



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REORGANIZATION MEETING AGENDA
WEDNESDAY, JANUARY 3, 2024 – 6:00PM**

A draft of the Township Committee Reorganization Agenda is posted on the Township website at www.longhillnj.gov

The January 3, 2024, Township Committee Reorganization 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/86739436273?pwd=NjdtRCtXYjNBOVB4TkdBZTZvVmlDdz09>

Or Telephone: +1 929 436 2866

Webinar ID: 867 3943 6273 Passcode: 510064

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)

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 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.

PLEDGE OF ALLEGIANCE

INVOCATION

Fr. Richard Carton
St Vincent de Paul

OATH OF OFFICE FOR ELECTED MEMBERS

Matt Dorsi
Scott Lavender

**NOMINATION OF
MAYOR**

OF THE TOWNSHIP COMMITTEE FOR 2024

Second, Roll Call

STATE OF THE TOWNSHIP REMARKS

**NOMINATION OF
DEPUTY MAYOR**

OF THE TOWNSHIP COMMITTEE FOR 2024

Second, Roll Call

RESOLUTIONS

- 24-001 STANDING TOWNSHIP COMMITTEE APPOINTMENTS
- 24-002 MAYORAL APPOINTMENTS TO BOARDS AND COMMISSIONS & MAYORAL APPOINTMENTS WITH APPROVAL OF TOWNSHIP COMMITTEE
- 24-003 APPOINTMENTS TO BOARDS AND COMMITTEES
- 24-004 AUTHORIZING PROFESSIONAL SERVICE APPOINTMENTS/CONTRACTS
- 24-005 RESOLUTION AUTHORIZING SERVICES AGREEMENT WITH ANIMAL CONTROL SOLUTIONS
- 24-006 APPOINTING 2024 LOCAL EMERGENCY PLANNING COMMITTEE
- 24-007 APPOINTING 2024 EMERGENCY MANAGEMENT OPERATIONS CENTER STAFF
- 24-008 OFFICIAL EMERGENCY SERVICE RESPONDERS
- 24-009 CONFIRMING APPOINTMENT OF 2024 OFFICIALS AND EMPLOYEES
- 24-010 APPOINTING DEPUTY RECORDS CUSTODIANS
- 24-011 APPOINTING 2024 SCHOOL CROSSING GUARDS
- 24-012 APPROVAL OF 2024 TOWNSHIP AUTOMOBILE TOWING SERVICE OPERATORS
- 24-013 APPROVAL OF 2024 TOWNSHIP TRUCK TOWING SERVICE OPERATORS
- 24-014 AUTHORIZING AND RENEWING TECHNOLOGY COMPANIES
- 24-015 RESOLUTION REAPPOINTING TAX COLLECTOR

MOTION to accept Resolutions 24-001 through 24-015: _____ **SECOND:** _____

ROLL CALL:

CONSENT AGENDA RESOLUTIONS:

Resolution No. 24-016 – 24-042 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.

- 24-016 ESTABLISHING 2024 MEETING
- 24-017 ADOPTING 2024 HOLIDAY SCHEDULE
- 24-018 AUTHORIZING USE OF CONSENT AGENDA
- 24-019 DESIGNATING OFFICIAL NEWSPAPERS
- 24-020 FILING SIGNATURE WITH SECRETARY OF STATE
- 24-021 AUTHORIZING FEE FOR COPIES OF AGENDA PACKET

- 24-022 AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES
- 24-023 ESTABLISHING INTEREST RATE ON DELINQUENT TAXES
- 24-024 2024 FEE SCHEDULE
- 24-025 AUTHORIZING TAX COLLECTOR TO REFUND PROPERTY TAXES OR
DELINQUENCY
- 24-026 APPROVE HAZARDOUS MATERIAL FEE SCHEDULE
- 24-027 AUTHORIZING ELECTRONIC TAX SALES
- 24-028 AUTHORIZING 2024 PAY SCHEDULE AND PENSION PAYMENTS
- 24-029 AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH
BENEFITS
- 24-030 AUTHORIZING PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY
- 24-031 AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR
INVESTMENT AND PAYMENT OF CAPITAL DEBT
- 24-032 DESIGNATING THE OFFICIAL DEPOSITORIES & SIGNATURES ON BANK
ACCOUNTS
- 24-033 EEOC COMPLIANCE- HIRING PRACTICES
- 24-034 2024 TEMPORARY BUDGET
- 24-035 MUTUAL AID AND MORRIS COUNTY REGIONAL EMERGENCY DEPLOYMENT
SYSTEM (MCREDS) AUTHORITY TO EXECUTE AGREEMENT: TERMS AND
CONDITIONS
- 24-036 ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL
- 24-037 ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL
- 24-038 APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL
- 24-039 ADOPTING EXPOSURE CONTROL PLAN
- 24-040 ADOPTING STORMWATER POLLUTION PREVENTION PLAN
- 24-041 ADOPTING STORMWATER MANAGEMENT PLAN
- 24-042 ADOPTING POLICE DEPARTMENT RULES & REGULATIONS

