



Borough of Rocky Hill  
Borough Council Agenda  
January 17, 2018  
7:30 PM

1. CALL TO ORDER

2. SALUTE TO THE FLAG

3. NOTICE OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT -

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting was included in a list of meetings transmitted to the Courier News and Somerset Spectator on January 14, 2017. Notice remains continuously posted as to required notices under the Statute. A copy of this notice is available to the public and is on file in the Office of the Borough Clerk.

4. ROLL CALL

5. MAYOR'S COMMENTS

6. APPROVAL OF MINUTES

A. Borough Council - First Meeting of Month - Jan 3, 2018 7:30 PM

7. PUBLIC COMMENT— (MEMBERS OF THE PUBLIC WISHING TO ADDRESS THE MAYOR AND COUNCIL ARE REQUESTED TO STAND AND STATE THEIR NAME AND ADDRESS FOR THE RECORD.)

8. APPROVAL OF VOUCHERS

A. Bill List

9. **DEPARTMENTAL REPORTS**

*A. Tax Collector*

1. Tax Collectors Report December 2017

*B. Court Administrator*

*C. Water Department*

10. **COMMITTEE REPORTS**

Administration & Records-Dawson

Buildings & Grounds- Hageman

Finance & Insurance- Kirtland

Public Safety & Emergency Services- B. Dawson

Street & Roads- Sibley

Water, Sewer & Environmental Protection-Uhrik

Council Representatiive to Planning Board- R. Ashbaugh

Council Liason to Recreation Committee-Kirtland

Council Representative to Board of Health- B. Uhrik

Zoning Official's Report- M. Blasch

Grants Committee- Kirtland

## **11. SPECIAL BUSINESS**

- A. RESOLUTION-2018-23 First Amendment to Shared Services Agreement by and Between the Township of Franklin and the Borough of Rocky Hill
- B. RESOLUTION-2018-24 Appointment of Borough Conflict Attorney/Corporation Counsel
- C. RESOLUTION-2018-25 Endorsing Somerset County Purchasing 25 Washington Avenue

## **12. UNFINISHED BUSINESS**

- A. Sewer Discussion
- B. Sewer Discussion

## **13. NEW BUSINESS**

- A. Discussion of Potential Lighting Project
- B. Montgomery Township Library Discussion
- C. Website Maintenance/Email Server
- D. School Algorithm
- E. 2015 Property Maintenance Code
- F. Initial Budget Reports

## **14. COMMUNICATIONS**

**15. PUBLIC COMMENT– (MEMBERS OF THE PUBLIC WISHING TO ADDRESS THE MAYOR AND COUNCIL ARE REQUESTED TO STAND AND STATE THEIR NAME AND ADDRESS FOR THE RECORD.)**

## **16. ADJOURNMENT**



Borough of Rocky Hill  
Borough Council  
Minutes of the Regular Meeting  
January 3, 2018

The regular meeting of the Borough Council of the Borough of Rocky Hill was called to order by Mayor Phil Kartsonis at 7:30 PM followed by the salute to the flag.

**NOTICE OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT**

**READING OF THE DETERMINATION OF THE BOARD OF CANVASSERS OF SOMERSET COUNTY**

**OATH OF OFFICE TO ELECTED OFFICIALS**

1. Oath of Office, Billy Dawson (Term to Expire 12/31/20)
2. Oath of Office, Robert Uhrik (Term to Expire 12/31/20)

**ROLL CALL**

| Attendee Name   | Title          | Status  | Arrived |
|-----------------|----------------|---------|---------|
| Amy Kirtland    | Council Member | Present |         |
| Robert Ashbaugh | Councilman     | Present |         |
| Billy Dawson    | Council Member | Present |         |
| John Hagemann   | Council Member | Present |         |
| Mark Sibley     | Councilman     | Late    | 7:40 PM |
| Robert Uhrik    | Councilman     | Present |         |
| Phil Kartsonis  | Mayor          | Present |         |

Also present: Clerk Rebecca Newman, Deputy Clerk Christine Witt, CFO Joe Monzo, Attorney Ed Purcell

**NOMINATION OF COUNCIL PRESIDENT**

1. Nomination of Billy Dawson as Council President

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | John Hagemann, Council Member                       |
| <b>SECONDER:</b> | Robert Ashbaugh, Councilman                         |
| <b>AYES:</b>     | Kirtland, Ashbaugh, Dawson, Hagemann, Sibley, Uhrik |

**MAYOR'S COMMENTS**

- A. State of the Borough Address

**CONFIRMATION OF MAYORAL APPOINTMENTS**

Minutes Acceptance: Minutes of Jan 3, 2018 7:30 PM (Approval of Minutes)

1. Motion to Approve Mayoral Appointments and Committees

The Municipal Alliance appointment was excluded from the vote.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | Billy Dawson, Council Member                        |
| <b>SECONDER:</b> | John Hagemann, Council Member                       |
| <b>AYES:</b>     | Kirtland, Ashbaugh, Dawson, Hagemann, Sibley, Uhrik |

2. Borough Appointments
3. Council Committees and Representatives
4. Boards and Committees

### **APPROVAL OF RESOLUTIONS 2017-01 THROUGH 2017-**

1. Motion to Approve Consent Agenda for Resolutions 2018-1 through 2019-13

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                          |
| <b>MOVER:</b>    | Mark Sibley, Councilman                             |
| <b>SECONDER:</b> | Robert Ashbaugh, Councilman                         |
| <b>AYES:</b>     | Kirtland, Ashbaugh, Dawson, Hagemann, Sibley, Uhrik |

