

**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ  
TOWNSHIP COMMITTEE  
REGULAR SESSION AGENDA  
DECEMBER 13, 2017  
7:30 PM OPEN SESSION, Closed Session 6:45 PM**

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

**STATEMENT OF ADEQUATE NOTICE**

“In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was electronically sent to the Echoes Sentinel and posted in the January 12th, 2017 edition, and electronically sent to the Courier News and posted in the January 6, 2017 edition. The notice was posted on the bulletin board in the Municipal Building on January 4, 2017 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.”

**EXECUTIVE SESSION**

**RESOLUTION #17-310  
EXECUTIVE SESSION**

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

Attorney Client

- Mount Laurel - Sewers

Personnel

- Personnel Matter updates

Contact Negotiations

- Land Diversion
- Fire Dept. RFP
- Professionals

**BE IT FURTHER RESOLVED** that the 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.

**MOVED** by: \_\_\_\_\_ of the Township Committee of the Township of Long Hill that Resolution #17-310 is hereby approved for Executive Session. **SECONDED** by:

**ROLL CALL VOTE:**

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**OPEN PUBLIC MEETING:**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Clerk will call the Roll

**LIAISON REPORTS:**

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**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: \_\_\_\_\_ of the Township Committee of Long Hill Township, that Resolutions #17-311 through #17-318 are hereby approved. **SECONDED** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-311  
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.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-312  
APPROVAL AND RELEASE OF MINUTES**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby approve and release the Township Committee Minutes of the November 29<sup>th</sup>, 2017 Township Committee Meetings.

**BE IT FURTHER RESOLVED** that the Township Committee hereby approves the November 29th, 2017 Executive Session Meeting Minutes as redacted by the Township Attorney.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-313  
RESOLUTION TO CANCEL OUTSTANDING CHECKS**

**WHEREAS**, the following checks issued from the Township of Long Hill bank accounts have been outstanding for more than 6 months and are now stale-dated; and

**WHEREAS**, it is necessary to formally cancel the outstanding checks:

**NOW, THEREFORE, BE IT RESOLVED** by the Committee of the Township of Long Hill, the following outstanding checks issued from the Township of Long Hill bank accounts be cancelled:

Current Fund  
CK#12833    \$375.00  
CK#13223    \$100.00

Escrow Trust Fund  
CK#93        \$62.50

<u>Payroll Account</u>	
CK#31287	\$2,064.01
Ck#31357	\$507.44
Ck#32065	\$152.02
CK#32086	\$902.87
CK#3282	\$505.62
CK#32182	\$152.02

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-314  
Authorizing Approval of a Settlement Agreement and Release**

**WHEREAS**, Colette Armenti is employed as a part-time Tax Clerk and Sewer/Utility Collector for the Township of Long Hill; and

**WHEREAS**, certain matters have arisen with regard to Ms. Armenti's employment with the Township; and

**WHEREAS**, Ms. Armenti and the Township desire to resolve all outstanding issues with respect to Ms. Armenti's employment to date and to modify the terms and conditions of her employment moving forward; and

**WHEREAS**, the Township Committee has reviewed a proposed Settlement Agreement and Release, dated December 7, 2017, and seeks to accept and agree to the terms of same.

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

- (1) The Township Committee hereby accepts and agrees to the terms and conditions of the Settlement Agreement and Release dated December 7, 2017; and
- (2) The Township Committee hereby authorizes execution of the Settlement Agreement and Release dated December 7, 2017; and
- (3) This Resolution shall take effect immediately.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-315  
RESOLUTION APPOINTING FULL-TIME TAX CLERK AND  
SEWER/UTILITY COLLECTOR**

