

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**

January 5, 2015 Re-Organization Meeting

Township Clerk, Cathy Reese called the meeting to order at 6:03

The Clerk read the following:

**STATEMENT OF ADEQUATE NOTICE**

"In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was electronically sent to the Courier News and posted in the January 9, 2014 edition.

Electronic notice was also sent to the Echoes Sentinel and posted in the January 16, 2014 edition, and posted on the bulletin board in the Municipal Building on January 7, 2014 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."

All present recited the PLEDGE OF ALLEGIANCE

Fr. A. Richard Carton, Pastor, St. Vincent de Paul Catholic Church gave the INVOCATION

The Township Clerk administered the Oath of Office to re-elected Committeeman Cornel Schuler, Jr. and newly elected Committeeman Matthew Dorsi

**ROLL CALL:** Committeeman Dorsi, Committeeman Meringolo, Committeeman Piserchia, Committeeman Rae and Committeeman Schuler, Jr. were present.

**ELECTION OF MAYOR FOR 2015**

Nomination for Mayor for 2015

Committeeman Meringolo nominated Committeeman Rae for Mayor, seconded by Committeeman Dorsi.

As there were no other nominations for Mayor, Committeeman Meringolo made a Motion to Close Nominations, seconded by Committeeman Piserchia. Roll Call: All in Favor

Committeeman Meringolo made a Motion to Elect Committeeman Brendan Rae for Mayor of 2015, seconded by Committeeman Dorsi. Roll Call: All in favor

The Township Clerk issued the Oath of Office for Mayor to Committeeman Rae.

Mayor Rae chaired the remainder of the meeting.

**ELECTION OF DEPUTY MAYOR FOR 2015**

*Nominations for Deputy Mayor for 2015*

Committeeman Piserchia made a motion, Seconded by Mayor Rae to nominate Committeeman Meringolo for Deputy Mayor.

As there were no other nominations for Deputy Mayor, Committeeman Piserchia made a Motion to Close Nominations, seconded by Mayor Rae. Roll Call: All in Favor

Committeeman Piserchia made a Motion to Elect, Committeeman Meringolo for Deputy Mayor of 2015, seconded by Mayor Rae. Roll Call: All in favor

The Township Clerk issued the Oath of Office for Deputy Mayor to Committeeman Meringolo.

**TOWNSHIP OF LONG HILL  
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January 5, 2015 Re-Organization Meeting

**Mayor Rae gave his State of the Township Address**, a copy of which will be attached to these minutes.

**STANDING COMMITTEE APPOINTMENTS FOR 2015**

**Committeeman Brendan Rae**

Administration & Executive  
Lounsberry Meadows  
MC Community Development  
Planning Board  
Police  
Finance  
Master Plan Committee

**Committeeman Bruce Meringolo**

Negotiations  
Board of Education  
Flood Plain Advisory Comm.  
Environmental Commission  
Senior Citizens  
Visionary Comm. – Central Park  
Historic Preservation Advisory

**Committeeman Guy Piserchia**

Open Space Advisory  
Planning Board  
Emergency Management  
First Aid  
Shade Tree Commission  
Flood Plain Advisory Committee  
MC Community Development  
Government Affairs

**Committeeman Matthew Dorsi**

Board of Health  
Fire  
Public Works  
Promotion & Enhancement  
MC Community Development – Alternate

**Committeeman Cornel Schuler, Jr**

Negotiations  
Wastewater Management  
Recreation Advisory Committee  
Communications Advisory Committee  
Finance  
Visionary Comm. - Central Park

Committeeman Piserchia made a Motion to accept the Appointments. Seconded by; Deputy Mayor Meringolo. Voice Vote: All in Favor

**APPOINTMENTS TO BOARDS AND COMMISSIONS FOR 2015**

**Mayoral Appointments**

**Planning Board**

Mayor	Class I
Guy Roshto, Twp. Official,	Class II
David Hands	Class IV
Greg Aroneo	Class IV

**Expiration of Term**

December 31, 2015  
December 31, 2015  
December 31, 2018  
December 31, 2016

**Master Plan Committee**

Guy Roshto, Chair  
Dennis Sandow

**Expiration of Term**

December 31, 2015  
December 31, 2015

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Brendan Rae, Township Committee	December 31, 2015
Larry Fast	December 31, 2015
David Hands, Planning Board Rep.	December 31, 2015
Patrick Jones	December 31, 2015
Tom Behr, Board of Adjustment Rep.	December 31, 2015

**Environmental Commission**

John J. Walsh - Chairman for 2015

**Expiration of Term**

December 31, 2015

**Historic Preservation Advisory Committee**

Fred Rossi Sr.	Class C
Fred Schaan	Class C
Denise Murphy	Class C
Comm. Matthew Dorsi, Township Committee Liaison	

**Expiration of Term**

December 31, 2018

December 31, 2018

December 31, 2018

December 31, 2015

**Shade Tree Commission**

Comm. Guy Piserchia, Township Committee Liaison  
Guy Roshto, Shade Tree/Planning Board Crossover

**Expiration of Term**

December 31, 2015

December 31, 2015

**Recreation Advisory Committee**

Tracey Aroneo  
Comm. Cornel Schuler, Township Committee Liaison  
Rob Biswanger  
Dave Theoclitis

**Expiration of Term**

December 31, 2019

December 31, 2015

December 31, 2017

December 31, 2017

**Mayoral Appointments with Approval of Township Committee**

**Library Trustee**

Susan Gard  
Nancy Burtnett  
Michael Maye  
Devanshi Jackson, Education Rep.  
Mary Mayer, Mayors Rep.

**Expiration of Term**

December 31, 2018

December 31, 2019

December 31, 2018

December 31, 2015

December 31, 2015

**Morris County Community Development Program**

Comm. Bruce Meringolo  
Comm. Matthew Dorsi, Alt.  
Comm. Guy Piserchia

**Expiration of Term**

December 31, 2015

December 31, 2015

December 31, 2015

**Environmental Commission**

Alexandra Hennessy  
Comm. Bruce Meringolo, Township Committee Liaison

**Expiration of Term**

December 31, 2017

December 31, 2015

**CONFIRMATION OF APPOINTMENTS:**

Committeeman Piserchia made a motion, seconded by Deputy Mayor Meringolo, that the above Mayoral appointments to the 2015 Boards and Committees are hereby confirmed. **ROLL CALL**

**VOTE:** All in favor



**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

**Wastewater Management Advisory Committee**

Tim Wallisch  
Neil Henry, Administrator  
Jim Mentone  
Wayne Celeste  
Comm. Cornel Schuler, Township Committee Liaison

**MOTION TO APPOINTMENT:**

Committeeman Piserchia made a motion, seconded by Deputy Mayor Meringolo that the Township Committee does hereby appoint those persons named to the 2015 Boards and Committees.

**ROLL CALL VOTE:** All in favor

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**CONSENT AGENDA RESOLUTIONS**

Mr. Henry, Township Administrator gave a brief explanation on several of the resolutions on the consent agenda. Deputy Mayor Meringolo would like to reevaluate the fee schedule in 2015, and remove items that may be obsolete.

