

Minutes of the August 9, 2022 Township Committee Meeting of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:30 PM on August 9, 2022.

CALL OF THE ROLL

Upon call of the roll, the following Committee members were recorded present: Mayor Shawn Lipani, Committeeman Robert Britting, Committeeman Frank DelCore and Committeeman Doug Tomson. Also in attendance were, Township Clerk Pamela Borek and Township Attorney William Willard. Deputy Mayor Janine Erickson and Township Administrator Anthony Ferrera were absent.

SALUTE TO THE FLAG

MAYOR STATES

Mayor Lipani advised that in accordance of section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975 that notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at 7:30 p.m. on Tuesday, August 9, 2022.

APPROVAL OF MINUTES

1. REGULAR MEETING MINUTES OF JULY 26, 2022

Upon a motion by Committeeman Robert Britting, seconded by Committeeman Frank DelCore, the Regular Meeting Minutes of July 26, 2022 were approved upon the call of the roll. Committeeman Tomson abstained.

REPORTS FROM COMMITTEE LIAISONS, AND RECEIPT OF REPORTS, PETITIONS OR COMMUNICATIONS

Committeeman Britting

Committeeman Britting announced that Hillsborough's Community Assistance Network and Foothill Acres have partnered throughout 2022 to provide Bingo for Hillsborough's seniors. Bingos are held on the 3rd Thursday of the month, in the multipurpose room.

Committeeman Britting suggested residents check out the Social Services display on the way to the library featuring all the activities available for resident seniors.

Committeeman Britting advised everyone that there will be a Back to School Covid 19 Vaccination Clinic for Ages 5 and up on Thursday, August 18th, from 4 to 6 pm at the Hillsborough Municipal Building.

Committeeman Britting reported that there are free radon kits available in the Health Department.

Committeeman Britting suggested checking out the pickleball courts at Mr. C's Park.

Committeeman Britting stated that as of August 1st, the Hillsborough Branch of the Somerset County Library System of New Jersey shared its first StoryWalk adventure – an interactive, nature-filled, storybook journey hosted in partnership with Hillsborough Township Parks and Recreation.

Committeeman DelCore

Committeeman DelCore advised that the staff of the Assessor's office is currently performing farmland inspections as is required by the state to be done every 3 years.

Committeeman DelCore reported that the online tax payment system is available for residents to pay their taxes with a check or credit card.

Committeeman DelCore encouraged local restaurants to sign up for Hillsborough's Fifth Annual Restaurant Week, taking place from September 27th to October 2nd.

Committeeman DelCore announced that the Hillsborough Township Credit Card Advisory Committee is now accepting grant applications for the fall. Completed applications must be submitted to the Administration Office by Friday, September 30th.

Committeeman Tomson

Committeeman Tomson reported that residents can now view permit history, track the status of new permit applications, and receive inspection confirmation by signing up with the online portal, SDL.

Committeeman Tomson stated that the Engineering Department would like to inform the public that the traffic signal at the intersection of Falcon Road and Sunnymead Road is now installed, but will not be operational until the electrical hookup by PSEG and striping are completed.

Committeeman Tomson reminded everyone that street lights in Hillsborough Township are maintained by PSE&G.

Committeeman Tomson reported that there have been numerous recent bear sightings, provided safety tips, and directed residents to the New Jersey Department of Environmental Protection Fish and Wildlife website for more information and additional safety tips.

Committeeman Tomson stated the Fire Marshals have posted a list of permits that are required on its website. Please note this is not an all-inclusive list.

Mayor Lipani

Mayor Lipani stated he will be starting his Restaurant Week tour early this year due to the number of restaurants in town.

Mayor Lipani reported on the maintenance of the Van Arsdale median.

Mayor Lipani reported on the parking issue at Roycefield Swim Club in late July.

Mayor Lipani explained the process of updating current flood maps. The Mayor suggested that if a property owner feels their property is not consistent with the current flood maps, they can request the map change through the FEMA website. The Engineering Department will guide them through the process. FEMA is responsible for updating the flood maps.

Mayor Lipani announced the opening of an Electric Vehicle Charging Station at the Municipal Complex and is one of the first public areas in Somerset County to install such a station. Mayor Lipani commended the various departments within the Township involved in helping bring this resource to the community.

Mayor Lipani congratulated the winners of the fishing derby, repeat winner Angel Nikitzuk with 12.2 oz, Varick Kapoor with 6.4 oz, and Anthony and Grayson Persaud with 4.8 oz. The Mayor thanked everyone who came out for the fun event.

Mayor Lipani thanked everyone who attended the annual Purple Heart Ceremony on Sunday, August 7th.

Mayor Lipani announced the Rotary Fair would take place from August 16th through the 20th.

Mayor Lipani reported that this is the last call for pictures to be submitted for the 2023 Township Calendar.

Mayor Lipani invited everyone to participate in the 2nd annual Scarecrow Festival.

