



TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
Wednesday, March 23, 2022 – REVISED 3.22.2022
7:30 PM OPEN SESSION, CLOSED SESSION 6:45 PM

A draft of the Township Committee Regular Session Agenda is posted on the Township website at www.longhillnj.gov on the Monday preceding the meeting.

The March 23, 2022, Township Committee Meeting will be conducted in person at Long Hill Township Municipal Court located at 915 Valley Road, Gillette.

To participate through Zoom webinar: <https://us02web.zoom.us/j/84059552969>

Or Telephone: +1 929 436 2866

Webinar ID: 840 5955 2969 Passcode: 385275

To watch on website please visit: <http://longhillnj.gov/LHT-TV.html>

To watch live on LHTV visit: Comcast channel 29, Verizon channel 38, Verizon channel 2137 (HD)

1. STATEMENT OF PRESIDING OFFICER

"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. A public comment period will be held in the order it is listed on the meeting agenda.

2. EXECUTIVE SESSION:

22-083 EXECUTIVE SESSION

- Personnel – Chief, DPW, Administrator
- Contract Negotiation – NJ Transit

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 22-083 is hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

3. CALL MEETING TO ORDER:

4. PROCLAMATION / PRESENTATIONS

- Snowman Contest Winners
- Long Hill Girl Scout Troop Bird House Request
- Watchung Hills Regional High School Regionalization Feasibility Study

5. CONSENT AGENDA RESOLUTIONS:

Resolution No. 22-084 – 22-093 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.

22-084 APPROVAL AND RELEASE OF MINUTES

22-085 APPROVING PAYMENT OF BILLS

- 22-086 COMPENSATION OF OFFICIALS AND EMPLOYEES FOR THE CALENDAR YEAR 2022
- 22-087 RESOLUTION AUTHORIZING CONTRACT WITH APPRAISAL SYSTEMS, INC. TO ASSIST THE ASSESSOR WITH THE 2023 ANNUAL REASSESSMENT
- 22-088 AMENDED 2022 FEE SCHEDULE
- 22-089 APPROVING SPECIAL EVENT LONG HILL TOWNSHIP GIRL SCOUTS- [CAMPING EVENT]
- 22-090 2022 TEMPORARY BUDGET
- 22-091 AUTHORIZING TRANSFER OF FUNDS
- 22-092 APPROVING 2022 NJ CONFERENCE OF MAYORS REQUEST
- 22-093 AUTHORIZING THE TOWNSHIP OF LONG HILL PARTICIPATE IN THE GRANT PROGRAM FROM THE STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY, DIVISION OF STATE POLICE, FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM FOR EMAA FY 2021

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 22-084 through 22-093 are hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

6. **LIAISON REPORTS:**

7. **ADMINISTRATOR'S REPORT:**

8. **DISCUSSION:**

- Temporary lights at Meyersville Ballfield

9. **OLD/NEW BUSINESS:**

10. **ANNOUNCEMENTS:**

11. **MEETING OPEN TO THE PUBLIC:** Remarks and Statements Pertaining to Any Matter - Comments and remarks will be limited to 3 Minutes

12. **ADJOURNMENT**

**RESOLUTION 22-083
EXECUTIVE SESSION**

BE IT RESOLVED, pursuant to the Open Public Meetings Act, that the Township Committee of Long Hill Township meets in closed session to discuss the following matters:

- Personnel – Salaries DPW Director, Chief of Police, Administrator
- Contract Negotiation – NJ Transit

**RESOLUTION 22-084
APPROVAL AND RELEASE OF MINUTES**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve and release the Township Committee Meeting Minutes of March 9, 2022;

BE IT FURTHER RESOLVED that the Township Committee hereby approves March 9, 2022, Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION 22-085
APPROVING PAYMENT OF BILLS**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve the payment of the bills as presented by the Chief Financial Officer.

BE IT FURTHER RESOLVED, that the bills list be appended to the official minutes.

