



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
Wednesday, May 24, 2023
7:30PM OPEN SESSION, 6:45PM CLOSED SESSION**

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 May 24, 2023, 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/83530467317>

Or Telephone: +1 929 436 2866

Webinar ID: 835 3046 7317 Passcode: 663985

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 Morris Daily Record 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:

23-154 EXECUTIVE SESSION

- Contract Negotiations – HR Consultant, IT Services

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 23-154 is hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

3. CALL MEETING TO ORDER:

4. PROCLAMATION / PRESENTATIONS

- Proclamation – Jim and Diane Delurificio
- Budget presentation

5. ORDINANCE(S):

ORDINANCE 519-23 (FIRST READING / INTRODUCTION)

AMENDING THE ADMINISTRATIVE CODE AS SET FORTH IN CHAPTER 2 OF THE TOWNSHIP CODE ENTITLED "ADMINISTRATION"

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, May 24, 2023 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, June 21, 2023 by a meeting when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance. To obtain details of the meeting please refer to June 21, 2023, public agenda, or email municipalclerk@longhillnj.gov.

MOVED by: _____, that Ordinance 519-23 be introduced and passed on first reading.
SECONDED by: _____, **ROLL CALL VOTE**

ORDINANCE 516-23 (SECOND READING / ADOPTION)
SALARIES AND WAGES ORDINANCE

PUBLIC HEARING

MOVED by: _____, that Ordinance 516-23 be adopted. **SECONDED** by: _____,
ROLL CALL VOTE

ORDINANCE 517-23 (SECOND READING / ADOPTION)
**CREATING A NEW CHAPTER 19 IN THE TOWNSHIP CODE ENTITLED, “ADMINISTRATIVE FEES
FOR REGISTRATION OF CERTIFICATE OF INSURANCE REQUIRED FOR OWNERS OF
BUSINESSES AND RENTAL UNITS”**

PUBLIC HEARING

MOVED by: _____, that Ordinance 517-23 be adopted. **SECONDED** by: _____,
ROLL CALL VOTE

6. CONSENT AGENDA RESOLUTIONS:

Resolution No. 23-155 – 23-164 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.

- 23-155 APPROVAL AND RELEASE OF MINUTES
- 22-156 APPROVING PAYMENT OF BILLS
- 23-157 SOCIAL AFFAIR PERMIT [MILLINGTON FIRE COMPANY]
- 23-158 AUTHORIZING THE RENEWAL OF LIQUOR LICENSE FOR 2022-2023 TO COMMONTHREAD HOSPITALITY LLC
- 23-159 2023 SUMMER RECREATION CAMP PERSONNEL
- 23-160 2023 STIRLING LAKE STAFF
- 23-161 A RESOLUTION AUTHORIZING LONG HILL TOWNSHIP TO ENTER INTO THE NEW JERSEY COOPERATIVE PURCHASING ALLIANCE COOPERATIVE PRICING AGREEMENT
- 23-162 APPROVING A CHANGE ORDER TO STIRLING FIRE COMPANY 789 PIERCE ENFORCER PUMPER
- 23-163 AUTHORIZATION TO CONDUCT BLOCK PARTY- SKYLINE RIDGE DRIVE
- 23-164 IN GRADE ADVANCEMENT – GERESI

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 23-155 through 23-164 are hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

7. LIAISON REPORTS:

8. ADMINISTRATOR'S REPORT:

9. **DISCUSSION:**

10. **OLD/NEW BUSINESS:**

11. **ANNOUNCEMENTS:**

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

13. **ADJOURNMENT**

**RESOLUTION 23-154
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:

- Contract Negotiations – HR Consultant, IT services

**ORDINANCE 519-23
AMENDING THE ADMINISTRATIVE CODE AS SET FORTH IN CHAPTER 2 OF THE TOWNSHIP
CODE ENTITLED “ADMINISTRATION”**

WHEREAS, the Township Administrative Code has not been updated since 1996 and needs to be updated;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey, that Chapter 2 of the Township Code entitled “Administration” is hereby amended as follows:

Section 1. Article I, entitled “Administrative Code” is hereby amended to read as follows:

**“Article I
Administrative Code**

§ 2-1 RESTATEMENT OF TOWNSHIP CHARTER.

- The inhabitants of Long Hill Township are hereby continued as a body politic and corporate in law as heretofore constituted and established and shall be known by the name of "the Township of Long Hill, in the County of Morris" and the boundaries of the Township shall be and remain as heretofore established by law.
- The Township shall have full power to sue and be sued and have a corporate seal.

§ 2-2 TOWNSHIP COMMITTEE.

§ 2-2.1 Organization.

