

**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
DECEMBER 30, 2019 - 8:00AM**

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.

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 and posted on the Township Website. 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.”

OPEN PUBLIC MEETING:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

LIAISON REPORTS:

ADMINISTRATOR’S REPORT:

CONSENT AGENDA RESOLUTIONS:

Resolution No. 19-339 – 19-351 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.

- 19-339 APPROVING PAYMENT OF BILLS
- 19-340 APPROVAL AND RELEASE OF MINUTES
- 19-341 IN GRADE ADVANCEMENT – PLACE
- 19-342 IN GRADE ADVANCEMENT – NEWSCHWANDER
- 19-343 IN GRADE ADVANCEMENT - SUTTON
- 19-344 AUTHORIZING REFUND OF PARKING PERMIT
- 19-345 TAX OVERPAYMENT REFUND – 89 DAUGHERTY AVE
- 19-346 AUTHORIZING REDEMPTION OF OUTSIDE LIEN - #19-0018
- 19-347 AUTHORIZING REFUND OF ZONING
- 19-348 RESOLUTION INCREASING AL GALLO’S SALARY IN RECOGNITION OF HIS HAVING PASSED THE EXAMINATION TO OBTAIN A PUBLIC WORKS MANAGER CERTIFICATE
- 19-349 RESOLUTION REVISING CHIEF AHMED NAGA’S 2018 OFFER LETTER

19-350 AWARDING CONTRACT FOR OPERATION AND MAINTENANCE OF TOWNSHIP WASTEWATER TREATMENT SYSTEM TO NSU FOR PERIOD FROM JANUARY 1, 2020 TO CLOSING ON SALE OF SYSTEM TO NEW JERSEY AMERICAN WATER

19-351 AUTHORIZING TRANSFER OF FUNDS

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution No. 19-339 – 19-351 are hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

ORDINANCE #447-19 (SECOND READING/ADOPTION)

SALARIES AND WAGES ORDINANCE AS AMENDED ON NOVEMBER 13, 2019 AND AS AMENDED DECEMBER 11, 2019

PUBLIC HEARING

MOVED by: _____, that Ordinance #447-19 be is hereby adopted. **SECONDED** by: _____, **ROLL CALL VOTE**

DISCUSSION:

OLD/NEW BUSINESS:

ANNOUNCEMENTS:

- Reorg Meeting Time/Date

MEETING OPEN TO THE PUBLIC:

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

RESOLUTION #19-352

EXECUTIVE SESSION

- Contract Negotiations
 - PBA
 - Professional Services
- Personnel
 - Annual Increases

ADJOURNMENT

**RESOLUTION #19-339
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 #19-340
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 December 11, 2019 Township Committee Meeting.

BE IT FURTHER RESOLVED that the Township Committee hereby approves December 11, 2019 Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION #19-341
IN GRADE ADVANCEMENT – PLACE**

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 Police Chief Ahmed Naga, does hereby approve the grade advancement of Officer Kyle Place to Officer Grade XI, effective January 9, 2020 at an annual salary of \$49,446.00.

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

**RESOLUTION #19-342
IN GRADE ADVANCEMENT – NEWSCHWANDER**

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 Police Chief Ahmed Naga, does hereby approve the grade advancement of Sergeant Matthew Newschwander to Sergeant Grade II, effective January 23, 2020 at an annual salary of \$ 117,556.00.

BE IT FURTHER RESOLVED, that this advancement is consistent with the current PBA 322 Superior Officer’s Collective Bargaining Agreement.

**RESOLUTION #19-343
IN GRADE ADVANCEMENT - SUTTON**

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 Police Chief Ahmed Naga, does hereby approve the grade advancement of Officer Ronald Sutton to Officer Grade VII, effective January 28, 2020 at an annual salary of \$67,230.00.

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

**RESOLUTION #19-344
AUTHORIZING REFUND OF PARKING PERMIT**

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

<u>NAME</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>PERMIT</u>
Diane Costa	61 Lupine Way	\$290.00	S20-425

BE IT RESOLVED, parking pass S20-425 must be surrendered to the Township Clerk before payment is issued.

**RESOLUTION #19-345
TAX OVERPAYMENT REFUND – 89 DAUGHERTY AVE**

BE IT RESOLVED: That the Township Committee of the Township of Long Hill does hereby authorize the following refund due to a duplicate payment of 2019 third quarter property tax, in the amount of \$3679.01 on Block 13513 Lot 1 to: Bury, David of; 89 Daugherty Ave, Gillette, NJ 07933;

WHEREAS, the total refund amount is \$3679.01 as analyzed;

NOW, THEREFOR BE IT RESOLVED, the Tax Collector is hereby authorized to refund the amount of \$3679.01 for the duplicate payment of, third tax quarter 2019.