**RESOLUTION 22-086
COMPENSATION OF OFFICIALS AND EMPLOYEES FOR THE CALENDAR YEAR 2022**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the compensation effective January 1, 2022 of the officials and employees of the Township be as follows:

<u><i>Position Title</i></u>	<u><i>Salary</i></u>
Township Administrator	\$150,000
Executive Administrative Assistant	\$ 61,651
Municipal Clerk/Registrar	\$ 80,600
Administrative Assistant	\$ 47,092
Administrative Assistant	\$ 45,900
Administrative Assistant (Part Time)	\$ 21.01/hr.
Chief Financial Officer (Part Time)	\$ 1,030
Asst. to the CFO [Part Time]	\$ 35.65/hr.
Tax Collector	\$ 66,300
Tax Assessor [Part Time]	\$ 31,518
Assistant Treasurer	\$ 70,279
Environmental Comm. Clerical (Part Time)	\$ 21.10/hr.
Qualified Purchasing Agent (Part Time)	\$ 7,500
<i>Court</i>	
Municipal Court Judge	\$ 39,724
Court Administrator	\$ 89,862
<i>Planning and Development</i>	
Planning & Zoning Coordinator/Zoning Officer	\$ 73,750
Construction Code Official/Building Sub Code Official [Part Time]	\$ 37,514

Fire Sub Code Official [Part Time]	\$ 36.77/hr.
Fire Prevention/Fire Official [Part Time]	\$ 35.72/hr.
Plumbing Sub Code Official [Part Time]	\$ 22,650
Electrical Sub-code Official [Part Time]	\$ 39.80/hr.
Code/Zoning Enforcement Officer [Part Time]	\$ 26.00/hr.
Technical Assistant to the Construction Official	\$ 55,000

Recreation

Recreation Director	\$ 71,338
Recreation Assistant	\$ 53,000

Police Department

Chief of Police	\$175,100
Police Officers	per Collective Bargaining Contract
Police Department Secretary	\$ 61,365
Administrative Asst. to Chief of Police	\$ 70,825
School Crossing Guard [Part Time]	\$ 25.04/hr.
Court Security Officer [Part Time]	\$ 25.50/hr.

Office of Emergency Management

Emergency Management Coordinator (Part Time)	\$ 10,000
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Department of Public Works/Roads

Director of Public Works /Superintendent of Roads	\$118,450
DPW employees	per Collective Bargaining Contract
Part Time Laborer	\$15.00/hr.
Part Time Laborer (Seasonal)	\$14.00/hr.
Part Time Clean Communities Laborer (Seasonal)	\$18.00/hr.

Community Services

Community Services Program Manager (Part time)	\$ 34,827
Senior Citizens Bus Driver (Part time)	\$ 35.00/hr.

RESOLUTION 22-087

RESOLUTION AUTHORIZING CONTRACT WITH APPRAISAL SYSTEMS, INC. TO ASSIST THE ASSESSOR WITH THE 2023 ANNUAL REASSESSMENT

WHEREAS, the Tax Assessor conducted a town-wide reassessment for the 2016 tax year; and
WHEREAS, Appraisal Systems, Inc. ("ASI") assisted the Assessor with that town-wide reassessment; and

WHEREAS, the Township then conducted annual reassessments for the 2017, 2018, 2019, 2020 and 2022 tax years with ASI's assistance after receiving State and County approval to conduct those annual reassessments; and

WHEREAS, the Township intends to continue its annual reassessment program, contingent on receiving county and state approval; and

WHEREAS, the Assessor will require the assistance of an outside appraisal firm in order to complete the 2023 annual reassessment; and

WHEREAS, on or about February 20, 2020 the Township Administrator sought quotations from five revaluation firms for a one year contract with two one-year renewals; and

WHEREAS, on April 28, 2021 the Township Committee adopted Resolution 21-120 awarding a contract to ASI in the amount of \$50,000 to assist the Assessor in completing the 2022 annual reassessment: and

WHEREAS, that contract was for a term of one year with a provision for two one-year, extensions;

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

1. The Mayor and Clerk are hereby authorized to execute a contract with Appraisal Systems, Inc. to provide assistance to the Township Tax Assessor during the 2023 annual reassessment that will be conducted during 2022.
2. Appraisal Systems, Inc. shall be compensated \$50,000 for the 2023 annual reassessment.
3. The contract shall be for a term of one year with a provision for one additional one-year, extension. Any price change included as part of an extension shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and the terms and conditions of the contract shall remain substantially the same.
4. This approval is contingent upon the Township Committee's deciding to proceed with the annual reassessment program for 2023, and the receipt of both State and County approval for such annual reassessment program.