2. RESOLUTION-2018-1 Consent Agenda
3. RESOLUTION-2018-2 Rules of Order
4. RESOLUTION-2018-3 Reorganization Meeting 2019
5. RESOLUTION-2018-4 Meeting Dates 2018
6. RESOLUTION-2018-5 Fees for Meeting Notices
7. RESOLUTION-2018-6 Designation of 2018 Official Newspaper
8. RESOLUTION-2018-7 Depository
9. RESOLUTION-2018-8 Authorizing the Chief Financial Officer and Treasurer to Make Investments
10. RESOLUTION-2018-9 Tax Collection and Interest on Delinquent Taxes
11. RESOLUTION-2018-10 Tax Appeals
12. RESOLUTION-2018-11 Authorizing the Tax Collector to Refund and Cancel Taxes Less Than \$10.00
13. RESOLUTION-2018-12 Setting the 2018 Temporary Budget
14. RESOLUTION-2018-13 Authorization to Charge a Returned Check Fee

### **PROFESSIONAL SERVICES APPOINTMENTS**

- 1. Motion to Approve Professional Services Appointments Resolutions 2018-14 through 2018-19

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Billy Dawson, Council Member  
**SECONDER:** Mark Sibley, Councilman  
**AYES:** Kirtland, Ashbaugh, Dawson, Hagemann, Sibley, Uhrik

- 2. RESOLUTION-2018-14 Appointment of Borough Attorney/Corporation Counsel
- 3. RESOLUTION-2018-15 Appointment of Borough Auditor
- 4. RESOLUTION-2018-16 Appointment of Borough Engineer
- 5. RESOLUTION-2018-17 Appointment of Borough Prosecutor
- 6. RESOLUTION-2018-18 Appointment of Municipal Public Defender
- 7. RESOLUTION-2018-19 Appointment of Borough Planner

**EMERGENCY SERVICES APPOINTMENTS**

- 1. RESOLUTION-2018-21 Authorizing the Rocky Hill Hook and Ladder Co. No 1. as the Authorized Responder Agency for Fire Emergency and Related Services for and Within the Borough

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Billy Dawson, Council Member  
**SECONDER:** Mark Sibley, Councilman  
**AYES:** Kirtland, Ashbaugh, Dawson, Hagemann, Sibley, Uhrik

- 2. RESOLUTION-2018-20 Authorizing the Rocky Hill First Aid Squad as the Authorized Responder Agency for Emergency Medical and Related Services for and Within the Borough

**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Billy Dawson, Council Member  
**SECONDER:** John Hagemann, Council Member  
**AYES:** Kirtland, Dawson, Hagemann, Sibley, Uhrik  
**ABSTAIN:** Ashbaugh

**REGULAR MEETING**

**APPROVAL OF MINUTES**

- A. Borough Council - Second Meeting of Month - Dec 18, 2017 7:30 PM

Minutes Acceptance: Minutes of Jan 3, 2018 7:30 PM (Approval of Minutes)

**RESULT:** ACCEPTED [5 TO 0]  
**MOVER:** Billy Dawson, Council Member  
**SECONDER:** John Hagemann, Council Member  
**AYES:** Kirtland, Dawson, Hagemann, Sibley, Uhrik  
**ABSTAIN:** Ashbaugh

Executive Session Minutes Dec 18, 2017

1. Motion to Accept Executive Session Minutes

**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Billy Dawson, Council Member  
**SECONDER:** John Hagemann, Council Member  
**AYES:** Kirtland, Dawson, Hagemann, Sibley, Uhrik  
**ABSTAIN:** Ashbaugh

**PUBLIC COMMENT**

Barbara Preston, 10 Toth Lane, introduced herself as the new Editor in Chief of The Montgomery News.

**STATE POLICE REPORT**

**CHIEF FINANCIAL OFFICER'S REPORT**

The CFO will be meeting with Montgomery Township officials in February to discuss the Stage 2 Treatment Plant. The water/sewer utility had an operating budget of \$304,000 in 2017 and spent \$334,000 because of emergency repairs. The expected budget for 2018 is \$357,000 for needed upgrades to the water system. The CFO will be recommending a rate increase to raise the revenue. The last rate raise was in 2012 and only the sewer rate was raised at that time, not the water rate.

**SPECIAL BUSINESS**

A. RESOLUTION-2018-22 Adoption of the By-Laws for 2017

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Billy Dawson, Council Member  
**SECONDER:** Mark Sibley, Councilman  
**AYES:** Kirtland, Ashbaugh, Dawson, Hagemann, Sibley, Uhrik

**UNFINISHED BUSINESS**

A. Easement Discussion Princeton Business Park

The owner of the Business Park is looking to install a fence to stop people from cutting through the property to access Van Horne Park. The Borough has a bicycle easement on the

Minutes Acceptance: Minutes of Jan 3, 2018 7:30 PM (Approval of Minutes)

property, but it is not currently usable because of overgrown brush. The Borough is considering extinguishing its easement.

### **NEW BUSINESS**

Residents who have received tickets for not removing snow have complained about the mandatory court appearance. Mayor Kartsonis has asked the Court Administrator to review which tickets require a mandatory court appearance, and Council may consider changing the requirement.

### **COMMUNICATIONS**

#### **FINAL PUBLIC COMMENT**

Barbara Preston, 10 Toth Lane, commented that the cut through to Van Horne Park near the Business Park is useful, and she is concerned about a fence blocking access.

### **ADJOURNMENT**

The meeting adjourned at 8:37 PM.

