

Long Hill Township Committee Minutes

January 2, 2013 Reorganization Meeting

The Township Committee of the Township of Long Hill, County of Morris, State of New Jersey, convened in Regular Session at the Municipal Building, 915 Valley Road, Gillette, New Jersey, on Wednesday, **January 2, 2013** at 6:00 p.m.

Statement of Adequate Notice:

Mr. Neil Henry 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 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.”

Pledge of Allegiance

All present recited the Pledge of Allegiance.

Mr. Henry administered the Oath of Office to Mr. Piserchia and Mr. Rae.

Roll Call

Attorney Pidgeon called the roll.

Brendan Rae, Michael Mazzucco, Guy Roshto, Cornel Schuler, Guy Piserchia were present.

Also present: John Pidgeon, Township Attorney, Mr. Neil Henry, Township Administrator.

Mr. Henry opened the floor for nominations for the office of Mayor.

Mr. Schuler nominated Guy Piserchia, seconded by Mr. Roshto

Motion made by Mr. Mazzucco to close the nomination, seconded by Mr. Roshto. All in favor

Roll Call Vote to elect Mr. Piserchia as Mayor:

Mr. Mazzucco, yes; Mr. Roshto, yes; Mr. Schuler, yes; Mr. Rae, yes and Mr. Piserchia, abstained.

Mr. Henry administrated the Oath of Office to Mr. Piserchia for the office of Mayor

Mayor Piserchia asked for a nomination for Deputy Mayor

Mr. Roshto nominated Cornel Schuler for Deputy Mayor. Nomination was seconded by Mr.

Mazzucco. Mr. Mazzucco made a motion, seconded by Mr. Rae to close the nomination. All in favor.

Roll Call Vote to elect Mr. Schuler as Deputy Mayor.

Mr. Rae, yes; Mr. Mazzucco, yes; Mayor Piserchia, yes; Mr. Schuler, abstained, and Mr. Roshto, yes.

Mr. Henry administered the Oath of Office to Deputy Mayor Schuler

Mayor Piserchia welcomed everyone to the 2013 Reorganization Meeting of the Long Hill Township Committee. He thanked the residents, local officials and friends for being here this evening. He gave a special thanks to the distinguished guests who took time out of their very busy schedules, Senator Thomas Kane, Assembly Woman Nancy Munoz, Assemblyman John Bramnick, Morris County Free Holders, Thomas Angelo, Hank Wine, and John Krickus.

Mayor Piserchia said he was honored to be selected Mayor of Long Hill Township. It is a responsibility he humbly accepts and will enthusiastically embrace.

Long Hill Township Committee Minutes

January 2, 2013 Reorganization Meeting

"We welcome my running mate Brendan Rae to the Township Committee. Brendan brings a valuable school and Planning Board experience to this Committee. I had the pleasure and good fortune of working with Cornel Schuler this past year and I congratulate him on his selection as Deputy Mayor. On behalf of the Township Committee I would like to thank Jerry Aroneo for his six years of service on the Committee. I personally thank him for encouraging me to run four years ago and for his exemplary work ethic and his counsel. I thank Mike Mazzucco for the leadership he had demonstrated last year in what I know is a challenging time. I offer a warm welcome to our Administrator, Neil Henry who has done a remarkable job in his short time with Long Hill Township. He encountered a couple of bumps in the road, Hurricane Sandy and the leaving of our Township Clerk. His interaction with the Township Employees, Residents and the Township Committee has been exemplary. "

Mayor Piserchia publicly thanked former Township Clerk, Christine Gatti for her impeccable service to our Town and wished her only the very best in her new role in Millburn. He was pleased to announce tonight that our new Township Clerk, Cathy Reese, will begin on January 14th.

The Mayor thanked Sandy, his wife, Chelsea, his daughter, Guy, his son without whose support he could not devote the time and energy to the responsibilities of serving on this Committee.

"The backbone of Long Hill Township is the remarkable spirit that permeates our Volunteer Groups, Township Employees and Residents. It has been said that the true measure of the peoples strength is how they rise to master the challenges we sometimes face. During Hurricane Sandy we rose as a community to master that moment with our patience, understanding and resilience. "

Mayor Piserchia thanked everyone and gave a special thanks to Township's Representatives, Senator Kane, Assembly Woman Nancy Munoz, Assemblyman John Bramnick, Congressman Frelinghuysen, Governor Christi, and Lt. Governor Guadagno who worked with the Township every step of the way.

