

Minutes of the Regular Meeting of the Township Committee of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:30 p.m. on the above date.

Upon call of the roll, the following Committee members were recorded present: Committeeman Greg Burchette, Committeewoman Gloria McCauley, Committeeman Doug Tomson, Deputy Mayor Carl Suraci, and Mayor Frank DelCore. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Pamela Borek, and Township Attorney William Willard.

### **SALUTE TO THE FLAG**

Following roll call, Mayor DelCore advised that in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975, that notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at 7:30 p.m. February 23, 2016.

### **APPROVAL OF MINUTES**

- *Approval of the October 13, 2015 Executive Session Meeting Minutes*

Upon a motion by Committeeman Tomson, seconded by Committeeman Burchette, the minutes of the October 13, 2015 Executive Session Meeting was approved upon the call of the roll.

- *Approval of the February 9, 2016 Regular Session Meeting Minutes*

Upon a motion by Committeewoman McCauley, seconded by Committeeman Burchette, the minutes of the February 9, 2016 Regular Session Meeting was approved upon the call of the roll.

### **REPORTS FROM COMMITTEE LIAISONS, AND RECEIPT OR REPORTS, PETITIONS OR COMMUNICATIONS**

#### **Committeeman Burchette**

Committeeman Burchette stated the Hillsborough Township 2016 Annual Clean-Up Coupons will be available starting March 1<sup>st</sup>. This is for both Senior pick up and access to the Auten Road Facility. Coupons are available at the Department of Public Works garage, located at 21 East Mountain Road, next to the YMCA, from 7 am until 3 pm, Monday through Friday. Flyers with all of the information will be in Friday's e-newsletter and posted to the Township website.

**Committeewoman McCauley**

Committeewoman McCauley stated the Hillsborough Board of Fire Commissioners held their Annual Election this past Saturday. Committeewoman McCauley noted the budget was approved with 305 yes votes and received 48 no votes. Both of the capital questions were also approved. Committeewoman McCauley congratulated Charles Nuara and John Catrombon, Jr. on being re-elected.

Committeewoman McCauley announced the 2016 Outstanding Women in Somerset County awards dinner, sponsored by the County Commission on the Status of Women, will be held on Friday, March 18<sup>th</sup>. Information on tickets can be found in Friday's e-newsletter or contacting Somerset County. Committeewoman McCauley added, congratulated 4 Hillsborough women who were recognized this year. Hillarie Scannelli, Lois Bennett, Paulette Brown and Dr. Laurene Wolf.

**Committeeman Tomson**

Committeeman Tomson announced the Hillsborough Cultural Arts Commission will be hosting the 2016 Art and Photo Exhibition March 11-13<sup>th</sup>. There will be a reception on Friday, March 11<sup>th</sup> from 7-9 pm. The deadline to register is Sunday, March 6<sup>th</sup>. The exhibition is open to all adults and students residing in Somerset, Mercer and Hunterdon Counties.

Committeeman Tomson stated registration is open for spring soccer and softball leagues.

Committeeman Tomson invited all to join in the 3<sup>rd</sup> Annual Recreational Fun Run on April 2<sup>nd</sup> at Ann Van Middlesworth Park! Registration is required. More information is available on the Recreation website.

**Deputy Mayor Suraci**

Deputy Mayor Suraci noted that pet owners have until February 29<sup>th</sup> to license their dogs for 2016. Deputy Mayor Suraci added, your pet must have a valid rabies vaccination good through October of 2016. Please contact the Finance office for additional information.

Deputy Mayor Suraci stated the Board of Education of Hillsborough will hold a Special School District Election on Tuesday, March 8<sup>th</sup> on a Capital Improvement Referendum. There will be hearing from Dr. Schiff in just a little while about the referendum.

Deputy Mayor Suraci noted that the Credit Card Advisory Committee had their reorganization meeting and congratulated Maria Avolio being selected as Chair, Pamela Borek as Vice Chair and Barbara Merdinger as Secretary. The committee formally opened up Grant Application process.

**Mayor DelCore**

Mayor DelCore also congratulated Commissioners Charles Nuara and John Catrombon, Jr. on being re-elected to the Fire Commission.

