



**TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA [FINAL]**

September 25, 2013

7:00 PM EXECUTIVE SESSION; 7:30 PM OPEN SESSION

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

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

“In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was included in a list of meetings notice which was electronically sent to the Echoes Sentinel, Courier News and Daily Record on January 15, 2013; posted on the bulletin board in the Municipal Building on January 15, 2013 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.”

Please note: to help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 3 minutes.

EXECUTIVE SESSION

**RESOLUTION 13-295
EXECUTIVE SESSION
Sept. 25, 2013**

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

Attorney Client Privilege:

Personnel:

- Interviews for Committeeman seat
- 2013 Salary Resolution Discussion

Contract Negotiations:

- DPW Contract negotiations update

Pending Litigation:

- Indoor Soccer

Property Acquisition:

- Kurz Property Update

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

OPEN PUBLIC MEETING:

PLEDGE OF ALLEGIANCE

ROLL CALL: Clerk will call the Roll

Township Committeeman Position [Replacement for the remainder of 2013]

- Discussion of Candidates recommended by the Long Hill Township Republican County Committee
- Nomination/vote

COMMITTEE LIAISON REPORTS:

DISCUSSION / ACTION ITEMS:

- Long Hill Township Fire Department
- Environmental Study – 80 Western Blvd.

RESOLUTIONS:

**RESOLUTION 13-305
APPOINTING PROBATIONARY POLICE OFFICER - ROBERTS**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill upon the advice and recommendation of Police Chief Daniel Michael Mazzeo, that John Roberts is hereby appointed Probationary Police Officer at an annual salary of \$55,141.00, to be prorated for the remainder of 2013, effective September 25, 2013

MOVED by: _____ that Resolution 13-305 be approved. **SECONDED** by: _____.

ROLL CALL VOTE

Oath of Office – Police Officer Roberts

RESOLUTION 13-310

COMPENSATION OF OFFICIALS AND EMPLOYEES FOR CALENDAR YEAR 2013

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the compensation effective January 1, 2013 of the officials and employees of the Township be as follows:

| POSITION | DEPARTMENT | SALARY |
|------------------------------------|--------------------------|---------------|
| Township Clerk/Registrar | Admin & Exec | \$ 66,300.00 |
| Executive Administrative Asst. | Admin & Exec | \$ 57,000.00 |
| Administrative Assistant | Admin & Exec | \$ 35,635.00 |
| Environmental Comm. Secretary | Admin & Exec | \$ 18.29/hr |
| Chief Financial Officer | Financial Administration | \$ 35,525.00 |
| Accounts Payable Supervisor | Financial Administration | \$ 57,036.00 |
| Payroll Supervisor | Financial Administration | \$ 31.18/hr |
| Tax Collector | Tax Dept. | \$ 75,600.00 |
| Tax Assessor | Tax Dept. | \$ 28,880.00 |
| Tax Clerk | Tax Dept | \$ 17.00/hr |
| Planning/Zoning Admin. | Planning/Zoning | \$ 74,412.00 |
| Code Enforcement Officer | Planning/Zoning | \$ 61,971.00 |
| Emergency Management Coordinator | Emergency Management | \$ 12,078.00 |
| Police Department Secretary | Police Department | \$ 50,604.00 |
| PD Administrative Assistant | Police Department | \$ 48,315.00 |
| School Crossing Guards (Hourly-PT) | Police Department | \$ 21.04/hr |
| Plumbing Sub-code Official | Construction | \$ 19,916.00 |
| Electrical Sub-code Official | Construction | \$ 22,070.00 |

| | | |
|----------------------------------|-----------------------|--------------|
| Building Inspector | Construction | \$ 12,000.00 |
| Construction Technical Assistant | Construction | \$ 22.00/hr |
| Fire Official/Inspector | Fire Official | \$ 30.00/hr |
| Senior Citizen Van Driver | Senior Services | \$ 18.27/hr |
| Recreation Director | Recreation Department | \$ 51,000.00 |
| Municipal Judge | Court | \$ 28,392.00 |
| Court Administrator | Court | \$ 60,308.00 |