Committeeman Piserchia made a motion, seconded by Deputy Mayor Meringolo, that Resolutions 15-001 through 15-043 are hereby approved. **ROLL CALL VOTE:** All in favor

**RESOLUTION 15-001**  
**ESTABLISHING 2015 MEETING PROCEDURE**

**BE IT RESOLVED** that all 2015 Regular Meetings of the Township Committee of the Township of Long Hill be held at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 7:30 p.m. prevailing time, on the following dates:

January 14	July 8
January 28	July 22
February 11	August 12
February 25	August 26
March 11	September 9
March 25	September 23
April 8	October 14
April 22	October 28
May 13	November 11
May 27	November 25
June 10	December 9
June 24	December 31 (8:00 AM)

**January 4, 2016** (Monday)  
Reorganization Meeting (6:00 PM)

**BE IT FURTHER RESOLVED** that all Executive Session meetings of the Township Committee of the Township of Long Hill will be held at the Municipal Building, 915 Valley Road, Gillette, New Jersey at 6:30 p.m., prevailing time, on the same dates as listed above on an as needed basis.

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

**BE IT FURTHER RESOLVED** that the public shall not disturb any meeting of the Township Committee or any Committee thereof and any person violating the provisions of this rule may be summarily ejected from the Committee Room and from the Municipal Building by order of the Mayor or majority; also if a regular or special or other official meeting of the Township Committee shall, because of the press of business run beyond 12:00 p.m. midnight into another day, such a meeting shall be considered for all official and legal purposes as being held on the day the meeting was officially called to order by the Mayor and then roll call taken by the Municipal Clerk.

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**RESOLUTION 15-002**  
**ADOPTING 2015 HOLIDAY SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the 2015 schedule be adopted as follows:

January 1	New Years' Day 2015
January 19	Martin Luther King Jr. Day
February 16	President's Day
April 3	Good Friday
May 25	Memorial Day
July 3	Independence Day
September 7	Labor Day
October 12	Columbus Day
November 11	Veterans Day
November 26	Thanksgiving Day
November 27	Day <i>After</i> Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
January 1	New Years' Day 2016

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**RESOLUTION 15-003**  
**DESIGNATING OFFICIAL NEWSPAPER**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the "*Echoes Sentinel*" shall be designated as the official weekly newspaper of the Township of Long Hill for the year 2015 and the "*Courier News*" will be designated as the daily newspaper for the year of 2015.

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**RESOLUTION 15-004**  
**DESIGNATING NEWSPAPERS TO RECEIVE NOTICES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that pursuant to the requirements of the "Open Public Meetings Act" that the following newspapers are hereby designated to receive all notices as required by the Act:

1. *Echoes Sentinel*
2. *Morris County Daily Record*
3. *Courier News*

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**TOWNSHIP OF LONG HILL**  
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**RESOLUTION 15-005**  
**FILING SIGNATURE WITH SECRETARY OF STATE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that pursuant to N.J.S.A. 40A:9-129 that the Municipal Clerk be directed to file with the Secretary of State facsimiles of her signature and the Mayor's signature, an impression of the municipal seal and a statement of their terms of office, showing the commencement and expiration dates

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**RESOLUTION 15-006**  
**AUTHORIZING FEE FOR COPIES OF AGENDA PACKET**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that pursuant to the authority of Section 14 of the "Open Public Meetings Act", that the sum of \$20.00 is hereby fixed as the reasonable sum to be prepaid by any person to cover the costs of providing notice of each meeting to be mailed to such person upon request per calendar year.

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**RESOLUTION 15-007**  
**AUTHORIZING PREPAYMENT OF MORRIS COUNTY TAXES**

**WHEREAS**, Morris County taxes are due quarterly on February 2, May 1, August 3 and November 2, 2015;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to disburse these quarterly payments.

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**RESOLUTION 15-008**  
**AUTHORIZING DISBURSEMENT OF HOSPITALIZATION AND STATE HEALTH BENEFITS**

**WHEREAS**, Employee Health Insurance must be paid at the time the bills are submitted thru the States Transmittal Electronic Payment System (TEPS);

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that the Chief Financial Officer be and is hereby authorized to disburse the monies due at the time the bills are submitted and same shall be included on the current bill list with vouchers attached.

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**RESOLUTION 15-009**  
**AUTHORIZING 2015 PAY SCHEDULE AND PENSION PAYMENTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to perform all matters necessary to enable the issuance of Township payroll checks in *twenty-six* installments and pension payments throughout the year 2015 without the need of further resolutions or action by the Township Committee, and

**BE IT FURTHER RESOLVED** that the Payroll referred to herein for Township employees is as authorized by ordinances and resolutions currently in effect.

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**RESOLUTION 15-010**

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
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**ESTABLISHING INTEREST RATE ON DELINQUENT TAXES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that in accordance with R.S. 54:4-67 the interest rate on delinquent 2015 taxes shall be as follows:

1. Eight percent (8%) per annum on the first \$1,500.00 of the delinquency.
2. Eighteen (18%) per annum in any amount in excess of \$1,500.00
3. Any taxpayer with a cumulative delinquency in excess of \$10,000.00 who fails to pay the delinquency prior to the end of the calendar year shall be charged with a penalty equal to six percent (6%) of the amount of the delinquency.

**BE IT FURTHER RESOLVED** that no interest shall be charged until ten (10) days after the due date or the first business day after the (10) tenth calendar day if the 10th is on a weekend.

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**RESOLUTION 15-011**  
**ESTABLISHING INTEREST RATE ON DELINQUENT SEWER USE FEES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that in accordance with R.S. 54:4-67 the interest rate on delinquent 2015 sewer user fees shall be as follows:

1. Eight percent (8%) per annum on the first \$1,500.00 of the delinquency.
2. Eighteen (18%) per annum on any amount in excess of \$1,500.00.

**BE IT FURTHER RESOLVED** that no interest shall be charged until ten (10) days after the due date.

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**RESOLUTION 15-012**  
**AUTHORIZING TAX COLLECTOR TO REFUND PROPERTY TAXES OR DELINQUENCY**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that in accordance with the provisions of N.J.S.A. 40A:5-17.1, that the Township Tax Collector is hereby authorized to process, without further action on the part of the governing body, any property tax or sewer use fee refund or delinquency of less than \$10.00.

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**RESOLUTION 15-013**  
**AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR INVESTMENT AND PAYMENT OF CAPITAL DEBT**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the Chief Financial Officer is hereby authorized to wire transfer funds for investment of surplus funds, as they become available and payment of capital debt, provided that all investments are reported to the Township Committee.

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**RESOLUTION 15-014**  
**ESTABLISHING PETTY CASH FUND FOR THE TOWNSHIP CLERK**

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
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**WHEREAS**, NJSA 40A:5-21 authorizes the establishment of a petty cash fund for the Township Clerk's Office in the Township of Long Hill; and

**WHEREAS**, said petty cash fund was established by the Township Committee by resolution; and

**WHEREAS**, said petty cash fund received approval from the Director of Local Government Services; and

**WHEREAS**, it is the desire of the Township Committee that said fund be continued under the direction of the Township Clerk;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that:

1. During the year 2015, Cathy Reese, Township Clerk, be and is hereby authorized and permitted to establish a petty cash fund in the amount not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21. Said petty cash fund will be used by such office or department to pay claims for small miscellaneous expenses.
2. Cathy Reese, Township Clerk, having custody of the fund shall be bonded in an amount not less than \$15,000.00 and will maintain said fund in accordance with the laws and regulations governing its operation.

