

Minutes of the 2024 Reorganization Meeting of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:00 PM on January 3, 2024.

PRESENTATION OF COLORS AND SALUTE TO THE FLAG

1. HILLSBOROUGH GIRL SCOUTS SERVICE UNIT 72

The Girl Scouts of Service Unit 72 included: Abby Granatir, Abigail Lombardi, Kathleen O'Brien, Alyssa Parola, Allison Valeo, Addi Woerner, and Olivia Woerner.

The Girl Scouts were escorted by Hillsborough Township Police Lieutenant McCarthy.

INVOCATION

1. REVEREND TIMOTHY J. WOLF, M. A., NEW HORIZON CHRISTIAN FELLOWSHIP

NOTICE THAT MEETING HAS BEEN PROPERLY ADVERTISED IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT

Township Clerk Sarah Brake 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 7:00 p.m. on Wednesday, January 3, 2024.

Before the meeting continued Township Clerk Brake recognized the following special guests: Congresswoman Bonnie Watson Coleman, Senator Andrew Zwicker, Assemblyman Freiman, Assemblyman Jack Ciattarelli, Somerset County Commissioner Shanel Robinson, Somerset County Commissioner Melanie Marano, Somerset County Commissioner Paul Drake, Freeholder and Mayor Ken Scherer, Mayor Anthony Ferrera, Mayor Bob Wagner, Mayor Frank Delcore, Mayor Carl Suraci, Deputy Mayor Chris Venis, Committeewoman Olivia Holmes, Montgomery Mayor Deura Keenan, Mayor Doug Tomson, Senator Kip Bateman and Surrogate Tina Jalloh.

CERTIFICATION OF ELECTION RESULTS

1. CLERK ANNOUNCES CERTIFICATION OF THE NOVEMBER 7, 2023 GENERAL ELECTION RESULTS

Township Clerk Brake stated: It is now my honor to announce the results of the November 7, 2023 General Election certified by Somerset County Clerk Steve Peter, electing Samantha Hand and Catherine Payne to three year terms to the Hillsborough Township Committee ending on December 31, 2026. Congratulations Ladies.

OATH OF OFFICE TO ELECTED COMMITTEE MEMBERS

1. SWEARING IN OF COMMITTEEWOMAN SAMANTHA HAND

Samantha Hand, accompanied by her family was sworn in to office by Congresswoman Watson Coleman.

2. SWEARING IN OF COMMITTEEWOMAN CATHERINE PAYNE

Catherine Payne, accompanied by her family was sworn into office by Committeeman Lipani.

ELECTION OF 2024 MAYOR

1. OATH OF OFFICE 2024 MAYOR

Upon a motion by Committeeman Shawn Lipani, seconded by Committeeman John Ciccarelli, to nominate Committeeman Robert Britting, Jr. as Mayor, was approved upon the call of the roll.

Township Clerk Brake declared Robert Britting, Jr. Mayor of Hillsborough for 2024 and offered congratulations.

Committeeman Robert Britting, Jr. accompanied by his family was sworn in as Mayor by Assemblyman Jack Ciattarelli.

ELECTION OF 2024 DEPUTY MAYOR

1. OATH OF OFFICE 2024 DEPUTY MAYOR

Upon a motion by Committeeman Shawn Lipani, seconded by Committeewoman Catherine Payne, a motion to nominate Committeeman John Ciccarelli as Deputy Mayor, was approved upon the call of the roll.

Township Clerk Brake declared Committeeman John Ciccarelli as Deputy Mayor for 2024.

Committeeman John Ciccarelli, accompanied by his family was sworn in by Assemblyman Ciattarelli for the position of Deputy Mayor.

COMMENTS BY MAYOR

Mayor Britting welcomed all to the meeting, thanked Assemblyman Ciattarelli for administering the oath and congratulated the new Committeewomen and Deputy Mayor.

Mayor Britting presented outgoing Mayor Lipani with a hat trick hockey puck and thanked him for his 3 years as Mayor.

Mayor Britting advised that he will be unapologetically honest, always put Hillsborough first, prioritize Hillsborough's children and seniors and will protect the values of the community. Mayor Britting stated he will continue to push to protect open space and fight against warehouse development, support fully resourcing the police department, focus on fixing township roads and create a positive environment for the residents of Hillsborough.

COMMENTS BY DEPUTY MAYOR

Deputy Mayor Ciccarelli thanked the residents of Hillsborough, his wife and family. He also thanked the Republican Party and Assemblyman Ciattarelli. The Deputy Mayor recognized some of the accomplishments of Hillsborough Township including the sustainability certification and efforts to prevent warehouse development. He further mentioned he will be spearheading Diabetes Awareness information and looks forward to serving the community.

COMMENTS BY COMMITTEE MEMBERS

Committeewoman Hand thanked her family, and Congresswoman Watson Coleman for swearing her in.