MOTION to accept Resolutions 24-016 through 24-042: _____ **SECOND:** _____

ROLL CALL:

MEETING OPEN TO PUBLIC COMMENT:

Remarks and Statements Pertaining to Any Matter -Comments and remarks will be limited to 3 Minutes

ADJOURNMENT

**RESOLUTION 24-001
STANDING TOWNSHIP COMMITTEE APPOINTMENTS**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the following persons be hereby appointed the Standing Committees of the Township;

Committeeman Matthew Dorsi

Emergency Management
Board of Health
Fire Liaison
Senior Citizens
Green Team
Traffic Safety

Committeeman Brendan Rae

Planning Board
Environmental Commission
Board of Health
Open Space Advisory Committee
Historic Preservation Advisory Committee
A Way Out

Committeeman Scott Lavender

Communications Advisory Committee
MC Community Development
Board of Health
Community Services
Shade Tree
Planning Board

Committeeman Guy Piserchia

MC Community Development
A Way Out
Board of Health
First Aid
Emergency Management
Green Team
Admin & Exec
Board of Education

Committeeman Victor Verlezza

Beautification
Visionary Comm. – Central Park
Board of Health
Recreation
Traffic Safety Alternate
Open Space Advisory Committee

**RESOLUTION 24-002
MAYORAL APPOINTMENTS TO BOARDS AND COMMISSIONS & MAYORAL APPOINTMENTS WITH
APPROVAL OF TOWNSHIP COMMITTEE**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the following persons be hereby appointed the Standing Committees of the Township;

APPOINTMENTS TO BOARDS AND COMMISSION FOR 2024

Mayoral Appointments

Planning Board

Anthony Opalka – Class IV
Theresa Dill – Class II
Scott Lavender – Mayor’s designee

Expiration of Term

December 31, 2027
December 31, 2024
December 31, 2024

Historic Preservation Advisory Committee

Sharon Armenti Cerchiaro (3yr) Class B
Lori Falzarano Rozmerski (3yr) Class A
Fred Hunt (3yr) Class A

Expiration of Term

December 31, 2026
December 31, 2026
December 31, 2026

Environmental Commission

Susan Garretson Friedman (CHAIR 1yr)	December 31, 2024
Joyce Koenig (3yr)	December 31, 2026
Dorothy Smullen (3yr)	December 31, 2026
Tom Ercolano Alt #2 (2yr)	December 31, 2025

<u>Shade Tree Commission</u>	<u>Expiration of Term</u>
Mary Ellen Grunther (5yr)	December 31, 2028

Mayoral Appointments with Approval of Township Committee

<u>Library Trustee</u>	<u>Expiration of Term</u>
Shannon Butler, Sch. Supt. Rep	December 31, 2024
Emily Chen, Mayor Rep.	December 31, 2024
Jill Hackett (5 yr)	December 31, 2028

**RESOLUTION 24-003
APPOINTMENTS TO BOARDS AND COMMITTEES**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the following persons be hereby appointed the Standing Committees of the Township;

TOWNSHIP COMMITTEE APPOINTMENTS

<u>Board of Adjustment</u>	<u>Expiration of Term</u>
Tom Grosskopf	December 31, 2027
Randy Watts ALT #1 (unexpired term)	December 31, 2024
Meredith Crawford Collins ALT #2	December 31, 2025

<u>Planning Board</u>	
Brendan Rae Class III	December 31, 2024

<u>Open Space Advisory Committee</u>	<u>Expiration of Term</u>
Victor Verlezza (3yr)	December 31, 2026
George Armenti Jr. (3yr)	December 31, 2026
Daniel Rodgers (RAC) (1yr)	December 31, 2024
Tom Flately (EC)	December 31, 2024
Brendan Rae (1yr)	December 31, 2024

<u>Recreation Committee</u>	<u>Expiration of Term</u>
Mitchell Coyne	December 31, 2028
Lora Petersen	December 31, 2028

Beautification Committee
 Al Gallo
 Randy Bahr
 Vic Verlezza
 Dennis Sandow
 Gordon Redgate
 Colette Armenti
 Theresa Filippone
 Craig Costa
 Meredith Crawford Collins
 Denise Murphy