"There are several key issues that continue to challenge our Township. We must upgrade our Wastewater Facility. How much it will cost remains a question. We must maintain our infrastructure. We must update our Master Plan and do so in manner to reflect what we as a community want to see. We must balance the need and desire for open space and recreational facilities with the need for smart growth. We must actively address the flooding issues that continue to haunt our town. We must be creative, but practical, when pursuing shared service agreements with neighboring towns. All of this while providing our residents with the essential services they expect and deserve, while controlling its cost. I am confident that this Committee is up to that challenge. We must reach further and work harder to do what is right for Long Hill Township. "

He concluded by wishing everyone and their families a Happy Healthy and Blessed 2013.

Appointments To Boards And Commissions For 2013

Mayor Piserchia said there were a few minor changes to the appointments which he would like to review

Planning Board

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
• Mr. Moholkar	spot vacated by Mr. Rae class 4 term	December 31, 2013
• Greg Aroneo	Alternate1	December 31, 2013
• Tim Wallish	Alternate 2 spot	December 31, 2014

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

Recreational Committee

- Laura Fornaro Recreation Advisory Committee

December 31, 2017

Mayor Piserchia asked for any comments. None Heard.

Mayor Piserchia moved to approve all of the appointments as set forth on the agenda. Mr. Rae made a motion, seconded by Mr. Schuler to approve the appointments. **Roll Call:** Mr. Rae, yes; Mr. Mazzucco, yes; Mr. Roshto, yes; Mr. Schuler, yes; and Mayor Piserchia, yes.

Consent Agenda Resolutions:

Mayor Piserchia asked for a motion for the consent agenda. Resolutions 13-001 through 13-048

Mr. Piserchia noted for the record, that on recommendation from Atty. Pidgeon the appointment and the approval of this professional service contract is our standard contract and not what was submitted by Matthew Giacobbe, Township appointed Labor Attorney of Cleary Giacobbe Alfieri Jacobs LLC. Mr. Giacobbe will be notified to resubmit the Township’s standard contract for signature.

Mr. Rae made a motion, seconded by Mr. Roshto to approve the **Resolutions 13-001 through 13-048**. Roll Call: Mr. Rae, yes; Mr. Mazzucco, yes; Mr. Roshto, yes; Mr. Schuler, yes and Mayor Piserchia, yes.

**RESOLUTION 13-001
ESTABLISHING 2013 MEETING PROCEDURE**

BE IT RESOLVED that all 2013 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 16	
January 30	July 17
February 13	August 14
February 27	September 11
March 13	September 25
March 27	October 9
April 10	October 23
April 24	November 6
May 8	December 11
May 29	
June 19	

January 6, 2014 (Monday) – 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.

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

**RESOLUTION 13-002
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 2013.

**RESOLUTION 13-003
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 13-004
FILING SIGNATURE WITH SECRETARY OF STATE**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that pursuant to N.J.S.A. 40A:9-129 that the Municipal Clerk be directed to file with the Secretary of State facsimiles of her signature and the Mayor’s signature, an impression of the municipal seal and a statement of their terms of office, showing the commencement and expiration dates.

**RESOLUTION 13-005
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 13-006
ADOPTING 2013 HOLIDAY SCHEDULE**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the 2013 schedule be adopted as follows:

January 1	New Years Day 2013
January 21	Martin Luther King Jr. Day
February 18	President’s Day
March 29	Good Friday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving Day
November 29	Day After Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Years Day 2013

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

**RESOLUTION 13-007
AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

WHEREAS, Morris County taxes are due quarterly on February 15, May 15, August 15 and November 15, 2013;

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 13-008
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);

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 13-009
AUTHORIZING 2013 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 2013 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 13-010
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 2013 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

**RESOLUTION 13-011
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.

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.