Committeewoman Hand further thanked numerous other political officials in sharing her moment tonight and thanked all the voters for putting their trust in her. She congratulated Congresswoman Payne, Mayor Britting, Deputy Mayor Ciccarelli and thanked Committeeman Lipani for his continued service.

Committeeman Lipani stated it has been his pleasure serving as Mayor for the past 3 years. It was not a job to him but helping the town in which he grew up in and lives in. Committeeman Lipani thanked his brother and mother for helping with the business while he served as Mayor. Lastly he thanked his wife and daughter for all the events he missed while serving.

Committeewoman Payne thanked everyone for helping to get her elected. Committeewoman Payne stated her three initiatives are Open Space, OEM and flooding issues, and bilingual initiatives

CONSENT AGENDA

1. RESOLUTION ADOPTING THE RULES OF ORDER FOR 2024

BE IT RESOLVED that the Rules of Order as hereinafter set forth be adopted by the Township Committee of the Township of Hillsborough to govern proceedings of the Township Committee for the year 2024.

FIRST: The regular meetings of the Township Committee of the Township of Hillsborough shall be at 7:30 P.M. on the second and fourth Tuesday of each and every month at the Municipal Building, in said Township, except when otherwise specified. Special meetings may be called at any time by the Mayor, or by two (2) Committee persons, on due and timely notice. The most recent edition of the Robert's Rules of Order shall apply, except when modified, or overridden by vote of the Township Committee.

SECOND: The Order of Business shall be:

1. Call of the Roll – Salute to the Flag – Announcement of Notice of Meetings
2. Approval of Minutes
3. Reports from Committee Liaisons, Receipt of Reports, Petitions or Communications
4. Proclamations/Presentations/Appointments
5. Resolutions
6. Public Hearings
7. Introduction of New Ordinances
8. Claims List
9. New Business
10. Public Comment on New Business and Matters Not on the Agenda
11. Executive Session
12. Adjournment

2. RESOLUTION AUTHORIZING THE 2024 COMMUNITY DEVELOPMENT COMMITTEE APPOINTMENTS

WHEREAS, in compliance with the directive from the Community Development Office in Somerset County, it is necessary to make appointments to the Community Development Committee for 2024; and

WHEREAS, it has been recommended to the Township Committee that Township Engineering Director, Thomas Belanger, and Township Clerk, PIO and Communications Director, Sarah Brake, be appointed as members to the 2024 Community Development Committee and that Township Administrator, Anthony Ferrera, and Health Officer, Siobhan Spano, be appointed as Alternate Members.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Township Engineering Director, Thomas Belanger, and Township Clerk, PIO and Communications Director, Sarah Brake, be and hereby are appointed as members to the 2024 Community Development Committee and that Township Administrator, Anthony Ferrera, and Health Officer, Siobhan Spano, be appointed as Alternate Members.

3. RESOLUTION AUTHORIZING APPOINTMENTS OF TOWNSHIP OFFICERS AND OFFICIALS

Title	Name	Term Expiration
Certifying Agent		

	Alicia Noon	12/31/2024
PERS & PFRS		
	Alicia Noon	12/31/2024
Certifying Official		
	Sarah Brake	12/31/2024
To serve in the absence of Certifying Official		
	Anthony Ferrera	12/31/2024
Treasurer		
	Alicia Noon	12/31/2024
Deputy Treasurer		
	April Crossen	12/31/2024
Deputy Tax Collector		
	Dana Margelis	12/31/2024
Dog Tabulator		
	Siobhan Spano	12/31/2024
Fund Commissioner Central Jersey Joint Insurance Fund		
	Alicia Noon	12/31/2024
Fund Commissioner Southern Sklyand Regional Health Insurance Fund		
	Anthony Ferrera	12/31/2024
Municipal Improvement Search Official		
	April Crossen	12/31/2024
Municipal Improvement Tax Search Official		
	April Crossen	12/31/2024
Deputy Zoning Officials		
	David Kois	12/31/2024
	Zuzana Karas	12/31/2024
	Rick Mantz	12/31/2024
Paymaster and Social Security Administrator		
	April Crossen	12/31/2024
Police Department Chaplains		
	Msgr. Joseph Curry, Mary Mother of God Church	12/31/2024
	Rabbi Arnold Gluck, Temple Beth-El	12/31/2024
	Pastor Steve Eckert, South Branch Reformed Church	12/31/2024
	Rev. Timothy J. Wolf, New Horizon Christian Fellowship	12/31/2024
Police Department Matrons		
	Christine Struzienski	12/31/2024
Public Agency Compliance Officer		
	Dana Margelis	12/31/2024

School Crossing Guards

Gregory Staats	12/31/2024
Ira Greenberg	12/31/2024
Janet Cole (Substitute)	12/31/2024

ADA Director

Anthony Ferrera	12/31/2024
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Human Resource Officer

