

**TOWNSHIP OF LONG HILL
TOWNSHIP COMMITTEE MEETING MINUTES
DECEMBER 13, 2017**

Mayor Schuler read the following statement:

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

- 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: Committeeman PIserschia of the Township Committee of the Township of Long Hill that Resolution #17-310 is hereby approved for Executive Session. **SECONDED** by: Deputy Mayor Rae

ROLL CALL VOTE: All in favor

Mayor Schuler opened the meeting at 7:41 PM and called a recess for the Board of Health meeting. The meeting resumed at 7:50pm.

All present recited the Pledge of Allegiance.

ROLL CALL: Committeeman Dorsi, Committeeman Meringolo, Committeeman PIserschia, Deputy Mayor Rae and Mayor Schuler were present.

LIAISON REPORTS:

Deputy Mayor Rae: No report.

Committeeman Meringolo:

- HPAC met and have installed a historical marker on the Heller House located on Lackawanna and Valley Road.

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- The Redevelopment subcommittee met with the DEP and Elite Properties, as a result of this meeting, Elite will have to reconsider the Valley Road redevelopment site to take into consideration that most of the site is in a flood plain and will not be suitable for residential development.

Committeeman Piserchia: Reported on the excellent article the Echoes ran on the opiate addiction issue and noted that the Township was committed to continuing its work on this issue.

Committeeman Dorsi:

- The Fire Department handled three calls in 45 minutes this morning. Thank you to the Department for their continued excellent service.
- Millington Fire Company is having its annual Christmas party 6:00PM Friday.
- Residents shouldn't be alarmed this Saturday if they hear a lot of sirens, it is only Santa delivering gifts on the fire trucks.
- DPW sends its thanks to the Committee for its new truck and encourages the residents to please keep recycling! There is a new recycling bin for cooking grease only at the public works site. After Christmas residents can leave their trees at the curb. DPW will pick them up and recycle them.

Mayor Schuler:

- Mayor Schuler, Ms. Malool and Mr. Ferriero had met this afternoon with the DEP regarding the sewer system. The DEP is happy with the progress being shown by the Township in its immediate ordering of the capacity study after the sewer referendum had failed. There is a finance program offered by NJEIT which may help with the long term funding of the repairs needed for the sewer system. It offers a thirty year, less than 1% loan/credit line. Additionally the DEP said they may have some funding available to help with our Valley Road redevelopment if the site is impacted by water quality issues.

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: Committeeman Meringolo of the Township Committee of Long Hill Township, that Resolutions #17-311 through #17-318 are hereby approved. **SECONDED** by: Committeeman Piserchia. **ROLL CALL VOTE:** All in favor with Mr. Rae abstaining from Resolutions 17-317 and 17-318.

**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.

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

**TOWNSHIP OF LONG HILL
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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 29th, 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.

**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:

<u>Current Fund</u>	
CK#12833	\$375.00
CK#13223	\$100.00

<u>Escrow Trust Fund</u>	
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

**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

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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.

**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.

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

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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.

**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;

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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:

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

**TOWNSHIP OF LONG HILL
RESOLUTION #17- 318
AUTHORIZING EXTRAORDINARY UNSPECIFIABLE SERVICES (“EUS”) CONTRACT WITH
MUNICIPAL 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

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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.

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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:

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:

<u>Position Title</u>	<u>Annual Salary</u>
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
Administrative Assistant [Part Time]	\$ 20.00 - \$ 30.00/hr.

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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.
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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

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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.

**OPEN Public Hearing
CLOSE Public Hearing**

Moved by Committeeman Meringolo, of the Township Committee of Long Hill Township, that Ordinance 405-17 is hereby adopted on final reading. Seconded by Deputy Mayor Rae and passed unanimously.

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DISCUSSION / ACTION ITEMS:

- Eagle Scout Project Approval: The Committee approved Boy Scout Carter Rosen's Eagle Scout project to establish a path in the back of Cantor Park near the river.

OLD BUSINESS:

- No Knock Ordinance Plan – Ms. Malool reported the “NO Knock” stickers have arrived, the Police Department has established a registry and will be putting out instructions for the residents on their Facebook page, as well as on our Website and LHTV.

NEW BUSINESS:

ANNOUNCEMENTS/CORRESPONDENCE:

- Free Rabies Shot Clinic – Saturday, January 13, 10am to 12 – Bernards Twp. Public Works Garage

MEETING OPEN TO THE PUBLIC:

On motion by Committeeman Meringolo, seconded by Committeeman Dorsi, all in favor, the public portion of the meeting was adjourned at 8:18 pm.

Respectfully submitted,

Deborah Brooks, RMC, CMR
Township Clerk

Approved December 29, 2017