PROCLAMATIONS / APPOINTMENTS

1. PROCLAMATION HONORING EAGLE SCOUT ADAM FIDZIUKIEWICZ

WHEREAS, Adam Fidziukiewicz, a Hillsborough High School sophomore, and member of Boy Scout Troop 1776, has earned the rank of Eagle Scout; and

WHEREAS, the Hillsborough Township Committee recognizes the many hours Adam devoted to achieving the rank of Eagle Scout, working with diligence and making sacrifices in order to reach this highly coveted position; and

WHEREAS, Adam's Eagle Scout project consisted of restoring 16 park benches in Lewis Park by replacing all the wood and bolts on the benches and spray painting the supports. The project took 208 hours to complete with the assistance of 20 volunteers; and

WHEREAS, Adam served as Patrol Leader, Troop Scribe, and ASPL of Programming; and

WHEREAS, Adam has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and

WHEREAS, Adam was a member of the Freshman Band and Jazz Band, has obtained his lifeguard certification, and has been accepted into the Hillsborough High School Wind Ensemble for 2022-2023; and

WHEREAS, Adam has volunteered with the Sourland Conservation Project, the Summer Camp Conservation Project, assisted with the Run Around the Park, and blood drives; and

WHEREAS, Adam serves as an example to the youth of Hillsborough Township through his high level of leadership and community service, and we are very proud that he is a member of our community.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Adam Fidziukiewicz for having achieved the rank of Eagle Scout, an honor for both himself and for those who guided him, with best wishes for a bright future.

2. PROCLAMATION HONORING EAGLE SCOUT KYLE TOLAND

WHEREAS, Kyle Toland, a Hillsborough High School graduate, and member of Boy Scout Troop 1776, has earned the rank of Eagle Scout; and

WHEREAS, the Hillsborough Township Committee recognizes the many hours Kyle devoted to achieving the rank of Eagle Scout, working with diligence and making sacrifices in order to achieve this highly-coveted position; and

WHEREAS, Kyle's Eagle Scout project consisted of refurbishing the fire pit area at Ann Van Middlesworth Park by constructing a new brick pit with a metal inner ring. A stone bench was placed by the firepit along with a bucket of sand. The surrounding area was cut back and weeded. The Township provided directional, fire safety and rules signs. The project took 105 hours with the assistance of 20 Boy Scouts and adults; and

WHEREAS, Kyle served as Webmaster, Troop Guide, Quartermaster, Sr. Patrol Leader for ski trips in 2018-2020, and Patrol Leader for the West Point Camporee in 2019; and

WHEREAS, Kyle has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and

WHEREAS, Kyle volunteers through his troop including Relay for Life and annually at the Midland School's Dance for Midland; and

WHEREAS, Kyle serves as an example to the youth of Hillsborough Township through his high level of leadership and community service, and we are very proud that he is a member of our community.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby recognize and extend our sincere congratulations to Kyle Toland for having achieved the rank of Eagle Scout, an honor for both himself and for those who guided him, with best wishes for a bright future.

3. GAYLENE TODD CAREGIVER OF THE YEAR

WHEREAS, Gaylene Todd, a caregiver for Right at Home, a national home health care service with an office located in Hillsborough, has been awarded Northeast Caregiver of the Year by the company; and

WHEREAS, Gaylene Todd has worked as a caregiver for 28 years; and

WHEREAS, Gaylene Todd worked during Tropical Storm Ida and its aftermath caring for patients even after her own family was displaced and her car was lost in the storm; and

WHEREAS, Gaylene Todd also continued to provide excellent and constant service to her patients after contracting and recovering from Covid19; and

WHEREAS, Gaylene Todd has a positive impact on the patients she cares for, as well as their families, and is a true role model for other caregivers.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, congratulate Gaylene Todd for being awarded Northeast Caregiver of the Year.

PRESENTATIONS

Mayor Lipani asked to move on resolutions 1-4 at this time.

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman Frank DelCore, resolutions 1-4 were unanimously approved upon the call of the roll.

Township Clerk Pamela Borek read the following remarks from Township Administrator Anthony Ferrera:

In regards to the hiring of Nancy Ross for the position of Human Resources Director: "I would like to welcome Nancy Ross as our new Human Resources Director who has over 15 years of experience in the HR field. Nancy has handled all aspects of HR and will be able to hit the ground running in this new role. I look forward to working with Nancy and improving on the processes that are already in place."

Regarding the hiring of Jaclyn Zeis for the position of Part-Time Administrative Assistant to the Economic and Business Development Department/Sustainability Office: "I would like to welcome Jaclyn Zeis to the position of part-time administrative assistant to the Economic and Business Development Department/Sustainability Office. Jaclyn's experience in social media will be an asset to the department."

In regards to the promotion of Zuzana Karas to Economic Business Development/Sustainable Director: "I would like to congratulate Zuzana Karas on her promotion to Economic and Business Development and Sustainable Director. Zuzana's previous experience in Zoning, Planning, and current position in Code Enforcement will be

extremely valuable in this position as we look to continue to expand the outreach of this department."

Committeeman DelCore reiterated Township Administrator Ferrera's welcome to the new employees, stating that he felt they were a great fit for their positions and wished them success in their new roles.

Mayor Lipani repeated the same sentiments as Committeeman DelCore and Township Administrator Ferrera to the new hires.

Maria Janucik - 720 East Frech Avenue, Manville, asked about additional information regarding the new hires.

Mayor Lipani explained that the HR Director position was a new position created to assist Administrator Ferrera and CFO Nancy Costa in their Human Resource duties as the number of staff has increased due to the size of the township, which necessitated a person directly in charge.

Committeeman DelCore echoed Mayor Lipani's statements.

Township Clerk Borek responded that there are 182 full-time employees and approximately 200 total with seasonal and part-time employees.

Mayor Lipani explained that the promotion of Joe Maturin was given due to the achievement of certification requirements by the candidate,

Township Clerk Borek further explained the promotion was possible due to a previous retirement within DPW.

Mayor Lipani clarified that the Economic Business Development/Sustainable Director position is not a new position and that the new hire will be starting on October 1st. He further explained that the current Director will be transitioning between two departments and will be training the new employee as well as preparing for his new role.

Mayor Lipani explained that the Part-Time Administrative Assistant position is a 20-hour part-time position to assist with the needs of the department.

NEW BUSINESS

None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

Township Clerk Pamela Borek stated the following. The Township Committee welcomes input from the public. Please state your name and address and please spell your name for the record. You will be given one three-minute allotment for your comments. Please understand that this public forum is not structured as a question and answer session. Comments are to be addressed to the Mayor. Again, please keep your comments to three minutes. Thank you.

Maria Janucik, 720 E. Frech Avenue, Manville inquired about the JSM at Hillsborough project at the old quarry. Township Planner Maski advised there was no settlement agreement with regard to this project and that there was a zone change ordinance for the JSM at Hillsborough project on the Cost Cutters lot. Mayor Lipani explained a settlement agreement is not required for there to be a zone change.

PUBLIC HEARINGS

1. 2022-13 AN ORDINANCE AMENDING THE SALARY ORDINANCE OF THE TOWNSHIP OF HILLSBOROUGH TO INCLUDE NEW POSITIONS AND SET SALARY RANGES

WHEREAS, the following position and salary range needs to be added to the salary ordinance:

-Human Resources Director at a salary range of \$45,000/yr to \$95,000/yr

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Salary Ordinance be amended to include the aforementioned positions and salary ranges with the appropriate sums being appropriated. This ordinance shall take effect upon final adoption and publication to law.

Upon a motion by Committeeman Frank DelCore, seconded by Committeeman Robert Britting, to open the public hearing on Ordinance 2022-13, the motion was unanimously approved upon the call of the roll.

Committeeman DelCore advised that with regard to the new HR position, the new ordinance establishes a salary range for that position.

Maria Janucik, 720 E Frech Ave, Manville inquired as to the large range of the HR Director's salary.

Mayor Lipani responded that this ordinance sets a range for the HR Director position that is \$45,000-\$95,000 which is different from the resolution previously discussed. Mayor Lipani stated the job warrants this salary in this market and most applicants are getting paid significantly higher.

Committeeman DelCore further explained that an applicant's experience dictates the salary and therefore a wide range is necessary.

Upon a motion by Committeeman Frank DelCore, seconded by Committeeman Robert Britting, to close the public hearing and adopt Ordinance 2022-13, the motion was approved upon the call of the roll.

INTRODUCTION OF NEW ORDINANCES

1. 2022-14 AN ORDINANCE APPROPRIATING CERTAIN MONIES HELD BY THE TOWNSHIP OF HILLSBOROUGH, COUNTY OF SOMERSET, STATE OF NEW JERSEY, FOR THE PURCHASE OF VARIOUS CAPITAL IMPROVEMENTS IN THE AMOUNT OF \$447,000.00 IN AND FOR THE TOWNSHIP OF HILLSBOROUGH. FURTHER CONSIDERATION AND A PUBLIC HEARING WILL BE HELD ON SEPTEMBER 13, 2022.

WHEREAS, there are funds available in the Hillsborough Township Capital Improvement Fund in the amount of \$447,000.00; and

WHEREAS, the Hillsborough Township Committee has determined there is a need to appropriate the aforesaid Capital funds for the following purposes and amounts:

1 Sidewalk Replacements	\$100,000.00
2 Two (2) Ford F-250 Pickup Trucks with Snowplows	\$ 87,000.00
3 Replacement of 1999 Dump Truck	\$260,000.00
	\$447,000.00

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the aforementioned sums are hereby appropriated.

This ordinance shall take effect upon final adoption and publication according to law.

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman Robert Britting, to introduce Ordinance 2022-14, the motion was unanimously approved upon the call of the roll.

CONSENT

1. RESOLUTION AUTHORIZING THE HIRING OF NANCY ROSS TO THE POSITION OF HUMAN RESOURCES DIRECTOR

WHEREAS, there exists a vacancy in the position of Human Resources Director; and

WHEREAS, the Personnel Committee and the Township Administrator recommend the hiring of Nancy Ross as Human Resources Director at a salary of \$80,000, beginning on August 22, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Personnel Committee and the Township Administrator is hereby be accepted and approved.

2. RESOLUTION AUTHORIZING THE PROMOTION OF JOE MATURIN TO THE POSITION OF PARKS OPERATOR TO THE PARKS DEPARTMENT

WHEREAS, there exists a vacancy in the position of Parks Operator to the Parks Department; and

WHEREAS, the Director of Parks and Recreation and Social Services and the Township Administrator recommend the promotion of Joe Maturin as Parks Operator to the Parks Department at a salary of \$69,417.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Director of Parks and Recreation and Social Services and the Township Administrator is hereby accepted and approved.

3. RESOLUTION AUTHORIZING THE PROMOTION OF ZUZANA KARAS TO ECONOMIC BUSINESS DEVELOPMENT/SUSTAINABLE DIRECTOR

WHEREAS, there exists a vacancy in the position of Economic Business Development/Sustainable Director to the Economic Business Development Department; and

WHEREAS, the Personnel Committee and Township Administrator recommend the promotion of Zuzana Karas as Economic and Business Development/Sustainable Director to the Economic Business Development Department at a salary of \$80,000, beginning on October 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Personnel Committee and the Township Administrator is hereby be accepted and approved.

