



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REGULAR SESSION AGENDA
Wednesday, December 29, 2023
8:30AM OPEN SESSION, 8:15AM CLOSED SESSION**

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

The December 29, 2023, Township Committee Meeting will be conducted in person at Long Hill Township Municipal Court is located at 915 Valley Road, Gillette.

To participate through Zoom webinar:

<https://us02web.zoom.us/j/82988977171?pwd=Vk5KK1Q3TnRSY1UwajBRUG1DVM12Zz09>

Or Telephone: +1 929 436 2866

Webinar ID: 829 8897 7171 Passcode: 608687

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:

23-326 EXECUTIVE SESSION

- Personnel – Police
- Attorney Client – Property Encroachment
- Contract Negotiation – PBA, DPW, Engineer

3. CALL MEETING TO ORDER:

4. CONSENT AGENDA RESOLUTIONS:

Resolution No. 23-327 – 23-337 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.

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| 23-327 | APPROVAL AND RELEASE OF MINUTES |
| 23-328 | APPROVING PAYMENT OF BILLS |
| 23-329 | IN GRADE ADVANCEMENT – OFFICER KYLE PLACE |
| 23-330 | AUTHORIZING THE RENEWAL OF THE LEASE OF THE PROPERTY WHICH FORMERLY HOUSED LONG HILL TOWNSHIP AMERICAN LEGION MEMORIAL POST 484 TO THE NEW JERSEY STATE ELKS ASSOCIATION FOR A "VETERANS PANTRY" AND OTHER VETERANS' SERVICES |
| 23-331 | AMENDING AND ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL |

- 23-332 APPOINTING 2023 / 2024 BASKETBALL PROGRAM STAFF
- 23-333 AUTHORIZING STIPEND FOR OFFICER IN CHARGE – CIAMBRIELLO
- 23-334 AUTHORIZING STIPEND FOR LIEUTENANT – MARCZEWSKI
- 23-335 ADJUSTING THE SALARIES FOR THE FOLLOWING 2023 / 2024 BASKETBALL PROGRAM STAFF
- 23-336 AUTHORIZING TRANSFER OF FUNDS
- 23-337 RESOLUTION AUTHORIZING THE TOWNSHIP OF LONG HILL TO ACCEPT A SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR 2023 OF EMERGENCY MANAGEMENT PERFORMANCE GRANT AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE

MOVED by: _____ of the Township Committee of Long Hill Township, that Resolution 23-327 through 23-337 are hereby approved. **SECONDED** by: _____. **ROLL CALL VOTE:**

5. **LIAISON REPORTS:**
6. **ADMINISTRATOR'S REPORT:**
7. **DISCUSSION:**
8. **OLD/NEW BUSINESS:**
9. **ANNOUNCEMENTS:**
10. **MEETING OPEN TO THE PUBLIC:** Remarks and Statements Pertaining to Any Matter - Comments and remarks will be limited to 3 Minutes
11. **ADJOURNMENT**

**RESOLUTION 23-326
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 – Police
- Attorney Client – Property Encroachment
- Contract Negotiation – PBA, DPW, Engineer

**RESOLUTION 23-327
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 December 13, 2023.

BE IT FURTHER RESOLVED that the Township Committee hereby approves December 13, 2023, Executive Session Meeting Minutes as redacted by the Township Attorney.

**RESOLUTION 23-328
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 23-329
IN GRADE ADVANCEMENT – OFFICER KYLE PLACE**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey upon the advice and recommendation of Officer In Charge, Lt. Alexis Ciambriello does hereby approve the grade advancement of Officer Kyle Place to Officer Grade VII, effective January 9, 2024, 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.

**RESOLUTION 23-330
AUTHORIZING THE RENEWAL OF THE LEASE OF THE PROPERTY WHICH FORMERLY HOUSED
LONG HILL TOWNSHIP AMERICAN LEGION MEMORIAL POST 484 TO THE NEW JERSEY STATE
ELKS ASSOCIATION FOR A “VETERANS PANTRY” AND OTHER VETERANS’ SERVICES**

WHEREAS, the Township of Long Hill (the “Township”) is the owner of property located on Union Street and known as Lot 17 in Block 11510 on the Township Tax Maps (the “Property”) that formerly housed Long Hill Township American Legion Memorial Post 484; and

WHEREAS, the Township entered into lease dated January 24, 2018, with the Elks Club to allow the Elks to operate a "Veteran's pantry" and to provide other veterans' services

WHEREAS, the initial term of this Lease was five (5) years with options to renew for additional five (5) year terms not to exceed 75 years in the aggregate; and

WHEREAS, the Long Hill Township Committee wishes to acknowledge that the first renewal option has been exercised;

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 it does hereby acknowledge that the first option has been exercised, which means that the lease runs through January 23, 2027, with additional options to renew remaining.