Primary	Anthony Ferrera	12/31/2024
Secondary	Yazmin Barrantes-Gamboa	12/31/2024

Affordable Housing Liaison

Jocelyn Bello	12/31/2024
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4. RESOLUTION AUTHORIZING APPOINTMENT OF MUNICIPAL COURT OFFICIALS

BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the following appointments shall be made for their respective terms, effective January 1, 2024, as listed:

Title	Name	Term Expiration
Primary Prosecutor	Christopher Bateman	12/31/2024
DUI Special Prosecutor	Joseph Tauriello	12/31/2024
Public Defender	Peter Cipparulo III	12/31/2024
DUI / Alternate Public Defender	Scott Mitzner	12/31/2024
Alternate Prosecutors	Brian Davis	12/31/2024
	Dominic DiYanni	12/31/2024
	John Donnadio	12/31/2024
	Philip George	12/31/2024
	Kevin Hewitt	12/31/2024
	Rachel Campbell	12/31/2024

BE IT FURTHER RESOLVED by the Township Committee of the Township of Hillsborough that the above mentioned appointments are inclusive of total compensation as set forth in the 2024 salary resolution, including First Appearances and to serve in the respective positions for the Townships of Hillsborough, Montgomery, Manville and Branchburg there shall be no further payment.

5. RESOLUTION AUTHORIZING THE APPOINTMENT OF VARIOUS PROFESSIONAL SERVICE AND OTHER SERVICE PROVIDERS AND THE EXECUTION OF PROFESSIONAL SERVICES CONTRACTS AND OTHER CONTRACTS, IN ACCORDANCE WITH THE FAIR AND OPEN SELECTION PROCESS, N.J.S.A. 19:44A-20.4-5 ET. SEQ., FOR THE YEAR 2024

WHEREAS, there exists a need for various Professional Service Providers for the year 2024; and

WHEREAS, based upon the recommendation of the Evaluation Committee consisting of the Township Mayor, Finance Committee Chair and Township Administrator, and as a result of the Fair and Open Selection Process, the Township Committee wishes to appoint the hereinafter specified professional service providers to the said listed positions with the following financial stipulations where applicable:

- William Willard of the firm DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, NJ, as Township Attorney for the year 2024, not to exceed \$75,000.00; and

- Richard P. Flaum of the firm DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C., 15 Mountain Boulevard, Warren, NJ, as Labor Attorney for the year 2024, not to exceed \$75,000.00; and
- McManimon Scotland Baumann, 75 Livingston Avenue, Roseland, NJ, as Bond Counsel for the year 2024, not to exceed \$10,000.00; and
- Suplee, Clooney & Company, 308 East Broad Street, Westfield, NJ, as Municipal Auditor, not to exceed \$84,200.00 for the 2024 audit and \$17,325.00 for 2024 financial reporting services; and
- Pennoni Associates, Inc., 24 Commerce Street, Newark, NJ, as Consulting Township Engineer & Planning Consultant for the year 2024, not to exceed \$75,000.00; and
- CME Associates, 3141 Bordentown Avenue, Parlin, NJ, as Alternate Consulting Township Engineer & Planning Consultant for the year 2024; and
- Prestige Environmental Inc, 220 Davidson Avenue, Somerset, NJ, as Alternate Consulting Township Engineer & Planning Consultant for the year 2024, not to exceed \$10,000.00; and
- Cornerstone Architectural Group, LLC, 202 Hamilton Blvd., South Plainfield, NJ, as Township Architect for the year 2024, not to exceed \$5,000.00; and
- NW Financial Group, LLC, 2 Hudson Place, Hoboken, NJ, as Financial Advisor for the year 2024, not to exceed \$10,000.00; and
- Eric M. Bernstein of the firm Eric M. Bernstein & Associates L.L.C., 34 Mountain Boulevard, Building A, Warren, NJ, as Special Counsel for Affordable Housing Matters for the year 2024, not to exceed \$50,000.00; and
- Pennoni Associates, Inc. 24 Commerce Street, Newark, NJ, to provide Engineering Inspection Services for the year 2024, not to exceed \$2,000.00; and
- CME Associates, 3141 Bordentown Avenue, Parlin, NJ, to provide Alternate Engineering Inspection Services for the year 2024, not to exceed \$1,000.00; and
- World Insurance Associates, 301 S. Livingston Ave. #100, Livingston, NJ, to provide Risk Management Services through the Central Jersey Joint Insurance Fund, for the year 2024; and
- CME Associates, 3141 Bordentown Avenue, Parlin, NJ, as Affordable Housing Administrative Agent for the year 2024, not to exceed \$50,000.00 ; and
- Jennifer Beahm of the firm Leon S. Avakian, Inc., 788 Wayside Road, Neptune, NJ, as Professional Planning Consultant for the Affordable Housing Plan for the year 2024, not to exceed \$20,000.00; and
- Penn Medicine, 1000 Herrontown Road, Princeton, NJ, to provide the Employee Assistance Program for the year 2024, not to exceed \$5,000.00.