4. RESOLUTION AUTHORIZING THE HIRING OF JACLYN ZEIS TO THE POSITION OF PART-TIME ADMINISTRATIVE ASSISTANT TO THE ECONOMIC AND BUSINESS DEVELOPMENT DEPARTMENT/SUSTAINABILITY OFFICE

WHEREAS, there is a need to fill the position of Part-Time Administrative Assistant to the Economic and Business Development Department/Sustainability Office; and

WHEREAS, the Economic and Business Development/Sustainability Director and the Township Administrator recommend the hiring of Jaclyn Zeis as Administrative Assistant to the Economic and Business Development Department/Sustainability Office beginning on September 6, 2022, at a starting salary of \$16/hour.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Economic and Business Development/Sustainability Director and the Township Administrator is hereby accepted and approved.

5. RESOLUTION AUTHORIZING PERMANENT STATUS OF VARIOUS EMPLOYEES WITHIN THE POLICE DEPARTMENT

WHEREAS, Thomas McLain and Joseph Paschall were appointed as Sergeants in the Hillsborough Township Police Department on August 3rd, 2020, and October 13, 2020, respectively; and

WHEREAS, Patrick Barry, George Kokinakos, Timothy Leitstein, Amar Tomar, Kyle Edmonds, and Carmelo Sorce were appointed as Officers in the Hillsborough Township Police Department on August 11, 2021; and

WHEREAS, the Chief of Police certifies that Sergeants McLain and Paschall have performed their duties and assignments in a capable and competent manner; and

WHEREAS, the Chief of Police certifies that Officers Barry, Kokinakos, Leitstein, Tomar, Edmonds, and Sorce have performed their duties and assignments in a capable and competent manner; and

WHEREAS, the Chief of recommends that permanent status be conferred upon Sergeants McLain and Paschall effective February 3, 2021, and April 13, 2021, respectively; and

WHEREAS, the Chief of Police recommends that permanent status be conferred upon Officers Barry, Kokinakos, Leitstein, Tomar, Edmonds, and Sorce effective August 11, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendation of the Chief of Police be and hereby is accepted and approved.

6. RESOLUTION AUTHORIZING THE REFUND OF RECREATION PROGRAM FEES

WHEREAS, there are refunds due from Recreation program fees; and

WHEREAS, the Chief Financial Officer has received proof of such refunds being due and payable.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Chief Financial Officer is hereby authorized to refund said amounts as detailed below.

Matt Calvi \$310.00
Amy Hazlewood \$142.50
Harmanpreet Singh \$25.00
Jothi Vairamuthu \$240.00
Hiral Soni Deshpande \$70.00

Melissa Horgan \$290.00
Inder Khosla \$310.00
Natasha Delacruz \$150.00
Yue Li \$190.00
Charu James \$220.00
Vijay Nanjundan \$310.00

7. RESOLUTION AWARDING CONTRACT FOR 2022 SIDEWALK AND CURBING REPLACEMENT TO ADS CONTRACTORS, LLC IN AN AMOUNT NOT TO EXCEED \$100,000.00

WHEREAS, the Assistant Township Engineer has determined that there is a need for sidewalk and curb replacement; and

WHEREAS, the Township solicited bids for the "2022 Sidewalk and Curbing Replacement" in accordance with the Local Public Contracts Law and Fair and Open Process; and

WHEREAS, the Township received (6) bids with one of them being withdrawn; and

WHEREAS, it was determined that ADS Contractors, LLC, was the lowest responsible bidder; and

WHEREAS, the Assistant Engineer and Qualified Purchasing Agent recommend the award of a contract to ADS Contractors, LLC, in an amount not to exceed \$100,000.00 for "2022 Sidewalk and Curbing Replacement" in accordance with the bid specifications and bid submitted; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available in account No. C 04 223 890 for \$75,000.00 and account No. C 04 55 214 890 for \$25,000.00 for this contract award.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that (1) a contract be awarded to ADS Contractors, LLC, in the amount not to exceed \$100,000.00 for "2022 Sidewalk and Curbing Replacement" in accordance with the bid specifications and bid submitted; and (2) the Mayor and Township Clerk are hereby authorized to execute a contract with ADS Contractors, LLC, consistent with the terms of this resolution.

8. RESOLUTION AWARDING A PROFESSIONAL SERVICES CONTRACT TO PENNONI ASSOCIATES FOR THE PROVISION OF ENGINEERING SERVICES PERTAINING TO THE GREEN HILLS DEVELOPMENT DRAINAGE CHANNEL CLEANING PROJECT

WHEREAS, there is a need for cleaning of the Green Hills Development drainage channel; and

WHEREAS, Pennoni Associates provided the Township with a proposal in the amount of \$17,500.00 to prepare construction bid documents and NJDEP permit applications and provide construction observation services related to the project in accordance with their professional services contract with the Township; and

WHEREAS, the Assistant Township Engineer recommends the award of a contract to Pennoni Associates in an amount not to exceed \$17,500.00 for the provision of these services; and

WHEREAS, the Chief Financial Officer certifies sufficient funds are available in account G-02-40-650-000 for this contract award.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County

of Somerset, State of New Jersey, that a contract in an amount not to exceed \$17,500.00 is hereby awarded to Pennoni Associates for the preparation of construction bid documents and NJDEP permit applications and provision of construction observation services related to the Green Hills Development Drainage Channel Cleaning Project in accordance with the proposal submitted.

9. RESOLUTION AUTHORIZING THE REFUND OF MARRIAGE LICENSE FEES

WHEREAS, the State of New Jersey recently adopted a temporary moratorium on the collection of marriage license fees effective July 1, 2022 to June 30, 2023; and

WHEREAS, based on this temporary moratorium, the Registrar and Chief Financial Officer indicate various refunds set forth herein are due for marriage license payments received during the month of July 2022.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Chief Financial Officer is hereby authorized to refund said amounts as detailed below for marriage license fees.

Dhruvkumar M. Patel \$28.00
Jared C. Shukis \$28.00
Anthony P. Brophy \$28.00
Gustavo Adolfo Mendez Castellano \$28.00
Isha Naik \$28.00
Edward J. Zuza \$28.00
Hernan Velasquez \$28.00
Andrew A. Fuller \$28.00
Bryan R. Toth \$28.00
Jemimah Vergara \$28.00
Scott Vincent Santangelo \$28.00

10. RESOLUTION AUTHORIZING THE QUALIFIED PURCHASING AGENT TO SOLICIT BIDS FOR ELECTRONIC PLAN REVIEW TABLES FOR THE CONSTRUCTION DEPARTMENT

WHEREAS, the State of New Jersey passed legislation requiring Construction Departments to offer electronic submission for at least 80% of all permit applications; and

WHEREAS, the Township's Construction Code Official has requested the purchase of electronic plan review tables in order to be able to receive these electronic submissions.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Qualified Purchasing Agent is hereby authorized to advertise and solicit bids for electronic plan review tables for the Construction Department.

11. RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT TO PENNONI ASSOCIATES FOR ENGINEERING AND INSPECTION SERVICES RELATED TO STORMWATER OUTFALLS REPAIR

WHEREAS, the Assistant Township Engineer has determined there is a need for Stormwater Outfalls Repair; and

WHEREAS, Pennoni Associates provided the Township with a proposal in the amount of \$49,500.00 to provide engineering and inspection services related to Stormwater Outfalls Repair in accordance with their professional services contract with the Township; and

WHEREAS, the Assistant Township Engineer recommends the award of a contract to Pennoni Associates in an amount not to exceed \$49,500.00 for the provision of engineering and inspection services for Stormwater Outfalls Repair; and

WHEREAS, the Chief Financial Officer certifies sufficient funds are available in account G-02-40-650-000 for this contract award.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that a contract in an amount not to exceed \$49,500.00 is hereby awarded to Pennoni Engineering for engineering and inspection services for Stormwater Outfalls Repair in accordance with the proposal submitted.

12. RESOLUTION AUTHORIZING PURCHASE OF FLASHING CROSSWALK SIGNS THROUGH THE SOMERSET COUNTY COOPERATIVE

WHEREAS, the Assistant Township Engineer has requested authorization for the purchase of flashing crosswalk signs for several areas in the Township; and

WHEREAS, Garden State Highway Products, Inc., will provide four(4) sets of flashing crosswalk signs through the Somerset County Cooperative Contract #CC-0099-21 of which the Township of Hillsborough is a member, for an amount not to exceed \$27,593.40; and

WHEREAS, funds are available in the 2022 municipal budget and have been certified as such by the Chief Finance Officer through Account #2-01-20-715-299.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the purchase of four (4) sets of flashing crosswalk signs through the Somerset County Cooperative Contract #CC-0099-21 in an amount not to exceed \$27,593.40 is hereby authorized.

13. RESOLUTION IN SUPPORT OF NEW JERSEY'S WILDLIFE ACT

WHEREAS, New Jersey is home to a rich diversity of wildlife and ecologically significant natural communities; and

WHEREAS, New Jersey's wildlife and wild places are under threat from development, fragmentation, invasive species and the impacts of people; and

WHEREAS, the populations of mammals, birds, invertebrates, fish, reptiles and amphibians that live in and migrate through New Jersey find themselves clinging to smaller and smaller pieces of wild clean lands and aquatic habitats; and

WHEREAS, it is more cost-effective to prevent species from becoming imperiled than it is to recover them once their populations have declined; and

WHEREAS, a naturally functioning and healthy ecosystem represents a healthy environment for NJ wildlife and our citizens; and

WHEREAS, the NJ Division of Fish and Wildlife, other state and federal agencies, and many partners in conservation have worked together to develop a state Wildlife Action Plan for the benefit of biologists, wildlife experts, municipal leaders, land stewards, non-profit organizations, educators, planners, researchers, outdoor recreation enthusiasts, landowners and all the people who know the wild places of New Jersey State; and

WHEREAS, the New Jersey Wildlife Action plan is a comprehensive action agenda for the conservation of native wildlife, the restoration of important lands and water, and public education targeting the needs of rare wildlife in New Jersey; and

WHEREAS, the residents of, and visitors to, New Jersey also enjoy and benefit from New Jersey's wildlife and wild spaces.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that we the Township of Hillsborough, resolve to take the following steps with regard to our municipal land-use decisions with the intent of making Hillsborough an ecologically sustainable community. It is our intent to include these principles in our public lands management, our environmental resources inventory and to inform the next master plan revision and update our zoning accordingly.

- We will identify imperiled species, critical habitats and unique ecosystems in our Environmental Resource Inventory.
- Acknowledging that it is more cost-effective to protect species than recover species, we will protect populations of rare and imperiled species that live and breed in, and migrate through, the municipality and the habitats they depend upon.
- Because habitat integrity is critical to healthy biodiversity, we will manage publicly owned lands in accordance with wildlife management actions laid out in the New Jersey Wildlife Action Plan and will promote the management of all protected lands to promote biodiversity.
- We will protect wildlife habitats and maintain connectivity of habitat when formulating an open space acquisition strategy, open space stewardship plans and through the municipal master plan including planning and zoning ordinances.
- We will seek to minimize the disturbance of critical wildlife populations and their habitats from human activities, subsidized predators and invasive species.
- When possible and appropriate, we will work with neighboring municipalities to implement the aforementioned principles across municipal boundaries.
- When possible and appropriate, we will strive to monitor and implement appropriate management of municipal easements to ensure native vegetation and wildlife takes precedence over invasive and/or exotic species.

14. RESOLUTION AUTHORIZING THE QUALIFIED PURCHASING AGENT TO SOLICIT BIDS FOR AN UPGRADED SECURITY CAMERA SYSTEM AT ALL MUNICIPAL FACILITIES

WHEREAS, the Township wishes to upgrade the security camera systems at all of the Township's facilities and parks; and

WHEREAS, the Township's Qualified Purchasing Agent requests authorization to solicit bids for upgraded security camera systems.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Qualified Purchasing Agent is hereby authorized to solicit bids for upgraded security camera systems.

15. RESOLUTION OF MUNICIPAL SUPPORT FOR RESPONSIBLE PET OWNERSHIP PROGRAMS IN THE COMMUNITY

WHEREAS, recognizing that cats and dogs are an integral and valuable part of all communities, and contribute to the well-being of humans, whether as companions, service animals, or therapy pets; and

WHEREAS, understanding that municipalities have an important role in ensuring the well-being of animals while balancing the needs of pet owners and non-pet owners; and

WHEREAS, legislators and municipal officials report that the number of calls from citizens about animal-related issues rival any other issue; and

WHEREAS, there are approximately 2.2 million owned dogs and 2.5 million owned cats in New Jersey; and

WHEREAS, New Jersey was the first state in the nation to develop an innovative state-wide spay/neuter program and all proceeds from the sale of Animal Friendly License Plates are used to reimburse participating veterinarians for spaying and neutering surgeries; and

WHEREAS, State responsibility for promoting responsible pet care and ensuring that pets do not suffer due to abuse, neglect, or lack of proper care in kennels, pet shops, shelters, and pounds (animal facilities) is vested in the Office of Animal Welfare within the New Jersey Department of Health and Senior Services; and

WHEREAS, the New Jersey Society to Prevent Cruelty to Animals (NJSPCA) and municipal Animal Cruelty Investigators (ACIs) are responsible for investigating and acting as officers for the detection, apprehension, and arrest of offenders against the animal cruelty laws; and

WHEREAS, New Jersey mandates training requirements for animal control officers and Animal Cruelty Investigators; and

WHEREAS, New Jersey impounds over 100,000 animals per year in animal shelters and impoundment facilities; and

WHEREAS, approximately 37% of the animals that enter New Jersey's impoundment facilities are euthanized, at a rate of around 3000 every month; and

WHEREAS, free-roaming unvaccinated cats and dogs present a potential health threat to humans through the spread of such zoonotic diseases as rabies, leptospirosis, toxoplasmosis, roundworms, animal bites, and environmental contamination from animal feces; and

WHEREAS, stray and unwanted pets place an enormous financial burden on municipalities and non-profit humane agencies organized to care for these animals; and

WHEREAS, it is more humane and cost-effective to reduce the number of unwanted animals than it is to impound and euthanize unwanted or unclaimed dogs and cats; and

WHEREAS, all dogs are required to be licensed in the municipality where they are housed and the majority of municipalities also require licensure of cats; and

WHEREAS, all municipalities are required to canvass their residents to locate unlicensed dogs.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township takes the following steps with regard to our municipal responsibilities with the intent of making Hillsborough a truly sustainable community. It is our intent to do our utmost, within the bounds of our jurisdiction, to ensure that companion animals are treated humanely, respectfully, and responsibly through public education and through exercise of powers vested within New Jersey municipalities as follows:

Authority of municipalities:

Pursuant to New Jersey Statutes, all municipalities must appoint a certified animal control officer who shall be responsible for animal control within the jurisdiction of the municipality, including providing emergency veterinary care for injured stray animals and coverage outside of normal working hours; and

The municipality in which an animal facility is located is responsible for issuing the license for that facility to operate; and

The NJ Vicious Dog Law establishes a state-wide standard for municipalities to effectively address situations of vicious or potentially dangerous dogs, regardless of breed; and

The Animal Population Control Program provides for low-cost spaying and neutering for pet owners adopting dogs and cats from New Jersey shelters, pounds, and animal adoption referral agencies and pet owners participating in one of several Public Assistance Programs.

