



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ  
TOWNSHIP COMMITTEE  
REORGANIZATION MEETING AGENDA – REVISED 1/5/2021  
THURSDAY, JANUARY 6, 2021 – 6:00PM**

A draft of the Township Committee Reorganization Agenda is posted on the Township website at [www.longhillnj.gov](http://www.longhillnj.gov)

*If you would like to submit a public comment to the Township Committee via written letter or electronic mail please send to Clerk Megan Phillips [municipalclerk@longhillnj.gov](mailto:municipalclerk@longhillnj.gov) no later than 12:00pm on Wednesday, January 5, 2021.*

The Long Hill Township Committee Reorganization meeting on January 6, 2020 at 6:00pm will be held through teleconference.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87324656079>

Passcode: 692624

Or iPhone one-tap :

US: +13017158592,,87324656079#,,,,\*692624# or +13126266799,,87324656079#,,,,\*692624#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 or +1 253 215 8782

or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 873 2465 6079

Passcode: 692624

**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:** *By Township Clerk*

**PLEDGE OF ALLEGIANCE:**

**INVOCATION** – Fr. Richard Carton, St Vincent de Paul

**OATH OF OFFICE FOR ELECTED MEMBERS**

Matthew Dorsi – Conducted by Senator Tom Kean

Scott Lavender – Conducted by Senator Tom Kean

**ELECTION OF MAYOR FOR 2021:** *By Township Clerk*

Nomination for Mayor 2021: \_\_\_\_\_

Second: \_\_\_\_\_

Motion to Close Nominations: \_\_\_\_\_

Second: \_\_\_\_\_ Roll Call:

Motion to Elect Mayor for 2021: \_\_\_\_\_  
Second: \_\_\_\_\_ Roll Call:

**OATH OF OFFICE FOR MAYOR:** Conducted by Senator Tom Kean  
Introduction of the newly elected Mayor  
The Mayor will now Chair the remainder of the meeting

**STATE OF THE TOWNSHIP REMARKS:** *Conducted by the Mayor*

**ELECTION OF DEPUTY MAYOR FOR 2021**

Nomination for Deputy Mayor for 2021: \_\_\_\_\_  
Second: \_\_\_\_\_

Motion to Close Nominations: \_\_\_\_\_  
Second: \_\_\_\_\_ Roll Call:

Motion to Elect Deputy Mayor for 2021: \_\_\_\_\_  
Second: \_\_\_\_\_ Roll Call:

**OATH OF OFFICE FOR DEPUTY MAYOR:** Conducted by Senator Tom Kean

**STANDING COMMITTEE APPOINTMENTS FOR 2021**

**Committeeman Brendan Rae**

Planning Board  
Police  
Environmental Commission  
Board of Health  
Traffic Advisory  
Open Space Advisory Committee  
Historic Preservation Advisory Committee  
Communications Advisory Committee  
MC Community Dev. (Alt)  
A Way Out

**Committeeman Guy Piserchia**

Board of Health  
Shade Tree Commission  
MC Community Development  
First Aid  
Traffic Advisory  
Emergency Management  
Admin and Executive  
Green Team  
A Way Out

**Committeeman Matthew Dorsi**

Emergency Management  
Board of Health (President)  
Fire Liaison  
Senior Citizens  
Dept. of Public Works  
Beautification  
Green Team

**Committeeman Victor Verlezza**

Negotiations  
Visionary Comm. – Central Park Vision Committee  
Board of Health  
Planning Board  
Recreation Advisory Committee  
Beautification

**Committeeman Scott Lavender**

Negotiations  
Communications Advisory Committee  
Visionary Comm. – Central Park Vision  
Board of Health  
Board of Education  
MC Community Development

Motion to accept Appointments for 2021: \_\_\_\_\_  
Second: \_\_\_\_\_ Roll Call:

**APPOINTMENTS TO BOARDS AND COMMISSION FOR 2021**

**Mayoral Appointments**

**Planning Board**

Dennis Sandow – Class IV  
Tom Malinousky – Class IV  
Theresa Dill – Class II

**Expiration of Term**  
December 31, 2024  
December 31, 2024  
December 31, 2021

**Historic Preservation Advisory Committee**

Fred Rossi Sr. (3yr) Class C  
Sharon Armenti Cerchiario (3yr) Class B  
Nick Ferrara (3yr) Class A

**Expiration of Term**  
December 31, 2023  
December 31, 2023  
December 31, 2023

**Environmental Commission**

Susan Garretson Friedman (2021 Chair)  
Matt Dionisio (3yr)  
Dorothy Smullen (3yr)

December 31, 2023  
December 31, 2023

**Shade Tree Commission**

Susan Jeans (5yr)  
Guy Piserchia

**Expiration of Term**  
December 31, 2025  
December 31, 2021

**Mayoral Appointments with Approval of Township Committee**

**Library Trustee**

Michael Viturello, Sch. Supt. Rep  
Mary Mayer (5 yr )  
Joanna Askey (5 yr )  
Julie Mazur (5 yr)  
Angela Cuonzo, Mayor Rep.

**Expiration of Term**  
December 31, 2021  
December 31, 2025  
December 31, 2025  
December 31, 2025  
December 31, 2021

**CONFIRMATION OF APPOINTMENTS**

Motion to accept Mayoral Appointments to the 2021 Boards and Committees: \_\_\_\_\_

Second: \_\_\_\_\_ Roll Call:

**TOWNSHIP COMMITTEE APPOINTMENTS**

**Board of Health**

Matt Dorsi (3yr)  
Scott Lavender (3yr)  
Glen Sherman (4yr)  
Theresa Redling (3yr)

**Expiration of Term**  
December 31, 2023  
December 31, 2023  
December 31, 2024  
December 31, 2023

**Board of Adjustment**

Brian Johnson (4yr)  
Jerry Aroneo (4yr)  
Mike Pesce – Alt #1 (2 yr)

**Expiration of Term**  
December 31, 2024  
December 31, 2024  
December 31, 2022

**Communications Advisory Committee**

Guy Roshto (3yr)  
Larry Fast (3yr)  
Nancy Malool  
Brendan Rae  
Scott Lavender

**Expiration of Term**  
December 31, 2023  
December 31, 2023  
December 31, 2021  
December 31, 2021  
December 31, 2021

**Planning Board (Class III)**

Victor Verlezza

**Expiration of Term**  
December 31, 2021

**Open Space Advisory Committee**

Peter O'Neill (3yr)  
Richard Pfluger (3yr)  
George Armenti, Jr. (3yr)

