

**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ  
TOWNSHIP COMMITTEE  
REGULAR SESSION AGENDA  
JULY 18, 2018**

**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.us](http://www.longhillnj.us) 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 the Courier News. Notice was also posted on the Township Website. The notice was posted on the bulletin board in the Municipal Building on January 3, 2018 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 #18-203  
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:

Personnel:

- Statutory Employees
- Background Checks/Drug Testing
- DPW- Class approvals
- Police Chief Appointment

**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 #18-203 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

**PRESENTATION – AUDIT** by John Mooney, Nisivoccia

**LIAISON REPORTS:**

**ADMINISTRATOR’S REPORT:**

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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 Resolution #18-203 through #18-214 are hereby approved. **SECONDED** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**RESOLUTION 18-204  
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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**RESOLUTION 18-205  
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 June 27, 2018 Township Committee Meeting.

**BE IT FURTHER RESOLVED** that the Township Committee hereby approves the June 27, 2018 Executive Session Meeting Minutes as redacted by the Township Attorney.

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**TOWNSHIP OF LONG HILL  
RESOLUTION #18-206  
AUTHORIZING REFUND OF RECREATION DEPOSIT**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill upon the advice and recommendation of the Recreation Director, does hereby authorize the following refunds:

<u>NAME</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>PROGRAM</u>
Ciamei	225 Gates Ave, Gillette	\$265.00	Rec. Camp

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-207  
APPOINTING SEASONAL DPW LABORER - HARRIS**

**WHEREAS**, the Township Department of Public Works (DPW) is in need of a seasonal laborer; 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 TYLER HARRIS be hired as a seasonal DPW laborer for the months of July and August at a rate of \$13.00 per hour, not to exceed 34 hours per week, retroactive to July 2, 2018.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-208**

**AUTHORIZING AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING  
("MOU") WITH COMMUNITY OPTIONS TO DEVELOP A GROUP HOME BY  
INCREASING THE TOWNSHIP'S CONTRIBUTION FROM THE AFFORDABLE  
HOUSING TRUST FUNDS FROM \$75,000 TO \$100,000**

**WHEREAS**, the Township of Long Hill's Master Plan Housing Element ("Plan") includes housing for those with developmental disabilities; and

**WHEREAS**, Resolution 322-17, adopted December 29, 2017, authorized the Township to enter into a Memorandum of Understanding ("MOU") with Community Options to develop a group home at property which is identified in the MOU, but which has been redacted until Community Options enters into a contract to purchase the property; and

**WHEREAS**, under the terms of the MOU, the Township agreed to contribute \$75,000 in affordable housing trust funds toward the development of the project; and

**WHEREAS**, it has been determined that an additional \$25,000 contribution is needed to make the project financially viable;

**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. The Memorandum of Understanding with Community Options as authorized by

Resolution 17-322 is hereby amended by increasing the Township's contribution from \$75,000 to \$100,000.

- 2. If this project comes to fruition, the Township's contribution will be appropriated from the Affordable Housing Trust Fund.
- 3. In all other respects, the MOU shall remain unchanged.

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**TOWNSHIP OF LONG HILL**  
**RESOLUTION# 18-209**  
 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 check issued from the Township of Long Hill bank accounts be cancelled and the monies turned over to the Township of Long Hill General Fund:

Bail Account  
 CK# 850 - \$11.00  
 Issued to Brian Kerwin on 10/13/17

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**TOWNSHIP OF LONG HILL**  
**RESOLUTION 18-210**  
**AUTHORIZATION TO FILE FOR MORRIS COUNTY**  
**TRAIL CONSTRUCTION PROGRAM GRANT**

**WHEREAS**, the Township Committee received a 2016 Trail Construction Program Grant in the amount of \$18,800 to complete a trail in the Matthew G. Kantor Park; and

**WHEREAS**, the final cost estimates for the project significantly exceeded the anticipated costs; and

**WHEREAS**, the Township Committee agreed to rescind the 2016 grant award in order to apply for additional funding from the 2018 grant program;

**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, Township Clerk and Township Administrator are authorized to apply for a 2018 Morris County Trail Construction Grant in an amount up to \$75,215.45 with \$65,000 in grant funding from Morris County and \$10,215.45 in local funding.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-211  
In Grade Advancement - Sugalski**

**BE IT RESOLVED**, by the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey upon the advice and recommendation of Acting Police Chief Ahmed Naga, does hereby approve the advancement of Sergeant Melissa Sugalski to Sergeant Grade II, effective August 1, 2018 at an annual salary of \$ 117,556.00.

**BE IT FURTHER RESOLVED**, that this advancement is consistent with the current PBA 322 Collective Bargaining Agreement.

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**RESOLUTION 18-212  
In Grade Advancement - Gelino**

**BE IT RESOLVED**, by the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey upon the advice and recommendation of Acting Police Chief Ahmed Naga, does hereby approve the promotion of Sergeant Christopher Gelino to Sergeant Grade I, effective August 10, 2018 at an annual salary of \$ 122,830.00.

**BE IT FURTHER RESOLVED**, that this advancement is consistent with the current PBA 322 Collective Bargaining Agreement.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-213  
CERTIFYING JUNIOR MEMBERSHIP WITH THE STIRLING  
VOLUNTEER FIRE COMPANY**

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby certify that **JAMES MCKENNA** is a Junior Member of the Stirling Volunteer Fire Company, No. 1.

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**TOWNSHIP OF LONG HILL  
RESOLUTION 18-214  
CERTIFICATION OF 2017 LOSAP PARTICIPANT LIST**

**WHEREAS**, the Mayor and Township Committee of the Township of Long Hill have authorized a Length of Service Award Program (LOSAP) for the Long Hill Volunteer First Aid Squad, Stirling Volunteer Fire Department and the Millington Volunteer Fire Department; and

**WHEREAS**, the Long Hill Volunteer First Aid Squad, the Stirling Volunteer Fire Department and the Millington Volunteer Fire Department have collectively certified 85 members eligible for a contribution based on their service during the year 2017; and

**WHEREAS**, eligible members are not required to participate in LOSAP, however if they wish to participate, a participant agreement was requested to be submitted;

**WHEREAS**, the maximum contribution for each member for the 2017 service year has been determined to be \$1,265.00.

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

1. The attached certified list of members for each participating emergency service organization is hereby approved.
2. The approved list of active certified volunteer members shall be returned to each emergency service organization and posted for at least 30 days for review by the membership.
3. An active volunteer member whose name does not appear on the approved certification list or who is denied credit for prior service must appeal within 30 days of the posting of the list. The appeal must be in writing and mailed to the Township Clerk. The Township Committee will then investigate the appeal, which is subject to judicial review. Once the 30 days have elapsed, and subject to holding any members being appealed, payment shall be made to the individual members' accounts in the deferred income program administered by Lincoln Financial, the LOSAP Trustee, up to the sum of \$101,212.10 per the attached list:

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**RESOLUTIONS:**

**RESOLUTION 18-215  
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Township Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Long Hill, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**MOVED** by: \_\_\_\_\_ of the Township Committee of Long Hill Township, that Resolution #18-214 is hereby approved. **SECONDED** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**RESOLUTION 18-216  
AUDIT CORRECTIVE ACTION PLAN**

**WHEREAS**, the Long Hill Township Committee is in receipt of the 2017 Report of Audit for the period ending December 31, 2017; and

**WHEREAS**, the Mayor and Township Committee formally accepted said audit document on July 18th, 2018; and

**WHEREAS**, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

**WHEREAS**, said plan must be approved and filed within sixty days of formal notice.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Long Hill that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

**MOVED** by: \_\_\_\_\_ of the Township Committee of Long Hill Township, that Resolution #18-215 is hereby approved. **SECONDED** by: \_\_\_\_\_. **ROLL CALL VOTE:**

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**DISCUSSION:**

- AT&T requesting a monopole or flagpole in Millington Township, specifically in the area of The Millington School House 1820 Long Hill Road or in the area of Hicks Tract Park.
- Stirling Lake Vendors
- Turtle Rock Park
- Stirling Train Station Parking Lot/Railroad Avenue Parking
- Vacant/Abandoned Property Ordinance
- Rolling Knolls Landfill Remediation – GSWA Executive Director Sally Rubin

**OLD BUSINESS/NEW BUSINESS:**

**ANNOUNCEMENTS/CORRESPONDENCE:**

- Free Movie Night – Stirling Lake – Friday, July 27<sup>th</sup> (raindate 28<sup>th</sup>) PETER RABBIT  
8:15PM

**MEETING OPEN TO THE PUBLIC:**

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

**ADJOURNMENT**