**RESOLUTION 22-088
AMENDED 2022 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 2022 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	\$ 20.00
Station Wagon	\$ 55.00

Mini Van	\$ 80.00
Small Pick-up truck	\$ 115.00
Pick-up truck or van	\$ 155.00
Extra for overload	\$ 45.00
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 th	\$ 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	
Prepackaged goods only w/no milk, eggs or dairy	\$ 50.00
Aisles of Prepackaged goods	\$ 70.00
Mostly prepackaged goods with eggs, milk and dairy products available	\$ 90.00
Retail Food Establishment (under 2,000 sq. ft.)	\$100.00
Retail Food Establishment (2,000-5,000 sq. ft.)	\$135.00
Retail Food Establishment (5,000-10,000 sq. ft.)	\$165.00
Retail Food Establishment (over 10,000 sq. ft.)	\$400.00
Temporary Retail Food Establishment	\$ 30.00
Mobile Retail Food Establishment	\$110.00
Farmers Market	\$75.00
Septic Applications	
New Plan Review – includes plan review and inspections	\$500.00
Repair: Replacing existing components as is, no Engineer required	\$ 75.00
Alteration:	
Changing components on an existing System.	\$60.00
Engineer required.	\$350.00
PERC/Soil Log:	
Permit to conduct one group of soil logs and permeability tests.	
Witness per 1 st lot per day	\$100.00
Septic Abandonment	\$100.00
Re-review	\$100.00
Repair:	
Repair (requiring engineer)	\$300.00
Permit Renewal	\$100.00
Well	
Application/Permit	\$300.00

Well abandoned		\$100.00	
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 st		\$ 120.00	
Stirling	Yearly	\$ 290.00	
Yearly after July 1 st		\$ 145.00	
Gillette	Yearly	\$ 340.00	
Yearly after July 1 st		\$ 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.	
Recreation Programs			
Red Cross First Aid Class		\$ 32.00	
Red Cross CPR/AED Class:		\$ 32.00	
Rutgers SAFETY Class		\$ 45.00	
Abrakadoodle Creative Drawing Class		\$ 164.00	
Withdrawal Fee for ALL Recreation Programs (when Permitted)		\$ 10.00	
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 – First 4 docs are no charge	\$	2.50
Non Resident [per document]	\$	2.50
Mulch, Composted Leaves or Wood Chip Delivery [per load]	\$	115.00
Mulch Pick Up for Local Garden Centers Only	\$	10.00 <i>Per cubic yard.</i>
Public Assembly Permit	\$	100.00
Return Check Fee [per N.J.S.A. 40:5-18(c)]	\$	20.00
Street/Road Opening Permit	\$	200.00
Swimming and Bath Establishments	\$	200.00
Tax Lien Redemption Calculation Fee [For 3 rd request in a calendar year]	\$	50.00
Tire Permits	\$	3.00
<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 22-089
APPROVING SPECIAL EVENT LONG HILL TOWNSHIP GIRL SCOUTS- [CAMPING EVENT]**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign the application and approve the license S-22-09 for the “Sponsor” Long Hill Township Girl Scouts, for their Special Event to be held on May 27th at Hicks Tract.