The Municipality pledges to:

- Enforce all animal and rabies control statutes and regulations, including the requirement to pick up and impound all stray dogs and cats, except stray and feral cats in managed TNR programs.
- Work to improve the enforcement of animal cruelty statutes.
- Educate our community, including school children, about their responsibilities towards the pet animals they chose to keep.
- Institute, as appropriate, cat licensing ordinances and increase the percentage of licensed dogs and cats through ease of licensing and licensing enforcement measures.
- Identify and work to implement best practices to prevent unwanted breeding through effective animal control, availability of low-cost pet spaying and neutering services, public education, and pet-friendly rental and senior housing.
- Identify alternatives to euthanasia of adoptable companion animals, including utilizing foster homes, and adoption networks and providing remedial behavior training services to existing and future owners.
- Assist in identifying resources to improve the conditions and increase the capacity of animal shelters and impoundment facilities and animal control services.

16. RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) F-250 PICKUP TRUCKS WITH SNOWPLOWS THROUGH THE MORRIS COUNTY COOP

WHEREAS, the Director of Parks has requested authorization for the purchase of two (2) F-250 pickup trucks with snowplows for the Parks Department; and

WHEREAS, DFFLM, LLC, will provide these vehicles through the Morris County Cooperative Contract #15-C of which the Township of Hillsborough is a member, for a total amount not to exceed \$86,827.00; and

WHEREAS, funds will be made available through the 2022 Capital Ordinance and have been certified as such by the Chief Finance Officer through Account #C-04-55-214-530.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the purchase of two (2) F-250 pickup trucks with snowplows through the Morris County Cooperative Contract #15-C in an amount not to exceed \$86,827.00 is hereby authorized.

17. RESOLUTION AUTHORIZING THE QUALIFIED PURCHASING AGENT TO SOLICIT BIDS FOR A 10-WHEEL DUMP TRUCK FOR PUBLIC WORKS

WHEREAS, the Director of Public Works has requested authorization to replace the 1999 dump truck with a 10-wheel dump truck; and

WHEREAS, the Township's Qualified Purchasing Agent requests authorization to solicit bids for a 10-wheel replacement dump truck.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Qualified Purchasing Agent is hereby authorized to solicit bids for a 10-wheel dump truck.

18. RESOLUTION ACKNOWLEDGING THE ANNUAL AUDIT FOR THE YEAR 2021 OF HILLSBOROUGH TOWNSHIP, SOMERSET COUNTY, NEW JERSEY

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2021 has been filed by a Registered Municipal Accountant with the Township of Hillsborough's Municipal Clerk pursuant to N.J.S.A. 40A:5-6 and a copy has been received by each member of the governing body; and

WHEREAS, N.J.S.A. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, the members of the governing body have been provided with the Annual Report of Audit and have reviewed, as a minimum, the sections of the Annual Audit entitled "Comments and Recommendations" as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of N.J.S.A. 52:27BB-52, to wit:

A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit through the New Jersey FAST system to show evidence of said compliance.

19. RESOLUTION ACCEPTING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2021 TOWNSHIP AUDIT

WHEREAS, in accordance with Local Finance Notice 92-15, the Township Chief Financial Officer has prepared a Corrective Action Plan pertaining to the 2021 Township Audit for submission to the Division of Local Government Services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby accepts and approves of the Corrective Action Plan pertaining to the 2021 Township Audit and the submission of the same electronically to the Division of Local Government Services through the New Jersey FAST system.

20. RESOLUTION AWARDING A ONE YEAR CONTRACT FOR PROFESSIONAL GRANT SERVICES TO BRUNO ASSOCIATES, INC.

WHEREAS, the Township solicited proposals for Professional Grant Services for the period September 1, 2022 to August 31, 2023 in accordance with the Local Public Contracts Law and Fair and Open Process; and

WHEREAS, the Township received one (1) bid in response to the public advertisement as follows:

Bruno Associates, Inc.

\$30,000.00 for a 1-year contract

WHEREAS, the Township Administrator and the Township Qualified Purchasing Agent recommend the award of a one (1) year contract to Bruno Associates, Inc., in a total amount not to exceed \$30,000.00 for the provision of Professional Grant Services for the period September 1, 2022 to August 31, 2023; and

WHEREAS, funds are available in account #2-01-20-713-025 in the amount of \$30,000.00 and have been certified as such by the Chief Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that a one (1) year contract is hereby awarded to Bruno Associates, Inc., in a total amount not to exceed \$30,000.00 for the provision of Professional Grant Services for the period September 1, 2022 to August 31, 2023.

21. RESOLUTION WAIVING PLANNING BOARD APPLICATION FEES AND ESCROW FEES FOR BLOCK 207, LOT 1.01, TO QUALIFY FOR FARMLAND PRESERVATION

WHEREAS, Block 207, Lot 1.01, in Hillsborough Township has applied for Farmland preservation; and

WHEREAS, the State Agricultural Development Committee (SADC) requires the application to meet specific criteria in order to be eligible for farmland preservation; and

WHEREAS, in order to meet with SADC approval, it is requested that Planning Board application fees and escrow fees are waived for Block 207, Lot 1.01; and

WHEREAS, the Economic and Business Development Director recommends waiving said fees.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Committee approves the Economic and Business Development Director's recommendation for waiving Planning Board application fees and escrow fees for Block 207, Lot 1.01.