**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. Colette Armenti is hereby appointed as a full-time Tax Clerk and Sewer/Utility Collector for the Township of Long Hill, effective December 18, 2017.
2. Colette Armenti shall work 37.5 hours per week and be compensated at an annual salary of \$44,635, which shall be prorated for the balance of 2017.
3. In all other respects, Colette Armenti's employment and benefits will be subject to the terms and conditions set forth in Township Code Section 2-26 and the Township Personnel Policies and Procedures Manual.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-316  
AUTHORIZING MODIFICATIONS TO CELL TOWER EQUIPMENT AT THE DPW SITE  
THAT VERIZON WIRELESS LEASES FROM THE TOWNSHIP**

**WHEREAS**, Verizon Wireless is the successor to Bell Atlantic as a party to an agreement with the Township to lease premises at the Township DPW site for a cellular tower and related equipment;  
and

**WHEREAS**, the lease provides in Article 2 entitled "Use of Premises" that:

"Tenant shall have the right, at its own expense, to:

"Erect, construct or make any improvements, alterations or additions upon or to the leased premises required for Tenant's use according to Tenant's plans. If Tenant wishes to make subsequent improvements, alterations or additions, Tenant shall be entitled to do so with Landlord's written consent not to be unreasonably withheld or delayed, upon submission of new plans to Landlord and subject further to any zoning or municipal approvals which may be required."; and

**WHEREAS**, Township Director of Public Works Thomas Sweeney received a letter from American Tower Corporation, dated December 5, 2017, requesting permission on behalf of Verizon Wireless to make modifications to its equipment at its cellular tower site; and

**WHEREAS,** Township Zoning Officer Thomas Delia has reviewed the plans submitted with Verizon Wireless' request and found them to be acceptable;

**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 Township Administrator is hereby authorized to consent to the proposed modification of Verizon Wireless' equipment at the leased premises.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 17-317  
AUTHORIZING TRANSFER OF FUNDS**

**WHEREAS,** there appears to be insufficient funds in the following accounts to meet the demands thereon for the balance of the Current Year; and

**WHEREAS,** there appears to be a surplus in the following accounts, over and above the demand necessary for the balance of the Current Year;

**NOW, THEREFORE, BE IT RESOLVED,** that in accordance with the provision R.S. 40A:4-58, part of the surplus in the account heretofore mentioned be and the same is hereby transferred to the account mentioned as being insufficient, to meet the current demands, and

**BE IT FURTHER RESOLVED,** that the Chief Financial Officer is hereby authorized and directed to make the following transfers:

<b>Transfer From:</b>	
<u><b>Other Expenses</b></u>	
Condo Services Act - OE	\$7,000
	<u><b>\$7,000</b></u>

<b>Transfer To:</b>	
<u><b>Other Expenses</b></u>	
Administration - OE	\$7,000
	<u><b>\$7,000</b></u>

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**TOWNSHIP OF LONG HILL  
RESOLUTION #17- 318  
AUTHORIZING EXTRAORDINARY UNSPECIFIABLE SERVICES (“EUS”) CONTRACT WITH  
MUNCIPAL RESOURCES, INC. FOR FIRE DEPARTMENT STUDY/REVIEW**

**WHEREAS**, the Township may award contracts for "Extraordinary, Unspecifiable Services ("EUS") without competitive bids in accordance with the requirements of *N.J.S.A. 40A:11-5(1)(a)(ii)* and *N.J.A.C. 5:34.2*; and

**WHEREAS**, there exists a need for a consultant to conduct a fire department study/review as described in the EUS certification attached hereto; and

**WHEREAS**, this contract is being awarded pursuant to a "fair and open process" as that term is defined in *N.J.S.A. 19:44A-20.7*, and, therefore, is not subject to the provisions of *N.J.S.A. 19:44A-20.4*; and

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

**WHEREAS**, this resolution and the EUS contract shall be kept on file and available for public inspection in the office of the Township Clerk; and

**WHEREAS**, the Township Administrator prepared a request for proposals dated October 12, 2017 for professional consulting services to conduct a study/review of the Long Hill Township Fire Department; and

**WHEREAS**, the Township received proposals from four interested consultants on November 10, 2017; and

**WHEREAS**, the proposal submitted by Municipal Resources, Inc. best meets the needs of the Township and the proposed project; and

**WHEREAS**, the total proposal submitted by Municipal Resources, Inc. is for \$24,275.00, of which \$6,068.75 is to be paid upon execution of the contract and which will cover preliminary work under the contract; and

**WHEREAS**, the Township Administrator recommends the award of the contract to Municipal Resources, Inc. in accordance with its proposal:

**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. An EUS contract to conduct a fire department study/review is hereby awarded to Municipal Resources, Inc. in accordance with the scope of work set forth in the RFP and its proposal dated November 10, 2017. The total contract cost shall not exceed \$6,068.75 during calendar year 2017.
2. This contract award is contingent upon and subject to the Township Attorney's approval as to the form of the contract.
3. If the Township Attorney approves the form of a contract with Municipal Resources, Inc., the Mayor and Clerk are authorized to execute that agreement.
4. The Contractor's Business Disclosure Entity Certification shall be placed on file with this resolution.
5. The Contractor shall secure and maintain insurance with the following minimum limits:

Professional Liability/Malpractice	\$1,000,000.00
Comprehensive General Liability	\$1,000,000.00
Comprehensive Automobile Liability	\$1,000,000.00
Workmen's Compensation	Statutory

The certificates of insurance shall be acceptable to the Township Risk Manager and the Township Attorney.

6. This contract shall be charged to budget line item(s) 01-2017-0020-0100-2-00211. 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.
7. This contract is awarded without competitive bidding as an "Extraordinary Unspecifiable Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law on the following grounds: *It is not reasonably possible to draft specifications for a fire department study/review. Extensive training and experience are required.*
4. A notice of this contract award shall be published once in the *Echoes-Sentinel*.

**ORDINANCE**

**ADOPTION/SECOND READING:**

**ORDINANCE #405-17  
SALARIES AND WAGES ORDINANCE Amended**

*STATEMENT OF PURPOSE: Updating salaries*

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

**Section 1.** The salaries and wages of the following employees of the Township shall be as follows:

<b><i>Position Title</i></b>	<b><i>Annual Salary</i></b>
Township Administrator	\$75,000 - \$150,000
Executive Administrative Assistant	\$52,500 - \$75,000
Municipal Clerk/Registrar	\$45,000 - \$75,000
Administrative Assistant	\$33,000 - \$52,500
<b>Administrative Assistant [Part Time]</b>	<b>\$ 20.00 - \$ 30.00/hr.</b>
Chief Financial Officer	\$50,000 - \$100,000
Asst. to the CFO [Part Time]	\$20.00 - \$ 32.50/hr.
Accts. Payable Manager	\$25,000 - \$60,000
Clerical [Part Time]	\$ 8.50 - \$ 24.00/hr.
Tax Collector [Part Time]	\$15,000 - \$25,000
Tax Assessor [Part Time]	\$20,000 - \$40,000
Assistant Treasurer	\$45,000 - \$65,000
Sewer Utility Collector [Part Time]	\$15.00 - \$ 24.00/hr.

***Board of Health***

Animal Control Officer [Part Time] \$35.00 - \$60.00/hr.

***Court***

Municipal Court Judge \$19,000 - \$35,000  
Court Administrator \$40,000 - \$67,253

***Planning and Development***

Construction Code Official [Part Time] \$30,000 - \$45,000  
Building Sub Code Official [Part Time] \$ 35.00 - \$45.00/hr.  
Fire Sub Code Official [Part Time] \$ 35.00 - \$45.00/hr.  
Fire Prevention/Fire Official [Part Time] \$ 22.50 - \$40.00/hr.  
Plumbing Sub Code Official [Part Time] \$10,000 - \$22,500  
Electrical Sub-code Official [Part Time] \$ 35.00 - \$45.00/hr.  
**Technical Assistant to the Construction Official \$50,000 - \$60,000**



Technical Assistant to the Construction Official [Part Time]	\$ 18.00 - \$30.00/hr.
Planning & Zoning Coordinator	\$40,000 - \$60,000
Planning & Zoning Secretary [Part Time]	\$ 20.00 - \$30.00/hr.
Code/Zoning Enforcement Officer	\$45,000 - \$70,000

**Recreation**

Recreation Director	\$30,000 - \$63,673
Administrative Assistant [Part Time]	\$ 20.00 - \$30.00/hr.