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**RESOLUTION 15-015**  
**ESTABLISHING PETTY CASH FUND FOR CHIEF OF POLICE**

**WHEREAS**, NJSA 40A:5-21 authorizes the establishment of a petty cash fund for the Chief of Police in the Township of Long Hill; and

**WHEREAS**, said petty cash fund was established by the Township Committee by resolution; and

**WHEREAS**, said petty cash fund received approval from the Director of Local Government Services; and

**WHEREAS**, it is the desire of the Township Committee that said fund be continued under the direction of the Chief of Police;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that:

1. During the year 2015, the Chief of Police, be and is hereby authorized and permitted to establish a petty cash fund in the amount not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21. Said petty cash fund will be used by such office or department to pay claims for small miscellaneous expenses.

**TOWNSHIP OF LONG HILL**  
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2. Michael Mazzeo, Chief of Police, having custody of the fund shall be bonded under the Township's blanket bond and will maintain said fund in accordance with the laws and regulations governing its operation.

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**RESOLUTION 15-016**  
**ESTABLISHING PETTY CASH FUND**  
**FOR DIRECTOR OF EMERGENCY MANAGEMENT**

**WHEREAS**, NJSA 40A:5-21 authorizes the establishment of a petty cash fund, and

**WHEREAS**, the Director of Emergency Management requested that a petty cash fund be established for Emergency Management purposes.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Long Hill that a petty cash fund be established for the Office of Emergency Management in the amount of \$200.00

1. During the year 2015, the Township of Long Hill Director of Emergency Management be and is hereby authorized and permitted to establish a petty cash fund not to exceed \$200.00 pursuant to the provisions of NJSA 40A:5-21

2. The Director of Emergency Management having custody of the fund shall be bonded under the township's blanket bond and will maintain said fund in accordance with said laws regulations governing its operation.

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**RESOLUTION 15-017**  
**ADOPTING SCHEDULE FOR PREPAYMENT OF LOCAL PROPERTY TAXES**

**WHEREAS**, R.S. 54:4-67 provide that:

"The governing body of each municipality may by resolution fix the rate of discount to be allowed for the payment of taxes...previous to the date on which they would become delinquent. The rates affixed shall not exceed six (6%) percent per annum, shall be allowed only in case of payment on or before the thirtieth (30) day previous to the date on which the taxes or assessments would be delinquent"; and

**WHEREAS**, the Township Committee wishes to adopt a discount schedule for the payment of taxes;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey that pursuant to R.S. 54:4-67 it hereby adopts the following schedule for prepayment of local property taxes:

1. A taxpayer may prepay one-quarter, two-quarters, three-quarters or their entire tax bill for the following tax year.
2. All prepayments must be received on or before 12:00 noon on the last regular business day (on which books are open) of the year prior to the year in which taxes are due.

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3. The following factors shall be applied to pre-payments made in accordance with paragraph 2 of this resolution:

- a. First quarter .9917
- b. Second quarter .9802
- c. Third quarter .9674
- d. Fourth quarter .9562

4. A taxpayer may not prepay the taxes for any quarter until the taxes for all preceding quarters have been paid.

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**RESOLUTION 15-018**  
**APPOINTING 2015 SCHOOL CROSSING GUARDS**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill does hereby appoint the following as School Crossing Guards for the year 2014:

- Baldassarre Abbondandolo
- Anna Abbondandolo
- Rosemary Armenti
- Howard Bradley
- Susan Gronske
- Annmarie Merklinger
- Wendy Ross
- Janice Rued
- Sharon Woodstock

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**RESOLUTION 15-019**  
**ADOPTING EXPOSURE CONTROL PLAN**

**BE IT RESOLVED** that the Exposure Control Plan for the Township of Long Hill dated January 1, 1995 is hereby adopted by the Township Committee of the Township of Long Hill for 2015. [Copy attached]

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**RESOLUTION 15-020**  
**ADOPTING PERSONNEL POLICY AND PROCEDURE MANUAL**

**BE IT RESOLVED** that the Personnel Policy and Procedure Manual for the Township of Long Hill, as amended, is hereby adopted for the year 2015 with the stipulation that the Township reserves the right to adopt further amendments to the Personnel Policy and Procedure Manual throughout the year.

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**RESOLUTION 15-021**  
**ADOPTING THE TOWNSHIP OF LONG HILL PURCHASING PROCEDURES MANUAL**

**BE IT RESOLVED** that the Purchasing Manual for the Township of Long Hill is hereby adopted for the year 2015.

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**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
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**RESOLUTION 15-022**  
**APPOINTING 2015 LOCAL EMERGENCY PLANNING COMMITTEE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following are hereby appointed for the year 2015 as the Local Emergency Planning Committee (LEPC):

Local Emergency Planning Committee (LEPC)

Kenneth J. Fullagar	Emergency Management Coordinator
Shayne Daly	Emergency Management Deputy Coordinator
Raymond Clark	Emergency Management Deputy Coordinator
Linda Olmsted	Emergency Management Deputy Coordinator
Millington Fire Chief	Millington Fire Department
Stirling Fire Chief	Technical Services Assistant Coordinator
Renee Rovtar	Superintendent of Public Schools
John Paul Crescenzo	Principal Saint Vincent DePaul School
Chief Mike Mazzeo	Police Services Assistant Coordinator
Lt. Ahmed Naga	Long Hill Township Police Department/PIO
William Hudzik	RACES/Communications Representative
Neil Henry	Public Services Assistant Coordinator
Brendan Rae	Mayor Long Hill Township
Guy Piserchia	Township Committee Representative
Lori Greenspan	Editor Echoes Sentinel
Larry Fast	Emergency Public Info Assistant Coordinator
Robert English	Long Hill First Aid Squad
Barbara Flynn	Social Services Assistance Coordinator
Thomas Sweeney	Special Services Assistant Coordinator
Rev. Thomas Peters	Clergy Representative
Mike McMenamin	United States Fish & Game-Wildlife
Jay Weisman	Citizen Corps Representative
Lucy Forgione	Bernards Health Department
Laurie Gill	American Red Cross

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**RESOLUTION 15-023**  
**APPOINTING 2015 EMERGENCY MANAGEMENT OPERATIONS CENTER STAFF**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following are hereby appointed for the year 2015 as the Emergency Management Operations Center Staff:

Emergency Management Operations Center Staff

Brendan Rae	Long Hill Township Mayor
Director Kenneth J. Fullagar	OEM Coordinator
Shayne Daly	Deputy OEM Coordinator
Raymond Clarke	Deputy OEM Coordinator
Linda Olmsted	Deputy OEM Coordinator
Lt. Ahmed Naga	Public Information Officer
Sergeant Sean Brown	Law Enforcement Annex Coordinator
Chief Michael Mazzeo	Police Services Assistant Coordinator
Administrator Neil Henry	Public Services Assistant Coordinator

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Thomas Sweeney	Special Services Assistant Coordinator
Stirling Fire Chief	Technical Services Assistant Coordinator
Millington Fire Chief	Technical Services Assistant Coordinator
Barbara Flynn	Social Services Assistant Coordinator
Rene Rovtar	Public Schools Annex Coordinator
Lucy Forgione	Public Health Officer
William Hudzik	Races/Communications Annex Coordinator
Robert English	Emergency Medical Annex Coordinator
Jay Weismann	Citizen Corps Programs

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**RESOLUTION 15-024  
2015 FEE SCHEDULE**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that the following fees for 2015 for licenses and permits for the Township of Long Hill are hereby amended:

Administrative Research Fee

Supervisory	\$ 30.00/hr.
Clerical	\$ 25.00/hr.

Alarm Systems

*Permit for a private alarm which either automatically selected a telephone trunk line with the Police Department and then reproduces a prerecorded message or automatically alert a third person. Permit also required for warning device.*

Annual Permit Fee	\$ 50.00
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Alcoholic Beverage Control License

Plenary Retail Consumption	\$ 2,500.00
Plenary Retail Distribution	\$ 2,088.00
Limited Retail Distribution	\$ 63.00
Club	\$ 188.00
Season Retail Consumption - annual fee is seventy-five percent (75%) of annual renewal fee for retail consumption licenses	

Amusement Devices

Juke Box	\$ 30.00
Video Games	\$ 60.00
Soda Machines	\$ 10.00
Pool Tables	\$ 60.00
Pinball Machines	\$ 60.00

Building Materials - Township Dumpster

Car	\$ 15.00
Station Wagon	\$ 50.00
Mini Van	\$ 75.00
Small Pick-up truck	\$ 110.00
Pick-up truck or van	\$ 150.00

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Extra for overload		\$	40.00
Canvassers, Solicitors and Peddlers Permit		\$	20.00
Solicitor Digital Photograph		\$	2.00
Charitable Clothing Bin Application [Yearly]		\$	25.00
Dog Licenses			
Spayed/Neutered		\$	17.50
Non-Spayed/Neutered		\$	20.50
Late Fee after January 31st		\$	10.00
Late Fee after February 28 <sup>th</sup>		\$	20.00
Replacement (first one free, thereafter \$5.00)			
Fill/Soil Removal Permit		\$	50.00
Food and Drink License			
Pharmacy		\$	65.00
Retail Food Establishment (under 2,000 sq. feet)		\$	100.00
Retail Food Establishment (2,000 – 5,000 sq. feet)		\$	135.00
Retail Food Establishment (5,000 – 10,000 sq. feet)		\$	165.00
Retail Food Establishment (over 10,000 sq. feet)		\$	400.00
Mobile Retail Food Establishment		\$	110.00
Temporary Retail Food Establishment		\$	30.00
Farmers Market		\$	20.00
Catering		\$	110.00
Re-Inspection Fee		\$	100.00
Late Fee (renewals only – after January 31 <sup>st</sup> )			Double License Fee
Handgun Permit		\$	2.00
Handgun Identification Card		\$	5.00
Kennel License		\$	35.00
Limousine License		\$	50.00
Parking Permit:			
Millington	Yearly	\$	225.00
Yearly after July 1 <sup>st</sup>		\$	112.50
Stirling	Yearly	\$	275.00
Yearly after July 1 <sup>st</sup>		\$	137.50
Gillette	Yearly	\$	325.00
Yearly after July 1 <sup>st</sup>		\$	162.50
Daily		\$	5.00
Replacement Permit		\$	5.00

<u>Parks and Recreation Facilities Use Reservation Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Soccer Fields, Volleyball Court, Basketball Court	\$25.00/2 Hrs.	\$45.00/2 Hrs.

**TOWNSHIP OF LONG HILL  
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Stirling Lake Pavilion	\$30.00/4 Hrs.	\$55.00/4 Hrs.
Meyersville Field	\$25.00/2 Hrs.	\$45.00/2 Hrs.
Commercial Use Rates (\$100.00 Deposit required and Insurance)		
Soccer Fields, Volleyball Court, Basketball Court	\$60.00/2 Hrs.	\$110.00/2Hrs
Meyersville Field	\$60.00/2Hrs	\$110.00/2Hrs
Bocce Ball Courts		
Non Resident	\$40.00/2 Hrs.	
Resident Commercial	\$50.00/2 Hrs.	
Non-Resident Commercial	\$100.00/2 Hrs.	
Horseshoe Pits		
Non Resident	\$40.00/2 Hrs.	
Resident Commercial	\$50.00/2 Hrs.	
Non-Resident Commercial	\$100.00/2 Hrs.	
Tennis Courts		
Non Resident	\$10.00/1 Hr.	
Resident Commercial	\$15.00/1 Hr.	
Non-Resident Commercial	\$20.00/1 Hr.	
Photocopies/Copies:		
Black & White copies (per copy) Letter size	\$	0.05
Legal size	\$	0.07
11 x 17	\$	0.10
Large Format Prints	\$5.00/page for 24" X 36"	
	\$1.00/linear foot over initial 2 feet	
DVD ROM	\$	3.00
CD	\$	.50
CD of Full Tax Map (total includes mailing and postage)	\$	25.00
Land Use Ordinances	\$	35.00
Zoning Map	\$	5.00
Master Plan	\$	35.00
Duplicate Copy of Tax Bill	\$5.00/first dup.	
	\$25.00 for each additional duplicate copy	
Duplicate Tax Sale Certificate	\$	100.00
Notarized Copies	Long Hill Resident – <i>First 4 documents are no charge</i>	\$ 2.50
	Non Resident [per document]	\$ 2.50
Mulch, Composted Leaves or Wood Chip Delivery [per load]	\$	100.00

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**

January 5, 2015 Re-Organization Meeting

Mulch Pick Up for Local Garden Centers Only		\$ 6.00
		<i>Per cubic yard.</i>
Public Assembly Permit		\$ 100.00
Recreation Programs		
Basketball registration (Intramural)		\$ 65.00
Late Registration Fee		\$ 20.00
Basketball registration (Traveling Team)		\$ 200.00
Basketball (Traveling Team) Out-of-Town students		\$ 300.00
Adult Basketball League [per season]:		
Long Hill Resident Adult		\$ 20.00
Out-of-Town Resident Adult		\$ 30.00
Little Explorers Summer Pre-School Camp:		
One Session:		\$ 75.00
Two Sessions:		\$ 140.00
Three Sessions:		\$ 200.00
All Four Sessions:		\$ 280.00
Field Hockey Fall Program		\$100 - \$150
Field Hockey Summer Clinic		\$ 85.00
Girls Lacrosse Summer Clinic		\$ 80.00
Swim Lessons (per week)		\$ 65.00
"Learn to Swim" Lessons (per class)		\$ 15.00
Girls Volleyball		\$ 75.00
Rutgers S.A.F.E.T.Y. Class		\$ 35.00
Summer Recreation	Long Hill Twp. Resident	\$ 275.00
	Non-Resident	\$ 540.00
Return Check Fee		\$ 20.00
[per N.J.S.A. 40:5-18(c)]		
Septic Applications		
New: Plan Review		\$ 500.00
(Includes plan review and installation inspection)		
Repair: Replacing existing components as is. (No Engineer required)		\$ 75.00
Alteration: Changing components on an existing system. (Engineer required)		\$ 350.00

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**

January 5, 2015 Re-Organization Meeting

PERC/Soil Log:

Permit to Conduct One Group of Soil Logs and  
 Permeability Tests [witness per lot, per day] \$ 100.00

Sewer Connection Fee

Existing Homes Prior to December 28, 1983 \$ 630.00

New Homes \$10,120.00

Dry Line Connection \$10,120.00

Street/Road Opening Permit \$ 100.00

Swimming and Bath Establishments \$ 200.00

Tax Lien Redemption Calculation Fee \$ 50.00  
 [For 3<sup>rd</sup> request in a calendar year]

Tire Permits \$ 2.00

Tree Removal Permit \$ 25.00

Towing Services and Storage:

Basic towing of private passenger automobiles and motorcycles:

Automobile (days between 8:00 a.m. and 4:30 p.m.)

