

Minutes of the February 13, 2024 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 February 13, 2024.

CALL OF THE ROLL

Upon call of the roll, the following Committee members were recorded present: Mayor Robert Britting, Jr. , Deputy Mayor John Ciccarelli, Committeewoman Samantha Hand, Committeeman Shawn Lipani and Committeewoman Catherine Payne. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Sarah Brake and Township Attorney William Willard.

SALUTE TO THE FLAG

MAYOR STATES

Mayor Britting advised that in accordance of section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975 that notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at 7:30 p.m. on Tuesday, February 13, 2024.

APPROVAL OF MINUTES

1. REORGANIZATION MEETING MINUTES JANUARY 3, 2024

Upon a motion by Committeewoman Catherine Payne, seconded by Committeeman Shawn Lipani, the Reorganization Meeting Minutes of January 3, 2024 were approved upon the call of the roll.

2. REGULAR MEETING MINUTES JANUARY 9, 2024

Upon a motion by Committeewoman Catherine Payne, seconded by Committeewoman Samantha Hand, the Regular Meeting Minutes of January 9, 2024 were approved upon the call of the roll.

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

Committeewoman Hand

Committeewoman Hand announced that several cases of measles have been reported in NJ. Be on alert and make sure vaccinations are up to date.

Committeewoman Hand advised that the annual rabies clinic has been rescheduled for Sunday, February 18th from 10 am - 12 pm at the DPW building, 21 East Mountain Road.

Committeewoman Hand explained that Pharmacy Brown Bag is a program to review medications with a local pharmacist on March 7th and 14th.

Committeewoman Hand reported that March is National Nutrition Month. There will be a speaker from the Department of Rutgers Cooperative Extension of Somerset County on Tuesday, March 12th at 11 am in the library to discuss healthy eating.

Committeewoman Hand stated that the Recreation Department is offering a Safesitter® Training Class on Monday, February 19th for grades 6-8.

Committeewoman Hand advised residents that the Recreation Department's Spring Program registration is now open.

Committeewoman Hand also advised residents that Summer Camp registration is now open.

Committeewoman Hand reported that registration is now open for Summer Basketball Leagues.

Committeewoman Hand, on behalf of the Social Services Department recognized the following partners who have contributed to the Community Assistance Network (C.A.N.) food pantry programs and continue to provide a positive impact on the needs of our community: the Hillsborough Rotary Club and Primrose School of Hillsborough.

Committeeman Lipani

Committeeman Lipani advised that as of February 7, there are only 3 solicitors licenses active in Hillsborough.

Committeeman Lipani reported that the Assessor's 2024 Tax List will be finalized on February 21, 2024. The 2024 Tax List (Proof Book) will be available on the Assessor's webpage on February 7, 2024, and the final 2024 Tax List will be uploaded to the Assessor's webpage after February 29, 2024.

Committeeman Lipani reminded residents that the HBA's second annual Job Fair will take place on Thursday, February 29th from 10 AM to 12 PM at the Municipal Building.

Committeeman Lipani relayed that Coach USA has announced an update to their commuter bus schedule in Hillsborough. The bus departs from and arrives at the Hillsborough Promenade, with daily commutes to and from New York City.

Committeewoman Payne

Committeewoman Payne stated the Hillsborough Township Police Department is now accepting applications for the position of police officer. Applicants must be at least 18 and less than 35 years of age, a U.S. citizen and resident of the State of New Jersey at the time of appointment, and a high school graduate or equivalent, with a valid driver's license and good moral character and temperament.

Committeewoman Payne explained that deer carcass removal is done through a deer carcass removal company. Residents can report a dead deer by calling the Non-Emergency Police phone number at 908-369-4323 extension 3 to speak with a dispatcher. Once reported, the Police mark the dead deer with a red or orange X and contact the deer carcass removal company to remove the deer.

Committeewoman Payne announced that February is National Teen Dating Violence Awareness and Prevention Month. Dating violence may include physical force, such as hitting or shoving, emotional abuse, such as constant monitoring, or sexual assault. Violent dating relationships can lead to depression, anxiety, drug and alcohol abuse, and thoughts of suicide. Hopefully, by understanding that this violence occurs every day to our country's teenagers, we can spread awareness so parents and teens can be aware of the red flags and help prevent it from happening.

Deputy Mayor Ciccarelli

Deputy Mayor Ciccarelli stated he recently attended Puppy Yoga along with Committeeman Lipani for the sold out event.

Deputy Mayor Ciccarelli reminded residents that the Building Department offers Saturday electrical inspections for residential properties.

Deputy Mayor Ciccarelli informed residents and motorists that the Township is working hard to expedite the Falcon Road improvements by the Gateway Developers. The work is now being paced by PSE&G, who needs to relocate

the utility poles to accommodate the road widening, sidewalk installation, and drainage improvements. The road improvements are still on track to begin construction this summer with an anticipated completion by the end of the year.

Deputy Mayor Ciccarelli stated registration is currently taking place for the Township Senior Curbside Pickup Program. This program is available for Seniors (Aged 65 and Older).

Deputy Mayor Ciccarelli announced that the summary report for the Hillsborough Health Collaborative's Local Health Assessment is now available. This report is the culmination of over a year's work by Collaborative to identify and address key issues related to community health and wellness in Hillsborough.

Deputy Mayor Ciccarelli explained that the Municipal Utilities Authority Sewer infrastructure is one of the most crucial pieces to public health. Help keep it working efficiently with proper flushing.

Deputy Mayor Ciccarelli reported that on December 14, 2023 the Hillsborough Township Planning Board adopted a resolution recommending that the Somerset County Board of Commissioners and/or the Somerset County Planning Board undertake a regional study of truck and vehicular traffic related to warehousing, freight, light industrial, and related activities.

Mayor Britting

Mayor Britting wished everyone a happy Valentine's Day.

Mayor Britting wished everyone a happy year of the dragon during the Lunar New Year.

Mayor Britting stated he, along with the Hillsborough Business Association, has attended many ribbon cuttings recently including: the YMCA on January 31st, on February 2nd, It's a Hidden Cafe, and on February 9th, Dunkin Donuts. Mayor Britting wished them luck in the future.

Mayor Britting reported that he attended a blood pressure screening held by the Health Department along with Committeewoman Payne.

Mayor Britting along with Committeeman Lipani attended the Operation Shoebox event recently which was, as always, a huge success.

Mayor Britting attended the yearly breakfast fundraiser for the Baseball Diamond Club, which was well attended.

Mayor Britting explained the letter sent by various mayors to the Governor to slow down the Affordable Housing legislation mandate.

Mayor Britting provided a 206 update and emphasized that it is owned by the state. The Township has been in contact with the state with regard to dangerous areas and the need for repairs.

Mayor Britting shared that Hillsborough's YouTube channel has a wide variety of content of interest to Hillsborough residents.

