



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ  
TOWNSHIP COMMITTEE  
REORGANIZATION MEETING AGENDA  
WEDNESDAY, JANUARY 6, 2021 – 6:00PM**

Township Clerk, Megan Phillips called the meeting to order at 6:02pm

**STATEMENT OF ADEQUATE NOTICE**

“In compliance with the Open Public Meetings Act of New Jersey, adequate notice of this meeting specifically, the time, date and public call in information were included in the meeting that was electronically sent to the Echoes Sentinel and posted on the Township Website. The agenda and public handouts for this meeting can be viewed online at [www.longhillnj.gov](http://www.longhillnj.gov). A public comment period will be held in the order it is listed on the meeting agenda. When the Mayor opens the public comment portion if you are using a computer and would like to add public comment please “raise your hand.” To “raise your hand,” click the participant’s button on the bar located at the bottom of your screen. Once the bar pops up scroll to the right and there will be an option to “raise hand.” If you are dialing and would like to make a public comment press \*9 when the Mayor opens up public comment.

All present recited the PLEDGE OF ALLEGIANCE.

Father Richard Carton, St Vincent de Paul gave the INVOCATION.

Senator Tom Kean administered the Oath of Office to Matt Dorsi for his 3<sup>rd</sup> term on the Township Committee.

Senator Tom Kean administered the Oath of Office to Scott Lavender for his 1<sup>st</sup> term on the Township Committee.

**ROLL CALL:** Committeeman Dorsi, Committeeman Lavender, Committeeman Piserchia, Committeeman Rae, Committeeman Verlezza.

**ELECTION OF MAYOR FOR 2021**

Committeeman Rae nominated Committeeman Piserchia for Long Hill Township Mayor for 2021, seconded by Committeeman Verlezza.

As there were no other nominations for Long Hill Township Mayor for 2021, Committeeman Rae made a Motion to Close Nominations, seconded by Committeeman Verlezza.

**ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes; Committeeman Piserchia; yes, Committeeman Rae; yes, Committeeman Verlezza; yes.

Committeeman Rae made a Motion to Elect Committeeman Piserchia for Long Hill Township Mayor for 2021, seconded by Committeeman Verlezza. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes; Committeeman Piserchia; yes, Committeeman Rae; yes, Committeeman Verlezza; yes.

Senator Tom Kean administered the Oath of Office for Mayor to Committeeman Piserchia.

Mayor Piserchia chaired the remainder of the meeting.

Mayor Piserchia gave STATE OF THE TOWNSHIP REMARKS.

**ELECTION OF DEPUTY MAYOR FOR 2021**

Committeeman Lavender nominated Committeeman Rae for Long Hill Township Deputy Mayor for 2021, seconded by Committeeman Verlezza.

As there were no other nominations for Long Hill Township Deputy Mayor, Committeeman Verlezza made a Motion to Close Nominations, seconded by Committeeman Lavender. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes, Committeeman Rae; yes, Committeeman Verlezza; yes, Mayor Piserchia; yes.

Committeeman Lavender made a Motion to Elect Committeeman Rae for Long Hill Township Deputy Mayor for 2021, seconded by Committeeman Verlezza. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes, Committeeman Rae; yes, Committeeman Verlezza; yes, Mayor Piserchia; yes.

Senator Tom Kean administered the Oath of Office for Long Hill Township Deputy Mayor to Committeeman Rae.

**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

Deputy Mayor Rae made a motion to accept Standing Appointments for 2021, seconded by Committeeman Lavender. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes, Committeeman Verlezza; yes, Deputy Mayor Rae; yes, Mayor Piserchia; yes.

**APPOINTMENTS TO BOARDS AND COMMISSION FOR 2021**

**Mayoral Appointments**

**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 Cerchiaro (3yr) Class B

**Expiration of Term**

December 31, 2023  
 December 31, 2023

Nick Ferrara (3yr) Class A December 31, 2023

**Environmental Commission**

Susan Garretson Friedman (2021 Chair) December 31, 2023  
Matt Dionisio (3yr) December 31, 2023  
Dorothy Smullen (3yr) December 31, 2023

**Shade Tree Commission**

Susan Jeans (5yr) **Expiration of Term** December 31, 2025  
Guy Piserchia December 31, 2021

**Mayoral Appointments with Approval of Township Committee**

**Library Trustee**

Michael Vitarello, Sch. Supt. Rep. **Expiration of Term** December 31, 2021  
Mary Mayer (5 yr ) December 31, 2025  
Joanna Askey (5 yr ) December 31, 2025  
Julie Mazur (5 yr) December 31, 2025  
Angela Cuonzo, Mayor Rep. December 31, 2021

Deputy Mayor Rae made a Motion to accept the 2021 Boards and Committee Mayoral Appointments, seconded by Committeeman Lavender. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes, Committeeman Verlezza; yes, Deputy Mayor Rae; yes, Mayor Piserchia; yes.

**TOWNSHIP COMMITTEE APPOINTMENTS**

**Board of Health**

Matt Dorsi (3yr) **Expiration of Term** December 31, 2023  
Scott Lavender (3yr) December 31, 2023  
Glen Sherman (4yr) December 31, 2024  
Theresa Redling (3yr) December 31, 2023

**Board of Adjustment**

Brian Johnson (4yr) **Expiration of Term** December 31, 2024  
Jerry Aroneo (4yr) December 31, 2024  
Mike Pesce – Alt #1 (2 yr) December 31, 2022

**Communications Advisory Committee**

Guy Roshto (3yr) **Expiration of Term** December 31, 2023  
Larry Fast (3yr) December 31, 2023  
Nancy Malool December 31, 2021  
Brendan Rae December 31, 2021  
Scott Lavender December 31, 2021

**Planning Board (Class III)**

Victor Verlezza **Expiration of Term** December 31, 2021

**Open Space Advisory Committee**

Peter O'Neill (3yr) **Expiration of Term** December 31, 2023  
Richard Pfluger (3yr) December 31, 2023  
George Armenti, Jr. (3yr) December 31, 2023

**Passaic Valley Park Vision Sub-Committee**

Lisa Scanlon Rec. **Expiration of Term** December 31, 2021  
Peter O'Neill Open Space December 31, 2021  
Jerry Aroneo Open Space December 31, 2021  
Nancy Malool Administrator December 31, 2021

Scott Lavender Twp. Comm.	December 31, 2021
Victor Verlezza Twp. Comm.	December 31, 2021
Gary Patel Resident	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

**Green Team**

Susan Jeans (Shade Tree 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

**A Way Out**

Tom Jones  
 Stephanie Smith  
 Chief Naga  
 Lt. Ciambriello  
 Brendan Rae  
 Guy Piserchia

**Expiration of Term**

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

Deputy Mayor Rae made a Motion to accept the 2021 Boards and Committee Mayoral Appointments, seconded by Committeeman Lavender. **ROLL CALL:** Committeeman Dorsi; yes, but voted no to the Board of Adjustment Appointments, Committeeman Lavender; yes, Committeeman Verlezza; yes, Deputy Mayor Rae; yes, Mayor Piserchia; yes.

**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: Deputy Mayor Rae of the Township Committee of Long Hill Township, that Resolution No. 21-001 – 21-035 are hereby approved. **SECONDED** by: Mayor Piserchia. **ROLL CALL:** Committeeman Dorsi; yes, but voted no to the Board of Adjustment Appointments, Committeeman Lavender; yes, Committeeman Verlezza; yes, Deputy Mayor Rae; yes, Mayor Piserchia; yes.

**MEETING OPEN TO PUBLIC COMMENT:**

- **Mayor Piserchia** asked **Clerk Phillips** if there was any written letter or electronic mail sent for public comment. Clerk Phillips reported that none were submitted.
- **Commissioner Shaw** wanted to congratulate and thank the Township Committee for all the hard work in 2020.
- **Sherriff Gannon** thanked the Township Committee for their hard work and spoke the vaccination center opening up in Morris County for COVID-19.
- **Senator Kean** wished everyone a happy and healthy new year and congratulated the Township Committee.
- **Assemblywoman Munoz** congratulate the Township Committee and spoke about Long Hill being a great town.
- **Dennis Sandow – Windsor Way** – spoke about the Class I appointment to the Planning Board and received clarification from Attorney Pidgeon and Mayor Piserchia.
- **Mayor Piserchia** wanted to thank the dignitaries and honored guests and spoke about continuing to work with all levels of government. Mayor Piserchia spoke about how to register for the COVID-19 vaccine.

**ADJOURNMENT**

On motion by Deputy Mayor Rae and seconded by Committeeman Verlezza, and carried unanimously to adjourn at 6:36pm.

Respectfully submitted,  
*Megan Phillips*  
Megan Phillips  
Approved: January 20, 2021

\*\*\*\*\*

**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.

\*\*\*\*\*

**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

\*\*\*\*\*

**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.



\*\*\*\*\*

**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

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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 Lunsmann	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

\*\*\*\*\*

**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

\*\*\*\*\*

**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	
<i>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.</i>	
Annual Permit Fee	\$ 50.00
 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	\$ 20.00
Solicitor Digital Photograph	\$ 2.00
 Charitable Clothing Bin Application [Yearly]	\$ 25.00
 Dog Licenses	
Spayed/Neutered	\$ 17.50
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.	



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 ob. 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

\*\*\*\*\*

**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**

**GENERAL ADMIN**



	SALARY & WAGES	77,000.00
	OTHER EXPENSES	25,000.00
	-	
MIS - MANAGE INFO SYSTEM		-
	OTHER EXPENSES	29,000.00
	-	
MAYOR & COUNCIL		-
	SALARY & WAGES	500.00
	OTHER EXPENSES	8,500.00
	-	
ELECTIONS		-
	OTHER EXPENSES	1,000.00
	-	
MUNICIPAL CLERK		
	SALARY & WAGES	30,000.00
	OTHER EXPENSES	9,000.00
	-	
FINANCE		-
	SALARY & WAGES	22,000.00
	OTHER EXPENSES	28,000.00
	-	
TAX COLLECTION		-
	SALARY & WAGES	25,000.00
	OTHER EXPENSES	2,500.00
	-	
TAX ASSESSOR		-
	SALARY & WAGES	12,000.00
	OTHER EXPENSES	5,000.00
	-	
LEGAL		-
	OTHER EXPENSES	30,000.00
	-	
PROSECUTOR		-
	OTHER EXPENSES	6,000.00
	-	
PLANNING		-
	SALARY & WAGES	500.00
	OTHER EXPENSES	8,000.00
	-	
BD OF ADJUSTMENT		-
	SALARY & WAGES	500.00
	OTHER EXPENSES	1,000.00
	-	
ZONING		-
	SALARY & WAGES	12,000.00
	OTHER EXPENSES	200.00
	-	
PUBLIC DEFENDER		-
	OTHER EXPENSES	1,300.00
	-	
ENGINEERING		-
	OTHER EXPENSES	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	
Total General Operations:	3,421,893.00
PARKING ENTERPRISE	
SALARY & WAGES	2,700.00
OTHER EXPENSES	7,800.00
Total Parking Enterprise:	10,500.00

\*\*\*\*\*

**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

\*\*\*\*\*

**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.

\*\*\*\*\*

**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	NISIVOCIA
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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.

\*\*\*\*\*

**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.



\*\*\*\*\*

**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.**

\*\*\*\*\*

**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.**

\*\*\*\*\*

**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.

\*\*\*\*\*

**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

\*\*\*\*\*

**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

\*\*\*\*\*