22. RESOLUTION ESTABLISHING THE ANNUAL SALARIES AND WAGES OF MUNICIPAL EMPLOYEES

BE IT RESOLVED, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the annual salaries and wages of the following part-time employees are to be adjusted as listed below, with an effective date of August 1, 2022:

Name	Department	Base Salary
Bittle-Abramo, Robyn	Planning	\$16.00 per hour
Borisenko, Jennifer	Social Services	\$16.00 per hour
Cummings, Linda	Floater	\$16.00 per hour
Drab, Michelle	Floater	\$16.00 per hour
Lerman, Jill	Floater	\$16.00 per hour
Mazzucco, Jeanne	Floater	\$16.00 per hour
Rotolo, Justin	Public Works	\$16.00 per hour
Scaltro, Paul	Health	\$16.00 per hour

23. RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT FOR A SHARED MUNICIPAL COURT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE TOWNSHIP OF BRANCHBURG

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., (the "Act"), and N.J.S.A. 2B:12-1 pertaining to the operation of municipal courts, permits units of local government to share services and to effectuate agreements for services or circumstance that will aid and encourage a reduction of local expenses; and

WHEREAS, the Township of Branchburg and the Township of Hillsborough are public bodies of the State of New Jersey and are authorized under New Jersey law to enter into a Shared Services Agreement pursuant to the Act; and

WHEREAS, the Township of Branchburg and the Township of Hillsborough desire to enter into a Shared Services Agreement for Municipal Court Services; and

WHEREAS, representatives of the Township of Branchburg and the Township of Hillsborough have negotiated a Shared Services Agreement; and

WHEREAS, the Township Committee of the Township of Hillsborough finds it would be in the best interest of the residents and taxpayers of the Township to authorize the execution of a Shared Services Agreement with the Township of Branchburg in a form approved by the Administrative Office of the Courts.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that: (1) the Mayor and the Township Clerk are hereby authorized to execute a Shared Services Agreement for Municipal Court Services with the Township of Branchburg in a form approved by the Administrative Office of the Courts; and (2) the Township Clerk is further directed to forward a certified copy of this Resolution and the executed Shared Services Agreement to the Township of Branchburg and the Administrative Office of the Courts.

24. RESOLUTION AUTHORIZING THE HEALTH OFFICER TO FILL PART-TIME POSITIONS

AS REQUIRED TO SUPPORT THE STRENGTHENING PUBLIC HEALTH GRANT

WHEREAS, there is a need to hire part-time staff as required to support the Strengthening Public Health Grant requirements; and

WHEREAS, the Health Officer requests authorization for the hiring of the following individuals:

Name	Position	Hours Required	Hourly Rate
Mary Caputo	Infectious Disease Prevention Generalist	20 hours per week	\$75.00 per hour
Elena Cromeyer	Local Health Outreach Coordinator	15 hours per week	\$70.00 per hour
Lisa Gulla	Local Health Outreach Coordinator	10 hours per week	\$70.00 per hour
Tiffany Neal	Infectious Disease Prevention Generalist	10 hours per week	\$75.00 per hour
Robin Vlamis	Local Health Outreach Coordinator	10 hours per week	\$70.00 per hour

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the authorization of the Health Officer to hire part time staff as required to support the Strengthening Public Health Grants requirements is hereby accepted and approved.

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman Robert Britting, the consent agenda resolutions 5-24 was unanimously approved upon the call of the roll.

Mayor Lipani congratulated Deputy Mayor Erickson on her ongoing efforts and accomplishments on Resolution 12.

Mayor Lipani stated that the township is working on getting Phase II of the Green Hills Development Drainage project out to bid,

Maria Janucik, 720 E. Frech Ave, Manville inquired as to why probationary officers received a salary increase on Resolution 5, why Pennoni Associates were contracted in Resolution 11, questioned the purchase on resolution 16, questioned the replacement truck on resolution 17, questioned if the Township was responsible for the audit on resolution 19, questioned Branchburg's payment for shared services on resolution 23, questioned monies paid to part time employees on resolution 24.

Committeeman Tomson explained that police officers are governed by the union contract.

Mayor Lipani stated that the consent makes the officers permanent employees, there is no salary increase.

Mayor Lipani explained that anything in the township where water flows and needs repair must now be mapped and inspected every five years per new DEP regulations.

Committeeman Tompson stated this is an unfunded mandate from the state.

Mayor Lipani explained that the purchase of vehicles are replacing old vehicles that need to be put out of service.

Mayor Lipani explained that the repairs are beyond economical and it is time to replace this vehicle after 23 years.

Mayor Lipani responded that the Township Committee is not responsible and that the audit has been completed for 2021.

Mayor Lipani responded that the Township received the information from the audit and nothing was specifically noted.

Attorney Willard explained that Ms. Janucik should contact CFO Nancy Costa for further information.

Mayor Lipani reported Branchburg will pay \$55,000 for the first quarter, then \$200,000 for the second year, for a 5% increase/year on top of that. It is going into effect on October 1, 2022.

Township Clerk Borek explained that the part-time health positions initially were paid by a grant and now they will be paid through payroll. It will be effective sometime in September 2022.

Stefania Olochwoszcz, 1229 River Road, asked regarding resolution 12, where the signs would be located and suggested that a crosswalk be installed at the intersection of Claremont and Onka.

Mayor Lipani responded that the first two will be Amwell Road by Pleasantview Road and South Branch by the soccer fields. Additional signs will be added over the course of the next 6-7 years in high-priority areas.

CLAIMS LIST

1. 2022-13

Mayor Lipani asked to approve Claims List 2022-13.

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman Robert Britting, Claims List 2022-13, was approved upon the call of the roll.

EXECUTIVE SESSION

None

ADJOURNMENT

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman Frank DelCore, the meeting duly adjourned at 8:35 pm. Said motion was unanimously carried upon voice vote.

Attested:



Pamela Borek
Township Clerk