

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 and Mayor Frank DelCore. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Pamela Borek, and Township Attorney William Willard. Deputy Mayor Carl Suraci was noted as absent.

### **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. April 26, 2016.

### **APPROVAL OF MINUTES**

- *Approval of the April 12, 2016 Regular Session Meeting Minutes*

Upon a motion by Committeewoman McCauley, seconded by Committeeman Burchette, the minutes of the April 12, 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 that Hillsborough Township partnered with New Jersey Recovery and will be distributing up to 5 seedlings per resident participating in the Township's Annual Clean Up on Saturday, April 30th.

#### **Committeewoman McCauley**

Committeewoman McCauley stated that Chief Darren Powell and the Hillsborough Police Department would like to remind residents that the Division of Highway Traffic Safety is asking motorists to "Make the Move" – the move over that is. Committeewoman McCauley noted when you see flashing lights on the side of the road, slow down and if it is safe – move over away from police, fire crews, paramedics, and tow truck drivers, then slow down below the posted speed limit. This is all part of the New Jersey Move Over Law.

Committeewoman McCauley noted that Hillsborough Township received a \$10,000 grant from Sustainable New Jersey. Hillsborough will be using this grant to develop a conservation easement parcel database detailing the location, type of easement, owner and size for community outreach and education focusing on the importance of the natural resources protected by the municipally held easements.

**Committeeman Tomson**

Committeeman Tomson stated that property owners are reminded that taxes are due on May 1st. The grace period for paying taxes without interest is close of business Tuesday May 10th.

Committeeman Tomson noted the 2016 Summer Recreation Camps will be held June 20th to August 12th at various locations around town for children ages 5 (who have finished Kindergarten) to 14, half-day Tiny Camp program for children 4 and 5 (who have not finished Kindergarten).

Committeeman Tomson added that Summer Sports & Instrumental Music Camps: Learn a new sport this summer or fine tune your skills for the next season. The Recreation Department is offering camps in basketball, softball, volleyball, soccer, wrestling, golf, and instrumental music.

Full camp information and registration for all Recreation programs is available on the recreation website.

Committeeman Tomson noted in honor of Arbor Day, on Saturday, April 30th at 10 am there will be a ceremonial tree planting on the grounds of the Municipal Complex by Christian Plunkett, ISA Board Certified Master Arborist.

Committeeman Tomson stated the tree planting ceremony will take place on the grounds of the Hillsborough Municipal Complex as well on Saturday, April 30th at 10:00 am, rain or shine. The planting will be followed by the tree tour and discovery outing on the Complex grounds. There will be door prizes that will be raffled off at the completion of the planting.

Committeeman Tomson reported that black bears have lived in the remote areas of the Sourland Mountains for years. Committeeman Tomson added that each year encounters with black bears in Hillsborough increase during the Spring as bears search for food. Residents are urged to keep garbage secured and limit access to bird feeders so that bears are not conditioned to associate humans and houses with food.

Committeeman Tomson added that residents are asked to report bear activity or complaints to Hillsborough Health Department. Committeeman Tomson noted that residents looking for more information and suggestions on how to live with black bears should look on the New Jersey Fish and Game website.

**Mayor DelCore**

Mayor DelCore thanked the Hillsborough Little League for the invitation to their opening day ceremony on April 16th. Mayor DelCore had the opportunity to throw out the first pitch and it was a great day for all the young athletes.

Mayor DelCore thanked Boy Scout Troop 89 for the invitation to participate in a Q&A session. Mayor DelCore had the opportunity to explain how the Township Committee works as well as local and state government.

**PROCLAMATIONS/PRESENTATIONS/APPOINTMENTS  
PRESENTATIONS**

• ***Credit Card Grant Presentations***

Mayor DelCore invited Marie Avolio, Chair of the Credit Card Advisory Committee, for the Grant Award presentations. The following organizations were awarded grants:

- Hillsborough Senior Citizen Chapter A
- Hillsborough Youth Lacrosse
- Hillsborough Senior Citizen Chapter B
- Hillsborough High School Soccer Club (Future Raiders)
- Hillsborough Soccer Club
- Boy Scout Troop 1776

**PROCLAMATIONS**

• ***Proclamation declaring April as National Volunteer Month***

*WHEREAS, National Volunteer Month was first established by President Richard Nixon in 1974; and*

*WHEREAS, National Volunteer Month is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities; and*

*WHEREAS, New Jersey's 1.5 million volunteers provide more than 170 million hours of service annually; and*

*WHEREAS, through service, ordinary people can make an extraordinary impact by working together, we have the fortitude to meet our challenges; and*

*WHEREAS, an entire community can inspire, equip and mobilize people to take action that changes the world; and*

*WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations; and*

*WHEREAS, during National Volunteer Month, service projects will be performed and volunteers recognized for their commitment to service; and*

*WHEREAS, Hillsborough Township would like to recognize the following individuals for their dedicated volunteerism within our community: Carl Bayer, Juliet Bayer, Emily Benadon, Karen Briegs, Pam Figard, Tammy Hammer, Donna Hands, Robin Kimmelman, Shannon McCray, Lou Possemato, and Maureen Uniszkiewicz.*

***NOW, THEREFORE, BE IT PROCLAIMED,** that we, the Mayor and the Township Committee of the Township of Hillsborough, recognize April as National Volunteer Month and thank all of our residents who volunteer their time and talents for our community.*

- ***Proclamation honoring Karen Siegel as Triangle Road Elementary School Educational Services Professional of the Year***