PROCLAMATIONS / APPOINTMENTS

1. PROCLAMATION RECOGNIZING 4-H PROGRAMMING TROLLS ROBOTICS TEAM

WHEREAS, the 4-H Programming Trolls Robotics Team won first place for their Innovation Project at the Boro Blast Qualifying Tournament; and
WHEREAS, the Trolls Robotics Team was invited to advance to the Regional Championship Tournament for northern New Jersey and won first place out of 80 teams for their Innovation Project; and
WHEREAS, the Innovation Project called Symphony is a virtual reality platform for learning musical instruments; and
WHEREAS, the 4-H Programming Trolls Robotics Team consists of: Preston Baylis, Finn Holmlund, Mukund Jidugu, Zylas Loniewski, Jessica Neal, Vedika Padmanabhan, Samantha Shapiro, and Varsha Sundarajan; and
WHEREAS, the team is led by Coach Dawn Loniewski, and Coach Tiffany Neal; and
WHEREAS, the Programming Trolls Robotics Team visits 4-H clubs of younger kids each year to share fun STEM activities. The team also won an award at the Boro Blast Tournament for contributing the most food pantry donations.
NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby commend the 4-H Programming Trolls Robotics Team, Coaches Loniewski and Neal, and parents, not only for their successful season, but for their hard work and dedication, and to those principles of good sportsmanship, teamwork, and academic achievement which the organization endorses.

2. PROCLAMATION RECOGNIZING BLACK HISTORY MONTH

WHEREAS, during Black History Month, we celebrate the many achievements and vast contributions of African Americans to the economic, spiritual, political, and cultural development of both our nation and our community; and
WHEREAS, the 2024 theme is “African Americans and the Arts” and explores how African Americans have resisted historic and ongoing oppression, in all forms; and celebrates the varied history and life of African-American arts and artisans through the digital, literary, visual, and performing arts; and
WHEREAS, the observance of Black History Month reminds us of the continued need to mitigate racism and build a harmonious community; and
WHEREAS, Hillsborough Township continues to work toward becoming a more inclusive community wherein all people are respected and recognized for their contributions and potential contributions to our community, state, country, and world; and
WHEREAS, Hillsborough Township is proud to honor the history and contributions of African Americans in our community.
NOW, THEREFORE, BE IT PROCLAIMED, that we, the Mayor and the Hillsborough Township Committee, do hereby recognize February as Black History Month.
BE IT FURTHER PROCLAIMED, that we, the Mayor and the Hillsborough Township Committee, urge all residents to recognize the contributions made by members of the African American community and to actively promote the principles of equality and liberty.

3. PROCLAMATION RECOGNIZING EAGLE SCOUT MANU DATTA

WHEREAS, Manu Datta, a Somerset County Vocational Technical High School junior, and member of Boy Scout Troop 1776, has achieved the rank of Eagle Scout; and
WHEREAS, the Hillsborough Township Committee recognizes the many hours Manu devoted to achieving the rank of Eagle Scout, working with diligence and making sacrifices to reach this highly coveted accomplishment; and
WHEREAS, Manu’s Eagle Scout project consisted of creating six convertible benches to be placed around the Chinmaya Ramdoot, Hindu Spiritual and Cultural Center in Branchburg, for people to sit, wait, and eat. The project involved much-needed landscaping, over 180 hours to complete with the assistance of 15 scouts and 7 adults; and
WHEREAS, Manu served as Troop Guide for Activities and Assistant Senior Patrol Leader of Programming; and
WHEREAS, Manu has served the Boy Scouts in an exemplary manner and is deserving of the honor bestowed upon him; and
WHEREAS, Manu is the Founder and President of the Somerset County Vocational Technical Debate Club and President of the Hillsborough High School Debate Club. Manu has been an active member of the Chinmaya

mission for 10 years through which he has volunteered; and
WHEREAS, Manu 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 Manu Datta 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.

PRESENTATIONS

CONSENT

1. RESOLUTION AUTHORIZING THE HIRING OF SCOTT WILLIAMSON TO THE POSITION OF ELECTRICAL SUBCODE OFFICIAL IN THE BUILDING DEPARTMENT

WHEREAS, there is a need for an Electrical Subcode Official in the Building Department; and

WHEREAS, the Construction Official recommends the hiring of Scott Williamson to the position of Electrical Subcode Official in the Building Department at an annual salary of \$87,500, effective February 14, 2024.

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 Construction Official is hereby accepted and approved and Scott Williamson is hired for the position of Electrical Subcode Official in the Building Department at an annual salary of \$87,500, effective February 14, 2024.

2. RESOLUTION TO RATIFY AND CONFIRM THE HIRING OF JULIANNE GALUPPO TO THE POSITION OF PART TIME OUTREACH SUPPORT SPECIALIST IN THE ECONOMIC AND BUSINESS DEVELOPMENT OFFICE

WHEREAS, there exists a vacancy in the position of Part Time Outreach Support Specialist in the Economic & Business Development Office; and

WHEREAS, the Director of Economic & Business Development Office recommends the hiring of Julianne Galuppo as a Part-Time Outreach Support Specialist in the Economic & Business Development Office at \$18.00 per hour, not to exceed 29 hours per week, with a start date of February 12, 2024.

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 Economic & Business Development Office is hereby be accepted and approved.

3. RESOLUTION PROMOTING GLENN DEANGELIS TO ASSISTANT SUPERVISOR OF PUBLIC WORKS IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF PUBLIC WORKS

WHEREAS, there exists a need for a full-time Assistant Supervisor of Public Works to oversee Facility Maintenance in the Township of Hillsborough Department of Public Works; and

WHEREAS, Glenn DeAngelis is a licensed electrician, holds an electrical inspector and construction official license, and has been performing the duties of this position; and

WHEREAS, the union representatives have agreed with the assessment to move Glenn DeAngelis to management, so he could perform all the necessary duties of a manager; and

WHEREAS, the Director of Public Works recommends the promotion of Glenn DeAngelis to full-time Assistant Supervisor of Public Works effective February 13, 2024, at an annual salary of \$93,035.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Director of Public Works is authorized to promote Glenn DeAngelis to the position of full-time Assistant Supervisor of Public Works effective February 13, 2024, at an annual salary of \$93,035.

4. RESOLUTION AUTHORIZING THE HIRING OF JACKLYN D'AMBROSIO FOR THE POSITION OF PART TIME VIOLATIONS TECHNICIAN IN THE MUNICIPAL COURT OFFICE

WHEREAS, there exists a vacancy due to a temporary leave in the Township of Hillsborough Municipal Court Office; and

WHEREAS, the Court Administrator recommends the hiring of Jacklyn D'Ambrosio as a part-time Violations Technician in the Township of Hillsborough Municipal Court Office, effective February 23, 2024, at a rate of \$20.00 per hour not to exceed 116 hours per month.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Court Administrator is authorized to hire Jacklyn D'Ambrosio as part-time Violations Technician effective February 23, 2024, at a rate of \$20.00 per hour.

5. RESOLUTION AUTHORIZING THE HIRING OF JENNIFER ROBERTS TO THE POSITION OF PART TIME OFFICE ASSISTANT IN THE SOCIAL SERVICES DEPARTMENT

WHEREAS, there exists a need for a part-time Office Assistant in the Social Services Department; and

WHEREAS, the Director of Parks and Recreation and Social Services recommends the hiring of Jennifer Roberts as a part-time Office Assistant in the Social Services Department effective February 20, 2024, at a rate of \$16.00 per hour, not to exceed 29 hours per week.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Director of Social Services is authorized to hire Jennifer Roberts as a part-time Office Assistant.

6. RESOLUTION AUTHORIZING THE TITLE CHANGE OF APRIL CROSSEN FROM TAX COLLECTOR IN THE FINANCE OFFICE TO TAX COLLECTOR AND PAYROLL MANAGER IN THE FINANCE OFFICE EFFECTIVE FEBRUARY 13, 2024.