**RESOLUTION #19-346
AUTHORIZING REDEMPTION OF OUTSIDE LIEN - #19-0018**

WHEREAS, at the Non Municipal Tax Sale held on 12-03-2018, a lien was sold on Block 13203, Lot 1, also known as 103 St. Josephs Drive for \$24,356.16; and,

WHEREAS, this lien, known as Tax Sale Certificate #19-0018, was sold to Daxuan Wang 11 Walnut Street, Livingston, NJ 07039 in the amount of \$24,356.16 and a premium amount of \$125,300.

WHEREAS, Singh Lat A./Santokh, Suman the owners, have redeemed Certificate #19-0018 in the amount of \$24,356.16; and

NOW, THEREFOR BE IT RESOLVED, the Tax Collector has shown proof that the redemption calculation is correct, and all redemption monies have been received for redemption.

**RESOLUTION #19-347
AUTHORIZING REFUND OF ZONING**

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

<u>NAME</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>REASON</u>
Argent Plumbing & Heating	16 Watchung Ave Chatham, NJ 07928	\$100.00 \$1,500.00 bond	Didn't receive Job- Road Opening Permit

**RESOLUTION #19-348
RESOLUTION INCREASING AL GALLO'S SALARY IN RECOGNITION OF HIS HAVING PASSED
THE EXAMINATION TO OBTAIN A PUBLIC WORKS MANAGER CERTIFICATE**

WHEREAS, Al Gallo was appointed pursuant to *N.J.S.A. 40A:9-154.16*, by Resolution 18-246, adopted September 12, 2018, for a one-year term commencing June 15, 2018, at an annual salary of \$95,000; and

WHEREAS, Al Gallo was appointed Interim Public Works Manager for an additional one-year term as authorized by the statute, by the adoption of Resolution 19-188 on June 12, 2019; and

WHEREAS, Resolution 19-188 provided in part that:

“Gallo shall receive a salary increase when he successfully completes the Certified Public Works Manager Program, successfully passes the examinations held by the Director of Community Affairs, and has received the Certificate in accordance with the provisions of *N.J.S.A. 40A:9-154 et seq.*”; and

WHEREAS, Al Gallo has now successfully completed the Certified Public Works Manager Program, passed the examinations held by the Director of Community Affairs, and received a Public Works Manager Certificate in accordance with the provisions of *N.J.S.A. 40A:9-154 et seq.*; and

WHEREAS, the Township Committee wishes to recognize Al Gallo’s achievement;

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. Al Gallo is hereby appointed Principal Public Works Manager of Long Hill Township effective January 1, 2020.
2. Al Gallo’s salary for 2020 shall be \$115,000. This is inclusive of any other raises to which he may have been entitled.
3. In all other respects, the terms and conditions of Al Gallo’s employment shall remain unchanged.

**RESOLUTION #19-349
RESOLUTION REVISING CHIEF AHMED NAGA’S 2018 OFFER LETTER**

WHEREAS, Ahmed Naga was appointed Acting Chief of Police by the adoption of Resolution 18-113 on March 28, 2018; and

WHEREAS, Resolution 18-113 further provided that Ahmed Naga was appointed Chief of Police upon the retirement of his predecessor, effective August 1, 2018; and

WHEREAS, Ahmed Naga’s appointment as Chief of Police was affirmed by the adoption of Resolution 18-219 on August 1, 2018; and

WHEREAS, Resolution 18-219 provided that the terms and conditions of Chief Naga’s employment were as set forth in the Township Personnel Policies and Procedures Manual, as modified by his offer letter; and

WHEREAS, the offer letter provided that holidays were “as specified in the Long Hill Township Personnel Policy”; and

WHEREAS, the Township Personnel Policy provides that all employees shall receive 13 paid holidays which, at eight hours per day, equals 104 hours; and

WHEREAS, all other sworn officers in the police department receive 108 hours of holiday leave per year; and

WHEREAS, Chief Naga received 108 hours of holiday leave in 2018; and

WHEREAS, the Township Committee wishes to revise Chief Naga’s offer letter to state that he is entitled to 108 hours of holiday leave per year;

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. Chief Ahmed Naga’s offer letter is revised to state that he is entitled to 108 hours of holiday leave per year.
2. This revision is retroactively effective to the date of the offer letter.

3. In all other respects, the terms and conditions of Chief Naga's employment shall remain unchanged.

RESOLUTION #19-350

AWARDING CONTRACT FOR OPERATION AND MAINTENANCE OF TOWNSHIP WASTEWATER TREATMENT SYSTEM TO NSU FOR PERIOD FROM JANUARY 1, 2020 TO CLOSING ON SALE OF SYSTEM TO NEW JERSEY AMERICAN WATER

WHEREAS, on November 5, 2019, the voters of the Township approved sale of the Township wastewater treatment system to New Jersey American Water Company; and

WHEREAS, the system is currently operated by an outside contractor; and

WHEREAS, the Township Attorney was advised by the New Jersey Division of Local Government Services that a contract for the operation and maintenance of the plant from January 1, 2020 through the date of closing on the sale of the plant to New Jersey American Water Company had to be publicly bid; and

WHEREAS, two bids were received by the Township Administrator on December 10, 2019; and

WHEREAS, the lowest responsive bid was submitted by Applied Water Management, Inc. d/b/a Natural Systems Utilities, LLC (hereinafter "NSU"); and

WHEREAS, the Township Chief Financial Officer, in accordance with N.J.A.C. 5:30-5.4, has certified that sufficient funds are available to cover the full cost 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. The contract for the operation and maintenance of the Township's Wastewater Treatment System for the period from January 1, 2020 through the date of the closing on the sale of the system to New Jersey American Water Company is hereby awarded to NSU in accordance with its December 10, 2019 bid, the terms of which are incorporated herein, as follows:
 - a. Term: January 1, 2020 through date of closing on sale of plant to New Jersey American Water Company.
 - b. Compensation: \$50,150 per month.
2. The Mayor and Clerk are hereby authorized and directed to execute the contract which was included in the instructions to bidders.
3. The Township Clerk is hereby authorized and directed to return the bid bond to Veolia Water North American Operating Services, LLC, which was the second low bidder on the project.
4. The Township Clerk is also authorized and directed to return the bid bond of NSU upon receipt of a fully-executed contract and all other required documents.
5. This contract will be properly charged to the following line item appropriation of the official Township budget: 27-2020-0027-0455-2-00576.

RESOLUTION #19-351

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:

Transfer From:	
Finance (SW)	\$4,000.00
Clerk (SW)	\$4,000.00
Tax Collector (SW)	\$8,100.00
Fire Prevention (SW)	\$4,000.00
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\$20,100.00	

Transfer To:	
Engineering (OE)	\$2,000.00
Environmental (SW)	\$100.00
Other Insurance Liability (OE)	\$2,000.00
Streets & Roads (SW)	\$2,500.00
Emergency Management (SW)	\$ 500.00
Parks & Playgrounds (SW)	\$13,000.00
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\$20,100.00	

**RESOLUTION #19-352
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:

EXECUTIVE SESSION

- Contract Negotiations
 - PBA
 - Professional Services
- Personnel
 - Annual Increases

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.

**ORDINANCE # 447-19
SALARIES AND WAGES ORDINANCE
AS AMENDED ON NOVEMBER 13, 2019 & AMENDED DECEMBER 11, 2019**

STATEMENT OF PURPOSE: Salary and wage amendments

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 - \$85,000
Administrative Assistant	\$33,000 - \$52,500

Administrative Assistant [Part Time]	\$ 20.00 - \$ 30.00/hr.
Chief Financial Officer	\$50,000 - \$100,000
Asst. to the CFO [Part Time]	\$20,000 - \$36,000
Accts. Payable Manager	\$25,000 - \$60,000
Clerical [Part Time]	\$ 8.50 - \$ 24.00/hr.
Tax Collector [Full Time]	\$15,000 - \$25,000
	\$60,000-\$70,000
Tax Assessor [Part Time]	\$20,000 - \$40,000
Assistant Treasurer	\$45,000 - \$75,000
Sewer Utility Collector [Part Time]	\$15.00 - \$ 24.00/hr.
Tax Clerk/ Sewer/Utility Collector [Full-Time]	\$40,000 - \$50,000
Qualified Purchasing Agent [Part Time]	\$5,000 - \$7,500

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 - \$75,000

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 - \$75,000
Planning & Zoning Secretary [Part Time]	\$ 20.00 - \$30.00/hr.
Code/Zoning Enforcement Officer	\$45,000 - \$70,000

Recreation

Recreation Director	\$30,000 - \$70,000
Administrative Assistant [Part Time]	\$ 20.00 - \$30.00/hr.
Recreation Assistant [Full Time]	\$35,000 - \$45,000

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 - \$170,000
Police Officers	per Collective Bargaining Contract
Police Department Secretary	\$ 36,000 - \$60,000
Administrative Assistant to the Chief of Police	\$ 52,500 - \$75,000
PD Administrative Assistant [Part Time]	\$ 33,000 - \$ 52,000
School Crossing Guard [Part Time]	\$ 12.00 - \$ 23.50 26.00/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 - \$35,000
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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 - \$25.00

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*.