*WHEREAS, Karen Siegel has received the honor of Triangle Road Elementary School Educational Services Professional of the Year for 2016 for her dedication and service to the Hillsborough School District; and*

*WHEREAS, Ms. Siegel is an Occupational Therapist at the Triangle Road Elementary School; and*

*WHEREAS, Ms. Siegel has been a member of the Hillsborough School District faculty since 2001; and*

*WHEREAS, Ms. Siegel began her career 22 years ago working with adults at a Sub Acute Rehab; and*

*WHEREAS, Ms. Siegel feels very lucky to be working in the Hillsborough School District with the most amazing staff, children and parents; and*

*WHEREAS, Ms. Siegel enjoys gardening, photography, biking, cooking and taking trips to the beach in her spare time.*

***NOW, THEREFORE, BE IT PROCLAIMED** that we, the Mayor and the Township Committee of Hillsborough, further commend Karen Siegel for being recognized as the Triangle Road Elementary School Educational Services Professional of the Year and we thank her for all her work and dedication to the youth of Hillsborough.*

- ***Proclamation honoring Nancy MacDonald as Triangle Elementary School's Teacher of the Year***

*WHEREAS, Nancy MacDonald has received the honor of Triangle Elementary School's Teacher of the Year for 2016 for her dedication and service to the Hillsborough School District; and*

*WHEREAS, Ms. MacDonald has been a member of the Hillsborough School District for 23 years; and*

*WHEREAS, Ms. MacDonald is an Academic Support Teacher at the Triangle Elementary School; and*

*WHEREAS, Ms. MacDonald started as a storyteller at both Triangle Elementary School and Woods Road Elementary School during her first two years, followed by teaching second grade at Triangle Elementary School; and*

*WHEREAS, Ms. MacDonald is currently in her eleventh year as an Academic Support Teacher where she works with struggling readers in grades first through fourth; and*

*WHEREAS, Ms. MacDonald has said it is extremely rewarding to see the progress and strides her students gain in reading from year to year, and she strives to encourage a love for reading and learning in her students; and*

*WHEREAS, Ms. MacDonald is involved in various committees such as Read Across America, Young Author's Day and Parent Appreciation; and*

*WHEREAS, Ms. MacDonald enjoys representing Triangle Elementary School at various out of classroom social events, particularly Foothill Acres Nursing Home.*

***NOW, THEREFORE, BE IT PROCLAIMED*** that we, the Mayor and the Township Committee of Hillsborough, further commend Nancy MacDonald for being recognized as the Triangle Elementary School's Teacher of the Year and we thank her for all her work and dedication to the youth of Hillsborough.

- ***Proclamation honoring Dr. Laurene Wolf as Outstanding Woman of the Year***

*WHEREAS, Hillsborough Township resident Dr. Laurene Wolf has been recognized by the Somerset County Commission on the Status of Women in celebration of Women's History Month; and*

*WHEREAS, Dr. Wolf was honored with the "Medicine" award at the Annual Outstanding Women in Somerset County awards dinner; and*

*WHEREAS, Dr. Wolf is an orthodontist in Hillsborough who opened her practice in 1998, and is also an orthodontic advisor to the Somerset component of the Seattle Study Club; and*

*WHEREAS, Dr. Wolf graduated from the University of Pennsylvania School of Dental Medicine as valedictorian of her class; and*

*WHEREAS, in 2008 Dr. Wolf established Giving Smiles Foundation, a non-profit organization that supports local communities; and*

*WHEREAS, the Giving Smiles essay contest encourages local children to write about community service they were personally involved in with donations being made to charities of the winners choice; and*

*WHEREAS, the Giving Smiles Foundation also awarded scholarships for high school students and donated money to the local charity Steps Together.*

*NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Township Committee of the Township of Hillsborough that Dr. Laurene Wolf is hereby recognized for her many contributions to the community.*

*BE IT FURTHER PROCLAIMED that we, the Mayor and Township Committee of the Township of Hillsborough, join the Somerset County Commission on the Status of Women in saluting Dr. Laurene Wolf for being honored with the "Medicine" award and thank her for her dedication.*

#### **APPOINTMENTS**

##### **1. RESOLUTION TO HIRE BRYAN M. D'ANUNCIACAO, JON C. SEIPLE AND DENNIS A. RIVERA AS POLICE OFFICERS IN THE HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT**

**WHEREAS,** there exists three (3) vacancies in the position of Police Officer in the Hillsborough Township Police Department; and

**WHEREAS,** the Chief of Police and the Police Committee have conducted a detailed examination of the top candidates; and

**WHEREAS,** the Chief of Police recommends that Bryan M. d'Anunciacao and Jon C. Seiple be hired as Police Officers in the Hillsborough Township Police Department at an annual salary of \$40,998.00, effective on April 27, 2016; and

**WHEREAS,** the Chief of Police recommends that Dennis A. Rivera be hired as a Police Officer in the Hillsborough Township Police Department at an annual salary of \$46,805.00, effective on April 27, 2016.

**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 Police Chief are hereby accepted and approved.

Mayor DelCore stated that there exist vacancies within the police department as a result of recent retirements. This resolution authorizes the hiring of said individuals to fill those vacancies.

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

Mayor DelCore invited Chief Powell, Officers Bryan M. d'Anunciacao, Jon C. Seiple and Dennis A. Rivera and their families to come forward for the swearing in.

Mayor DelCore congratulated the new officers in the Police Department!

