

Minutes of the 2009 Reorganization Meeting of the Township Committee of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:00 p.m. on the above date.

Upon call of the roll, the following Committee members were recorded present: Committeeman Frank DelCore, Committeeman Carl Suraci and Committeeman Robert Wagner, Jr. Township Administrator/Clerk Kevin P. Davis and Deputy Township Clerk Brianne Skobo were also in attendance. Township Attorney Albert Cruz was not in attendance.

Township Administrator/Clerk Kevin P. Davis announced that Junior Girl Scout Troop 1204 would begin the ceremony with the Presentation of the Colors. He asked everyone to remain standing for the Pledge of Allegiance and the Invocation which was given by Pastor Timothy J. Wolf, New Horizon Christian Fellowship.

Mr. Davis read the following notice:

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, Public Law, 1975, be advised that notice of this meeting was made by posting on the Bulletin Board at the Hillsborough Township Municipal Complex, and mailing to the officially designated newspapers, a list of meeting dates annually, indicating that the meeting would take place at the Hillsborough Township Municipal Complex at 7:00 p.m. on January 6, 2009.

#### **OATHS OF OFFICE TO ELECTED COMMITTEE MEMBERS**

Mr. Davis stated that at the 2008 General Election, Frank DelCore was elected to the Township Committee for a three-year term expiring December 31, 2010.

Honorable Peter J. Biondi, General Assembly Member and Hillsborough resident, issued the Oath of Office to Committeeman Frank DelCore.

Mr. Davis thanked Assemblyman Biondi for attending the reorganization meeting, as well as Somerset County Freeholders Jack Ciattarelli

#### **ELECTION OF 2009 MAYOR**

Mr. Davis opened the floor for nominations for the 2008 Mayor of the Township of Hillsborough. A motion was made by Committeeman Ferrera and seconded by Committeewoman McCauley to elect Committeeman DelCore as the 2009 Mayor of the Township of Hillsborough.

There being no other nominations, Mr. Davis closed the floor for nominations.

Committeeman DelCore was unanimously elected the 2009 Mayor of the Township of Hillsborough.

Honorable Peter Biondi issued the Oath of Office to Mayor DelCore.

#### **ELECTION OF 2009 DEPUTY MAYOR**

Mayor DelCore opened the floor for nominations for the 2009 Deputy Mayor of the Township of Hillsborough. A motion was made by Committeeman Ferrera and was seconded by Committeeman Suraci to elect Committeeman Bob Wagner as the 2009 Deputy Mayor of the Township of Hillsborough.

Their being no other nominations, Mayor DelCore closed the floor for nominations.

Committeeman Wagner was unanimously elected the 2009 Deputy Mayor of the Township of Hillsborough.

Honorable Peter Biondi issued the Oath of Office to Deputy Mayor Wagner.

#### **COMMENTS BY THE MAYOR**

Mayor DelCore continued a tradition first started by Bob Wagner when he became Mayor in 2005 and presented a token of esteem to then outgoing Mayor Steven Sireci.

Mayor DelCore stated that this is something the Committee has continued over the years and it is now his honor to recognize our outgoing Mayor, Anthony Ferrera, for his tremendous service to our community over the last two years.

Mayor DelCore presents Committeeman Anthony Ferrera with the token of esteem.

Mayor DelCore expressed the honor of being named Mayor of Hillsborough. Mayor DelCore stated that it was truly an honor and a responsibility that he accepted with great pride and humility.

Mayor DelCore thanked his colleagues, the members of the Township Committee, for their nomination and the faith they had placed on him. Mayor DelCore also took a moment to welcome Committeewoman McCauley to the Township.

Mayor DelCore stated that he has had the opportunity and pleasure to get to know Committeewoman McCauley and he has the utmost confidence that she will be an excellent addition to the Township Committee. He also thanked Committeewoman Nisivoccia for her dedicated service to Hillsborough.

Mayor Ferrera went on to state that she has served diligently and admirably for the past three years and he wished her much success in the future.

Mayor DelCore thanked now Committeeman Ferrera for his very kind words but more importantly for his unbelievable dedication and service to Hillsborough.

Mayor DelCore stated that his impact on our community was clearly evidenced by the overwhelming voter support of his re-election last November and Mayor DelCore is personally very grateful that the voters of Hillsborough recognized the outstanding work he has done for the Township.

Mayor DelCore also congratulated Committeeman Wagner on being nominated to Deputy Mayor. It will be a tremendous benefit having someone with his experience serving as the Deputy Mayor. He also thanked Committeeman Suraci for his support of my nomination. He stated that he looks forward to working with him again this year.

Mayor DelCore went on to also thank Assemblyman Biondi who, despite his significant responsibilities in Trenton, always makes time Hillsborough and is a tremendous advocate for our Township. Stated that he has been a mentor and advisor and he greatly appreciates all of his support.

Mayor DelCore thanked the Republican club for the continued support of himself and in helping to get Committeeman Ferrera and Committeewoman McCauley elected in a year that was not particularly kind to Republicans.

Mayor DelCore stated that he was blessed to be supported here this evening by so many members of his family, along with friends and neighbors. He acknowledged his wife and children, mother and father, father in law, sister and brother and their families.

Mayor DelCore took an opportunity to thank his mother and father. He stated that they came here from Italy in 1965, just before he was born, with very little to their name and through hard work and a belief in the greatness of America, proceeded to make a wonderful life themselves and for their children. Mayor DelCore stated that their values and work ethic have had a profound influence on himself, which he is sure will carry over into my actions and decision making as Mayor.

Mayor DelCore thanked all of the local and county officials that have joined us here tonight, as Mr. Davis noted earlier. Also thanked Rev. Wolf for his invocation and for his prayers. Went on to also thank Girl Scout Troop 1204 for presenting the colors and leading everyone in the pledge of Allegiance.

Mayor DelCore proceeded to go over the tremendous work done by the Township Committee in 2008.

During 2008, the Township Committee was successful in establishing railroad quiet zones with the Norfolk Southern line. The quiet zone has gone into effect at the Beekman Lane and Auten Road rail crossings and the Township is currently seeking an agreement with Norfolk Southern for a Wayside horn at Valley Road.

Stated that in October, the Township opened the new Senior Citizen Activity center here in the Municipal Building. Through the use of federal grant monies secured with the help of Congressman Ferguson, in addition to developer contributions, the Township was able to complete the much needed senior center for the use of all township seniors. Also, in 2008, the Township took several important steps in the process of acquiring the GSA Belle Mead Depot and developing it into a state of the art recreation and community complex.

Mayor DelCore also stated that the Township approved a redevelopment plan for the Depot that permits parks and recreation use and a research and development campus at the property. The Township established the requisite financing authorizations that will put the Township in position to move expeditiously once the property transfer approvals are received from the US house of Rep. and Governor Corzine.

Mayor DelCore went on to state that in December, with the help of our consultants and counsel, Hillsborough's Township Committee approved the submission of an affordable housing plan that met the state's December 31, 2008 deadline, while reducing the number of affordable units from the state's original mandate of 650 units to only 296 units.

Mayor DelCore stated that this plan represents a major improvement over the potential 3250 market rate and affordable units that were possible based upon the state's original mandate, and will significantly limit the impact of the COAH regs on Hillsborough.

Mayor DelCore stated that by any measure, he believed that 2008 was an outstanding year as far as municipal accomplishments. Stated that the Township will continue to work in 2009 to ensure that progress made in 2008 comes to full fruition.

Mayor DelCore stated that in 2009, the Township Committee will need to look for more economies and savings in local spending, in order to continue to protect our taxpayers. Mayor DelCore will ask Committeeman Suraci, our finance Chair, to focus on these areas during the budget process to ensure that we remain fiscally responsible during these difficult financial times.