List of Bills - (All Funds)

8.A.a

| Vendor                                    | Description                                 | Payment  | Check | Total |
|---|---|----------|-------|-------|
| <b>CURRENT FUND</b>                       |   |          |       |       |
| 600 - ACCELA                              | PO 6520 Agenda and Minutes software 11/1/17 | 2,835.00 | 2     | .00   |
| 12 - ARC OF SOMERSET COUNTY               | PO 6565 Borough Hall cleaning Nov. 2017     | 200.00   |       | .00   |
| 39 - CENTRAL JERSEY SECURITY              | PO 6567 Q1 2018 Alarm Monitoring            | 93.00    |       | .00   |
| 547 - Comcast                             | PO 6574 Phone and Internet                  | 243.99   |       | .99   |
| 60 - COURIER NEWS                         | PO 6550 Legal Advertising: Fairness Hearing | 110.08   |       | .08   |
| 71 - DIFRANCESCO BATEMAN PC               | PO 6553 Legal Service Novmeber 2017         | 5,087.94 | 5     | .94   |
| 629 - K.E. SEIFERT                        | PO 6547 Boliler Repairs January 2018        | 416.50   |       | .50   |
| 122 - KENCOR INC                          | PO 6554 Bi-Monthly Elevator service         | 95.00    |       | .00   |
| 584 - LOWE'S                              | PO 6546 Buildings & Grounds Supplies        | 140.34   |       | .34   |
| 149 - MASTROIANNI LANDSCAPING INC         | PO 6571 Snow Removal                        | 6,839.79 | 6     | .79   |
| 163 - MONTGOMERY TOWNSHIP                 | PO 6572 Contractual Public Health Services, | 6,535.00 | 6     | .00   |
| 181 - NEW JERSEY PLANNING OFFICIALS       | PO 6569 NJ Planning Officials dues 2018     | 325.00   |       | .00   |
| 184 - NEW JERSEY CONFERENCE OF MAYORS     | PO 6568 NJ Conference of Mayors 2018 dues   | 295.00   |       | .00   |
| 173 - N J League of Municipalities        | PO 6543 Advertisement for Tax Collector     | 115.00   |       | .00   |
| 173 - N J League of Municipalities        | PO 6545 NJ State League of Municipalities 2 | 252.00   |       | .00   |
| 594 - PREMIER DISPOSAL                    | PO 6555 Garbagge Removal December 2017      | 3,741.08 | 3     | .08   |
| 210 - PSE&G                               | PO 6548 Municipal building gas and electric | 819.24   |       | .24   |
| 210 - PSE&G                               | PO 6573 Municipal building gas and electric | 1,031.71 | 1     | .71   |
| 354 - RICOH USA, INC.                     | PO 6556 Copy machine rental                 | 109.73   |       | .73   |
| 247 - SOMERSET COUNTY TREASURER           | PO 6549 County Plowing & Salting            | 3,173.49 | 3     | .49   |
| 247 - SOMERSET COUNTY TREASURER           | PO 6575 County Plowing & Salting            | 1,063.22 | 1     | .22   |
| 455 - TAMARA LEE PP                       | PO 6559 COAH services 2017 & 38 Washington  | 3,133.75 | 3     | .75   |
| 645 - Township of Franklin                | PO 6564 Police Service                      | 4,306.64 | 4     | .64   |
| 286 - VAN CLEEF ENGINEERING               | PO 6570 Engineering Services December 2017  | 3,059.00 | 3     | .00   |
| 291 - VITAL SERVICES GROUP                | PO 6566 Senior Citizen Post Year Statements | 36.00    |       | .00   |
| 293 - ROCKY HILL WATER & SEWER DEPARTMENT | PO 6551 Municipal Building water & sewer/fi | 767.50   |       | .50   |
| 530 - WOOLSON SUTPHEN MAZIARZ             | PO 6560 Planning Board Legal Services       | 322.00   |       | .00   |
| <b>UTILITY OPERATING</b>                  |   |          |       |       |
| 415 - AQUA PRO TECH LABS                  | PO 6544 Water Department Testing            | 51.50    |       | .50   |
| 415 - AQUA PRO TECH LABS                  | PO 6562 Water Department Testing            | 51.50    |       | .50   |
| 450 - ONE CALL CONCEPTS INC               | PO 6557 December 2017 One Calls             | 6.25     |       | .25   |
| 316 - STATE OF NEW JERSEY PWT             | PO 6552 Water Tax Q4 2017                   | 72.93    |       | .93   |
| 259 - NEW JERSEY STATE TREASURER          | PO 6558 NJ Dept. of Env. Protection: Bureau | 205.00   |       | .00   |
| 311 - TIM LESKO                           | PO 6563 Read Meter books 1&2 for Q4 2017    | 900.00   |       | .00   |
| 286 - VAN CLEEF ENGINEERING               | PO 6570 Engineering Services December 2017  | 1,512.00 | 1     | .00   |
| 289 - VERIZON                             | PO 6561 Water Dept. phone Dec. 2017         | 34.58    |       | .58   |
| <b>TRUST OTHER</b>                        |   |          |       |       |
| 455 - TAMARA LEE PP                       | PO 6559 COAH services 2017 & 38 Washington  | 603.75   |       | .75   |
| 286 - VAN CLEEF ENGINEERING               | PO 6570 Engineering Services December 2017  | 399.00   |       | .00   |
| 530 - WOOLSON SUTPHEN MAZIARZ             | PO 6560 Planning Board Legal Services       | 342.00   |       | .00   |
| TOTAL                                     |   |          | 49    | .51   |