First mile or less \$ 65.00

Each additional loaded mile \$ 3.50

Automobile (nights, weekends and New Jersey State Holidays)

First mile or less \$ 85.00

Each additional loaded mile \$ 3.50

Basic towing for other than private automobiles:

(Days between 8:00 a.m. and 4:40 p.m. Monday-Friday)

Light Duty (vehicles up to 6,999 lb. GVWR) \$100.00 per hour, 1 hour minimum

Medium Duty (vehicles up to 20,000 lb. GVWR) \$150.00 per hour, 1 hour minimum

Heavy Duty \$250.00 per hour, 1 hour minimum

(Nights, Weekends and NJ Holidays)

Light Duty (vehicles up to 6,999 lb. GVWR) \$150.00 per hour, 1 hour minimum

Medium Duty (vehicles up to 20,000 lb. GVWR) \$200.00 per hour, 1 hour minimum

Heavy Duty \$300.00 per hour, 1 hour minimum

Outside Secure Storage Facility

Private Passenger Automobiles \$25.00 per day

\$35.00 (inside storage)

Trucks up to 24,000 GVWR \$50.00 per day

Tractor Trailers (Tractor) \$50.00 per day

Tractor Trailers (Trailer) \$75.00 per day

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
 January 5, 2015 Re-Organization Meeting

Yard Tow (automobile only) \$ 40.00

Vital Statistics:

Certified Copies of Birth, Marriage, Death, Domestic Partnership \$ 10.00  
 Corrections of Birth, Marriage, Death, Domestic Partnership \$ 15.00

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**TOWNSHIP OF LONG HILL**  
**RESOLUTION 15-025**  
**2015 TEMPORARY BUDGET**

**WHEREAS**, 40A:4-19 Local Budget Act provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2015 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of 2015; and

**WHEREAS**, the total appropriations in the 2014 budget, less the appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - Total General Appropriation \$11,643.634

**WHEREAS**, 26.25% of the total appropriations in the 2014 Budget less appropriations made for Capital Improvement Fund, Debt services and relief of the poor are as follows:

General - \$ 3,056,454

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Long Hill, in the County of Morris, State of New Jersey, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

**GENERAL GOVERNMENT**

**GENERAL ADMINISTRATION**

SALARY & WAGES 76,125  
 OTHER EXPENSES 16,255

**MIS - MANAGE INFO SYSTEM**

OTHER EXPENSES 26,198

**MAYOR & COUNCIL**

OTHER EXPENSES 1,903

**ELECTIONS**

OTHER EXPENSES 1,181

**FINANCE**

SALARY & WAGES 44,625

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

OTHER EXPENSES	14,621
<b>TAX COLLECTION</b>	
SALARY & WAGES	23,625
OTHER EXPENSES	2,809
<b>TAX ASSESSOR</b>	
SALARY & WAGES	11,288
OTHER EXPENSES	1,444
<b>LEGAL</b>	
OTHER EXPENSES	30,450
<b>PROSECUTOR</b>	
OTHER EXPENSES	5,788
<b>PLANNING</b>	
SALARY & WAGES	14,438
OTHER EXPENSES	9,332
<b>BD OF ADJUSTMENT</b>	
SALARY & WAGES	14,700
OTHER EXPENSES	1,227
<b>ZONING</b>	
SALARY & WAGES	16,669
OTHER EXPENSES	276
<b>PUBLIC DEFENDER</b>	
OTHER EXPENSES	1,260
<b>ENGINEERING</b>	
OTHER EXPENSES	17,063
<b>ENVIRONMENTAL</b>	
SALARY & WAGES	394
OTHER EXPENSES	131
<b>SHADETREE</b>	
SALARY & WAGES	420
OTHER EXPENSES	263
<b>BUILDINGS &amp; GROUNDS</b>	
OTHER EXPENSES	34,388
<b>INSURANCE &amp; BENEFITS</b>	

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
 January 5, 2015 Re-Organization Meeting

OTHER EXPENSES	346,763
<b>POLICE</b>	
SALARY & WAGES	748,258
OTHER EXPENSES	16,052
<b>POLICE CAR</b>	
OTHER EXPENSES	21,788
<b>RADIO &amp; COMMUNICATION</b>	
OTHER EXPENSES	59,684
<b>AID TO FIRE COMPANIES</b>	
OTHER EXPENSES	28,035
<b>AID TO RESCUE SQUAD</b>	
OTHER EXPENSES	9,188
<b>MUNICIPAL COURT</b>	
SALARY & WAGES	24,413
OTHER EXPENSES	1,494
<b>FIRE PREVENT. INSPECTOR</b>	
SALARY & WAGES	5,906
OTHER EXPENSES	41,738
<b>FIRE SUB-CODE PROTECTION</b>	
SALARY & WAGES	3,413
OTHER EXPENSES	788
<b>EMERGENCY MANAGEMENT</b>	
SALARY & WAGES	3,281
OTHER EXPENSES	2,735
<b>STREETS &amp; ROADS</b>	
SALARY & WAGES	198,188
OTHER EXPENSES	36,330
<b>FLEET MAINTENANCE</b>	
OTHER EXPENSES	35,634
<b>GARBAGE DISPOSAL</b>	
OTHER EXPENSES	168,131

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

<b>SEWER</b>	
SALARY & WAGES	81,375
OTHER EXPENSES	69,657
<b>HEALTH &amp; WELFARE</b>	
OTHER EXPENSES	18,322
<b>PEOSHA</b>	
OTHER EXPENSES	1,313
<b>PARKS &amp; PLAYGROUNDS</b>	
SALARY & WAGES	32,025
OTHER EXPENSES	15,142
<b>STIRLING LAKE RECREATION</b>	
SALARY & WAGES	15,356
OTHER EXPENSES	5,867
<b>CELEBRATION - PUB. EVENT</b>	
OTHER EXPENSES	1,181
<b>DRIVERS - SENIORS</b>	
SALARY & WAGES	3,281
<b>SENIOR CITIZEN</b>	
OTHER EXPENSES	4,463
<b>CONSTRUCTION</b>	
SALARY & WAGES	32,288
OTHER EXPENSES	2,008
<b>ELECTRICITY</b>	
OTHER EXPENSES	74,288
<b>TELEPHONE</b>	
OTHER EXPENSES	15,750
<b>NATURAL GAS</b>	
OTHER EXPENSES	4,200
<b>GASOLINE/DIESEL FUEL</b>	
OTHER EXPENSES	36,225
<b>HEATING FUEL</b>	
OTHER EXPENSES	7,875

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
 January 5, 2015 Re-Organization Meeting

<b>WATER</b>	
OTHER EXPENSES	12,075
<b>STREET LIGHTING</b>	
OTHER EXPENSES	21,788
<b>MUNI SERVICE ACT - CONDO</b>	
OTHER EXPENSES	3,938
<b>PERS - PENSION</b>	
OTHER EXPENSES	60,150
<b>SOCIAL SECURITY- FICA</b>	
OTHER EXPENSES	105,394
<b>PFRS - PENSION</b>	
OTHER EXPENSES	136,555
<b>MAINT. FREE PUB. LIBRARY</b>	
OTHER EXPENSES	149,431
<b>LOSAP</b>	
OTHER EXPENSES	27,825
<b>TOTAL GENERAL OPERATIONS:</b>	<b>3,056,454</b>
<b>DEBT SERVICE</b>	
OTHER EXPENSES	1,685,506
<b>PARKING ENTERPRISE</b>	
SALARIES & WAGES	1,900
OTHER EXPENSES	4,500
<b>TOTAL PARKING ENTERPRISE:</b>	<b>6,400</b>