WHEREAS, the Finance Director recommends a change in the title position of April Crossen from Tax Collector for the Finance Office to Tax Collector and Payroll Manager for the Finance Office with no change in salary effective February 13, 2024; and

WHEREAS, Ms. Crossen agreed to the change in title.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that effective February 13, 2024, the title position of April Crossen shall be changed from Tax Collector for the Finance Office to Tax Collector and Payroll Manager for the Finance Office.

7. RESOLUTION AMENDING THE SALARY RESOLUTION TO REFLECT THE CORRECT TITLE FOR ZUZANNA KARAS, ECONOMIC AND BUSINESS DEVELOPMENT/ SUSTAINABILITY DIRECTOR

WHEREAS, the Salary Resolution passed on January 9, 2024, listed Zuzana Karas' title as Business Advocate; and

WHEREAS, the correct title for Zuzana Karas is Economic and Business Development/Sustainability Director.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the title of Zuzanna Karas is Economic and Business Development/ Sustainability Director for the Office of Economic and Business Development.

8. RESOLUTION AUTHORIZING THE TITLE CHANGE OF MARCELLA MCLAUGHLIN FROM ZONING OFFICIAL TO ASSISTANT DIRECTOR OF PLANNING AND ZONING / ZONING OFFICIAL IN THE PLANNING AND ZONING DEPARTMENT EFFECTIVE FEBRUARY 13, 2024.

WHEREAS, the Planning Director / Deputy Zoning Official recommends a change in the title position of Marcella McLaughlin from Zoning Official for the Planning and Zoning Department to Assistant Director of Planning and Zoning/Zoning Official in the Planning and Zoning department effective February 13, 2024; and

WHEREAS, Ms. McLaughlin agreed to the change in title.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that effective February 13, 2024, the title position of Marcella McLaughlin shall be changed from Zoning Official for the Planning and Zoning Department to Assistant Director of Planning and Zoning/Zoning Official in the Planning and Zoning department effective February 13, 2024.

9. RESOLUTION AUTHORIZING THE TITLE CHANGE FOR DEBORAH NG FROM OFFICE ASSISTANT IN THE ADMINISTRATION/CLERK'S OFFICE TO OFFICE ASSISTANT AND MULTIMEDIA SPECIALIST IN THE ADMINISTRATION/CLERK'S OFFICE EFFECTIVE FEBRUARY 13, 2024.

WHEREAS, the Township Clerk recommends a change in the title position of Deborah Ng from Office Assistant for the Administration/Clerk's Office to Office Assistant and Multimedia Specialist for the Administration/Clerk's Office with no change in salary, effective February 13, 2024; and

WHEREAS, Ms. Ng has agreed to the change in title.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the title of Deborah Ng shall be changed from Office Assistant for the Administration/Clerk's Office to Office Assistant and Multimedia Specialist for the Administration/Clerk's Office effective February 13, 2024.

10. RESOLUTION AUTHORIZING THE APPOINTMENT OF ALICIA NOON TO THE POSITION OF CHIEF FINANCIAL OFFICER FOR THE TOWNSHIP OF HILLSBOROUGH

WHEREAS, in accordance with N.J.S.A. 40A:9-140.13f, on June 13, 2023, the Township Committee adopted Resolution 204-2023 appointing Alicia Noon to the position of Temporary Chief Financial Officer to fill the vacant position created by the retirement of Nancy Costa, Chief Financial Officer; and

WHEREAS, Alicia Noon recently obtained her municipal finance officer certificate and now meets the statutory qualifications for the position of Chief Financial Officer; and

WHEREAS, in accordance with N.J.S.A. 40A:9-140.10, the Township Administrator recommends the appointment of Alicia Noon as Chief Financial Officer for the Township of Hillsborough for a four-year term effective January 1, 2024 to December 31, 2027, at an annual salary of \$138,163.00.

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 Township Administrator is hereby approved and Alicia Noon is hereby appointed to the position of Chief Financial Officer for the Township of

Hillsborough for a four-year term effective January 1, 2024 to December 31, 2027, at an annual salary of \$138,163.00.

11. RESOLUTION REAPPOINTING FRANCESCO TADDEO TO THE POSITION OF MUNICIPAL COURT JUDGE IN THE HILLSBOROUGH, MONTGOMERY AND BRANCBURG COURT

BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following appointment shall be made for a 3 year term, effective February 28, 2024:

<u>Title</u>	<u>Name</u>	<u>Salary</u>	<u>Term Expiration</u>
Municipal Court Judge	Francesco Taddeo	\$80,000	2/28/2027

12. RESOLUTION AUTHORIZING THE TRANSFER OF CHRISTINE ARACO FROM THE POSITION OF SECRETARY/DEPUTY REGISTRAR OF VITAL STATISTICS IN THE HEALTH DEPARTMENT TO OFFICE ADMINISTRATOR/DEPUTY REGISTRAR OF VITAL STATISTICS IN THE HEALTH DEPARTMENT

WHEREAS, the Health Officer has recommended a change in Christine Araco's title from Secretary/Deputy Registrar of Vital Statistics in the Health Department to Office Administrator/Deputy Registrar of Vital Statistics in the Health Department with an annual salary of \$47,094.00, effective February 14, 2024; and

WHEREAS, Ms. Araco has agreed to the title and position change.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that effective February 14, 2024, Christine Araco's title and position shall be changed from Secretary/Deputy Registrar of Vital Statistics in the Health Department to Office Administrator / Deputy Registrar of Vital Statistics in the Health Department with an annual salary of \$47,094.00.

13. RESOLUTION RATIFYING AND CONFIRMING THE APPOINTMENT OF LUCY BUSH AND CHRISTINE STRUZIENSKI AS EMERGENCY MANAGEMENT ADMINISTRATIVE ASSISTANTS AND AUTHORIZING STIPENDS FOR SUCH SERVICE

WHEREAS, the Township Office of Emergency Management Coordinator recommends: (1) the appointment of Lucy Bush to a four (4) month term as Office of Emergency Management Administrative Assistant effective January 1, 2024 to April 30, 2024 with a stipend in the amount of \$250.00 for such service; and (2) the appointment of Christine Struzienski to a one (1) year term as Office of Emergency Management Administrative Assistant effective January 1, 2024 through December 31, 2024 with an annual stipend in the amount of \$1,000.00 for such service.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendations of the Township Office of Emergency Management Coordinator are hereby accepted and approved.

14. RESOLUTION APPOINTING MEMBERS TO THE HILLSBOROUGH OFFICE OF EMERGENCY MANAGEMENT COUNCIL FOR 2024

WHEREAS, the Township Office of Emergency Management Coordinator recommends the appointment of the following individuals to one (1) year terms to the Hillsborough Office of Emergency Management Council effective January 1, 2024 through December 31, 2024:

OEM Coordinator
Chief of Police

John Sheridan
Michael McMahon

Township Fire Marshall	Christopher Weniger
Robert Wood Johnson	Lafe Bush
Fire Chief, Unit 36	Tyler Riordan
Fire Chief, Unit 37	Robert Gidea
Fire Chief, Unit 38	Kenneth Johnson
Fire Chief, Unit 48	CJ Davis
Township Fire Commissioner	William Woodruff
Township Engineer	Tom Belanger
Social Services	Bob Wagner
Health Department	Siobhan Spano
Environmental/SARA III Liaison	Pat Caulfield
Township Administrator	Anthony Ferrera
Deputy Coordinator / PIO	Pam Borek

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the aforementioned individuals are appointed to one (1) year terms to the Hillsborough Office of Emergency Management Council effective January 1, 2024 through December 31, 2024.

15. RESOLUTION AUTHORIZING KERMESSE SPORT TO HOLD THE L'ENFER D'HUNTERDON BICYCLE RIDE IN HILLSBOROUGH ON MARCH 24, 2024

WHEREAS, Kermesse Sport has requested permission to hold the L'Enfer D'Hunterdon Bicycle Ride in Hillsborough on March 24, 2024; and

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

WHEREAS, the Hillsborough Police Department has 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 Kermesse Sport is granted permission to hold the L'Enfer D'Hunterdon Bicycle Ride in Hillsborough on March 24, 2024.

16. RESOLUTION AUTHORIZING THE TOWNSHIP OF HILLSBOROUGH THROUGH THE HILLSBOROUGH POLICE DEPARTMENT, TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW ENFORCEMENT SUPPORT ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO ENABLE THE HILLSBOROUGH POLICE DEPARTMENT TO REQUEST AND ACQUIRE EXCESS DEPARTMENT OF DEFENSE EQUIPMENT

WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAs); and

WHEREAS, rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

WHEREAS, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county LEAs,

these entities are responsible for the costs associated with delivery, maintenance, fueling and upkeep of the property, and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through the 1033 program.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Hillsborough Police Department is hereby authorized to enroll in the 1033 program for the period of January 1, 2024 to December 31, 2024; and

BE IT FURTHER RESOLVED that the Hillsborough Police Department is hereby authorized to acquire items on non-controlled property designated “DEMIL A”, which may include: office supplies, office furniture, computers, electronic equipment, generators, field packs, nonmilitary vehicles, off-road vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, excavation equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies, respirators, binoculars, and any other supplies and equipment of a nonmilitary nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the Hillsborough Police Department, without restriction; and

BE IT FURTHER RESOLVED that the Hillsborough Police Department is hereby authorized to acquire “DEMIL B through Q” property, listed in the unredacted portion of the DEMIL inventory sheet if it shall become available in the period of time for which this resolution authorizes; and

BE IT FURTHER RESOLVED that the Chief of Police for the Hillsborough Police Department shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

BE IT FURTHER RESOLVED that the Hillsborough Police Department shall provide a quarterly accounting of all property obtained through the 1033 program which shall be available to the public upon request; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately and shall be valid to authorized requests to acquire “DEMIL A” property and “DEMIL B through Q” property that may be made available through the 1033 program during the period of time for which this resolution authorizes.

BE IT FURTHER RESOLVED that this authorizing resolution will expire on December 31, 2024 and continued participation in this program will require annual authorization by the governing body.

17. RESOLUTION AUTHORIZING AN APPLICATION TO THE 2024 COMPLETE STREETS TECHNICAL ASSISTANCE GRANT PROGRAM THROUGH THE NJTPA AND SUSTAINABLE JERSEY

WHEREAS, safe, convenient, accessible, equitable, healthy, and environmentally and economically beneficial transportation for all users is a priority of the Township of Hillsborough and Somerset County; and

WHEREAS, Complete Streets is a means to provide a comprehensive, integrated, connected multi-modal network of transportation options through planning, design, construction, maintenance, and operation of new and retrofit transportation facilities along the entire right-of-way for all roadway users of all ages and abilities; and

WHEREAS, Complete Streets can provide many benefits, including: Improved safety for pedestrians, bicyclists, children, older citizens, non-drivers and the mobility challenged as well as those that cannot afford a car or choose to live car free, Improved access to employment, education, residential, recreation, retail centers and public facilities, Local economic vitality, Access to the health benefits of physical activity, Improved stormwater management, and reductions in greenhouse gas emissions; and

WHEREAS, when streets are not complete, the negative impacts on public health, safety, equity, the economy and the environment are disproportionately borne by low-income and minority communities; and

WHEREAS, through the North Jersey Transportation Planning Authority's FY2024 Complete Streets Technical Assistance Program, Sustainable Jersey will coordinate and the Voorhees Transportation Center at Rutgers University will provide planning-level technical assistance services to municipalities for a specific project related to advancing a Complete Streets initiative in their communities; and

WHEREAS, although no direct funding is provided, selected municipalities will receive free direct technical assistance services to complete a specific task related to advancing a Complete Streets initiative in their communities.

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 Township Administrator to submit an application to the Complete Streets Technical Assistance Program to receive free direct technical assistance services to complete a specific task related to advancing Complete Streets, and also commits pertinent municipal staff to coordinate and collaborate with Sustainable Jersey, Voorhees Transportation Center and the North Jersey Transportation Planning Authority to support the successful and timely delivery of technical assistance services.

18. RESOLUTION AUTHORIZING A PLENARY RETAIL DISTRIBUTION LIQUOR LICENSE TO BE SOLD UNDER THE "PUBLIC SALE OPTION"

WHEREAS, N.J.S.A. 33:1-12.14 and Section 113-5 of the Hillsborough Township Code authorizes the Township to issue up to five (5) Plenary Retail Distribution Liquor Licenses; and

WHEREAS, the Township has issued a total of four (4) Plenary Retail Distribution Liquor Licenses and one (1) remains available; and

WHEREAS, pursuant to N.J.S.A. 33:1-19.3, the Township desires to offer for public sale to the highest qualified bidder one (1) Plenary Retail Distribution Liquor License for the sale of alcoholic beverages.

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

1. It is hereby authorized that one (1) Plenary Retail Distribution Liquor License be issued.
2. It is hereby determined that one (1) Plenary Retail Distribution Liquor License be sold under the "Public Sale Option" in accordance with the procedures set forth in N.J.S.A. 33:1-19.3 et seq.
3. It is hereby required that all bidders be qualified to have an interest in a Plenary Retail Distribution Liquor License under the standards set forth in the Alcoholic Beverage Control Act, the rules and regulations promulgated thereunder, and all applicable Township ordinances.
4. The Township Committee shall make the award of one (1) Plenary Retail Distribution Liquor License to the highest qualified bidder at a public sale to be conducted by the Township.
5. The Township Clerk shall publish a Public Notice of the proposed issuance of one (1) Plenary Retail Distribution Liquor License, indicating that applications therefore shall be accepted by the Township Committee at the time, date and place specified in the Notice, after which time and date, no further applications shall be accepted.
6. The Public Notice shall also specify that all prospective bidders shall be preliminarily qualified on a date at least five (5) business days prior to the opening of bids.
7. The Public Notice shall be published in The Hillsborough Beacon at least two (2) times, which publications shall not be less than one (1) week apart, and none shall be published less than thirty (30) days prior to the time and date specified in the Public Notice as the time and date after which no further applications shall be accepted.

8. The minimum bid price for the Plenary Retail Distribution Liquor License shall be \$350,000.00.
9. Bids shall be made upon the Proposal Form available in the Office of the Township Clerk with the name and address of the bidder on the outside of the sealed envelope.
10. The bid shall contain a deposit in the form of a certified check, bank check, or cashier's check in the amount of ten (10%) percent of the bid price. The successful bidder will be required to close the sale of the Plenary Retail Distribution Liquor License and pay to the Township the balance due for the liquor license within one hundred and eighty (180) days of the award of the bid. This payment shall also be in the form of a certified check, bank check, or cashier's check. The deposit of any bidder deemed to be unqualified shall be returned within seventy-two (72) hours of the determination of lack of qualification. The deposit of any unsuccessful bidder deemed to be qualified shall be returned within seventy-two (72) hours of the award of the license or rejection of all bids as the case may be.
11. All bidders shall submit a separate Certificate of Proof of Compliance stating that the application has been properly completed and that the bidder meets all special conditions or requirements contained in the Public Notice and knows of no reason why the bidder would be disqualified from having an interest in a Plenary Retail Distribution Liquor License in New Jersey. All bidders shall also submit a Source of Funding Affidavit.
12. No bid will be opened from or on behalf of any bidder who does not qualify or has not submitted a Certificate of Proof of Compliance, Source of Funding Affidavit and completed the Alcoholic Beverage Control License Application.
13. The successful bidder shall comply with all applicable statutes, regulations, codes and Township ordinances in locating the license. Should the successful bidder's application be completed without specifying the premises to be licensed, the license issued hereunder shall be a Pocket License and a Place-to-Place transfer shall be required when the location of the premises to be licensed has been determined.
14. The Township reserves the right to reject any and all bids if the highest bid is not accepted.
15. The sale may be postponed or canceled at any time prior to the opening of the bids.
16. The terms and conditions of the sale of the Plenary Retail Distribution Liquor License shall be as set forth in this Resolution and contained in the Public Notice which is attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

19. RESOLUTION AUTHORIZING A PLENARY RETAIL CONSUMPTION LIQUOR LICENSE TO BE SOLD UNDER THE "PUBLIC SALE OPTION"

WHEREAS, N.J.S.A. 33:1-12.14 and Section 113-4 of the Hillsborough Township Code authorizes the Township to issue up to fourteen (14) Plenary Retail Consumption Liquor Licenses; and

WHEREAS, the Township has issued a total of twelve (12) Plenary Retail Consumption Liquor Licenses and two (2) remain available; and

WHEREAS, pursuant to N.J.S.A. 33:1-19.3, the Township desires to offer for public sale to the highest qualified bidder one (1) of the two (2) remaining Plenary Retail Consumption Liquor Licenses for the sale of alcoholic beverages.

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

1. It is hereby authorized that one (1) of the two (2) remaining Plenary Retail Consumption Liquor Licenses be issued.
2. It is hereby determined that one (1) of the two (2) remaining Plenary Retail Consumption Liquor Licenses be sold under the "Public Sale Option" in accordance with the procedures set forth in N.J.S.A. 33:1-19.3 et seq.

3. It is hereby required that all bidders be qualified to have an interest in a Plenary Retail Consumption Liquor License under the standards set forth in the Alcoholic Beverage Control Act, the rules and regulations promulgated thereunder, and all applicable Township ordinances.
4. The Township Committee shall make the award of one (1) of the two (2) remaining Plenary Retail Consumption Liquor Licenses to the highest qualified bidder at a public sale to be conducted by the Township.
5. The Township Clerk shall publish a Public Notice of the proposed issuance of one (1) of the two (2) remaining Plenary Retail Consumption Liquor Licenses, indicating that applications therefore shall be accepted by the Township Committee at the time, date and place specified in the Notice, after which time and date, no further applications shall be accepted.
6. The Public Notice shall also specify that all prospective bidders shall be preliminarily qualified on a date at least five (5) business days prior to the opening of bids.
7. The Public Notice shall be published in The Hillsborough Beacon at least two (2) times, which publications shall not be less than one (1) week apart, and none shall be published less than thirty (30) days prior to the time and date specified in the Public Notice as the time and date after which no further applications shall be accepted.
8. The minimum bid price for the Plenary Retail Consumption Liquor License shall be \$350,000.00.
9. Bids shall be made upon the Proposal Form available in the Office of the Township Clerk with the name and address of the bidder on the outside of the sealed envelope.
10. The bid shall contain a deposit in the form of a certified check, bank check, or cashier's check in the amount of ten (10%) percent of the bid price. The successful bidder will be required to close the sale of the Plenary Retail Consumption Liquor License and pay to the Township the balance due for the liquor license within one hundred and eighty (180) days of the award of the bid. This payment shall also be in the form of a certified check, bank check, or cashier's check. The deposit of any bidder deemed to be unqualified shall be returned within seventy-two (72) hours of the determination of lack of qualification. The deposit of any unsuccessful bidder deemed to be qualified shall be returned within seventy-two (72) hours of the award of the license or rejection of all bids as the case may be.
11. All bidders shall submit a separate Certificate of Proof of Compliance stating that the application has been properly completed and that the bidder meets all special conditions or requirements contained in the Public Notice and knows of no reason why the bidder would be disqualified from having an interest in a Plenary Retail Consumption Liquor License in New Jersey. All bidders shall also submit a Source of Funding Affidavit.
12. No bid will be opened from or on behalf of any bidder who does not qualify or has not submitted a Certificate of Proof of Compliance, Source of Funding Affidavit and completed the Alcoholic Beverage Control License Application.
13. The successful bidder shall comply with all applicable statutes, regulations, codes and Township ordinances in locating the license. Should the successful bidder's application be completed without specifying the premises to be licensed, the license issued hereunder shall be a Pocket License and a Place-to-Place transfer shall be required when the location of the premises to be licensed has been determined.
14. The Township reserves the right to reject any and all bids if the highest bid is not accepted.
15. The sale may be postponed or canceled at any time prior to the opening of the bids.
16. The terms and conditions of the sale of the Plenary Retail Consumption Liquor License shall be as set forth in this Resolution and contained in the Public Notice which is attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

20. RESOLUTION AUTHORIZING CONTRACT WITH GOOSE RUNNERS, LLC, FOR GEESE CONTROL AT AVM PARK

WHEREAS, the Township of Hillsborough solicited quotes for environmentally friendly geese control at AVM Park and three (3) responses were received as follows:

Goose Runners LLC	\$14,400.00
Geese Management	\$22,800.00
Geese Chasers LLC	\$19,788.00

WHEREAS, the Director of Parks & Recreation and the Township Qualified Purchasing Agent recommend the award of a 12-month service agreement to Goose Runners, LLC, in an amount not to exceed \$14,400.00 for environmentally friendly geese control at AVM Park for the period March 1, 2024, through February 28, 2025; and

WHEREAS, funds will be available in the 2024 budget through account #01-201-28-796-201 and have been certified as such by the Chief Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes a contract with Goose Runners, LLC, in an amount not to exceed \$14,400.00 for environmentally friendly geese control at AVM Park for the period March 1, 2024, to February 28, 2025.

21. RESOLUTION AUTHORIZING CONTRACT WITH BLACK LAGOON FOR POND MANAGEMENT AT AVM PARK

WHEREAS, the Township of Hillsborough solicited quotes for pond maintenance at AVM Park and three (3) responses were received as follows:

Black Lagoon	\$6,350.00 per year plus \$250.00 for NJDEP 2 year permit
Great Blue	Does not wish to respond at this time
Nature Works	\$9,900.00 per year plus \$400.00 for NJDEP 2 year permit

WHEREAS, the Director of Parks & Recreation and the Township Qualified Purchasing Agent recommend the award of a 2-year contract with Black Lagoon in an amount not to exceed \$6,350.00 per year plus \$250.00 for the NJDEP 2 year permit for pond management at AVM Park for the period April 1, 2024 through March 31, 2026; and

WHEREAS, funds are available in the 2024 budget through account #01-201-28-796-381, and funds will be available in future budgets and have been certified as such by the Chief Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes a 2-year contract with Black Lagoon in an amount not to exceed \$6,350.00 per year plus \$250.00 for the NJDEP 2 year permit for pond management at AVM Park for the period April 1, 2024 to March 31, 2026.

22. Resolution Accepting And Adopting The Central Jersey Municipal Joint Insurance Fund's 2024 Safety Incentive Program

WHEREAS, the Township of Hillsborough is a member of the Central Jersey Municipal Joint Insurance Fund ("Central JIF"); and

WHEREAS, it is the policy of the Central JIF to achieve the best and most practical degree of freedom from accidents and / or injuries; and

WHEREAS, the Central JIF endeavors to ensure that all of their members' employees, volunteers and public are

provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the Central JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the Central JIF's Safety Committee is made up of representatives of the Fund's Municipalities, along with the professionals employed by the Fund; and

WHEREAS, the new Program will assist all the Central JIF members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health ("PEOSH") Requirements; and

WHEREAS, the Central JIF has adopted the new 2024 Safety Incentive Program which should succeed in providing a safe, healthful and pleasant environment.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Central Jersey Municipal Joint Insurance Fund Safety Incentive Program is hereby adopted by the Township of Hillsborough.

23. RESOLUTION AUTHORIZING THE PURCHASE OF AMMUNITION FOR THE POLICE DEPARTMENT THROUGH NEW JERSEY STATE CONTRACT

WHEREAS, the Chief of the Police has requested authorization to purchase ammunition; and

WHEREAS, Eagle Point Gun/TJ Morris & Sons offers the ammunition through the New Jersey State Contract #17-FLEET-00721, of which the Township of Hillsborough is a member, in an amount not to exceed \$25,730.70; and

WHEREAS, funds are available in the 2024 municipal budget and have been certified as such by the Chief Finance Officer through Account #01-201-25-745-260.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the purchase of ammunition from Eagle Point Gun/TJ Morris & Sons, through the New Jersey State Contract #17-FLEET-00721 in an amount not to exceed \$25,730.70 is hereby authorized.

24. RESOLUTION AUTHORIZING ABATEMENT OF VIOLATIONS AT RESIDENTIAL AND NONRESIDENTIAL PROPERTIES AND THE PLACEMENT OF LIENS AGAINST SAID PROPERTIES FOR THE COSTS AND EXPENSES THEREOF IN ACCORDANCE WITH CHAPTER 232 "PROPERTY MAINTENANCE" OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH

WHEREAS, Chapter 232 "Property Maintenance" of the Code of the Township of Hillsborough requires minimum property maintenance standards for residential and nonresidential properties within the Township for the protection and promotion of the public health, safety and welfare of the Township and its residents; and

WHEREAS, in accordance with Chapter 232 of the Code of the Township of Hillsborough, the enforcement officer issued Notice of Violations to the responsible parties to abate the property maintenance violations at the following properties: (1) 123 Valley Road, Block 142, Lot 49; (2) 138 Woods Road, Block 205, Lot 23; and (3) 340 South Branch Road, Block 175.18, Lot 1.01, Building 2; and

WHEREAS, the responsible parties for the identified properties failed to abate the violations in accordance with the Notices of Violation issued by the enforcement officer; and

WHEREAS, the enforcement officer issued summons to the responsible parties for the identified properties for failure to abate the violations in accordance with the Notice of Violations issued; and

WHEREAS, the enforcement officer requests the Township Committee to adopt a Resolution in accordance with Chapter 232 of the Code of the Township of Hillsborough authorizing the Township to abate the violations at the properties as set forth in the estimates attached hereto, at the sole cost and expense of the responsible parties, and place a lien on the properties for the costs and expenses associated therewith as follows: (1) 123 Valley Road, Block 142, Lot 49 - \$2,000; (2) 138 Woods Road, Block 205, Lot 23 - \$2,250; and (3) 340 South Branch Road, Block 175.18 Lot 1.01, Building 2- \$2,000; and

WHEREAS, funds will be available in the 2024 budget through account #01-201-27-785-920 certified as such by the Chief Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township is authorized to abate the violations at the identified properties at the sole cost and expense of the responsible parties and the Tax Collector is directed and authorized to place a lien on the properties for the costs and expenses associated therewith.

25. RESOLUTION AUTHORIZING EXECUTION OF SETTLEMENT AGREEMENT AND GENERAL RELEASE PERTAINING TO THE MATTER OF KINIGOPOULO V. HILLSBOROUGH TOWNSHIP

WHEREAS, Jouri Kinigopoulo filed a Complaint against the Township of Hillsborough under Docket Number SOM-L-786-23 pertaining to his previous employment with the Township; and

WHEREAS, the parties now wish to resolve all claims pertaining to the litigation in accordance with the terms and conditions set forth in a Settlement Agreement and General Release negotiated between the parties.

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 hereby authorized to execute a Settlement Agreement and General Release in the matter of Kinigopoulo v. Hillsborough Township, Docket Number SOM-L-786-23 and all representatives of the Township are authorized to take any further action that might be necessary to effectuate the terms and conditions of the Settlement Agreement and General Release.

26. RESOLUTION AUTHORIZING CONTRACT FOR PROFESSIONAL SERVICES WITH WORLD INSURANCE ASSOCIATES FOR THE PROVISION OF RISK MANAGEMENT SERVICES THROUGH THE CENTRAL JERSEY JOINT INSURANCE FUND AND EMPLOYEE BENEFITS MANAGEMENT FOR THE YEAR 2024

WHEREAS, there exists a need for risk management services and employee benefits management for 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 provider to the said listed position with the following financial stipulations where applicable:

- World Insurance Associates, 301 S. Livingston Ave. #100, Livingston, NJ, to provide Risk Management Services through the Central Jersey Joint Insurance Fund in an amount equal to six percent (6%) of the Township's Annual Assessment as promulgated by the Central Jersey Joint Insurance Fund and Employee Benefits Management in an amount not to exceed \$41,200.00 for the Employee Health Benefits Program for 2024.

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 a Professional Services Contract and other service contracts as noted, with World Insurance Associates in the “not to exceed” amounts set forth above for the year 2024.
2. The Professional Service contract is 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.

27. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH LARIMORE ASSOCIATES FOR MAINTENANCE OF POLICE DEPARTMENT SOFTWARE

WHEREAS, there exists a need for maintenance of software in the Police Department; and

WHEREAS, Larimore Associates currently provides software maintenance for the Police Department; and

WHEREAS, the Chief of Police and Qualified Purchasing Agent recommend the award of a “Non Fair and Open” contract to Larimore Associates for maintenance of Police Department software in an amount not to exceed \$22,189.00 for 2024 pursuant to their December 2023 proposal; and

WHEREAS, funds will be available in the 2024 budget through account #01-201-25-745-236 certified as such by the Chief Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that: (1) a Non Fair and Open contract in an amount not to exceed \$22,189.00 is hereby awarded to Larimore Associates for maintenance of Hillsborough Police Department software for 2024; and (2) Larimore Associates shall submit a Political Contribution Disclosure form and all alternate procurement documents required by the Township Qualified Purchasing Agent.

28. RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS

WHEREAS, the Tax Collector indicates tax overpayments have been received as indicated below and recommends refunds be issued for such overpayments.

Block	Lot	Qualifier	Name	Amount	Qtr	Year
205.18	7		Approved Chimney LLC	\$75		2023

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

County of Somerset, State of New Jersey, that the Tax Collector is hereby authorized to refund the amounts set forth herein for tax overpayments.

29. RESOLUTION AUTHORIZING PURCHASE OF BULK ROCK SALT FOR PUBLIC WORKS THROUGH THE SOMERSET COUNTY COOPERATIVE

WHEREAS, the Director of the Department of Public Works has requested authorization for the purchase of bulk rock salt; and

WHEREAS, Atlantic Salt, Inc., will provide these materials through the Somerset County Cooperative Contract #CC-0054-22 of which the Township of Hillsborough is a member in an amount not to exceed \$40,000.00; and

WHEREAS, funds are available in the 2024 Municipal Budget and have been certified as such by the Chief Finance Officer through Account #01-201-26-769-840.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the purchase of bulk rock sale from Atlantic Salt, Inc., through the Somerset County Cooperative Contract #CC-0054-22 in an amount not to exceed \$40,000.00 is hereby authorized.

30. RESOLUTION AUTHORIZING PENNONI AND ASSOCIATES TO PERFORM PROFESSIONAL SERVICES RELATING TO ENVIRONMENTAL ASSESSMENTS

WHEREAS, there exists a need for Phase 1 Environmental Assessments Pertaining to The Township's Purchase of Block 183.01, Lot40 and Block 198, Lot 2.03; and

WHEREAS, pursuant to the contract for professional services awarded by the Township to Pennoni Engineering 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 a proposal, dated February 8, 2024, to provide professional engineering services, Phase 1 environmental assessment for

- Block 183.01, Lot 40, in the amount not to exceed \$3,600.00
- Block 198, Lot 2.03, in an amount not to exceed \$3,600.00; and

WHEREAS, funds are available through the Open Space account and have been certified as such by the Chief Financial Officer through account #13-287-56-851-000.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Pennoni Engineering is hereby authorized to provide professional engineering services for the project set forth herein in accordance with the proposal submitted in an amount not to exceed \$3,600 for Block 183.01, Lot 40 and an amount not to exceed \$3,600 for Block 198, Lot 2.03.

Upon a motion by Deputy Mayor John Ciccarelli, seconded by Committeewoman Catherine Payne, the consent agenda was unanimously approved upon the call of the roll.

Township Administrator Ferrera congratulated all the employees receiving title changes and promotions and welcomed new employees.

PUBLIC HEARINGS

1. 2024-01 ORDINANCE TO AMEND AN ORDINANCE ENTITLED “SALARY RANGE

ORDINANCE” SETTING FORTH THE SALARY RANGES FOR THE CLASSIFICATIONS SET FORTH IN SAID ORDINANCE.

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

CLASSIFICATION	MIN	MAX	DEPT	TYPE
Township Administrator	50,000	210,000	Administration	Non-U1
IT Director	41,000	120,000	Administration	Non-U1
Human Resources Manager	45,000	95,000	Administration	Non-U1
Economic and Business Development/Sustainability Director	15,000	90,000	Administration	Non-U1
Assistant IT Director	35,000	65,000	Administration	Non-U1
Executive Assistant	35,000	65,000	Administration	Non-U1
Committeepersons	3,500	10,000	Administration	Non-U1
Special Projects Coordinator	1,000	5,000	Administration	Non-U1
Part-Time Technology Support	\$15.13/Hr.	\$28.00/Hr.	Administration	Part-Ti
Clerk Part-Time	\$15.13/Hr.	\$22.00/Hr.	Administration	Part-Ti
Part-Time Floater	\$15.13/Hr.	\$22.00/Hr.	Administration	Part-Ti
Part-Time Outreach Support Specialist	\$15.13/Hr.	\$22.00/Hr.	Administration/EBD	Part-Ti
Part-Time Inspector	\$25.00/Hr.	\$40.00/Hr.	Building	Part-Ti
Part-Time Technical Assistant	\$15.13/Hr.	\$22.00/Hr.	Building	Part-Ti
Director Building Department	48,000	150,000	Building	Non-U1
Construction Official	48,000	150,000	Building	Non-U1
Building Sub Code Official / Supervisor	48,000	110,000	Building	Non-U1
Assistant Building Sub Code Official	48,000	95,000	Building	Non-U1
Use of License in 2nd Discipline	2,500	5,000	Building	Stipend
Acting Construction Official	1,500	5,000	Building	Stipend
Director of Engineering	10,000	125,000	Engineering	Non-U1
Township Engineer	10,000	125,000	Engineering	Non-U1
Health Officer	47,000	118,883	Health	Non-U1
Director of Environmental Programs	45,000	98,672	Health	Non-U1
Registered Environmental Health Specialist	45,000	67,428	Health	Non-U1
Deputy Director Envir. & Public Health Programs	38,000	71,722	Health	Non-U1
Millstone Health Liaison	2,000	6,000	Health	Stipend
Recycling Coordinator	2,000	6,000	Health	Stipend
Assistant Recycling Coordinator	1,000	5,000	Health	Stipend
Registrar	1,000	4,000	Health	Stipend
Part-Time Property Maint/Code Enforcement/ Deputy Zoning Officer	\$15.13/Hr.	\$30.00/Hr.	Health/Planning & Zoning	Part-Ti
Part-Time Violations Technician	\$15.13/Hr.	\$30.00/Hr.	Municipal Court	Part-Ti
Court Administrator	45,000	105,000	Municipal Court	Non-U1
Municipal Judge	15,000	85,000	Municipal Court	Non-U1
Deputy Court Administrator	38,000	80,000	Municipal Court	Non-U1
Shared Court Stipend	2,000	50,000	Municipal Court	Stipend

Public Defender	1,000	25,000	Municipal Court	Stipend
After Hours ECDR Processing	2,000	5,000	Municipal Court	Stipend
Part-Time Recording Secretary	\$15.13/Hr.	\$22.00/Hr.	Planning & Zoning	Non-Ur
Director of Planning & Zoning	47,000	125,000	Planning & Zoning	Non-Ur
Assistant Director of Planning and Zoning / Zoning Official	45,000	95,000	Planning & Zoning	Non-Ur
GIS Specialist/Assistant Planner	45,000	95,000	Planning & Zoning	Non-Ur
Part-Time Police Support Technician	\$15.13/Hr.	\$30.00/Hr.	Police	Part-Ti
Special Officers	\$15.13/Hr.	\$28.00/Hr.	Police	Part-Ti
Police Property Manager	\$20.00/Hr.	\$28.00/Hr.	Police	Part-Ti
Crossing Guards	\$15.13/Hr.	\$22.00/Hr.	Police	Part-Ti
Police Chief	125,000	240,000	Police	Non-Ur
Police Captain	120,000	200,000	Police	Non-Ur
Police Lieutenant	115,000	190,000	Police	Non-Ur
Police Sergeant	114,006	154,599	Police	PBA L
Police Corporal	106,881	140,546	Police	PBA L
Police Officer	46,508	133,854	Police	PBA L
Municipal Prosecutor	10,000	105,000	Police	Non-Ur
OEM Director	45,000	95,000	Police	Non-Ur
Police Chief Secretary	35,000	80,000	Police	Non-Ur
Police Operations Assistant	35,000	65,000	Police	Non-Ur
IT Director Police Dept.	40000	14000	Police	Non-Ur
Part-Time Building Maintenance	\$15.13/Hr.	\$28.00/Hr.	Public Works/Parks	Part-Ti
Part-Time Administrative Assistant	\$15.13/Hr.	\$22.00/Hr.	Public Works/Parks	Part-Ti
Director Public Works	47,000	130,000	Public Works/Parks	Non-Ur
Supervisor of Public Works	45,000	110,000	Public Works/Parks	Non-Ur
Supervisor of Parks	45,000	110,000	Public Works/Parks	Non-Ur
Working Forman Public Works/Parks	62,000	80,000	Public Works/Parks	Non-Ur
Assistant Supervisor of Public Works/Parks	38,000	95,000	Public Works/Parks	Non-Ur
Equipment	69,417	95,000	Public Works/Parks	Teamst
Operator/Mechanic/Journeyman/Welder (II)				
Public Works Worker 1-4	36,326	85,000	Public Works/Parks	Teamst
Equipment	63,253	80,000	Public Works/Parks	Teamst
Operator/Mechanic/Journeyman/Welder (I)				
Arborist	59,012	75,000	Public Works/Parks	Teamst
Sign Shop Operator	59,012	75,000	Public Works/Parks	Teamst
Director Parks and Recreation	55,000	105,000	Recreation	Non-Ur
Assistant Director of Recreation	38,000	80,000	Recreation	Non-Ur
Senior Dance Instructor	\$ 25.00/Hr.	\$ 35.00/Hr.	Social Services	Part-Ti
Senior Wellness Instructor	\$ 25.00/Hr.	\$ 35.00/Hr.	Social Services	Part-Ti
Director Social Services	55,000	120,000	Social Services	Non-Ur
Assistant Director of Social Services	38,000	75,000	Social Services	Non-Ur
Tax Assessor	47,000	150,000	Tax Assessor	Non-Ur
Deputy Assessor	45,000	95,000	Tax Assessor	Non-Ur
Part-Time Assistant to Tax Collector	\$15.13/Hr.	\$22.00/Hr.	Tax Collection/Treasurer	Part-Ti

Director of Finance/CFO/Treasurer	10,000	150,000	Tax Collection/Treasurer	Non-U1
Tax Collector/Payroll Manager	10,000	120,000	Tax Collection/Treasurer	Non-U1
Part-Time Receptionist	\$15.13/Hr.	\$22.00/Hr.	Township Clerk	Part-Ti
Township Clerk/PIO	20,000	130,000	Township Clerk	Non-U1
Deputy Clerk	20,000	80,000	Township Clerk	Non-U1
Asst. to Municipal Clerk	35,000	65,000	Township Clerk	Non-U1
Office Assistant / Multimedia Specialist	\$20,000	\$50,000	Township Clerk	Non-U1
Part-Time Office Assistant	\$15.13/Hr.	\$22.00/Hr.	All Departments	Part-Ti
Grade 10	47,831	122,237	All Departments	AFSCM
Grade 11	44,338	113,278	All Departments	AFSCM
Grade 12	41,333	105,625	All Departments	AFSCM
Class I	35,000	85,000	All Departments	AFSCM

Section 1. The Salary Ordinance of the Township of Hillsborough shall be amended as follows:

Upon a motion by Committeeman Shawn Lipani, seconded by Committeewoman Catherine Payne, to open the public hearing on Ordinance 2024-01, the motion was unanimously approved upon the call of the roll.

Upon a motion by Committeewoman Catherine Payne, seconded by Committeeman Shawn Lipani, to close the public hearing and adopt Ordinance 2024-01, the motion was approved upon the call of the roll.

2. 2024-02 AN ORDINANCE AMENDING SECTION 188-83P(2) OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH, TITLES "SIGN REVIEW COMMITTEE MEMBERSHIP"

BE IT ORDAINED, by the Township Committee of the Township of Hillsborough in the County of Somerset and State of New Jersey, as follows: **New language is underlined thus and deletions are indicated with strikethroughs thus.**

Section 1. Section 188-83P(2) of the Code of the Township of Hillsborough, titled "Sign Review Committee", is hereby amended as follows:

P. Sign Review Committee

(1) A Sign Review Committee is hereby established to foster predictability and consistency with the applicability of these regulations. The primary responsibility of the Sign Review Committee is to hear and decide on sign waiver applications that do not involve site plan, subdivision, conditional use or variance approvals. The Sign Review Committee shall also make recommendations to the Planning Board regarding revisions to the sign regulations from time to time, as warranted.

(2) Membership on the Sign Review Committee shall be appointed annually by the Mayor at the reorganization of the Township Committee and shall consist of the following four (4) regular members and ~~one (1) alternate member~~ two (2) alternate members:

(a) The Township Administrator or his/her designee, except for members of the Planning Department.

(b) One (1) member who operates a business in the Township.

(c) One (1) member of the Economic and Business Development Commission.

(d) One (1) member who is a Township resident and has specific training in architecture, landscape architecture, urban design or planning.

~~(e) One (1) alternate member who is a Township resident.~~ (e) Two (2) alternate members who are Township residents.

(3) All meetings of the Sign Review Committee established herein shall be subject to the requirements of the Open Public Meetings Act, 10:4-6 et seq., and shall be conducted pursuant to Robert's Rules of Order.

(4) Applications for sign waivers not involving a site plan, subdivision, conditional use or variance shall be forwarded by the Planning Department to the Sign Review Committee for its review and decision. It shall be the responsibility of the Sign Review Committee to schedule a review of applicable sign waiver applications and to make decisions regarding these applications within forty-five (45) days of the submission of a complete application or automatic approval will be granted, unless the applicant consents to an extension of time for a decision.

Section 2. Severability.

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision and the remainder of this Section shall be deemed valid and effective.

Section 3. Effective Date.

This Ordinance shall take effect as provided by law.

Upon a motion by Deputy Mayor John Ciccarelli, seconded by Committeewoman Catherine Payne, to open the public hearing on Ordinance 2024-02, the motion was unanimously approved upon the call of the roll.

Upon a motion by Deputy Mayor John Ciccarelli, seconded by Committeewoman Catherine Payne, to close the public hearing and adopt Ordinance 2024-02, the motion was approved upon the call of the roll.

INTRODUCTION OF NEW ORDINANCES

None

CLAIMS LIST

1. CLAIMS LIST 24-01

Mayor Britting asked to approve Claims List 2024-01.

Upon a motion by Committeeman Shawn Lipani, seconded by Committeewoman Catherine Payne, Claims List 2024-01, was approved upon the call of the roll.

NEW BUSINESS

None

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.

None

EXECUTIVE SESSION

None

ADJOURNMENT

Upon a motion by Committeewoman Catherine Payne, seconded by Committeewoman Samantha Hand, the meeting duly adjourned at 8:40 pm. Said motion was unanimously carried upon voice vote.

Attested:

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

Sarah Brake
Township Clerk