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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 13-012
AUTHORIZING TAX COLLECTOR TO REFUND PROPERTY TAXES OR DELINQUENCY**

BE IT RESOLVED by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that in accordance with the provisions of N.J.S.A. 40A:5-17.1, that the Township Tax Collector is hereby authorized to process, 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 13-013
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 13-014
ESTABLISHING PETTY CASH FUND FOR DEPUTY 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 Deputy Township Clerk;

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

1. During the year 2013, Neil Henry, Deputy 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. Neil Henry, Deputy 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 13-015
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;

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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

1. During the year 2013, 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 13-016
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 2013, 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 13-017
ADOPTING SCHEDULE FOR PREPAYMENT OF LOCAL PROPERTY TAXES**

WHEREAS, R.S. 54:4-67 provide that:

"The governing body of each municipality may by resolution fix the rate of discount to be allowed for the payment of taxes...previous to the date on which they would become delinquent. The rates affixed shall not exceed six (6%) percent per annum, shall be allowed only in case of payment on or before the thirtieth (30) day previous to the date on which the taxes or assessments would be delinquent"; and

WHEREAS, the Township Committee wishes to adopt a discount schedule for the payment of taxes;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey that pursuant to R.S. 54:4-67 it hereby adopts the following schedule for prepayment of local property taxes:

1. A taxpayer may prepay one-quarter, two-quarters, three-quarters or their entire tax bill for the following tax year.
2. The following factors shall be applied to pre-payments made in accordance with paragraph 2 of this resolution:

First quarter	.9917
Second quarter	.9802

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

Third quarter .9674
Fourth quarter .9562

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

**RESOLUTION 13-018
APPOINTING 2013 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 2013:

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

**RESOLUTION 13-019
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 13-020
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 2013 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

**RESOLUTION 13-021
ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL**

BE IT RESOLVED that the Purchasing Manual for the Township of Long Hill is hereby adopted for the year 2013.

**RESOLUTION 13-022
APPOINTING 2013 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 2013 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 Olmsted | Emergency Management Deputy Coordinator |
| Millington Fire Chief | Technical Services Assistant Coordinator |

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

Stirling Fire Chief	Stirling Fire Department
Renee Rovtar	Superintendent of Public Schools
Sullivan, Sister Maureen	Principal Saint Vincent DePaul School
Chief Daniel Hedden	Police Services Assistant Coordinator
Lt. Michael Mazzeo	Long Hill Township Police Department/PIO
Lino Gottardo	SARA Site Representative
William Hudzik	RACES/Communications Representative
Neil Henry	Public Services Assistant Coordinator
Township Mayor	Mayor Long Hill Township
Committee Person	Township Committee Representative
Denis Kelly	Editor Echoes Sentinel
Guy Roshto	Emergency Public Info Assistant Coordinator
Robert English	Long Hill First Aid Squad
Barbara Flynn	Social Services Assistance Coordinator
Thomas Sweeney	Special Services Assistant Coordinator
Rev. Thomas Peters	Clergy Representative
Mike McMenamin	United States Fish & Game-Wildlife
Jay Weisman	Citizen Corps Representative
Lucy Forgione	Bernards Health Department
Christie Hoddie	American Red Cross – Summit

**RESOLUTION 13-023
APPOINTING 2013 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 2013 as the Emergency Management Operations Center Staff:

<u>Emergency Management Operations Center Staff</u>	
Township Mayor	Long Hill Township Mayor
Director Kenneth J. Fullagar	OEM Coordinator
Shayne Daly	Deputy OEM Coordinator
Raymond Clarke	Deputy OEM Coordinator
Linda Olmsted	Deputy OEM Coordinator
Lt. Michael Mazzeo	Public Information Officer
Sergeant Sean Brown	Law Enforcement Annex Coordinator
Chief Daniel Hedden	Police Services Assistant Coordinator
Neil Henry	Public Services Assistant Coordinator
Thomas Sweeney	Special Services Assistant Coordinator
Chief Dennis Lockwood	Technical Services Assistant Coordinator
Chief Alex Gallo	Technical Services Assistant Coordinator
Barbara Flynn	Social Services Assistant Coordinator
Rene Rovtar	Public Schools Annex Coordinator
Lucy Forgione	Public Health Officer
William Hudzik	Races/Communications Annex Coordinator
Robert English	Emergency Medical Annex Coordinator
William Neville	Citizen Corps Programs

