant Lake Director	\$ 15.00 - \$ 27.50/hr.
Head Lifeguard	\$ 14.13 - \$ 22.00/hr.
Life Guard	\$ 14.13 - \$ 22.00/hr.
Score Keeper/Time Keeper/Referees	\$ 14.13 - \$ 16.50/hr.
Basketball Director	\$ 18.00 - \$ 33.00/hr.
Basketball Staff Supervisor	\$ 14.30 - \$ 30.00/hr.

Police Department

Public Safety Director	\$175,000 - \$235,000
Chief of Police	\$125,000 - \$216,000
Police Officers	per Collective Bargaining Contract
Special Law Enforcement Officer (SLEO)	\$ 25.00-\$35.00
Executive Administrative Assistant	\$ 95,000 - \$140,000
Police Department Secretary	\$ 36,000 - \$72,000
Administrative Assistant to the Chief of Police	\$ 52,500 - \$82,500
Police Officer Trainee	\$ 35,000 - \$42,000
PD Administrative Assistant [Part Time]	\$ 33,000 - \$ 57,200
School Crossing Guard [Part Time]	\$ 14.13 - \$ 28.60/hr.
Police Matron	\$ 14.13 - \$ 30.80/hr.

Court Security Officer [Part Time] \$ 20.00 - \$33.00/hr.

Office of Emergency Management

Emergency Management Coordinator [Part Time] \$10,000 – 12,000

Department of Public Works/Roads

Director of Public Works /Superintendent of Roads \$85,000 - \$150,000
DPW employees per Collective Bargaining Contract
Part Time Laborer \$ 14.13 – 27.50/hr.

Senior Services

Senior Citizens Bus Driver \$ 30.00 - \$ 45.00/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.*

**RESOLUTION 24-265
APPROVAL AND RELEASE OF MINUTES**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approved and release the Special Township Committee Meeting Minutes of October 3, 2024 and Township Committee Minutes of October 9, 2024.

BE IT FURTHER RESOLVED that the Township Committee hereby approves October 3, 2024, and October 9, 2024, Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION 24-266
APPROVING PAYMENT OF BILLS**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve the payment of the bills as presented by the Chief Financial Officer.

BE IT FURTHER RESOLVED, that the bills list be appended to the official minutes.

**RESOLUTION 24-267
AUTHORIZING THE TOWNSHIP CLERK TO FILE CERTIFICATION OF TOWNSHIP COMMITTEE
REVIEW OF 2024 BEST PRACTICES INVENTORY**

WHEREAS, in accordance with the State of New Jersey Fiscal Year Appropriations Act, (PL 2011, c.85), the Division of Local Government Services has distributed the 2024 Best Practices Inventory to municipalities; and

WHEREAS, a component of the inventory is a public review of the completed inventory by the respective governing body's;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey the inventory has been completed by the Chief Finance Officer on October 16, 2024 and the Township Clerk is hereby authorized to file the necessary certification to the Division of Local Government Services.

**RESOLUTION 24-268
AMENDING APPOINTMENTS TO BOARDS AND COMMITTEES**

BE IT RESOLVED by the Township Committee of the Township of Long Hill accepts the following resignations:

Historic Preservation Advisory Committee

Resignation – Frank Reilly

**RESOLUTION 24-269
APPROVING SHARED SERVICES AGREEMENT WITH WARREN TOWNSHIP FOR STYROFOAM
RECYCLING**

WHEREAS, the Township of Long Hill (“Long Hill”) owns a Styrofoam recycling system; and

WHEREAS, Warren Township (“Warren”) wishes to utilize Long Hill’s Styrofoam recycling system; and

WHEREAS, Long Hill wishes to share its Styrofoam recycling system with Warren; and

WHEREAS, Long Hill and Warren have the legal authority to enter into this agreement pursuant to the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.*;

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 and directed to execute the Shared Services Agreement with Warren Township for Styrofoam Recycling, the terms of which are incorporated herein by reference.
2. A copy of the agreement shall be filed with the Municipal Clerk and shall be open to public inspection immediately after adoption of this Resolution.
3. The agreement shall take effect upon adoption of appropriate resolutions by both parties to the agreement.

**RESOLUTION 24-270
APPROVING SHARED SERVICES AGREEMENT WITH BERNARDSVILLE BOROUGH FOR
STYROFOAM RECYCLING**

WHEREAS, the Township of Long Hill (“Long Hill”) owns a Styrofoam recycling system; and

WHEREAS, Bernardsville Borough (“Bernardsville”) wishes to utilize Long Hill’s Styrofoam recycling system; and

WHEREAS, Long Hill wishes to share its Styrofoam recycling system with Bernardsville; and

WHEREAS, Long Hill and Bernardsville have the legal authority to enter into this agreement pursuant to the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.*;

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 and directed to execute the Shared Services Agreement with Bernardsville for Styrofoam Recycling, the terms of which are incorporated herein by reference.
2. A copy of the agreement shall be filed with the Municipal Clerk and shall be open to public inspection immediately after adoption of this Resolution.
3. The agreement shall take effect upon adoption of appropriate resolutions by both parties to the agreement.

**RESOLUTION 24-271
 APPROVING SHARED SERVICES AGREEMENT WITH BERKELEY HEIGHTS FOR STYROFOAM
 RECYCLING**

WHEREAS, the Township of Long Hill (“Long Hill”) owns a Styrofoam recycling system; and

WHEREAS, Berkeley Heights wishes to utilize Long Hill’s Styrofoam recycling system; and

WHEREAS, Long Hill wishes to share its Styrofoam recycling system with Berkeley Heights; and

WHEREAS, Long Hill and Berkeley Heights have the legal authority to enter into this agreement pursuant to the *Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.*;

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 and directed to execute the Shared Services Agreement with Berkeley Heights for Styrofoam Recycling, the terms of which are incorporated herein by reference.
2. A copy of the agreement shall be filed with the Municipal Clerk and shall be open to public inspection immediately after adoption of this Resolution.
3. The agreement shall take effect upon adoption of appropriate resolutions by both parties to the agreement.

**RESOLUTION 24-272
 APPROVAL OF 2025 TRAIN STATION PARKING FEES**

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 are the fees for the 2025 Train Station Parking Permits of the Township of Long Hill:

Millington Train Station	Yearly	\$240.00	After July 1 st	\$120.00
Stirling Train Station	Yearly	\$290.00	After July 1 st	\$145.00
Gillette Train Station	Yearly	\$340.00	After July 1 st	\$170.00
Daily		\$ 5.00		

BE IT RESOLVED, that the Township shall sell on a first come, first served basis 150 parking permits for Millington Train Station, 65 parking permits for Stirling Train Station and 140 parking permits for the Gillette Train Station

BE IT FURTHER RESOLVED, that the Township will conduct the sale on **Monday, December 2, 2024** online with the option to submit an application at Town Hall.