<u>Traffic Advisory Committee</u>	<u>Expiration of Term</u>
Lt. Ciambriello	December 31, 2024
Matt Dorsi	December 31, 2024

Victor Verlezza	December 31, 2024
Randy Bahr	December 31, 2024
Al Gallo	December 31, 2024
Township Engineer	December 31, 2024
Sgt. Sutton	December 31, 2024
Marie Colangelo	December 31, 2024
Thomas Bailey	December 31, 2024
Carl Farinhas	December 31, 2024
Joanna Askey	December 31, 2024

<u>Watchung Hills Regional Municipal Alliance</u>	<u>Expiration of Term</u>
Shayne Daly	December 31, 2024
Judy Carbone	December 31, 2024
Melissa Backer	December 31, 2024
Tina Osmond	December 31, 2024
Sgt. RJ Sutton	December 31, 2024
Sgt. Rob Thompson	December 31, 2024
Lt. Marczewski	December 31, 2024
Matt Dorsi	December 31, 2024

<u>Green Team</u>	<u>Expiration of Term</u>
Susan Jeans (Shade Tree Liaison)	December 31, 2024
Tom Flatey (EC Liaison)	December 31, 2024
Steve Gruber	December 31, 2024
Phyllis Fast	December 31, 2024
Kathy Pfeil	December 31, 2024
Jake Raimer	December 31, 2024
Laura Kostecka	December 31, 2024
Matt Dorsi (TC Liaison)	December 31, 2024
Guy Piserchia (TC Liaison)	December 31, 2024

<u>A Way Out</u>	<u>Expiration of Term</u>
Tom Jones	December 31, 2024
Stephanie Smith	December 31, 2024
Guy Piserchia	December 31, 2024
OIC Lt Ciambriello	December 31, 2024
Lt Marczewski	December 31, 2024
Brendan Rae	December 31, 2024
Shayne Daly	December 31, 2024

**RESOLUTION 24-004
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 may 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 2024, subject to entering into a formal written contract satisfactory to both parties in accordance with the Local Public Contracts Law:

Lead Inspector	BAYHILL ENVIRONMENTAL
Risk Management Consultant	BROWN AND BROWN
Affordable Housing Administrator	CGP&H
LHTV Management	DNS MEDIA GROUP LLC
Municipal Bond Counsel	HAWKINS DELAFIELD & WOOD, LLP
Township Planner	J. CALDWELL & ASSOCIATES, LLC
HR Consultant	JERSEY PROFESSIONAL SERVICES
Municipal Public Defender	LUBINER SCHMIDT & PALUMBO LLC
Township Prosecutor	MASON THOMPSON
Grant Writers	MILLENNIUM STRATEGIES
Auditor	NISIVOCIA
Municipal Advisor	PHOENIX ADVISORS
Township Attorney	PIDGEON & PIDGEON PC
Labor Attorney	PLOSIA COHEN
Financial Consulting Services	SUPLEE CLOONEY & COMPANY
Engineering Services	BOSWELL ENGINEERING
Engineering Services	VAN CLEEF ENGINEERING

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, 2024, to December 31, 2024
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 24-005
RESOLUTION AUTHORIZING SERVICES AGREEMENT WITH ANIMAL CONTROL SOLUTIONS

WHEREAS, the Township of Long Hill has a need to acquire services for animal control; and

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

1. A contract to provide animal control to the Township is hereby awarded to Animal Control Solution
2. The award of contract shall be for 2 years starting January 1, 2024, and go until December 31, 2025
3. Animal Control Solutions shall be compensated \$19,800.00 per year, as per the proposal.
4. This contract shall be charged to budget line item(s) c-17-0000-00000-6-00133. 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.

5. The Mayor and Township Clerk are authorized to sign a contract with Animal Control Solutions, in a form approved by the Township Attorney.

**RESOLUTION 24-006
APPOINTING 2024 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 2024 as the Local Emergency Planning Committee (LEPC):

Emergency Management Operations Center Staff

Joseph Hubert	Emergency Management Coordinator (EMC)
Unassigned	EMC Deputy - Operational Response
Larry Fast	EMC Deputy - Communications
Unassigned	EMC Deputy - Citizen Corps (CERT/MRC)

Emergency Support Function Leads

Lt. James Marczewski	Police Svcs Asst Coordinator
Pat White	Technical Svcs Asst Coordinator (Millington FC, Chief)
Al Gallo	Special Svcs Asst Coordinator (Director Public Works)
Township Administrator	Public Svcs Asst Coordinator (Township Administrator)
Unassigned	Social Svcs Asst Coordinator