**Expiration of Term**

December 31, 2023  
December 31, 2023  
December 31, 2023

**Passaic Valley Park Vision Sub-Committee**

Lisa Scanlon Rec.  
Peter O'Neill Open Space  
Jerry Aroneo Open Space  
Nancy Malool Administrator  
Scott Lavender Twp. Comm.  
Victor Verlezza Twp. Comm.  
Gary Patel Resident

**Expiration of Term**

December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021

**Recreation Committee**

Victor Verlezza (1yr)

**Expiration of Term**

December 31, 2021

**Beautification Committee**

Al Gallo  
Nancy Malool  
Matt Dorsi  
Dennis Sandow  
Gordon Redgate  
Helena Tielmann  
Colette Armenti  
Victor Verlezza

**Traffic Advisory Committee**

Chief Naga  
Brendan Rae (TC)  
Guy Piserchia (TC)  
Nancy Malool  
Al Gallo  
Paul Ferriero  
Of. Bauer  
Det. Sutton  
Marie Colangelo  
Thomas Bailey  
Carl Farinhas  
Joanna Askey

**Expiration of Term**

December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021

**Green Team**

Susan Jeans (Shade Tree Liaison)  
Alexandra Hennessy (EC Liaison)  
Steve Gruber  
Phyllis Fast  
Kathy Pfeil  
Jake Raimer  
Matt Dorsi (TC Liaison)  
Guy Piserchia (TC Liaison)

**Expiration of Term**

December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021  
December 31, 2021

**A Way Out**

Tom Jones  
Stephanie Smith  
Chief Naga

**Expiration of Term**

December 31, 2021  
December 31, 2021  
December 31, 2021

Lt. Ciambriello  
Brendan Rae  
Guy Piserchia

December 31, 2021  
December 31, 2021  
December 31, 2021

**CONFIRMATION OF APPOINTMENTS**

Motion to accept Township Committee Appointments 2021 Boards and Committees: \_\_\_\_\_  
Second: \_\_\_\_\_ Roll Call:

**CONSENT AGENDA RESOLUTIONS:**

Resolution No. 21-001 – 21-035 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.

- 21-001 ESTABLISHING 2021 MEETING
- 21-002 ADOPTING 2021 HOLIDAY SCHEDULE
- 21-003 AUTHORIZING USE OF CONSENT AGENDA
- 21-004 DESIGNATING OFFICIAL NEWSPAPERS
- 21-005 FILING SIGNATURE WITH SECRETARY OF STATE
- 21-006 AUTHORIZING FEE FOR COPIES OF AGENDA PACKET
- 21-007 AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES
- 21-008 AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS
- 21-009 AUTHORIZING 2021 PAY SCHEDULE AND PENSION PAYMENTS
- 21-010 ESTABLISHING INTEREST RATE ON DELINQUENT TAXES
- 21-011 AUTHORIZING TAX COLLECTOR TO REFUND PROPERTY TAXES OR DELINQUENCY
- 21-012 AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR INVESTMENT AND PAYMENT OF CAPITAL DEBT
- 21-013 OFFICIAL EMERGENCY SERVICE RESPONDERS
- 21-014 ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL
- 21-015 APPOINTING 2021 SCHOOL CROSSING GUARDS
- 21-016 ADOPTING EXPOSURE CONTROL PLAN
- 21-017 ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL
- 21-018 APPOINTING 2021 LOCAL EMERGENCY PLANNING COMMITTEE
- 21-019 APPOINTING 2021 EMERGENCY MANAGEMENT OPERATIONS CENTER STAFF
- 21-020 2021 FEE SCHEDULE
- 21-021 2021 TEMPORARY BUDGET

- 21-022 CONFIRMING APPOINTMENT OF 2021 OFFICIALS AND EMPLOYEES
- 21-023 DESIGNATING THE OFFICIAL DEPOSITORIES & SIGNATURES ON BANK ACCOUNTS
- 21-024 AUTHORIZING PROFESSIONAL SERVICE APPOINTMENTS/CONTRACTS
- 21-025 AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP MEDICAL RESERVE CORPS UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT
- 21-026 APPROVE HAZARDOUS MATERIAL FEE SCHEDULE
- 21-027 APPOINTING DEPUTY RECORDS CUSTODIANS
- 21-028 APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL
- 21-029 PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY
- 21-030 AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP COMMUNITY EMERGENCY RESPONSE TEAM UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT
- 21-031 AUTHORIZING ELECTRONIC TAX SALES
- 21-032 MUTUAL AID AND MORRIS COUNTY REGIONAL EMERGENCY DEPLOYMENT SYSTEM (MCREDS) AUTHORITY TO EXECUTE AGREEMENT: TERMS AND CONDITIONS
- 21-033 EEOC COMPLIANCE- HIRING PRACTICES
- 21-034 APPROVAL OF 2021 TOWNSHIP AUTOMOBILE TOWING SERVICE OPERATORS
- 21-035 APPROVAL OF 2021 TOWNSHIP TRUCK TOWING SERVICE OPERATORS

**MOVED** by: \_\_\_\_\_ of the Township Committee of Long Hill Township, that Resolution No. 21-001 – 21-035 are hereby approved. **SECONDED** by: \_\_\_\_\_. **ROLL CALL VOTE:**

**MEETING OPEN TO PUBLIC COMMENT:**

*At this point in the meeting, the Township Committee welcomes comments from any member of the public. 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**. If reading from a prepared statement, please provide a copy and email a copy to the Clerk’s Office after making your comments so it may be properly reflected in the minutes.*

**ADJOURNMENT**

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**RESOLUTION 21-001  
ESTABLISHING 2021 MEETING DATES**

**BE IT RESOLVED** that all 2021 Regular Meetings of the Township Committee of the Township of Long Hill be held at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 7:30 p.m. prevailing time, on the following dates:

- |             |                                    |
|-------------|------------------------------------|
| January 20  | July 14                            |
| February 10 | August 18                          |
| February 24 | September 8                        |
| March 10    | September 22                       |
| March 24    | October 13                         |
| April 14    | October 27                         |
| April 28    | November 10                        |
| May 12      | December 8                         |
| May 26      | December 22 (8:30 AM)              |
| June 9      |                                    |
| June 23     | January 5, <b>2022</b> (Wednesday) |
|             | Reorganization Meeting (6:00 PM)   |

**BE IT FURTHER RESOLVED** that all Executive Session meetings of the Township Committee of the Township of Long Hill will be held virtually or at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 6:45 p.m., prevailing time, on the same dates as listed above on an as needed basis, as described on agenda.

