

**Long Hill Township Committee Minutes
December 12, 2012 Regular Meeting**

The Township Committee of the Township of Long Hill, County of Morris, State of New Jersey, convened in Regular Session at the Municipal Building, 915 Valley Road, Gillette, New Jersey, on Wednesday, **December 12, 2012** at 7:00 p.m.

Statement of Adequate Notice:

Mayor Mazzucco read the following statement:

ΔIn compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was included in a list of meetings notice which was electronically sent to the Echoes Sentinel, Courier News and Daily Record on January 4, 2012; posted on the bulletin board in the Municipal Building on January 4, 2012 and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.Ⓜ

A motion was made by Mr. Aroneo seconded by Mr. Piserchia to approve Motion 12-384.
Vote: All Ayes

Executive Session:

**RESOLUTION 12-384
EXECUTIVE SESSION**

BE IT RESOLVED, pursuant to the Open Public Meetings Act, that the Township Committee of Long Hill Township meet in closed session to discuss the following matters:

Attorney Client Privilege:

Zoning
Employee Benefits

Personnel:

Township Clerk Recruitment
Staffing Positions

Pending or Anticipated Litigation:

None

Property Acquisition:

Open Space

BE IT FURTHER RESOLVED that minutes of this executive session meeting will be released to the public in a timely fashion pursuant to the Open Public Records Act and other applicable laws and regulations.

Pledge of Allegiance:

All present recited the Pledge of Allegiance.

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Roll Call:

On roll call the following Committee members were present:

Jerry Aroneo; Guy Piserchia; Guy Roshto; Cornel Schuler; Mayor Michael Mazzucco

Absent: None

Also present: John Pidgeon, Township Attorney; Neil Henry, Township Administrator

New Township Library Director Alexandra Arnold was introduced by Dennis Sandow, a member of the Library Board of Trustees. Ms. Arnold made brief remarks.

Township Committee Liaison Reports:

Mr. Aroneo reported that the Township did not get the open space grant from the County for the acquisition of the Railroad Avenue property.

Mr. Piserchia reported that he met with a representative from FEMA and that December 31 is a hard deadline for FEMA assistance. Mr. Piserchia said that it is not clear what will be covered by FEMA, so he recommended that everyone register at www.disasterassistance.gov. Mr. Piserchia noted that the Township is only obligated to remove trees from public property if they present a danger. In response to a question from Mr. Piserchia Mr. Pidgeon stated that the Township has no obligation whatsoever with respect to trees located in paper streets.

Mr. Aroneo introduced James Mangin the Township CFO, who discussed Resolution 12-390 authorizing cancellation of capital balances and Resolution 12-391 authorizing cancellation of grand balances, Mr. Mangin noted that both these resolutions were recommended in the Township=s annual audit. Mr. Mangin went on to say that in the future the Township will process grants through the capital fund and not current funds.

Mr. Roshto reported that several advisory committees, including the Communications Advisory Committee have discussed ways of improving the Township=s emergency response.

Ordinance Public Hearing and Adoption:

ORDINANCE #306-12

AN ORDINANCE ESTABLISHING TOWNSHIP EMERGENCY NOTIFICATION RULES AND REGULATIONS AND CREATING A NEW CHAPTER XVIII IN THE TOWNSHIP CODE ENTITLED "EMERGENCY NOTIFICATION RULES AND PROCEDURES"

STATEMENT OF PURPOSE: *To establish rules and procedures for the new Township emergency notification system.*

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BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey, as follows:

Section 1. There is hereby created a new Chapter XVIII entitled “Emergency Notification Rules and Procedures,” which reads as follows:

CHAPTER XVIII TOWNSHIP NOTIFICATION SYSTEM

18-1 Purpose. *The purpose of this chapter is to establish rules and regulations for utilization of the Township’s Notification System and to designate those officials who are authorized to initiate the system.*

18-2 Definitions.