RESOLVED that compensation for the following employees and officials that was determined by prior individual 2013 resolutions is hereby affirmed:

| | | |
|----------------------------|----------------------|--------------|
| Chief of Police | Police Dept. | \$138,000.00 |
| Construction Code Official | Construction | \$ 50.00/hr |
| Fire Sub-code Official | Construction | \$ 35.00/hr |
| Director of Public Works | Dept of Public Works | \$ 99,500.00 |
| Superintendent/Wastewater | Div of Wastewater | \$ 79,248.00 |

RESOLVED that compensation for the following employee is effective immediately.

| | | |
|------------------------|--------------|--------------|
| Township Administrator | Admin & Exec | \$130,000.00 |
|------------------------|--------------|--------------|

MOVED by: _____ that Resolution 13-310 be approved. **SECONDED** by: _____.

ROLL CALL VOTE

RESOLUTION 13-304

AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN LONG HILL TOWNSHIP AND MORRIS COUNTY – SALTING, SANDING, AND/OR PLOWING OPERATIONS

WHEREAS, pursuant to Inter-local Services Act, N.J.S.A. 40:8A-1 st. seq., local units may join together to provide authorized services for each other; and

WHEREAS, the Township of Long Hill and the County of Morris desire to join together in an agreement whereby the Township will perform on behalf of Morris County the required salting, sanding and/or plowing operations of designated portions of the County road system within the Township of Long Hill for rates outlined in the agreement; 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 the Mayor and the Township Clerk are hereby authorized to execute an Inter-local Agreement between Long Hill Township and the County of Morris effective on the date of execution through December 31, 2014.

MOVED by: _____ that Resolution 13-304 be approved. **SECONDED** by: _____.

ROLL CALL VOTE

CONSENT AGENDA RESOLUTIONS:

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

MOVED by: _____ by the Township Committee of Long Hill Township, that Resolutions #13-296, 13-298 through #13-303, and #13-306 through #13-309 and are hereby approved.

SECOND by: _____.

ROLL CALL VOTE:

**RESOLUTION 13-296
APPROVAL AND RELEASE OF REGULAR SESSION MINUTES AND APPROVAL OF EXECUTIVE SESSION MINUTES (AS REDACTED)**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve and release the Township Committee Minutes of the August 14, 2013 meeting.

BE IT FURTHER RESOLVED that the Township Committee hereby approves the August 14, 2013 Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION 13-298
APPROVING PAYMENT OF BILLS**

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

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

**RESOLUTION #13-299
Sewer Refund**

BE IT RESOLVED: That the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector, does hereby authorize a refund of 2013 Sewer Use in the amount of \$337.07 for Block 10908 Lot 40 for 17 Norwood Drive to Simplicity title Co., 672 Route 202/206, North Bldg. 3, Suite 5, Bridgewater, NJ 08807.

**RESOLUTION #13-300
Sewer Refund**

BE IT RESOLVED: That the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector, does hereby authorize a refund of 2013 Sewer Use in the amount of \$385.84 due to overpayment for Block 12903 Lot 8 for 73 Winding Way to David A. Stern, Esq, 60 Washington St., Morristown, NJ 07960.

**RESOLUTION # 13-301
Tax Refunds [Qfarms]**

RESOLVED: That the Township Committee of the Township of Long Hill upon the advice of the Tax Collector does hereby authorize a refund for overpayment of 2013 Taxes for the following parcels due to Farmland Assessment granted for 2013 to ARS Passaic, Inc % Forst, 81 Industrial Rd., Berkeley Heights, NJ 07922 in the Amount of \$38.61 for:

| Block | Lot | Qualifier | Amount |
|-------|-----|-----------|--------|
| 11609 | 1 | qfarm | \$1.43 |
| 11608 | 10 | qfarm | \$1.43 |
| 11706 | 21 | qfarm | \$2.86 |
| 11706 | 1 | qfarm | \$5.72 |

| | | | |
|-------|---|-------|---------|
| 11705 | 1 | qfarm | \$21.45 |
| 11704 | 1 | qfarm | \$5.72 |