- The Township Committee shall hold an annual meeting ~~on the first day of January at 12:00 noon,~~ or during the first seven days of January in any year.
- At their annual meeting, the Committee shall have the power and authority to elect one of their number as Chair of the Committee, who shall preside at all meetings of the Township Committee and who shall be known as the Mayor of the Township. The Mayor shall have no additional authority by virtue of such designation, except as otherwise provided by law.
- A majority of the Committee shall constitute a quorum for the transaction of business. A majority of all the members of the Committee shall be required to vote in the affirmative to pass any ordinance.
- The Committee may, at its annual meeting, establish for their members such subordinate committees as will assist them for the ensuing year.

§ 2-2.2 Powers of Mayor.

- The Mayor shall be the Chair of the Township Committee and head of the municipal government.
- The Mayor shall have all those powers placed in the Mayor by general law.
- The Mayor shall preside at meetings of the Committee and shall have the right to debate and vote

on all questions before the Committee.

- d. ~~The Mayor or his or her designee shall serve as the Class I member of the Planning Board and may appoint a designee to act in his or her absence.~~
- e. The Mayor shall serve as a member of the Library Board of Trustees, however, the Mayor may appoint an alternate to act in his or her place and stead with authority to attend all meetings of the board and, in his or her absence, to vote on all questions before the board.

§ 2-2.3 Powers of the Township Committee.

- a. The Committee shall be the legislative body of the municipality.
- b. The Committee may subject to general law and provisions of this act:
 - 1. Pass, adopt, amend and repeal any ordinance or, where permitted, any resolution for any purpose required for the government of the municipality or for the accomplishment of any public purpose for which the municipality is authorized to act under general law;
 - 2. Control and regulate the finances of the municipality and raise money by borrowing and taxation;
 - 3. Create such offices and positions as they deem necessary. The officers appointed thereto shall perform the duties required by law and the ordinances of the Committee. Other than the Township Attorney, Engineer, Construction Official ~~Building Inspector~~, the Clerk, the Chief Financial Officer, Auditor, Tax Collector and Tax Assessor who shall serve for terms as provided in Chapter 9 of Title 40A of the New Jersey Statutes, these officers shall serve at the pleasure of the Committee;
 - 4. Investigate any activity of the municipality; and
 - 5. Remove any officer of the municipality, other than those officers excepted by law, for cause.
- c. The Committee shall have all the executive responsibilities of the municipality not placed, by general law or this act, in the office of the Mayor.

§ 2-2.4 Township Committee Liaisons.

- a. ~~Appointments. At its annual reorganization meeting or as soon thereafter as practicable, The Mayor, with the consent of the Township Committee, shall appoint members as liaisons, as it deems appropriate, to Township the following boards, commissions, committees, and departments.~~

~~Administrative and Executive
Fire
Ordinances
Rescue Squad
Civil Defense & Disaster Control
Senior Citizen
Finance & Investments
Police
Department of Public Works
Board of Education
Planning Board
Affordable Housing
Long Range Planning
Recreation
Public Assistance
Environmental Commission~~

Shade Tree Committee
Board of Health

- b. Responsibilities and Duties. Each liaison will communicate on a frequent basis with the board, commission, committee, or department to which he or she is assigned and will actively participate in the activities of such boards, committees and commissions, to the extent appropriate. Each liaison will report to the Township Committee monthly. Monthly reports shall include the status of current projects or activities, significant accomplishments or achievements, concerns, problems and recommendations. Communication from the Township Committee shall be through the liaison or the Township Administrator, as appropriate.

§ 2-2.5 Relationships and Dealings.

- a. Department Heads and Employees. Except in connection with their duties as liaisons or in the case of an emergency, members of the Township Committee shall communicate with department heads and employees through the Township Administrator or the appropriate Township Committee liaison.
- b. Public. When a member of the Township Committee receives a communication from a member of the public, he or she shall direct that communication to the Township Administrator. The Administrator shall forward the matter to the appropriate department head for action. The Administrator shall advise the Township Committee person of the action taken. Matters involving significant issues shall be placed on an agenda for discussion by the entire Township Committee. In addition, any member of the Township Committee may request that a matter be placed on a meeting agenda for discussion.

§ 2-3 MEETINGS.

The Township Committee shall hold at least one regular meeting a month. The schedule of meetings for the year shall be adopted by the Township Committee by resolution at the reorganization meeting. The Clerk shall post the schedule of meetings and send copies to the official Township newspapers, in accordance with the Open Public Meetings Act.

~~No matter shall be commenced or continued after 11:00 p.m. at any meeting, unless a motion is passed by the members then present to extend the meeting to a later specified cutoff time. Notice of this procedure shall be included in every agenda and announced at the opening of every meeting.~~

§ 2-3.1 Organizational Meeting.

The Township Committee shall hold its annual organizational meeting within the first seven days of each calendar year. At the organization meeting, the Township Committee shall select a Mayor and Deputy Mayor, appoint Township officers, appoint members of boards, commissions and committees, designate dates and times of meetings for the year, designate the official newspaper, designate official bank depositories, adopt a temporary budget and take all other steps necessary to organize the Township government for the year. The Clerk shall chair the meeting until the election of a Mayor, which shall be the first act of business, after the invocation, flag salute, swearing in of new members and roll call have been completed.