For the purpose of this chapter, the following words and terms shall have the meanings stated herein unless the context clearly indicates otherwise:

Emergency *includes any declared emergency or other situation which may directly or indirectly affect the public’s health and safety. Examples of emergencies include major traffic disruptions, pervasive power outages, widespread flooding, significant and unusual criminal activity and dangerous animals.*

Non-Disaster Emergency *includes any disruption to segments of the township population in which no harm or risk to the general health and safety is perceived. Examples of non-disaster emergencies include a school or building closure, cancellation of a prearranged event, localized road closure, localized power outage and special notifications to township employee’s or civic group members.*

Approved Non-Emergency Organization *is any Township Department or Public Safety or Civic group that operates primarily for the benefit of Long Hill Township residents, conduct regular meetings or events and that has been provided access to the Non-Emergency Notification System pursuant to Township policy.*

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18-3 Authority to initiate Township Notification System.

- A. *The Township Emergency notification system may only be initiated by the Mayor, Deputy Mayor, Chief of Police, Lieutenant of Police (or when both the Chief and the Lieutenant are unavailable the Police Officer in Charge), Township Emergency Management Coordinator, Deputy Emergency Management Coordinator, or Township Administrator.*
- B. *The Township Non-Disaster Emergency notification system may be initiated and used by approved Township employees and approved Civic Organization leaders if a Township Policy so authorizes.*

18-4 Content and Distribution of Alerts.

- A. *All messages broadcast on the Township Notification system shall be uniform in voice and content and shall clearly identify the sender.*
- B. *All messages broadcast on the Emergency notification system shall concisely alert residents to the emergency without causing undue panic or fear. All such messages shall be reviewed in advance by the Township official who authorizes the alert pursuant to Section 18-3A above.*

18-5 Policies and Procedures.

The Township Administrator in consultation with the Communications Advisory Committee, Police Department and the Township Emergency Management Coordinator, may propose policies and procedures consistent with the rules and regulations set forth in this chapter. Copies of proposed policies and procedures shall be submitted to the Township Clerk who shall distribute copies to the Township Committee for adoption.

18-6 Miscellaneous Provisions.

- A. *Anyone may opt out of the Township Notification System. Upon receiving an opt-out request, the telephone number or numbers shall be removed from future broadcasts within 30 days. Anyone wishing to opt out of the system must fill out the Township waiver form stating that he/she does not want to be called and submit it to the Township Clerk's Office by mail, email or in person.*
- B. *Residents and local business owners shall be able to electronically opt into the system and shall be allowed to add devices such as cell phones.*
- C. *Residents shall be permitted to add additional persons living outside Long Hill Township to the system.*
- D. *All information provided to the Township in connection with its Notification System shall remain confidential and secure to the extent permitted by law.*

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Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

THE ORDINANCE WAS OPENED TO THE PUBLIC FOR COMMENT

There was no public comment.

Mr. Roshto moved that Ordinance #306-12 be passed on final reading and adopted; seconded by Mr. Piserchia.

Vote: 5 Ayes.

Resolutions:

Consent Agenda Resolutions:

Mayor Mazzucco asked if there were any questions on the Consent Agenda and there were none.

On motion of Mr. Aroneo seconded by Mr. Roshto that the following Consent Agenda Resolutions were introduced and approved:

**RESOLUTION 12-385
APPROVING PAYMENT OF BILLS**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby approve the payment of the bills as presented by the Chief Financial Officer.

BE IT FURTHER RESOLVED, that the bills list be appended to the official minutes.

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**RESOLUTION 12-386
APPROVAL OF TAX REFUND**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector does hereby authorize a refund check which represents the Redemption of Tax Title Lien #1252 for Block 13701 Lot 19 dated 12/6/11 in the amount of \$45,690.22 and a refund of \$35,100.00 premium paid at Tax Sale to: FNA JERSEY BOI, INC., 575 Route 70, 2nd floor, POB 1030, Brick, NJ 08723.

**RESOLUTION 12-387
APPROVAL OF TAX REFUND**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill upon the advice and recommendation of the Tax Collector does hereby authorize a refund in the amount of \$250.00 for Senior Citizen Deduction for 2012 for Block 13002 Lot 27 to: Joyce Koenig, 366 Chestnut Street, Stirling, NJ 07980.