Mayor DelCore reminded that the deadline for the Louis Bay the 2<sup>nd</sup> Future Municipal Leaders Scholarship contest is March 10<sup>th</sup>. Mayor DelCore added this is the third year that the Township has partnered with the School District to participate in this Scholarship opportunity.

Mayor DelCore noted there are many ways in which you can be connected to what is happening here at the Township such as the Friday e-newsletter, Nixle, Honeywell Instant Alert and Twitter. Be sure you are connected.

Mayor DelCore reported on the Somerville Industrial Park fire that broke out on Thursday Feb. 11<sup>th</sup> recounting the events of the fire and several days following. The fire quickly escalated into one of the largest fires in memory for not only Somerset County but one of the largest fires in state history. By Thursday evening, 2 buildings, each roughly 240,000 square feet had been engulfed in the blaze. By early Friday, the fire had been contained to the two buildings despite significant risk of further spreading fueled mainly by the wind. Mayor DelCore noted that fortunately the fire did not spread to any of our nearby residential areas and injuries were limited. Both DEP and the EPA were on site conducting ongoing air quality tests and by midday Friday the tests clearly showed no air quality issues and no health threat.

Mayor DelCore also noted the fire was difficult to contain given the sheer magnitude of the blaze coupled with the challenges presented to our firefighters by the wind and the extreme cold. Mayor DelCore stated Hillsborough's firefighters and emergency responders here in town were certainly put to the test in battling the fire. Mayor DelCore in conjunction with all of his colleagues on the Township Committee expressed thanks and gratitude to the fire fighters, our Chief Fire Marshal Chris Weniger, the Office of Emergency Management led by John Sheridan, the police officers, EMS crews and Township staff who worked so hard in spite of brutal conditions that Somerville Industrial Park to fight the fire.

Mayor DelCore added that our local firefighters are all volunteers and they were willing to lay their lives on the line to protect our community and respond to this difficult challenge. We owe them a tremendous debt of gratitude. Mayor DelCore noted that the response from the county and neighboring towns was amazing. Hillsborough Township received support from more than 30 municipalities in 5 counties. In total, more than 200 vehicles from other towns came to combat the fire. Hillsborough Township is extremely grateful to all of those communities that supported us in our time of need.

Mayor DelCore stated the Somerville Industrial Park is a federal property over which Hillsborough has very little jurisdiction regarding code enforcement. Mayor DelCore added that for the past week, since this is a Federal property, the Bureau of Alcohol, Tobacco and Firearms' National Response Team has been working with Hillsborough's Fire Marshals, The NJ Division of Fire Safety and the US Dept. of Veteran's Affairs in conducting the investigation

into the cause of the fire as was announced today by the ATF, the cause cannot be determined. Mayor DelCore noted there are representatives from the ATF at this meeting and will be providing an update on their findings.

Mayor DelCore continued, as a result of the limited jurisdiction of Hillsborough over this site, Hillsborough will be seeking reimbursement for all township costs incurred in battling the fire. We will be working closely with Congressman Lance's office on this request.

Mayor DelCore stated as noted earlier, air quality testing was conducted for the first several days of the fire and there was shown to be no air quality issues. However, the health risk from this fire could have been significantly worse had the mercury stockpile on an adjacent property warehouse remained on site. Mayor DelCore noted there has been much concern over this issue, however, he confirmed that the full mercury stockpile was moved to Nevada back in 2010 thanks to the several year-long efforts of the Hillsborough Township Committee and Congressman Lance. Mayor DelCore is very proud of the work to have the mercury removed from Hillsborough and clearly a catastrophe was avoided by the diligence of this Township Committee.

In closing, Mayor DelCore expressed his sincere thanks to our township employees for their outstanding preparedness and organization throughout this process, in particular, Pamela Borek, who also serves as the Township's Public Information Officer, Administrator Ferrera and our Health Officer, Dr. Belnay who did exemplary work in keeping the media and the public updated and informed.