- a. Nomination and Election of Mayor and Deputy Mayor.
 - 1. Mayor.
 - (a) The Clerk will call for the nomination of a Township Committee member to be Chair of the Township Committee and Mayor for the year. Nominations require a second. After a reasonable time, any member may move to close nominations. The Clerk shall then inquire whether there are any additional nominations and if there are none, conduct a voice vote on the motion to close nominations.
 - (b) Once nominations are closed, the Clerk will conduct the election by ballet roll call vote. Three votes shall be required for election. If no candidate garners the required three

votes, a runoff will be conducted between the top two vote getters.

- (c) The newly elected Mayor will then be presented by the Clerk and shall be given the opportunity to speak to the assembly.
- (d) The Mayor then assumes the Chair.

2. The next order of business shall be the election of a Deputy Mayor, which shall be conducted in the same manner as the election for Mayor.

b. Mayoral Appointments. The Mayor shall make the following appointments:

Class I, II, and IV Planning Board members
Environmental Commission (and chair)
Recreation Advisory Committee
Historic Preservation Advisory Committee
~~Shade Tree Committee~~ Commission
Emergency Management Coordinator and Council
~~Local Assistance Board~~

Other appointments as provided by law.

c. Mayoral Appointments with Consent of Township Committee. The Mayor shall make the following appointments with the consent of the Township Committee:

Township Administrator
Board of Health
Library Board of Trustees
Other appointments as provided by law.

d. Township Committee Appointments. The Township Committee shall make the following appointments:

Class III Planning Board member
Board of Adjustment
Communications Advisory Committee
Township Clerk
Township Attorney
Chief Financial Officer
Tax Collector
Tax Assessor
Township Engineer
Municipal Court Judge
Board of Health

All of the officers and employees of the Township whose appointments are not vested by general law in the Mayor.

To the extent practicable, all appointments shall be made at the organizational meeting.

e. Educational Requirements for Planning Board and Zoning Board of Adjustment. No person shall be appointed or reappointed to the Planning Board or the Zoning Board of Adjustment unless that person shall have successfully completed a land use or zoning course offered by the Department of Government Services at Rutgers University or some other organization or person approved in advance in writing by the then current Mayor. This requirement may be waived or relaxed by the appointing authority in the case of an initial appointment to either Board.

§ 2-3.2 Regular Meetings.

Regular meetings for the conduct of Township business shall be held at least monthly. Agendas for the regular meetings shall ordinarily be prepared by the Clerk and distributed to members of the Township Committee, the Administrator and the Township Attorney on the Friday preceding each meeting. Copies of the agenda shall also be posted and sent to the official newspapers in accordance with the Open Public Meetings Act. Any member of the Township Committee or the Administrator may submit an item to the Clerk to be included in the agenda. Except in extraordinary situations, items to be included in the agenda must be submitted to the Clerk by noon of the preceding Thursday. The Mayor shall make the final determination as to what items will be included in the agenda. Where practicable, no item shall be included in the agenda until it has first been discussed at an agenda meeting by the Township Committee. Items may be added to the agenda at the meeting only by motion. Discussion items will be drafted so as to focus discussion on the issue or question to be considered.

If it is determined that a regular meeting will have to be cancelled because of a lack of an in-person quorum, or if the Mayor determines that a meeting should be held remotely, members of the Governing Body may attend that meeting by teleconference remotely under the following conditions:

- a. All requirements of the Open Public Meetings Act N.J.S.A. 4:10-8 et seq. are met.
- b. The member or members of the Governing Body attending the meeting by teleconference remotely can be heard by all other members of the Governing Body whether they are attending the meeting in person or electronically remotely as well as members of the public attendance attending the meeting either in-person or remotely.
- c. The member ~~or members~~ of the Governing Body attending the meeting by speaker phone remotely is able to hear comments by other members of the Governing Body as well as members of the public.

If technological problems prevent participation by any members of the Governing Body who are not physically present at the meeting, the meeting shall be held without them as long as there is still a quorum present to conduct the meeting, or unless a majority of those present in person and by teleconference remotely vote to adjourn the meeting.

The Township Clerk will make every effort to broadcast Township Committee meetings and to allow members of the public to attend meetings remotely. Failure of the Clerk to provide a live broadcast of a meeting or technological problems encountered during the course of the meeting that affect remote viewing and/or public participation will not invalidate the meeting or any action taken at that meeting including, but not limited to, the adoption of any ordinance, resolution or motion.

§ 2-3.3 Special Meetings.

The Mayor or any two members of the Township Committee may call special meetings, upon proper notice to all members of the Committee and the public in accordance with the Open Public Meetings Act. No item may be considered at a special meeting unless it was included in the agenda. No vote or action of the Committee shall be rescinded at any special meeting unless there be present at such meeting as many Committee members as were present at the meeting when such vote or action was taken.

In the case of special meetings which have been scheduled with less than 10 days' notice or special meetings that are held entirely remotely, members of the Governing Body may attend that special meeting by teleconference remotely under the following conditions:

- a. All requirements of the Open Public Meetings Act N.J.S.A. 4:10-8 et seq. are met.
- b. The member or members of the Governing Body attending the meeting by speaker phone remotely can be heard by all other members of the Governing Body whether they are attending the meeting in person or electronically remotely as well as members of the public attendance at attending the

meeting.

- c. The member or members of the Governing Body attending the meeting ~~by speaker phone remotely~~ are able to hear comments by other members of the Governing Body as well as members of the public.

If technological problems prevent participation by those members of the Governing Body who are not physically present at the meeting, the meeting shall be held without them as long as there is a quorum present in person to conduct the meeting, or unless a majority of those present in person and ~~by teleconference~~ remotely vote to adjourn the meeting.

§ 2-3.4 Minutes.

The Clerk shall keep reasonably comprehensible minutes of all Township Committee meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matter public shall not be inconsistent with the Open Public Meetings Act at N.J.S.A. 10:4-14. Minutes shall be adopted by resolution of the Township Committee and shall not be released to the public until so approved. Draft executive session minutes shall be marked "confidential" and distributed to the Township Committee for approval and determination as to when and the extent to which those minutes should be released to the public in compliance with the Open Public Meetings Act.

§ 2-3.5 General Procedures.

- a. Ordinances. The term "ordinance" when used in this Code means and includes any act or regulation of the governing body required to be reduced to writing and read at more than one meeting and published.
 1. Introduction. Ordinances shall be introduced by motion of a member of the Township Committee. Introduction of an ordinance shall require a second. No public hearing will be held at the time of introduction. An ordinance shall be passed upon first reading by a majority of those present. A roll call vote shall be conducted. Every ordinance after being introduced and having passed a first reading, which first reading may be by title, shall be published in its entirety or by title at least once in a newspaper published and circulated in the municipality, if there be one, and if not, in a newspaper printed in the County and circulating in the municipality, together with a notice of the introduction thereof, the time and place when and where it will be further considered for final passage, a clear and concise statement prepared by the Clerk setting forth the purpose of the ordinance, and the time and place when and where a copy of the ordinance can be obtained without cost by any member of the general public who wants a copy of the ordinance. If there be only one such publication the same shall be at least one week prior to the time fixed for further consideration for final passage. If there be more than one publication, the first shall be at least one week prior to the time fixed for further consideration for final passage.
 2. Public Hearing and Adoption. At the time and place so stated in such publication, or at any time and place to which the meeting for the further consideration of the ordinance shall from time to time be adjourned, all persons interested shall be given an opportunity to be heard concerning the ordinance. The opportunity to be heard shall include the right to ask pertinent questions concerning the ordinance by any resident of the municipality or any other person affected by the ordinance.

Final passage thereof shall be at least 10 days after the first reading. Upon the opening of the hearing, the ordinance shall be given a second reading, which reading may be by title, and thereafter, it may be passed with or without amendments, or rejected. Three affirmative votes are required for passage of any ordinance, except for bond ordinances other ordinances which require a 2/3 vote by law. Prior to the said second reading, a copy of the ordinance shall be posted on the bulletin board or other place upon which public notices are customarily posted in

the principal municipal building of the municipality, and copies of the ordinance shall be made available to members of the general public of the municipality who shall request such copies. If any amendment be adopted, substantially altering the substance of the ordinance, the ordinance as so amended shall not be finally adopted until at least one week thereafter, and the ordinance as amended shall be read at a meeting of the governing body, which reading may be by title, and shall be published in its entirety or by title, together with a notice of the introduction, the time and place when and where a copy of the amended ordinance can be obtained without cost by any member of the general public who desires a copy, a clear and concise statement prepared by the Clerk setting forth the purpose of the ordinance, and the time and place when and where the amended ordinance will be further considered for final passage, at least two days prior to the time so fixed. At the time and place so fixed, or at any other meeting to which the further consideration of the amended ordinance may be adjourned, the governing body may proceed to pass the ordinance, as amended, or again amend it in the same manner.

Upon passage, every ordinance, or the title, together with a notice of the date of passage or approval, or both, shall be published at least once in a newspaper circulating in the municipality, if there be one, and if not, in a newspaper printed in the County and circulating in the municipality. No other notice or procedure with respect to the introduction or passage of any ordinance shall be required.

Nothing herein shall be construed to affect the provisions of N.J.S.A. 40:49-7 to 40:49-12 or 40:49-27.