#### **NEW BUSINESS**

- *None*

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

- *None*

#### **PUBLIC HEARINGS**

- *Public hearing on pre-qualification regulations for potential bidders for the Phase II Repair and Restoration of the Van der Veer-Harris Historic Home located in Hillsborough Township, pursuant to N.J.S.A. 40A:11-25.*

Mayor DelCore stated that the law requires that the Township hold a public hearing to receive public comment on the pre-qualification rules for prospective historic preservation construction bidders for the Van der Veer-Harris historic project.

The project is funded by a county historic preservation grant. This represents Phase II of the project. Township Planner, Mr. David Maski is here this evening to provide details.

Mr. Maski stated that the Township is preparing to go out for bids for the 2<sup>nd</sup> phase of the Van der Veer-Harris house. Due to the nature of the work, the Township has to have a prequalified pool of contractors work on the project. Mr. Maski added a questionnaire will be available that solicits the experience of contractors and this document would go out to anyone interested. The Township's architect Mills & Schnoering will review the packets and get back to qualified contractors. Then a pool of qualified contractors will be set up and eligible to bid on the project. Mr. Maski noted that tonight's public hearing is solely about the prequalification questionnaire.

10 days from today's hearing the Township will submit a resolution and the minutes to the Division of Local Government Services. They have 30 days to approve the actual prequalifications and then we can proceed with this as a standard project. Mr. Maski stated he hopes to have bids for the project by the end of July, 2016.

Upon motion by Committeeman Tomson, seconded by Committeewoman McCauley the public hearing was opened.

There being no additional comment, Committeeman Tomson motioned to close the public hearing, seconded by Committeewoman McCauley.

### ORDINANCES

**2016-04 AN ORDINANCE TO AMEND, REVISE AND SUPPLEMENT THE TOWNSHIP CODE OF THE TOWNSHIP OF HILLSBOROUGH, MOST NOTABLY CHAPTER 73 "OFFICERS AND EMPLOYEES", ESPECIALLY SECTION 73-116 "ASSISTANT SUPERVISOR OF PARKS, DUTIES"; SECTION 73-126 "SUPERVISOR OF PUBLIC WORKS, DUTIES"; SECTION 73-129 "PERSONNEL"; AND, SECTION 73-131 "DUTIES OF ASSISTANT SUPERVISOR OF PUBLIC WORKS" AND REPEALING, WHERE APPLICABLE, THE PROVISIONS OF ORDINANCE 2011-24**

**WHEREAS**, the Township Committee of the Township of Hillsborough wishes to expand the duties of certain supervisory personnel in the Parks and Public Works Departments to permit additional job functions to be performed.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Township Code of the Township of Hillsborough is hereby amended, revised and supplemented as to Chapter 73 of the Township Code, entitled Officers and Employees, most notably Section 73-116, Assistant Supervisor of Parks, Duties; Section 73-126, Supervisor of Public Works, Duties; Section 73-129, Personnel; and, Section 73-131, Duties of Assistant Supervisor of Public Works and repealing, where applicable, the provisions of Ordinance No. 2011-24 as follows:

A. Section 73-116 of the Township Code is hereby amended, revised and supplemented as follows:

Revise subsection C of §73-116 of the Township Code as follows:

"The Assistant Supervisor of Parks shall report to the Director of Parks and Recreation. The Assistant Supervisor of Parks shall be responsible [to] for insuring the manpower of the Parks Department under [the] his supervision are providing the services that



their job responsibilities require and/or are necessary. The Assistant Supervisor of Parks shall, when directed by either the Director of Parks and Recreation and/or the Township Administrator, supervise some and/or all of the manpower of the Public Works Department on a daily, weekly and/or per assignment basis.

B. Section 73-126 of the Township Code is hereby amended, revised and supplemented as follows:

Add a new subsection G as follows:

"The Supervisor of Public Works shall, when directed by either the Director of Public Works and/or the Township Administrator, supervise some and/or all of the manpower of the Parks Department on a daily, weekly and/or per assignment basis."

C. Section 73-129 of the Township Code is hereby amended, revised and supplemented as follows:

Revise subsection E as follows:

"Notwithstanding each subdivision's primary function, all personnel of the Department of Public Works shall, from time to time, assist other subdivisions and/or other Township departments, including but not limited to Parks, and perform whatever duties are deemed necessary by the Director and/or the Township Administrator."

D. Section 73-131 of the Township Code is hereby amended, revised and supplemented as follows:

Add a new subsection E as follows:

"Shall, when directed by either the Director of Public Works and/or the Township Administrator, supervise some and/or all of the manpower of the Parks Department on a daily, weekly and/or per assignment basis."

Underlines means additions; [Brackets] means deletions.

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that:

1. All ordinances or portions of ordinances which are inconsistent with this Ordinance shall be repealed as to their inconsistencies only.

2. If any provision or paragraph of this Ordinance shall be held invalid by any court of competent jurisdiction, the same shall not affect the other provisions and/or paragraphs of this Ordinance, except so far as the provision and/or paragraph so declared invalid shall be separable from the remainder or any portion thereof.
3. This Ordinance shall take effect after the final passage and publication in accordance with law.

Mayor DelCore stated this ordinance expands the duties of certain supervisory personnel in the Parks and Public Works Departments to permit additional job functions to be performed, more specifically supervisory functions. This will allow for further streamlining of the two departments from a supervisory perspective.