**RESOLUTION 12-388
AMENDING RESOLUTION 12-348
ENTITLED AUTHORIZING A REFUND OF SEWER OVERPAYMENT**

TO BE IT RESOLVED, that the Township Committee of the Township of Long Hill on the advice of the Tax Collector does hereby amend Resolution 12-348 for Block 12702 Lot 14 voiding Check # 35955 dated 10-10-12 in the amount of \$521.39 to Daniel & Catherine Lan and re-issue a check in the amount of \$521.39 to Jane Olmstead, 9 Boca Raton Street, Toms River, NJ 08757.

**RESOLUTION 12-389
AUTHORIZE SEWER REFUNDS**

BE IT RESOLVED that the Township Committee of the Township of Long Hill does hereby authorize the following refunds due to overpayment for 2012 Sewer:

Block	Lot	NAME	Refund
10701	12301	Turnamian, Gary 114 Sunrise Dr Gillette, NJ 07933	\$15.00
13002	29	Rafferty, Lois 374 Chestnut St Stirling, NJ 07980	\$15.00
13004	7	Falvo, Giuseppe 142 North Ave Stirling, NJ 07980	\$15.00

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**RESOLUTION 12-390
AUTHORIZING CANCELLATION OF CAPITAL BALANCES**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, desires that the following capital balances be cancelled for reasons as set forth:

Ordinance	Date Authorized	Title	Funded	Unfunded	Reason
247-09	July 8, 2009	Sanitary Sewer Improvements		\$493,000.00	Alternate Funding
270-10	December 1, 2010	Refunding Bond Ordinance		\$783,237.83	Change in Scope
		TOTAL		\$1,276,237.83	

All amounts will be cancelled to “Deferred Charges to Future Taxation – Unfunded” as a reduction to the Net Debt of the Township.

**RESOLUTION 12-391
AUTHORIZING CANCELLATION OF GRANT BALANCES**

WHEREAS, the Fiscal 2011 Audit contained a recommendation to review various balances existing in Grant Reserves and Receivables from prior years to determine those grants which could be collected and disbursed and those grants which should be cancelled; and

WHEREAS, a review of the remaining Grant Receivables and Reserves was conducted during 2012; and

WHEREAS, the Chief Financial Officer of the Township of Long Hill is desirous of canceling the balances of said Grant Receivables and Grant Reserves;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill that the following Grant Receivable and Grant Reserve balances be cancelled in accordance with the Township 2011 Audit Corrective Action Plan:

Grant	Receivable Balance	Reserve Balance
2011 Municipal Road Aid	\$175,000.00	\$175,000.00
Municipal Alliance	\$ 17,038.00	\$ 17,038.00
Emer Mgmt Asst	\$ 10,000.00	\$ 5,000.00
Reserve for Uncollected Grants		\$ 5,000.00
Total	\$202,038.00	\$202,038.00

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BE IT FURTHER RESOLVED, that the above action is a recommendation from the Township Auditor.

**RESOLUTION 12-392
AUTHORIZING CANCELLATION ANIMAL CONTROL TRUST FUND EXPENSES**

WHEREAS, in the 1999 Annual Audit a Receivable from the State of New Jersey was established in the amount of \$61; and

WHEREAS, since that time receipts have been recovered in the amount of \$6; and

WHEREAS, no funds have received since 2001 toward said Receivable;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Long Hill that the Receivable entitled "*Due from State of New Jersey*" in the Animal Control Trust Fund in the amount of \$55 be cancelled; and

BE IT FURTHER RESOLVED, that a like amount of the Reserve for Animal Control Expenses also be canceled in the Animal Control Trust Fund.