- b. Resolutions. The term "resolution" when used in this Code means and includes any act or regulation of the governing body of any municipality required to be reduced to writing, but which may be finally passed at the meeting at which it is introduced.
 - 1. Consent Agenda. Routine resolutions may be included in the consent agenda which may be adopted only by unanimous consent of the Township Committee. When any item in the consent agenda requires a roll call vote, the consent agenda vote shall be taken by roll call. Any item shall be removed from the consent agenda at the request of any member of the Committee. An item on the consent agenda may be discussed by the Committee prior to the vote.
 - 2. Other Resolutions. Resolutions not included in the consent agenda shall be voted on separately by roll call or voice vote as appropriate.
- c. Motions. Motions are similar to resolutions except that they are not in writing. Ordinarily, only procedural matters and minor substantive actions should be handled by motion.
 - 1. Procedural Motions. A member of the Township Committee may make a procedural motion in accordance with this Code as follows:

Motion	Needs Second	Debate Allowed	Amendments	Vote Required
Introduce item for action	Yes	Yes	Yes	Majority
Modify Motion (1)	Yes	Yes	Once	Majority
Modify Motion (2)	Yes	No	Yes	Majority

	Motion	Needs Second	Debate Allowed	Amendments	Vote Required
Modify the Motion (3)	Refer to Committee	Yes	Yes	Yes	Majority
Defer Action (1)	Postpone	Yes	Yes	Yes	Majority
Defer Action (2)	Table	Yes	No	No	Majority
Defer Action (3)	Refer to Committee	Yes	Yes	Yes	Majority
Prevent Action (1)	B/F Debate: Object to Consideration	No	No	No	2/3 Majority
Prevent Action (2)	After Debate: Postpone Indefinitely	Yes	Yes	No	Majority
Reject the Question (1)	B/F Debate: Object to Consideration	No	No	No	2/3 Majority
Reject the Question (2)	Move Previous Question or Close Debate	Yes	No	No	2/3 Majority
Reject the Question (3)	After Debate: Postpone Indefinitely	Yes	Yes	No	Majority
Consider Question a 2nd Time (1)	Take from the Table	Yes	No	No	Majority
Consider Question a 2nd Time (2)	Reconsider	Yes	Yes	No	Majority
Consider Question a 2nd Time (3)	Rescind Previous Action (w/notice)	Yes	Yes	No	2/3 Majority
Consider Question a 2nd Time (4)	Rescind Previous Action (w/notice)	Yes	Yes	No	Majority
Vote on the	Call for a Vote	No	No	No	Majority

	Motion	Needs Second	Debate Allowed	Amendments	Vote Required
Question (1)					
Vote on the Question (2)	Move Previous Question or Close Debate	Yes	No	No	2/3 Majority
Reopen Main Question to Debate	Reconsider	Yes	Yes	No	Majority
Correct Mistake in Proceedings	Point of Order	No	No	No	None
Propose Action Which Violates Procedural Rule	Suspend the Rules	Yes	No	No	2/3 Majority
Challenge Decision of Chair	Appeal	Yes	No	No	Majority

d. Public Participation. All meetings of the Township Committee shall be open to the public in accordance with the provisions of the Open Public Meetings Act. Audience participation in Township Committee discussions shall ordinarily be limited to the "meeting open to public" portion of the agenda and to public hearings on ordinances, budget resolutions and similar items.

1. Public Session. Every regular meeting of the Township Committee shall have at least one "public session" for public comment. ~~The Mayor may also include a public session at agenda meetings when appropriate.~~ During the public session, a member of the public may discuss any item not on the agenda or any item on the agenda which does not have its own public hearing (e.g., second readings of ordinances). The Chair shall give members of the public a reasonable opportunity to be heard during the public session. The Chair in his or her discretion may limit the length of discussion on any particular issue or may limit the time allotted to individual members of the public to speak.

2. Other Items of Business. The public shall be given the opportunity to be heard during the public hearings on second readings of ordinances and other matters such as the budget which require formal public hearings. Ordinarily public comment on other matters should be heard only during the public sessions held in accordance with Subsection 2-3.5d1 above. The Mayor in his or her discretion may permit public participation in the discussion of any matter.

e. Executive Sessions. Executive or closed sessions may be held in accordance with the Open Public Meetings Act at N.J.S.A. 10:4-12. Minutes shall be kept and released to the public in accordance with the Act and Subsection 2-3.5 above.

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this

ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

**ORDINANCE 516-23
SALARIES AND WAGES ORDINANCE**

STATEMENT OF PURPOSE: Salary and wage amendments

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

Section 1. The salaries and wages of the following employees of the Township shall be as follows:

