



**TOWNSHIP OF LONG HILL, MORRIS COUNTY, NJ
TOWNSHIP COMMITTEE
REORGANIZATION MEETING AGENDA
WEDNESDAY, JANUARY 8, 2025 – 6:00PM**

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

The January 8, 2025, 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/81259539973?pwd=KQUA2wITbEAOSH4qhI6h7M7aUYbOuP.1>

Or Telephone: +1 929 436 2866

Webinar ID: 812 5953 9973 Passcode: 845313

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, 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

OATH OF OFFICE FOR ELECTED MEMBERS

Aubrey Reichard-Eline
Guy Piserchia

**NOMINATION OF
MAYOR**

OF THE TOWNSHIP COMMITTEE FOR 2025

Second, Roll Call

STATE OF THE TOWNSHIP REMARKS

**NOMINATION OF
DEPUTY MAYOR**

OF THE TOWNSHIP COMMITTEE FOR 2025

Second, Roll Call

RESOLUTIONS

25-001 STANDING TOWNSHIP COMMITTEE APPOINTMENTS

25-002 MAYORAL APPOINTMENTS TO BOARDS AND COMMISSIONS & MAYORAL APPOINTMENTS WITH APPROVAL OF TOWNSHIP COMMITTEE

- 25-003 APPOINTMENTS TO BOARDS AND COMMITTEES
- 25-004 AUTHORIZING PROFESSIONAL SERVICE APPOINTMENTS/CONTRACTS
- 25-005 APPOINTING 2025 LOCAL EMERGENCY PLANNING COMMITTEE
- 25-006 APPOINTING 2025 EMERGENCY MANAGEMENT OPERATIONS CENTER STAFF
- 25-007 OFFICIAL EMERGENCY SERVICE RESPONDERS
- 25-008 CONFIRMING APPOINTMENT OF 2025 OFFICIALS AND EMPLOYEES
- 25-009 APPOINTING DEPUTY RECORDS CUSTODIANS
- 25-010 APPOINTING 2025 SCHOOL CROSSING GUARDS
- 25-011 APPROVAL OF 2025 TOWNSHIP AUTOMOBILE TOWING SERVICE OPERATORS
- 25-012 APPROVAL OF 2025 TOWNSHIP TRUCK TOWING SERVICE OPERATORS
- 25-013 AUTHORIZING AND RENEWING TECHNOLOGY COMPANIES
- 25-014 A RESOLUTION REAPPOINTING RANDY BAHR AS TOWNSHIP CHIEF FINANCIAL OFFICER

MOTION to accept Resolutions 25-001 through 25-014: _____ **SECOND:** _____

ROLL CALL:

CONSENT AGENDA RESOLUTIONS:

Resolution No. 25-015 – 25-040 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.

- 25-015 ESTABLISHING 2025 MEETING DATES
- 25-016 ADOPTING 2025 HOLIDAY SCHEDULE
- 25-017 AUTHORIZING USE OF CONSENT AGENDA
- 25-018 DESIGNATING OFFICIAL NEWSPAPERS
- 25-019 FILING SIGNATURE WITH THE SECRETARY OF STATE
- 25-020 AUTHORIZING FEE FOR COPIES OF AGENDA PACKET
- 25-021 AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES
- 25-022 ESTABLISHING INTEREST RATE ON DELINQUENT TAXES
- 25-023 2025 FEE SCHEDULE
- 25-024 AUTHORIZING TAX COLLECTOR TO REFUND PROPERTY TAXES OR DELINQUENCY

- 25-025 APPROVE HAZARDOUS MATERIAL FEE SCHEDULE
- 25-026 AUTHORIZING ELECTRONIC TAX SALES
- 25-027 AUTHORIZING 2025 PAY SCHEDULE AND PENSION PAYMENTS
- 25-028 AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS
- 25-029 AUTHORIZING PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY
- 25-030 AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR INVESTMENT AND PAYMENT OF CAPITAL DEBT
- 25-031 DESIGNATING THE OFFICIAL DEPOSITORIES & SIGNATURES ON BANK ACCOUNTS
- 25-032 EEOC COMPLIANCE- HIRING PRACTICES
- 25-033 2025 TEMPORARY BUDGET
- 25-034 MUTUAL AID AND MORRIS COUNTY REGIONAL EMERGENCY DEPLOYMENT SYSTEM (MCREDS) AUTHORITY TO EXECUTE AGREEMENT: TERMS AND CONDITIONS
- 25-035 ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL
- 25-036 ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL
- 25-037 APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL
- 25-038 ADOPTING EXPOSURE CONTROL PLAN
- 25-039 ADOPTING STORMWATER POLLUTION PREVENTION PLAN
- 25-040 ADOPTING STORMWATER MANAGEMENT PLAN