**RESOLUTION 23-331
AMENDING AND 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 2023.

**RESOLUTION 23-332
APPOINTING 2023 / 2024 BASKETBALL PROGRAM STAFF**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill upon the advice and recommendation of the Recreation Director that the following be appointed to the 2023 / 2024 Recreation Basketball program effective January 2, 2023.

Supervisor

Jake Seyda \$20.00/hour

Eamonn Wizeman \$20.00/hour

**RESOLUTION 23-333
AUTHORIZING STIPEND FOR OFFICER IN CHARGE - CIAMBRIELLO**

WHEREAS, Officer in Charge Lt. Ciambriello has been performing extra duties related to the police department; and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby authorize a stipend for \$1,000.00 a month from January 2024 until June 2024.

**RESOLUTION 23-334
AUTHORIZING STIPEND FOR LIEUTENANT – MARCZEWSKI**

WHEREAS, Lt. Marczewski has been performing extra duties related to the police department; and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby authorize a stipend for \$1,000.00 a month from January 2024 until June 2024.

**RESOLUTION 23-335
ADJUSTING THE SALARIES FOR THE FOLLOWING 2023 / 2024 BASKETBALL PROGRAM STAFF**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill upon the advice and recommendation of the Recreation Director that the following wages be adjusted to reflect the new minimum wage in the state of NJ for the Recreation Basketball program effective January 2, 2023.

	2023	2024
Referees/Timers/Scorekeepers	Salary/Hour	Salary/Hour
Dorsi, Christopher	\$ 15.00	\$ 15.13

Hall, Abby	15.50	\$	15.13
Hansen, Leah	15.00	\$	15.13
Hartjen, Alana	15.50	\$	15.13
Janis, Andrew	15.00	\$	15.13
Johnstone, Nicole	15.00	\$	15.13
Kopelman, Taylor	15.00	\$	15.13
Lapetina, Owen	15.00	\$	15.13
Sena, Francesca	15.00	\$	15.13
Torpey, Kiera	15.00	\$	15.13

**RESOLUTION 23-336
AUTHORIZING TRANSFER OF FUNDS**

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

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

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

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

ACCOUNT	TRANSFER FROM	TRANSFER TO
Workers Compensation- OE	\$10,000.00	
Health Insurance- OE	21,450.00	
Elections- OE		\$850.00
Planning Board- OE		2,500.00
Board of Adjustment- OE		500.00
General Insurance- OE		5,800.00
Health Benefits Reimbursement- OE		3,300.00
Water- OE		1,500.00
Social Security- OE		10,000.00
Street Lighting- OE		7,000.00
Totals	\$31,450.00	\$31,450.00

**RESOLUTION 23-337
RESOLUTION AUTHORIZING THE TOWNSHIP OF LONG HILL TO ACCEPT A SUBGRANT AWARD
OF THE FEDERAL FISCAL YEAR 2023 OF EMERGENCY MANAGEMENT PERFORMANCE GRANT
AND EMERGENCY MANAGEMENT AGENCY ASSISTANCE**

WHEREAS, the township of Long Hill Office of Emergency Management has been awarded State Homeland Security Grant Program Sub-grant AFN #97.042, Subgrant Award #FY23-EMPG-EMAA-1430 from the New Jersey Department of Law and Public Safety, Office of the Attorney General. The subgrant, consisting of \$10,000.00 Federal Award is for the purpose of enhancing the City'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 township of Long Hill will use these funds to enhance your Emergency Management Program and that the funds will be used for Emergency Management purposes; and

WHEREAS, the award period is from July 1, 2023, to June 30, 2024; and

WHEREAS, the subgrant award incorporates all conditions and representations contained or made in application and notice of award; and

WHEREAS, the township of Long Hill Office Emergency Management, designated by the New Jersey State Police, Office of Emergency Management, has submitted an Application for Subgrant Award that has been required by the said New Jersey State Office of Emergency Management.

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

1. That the Council accepts the award of the FFY23 Emergency Management Performance Grant Program (EMPG), Emergency Management Agency Assistance Subgrant (EMAA) in the amount of up to \$10,000.00 Federal Funds from the New Jersey State Police, Office of Emergency Management.
2. That the Chief Financial Officer and Director of Emergency Management are authorized to sign the appropriate subgrant award documents.
3. That copies of this resolutions shall be forwarded to the New Jersey State Police, Office of Emergency Management, the City Business Administrator, the Chief Financial Officer and the County Division of Emergency Management and Office of Treasury.