RESOLUTION #13-302
2013 SEWER ADJUSTMENTS

BE IT RESOLVED: That the Township of Long Hill on the advice of the Tax collector does hereby authorize the following adjustments to the 2013 Sewer billing due to water usage, sprinkler systems, or billing errors by NJAW:

| <u>BLOCK</u> | <u>LOT</u> | <u>ADJUSTMENT</u> | <u>CREDIT</u> | <u>DEBIT</u> |
|--------------|------------|--------------------------|---------------|--------------|
| 14205 | 5.15 | Sprinkler | \$209.53 | |
| 11514 | 8 T01 | Fire suppression system | \$1086.21 | |
| 10105 | 16 | Sprinkler system | \$ 692.36 | |
| 14206 | 2 | usage correction | \$ 537.49 | |
| 11511 | 15 | usage due to pool repair | \$ 136.65 | |
| 14205 | 5.15 | usage error NJAW | \$ 209.53 | |

RESOLUTION # 13-303
Tax Refunds

BE IT RESOLVED: That the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector does hereby authorize a refund to the following due to overpayment of 2013 taxes:

| <u>Block</u> | <u>Lot</u> | <u>Name</u> | <u>Refund</u> |
|--------------|------------|--|---------------|
| 10301 | 16.17 | Olmsted, Linda R. 24 Stonehedge Rd Millington, NJ 07946 | \$507.52 |
| 11202 | 18 | Tokarzewski, Muriel R. 70 Western Blvd Gillette, NJ 07933 | \$423.59 |
| 11803 | 9.62 | Parolari, Willy & Betina 184 Clover Hill Rd Millington, NJ 07946 | \$559.28 |
| 12703 | 3.01 | Schneider, Thomas L. 30 W. Rayburn Rd Millington, NJ 07946 | \$223.49 |
| 13803 | 2 | Mazzucco, Carolyn S. 226 Preston Drive Gillette, NJ 07933 | \$69.43 |
| 14101 | 41 | Teele, Marcella 940 Long Hill Rd Gillette, NJ 07946 | \$685.63 |
| 14202 | 3 | Blenx, Vincent J. & Joan V. 35 Sherwood Rd Stirling, NJ 07980 | \$477.16 |
| 10702 | 1802 | Walk, Thomas & Nayla Slim 92 Sunrise Dr Gillette, NJ 07933 | \$2152.37 |

**RESOLUTION 13-306
AUTHORIZE CONSUMPTION OF ALCOHOL
AT LONG HILL TOWNSHIP LIBRARY AS PER TOWNSHIP CODE**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Library Director and the Library Trustees hereby approve a “A Night at the Library”, Saturday, October 19, 2013 ; and

BE IT FURTHER RESOLVED that based on the recommendation of the Library Director and the Library Trustees alcoholic beverages be allowed at the event in accordance with Long Hill Township Code 11-2.5, *et.sec.*, the Township Committee does hereby approve alcoholic beverages be allowed at the Library provided that the Library Director provide the Police Chief with a plan to check identification and control the consumption of alcoholic beverages and the plan is acceptable to the Police Chief.

**RESOLUTION 13-307
APPROVING SPECIAL EVENT LICENSE
[Township of Long Hill Library]**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve License Number S 13-17 for the event to the “Sponsor” Long Hill Township Library, for their “Night at the Library” Fundraiser to be held 6:00 PM – 9:00 PM on October 19, 2013; at the Long Hill Township Library, 917 Valley Road, Gillette NJ 07933, and

BE IT FURTHER RESOLVED that the Police Department has determined that the applicant is exempt for the cost of police coverage required for this event.