Other Key Functional Leads:

Officer in Charge	Long Hill Township Police Department
Robert English	Emergency Medical Annex Owner (LH First Aid Rescue Squad, Captain)
Mayor	Long Hill Township Mayor
Superintendent	Public Schools Annex Owner
Bernards Health Officer	Public Health Officer

**RESOLUTION 24-007
APPOINTING 2024 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 2024 as the Emergency Management Operations Center Staff:

Local Emergency Planning Committee (MEPC)

Chairperson:

Joseph Hubert	Emergency Management Coordinator (EMC)
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OEM Department Deputies:

Larry Fast	EMC Deputy - Communications
Unassigned	EMC Deputy - Administration
Unassigned	EMC Deputy - Operational Response
Unassigned	EMC Deputy - Citizen Corps (CERT/MRC)

Emergency Support Function Leads

Lt. James Marczewski	Police Svcs Asst Coordinator
Pat White	Technical Svcs Asst Coordinator (Millington FC, Chief)
Al Gallo	Special Svcs Asst Coordinator (Director Public Works)
Randy Bahr	Public Svcs Asst Coordinator (Township Administrator)
Unassigned	Social Svcs Asst Coordinator

Additional Members:

Mayor	Long Hill Township Mayor
TC Liaison	Emergency Mgmt. Township Committee Liaison
Officer in Charge	Long Hill Township Police Department
Robert English	Long Hill First Aid Squad, Inc.
Chief John Whitmore	Long Hill Fire Department (Stirling FC, Chief)
Lucy Forgione	Public Health/Bernards Health Department
Peggy Lunsmann	Clergy Representative (Asst. Dir. Shrine of St. Joseph)
Rev. Vicki McGrath	Clergy Representative (All Saints' Episcopal Church)
Superintendent	Superintendent of Public Schools

**RESOLUTION 24-008
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, 2024, to December 31, 2024:

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

**RESOLUTION 24-009
CONFIRMING APPOINTMENT OF 2024 OFFICIALS AND EMPLOYEES**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2024 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]	Randy Bahr
Joint Insurance Fund Commissioner [1 year term-JIF Bylaws Article III]	Randy Bahr
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.
Certifying Agent – Pension Funds [Indeterminate term-N.J.S.A. 43:3C-15]	Laurie Spinelli
Safety Delegate	James Anderson
Domestic Violence Human Resources Officer	Randy Bahr
Domestic Violence Human Resource Officer Assistant	Colette Armenti
Township Attorney	John R. Pidgeon

Township Engineer

[vacant] (3-year term)

**RESOLUTION 24-010
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:

- Delia Centurion – Health Department
- Glen Sherman - Tax Assessor
- Maryann Amiano – Tax Collector
- Randy Bahr - CFO
- Mark Ondris – Code Enforcement
- Debra Coonce - Planning Board/Board of Adjustment Coordinator
- Denise Charlton - Technical Assistant to the Construction Official
- Don Huber – Fire Official
- Colette Arment – Administration
- Lisa Scanlon – Recreation
- Lt. Marczewski - Police Department
- Al Gallo – Department of Public Works
- Aton Computing - IT

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 24-011
APPOINTING 2024 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 2024:

- Baldassarre Abbondandolo
- Bianca D'Alessio
- Wendy Ross
- Sharon Woodstock
- Susan Potts
- Jayne Schraffa
- Shayne Daly
- Patrice Tehrune
- Nubia Cardenas

**RESOLUTION 24-012
APPROVAL OF 2024 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 Officer in Charge 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

**RESOLUTION 24-013
APPROVAL OF 2024 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 Officer in Charge 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

**RESOLUTION 24-014
AUTHORIZING AND RENEWING TECHNOLOGY COMPANIES**

WHEREAS, the Township of Long Hill utilizes different technologies for various throughout departments;

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

- Spatial Data Logic
- Edmunds
- Primepoint
- Community Pass
- EZ Facility
- City Connections
- Telvue
- Govconnection, Inc.
- Transunion Risk & Alternatives
- General Code
- RDK Industries
- Weiss Distributors
- Kistler O'Brien

- NJSACOP
- Power DMS, Inc.
- Guardian Tracking, Inc.
- Verizon
- AT&T
- Comcast
- Microsoft

**RESOLUTION 24-015
RESOLUTION REAPPOINTING TAX COLLECTOR**

WHEREAS, N.J.S.A. 40A:9-141 requires every municipality to provide for the appointment of a municipal tax collector by ordinance; and

WHEREAS, Township Code §2-10.1 creates the position of Township Tax Collector; and

WHEREAS, N.J.S.A. 40A:9-142 provides that, “every municipal tax collector shall hold his office for a term of four years from the first day of January next following his appointment. Vacancies other than due to expiration of term shall be filled by appointment for the unexpired term...”; and

WHEREAS, Maryann Amiano was appointed Long Hill Township Tax Collector to fill the unexpired term of her predecessor ending on December 31, 2022; and

WHEREAS, the Township Administrator has recommended that Maryann Amiano be reappointed, and the Township Committee agrees with the Administrator’s recommendation;

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. Maryann Amiano is hereby reappointed Long Hill Township Tax Collector for a four-year term commencing January 1, 2023, and ending December 31, 2026.
2. All other terms and conditions of employment shall remain unchanged.

**RESOLUTION 24-016
ESTABLISHING 2024 MEETING DATES**

BE IT RESOLVED that all 2024 Regular Meetings of the Township Committee of the Township of Long Hill be held virtually or at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 7:30 p.m. prevailing time, on the following dates:

- | | |
|-------------|------------------------|
| January 24 | July 17 |
| February 14 | August 14 |
| February 28 | September 11 |
| March 13 | September 25 |
| March 27 | October 9 |
| April 10 | October 23 |
| April 24 | November 6 |
| May 8 | December 11 |
| May 22 | December 27 (8:30 AM) |
| June 12 | |
| June 26 | January 8, 2025 |

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.

**RESOLUTION 24-017
ADOPTING 2024 HOLIDAY SCHEDULE**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the 2024 schedule be adopted as follows:

January 15	Martin Luther King Jr. Day
February 19	President’s Day
March 29	Good Friday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 11	Veterans Day
November 28	Thanksgiving
November 29	Day <i>After</i> Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
January 1, 2025	New Years’ Day 2025

**RESOLUTION 24-018
AUTHORIZING 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 24-019
DESIGNATING OFFICIAL NEWSPAPERS**

WHEREAS, 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;

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 *Echoes Sentinel* and the *Morris County Daily Record* are hereby designated as the official newspapers of the Township of Long Hill for the year 2024.

**RESOLUTION 24-020
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 24-021
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 regular Township Committee meetings to be mailed to such person upon request per calendar year.

**RESOLUTION 24-022
AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

WHEREAS, Morris County taxes are due quarterly on February 1, May 1, August 1 and November 1, 2024;

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 24-023
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 2024 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 24-024
2024 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 2024 for licenses and permits for the Township of Long Hill

Clerk

Administrative Research Fee	
Supervisory	\$30.00/hr
Clerical	\$25.00/hr
Parking Permits: Yearly / Yearly after July 1st	
Gillette	\$340.00 / \$170.00
Stirling	\$290.00 / \$145.00
Millington	\$240.00 / \$120.00
Daily Parking	\$5.00
Replacement Permit	\$5.00
Photocopies/Copies	
Black & White copies (per sheet) Letter size	\$0.05
Black & White copies (per sheet) Legal size	\$0.07
Black & White copies (per sheet) 11 X 17	\$0.10

Large Format Prints (per sheet) 24" X 36"	\$5.00
DVD ROM	\$3.00
CD	\$0.50
CD of Full Tax Map (include mailing and postage)	\$25.00
Notarized Copies	
Long Hill Resident – First (4) documents no charge	\$2.50 per document
Non-resident	\$2.50 per document
Charitable Clothing Bin Application (Yearly)	
	\$25.00
Limousine License	\$50.00
Shade Tree Contractor Registration	\$25.00
Amusement Devices	
Juke Box	\$30.00
Video Games	\$60.00
Soda Machines	\$10.00
Pool Tables	\$60.00
Pinball Machines	\$60.00
Alcoholic Beverage Control Licenses	
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 (75%) of annual renewal fee for retail consumption license

Vital Statistics

Certified Copies of Birth, Marriage, Death, Domestic Partnership	\$10.00 per copy
Corrections of Birth, Marriage, Death, Domestic Partnership	\$15.00
Marriage License Application	\$28.00

Health Department

Dog Licenses	
Spayed/Neutered	\$22.20
Non-Spayed/Neutered	\$25.20
Late Fee after January 31st	\$10.00
Late Fee after February 28 th	\$20.00
Replacement (first one free)	\$5.00
Food and Drink Licenses	
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 (yearly)	\$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
Alterations	
Changing components on an existing system	\$60.00
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 1st 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 abandonment	\$100.00
Recreational Swimming and Bathing Establishment	
Fill/Soil Removal Permit	\$50.00
Kennel License	\$35.00

Police

Alarm System	
Initial Application Residential Alarm Fee	\$50.00
Initial Application Commercial Alarm Fee	\$50.00
Yearly Renewal Fee	\$50.00
Late Yearly Renewal Fee (after Jan 31 st of permit year)	\$62.00
Towing Services and Storage	
Basic towing of private passenger automobiles and motorcycles: <i>Automobile (days between 8:00 a.m. and 4:30 p.m.)</i>	
First mile or less	\$65.00
Each additional loaded mile	\$3.50
<i>Automobile (nights, weekends and New Jersey State Holidays)</i>	
First mile or less	\$85.00
Each additional loaded mile	\$3.50
Basic towing for other than private automobiles: <i>(days between 8:00 a.m. and 4:30 p.m. Monday-Friday)</i>	
Light Duty (vehicles up to 6,999 lb. GVWR)	\$100.00 per hour, 1 hour minimum
Medium Duty (vehicles up to 20,000 lb. GVWR)	\$150.00 per hour, 1 hour minimum
Heavy Duty	\$250.00 per hour, 1 hour minimum
<i>(Nights, Weekends and NJ Holidays)</i>	
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
Handgun Permit	\$25.00
Handgun Identification Card	\$50.00
Concealed Carry Permit	\$150.00 Long Hill \$50 State of NJ
Canvassers, Solicitors and Peddlers Permit	\$20.00
Solicitor Digital Photograph	\$2.00
Public Assembly Permit	\$100.00

DPW

Building Materials - Township Dumpster	
Car	\$20.00
Station Wagon	\$55.00
Minivan/SUV	\$80.00
Small Pickup Truck	\$115.00
Pickup Truck or Van	\$155.00
Extra for overload	\$45.00
Mulch, Composted Leaves or Wood Chip Delivery [per load]	\$115.00/load
Mulch Pick Up for Local Garden Centers Only	\$10.00/ per cubic yard.
Tire Sticker	\$3.00 per tag
Garbage Bags	\$6.00 per bag

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
Duplicate Copy of Tax Bill	\$5.00/first dup. \$25.00 for each add. dup. copy
Duplicate Tax Sale Certificate	\$100.00
Return Check Fee [per N.J.S.A. 40:5-18(c)]	\$20.00
Tax Lien Redemption Calculation Fee [For 3 rd request in a calendar year]	\$50.00

Recreation

Parks and Recreation Facilities Use Reservation Fees	Resident	Non-Resident	Resident Commercial	Non-Resident Commercial
Kantor Park Turf Field Rental	\$50.00/2 hrs.	\$200.00/2hrs.	\$150.00/2hrs.	\$200.00/2hrs.

Kantor Park Lights on Turf Field #1	\$20.00/hr.	\$30.00/hr.	\$30.00/hr.	\$30.00/hr.
Kantor Park Grass Field #2	\$25.00/2hrs.	\$45.00/2hrs.	\$60.00/2hrs.	\$110.00/2hrs.
Meyersville Baseball/Softball Field	\$25.00/2hrs.	\$45.00/2hrs.	\$60.00/2hrs.	\$110.00/2hrs.
Meyersville Baseball/Softball Lights	\$10.00/hr.	\$20.00/hr.	\$20.00/hr.	\$20.00/hr.
Batting Cages Meyersville Ballfield & LHBSA	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr
Kantor Park Pavilion	\$25.00/4hrs.	\$50.00/4hrs.		
Stirling Lake Pavilion	\$30.00/4hrs.	\$55.00/4hrs.		
Bocce Ball Courts		\$40.00/2hrs.	\$50.00/2hrs.	\$100.00/2hrs.
Horseshoe Pits		\$40.00/2hrs.	\$50.00/2hrs.	\$100.00/2hrs.
Kantor Park Basketball Court	\$25.00/2hrs.	\$45.00/2hrs.	\$60.00/2hrs.	\$110.00/2hrs.
Tennis Courts		\$10.00/hr.	\$15.00/hr.	\$20.00/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			
Yoga (6 weeks)	\$60.00			
Field Hockey	\$165.00			
Paper Collage Art	\$60.00			
Ceramics	\$30.00			
Babysitting Training	\$119.00			
Recreation Basketball	\$110.00 / \$135.00 after Nov. 1			
Travel Basketball	\$215.00 resident / \$300.00 non-resident			
Little Explorers	\$150.00/week; \$90.00 holiday week			
Summer Rec Camp	\$150.00/week; \$90.00 holiday week			
Adult Open Play Basketball	\$20.00 residents / \$30.00 non-residents			
Field Hockey Uniform Pinnie	\$15.00			
Field Hockey Uniform Skort	\$30.00			
Field Hockey Socks (Black/White)	\$5.00			
Field Hockey Top	\$20.00			
Travel Basketball Uniform Top	\$52.00			
Travel Basketball Uniform Shorts	\$27.00			
Travel Basketball Used Uniform Jersey	\$20.00			
Stirling Lake Dance (Fall/Spring)	\$5.00			
Withdrawal Fee for ALL Recreation Programs when permitted	\$10.00			

Engineering / Planning / Zoning

Land Use Ordinances	\$35.00
Zoning Map	\$5.00
Master Plan	\$35.00
Street/Road Opening Permit	\$200.00

RESOLUTION 24-025

AUTHORIZING TAX COLLECTOR TO CANCEL PROPERTY TAX REFUND 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 process any cancellation, without further action on the part of the governing body, of any property tax refund or delinquency of less than \$10.00.

**RESOLUTION 24-026
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 Fee Schedule below is hereby approved until modified or amended by the Township Committee upon advice of the Office of Emergency Management.

Township of Long Hill Hazardous Material Fee Schedule

1. Long Hill Rescue Squad

- Vehicle #180 - Support Vehicle with personnel - \$100.00 per hour
- Vehicle #177 - Small Ambulance with personnel - \$250.00 per hour
- Vehicle #178 – Intermediate Ambulance with personnel - \$300.00 per hour
- Vehicle #179 - Small Ambulance with personnel - \$250.00 per hour

In addition, any equipment or supplies that cannot be reused will be charged at the First Aids Squad's replacements costs supported with receipts.

2. Millington Fire Department

- Vehicle #10 - Command Vehicle with personnel - \$100.00 per hour
- Vehicle #11 - Pumper Truck with personnel - \$350.00 per hour
- Vehicle #12 Pickup Truck with personnel - \$100.00 per hour
- Vehicle #13 - Brush Truck with personnel - \$200.00 per hour
- Vehicle #14 - Ladder Truck with personnel - \$400.00 per hour
- Vehicle #15 - Support Vehicle with personnel - \$100.00 per hour
- Vehicle #16 - Haz-Mat Trailer and Equipment - \$100.00 per hour

In addition, any equipment or supplies that cannot be reused will be charged at the Fire Department's replacements costs supported with receipts.

3. Stirling Fire Department

- Vehicle #22 - Pumper Truck with Personnel - \$350.00 per hour
- Vehicle #24 - Pumper Truck with Personnel - \$350.00 per hour
- Vehicle #25 - Command Vehicle with personnel - \$100.00 per hour
- Vehicle #26 - Large Rescue Truck with personnel - \$400.00 per hour

In addition, any equipment or supplies that cannot be reused will be charged at the Fire Department's replacements costs supported with receipts.

4. Emergency Management

Vehicle #7A-Command Vehicle with personnel - \$ 50.00 per hour
Vehicle #24 - CERT Support Vehicle with Personnel - \$ 100.00 per hour
In addition, any equipment or supplies that cannot be reused will be charged at Emergency Management's replacements costs supported with receipts.

**RESOLUTION 24-027
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 24-028
AUTHORIZING 2024 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 2024 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 23-029
AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS**

WHEREAS, Employee Health Insurance must be paid at the time the bills are submitted through 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 24-030
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 24-031
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 24-032
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 2024 and checking accounts as indicated, shall be maintained as follows:

- Citizens 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
Escrow Account
Parking Capital Account

PNC Bank

Municipal Court
Bail 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 2024:

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.
Citizens 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 Treasurer 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 24-033
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 24-034
2024 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 2024 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 2024; and

WHEREAS, the total appropriations in the 2023 budget, less the appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - Total General Appropriation \$14,182,204.08

WHEREAS, 26.25% of the total appropriations in the 2023 Budget less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

(2024 Temporary Budget not exceeding) \$ 3,722,828.00

WHEREAS, the total appropriations in the 2023 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 2023 Parking Utility Budget less appropriations made for Capital Improvement Fund, Debt services are as follows:

(2024 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:

2024 Temporary Budget

GENERAL ADMIN		
SALARY & WAGES		20,000.00
OTHER EXPENSES		50,000.00
	-	
MIS - MANAGE INFO SYSTEM		
OTHER EXPENSES		44,000.00
	-	
MAYOR & COUNCIL		
SALARY & WAGES		500.00
OTHER EXPENSES		8,000.00
	-	
ELECTIONS		
OTHER EXPENSES		1,000.00
	-	
MUNICIPAL CLERK		
SALARY & WAGES		46,000.00
OTHER EXPENSES		10,000.00
	-	
FINANCE		
SALARY & WAGES		30,000.00
OTHER EXPENSES		50,000.00
	-	
TAX COLLECTION		
SALARY & WAGES		18,000.00
OTHER EXPENSES		3,000.00
	-	
TAX ASSESSOR		
SALARY & WAGES		10,000.00