Attachment: Bill List January 17 (DOC-2018-3 : Bill List)

Summary By Account

| ACCOUNT           | DESCRIPTION                            | CURRENT YR | APPROP. YEAR | NON-BUDGETARY | IT     |
|-------------------|--|------------|--------------|---------------|--------|
| 01-101-01-001     | CASH                                   |            |              | 0.00          | 45, 00 |
| 01-201-20-100-020 | GENERAL ADMINISTRATION - OTHER EXPENSE | 3,301.76   |              |               |        |
| 01-201-20-110-020 | MAYOR AND COUNCIL - OTHER EXPENSE      | 295.00     |              |               |        |
| 01-201-20-150-020 | TAX ASSESSMENT - OTHER EXPENSE         | 36.00      |              |               |        |

Packet Pg. 8



8.A.a

| ACCOUNT           | DESCRIPTION                              | CURRENT YR | APPROP. YEAR | NON-BUDGETARY |
|-------------------|--|------------|--------------|---------------|
| 01-201-21-180-020 | PLANNING BOARD - OTHER EXPENSE           | 325.00     |              |               |
| 01-201-26-310-020 | BUILDINGS AND GROUNDS - OTHER EXPENSE    | 2,753.36   |              |               |
| 01-201-31-430-020 | ELECTRICITY - OTHER EXPENSE              | 1,031.71   |              |               |
| 01-201-31-440-020 | TELEPHONE - OTHER EXPENSE                | 243.99     |              |               |
| 01-201-49-481-020 | MONTGOMERY TOWNSHIP BD OF HEALTH         | 6,535.00   |              |               |
| 01-203-20-155-020 | (2017) LEGAL SERVICES - OTHER EXPENSE    |            | 1,835.04     |               |
| 01-203-20-165-020 | (2017) ENGINEERING SERVICES - OTHER EXPE |            | 3,059.00     |               |
| 01-203-21-180-020 | (2017) PLANNING BOARD - OTHER EXPENSE    |            | 332.32       |               |
| 01-203-21-190-020 | (2017) COAH - OTHER EXPENSE              |            | 6,386.65     |               |
| 01-203-26-290-020 | (2017) STREETS AND ROAD- OTHER EXPENSES  |            | 4,236.71     |               |
| 01-203-26-297-020 | (2017) GARBAGE AND TRASH-OTHER EXPENSE   |            | 3,741.08     |               |
| 01-203-26-310-020 | (2017) BUILDINGS AND GROUNDS - OTHER EXP |            | 5,141.00     |               |
| 01-203-31-430-020 | (2017) ELECTRICITY - OTHER EXPENSE       |            | 819.24       |               |
| 01-203-31-437-020 | (2017) FIRE HYDRANT SERVICE-OTHER EXPENS |            | 700.00       |               |
| 01-203-31-447-020 | (2017) WATER & SEWER - OTHER EXPENSE     |            | 67.50        |               |
| 01-203-43-490-020 | (2017) MUNICIPAL COURT - OTHER EXPENSE   |            | 331.28       |               |
| 01-203-49-452-020 | (2017) POLICE SERVICES- FRANKLIN TWP     |            | 3,975.36     |               |

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**TOTALS FOR CURRENT FUND** **14,521.82** **30,625.18** **0.00** **45,147.00**  
 =====

|                   |                      |        |          |      |          |
|-------------------|----------------------|--------|----------|------|----------|
| 08-101-01-001     | CASH                 |        |          | 0.00 | 2,833.76 |
| 08-201-26-290-020 | Other Expense        | 205.00 |          |      |          |
| 08-203-26-290-020 | (2017) Other Expense |        | 2,628.76 |      |          |

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**TOTALS FOR UTILITY OPERATING** **205.00** **2,628.76** **0.00** **2,833.76**  
 =====

|                 |                               |  |  |          |          |
|-----------------|-------------------------------|--|--|----------|----------|
| 19-260-05       | INTERFUND - DUE CURRENT       |  |  | 0.00     | 1,344.75 |
| 19-290-56-900-9 | RESERVE FOR DEVELOPERS ESCROW |  |  | 1,344.75 |          |

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**TOTALS FOR TRUST OTHER** **0.00** **0.00** **1,344.75** **1,344.75**  
 =====

Total to be paid from Fund 01 CURRENT FUND 45,147.00  
 Total to be paid from Fund 08 UTILITY OPERATING 2,833.76  
 Total to be paid from Fund 19 TRUST OTHER 1,344.75  
 =====  
49,325.51

Attachment: Bill List January 17 (DOC-2018-3 : Bill List)

Collector's Cash Book Breakdown for December 2017. The Last Deposit Slip Number Was 81

Borough of Rocky Hill Tax Office

Sat Jan 6 14:42:53 EST 2018

| Description                    | Month To Date       | Year To Date        | Account |
|--------------------------------|---------------------|---------------------|---------|
| 2016 Taxes                     | 0.00                | 19,576.09           |         |
| Prior Year Taxes               | 0.00                | 19,576.09           | 000163  |
| Current Year Taxes             | 81,932.09           | 2,780,934.33        | 000163  |
| Prepaid Taxes 2018             | 161,337.24          | 163,062.83          | 000163  |
| Interest                       | 1,711.30            | 5,627.72            | 000163  |
| <b>General Account Totals</b>  | <b>244,980.63</b>   | <b>2,969,200.97</b> |         |
| <b>Totals for All Accounts</b> | <b>244,980.63</b>   | <b>2,969,200.97</b> |         |
| Total CC : \$ 23,609.90        | Total CA : \$ 0.00  |                     |         |
| Total CK : \$ 221,370.73       | Total OPA : \$ 0.00 |                     |         |

*[Handwritten Signature]* CTC  
1/6/18

Attachment: 20180117170106652 (DOC-2018-11 : Tax Collectors Report December 2017)



**BOROUGH OF ROCKY HILL  
SOMERSET COUNTY**

**RESOLUTION-2018-23**

**First Amendment to Shared Services Agreement by and Between the Township of Franklin  
and the Borough of Rocky Hill**

This First Amendment to the Shared Services Agreement by and between the Township of Franklin (hereinafter, the "Township") and Borough of Rocky Hill, (hereinafter, the "Borough"), (hereinafter the Township and Borough collectively the "Parties") for Police Services is hereby amended effective on the date when last authorized by the governing bodies of the Parties.