**BE IT FURTHER RESOLVED** that the public shall not disturb any meeting of the Township Committee or any Committee thereof and any person violating the provisions of this rule may be summarily ejected from the Committee Room or Virtual Room and from the Municipal Building by order of the Mayor or majority; also if a regular or special or other official meeting of the Township Committee shall, because of the press of business run beyond 11:00 p.m. such a meeting shall be considered for all official and legal purposes as being held on the day the meeting was officially called to order by the Mayor and then roll call taken by the Municipal Clerk.

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**RESOLUTION 21-002  
ADOPTING 2021 HOLIDAY SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the 2021 schedule be adopted as follows:

- |             |                                   |
|-------------|-----------------------------------|
| January 1   | New Years' Day 2021               |
| January 18  | Martin Luther King Jr. Day        |
| February 15 | President's Day                   |
| April 2     | Good Friday                       |
| May 31      | Memorial Day                      |
| *June 18    | *Juneteenth                       |
| July 5      | Independence Day                  |
| September 6 | Labor Day                         |
| October 11  | Columbus Day                      |
| November 11 | Veterans Day                      |
| November 25 | Thanksgiving                      |
| November 26 | Day <i>After</i> Thanksgiving Day |
| December 24 | Christmas Eve                     |
| December 27 | Christmas Day (observing Monday)  |
| December 31 | New Years' Day 2022               |

\* Floating holiday in compliance with Personnel Manual

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**RESOLUTION 21-003  
AUHTORIZING USE OF CONSENT AGENDA**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, that it hereby approves the use of a "Consent Agenda" which will be noted as "Consent Agenda Resolutions" on the Agenda where matters of a routine nature may be placed.

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**RESOLUTION 21-004**

**DESIGNATING OFFICIAL NEWSPAPERS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that pursuant N.J.S.A 40:53-1, the Township is required to designate official newspapers for the publication of advertisements and legal notices as required by law to be published; and

1. The *Echoes Sentinel* shall be designated as the official weekly newspaper of the Township of Long Hill for the year 2021
2. The *Courier News* shall be designated as the daily newspaper for the year 2021.

\*\*\*\*\*

**RESOLUTION 21-005**

**FILING SIGNATURE WITH SECRETARY OF STATE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that pursuant to N.J.S.A. 40A:9-129 that the Municipal Clerk be directed to file with the Secretary of State facsimiles of her signature and the Mayor's signature, an impression of the municipal seal and a statement of their terms of office, showing the commencement and expiration dates.

\*\*\*\*\*

**RESOLUTION 21-006**

**AUTHORIZING FEE FOR COPIES OF AGENDA PACKET**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that pursuant to the authority of Section 14 of the "Open Public Meetings Act", that the sum of \$20.00 is hereby fixed as the reasonable sum to be prepaid by any person to cover the costs of providing notice of each meeting to be mailed to such person upon request per calendar year.

\*\*\*\*\*

**RESOLUTION 21-007**

**AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

**WHEREAS**, Morris County taxes are due quarterly on February 1, May 1, August 1 and November 1, 2021;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to disburse these quarterly payments

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**RESOLUTION 21-008**

**AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS**

**WHEREAS**, Employee Health Insurance must be paid at the time the bills are submitted thru the States Transmittal Electronic Payment System (TEPS);

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that the Chief Financial Officer be and is hereby authorized to disburse the monies due at the time the bills are submitted and same shall be included on the current bill list with vouchers attached.

\*\*\*\*\*

**RESOLUTION 21-009**

**AUTHORIZING 2021 PAY SCHEDULE AND PENSION PAYMENTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to perform all matters necessary to enable the issuance of Township payroll checks in *twenty-six* installments and pension payments throughout the year 2021 without the need of further resolutions or action by the Township Committee, and

**BE IT FURTHER RESOLVED** that the Payroll referred to herein for Township employees is as authorized by ordinances and resolutions currently in effect.

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**RESOLUTION 21-010**

**ESTABLISHING INTEREST RATE ON DELINQUENT TAXES**



**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that in accordance with R.S. 54:4-67 the interest rate on delinquent 2021 taxes shall be as follows:

1. Eight percent (8%) per annum on the first \$1,500.00 of the delinquency.
2. Eighteen (18%) per annum in any amount in excess of \$1,500.00
3. Any taxpayer with a cumulative delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year shall be charged with a penalty equal to six percent (6%) of the amount of the delinquency.

**BE IT FURTHER RESOLVED** that no interest shall be charged until ten (10) days after the due date or the first business day after the (10) tenth calendar day if the 10th is on a weekend or holiday.

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**RESOLUTION 21-011**

**AUTHORIZING TAX COLLECTOR TO CANCEL PROPERTY TAXES CREDITS OR DELINQUENCY**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that in accordance with the provisions of N.J.S.A. 40A:5-17.1, that the Township Tax Collector is hereby authorized to cancel any delinquency or credit of, without further action on the part of the governing body, any property tax or sewer use fee credit or delinquency of less than \$10.00.

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**RESOLUTION 21-012**

**AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR INVESTMENT AND PAYMENT OF CAPITAL DEBT**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to wire transfer funds for investment of surplus funds, as they become available and payment of capital debt, provided that all investments are reported to the Township Committee.

\*\*\*\*\*

**RESOLUTION 21-013**

**OFFICIAL EMERGENCY SERVICE RESPONDERS**

**WHEREAS**, the Township Committee of the Township of Long Hill recognizes the following volunteer agencies and their members as official Emergency Service Responders for the period of January 1, 2021 to December 31, 2021:

- 1) Stirling Fire Co.
- 2) Millington Fire Co.
- 3) Long Hill Township First Aid Rescue Squad
- 4) Long Hill Township CERT
- 5) Long Hill Township MRC
- 6) Office of Emergency Management

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**RESOLUTION 21-014**

**ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL**

**BE IT RESOLVED** that the Personnel Policy and Procedure Manual for the Township of Long Hill, as amended, is hereby adopted for the year 2021 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

\*\*\*\*\*

**RESOLUTION 21-015**

**APPOINTING 2021 SCHOOL CROSSING GUARDS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill does hereby appoint the following as School Crossing Guards for the year 2021:

Baldassarre Abbondandolo

Anna Abbondandolo  
Rosemary Armenti  
Howard Bradley  
Bianca D'Alessio  
Wendy Ross  
Janice Rued  
Sharon Woodstock  
Susan Potts

\*\*\*\*\*

**RESOLUTION 21-016  
ADOPTING EXPOSURE CONTROL PLAN**

**BE IT RESOLVED** that the Exposure Control Plan for the Township of Long Hill dated January 4, 2021 is hereby adopted by the Township Committee of the Township of Long Hill for 2021.