**RESOLUTION 12-024
AMENDING 2013 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:

Long Hill Township Committee Minutes

January 2, 2013 Reorganization Meeting

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	\$ 2,088.00
Limited Retail Distribution	\$ 63.00
Club	\$ 188.00
Season Retail Consumption - annual fee is seventy-five percent (75%) of annual renewal fee for retail consumption licenses	
Amusement Devices	
Juke Box	\$ 30.00
Video Games	\$ 60.00
Soda Machines	\$ 10.00
Pool Tables	\$ 60.00
Pinball Machines	\$ 60.00
Building Materials - Township Dumpster	
Car	\$ 15.00
Station Wagon	\$ 50.00
Mini Van	\$ 75.00
Small Pick-up truck	\$110.00
Pick-up truck or van	\$150.00
Extra for overload	\$ 40.00
Canvassers, Solicitors and Peddlers Permit	\$ 20.00
Solicitor Digital Photograph	\$ 2.00
Charitable Clothing Bin Application [Yearly]	\$ 25.00
Dog Licenses	
Spayed/Neutered	\$ 17.50
Non-Spayed/Neutered	\$ 20.50
Late Fee after February 1 st	\$ 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

Long Hill Township Committee Minutes

January 2, 2013 Reorganization Meeting

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 st)	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 st		\$105.00
Stirling	Yearly	\$260.00
Yearly after July 1 st		\$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
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

Long Hill Township Committee Minutes

January 2, 2013 Reorganization Meeting

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]	\$100.00
Public Assembly Permit	\$100.00
Recreation Programs	
Basketball registration (Intramural)	\$65.00
Basketball registration (Traveling Team)	\$200.00
Basketball (Traveling Team) Out-of-Town students	\$300.00
Basketball Clinic (3 Week Program – 3 classes)	\$70.00
Men's Adult Basketball League [per season]:	
Long Hill Resident Adult	\$ 20.00
Adult Out-of-Town Resident	\$ 30.00
Little Explorers Summer Pre-School Camp:	
One Session:	\$ 75.00
Two Sessions:	\$140.00
Three Sessions:	\$200.00
All Four Sessions:	\$280.00
Little Explorer's Preschool Program (per class)	\$ 20.00
Little Explorer's Preschool Program/Lunch (per class)	\$ 24.00
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
"Learn to Swim" Lessons (per class)	\$ 15.00
Girls Volleyball	\$ 75.00
Women's Softball League	\$120 per team (season fee)

Long Hill Township Committee Minutes

January 2, 2013 Reorganization Meeting

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
Tax Lien Redemption Calculation Fee [For 3 rd 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 lb. GVWR)	\$150.00 per hour, 1 hour minimum
Heavy Duty	\$250.00 per hour, 1 hour minimum
(Nights, Weekends and NJ Holidays)	
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

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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

BE IT FURTHER RESOLVED that this resolution replaces Resolution 12-200 which was approved by the Township Committee on May 9, 2012.

**RESOLUTION 13-025
2013 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 2013 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 2013; and

WHEREAS, the total appropriations in the 2012 budget, less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - Total General Appropriation	\$12,493,489
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WHEREAS, 26.25% of the total appropriations in the 2012 Budget less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General -	\$ 3,279,540
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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 following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

GENERAL GOVERNMENT

Administrative and Executive	
Salaries and Wages	\$ 74,600.00
Other Expenses	\$ 8,300.00

Financial Administration	
Salary and Wages	\$ 37,500.00
Other Expenses	\$ 3,100.00