Mayor DelCore added that he would be remiss if the Township Committee didn't also acknowledge the overwhelming response from the public, the residents of Hillsborough. The outpouring of support from our community, in the form of offers to provide food, water, coffee, blankets, shelter, and other donations was overwhelming. Mayor DelCore stated it was humbling and inspiring to see our community pull together and we look forward to honoring our first responders in the near future.

Mayor DelCore stated Special Agent in Charge George Belsky and Assistant Special Agent in Charge Scott Curley from the ATF were present to provide further comment.

Agent Belsky, Special Agent in Charge in New Jersey reported that when the agency works a fire of this size, their national response team is called in. This includes expert special agents, scientists, and chemists who are experts on fire science and determining origins to the cause of fires. They worked for about a week with support from Hillsborough Fire Marshalls, Police Department, and the State Fire Marshalls. The ATF has 30 days to prepare the report.

Maria Janucik, 2155 Camplain Road, Hillsborough, asked what was stored in the warehouse?

Agent Belsky noted that the warehouse, 14C, where the fire originated, was leased to the Mayflower Storage and had office equipment and files.

Ms. Janucik asked if plastic pellets were in that building?

Agent Belsky noted that plastic pellets were stored in another warehouse that wasn't where the fire originated, yet was part of the fire.

Ms. Janicik inquired further about the fire and her questions were answered by the ATF.

### **PRESENTATIONS**

- ***Recognition of Hillsborough Businesses / Organizations that have served the citizens of Hillsborough Township in excess of 25 years***

*New Horizon Christian Fellowship*

### **PROCLAMATIONS**

- ***Proclamation declaring March 2, 2016 as Read Across America Day***

***WHEREAS***, the citizens of Hillsborough Township stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

***WHEREAS***, Hillsborough Township has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is key to the community's well-being and long-term quality of life; and

***WHEREAS***, National Education Association's Read Across America, a national celebration of reading, is being conducted on March 2, 2016, which would have been the 112th birthday of Theodor Seuss Geisel, better known as Dr. Seuss; and

***WHEREAS***, Read Across America-NJ is being conducted statewide by the New Jersey Education Association, in partnership with the New Jersey State League of Municipalities, the New Jersey Library Association, and their local affiliates across the state to promote reading and adult involvement in the education of our community's students.

***NOW, THEREFORE, BE IT PROCLAIMED***, that we, the Mayor and Township Committee of the Township of Hillsborough, call on the citizens of Hillsborough Township to assure that every child has a safe place reading together with a caring adult.

**BE IT FURTHER PROCLAIMED**, that we, the Mayor and Township Committee of the Township of Hillsborough enthusiastically endorse NEA's Read Across America and Read Across America-NJ, and recommits our community to engage in programs and activities to make America's children the best readers in the world.

- **Proclamation honoring Sergeant Trevor Oldenburg**

**WHEREAS**, Sergeant Trevor Oldenburg, a Police Officer with the Hillsborough Township Police Department, is retiring after twenty five years of dedicated service; and

**WHEREAS**, on August 8, 1990, Sergeant Oldenburg began his career in the Patrol Division for the Hillsborough Township Police Department; and

**WHEREAS**, Sergeant Oldenburg was promoted to Corporal of the Patrol Division on June 14, 1995 and held that position until December 1997; and

**WHEREAS**, on May 1, 2000 through December 31, 2001 Sergeant Oldenburg was assigned to the Investigative Division; and

**WHEREAS**, on January 1, 2002 through August 31, 2005 Sergeant Oldenburg was assigned to the Patrol Division; and

**WHEREAS**, on September 1, 2005 to October 13, 2014 Sergeant Oldenburg was assigned to the Investigative Division and appointed Corporal on January 1, 2010 to October 13, 2014; and

**WHEREAS**, on October 14, 2014, Sergeant Oldenburg was promoted to Sergeant of the Patrol Division, a position he served through his retirement; and

**WHEREAS**, Sergeant Oldenburg also served on the Somerset County Emergency Response Dive Team and Somerset County Narcotics Task Force; and

**WHEREAS**, Sergeant Oldenburg has received many letters of appreciation from citizens and commendations from the Department recognizing him for his excellent work and dedication to serving the community; and

**WHEREAS**, Sergeant Oldenburg has served the Township of Hillsborough and the residents of the community with passion and selflessness throughout his career.

**NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Mayor and the Township Committee of the Township of Hillsborough hereby express our gratitude for all of the hard work and dedication of Sergeant Oldenburg in the community of Hillsborough.

**BE IT FURTHER PROCLAIMED**, that we the Mayor and Township Committee of the Township of Hillsborough, along with his numerous co-workers, and the citizens of Hillsborough Township thank

Sergeant Trevor Oldenburg for his valuable contributions to Hillsborough Township, and we wish him well in all of his future endeavors.

- **Proclamation honoring Chief Paul Kaminsky**

**WHEREAS**, Chief Paul Kaminsky, a Police Officer with the Hillsborough Township Police Department, is retiring after twenty six years of dedicated service; and

**WHEREAS**, Chief Kaminsky began his career in the Patrol Division in January of 1990 for the Hillsborough Township Police Department; and

**WHEREAS**, Chief Kaminsky is a graduate of the 234th Session of the FBI National Academy; and

**WHEREAS**, from September 1992 through June 1995 Chief Kaminsky was assigned to the Juvenile Bureau of the Investigative Division, and appointed to Corporal on January 19, 1995; and

**WHEREAS**, on July 1, 1995 Chief Kaminsky was promoted to Sergeant; and

**WHEREAS**, Chief Kaminsky was the Shift Commander for the Patrol Division from July 1, 1995 through June 30, 1997; and

**WHEREAS**, from July 1, 1997 through January 30, 2000 Chief Kaminsky was the Training Bureau Supervisor; and

**WHEREAS**, on February 1, 2000 Chief Kaminsky was promoted to Lieutenant; and

**WHEREAS**, on August 1, 2006 Chief Kaminsky was promoted to Chief and has held that position through his retirement on February 1, 2016; and

**WHEREAS**, Chief Kaminsky has received many letters of appreciation from citizens and commendations from the Department recognizing him for his excellent work and dedication to serving the community; and

**WHEREAS**, Chief Kaminsky has served the Township of Hillsborough and its' residents with passion and selflessness throughout his career.

**NOW, THEREFORE, BE IT PROCLAIMED**, that we, the Mayor and the Township Committee of the Township of Hillsborough hereby express our gratitude for all the hard work and dedication of Chief Kaminsky for the community of Hillsborough.

*BE IT FURTHER PROCLAIMED, that we the Mayor and Township Committee of the Township of Hillsborough, along with his numerous co-workers, and the citizens of Hillsborough Township thank Chief Kaminsky for his valuable contributions to Hillsborough Township, and wish him well in all of his future endeavors.*

- *Dr. Jordan Schiff, Superintendent of Schools*

Mayor DelCore stated that Dr. Jordan Schiff, Superintendent of the Hillsborough Township Public School System will present on the referendum Special Election which as Deputy Mayor Suraci mentioned earlier will be held Tuesday, March 8<sup>th</sup>.

Dr. Schiff thanked Mayor DelCore and noted that Vice President of the School Board Jenn Hailey was also in attendance. Dr. Schiff announced there are 2 construction projects up for vote for the referendum; re-turfing of the High School field and the repaving with new drainage in the parking lot of the Middle School. Dr. Schiff then presented a brief video on the projects.

Dr. Schiff noted that the funding for this is a great opportunity. Debt service aide 40% of the projects will be covered and the other 60% in the bank in our capital reserve, so no tax increase will be incurred. With the community voting yes to this referendum, it will allow us to qualify for the debt service aide. The amount of money we could possibly get is up to \$800,000.

Ms. Hailey reminded that residents should be sure to go to the appropriate voting location and that the passing of this referendum would be a great opportunity to get 40% paid for through State aide.

Committeeman Tomson asked if, regardless of the vote, are both projects going to be completed?

Dr. Schiff stated that the turf field would be completed first because it is a safety issue. The Middle School parking lot would be completed during the summer.