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**RESOLUTION 21-017  
ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL**

**BE IT RESOLVED** that the Purchasing Manual for the Township of Long Hill is hereby adopted for the year 2021.

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**RESOLUTION 21-018  
APPOINTING 2021 LOCAL EMERGENCY PLANNING COMMITTEE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following are hereby appointed for the year 2021 as the Local Emergency Planning Committee (LEPC):

Local Emergency Planning Committee (LEPC)

Dr. Anne Mucci	Superintendent of Public Schools
Shayne Daly	Emergency Management Coordinator
Robert English	Long Hill First Aid Rescue Squad
Larry Fast	Communications Representative
Lucy Forgione	Public Health/Bernards Health Department
Al Gallo	Director Public Works
Peggy Lunsman	Asst. Director Shrine of St. Joseph
Nancy Malool	Township Administrator
Lt. James Marczewski	Police Services Representative
Rev. Vicki McGrath	Clergy Representative
Chief Ahmed Naga	Long Hill Township Police Department
Linda Olmsted	Emergency Management Deputy Coordinator
Matthew Dorsi	Emergency Mgmt. Township Committee Liaison
Mayor	Long Hill Township Mayor
Lisa Scanlon	Citizen Corps Representative
Pat White	Technical Services Representative
Chief John Whitmore	Long Hill Fire Department

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**RESOLUTION 21-019  
APPOINTING 2021 EMERGENCY MANAGEMENT OPERATIONS CENTER STAFF**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following are hereby appointed for the year 2021 as the Emergency Management Operations Center Staff:

Emergency Management Operations Center Staff

Dr. Anne Mucci	Public Schools Annex
Shayne Daly	Emergency Management Coordinator
Robert English	Emergency Medical Annex
Larry Fast	Communications/Deputy Coordinator
Lucy Forgione	Public Health Officer

Dir. Al Gallo	Special Services/Deputy Coordinator
Peggy Lunsmann	Social Services Assistant Coordinator
Administrator Nancy Malool	Public Services Assistant Coordinator
Lt. James Marczewski	Law Enforcement Annex
Chief Ahmed Naga	Police Services
Linda Olmsted	Emergency Management Deputy Coordinator
Mayor	Long Hill Township Mayor
Lisa Scanlon	Citizen Corps/Deputy Coordinator
Pat White	Technical Services Assistant Coordinator

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**RESOLUTION 21-020  
2021 FEE SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that the following fees for 2021 for licenses and permits for the Township of Long Hill are hereby amended:

Administrative Research Fee

Supervisory	\$ 30.00/hr.
Clerical	\$ 25.00/hr.

Alarm Systems

*Permit for a private alarm which either automatically selected a telephone trunk line with the Police Department and then reproduces a prerecorded message or automatically alert a third person. Permit also required for warning device.*

Annual Permit Fee	\$ 50.00
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Alcoholic Beverage Control License

Plenary Retail Consumption	\$ 2,500.00
Plenary Retail Distribution	\$ 2,088.00
Limited Retail Distribution	\$ 63.00
Club	\$ 188.00
Season Retail Consumption - annual fee is seventy-five percent (75%) of annual renewal fee for retail consumption licenses	

Amusement Devices

Juke Box	\$ 30.00
Video Games	\$ 60.00
Soda Machines	\$ 10.00
Pool Tables	\$ 60.00
Pinball Machines	\$ 60.00

Building Materials - Township Dumpster

Car	\$ 15.00
Station Wagon	\$ 50.00
Mini Van	\$ 75.00
Small Pick-up truck	\$ 110.00
Pick-up truck or van	\$ 150.00
Extra for overload	\$ 40.00

Canvassers, Solicitors and Peddlers Permit

Solicitor Digital Photograph	\$ 20.00
	\$ 2.00

Charitable Clothing Bin Application [Yearly]

	\$ 25.00
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Dog Licenses

Spayed/Neutered	\$ 17.50
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Non-Spayed/Neutered	\$	20.50	
Late Fee after January 31st	\$	10.00	
Late Fee after February 28 <sup>th</sup>	\$	20.00	
Replacement (first one free, thereafter \$5.00)			
Fill/Soil Removal Permit	\$	50.00	
Finance & Tax Collection			
Returned Check, Online Payment (ACH), Credit Card Charges	\$	20.00	
Lien Redemption Calculation (First Two Calculations at no cost)			
Any additional subsequent calculation (N.J.S.A. 54:5054)	\$	50.00	
Notice of Tax Sale to property owner on Tax Sale- 54:5-26	\$	25.00 each	
Food and Drink License			
Pharmacy	\$	65.00	
Retail Food Establishment (under 2,000 sq. feet)	\$	100.00	
Retail Food Establishment (2,000 – 5,000 sq. feet)	\$	135.00	
Retail Food Establishment (5,000 – 10,000 sq. feet)	\$	175.00	
Retail Food Establishment (over 10,000 sq. feet)	\$	400.00	
Mobile Retail Food Establishment	\$	110.00	
Temporary Retail Food Establishment	\$	30.00	
Farmers Market	\$	20.00	
Catering	\$	110.00	
Re-Inspection Fee	\$	100.00	
Late Fee (renewals only – after January 31 <sup>st</sup> )			Double License Fee
Handgun Permit	\$	2.00	
Handgun Identification Card	\$	5.00	
Kennel License	\$	35.00	
Limousine License	\$	50.00	
Parking Permit:			
Millington	Yearly	\$ 240.00	
Yearly after July 1 <sup>st</sup>		\$ 120.00	
Stirling	Yearly	\$ 290.00	
Yearly after July 1 <sup>st</sup>		\$ 145.00	
Gillette	Yearly	\$ 340.00	
Yearly after July 1 <sup>st</sup>		\$ 170.00	
Daily		\$ 5.00	
Replacement Permit		\$ 5.00	
<u>Parks and Recreation Facilities Use Reservation Fees</u>	<u>Resident</u>	<u>Non-Resident</u>	
Soccer Fields, Volleyball Court, Basketball Court	\$25.00/2 Hrs.	\$45.00/2 Hrs.	
Stirling Lake Pavilion	\$30.00/4 Hrs.	\$55.00/4 Hrs.	
Meyersville Field	\$25.00/2 Hrs.	\$45.00/2 Hrs.	
Commercial Use Rates (\$100.00 Deposit required and Insurance)			
Soccer Fields, Volleyball Court, Basketball Court	\$60.00/2 Hrs.	\$110.00/2Hrs	
Meyersville Field	\$60.00/2 Hrs.	\$110.00/2Hrs	
Bocce Ball Courts			
Non Resident		\$40.00/2 Hrs.	
Resident Commercial		\$50.00/2 Hrs.	

Non-Resident Commercial	\$100.00/2 Hrs.
Horseshoe Pits	
Non Resident	\$40.00/2 Hrs.
Resident Commercial	\$50.00/2 Hrs.
Non-Resident Commercial	\$100.00/2 Hrs.
Tennis Courts	
Non Resident	\$10.00/1 Hr.
Resident Commercial	\$15.00/1 Hr.
Non-Resident Commercial	\$20.00/1 Hr.
Photocopies/Copies:	
Black & White copies (per copy) Letter size	\$ 0.05
Legal size	\$ 0.07
11 x 17	\$ 0.10
Large Format Prints	\$5.00/page for 24" X 36" \$1.00/linear foot over initial 2 feet
DVD ROM	\$ 3.00
CD	\$ .50
CD of Full Tax Map (total includes mailing and postage)	\$ 25.00
Land Use Ordinances	\$ 35.00
Zoning Map	\$ 5.00
Master Plan	\$ 35.00
Duplicate Copy of Tax Bill	\$5.00/first dup. \$25.00 for each additional duplicate copy
Duplicate Tax Sale Certificate	\$ 100.00
Notarized Copies: Long Hill Resident – <b>First 4 docs are no charge</b>	\$ 2.50
Non Resident [per document]	\$ 2.50
Mulch, Composted Leaves or Wood Chip Delivery [per load]	\$ 100.00
Mulch Pick Up for Local Garden Centers Only	\$ 6.00 <i>Per cubic yard.</i>
Public Assembly Permit	\$ 100.00
Recreation Programs	
Basketball registration (Intramural)	\$ 90.00
Late Registration Fee	\$ 25.00
Basketball registration (Traveling Team)	\$ 200.00
Basketball (Traveling Team) Out-of-Town students	\$ 300.00
Adult Basketball League [per season]:	
Long Hill Resident Adult	\$ 20.00
Out-of-Town Resident Adult	\$ 30.00

Yoga Classes	4 sessions for \$48.00
Little Explorers Summer Pre-School Camp:	\$80 per week
Little Explorers Extended Care	\$20/per week
Theater Arts Camp (April 6 – April 10) All Saints Parish Hall, 9:00AM – 3:00 PM	\$ 200.00 per camper
Field Hockey Fall Program	\$100 - \$150
Field Hockey Summer Clinic	\$ 85.00
Girls Lacrosse Summer Clinic	\$ 80.00
Swim Lessons (per week)	\$ 65.00
“Learn to Swim” Lessons (per class)	\$ 15.00
Girls Volleyball	\$ 75.00
Rutgers S.A.F.E.T.Y. Class	\$ 35.00
<b>Summer Recreation</b>	
Long Hill Twp. Resident	\$ 257.00
Activity Fee Res/Non Res	\$ 15.00
Non-Resident	\$ 502.00
Summer Recreation Camp <b>Late</b> Fee (after June 1)	\$ 50.00
Withdrawal Fee for ALL Recreation Programs (when Permitted)	\$ 10.00
Return Check Fee [per N.J.S.A. 40:5-18(c)]	\$ 20.00
Septic Applications	
New: Plan Review (Includes plan review and installation inspection)	\$ 500.00
Repair: Replacing existing components as is. (No Engineer required)	\$ 75.00
Alteration: Changing components on an existing system. (Engineer required)	\$ 350.00
PERC/Soil Log:	
Permit to Conduct One Group of Soil Logs and Permeability Tests [witness per lot, per day]	\$ 100.00
Street/Road Opening Permit	\$ 100.00
Swimming and Bath Establishments	\$ 200.00
Tax Lien Redemption Calculation Fee [For 3 <sup>rd</sup> request in a calendar year]	\$ 50.00
Tire Permits	\$ 2.00
<u>Towing Services and Storage:</u>	
Basic towing of private passenger automobiles and motorcycles: Automobile (days between 8:00 a.m. and 4:30 p.m.)	
First mile or less	\$ 65.00
Each additional loaded mile	\$ 3.50
Automobile (nights, weekends and New Jersey State Holidays)	
First mile or less	\$ 85.00
Each additional loaded mile	\$ 3.50

Basic towing for other than private automobiles: (Days between 8:00 a.m. and 4:30 p.m. Monday-Friday)	
Light Duty (vehicles up to 6,999 lb. GVWR)	\$100.00 per hour, 1 hour minimum
Medium Duty (vehicles up to 20,000 lb. GVWR)	\$150.00 per hour, 1 hour minimum
Heavy Duty (Nights, Weekends and NJ Holidays)	\$250.00 per hour, 1 hour minimum
Light Duty (vehicles up to 6,999 lb. GVWR)	\$150.00 per hour, 1 hour minimum
Medium Duty (vehicles up to 20,000 lb. GVWR)	\$200.00 per hour, 1 hour minimum
Heavy Duty	\$300.00 per hour, 1 hour minimum
Outside Secure Storage Facility	
Private Passenger Automobiles	\$25.00 per day \$35.00 (inside storage)
Trucks up to 24,000 GVWR	\$50.00 per day
Tractor Trailers (Tractor)	\$50.00 per day
Tractor Trailers (Trailer)	\$75.00 per day
Yard Tow (automobile only)	\$ 40.00

Vital Statistics:

Certified Copies of Birth, Marriage, Death, Domestic Partnership	\$ 10.00
Corrections of Birth, Marriage, Death, Domestic Partnership	\$ 15.00

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**RESOLUTION 21-021  
2021 TEMPORARY BUDGET**

**WHEREAS**, 40A:4-19 Local Budget Act provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of 2021; and

**WHEREAS**, the total appropriations in the 2020 budget, less the appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - Total General Appropriation	\$13,035,781.75
---------------------------------------	-----------------

**WHEREAS**, 26.25% of the total appropriations in the 2020 Budget less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

(2021 Temporary Budget not exceeding)	\$ 3,421,893.00
---------------------------------------	-----------------

**WHEREAS**, the total appropriations in the 2020 Parking Utility budget, less the appropriations made for Capital Improvement Fund, Debt services are as follows:

General - Total General Appropriation	\$40,000.00
---------------------------------------	-------------

**WHEREAS**, 26.25% of the total appropriations in the 2020 Parking Utility Budget less appropriations made for Capital Improvement Fund, Debt services are as follows:

(2021 Temporary Budget not exceeding)	\$10,500.00
---------------------------------------	-------------

**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 following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

2021 Temporary Budget

<b>GENERAL ADMIN</b>		
<b>SALARY &amp; WAGES</b>		77,000.00
<b>OTHER EXPENSES</b>		25,000.00
		-
<b>MIS - MANAGE INFO SYSTEM</b>		-
<b>OTHER EXPENSES</b>		29,000.00
		-
<b>MAYOR &amp; COUNCIL</b>		-
<b>SALARY &amp; WAGES</b>		500.00
<b>OTHER EXPENSES</b>		8,500.00
		-
<b>ELECTIONS</b>	-	
<b>OTHER EXPENSES</b>		1,000.00
		-
<b>MUNICIPAL CLERK</b>		
<b>SALARY &amp; WAGES</b>		30,000.00
<b>OTHER EXPENSES</b>		9,000.00
<b>FINANCE</b>	-	
<b>SALARY &amp; WAGES</b>		22,000.00
<b>OTHER EXPENSES</b>		28,000.00
		-
<b>TAX COLLECTION</b>		-
<b>SALARY &amp; WAGES</b>		25,000.00
<b>OTHER EXPENSES</b>		2,500.00
		-
<b>TAX ASSESSOR</b>		-
<b>SALARY &amp; WAGES</b>		12,000.00
<b>OTHER EXPENSES</b>		5,000.00
		-
<b>LEGAL</b>		-
<b>OTHER EXPENSES</b>		30,000.00
		-
<b>PROSECUTOR</b>	-	
<b>OTHER EXPENSES</b>		6,000.00
		-
<b>PLANNING</b>	-	
<b>SALARY &amp; WAGES</b>		500.00
<b>OTHER EXPENSES</b>		8,000.00
		-
<b>BD OF ADJUSTMENT</b>		-
<b>SALARY &amp; WAGES</b>		500.00
<b>OTHER EXPENSES</b>		1,000.00
		-
<b>ZONING</b>	-	
<b>SALARY &amp; WAGES</b>		12,000.00
<b>OTHER EXPENSES</b>		200.00
		-
<b>PUBLIC DEFENDER</b>		-
<b>OTHER EXPENSES</b>		1,300.00
		-
<b>ENGINEERING</b>	-	
<b>OTHER EXPENSES</b>		15,000.00



ENVIRONMENTAL	-	-
SALARY & WAGES		600.00
OTHER EXPENSES		200.00
SHADETREE	-	-
SALARY & WAGES		600.00
OTHER EXPENSES		1,000.00
BUILDINGS & GROUNDS	-	-
OTHER EXPENSES		52,000.00
INSURANCE & BENEFITS	-	-
OTHER EXPENSES		350,000.00
POLICE	-	-
SALARY & WAGES		750,000.00
OTHER EXPENSES		20,000.00
POLICE CAR	-	-
OTHER EXPENSES		22,000.00
RADIO & COMMUNICATION	-	-
OTHER EXPENSES		230,000.00
AID TO FIRE COMPANIES	-	-
OTHER EXPENSES		25,000.00
AID TO RESCUE SQUAD	-	-
OTHER EXPENSES		18,000.00
MUNICIPAL COURT	-	-
SALARY & WAGES		29,000.00
OTHER EXPENSES		1,500.00
FIRE PREVENT. INSPECTOR	-	-
SALARY & WAGES		9,000.00
OTHER EXPENSES		1,000.00
FIRE HYDRANT		41,000.00
EMERGENCY MANAGEMENT	-	-
SALARY & WAGES		9,000.00
OTHER EXPENSES		2,000.00
STREETS & ROADS	-	-
SALARY & WAGES		210,000.00
OTHER EXPENSES		49,000.00
FLEET MAINTENANCE	-	-
OTHER EXPENSES		33,000.00
GARBAGE DISPOSAL	-	-

OTHER EXPENSES		210,000.00
-		
HEALTH & WELFARE	-	
OTHER EXPENSES		20,000.00
-		
PEOSHA	-	
OTHER EXPENSES		1,000.00
-		
-		
PARKS & PLAYGROUNDS		-
SALARY & WAGES		20,000.00
OTHER EXPENSES		15,000.00
-		
CELEBRATION - PUB. EVENT		-
OTHER EXPENSES		1,000.00
-		
DRIVERS - SENIORS	-	
SALARY & WAGES		3,000.00
-		
SENIOR CITIZEN	-	
OTHER EXPENSES		4,000.00
-		
CONSTRUCTION		-
SALARY & WAGES		37,000.00
OTHER EXPENSES		1,000.00
-		
-		
ELECTRICITY	-	
OTHER EXPENSES		17,000.00
-		
TELEPHONE	-	
OTHER EXPENSES		17,000.00
-		
NATURAL GAS	-	
OTHER EXPENSES		10,000.00
-		
GASOLINE/DIESEL FUEL		-
OTHER EXPENSES		25,000.00
-		
HEATING FUEL	-	
OTHER EXPENSES		6,000.00
-		
WATER	-	
OTHER EXPENSES		6,000.00
-		
STREET LIGHTING	-	
OTHER EXPENSES		20,000.00
-		
MUNI SERVICE ACT - CONDO		-
OTHER EXPENSES		3,000.00
-		
DCRP		
OTHER EXPENSES		2,000.00
-		
PERS - PENSION	-	
OTHER EXPENSES		200,000.00

SOCIAL SECURITY- FICA	-
OTHER EXPENSES	95,000.00
PFRS - PENSION	-
OTHER EXPENSES	330,993.00
MAINT. FREE PUB. LIBRARY	-
OTHER EXPENSES	175,000.00
LOSAP	-
OTHER EXPENSES	-
<b>Total General Operations:</b>	<b>3,421,893.00</b>
<b>PARKING ENTERPRISE</b>	
<b>SALARY &amp; WAGES</b>	<b>2,700.00</b>
<b>OTHER EXPENSES</b>	<b>7,800.00</b>
<b>Total Parking Enterprise:</b>	<b>10,500.00</b>

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**RESOLUTION 21-022**

**CONFIRMING APPOINTMENT OF 2021 OFFICIALS AND EMPLOYEES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2021 are hereby appointed by said Committee and that they be and are the same as follows:

Public Agency Compliance Officer [1 year term—N.J.A.C. 17:27-3.3]	Nancy Malool
Joint Insurance Fund Commissioner [1 year term-JIF Bylaws Article III]	Nancy Malool
Joint Insurance Fund Commissioner Alt.	Colette Armenti
Assessment Search Officer [Indeterminate term-N.J.S.A. 54:5-18.1]	Colette Armenti
Township Attorney [1 year term-N.J.S.A. 40A:9-139]	John R. Pidgeon, Esq.
Township Engineer Term (1/1/19 - 12/31/21) [3 year term -NJSA 40A:9-140]	Paul Ferriero, PE
Certifying Agent – Pension Funds [Indeterminate term-N.J.S.A. 43:3C-15]	Laurie Spinelli
Safety Delegate	James Anderson
Domestic Violence Human Resources Officer	Nancy Malool
Domestic Violence Human Resource Officer Assistant	Colette Armenti