**Seasonal/ [Part Time] Positions**

Summer Recreation Site Director	\$ 22.00 - \$ 35.00/hr.
Summer Recreation Site Supervisor	\$ 17.00 - \$ 27.00/hr.
Summer Recreation Assistant	\$ 15.00 - \$ 25.00/hr.
Summer Recreation Counselor	\$ 8.25 - \$ 15.00/hr.
Lake Director	\$ 20.00 - \$ 35.00/hr.
Assistant Lake Director	\$ 15.00 - \$ 25.00/hr.
Head Lifeguard	\$ 12.00 - \$ 18.00/hr.
Life Guard	\$ 9.00 - \$ 15.00/hr.
Score Keeper/Time Keeper/Referees	\$ 8.25 - \$ 15.00/hr.
Basketball Director	\$ 18.00 - \$ 28.00/hr.
Basketball Staff Supervisor	\$ 12.00 - \$ 25.00/hr.

**Police Department**

Chief of Police	\$125,000 - \$155,411
Police Officers	per Collective Bargaining Contract
Police Department Secretary	\$ 36,000 - \$ 56,431
PD Administrative Assistant [Part Time]	\$ 33,000 - \$ 52,000
School Crossing Guard [Part Time]	\$ 12.00 - \$ 23.50/hr.
Police Matron	\$ 12.00 - \$ 28.00/hr.
Court Security Officer [Part Time]	\$ 20.00 - \$30.00/hr.

**Office of Emergency Management**

Emergency Management Coordinator [Part Time]	\$ 10,000 - \$20,000
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**Department of Public Works/Roads**

Director of Public Works /Superintendent of Roads	\$85,000 - \$112,053
DPW employees	per Collective Bargaining Contract
Part Time Laborer	\$ 9.50 - \$20.00/hr.

**Wastewater Control**

Wastewater Superintendent	\$58,000 - \$86,639
Wastewater Employees	per Collective Bargaining Contract

**Senior Services**

Senior Citizens Bus Driver	\$ 15.00 - \$ 25.00/hr.
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*Mileage reimbursement based on current IRS Standard*

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

**Section 3.** This ordinance shall take effect immediately upon final passage and publication as required by law, unless the effective date is delayed pursuant to the provisions of *N.J.S.A. 40A:9-165*.

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, November 8, 2017 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, December 13, 2017, at the Municipal Building, 915 Valley Road, Gillette, New Jersey, when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

First reading: November 8, 2017  
First Publication: November 16, 2017  
Second reading: December 13, 2017  
Second Publication:

**OPEN Public Hearing**

**CLOSE Public Hearing**

**MOVED** by: \_\_\_\_\_, of the Township Committee of Long Hill Township, that Ordinance #405-17 is hereby adopted on final reading.

**SECONDED** by: \_\_\_\_\_, **ROLL CALL VOTE**

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**DISCUSSION / ACTION ITEMS:**

- Eagle Scout Project Approval – Carter Rosen

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**OLD BUSINESS:**

- No Knock Ordinance Action Plan

**NEW BUSINESS:**

**ANNOUNCEMENTS/CORRESPONDENCE:**

- Free Rabies Clinic – Saturday, January 13, 2018 10am to 12pm, Bernards Township Public Works Garage

**MEETING OPEN TO THE PUBLIC:**

- Remarks and Statements Pertaining to Any Matter
- Comments and remarks will be limited to 3 Minutes

**ADJOURNMENT**