**RESOLUTION 13-308
AMENDING PROFESSIONAL SERVICES CONTRACT
TO FERRIERO ENGINEERING, INC.**

WHEREAS, the Township of Long Hill requires the services of a professional engineer in connection with Long Hill Road Drainage Project 701 Long Hill Road; and

WHEREAS, the approved Capital Project [Bond Ordinance 315-13] involves the restoration of a highly eroded channel off of Long Hill Road where the roadway drainage flows uncontrolled down a steep hill in between the lots at 701 and 703 Long Hill Road; and

WHEREAS, Ferriero Engineering, Inc. has submitted an estimate for this project, not to exceed \$40,000.00 for additional services which was not part of the contract awarded on January 2, 2013; and

WHEREAS, Paul Ferriero is the Township Engineer and the Township Committee at its January 2, 2013 Township Committee Meeting authorized a professional services agreement with Ferriero Engineering, Inc., for the calendar year 2013;

NOW, THEREFORE, BE IT RESOLVED by the Township of the Township of Long Hill in the County of Morris, State of New Jersey, authorizes Ferriero Engineering, Inc. to complete the following project pursuant to its professional services agreement with the Township:

1. Scope of Work
Detailed Design for the installation of a pipe which will be placed down a severe slope between 701 and 701 Long Hill Road. Survey work will be required to ensure the existing septic systems on both lots are not impacted and to define the required easements for the pipe to extend to Mountain Avenue, Ferriero Engineering, Inc. shall bill the Township at its contractual rates, not to exceed \$40,000.00.
2. This expenditure shall be charged to the budget for C-04-55-315-000-100. The certification of available funds by the Financial Officer shall be attached to the original of this resolution and shall be maintained in the files of the Township Clerk.

**RESOLUTION 13-309
AWARDING A PROFESSIONAL SERVICES CONTRACT
TO KLEINFELDER EAST, INC.**

WHEREAS, the Township of Long Hill requires the services of a professional engineer in connection with proposed improvements to its wastewater collection and treatment system; and

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

WHEREAS, the Chief Financial Officer has certified in writing the availability of adequate funds to pay the maximum amount of this contract; and

WHEREAS, the Township has a need to acquire these professional services as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4* or *20.5*, as appropriate; and

WHEREAS, Kleinfelder East, Inc. (“Omni”) submitted a proposal to the Township dated September 23, 2013 (the “proposal”), a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, Omni has completed and submitted a Business Entity Disclosure Certification which certifies that Omni 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 Omni from making any reportable contributions through the term of the contract;

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

1. The Mayor and Township Clerk are authorized to sign a professional services agreement with Kleinfelder East, Inc. in accordance with the following terms and conditions:
 - A. Term: September 25, 2013 through completion of the project
 - B. Compensation: Not to exceed \$330,000, as set forth in the proposal. Any Change orders must be approved in advance, in writing by resolution of the Township Committee.
 - C. Terms and Conditions: The contract shall include all of the Township’s usual requirements regarding insurance, business registration, affirmative action, pay to-play, etc., and shall be in a form acceptable to Township Attorney.
 - D. Scope of Work Schedule: As set forth in the proposal.
2. The Business Disclosure Entity Certification shall be placed on file with this

resolution.

3. The Township Clerk in accordance with the provisions of *N.J.S.A. 40A:11-5(1)(a)(l)*, is directed to publish a notice once in the official newspaper 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 Township of Long Hill, 915 Valley Road, Gillette, NJ 07933 during regular business hours.

5. This contract shall be charged to the budget for the "Reserve for Sewer Contributions". The certification of available funds by the Financial Officer shall be attached to the original of this resolution and shall be maintained in the files of the Township Clerk.

OLD BUSINESS:

NEW BUSINESS:

ANNOUNCEMENTS/CORRESPONDENCE

1. McMatch Food Donations online at www.longhillnj.us or bring food to Township Building, boxes in the lobby.
2. Tickets on sale now for "A Night at the Library" Oct 19th , 6:00-9:00 PM
3. Flu Shots available Oct 9, 10, 18, & 19 – Check www.bernardshealth.org, for locations and times
4. Matt Kantor Memorial Golf Outing – Friday, October 11, 2013
5. Watchung Hills Regional Municipal Alliance 5K Run and 1 Mile Family Walk, October 6, at Watchung Lake. Registration starts at 8:00 AM.

MEETING OPEN TO THE PUBLIC: Remarks and Statements Pertaining to Any Matter

ADJOURNMENT