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**RESOLUTION 21-023**

**DESIGNATING THE OFFICIAL DEPOSITORIES & SIGNATURES ON BANK ACCOUNTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following banks are hereby designated as depositories for funds for the Township of Long Hill for 2021 and checking accounts as indicated, shall be maintained as follows:

**Investors Bank**

- Current Account
- Federal / State Grant Account
- Capital Account
- Open Space Trust Account
- Public Parking Enterprise Account
- Recycling Trust Account
- Other Trust Account
- Unemployment Trust
- Animal Trust Account
- Law Enforcement Trust
- COAH Trust
- Payroll Account
- Recreation Account
- Clerk Account
- Tax Account
- Sewer Account
- Credit Fee Account
- Sewer Utility Account
- Sewer Utility Capital Account

**Bank of America**

- Escrows Account

**BE IT FURTHER RESOLVED** by the Township Committee that the following banks are hereby designated as depositories for saving funds and escrow accounts for the Township of Long Hill for the year 2021:

- Millington Bank, Millington, N.J.
- JPMorgan Chase Bank, Stirling, N.J.
- New Jersey Cash Management Plan, Trenton, N.J.
- PNC Bank, Stirling, N.J.
- Peapack Gladstone Bank, Warren, N.J.
- Investors Bank, Stirling, N.J.
- TD Bank, Warren, N.J.
- Santander Bank, Stirling, N.J.

**BE IT FURTHER RESOLVED** that all withdrawals against the foregoing accounts shall bear the signatures of the following officials of said Township: Mayor, Chief Financial Officer, and Township Clerk. In the absence of the Mayor, Chief Financial Officer or Township Clerk, the Deputy Mayor or Township Administrator may sign, and Assistant Chief Financial Officer may sign for the Payroll account.

**BE IT FURTHER RESOLVED** that in the event of illness or absence of the Township Administrator, Mayor, Chief Financial Officer, Deputy Mayor or Township Clerk that two (2) of the required signatures will be sufficient for a ten (10) day period upon due notification to said banks.

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**RESOLUTION 21-024**

**AUTHORIZING PROFESSIONAL SERVICE APPOINTMENTS / CONTRACTS**

**WHEREAS**, the Township of Long Hill has a need to acquire services listed herein as non-fair and open contracts pursuant to the provisions of N.J.S.A. 20.5 and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the value of the amounts of the contracts will exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of the contracts is one year, and the contractors listed herein have submitted proposals indicating they will provide the service needed by the Township; and

**WHEREAS**, the Finance Officer has certified in writing that sufficient funds are available; and

**WHEREAS**, the contractors have completed and submitted Business Entity Disclosure Certifications which certify that the business entity 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 the contractor from making any reportable contributions through the term of the contract, as well as a Township pay-to-play certification.

**BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that the following appointments are hereby made for the calendar 2021, subject to entering into a formal written contract satisfactory to both parties in accordance with the Local Public Contracts Law:

Township Attorney	PIDGEON & PIDGEON
Township Prosecutor	LISA CHADWICK THOMPSON
Township Engineer	FERRIERO ENGINEERING
Township Planner	J. CALDWELL & ASSOCIATES, LLC
Municipal Public Defender	MICHELLE D. WELSH
Municipal Bond Counsel	HAWKINS DELAFIELD & WOOD, LLP
Risk Management Consultant	TREADSTONE RISK MANAGEMENT
Labor Attorney	PLOSIA COHEN, LLC
Certified Financial Officer	SUPLEE CLOONEY & COMPANY
Auditor	NISIVOCCIA
Affordable Housing Administrator	CGP&H
Grant Writers	MILLINEUM
Redevelopment Attorney	MARAZITI FALCON
Redevelopment Planner	PHILLIPS, PREISS

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

1. Professional services contracts hereby awarded to the above referenced.
2. The terms of the contracts shall be from January 1, 2021 to December 31, 2021
3. The Business Disclosure Entity Certifications and the Determinations of Value shall be placed on file with this resolution.
4. The Contractors shall provide certificates of insurance acceptable to the Township Risk Manager and the Township Attorney.
5. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(I), is directed to publish a notice once in the official newspaper stating the nature, duration, service and amount of this contract.
6. This contract shall be charged to budget line item(s) attached. 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.

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**RESOLUTION 21-025**  
**AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP MEDICAL RESERVE CORPS UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Long Hill Township Medical Reserve Corps (MRC); and

**WHEREAS**, MRC members are volunteers that shall only be activated under the authority of the Office of Emergency Management (OEM) and;

**WHEREAS**, MRC members are trained in various fields of emergency response through the OEM and

**WHEREAS**, MRC members are issued official Township Identification and will be continued to be offered training through OEM; and

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

1. Continuation of the MRC program.
2. MRC members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. MRC members contain official Township identification.
4. MRC members are trained and provided continuing education opportunities through the OEM.

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**RESOLUTION 21-026  
APPROVE HAZARDOUS MATERIAL FEE SCHEDULE**

**WHEREAS**, pursuant to Section 2-36.5(c) et. seq. of the Township of Long Hill Code, a fee schedule may be established to reimburse the various volunteer emergency service agencies with the costs associated with hazardous material incidents; and

**WHEREAS**, a fee schedule has been developed by the Office of Emergency Management in conjunction with the various Emergency Service agencies within the Township of Long Hill; and

**NOW, THEREFORE BE IT RESOLVED** the *attached* Fee Schedule is hereby approved until modified or amended by the Township Committee upon advice of the Office of Emergency Management.

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**RESOLUTION 21-027  
APPOINTING DEPUTY RECORDS CUSTODIANS**

**WHEREAS**, because the Open Public Records Act, NJSA 47:1A-1, et seq., has designated the Township Clerk as the custodian of all municipal records, it has become necessary to appoint deputy records custodians to assist in complying with responses to records requests;

**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 Police Department Secretary is hereby appointed as the deputy records custodian for Police Department Records.
2. The Tax Clerk is hereby appointed deputy records custodian for all tax records.
3. The Planning Board/Board of Adjustment Coordinator is hereby appointed deputy records custodian for the Zoning/Planning and land use records.
4. The Technical Assistant to the Construction Official is hereby appointed deputy records custodian for the Building Dept.
5. The CFO is hereby appointed deputy records custodian for the Finance Dept.
6. The designated deputy records custodians shall report to the Township Clerk all requests for records and shall follow any instructions given by the Clerk regarding the handling of such records.

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**RESOLUTION 21-028  
APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the CFO firm of Suplee Clooney and the recommendation of the auditing firm of Nisivoccia & Company, the attached Cash Management Plan for the Township of Long Hill be approved.

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**RESOLUTION 21-029  
PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY**

**WHEREAS**, as a cost saving measure, the Long Hill Public Library has requested the Township of Long Hill to process the payroll of the various Library employees; and

**WHEREAS**, it is more efficient and cost effective for the Township and the Library to have both of their payrolls handled by the same outside payroll service; and

**WHEREAS**, the Township has performed this function for the Library for several years, and the procedures are well-established and satisfactory to both parties,

**NOW THEREFORE**, it is agreed by and between the Long Hill Township Free Public Library and the Township of Long Hill, as follows:

1. The Library and the Township hereby agree that the Township will make available its contracted outside payroll service to pay the salaries of employees of the Library, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The Township's payroll service will prepare all required reports, including, for example, the annual W-2 form, for Library employees. The Township will arrange health insurance for Library Employees under the Township's current contract, and pay the premiums as they fall due.

2, The Township shall invoice the "Library" for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA. The Library will separately reimburse the Township for additional payroll-related costs such as employer pension contribution, health insurance premiums, payroll taxes and a pro-rate share of the payroll service processing fee, along with the pro-rata share of utilities on receipt of an invoice from the Township. Invoices shall be on an "as needed basis" but not more frequently than monthly.

3. Library employees shall not be considered Township employees and are employees of the Library Board of Trustees and subject exclusively to the Library's personnel policies and other work rules.

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**RESOLUTION 21-030  
AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP COMMUNITY  
EMERGENCY RESPONSE TEAM UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY  
MANAGEMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Long Hill Township Community Emergency Response Team (CERT); and

**WHEREAS**, CERT members are volunteers that shall only be activated under the authority of the Office of Emergency Management (OEM); and

**WHEREAS**, CERT members are trained in various fields of emergency response through the OEM; and

**WHEREAS**, CERT members possess official Township Identification and will be continued to be offered training through OEM;

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

1. Continuation of the CERT program.
2. CERT members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. CERT members carry official Township identification.
4. CERT members are trained and provided continuing education opportunities through the OEM.

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**RESOLUTION 21-031  
AUTHORIZING ELECTRONIC TAX SALES**

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services, and

**WHEREAS**, the Director of the Division of Local Government Services has promulgated rules and regulations for electronic tax sale, and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales, and

**WHEREAS**, the rules and regulations authorize a municipality to submit an application for participation in the electronic tax sale, and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

**WHEREAS**, the Township of Long Hill wishes to participate in electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill, New Jersey, that the Tax Collector is hereby authorized to complete an application to participate in the electronic tax sale program and submit same to the Director of the Division of Local Government Services.

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**RESOLUTION 21-032  
MUTUAL AID AND MORRIS COUNTY REGIONAL EMERGENCY DEPLOYMENT SYSTEM (MCREDS)  
AUTHORITY TO EXECUTE AGREEMENT: TERMS AND CONDITIONS**

**WHEREAS**, pursuant to N.J.S.A. 40A:14-156 et seq. N.J.S.A. 40A:8A-1 et seq. and as otherwise provided by law, the Chief of Police of the Township of Long Hill is hereby authorized to execute a mutual aid agreement with the County of Morris and the municipalities within the County of Morris, as well as any municipalities that are contiguous, for the provision of supplemental law enforcement assistance in the event of an emergency, disaster, Morris County Regional Emergency Deployment System (MCREDS) activation, MCREDS Special Weapons and tactics (SWAT) deployment, specialized task-force request, or widespread crisis, which agreement shall include, but not be limited to the following terms and conditions:

A. Each party agrees that in the event of an emergency, disaster, Morris County Regional Emergency Deployment System (MCREDS) activation, MCREDS Special Weapons and tactics (SWAT) deployment, specialized task-force request, or widespread crisis within the municipal jurisdiction of any other party, the appropriate services and assistance will be provided upon request and to the extent reasonably possible without endangering persons or property within the municipality rendering such assistance.

B. All mutual aid rendered pursuant to the mutual aid agreement and Morris County Regional



Emergency Deployment System (MCREDS) Plan shall be provided without charge or expense to the municipality receiving such assistance. By executing the mutual aid agreement, each party acknowledges that it shall be solely responsible for the provision of any and all salary and other benefits for its personnel, whether paid or volunteer, rendering assistance within the other municipality, to the same extent as if such personnel were performing their duties within the municipality providing the assistance.

C. The mutual aid agreement shall have an initial term of one-year and shall automatically be renewed for additional and successive one-year terms, unless and until one of the parties thereto elects to terminate the agreement by providing prior written notice to the other parties to the agreement.

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**RESOLUTION 21-033  
EEOC COMPLIANCE- HIRING PRACTICES**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Long Hill, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

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**RESOLUTION 21-034  
APPROVAL OF 2021 TOWNSHIP AUTOMOBILE TOWING SERVICE OPERATORS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the advice and recommendation of the Chief of Police that the following automobile towing contractors be utilized by the Police Department on a rotating basis subject to meeting all the requirements of Township Code 24-2 and receipt of a Hold Harmless Agreement and Certificate of Insurance which shall be submitted to the Township Clerk:

BENHAM'S SERVICE & GARAGE  
414 Springfield Ave., Berkeley Heights, NJ 07922

C & L TOWING SERVICE dba NAPOLI TRANSPORTATION INC.  
609 Springfield Ave., Berkeley Heights, NJ 07922

DEFALCO'S INSTANT TOWING  
26 Commerce Street, Chatham, NJ 07928

SOMERSET HILLS TOWING  
19 FINDERNE AVE., BRIDGEWATER, NJ 08807

BASKING RIDGE TOWING

PO Box 234, Basking Ridge, NJ 07920

BARDY FARMS TOWING  
701 Mountain Blvd. Watchung, NJ 07069

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**RESOLUTION 21-035**

**APPROVAL OF 2021 TOWNSHIP TRUCK TOWING SERVICE OPERATORS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the advice and recommendation of the Chief of Police that the following truck towing contractors be utilized by the Police Department on a rotating basis subject to meeting all the requirements of Township Code 24-2 and receipt of a Hold Harmless Agreement and Certificate of Insurance which shall be submitted to the Township Clerk:

BENHAM'S SERVICE & GARAGE  
414 Springfield Ave., Berkeley Heights, NJ 07922

DEFALCO'S INSTANT TOWING  
26 Commerce Street, Chatham, NJ 07928

SOMERSET HILLS TOWING  
19 Finderne Ave., Bridgewater, NJ 08807

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