**RESOLUTION 12-393
TRANSFER OF FUNDS & CHIEF FINANCIAL OFFICER'S AUTHORIZATION FOR YEAR END
TRANSFERS AND CANCELLATIONS**

WHEREAS, during the course of the year and operations of the Township of Long Hill, certain accounting transfers and cancellations may be required to be applied to the books and records as of the close of the fiscal year; and

WHEREAS, the application of these transfers and cancellations must be affected to allow the Township Chief Financial Officer to complete the preparation and filing of the annual un-audited financial statement prior to the close of the fiscal year; and

WHEREAS, approval of the Township Committee may not be available prior to the year end, and

WHEREAS, there appears to be insufficient funds in the following accounts to meet the demands thereon for the balance of the Current Year; and

WHEREAS, there appears to be a surplus in the following accounts, over and above the demand necessary for the balance of the Current Year;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provision R.S. 40A:4-58, part of the surplus in the account heretofore mentioned be and the same is hereby transferred to the account mentioned as being insufficient, to meet the current demands, and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Long Hill that the Township Chief Financial Officer is given the authority through the passage of this resolution to

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affect these transfers and cancellations which are not governed by statutory authority through December 31, 2012; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer is hereby authorized and directed to make the following transfers:

From:

2-01-23-220-220-281	Insurance – Group Insurance Plan	\$29,000
Total		\$29,000

To:

2-01-20-165-165-200	Engineering - Other Expenses	\$ 3,000
2-01-25-252-252-100	Emergency Mgmt – Salaries & Wages	\$ 1,000
2-01-25-252-253-100	Municipal Court – Salaries & Wages	\$ 2,000
2-01-30-420-420-202	Celebration of Public Events	\$ 3,500
2-01-31-435-435-415	Water	\$ 6,000
2-01-31-446-446-405	Gasoline	\$11,000
2-01-31-446-446-406	Diesel Fuel	\$ 2,500
Total		\$29,000

**RESOLUTION 12-394
AUTHORIZING THE REDUCTION OF
A PERFORMANCE BOND – MASON**

WHEREAS, Fran Mason of Block: 11604, Lot: 15, has requested that her Performance Bond be reduced; and

WHEREAS, the Township Engineer has certified that much of the work has been completed and a partial reduction may be made at this time as allowable by the MLUL which is 30% of the original guarantee;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Long Hill upon the recommendation of the Township Engineer hereby authorizes the Performance Bond to be reduced from \$59,256.00 to \$17,776.80 and the final release will be recommended once the work is completed.

**RESOLUTION 12-395
AUTHORIZING THE RETURN OF ENGINEERING INSPECTION
ESCROW – TMK BUILDERS, LLC**

WHEREAS, TMK Builders, LLC for Block: 11606, Lot: 16, Main Avenue, has requested that the Engineering Inspection Escrow fee be returned; and

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WHEREAS, the Township Engineer has certified that there are no outstanding invoices and has approved the release of the Engineering Inspection Escrow; and

WHEREAS, the Chief Financial Officer has determined that \$2,800.88 remains in the escrow account;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Long Hill hereby directs the Chief Financial Officer to return the balance of the Engineering Review Escrow in the total amount of \$2,800.88 to TMK Builders, LLC.

**RESOLUTION 12-396
APPOINTING 2012/2013 BASKETBALL PROGRAM STAFF**

BE IT RESOLVED by the Township Committee of the Township of Long Hill upon the advice and recommendation of the Recreation Director that the following be appointed to the 2012/2013 Recreation Basketball program effective November 17, 2012:

Supervisors: Salary/Hour

Vanessa Fowler \$19.50
Kelly Burns 14.00
Dan Hutchinson 14.00
Jessica Zigarelli 12.00

Referees / Timers / Scorekeepers:

Daniella Leon 8.25
Luke Smith 8.25
James Tagliaferro 8.25
Kimberly Pilsbury 8.25
Julia Priovolos 8.25
Carly Sinnott 8.25
Sean Bujnowski 8.25
Bridget Ryan 8.25
Eric Langenauer 8.25
Colin Lauderdale 8.25
Alyssa Santo 8.00
Megan Giere 8.00
Abigail Kesselmeyer 8.00
Devon Lauderdale 8.00
Lucas Hackett 8.00
Ryan Palamarik 8.00

Referee/ timers/ supervisors --SUBS

Diana Priovolos 8.00
Caitlyn Ryan 8.00
Stephanie Santo 8.25

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Conor Murphy 8.00
Jared Goetz 8.25
Jennifer Sinnott 9.25
Mark Blajsa 9.25
Sarah Bujnowski 9.25
Meg Ryan 9.25
Kyle Mobus 8.25
Emily Kesselmeier 9.25
Joseph Reid (sup.) 12.00
William Sieke (sup.) 12.00
Chris Hachey (sup.) 14.00