Mayor DelCore said that as we did last year, we will need to look at all budget lines to make certain that all areas of municipal government are operating as efficiently as possible.

Mayor DelCore also stated that another area where the Township Committee's attention is urgently needed right now, is in doing everything the Township can to support our local businesses and to continue to work to make Hillsborough attractive as a business location.

Mayor DelCore stated that some local businesses have closed and others are on the brink of closing their doors and many are Hillsborough residents. However, even where those businesses are not resident owned or don't have local employees, business closings are still detrimental to our local economy. Mayor DelCore said that this is one of the critical areas of the current economic situation where the municipal government can have some impact.

Mayor DelCore called for an effort by the Township, to handle the matters that are in our control to make certain that we not only help local businesses' survive, but also allow them to thrive here in Hillsborough.

Mayor DelCore asked his colleagues to consider establishing a Township Regulatory Oversight group, from the municipal staff, with the very important and immediate mission of identifying potential areas that can be amended or adjusted to help local businesses right now. He stated that whatever changes suggested will ultimately have to be approved by the Township Committee.

Mayor DelCore went on to stated that the Township also needs re-double the efforts of our very successful business advocate program by making the business advocate, Gene Strupinsky, more available to potential new and our existing businesses than ever before. He stated that there are brand new states and federal stimulus programs, loans, grants, incentives that have been proposed that may benefit Hillsborough businesses.

Mayor DelCore said that the Township must continue to make beneficial use of the very successful Economic and Business Development Community website and e-newsletter program for businesses. He also stated that the business advocate should also be involved in putting local business people together with those who can help them with certain programs

such as the state's Economic Development Authority, Department of Labor and Workforce Development, and the U.S. Department of Commerce.

Mayor DelCore also stated that within these hard economic times, there are programs available to help our residents who face financial problems, and the Township's website will become a resource for that information.

Mayor DelCore made note that the Township will be making information available on the federal government's earned income tax credit and child tax credit, the state's foreclosure assistance program, and the various programs that can help with those facing utility bills problems. He also made note that through the EBDC website, the Township will provide jobs postings that are available at Hillsborough businesses.

Mayor DelCore concluded by thanking his colleagues for bestowing upon him the great honor of serving as Mayor of Hillsborough, one of the best places to live in America. Mayor DelCore stated that the Township has his unending pledge that he will work assiduously, always keeping the best interest of Hillsborough first.

### **Comments by the Deputy Mayor**

Deputy Mayor Bob Wanger thanked his family for their support and for coming out. Also thanked Committeeman Ferrera for his kind words and nominee for Deputy mayor.

Deputy Mayor Wagner recognized newly elected Committeewoman McCauley to the Township Committee. Also congratulated newly elected Mayor, Frank DelCore. Thanked Assemblyman Pete Biondi for attending the Re-Organization meeting as well.

Deputy Mayor Wagner concluded by stating that he is ready to work for the people of Hillsborough Township.

### **COMMENTS BY THE COMMITTEE**

#### **Committeewoman McCauley**

Committeewoman McCauley thanked Assemblyman Biondi for being at the meeting. Goes on to thank her sister, aunt and uncle, and colleagues, friends for their support. Thanked each voter for electing her to serve on the Township Committee for the next three years.

Committeewoman McCauley also thanked the Township for the confidence that is instilled in her to be on the Committee. Congratulated former Mayor Ferrera on the excellent job he has

done within the past three years. Also congratulated newly elected Mayor DelCore and stated that his financial expertise will be a great help to the Township.

Goes on to congratulate newly elected Deputy Mayor Wagner and stated that his expertise and experience will be greatly appreciated. Thanked Lisa Nisivoccia on her term and wishes her well.

Committeewoman McCauley stated that she is looking forward to making sound decisions working alongside the Township Administrator, Department Heads, and fellow Committee members. She is also looking forward to the challenges and the future of Hillsborough and being part of keeping Hillsborough one of the best 100 places to live in America.

Committeewoman McCauley stated that she hopes to bring in fresh ideas and approaches, such as ideas for the GSA depot, COAH regulations, Route 206 Bypass, keeping business strong and preserving land. Stated that she will continue to build the quality of life in the Township, with things such as the Quiet Zones, taking steps to renewable energy, Environmental Awareness, and Shared Services.

Committeewoman McCauley stated that she will continue to work on the Committees in which former Committeewoman Nisivooccia had worked on, such as making students aware of drug and alcohol abuse and working with the economic and business development.

Committeewoman McCauley concluded by stating that she looks forward to serving the Township with honesty, integrity and honor.

### *Committeeman Ferrera*

Committeeman Ferrera thanked Reverend Tim Wolf, Assemblyman Biondi, Chief Kaminsky and all officers attending the meeting, Chief Gwin and all members of fire and rescue squad as well as everyone who has come to the Re-Organization meeting.

Committeeman Ferrera thanked the voters of Hillsborough for turning him to office. Also thanked and recognized all of the members of the Township Committee and former Committeewoman Nisivoccia.

Committeeman Ferrera congratulated newly elected Mayor DelCore and Deputy Mayor Bob Wagner as well as Committeewoman McCauley.

Committeeman Ferrera thanked the members of the Hillsborough Republican Club as well as those who are not necessarily Republicans but believe in what the Township Committee believes in.

Committeeman Ferrera stated that they are close to the end of the GSA depot and the Township will work diligently to complete this.

Committeeman Ferrera concluded by stating that Hillsborough is a great place to live. Although he is not Mayor anymore, he will be there pulling his weight to make sure Hillsborough moves forward. Stated that the Township Committee puts the people first and the Township will work for the people.

**Committeeman Suraci**

Committeeman Suraci congratulated Committeeman Ferrera on his re election and Committeewoman McCauley on being newly appointed to the Committee. Acknowledged the fact that both Committeeman Ferrera and Committeewoman McCauley's campaign was the sixth best campaign in the state of New Jersey , which proves as a testament to their character.

Committeeman Suraci also congratulated his two time running mate, Bob Wagner, on his election to Deputy Mayor as well as newly elected Mayor, Frank DelCore.

**CONSIDERATIONS**

Mayor DelCore offered the following resolution:

**1. Resolution adopting the rules of order for 2009**

**BE IT RESOLVED** that the Rules of Order as hereinafter set forth be adopted by the Township Committee of the Township of Hillsborough to govern proceedings of the Township Committee for the year 2009.

**FIRST:** The regular meetings of the Township Committee of the Township of Hillsborough shall be at 7:30 P.M. on the second and fourth Tuesday of each and every month at the Municipal Building, in said Township, except otherwise specified. Special meetings may be called at any time by the Mayor, or by two (2) Committee persons, on due and timely notice. The most recent edition of the Robert's Rules of Order shall apply, except when modified, or overridden by vote of the Township Committee.

**SECOND:** The Order of Business shall be:

1. Call of the Roll – Salute to the Flag – Announcement of Notice of Meetings
2. Proclamations/Ceremonies/Appointments
3. Approval of Minutes
4. Reports from Committee Liaisons, and Receipt of Reports, Petitions or Communications
5. New Business

6. Public Comment on New Business and Matters Not on the Agenda
7. Public Hearings
8. Introduction of New Ordinances
9. Considerations
10. Consent Items
11. Approval of Claims
12. Adjournment

Committeeman Suraci stated that under these Rules of Order, the Hillsborough Township Committee is one of the few governing bodies in the State to permit a comment on each agenda item. Stated that prior to the adoption of these rules five years ago, public comment could only be made at the end of the meeting, after all of the votes were made. The rules also allow the public to address any issue not on the agenda, which happens at the beginning of the Regular Township Committee Meetings, instead of having residents sit through hours of a meeting prior to voicing their concerns with the Township.