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**RESOLUTION 15-026**  
**CONFIRMING APPOINTMENT OF 2015 OFFICIALS AND EMPLOYEES**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Officers and Employees for the year 2015 are hereby appointed by said Committee and that they be and are the same as follows:

- |  |                   |
|--|-------------------|
| Public Agency Compliance Officer<br>[1 year term—N.J.A.C. 17:27-3.3] | Leonard Ho        |
| Joint Insurance Fund Commissioner                                    | Andrea Tsimboukis |



**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

1. A professional services contract with Pidgeon & Pidgeon, Attorney at Law, 600 Alexander Road, Princeton, New Jersey 08540 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Pidgeon & Pidgeon, in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$160 per hour
  - C. Services: The firm shall provide professional legal services
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract shall be charged to 01-2015-0020-0155-2-00202. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution

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**RESOLUTION 15-028**  
**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LEGAL SERVICES – HAWKINS DELAFIELD & WOOD LLP**

**WHEREAS**, the Township of Long Hill requires professional legal services for bond related matters, which shall include but not limited to drafting and reviewing correspondence, attendance at meetings and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township Administrator serving as the Purchasing Agent has determined and certified in writing that the value of the amount of the contract may exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Law Firm of Hawkins Delafield & Wood, One Gateway Center, 24<sup>th</sup> Floor, Newark, New Jersey 07102, is appointed to serve as Bond Counsel for Long Hill Township for the year 2015; and

**WHEREAS**, the Law Firm of Hawkins Delafield & Wood, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the Law Firm of Hawkins Delafield & Wood, LLC, has not made any reportable contributions to a political or candidate committee in the

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 5, 2015 Re-Organization Meeting

Township of Long Hill in the previous one year, and that the contract will prohibit the Law Firm of Hawkins Delafield & Wood, LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

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

1. A professional services contract with the Law Firm of Hawkins Delafield & Wood, LLC, One Gateway Center, 24<sup>th</sup> Floor, Newark, New Jersey 07102 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Law Firm of Hawkins Delafield & Wood, in accordance with the following terms and conditions:
  - A. Term: from January 1, 2015 – December 31, 2015
  - B. Rate: As per proposal dated November 15, 2012
  - C. Services: The firm shall provide professional legal services related to financing.
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
7. This contract amount will be usually charged to the debt being authorized. But shall supply a written hourly rate for such services. The certification of available funds by the Township Chief Financial Officer shall be made if such fees are not charged to the debt being authorized.
8. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution

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**RESOLUTION 15-029  
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR LABOR  
ATTORNEY SERVICES – CLEARY, GIACOBBE, ARFIERI, JACOBS LLC**

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 5, 2015 Re-Organization Meeting

**WHEREAS**, the Township of Long Hill requires professional legal services which shall include matter related to labor relations, contract negotiations and providing advice as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township Administrator serving as the Purchasing Agent has determined and certified in writing that the value of the amount of the contract may exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs LLC has submitted a proposal indicating they will provide the legal services for an hourly rate of (\$150) one hundred fifty dollars; and

**WHEREAS**, Cleary, Giacobbe, Alfieri, Jacobs LLC [Matthew Giacobbe, Esq.] has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary, Giacobbe, Alfieri, Jacobs LLC has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit Cleary, Giacobbe, Alfieri, Jacobs LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

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

1. A professional services contract with Cleary, Giacobbe, Alfieri, Jacobs LLC, 7 James Street, Florham Park, NJ 07832 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with Cleary, Giacobbe, Alfieri, Jacobs LLC [Matthew Giacobbe, Esq.], in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: \$150 per hour
  - C. Services: The firm shall provide professional legal services for labor matters only
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

5. This contract shall be charged to 01-2015-0020-0155-2-00204. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.
6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 15-030**  
**AUTHORIZING THE AWARD OF AN EXTRAORDINARY UNSPECIFIED SERVICE**  
**CONTRACT FOR RISK MANAGEMENT SERVICES – JOHN MOORE OF WILLIS OF NEW**  
**JERSEY, INC.**

**WHEREAS**, the Township of Long Hill is a member of the Morris County Joint Insurance Fund (MCJIF); and

**WHEREAS**, the Township of Long Hill requires professional Risk Management Services for insurance related matters, which shall include but not limited to reviewing and recommending appropriate insurance coverage's for the Township of Long Hill; and

**WHEREAS**, the bylaws of said Fund requires that each Governing Body appoint a Risk Management Consultant to perform various professional services as detailed in the by-laws; and

**WHEREAS**, the Board of fund Commissioners established a fee equal to six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, John Moore of the firm Willis of New Jersey, Inc., 14 Commerce Drive, Cranford, NJ 07106 is appointed to serve as Risk Management consultant for Long Hill Township for the year 2015; and

**WHEREAS**, the firm of Willis of New Jersey, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm of Willis of New Jersey, Inc., has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the firm of Willis HRH from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

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

**TOWNSHIP OF LONG HILL  
TOWNSHIP COMMITTEE MEETING MINUTES**

January 5, 2015 Re-Organization Meeting

1. A Risk Management services contract with John Moore of the firm of Willis of New Jersey, Inc., 14 Commerce Drive, Cranford, NJ 07106 is hereby authorized
2. The Mayor and Clerk are authorized to sign a professional service contract with John Moore of the firm of Willis of New Jersey, Inc., in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months
  - B. Rate: To be paid by MCJIF
  - C. Services: The firm shall provide professional risk management services
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION #15-031  
APPOINTING TOWNSHIP PLANNER**

**WHEREAS**, the Township of Long Hill has a need to acquire services of a professional planner via a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A - 20.5; and

**WHEREAS**, a contract for professional services may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(I); and

**WHEREAS**, the contractor has completed and submitted a Business Entity Disclosure Certification which certifies that the business entity has not made any reportable contributions to a political or candidate committee in the Township in the previous one year that would render it ineligible under the terms of N.J.S.A. 19:44A - 20.5 or subsection 2-23.1 of the Township Code; and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of this contract;

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

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

1. The Mayor and Clerk are authorized to sign a professional services agreement with J Caldwell & Associates, LLC, for Jessica C. Caldwell, P.P., to provide professional planning services to the Township, subject to the following terms and conditions:

- A. Term: January 1, 2015 to December 31, 2015
- B. Compensation: Hourly Rate/\$118.00
- C. Miscellaneous: The contractor shall provide professional planning services as requested by the Township Administrator

2. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(I), is directed to publish a notice once in the Echoes-Sentinel stating the nature, duration, service and amount of this contract.

3. The Township Clerk shall make copies of this resolution available for public inspection at the Township Hall, 915 Valley Road, Gillette, New Jersey, during regular business hours.

4. This contract shall be charged to budget line item 01-2015-0020-0155-2-00201. The certification of available funds by the Township Chief Financial Officer shall be attached to the original of this resolution and shall be maintained in the files of the Township Clerk.

