

Minutes of the November 8, 2023 Special Township Committee Meeting of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 8:30 AM on November 8, 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. and Committeeman Doug Tomson. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Sarah Brake and Township Attorney William Willard.

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 8:30 a.m. on Wednesday, November 8, 2023.

APPROVAL OF MINUTES

1. SEPTEMBER 12, 2023 REGULAR MEETING MINUTES

Upon a motion by Deputy Mayor Robert Britting, seconded by Committeeman Jim Ruh, the September 12, 2023 Regular Meeting Minutes were approved upon the call of the roll. Mayor Lipani abstained.

2. SEPTEMBER 26, 2023 REGULAR MEETING MINUTES

Upon a motion by Committeeman John Ciccarelli, seconded by Committeeman Jim Ruh, the September 26, 2023 Regular Meeting Minutes were approved upon the call of the roll. Committeeman Tomson abstained.

3. OCTOBER 13, 2023 SPECIAL MEETING MINUTES

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman John Ciccarelli, the October 13, 2023 Special Meeting Minutes was approved upon the call of the roll.

4. OCTOBER 24, 2023 REGULAR MEETING MINUTES

Upon a motion by Deputy Mayor Robert Britting, seconded by Committeeman Doug Tomson, the October 24, 2023 Regular Meeting Minutes were approved upon the call of the roll. Committeeman Ciccarelli abstained.

CONSENT

1. RESOLUTION ACKNOWLEDGING THE ANNUAL AUDIT FOR THE YEAR 2022 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 2022 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

2.

RESOLUTION APPROVING 2023 BUDGET TRANSFERS

WHEREAS, N.J.S.A. 40A:4-58 allows for appropriation transfers during the last 2 months of a budget fiscal year when there is a need for these transfers; and

WHEREAS, there is a need to do appropriation transfers between appropriations in the 2023 Municipal Budget.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Chief Finance Officer be authorized to make transfers between the following appropriations in the 2023 Budget:

Account String	Account Description	Debit	Credit
3-01-20-700-020	Central Postage		\$ 500.00
3-01-20-701-011	Admin Salary & Wage		\$ 8,000.00
3-01-20-703-010	Clerk Salary & Wage		\$ 1,000.00
3-01-20-705-011	Finance Salary & Wage		\$ 6,000.00

3-01-20-707-011	HR Salary & Wage	\$ 12,000.00	
3-01-20-708-010	Tax Collector Salary & Wage	\$ 5,000.00	
3-01-20-708-020	Tax Collector OE		\$ 4,250.00
3-01-20-709-010	IT Salary & Wage	\$ 7,158.58	
3-01-20-710-011	Tax Assessor Salary & Wage	\$ 2,500.00	
3-01-20-710-020	Tax Assessor OE	\$ 18,000.00	
3-01-20-712-020	Legal		\$ 3,000.00
3-01-20-713-020	Human Services OE		\$12,000.00
3-01-20-722-011	EDBC Salary & Wage		\$ 7,000.00
3-01-20-722-020	EDBC OE		\$ 500.00
3-01-20-723-020	Environmental Commission OE	\$ 2,139.00	
3-01-21-720-010	Planning Salary & Wage	\$ 1,000.00	
3-01-21-720-020	Planning OE		\$ 5,000.00
3-01-21-721-020	Zoning OE	\$ 15,000.00	
3-01-22-725-010	Construction Salary & Wage	\$ 5,000.00	
3-01-25-747-020	OEM OE	\$ 11,425.00	
3-01-26-764-010	DPW Admin Salary & Wage		\$ 10,000.00
3-01-26-765-010	DPW Streets Salary & Wage	\$ 112,000.00	
3-01-26-767-010	Motor Vehicle Salary & Wage	\$ 10,000.00	
3-01-26-767-020	Motor Vehicle OE	\$ 10,000.00	
3-01-26-768-010	DPW Stormwater Salary & Wage	\$ 74,277.42	
3-01-26-769-020	DPW Snow Removal OE		\$ 10,000.00
3-01-26-772-020	Building & Grounds OE		\$ 12,250.00
3-01-26-773-020	Landfill		\$ 2,000.00
3-01-27-345-010	Social Services Salary & Wage		\$ 12,000.00
3-01-27-345-020	Social Services OE		\$ 2,000.00
3-01-27-785-010	Health Dept Salary & Wage	\$ 18,000.00	
3-01-27-785-020	Health Dept OE		\$ 12,000.00
3-01-28-795-010	Recreation Salary & Wage		\$ 5,000.00
3-01-28-796-011	Parks Salary & Wage		\$ 170,000.00
3-01-31-828-000	Water		\$ 18,000.00
3-01-36-846-020	DCRP		\$ 3,000.00
Total Appropriation Transfers		\$ 303,500.00	\$ 303,500.00

3. RESOLUTION ACKNOWLEDGING AND APPROVING THE 2023 BEST PRACTICES INVENTORY QUESTIONNAIRE

WHEREAS, the State of New Jersey Fiscal Year 2024 Appropriations Act (P.L. 2023, c.74) requires the Division of Local Government Services to determine how much a municipality's final formula aid payment will be withheld based upon the results of a Best Practices Inventory completed by the Chief Financial Officer of each municipality; and

WHEREAS, the completed Best Practices Inventory Questionnaire must be reviewed and discussed by the Governing Body at a public meeting and referenced in the Minutes of that meeting; and

WHEREAS, the Best Practices Inventory Questionnaire must be certified by the Township Administrative Officer, Township Clerk and the Chief Financial Officer and submitted by the Chief Financial Officer of the municipality to the Division of Local Government Services no later than November 3, 2023; and

WHEREAS, the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, has reviewed, discussed and approved the Best Practices Inventory Questionnaire as completed by the Chief Financial Officer.

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 has reviewed, discussed and approved the Best Practices Inventory Questionnaire in a public meeting and does hereby acknowledge the submission of the Best Practices Inventory Questionnaire by the Chief Financial Officer as certified by the Township Administrative Officer, Township Clerk and Chief Financial Officer to the Division of Local Government Services to show evidence of said compliance.

Upon a motion by Committeeman Doug Tomson, seconded by Committeeman Jim Ruh, the consent agenda was unanimously approved upon the call of the roll.

Maria Janucik, 720 E. Frech Ave, Manville asked about resolutions 1 and 2 and allocations of monies. Mayor Lipani and CFO Noon provided explanations.

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

Township Clerk Sarah Brake 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 Ave, Manville referred to her letter to the Planning and Zoning Department regarding a certificate of non-conformity for Homestead Road. Mayor Lipani provided information.

ADJOURNMENT

Upon a motion by Committeeman Jim Ruh, seconded by Committeeman Doug Tomson, the meeting duly adjourned at 8:43 am. Said motion was unanimously carried upon voice vote.

Attested:

A handwritten signature in black ink, appearing to be 'Sarah Brake', with a long horizontal stroke extending to the right.

Sarah Brake
Township Clerk