WHEREAS, funds will be available and certified by the Chief Financial Officer in the 2024 Municipal Budget and/or Trust Funds.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, as follows:

1. The Mayor and Township Clerk are hereby authorized to execute Professional Services Contracts and other service contracts as noted, with the aforementioned individuals in the “not to exceed” amounts indicated for the year 2024.
2. The Professional Service contracts are awarded through the Fair and Open Selection Process as “Professional Services” in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4-5 et. seq., because these services will be performed by persons authorized by law to practice a recognized profession whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.
3. The Mayor and Township Clerk are hereby authorized to execute the Township’s standard form of agreement for “Professional Services” and any modifications thereto and related constituent documents as may be found acceptable by the Township Committee.

4. A notice of the Professional Service appointments/contract awards shall be printed once in one of the official Township newspapers.

6. MAYORAL APPOINTMENTS (EXPIRED SEATS ONLY)

Environmental Commission

1	Christopher Obropta, Ph.D, PE	3 year term	12/31/2026
Alt #1	Kris Lockburner	(unexpired term)	12/31/2024
Alt #2	Matthew Martinez	2 year term	12/31/2025

Historic Preservation Commission

5	Susan Gulliford	4 year term	12/31/2027
6	Arnold Radi	4 year term	12/31/2027
Alt #1	Christopher Smith	2 year term	12/31/2025

Planning Board

01 (Class I)	Shawn Lipani	1 year term	12/31/2024
02 (Class II)	Robert Wagner	1 year term	12/31/2024
04 (Class IV)	Robert Peason	4 year term	12/31/2027
08 (Class IV)	Ron Skobo	3 year term	12/31/2027

Recreation and Parks Committee

3	Jennifer Dima	5 year term	12/31/2028
4	Robert Peason	5 year term	12/31/2028
Alt #1	Paul Marini	1 year term	12/31/2024
Alt #2	Robert Sica	1 year term	12/31/2024

Sign Review Committee

1	Anthony Ferrera	1 year term	12/31/2024
2	Kevin Sweeney	1 year term	12/31/2024
3	Gregg Wilke	1 year term	12/31/2024
4	Matthew Gizzi	1 year term	12/31/2024
Alt #1	Nathan Santaromita	1 year term	12/31/2024

7. MAYORAL APPOINTMENTS WITH THE CONSENT OF THE TOWNSHIP COMMITTEE (EXPIRED SEATS ONLY)

Agricultural Advisory Committee

1	Greg Hawzen	3 year term	12/31/2026
2	Jim Abma	3 year term	12/31/2026
Alt #2	Tony Kennette	3 year term	12/31/2026

Board of Health

7	Bob Matros	4 year term	12/31/2027
Alt #1	Omur Silit	2 year term	12/31/2025

Hillsborough-Millstone Municipal Alliance

1	Hillsborough Mayor or Appointee	1 year term	12/31/2024
2	Millstone Mayor or Appointee	1 year term	12/31/2024
3	Hillsborough Township Police Department	1 year term	12/31/2024
4	Senior Chapter A	1 year term	12/31/2024
5	Senior Chapter B	1 year term	12/31/2024
6	Melinda Maggio	1 year term	12/31/2024
7	Gil Pilarte	1 year term	12/31/2024
8	Pamela Borek	1 year term	12/31/2024
9	Sarah Brake	1 year term	12/31/2024
10	Henry Goodhue	1 year term	12/31/2024
11	Christina Birch	1 year term	12/31/2024
12	Kim Feltre	1 year term	12/31/2024
13	Jill Lerman	1 year term	12/31/2024
14	Rebecca Balaguer	1 year term	12/31/2024
15	Liz Griffett	1 year term	12/31/2024
16	Licia Gaber-Baylis	1 year term	12/31/2024
17	Tim Lockburner	1 year term	12/31/2024
18	Scott Weber	1 year term	12/31/2024
19	Tiffany Neal	1 year term	12/31/2024
20	Annette Henderson	1 year term	12/31/2024
21	Philomena Cellilli	1 year term	12/31/2024
22	TapInto Hillsborough	1 year term	12/31/2024
23	Ben Green	1 year term	12/31/2024

Youth Services Commission

1	Joanne Doyle	1 year term	12/31/2024
2	Kaitlin Houri	1 year term	12/31/2024
3	Sarah Graham	1 year term	12/31/2024
4	Chris Peltack	1 year term	12/31/2024
5	Reverend Timothy J. Wolf	1 year term	12/31/2024
6	Jennifer Tuller	1 year term	12/31/2024
7	Mackenzie McLaughlin	1 year term	12/31/2024
8	Nick Henderson	1 year term	12/31/2024
9	KileyTuller	1 year term	12/31/2024