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**RESOLUTION 15-032**  
**APPOINTING MUNICIPAL PROSECUTOR - LISA CHADWICK THOMPSON**

**WHEREAS**, N.J.S.A. 2B:25-4 provides that “each municipal court . . . shall have at least one municipal prosecutor appointed by the governing body . . .”; and

**WHEREAS**, N.J.S.A. 2B:25-4 further provides that “Municipal prosecutors shall be compensated either on an hourly, per diem, annual or other basis as the . . . municipality provides . . .”; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, Lisa Chadwick Thompson has submitted a proposal to serve as municipal prosecutor during 2015 for an annual fee of \$20,783.00 as per schedule established by the Municipal Court; and

**WHEREAS**, the Lisa Chadwick Thompson has completed and submitted a Business Entity Disclosure Certification which certifies that neither she nor the firm of Nuzzi & Mason, LLC has made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit her and her law firm from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

**TOWNSHIP OF LONG HILL**  
**TOWNSHIP COMMITTEE MEETING MINUTES**  
January 5, 2015 Re-Organization Meeting

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

1. Lisa Chadwick Thompson is hereby appointed Long Hill Township Municipal Prosecutor for a term effective January 1, 2015.
2. A professional services contract with Lisa Chadwick Thompson, Esq. to serve as Municipal Prosecutor is hereby authorized. Ms. Thompson shall be an independent contractor and not an employee of the Township.
3. The Mayor and Clerk are authorized to sign a professional services contract with Lisa Chadwick Thompson in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 366 days
  - B. Rate: \$20,783.00 as per schedule established by the Municipal Court.
  - C. Services: Lisa Chadwick Thompson shall serve as Municipal Prosecutor
4. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
5. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
6. This contract shall be charged to 01-2015-0025-0253-1-00105. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.
7. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 15-033**  
**APPOINTING MUNICIPAL PUBLIC DEFENDER – MICHELLE WELSH**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that Michelle Welsh is hereby appointed Municipal Public Defender for 2015 in accordance with the provisions of Township Code Section 2-28B and N.J.S.A. 2B-24, and shall be paid \$1,158.25 quarterly. In addition, the Public Defender shall be paid at the same hourly rate as the Township Attorney for interlocutory appeals to the Superior Court.

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**RESOLUTION 15-034**  
**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR ACCOUNTING (MUNICIPAL AUDITOR) SERVICES – NISIVOCIA & COMPANY**

**WHEREAS**, the Township of Long Hill requires professional auditing services which shall include the annual audit for Long Hill Township as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

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**WHEREAS**, the Township Administrator serving as the Purchasing Agent has determined and certified in writing that the value of the amount of the contract will exceed (\$17,500) seventeen thousand five hundred dollars; and

**WHEREAS**, the anticipated term of this contract is (1) one year; and

**WHEREAS**, the Accounting Firm of Nisivoccia & Company, has completed and submitted a Business Entity Disclosure Certification which certifies that the Accounting Firm of Nisivoccia & Company has not made any reportable contributions to a political or candidate committee in the Township of Long Hill in the previous one year, and that the contract will prohibit the Accounting Firm of Nisivoccia and Company from making any reportable contributions through the term of the contract; and

**WHEREAS**, in addition, this contract is for professional services and may be awarded without public bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Township Chief Financial Officer in accordance with N.J.A.C. 5:34-5.1 has certified in writing to the Township Committee the availability of adequate funds to pay the maximum amount of the contract;

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

1. A professional services contract with the Accounting Firm of Nisivoccia & Company, 200 Valley Road – Suite 300, Mt. Arlington, NJ 07856 is hereby authorized per proposal dated December 5, 2014;
2. The Mayor and Clerk are authorized to sign a contract with the Accounting Firm of Nisivoccia & Company in accordance with the following terms and conditions:
  - A. Term: A period of not to exceed 12 months.
  - B. Rate: \$40,580.00 annually
  - C. Services: The firm shall provide professional accounting (auditing) services.
3. The Township Clerk in accordance with the provisions of N.J.S.A. 40A:11-5(1)(a)(i), is directed to publish a notice once in the Echoes Sentinel stating the nature, duration, service and amount of this contract.
4. The Township Clerk shall make copies of this resolution available for public inspection at the Municipal Building, 915 Valley Road, Gillette, New Jersey during regular business hours.
5. This contract shall be charged to 4-01-20-130-130-212. The certification of available funds by the Township Chief Financial Officer shall be attached to the original resolution and shall be maintained in the files of the Township Clerk.

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6. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this Resolution.

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**RESOLUTION 15-035**  
**DESIGNATING THE OFFICIAL DEPOSITORIES & SIGNATURES ON BANK ACCOUNTS**

**BE IT RESOLVED** by the Township Committee of the Township of Long Hill that the following banks are hereby designated as depositories for funds for the Township of Long Hill for 2015 and checking accounts as indicated, shall be maintained as follows:

**Investors Bank**

- Current Account
- Federal / State Grant Account
- Capital Account
- Open Space Trust Account
- Public Parking Enterprise Account
- Recycling Trust Account
- Other Trust Account
- Unemployment Trust
- Animal Trust Account
- Law Enforcement Trust
- COAH Trust
- Payroll Account

**Bank of America**

- Escrows Account

**BE IT FURTHER RESOLVED** by the Township Committee that the following banks are hereby designated as depositories for saving funds and escrow accounts for the Township of Long Hill for the year 2015:

- Millington Savings Bank, Millington, N.J.
- JPMorgan Chase Bank, Stirling, N.J.
- Bank of America, Stirling, N.J.
- New Jersey Cash Management Plan, Trenton, N.J.
- PNC Bank, Stirling, N.J.
- Peapack Gladstone Bank, Warren, N.J.
- Investors Bank, Stirling, N.J.
- TD Bank, Warren, N.J.
- Amboy Bank, Old Bridge, N.J.
- Santander Bank, Stirling, N.J.

**BE IT FURTHER RESOLVED** that all withdrawals against the foregoing accounts shall bear the signatures of the following officials of said Township: Mayor, Chief Financial Officer, and Township Administrator. In the absence of the Mayor, Chief Financial Officer or Township Administrator, the Deputy Mayor or Township Clerk may sign, and Payroll Manager may sign for the Payroll account.

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**BE IT FURTHER RESOLVED** that in the event of illness or absence of the Township Administrator, Mayor, Chief Financial Officer, Deputy Mayor or Township Clerk that two (2) of the required signatures will be sufficient for a ten (10) day period upon due notification to said banks.  
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**RESOLUTION 15-036**  
**AFFIRMING THE CONTINUATION & AUTHORITY OF THE MEDICAL RESERVE CORPS**  
**UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the medical Reserve Corps (MRC); and

**WHEREAS**, MRC members are volunteers that shall only be activated under the authority of the Office of Emergency Management (OEM) and;

**WHEREAS**, MRC members are trained in various fields of emergency response through the OEM and

**WHEREAS**, MRC members possess official Township Identification and will be continued to be offered training through OEM; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey as follows:

1. Continuation of the MRC program.
2. MRC members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. MRC members contain official Township identification.
4. MRC members are trained and provided continuing education opportunities through the OEM.