**WITNESSETH**

**WHEREAS**, the Borough and Township desire to enter into a First Amendment to the Shared Services Agreement for the provision of security services by the Township Police at the Borough Municipal Court.

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions and promises contained herein, it is hereby agreed by and between the Parties as follows:

1. Section 1, titled "Services to be Rendered", of the Shared Services Agreement is hereby amended to add a new Subsection 1(a):

The Township, through the Township Police, shall provide court security services at the Borough Municipal Court for each Borough Municipal Court session at an initial hourly rate of \$84.48 for 2018, with a four (4) hour minimum for one (1) Police Officer detail.

2. All other terms and conditions of the Shared Services Agreement remain in full force and effect.

**IN WITNESS WHEREOF,** the Township of Franklin and the Borough of Rocky Hill have caused this instrument to be executed by their Mayors pursuant to the Resolutions that the Township and Borough have adopted.

ATTEST:

TOWNSHIP OF FRANKLIN

\_\_\_\_\_

By: \_\_\_\_\_

Attest

Mayor

ATTEST:

By:

Rebecca P. Newman, RMC  
Borough Clerk

By:

Phil Kartsonis, Mayor

**CERTIFICATION**

I, Rebecca P. Newman, Borough Clerk of the Borough of Rocky Hill do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on January 17, 2018.

\_\_\_\_\_

Rebecca P. Newman, RMC  
Borough Clerk



**BOROUGH OF ROCKY HILL  
SOMERSET COUNTY**

**RESOLUTION-2018-24**

**Appointment of Borough Conflict Attorney/Corporation Counsel**

**WHEREAS**, N.J.S.A. 40A:9-139 requires that every municipality shall have an attorney; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that a Resolution authorizing the award of a contract for professional services without competitive bidding must be publicly advertised and an agreement to retain the services of an attorney is a professional service as defined in said statute; and

**WHEREAS**, at times the Borough Attorney or his firm may have a conflict with an issue that may arise; and

**WHEREAS**, the Borough of Rocky Hill has a need to acquire legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 as appropriate when these conflicts arise; and

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

**WHEREAS**, Chris Corisini, Esq., of Savo, Schalk, Gillespie, O'Grodnick & Fisher, P.A. has submitted a proposal indicating he will provide legal services at the rate of \$155.00 per hour not to exceed \$5,000.00; and

**WHEREAS**, Chris Corisini, Esq., of Savo, Schalk, Gillespie, O'Grodnick & Fisher, P.A.; has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or

candidate committee in the Borough of Rocky Hill in the previous one (1) year, and that the contract will prohibit Chris Corisini, Esq., of Savo, Schalk, Gillespie, O'Grodnick & Fisher, P.A from making any reportable contributions through the term of the contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Rocky Hill in the County of Somerset, State of New Jersey, hereby retains Chris Corisini, Esq., of Savo, Schalk, Gillespie, O'Grodnick & Fisher, P.A.; as Conflict Attorney for the Borough of Rocky Hill for the year 2018, to perform the professional services ordinarily provided by an attorney of the State of New Jersey and receive such compensation as may be reasonable for such services; and

**IT IS FURTHER RESOLVED** that the Mayor of the Borough of Rocky Hill is hereby authorized to enter into said agreement with Savo, Schalk, Gillespie, O'Grodnick & Fisher, P.A.; and

**IT IS FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution.

**IT IS FURTHER RESOLVED** that notice of this Resolution shall be published in the Courier News as required by law.

ATTEST:

By:

Rebecca P. Newman, RMC  
Borough Clerk

By:

Phil Kartsonis, Mayor

### **CERTIFICATION**

I, Rebecca P. Newman, Borough Clerk of the Borough of Rocky Hill do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on January 17, 2018.

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Rebecca P. Newman, RMC  
Borough Clerk



**BOROUGH OF ROCKY HILL  
SOMERSET COUNTY**

**RESOLUTION-2018-25**

**Endorsing Somerset County Purchasing 25 Washington Avenue**

**WHEREAS**, on June 22, 2017, the Somerset County Counsel informed the Borough of Rocky Hill that the Somerset County Board of Freeholders "is contemplating the purchase of property owned by 25 Washington Rd., LLC", known as Block 5, Lots 6 and 7, consisting of 10.9 acres in the Village Office District ("Property"); and

**WHEREAS**, the Somerset County Counsel inquired whether "the Borough and Township [of Montgomery] would be willing to incorporate th[e] [P]roperty into the existing lease"; and

**WHEREAS**, the "existing lease" is that Lease between the County of Somerset, Township of Montgomery and Borough of Rocky Hill for Van Horne Park ("Lease"); and

**WHEREAS**, the Borough endorses the County acquiring the Property and amending the Lease to include the Property.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Rocky Hill, County of Somerset, State of New Jersey, as follows:

1. That the purchase of the Property by the County of Somerset is hereby endorsed.
2. That if the County of Somerset acquires the Property, that the Lease be solely modified to include the Property.



3. That this endorsement is conditioned upon the Township of Montgomery also endorsing the acquisition by the County of Somerset and modifying the Lease to include the Property.
4. That a copy of this Resolution be forwarded to the Clerk of Somerset County Board of Chosen Freeholders and Somerset County Counsel and the Clerk of the Township of Montgomery and Township of Montgomery Attorney.
5. This Resolution shall take effect immediately.

ATTEST:

By:

Rebecca P. Newman, RMC  
Borough Clerk

By:

Phil Kartsonis, Mayor

**CERTIFICATION**

I, Rebecca P. Newman, Borough Clerk of the Borough of Rocky Hill do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Borough Council on January 17, 2018.

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Rebecca P. Newman, RMC  
Borough Clerk

2018 Expenditure Budget  
UTILITY OPERATING

| DESCRIPTION                     | 2017 BUDGET         | 2017 CHARGED        | 2018 Requested      |
|---------------------------------|---------------------|---------------------|---------------------|
| Salaries & Wage                 | 19,600.00           | 19,530.27           | 20,000.00           |
| <b>Total</b>                    | <b>\$19,600.00</b>  | <b>\$19,530.27</b>  | <b>\$20,000.00</b>  |
| <b>Other Expense</b>            |                     |                     |                     |
| DESCRIPTION                     | 2017 BUDGET         | 2017 CHARGED        | 2018 Requested      |
| Other Expense-Maintenance       | 5,000.00            | 1,122.80            | 1,000.00            |
| Other Expense-Meter Reading     | 600.00              | 2,085.00            | 2,000.00            |
| Other Expense-Office Expense    | 2,000.00            | 1,233.97            | 1,200.00            |
| Other Expense-Testing           | 500.00              | 495.60              | 500.00              |
| Other Expense-Utilities         | 15,000.00           | 14,931.35           | 15,000.00           |
| Other Expense-Other             | 1,000.00            | 378.43              | 500.00              |
| Audit                           | 6,700.00            | 6,700.00            | 6,700.00            |
| Engineering                     | 5,000.00            | 22,048.05           | 5,000.00            |
| Repair of Breaks                | 55,471.25           | 39,471.25           | 0.00                |
| Curb Replacement                | 2,000.00            | 140.00              | 500.00              |
| Electric Repairs                | 2,000.00            | 0.00                | 0.00                |
| Postage                         | 500.00              | 147.00              | 150.00              |
| Printing                        | 1,000.00            | 762.77              | 1,000.00            |
| <b>Total</b>                    | <b>\$96,771.25</b>  | <b>\$89,516.22</b>  | <b>\$33,550.00</b>  |
| DESCRIPTION                     | 2017 BUDGET         | 2017 CHARGED        | 2018 Requested      |
| Sewer Service Fee               | 160,000.00          | 159,934.20          | 172,350.00          |
| Social Security-Other Expense   | 1,600.00            | 1,465.00            | 1,530.00            |
| Capital Improvement Fund        | 0.00                | 0.00                | 0.00                |
| Capital Outlay                  | 57,000.00           | 56,951.28           | 57,000.00           |
| <b>Total</b>                    | <b>\$218,600.00</b> | <b>\$218,350.48</b> | <b>\$230,880.00</b> |
| Deferred Chgs to Future Revenue | 2017 BUDGET         | 2017 CHARGED        | 2018 Requested      |
| Deferred Charge for Emergency   | 0.00                | 0.00                | 30,471.00           |
| Deficit In Operations           | 0.00                | 0.00                | 3,719.30            |
| <b>Total</b>                    | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$34,190.30</b>  |
| <b>Total Expenditure Budget</b> | <b>334,971.25</b>   | <b>327,396.97</b>   | <b>318,620.30</b>   |

Attachment: 20180117174621723 (Sewer Discussion)

2018 Revenue Budget  
UTILITY OPERATING

| DESCRIPTION                               | 2017 BUDGET         | 2017 RECEIVED       | 2018 Requested      |
|---|---------------------|---------------------|---------------------|
| <i>Surplus Anticipated</i>                | 63,000.00           | 63,000.00           | 0.00                |
| <i>Water &amp; Sewer Rents</i>            | 225,500.00          | 216,430.30          | 216,000.00          |
| <i>Increase in Rents ( New Ordinance)</i> | 0.00                | 0.00                | 102,620.00          |
| <i>Current Fund Contribution</i>          | 16,000.00           | 16,000.00           | 0.00                |
| <i>Interest</i>                           | 0.00                | 889.25              | 0.00                |
| <b>Total</b>                              | <b>\$304,500.00</b> | <b>\$296,319.55</b> | <b>\$318,620.00</b> |
| <b>Total Revenue Budget</b>               | <b>304,500.00</b>   | <b>296,319.55</b>   | <b>318,620.00</b>   |

Attachment: 20180117174621723 (Sewer Discussion)