**RESOLUTION 22-090
2022 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 2022 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that the following increase to the 2022 temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

2022 Increase to the Temporary Budget:

General Administration	
Salaries & Wages	0.00
Other Expenses	5,000.00
Municipal Clerk	
Salaries & Wages	8,000.00
Other Expenses	0.00
Financial Administration	
Salaries & Wages	8,000.00
Other Expenses	7,000.00
Planning Board	

Salaries & Wages	500.00
Board of Adjustment	
Salaries & Wages	500.00
Other Expenses	1,000.00
Zoning	
Salaries & Wages	10,000.00
Health Insurance	
Other Expenses	28,000.00
Unemployment Insurance	
Other Expenses	4,000.00
Police	
Salaries & Wages	200,000.00
Other Expenses	5,000.00
Radio & Communications	
Other Expenses	3,000.00
Municipal Court	
Salaries & Wages	2,000.00
Other Expenses	2,000.00
Fire Prevention	
Salaries & Wages	5,000.00
Other Expenses	15,000.00
Streets & Roads	
Salaries & Wages	26,000.00
Garbage Disposal	
Other Expenses	50,000.00
Health & Welfare	
Other Expenses	5,000.00
Community Services	
Salaries & Wages	3,000.00
Recreation & Education	
Salaries & Wages	10,000.00
Stirling Lake	
Other Expenses	6,100.00
Celebration of Public Events	
Other Expenses	1,000.00
Seniors Drivers	
Salaries & Wages	1,000.00
Construction Code	
Salaries & Wages	15,000.00

Natural Gas	
Other Expenses	8,000.00
Social Security	
Other Expenses	30,000.00
Public Library	
Other Expenses	300,000.00
Total	759,100.00

**RESOLUTION 22-091
AUTHORIZING TRANSFER OF FUNDS**

WHEREAS, there appears to be insufficient funds in the following accounts to meet the demands thereon for the balance of the Reserve Year Budget of 2021; and

WHEREAS, there appears to be a surplus in the following accounts, over and above the demand necessary for the balance of the Reserve Year;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provision R.S. 40A:4-58, part of the surplus in the account heretofore mentioned be and the same is hereby transferred to the account mentioned as being insufficient, to meet the current demands, and

BE IT FURTHER RESOLVED, that the Chief Financial Officer is hereby authorized and directed to make the following transfers:

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>
\$35.00	Municipal Court (SW)	Municipal Court (OE)

**RESOLUTION 22-092
APPROVING 2022 NJ CONFERENCE OF MAYORS REQUEST**

WHEREAS, the Township Committee approved Resolution 08-375 which requires Township Committee approval of all overnight conference requests; and

WHEREAS, the Township Committee has received request from the Guy Piserchia to attend the 2022 NJ Conference of Mayors May 10th – May 13th; and

NOW, THEREFORE, BE IT RESOLVED by, the Long Hill Township Committee hereby approves the Mayors requests to attend the 2022 NJ Conference of Mayors.

**RESOLUTION 22-093
AUTHORIZING THE TOWNSHIP OF LONG HILL PARTICIPATE IN THE GRANT PROGRAM
FROM THE STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY,
DIVISION OF STATE POLICE, FOR THE EMERGENCY MANAGEMENT PERFORMANCE
GRANT PROGRAM FOR EMAA FY 2021**

WHEREAS, the Township of Long Hill Office of Emergency Management ("OEM") submitted an application to the State of New Jersey, Department of Law and Public Safety, Division of State Police (the "Division") to receive funding from the 2021 Emergency Management Performance Grant Program; and

WHEREAS, the Township of Long Hill Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant CFDA #97.042, award FFY-21-EMPG-EMAA-1430 from the New Jersey State Police Office of Emergency Management. The sub-grant consisting of a total of including up to \$10,000.00 Federal award for the purpose of enhancing the Township of Long Hill's ability to prevent, protect against, respond to and recover from acts of terrorism, natural disasters and other catastrophic events and emergencies; and

WHEREAS, the sub-grant award incorporates all conditions and representations contained or made in the application of award #FY21-EMPG-EMAA-1430; and

WHEREAS, the Township of Long Hill Office of Emergency Management, designated by the New Jersey State Police, Office of Emergency Management has submitted an application for Sub-grant Award that has been required by the said New Jersey State Police Office of Emergency Management for the sub-grant award period of July 1, 2021 through June 30, 2022; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Long Hill, County of Morris, in the State of New Jersey that the Township Committee authorizes the Long Hill Township Office of Emergency Management to participate in the grant program and agrees to accept the \$10,000.00 award for the Long Hill Township "OEM" for emergency management purposes for EMAA FY 2021.