8. TOWNSHIP COMMITTEE APPOINTMENTS (EXPIRED SEATS ONLY)**Board of Adjustment**

5	Peggy Gladstone	(unexpired term)	12/31/2026
6	Tom Ramsey	4 year term	12/31/2027
7	Jim Wohlmacher	4 year term	12/31/2027
Alt #1	Vivek Rao	2 year term	12/31/2025

Alt# 2 Tim Lockburner (unexpired term) 12/31/2024

Credit Card Advisory Committee

1	Leon Jasina	1 year term	12/31/2024
2	Edward Bertin	1 year term	12/31/2024
3	Pamela Borek	1 year term	12/31/2024
4	Kathleen Page	1 year term	12/31/2024
5	Marie Avolio	1 year term	12/31/2024
6	Barbara Merdinger	1 year term	12/31/2024
7	Cecilia Rotz	1 year term	12/31/2024

Economic & Business Development Commission

2	Mrinalini Ayachit	4 year term	12/31/2027
4	Antoinette Natale	4 year term	12/31/2027
Alt #1	Leah Dowd	(unexpired term)	12/31/2025

Ethical Standards Board

1	Carl Suraci	5 year term	12/31/2028
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Library Advisory Board

1	Anthony Ferrera	1 year term	12/31/2024
2	Library Director	1 year term	12/31/2024
3	Sarah Brake	1 year term	12/31/2024
4	Tricia Marciano	1 year term	12/31/2024

Municipal Utilities Authority

3	Frank Scarantino	5 year term	1/31/2029
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Open Space Advisory Committee

2	A. Louise Wilkens	3 year term	12/31/2026
4	Greg Hawzen	3 year term	12/31/2026
5	Brendan O'Kane	3 year term	12/31/2026
6	Pamela Borek	3 year term	12/31/2026
7	Peg Van Patten	3 year term	12/31/2026

Planning Board

03 (Class III)	John Ciccarelli	1 year term	12/31/2024
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Sourland Municipal Alliance

1	Peg Van Patten	1 year term	12/31/2024
Alt	Allison Prugh	1 year term	12/31/2024

Sustainable Hillsborough Steering Committee

1	Tito Sharma	1 year term	12/31/2024
2	Dr. Chris Obropta, Ph.D, PE	1 year term	12/31/2024
3	Kelly Francisco	1 year term	12/31/2024
5	Mackenzie Smith	1 year term	12/31/2024
Alt #1	Robin Vlamis	1 year term	12/31/2024
Alt #2	Sabin Amanullah	1 year term	12/31/2024

Wastewater Management Planning Commission

1	Pamela Borek	1 year term	12/31/2024
2	Tom Belanger	1 year term	12/31/2024
3	John Ciccarelli	1 year term	12/31/2024
4	Carl Suraci	1 year term	12/31/2024
5	David Kois	1 year term	12/31/2024
6	Anthony Ferrera	1 year term	12/31/2024
7	Pennoni Associates	1 year term	12/31/2024

Wildlife Management Commission

3	Robert Matros	3 year term	12/31/2026
4	Jay Bekus	3 year term	12/31/2026

9. TOWNSHIP COMMITTEE ASSIGNMENTS & LIAISON ASSIGNMENTS

	Liaison 1	Liaison 2
Health/Recreation/Parks/Public Welfare/Social Service/Dog Warden	Samantha Hand	Catherine Payne
Planning/Zoning/Public Works/Engineering/Building	John Ciccarelli	Shawn Lipani
Public Safety/Courts/Ethics/Police/Fire/OEM	Catherine Payne	John Ciccarelli
Tax Assessor/Fiscal Operations/Taxes/Administration /Legal/Economic & Business Development/Information Technology	Shawn Lipani	John Ciccarelli

	Liaison 1	Liaison 2
Agricultural Advisory Committee	Shawn Lipani	John Ciccarelli
Board of Adjustment	Shawn Lipani	John Ciccarelli
Board of Education	Catherine Payne	John Ciccarelli
Board of Fire Commissioners	John Ciccarelli	Catherine Payne
Board of Health	Samantha Hand	Catherine Payne
Credit Card Advisory Committee	Shawn Lipani	John Ciccarelli
Economic & Business Development Commission	Shawn Lipani	John Ciccarelli
Environmental Commission	Samantha Hand	Shawn Lipani
Ethical Standards Board	Catherine Payne	Shawn Lipani
Hillsborough-Millstone Municipal Alliance	Shawn Lipani	Catherine Payne
Historic Preservation Commission	Samantha Hand	Robert Britting
Municipal Utilities Authority	John Ciccarelli	Shawn Lipani

Open Space Advisory Committee	Catherine Payne	John Ciccarelli
Planning Board	John Ciccarelli	Shawn Lipani
Recreation And Parks Commission	Samantha Hand	Catherine Payne
Sign Review Committee	John Ciccarelli	Samantha Hand
Sourland Alliance	Samantha Hand	Catherine Payne
Sustainable Hillsborough Steering Committee	John Ciccarelli	Shawn Lipani
Wildlife Management Commission	Samantha Hand	Catherine Payne
Youth Services Commission	Samantha Hand	Catherine Payne
Veterans	Catherine Payne	Samantha Hand
Personnel Committee	Shawn Lipani	John Ciccarelli
Interfaith Committee	Catherine Payne	Shawn Lipani
Library Advisory	John Ciccarelli	Shawn Lipani

10. RESOLUTION AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN TOR THE YEAR 2024

WHEREAS, the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1, et seq., requires municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest-bearing accounts and other permitted investments; and

WHEREAS, the Cash Management Plan must include:

1. The designation of a public depository or depositories.
2. The authorization for investments as permitted by applicable laws.
3. The annual submission of the Cash Management Plan to the governing body is approved by a majority vote of the governing body.
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the attached Cash Management Plan is hereby adopted for the year 2024.

11. RESOLUTION AUTHORIZING THE 2024 DEPOSITORIES AND DISBURSEMENTS

WHEREAS, N.J.S.A. 40A:5-14 requires the governing body of a Municipal Corporation to approve annually by majority vote of the governing body the designation of a depository of its monies in a bank or trust company having its place of business in the State and organized under the laws of the United States or this State.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the following federally secured banks in the State of New Jersey be and are hereby designated as depositories for the Township of Hillsborough for the year 2024:

Kearny Federal Savings Bank	Fulton Bank Sovereign Bank	Bank of America
Provident Bank	Hudson United Bank	Valley National Bank
Peapack-Gladstone Bank	Financial Resources	Wells Fargo
Chase Bank	PNC Bank	Affinity FCU
TD Bank, N.A.	Amboy Bank	

Prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is covered under the Government Units Deposit Protection Act 9 R.S. 17: 9-41.

BE IT FURTHER RESOLVED by the Township Committee of the Township of Hillsborough that the various municipal accounts will be deposited in the banks listed above and the Custodian for the below listed accounts shall be the Chief Financial Officer, unless otherwise listed:

Current	General Capital	Expert Witnessing
COBRA	Escrow	Special Police Escrow
Recreation	Sub Division Trust	Governmental Grant
Miscellaneous Trust	Payroll	Off-site Escrow
Dog License	Open Space	Law Enforcement
Self Insurance	Public Assistance Trust (PATF)	Mountainview Assessment Trust
Riverview Assessment Trust	Health Benefits	Payroll Agency
Claremont Assessment Trust	Flexible Spending	Federal Forfeiture
Sanitary Sewer Assessment Trust	Grant Accounts	

Other Accounts

Tax Collector's Redemption Account
Municipal Court Bail Account
Municipal Court General Account

Custodian

Tax Collector
Court Administrator
Court Administrator

Signatures Required for Payroll Account shall be: Chief Finance Officer or Municipal Clerk

Signatures Required for Tax Collector's Redemption Account shall be: Chief Finance Officer or Tax Collector

Signatures Required for the Municipal Court Bail Account (3) and Municipal Court General Account (3) shall be: Court Administrator or Deputy Court Administrator or Municipal Magistrate

BE IT FURTHER RESOLVED by the Township Committee of the Township of Hillsborough that for the following disbursement accounts shall be as follows: Mayor or Deputy Mayor, Municipal Clerk and Chief Finance Officer:

Current	General Capital	Expert Witnessing
COBRA	Escrow	Special Police Escrow
Recreation	Sub Division Trust	Governmental Grant
Miscellaneous Trust	Payroll	Off-site Escrow
Dog License	Open Space	Law Enforcement
Self Insurance	Public Assistance Trust (PATF)	Mountainview Assessment Trust
Riverview Assessment Trust	Health Benefits	Payroll Agency
Claremont Assessment Trust	Flexible Spending	Federal Forfeiture
Sanitary Sewer Assessment Trust	Grant Accounts	

12. RESOLUTION AUTHORIZING COLLECTION OF INTEREST FOR NONPAYMENT OF TAXES, ASSESSMENTS AND OTHER MUNICIPAL LIENS OR CHARGES AND IMPOSITION OF YEAR END DELINQUENCY PENALTY

WHEREAS, N.J.S.A. 54:4-67 authorizes the governing body to fix the rate of interest for the nonpayment of taxes, assessments and other municipal liens or charges and impose a year end delinquency penalty.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that: (1) interest shall accrue and be charged on delinquent taxes, assessments and other municipal liens or charges at the rate of 8% per annum on the first \$1,500 and 18% per annum on any amount in excess of \$1,500; (2) no interest shall be charged if payment of any installment is made within the 10th calendar day following the day upon which same became payable; (3) a penalty shall accrue and be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year and such penalty shall be 6% of the amount of the delinquency; and (4) in any case where the taxes, assessments and other municipal liens or charges are not paid during the respective extended periods, the full interest rate from the due date shall apply.

13. RESOLUTION AUTHORIZING TAX SALE RELIEF

WHEREAS, N.J.S.A. 54:5-19, et. seq., authorizes a municipality to establish installment plans for the payment of delinquent taxes, assessments and other municipal liens and charges; and

WHEREAS, the Township Committee wishes to provide the Tax Collector with authority to enter into installment plans for the payment of delinquent taxes, assessments and other municipal liens and charges with those taxpayers demonstrating personal hardships and requesting relief from tax sale.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, as follows: (1) the Tax Collector is authorized to enter into installment plans for the payment of delinquent taxes, assessments and other municipal liens and charges with those taxpayers demonstrating personal hardships and requesting relief from tax sale; (2) the installment plans shall be large enough to pay in full all delinquent taxes, assessments and other municipal liens and charges within three years; and (3) the installment plans shall be subject to and in accordance with the requirements of N.J.S.A. 54:5-19, et. seq.

14. AUTHORIZING THE REORGANIZATION MEETING OF 2025

BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Reorganization Meeting of the Township of Hillsborough for the year 2025 shall be held at the Hillsborough Township Municipal Building, 379 South Branch Road, Hillsborough, New Jersey, on Thursday, January 2, 2025 at 7:00 P.M.

15. RESOLUTION AUTHORIZING THE 2024 TOWNSHIP COMMITTEE MEETING SCHEDULE

BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that regular public meetings of the Township Committee for the year 2024 shall be held at the Hillsborough Township Municipal Building Courtroom, 379 South Branch Road, Hillsborough, New Jersey, commencing at 7:30 p.m., in accordance with the schedule set forth below, unless otherwise noted:

2024 TOWNSHIP COMMITTEE MEETINGS
7:30 P.M. – Regular Meetings at the Hillsborough Municipal Complex
(TUESDAYS) Unless Otherwise Noted

January 9 & 23

February 13 & 27

March 12 & 26

April 9 & 23
May 14 & 28
June 11
July 16
August 13
September 10 & 24
October 15
November 12
December 10 & 26*

Unless otherwise notified or stated, in accordance with the Open Public Meetings Act, N.J.S.A.10:4-6 et seq., the meetings of the Township Committee will be open to the public for in person attendance and participation at the Hillsborough Municipal Building Courtroom, 379 South Branch Road, Hillsborough, New Jersey, according to the schedule set forth above. A copy of this Resolution shall:

- Be posted on the Bulletin Board at the Municipal Building and shall remain posted for the year.
- Be distributed to the following newspapers: The Hillsborough Beacon, The Courier News, Hillsborough Patch and TapInto Hillsborough.
- Filed with the Township Clerk.
- Mailed to those persons who have requested such and paid the charges for copies of the schedule and revisions thereto and shall be promptly mailed to those persons who hereinafter make such request and prepay such charge in the amount of \$20.00

*Thursday December 26 at 5:00 pm

16. RESOLUTION DESIGNATING 2024 OFFICIAL NEWSPAPERS

WHEREAS, N.J.S.A. 10:4-8(d) of the Open Public Meetings Act requires notice of meetings be submitted to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper of the municipality; and

WHEREAS, the Township Committee of the Township of Hillsborough has determined that the Courier News and Hillsborough Beacon have the greatest likelihood of informing the public within the jurisdictional boundaries of Hillsborough Township of such meetings; and

WHEREAS, the Hillsborough Patch and TapInto Hillsborough shall be the official electronic newspapers for the Township of Hillsborough.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Courier News and Hillsborough Beacon are hereby designated as the official newspapers of this body during 2024 as required by N.J.S.A. 10:4-18 and N.J.S.A. 10:4-8(d)(2) of the Open Public Meetings Act and the Hillsborough Patch and TapInto Hillsborough shall be the official electronic newspapers.

17. RESOLUTION AUTHORIZING THE TOWNSHIP TAX APPEAL ATTORNEY IN CONSULTATION WITH THE TAX ASSESSOR TO TAKE ACTIONS DEEMED APPROPRIATE AND IN THE BEST INTERESTS OF THE TOWNSHIP OF HILLSBOROUGH PERTAINING TO TAX APPEALS

WHEREAS, due to the nature and time constraints of the County Tax Board Appeal process, the Township

Committee finds it to be in the best interests of the Township to authorize the Township Tax Appeal Attorney in consultation with the Tax Assessor to file with the Somerset County Tax Board all pleadings and counterclaims deemed appropriate and in the best interests of the Township and to revise and correct assessments and settle tax appeals on behalf of the Township as deemed appropriate; and

WHEREAS, due to the nature and time constraints of the pleading process at the State of New Jersey Tax Court, the Township Committee further finds it to be in the best interests of the Township to authorize the Township Tax Appeal Attorney in consultation with the Tax Assessor to file with the State of New Jersey Tax Court all pleadings and counterclaims deemed appropriate and in the best interests of the Township and take such actions in the litigation as deemed appropriate.

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 Tax Appeal Attorney, in consultation with the Tax Assessor, is hereby authorized to file with the Somerset County Tax Board all pleadings and counterclaims deemed appropriate and in the best interests of the Township and to revise and correct assessments and settle tax appeals on behalf of the Township as deemed appropriate; (2) the Township Tax Appeal Attorney, in consultation with the Tax Assessor, is hereby authorized to file with the State of New Jersey Tax Court all pleadings and counterclaims deemed appropriate and in the best interests of the Township and take such actions in the litigation as deemed appropriate; and (3) the Township Committee hereby expressly ratifies and confirms the filing of all such pleadings and counterclaims and the actions taken by the Township Tax Appeal Attorney in consultation with the Tax Assessor prior to adoption of this Resolution in the litigation of tax appeals on behalf of the Township.

18. RESOLUTION AUTHORIZING AWARD OF CONTRACT TO FUERZA STRATEGY GROUP FOR VIDEO SERVICES

WHEREAS, Township is in need of video services for the period January 1, 2024 through December 31, 2024; and

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

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

Fuerza Strategy Group	\$ 28,000.00
Premiere Media, LLC	\$ 27,900.00
Worldcast Live Inc	\$172,000.00

WHEREAS, the Municipal Clerk/Public Information Officer and Qualified Purchasing Agent recommend the award of a contract to Fuerza Strategy Group in an amount not to exceed \$28,000.00 for video services for the period January 1, 2024 through December 31, 2024; and

WHEREAS, the Chief Financial Officer certifies there will be sufficient funds available in the 2024 Municipal budget

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 Fuerza Strategy Group in an amount not to exceed \$28,000.00 for video services for the period January 1, 2024 through December 31, 2024.

19. RESOLUTION APPOINTING JOHN SHERIDAN TO A THREE (3) YEAR TERM AS THE OFFICE OF EMERGENCY MANAGEMENT COORDINATOR, EFFECTIVE JANUARY 1, 2024 THROUGH DECEMBER 31, 2027

WHEREAS, N.J.S.A. App. A:9-40.1 requires every municipality is to have a Municipal Emergency Management

Coordinator appointed by the Mayor; and

WHEREAS, the Emergency Management Coordinator is of vital importance to the Township of Hillsborough in preparing for natural and/or man made disasters in the furtherance of the protection of the health, safety and welfare of the Township of Hillsborough; and

WHEREAS, in accordance with such requirement, Hillsborough Township appoints John Sheridan to a three (3) year term as Emergency Management Coordinator, effective January 1, 2024 through December 31, 2027.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that John Sheridan is duly appointed to the position of Emergency Management Coordinator for a three (3) year term commencing on January 1, 2024 through December 31, 2027.

20. RESOLUTION APPROVING AGREEMENT BETWEEN THE TOWNSHIP OF HILLSBOROUGH AND THE SOMERSET COUNTY YMCA-HILLSBOROUGH BRANCH FOR THE HILLSBOROUGH SENIOR CITIZEN EXERCISE WELLNESS PROGRAM

WHEREAS, the Township provides an exercise wellness program for Hillsborough senior citizens consisting of exercise classes at the Municipal Building; and

WHEREAS, the Township of Hillsborough solicited proposals for these services for the period January 1, 2024 through December 31, 2024; and

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

-Greater Somerset County YMCA - Hillsborough Branch - \$2,097.33 per month for 15 classes per week

WHEREAS, the Director of Social Services and the Township Qualified Purchasing recommend the award of a contract to Greater Somerset County YMCA - Hillsborough Branch - in an amount not to exceed \$25,167.96 for the period January 1, 2024 through December 31, 2024 for the provision of senior citizen exercise classes at the Municipal Building; and

WHEREAS, the Chief Financial Officer certifies there will be sufficient funds available in the 2024 Municipal budget.

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 Greater Somerset County YMCA - Hillsborough Branch - in a total amount not to exceed \$24,199.98 for the period January 1, 2024 through December 31, 2024 for the provision of senior citizen exercise classes at the Municipal Building.

Upon a motion by Committeeman Shawn Lipani, seconded by Committeewoman Catherine Payne, the consent agenda was unanimously approved upon the call of the roll.

COMMENTS FROM THE FLOOR

Township Clerk Brake opened the meeting to comments from the floor on matters not on the agenda. Please keep in mind this is for comments on items not on the agenda. Thank you.

None

ADJOURNMENT

Mayor Britting thanked everyone for coming to the meeting. This concludes the 2024 Reorganization meeting. The next regular meeting of the Hillsborough Township Committee will be January 9, 2024 at 7:30 p.m.

Upon a motion by Committeewoman Catherine Payne, seconded by Committeeman Shawn Lipani, the meeting duly adjourned at 8:10 pm. Said motion was unanimously carried upon voice vote.

Attested:

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

Sarah Brake
Township Clerk