**RATE INCREASE WORKSHEET**

**EXPENSES**

| DESCRIPTION                     | 2017 BUDGET       | 2017 FINAL BID.   | 2017 CHARGED      | 2018 Requested    |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries & Wage                 | 19,600.00         | 19,600.00         | 19,530.27         | 20,000.00         |
| Other Expense-Maintenance       | 5,000.00          | 5,000.00          | 1,122.80          | 1,000.00          |
| Other Expense-Meter Reading     | 600.00            | 600.00            | 2,085.00          | 2,000.00          |
| Other Expense-Office Expense    | 2,000.00          | 2,000.00          | 1,233.97          | 1,200.00          |
| Other Expense-Testing           | 500.00            | 500.00            | 495.60            | 500.00            |
| Other Expense-Utilities         | 15,000.00         | 15,000.00         | 14,931.35         | 15,000.00         |
| Other Expense-Other             | 1,000.00          | 1,000.00          | 378.43            | 500.00            |
| Audit                           | 6,700.00          | 6,700.00          | 6,700.00          | 6,700.00          |
| Engineering                     | 5,000.00          | 5,000.00          | 22,048.05         | 5,000.00          |
| Repair of Breaks                | 55,471.25         | 55,471.25         | 39,471.25         | 0.00              |
| Curb Replacement                | 2,000.00          | 2,000.00          | 140.00            | 500.00            |
| Electric Repairs                | 2,000.00          | 2,000.00          | 0.00              | 0.00              |
| Postage                         | 500.00            | 500.00            | 147.00            | 150.00            |
| Printing                        | 1,000.00          | 1,000.00          | 762.77            | 1,000.00          |
| Sewer Service Fee               | 160,000.00        | 160,000.00        | 159,934.20        | 172,350.00        |
| Social Security-Other Expense   | 1,600.00          | 1,600.00          | 1,465.00          | 1,530.00          |
| Capital Outlay                  | 57,000.00         | 57,000.00         | 56,951.28         | 57,000.00         |
| Deferred Charge                 | 0.00              | 0.00              | 0.00              | 30,471.00         |
| Deficit in Operations           | 0.00              | 0.00              | 0.00              | 3,719.30          |
| <b>Total Expenditure Budget</b> | <b>334,971.25</b> | <b>334,971.25</b> | <b>327,396.97</b> | <b>318,620.30</b> |

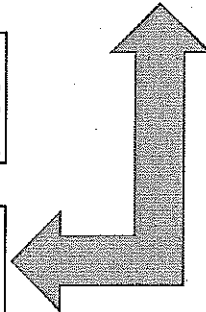
**Budget Split by Function**

| Water            | Sewer             |
|------------------|-------------------|
| 10,000.00        | 10,000.00         |
| 1,000.00         |                   |
| 2,000.00         |                   |
| 600.00           | 600.00            |
| 250.00           | 250.00            |
| 15,000.00        |                   |
| 250.00           | 250.00            |
| 3,350.00         | 3,350.00          |
| 4,500.00         | 500.00            |
| 500.00           |                   |
| 75.00            | 75.00             |
| 500.00           | 500.00            |
|                  | 172,350.00        |
| 765.00           | 765.00            |
|                  | 57,000.00         |
| 30,471.00        |                   |
| 3,719.30         |                   |
| <b>72,980.30</b> | <b>245,640.00</b> |

**REVENUE PRODUCTION**

|                   | Existing Rate | % of total rate | 2017 Usage (gallons) | 2017 Billed       |
|-------------------|---------------|-----------------|----------------------|-------------------|
| Water             | 2.25          | 20.000%         | 19,613,333           | 44,130.00         |
| Sewer             | 9.00          | 80.000%         | 19,613,333           | 176,520.00        |
| <b>Total Rate</b> | <b>11.25</b>  |                 | <b>19,613,333</b>    | <b>220,650.00</b> |

|                   | 2018 Proposed Rate | % of total rate | Estimated Usage   | 2018 Est Billing  |
|-------------------|--------------------|-----------------|-------------------|-------------------|
| Water             | 3.75               | 23.077%         | 19,613,333        | 73,550.00         |
| Sewer             | 12.50              | 76.923%         | 19,613,333        | 245,166.67        |
| <b>Total Rate</b> | <b>16.25</b>       |                 | <b>19,613,333</b> | <b>318,716.67</b> |



Attachment: 20180117174621723 (Sewer Discussion)

To Rocky Hill Borough Council

From: Joseph Monzo, CFO

Re: Utility Rate Increase Discussion

Date: January 10, 2018

This memo is a follow up to the conversation at the last council meeting. This will also be a discussion item at the 1/17/18 meeting

### **Ancient History**

Many years ago the Borough had a separate water and a separate sewer utility. This is why we have two distinct rates, even though they are both based on 1000 gallons of water usage.

When it was decided years ago to combine them this was done by ordinance to create the Rocky Hill Water and Sewer Utility. The ordinance also allowed for rate changes to be done by resolution. The last rate change was done 1/1/12.

### **2017 Results of Operations**

The 2017 utility budget had three budgeted revenue sources

1. The utility fund balance of \$ 63,000 (this source is no longer available)
2. A contribution from the current fund of \$ 16,000
3. The rents collected from usage of \$ 225,500

The revenue from the rents was actually \$ 216,430 when the year was finalized, a shortfall of \$ 9,070. This created a deficit in operations of \$ 3,719 after some prior year appropriations were cancelled. This has been raised in the 2018 budget

- The rents have been steadily declining the past several years. In 2015 we collected \$ 245, 084, in 2016 we collected 225,540 and in 2017 we collected 216.430

On the spending side the borough had to adopt an emergency resolution to fund the repair of water main breaks in the amount of \$ 30,471. This has been raised in the 2018 budget.

### **2018 Budget and Recommendations**

I am recommending a 2018 budget in the amount of \$ 318,620. This includes the required deferred charge, the deficit in operations, the contractual obligation to Montgomery plus the other miscellaneous costs of the utility.

I am recommending that we do not budget in the operating budget for water main breaks but instead adopt a bond ordinance to cover these improvements to the system. The utility capital fund has an

existing down payment amount available that would allow us to do a bond ordinance for \$ 240,000. (Bill Tanner will also be providing some materials to you concerning improvements to the system.)

I am also recommending a rate increase for water from \$ 2.25 to \$ 3.75 and an increase in the sewer rate from \$ 9.00 to \$ 12.50. I have attached a worksheet which defines the costs between the two components of the utility and adjusted the rates so that they each produce sufficient revenue to cover the cost of that part of the operation.

Overall this is a combined rate increase of 44%.

The first quarter bills were mailed January 10<sup>th</sup> and are due Feb 1. The next billing cycle is April 10. Any change in the rates should be retroactive to January billings in order to produce the required additional rate revenue.

I will have the clerk place this on the agenda for discussion again on January 17<sup>th</sup>.

Thank you

Joe

# CIFELLI ELECTRICAL, INC.

174 NASSAU STREET SUITE 404  
 PRINCETON, N.J. 08542  
 PHONE: (609) 921-3238  
 FAX: (609) 497-9369  
 LICENSE# 11509A

# PROPOSAL

|                   |
|-------------------|
| <b>REFERENCE</b>  |
| Exterior Lighting |

WWW.CIFELLIELECTRICAL.COM  
 LIKE US ON FACEBOOK

ROCKY HILL MUNICIPAL OFFICE  
 PO BOX 188  
 15 MONTGOMERY AVE  
 ROCKY HILL NJ 08553

| DATE     | PROPOSAL |
|----------|----------|
| 1/3/2018 | 12865    |

PHONE:

| QTY | DESCRIPTION  |
|-----|--|
|     | <p>REF: ADDITIONAL EXTERIOR SECURITY LIGHTING FIXTURE</p> <p>The Address of the project is:<br/>                     15 Montgomery Ave.<br/>                     Rockyhill NJ 08553</p> <p>I. GENERAL SCOPE OF WORK DESCRIPTION<br/>                     Contractor agrees to perform the following work:<br/>                     Purchase and installation of Rab lighting fixture, FFLED80<br/>                     Ultra efficient LED and optical design<br/>                     Replaces 250W MH floodlights<br/>                     100,000 hour life based on LM-80 tests<br/>                     Air-flow technology heatsink<br/>                     BRONZE IN COLOR<br/>                     The new fixture will be installed on the rear of building shining within the general location of playground, Installation of EMT conduit on surface of exterior building to serve power to new light fixture. fixture is based on operating with existing timeclock located within basement.</p> <p>II. GENERAL CONDITIONS FOR AGREEMENT ABOVE</p> |
|     | <b>TOTAL</b>   |

Attachment: Est\_12865\_from\_CIFELLI\_ELECTRICAL\_INC.\_370528 (DOC-2018-5 : Discussion of Potential Lighting Project)

SIGNATURE & DATE

# CIFELLI ELECTRICAL, INC.

174 NASSAU STREET SUITE 404  
 PRINCETON, N.J. 08542  
 PHONE: (609) 921-3238  
 FAX: (609) 497-9369  
 LICENSE# 11509A

# PROPOSAL

|                   |
|-------------------|
| <b>REFERENCE</b>  |
| Exterior Lighting |

WWW.CIFELLIELECTRICAL.COM  
 LIKE US ON FACEBOOK

ROCKY HILL MUNICIPAL OFFICE  
 PO BOX 188  
 15 MONTGOMERY AVE  
 ROCKY HILL NJ 08553

| DATE     | PROPOSAL |
|----------|----------|
| 1/3/2018 | 12865    |

PHONE:

| QTY | DESCRIPTION  |
|-----|--|
|     | <p>It is the understanding existing branch circuit, equipment to serve additional lighting load is adequate to accept the additional electrical load applied. An additional nominal fee of \$196.00 will be charged. to test and evaluate existing circuit prior of Installation above (IF FOUND EXISTING CIRCUIT, EQUIPMENT IS NOT ADEQUATE OPTION #2 MUST BE PERFORMED). Note fee will not be applicable if option #2 is accepted prior to the start of work.</p> <p>OPTION #1 ADD \$661.00 TO THIS PROPOSAL FOR ADDITIONAL ITEMS LISTED ABOVE<br/>                     Installation of 20amp dedicated branch circuit to serve new fixture<br/>                     Purchase and installation mechanical time clock within basement to control new fixture only</p> <p style="text-align: center;">***** PLEASE REVIEW NOTES BELOW *****</p> <p>1. PURCHASE OF PERMIT NOT INCLUDED<br/>                     A \$50.00 PROCESSING FEE WILL BE APPLIED PLUS COST OF PERMIT(S)<br/>                     2. PROPOSAL DOES NOT INCLUDE ANY PATCHING AND/OR PAINTING WORK.<br/>                     3. PROPOSAL IS BASED ON NON PREVAILING WAGE RATE. PLEASE ADVISE CONTRACTOR PRIOR TO SCOPE OF WORK IF PREVAILING WAGE IS REQUIRED.<br/>                     ANY WORK OTHER THEN STATED WILL RESULT IN AN ADDITIONAL CHARGE</p> |
|     | <p><b>TOTAL</b>                      \$1,816.67</p>  |

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work specified.

Please sign, date, and return a signed copy to us. Thank you.

SIGNATURE & DATE \_\_\_\_\_

Attachment: Est\_12865\_from\_CIFELLI\_ELECTRICAL\_INC.\_370528 (DOC-2018-5 : Discussion of Potential Lighting Project)