Assessment of Taxes	
Salaries and Wages	\$ 10,500.00
Other Expenses	\$ 400.00

Collection of Taxes	
Salaries and Wages	\$ 22,200.00
Other Expenses	\$ 2,200.00

Legal Services and Costs

Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting

Other Expenses	\$ 25,000.00
Municipal Court	
Salaries and Wages	\$ 22,200.00
Other Expenses	\$ 1,500.00
Planning Board	
Salaries and Wages	\$ 9,300.00
Other Expenses	\$ 8,900.00
Board of Adjustment	
Salaries and Wages	\$ 9,300.00
Other Expenses	\$ 900.00
Zoning Enforcement	
Salaries and Wages	\$ 15,700.00
Other Expenses	\$ 210.00
Engineering	
Other Expenses	\$ 13,500.00
Buildings & Grounds	
Other Expenses	\$ 31,700.00
Environmental Commission	
Other Expenses	\$ 250.00
Municipal Prosecutor	
Other Expenses	\$ 5,700.00
Public Defender	
Other Expenses	\$ 1,200.00
Workmen's Compensation Insurance	\$ 47,000.00
Group Insurance Plan for Employees	\$ 250,000.00
Other Insurance Premiums	\$ 47,000.00
Unemployment Disability Trust Fund	\$ 3,900.00
<u>PUBLIC SAFETY</u>	
Aid to Volunteer Fire Companies	\$ 29,000.00
Fire Protection	
Salaries and Wages	\$ 7,000.00
Other Expenses	\$ 41,000.00
Police	
Salaries and Wages	\$ 541,000.00
Other Expenses	\$ 18,400.00
Emergency Management	
Salaries and Wages	\$ 3,000.00
Other Expenses	\$ 2,200.00
Municipal Radio and Communications	

Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting

Other Expenses	\$ 76,600.00
First Aid Organization Contribution	\$ 9,000.00
Construction Code Official	
Salaries and Wages	\$ 28,400.00
Other Expenses	\$ 2,000.00
<u>STREETS AND ROADS</u>	
Road Repairs and Maintenance	
Salaries and Wages	\$ 150,700.00
Other Expenses	\$ 35,000.00
Fleet Maintenance	
Other Expenses	\$ 35,200.00
Street Lighting	\$ 26,250.00
Sanitation	
Garbage and Trash Removal Contract	\$ 81,200.00
Sanitary Land Fill Contract	\$ 78,600.00
Sewer System	
Salaries and Wages	\$ 47,600.00
Other Expenses	\$ 60,900.00
<u>HEALTH AND WELFARE</u>	
Board of Health	
Other Expenses	\$ 650.00
Health Officer	
Other Expenses	\$ 15,100.00
Service of Visiting Nurse	\$ 2,300.00
<u>RECREATION AND EDUCATION</u>	
Parks/Recreation	
Salaries and Wages	\$ 11,800.00
Other Expenses	\$ 8,600.00
Stirling Lake	
Other Expenses	\$ 5,000.00
Senior Citizen Transportation	
Salaries and Wages	\$ 2,600.00
Other Expenses	\$ 4,400.00
Celebration of Public Events	\$ 5,000.00
Maintenance of Free Public Library (R.S. 40:54-8)	\$ 149,400.00
<u>UTILITIES</u>	
Telephone	\$ 15,700.00

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

Heating Oil	\$ 5,700.00
Electricity	\$ 50,000.00
Gasoline	\$ 33,700.00
Natural Gas	\$ 8,500.00
Water	\$ 9,100.00
Management Information Systems Other Expenses	\$ 21,500.00
 <u>UNCLASSIFIED</u>	
Public Employees Retirement (PERS)	\$ 254,919.00
Police Fire Retirement (PFRS)	\$ 568,273.00
Social Security System (O.A.S.I.)	\$ 101,300.00
TOTAL OPERATIONS	\$3,198,652.00

<u>Parking Lot Enterprise</u>	
Parking – Salaries & Wages	\$ 2,000.00
Parking – Other Expenses	\$ 3,000.00
TOTAL PARKING	\$ 5,000.00

<u>DEBT SERVICE</u>	
Principal & Interest	\$ 700,000.00
TOTAL DEBT SERVICE	\$ 700,000.00

**RESOLUTION 13-026
APPOINTING 2013 OFFICIALS AND EMPLOYEES**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2013 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>	Neil Henry
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 2013 is attached.]

RESOLUTION 13-027

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES –
PIDGEON & PIDGEON**

WHEREAS, the Township of Long Hill requires professional legal services which shall include but not limited to review of contracts, drafting correspondence, representation on legal matters, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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

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

WHEREAS, the Law Firm of Pidgeon & Pidgeon, 600 Alexander Road, Princeton, New Jersey 08540, is appointed to serve as Township Attorney for Long Hill Township for the year of 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 3-01-20-155-155-201. 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 13-028
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES –
HAWKINS DELAFIELD & WOOD LLP**

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

WHEREAS, the Township of Long Hill requires professional legal services for bond related matters, which shall include but not limited to drafting and reviewing correspondence, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the 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, the Law Firm of Hawkins Delafield & Wood, One Gateway Center, 24th Floor, Newark, New Jersey 07102, is appointed to serve as Bond Counsel for Long Hill Township for the year 2012; and

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

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

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

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

1. A professional services contract with the Law Firm of Hawkins Delafield & Wood, LLC, One Gateway Center, 24th Floor, Newark, New Jersey 07102 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Law Firm of Hawkins Delafield & Wood, in accordance with the following terms and conditions:
 - A. Term: from January 1, 2013 – December 31, 2013
 - B. Rate: As per proposal dated November 15, 2012
 - C. Services: The firm shall provide professional legal services related to financing.
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**RESOLUTION 13-029
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LABOR ATTORNEY
SERVICES – CLEARY, GIACOBBE, ARFIERI, JACOBS LLC**

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

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

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

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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 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: \$145 per hour
- C. Services: The firm shall provide professional legal services for labor matters only

- 4. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
- 5. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
- 6. This contract shall be charged to 3-01-20-155-155-201. 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.
- 7. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

RESOLUTION 13-030

AUTHORIZING THE AWARD OF AN EXTRAORDINARY UNSPECIFIED SERVICE CONTRACT FOR RISK MANAGEMENT SERVICES – JOHN MOORE OF WILLIS OF NEW JERSEY, INC.

WHEREAS, the Township of Long Hill is a member of the Morris County Joint Insurance Fund (MCJIF); and

WHEREAS, the Township of Long Hill requires professional Risk Management Services for insurance related matters, which shall include but not limited to reviewing and recommending appropriate insurance coverage's for the Township of Long Hill; and

WHEREAS, the bylaws of said Fund requires that each Governing Body appoint a Risk Management Consultant to perform various professional services as detailed in the by-laws; and

WHEREAS, the Board of fund Commissioners established a fee equal to six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

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

WHEREAS, John Moore of the firm Willis of New Jersey, Inc., 14 Commerce Drive, Cranford, NJ 07106 is appointed to serve as Risk Management consultant for Long Hill Township for the year 2012; and

WHEREAS, the firm of Willis of New Jersey, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Willis of New Jersey, Inc., has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the firm of Willis HRH from making any reportable contributions through the term of the contract; and

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

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

1. A Risk Management services contract with John Moore of the firm of Willis of New Jersey, Inc., 14 Commerce Drive, Cranford, NJ 07106 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with John Moore of the firm of Willis of New Jersey, Inc., in accordance with the following terms and conditions:

- | | |
|--------------|--|
| A. Term: | A period of not to exceed 12 months |
| B. Rate: | To be paid by MCJIF |
| C. Services: | The firm shall provide professional risk management services |

3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

RESOLUTION 13-031

AUTHORIZING THE APPOINTMENT AND AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL PLANNING SERVICES – SHAMROCK ENTERPRISES/KEVIN O'BRIEN

WHEREAS, the Township of Long Hill requires professional planning services for planning related matters, which shall include but not limited to drafting and reviewing correspondence, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the 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, the Planning Firm of Shamrock Enterprises/Kevin O'Brien, 866 Madison Avenue, Rahway, NJ 07065 is appointed to serve as Professional Planner for Long Hill Township for the year 2011; and

WHEREAS, the Planning Firm of Shamrock Enterprises, LTD/Kevin O'Brien 866 Madison Avenue, Rahway, NJ 07065 has completed and submitted a Business Entity Disclosure Certification which certifies that the Planning Firm of Shamrock Enterprises/Kevin O'Brien, 866 Madison Avenue, Rahway, NJ 07065 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 Planning Firm of Shamrock Enterprises LTD/Kevin

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

O'Brien 866 Madison Avenue, Rahway, NJ 07065 making any reportable contributions through the term of the contract; and