MOTION to accept Resolutions 25-015 through 25-040: _____ **SECOND:** _____

ROLL CALL:

ORDINANCE(S)

ORDINANCE 557-25 (FIRST READING / INTRODUCTION)

AN ORDINANCE ADDING AN ADDITIONAL LIEUTENANT POSITION TO THE POLICE ORGANIZATIONAL CHART AND AMENDING CHAPTER 2 OF THE TOWNSHIP CODE ENTITLED “ADMINISTRATION.”

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, January 8, 2025, will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, January 22, 2025, by a meeting when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance. To obtain details of the meeting please refer to Wednesday, January 22, 2025, public agenda, or email municipalclerk@longhillnj.gov.

MOVED by: _____, that Ordinance 557-25 be introduced and passed on first reading. **SECONDED** by: _____, **ROLL CALL VOTE**

MEETING OPEN TO PUBLIC COMMENT:

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

ADJOURNMENT

**RESOLUTION 25-001
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
Fire Liaison
Senior Citizens
Green Team
Traffic Safety
WHRHS Municipal Alliance
Board of Health

Committeeman Victor Verlezza

Beautification
Open Space Advisory Committee
Traffic Safety (Alternate)
Recreation
Board of Health

Committeeman Scott Lavender

MC Community Development
Planning Board
Historic Preservation Advisory Committee
Audio/Visual Technology Advisory Committee
Board of Health
Finance Committee
Environmental Commission

Committeeman Guy Piserchia

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

Committeewoman Aubrey Reichard-Eline

Shade Tree Commission
Digital Engagement Technology Advisory Committee
A Way Out
Board of Health
Finance Committee

**RESOLUTION 25-002
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 2025

Mayoral Appointments

Deputy OEM Coordinator

Raymond Clark

Planning Board

Robert Lavorerio – Class IV
William Mitchell – Class IV
Theresa Dill – Class II (twp official)
Pamela Ogens – Mayors designee

Expiration of Term

December 31, 2028
December 31, 2028
December 31, 2025
December 31, 2025

Environmental Commission

Susan Garretson Friedman (CHAIR 1yr)
Susan Garretson Friedman (3yr)
Anna Rugolo (3yr)
Tom Ercolano (unexpired 2yr) Alt #1

December 31, 2025
December 31, 2027
December 31, 2027
December 31, 2026

<u>Historic Preservation Advisory Committee</u>	<u>Expiration of Term</u>
Denise Murphy (3yr) Class C	December 31, 2027
Carol Prasa (3yr) Class C	December 31, 2027
Fred W. Schaan (3yr) Class C	December 31, 2027

<u>Shade Tree Commission</u>	<u>Expiration of Term</u>
Paul Tamburri (5yr)	December 31, 2029
Phyllis Fast (5yr)	December 31, 2029
Al Gallo Alt #1 (5yr)	December 31, 2029

Mayoral Appointments with Approval of Township Committee

<u>Library Trustee</u>	<u>Expiration of Term</u>
Lisa Butler (5 yr)	December 31, 2029
Brianna Fischer, Sch. Supt. Rep (1yr)	December 31, 2025
Emily Chen, Mayor Rep. (1yr)	December 31, 2025

**RESOLUTION 25-003
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>Planning Board</u>	
Scott Lavender - Class III (TC Liaison)	December 31, 2025

<u>Board of Adjustment</u>	<u>Expiration of Term</u>
Jerry Aroneo	December 31, 2028
Meredith Crawford Collins	December 31, 2028
Randy Watts (unexpired term)	December 31, 2025
Alex Zadrozny ALT #1	December 31, 2026
Paul White (unexpired term) ALT #2	December 31, 2025

<u>Open Space Advisory Committee</u>	<u>Expiration of Term</u>
Daniel Rodgers (RAC) (1yr)	December 31, 2025
Tom Flatley (EC)	December 31, 2025

<u>Recreation Committee</u>	<u>Expiration of Term</u>
Tracey Aroneo	December 31, 2029
Dave Theoclitus	December 31, 2029
Kathleen Petrones Tighes	December 31, 2029
Ernie Lettieri	December 31, 2029

<u>Digital Engagement Technology Advisory Committee</u>	<u>Expiration of Term</u>
Dan Eline	December 31, 2025

<u>Audio / Visual Technology Advisory Committee</u>	<u>Expiration of Term</u>
Larry Fast	December 31, 2025
Guy Roshto	December 31, 2025

<u>Traffic Advisory Committee</u>	<u>Expiration of Term</u>
Lt. Ciambriello	December 31, 2025
Michael Peoples	December 31, 2025
Randy Bahr	December 31, 2025
Al Gallo	December 31, 2025
Township Engineer	December 31, 2025

Sgt. Sutton	December 31, 2025
Marie Colangelo	December 31, 2025
Bob English	December 31, 2025
Matt Dorsi	December 31, 2025
Victor Verlezza	December 31, 2025

Green Team

Susan Jeans	December 31, 2025
Tom Flatey	December 31, 2025
Steve Gruber	December 31, 2025
Phyllis Fast	December 31, 2025
Laura Kostecka	December 31, 2025

Expiration of Term

Beautification Committee

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

Affordable Housing Subcommittee

Scott Lavender
Guy Piserchia
Shayne Daly
Dennis Sandow
Tom Jones
Jessica Caldwell
Jack Pidgeon
Randy Bahr

NJAW Working Group

Guy Piserchia
Scott Lavender
Randy Bahr
Don Richardson
Joseph Vuich
Kyle Midthassel

A Way Out

Tom Jones	December 31, 2025
Stephanie Smith	December 31, 2025
Lt Ciambriello	December 31, 2025
Lt Marczewski	December 31, 2025
Shayne Daly	December 31, 2025
Michael Peoples	December 31, 2025

Expiration of Term

Watchung Hills Regional Municipal Alliance

Shayne Daly	December 31, 2025
Melissa Backer	December 31, 2025
Tina Osmond	December 31, 2025

Expiration of Term

Sgt. RJ Sutton
Lt. Marczewski

December 31, 2025
December 31, 2025

**RESOLUTION 25-004
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 2025, 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	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, 2025, to December 31, 2025
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 25-005
APPOINTING 2025 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 2025 as the Local Emergency Planning Committee (LEPC):

Local Emergency Planning Committee (LEPC)

Township Mayor	Long Hill Township Mayor
Michael Peoples	Emergency Management Coordinator
Kenneth Fullagar	Deputy OEM Coordinator-Administration Support
Joseph Hubert	Deputy OEM Coordinator-Technical Support
Raymond Clark	Deputy OEM Coordinator-Operations Support
Deputy Mayor	Long Hill Township Committee Representative
Randy Bahr	Long Hill Township Administrator
Lt. Alexis Ciambriello	Law Enforcement
Lt. James Marczewski	Public Information Officer
Al Gallo	Director Public Works
Shayne Daly	Social Services- CERT
Lisa Scanlon	Director Recreation
Larry Fast	Long Hill Communications
Al Gallo	Stirling Fire Department Representative
Brendan Rae	Millington Fire Department Representative
Victoria McGrath	All Saints Church Representative
Dawn Marling	Health Department Representative
Bob English	Long Hill First Aid Squad Representative
Jared Green	Great Swamp National Wildlife Representative

**RESOLUTION 25-006
APPOINTING 2025 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 2025 as the Emergency Management Operations Center Staff:

Emergency Management Operations Center Staff

Township Mayor	Long Hill Township Mayor
Director Michael Peoples	OEM Coordinator
Kenneth Fullagar	Deputy OEM Coordinator – Administration Support
Joseph Hubert	Deputy OEM Coordinator – Technical Support
Raymond Clarke	Deputy OEM Coordinator – Operations Support
Lt. Alexis Ciambriello	Law Enforcement Assistant Coordinator
Lt. James Marczewski	Public Information Officer Assistant Coordinator
Randy Bahr	Public Services Assistant Coordinator-Town Hall
Shayne Daly	Social Services Assistant Coordinator - CERT
Al Gallo	Special Services Assistant Coordinator-Public Works

Brendan Rae	Technical Services Assistant Coordinator-Millington Fire
Alex Gallo	Technical Services Assistant Coordinator-Stirling Fire
Dawn Marling	Social Services Assistant Coordinator-Public Health
George Alexis	Public Schools Annex Coordinator
Larry Fast	Races/Communications Annex Coordinator
Robert English	Emergency Medical Annex Coordinator-LHFAS

**RESOLUTION 25-007
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, 2025 to December 31, 2025:

- 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 25-008
CONFIRMING APPOINTMENT OF 2025 OFFICIALS AND EMPLOYEES**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2025 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

**RESOLUTION 25-009
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 25-010
APPOINTING 2025 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 2025:

- Baldassarre Abbondandolo
- Nubia Cardenas
- Bianca D'Alessio
- Jack Dede
- Susan Potts
- Wendy Ross
- Jayne Schraffa
- Patrice Terhune
- Sharon Woodstock
- Shayne Daly (Fill in)

**RESOLUTION 25-011
APPROVAL OF 2025 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 25-012
APPROVAL OF 2025 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 25-013
AUTHORIZING AND RENEWING TECHNOLOGY COMPANIES**

WHEREAS, the Township of Long Hill utilizes different technologies for various 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
- ParkMobile
- RDK Industries
- Weiss Distributors
- Kistler O'Brien
- NJSACOP
- Power DMS, Inc.
- Guardian Tracking, Inc.
- Verizon

- AT&T
- Comcast
- Microsoft

RESOLUTION 25-014

A RESOLUTION REAPPOINTING RANDY BAHR AS TOWNSHIP CHIEF FINANCIAL OFFICER

WHEREAS, N.J.S.A. 40A:9-140.10 provides that “in every municipality there shall be a Chief financial officer appointed by the governing body . . .” and goes on to provide that “[t]he term of office shall be four years, which shall run from January 1 in the year in which the Chief financial officer is appointed. The compensation for the Chief financial officer shall be separately set forth in a municipal salary ordinance.”; and

WHEREAS, “Chief financial officer” is defined in N.J.S.A. 40A:9-140.1 to mean:

“The official appointed pursuant to [N.J.S.A. 40A:9-140.10] to be responsible for the proper financial administration of the municipality under the “Local Government Supervision Act (1947),” [N.J.S.A. 52:27BD-1 et seq.]; the “Local Bond Law,” (N.J.S.A. 40A:2-1 et seq.); the “Local Budget Law,” (N.J.S.A. 40A:4-1 et seq.); the “Local Fiscal Affairs Law,”(N.J.S.A. 40A:5-1 et seq.); and the “Local Public Contracts Law,” [N.J.S.A. 40A:11-1 et seq.] in those municipalities that have not appointed a purchasing agent pursuant to that law; and such other statutes, and such rules and regulations promulgated by the Director of the Division of Local Government Services, the Local Finance Board or any other State agency, as may pertain to the financial administration of the municipality.”; and

WHEREAS, N.J.S.A. 40A:9-140.8 provides that:

“a. [A]ny person who has served as the Chief financial officer of a municipality for four consecutive years and who is reappointed as that municipality’s Chief financial officer shall be granted tenure of office upon filing with the Clerk or municipality and with the Division of Local Government Services in the Department of Community Affairs a notification evidencing his compliance with this section.

b. Thereafter, the person shall continue to hold office during good behavior and efficiency, and shall not be removed therefrom except for just cause and then only after a public hearing upon a written complaint setting forth the charge or charges against him pursuant to [N.J.S.A. 40A:9-140.9]”; and

WHEREAS, Randy Bahr was appointed Long Hill Township Chief Financial Officer on March 10, 2021, effective March 11, 2021 for a term expiring ending December 31, 2024; and

WHEREAS, Randy Bahr also serves as Township Administrator; and

WHEREAS, State law provides with respect to the Administrator position that:

“The governing body of any municipality, by ordinance, may create the office of municipal administrator and delegate to him all or a portion of the executive responsibilities of the municipality. He shall receive such compensation as the ordinance creating such office shall provide and as from time to time may

otherwise be directed by the governing body by ordinance” N.J.S.A. 40A:9-136

“[I]n Townships . . . the municipal administrator shall be appointed by majority vote of the governing body. The term of office of the municipal administrator shall be at the pleasure of the governing body.” N.J.S.A.40A:9-137.

“The municipal administrator may be removed by 2/3 vote of the governing body. The resolution of removal shall become effective 3 months after its adoption by the governing body. The governing body may provide that the resolution shall have immediate effect; provided, however, that the governing body shall cause to be paid to the administrator forthwith any unpaid balance of his salary and his salary for the next 3 calendar months following adoption of the resolution.” N.J.S.A. 40A:9-138; and

WHEREAS, the powers and duties of the Long Hill Township Administrator are set forth in detail in Township Code § 2-5.6.

WHEREAS, the Township Committee wishes to reappoint Randy Bahr as Township Chief Financial Officer for a four-year term running from January 1, 2025 through December 31, 2028; and

WHEREAS, Randy Bahr will thereby be granted tenure in accordance with provisions of N.J.S.A. 40A:9-140.8; and

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

1. Randy Bahr is hereby reappointed as Township Chief Financial Officer for a four-year term effective January 1, 2025 and ending December 31, 2028.
2. Randy Bahr is hereby granted tenure in his position as Chief Financial Officer pursuant to the provisions of N.J.S.A. 40A:9-140.8.
3. Based on the allocation set forth above, Randy Bahr’s salary as Chief Financial Officer during 2025 shall be \$1,104.
4. Randy Bahr’s appointment as Township Administrator is hereby confirmed and in that position he shall continue to serve at the pleasure of the governing body in accordance with the provisions of N.J.S.A. 40A:9-136 through 138 and Township § 2-5.

**RESOLUTION 25-015
ESTABLISHING 2025 MEETING DATES**

BE IT RESOLVED that all 2025 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 22 | July 16 |
| February 12 | August 13 |
| February 26 | September 10 |
| March 12 | September 24 |

March 26
April 9
April 23
May 14
May 28
June 11
June 25

October 8
October 22
November 5
December 10
December 31 (8:30 AM)

January 7, 2026
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 25-016
ADOPTING 2025 HOLIDAY SCHEDULE**

BE IT RESOLVED by the Township Committee of the Township of Long Hill that the 2025 schedule be adopted as follows:

January 20	Martin Luther King Jr. Day
February 17	President's Day
April 18	Good Friday
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
October 13	Columbus Day
November 11	Veterans Day
November 27	Thanksgiving
November 28	Day <i>After</i> Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
January 1, 2026	New Years' Day 2026

**RESOLUTION 25-017
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 25-018
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 2025

**RESOLUTION 25-019
FILING SIGNATURE WITH THE 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 25-020
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 25-021
AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

WHEREAS, Morris County taxes are due quarterly on February 15, May 15, August 15 and November 15, 2025;

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 25-022
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 2025 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 25-023
2025 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 2025 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
Lead Based Paint Inspection	
Initial Inspection and testing 1 bedroom	\$300.00
Initial Inspection and testing 2 bedroom	\$325.00
Initial Inspection and testing 3 bedroom	\$350.00
Initial Inspection and testing 4 bedroom	\$375.00
Initial Inspection and testing 5 bedroom	\$400.00
Initial Inspection and testing 6 bedroom	\$425.00
\$25 per each additional bedroom above (6) six	
Standard re-inspection trip fee	\$125.00
Per dust wipe fee for each failed dust wipe	\$20.00
Administrative fee with lead based paint inspection	\$70.00
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.	\$100.00
Witness per 1st lot per day	
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	
<i>(days between 8:00 a.m. and 4:30 p.m.)</i>	
Light Duty (vehicles up to 10,000 lb. GVWR)	\$65.00
Mileage	\$3.50/mile
Medium Duty (vehicles up to 32,000 lb. GVWR)	\$150.00/hr, 1 hr min.

Mileage	\$3.50/mile
Heavy Duty (vehicles over 32,000 lb. GVWR)	\$250.00/hr, 1 hr min.
Mileage	\$3.50/mile
(Nights, Weekends and NJ Holidays)	
Light Duty (vehicles up to 10,000 lb. GVWR)	\$85.00
Mileage	\$3.50/mile
Medium Duty (vehicles up to 32,000 lb. GVWR)	\$200.00/hour, 1 hr min
Mileage	\$3.50/mile
Heavy Duty (vehicles over 32,000 lb. GVWR)	\$300.00/hour, 1 hr min
Mileage	\$3.50/mile
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	\$100.00 annual fee
Solicitor Digital Photograph	\$2.00
Public Assembly Permit	\$100.00
Special labor charge for police officer review and redaction of body-worn camera video:	\$0.49 per minute of time spent in review.

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	\$55.00/2 hrs.	\$225.00/2hrs.	\$165.00/2hrs.	\$225.00/2hrs.
Kantor Park Lights on Turf Field #1	\$20.00/hr.	\$30.00/hr.	\$30.00/hr.	\$30.00/hr.
Kantor Park Grass Field #2	\$30.00/2hrs.	\$100.00/2hrs.	\$100.00/2hrs.	\$150.00/2hrs.
Meyersville Baseball/Softball Field	\$25.00/2hrs.	\$50.00/2hrs.	\$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	\$30.00/4hrs.	N/A	\$55.00/4hrs.	N/A
Stirling Lake Pavilion	\$30.00/4hrs.	N/A	\$55.00/4hrs.	N/A
Bocce Ball Courts	No Fee	\$40.00/2hrs.	\$50.00/2hrs.	\$100.00/2hrs.
Horseshoe Pits	No Fee	\$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	No Fee	\$10.00/hr.	\$15.00/hr.	\$20.00/hr.
Pickleball Court	No Fee	N/A	N/A	N/A
*changes for the above rentals go into effect March 17 th 2025				
Recreation Programs				
Red Cross First Aid Class	\$35.00			
Red Cross CPR/AED Class	\$35.00			
Rutgers SAFETY Class	\$45.00			
Yoga (6 weeks)	\$60.00			
Field Hockey (Fall)	\$199.00			
Field Hockey (Spring)	\$60.00			
Creative Writing Workshop	\$15.00			
Babysitting Training	\$119.00			
Recreation Basketball	\$125.00 / \$150.00 after Nov. 1			
Travel Basketball	\$215.00 resident / \$300.00 non-resident			
Little Explorers	\$180.00/week			
Summer Rec Camp	\$180.00/week; \$108.00 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			
Field Hockey Bloomers	\$8.00			
Travel Basketball Uniform Top	\$53.00			
Travel Basketball Uniform Shorts	\$27.00			
Travel Basketball Used Uniform Jersey	\$20.00			
Stirling Lake Dance (Fall/Spring)	\$5.00			
Women's Tennis League	No Fee for Residents; \$20 fee for non-residents			
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
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CONSTRUCTION

Construction Records Clearance Certificate	\$50.00 over 7 business days prior to closing \$100.00 under 7 business days prior to closing
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**RESOLUTION 25-024
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 25-025
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 First Aid Squad, Inc
 Vehicle #29 – Small Ambulance with personnel - \$250.00 per hour
 Vehicle #30 – Large Ambulance with personnel - \$300.00 per hour
 Vehicle #31 – Small Ambulance with personnel - \$250.00 per hour
 Vehicle #32 – First Responder Vehicle with personnel - \$100.00 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 #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 #23 – Pickup Truck with Personnel - \$100.00 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 #90 -Pickup Truck with Personnel - \$ 100.00 per hour
Trailer #91 – OEM Mobile Command and Equipment Trailer - \$ 50.00 per hour
Trailer #92 – OEM Flatbed Equipment Trailer - \$25.00 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 25-026
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 25-027
AUTHORIZING 2025 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 2025 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 25-028
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 25-029
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 25-030
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 25-031
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 2025 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 2025:

New Jersey Cash Management Plan, Trenton, N.J.
Peapack Gladstone Bank, Warren, N.J.
Citizens Bank, Stirling, N.J.
TD Bank, Warren, 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 25-032
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 25-033

2025 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 2025 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 2025; and

WHEREAS, the total appropriations in the 2024 budget, less the appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - Total General Appropriation \$15,002,321.71

WHEREAS, 26.25% of the total appropriations in the 2024 Budget less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

(2025 Temporary Budget not exceeding) \$ 3,938,109.00

WHEREAS, the total appropriations in the 2024 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 2024 Parking Utility Budget less appropriations made for Capital Improvement Fund, Debt services are as follows:

(2025) 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:

2025 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	52,000.00
OTHER EXPENSES	10,000.00
FINANCE	
SALARY & WAGES	33,000.00
OTHER EXPENSES	50,000.00

TAX COLLECTION	
SALARY & WAGES	20,000.00
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	1,500.00
OTHER EXPENSES	9,000.00
BD OF ADJUSTMENT	
SALARY & WAGES	1,500.00
OTHER EXPENSES	1,000.00
ZONING	
SALARY & WAGES	30,000.00
OTHER EXPENSES	200.00
PUBLIC DEFENDER	
OTHER EXPENSES	1,000.00
ENGINEERING	
OTHER EXPENSES	20,000.00
ENVIRONMENTAL	
SALARY & WAGES	800.00
OTHER EXPENSES	200.00
SHADETREE	
SALARY & WAGES	800.00
OTHER EXPENSES	1,000.00
BUILDINGS & GROUNDS	
OTHER EXPENSES	68,000.00
INSURANCE GENERAL	-
OTHER EXPENSES	170,000.00
INSURANCE- WORKERS COMP	
OTHER EXPENSES	110,000.00
INSURANCE- HEALTH	
OTHER EXPENSES	300,000.00
INSURANCE- HEALTH BENEFIT WAIVER	
OTHER EXPENSES	12,000.00

INSURANCE- UNEMPLOYMENT	
OTHER EXPENSES	5,000.00
POLICE	
SALARY & WAGES	795,000.00
OTHER EXPENSES	30,000.00
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	10,000.00
MUNICIPAL COURT	
SALARY & WAGES	39,000.00
OTHER EXPENSES	4,000.00
FIRE PREVENT. INSPECTOR	
SALARY & WAGES	15,000.00
OTHER EXPENSES	1,000.00
FIRE HYDRANT	60,000.00
EMERGENCY MANAGEMENT	
SALARY & WAGES	500.00
OTHER EXPENSES	2,000.00
STREETS & ROADS	
SALARY & WAGES	228,000.00
OTHER EXPENSES	65,000.00
FLEET MAINTENANCE	-
OTHER EXPENSES	37,000.00
GARBAGE DISPOSAL	
OTHER EXPENSES	155,000.00
SANITARY LANDFILL	
OTHER EXPENSES	77,000.00
HEALTH & WELFARE	
OTHER EXPENSES	22,000.00
COMMUNITY SERVICES	
SALARIES & WAGES	15,000.00
OTHER EXPENSES	2,000.00
PEOSHA	

OTHER EXPENSES	1,000.00
PARKS & PLAYGROUNDS	-
SALARY & WAGES	39,000.00
OTHER EXPENSES	18,000.00
STIRLING LAKE	
OTHER EXPENSES	5,000.00
CELEBRATION - PUB. EVENT	-
OTHER EXPENSES	1,000.00
DRIVERS - SENIORS	
SALARY & WAGES	8,000.00
SENIOR CITIZEN	
OTHER EXPENSES	5,000.00
CONSTRUCTION	
SALARY & WAGES	45,000.00
OTHER EXPENSES	1,000.00
ELECTRICITY	
OTHER EXPENSES	28,000.00
TELEPHONE	
OTHER EXPENSES	17,000.00
NATURAL GAS	
OTHER EXPENSES	15,000.00
GASOLINE/DIESEL FUEL	-
OTHER EXPENSES	30,000.00
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	234,000.00
	-
SOCIAL SECURITY- FICA	
OTHER EXPENSES	125,000.00

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: 3,938,000.00

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 25-034

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 25-035
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 2025 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

**RESOLUTION 25-036
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 2025.

**RESOLUTION 25-037
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 25-038
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 2025.

**RESOLUTION 25-039
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 25-040
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.

**ORDINANCE 557-25
AN ORDINANCE ADDING AN ADDITIONAL LIEUTENANT POSITION TO THE POLICE ORGANIZATIONAL CHART AND AMENDING CHAPTER 2 OF THE TOWNSHIP CODE ENTITLED "ADMINISTRATION."**

WHEREAS, the Township Committee has determined that there should be four (4) superior officers above the rank of sergeant in the Long Hill Township Police Department; and

WHEREAS, the Police Department organization chart needs to be updated to reflect this change

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

Section 1. Subsection 2-14.1 entitled "Establishment" in Section 2-14 entitled "Police Department" is amended by adding a third lieutenant position as follows:

2-14 POLICE DEPARTMENT.

§ 2-14.1 Establishment.

The following positions and line of authority are hereby created:

Two Lieutenants (if the Captain position is filled)

OR

Three Lieutenants (if the Captain position is vacant)

The creation of these positions shall not require the Township Committee to fill each position and any position hereunder established may, in the sole discretion of the Township Committee, remain vacant.

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

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

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