

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

Township Clerk, Megan Phillips called the meeting to order at 6:13pm

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.

All present recited the **PLEDGE OF ALLEGIANCE**.

Fr. Richard Carton from St Vincent de Paul gave an **INVOCATION**.

OATH OF OFFICE FOR ELECTED MEMBERS

Congressman Thomas Kean Jr. administered the Oath of Office to Matt Dorsi for his 3rd term on the Township Committee, and Scott Lavender for his 2nd term on the Township Committee.

ROLL CALL: Committeeman Dorsi, Committeeman Lavender, Committeeman Piserchia were present. Committeeman Rae, and Committeeman Verlezza were absent.

ELECTION OF MAYOR FOR 2024

Committeeman Lavender nominated Committeeman Piserchia for Mayor for 2024, **SECONDED** by Committeeman Dorsi.

As there were no other nominations for Long Hill Township Mayor for 2024, Committeeman Lavender made a **MOTION** to Close Nominations, **SECONDED** by Committeeman Dorsi. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes; Committeeman Piserchia; yes, Committeeman Rae; absent, Committeeman Verlezza; absent.

Committeeman Dorsi made a **MOTION** to Elect Committeeman Piserchia for Long Hill Township Mayor for 2024, **SECONDED** by Committeeman Lavender. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes; Committeeman Piserchia; yes, Committeeman Rae; absent, Committeeman Verlezza; absent.

OATH OF OFFICE FOR MAYOR

Congressman Thomas Kean Jr. administered the Oath of Office for Mayor to Committeeman Piserchia.

ELECTION OF DEPUTY MAYOR FOR 2024

Committeeman Dorsi nominated Committeeman Lavender for Long Hill Township Deputy Mayor for 2024, **SECONDED** by Mayor Piserchia.

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

Committeeman Dorsi made a **MOTION** to Elect Committeeman Lavender for Long Hill Township Deputy Mayor for 2024, **SECONDED** by Mayor Piserchia. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Lavender; yes, Committeeman Rae; absent, Committeeman Verlezza; absent, Mayor Piserchia; yes.

OATH OF OFFICE FOR DEPUTY MAYOR:

Congressman Thomas Kean Jr. administered the Oath of Office for Long Hill Township Deputy Mayor to Committeeman Lavender.

STATE OF THE TOWNSHIP REMARKS:

Mayor Piserchia thanked Father Richard for his thoughtful Invocation and remembered Peter O'Neil former Long Hill Township Mayor who passed away in 2023. Mayor Piserchia thanked his colleagues and volunteers of Long Hill Township and especially thanked wife, Sandy, daughter, Chelsea, and son, Guy for their support. He also thanked Congressman Kean, Senator Bramnick, Assemblywoman Munoz, Assemblywoman Matsikoudis, for attending and Governor, County Commissioners, County Clerk, Local Mayors and Officials for support. Mayor Piserchia then went over accomplishments over 2023 and spoke of a bright future for 2024.

- **Committeeman Verlezza** joined the meeting at 6:30pm.

RESOLUTIONS

- **Mayor Piserchia** added Charles Arentowicz to Resolution 23-003 to the Recreation Advisory Committee with a term ending December 31, 2028.

- 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: Committeeman Verlezza **SECOND:** Committeeman Dorsi. **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Rae; absent, Committeeman Verlezza; yes, Deputy Mayor Lavender; yes, Mayor Piserchia; yes.

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 DATES
- 24-017 ADOPTING 2024 HOLIDAY SCHEDULE
- 24-018 AUHTORIZING 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: Deputy Mayor Lavender. **SECOND:** Committeeman Verlezza **ROLL CALL:** Committeeman Dorsi; yes, Committeeman Rae; absent, Committeeman Verlezza; yes, Deputy Mayor Lavender; yes, Mayor Piserchia; yes.

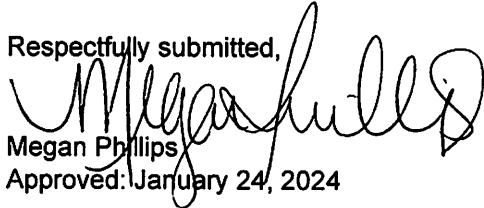
MEETING OPEN TO PUBLIC COMMENT:

- Mayor Piserchia opened the meeting to public comment and seeing no comments closed public comment. Mayor Piserchia gave a shoutout to Jack Brody who was diagnosed with cancer in September 2022. He explained that there were complications, but he is currently cancer free.

ADJOURNMENT

On motion by Committeeman Dorsi and seconded by Committeeman Verlezza and carried unanimously to adjourn at 6:42pm.

Respectfully submitted,



Megan Phillips

Approved: January 24, 2024

**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 Flatley (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 |
| Charles Arentowicz | 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 |

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|--|----------------------------------|
| <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 |

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|----------------------------------|----------------------------------|
| <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 2023, 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 | NISIVOCCIA |
| 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)(l), 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) |
|---------------|--|

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
June 12
June 26

December 27 (8:30 AM)

January 8, 2025
Reorganization Meeting (6:00 PM)

BE IT FURTHER RESOLVED that all Executive Session meetings of the Township Committee of the Township of Long Hill will be held virtually or at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 6:45 p.m., prevailing time, on the same dates as listed above on an as needed basis, as described on agenda.

**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 After 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, 2023;

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 2023 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) | |
| Limousine License | \$25.00 |
| Shade Tree Contractor Registration | \$50.00 |
| Amusement Devices | |
| Juke Box | \$25.00 |
| Video Games | \$30.00 |
| Soda Machines | \$60.00 |
| Pool Tables | \$10.00 |
| Pinball Machines | \$60.00 |
| Alcoholic Beverage Control Licenses | |
| Plenary Retail Consumption | \$63.00 |
| Plenary Retail Distribution | \$2,500.00 |
| Limited Retail Distribution | \$2,088.00 |
| Club | \$63.00 |
| Season Retail Consumption | \$188.00 |
| | 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 (Nights, Weekends and NJ Holidays) | \$250.00 per hour, 1 hour minimum |
| Light Duty (vehicles up to 6,999 lb. GVWR) | \$150.00 per hour, 1 hour minimum |
| Medium Duty (vehicles up to 20,000 lb. GVWR) | \$200.00 per hour, 1 hour minimum |
| Heavy Duty | \$300.00 per hour, 1 hour minimum |
| Outside Secure Storage Facility | |
| Private Passenger Automobiles | \$25.00 per day, \$35.00 (inside storage) |
| Trucks up to 24,000 GVWR | \$50.00 per day |
| Tractor Trailers (Tractor) | \$50.00 per day |
| Tractor Trailers (Trailer) | \$75.00 per day |
| Yard Tow (automobile only) | \$40.00 |
| | |
| 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 | | | |
| Abakadoodle 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 | - | | |
| | SALARY & WAGES | 765,000.00 | |
| | OTHER EXPENSES | 25,000.00 | |
| | - | | |
| POLICE CAR | - | | |
| | OTHER EXPENSES | 22,000.00 | |
| | - | | |
| RADIO & COMMUNICATION | - | | |
| | OTHER EXPENSES | 235,000.00 | |
| | - | | |
| AID TO FIRE COMPANIES | - | | |
| | OTHER EXPENSES | 25,000.00 | |
| | - | | |
| AID TO RESCUE SQUAD | - | | |
| | OTHER EXPENSES | 18,000.00 | |
| | - | | |
| MUNICIPAL COURT | - | | |
| | SALARY & WAGES | 39,000.00 | |
| | OTHER EXPENSES | 3,000.00 | |
| | - | | |
| FIRE PREVENT. INSPECTOR | - | | |
| | SALARY & WAGES | 14,000.00 | |
| | OTHER EXPENSES | 1,000.00 | |
| | FIRE HYDRANT | 55,000.00 | |
| | - | | |
| EMERGENCY MANAGEMENT | - | | |
| | SALARY & WAGES | 3,000.00 | |
| | OTHER EXPENSES | 2,000.00 | |
| | - | | |
| | - | | |
| STREETS & ROADS | - | | |
| | SALARY & WAGES | 218,000.00 | |
| | OTHER EXPENSES | 65,000.00 | |
| | - | | |
| FLEET MAINTENANCE | - | | |
| | OTHER EXPENSES | 37,000.00 | |
| | - | | |
| GARBAGE DISPOSAL | - | | |
| | OTHER EXPENSES | 155,000.00 | |
| | - | | |
| SANITARY LANDFILL | - | | |
| | OTHER EXPENSES | 75,000.00 | |
| | - | | |
| HEALTH & WELFARE | - | | |
| | OTHER EXPENSES | 22,000.00 | |
| | - | | |
| COMMUNITY SERVICES | - | | |
| | SALARIES & WAGES | 14,000.00 | |
| | OTHER EXPENSES | 2,000.00 | |
| | - | | |
| PEOSHA | - | | |

| | |
|--------------------------|------------|
| OTHER EXPENSES | 1,000.00 |
| - | |
| 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 |
| PFERS - 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-1et 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.