<u>Position Title</u>	<u>Annual Salary</u>
Township Administrator	\$75,000 - \$180,000
Executive Administrative Assistant	\$52,500 - \$82,500
Municipal Clerk/Registrar	\$45,000 - \$93,500
Deputy Registrar	\$2,500 - \$10,000
Administrative Assistant	\$33,000 - \$57,750
Administrative Assistant [Part Time]	\$ 20.00 - \$ 33.00/hr.
Chief Financial Officer [Part Time]	\$1,000 - \$ 55,000
Asst. to the CFO [Part Time]	\$20,000 - \$48,000
Accts. Payable Manager	\$25,000 - \$66,000
Clerical [Part Time]	\$15.00 - \$27.00/hr.
Tax Collector [Full Time]	\$60,000-\$77,000
Tax Assessor [Part Time]	\$20,000 - \$44,000
Assistant Treasurer	\$45,000 - \$82,500
Qualified Purchasing Agent [Part Time]	\$5,000 - \$8,250
Executive Producer Long Hill TV	\$25.00 – \$38.50/hr.
Community Services Program Manager	\$25,000 - \$60,000
Board of Health	
Animal Control Officer [Part Time]	\$35.00 - \$66.00/hr.
Court	
Municipal Court Judge	\$19,000 - \$43,750
Court Administrator	\$40,000 - \$93,750
Planning and Development	
Construction Code Official [Part Time]	\$30,000 - \$49,000
Building Sub Code Official [Part Time]	\$ 35.00 - \$54.00
Fire Sub Code Official [Part Time]	\$ 35.00 - \$54.00
Fire Prevention/Fire Official [Part Time]	\$ 22.50 - \$44.00/hr.
Plumbing Sub Code Official [Part Time]	\$35.00 - \$54.00/hr.
Electrical Sub-code Official [Part Time]	\$ 35.00 - \$54.00
Technical Assistant to the Construction Official	\$50,000 - \$66,000
Planning & Zoning Coordinator/Zoning Officer	\$40,000 - \$93,500
Code/Zoning Enforcement Officer [Part Time]	\$25.00 - \$44.00/hr.
Recreation	
Recreation Director	\$30,000 - \$84,000
Assistant Recreation Director [Full Time]	\$35,000 - \$66,000

Seasonal/ [Part Time] Positions

Summer Recreation Site Director	\$ 22.00 - \$ 38.50/hr.
Summer Recreation Site Supervisor	\$ 17.00 - \$ 29.70/hr.
Summer Recreation Assistant	\$ 15.00 - \$ 27.50/hr.
Summer Recreation Counselor	\$ 14.13 - \$ 18.50/hr.
Lake Director	\$ 20.00 - \$ 38.50/hr.
Assistant Lake Director	\$ 15.00 - \$ 27.50/hr.
Head Lifeguard	\$ 14.13 - \$ 22.00/hr.
Life Guard	\$ 14.13 - \$ 22.00/hr.
Score Keeper/Time Keeper/Referees	\$ 13.00 - \$ 16.50/hr.
Basketball Director	\$ 18.00 - \$ 33.00/hr.
Basketball Staff Supervisor	\$ 14.30 - \$ 30.00/hr.

Police Department

Chief of Police	\$125,000 - \$216,000
Police Officers	per Collective Bargaining Contract
Special Law Enforcement Officer (SELO)	\$25.00-\$35.00
Police Department Secretary	\$ 36,000 - \$72,000
Administrative Assistant to the Chief of Police	\$ 52,500 - \$82,500
PD Administrative Assistant [Part Time]	\$ 33,000 - \$ 57,200
School Crossing Guard [Part Time]	\$ 13.00 - \$ 28.60/hr.
Police Matron	\$ 13.00 - \$ 30.80/hr.
Court Security Officer [Part Time]	\$ 20.00 - \$33.00/hr.

Office of Emergency Management

Emergency Management Coordinator [Part Time]	\$10,000 – 12,000
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Department of Public Works/Roads

Director of Public Works /Superintendent of Roads	\$85,000 - \$150,000
DPW employees	per Collective Bargaining Contract
Part Time Laborer	\$ 13.00 – 27.50/hr.

Senior Services

Senior Citizens Bus Driver	\$ 30.00 - \$ 45.00/hr.
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Mileage reimbursement based on current IRS Standard

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. This ordinance shall take effect immediately upon final passage and publication as required by law, unless the effective date is delayed pursuant to the provisions of *N.J.S.A. 40A:9-165*.

ORDINANCE 517-23

CREATING A NEW CHAPTER 19 IN THE TOWNSHIP CODE ENTITLED, “ADMINISTRATIVE FEES FOR REGISTRATION OF CERTIFICATE OF INSURANCE REQUIRED FOR OWNERS OF BUSINESSES AND RENTAL UNITS”

WHEREAS, N.J.S.A. 40A:10A-1 provides that:

“a. Except as provided in subsection b. of this section, the owner of a business or the owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

b. The owner of a multifamily home which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount

of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence”; and

WHEREAS, paragraph a. of N.J.S.A. 40A:10A-2 provides that:

“a. The owner of a business, owner of a rental unit or units and the owner of a multi-family home of four or fewer units, one of which is owner occupied, shall annually register the certificate of insurance demonstrating compliance with [N.J.S.A. 40A:10A-1] with the municipality in which the business, rental units, or multi-family home is located.”; and