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

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

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

1. A professional services contract with the Planning Firm of Shamrock Enterprises, LTD/Kevin O'Brien, 866 Madison Avenue, Rahway, NJ 07065 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Planning Firm of Shamrock Enterprises/Kevin O'Brien, 866 Madison Avenue, Rahway, NJ 07065 in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 12 months
 - B. Rate: Written quote for services to be performed dated December 14, 2012.
 - C. Services: The firm shall provide professional planning 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. 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 3-01-20-155-155-201. 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
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**RESOLUTION 13-032
APPOINTING MUNICIPAL PROSECUTOR - LISA CHADWICK THOMPSON**

WHEREAS, N.J.S.A. 2B:25-4 provides that "each municipal court . . . shall have at least one municipal prosecutor appointed by the governing body . . ."; and

WHEREAS, N.J.S.A. 2B:25-4 further provides that "Municipal prosecutors shall be compensated either on an hourly, per diem, annual or other basis as the . . . municipality provides . . ."; and

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

WHEREAS, Lisa Chadwick Thompson has submitted a proposal to serve as municipal prosecutor during 2013 for an annual fee of \$20,783.00 as per schedule established by the Municipal Court; and

WHEREAS, the Lisa Chadwick Thompson has completed and submitted a Business Entity Disclosure Certification which certifies that neither she nor the firm of Nuzzi & Mason, LLC has made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit her and her law firm from making any reportable contributions through the term of the contract; and

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

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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

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

1. Lisa Chadwick Thompson is hereby appointed Long Hill Township Municipal Prosecutor for a term effective January 1, 2013.
2. A professional services contract with Lisa Chadwick Thompson, Esq. to serve as Municipal Prosecutor is hereby authorized. Ms. Thompson shall be an independent contractor and not an employee of the Township.
3. The Mayor and Clerk are authorized to sign a professional services contract with Lisa Chadwick Thompson in accordance with the following terms and conditions:
 - A. Term: A period of not to exceed 366 days
 - B. Rate: \$20,783.00 as per schedule established by the Municipal Court.
 - C. Services: Lisa Chadwick Thompson shall serve as Municipal Prosecutor
4. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
5. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
6. This contract shall be charged to 3-01-20-155-155-201. 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.
7. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

**RESOLUTION 13-033
APPOINTING MUNICIPAL PUBLIC DEFENDER – MICHELLE WELSH**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that Michelle Welsh is hereby appointed Municipal Public Defender for 2012 in accordance with the provisions of Township Code Section 2-28B and N.J.S.A. 2B-24, and shall be paid \$1,158.25 quarterly. In addition, the Public Defender shall be paid at the same hourly rate as the Township Attorney for interlocutory appeals to the Superior Court.

**RESOLUTION 13-034
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 2013 and checking accounts as indicated, shall be maintained as follows:

<u>Investors Savings</u>	
Current Account and Other Trust	Unemployment Trust
Capital Account	Federal/State Grant
Bond and Interest Account	Recycling Trust

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

Public Assistance Trust Fund Account Payroll
Public Parking Enterprise Account Trust
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 2013:

- 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 13-035
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:

Neil Henry, Administrator and Laurie Spinelli, Payroll Supervisor	<i>"Township of Long Hill - Payroll Account"</i>
Mayor James Mangin, Chief Financial Officer Neil Henry, Deputy Township Clerk	<i>"Accounts Payable"</i>

Alternate Signatories:
Andrea Tsimboukis, Administrative Assistant [for Administrator]
Theresa Kielblock, Finance Clerk [for Payroll Supervisor]
Deputy Mayor [for Mayor]
Theresa Kielblock, Finance Clerk [for CFO]
Andrea Tsimboukis, Administrative Assistant [for Deputy Township Clerk]

James Bride, Judge and Ann Naylor, Court Administrator	<i>"Township of Long Hill - Magistrate Account"</i>
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James Bride, Judge	<i>"Township of Long Hill - Bail Account"</i>
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**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

and Ann Naylor, Court Administrator

**RESOLUTION 13-036
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 2012 Current Account to the 2013 Current Account.

BE IT FURTHER RESOLVED that the said Bank honor all outstanding checks against the 2012 Current Account when presented for payment.