Upon motion by Committeewoman McCauley seconded by Committeeman Burchette, to open the public hearing, the resolution was unanimously approved upon call of the roll.

Upon motion by Committeewoman McCauley seconded by Committeeman Burchette the Public Hearing was closed and Ordinance 2016-04 was adopted and unanimously approved upon call of the roll.

#### INTRODUCTION OF NEW ORDINANCES

**2016-05      ORDINANCE AUTHORIZING ACCEPTANCE OF DEED OF DEDICATION AND CONSERVATION EASEMENT FOR BUFFER AREA FROM PIERSON PROPERTIES, LLC, FOR THE PROPERTY IDENTIFIED ON THE TAX MAP OF THE TOWNSHIP OF HILLSBOROUGH AS BLOCK 151.09, LOT 220**

**WHEREAS**, on September 10, 2015, Pierson Properties, LLC, obtained from the Township of Hillsborough Planning Board Minor Site Plan approval for Application #15-PB-05-MSRV, memorialized by Resolution dated January 7, 2016; and

**WHEREAS**, the Resolution of approval requires Pierson Properties, LLC, to grant to the Township of Hillsborough the following Dedication and Easement attached hereto:

1. Deed of Dedication for a Right of Way along Valley Road for a portion of Block 151.09, Lot 220; and
2. Conservation Easement for Buffer Area for a portion of Block 151.09, Lot 220.

**WHEREAS**, the Hillsborough Township Attorney reviewed the Deed of Dedication and Conservation Easement for Buffer Area and finds them to be acceptable.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby authorizes the acceptance of the above listed and attached Deed of Dedication and Conservation Easement for Buffer Area.

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

Mayor DelCore stated this ordinance allows the Township to accept a deed of dedication and conservation easement as required conditions of the planning board approval.

Mayor DelCore noted that local land and building law only allows a municipality to accept land or interests in land through the adoption of an ordinance. This has been reviewed and found acceptable by the Township Attorney.

Committeewoman McCauley moved that the aforesaid Ordinance be passed on first reading and that the Ordinance be further considered at a public hearing held on May 24, 2016 at 7:30 p.m. Said motion was seconded by Committeeman Burchette and unanimously approved upon call of the roll.

**2016-06      ORDINANCE OF THE TOWNSHIP OF HILLSBOROUGH,  
COUNTY OF SOMERSET, STATE OF NEW JERSEY, TO REVISE  
CHAPTER 143 "VEHICLES AND TRAFFIC," ARTICLE XII  
"SCHEDULES", SECTION 46 "SCHEDULE XVII: SPEED  
LIMITS," OF THE CODE OF THE TOWNSHIP OF  
HILLSBOROUGH TO CHANGE THE SPEED LIMIT ON  
DUKES PARKWAY WEST FROM 40 MPH TO 35 MPH**

**WHEREAS**, N.J.S.A. 39:4-8 of the Motor Vehicle and Traffic Regulations, authorizes a municipality to regulate by ordinance the designation of reasonable and safe speed limits upon self-contained streets having no direct connection with any street in another jurisdiction; and

**WHEREAS**, the authority of the municipality to regulate and designate reasonable and safe speed limits requires certification by the municipal engineer that the erection of such signs has been approved by him, is in the interest of safety, and conforms to the current standards prescribed by the Manual of Uniform Traffic Control Devices for Streets and Highways; and

**WHEREAS**, the municipal engineer has certified that the erection of such signs as approved by the municipal engineer changing the speed limit on Dukes Parkway West from 40 mph to 35 mph is in the interest of safety and conforms to the current standards prescribed by the Manual of Uniform Traffic Control Devices for Streets and Highways; and

**WHEREAS**, the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, finds it advisable to change the speed limit on Dukes Parkway West from 40 mph to 35 mph for the health, safety and welfare of the residents of the Township of Hillsborough and the general public.

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

**SECTION I.** Chapter 143 “Vehicles and Traffic”, Article XII “Schedules”, Section 46 “Schedule XVII: Speed Limits”, of the Code of the Township of Hillsborough be revised as follows:

Pursuant to the provisions of § 143-25, speed limits are hereby established for both directions of travel as follows:

| Name of Street     | Speed Limit (mph) | Location      |
|--------------------|-------------------|---------------|
| Dukes Parkway West | 35                | Entire length |

**SECTION II.** All other provisions of § 143-46 shall remain unchanged.

**SECTION III.** This Ordinance shall take effect upon adoption and publication according to law.

**SECTION IV.** Upon the effective date of this Ordinance, regulatory and warning signs in accordance with the Manual of Uniform Traffic Control Devices for Streets and Highways as approved by the municipal engineer shall be erected and maintained to effectuate the designated speed limit.

**SECTION V.** All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION VI.** In the event any portion of this Ordinance is found to be invalid for any reason by a court of competent jurisdiction, such judgment shall be limited in its effect to that portion of the Ordinance actually adjudged to be invalid and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

Mayor DelCore stated pursuant to an Engineering study conducted by Maser Consulting, the recommendation is to reduce the speed limit from 40 miles per hour down to 35 miles per hour. This ordinance effectuates that change for public safety.

Committeewoman McCauley moved that the aforesaid Ordinance be passed on first reading and that the Ordinance be further considered at a public hearing held on May 24, 2016 at 7:30

p.m. Said motion was seconded by Committeeman Burchette and unanimously approved upon call of the roll.