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**RESOLUTION 15-037**  
**APPROVE HAZARDOUS MATERIAL FEE SCHEDULE**

**WHEREAS**, pursuant to Section 2-36.5(c) et. seq. of the Township of Long Hill Code, a fee schedule may be established to reimburse the various volunteer emergency service agencies with the costs associated with hazardous material incidents; and

**WHEREAS**, a fee schedule has been developed by the Office of Emergency Management in conjunction with the various Emergency Service agencies within the Township of Long Hill; and

**NOW, THEREFORE BE IT RESOLVED** the *attached* Fee Schedule is hereby approved until modified or amended by the Township Committee upon advice of the Office of Emergency Management.

[See attached fee schedule]

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**RESOLUTION 15-038**

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**APPOINTING DEPUTY RECORDS CUSTODIANS**

**WHEREAS**, because the Open Public Records Act, NJSA 47:1A-1, et seq., has designated the Township Clerk as the custodian of all municipal records, it has become necessary to appoint deputy records custodians to assist in complying with responses to records requests;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Long Hill, County of Morris, State of New Jersey, as follows:

1. The Police Department Secretary is hereby appointed as the deputy records custodian for Police Department Records.
2. The Tax Collector is hereby appointed deputy records custodian for all tax records.
3. The Planning Board/Board of Adjustment Administrator is hereby appointed deputy records custodian for the Zoning/Planning and land use records.
4. The Technical Assistant to the Construction Official is hereby appointed deputy records custodian for the Building Dept.
5. The designated deputy records custodians shall report to the Township Clerk all requests for records and shall follow any instructions given by the Clerk regarding the handling of such records.

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**RESOLUTION 15-039**  
**APPROVING CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF LONG HILL**

**BE IT RESOLVED** that the Township Committee of the Township of Long Hill upon the advice of Leonard Ho, CFO and the recommendation of the auditing firm of Nisivoccia & Company, the attached Cash Management Plan for the Township of Long Hill be approved. [\[See attached plan\]](#)

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**RESOLUTION 15-040**  
**AFFIRMING THE CONTINUATION & AUTHORITY OF THE LONG HILL TOWNSHIP POLICE EXPLORERS UNDER THE AUTHORITY OF THE LONG HILL TOWNSHIP POLICE DEPARTMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Long Hill Township Police Explorer Program; and

**WHEREAS**, the Long Hill Township Police Department shall sponsor an explorer post, which shall be called the "**LONG HILL TOWNSHIP POLICE EXPLORERS POST #264**". Police Explorers are not sworn officers. The purpose of the this program is to expose those individuals interested in the police role and function; and

**WHEREAS**, the Police Explorer is for young men and women ages 14 to 20 years of age and is organized under Venturing with the Boy Scouts of America (BSA). The cadet program is a program within the Police Explorers for young men and women ages 12 to 14 years of age and is organized under the Schools Program of the Boy Scouts of America (BSA); and

**WHEREAS**, the program focuses on Law Enforcement and Community Service and provides the Police Explorer the unique experience of becoming part of the daily operations of a police department; and

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**WHEREAS**, the Long Hill Township Police Explorers will be issued official Township Photo Identification Badges and will be offered training through the Long Hill Township Police Department; and

**NOW, THEREFORE BE IT RESOLVED** That the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey as follows;

1. Continuation of the Long Hill Township Police Explorer program sponsored by the Long Hill Township Police Department.
  2. Police Explorers consist of Boys and Girls between the ages of 12 and 20 years old who are interested in the field of Law Enforcement and Community Service.
  3. The Police Explorer Program will consist of training for Law Enforcement and Community Service.
  5. Police Explorers will be issued official Long Hill Township Photo Identification Badges and will be issued training through the Long Hill Township Police Department
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**RESOLUTION 15-041**  
**PAYROLL AGREEMENT WITH LONG HILL PUBLIC LIBRARY**

**WHEREAS**, as a cost saving measure, the Long Hill Public Library has requested the Township of Long Hill to process the payroll of the various Library employees; and

**WHEREAS**, it is more efficient and cost effective for the Township and the Library to have both of their payrolls handled by the same outside payroll service; and

**WHEREAS**, the Township has performed this function for the Library for several years, and the procedures are well-established and satisfactory to both parties,

**NOW THEREFORE**, it is agreed by and between the Long Hill Township Free Public Library and the Township of Long Hill, as follows:

1. The Library and the Township hereby agree that the Township will make available its contracted outside payroll service to pay the salaries of employees of the Library, and to arrange and forward any and all properly authorized deductions from the paychecks of the employees. The Township's payroll service will prepare all required reports, including, for example, the annual W-2 form, for Library employees. The Township will arrange health insurance for Library Employees under the Township's current contract, and pay the premiums as they fall due.
- 2, The Township shall invoice the "Library" for the salaries and deductions so paid through the payroll service, and for the employer contribution to FICA. The Library will separately reimburse the Township for additional payroll-related costs such as employer pension contribution, health insurance premiums, payroll taxes and a pro-rate share of the payroll service processing fee, along with the pro-rata share of utilities on receipt of an invoice from the Township. Invoices shall be on an "as needed basis" but not more frequently than monthly.

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3. Library employees shall not be considered Township employees and are employees of the Library Board of Trustees and subject exclusively to the Library's personnel policies and other work rules.

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**RESOLUTION 15-042**  
**DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) FOR THE TOWNSHIP OF LONG HILL, AS THE BASIS FOR ALL INCIDENT MANAGEMENT WITHIN THE TOWNSHIP OF LONG HILL**

**WHEREAS**, the President of the United States in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS, which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local and tribal governments utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management and designated facilities during emergencies or disasters; and

**WHEREAS**, it is necessary and desirable that all Township of Long Hill departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Township of Long Hill's ability to utilize federal funding to enhance local readiness, maintain first responder safety and streamline incident management processes; and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of the carious incident management activities throughout the Township of Long Hill; therefore;

**BE IT RESOLVED**, that the Township Committee of the Township of Long Hill does hereby mandate the National Incident management System (NIMS) as the standard for incident management within the Township of Long Hill, New Jersey.

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**RESOLUTION 15-043**  
**AFFIRMING THE CONTINUATION & AUTHORITY OF THE COMMUNITY EMERGENCY RESPONSE TEAM UNDER THE AUTHORITY OF THE OFFICE OF EMERGENCY MANAGEMENT**

**WHEREAS**, the Township Committee of Long Hill Township, County of Morris, State of New Jersey, hereby affirms the continuation of the Community Emergency Response Team (CERT); and

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**WHEREAS**, CERT members are volunteers that shall only be activated under the authority of the Office of Emergency Management (OEM) and;

**WHEREAS**, CERT members are trained in various fields of emergency response through the OEM and

**WHEREAS**, CERT members possess official Township Identification and will be continued to be offered training through OEM;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey as follows:

1. Continuation of the CERT program.
2. CERT members are volunteers that maybe activated under the authority of the Office of Emergency Management.
3. CERT members contain official Township identification.
4. CERT members are trained and provided continuing education opportunities through the OEM.

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The Township Clerk corrected the **Township Committee appointment** of Jeff Wills as 2<sup>nd</sup> Alternate to the Board of Adjustment, at the December 31, 2014 meeting; term expiration should be 12/31/2015 not 12/31/2016.

**MEETING OPEN TO PUBLIC COMMENT**

As there were no comments from the public, Deputy Mayor Meringolo made a motion, seconded by Committeeman Piserchia to ADJOURN. Voice Vote: All in favor

The meeting adjourned at 6:37 PM.

Respectfully submitted,

Cathy Reese, RMC, CMR  
Township Clerk

Approved January 14, 2015