Committeeman Tomson asked if the Middle School parking lot project could be postponed until next year. Dr. Schiff responded that currently the parking lot is in such disrepair that it is costing more to maintain it during inclement weather. Ms. Hailey noted that with the reconstruction of the parking lot, a new flow pattern would also be implemented.

Mayor DelCore asked if the turf project would be completed in time for the fall season. Dr. Schiff noted it would be completed by August and the referendum vote was planned to allow for enough time to complete the project.

Deputy Mayor Suraci stated that residents can go to the Board of Education website where there is a link to Township website to download an absentee ballot in case residents are unable to physically attend the vote. The deadline for an absentee ballot is March 1<sup>st</sup>.

Mayor DelCore thanked Dr. Schiff.

Mayor DelCore noted that the next Township Committee meeting will be held on Wednesday, March 9<sup>th</sup> as a result of the elections on March 8<sup>th</sup>.

Mayor DelCore thanked and congratulated everyone for joining the meeting this evening.

## **NEW BUSINESS**

*None*

## **PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA**

Maria Janucik, 2155 Camplain Road, requested clarification on the newly designated Zoning Deputies. Mayor DelCore answered that Administrator Ferrera and Mr. David Kois have been designated to those positions.

Ms. Janucik requested clarification on the payment of the Municipal Judge and how each municipality was paying for the shared services of Hillsborough's court. Mayor DelCore answered that Montgomery Township and Manville each pay a fixed fee that covers costs which includes the Municipal Judge's salary.

Ms. Janucik asked if Attorney Eric Bernstein was the Labor Counsel and the Planning Board Attorney. Mayor DelCore noted that the Planning Board has separate reorganization minutes and he is listed as such within those minutes.

Ms. Janucik requested clarification on the \$50,000 limit of fees to this counsel. Mayor DelCore stated that Attorney's fees are based on an hourly rate. Township Clerk Pamela Borek confirmed that should the Attorney fees go beyond the \$50,000 cap, another resolution would be need to passed.

Ms. Janucik asked who was the attorney for Tax Appeals in the Township. Attorney William Willard stated that Attorney Martin Allen from the Law Firm DiFrancesco, Bateman, hired by the Township, was the Tax Appeal Specialist.

## **PUBLIC HEARINGS**

- None

**INTRODUCTION OF NEW ORDINANCES**

- None

**CONSIDERATIONS**

**1. RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT TO COMMUNITY VISITING NURSE ASSOCIATION FOR PUBLIC HEALTH NURSING SERVICES FOR THE RESIDENTS OF THE TOWNSHIP OF HILLSBOROUGH**

**WHEREAS**, the Township Health Officer has determined that there is a need for nursing services as required by the New Jersey Department of Health; and

**WHEREAS**, said nursing services include required activities such as the child health clinic, a wellness program and a flu vaccination clinic; and

**WHEREAS**, the Township Health Officer met with the staff of Community Visiting Nurse Association and recommended the award of contract be made to them in the amount not to exceed \$13,442.00 pursuant to their proposal dated January 1, 2016, which contract is to end on December 31, 2016; and

**WHEREAS**, the Township Committee ratifies and confirms the award and execution of a “Non Fair and Open” contract for Professional Services to Community Visiting Nurse Association to provide nursing services that include required activities such as the child health clinic, a wellness program and a flu vaccination clinic; and

**WHEREAS**, additional nursing services are available to the Township on an as needed basis at the direction of the Township Health Officer, at the rate of \$47.00 per hour; and

**WHEREAS**, funds are available and have been certified as such by the Chief Finance Officer said certification is attached to this Resolution.

**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 contract with Community Visiting Nurse Association to provide public health nursing services to the residents of the Township of Hillsborough in the amount of \$13,442.00 and additional nursing services on an as needed basis, at the rate of \$47.00 per hour is to be effective for the period of January 1, 2016 to December 31, 2016.
2. This resolution shall take effect immediately.

Mayor DelCore stated The Visiting Nurse contract, recommended by the Board of Health, enables the Township to meet the State mandated requirements of the New Jersey Public Health Practice Standards.

Mayor DelCore added Hillsborough has had a long and successful relationship with the Community Visiting Nurse Association. They are particularly helpful in providing a well-staffed professional nursing pool which helps with our many vaccination clinics throughout the year.

Upon the motion by Committeewoman McCauley, seconded by Committeeman Burchette, the aforesaid resolution was unanimously approved upon call of the roll.

**2. RESOLUTION AUTHORIZING THE HIRING OF FRANK LUKACS, AS A FULL TIME PLUMBING INSPECTOR IN THE TOWNSHIP OF HILLSBOROUGH BUILDING DEPARTMENT EFFECTIVE FEBRUARY 24, 2016 AT A SALARY OF \$54,675.00 PER YEAR AND AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO POST FOR THE POSITION OF PART TIME PLUMBING INSPECTOR IN THE TOWNSHIP OF HILLSBOROUGH BUILDING DEPARTMENT**

**WHEREAS**, there exists a need for a full time Plumbing Inspector in the Township of Hillsborough Building Department; and

**WHEREAS**, Frank Lukacs has over eight years of experience working for Hillsborough Township as a part-time Plumbing Inspector; and

**WHEREAS**, the Construction Official recommends the hiring of Frank Lukacs, as a full time Plumbing Inspector effective February 24, 2016 at an annual salary of \$54,675.00; and

**WHEREAS**, Frank Lukas, as an experienced employee, is granted Permanent Employee Status as a Plumbing Inspector in the Township Building Department effective February 24, 2016; and

**WHEREAS**, there exists a need for a part-time Plumbing Inspector in the Township Building Department; and

**WHEREAS**, the Construction Official requests authorization to post for the position of part-time Plumbing Inspector in the Township Building Department.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Construction Official is authorized to hire Frank Lukacs as a full time Plumbing Inspector effective February 24, 2016 at

an annual salary of \$54,675.00 and the Construction Official is authorized to post for the position of part-time Plumbing Inspector.

Mayor DelCore stated that there exists a vacancy in the Building Department in the position of full time plumbing inspector. The Construction Official recommends Mr. Lukacs for this position as he has been employed by the Township for 8 years in a part time capacity. Welcome Mr. Lukacs to a full time position.

Administrator Ferrara added he had an opportunity to interview Mr. Lucas and noted once again it's a pleasure to hire from within the organization.

Ms. Janucik, 2155 Champlain Road, requested clarification on the filling of the part time position Mr. Lucas was leaving. Mayor DelCore confirmed there was an opening for a part time plumbing inspector.

Upon the motion by Committeeman Burchette, seconded Deputy Mayor Suraci, the aforesaid resolution was unanimously approved upon call of the roll.

**3. RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR AN EMPLOYEE ASSISTANCE PROGRAM (EAP) WITH PRINCETON HEALTHCARE SYSTEMS FOR THE PERIOD OF MARCH 1, 2016 THROUGH FEBRUARY 28, 2017 IN AN AMOUNT NOT TO EXCEED \$3,061.25**

**WHEREAS**, the Township of Hillsborough advertised and issued a Request for Qualifications for an Employee Assistance Program (EAP); and

**WHEREAS**, Princeton HealthCare was the only entity to submit a valid response to the Township's Request for Qualifications for an Employee Assistance Program; and

**WHEREAS**, the Township currently contracts with Princeton HealthCare for an Employee Assistance Program (EAP); and

**WHEREAS**, the Township Qualified Purchasing Agent recommends that the Township renew its contract with Princeton HealthCare which will ensure continuity of existing services; and

**WHEREAS**, the cost to the Township will not exceed \$3,061.25 for the period March 1, 2016 through February 28, 2017; and

**WHEREAS**, funds are available 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, as follows:

1. An award of contract for an Employee Assistance Program (EAP) is hereby made to Princeton HealthCare, in an amount not to exceed \$3,061.25 for the period March 1, 2016 through February 28, 2017.
2. The Mayor and Township Clerk are hereby authorized to execute the Township's standard form of agreement for services consistent with the terms of this Resolution.

Mayor DelCore stated that quotes were obtained from 1 provider. The Qualified Purchasing Agent recommended Princeton HealthCare Systems, who was the provider for the last three years for the Employee Assistance Program. By awarding this contract to Princeton HealthCare, it allows for a continuity of service for those participants. This contract is for the for the 2016 contract period.

Upon the motion by Committeewoman McCauley, seconded Committeeman Tomson, the aforesaid resolution was unanimously approved upon call of the roll.

**4. RESOLUTION EXTENDING THE CONTRACT WITH MASER CONSULTING, P.A. FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES IN AN AMOUNT NOT TO EXCEED \$12,000.00 FOR ONE (1) ADDITIONAL YEAR**

**WHEREAS**, the Township Committee awarded a contract to Maser Consulting, P.A. through the Competitive Contract Process N.J.S.A. 40A:11-4.1 for a Geographic Information System (GIS) for the period ending December 31, 2015; and

**WHEREAS**, the Township requires the continued maintenance of this proprietary software system until such time as the Township's secure, cloud-based software system is operational, to ensure continuity of services; and

**WHEREAS**, funds are available and have been certified as such by the Chief Financial Officer said certification is attached to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the contract with Maser Consulting, P.A. for Geographic Information System (GIS) Services in an amount not to exceed \$12,000.00 be extended for one (1) additional year.

Mayor DelCore stated that this resolution authorizes the extension of GIS services.

Ms. Janucik, 2155 Champlain Road, requested clarification on GIS services. Mayor DelCore stated it was mapping and noted it's an additional duty to their engineering work.

Upon the motion by Committeeman Burchette, seconded Deputy Mayor Suraci, the aforesaid resolution was unanimously approved upon call of the roll.

**5. RESOLUTION AUTHORIZING THE HIRING OF PATRICK GORMAN TO THE POSITION OF ZONING OFFICER / ASSISTANT PLANNER AT AN ANNUAL SALARY OF \$45,000.00**

**WHEREAS**, there exists a vacancy in the position of Zoning Officer/Assistant Planner in the Planning/Zoning Department; and

**WHEREAS**, the Planning Director recommends the hiring of Patrick Gorman as Zoning Officer/Assistant Planner in the Planning/Zoning Department an annual salary of \$45,000.00, effective March 21, 2016.

**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 Planning Director hereby be accepted and approved.

Mayor DelCore stated there exists a vacancy in the position of Zoning Officer / Assistant Planner within the Township. Mr. Gorman has been recommended for the position by the Township Planner. Welcome Mr. Gorman.

Administrator Ferrera stated that the Township is very pleased to welcome Mr. Gorman who has extensive background in Zoning/Planning and customer service.

Upon the motion by Committeeman Burchette, seconded Committeeman Tomson, the aforesaid resolution was unanimously approved upon call of the roll.

**CONSENT AGENDA**

**1. RESOLUTION ACCEPTING THE RESIGNATION OF ANTHONY MENAFRO, PLUMBING SUB CODE OFFICIAL AND AUTHORIZING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO POST FOR THE POSITION OF FULL TIME PLUMBING SUB CODE OFFICIAL IN THE HILLSBOROUGH TOWNSHIP BUILDING DEPARTMENT**

**WHEREAS**, Anthony Menafro is employed by the Township of Hillsborough as a Plumbing Sub Code Official; and

**WHEREAS**, Mr. Menafro has resigned from the aforementioned position, effective March 4, 2016; and

**WHEREAS**, the Construction Official requests authorization to post for the position of full time Plumbing Sub Code Official.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it accepts the resignation of Anthony Menafro and hereby authorizes the Construction Official to post for the position of full time Plumbing Sub Code Official.

**2. RESOLUTION APPROVING THE REQUEST FROM CCST BUILDERS, INC. (COUNTRY CLASSICS) FOR THE RELEASE OF ENGINEERING INSPECTION FEE IN THE AMOUNT OF \$4,303.02 AND RELEASING TO HILLSBOROUGH TOWNSHIP AN ADMINISTRATIVE FEE IN THE AMOUNT OF \$104.85**

**WHEREAS**, a request has been received from CCST Builders, Inc. (Country Classics) for the release of engineering inspection fee; and

**WHEREAS**, the Assistant Township Engineer certifies that all work has been satisfactorily completed; and

**WHEREAS**, the Assistant Township Engineer recommends that the Township Committee take action to release \$4,303.02 engineering inspection fee to CCST Builders, Inc. (Country Classics) and release to Hillsborough Township an Administrative fee in the amount of \$104.85.

**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 Assistant Township Engineer be and hereby are accepted and approved.

**3. RESOLUTION APPROVING THE REQUEST FROM SOUTH BRANCH ESTATES FOR RELEASE OF DEVELOPMENT REVIEW ESCROW IN THE AMOUNT OF \$1,284.14**

**WHEREAS**, a request has been received from South Branch Estates for the release of Development Review Escrow; and

**WHEREAS**, the Hillsborough Township Planning Director certifies that all work related to the review of the above has been completed; and

WHEREAS, the Hillsborough Township Planning Director recommends that the Township Committee take action to release the \$1,284.14 Development Review Escrow because the work has been completed.

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 Hillsborough Township Planning Director be and hereby is accepted and approved.

**4. RESOLUTION AMENDING APPOINTMENTS TO THE HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY**

WHEREAS, the Township Committee wishes to amend the following appointments:

**Hillsborough Municipal Utilities Authority**

Seat #3	Correcting term ending date	Frank Scaratino	2/01/19
Seat #5	Correcting term ending date	Greg Burchette	2/01/21

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

**5. RESOLUTION CONFIRMING AND RATIFYING THE REFUND OF TAX OVERPAYMENTS IN THE AMOUNT OF \$ 3,854.34 (total properties 2 )**

WHEREAS, real property tax payers overpaid their real property taxes; and

WHEREAS, the Tax Collector has received proof of such payments after correspondence with said property owners.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee, of the Township of Hillsborough, County of Somerset, State of New Jersey, the Tax Collector is hereby authorized to refund said amounts to the property owners; Total, \$3,854.34, properties, 2.

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Block	Lot	Name	Amount	Qtr	Year
58	72.138	Xinghai Jiang	\$2,646.24	1 <sup>st</sup>	2016
163.21	6 -C0912	Bharath Sridhar	\$1,208.10	1 <sup>st</sup>	2016

**6. RESOLUTION ACCEPTING AND ADOPTING THE CENTRAL JERSEY MUNICIPAL JOINT INSURANCE FUND'S 2016 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 unrecognized 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 2016 Safety Incentive Program which should succeed in 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's 2016 Fund Safety Incentive Program be accepted and adopted.

**7. RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO POST FOR THE POSITION OF SECRETARY IN THE HILLSBOROUGH TOWNSHIP DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, there exist a vacancy in the Department of Public Works for the position of Secretary; and

**WHEREAS**, the Director of Public Works has determined that this position needs to be filled as soon as possible and thereby requests authorization to post for the position of Secretary.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that it does hereby authorize the Director of Public Works to post for the position of Secretary.

Upon motion by Committeeman Burchette, seconded by Committeeman Tomson the Consent Agenda was unanimously approved upon call of the roll.

### **CLAIMS LISTS**

Mayor DelCore asked to approve Claims Lists 2016-04.

Upon motion Committeeman Tomson, seconded by Committeeman Burchette, Claims List 2016-04 was unanimously approved upon call of the roll.

### **EXECUTIVE SESSION RESOLUTION**

**WHEREAS**, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, Public Laws of 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, the Township Committee is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
  - a. *Contracts:*
    - i. *Library Maintenance*
  - b. *Personnel Matter:*
    - i. *Marc Hoffman*

3. The Township Committee may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

Upon motion by Committeewoman McCauley, seconded by Committeeman Tomson, the aforesaid resolution was unanimously approved upon call of the roll.

Upon motion by Committeeman Tomson, seconded by Committeeman Burchette, the public meeting was reopened at 10:12 pm.

Attorney Eric Bernstein reported that direction was given as to the matters discussed in Executive Session and no further action was necessary.

#### **ADJOURNMENT**

Upon motion by Committeewoman McCauley, seconded by Deputy Mayor Suraci, the meeting duly adjourned at 10:15 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek