

Minutes of the May 9, 2023 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 May 9, 2023.

CALL OF THE ROLL

Upon call of the roll, the following Committee members were recorded present: Mayor Shawn Lipani, Deputy Mayor Robert Britting, Jr., Committeeman John Ciccarelli, Committeeman James Ruh, Jr. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Pamela Borek and Township Attorney William Willard. Committeeman Doug Tomson was absent.

SALUTE TO THE FLAG

MAYOR STATES

Mayor Lipani advised that in accordance with 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, May 9, 2023.

APPROVAL OF MINUTES

None

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

Committeeman Ciccarelli

Committeeman Ciccarelli announced that Phase 2 of Amsterdam Drive, between Vliet and Murphy Drive, has started. The new handicap ramps at the intersections were installed last week. In order to prevent issues with the school buses at Amsterdam School, the repaving will be completed after school is over for the year and should be completed by July 15th. Committeeman further stated that Phase 3 of Amsterdam paving must be approved by the NJDOT local aid grant division. The Engineering Department is hoping to begin Phase 3 in the late fall or early spring of next year.

Committeeman Ciccarelli advised that Public Works is making headway with the township's stormwater outfalls as part of New Jersey's new stormwater regulations.

Committeeman Ciccarelli explained that a shed is defined as a freestanding accessory structure or building which does not exceed 200 square feet and is used primarily for storage purposes, excluding motor vehicles, and not designed to be served by heat, electricity, or plumbing with a maximum height of 12 feet. Filing a zoning permit is required to start the application process.

Committeeman Ciccarelli thanked all the volunteers who came out on Saturday, May 6th to participate in the Adopt a Highway program sponsored by the Hillsborough Millstone Municipal Alliance.

Committeeman Ruh

Committeeman Ruh reported that the Recreation Department has added an Early Riser option that enables parents to drop off campers as early as 7 am.

Committeeman Ruh relayed that the 2023 Summer Activities Guide is packed with activities and events for everyone.

Committeeman Ruh announced that the annual Salute to Military Service Breakfast will take place on Saturday, May

27th. All Military Service Personnel, Veterans, their spouses, widows, and widowers of Veterans are invited to attend.

Committeeman Ruh encouraged residents to attend the Memorial Day Parade at 10:00 am on May 27th, to honor Hillsborough's Veterans. The Garden of Honor Commemoration Ceremony will immediately follow the parade.

Committeeman Ruh reminded residents to mark their calendars on Saturday, June 24th for Family Fun Day.

Committeeman Ruh cautioned residents to remove plastic bags and wraps from recycling bins because they get tangled around moving equipment in recycling facilities and cause costly downtime.

Committeeman Ruh stated that in collaboration with the Hillsboro Pharmacy and the Amwell Pharmacy, the Health Department will offer free blood pressure checks and Covid 19 Booster Vaccinations on Thursday, May 11 from 11:00 am to 1:00 pm at the health department.

Committeeman Ruh reported that on May 4th, he had the pleasure of attending the Senior Chapter A meeting for a meet and greet.

Committeeman Ruh advised that every May, the Administration for Community Living leads the nation's observance of Older Americans Month (OAM) with this year's theme being Aging Unbound.

Deputy Mayor Britting

Deputy Mayor Britting advised that at this time, no businesses are registered for solicitor or peddler licenses with Hillsborough Township, nor are there any applications pending. Therefore, anyone currently soliciting business door-to-door is doing so without a permit and can be reported to the police department's non-emergency number at 908-369-4323. Please note that this doesn't include political or religious canvassing. Hillsborough does not currently have a no-knock list.

Deputy Mayor Britting reminded residents that May 10th, is the last day to pay 2nd quarter taxes without penalty or interest.

Deputy Mayor Britting announced that the Clerk's Office is working on the 2024 Township printed calendar and is pleased to once again partner with Town Planner to produce it. Individuals interested in submitting photographs for consideration for the 2024 calendar can email their high-resolution image, along with a photo release form, to Deborah Ng at debng@hillsborough-nj.org.

Deputy Mayor Britting relayed that the Hillsborough Business Association Spring Networking Social will take place on Wednesday, June 14th at The Landing.

Mayor Lipani

Mayor Lipani reported that on April 26th, the Township welcomed many new young employees to Hillsborough Township for Take Your Child to Work Day. They spent time with Judge Frank Taddeo and the Mayor. The children also learned more about the OEM, Fire, and DPW Departments.

Mayor Lipani relayed that he was joined by Committeeman Ciccarelli on May 4th as Hillsborough hosted the First Annual National Day of Prayer Interfaith Ceremony and thanked all those who came out in support of the event, especially Msgr Joe Curry and Pastor Jill Collict.

Mayor Lipani stated he along with Deputy Mayor Britting, Committeeman Ciccarelli, Committeeman Ruh, and Administrator Ferrera attended the employee breakfast and assisted in flipping pancakes for Hillsborough Township employees for the first annual pancake breakfast in honor of Administrative Professional Day.

Mayor Lipani shared that Sunday, May 7th was the opening day at Duke Farms and staff from the Administration Office, the Economic and Business Development Department, and the Health Department joined the Mayor in welcoming shoppers and answering questions about Hillsborough Township.

Mayor Lipani reported that on Sunday, May 7th, volunteers assembled at Flagtown Park to plant trees as part of "Mom's Garden Project" through the "WeLoveU" Foundation in collaboration with Amazon in their efforts to plant 155,000 trees in New Jersey by the end of 2023.

Mayor Lipani reminded residents that at the last Township Committee Meeting the Township authorized the sale of two additional liquor licenses. All the bid information is on the website and the sealed bids are due back on or before June 15th.

Mayor Lipani shared that Puppy Yoga took place on April 26th, kicking off Mindful May. The Mayor was joined by Committeemen Ciccarelli and Ruh for some puppy time as BoroSafe raised awareness for the puppy rescue, as well as mental health and available resources.

Mayor Lipani shared that on Sunday, May 7th, he joined Steps Together for "100 Laps of Healing" which took place at Hillsborough High School. He explained that 100 Laps of Healing is a fundraiser allowing participants to raise funds for local families in medical crises.

Mayor Lipani encouraged residents to join him at Hillsborough Night at the Patriots on Friday, June 23rd as he throws out the first pitch. Details will be in the Thursday edition of the e-news.

PROCLAMATIONS / APPOINTMENTS

1. JOSEPH PATTI- EAGLE SCOUT

WHEREAS, Joseph Patti, a Hillsborough High School senior, and member of Boy Scout Troop 186, has earned the rank of Eagle Scout; and

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

WHEREAS, Joseph's Eagle Scout project consisted of building a memorial in honor of Assistant Chief Bill Shaffer, who died in the line of duty, which is located in the Hillsborough Fire Safety corner at the Hillsborough Municipal Building; and

WHEREAS, Joseph served as Senior Patrol Leader, Patrol Leader and Quartermaster; and

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

WHEREAS, Joseph is a member of Hillsborough Township Volunteer Fire Company #2; and

WHEREAS, Joseph 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 Joseph Patti 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. JENNIFER PETERSON- TEACHER OF THE YEAR

WHEREAS, Jennifer Peterson, a third grade teacher, has the honor of being named Woods Road Elementary School's Governor's Educator of the Year for 2022-2023, because of her dedication and service to the Hillsborough School District; and

WHEREAS, Jennifer Peterson has been a member of the Hillsborough School District faculty for eleven years; and

WHEREAS, Jennifer Peterson facilitated the Woods Road School Family Math program for eight years and was a district technology trainer in the early years of the program; and

WHEREAS, Jennifer Peterson helped organize the Woods Road School talent show for many years and is a member of the school Character Education committee; and

WHEREAS, Woods Road Elementary School is proud to name Jennifer Peterson as their Teacher of the Year. NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, further commend Jennifer Peterson for being recognized as Woods Road Elementary School's Teacher of the Year and we thank her for all her work and dedication to Hillsborough's youth.

3. AMANDA REBELO- EDUCATIONAL SERVICES PROFESSIONAL OF THE YEAR

WHEREAS, Amanda Rebelo, a Speech-Language Pathologist, has the honor of being named Hillsborough Elementary School's Governor's Educator of the Year for 2022-2023, because of her dedication and service to the Hillsborough School District; and

WHEREAS, Amanda Rebelo has been a member of the Hillsborough School District faculty for two years; and

WHEREAS, Amanda Rebelo created a speech referral guide for teachers and other related service providers, assists in leading school assemblies to celebrate students with good character, and supports students who stutter with self-advocacy in creating a presentation; and

WHEREAS, Hillsborough Elementary School is proud to name Amanda Rebelo as their Educational Services Professional of the Year. NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, further commend Amanda Rebelo for being recognized as Hillsborough Elementary School's Educational Services Professional of the Year and we thank her for all her work and dedication to Hillsborough's youth.

4. BUILDING SAFETY MONTH

WHEREAS, the 2023 Building Safety Month theme "It Starts with You", encourages awareness about planning for safe and sustainable construction, career opportunities in building safety, understanding disaster mitigation, and energy conservation; and

WHEREAS, Building Safety Month is intended to remind the public that our protectors of public safety enable us to ensure safe, sustainable, and affordable buildings in Hillsborough; and

WHEREAS, our confidence in the structural integrity of these buildings in our community is achieved through the devotion of vigilant guardians including building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, and others in the construction industry; and

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal, and federal officials who are experts in the built environment, to create and implement the highest quality codes; and

WHEREAS, Hillsborough Township is committed to recognizing that our growth and strength depend on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and the Hillsborough Township Committee, do hereby proclaim the month of May 2023 as Building Safety Month and encourage our citizens to join with their communities by participating in Building Safety Month activities.

5. MENTAL HEALTH AWARENESS/STIGMA FREE MONTH

WHEREAS, National Mental Health Awareness Month was established in 1949 to raise awareness about the importance of mental health and to stop the stigma associated with mental health. May is now also deemed Stigma Free Month by many New Jersey counties and municipalities including Somerset County and Hillsborough Township; and

WHEREAS, mental illness can affect anyone and can develop at any time. Its effects spread well beyond the individual to family, friends, and coworkers; and

WHEREAS, in the United States, one in five adults will experience a mental illness each year and 5.6 percent of US adults experienced serious mental illness in 2020; and

WHEREAS, 17 percent of youth experience a mental health disorder each year and 50 percent of all lifetime mental illnesses begin by age 14; and

WHEREAS, feelings of worry, stress, or fear are normal during a crisis. The CDC recommends taking a break from

the news, taking care of your body with meals, exercise, and deep breathing, taking time to relax and engage in enjoyable activities, and connecting with loved ones. Free and confidential resources are available to assist in connecting with a skilled, trained counselor; and

WHEREAS, Hillsborough Township and the Hillsborough School District have been designated as Stigma-Free Communities. The Stigma-Free initiative helps raise awareness surrounding mental health and strives to create an environment where individuals feel free to seek support to enhance their mental health, without fear of being stigmatized.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and Hillsborough Township Committee, do hereby declare May as National Mental Health Awareness Month.

BE IT FURTHER PROCLAIMED, that we, the Mayor and Hillsborough Township Committee encourage all Hillsborough residents to recognize National Mental Health Awareness Month by implementing self-care strategies and by celebrating our behavioral health heroes on the frontlines.

6. NATIONAL POLICE WEEK

WHEREAS, in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week; and

WHEREAS, the members of the Hillsborough Township Police Department play an important role in safeguarding the rights and freedoms of the citizens of our community; and

WHEREAS, it is important that all citizens understand the problems, duties, and responsibilities of their police department, and how they faithfully serve the people by safeguarding life and property, protecting against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and WHEREAS, the men and women of the Hillsborough Township Police Department unceasingly provide a vital public service.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby urge our citizens to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their communities, have established themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

BE IT FURTHER PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby proclaim the week of May 14th, 2023 as National Police Week in Hillsborough Township and honor those law enforcement officers, who, through their courageous deeds, have made the ultimate sacrifice in service to their community, or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

PRESENTATIONS

CONSENT

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

WHEREAS, Thomas Anzalone was appointed as a Police Officer in the Hillsborough Township Police Department on April 13, 2022; and

WHEREAS, Michael Liscik, Brian Polacik, Tiana Ramos and Maurizio Toto were appointed as Police Officers in the Hillsborough Township Police Department on April 27, 2022; and

WHEREAS, the Chief of Police certifies that these individuals have performed their duties and assignments in a capable and competent manner and recommends permanent status be conferred upon these officers in their respective positions effective one year from their date of appointment.

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 is hereby accepted and approved.

2. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT

WHEREAS, the Assistant Township Engineer indicates inspections and engineering work have been completed for the indicated projects and recommends funds be transferred from the Engineering Inspection Escrow Accounts to the Treasurer's Account as set forth below; and

WHEREAS, each of the project line items has been verified against the Treasurer's Office account records to ensure that sufficient funds are available for these transfers of unanticipated revenues.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the funds set forth herein be transferred from the Engineering Escrow Accounts into the Treasurer's Account.

Name	ID	Balance
Gateway Phase 7	Gateway7in	\$1,983.34
Green Village	Greenvilin	\$167.82
Harvesters Gospl Insp	Harvestin	\$104.85
Hillsborough 206 Holdings	Hills206in	\$2,588.21
Hillsborough Business Campus	Hillsbusin	\$167.82
PSE&G 2020 gas project	PSEG2020in	\$104.85
Sherman Tract	Shermanin	\$545.35
Village Point (3 Ronson)	Villagptin	\$57.70
	Grand Total	-\$5,719.94

3. RESOLUTION AUTHORIZING RELEASE OF CASH ESCROW AND ENGINEERING INSPECTION FEES TO JOSEPH FREGEOLLE FOR ROAD OPENING PERMIT NO. 2021-51

WHEREAS, a cash escrow and engineering inspection fee escrow was posted for Road Opening Permit No. 2021-51; and

WHEREAS, the Engineering Director certifies all work has been satisfactorily completed and recommends the release of the cash escrow in the amount of \$174.90 and engineering inspection fee escrow in the amount of \$150.00 to Joseph Fregeolle for Road Opening Permit No. 2021-51.

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 Engineering Director is hereby accepted and approved.

4. RESOLUTION AUTHORIZING THE SUBMISSION OF THE YOUTH LEADERSHIP GRANT FOR THE HILLSBOROUGH MILLSTONE MUNICIPAL ALLIANCE

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse (GCADA) established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and

WHEREAS, in coordination with GCADA, the New Jersey Department of Human Services/Division on Mental Health and Addiction Services (DMHAS) has awarded a Youth Leadership Grant to the GCADA Municipal Alliance Program; and

WHEREAS, the Township Committee recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

WHEREAS, the Township of Hillsborough has applied for DMHAS Youth Leadership funding through the Governor's Council on Alcoholism and Drug Abuse through the County of Somerset.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that (1) the Township Committee authorizes the submission of an application for DMHAS Grant funding for the Hillsborough/Millstone Municipal Alliance for Two Year Grant Term 9/1/23 – 9/30/25 in the amount of DMHAS Grant Funding of \$4,231.44; and (2) the Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

5. RESOLUTION AUTHORIZING A ONE TIME STIPEND PAYMENT OF \$1,000.00 TO MELISSA SHEPPARD-DAVIS FOR PASSING THE TAX ASSESSOR CERTIFICATION EXAMINATION

WHEREAS, Melissa Sheppard-Davis passed the Tax Assessor Certification Examination held on March 25, 2023; and

WHEREAS, the Tax Assessor recommends payment of a one-time stipend in the amount of \$1,000 to Ms. Sheppard-Davis in accordance with Article XXXIII of the AFL-CIO Local 3697 Council 73 Union Contract for passing the Tax Assessor Certification Examination.

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 Tax Assessor is hereby 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.

Gina Bengivenga	\$160.00
Jeff Appelblatt	\$699.50
Eric Wu	\$1,320.00

7. RESOLUTION APPOINTING VIVEK RAO TO SEAT 4 OF THE SUSTAINABLE HILLSBOROUGH STEERING COMMITTEE

WHEREAS, there currently exists a vacancy for the position of Seat 4 on the Township of Hillsborough Sustainable Hillsborough Steering Committee; and

WHEREAS, Vivek Rao of the Township of Hillsborough has indicated her willingness to serve on the Sustainable Hillsborough Steering Committee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Vivek Rao is hereby appointed to Seat 4 on the Township of Hillsborough Sustainable Hillsborough Steering Committee.

8. RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE OFFICE OF THE SECRETARY OF HIGHER EDUCATION

WHEREAS, the NJ Career Accelerator Internship Grant is designed to encourage and facilitate internship opportunities between New Jersey employers and students attending New Jersey institutions of higher education; and

WHEREAS, Hillsborough Township wishes to provide internships for four students for a total of \$12,000 allocated by the NJ Career Accelerator Internship Grant Funding Program; and

WHEREAS, the Township of Hillsborough and the Office of the Secretary of Higher Education wish to enter into a Memorandum of Understanding pertaining to the NJ Career Accelerator Internship Grant Funding Distribution Fiscal Year 2023.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Mayor and Township Clerk are authorized to execute a Memorandum of Understanding between the Township of Hillsborough and the Office of the Secretary of Higher Education pertaining to NJ Career Accelerator Internship Grant Funding Distribution Fiscal Year 2023.

9. RESOLUTION AUTHORIZING EXECUTION OF SHARED SERVICES AGREEMENT WITH SOMERSET COUNTY FOR THE USE OF VEHICLE RINSING STATION

WHEREAS, the County of Somerset has agreed to allow municipalities to utilize a vehicle rinsing station at 411 Chimney Rock Road, Bridgewater, New Jersey, in accordance with the terms of a Shared Services Agreement between the parties; and

WHEREAS, the Shared Services Agreement permits the Township to use the vehicle rinsing station at a unit price set by the County; and

WHEREAS, the Township Administrator recommends the Township Committee authorize execution of the Shared Services Agreement on behalf of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes the Mayor and Township Clerk to execute a Shared Services Agreement with the County of Somerset for the use of the vehicle rinsing station at 411 Chimney Rock Road, Bridgewater, New Jersey.

10. RESOLUTION AUTHORIZING EXECUTION OF SHARED SERVICES AGREEMENT WITH SOMERSET COUNTY FOR THE USE OF STREET SWEEPING FACILITY

WHEREAS, the County of Somerset has agreed to allow municipalities to utilize a street sweeping facility at 410 Roycefield Road, Hillsborough, New Jersey, in accordance with the terms of a Shared Services Agreement between the parties; and

WHEREAS, the Shared Services Agreement permits the Township to use the street sweeping facility at a unit price for disposal set by the County; and

WHEREAS, the Township Administrator recommends the Township Committee authorize execution of the Shared Services Agreement on behalf of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes the Mayor and Township Clerk to execute a Shared Services Agreement with the County of Somerset for the use of the street sweeping facility at 410 Roycefield Road, Hillsborough, New Jersey.

11. RESOLUTION AUTHORIZING THE HIRING OF REHS PROFESSIONAL NADINE CARR TO ASSIST WITH ADMINISTRATION OF THE ENHANCING LOCAL PUBLIC HEALTH GRANT

WHEREAS, the Township was awarded the Enhancing Local Public Health Infrastructure Grant administered through the New Jersey Association of County and City Health Officials (NJACCHO) with guidance from the New Jersey Department of Health (NJDOH); and

WHEREAS, the funding for this grant supports the hiring of personnel, including an REHS professional to assist with administration of the grant in accordance with grant requirements; and

WHEREAS, the Township Health Officer recommends the hiring of Nadine Carr, who holds the REHS certification, at a rate of \$30.00 per hour, for up to 32 hours per week, for a period not to exceed 14 weeks.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it authorizes the hiring of Nadine Carr at the rate of \$30.00 per hour, for up to 32 hours per week, for a period not to exceed 14 weeks, to assist in administration of the Enhancing Local Public Health Infrastructure Grant

12. RESOLUTION AUTHORIZING THE QUALIFIED PURCHASING AGENT TO SOLICIT A REQUEST FOR PROPOSALS FOR LEAD BASED PAINT INSPECTION SERVICES

WHEREAS, the New Jersey Department of Community Affairs has mandated the inspection of lead-based paint hazards in certain rental single-family, two-family and multiple-unit dwellings built before 1978; and

WHEREAS, the Township's Qualified Purchasing Agent requests authorization to solicit a Request for Proposals for Lead Based Paint Inspection Services.

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 a Request for Proposals for Lead Based Paint Inspection Services.

13. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO 1-800-GOT-JUNK? FOR REMOVAL OF INTERIOR DEBRIS AT THE OLD MUNICIPAL BUILDING

WHEREAS, the Director of Environmental Programs has determined there is a need for the removal of interior debris at the Old Municipal Building located at 21 East Mountain Road; and

WHEREAS, a solicitation for quotes was prepared and distributed for said services; and

WHEREAS, three (3) quotes were received as follows:

1-800-GOT-JUNK?	\$ 5,760.00
College Hunks Hauling	\$15,500.00
All Decked Out	\$24,500.00

WHEREAS, the Director of Environment Programs and Qualified Purchasing Agent recommend the award of a contract to 1-800-GOT-JUNK? in an amount not to exceed \$5,760.00 for removal of interior debris at the Old Municipal Building; and

WHEREAS, the Chief Financial Officer certifies there are funds available through account #C-04-55-417-960 for these services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that a contract is hereby awarded to 1-800-GOT-Junk? in an amount not to exceed \$5,760.00 for the removal of interior debris at the Old Municipal Building located at 21 East Mountain Road.

14. RESOLUTION AUTHORIZING THE HIRING OF RYAN OSET FOR THE POSITION OF DPW WORKER I IN THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, there is a need for DPW Worker I in the Department of Public Works; and

WHEREAS, the Director of Public Works recommends the hiring of Ryan Oset to the position of DPW Worker I in the Department of Public Works at an annual salary of \$37,234, effective June 20, 2023.

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 Public Works is hereby accepted and approved.

15. RESOLUTION AMENDING 2023 HILLSBOROUGH YOUTH SERVICES COMMISSION APPOINTMENTS

WHEREAS, the Hillsborough Township Mayor hereby amends the following appointment to the Hillsborough Youth Services Commission:

Seat 11	Nick Henderson	unexpired term	12/31/2023
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NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the above actions are hereby approved.

16. RESOLUTION AUTHORIZING MAJOR TAYLOR CYCLING CLUB OF NEW JERSEY TO HOLD THE NEW HOPE BICYCLE RIDE IN THE TOWNSHIP OF HILLSBOROUGH

WHEREAS, Major Taylor Cycling Club of New Jersey requested permission to hold the New Hope Bicycle Ride in Hillsborough on August 13, 2023; and

WHEREAS, the planned route, Certificate of Liability Insurance and Indemnification and Hold Harmless Agreement were provided for this event; and

WHEREAS, the Hillsborough Police Department reviewed the request and the Chief of Police recommends approval of the event.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby grants the Major Taylor Cycling Club of New Jersey permission to hold the Annual New Hope Ride within the Township of Hillsborough on August 13, 2023.

17. RESOLUTION AUTHORIZING PENNONI ASSOCIATES TO PROVIDE ENGINEERING

SERVICES RELATING TO NJDEP PERMIT REQUIREMENTS.

WHEREAS, the NJDEP has new Stormwater permit requirements; and

WHEREAS, pursuant to the contract for professional services awarded by the Township to Pennoni Associates through the Fair and Open procurement process (N.J.S.A. 19:44A-20.4-5 et seq.) appointing them as the Township Engineer, Pennoni has prepared three proposals, dated April 14, 2023, to provide professional engineering services pertaining to the following; and

Stormwater Ordinances & Pollution Prevention Plan Amendments - \$5,000.00
 Wood Recyclers General Permit Requirements - \$11,000.00
 Scour Inspections - \$96,000.00

WHEREAS, funds are available and have been certified as such by the Chief Financial Officer through account #G-02-40-650-000.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Pennoni Associates is hereby authorized to provide professional engineering services for the projects set forth herein in accordance with the three proposals submitted in an amount not to exceed the specified referenced totals.

18. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO SAMUEL STOTHOFF CO. INC. FOR IRRIGATION WELL REPAIRS

WHEREAS, the Director of Parks & Recreation has determined there is a need for Irrigation Well Repairs at Woodfield Park; and

WHEREAS, a solicitation for quotes was prepared and distributed for said services; and

WHEREAS, three (3) quotes were received as follows:

Samuel Stothoff Co., Inc.	\$8,421.00
Summit Wekk & Pump Co. Inc.	\$9,041.00
Stryker Heating, Cooling & Plumbing Inc.	\$9,684.00

WHEREAS, the Director of Parks & Recreation and Qualified Purchasing Agent recommend the award of a contract to Samuel Stothoff Co., Inc., in an amount not to exceed \$8,421.00, for irrigation well repairs at Woodfield Park; and

WHEREAS, the Chief Financial Officer certifies there will be funds available in the 2023 budget through account #3-01-28-796-170 for these services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that a contract is hereby awarded to Samuel Stothoff Co., Inc., in an amount not to exceed \$8,421.00, for irrigation well repairs at Woodfield Park.

Upon a motion by Deputy Mayor Robert Britting, seconded by Committeeman Jim Ruh, to move on consent # 14 out of order was approved upon the call of the roll.

Upon a motion by Committeeman Jim Ruh, seconded by Committeeman John Ciccarelli, the consent agenda #14 was unanimously approved upon the call of the roll.

Township Administrator Ferrera stated he is excited to be adding Ryan Oset to the Department of Public Works and welcomed Mr. Oset to the team.

Upon a motion by Committeeman Jim Ruh, seconded by Committeeman John Ciccarelli, the consent agenda # 1-13, 15-18 was unanimously approved upon the call of the roll.

PUBLIC HEARINGS

1. 2023-05 AN ORDINANCE AMENDING CHAPTER 188 “LAND USE AND DEVELOPMENT”, ARTICLE I “TITLE; PURPOSE; DEFINITIONS”, SECTION 188-3 “WORDS AND TERMS DEFINED” AND ARTICLE IV “DESIGN AND PERFORMANCE STANDARDS”, SECTION 188-83 “SIGN DESIGN STANDARDS AND CRITERIA”, OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY, NEW JERSEY.

WHEREAS, Land Development Ordinance of the Township of Hillsborough does not permit billboards; and

WHEREAS, despite the fact that the Hillsborough Land Development Ordinance does not permit billboards, there are some lawful preexisting static billboards located along Route 206 in Hillsborough; and

WHEREAS, the Township wishes to permit the modernization of these static billboards along Route 206 with digital billboards in accordance with the requirements of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Chapter 188 “Land Use and Development”, of the Code of the Township of Hillsborough, Somerset County, New Jersey, is hereby amended as follows: **New language is underlined thus and deletions are indicated with strikethroughs ~~thus~~.**

Section 1. Chapter 188 “Land Use and Development”, Article I “Title; Purpose; Definitions”, Section 188- 3 “Words and terms defined” is amended to modify and add the following definitions:

BILLBOARD

Off-site lettered or pictorial advertising. Includes the terms digital billboards and static billboards.

DIGITAL BILLBOARD

A billboard that uses internal illumination or digital display, including those that contain multiple advertisements that cycle on predetermined intervals.

STATIC BILLBOARD

A billboard which does not change its message or copy automatically, such as by electronic or mechanical means.

Section 2. Chapter 188 “Land Use and Development”, Article IV “Design and Performance Standards”, Section 188-83 “Sign design standards and criteria” is amended to add a new subsection “S. Modernization of Existing Static Billboards” as follows:

S. Modernization of Existing Static Billboards. Notwithstanding the foregoing and except as otherwise set forth herein, static billboards that are located along U.S. Route 206 that are in lawful existence at the time of the enactment of this Ordinance may be replaced with digital billboards in conformance with the requirements set forth herein. For the purposes of this Subsection S, the term “site” shall mean contiguous properties that are owned, or under the control, of the same entity or person.

(1) The existing static billboard must be in lawful existence and located along U.S. Route 206.

(2) All existing billboards on the site shall be removed as a condition of approval of a digital billboard. Construction of the digital billboard and removal of the existing billboards shall be completed within six months of commencement of removal of the existing billboards.

(3) The digital billboard shall be located on the same site as the billboards being replaced. No more than one digital billboard shall be permitted on a site regardless of the number of billboards being replaced. In no case shall a static billboard and a digital billboard be located on the same property.

(4) The combined square footage of the sign faces on a new digital billboard shall be 80% of the square footage of the combined existing static billboards located on the site. The replacement value may be increased to 100% of the existing on-site static billboards through credits received for the removal of static billboards on other properties owned or controlled by the applicant. Credits will be awarded on a square foot to square foot basis. In no case shall a single sign face of a digital billboard exceed 380 square feet.

(5) The maximum height of any digital billboard shall not exceed the maximum building height permitted in the underlying zone.

(6) There shall be a minimum 20-foot front yard setback from the U.S. Route 206 right-of-way line. Side yard and rear yard setbacks shall conform to the requirements of the underlying zone. All setbacks shall be measured from the outside of the nearest sign face.

(7) No other bulk requirement shall apply to a digital billboard.

(8) No digital billboards may be erected in the Township unless and until the operator of a proposed digital billboard meets the additional requirements of N.J.A.C. 16:41C-11.1 et seq., as evidenced by the award of an Outdoor Advertising Permit for the location at issue from the New Jersey Department of Transportation's Office of Outdoor Advertising Services.

(9) Design standards.

(a) Digital billboards shall be of single monopole design.

(b) The base of the digital billboard shall not exceed 25 by 25 feet and the structural design shall be approved by a licensed engineer. The base of the digital billboard shall be appropriately landscaped and screened at grade level to obscure the view thereof.

(10) Lighting standards.

(a) Digital Billboards shall not operate at brightness levels of more than 0.3 foot candles above ambient light, as measured using a foot candle meter at the following pre-set distances:

(1) 0-350 square foot sign to be measured 150 feet from the source;

(2) 351-650 square foot sign to be measured 200 feet from the source; and

(3) 651-672 square foot sign to be measured 250 feet from source.

(11) Application and escrow fees.

1. No site plan required.

2. Zoning permit required. Fee in accordance with Section 188-13A.(5)(e).

3. Administrative approval by the Township Engineer is required. Administrative approval application charge is \$500, plus \$2,000 for an escrow account.

(12) Township Use. The billboard operator shall agree to make the digital billboard available to: a) local emergency services, including the Township's police, fire, rescue and emergency management, for use during emergency situations; and b) to the Township for non-emergency municipal use of 12.5% of total daily advertising time on days when the digital billboard is operational or not otherwise being used for emergency situations. Such non-emergency use shall spread out equally across every hour of the day.

Section 3. This Ordinance shall be construed so as not to conflict with any provision of New Jersey or Federal law. The provisions of this Ordinance shall be cumulative with, and not in substitution for, all other applicable zoning, planning and land use regulations. In the event of any inconsistency or conflict between the provisions of this Ordinance or other local requirements, the provisions of this Ordinance shall apply.

Section 4. If any provisions of this Ordinance shall be judged invalid, such adjudication shall not affect the validity of the remaining provisions which shall be deemed severable therefrom.

Section 5. After introduction, the Township Clerk is hereby directed to provide a copy of the within Ordinance to the Planning Board for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A.40:55D-64. The Planning Board is directed to make and transmit to the Township Committee within 35 days after referral, a report including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter the Board deems appropriate.

Section 6. After introduction, the Township Clerk is hereby directed to provide by personal service, certified mail or email with confirmation that the email was delivered, at least 10 days prior to the scheduled hearing, a copy of this Ordinance and a Notice of Hearing in accordance with N.J.S.A. 40:55D-15 to: (1) the clerk of any adjoining municipalities located within 200 feet of the boundaries of the affected properties; and (2) the County Planning Board.

Section 7. After introduction, the Township Clerk, in accordance with N.J.S.A. 40:49-2 and N.J.S.A. 40:49-2.1, is hereby directed to publish this Ordinance in its entirety or by title and summary at least once in a newspaper published and circulated in the municipality, if there is one, and if not, in a newspaper printed in the county and circulating in the municipality, together with a notice of the introduction thereof, the time and place when and where it will be further considered for final passage. The publication shall include a clear and concise statement prepared by the Clerk setting forth the purpose of this Ordinance and a time and place when and where a copy of this Ordinance can be obtained without cost by any member of the general public. The publication shall be at least one week prior to the scheduled hearing.

Section 8. If adopted, the Township Clerk, in accordance with N.J.S.A. 40:49-2 and N.J.S.A. 40:49-2.1, is hereby directed to publish this Ordinance, in its entirety or by title and summary, together with a notice of the date of passage or approval, at least once in a newspaper published and circulated in the municipality, if there is one, and if not, in a newspaper printed in the county and circulating in the municipality.

Section 9. If adopted, the Township Clerk, in accordance with N.J.S.A. 40:55D-16, shall forward a copy of this Ordinance to the County Planning Board for filing.

Section 10. This Ordinance shall take effect immediately upon its adoption, passage and publication according to law.

Upon a motion by Committeeman John Ciccarelli, seconded by Deputy Mayor Robert Britting, to open the public hearing on Ordinance 2023-05, the motion was unanimously approved upon the call of the roll.

Township Planner David Kois stated that the Planning Board reviewed the Ordinance and found it to be consistent with the Master Plan.

Susan Gulliford, Hunt Club Road, Hillsborough, commented that there were only 2 static digital signs she knew of and inquired if there were others. Ms. Gulliford commented that other towns have a dwell time chart in relation to drivers' safety and inquired about the signs being a breakaway or if the landscaping around these digital signs makes it more appealing. Ms. Gulliford further inquired about a tax levy a user fee or tax benefit for the beautifying efforts.

Township Planner David Kois responded that NJ-DOT has regulations on how it relates to digital signs. Mr. Kois further commented that there will be an Administrative review and the Township Engineer and the Building Department will review the details in regards to the breakaway meeting all requirements. In regards to the landscaping, Mr. Kois stated that it would also be included in the review process.

Attorney Willard commented that we have certain authorities set by the state and do not have general taxation power.

Upon a motion by Deputy Mayor Robert Britting, seconded by Committeeman Jim Ruh, to close the public hearing and adopt Ordinance 2023-05, the motion was approved upon the call of the roll.

INTRODUCTION OF NEW ORDINANCES

1. 2023-06 ORDINANCE AMENDING CHAPTER 143 "VEHICLES AND TRAFFIC", ARTICLE V "STOP AND YIELD INTERSECTIONS", AND ARTICLE XII "SCHEDULES" OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY, NEW JERSEY, TO CREATE RIGHT TURN ONLY INTERSECTIONS AND PROHIBIT ALL MOVEMENTS EXCEPT RIGHT TURNS FROM MARSHALL ROAD TO AMWELL ROAD. FURTHER CONSIDERATION AND PUBLIC HEARING TO BE HELD ON JUNE 13, 2023.

WHEREAS, the Hillsborough Township Police Department conducted a traffic control assessment study of the intersection of Amwell Road and Marshall Road; and

WHEREAS, the results of said study were documented and forwarded to the Somerset County Engineering Department; and

WHEREAS, the Somerset County Engineering Department advised that restricting movements of traffic at the intersection of Amwell Road and Marshall Road is within the jurisdiction of Hillsborough Township; and

WHEREAS, in accordance with the traffic control assessment study and the recommendations of the Township Police and Engineering Departments and in order to promote the public health, safety and welfare to reduce the risks of accidents, the Township wishes to prohibit all movements except right turns from Marshall Road to Amwell Road.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Chapter 143 "Vehicles And Traffic", Article V "Stop and Yield Intersections" and Article XII "Schedules", of the Code of the Township of Hillsborough, Somerset County, New Jersey, be amended as follows: **New language is underlined thus and deletions are indicated with strikethroughs ~~thus~~.**

Section 1. Chapter 143 "Vehicles And Traffic", Article V "Stop and Yield Intersections" is amended as follows:

Article V ~~Stop and Yield~~ Intersections

§ 143-13 Through streets designated.

Pursuant to the provisions of N.J.S.A. 39:4-140, the streets or parts of streets described in Schedule VIII (§ **143-37**) attached to and made a part of this chapter are hereby designated as through streets. Stop signs shall be installed on the near right side of each street intersecting the through street, except where yield signs are provided for in the designations.

§ 143-14 Stop intersections designated.

Pursuant to the provisions of N.J.S.A. 39:4-140, the intersections described in Schedule IX (§ **143-38**) attached to and made a part of this chapter are hereby designated as stop intersections. Stop signs shall be installed as provided

therein.

§ 143-15 Yield intersections designated.

Pursuant to the provisions of N.J.S.A. 39:4-140, the intersections described in Schedule X (§ 143-39) attached to and made a part of this chapter are hereby designated as yield intersections. Yield signs shall be installed as provided therein.

§ 143-15.1 Right turn only at intersections designated.

All movements at the intersections described in Schedule XX (§ 143-48.1) attached to and made a part of this chapter are prohibited except for right turns. Right turn only signs shall be installed at the designated intersections provided therein.

Section 2. Chapter 143 "Vehicles And Traffic", Article XII "Schedules", is hereby amended to add a new Section § 143-48.1 "Schedule XX: Right Turn Only at Intersection" to prohibit all movements except right turns from Marshall Road to Amwell Road:

§ 143-48.1 "Schedule XX: Right Turn Only at Intersection"

In accordance with the provisions of § 143-15.1, the following described intersections are designated as right turn only:

<u>Name Of Street</u>	<u>Direction of Travel</u>	<u>Allowable Turn Only</u>	<u>At the Intersection of</u>
<u>Marshall Road</u>	<u>North</u>	<u>Right</u>	<u>Amwell Road</u>
<u>Marshall Road</u>	<u>South</u>	<u>Right</u>	<u>Amwell Road</u>

Section 3. This Ordinance shall take effect upon adoption and publication according to law.

Upon a motion by Committeeman Jim Ruh, seconded by Committeeman John Ciccarelli, to introduce Ordinance 2023-06. Further Consideration and Public Hearing to be Held on June 13, 2023., the motion was unanimously approved upon the call of the roll.

2. 2023-07 ORDINANCE AMENDING CHAPTER 237 "RECORDS, PUBLIC" OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, SOMERSET COUNTY, NEW JERSEY, TO ADOPT AND CODIFY AN OPEN DATA POLICY. FURTHER CONSIDERATION AND PUBLIC HEARING TO BE HELD ON JUNE 13, 2023.

WHEREAS, access to public information promotes a higher level of civic engagement and allows citizens to provide valuable feedback to government officials regarding local issues; and

WHEREAS, every citizen has the right to prompt, efficient service from the government; and

WHEREAS, the thoughtful implementation of an open data program improves provision of services, increases transparency and access to public information, and enhances coordination and efficiencies among departments, partner organizations and citizens; and

WHEREAS, one goal of an Open Data Policy is to proactively provide information currently sought through public records requests, thereby saving the Township time and money; and

WHEREAS, in commitment to the spirit of Open Government, the Township will proactively publish data and data containing information consistent with relevant public records law; and

WHEREAS, information technologies, including web-based and other Internet applications and services, are an essential means for Open Government and good government generally; and

WHEREAS, by publishing structured standardized data in machine-readable formats the Township seeks to encourage the local software community to develop software applications and tools to collect, organize and share public record data in new and innovative ways; and

WHEREAS, the protection of privacy, confidentiality and security will be maintained as a paramount priority while also advancing the government's transparency and accountability through open data.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Chapter 237 "Records, Public" of the Code of the Township of Hillsborough, Somerset County, New Jersey, be amended to adopt and codify an Open Data Policy as follows: **New language is underlined thus and deletions are indicated with strikethroughs ~~thus~~.**

Section 1. Chapter 237 "Records, Public" is amended as follows:

Article I Public Records

§ 237-1 Accessibility of records for examination and copying; fees.

The public records of the Township of Hillsborough shall be accessible for examination and copying in accordance with N.J.S.A. 47:1A-1 et seq. upon the terms and conditions as hereinafter provided. Such inspection shall be made only at reasonable times during business hours and without interference with the conduct of the affairs of the office or other place where such records are kept or maintained. The Township of Hillsborough is entitled to charge and collect fees for the reproduction of any public records, pursuant to N.J.S.A. 47:1A-5. The fee for the reproduction of public records pursuant to N.J.S.A. 47:1A-5 shall be \$0.05 per letter-size page or smaller and \$0.07 per legal-size page or larger. The Township shall be permitted to charge the actual cost of duplicating the record if it can demonstrate that the actual cost exceeds the foregoing rates.

A. The Clerk of the Township of Hillsborough and any other department so authorized under statute or ordinance shall, upon providing photocopies of documents requested, also charge requestor for the following:

- (1) The actual cost for any document sent by mail, including cost of envelope and postage.
- (2) Photographs will be photocopied at the rate established herein. If requests are made for duplicate photographs, the actual cost of making the photograph shall be charged.
- (3) Any item that cannot be photocopied by the Township, or not otherwise provided for by ordinance, shall be subject to a charge based on actual costs incurred in making the copy.
- (4) Duplication of videotapes/DVDs will be charged for the actual cost of the videotape/DVD.

B. Any citizen who is seeking a copy of documents not currently stored on Township property will be charged for the retrieval and delivery of such documents as well as the cost of sending the documents back to the original location.

C. Should a citizen request information or documents in a medium not routinely maintained by the Township or requiring a substantial amount of manipulation or programming of information technology, then the custodian of records can charge the actual cost of duplication and a service charge that shall be reasonable and shall be based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the Township attributable to the Township for programming, clerical and supervisory assistance required, or both, pursuant to N.J.S.A. 47:1A-5.

D. The custodian of records shall also charge a requestor for information or documents and the cost of postage should the request include mailing of the documents to the requestor.

§ 237-2 Fees set by resolution.

Any fee for the copying or reproducing of items not set forth herein and any changes to the fee schedule set forth herein may be established, supplemented or amended by resolution of the governing body of the Township of Hillsborough.

§ 237-3 Severability.

If any section, paragraph, subsection, clause or provision of this chapter shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or

provision so adjudged, and the remainder of this chapter, shall be deemed valid and effective.

§ 237-4 Repealer.

Any ordinances, or parts or ordinances, inconsistent with the foregoing are hereby repealed.

Article II Open Data Policy

§ 237-5 Definitions.

“Data” means statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a Township agency.

“Open data” means data that is available online, in an open format, with no legal encumbrances on use or reuse, and is available for all to access and download in full without fees or a requirement of registration. “Legal encumbrance” includes federal copyright protections and other non-statutory legal limitations on how or under what conditions a dataset may be used.

“Open format” means any widely accepted, nonproprietary, platform-independent, machine-readable data format, which permits automated processing of such data and facilitates analysis and search capabilities.

“Dataset” means a named collection of related records, with the collection containing data organized or formatted in a specific or prescribed way, often in tabular form.

“Protected information” means any dataset or portion thereof to which an agency may deny access pursuant to Open Public Records Act (N.J.S.A. 47-1A1 et seq.) and Daniel’s Law (N.J.S.A. 47:1B-1 et seq)

“Sensitive information” means any data which, if published by the Township online, could raise privacy, confidentiality or security concerns or have the potential to jeopardize public health, safety or welfare to an extent that is greater than the potential public benefit of publishing that data.

“Publishable data” means data which is not protected or sensitive and which has been prepared for release to the public.

§ 237-6 Open Data Program.

a. Hillsborough Township commits to develop and implement practices that will allow it to:

1. Proactively release all publishable Township data, making it freely available in open formats, with no restrictions on use or reuse, and fully accessible to the broadest range of users to use for varying purposes;
2. Publish high quality, updated data with documentation (metadata) and permanence to encourage maximum use;
3. Provide or support access to free, historical archives of all released Township data;
4. Measure the effectiveness of datasets made available through the Open Data Program by connecting open data efforts to the Township’s programmatic priorities;
5. Minimize limitations on the disclosure of public information while appropriately safeguarding protected and sensitive information; and
6. Support innovative uses of the Township’s publishable data by agencies, the public and other partners.

b. The development and implementation of these practices shall be overseen by the Open Data Management Team, reporting to the Administrator or to the Administrator’s designee.

c. The requirements of this ordinance shall apply to any Township department, office, administrative unit, or other division of Township government (“agency”), including the records of third party agency contractors that create or acquire information, records, or data on behalf of a Township agency.

d. Appropriate funding shall be made available to achieve the goals of this program.

§ 237-7 Governance.

a. Implementation of the Open Data Program will be overseen by an Open Data Management Team, made up of designated individuals, who will work with the Township’s departments and agencies to:

1. For each Township agency, identify and publish appropriate contact information for a lead open data coordinator who will be responsible for managing that agency’s participation in the Open Data Program;

2. Oversee the creation of a comprehensive inventory of datasets held by each Township agency which is published to the central open data location and is regularly updated;

3. Develop and implement a process for determining the relative level of risk and public benefit associated with potentially sensitive, non-protected information so as to make a determination about whether and how to publish it;

4. Develop and implement a process for prioritizing the release of datasets which takes into account new and existing signals of interest from the public (such as the frequency of public records requests), the Township’s programmatic priorities, existing opportunities for data use in the public interest, and cost;

5. Proactively consult with members of the public, agency staff, journalists, researchers, and other stakeholders to identify the datasets which will have the greatest benefit to Township residents if published in a high quality manner;

6. Establish processes for publishing datasets to the central open data location, including processes for ensuring that datasets are high quality, up-to-date, are in use-appropriate formats, and exclude protected and sensitive information;

7. Ensure that appropriate metadata is provided for each dataset in order to facilitate its use;

8. Develop and oversee a routinely updated, public timeline for new dataset publication; and

9. Ensure that published datasets are available for bulk download without legal encumbrance.

b. In order to increase and improve use of the Township’s open data, the Open Data Management Team will actively encourage agency and public participation through providing regular opportunities for feedback and collaboration.

§ 237-8 Central Online Location for Published Data.

a. The Township will create and maintain a publicly available location on the Township’s website or in another suitable online location where the Township’s published data will be available for download.

b. Published datasets shall be placed into the public domain. Dedicating datasets to the public domain means that there are no restrictions or requirements placed on use of these datasets.

c. Each published dataset should be associated with contact information for the appropriate manager of that dataset as well as with a file layout or data dictionary that provides information about field labels and values.

§ 237-9 Open Data Report and Review.

a. Within one year of the effective date of this Ordinance, and thereafter no later than July 1st of each year, the Open

Data Management Team shall publish an annual Open Data Report. The report shall include an assessment of progress towards achievement of the goals of the Township's Open Data Program, an assessment of how the Township's open data work has furthered or will further the Township's programmatic priorities, and a description and publication timeline for datasets envisioned to be published by the Township in the following year.

b. During the review and reporting period, the Open Data Management Team should also make suggestions for improving the Township's open data management processes in order to ensure that the Township continues to move towards the achievement of the policy's goals.

Section 3. This Ordinance shall take effect upon adoption and publication according to law.
Upon a motion by Committeeman John Ciccarelli, seconded by Deputy Mayor Robert Britting, to introduce Ordinance 2023-07. Further Consideration and Public Hearing to be Held on June 13, 2023., the motion was unanimously approved upon the call of the roll.

CLAIMS LIST

1. CLAIMS LIST NO. 23-08

Mayor Lipani asked to approve Claims List No. 2023-08.

Upon a motion by Committeeman Jim Ruh, seconded by Committeeman John Ciccarelli, Claims List No. 2023-08, was approved upon the call of the roll.

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.

Tom O'Donnell, 33 Anne Street, Hillsborough, commented on the recent notification that Roycebrook is asking to get a reprieve on the 1994 Resolution.

Tim Veracco, 3 Franklin Drive, Hillsborough, commented on Mr. O'Donnell's previous comments on Roycebrook, suggested a code of conduct and questioned the Committee's standards of integrity.

Mayor Lipani commented that the issue is being addressed and the Planning Board will have the ultimate decision after the EC review.

EXECUTIVE SESSION

None

ADJOURNMENT

Upon a motion by Committeeman Jim Ruh, seconded by Committeeman John Ciccarelli, the meeting duly adjourned at 8:31 pm. Said motion was unanimously carried upon voice vote.

Attested:

A handwritten signature in cursive script that reads "Pamela Borek".

Pamela Borek
Township Clerk