WHEREAS, paragraph b. of N.J.S.A. 40A:10A-2 provides that:

“b. The governing body of a municipality may, by ordinance, establish a reasonable administrative fee for the certificate of registration required pursuant to subsection A. of this section for properties located in that municipality. The governing body of a municipality may collect, through a summary proceeding pursuant to the “Penalty Enforcement Law of 1999,” P.L.1999, C. 194 (C.2A: 58-10 et seq.), a fine of not less than \$500 but no more than \$5,000 against an owner who failed to comply with the provisions of this act”; and

WHEREAS, the governing body wishes to establish a reasonable administrative fee for the certificates of registration required pursuant to N.J.S.A. 40A:10A-2;

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

Section 1. There is hereby created a new Chapter 19 in the Township Code entitled “Administrative Fees for Registration of Certificate of Insurance Required for Owners of Businesses and Rental Units,” which reads as follows:

“Chapter 19 Administrative Fees for Registration of Certificate of Insurance Required for Owners of Businesses and Rental Units

§ 19-1. All owners of businesses, a rental unit or units, and multi-family homes of four or fewer units, one of which is owner-occupied, shall by January 30 of each calendar year, register a certificate of insurance demonstrating compliance with N.J.S.A. 40A:10A-1.

§ 19-2. An administrative fee of \$50.00 shall be charged for each registration required pursuant to this Chapter.

§ 19-3. Enforcement. In accordance with the provisions of N.J.S.A. 40A:10A-2, the Township may collect through a summary proceeding pursuant to the ‘Penalty Enforcement Law of 1999’ (N.J.S.A. 2A:58-10 et seq.) a fine of not less than \$500 but no more than \$5,000 against an owner who fails to comply with the provisions of this chapter.”

Section 2. Any or all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. This ordinance shall become effective immediately upon final passage and publication as required by law.

**RESOLUTION 23-155
APPROVAL AND RELEASE OF MINUTES**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approved and release the Township Committee Minutes of May 10, 2023.

BE IT FURTHER RESOLVED that the Township Committee hereby approves May 10, 2023, Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION 23-156
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 23-157
SOCIAL AFFAIR PERMIT [MILLINGTON FIRE COMPANY]**

WHEREAS, MILLINGTON FIRE COMPANY has submitted an Alcoholic Beverage Control Application to the State of New Jersey for Comedy Night to be held on September 23, 2023, at 769 Valley Road; and

WHEREAS, Officer in Charge approval is subject to the review of the application and that there is no objection to the granting of a social affair permit to be issued to the applicant to sell alcoholic beverages at the affair to be held on the date and premises noted, subject to, however, the following conditions:

1. The consumption of alcoholic beverages shall be restricted to the area as outlined in the site plan supplied with the application. No alcoholic beverages shall be possessed or consumed in any area not designated on this site plan.
2. No person under the age of 21 shall be served alcoholic beverages. MILLINGTON FIRE COMPANY members or designee shall be responsible for verifying the ages of those patrons who wish to consume alcoholic beverages and monitor the area to prevent "hand off's."
3. No person assumed to be under the influence of alcohol shall be served, permitted to walk, or allowed to drive from 769 Valley Road, or the designated area.
4. Alcoholic beverages shall only be served and/or consumed between the hours of 6:00pm and 10:00pm on September 23, 2023

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 Township Committee, the licensing authority of the municipality, has no objection to the granting of a special permit subject to the approval of the Officer in Charge as well.
2. The Township Clerk is hereby authorized to approve the municipal certification on the application and submit to NJ ABC electronically.

**RESOLUTION 23-158
AUTHORIZING THE RENEWAL OF LIQUOR LICENSE FOR 2022-2023**

TO COMMONTHREAD HOSPITALITY LLC

BE IT FURTHER RESOLVED that the applicant filed a renewal application with ABC, paid the required municipal fee and received tax clearance, the Township Committee of the Township of Long Hill does hereby grant the following Pocket License (Plenary Retail Consumption Licenses) for the year beginning July 1, 2022, and ending June 30, 2023, effective nunc pro tunc May 10, 2023:

Commonthread Hospitality LLC
 632 Meyersville Road
 Gillette, NJ 07933
 License No. 1430-33-007-008

**RESOLUTION 23-159
 2023 SUMMER RECREATION CAMP PERSONNEL**

BE IT RESOLVED that the Township Committee of the Township of Long Hill upon the recommendations of the Recreation Director and Summer Camp Director, that the following be appointed to the 2023 Summer Recreation Camp Personnel effective June 16, 2023:

