

## **Long Hill Township Committee Minutes January 3, 2012 Reorganization Meeting**

Christine Gatti, Township Clerk, called the annual reorganization meeting of the Long Hill Township Committee to order at 6:00 p.m. on Monday, January 3, 2012.

### **Pledge of Allegiance:**

All present recited the Pledge of Allegiance.

### **Statement of Adequate Notice:**

Ms. Gatti read the following statement:

“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.”

### **Invocation**

Fr. A Richard Carton, Pastor of St. Vincent's de Paul delivered the invocation.

### **Oath of Office for Elected Members**

Ms. Gatti administered the Oath of Office to Guy Roshto as a member of the Long Hill Township Committee, with a term expiration of December 31, 2014.

Ms. Gatti administered the Oath of Office to Cornel Schuler Jr. as a member of the Long Hill Township Committee, with a term expiration of December 31, 2014.

### **Roll Call:**

Ms. Gatti called the roll as follows:

Present:        Jerry Aroneo  
                     Michael Mazzucco  
                     Guy Piserchia  
                     Guy Roshto  
                     Cornel Schuler Jr.

Absent:         None

Also Present: John R. Pidgeon, Township Attorney; Richard Sheola, Township Administrator/CFO; Christine Gatti, Township Clerk

### **Election of Mayor for 2012**

Ms. Gatti called for the nomination of Mayor for the year 2012.

Mr. Aroneo moved to nominate Michael Mazzucco as Mayor; Mr. Piserchia seconded the motion.

Ms. Gatti called for a motion to close nominations for Mayor for the year 2012. Mr. Aroneo moved to close the nomination and Mr. Piserchia seconded the motion. Vote: All Ayes

Ms. Gatti called for the vote to elect Michael Mazzucco as Long Hill Township Mayor for 2012. Vote: All Ayes

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Michael Mazzucco was elected as Mayor of Long Hill Township for the year 2012.

Ms. Gatti administered the Oath of Office to Mayor Mazzucco as the Mayor of the Long Hill Township Committee for the year 2012.

### **Election of Deputy Mayor for 2012**

Mayor Mazzucco called for the nomination of Deputy Mayor for the year 2012.

Mr. Schuler moved to nominate Guy Piserchia as Deputy Mayor; Mr. Piserchia seconded the motion.

Mayor Mazzucco called for a motion to close nominations for Deputy Mayor for the year 2012. Mr. Aroneo moved to close the nomination and Mr. Roshto seconded the motion. Vote: All Ayes

Mayor Harrington called for the vote to elect Guy Piserchia as Long Hill Township Deputy Mayor for 2012. Vote: All Ayes

Guy Piserchia was elected as Deputy Mayor of Long Hill Township for the year 2012.

Ms. Gatti administered the Oath of Office to Guy Piserchia as the Deputy Mayor of the Long Hill Township Committee for the year 2012.

### **State of the Township Remarks**

Mayor Mazzucco presented the following remarks:

“Good evening everyone and welcome to the 2012 Reorganization Meeting of the Long Hill Township Committee.

Let me begin by saying thank you to Father Richard Carton for his lovely invocation.

I would like to thank our residents, friends, family, former mayors, Township Committee members and honored guests for taking the time to attend tonight’s meeting. I would like to acknowledge my family, especially my wife Carolyn as without her endless support I could not participate as a volunteer to Long Hill Township.

I also want to welcome our new members to the Township Committee, Guy Roshto and Cornell Schuler. I look foreword to working with you both.

Next, I’d like to express my gratitude to my fellow Committee Members for the confidence they have displayed in me by electing me Mayor of Long Hill Township. I’m truly honored and humbled by your selection and I consider myself lucky to be leading such a strong committee.

Congratulations to Guy Piserchia on his new role as Deputy Mayor. I really look forward to working with Guy in that capacity this year.

Our Administrator Richard Sheola has decided to move on to greater endeavors and will be leaving us on March 31. I thank Mr. Sheola for his dedication and hard work and wish him well. With that said, we are hard at work searching for a new administrator and we are diligently searching for the best candidate for the position.

As you might expect, this should prove to be another difficult budget year. With the State of New Jersey’s financial position we must continue to work with the Administration in the spirit of

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cooperation, towards leaner budgets while continuing to deliver the essential services that our residents expect from their local government.

Our success will be measured by our ability to keep Long Hill a great, affordable place to live, work and play, without changing the quality of life or the character of our town.

To our many volunteers who serve on boards, committees and as emergency responders, on behalf of the entire Township, I want to thank each and every one of you for your generous contribution to the Township.

I would like to encourage the rest of our residents to consider volunteering. It is such a rewarding experience that adds so much value to our community.

Thank you and have good evening."

### **Standing Committee Appointments for 2012:**

#### Jerry Aroneo

*Board of Health (Chair)  
Lounsberry Meadows  
Community Development (Alt)  
Open Space  
Flood Mitigation Committee  
Finance  
Communications Advisory Committee*

#### Michael Mazzucco

*Admin & Executive  
Police  
Promotion & Enhancement  
Negotiations  
Finance  
Financial Responsibility  
Planning Board  
Long Range Planning  
Senior Citizens*

#### Guy Piserchia

*Board of Education  
Promotion & Enhancement  
First Aid  
Long Range Planning  
Fire  
Environmental Commission  
Shade Tree  
Emergency Management*

#### Guy Roshto

*Communications Advisory Committee  
Emergency Management  
Planning Board  
Community Development  
Flood Mitigation Committee  
Historic Preservation Advisory Committee*

#### Cornel Schuler

*Negotiations  
Wastewater Management  
Public Works  
Recreation Advisory Committee*

A motion was made by Mr. Aroneo and seconded by Mr. Piserchia to approve the above Standing Committee Appointments. Roll Call Vote: All Ayes

### **Appointments to Boards and Commissions for 2012**

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Mr. Aroneo indicated that he would like to bring up the Planning Board Alternate #2 term expiration which the township has been carrying incorrectly since 2009. He suggested that the Township Committee correct the error and have the term expiration of Alternate #2 be December 31, 2012. Mr. Piserchia questioned whether changing the term would affect any other terms. Mr. Pidgeon commented that it would change the Alternate #1 term and would have that term expire December 31, 2011. Mr. Aroneo stated that the Committee should also correct the Planning Board Alternate #1 term expiration as well. Mr. Roshto added that this is a clerical correction. Mr. Aroneo reviewed the history of the matter and indicated that the township should be consistent and the terms should be corrected. Messrs. Roshto and Schuler agreed that the terms should be fixed. Mr. Piserchia commented that this change will affect who has been appointed to the Planning Board. Mr. Aroneo indicated that it is not about the person and it is only to deal with the discrepancy in our books.

Mayor Mazzucco stated that he would like to appoint Charles Arentowicz to the Planning Board Alternate #2 position with term expiration December 31, 2012.

A motion was made by Mayor Mazzucco to correct the clerical error (as prior to 2009) for the Alternate #1 and Alternate #2 positions and correcting the term expiration of Alternate #1 to December 31, 2011 and Alternate #2 to December 21, 2012.

Mayor Mazzucco stated that he would make a decision on the Planning Board Alternate #1 position at the next meeting.

Roll Call Vote on motion:

Ayes: Mr. Aroneo, Mr. Roshto, Mr. Schuler and Mayor Mazzucco

Nays: Mr. Piserchia

Mayor Mazzucco made the following Mayoral Appointments.

### **Mayoral Appointments**

#### Planning Board

Michael Smargiassi

Class IV

#### Expiration of Term

December 31, 2015

Joseph Cilino

Class IV

December 31, 2015

Michael Mazzucco

Class I

December 31, 2012

Charles Arentowicz

2<sup>nd</sup> Alternate

December 31, 2012

#### Environmental Commission

Alexandra Hennessy

#### Expiration of Term

December 31, 2014

Joan McCloskey

1<sup>st</sup> Alternate

December 31, 2013Guy

Piserchia, Liaison

December 31, 2012

#### Historic Preservation Advisory Committee

Jean Kimak

#### Expiration of Term

December 31, 2015

Lawrence Scala

December 31, 2015

Michael Fragnito

December 31, 2012

#### Shade Tree Commission

Don Farnell

#### Expiration of Term

December 31, 2016

Phyllis Fast

December 31, 2016

David Welch, Arborist

December 31, 2016

#### Communications Advisory Committee

#### Expiration of Term

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Larry Fast	December 31, 2014
Guy Roshto	December 31, 2012
Jerry Aroneo, Alt.	December 31, 2012
Richard Sheola	December 31, 2012
Gary Mehes	December 31, 2014

<u>Recreation Advisory Committee</u>	<u>Expiration of Term</u>
Beth Smargiassi	December 31, 2016

<u>Environmental Commission</u>	<u>Expiration of Term</u>
Alexandra Hennessy, Chair	December 31, 2014

**Mayoral Appointments with Approval of Township Committee**

<u>Library Trustee</u>	<u>Expiration of Term</u>
Kevin Duffe	December 31, 2014
Chris Dressing	December 31, 2016
Angela Petrilli, Education Rep.	December 31, 2012
Salley Semper, Mayors Rep.	December 31, 2012

<u>Morris County Community Development Program</u>	<u>Expiration of Term</u>
Guy Roshto	December 31, 2012
Richard Sheola	December 31, 2012
Jerry Aroneo, Alt.	December 31, 2012

A motion was made by Mr. Roshto and seconded by Mr. Schuler to confirm the above Mayor Appointments with Approval of Township Committee appointments; Vote: all ayes

**Township Committee Appointments**

<u>Board of Health</u>	<u>Expiration of Term</u>
Brett Trout	December 31, 2015

<u>Board of Adjustment</u>	<u>Expiration of Term</u>
John Fagnoli	December 31, 2015
Felix Ruiz	December 31, 2015
Richard Keegan	2 <sup>nd</sup> Alternate December 31, 2013

<u>Planning Board</u>	<u>Expiration of Term</u>
Guy Roshto	Class III December 31, 2012

<u>Lounsberry Meadow Board of Trustees</u>	<u>Expiration of Term</u>
Dan McGuire	December 31, 2014
Chris Collins	December 31, 2014
Jerry Aroneo	December 31, 2012

<u>Township Archivist</u>	<u>Expiration of Term</u>
Jean Kimak	December 31, 2013

<u>Open Space Advisory Committee</u>	<u>Expiration of Term</u>
Peter O'Neill	December 31, 2014
Richard Pfluger	December 31, 2014

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*Frank Alansky  
Michael Malloy  
Jerry Aroneo*

*December 31, 2013  
December 31, 2013  
December 31, 2012*

*Flood Mitigation Committee*

*Promotion and Enhancement Advisory Committee*

*Tom Sweeney  
Richard Sheola  
Guy Piserchia  
Dennis Sandow, Chamber of Commerce Liaison  
Helena Tielmann*

*Financial Responsibility Advisory Committee*

*Michael Mazzucco  
Peter O'Neil  
Walter Sadowski  
Lynne Combs  
Chris Connor  
Lisa Lazar  
Bill Smullen*

*Wastewater Management Advisory Committee*

*Don Butterworth  
Richard Sheola  
Arthur Lennox  
Jim Mentone  
Wayne Celeste  
Cornel Schuler, Alt.*

Mr. Aroneo commented that the Open Space Advisory Committee's terms were corrected as well so they are staggered.

A motion was made by Mr. Aroneo and seconded by Mr. Schuler to confirm the above Township Committee appointments; Vote: all ayes

**Consent Agenda Resolutions:**

Mr. Aroneo asked that Resolution 12-029 - Authorizing Award of Contract for ATON computing be held. He asked that Communications Advisory Committee (CAC) review the contract. The consensus of the Committee agreed to have the CAC review the contract.

Mr. Roshto stated that he questioned the fee increase for mulch which was explained by the DPW Director. A brief discussion ensued among the Committee and Mr. Roshto asked that the fee be returned to \$50.00 for mulch and the discussion continues in March.

On motion of Mr. Aroneo, seconded by Mr. Schuler, that the following Consent Agenda Resolutions were introduced and approved as revised: Roll Call Vote: All Ayes

**RESOLUTION 12-001  
ESTABLISHING 2012 MEETING PROCEDURE**

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**BE IT RESOLVED** that all 2012 Regular meetings of the Township Committee of the Township of Long Hill be held at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 7:30 p.m. prevailing time, on the following dates:

January 11	June 27
January 25	July 18
February 8	August 15
February 22	September 12
March 14	September 26
March 28	October 10
April 11	October 24
April 25	November 7
May 9	December 12
May 23	
June 13	

January 2, 2013 (Wednesday) – Reorganization Meeting (6:00pm)

**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 7:00 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.

**RESOLUTION 12-002  
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 newspaper of the Township of Long Hill for the year 2012.

**RESOLUTION 12-003  
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:

1. *Echoes Sentinel*
2. *Morris County Daily Record*
3. *Courier News*

**RESOLUTION 12-004  
FILING SIGNATURE WITH SECRETARY OF STATE**

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**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.

**RESOLUTION 12-005  
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.

**RESOLUTION 12-006  
ADOPTING 2012 HOLIDAY SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the 2012 schedule be adopted as follows:

January 2	For New Years Day 2012
January 16	Martin Luther King Jr. Day
February 20	President's Day
April 6	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
October 8	Columbus Day
November 12	For Veterans Day
November 22	Thanksgiving Day
November 23	Day After Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
<i>January 1, 2013</i>	<i>New Years Day 2013</i>

**RESOLUTION 12-007  
AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

**WHEREAS**, Morris County taxes are due quarterly on February 15, May 15, August 15 and November 15, 2012;

**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.

**RESOLUTION 12-008  
AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS**

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



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**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.

**RESOLUTION 12-009  
AUTHORIZING 2012 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 2012 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.

**RESOLUTION 12-010  
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 2012 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.

**RESOLUTION 12-011  
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 2012 sewer user fees shall be as follows:

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

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

**RESOLUTION 12-012  
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

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Township Tax Collector is hereby authorized to process, 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.

**RESOLUTION 12-013  
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.

**RESOLUTION 12-014  
ESTABLISHING PETTY CASH FUND FOR TOWNSHIP CLERK**

**WHEREAS**, NJSA 40A:5-21 authorizes the establishment of a petty cash fund for the Township Clerk's Office in the Township of Long Hill; and

**WHEREAS**, said petty cash fund was established by the Township Committee by resolution; and

**WHEREAS**, said petty cash fund received approval from the Director of Local Government Services; and

**WHEREAS**, it is the desire of the Township Committee that said fund be continued under the direction of the Township Clerk;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that:

1. During the year 2012, Christine Gatti, Township Clerk, be and is hereby authorized and permitted to establish a petty cash fund in the amount not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21. Said petty cash fund will be used by such office or department to pay claims for small miscellaneous expenses.
2. Christine Gatti, Township Clerk, having custody of the fund shall be bonded in an amount not less than \$15,000.00 and will maintain said fund in accordance with the laws and regulations governing its operation.

**RESOLUTION 12-015  
ESTABLISHING PETTY CASH FUND FOR CHIEF OF POLICE**

**WHEREAS**, NJSA 40A:5-21 authorizes the establishment of a petty cash fund for the Chief of Police in the Township of Long Hill; and

**WHEREAS**, said petty cash fund was established by the Township Committee by resolution; and

**WHEREAS**, said petty cash fund received approval from the Director of Local Government Services; and

**WHEREAS**, it is the desire of the Township Committee that said fund be continued under the direction of the Chief of Police;

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**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that:

1. During the year 2012, the Chief of Police, be and is hereby authorized and permitted to establish a petty cash fund in the amount not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21. Said petty cash fund will be used by such office or department to pay claims for small miscellaneous expenses.
2. Daniel Hedden, Chief of Police, having custody of the fund shall be bonded under the Township's blanket bond and will maintain said fund in accordance with the laws and regulations governing its operation.

**RESOLUTION 12-016  
ESTABLISHING PETTY CASH FUND FOR DIRECTOR OF EMERGENCY MANAGEMENT**

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

**WHEREAS**, the Director of Emergency Management requested that a petty cash fund be established for Emergency Management purposes;

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

1. During the year 2012, the Township of Long Hill Director of Emergency Management be and is hereby authorized and permitted to establish a petty cash fund in the amount not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21.
2. The Director of Emergency Management having custody of the fund shall be bonded under the Township's blanket bond and will maintain said fund in accordance with the laws and regulations governing its operation.

**RESOLUTION 12-017  
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:

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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	.9917
Second quarter	.9802
Third quarter	.9674
Fourth quarter	.9562

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

**RESOLUTION 12-018  
APPOINTING 2012 SCHOOL CROSSING GUARDS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill does hereby appoint the following as School Crossing Guards for the year 2012:

Baldassarre Abbondandolo  
Joan Dropp  
Howard Bradley  
Anna Abbondandolo  
Janice Rued  
Elsie Desrochers  
Rosemary Armenti  
Susan Gronske  
Sharon Woodstock

**RESOLUTION 12-019  
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.

**RESOLUTION 12-020  
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 2012 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

**RESOLUTION 12-021  
ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL**

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**BE IT RESOLVED** that the Purchasing Manual for the Township of Long Hill is hereby adopted for the year 2012.

**RESOLUTION 11-022  
APPOINTING 2012 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 2012 as the Local Emergency Planning Committee (LEPC):

Local Emergency Planning Committee (LEPC)

Kenneth J. Fullagar	Emergency Management Coordinator
Shayne Daly	Emergency Management Deputy Coordinator
Raymond Clark	Emergency Management Deputy Coordinator
Linda Olmstead	Emergency Management Deputy Coordinator
Millington Fire Chief	Millington Fire Department
Renee Rovtar	Superintendent of Public Schools
Gabriel, Jo Ann	Principal Saint Vincent DePaul School
James F. Dolan	Hazardous Materials Consultant
Lt. Michael Mazzeo	Long Hill Township Police Department
Chief Daniel Hedden	Long Hill Township Police Department
Lino Gottardo	SARA Site Representative
William Hudzik	RACES/Communications Representative
Administrator	Township Administrator
Township Mayor	Mayor Long Hill Township
Committee Person	Township Committee Representative
Denis Kelly	Editor Echoes Sentinel
Stirling Fire Chief	Stirling Fire Department
Robert English	Long Hill First Aid Squad
Pam Fischer	American Red Cross Representative
Thomas Sweeney	Director of Public Works Department
Rev. Thomas Peters	Clergy Representative
Steve Henry	United States Fish & Game-Wildlife
Kenneth Ruggerio	Community Emergency Response Team
Laura Pesce	Medical Corps Manager
Kenneth McGoldrick	USA On Watch Program
Lucy Forgione	Bernards Health Department
Charlie Malthse	American Red Cross – Summit

**RESOLUTION 12-023  
APPOINTING 2012 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 2012 as the Emergency Management Operations Center Staff:

Emergency Management Operations Center Staff

Township Mayor	Long Hill Township Mayor
Director Kenneth J. Fullagar	OEM Coordinator
Shayne Daly	Deputy OEM Coordinator
Raymond Clarke	Deputy OEM Coordinator
Linda Olmstead	Deputy OEM Coordinator
Lt. Michael Mazzeo	Incident Command Liaison
Sergeant Sean Brown	Law Enforcement Annex Coordinator
Chief Daniel Hedden	Police Services Assistant Coordinator
Administrator	Public Services Assistant Coordinator

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Thomas Sweeney	Special Services Assistant Coordinator
Millington Fire Chief	Technical Services Assistant Coordinator
Stirling Fire Chief	Technical Services Assistant Coordinator
Pam Fischer	Social Services Assistant Coordinator
Rene Rovtar	Public Schools Annex Coordinator
William Hudzik	Communications Annex Coordinator
Robert English	Emergency Medical Annex Coordinator
James Dolan	Hazardous Materials Annex Coordinator

**RESOLUTION 12-024  
APPROVING 2012 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 2012 for licenses and permits for the Township of Long Hill are hereby approved:

Administrative Research Fee		
Supervisory		\$ 30.00/hr
Clerical		\$ 25.00/hr
Alarm Systems		
<i>Permit for a private alarm which either automatically selected a telephone trunk line with the Police Department and then reproduces a prerecorded message or automatically alert a third person. Permit also required for warning device.</i>		
Annual Permit Fee		\$ 50.00
Alcoholic Beverage Control License		
Plenary Retail Consumption		\$ 2,500.00
Plenary Retail Distribution	<b>\$ 2,088.00</b>	<del>\$ 1,740.00</del>
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

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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 February 1 <sup>st</sup>		\$ 10.00
Replacement (first one free, thereafter \$5.00)		
Fill/Soil Removal Permit		\$ 50.00
Food and Drink License		
Pharmacy		\$ 65.00
Retail Food Establishment (under 2,000 sq. feet)		\$ 100.00
Retail Food Establishment (2,000 – 5,000 sq. feet)		\$ 135.00
Retail Food Establishment (5,000 – 10,000 sq. feet)		\$ 165.00
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	\$210.00
Yearly after July 1 <sup>st</sup>		\$105.00
Stirling	Yearly	\$260.00
Yearly after July 1 <sup>st</sup>		\$130.00
Gillette	Yearly	\$300.00
Yearly after July 1st		\$150.00
Daily		\$ 5.00
Replacement Permit		\$ 5.00
Parks and Recreation Facilities Use Reservation Fees	Resident	Non-Resident
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

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Meyersville Field	\$60.00/2Hrs	\$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.	
Resident Commercial	\$15.00/1 Hr.	
Non-Resident Commercial	\$20.00/1 Hr	
Photocopies/Copies:		
Black & White copies (per copy)		\$ 0.05
Color copies (per copy)		\$ 0.15
[Copies include sizes 8 ½ x 11, 8 ½ x 14 and 11 x 17]		
Large Format Prints	\$5.00/page for 24" X 36"	
	\$1.00/linear foot over initial 2 feet	
DVD ROM		\$ 3.00
CD		\$ 0.50
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
Mulch, Composted Leaves or Wood Chip Delivery [per load]		\$50.00
Public Assembly Permit		\$100.00
Recreation Programs		
Basketball registration (Intramural)		\$65.00
Basketball registration (Traveling Team)		\$200.00
Basketball Clinic (3 Week Program – 3 classes)		\$70.00



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Men's Adult Basketball League [per season]:	
Long Hill Resident Adult	\$ 20.00
Out-of Town Resident Adult	\$ 30.00
Little Explorers Summer Pre-School Camp:	
One Week	\$ 75.00
Two Weeks	\$140.00
Three Weeks	\$200.00
Field Hockey Fall Program	\$ 60.00
Field Hockey Summer Clinic	\$ 85.00
Traveling Lacrosse Program – Girls	\$ 150.00
Girls Lacrosse Summer Clinic	\$ 80.00
Pilates (8 weeks)	\$ 55.00
Pilates (4 weeks)	\$ 40.00
Swim Lessons	\$ 65.00
Girls Volleyball	\$ 75.00
Women's Softball League (season fee)	\$120 per team
Return Check Fee [per N.J.S.A. 40:5-18(c)]	\$ 20.00
Septic Applications	
New: Plan Review (Includes plan review and installation inspection)	\$ 500.00
Repair: Replacing existing components as is. (No Engineer required)	\$ 75.00
Alteration: Changing components on an existing system. (Engineer required)	\$ 350.00
PERC/Soil Log:	
Permit to Conduct One Group of Soil Logs and Permeability Tests [witness per lot, per day]	\$ 100.00
Sewer Connection Fee	
Existing Homes Prior to December 28, 1983	\$ 630.00
New Homes	\$10,120.00
Dry Line Connection	\$10,120.00
Sewer Connection Agreement Fee	\$30,000.00
Street/Road Opening Permit	\$ 100.00
Swimming and Bath Establishments	\$ 200.00

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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
Towing Services and Storage:	
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 4:40 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 ob. 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

**RESOLUTION 12-025  
2012 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 2012 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 2012; and

**WHEREAS**, the total appropriations in the 2011 budget, less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:



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Buildings & Grounds	
Other Expenses	\$ 35,000.00
Environmental Commission	
Other Expenses	\$ 250.00
Municipal Prosecutor	
Other Expenses	\$ 5,500.00
Public Defender	
Other Expenses	\$ 1,500.00
Workmen's Compensation Insurance	\$ 90,000.00
Group Insurance Plan for Employees	\$ 301,000.00
Other Insurance Premiums	\$ 143,300.00
Unemployment Disability Trust Fund	\$ 5,000.00

**PUBLIC SAFETY**

Fire Hydrant Service	\$ 40,000.00
Aid to Volunteer Fire Companies	\$ 20,000.00
Fire Prevention Inspection	
Salaries and Wages	\$ 18,000.00
Other Expenses	\$ 1,000.00
Police	
Salaries and Wages	\$ 640,000.00
Other Expenses	\$ 30,850.00
Emergency Management	
Salaries and Wages	\$ 3,000.00
Other Expenses	\$ 1,150.00
Municipal Radio and Communications	
Other Expenses	\$ 117,600.00
First Aid Organization Contribution	\$ 8,500.00
Construction Code Official	
Salaries and Wages	\$ 30,000.00
Other Expenses	\$ 2,000.00

**STREETS AND ROADS**

Road Repairs and Maintenance	
Salaries and Wages	\$155,000.00
Other Expenses	\$ 50,000.00
Fleet Maintenance	

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Other Expenses	\$ 20,000.00
Street Lighting	\$ 27,500.00
Sanitation	
Garbage and Trash Removal Contract	\$102,800.00
Sanitary Land Fill Contract	\$ 70,000.00
Sewer System	
Salaries and Wages	\$ 95,000.00
Other Expenses	\$ 75,000.00
<b>HEALTH AND WELFARE</b>	
Board of Health	
Other Expenses	\$ 760.00
Health Officer	
Other Expenses	\$ 14,000.00
Service of Visiting Nurse	\$ 2,150.00
<b>RECREATION AND EDUCATION</b>	
Parks/Recreation	
Salaries and Wages	\$ 6,500.00
Other Expenses	\$ 13,130.00
Stirling Lake	
Other Expenses	\$ 5,000.00
Senior Citizen Transportation	
Salaries and Wages	\$ 2,500.00
Other Expenses	\$ 4,770.00
Maintenance of Free Public Library (R.S. 40:54-8)	\$143,000.00
<b>UTILITIES</b>	
Telephone	\$ 13,500.00
Heating Oil	\$ 5,000.00
Electricity	\$ 75,000.00
Gasoline	\$ 35,000.00
Natural Gas	\$ 12,500.00
Water	\$ 10,500.00
Management Information Systems	
Other Expenses	\$ 10,000.00
<b>UNCLASSIFIED</b>	
Social Security System (O.A.S.I.)	\$ 90,000.00

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	<b>TOTAL OPERATIONS</b>	<b>\$2,797,840</b>
<b>Parking Lot Enterprise</b>		<b>\$3,000.00</b>
<b>DEBT SERVICE</b>		
Principal & Interest		\$1,030,000.00
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,030,000.00</b>

**RESOLUTION 12-026  
APPOINTING 2012 OFFICIALS AND EMPLOYEES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2012 are hereby appointed by said Committee and that they be and are the same as follows:

Joint Insurance Fund Commissioner <i>(1 year term – JIF Bylaws Article III)</i>	Christine Gatti
Public Agency [Affirmative Action] Compliance Officer <i>[1 year term - N.J.A.C. 17:27-3.3]</i>	James Mangin
Certifying Officer - Pension Funds <i>[Indeterminate term – N.J.S.A. 43:3C-15]</i>	Laurie Spinelli
Township Attorney <i>[1 year term – N.J.S.A. 40A:9-139]</i>	John R. Pidgeon, Esq.
Assessment Search Officer <i>[Indeterminate term -N.J.S.A 54:5-18.1]</i>	Joan Donat
Safety Delegate	Michael Mauro

**[Please note that this resolution includes only those positions to which appointments are being made at this reorganization meeting. A list of all township officials for 2012 is attached.]**

**RESOLUTION 12-027  
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

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**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 2012; and

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

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

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

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

1. A professional services contract with Pidgeon & Pidgeon, Attorney at Law, 600 Alexander Road, Princeton, New Jersey 08540 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Pidgeon & Pidgeon, in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$150 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 2-01-20-155-155-201. 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

**RESOLUTION 12-028  
AUTHORIZING THE AWARD OF A CONTRACT FOR ANIMAL CONTROL SERVICES –  
ASSOCIATED HUMANE SOCIETIES**

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**WHEREAS**, the Township of Long Hill requires professional animal control services which shall include patrol of Long Hill Township; 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 not exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; 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. Professional services contract with the Associated Humane Societies is hereby authorized.
2. The Mayor and Clerk are authorized to sign a contract with the Associated Humane Societies in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months.
  - B. Rate: on call service rate, as per contract
  - C. Services: The organization shall provide professional animal control services.
3. 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.
4. This contract shall be charged to the Animal Trust Fund. 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.

**RESOLUTION 12-030  
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LABOR  
ATTORNEY SERVICES – CLEARY, GIACOBBE, ARFIERI, JACOBS LLC**

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

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

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

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

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs LLC [Matthew Giacobbe, Esq.] has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary, Giacobbe, Alfieri, Jacobs LLC has not made any reportable contributions to a political or candidate committee in the



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Township of Long Hill in the previous one year, and that the contract will prohibit Cleary, Giacobbe, Alfieri, Jacobs LLC from making any reportable contributions through the term of the contract; and

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

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

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

1. A professional services contract with Cleary, Giacobbe, Alfieri, Jacobs LLC, 7 James Street, Florham Park, NJ 07832 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Cleary, Giacobbe, Alfieri, Jacobs LLC [Matthew Giacobbe, Esq.], in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$150 per hour
  - C. Services: The firm shall provide professional legal services for labor matters only
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract shall be charged to 2-01-20-155-155-201. 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.

**RESOLUTION 12-031  
DESIGNATING THE OFFICIAL DEPOSITORIES**

**BE IT RESOLVED** by the Township Committee of the Township of Long that the following banks are hereby designated as depositories for funds for the Township of Long Hill for 2012 and checking accounts as indicated, shall be maintained as follows:

**Investors Savings**

Current Account and Other Trust	Unemployment Trust
Capital Account	Federal/State Grant
Bond and Interest Account	Recycling Trust
Public Assistance Trust Fund Account	Payroll
Public Parking Enterprise Account	Trust

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Law Enforcement Trust

**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 2012:

Millington Savings Bank, Millington, N.J.  
Chase Bank, Stirling, N.J.  
Bank of America, Stirling, N.J.  
New Jersey Cash Management Plan, Trenton, N.J.  
United National Bank, Bridgewater, N.J.  
PNC Bank, Stirling, N.J.  
Peapack Gladstone Bank, Warren, N.J.  
Investors Savings Bank, Stirling, N.J.  
Sovereign Bank, Stirling, N.J.  
Hudson United Bank, Gillette, NJ  
TD Bank, Warren, N.J.

**BE IT FURTHER RESOLVED** by the Township Committee that Investors Savings, Stirling, NJ is hereby designated as the depository for the Public Employees Unemployment Benefits Trust Account, an interest bearing account.

**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 Municipal Clerk. In the absence of the Mayor, Chief Financial Officer or Municipal Clerk, the Deputy Mayor, Finance Clerk or Deputy Clerk may sign.

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

**RESOLUTION 12-032  
DESIGNATING AUTHORIZED SIGNATURES ON BANK ACCOUNTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following Township Officials are hereby authorized and directed to maintain accounts and to sign withdrawals against same without co-signers in Investors Savings Bank, Long Hill Branch, Stirling, New Jersey, the title of which shall be as follows:

Richard J. Sheola, Chief Financial Officer      *"Township of Long Hill - Payroll Account"*  
and Laurie Spinelli, Payroll Supervisor

Mayor      *"Accounts Payable"*  
Richard J. Sheola, Chief Financial Officer  
Christine Gatti, Township Clerk

Alternate Signatories:

Deputy Mayor [for Mayor]  
James Mangin, Deputy Treasurer & Laurie Spinelli, Payroll Supervisor [for CFO]  
Andrea Tsimboukis, Administrative Assistant [for Township Clerk]  
Theresa Kielblock, Finance Clerk [for Payroll Supervisor]

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James Bride, Judge  
and Ann Naylor, Court Administrator

*"Township of Long Hill - Magistrate  
Account"*

James Bride, Judge  
and Ann Naylor, Court Administrator

*"Township of Long Hill - Bail Account"*

**RESOLUTION 12-033  
AUTHORIZING AND DIRECTING OF TRANSFER OF ACCOUNTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Investors Savings Bank, Long Hill Township Branch, Stirling, New Jersey, be and the same is hereby authorized and directed to transfer all funds in the 2011 Current Account to the 2012 Current Account.

**BE IT FURTHER RESOLVED** that the said Bank honor all outstanding checks against the 2011 Current Account when presented for payment.

**RESOLUTION 12-034  
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.

**RESOLUTION 12-035  
APPROVAL OF 2012 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:

BENHAM'S TOWING SERVICE  
414 Springfield Ave., Berkeley Heights, NJ

BERKELEY COLLISION REPAIR, INC.  
609 Springfield Ave., Berkeley Heights, NJ 07922

BARDY FARMS TOWING & RECOVERY  
19 Washington Valley Road, Warren, NJ 07059

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

BASKING RIDGE TOWING

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29 Warren Street, North Plainfield, NJ 07060

SOMERSET HILLS TOWING  
35-B Old Quarry Road, Bernardsville, NJ 07924

**RESOLUTION 12-036  
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 Richard Sheola, Township Administrator/CFO and Deputy Treasurer James Mangin and the recommendation of the auditing firm of Nisivoccia & Company, the attached Cash Management Plan for the Township of Long Hill be approved.

**RESOLUTION 12-037  
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 an explorer post, which shall be called the "**LONG HILL TOWNSHIP EXPLORERS POST #264**". Police explorers are not sworn officers. The purpose of this program is to expose those individuals interested in the police role and function; and

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

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

**WHEREAS**, the Long Hill Township Police Explorers will be issued official Township 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 consists of Boys and Girls between the ages of 12 and 20 years who are interested in the field of Law Enforcement and Community Service.
3. The Police Explorer program will consist of law enforcement training and community service.
4. Police Explorers will be issued official Township Photo Identification Badges and will be offered training through the Long Hill Township Police Department.

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**RESOLUTION 12-038  
PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY**

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

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

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

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

1. The Library and the Township hereby agree that the Township will make available its contracted outside payroll service to pay the salaries of employees of the Library, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The Township's payroll service will prepare all required reports, including, for example, the annual W-2 form, for Library employees. The Township will arrange health insurance for Library Employees under the Township's current contract, and pay the premiums as they fall due.

2, The Township shall invoice the "Library" for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA. The Library will separately reimburse the Township for additional payroll-related costs such as employer pension contribution, health insurance premiums, payroll taxes and a pro-rate share of the payroll service processing fee, along with the pro-rata share of utilities on receipt of an invoice from the Township. Invoices shall be on an "as needed basis" but not more frequently than monthly.

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

**RESOLUTION 12-039  
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

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**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; and

**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.

**RESOLUTION 12-040  
AFFIRMING THE CONTINUATION & AUTHORITY OF THE COMMUNITY EMERGENCY  
RESPONSE TEAM UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY  
MANAGEMENT**

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

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

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

**WHEREAS**, CERT members possess official Township Identification and will be continued to be offered training through OEM; 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 CERT program.
2. CERT members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. CERT members contain official Township identification.
4. CERT members are trained and provided continuing education opportunities through the OEM.

**RESOLUTION 12-041  
AFFIRMING THE CONTINUATION & AUTHORITY OF THE MEDICAL RESERVE CORPS  
UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT**

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

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

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

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

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

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

**RESOLUTION 12-042  
REAPPOINTING CHRISTINE GATTI AS TOWNSHIP CLERK (WITH TENURE)**

**WHEREAS**, Christine Gatti holds a Municipal Clerk certificate in accordance with the requirements of *N.J.S.A 40A:9-133 et seq.*; and

**WHEREAS**, Christine Gatti was appointed Township Clerk on January 14, 2009 for a three-year term commencing January 5, 2009 and ending January 4, 2012; and

**WHEREAS**, upon this reappointment, Christine Gatti in accordance with the provisions of N.J.S.A. 40A:9-133.7 “[s]hall have acquired tenure; shall hold office during good behavior and efficiency, and compliance with the continuing education requirements set forth in N.J.S.A. 40A:9-133.10), notwithstanding that such reappointment was for a fixed term of years; and shall not be removed therefrom for political reasons but only for good cause shown and after a proper hearing before the director or the director's designee. “

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey hereby reappoints Christine Gatti as Township Clerk for a three-year term through January 4, 2015.

**RESOLUTION 12-043  
A RESOLUTION ACCEPTING THE RESIGNATION OF THE TOWNSHIP  
ADMINISTRATOR/CFO**

**WHEREAS**, Richard J. Sheola submitted a letter dated December 27, 2011 resigning as Township Administrator and Township Chief Financial Officer (as well as all other Township

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positions), effective March 31, 2012;

**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 it does hereby accept the resignation of Richard J. Sheola as Township Administrator/CFO effective March 31, 2012.

**Meeting Open to the Public**

No members of the public wished to be heard.

**Adjournment**

There being no further business, a motion was made by Mr. Piserchia and seconded by Mr. Roshto to adjourn the meeting at 6:45 p.m. Vote: All Ayes

Respectfully submitted,

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Christine A. Gatti  
Township Clerk

Approved: March 28, 2012