	OTHER EXPENSES	5,000.00	
	-		
LEGAL	-		
	OTHER EXPENSES	52,000.00	
	-		
PROSECUTOR	-		
	OTHER EXPENSES	10,000.00	
	-		
PLANNING	-		
	SALARY & WAGES	1,000.00	
	OTHER EXPENSES	9,000.00	
	-		
BD OF ADJUSTMENT	-		
	SALARY & WAGES	1,000.00	
	OTHER EXPENSES	1,000.00	
	-		
ZONING			
	SALARY & WAGES	25,000.00	
	OTHER EXPENSES	200.00	
	-		
PUBLIC DEFENDER			
	OTHER EXPENSES	1,000.00	
ENGINEERING			
	SALARY & WAGES	5,000.00	
	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	68,000.00	
	-		
INSURANCE GENERAL			
	OTHER EXPENSES	155,000.00	
INSURANCE- WORKERS COMP			
	OTHER EXPENSES	95,000.00	
INSURANCE- HEALTH			
	OTHER EXPENSES	274,000.00	
INSURANCE- HEALTH BENEFIT WAIVER			
	OTHER EXPENSES	10,000.00	
INSURANCE- UNEMPLOYMENT			
	OTHER EXPENSES	5,000.00	-
	-		
POLICE	-		

PARKS & PLAYGROUNDS	-	
SALARY & WAGES	34,000.00	
OTHER EXPENSES	18,000.00	
STIRLING LAKE		
OTHER EXPENSES	5,000.00	
CELEBRATION - PUB. EVENT	-	
OTHER EXPENSES	1,000.00	
DRIVERS - SENIORS	-	
SALARY & WAGES	5,000.00	
SENIOR CITIZEN	-	
OTHER EXPENSES	5,000.00	
CONSTRUCTION	-	
SALARY & WAGES	45,000.00	
OTHER EXPENSES	1,000.00	
ELECTRICITY	-	
OTHER EXPENSES	25,000.00	
TELEPHONE	-	
OTHER EXPENSES	17,000.00	
NATURAL GAS	-	
OTHER EXPENSES	15,000.00	
GASOLINE/DIESEL FUEL	-	
OTHER EXPENSES	34,000.00	
HEATING FUEL	-	
OTHER EXPENSES	2,000.00	
WATER	-	
OTHER EXPENSES	8,000.00	
STREET LIGHTING	-	
OTHER EXPENSES	24,000.00	
MUNI SERVICE ACT - CONDO	-	
OTHER EXPENSES	3,000.00	
DCRP		
OTHER EXPENSES	5,000.00	
PERS - PENSION	-	
OTHER EXPENSES	150,000.00	
SOCIAL SECURITY- FICA	-	
OTHER EXPENSES	120,000.00	
PFRS - PENSION	-	

OTHER EXPENSES	174,000.00
-	
-	
MAINT. FREE PUB. LIBRARY	-
OTHER EXPENSES	200,000.00
-	
LOSAP	-
OTHER EXPENSES	10,000.00
Total General Operations:	3,722,100.00
CAPITAL IMPROVEMENT FUND	
OTHER EXPENSES	100,000.00
PARKING ENTERPRISE	
SALARY & WAGES	2,000.00
OTHER EXPENSES	8,000.00
Total Parking Enterprise:	10,000.00

RESOLUTION 24-035
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 Officer in Charge 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 condition:

- 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 24-036
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 2024 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

**RESOLUTION 24-037
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 2024.

**RESOLUTION 24-038
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 Cash Management Plan for the Township of Long Hill be approved.

**RESOLUTION 24-039
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 2024.

**RESOLUTION 24-040
ADOPTING STORMWATER POLLUTION PREVENTION PLAN**

BE IT RESOLVED that the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey hereby adopts the Long Hill Township Stormwater Pollution Prevention Plan, submitted to the Township Committee.

**RESOLUTION 24-041
ADOPTING MUNICIPAL STORMWATER MANAGEMENT PLAN**

BE IT RESOLVED that the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey hereby adopts the Long Hill Township Municipal Stormwater Management Plan, submitted to the Township Committee.

**RESOLUTION 24-042
ADOPTING POLICE DEPARTMENT RULES & REGULATIONS**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, to adopt the Rules and Regulations of the Long Hill Township Police Department.