Summer Rec Camp Staff		Position	Hourly Rate
Aroneo	Emily	Counselor	\$ 15.00
Aroneo	Erin	Counselor	\$ 15.00
Coslet	Grace	Counselor	\$ 15.00
Delia	Grace	Assistant--Art	\$ 17.00
Donahue	Scott	Counselor	\$ 15.00
Fullman	Riley	Counselor	\$ 15.00
Fullman	Jacob	Counselor	\$ 15.00
Gambino	Jolie	Counselor	\$ 15.50
Goudie	Philip	Camp Director	\$ 27.00
Gully	Preston	Counselor	\$ 15.00
Hoffmann	Mike	Assistant--Gym	\$ 25.00
Hoffmann	Samantha	Assistant--Health Office	\$ 20.00
Hubert	Katelyn	Counselor--Little Exp.	\$ 15.00
Johnstone	Katelyn	Counselor	\$ 15.00
Krug	Ryan	Ass't--Lead Counselor	\$ 16.50
Krug	Sean	Counselor	\$ 15.00
Lange	Nora	Assistant--Health Office	\$ 18.00
Langell	Kyra	Counselor	\$ 15.00
Lapetina	Olivia	Counselor	\$ 15.00
Lattarulo	Ava	Counselor	\$ 15.00
Lavender	Catherine	Counselor	\$ 15.00
Lavender	Ray	Counselor	\$ 15.00
Orabi	Dania	Counselor	\$ 15.00
Pochick	Kyle	Counselor	\$ 15.00
Rizzo	Alyssa	Site Supervisor	\$ 25.00
Rosen	Briana/Hunter	Health Director	\$ 23.00
Scanlon	Liam "Bo"	Ass't--Lead Counselor	\$ 16.50

Scott	Donahue	Counselor	\$ 15.00
Seyda	Jake	Counselor	\$ 15.00
Singer	Amanda	Counselor	\$ 15.00
Stine	Julia	Counselor	\$ 14.25
Thievon	Madison	Counselor	\$ 15.00
Torpey	Delia	Counselor	\$ 15.00
Unchester	Bailey	Counselor	\$ 15.50
Unchester	Kelsey	Counselor	\$ 15.00
Wizeman	Ian	Counselor	\$ 15.00
Wood	Emily	Counselor	\$ 14.25

**RESOLUTION 23-160
2023 STIRLING LAKE STAFF**

BE IT RESOLVED that the Township Committee of the Township of Long Hill upon the recommendations of the Recreation Director and Lake Director, that the following be appointed to the 2023 Stirling Lake Personnel effective May 27, 2023:

2023 Stirling Lake Employees		Position	Hourly Rate
Eggers	Emily	Lifeguard	\$15.00
Kingman	Gabriel	Lifeguard	\$16.00
O'Connor	Lee	Lake Director	\$30.00

**RESOLUTION 23-161
A RESOLUTION AUTHORIZING LONG HILL TOWNSHIP TO ENTER INTO THE NEW JERSEY
COOPERATIVE PURCHASING ALLIANCE COOPERATIVE PRICING AGREEMENT**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency " has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04- a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 24, 2023, the governing body of Long Hill Township, County of Morris, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

1. TITLE - This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Long Hill Township
2. AUTHORITY - Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Mayor is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. CONTRACTING UNIT - The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

4. **EFFECTIVE DATE** - This resolution shall take effect immediately upon passage.

**RESOLUTION 23-162
APPROVING A CHANGE ORDER TO
STIRLING FIRE COMPANY 789 PIERCE ENFORCER PUMPER**

WHEREAS, the Township, by Resolution 22-120, adopted April 27, 2022, authorizing Stirling Volunteer Fire Company to purchase two firefighting apparatus through Sourcewell Cooperative Purchasing in the amount of \$576,858.10 for a 789 Pierce Enforcer Pumper and \$667,180.30 for a 796 Pierce Encore Rescue Vehicle; and

WHEREAS, during the preconstruction meeting changed were discussed for the 789 Pierce Enforcer Pumper; and

WHEREAS, the total change order is \$29,695.00 making the total for the 789 Pierce Enforcer Pumper \$606,553.10; and

WHEREAS, the Chief of Stirling Fire Company finds the changes are justifiable; and

WHEREAS, Township Administrator Randy Bahr recommends that these changes be accepted.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey, and the change order requested by Fire & Safety Services, LTD is hereby approved and will be charged to the following line-item appropriation of the official Township budget: C-04-2022-48722-2-02238.

**RESOLUTION 23-163
AUTHORIZATION TO CONDUCT BLOCK PARTY- SKYLINE RIDGE DRIVE**

BE IT RESOLVED that the Township Committee of the Township of Long Hill does hereby approve the request for a block party on Nottingham/Dogwood on Saturday, May 27th, 2022, from 1:00 p.m. until 9:00 p.m., with a rain date of May 28th, as noted in an email received on May 18, 2023.

BE IT FURTHER RESOLVED that the Township Committee does hereby approve the request for the road closure(s) with the provision that barricades are obtained from the Department of Public Works.

**RESOLUTION 23-164
IN GRADE ADVANCEMENT – GERESI**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey, does hereby approve the grade advancement of Officer Christopher Geresei to Officer Grade VII, effective June 1, 2023, at an annual salary of \$79,475.00.

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