**RESOLUTION 12-397
CERTIFYING ACTIVE MEMBERSHIP WITH STIRLING VOLUNTEER FIRE COMPANY
FOR NEW JERSEY STATE FIREMEN'S
ASSOCIATION ELIGIBILITY**

TO BE IT RESOLVED, that the Township Committee of the Township of Long Hill does hereby certify that the following are active members of the Stirling Volunteer Fire Company and are eligible to be members of the New Jersey State Firemen's Association:

Randall R. Wojtech
Nicholas D. Giglio

**RESOLUTION 12-398
APPROVING SPECIAL EVENT LICENSE –
BERNARDS TOWNSHIP REGIONAL CHAMBER OF COMMERCE**

BE IT RESOLVED, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey upon the advice of the Deputy Township Clerk, that all documents have been reviewed and are in good order, does hereby authorize the Township Clerk to approve and sign and approve the application for the "Holiday Parade" to the "Sponsor" Bernards Township Regional Chamber of Commerce, for their Special Event to be held on December 13, 2012 on Long Hill Road as detailed in the application;

BE IT FURTHER RESOLVED that the Township Committee hereby authorize the street closure for the parade on December 13, 2012 provided that the closure is acceptable to the Police Chief and Township Administrator;

BE IT FURTHER RESOLVED that the Bernards Township Regional Chamber of Commerce is responsible for police service costs for this event and this approval is contingent upon the submission of the applicable certificate of insurance and escrow deposit in the amount acceptable by the Police Chief and Deputy Township Clerk as per Township Code 4-6.5A.

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**RESOLUTION 12-399
AUTHORIZE TOWNSHIP ADMINISTRATOR TO SIGN DOCUMENTS RELATING TO AT&T
UPGRADES ON LONG HILL TOWNSHIP SITE**

BE IT RESOLVED, that the Township Committee of the Township of Long Hill hereby authorizes the Township Administrator to sign documents associated with the AT&T Upgrades on Warren Avenue, Striling, as per their correspondence dated October 8, 2012.

BE IT FURTHER RESOLVED that the plans were found acceptable by the Township Engineer.

Roll Call Vote: All Ayes

Old Business

Mr. Schuler reported that the Waste Water Advisory Committee was meeting with Omni Environmental next week to discuss the next steps that should be taken in connection with the proposed improvements to the Township sewer plant.

Mr. Roshto asked the Township Administrator about the status of the Millington Railroad Station roof replacement and Mr. Henry responded that he was meeting with Tom Sweeney the next day to discuss the bid specifications.

New Business

Mr. Henry said that Public Works Manager Tom Sweeney recommended December 24 as the deadline for bringing brush to the curb. Mr. Sweeney then explained his rationale for that date. Mr. Piserchia noted that local contractors are being undercut because they are disposing of trees they cut down, however, some out of state companies are just putting the trees at the curb. It was observed that this is difficult to police. Dennis Sandow pointed out any tree contractor going door to door needs a permit. After some discussion, the Township Committee approved the December 24 deadline recommended by Mr. Sweeney.

Mayor Mazzucco thanked Jerry Aroneo for his service on the Township Committee. The other members of the committee all joined the Mayor in thanking Mr. Aroneo. Mr. Aroneo then thanked the Township Committee and the residents of the Township for allowing him to serve. Finally, Mr. Aroneo thanked his parents, his wife and his children for their support.

Meeting Open to the Public

Mr. Santa Cross expressed his opposition to the December 24 deadline for curbside brush pickup. He also questioned the \$100 mulch delivery charge. Mr. Schuler responded that the fee was calculated to cover the town=s costs.

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Adjournment

There being no further public business, a motion was made to return to executive session for the reasons set forth in Resolution 12-194 and to adjourn the meeting at the conclusion of the executive session with no further public action. Vote: All Ayes

Respectfully submitted,

John R. Pidgeon, Municipal Attorney

Approved: