



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

**TOWNSHIP OF LONG HILL  
REGULAR SESSION AGENDA  
Wednesday, April 13, 2011  
7:00 PM EXECUTIVE SESSION; 7:30 PM OPEN SESSION**

---

**ADEQUATE NOTICE** – Mayor’s Statement re: Adequate Notice of Meeting.

“In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was included in a list of meetings notice which was electronically sent to the Echoes Sentinel, Courier News and Daily Record on January 4, 2011; posted on the bulletin board in the Municipal Building on January 4, 2011 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.”

**TAKE NOTE:** THE TOWNSHIP COMMITTEE OF LONG HILL TOWNSHIP WILL MEET IN EXECUTIVE SESSION FROM 7:00 P.M. UNTIL 7:30 P.M.

**RESOLUTION 11-141  
EXECUTIVE SESSION**

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

Attorney Client Privilege

- None

Collective Bargaining:

- None

Contract Negotiations

- Dispatch Service Contract

Personnel:

- Township Administrator Evaluation

Pending or Anticipated Litigation:

- None

Property Acquisition

- Open Space

**BE IT FURTHER RESOLVED** that minutes of this executive session meeting will be released to the public in a timely fashion pursuant to the Open Public Records Act and other applicable laws and regulations.

**ROLL CALL**

=====

**CALL MEETING TO ORDER** – The meeting will be called to order at \_\_\_\_p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPOINTMENTS TO BOARDS AND COMMISSIONS FOR 2011**

**Mayoral Appointments with Approval of Township Committee**

Library Trustee  
Barry Srebnick

Expiration of Term  
December 31, 2014

**Township Committee Appointments**

Lounsberry Meadow Board of Trustees  
Laura Cummings

Expiration of Term  
December 31, 2013

**PRESENTATION: Local & Regional Board of Education Budgets**

**COMMITTEE / BOARD MINUTES:**

1. Local Emergency Planning Committee [March]
2. Morris County Planning Board [February]

**ADMINISTRATOR REPORT:**

1. Sewer Rate Calculation
2. 2011 Budget
3. Electric Bid Update
4. Clean Energy Grant

**CORRESPONDENCE:**

1. Tax Levies [Department of Education]
2. Grants [NJ Transit]
3. Memorial Day Observance Invitation [Long Hill Memorial Post]
4. Yearly Report & Project Details [Morris County Mosquito Commission]

**PRESENTATION: Valley Road Development Concept [James Luke, Greenhill Development to present]**

**DISCUSSION / ACTION ITEMS:**

1. Valley Road Draft Ordinance

**ORDINANCE INTRODUCTION:**

**ORDINANCE #279-11  
AN ORDINANCE CONCERNING SEWER USER RATES AND AMENDING  
CHAPTER XXII OF THE TOWNSHIP CODE ENTITLED "SEWERS"**

**Note: Sewer Ordinance will be available on meeting night**

**MOVED** by: \_\_\_\_\_, that Ordinance #279-11 be introduced on first reading and advertised for second reading which is scheduled for the May 11, 2011 Meeting.

**SECONDED** by: \_\_\_\_\_

**ROLL CALL VOTE**

**ORDINANCE #280-11  
AN ORDINANCE PROVIDING FOR THE ACQUISITION OF CAPITAL EQUIPMENT IN AND  
BY THE TOWNSHIP OF LONG HILL, IN THE COUNTY OF MORRIS, NEW JERSEY, AND  
APPROPRIATING \$26,000 THEREFOR FROM THE RESERVES FOR SAID EQUIPMENT  
PURCHASES AND THE CAPITAL IMPROVEMENT ACCOUNT IN THE GENERAL CAPITAL  
FUND OF THE TOWNSHIP**

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

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized as general improvements to be made or acquired by The Township of Long Hill, in the County of Morris, New Jersey. For said improvements or purposes stated in said Section 2, there is hereby appropriated the sum of \$26,000 from moneys available in the Reserve for Police Equipment, Fire Equipment, First Aid Squad Equipment, DPW Equipment and the Capital Improvement Fund in the General Capital Fund of the Township.

Section 2. The improvements hereby authorized and the purposes for which said appropriation is made is the purchase of various pieces of equipment in and by the Township, together with all materials necessary therefore or incidental thereto and hereby approved:

- a) Police Equipment                      \$12,567
- b) Fire Equipment                        \$ 3,910
- c) First Aid Squad Equipment        \$ 4,429
- d) DPW Equipment                        \$ 1,510
- e) Technology Equipment              \$ 3,584

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

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

**MOVED** by: \_\_\_\_\_, that Ordinance #280-11 be introduced on first reading and advertised for second reading which is scheduled for the May 11, 2011 Meeting.

**SECONDED** by: \_\_\_\_\_

**ROLL CALL VOTE**

**RESOLUTIONS:**

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #11-142 is hereby approved. **SECOND** by: \_\_\_\_\_.

**RESOLUTION 11-142  
UTILIZE THREE (3) YEAR AVERAGING FOR  
RESERVE FOR UNCOLLECTED TAXES**

**WHEREAS**, the Township of Long Hill, County of Morris, realized 97.94% of current tax collection for the year 2010; and

**WHEREAS**, the tax collection percentage was adversely impacted by tax appeals; and

**WHEREAS**, the percentage of cash collections on current taxes for the three prior years was as follows:

<u>Year</u>	<u>Percentage</u>
2009	98.34%
2008	98.22%
2007	98.67%
Average	98.41%

**WHEREAS**, the Mayor and Township Committee believe the tax collections for the year 2011 will improve over the year 2010;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee that permission be granted by the Director of the Division of Local Services to permit the township to anticipate a current tax collection percentage experience of 98.41% for the year ended December 31, 2011.

#### **ROLL CALL VOTE**

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #11-143 is hereby approved. **SECOND** by: \_\_\_\_\_.

#### **RESOLUTION 11-143 AUTHORIZING SELF EXAMINATION OF 2011 MUNICIPAL BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

**WHEREAS**, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Township of Long Hill has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2011 budget year.

**NOW THEREFORE BE IT RESOLVED** by the governing body of the Township of Long Hill that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures

- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:
- a. All estimates of revenue are reasonable, accurate and correctly stated,
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

**ROLL CALL VOTE**

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #11-144 is hereby approved. **SECOND** by: \_\_\_\_\_.

**RESOLUTION 11-144  
INTRODUCTION OF 2011 BUDGET**

**2011 Municipal Budget  
of the Township of Long Hill, County of Morris, for the fiscal year 2011.**

**Revenue and Appropriation Summaries**

Summary of Revenues	Anticipated	
	2011 Budget	2010
1. Surplus	475,000	635,000
2. Total Miscellaneous Revenues	4,348,773	4,217,960
3. Receipts from Delinquent Taxes	400,000	375,000
4. a) Local Tax for Municipal Purposes	8,857,593	9,208,252
b) Addition to Local District School Tax		

Total Amount to be Raised by Taxes	9,453,146	9,208,252
Total General Revenues	14,676,919	14,436,212

<b>Summary of Appropriations</b>	<b>2011 Budget</b>	<b>2010</b>
1. Operating Expenses: Salaries & Wages	4,602,299	4,663,721
Other Expenses	5,560,767	5,452,659
2. Deferred Charges & Other Appropriations	1,261,564	1,172,787
3. Capital Improvements	569,133	304,900
4. Debt Service ( Include for School Purposes )	1,939,054	2,199,953
5. Reserve for Uncollected Taxes	744,192	643,002
Total General Appropriations	14,676,919	14,436,212
Total Number of Employees	61	62

### 2011 Parking Utility Budget

<b>Summary of Revenues</b>	<b>Anticipated</b>	
	<b>2011</b>	<b>2010</b>
1. Surplus		
2. Total Miscellaneous Revenues	30,000	30,000
3. Deficit (General Budget)		
Total General Revenues	30,000	30,000
<b>Summary of Appropriations</b>	<b>2011 Budget</b>	<b>2010 Budget</b>
1. Operating Expenses: Salaries & Wages	7,500	7,500
1. Operating Expenses: Other Expenses	17,500	17,500
2. Capital Improvements	5,000	5,000
3. Debt Service		
4. Deferred Charges & Other Appropriations		
5. Surplus (General Budget)		
Total General Appropriations	30,000	30,000
Total Number of Employees	1	1

<b>Balance of Outstanding Debt</b>				
	General	Water Utility	Sewer Utility	Utility-Other
Interest	524,470			
Principal	1,414,584			
Outstanding Balance	17,272,847			

**Whereas**, the above is a summary of the introduced 2011 Budget; and

**Whereas**, the Township Clerk is directed to publish the summary and notice the public hearing and have the full original introduced 2011 Budget on file for public inspection;

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of Township of Long Hill in the County of Morris, and the State of New Jersey that the 2011 Budget is hereby introduced and copy of the full original introduced 2011 Budget is on file may be obtained from the Township Clerks Office.

**ROLL CALL VOTE**

**CONSENT AGENDA RESOLUTIONS**

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

**MOVED** by: \_\_\_\_\_ by the Township Committee of Long Hill Township, that Resolution #11-139 and Resolution #11-145 through #11-153 are hereby approved.

**SECOND** by: \_\_\_\_\_.

**ROLL CALL VOTE**

**RESOLUTION 11-139**

**AUTHORIZE PARTICIPATION IN SOMERSET COUNTY AUCTION OF SURPLUS PROPERTY**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, the following items are authorized to be auctioned:

- |      |                     |                        |
|------|---------------------|------------------------|
| 1997 | Ford Crown Victoria | Vin# 2FALP71W2VX218895 |
| 2001 | Ford Crown Victoria | Vin# 2FAFP71W11X165582 |
| 2002 | Ford Crown Victoria | Vin# 2FAFP71W92X128474 |

- Tiara DS24 Blue Bicycle
- Blue/Silver Next 18 Speed Bicycle

**BE IT FURTHER RESOLVED** that this resolution formalizes the motion approved at the March 23, 2011 Township Committee meeting.

**RESOLUTION 11-145  
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 11-146  
AMENDMENT TO THE 2011 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 2011 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the total appropriations in the 2010 budget, less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - Total General Appropriation	\$ 12,182,169.00
---------------------------------------	------------------

**WHEREAS**, 25.25% of the total appropriations in the 2010 Budget less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General -	\$ 3,197,820.00
-----------	-----------------

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

**GENERAL GOVERNMENT**

Admin & Exec	
Salaries & Wages	\$25,000.00
Finance	
Salaries & Wages	\$ 6,000.00
MIS	
Other Expenses	\$ 2,000.00
Tax Collector	
Salaries & Wages	\$ 8,000.00
Other Expenses	\$ 1,000.00
Tax Assessment	
Salaries & Wages	\$ 5,000.00
Other Expenses	\$ 500.00
Legal	
Other Expenses	\$20,000.00
Planning Board	
Salaries & Wages	\$ 3,000.00

Zoning Board Salaries & Wages	\$ 3,000.00
Zoning Officer Salaries & Wages	\$ 7,000.00
Construction Salaries & Wages	\$ 9,000.00
Insurance – General Liability	\$ 75,000.00
Insurance – Workers Comp	\$ 92,000.00

**PUBLIC SAFETY**

Police Salaries & Wages	\$250,000.00
Emergency Management Salaries & Wages	\$ 1,000.00
Municipal Court Salaries & Wages	\$10,000.00
Fire Protection Salaries & Wages	\$10,000.00
Municipal Prosecutor Other Expenses	\$ 5,000.00

**DEPT. OF PUBLIC WORKS**

Streets & Roads Salaries & Wages	\$90,000.00
Garbage / Trash Contract Other Expenses	\$35,000.00
Sewer System Salaries & Wages	\$45,000.00

**RECREATION**

Parks & Playgrounds Salaries & Wages	\$14,000.00
Other Expenses	\$ 7,000.00

**UTILITIES**

Street Lighting	\$10,000.00
Water	\$ 2,000.00
Gasoline	\$ 20,000.00
Natural Gas	\$ 5,000.00
Social Security	\$40,000.00

**RESOLUTION 11-147  
AUTHORIZING DONATION TO AMERICAN LEGION POST  
FOR ANNUAL MEMORIAL DAY PARADE**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby authorize the Chief Financial Officer to make a donation of \$600 to American Legion Post 484 to help defray the expenses of the Memorial Day Parade.

**RESOLUTION 11-148  
GRANTING PERMISSION FOR THE USE OF STIRLING LAKE FOR THE POLICEMEN'S  
BENEVOLENT ASSOCIATION ANNUAL TROUT FISHING DERBY AND APPROVING THE  
TOWNSHIP'S SUPPORT TO CO-SPONSOR THE DERBY**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby grant permission for the Policemen's Benevolent Association to hold their Annual Trout Fishing Derby at Stirling Lake on Saturday, April 16, 2011 from 8:00 a.m. to 4:00 p.m. and approving the Township's support to Co-Sponsor the derby.

**RESOLUTION 11-149  
APPROVING SPECIAL EVENT LICENSE –  
JOSEPH E. ENRIGHT FOUNDATION / HEALTH TREK**

**BE IT RESOLVED**, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve License Number S 11-04 for the "Health Trek" to the "Sponsor" Joseph E. Enright Foundation, for their Special Event to be held on May 14, 2011 on various streets in the township as listed in their application; and

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

**RESOLUTION 11-150  
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 ~~debit~~ **invoice** the "Library Maintenance" ~~account in its budget~~ for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA, ~~prior to forwarding the net payment to the Library on a schedule agreed administratively.~~ The Library will separately reimburse the Township for additional payroll-related costs such as employer pension contribution, health insurance premiums, **payroll taxes** and a pro-rate share of the payroll service processing fee, along with the pro-rata share of utilities on receipt of an invoice from the Township. **Invoices shall be on an "as needed basis" but not more frequently than monthly.**

3. Library employees shall not be considered Township employees and are employees of the Library Board of Trustees and subject exclusively to the Library's personnel policies and other work rules.

**4. For 2011, adjustments shall be on a pro-rated basis effective on the date of the adoption of the Annual Budget for Long Hill Township.**

**RESOLUTION 11-151  
AMENDING 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 amended for the year 2011 with respect to the provisions related to office hours and converting vacation, sick leave and personal time from days to hours as reflected in the Township Personnel Policy Manual under the headings of Attendance Policy, Vacation Leave Policy, Personal Leave Policy, Sick Leave Policy and Bereavement Leave Policy, as attached to this Resolution.

**RESOLUTION 11-152  
AUTHORIZING CHANGE ORDER NO. 5 TO THE  
CONTRACT WITH DeMAIO ELECTRICAL COMPANY**

**WHEREAS**, a purchase order was prepared in the name of DeMaio Electrical Company under a locally bid contract for the Rehabilitation of 5 Pump Stations.

**WHEREAS**, it is necessary to adjust the contract to reflect relocation of generator at the Skyline Pump Station Building

Change Order #	Description	Amount	Net Amount of Contract
5	Skyline Pump Station Wet Well Conduit Replacement	\$2,950.00	\$960,667.00

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

1. Change Order Number 5 as described in the preamble is hereby approved.

2. The change order shall be charged to C-04-55-247-000-B. The Chief Financial Officer has determined that a Certification of Available Funds is necessary.

**RESOLUTION 11-153**  
**AWARDING CONTRACT FOR EXTERIOR RENOVATIONS AT MILLINGTON SCHOOLHOUSE**

**WHEREAS**, the Township of Long Hill received six (6) sealed proposal for renovations to the exterior of the Millington Schoolhouse on March 16, 2011; and

**WHEREAS**, the bids were received in accordance with the attached Bid Tabulation;

**WHEREAS**, Northeast Roof Maintenance Co., Inc., submitted the lowest responsible bid for Base Bid and Alternate #1 and Alternate #2; and

**WHEREAS**, the Historic Preservation Advisory Committee has recommended the award be made to Northeast Roof Maintenance Co., Inc. fo the Base Bid and Alternate #1 and Alternate #2; and

**WHEREAS**, the Township Administrator, serving as the Purchasing Agent recommends the award to Northeast Roof Maintenance Co., Inc in the amount of \$171,250 for the Base Bid, \$19,250 for Alternate #1 and \$62,500 for Alternate #2 for a total of \$253,000; and

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

1. The contract is hereby awarded to Northeast Roof Maintenance Co., Inc. in the amount of \$253,000.
2. The Mayor and Township Clerk are hereby authorized and directed to execute the contract for Exterior Renovations to Millington Schoolhouse.
3. Funding is available from the following sources:
  - a. Morris County Historic Preservation Grant \$162,712.00
  - b. Long Hill Township Historic Preservation Trust \$ 90,288.00

**OLD BUSINESS:**

1. Highland Avenue Update
2. Emergency Dispatch Services
3. Carlton Road Speed Limit Update
4. Community Day

**NEW BUSINESS:**

**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 5 minutes. If reading from a prepared statement, please provide a copy and email a copy to the Clerk's Office after making your comments so it may be properly reflected in the minutes.*

**MEETING CLOSED TO PUBLIC COMMENT**

**ADJOURN**