Committeeman Suraci stated that the public comment by the residents are valued and appreciated by the Township Committee.

Upon motion by Committeewoman McCauley, seconded by Deputy Mayor Wagner, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor DelCore offered the following resolution:

- 2. Resolution approving reorganization matters:**
  - a. authorizing the Reorganization Meeting of 2010**
  - b. adopting the 2009 Township Committee Meeting Schedule**
  - c. authorizing the fees for meeting notices**
  - d. designating 2009 Official Newspapers**

#### **RESOLUTION AUTHORIZING REORGANIZATION MEETING 2010**

**BE IT RESOLVED** that the Reorganization Meeting of the Township of Hillsborough for the year 2010 shall be held at the Hillsborough Township Municipal Building, 379 South Branch Road, Hillsborough, New Jersey, 08844 on Tuesday, January 5, 2010 at 7:00 P.M.

**Tuesday, January 6, 2009 at 7:00 P.M.**

**BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the following is established as a schedule of regular public meetings of the Township Committee to be held during 2008.

**BE IT FURTHER RESOLVED** that regular meetings shall commence at 7:30 P.M. and the location shall be at the Municipal Building, 379 South Branch Road, Hillsborough, NJ 08844 except as otherwise noted.

In accordance with the Open Public Meetings Act, a copy of this resolution shall immediately:

- Be posted on the Bulletin Board at the Municipal Building and shall remain posted for the year 2008.
- Be mailed to the following newspapers: The Hillsborough Beacon, the Courier News, the Somerset Reporter, and the Newark Star Ledger.
- Filed with the Township Clerk.
- Mailed to those persons who have requested and paid the charges for copies of the schedule and revisions thereto and shall be promptly mailed to those persons who hereinafter make such request and prepay such charge.

## **RESOLUTION ADOPTING 2009 TOWNSHIP COMMITTEE MEETING SCHEDULE**

### **2009 TOWNSHIP COMMITTEE MEETINGS**

**7:30 P.M. – Regular Meetings  
at the Hillsborough Municipal Complex  
(TUESDAYS)**

**BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the following is established as a schedule of regular public meetings of the Township Committee to be held during 2009.

**BE IT FURTHER RESOLVED** that regular meetings shall commence at 7:30 P.M. and the location shall be at the Municipal Building, 379 South Branch Road, Hillsborough, NJ 08844 except as otherwise noted.

In accordance with the Open Public Meetings Act, a copy of this resolution shall immediately:

- Be posted on the Bulletin Board at the Municipal Building and shall remain posted for the year 2009.
- Be mailed to the following newspapers: The Hillsborough Beacon, the Courier News, the Somerset Messenger Gazette, and the Newark Star Ledger.
- Filed with the Township Clerk.
- Mailed to those persons who have requested and paid the charges for copies of the schedule and revisions thereto and shall be promptly mailed to those persons who hereinafter make such request and prepay such charge.

### **2009 TOWNSHIP COMMITTEE MEETINGS**

**7:30 P.M. – Regular Meetings  
at the Hillsborough Municipal Complex  
(TUESDAYS)**

**JANUARY**  
13<sup>TH</sup> & 27<sup>TH</sup>

**JULY**  
14<sup>TH</sup> & 28<sup>TH</sup>

**FEBRUARY**  
10<sup>TH</sup> & 24<sup>TH</sup>

**AUGUST**  
11<sup>TH</sup> & 25<sup>TH</sup>

**MARCH**  
10<sup>TH</sup> & 24<sup>TH</sup>

**SEPTEMBER**  
8<sup>TH</sup> & 22<sup>ND</sup>

**APRIL**  
14<sup>TH</sup> & 28<sup>TH</sup>

**OCTOBER**  
13<sup>TH</sup> & 27<sup>TH</sup>

**MAY**  
12<sup>TH</sup> & 26<sup>TH</sup>

**NOVEMBER**  
10<sup>TH</sup> & 24<sup>TH</sup>

**JUNE**  
9<sup>TH</sup> & 23<sup>RD</sup>

**DECEMBER**  
8<sup>TH</sup> & 22<sup>ND</sup>

**RESOLUTION AUTHORIZING FEES FOR MEETING NOTICES**

**WHEREAS**, Section 14 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the public body to fix a reasonable sum to be charged to persons who request that notice of meetings as required under the Act be mailed to them individually; and

**WHEREAS**, said sum is to cover the costs of providing such notices; and

**WHEREAS**, said Section further permits the public body to provide such notices free of charge to news media who so request;

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

1. Each person requesting an individual notice be mailed to him shall pay annually to the Township of Hillsborough the sum of \$10.00 to cover the costs thereof, as required under the Act.
2. Requests for such individual notice made by news media shall be granted without cost.
3. The sum herein designated is subject to change upon the adoption of superseding resolution by this public body.
4. This resolution shall take effect immediately.

## RESOLUTION DESIGNATING 2008 OFFICIAL NEWSPAPERS

**WHEREAS**, N.J.S.A. 10:4-8(d) of the Open Public Meetings Act requires that said notice of meetings be submitted to four (4) newspapers, one (1) of which shall be the official newspaper; and

**WHEREAS**, the Township Committee of the Township of Hillsborough has determined that the Somerset Reporter, the Newark Star Ledger, the Courier News, the Spectator, and the Hillsborough Beacon have the greatest likelihood of informing the public within the jurisdictional boundaries of Hillsborough Township of such meetings.

**NOW, THEREFORE, BE IT RESOLVED** that notices will be sent to all five (5) newspapers.

**BE IT FURTHER RESOLVED** by the Township Committee of the Township of Hillsborough that the Hillsborough Beacon is hereby designated as the official newspaper of this body during 2009 as required by N.J.S.A. 10:4-18 and N.J.S.A. 10:4-8(d)(2) of the Open Public Meetings Act.

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

Mayor DelCore offered the following resolution:

### 3. Appointments to the 2009 Community Development Committee

**WHEREAS**, in compliance with the directive from the Community Development Office in Somerset County it is necessary to make appointments to the Community Development Committee for 2009; and

**WHEREAS**, it has been recommended to the Township Committee that Assistant Township Engineer Thomas Belanger and Deputy Township Clerk Brianne Skobo be appointed as members to the 2009 Community Development Block Grant (CDBG) Committee, and that William H. R. White III of *Maser Consulting P.A.* (or his designee) and Health Officer Glen Belnay be appointed as the Alternate Members.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that Assistant Township Engineer Thomas Belanger and Deputy Township Clerk Brianne Skobo be and hereby are appointed as members to the 2009 Community Development Block Grant (CDBG) Committee, and that William H. R. White III of *Maser Consulting P.A.* (or his designee) and Health Officer Glen Belnay are appointed as the Alternate Members.

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

Mayor DelCore offered the following resolution:

**4. Adoption of the Cash Management Plan and Depositories and Disbursements for the year 2009.**

**WHEREAS**, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

**WHEREAS**, the Cash Management Plan must include:

1. The designation of a public depository or depositories
2. The authorization for investments as permitted by various applicable laws
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the attached Cash Management Plan and Depositories and Disbursements is hereby adopted for the year 2009.

**Cash Management Plan  
2009**

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**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S. A.40A: 5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Township of Hillsborough, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.**

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of Hillsborough:
1. Current Fund
    - a. Current
    - b. Claims
    - c. Payroll
  2. Treasurer's Trust
    - a. Escrows
    - b. Government Grant
    - c. Recreation
    - d. Health Benefit – IDA
    - e. COBRA Collections
    - f. Special Police
    - g. Law Enforcement
    - h. Expert Witness
    - i. Self Insurance
    - j. Tax Collector
    - k. Miscellaneous Trust
    - l. Payroll Agency
    - m. Sanitary Landfill Escrow
    - n. Off-Site Escrow
    - o. Sub-division
    - p. Open Space
    - q. Kimberwyck Curb Suit
    - r. Public Assistance
  3. Dog License
  4. General Capital
  5. Public Assistance
  6. Special Assessment Funds
- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township of Hillsborough, specifically:
1. Deferred Compensation

2. Municipal Court
  - a. Fines Account
  - b. Bail Accounts

**III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF HILLSBOROUGH AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer of the Township of Hillsborough is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such official of the Township of Hillsborough is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such official.

**IV. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

AMBOY NATIONAL BANK    BANK OF  
AMERICA

FNC - FINANCIAL NORTHEASTERN  
COMPANIES

NEW JERSEY ARBITRAGE REBATE  
PROGRAM

MBIA - MUNICIPAL INVESTORS  
SERVICE CORPORATION

GIBRALTAR SECURITIES CO.

HUDSON UNITED BANK

Any GUDPA Certified Bank

NEW JERSEY CASH MANAGEMENT

PEAPACK-GLADSTONE BANK

PNC BANK

PROVIDENT BANK

SKYLANDS BANK

SOVEREIGN BANK

SUN NATIONAL BANK

TD BANK, NA

VALLEY NATIONAL BANK

WACHOVIA

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

**V. DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A: 5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Township shall be deposited in regular interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided an agreement between the Township and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

**VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Township, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

FNC - FINANCIAL NORTHEASTERN COMPANIES  
GIBRALTAR SECURITIES CO.

**VII. INVESTMENT INSTRUMENTS AND PROCEDURE**

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
  2. Government money market mutual funds;
  3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
  4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
  5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
  6. Local government investment pools;
  7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52: 18A-90.4); or
  8. Agreements for the repurchase of fully collateralized securities if:
    - a. The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
    - b. The custody of collateral is transferred to a third party;
    - c. The maturity of the agreement is not more than 30 days;
    - d. The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
    - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and Local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1, et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
- d. Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- e. Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80 b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B: Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

#### **VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

**IX. DISBURSEMENT OF FUNDS**

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall, at the beginning of the year, present to the Township Committee a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming year. Upon approval of the schedules of payments by the Township Committee, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Fire District Taxes
- Open Space Taxes
- Inter-funds
- Purchase of Investments
- Debt Service
- Payroll - Salaries and Wages
- Insurance Policy Premiums and fees
- Health Benefits for Employees & Retirees
- Pension payments
- Postage
- Petty Cash Reimbursements
- Utility bills

**X. PETTY CASH FUND**

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A: 5-21. Petty Cash Funds shall be maintained in the following amounts:

Police Department	\$250.00
Treasurer	\$300.00
Public Assistance	\$1,000.00

**XI. CHANGE FUNDS**

Change funds have been established by past resolutions of the governing body to provide change to taxpayers making payments to the following departments:

Tax Office	\$250.00
Municipal Court	\$300.00
Health Department	\$25.00
Police Department	\$50.00

**XII. BONDING**

The following Township officials shall be covered by surety bonds written by the Municipal Excess Liability Joint Insurance Fund (MELJIF). Total coverage limit per individual/position is \$1,000,000.00. There will be a member deductible of \$1,000.00. The MELJIF Underwriting Manager Unit will be responsible for the administration of the Statutory Bond Program. The surety bonds will be examined by the Township's independent auditor to insure their proper execution:

- Chief Financial Officer
- Treasurer

Tax Collector  
Deputy Treasurer/ Deputy Tax Collector  
Assistant Tax Collector

The following officials who were previously required to have separate bonding will be afforded automatic coverage under the JIF "Courts" blanket crime policy.

Municipal Magistrate  
Court Administrator  
Deputy Court Administrator

All other employees not covered by separate surety bonds will be covered by a Central Jersey Joint Insurance Fund's Employee Dishonesty Coverage 'O' in the amount of \$1,000,000.00.

**XIII. COMPLIANCE**

The Cash Management Plan of the Township of Hillsborough shall be subject to the approval of the Township Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Township funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

**XIV. REPORTING REQUIREMENTS.**

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township a written report of any permitted investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Township as a permitted investment.
- B. The amount of investments purchased or sold during the immediately preceding month.
- C. The class or type of investment purchased.
- D. The book value of such investments
- E. The earned income on such permitted investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such permitted investments.
- G. The market value of all permitted investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

**XV. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2009 to December 31, 2009. Attached to this Plan is a resolution of the governing body of the Township of Hillsborough approving this Plan for such a time period. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official (s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

**WHEREAS**, N.J.S.A. 40A 55-14 mandates that the governing body of a Municipal Corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository of its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

**NOW THEREFORE, BE IT RESOLVED** on the 6th day of January 2009, by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that;



Chief Finance Officer or Tax Collector

Accounts

Lien Redemption Account

Signatures Required

Court Administrator

Accounts

Municipal Court Bail Account

Municipal Court General Account

Signatures Required

Insurance Administrator

Account

Health Benefits/Account Claims

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

Mayor DelCore offered the following resolution:

**5. Resolution approving Interest on Delinquent Taxes and Tax Sale Relief**

**WHEREAS**, N.J. Revised Statutes 54:4-67 implies that affirmative action is required on the part of the governing body in fixing the rate of interest on delinquent taxes.

**THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, that the interest rate on delinquent taxes shall be 8% per annum of the first \$1,500 and 18% per annum on any amount in excess of \$1,500 for the year 2009, and no interest shall be charged if payment of any installment is made within the 10th calendar day following the day upon which same became payable.

**BE IT FURTHER RESOLVED** in accordance with N.J.S.A. 54:4-67 the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year and that such penalty shall not exceed 6% of the amount of the delinquency.

**BE IT FURTHER RESOLVED** in any case where the taxes are not paid during the respective extended periods, the full interest rate from the due date shall apply.

**WHEREAS**, the governing body of the Township of Hillsborough, County of Somerset, State of New Jersey wants to grant taxpayers with personal hardships relief from the tax sale, and

**WHEREAS**, N.J.S.A. 54:5-19 gives the governing body the authority to establish installment plans provided that monthly payments are made and that the plan does not exceed 2 years in duration, and

**WHEREAS**, N.J.S.A. 54:5-19 also gives the governing body the authority to direct the Tax Collector to establish installment plans with the owners who are affected,

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Hillsborough, County of Somerset, that the Tax Collector be authorized to establish installment plans for any taxpayer that can demonstrate that they meet the criteria for a period not to exceed two years.

Upon motion by Committeewoman McCauley, seconded by Deputy Mayor Wagner, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor DelCore offered the following resolution:

**6. Appointments – Township Officers and Officials**

BE IT RESOLVED by the Township Committee of the Township of Hillsborough that the following appointments shall be made for their respective terms:

<u>Title/Name</u>	<u>Term Expiration</u>
<b>Certifying Agent</b> Nancy Haberle	12/31/09
<b>PERS-Police &amp; Fireman</b> Nancy Haberle	12/31/09
<b>Certifying Official</b> Kevin P. Davis	12/31/09
<b>To serve on the absence of Certifying Official</b> Brienne Skobo	12/31/09
<b>Treasurer</b> Nancy Haberle	12/31/09
<b>Dog Tabulator</b> Kevin P. Davis	12/31/09
<b>Dog Warden Services</b> St. Hubert's Giralda	12/31/09
<b>Fund Commissioners Central Jersey Joint Insurance Fund</b> Brienne Skobo Kevin P. Davis Nancy Haberle	12/31/09
<b>Municipal Improvement Search Official</b> Kevin P. Davis	12/31/09

<u>Title/Name</u>	<u>Term Expiration</u>
<b>Municipal Improvement Tax Search Official</b> Nancy Haberle	12/31/09
<b>Paymaster and Social Security Administrator</b> Nancy Haberle	12/31/09
<b>Police Department Chaplains</b> Rev. Joel Brissett, Shiloh Baptist Church Father Sean Broderick, Mary Mother of God Church Rabbi Arnie Gluck, Temple Beth-El Pastor Steve Eckert, South Branch Reformed Church Rev. Timothy J. Wolf, New Horizon Christian Fellowship	12/31/09 12/31/09 12/31/09 12/31/09 12/31/09
<b>Police Department Matrons</b> Karen Messineo Nicole Halter Lori Shotyk	12/31/09 12/31/09 12/31/09
Sauro	12/31/09
Christine Struzienski Christina Merrill Toni Gushue	12/31/09 12/31/09 12/31/09

Tracy

**School Crossing Guards**

Angela Pariso (Substitute)	12/31/09
Irene McHugh	12/31/09
William Boylan	12/31/09

**Special Officers**

Bruce Knolmayer	12/31/09
George Mariasz	12/31/09
Daniel Pannucci	12/31/09
Randolph Johnson	12/31/09
Christopher Thompson	12/31/09

Upon motion by Committeeman Suraci, seconded by Committeeman Ferrera, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor DelCore offered the following resolution:

**7. Appointments & Salaries– Municipal Court Officials**

**BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the following appointments shall be made for their respective terms, as listed:

<b>Title/Name</b>	<b>Term Expiration</b>
<b>Municipal Court Judge</b>	
John Richardson	12/31/11
<b>Primary Prosecutor</b>	
Frank Blandino	12/31/09
<b>DWI Special Prosecutor</b>	
William Fox	12/31/09
<b>Public Defender</b>	
Richard DeLuca	12/31/09
<b>2<sup>nd</sup> Public Defender</b>	
William T. Cooper, III	12/31/09

Upon motion by Committeeman Suraci, seconded by Committeeman Ferrera, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor DelCore offered the following resolution:

**8. Resolution authorizing the Appointment of various professional service AND OTHER SERVICE providers and the execution of Professional Services Contracts AND OTHER CONTRACTS, in accordance with the fair and open selection process (n.j.s.a. 19:44a-20.4-5 et. seq.), for the year 2009**

**WHEREAS**, there exists a need for a Township Attorney for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Team consisting of the Township Administrator, Deputy Mayor and Finance Chairman, and as a result of the Fair and Open Selection Process, the Township Committee wishes to appoint Albert E. Cruz of the firm DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis and Lehrer, 15 Mountain Boulevard, Warren NJ as Township Attorney for the year 2009; and

**WHEREAS**, the contract for “Professional Services” to Albert E. Cruz will be a rate of \$135 per hour for the year 2009; and

**WHEREAS**, there exists a need for a Labor Attorney for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Team, and as a result of the Fair and Open Selection Process, the Township Committee wishes to appoint Eric M. Bernstein of the firm Eric M. Bernstein and Associates, L.L.C., Two North Road, Warren, NJ as Labor Attorney for the year 2009; and

**WHEREAS**, the contract for “Professional Services” to Eric M. Bernstein will be a rate of \$135 per hour for the year 2009; and

**WHEREAS**, there exists a need for Consulting Township Engineer, for the year 2009, to perform services pertaining, but not limited, to engineering design, road construction, Municipal Land Use Law, planning and landscaping engineering, environmental studies assessments, GIS, materials testing, surveying, traffic studies, draining, railroad quiet zone regulations and sewer infrastructure; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee, and as a result of the Fair and Open Selection Process, the Township Committee wishes to appoint William White, P.E., Maser Consulting, P.A., One River Centre, Building 2, 331 Newman Springs Road, Red Bank, NJ as Consulting Township Engineer for the year 2009; and

**WHEREAS**, the contract for “Professional Services” to William White, P.E., Maser Consulting, P.A. will be at the rates listed in the fee schedule attached to the proposal dated December 16, 2008 for the year 2009; and

**WHEREAS**, there exists a need for Engineering Inspection Services for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and the Assistant Engineer, and as a result of the Fair and Open Selection Process, the Township Committee wishes to award the contract for “Professional Services” to the following seven (7) firms at the following rates pursuant to their proposals:

<u>Firm</u>	<u>Fees</u>
1. Maser Consulting, P.A.	\$60.00 - \$75.00 per hour
2. DeMuro Associates	\$62.00 per hour
3. John Cilo, Jr. Associates, Inc.	\$65.00 per hour
4. Carroll Engineering	\$63.00 - \$82.00 per hour
5. Edwards Engineering Group, Inc.	\$70.00 per hour
6. Promatech, Inc.	\$75.00 - \$85.00 per hour
7. Kupper, LLC	\$75.00 - \$100.00 per hour

**WHEREAS**, there exists a need for a Risk Management Consultant - JIF for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and as a result of the Fair and Open Selection Process, the Township Committee wishes to award the contract for “Professional Services”, Risk Management Consultant – JIF, to Conner Strong Companies, Inc, 231 Main Street, P.O. Box 2017, Toms River, NJ, pursuant to the proposal dated December 16, 2008, and as required in the bylaws of the Central Jersey Joint Insurance Fund for the Fund year January 1, 2009 – December 31, 2009, and pursuant to P.L. 1993 Chapter 269 (N.J.S.A. 40A:10-36); and

**WHEREAS**, there exists a need for a Special Counsel on Affordable Housing Matters for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and as a result of the Fair and Open Selection Process, the Township Committee wishes to appoint Gluck Walrath LLP, 428 River View Plaza, Trenton, NJ, as Special Council on Affordable Housing matters, at the rate of \$175 per hour for the year 2009; and

**WHEREAS**, there exists a need for a Municipal Auditor for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and as a result of the Fair and Open Selection Process, the Township Committee wishes to award the contract for “Professional Services” for a Municipal Auditor to Suplee, Clooney & Company, 308 E. Broad Street, Westfield, NJ, at a rate of \$74,050.00 for the year 2009, pursuant to the proposal dated December 16, 2007; and

**WHEREAS**, there exists a need for a Technology Based Communication Consultant for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and as a result of the Fair and Open Selection Process, the Township Committee wishes to award a contract to Novita Issue Communications, P.O. Box 355, East Brunswick, NJ, at a rate of \$150 per hour, on an as needed basis, for the year 2009, pursuant to the proposal dated December 29, 2008; and

**WHEREAS**, there exists a need for an Architect of Record for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and as a result of the Fair and Open Selection Process, the Township Committee wishes to award the contract for "Professional Services" for Architect of Record to Cornerstone Architectural Group, LLC, 202 Hamilton Boulevard, South Plainfield, NJ, at rates listed in the fee schedule attached to their proposal dated December 16, 2008 for the year 2009; and

**WHEREAS**, there exists a need for a Financial Advisor for the year 2009; and

**WHEREAS**, based upon the recommendation of the Evaluation Committee and as a result of the Fair and Open Selection Process, the Township Committee wishes to award the contract for "Professional Services" for Financial Advisor, to NW Financial Group, L.L.C., 10 Exchange Place, 17<sup>th</sup> Floor, Jersey City, NJ, based on the compensation schedule contained in their proposal dated December 16, 2008 for the year 2009; and

**WHEREAS**, a certification of availability of funds shall be made in connection with each purchase order in accordance with N.J.A.C 5:34-5.3(b)(2); and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et. seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bid but through the Fair and Open Selection Process must be publicly advertised.

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

1. The Mayor and Township Clerk are hereby authorized to execute Professional Services Contracts with the aforementioned individuals at the rates indicated for the year 2009.
2. These contracts are awarded, without competitive bidding, through the Fair and Open Selection Process as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)a of the Local Public Contracts Law and the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44A-20.4-5 et. seq.) because these services will be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, the performance of which service requires knowledge of an advance type in a field of learning acquired by a prolonged formal course of specialized instructions as distinguished from general academic instruction or apprenticeship and training.
3. The Mayor and Township Clerk are hereby authorized to execute the Township's standard form of agreement for "Professional Services" and any modifications thereto and related constituent documents as may be found acceptable by the Township Committee.
4. A notice of these actions shall be printed once in the official Township newspaper.

Upon motion by Committeeman Suraci, seconded by Committeeman Ferrera, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor DelCore offered the following resolution:

**9. MAYOR'S APPOINTMENTS**

Mayor Ferrera offered the following resolution:

**1. Mayoral Appointments**

- *Cable Advisory Committee (Seat 3, 4 & 5)*

- *Capital Planning Committee*
- *Environmental Commission*
- *Grants and Shared Services Commission (Seats 6 & 7)*
- *Historic Preservation Commission (Seats 5, 6 & Alt. 2)*
- *Planning Board (Seats 1, 2, 4, 8, Alt. 1 & Alt. 2)*
- *Recreation Commission (Seats 2, 3, Alt. 1 & Alt. 2)*
- *Sustainable Hillsborough Committee (Seats 5 & 6)*

**MAYOR'S APPOINTMENTS**

**MAYOR'S APPOINTMENTS**

**Cable Advisory Committee**

Seat 7	(3-year term)	Robert Centofanti	12/31/11
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**Capital Planning Committee**

Seat 1	(1-year term)	John Klepich	12/31/09
Seat 2	(1-year term)	Robert Peason	12/31/09
Seat 3	(1-year term)	Tod Mershon	12/31/09
Seat 4	(1-year term)	Bob Heibell	12/31/09
Seat 5	(1-year term)	Nick Visco	12/31/09
Seat 6	(1-year term)	Doug Tomson	12/31/09
Seat 7	(1-year term)	Steven Sireci	12/31/09
Seat 8	(1-year term)	Mike Volpe	12/31/09
Seat 9	(1-year term)	Debbie LaMond	12/31/09
Seat 10	(1-year term)	Mark Kirby	12/31/09
Seat 11	(1-year term)	Skip Krals	12/31/09
Seat 12	(1-year term)	Frank Herbert	12/31/09

**Environmental Commission**

Seat 1	(3-year term)	A. Louise Wilkens	12/31/11
Seat 2	(3-year term)	Phil Ludvigsen	12/31/11
Seat 3	(3-year term)	Neil Julian	12/31/11
Alternate 2	(2-year term)	Steve Bales	12/31/09

**Historic Preservation Commission**

Seat 1	(4-year term)	George Redington	12/31/12
Seat 7	(4-year term)	Gregory Gillette	12/31/12
Alternate #1	(2-year term)	Tim Stollery	12/31/10
Alternate #2	(2-year term)	Marian Fenwick	12/31/10

**Planning Board**

Seat 1, Class I (Mayor or his designee)	(1-year term)	Frank DelCore	12/31/09
Seat 2, Class II	(1-year term)	Michael Merdinger	12/31/09
Seat 6, Class IV	(4-year term)	Arthur Stafford-Taylor	12/31/12
Seat 7, Class IV	(4-year term)	Sam Conard	12/31/12
Seat 9, Class IV	(4-year term)	Marian Fenwick-Freeman	12/31/12
Alternate #1	(2-year term)	Doug Tomson	12/31/10

**Recreation Commission**

Seat 4	(unexpired term)	Lisa Nisivoccia	12/31/13
Alternate #1	(1-year term)	Keith Treonze	12/31/09
Alternate #2	(1-year term)	Tom Dellacroce	12/31/09

**Sign Review Committee**

Seat 1	(1-year term)	Kevin P. Davis	12/31/09
Seat 2	(1-year term)	Kevin Sweeney	12/31/09
Seat 3	(1-year term)	Harvey Kaye	12/31/09
Seat 4	(1-year term)	Thomas Biro	12/31/09
Alt. #1	(1-year term)	Cindy Klepich	12/31/09

<b>Emergency Management Coordinator</b>	(3-year term)	John Sheridan	12/31/11
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Upon motion by Deputy Mayor Wagner, seconded by Committeeman Ferrera , the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor Ferrera offered the following resolution:

**10. Mayoral Appointments with Consent of the Township Committee**

- *Agricultural Advisory Committee (Seats 1, & 2)*
- *Architectural Design Standard Sub-Committee*
- *Board of Health (1,&2)*
- *Hillsborough-Millstone Municipal Alliance*
- *Senior Citizen Housing Council (Seats 1,2,4, &6)*
- *Youth Services Commission*

**MAYORAL APPOINTMENTS WITH CONSENT OF THE TOWNSHIP COMMITTEE**

**Agricultural Advisory Committee**

Seat 1	(3-year term)	David Rock	12/31/11
Seat 2	(3-year term)	Sam Conard	12/31/11

**Architectural Design Standard Sub-Committee**

Seat 1	(1-year term)	Frank DelCore	12/31/09
Seat 2	(1-year term)	Michael Avolio	12/31/09
Seat 3	(1-year term)	Neil Julian	12/31/09
Seat 4	(1-year term)	Tim Johnson	12/31/09
Seat 5	(1-year term)	Thomas Biro	12/31/09

**Board of Health**

Seat 1	(4-year term)	Curt Carnes	12/31/12
Seat 2	(4-year term)	Margo Myer	12/31/12

**Hillsborough-Millstone Municipal Alliance**

Hillsborough Mayor or designee	(1-year term)	Gloria McCauley	12/31/09
Chief of Police	(1-year term)	Paul Kaminsky	12/31/09
Hillsborough Admin. Staff Member	(1-year term)	Kevin P. Davis	12/31/09
Life Skills Committee	(1-year term)	Diane Handwerk	12/31/09
Superintendent of Schools	(1-year term)	Dr. Edward Forsthoffer	12/31/09
Student Assistance Counselor	(1-year term)	Gil Pilarte	12/31/09
Student Assistance Counselor	(1-year term)	Anna Mahler	12/31/09
Treatment Professional	(1-year term)	Nancy Edwards	12/31/09
Media	(1-year term)	Hillsborough Beacon	12/31/09
Social Services	(1-year term)	Tomas Ormosi	12/31/09
Board of Education	(1-year term)	Greg Gillette	12/31/09
Senior Citizens Club "A"	(1-year term)	Barb Meier	12/31/09
Senior Citizens Club "B"	(1-year term)	Jim Weidenfeller	12/31/09
Parent	(1-year term)	Lisa Gulla	12/31/09
Business Community Rep.	(1-year term)	Gene Strupinsky	12/31/09
Hillsborough Education Foundation	(1-year term)	Lou Possemato	12/31/09
Community Organization Rep.	(1-year term)	Mike Arons	12/31/09
Citizen at Large	(1-year term)	Joe Rampulla	12/31/09
Student Assistance Counselor	(1-year term)	Rebecca Balaguer	12/31/09
Concerned Citizen	(1-year term)	Sarah Tabor	12/31/09

Concerned Citizen	(1-year term)	Susan Ahmetaj	12/31/09
Business Representative	(1-year) term	Anthony Franchini	12/31/09

**Senior Citizen Housing Council**

Seat 2	(3-year term)	Tomas Ormosi	12/31/11
Seat 4	(3-year term)	Carol Sutter	12/31/11

**Hillsborough Youth Services Commission**

Seat 1	(1-year term)	Diane DeGaris	12/31/09
Seat 2	(1-year term)	Arnold Diamond	12/31/09
Seat 3	(1-year term)	Valerie Giacobelli	12/31/09
Seat 4	(1-year term)	Lisa Visco	12/31/09
Seat 6	(1-year term)	Joanne Doyle	12/31/09
Seat 7	(1-year term)	Reverend Tim Wolf	12/31/09
Seat 8	(1-year term)	Karen Hoelzel	12/31/09
Seat 9	(1-year term)	Sally Treonze	12/31/09
Seat 10	(1-year term)	Leonore Johnston	12/31/09
Seat 11	(1-year term)	Mike Volpe	12/31/09

Upon motion by Deputy Mayor Wagner, seconded by Committeeman Ferrera, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor Ferrera offered the following resolution:

**11. Township Committee Appointments**

- *Board of Adjustment (Seats 2, 2 Alt. 1, Alt. 3 & Alt. 4)*
- *Credit Card Advisory Committee*
- *Cultural & Arts Commission (Seats 5,8,9,10,11,12, Alt. 1 & Alt. 2)*
- *Economic & Business Development Commission (Seats 5,6,7, & 8)*
- *Board of Ethics (Seat 1)*
- *Local Assistance Board (Seat 2)*
- *Open Space Advisory Committee (Seat 2,6, &7)*
- *Parks Commission (Seats 1,2, Alt. 1 & Alt. 2)*
- *Planning Board (Seat 3, Class III)*
- *Wildlife Management Commission (Seats 3)*
- *Willow Road Complex Review Committee*

**TOWNSHIP COMMITTEE APPOINTMENTS**

**Board of Adjustment**

Seat 1	(4-year term)	Joseph Jaghab	12/31/12
Seat 2	(4-year term)	Barrett Quick	12/31/12
Alt. #1	(2-year term)	David Wald	12/31/10
Alt. #2	(2-year term)	John Stamler	12/31/10
Alt. #3	(2-year term)	Leon Krals	12/31/10
Alt. #4	(2-year term)	Frank Herbert	12/31/10

**Credit Card Advisory Committee**

Seat 1	(1-year term)	Trevor Rucci	12/31/09
Seat 2	(1-year term)	John Klepich	12/31/09
Seat 3	(1-year term)	David Wald	12/31/09
Seat 4	(1-year term)	Virginia Hutson	12/31/09
Seat 5	(1-year term)	Antoinette Natale	12/31/09
Seat 6	(1-year term)	Anthony Natale	12/31/09
Seat 7	(1-year term)	Robin Bernard	12/31/09
Seat 8	(1-year term)	Don Simmons	12/31/09

Seat 9	(1-year term)	Marie Avolio	12/31/09
<b>Cultural and Arts Commission</b>			
Seat 5	(3-year term)	Bill Bochinski	12/31/11
Seat 6	(3-year term)	Dushyant Shah	12/31/11
Seat 7	(3-year term)	Kevin Murphy	12/31/11
Seat 8	(Unexpired term)	Pastor Tim Wolf	12/31/10
Seat 10 ( <i>Library Board rep.</i> )	(1-year term)	Mary Diehl	12/31/09
Seat 11 ( <i>Board of Ed. rep.</i> )	(1-year term)	Greg Gillette	12/31/09
Seat 12 ( <i>Rec. Comm. rep.</i> )	(1-year term)	Ron Skobo	12/31/09
Alt. #1	(1-year term)	Nancy Edwards	12/31/09
Alt #2	(1-year term)	Dilshad Khawaja	12/31/09
<b>Economic &amp; Business Development Commission</b>			
Seat 5	(4-year term)	Gene Strupinsky	12/31/12
Seat 6	(4-year term)	Michael Avolio	12/31/12
Seat 7	(4-year term)	Harvey Kaye	12/31/12
Seat 8	(Unexpired term)	Dushyant Shah	12/31/09
<b>Board of Ethics</b>			
Seat 1	(5-year term)	Greg Gillette	12/31/13
<b>Local Assistance Board</b>			
Seat 2	(2-year term)	Marie Avolio	12/31/10
<b>Open Space Advisory Committee</b>			
Seat 2	(3-year term)	A. Louise Wilkens	12/31/11
Seat 6	(3-year term)	Helen Haines	12/31/11
Seat 7	(3-year term)	Tod Mershon	12/31/11
<b>Parks Commission</b>			
Seat 1	(3-year term)	Jim Norman	12/31/11
Seat 2	(3-year term)	Tony Cianciola	12/31/11
Alternate #1	(1-year term)	Mike Rotolo	12/31/09
Alternate #2	(1-year term)	Mike Volpe	12/31/09
<b>Planning Board</b>			
Seat 3, Class III	(1-year term)	Gloria McCauley	12/31/09
<b>Wildlife Management Commission</b>			
Seat 3	(3-year term)	Robert Matros	12/31/11
<b>Willow Road Complex Review Committee</b>			
Seat 1	(1-year term)	Robert Hollingshead	12/31/09
Seat 2	(1-year term)	Helen Haines	12/31/09
Seat 3	(1-year term)	Greg Zotian	12/31/09
Seat 4	(1-year term)	Paul Nemergut	12/31/09
Seat 5	(1-year term)	John Lanahan	12/31/09

Upon motion by Committeewoman McCauley, seconded by Deputy Mayor Wagner, the aforesaid resolution was unanimously adopted upon call of the roll.



Cultural and Arts Commission Liaison	Committeeman Ferrera
Economic & Business Development Comm. Liaison	Committeewoman McCauley
Environmental Commission Liaison	Deputy Mayor Wagner
Hillsborough-Millstone Municipal Alliance	Committeewoman McCauley
Hillsborough Municipal Utilities Authority Liaison	Deputy Mayor Wagner
Historic Preservation Commission Liaison	Committeeman Ferrera
Library Council Liaison	Committeeman Suraci
Open Space Advisory Committee Liaison	Deputy Mayor Wagner
Personnel Committee	Deputy Mayor Wagner & Committeeman Ferrera
Senior Citizen Housing Council Liaison	Committeewoman McCauley
Sustainable Hillsborough Committee Liaison	Committeewoman McCauley
Tree Mitigation Committee Liaison	Deputy Mayor Wagner
Wildlife Management Commission	Deputy Mayor Wagner
Youth Services Commission Liaison	Committeeman Suraci
26. Veterans Liaison	Deputy Mayor Wagner & Committeeman Ferrera

Upon motion by Deputy Mayor Wagner, seconded by Committeewoman McCauley, the aforesaid resolution was unanimously adopted upon call of the roll.

Mayor Ferrera offered the following resolution:

**13. Adoption of Temporary Budget**

**WHEREAS**, In accordance with N.J.S.A. 40A: 4-19 there is a need to adopt a 2009 Temporary Budget for contracts, commitments or payments prior to the adoption of the 2009 Budget, and;

**WHEREAS**, the amount of said temporary budget shall not exceed **\$6,540,330.04**.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hillsborough that the attached 2009 Temporary Budget is adopted in the amount of **\$5,927,250.00** and that a certified copy of this resolution be given to the Chief Finance Officer for his records:

Administrator	
Salaries and Wages:	51,000.00

Other Expenses:	1,875.00
Governing Body	
Salaries and Wages:	5,000.00
Other Expenses:	4,000.00
Township Clerk's Office	
Salaries and Wages:	50,000.00
Other Expenses:	13,000.00
Elections – Other Expense	500.00
Information Technology	
Salaries and Wages:	27,000.00
Other Expenses:	2,000.00
Central Purchasing	
Other Expenses:	4,000.00
Human Resources	
Other Expenses:	32,000.00
Postage	12,000.00
Legal Services and Costs	
Other Expenses:	75,000.00
Outside Legal Services and Costs	
Other Expenses:	62,000.00
Economic Development Committee	
Salaries and Wages:	5,200.00
Other Expenses:	1,500.00
Financial Administration	
Salaries and Wages:	65,000.00
Other Expenses:	3,800.00
Tax Collection/Revenue Administration	
Salaries and Wages:	22,000.00
Other Expenses:	2,000.00
Assessment of Taxes	
Salaries and Wages:	75,000.00
Other Expenses:	10,000.00
Annual Audit and Other Accounting Services	11,250.00
Public Meeting Recording	1,125.00
Planning Board	
Salaries and Wages	57,000.00
Other Expenses	15,000.00
Zoning Board of Adjustment	
Other Expenses	9,000.00
Environmental Commission	
Other Expenses	300.00
Code Enforcement	
Salaries and Wages	286,000.00
Other Expenses	19,500.00
Employee Group Insurance	600,000.00
Other Insurance	170,000.00
Unemployment	14,000.00
Police	
Salaries and Wages:	1,942,500.00
Other Expenses:	67,500.00
Office of Emergency Management	
Other Expenses:	2,500.00
First Aid Contribution	
Other Expenses: Contribution	54,000.00
Municipal Prosecutor	
Salaries and Wages:	18,000.00
Municipal Court	
Salaries and Wages:	75,000.00
Other Expenses	11,000.00
Engineering Services and Costs	
Salaries and Wages:	91,500.00
Other Expenses:	10,000.00
Road Repairs and Maintenance	
Salaries and Wages:	485,000.00
Other Expenses	81,500.00

Public Buildings and Grounds	
Salaries and Wages:	21,000.00
Other Expenses:	55,000.00
Snow Removal	
Salaries and Wages:	25,000.00
Other Expenses:	150,000.00
Landfill Monitoring	2,000.00
Recycling	
Other Expenses	2,500.00
Cleanup	
Other Expenses	3,000.00
Parks Maintenance	
Salaries and Wages:	96,000.00
Other Expenses	25,000.00
Board of Health	
Salaries and Wages:	86,000.00
Other Expenses	18,000.00
Blood Borne Pathogens	
Other Expenses	500.00
Social Services	
Salaries and Wages:	37,500.00
Other Expenses	1,500.00
Animal Control	
Other Expenses	12,000.00
Wildlife Management	
Other Expenses	2,500.00
Contributions to Senior Citizen Clubs	5,000.00
Recreation Department	
Salaries and Wages:	32,000.00
Other Expenses	2,000.00
Cultural Arts	
Other Expenses	500.00
Sick & Vacation Reserve	70,000.00
Fire Protection Charges	200,000.00
Electricity	50,000.00
Street Lighting	62,000.00
Telephone	30,500.00
Heating Fuel	28,000.00
Water	4,000.00
Sewer	1,200.00
Gasoline	58,000.00
Diesel Fuel	37,000.00
Social Security System	237,000.00
<b>SUBTOTAL APPROPRIATIONS: INSIDE CAP</b>	<u>5,900,250.00</u>
<b>OPERATIONS - EXCLUDED FROM CAP</b>	
Storm Water Engineering	
Other Expenses	9,000.00
DPW Storm Water	
Salaries and Wages:	17,000.00
Other Expenses	1,000.00
<b>SUBTOTAL APPROPRIATIONS: OUTSIDE CAP</b>	<u>27,000.00</u>
<b>TOTAL BUDGET APPROPRIATIONS</b>	<u><u>5,927,250.00</u></u>
<b>DEBT SERVICE</b>	
Interest on Bonds	215,000.00
Green Acres Loan	24,875.00
<b>TOTAL DEBT SERVICE</b>	<u><u>239,875.00</u></u>

Mayor DelCore stated that the Township must have budget authorization in order to expend funds during the first months of the year while the municipal budget is crafted.

Mayor DelCore stated that Governor Jon Corzine will not be introducing his budget until March 10 and that will keep funding information up in the air for a while. However, the Township can expect to have to amend the Temporary Budget from time to time.

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

Mayor DelCore offered the following resolution:

**14. RESOLUTION REJECTING THE FAIR AND OPEN PROPOSALS SUBMITTED FOR THE POSITION OF BOND COUNSEL AND AUTHORIZING THE ADMINISTRATOR/CLERK TO RE-SOLICIT FOR PROPOSALS THROUGH THE FAIR AND OPEN PROCESS**

**WHEREAS**, the Township Committee has determined that there is a need for Bond Counsel; and

**WHEREAS**, a notice of request for proposals was prepared and placed on the Township's website on November 18, 2008; and

**WHEREAS**, sealed proposals were opened and read on December 16, 2008 at 10:00 AM which was the time and place as provided for in the request for proposal entitled "Request for Proposal through the Fair and Open Procurement Process – Bond Counsel" in accordance with "New Jersey Local Unit Pay to Play" law, public law 2004, chapter 19 (NJSA 19:44A-20.4-5 et seq); and

**WHEREAS**, all proposals submitted for these services were determined to be non-conforming; and

**WHEREAS**, the Township Committee believes it is in the best interest of the Township to reject all of the proposals for Bond Counsel; and

**WHEREAS**, the Township Clerk is hereby authorized to re-solicit for Bond Counsel as soon as practical; and

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that all proposals submitted for Bond Counsel are hereby rejected and authorization is given for the Administrator/Clerk to re-advertise for request for proposals for Bond Counsel.

Mayor DelCore stated that the rates outlined in the Bond Counsel proposals were too high. Stated that the Township will re-solicit through the fair and open with a rate cap in an effort to bring down these costs.

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

Mayor DelCore offered the following resolution:

**15. RESOLUTION REJECTING THE FAIR AND OPEN PROPOSALS SUBMITTED FOR THE POSITION OF RISK MANAGER – HEALTH BENEFITS AND AUTHORIZING THE**

**CHIEF FINANCIAL OFFICER TO PROVIDE THE SERVICE IN-HOUSE, AT A COST SAVINGS TO THE TOWNSHIP**

**WHEREAS**, the Township Clerk has determined that there is a need for a Risk Manager – Health Benefits; and

**WHEREAS**, a notice for request for proposals was prepared and placed on the Township’s website on November 18, 2008; and

**WHEREAS**, sealed proposals were opened and read on December 16, 2008 at 10:00 AM which was the time and place as provided for in the request for proposal entitled “Request for Proposal through the Fair and Open Procurement Process – Risk Manager – Health Benefits” in accordance with “New Jersey Local Unit Pay to Play” law, public law 2004, chapter 19 (NJSA 19:44A-20.4-5 et seq); and

**WHEREAS**, the Township Committee has been advised it is in the best interest of the Township to reject all of the bids for Risk Manager – Health Benefits; and

**WHEREAS**, the Township Clerk is hereby authorizes the Chief Financial Officer to provide the service in-house, at a cost savings to the Township.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey that all proposals submitted for Risk Manager – Health Benefits are hereby rejected and authorization is given for the Chief Financial Officer to provide the service in-house, at a cost savings to the Township.

Mayor DelCore stated that the CFO has indicated that the staff can provide these services at a cost savings.

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

**ADJOURNMENT**

Upon motion by Committeeman Ferrera, seconded by Committeeman Suraci, the meeting duly adjourned at 8:05 p.m. Said motion carried unanimously upon call of the roll.

Approved:

Kevin P. Davis, RMC  
Township Clerk