## CONSIDERATIONS

### **2. RESOLUTION AUTHORIZING THE WORK REQUIRED FOR THE MUNICIPAL BUILDING TREE PLANTING PROJECT BY CENTRAL JERSEY NURSERIES, IN AN AMOUNT NOT TO EXCEED \$13,800.00**

**WHEREAS**, the Township of Hillsborough solicited quotes for the work required for the Municipal Building Tree Planting Project and three (3) responses were received as follows:

|                          |             |
|--------------------------|-------------|
| Central Jersey Nurseries | \$13,800.00 |
| Meadow Services, Inc.    | \$18,420.00 |
| R. Pente Inc.            | \$21,600.00 |

**WHEREAS**, the Director of Public Works and the Township Qualified Purchasing Agent recommend authorizing Central Jersey Nurseries to provide these services, in an amount not to exceed \$13,800.00; and

**WHEREAS**, funding will be provided through the Tree Mitigation Fund, and these 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 hereby authorizes Central Jersey Nurseries to provide the work required for the Municipal Building Tree Planting Project in an amount not to exceed \$13,800.00.

Mayor DelCore stated the Township sought and received 3 quotes for a tree planning project to be funded through the Tree Mitigation Fund. The Director of Public Works and the Township Qualified Purchasing Agent recommend Central Jersey Nurseries to provide for this project.

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

### **3. RESOLUTION AUTHORIZING THE HIRING OF LUIS C. CARTAYA, AS A PART-TIME PLUMBING INSPECTOR IN THE TOWNSHIP OF HILLSBOROUGH BUILDING DEPARTMENT EFFECTIVE APRIL 27, 2016, AT \$30.00 PER HOUR NOT TO EXCEED 29 HOURS PER WEEK**

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

**WHEREAS**, the Construction Official recommends the hiring of Luis C. Cartaya, as a part-time Plumbing Inspector effective April 27, 2016 at a rate of \$30.00 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 Construction Official is authorized to hire Luis C. Cartaya, as a part-time Plumbing Inspector effective April 27, 2016 at a rate of \$30.00 per hour, not to exceed 29 hours per week.

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

**4. RESOLUTION AUTHORIZING THE HIRING OF ALYSSA DIGIROLAMO, TO WORK AS A SUMMER INTERN IN THE HILLSBOROUGH TOWNSHIP'S HEALTH DEPARTMENT, EFFECTIVE APRIL 27, 2016, AT \$14.50 PER HOUR NOT TO EXCEED 29 HOURS PER WEEK**

**WHEREAS**, the Health Officer recommends the hiring of Alyssa DiGirolamo, as a summer intern in the Health Department, effective April 27, 2016, at \$14.50 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 recommendation of the Health Officer is hereby authorized and approved.

Mayor DelCore stated Ms. DiGirolamo has volunteered in the past for our Health Department. She will be graduating in May with a Bachelors in Health Sciences from James Madison University. Welcome Ms. DiGirolamo.

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

**5. RESOLUTION AUTHORIZING THE FURNISHING AND INSTALLATION OF NON-SKID TILE FLOORING IN THE POLICE DEPARTMENT BY CARPET HERITAGE, IN AN AMOUNT NOT TO EXCEED \$10,471.45**

**WHEREAS**, the Township of Hillsborough solicited quotes for the furnishing and installation of non-skid tile flooring in the Police Department and three (3) responses were received as follows:

|                 |             |
|-----------------|-------------|
| Carpet Heritage | \$10,471.45 |
| Rugs to Riches  | \$12,242.45 |

Harty Bros.

\$12,402.67

**WHEREAS**, the Chief of Police and the Township Qualified Purchasing Agent both recommend the furnishing and installation of non-skid tile flooring in the Police Department by Carpet Heritage, in an amount not to exceed \$10,471.45; 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 hereby authorizes and approves the furnishing and installation of non-skid tile flooring in the Police Department by Carpet Heritage, in an amount not to exceed \$10,471.45.

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

**6. RESOLUTION AUTHORIZING THE HIRING OF BRIAN VAN DONGEN TO THE POSITION OF RECREATION COORDINATOR AT AN ANNUAL SALARY OF \$35,517.00, EFFECTIVE APRIL 27, 2016 AND AUTHORIZING TO POST FOR THE POSITION OF RECREATION ASSISTANT**

**WHEREAS**, there exists a vacancy in the position of Recreation Coordinator in the Parks, Recreation and Social Services Department; and

**WHEREAS**, the Director of Parks, Recreation and Social Services recommends the hiring of Brian Van Dongen as Recreation Coordinator in the Parks, Recreation and Social Services Department an annual salary of \$35,517.00, effective April 27, 2016; and

**WHEREAS**, there exists a vacancy in the position of Recreation Assistant in the Parks, Recreation and Social Services Department; and

**WHEREAS**, the Director of Parks, Recreation and Social Services has determined that this position needs to be filled as soon as possible and thereby requests authorization to post for the position of Recreation Assistant.

**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 Parks, Recreation and Social Services hereby be accepted and approved.

Mayor DelCore stated there exists a vacancy in the position of Recreation Coordinator in the Recreation Department. Brian has been with the Township on a full time basis for over 2 and ½ years and has proven himself in his current position. Mayor DelCore congratulated Brian on your new position.

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

**CONSENT AGENDA**

**1. RESOLUTION AUTHORIZING THE SALE OF EQUIPMENT AT THE 2016 SOMERSET COUNTY SEALED BID SALE OF SURPLUS**

**WHEREAS**, the Township Committee of the Township of Hillsborough hereby declares that the vehicles identified in this Resolution are no longer needed for a public purpose and are surplus property which may be sold at public auction.

**BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the following unneeded vehicles are authorized to be sold at the 2016 Somerset County Sealed Bid Sale of Surplus:

| <u>UNIT</u> | <u>YEAR</u> | <u>MAKE</u>     | <u>MODEL</u> | <u>VIN NUMBER</u> |
|-------------|-------------|-----------------|--------------|-------------------|
| 302         | 2009        | FORD            | CR VIC       | 2FAHP71V99X100264 |
| 303         | 2005        | CHEVY           | IMPALA       | 2G1WF52E759315253 |
| 608         | 2009        | FORD            | CR VIC       | 2FAHP71V69X131519 |
| 616         | 2011        | FORD            | CR VIC       | 2FABP7BVXBX114460 |
| 86          | 2001        | DODGE           | 2500PU       | 3B7KF26Z31M281315 |
| 610         | 2007        | DODGE           | DURANGO      | 1D8HB38P27F537462 |
| 607         | 2011        | FORD            | CR VIC       | 2FABP7BV8BX175693 |
| 637         | 2007        | FORD            | CR VIC       | 2FAFP71W57X134411 |
| 622         | 2008        | FORD            | CR VIC       | 2FAFP71V78X105193 |
| M2          | 1991        | TORO<br>GROUNDS | 325D-30795   | 20195             |



|                    |                    |   |                                    |                          |
|--------------------|--------------------|---|------------------------------------|--------------------------|
|                    |                    | <b>MASTER</b>   |                                    |                          |
|                    | <b>N/A</b>         | <b>WAUSAU</b>   | <b>R4512-H</b>                     | <b>1729</b>              |
|                    | <b>N/A</b>         | <b>GOODROADS</b>  | <b>SNOWPLOW</b>                    |                          |
|                    | <b>1992</b>        | <b>SWENSON</b>  | <b>METAL<br/>SALT<br/>SPREADER</b> |                          |
|                    | <b>1986</b>        | <b>DEMCO<br/>SPRAYER</b>  | <b>RMB</b>                         | <b>86064</b>             |
|                    |                    | <b>FOLEY GRINDER</b>  |                                    |                          |
|                    |                    |   |                                    |                          |
|                    |                    | <b>Items Bought<br/>From County<br/>Auction -<br/>Returning to<br/>County</b> |                                    |                          |
| <b><u>UNIT</u></b> | <b><u>YEAR</u></b> | <b><u>MAKE</u></b>  | <b><u>MODEL</u></b>                | <b><u>VIN NUMBER</u></b> |
|                    |                    | <b>TENNANT</b>  | <b>CONCRETE<br/>ROUTER</b>         | <b>1171</b>              |
|                    |                    | <b>POWER CURBER</b>   | <b>607W</b>                        | <b>676115</b>            |
|                    |                    | <b>WALLANCE<br/>ADJUSTABLE<br/>GANTRY</b>                                     |                                    |                          |
|                    |                    |   |                                    |                          |

**2. RESOLUTION AUTHORIZING THE TRANSFER FROM PLANNING/BOARD OF  
ADJUSTMENT ESCROW TO THE TREASURER'S ACCOUNT**

**WHEREAS,** that in accordance with the following summary of accrued Planning and Zoning charges related to plan review for January, February and March 2016, a total of \$4,054.86 should be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurer's Account as indicated; and

**WHEREAS,** that each of the project line items has been verified against the Treasurer's Office account records for the period beginning 01/01/16 and ending 03/31/16 to ensure that sufficient funds are available for these transfers for unanticipated revenues.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that a total of \$4,054.86 is to be transferred from the Planning/Board of Adjustment Escrow Accounts into the Treasurers Account.

| <u>Application Name</u>                         | <u>Application #</u> | <u>Escrow Name</u> | <u>Amount</u> |
|---|----------------------|--------------------|---------------|
| ACONE, Philip & Robin                           | BA-15-29             | ACONEPL            | \$12.66       |
| Amwell Commons (RPM Development, LLC)           | 15-PB-09-MSRV/SR     | AMWELLPB           | \$46.59       |
| Apex Sports Events, LLC                         | BA-15-26             | APEXPL             | \$209.65      |
| DUDZINSKI, Michael                              | BA-15-1              | DUDZINSKPL         | \$46.59       |
| GERACI, Andrea & Gaetano                        | BA-15-25             | GERACIPL           | \$12.66       |
| Glen Gery (GG RE Co.)                           | 15-PB-04-MR          | BLENGGREPL         | \$139.77      |
| Hillsborough Centre, LP (STARBUCKS)             | BA-15-22             | HILCENTRPB         | \$559.08      |
| INGRAM, Robert & Ruth-Ann                       | BA-15-23             | INGRAMPL           | \$12.66       |
| LIPANI, Vincent & Barbara                       | BA-15-28             | LIPANIPB           | \$628.96      |
| MARCHIE, Sherry & Robert                        | BA-15-33             | MARCHEPL           | \$139.77      |
| Muslim Center of SC                             | BA-15-24             | MUSCLIMCTPL        | \$450.74      |
| NY SMSA Limited Partnership<br>(Hillsborough 3) | BA-15-07             | NYSMVER3PL         | \$396.01      |

|  |                   |            |            |
|--|-------------------|------------|------------|
| Planet Earth Bio-Diesel, Inc.                    | 15-PB-17-MRV      | PLANETPB   | \$69.88    |
| SHEEN, Jerry                                     | BA-15-19          | SHEENPL    | \$25.33    |
| Shoppes at Woods Tavern (HTC Assoc.)             | BA-10-13 (Remand) | SHOPPESSPL | \$209.65   |
| Van Cleef, Neil & Barbara / HRC Assoc., LLC      | 16-PB-01-INF      | VANHRCPL   | \$209.65   |
| Verizon Wireless – Hillsborough 5 (324 Woods Rd) | BA-15-18          | VERIZON5PL | \$885.21   |
|  |                   |            |            |
| <b>Total Transfer:</b>                           |                   |            | \$4,054.86 |
|  |                   |            |            |

**3. RESOLUTION RATIFYING AND CONFIRMING JOHN FIEDLER, CONSTRUCTION OFFICIAL, TO POST FOR THE POSITIONS OF PART-TIME ELECTRICAL INSPECTOR AND PART-TIME BUILDING INSPECTOR IN THE HILLSBOROUGH TOWNSHIP'S BUILDING DEPARTMENT**

WHEREAS, there exist a vacancy in the Building Department for the positions of part-time Electrical Inspector and part-time Building Inspector; and

WHEREAS, the Construction Official has determined that these positions need to be filled as soon as possible and thereby requests authorization to post for the positions of part-time Electrical Inspector and Building Inspector.

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 ratify and confirm the Construction Official to post for the position of part-time Electrical Inspector and part-time Building Inspector.

**4. RESOLUTION AUTHORIZING THE DIRECTOR OF PARKS AND THE DIRECTOR OF PUBLIC WORKS TO POST FOR THE POSITION OF TWO (2) PUBLIC WORKS WORKER I, ONE TO BE ALLOCATED TO THE PARKS DEPARTMENT AND ONE ALLOCATED TO THE DEPARTMENT OF PUBLIC WORKS**

**WHEREAS**, there is a need in the Hillsborough Township Department of Parks for the position of a full-time Public Works Worker I; and

**WHEREAS**, there is a need in the Hillsborough Township Department of Public Works for the position of a full-time Public Works Worker I; and

**WHEREAS**, the Director of Parks and the Director of Public Works have determined that these positions need to be filled as soon as possible and thereby requests authorization to post for these positions.

**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 Parks and the Director of Public Works to post for the positions of Public Works Worker I.

**5. RESOLUTION AUTHORIZING TUITION REIMBURSEMENT TO OFFICER JACK HOWARD FOR COMPLETION OF "COMPUTER SECURITY ADMINISTRATION" OFFERED THROUGH FAIRLEIGH DICKINSON'S ADMINISTRATIVE SCIENCE PROGRAM, IN THE AMOUNT OF \$1,565.97, PURSUANT TO ARTICLE XVIII OF THE CURRENT PBA CONTRACT**

**WHEREAS**, it is the policy of the Township of Hillsborough to encourage continuing education on the part of full-time employees for the purpose of enabling them to better perform in their jobs and to better prepare them in the event of an opportunity for advancement and promotion within the Township; and

**WHEREAS**, financial assistance for education is outlined in Article XVIII of the current PBA contract; and

**WHEREAS**, Officer Howard has successfully completed the "Computer Security Administration" course through Fairleigh Dickinson's Administrative Science program; and

**WHEREAS**, Officer Howard has requested consideration under the Township's Educational Assistance provisions.

**WHEREAS**, the Chief of Police has requested favorable consideration of Officer Howard's request for financial reimbursement of seventy-five percent (75%) of the \$2,087.97 cost incurred for a total of \$1,565.97.

**6. RESOLUTION AUTHORIZING THE TOWNSHIP QUALIFIED PURCHASING AGENT TO ISSUE A REQUEST FOR PROPOSALS THROUGH THE COMPETITIVE CONTRACTING PROCUREMENT PROCESS FOR A CREDIT CARD PROGRAM FOR ALL TOWNSHIP RESIDENTS, BUSINESSES AND NON-PROFIT ORGANIZATIONS**

**WHEREAS**, the Township of Hillsborough believes that it is in the best interests of its residents to offer a Credit Card Program to its residents, businesses, and non-profit organizations designed to raise funds for youth and senior programs; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the Township to procure through the process of competitive contracting, N.J.S.A. 40A:11-4.1(j), the services of a private entity to operate, manage and administer such a program; and

**WHEREAS**, N.J.S.A. 40A:11-4.3(a) requires that the competitive contracting process be authorized by Resolution.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that the Township Qualified Purchasing Agent to advertise the Request for Proposals through the Competitive Contracting Procurement Process for a Credit Card Program.

**7. RESOLUTION AUTHORIZING THE TOWNSHIP QUALIFIED PURCHASING AGENT TO ADVERTISE FOR BIDS FOR A FARM LEASE FOR THE PROPERTY IDENTIFIED ON THE TAX MAP OF THE TOWNSHIP OF HILLSBOROUGH AS BLOCK 12, LOT 26**

**WHEREAS**, the Township has determined that there is a need to go out for bid for a Farm Lease the property identified on the Tax Map of the Township of Hillsborough as Block 12, Lot 26; and

**WHEREAS**, the Township's Qualified Purchasing Agent requests permission to advertise for bids for the aforementioned Farm Lease.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Qualified Purchasing Agent is hereby authorized to advertise for bids for a Farm Lease for the property identified on the Tax Map of the Township of Hillsborough as Block 12, Lot 26.

**8. RESOLUTION APPROVING THE APPLICATION FOR CATERING PERMIT FOR BRIDGEWATER MANOR, LLC FOR AN EVENT TO BE HELD ON MAY 11, 2016**

**WHEREAS**, an application for a Catering Permit has been filed by Bridgewater Manor, LLC for an event to be held on May 11, 2016; and

**WHEREAS**, the submitted application is complete.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby approves the application for Bridgewater Manor, LLC for an event to be held on May 11, 2016.

**9. RESOLUTION AUTHORIZING THE MAYOR AND TOWNSHIP CLERK TO SIGN A SANITARY SEWER CONNECTION AGREEMENT BETWEEN WILLIAM AND CAROL POWERS AND THE TOWNSHIP OF HILLSBOROUGH**

**WHEREAS**, William and Carol Powers (“Powers”) are the owners of the Property identified on the Tax Map of the Township of Hillsborough as Block 200.12, Lot 5, and more commonly known as 24 Winding Way, Hillsborough, New Jersey (“Property”); and

**WHEREAS**, Powers acquired the Property by way of Deed dated July 28, 2000, from Carlton L. Hoffman; and

**WHEREAS**, at the time of acquisition of the Property by Powers, an inspection of the septic system was performed and the septic system failed inspection; and

**WHEREAS**, as a result of the septic system failure, arrangements were made to obtain an easement through an adjoining property to connect to the public sanitary sewer system; and

**WHEREAS**, the Deed of Easement obtained from the adjoining property owner provides that in the event public sewers become available within the public street abutting the Powers Property, Powers is obligated to abandon the Easement and connect to the public sanitary sewer system abutting their Property; and

**WHEREAS**, the present connection of the Powers Property to the sanitary sewer system requires an electric pump; and

**WHEREAS**, as a result of the recent sanitary sewer extension project, public sewer service is now available within the street abutting the Powers Property and connection thereto by Powers is available by way of a gravity line; and

**WHEREAS**, Powers requested permission to abandon their present connection to the sanitary sewer system and install a new connection by way of a gravity line to the sanitary sewer in the street abutting the Powers Property; and

**WHEREAS**, the Hillsborough Municipal Utilities Authority prefers the connection to the sanitary sewer system by way of a gravity line instead of electric power pumps where available; and

**WHEREAS**, the Township and Powers acknowledge that Powers will receive a special benefit from connecting to the sanitary sewer abutting their Property since said connection will be by way of a gravity line instead of the current connection which requires the use of an electric power pump; and

**WHEREAS**, the Township and Powers agree that since Powers will receive a special benefit from connecting to the sanitary sewer abutting their Property, it is appropriate for Powers to make a monetary contribution towards the sanitary sewer extension project that is being

financed by way of special assessment against area property owners as per the terms set forth in the attached Agreement.

**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 the attached Sanitary Sewer Connection Agreement between William and Carol Powers and the Township of Hillsborough.

**10. RESOLUTION ADOPTING THE PREQUALIFICATION REGULATIONS QUESTIONNAIRE FOR PHASE II REPAIR AND RESTORATION OF THE VAN DER VEER-HARRIS HOUSE**

**WHEREAS**, the Township of Hillsborough desires to preserve the Township's Historic Van der Veer-Harris House; and

**WHEREAS**, funding for the project is provided in part by the Somerset County Historic Preservation Grant Program; and

**WHEREAS**, municipal governments must follow specific procedures when selecting contractors and subcontractors, as well as soliciting bids for their projects, and are subject to the New Jersey Historic Trust's programmatic requirements including the application of Local Public Contracts Law, N.J.S.A. 40A:11-25, specifically as it pertains to prequalification procedures for potential bidders; and

**WHEREAS**, in accordance with these State laws, the Township of Hillsborough is required to adopt the prequalification regulations, statement of bidder's qualification, and bidder's questionnaire for the Van der Veer-Harris House restoration project; and

**WHEREAS**, said prequalification regulations, statement of bidder's qualification, and bidder's questionnaire have been prepared by Mills and Schnoering Architects, LLC, the Township's Historic Architectural Consultant for the Van der Veer-Harris House and are attached hereto; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-25, a notice of hearing and general description of the subject matter of the regulations to be adopted were published in not less than two newspapers circulating in the county at least 20 days prior to the date set in the notice for hearing; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-25, a public hearing was held on April 26, 2016, prior to the adoption of the prequalification regulations, statement of bidder's qualification, and bidder's questionnaire for the Van der Veer-Harris House restoration project.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, as follows: (1) the prequalification regulations, statement of bidder's qualification and bidder's questionnaire for Phase II Repair

and Restoration of the Van der Veer-Harris House is hereby adopted and approved; and (2) the Township Clerk is hereby directed to forward within 10 days hereof a copy of the approved prequalification regulations, statement of bidder's qualification and bidder's questionnaire together with a true copy of the hearings and this Resolution to the Director of the Division of Local Government Services for the Director's approval.

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

### **CLAIMS LISTS**

Mayor DelCore asked to approve Claims Lists 2016-08.

Upon motion Committeeman Tomson, seconded by Committeewoman McCauley, Claims List 2016-08 was unanimously approved upon call of the roll.

### **ADJOURNMENT**

Upon motion by Committeeman Tomson, seconded by Committeewoman McCauley, the meeting duly adjourned at 8:27 pm. Said motion was carried unanimously upon voice vote.

Attested:

Pamela Borek, RMC  
Township Clerk