**RESOLUTION 13-037
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 13-038
APPROVAL OF 2013 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
29 Warren Street, North Plainfield, NJ 07060

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

**RESOLUTION 13-039
APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL**

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

BE IT RESOLVED that the Township Committee of the Township of Long Hill upon the advice of James Mangin, CFO and the recommendation of the auditing firm of Nisivoccia & Company, the attached Cash Management Plan for the Township of Long Hill be approved.

**RESOLUTION 13-040
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.

**RESOLUTION 13-041
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

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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 13-042

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) FOR THE TOWNSHIP OF LONG HILL, AS THE BASIS FOR ALL INCIDENT MANAGEMENT WITHIN THE TOWNSHIP OF LONG HILL

WHEREAS, the President of the United States in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS, which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local and tribal governments utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management and designated facilities during emergencies or disasters; and

WHEREAS, it is necessary and desirable that all Township of Long Hill departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Township of Long Hill's ability to utilize federal funding to enhance local readiness, maintain first responder safety and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of the various incident management activities throughout the Township of Long Hill; 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 13-043

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

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

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 13-044
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

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 13-045
APPOINTING TOWNSHIP CLERK & MUNICIPAL REGISTRAR**

WHEREAS, due to the resignation of an employee, the Township of Long Hill has advertised for a Township Clerk; and

WHEREAS, the Township Committee and the Township Administrator have interviewed several candidates for the position; and

WHEREAS, based upon education, experience and necessary licenses, it is the opinion of the Township Committee to employ Cathy Reese to the position of Clerk and Municipal Registrar in accordance with the Offer of Employment negotiated and agreed to and made part hereof, and

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 Cathy Reese is hereby appointed Township Clerk and

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

Municipal Registrar effective January 14, 2013 at an annual salary of \$65,000.00 according to the terms and conditions set forth in the Offer of Employment letter dated December, 17. 2012.

**RESOLUTION 13-046
APPOINTING RECREATION DIRECTOR – SCANLON**

BE IT RESOLVED that the Township Committee of the Township of Long Hill upon the advice and recommendation of Neil Henry, Township Administrator, does hereby appoint Lisa Scanlon Recreation Director effective January 2, 2013 at a rate of \$50,000.00 per annum for a 37.5 hour work week, to be funded in the 2013 Municipal Operating Budget “Recreation – Salaries & Wages” 3-01-28-370-371-105.

**RESOLUTION 13-047
AUTHORIZE EMPLOYMENT OF PART-TIME ADMINISTRATIVE ASSISTANT IN THE
CONSTRUCTION CODE OFFICE - MARSZALEK**

WHEREAS, due to a resignation, there exists the need to fill the position of Administration Assistant in the Construction Code Office; and

WHEREAS, a candidate has been identified in the name of Melissa Marszalek who has the education and experience necessary to fulfill the position requirements; and

WHEREAS it is the recommendation of the Township Administrator to employ Melissa Marszalek as Part-time Administrative Assistant in the Construction Code Office;

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby authorize the Township Administrator to proceed with the employment of Melissa Marszalek as Part-time Administrative Assistant in the Construction Code Office effective January 2, 2013, at rate of \$17.00 per hour for a 25 hour week.

BE IT FURTHER RESOLVED that the Chief Finance Officer has certified that sufficient funds are available in account 3-01-22-195-195-101.

**RESOLUTION 13-048
AUTHORIZING THE AWARD OF A CONTRACT FOR ANIMAL CONTROL SERVICES – ASSOCIATED
HUMANE SOCIETIES**

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.

**Long Hill Township Committee Minutes
January 2, 2013 Reorganization Meeting**

- 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.

PUBLIC COMMENTS

Mr. Santacross, commented that he is being accused of shaming and disgracing the members of the Long Hill Township Public Works. A brief discussion ensued. Mayor Piserchia said he would speak to the Director of DPW and see if he can find out what transpired and if in fact the Dept of Public Works had any public comment.

Mayor Piserchia asked for any other comments from the Public. None Heard. Public Portion Closed.

As there was no further business, Mayor Piserchia, made a motion, seconded by Mr. Rea to adjourn the meeting. Vote: All Ayes. The meeting was adjourned at _____PM.

Respectfully submitted,

Neil, Henry, Acting Township Clerk

Approved: January 30, 2013