

Minutes of the September 8, 2026 Township Committee Meeting of the Township of Hillsborough, in the County of Somerset, State of New Jersey, held in the Municipal Complex at 7:30 PM on September 8, 2026.

CALL OF THE ROLL

Upon call of the roll, the following Committee members were recorded present: Mayor Catherine Payne , Deputy Mayor Shawn Lipani, Committeeman Robert Britting, Jr., Committeewoman Jill Gomez and Committeewoman Samantha Hand. Also in attendance were Township Administrator Anthony Ferrera, Township Clerk Sarah Brake, CFO Bushell, and Township Attorney William Willard.

SALUTE TO THE FLAG

MAYOR STATES

Please be advised that in accordance with Section 5 of the Open Public Meetings Act, Chapter 231, of the Public Laws of 1975, notice of this meeting was made by the posting on the bulletin board at the Hillsborough Township Municipal Complex and notifying the officially designated newspapers that this meeting would take place at the Hillsborough Township Municipal Complex at Tuesday, September 8, 2026. Executive Session, if deemed necessary, to begin at 6:30 pm.

EXECUTIVE SESSION

1. RESOLUTION AUTHORIZING EXECUTIVE SESSION

• PBA CONTRACT

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township Committee is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - o PBA Contract Negotiation
3. The Township Committee may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

Upon a motion by Committeewoman Samantha Hand, seconded by Committeeman Robert Britting, Resolution Authorizing Executive Session the aforesaid resolution was unanimously approved upon call of the role. The Township Committee went into Executive Session at 6:36 pm.

Mayor Payne arrived at 6:45 p.m.

Upon a motion by Deputy Mayor Shawn Lipani, seconded by Committeeman Robert Britting, the public meeting was re-opened at 6:58 p.m.

APPROVAL OF MINUTES

None

REPORTS FROM COMMITTEE LIAISONS, AND RECEIPT OF REPORTS, PETITIONS OR COMMUNICATIONS

Mayor Payne

Mayor Payne wished everyone who celebrates: "Happy Rosh Hashanah. Have a healthy, happy, and peaceful New Year."

Mayor Payne announced that a Patriot's Day ceremony will be held on Friday, September 11th at 9 am in the Garden of Honor.

Mayor Payne relayed that the Woods Road Firehouse will hold its annual 9/11 Remembrance Ceremony at 6:30 pm on September 11th.

PROCLAMATIONS

1. HILLSBOROUGH TOWNSHIP POLICE DEPARTMENT LIFESAVING PROCLAMATION

WHEREAS, on July 19, 2026, at approximately 3:34 PM, a critical emergency unfolded on Fisher Drive involving an unresponsive 64-year-old male who was receiving CPR; and

WHEREAS, Officers Bryan d'Anunciacao, Michael Liscik, Andrew DeMaio, and Jerald Martinez, Jr. promptly responded to this emergency call, demonstrating exceptional courage and professionalism; and

WHEREAS, upon their arrival, the patient was found not breathing, and the officers immediately took decisive action by preparing oxygen and a defibrillator while diligently continuing CPR until the EMTs and paramedics arrived; and

WHEREAS, thanks to the swift and heroic efforts of these officers, the patient was transported to Robert Wood Johnson University Hospital Somerset where he received further treatment; and

WHEREAS, on July 23, 2026, the patient made a full recovery and returned home, a testament to the life-saving actions of Officers d'Anunciacao, Liscik, DeMaio, and Martinez, Jr.; and

WHEREAS, the quick response and unwavering dedication exhibited by these four officers exemplify the highest standards of public service and commitment to preserving life.

NOW, THEREFORE, BE IT PROCLAIMED that we, the Mayor and Hillsborough Township Committee, do hereby recognize and commend Officers Bryan d'Anunciacao, Michael Liscik, Andrew DeMaio, and Jerald Martinez, Jr. for their exceptional service, dedication, and life-saving actions.

PERSONNEL ITEMS

1. RESOLUTION CONFIRMING THE HIRING AND REHIRING OF PART-TIME POSITIONS TO SUPPORT HILLSBOROUGH 2026 FALL RECREATION PROGRAMS

WHEREAS, there exists a need to hire part-time staff to support the Hillsborough Township 2026 Fall programs; and

WHEREAS, the Director of Parks & Recreation and the Assistant Director of Recreation recommend the hiring and rehiring of the following individual(s) to support the Hillsborough Township Recreation Programs:

2026 Fall Programs							
Last Name	First Name	Position	Rate		New Hire	Rehire	Max Hours (All Fall)
Cooper	Leo	Certified Youth Soccer Official	\$23.00	Per Game		YES	40
Cooper	Leo	Head Tots Sports Instructor	\$20.00	Per Hour		YES	12
Docar	Owen	Soccer Coach	\$16.00	Per Hour		YES	40
Dornbach	Jim	Soccer Official	\$50.00	Per Game		YES	40
Fritzinger	Dave	Softball Umpire	\$50.00	Per Hour		YES	30
Gupta	Yatharth	Youth Soccer Official	\$19.00	Per Game		YES	40
Hamilton	Randy	Soccer Official	\$52.00	Per Game		YES	40
Henderson	Emily	Soccer Supervisor	\$16.00	Per Hour		YES	70
Henderson	Nicholas	Soccer Supervisor	\$16.00	Per Hour		YES	70
Jedziniak	Matt	Head Skateboarding Instructor	\$50.00	Per Hour		YES	10
Joshi	Hardik	Youth Soccer Official	\$19.00	Per Game		YES	40
Joshi	Parth	Youth Soccer Official	\$19.00	Per Game		YES	40
Keenan	Riley	Soccer Coach	\$16.00	Per Hour		YES	40
Kisiel	Alex	Youth Soccer Official	\$19.00	Per Game		YES	40
Kottala	Venkat	Soccer Coach	\$16.00	Per Hour		YES	40
McCann	Taylor	Soccer Supervisor	\$17.00	Per Hour		YES	70
MCGarry	Derek	Youth Soccer Official	\$19.00	Per Game	9/12		40
Medawar	Abed	Soccer Official	\$50.00	Per Game		YES	40
Modesto	Briana	Soccer Official	\$50.00	Per Game		YES	40
Sasso	Mass	Various Programs	\$22.00	Per Hour		YES	40
Sena	Denise	Soccer Official	\$50.00	Per Game		YES	40
Solt	Troy	Soccer Official	\$50.00	Per Game		YES	40

Spencer	Larry	Softball Umpire	\$50.00	Per Hour		YES	30
Viggiano	Luke	Tots Sports Instructor	\$16.00	Per Hour		YES	12
Yakely	Ed	Soccer Official	\$50.00	Per Game	9/12		40

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the recommendations of the Director of Parks & Recreation and Assistant Director of Recreation are hereby approved.

Committeeman Britting welcomed the new hires.

Upon a motion by Deputy Mayor Shawn Lipani, seconded by Committeeman Robert Britting, the personnel resolution was unanimously approved upon the call of the roll.

CONSENT

1. RESOLUTION AUTHORIZING THE CREATION OF THE HILLSBOROUGH COMMUNITY PARTNER GRANT ADVISORY COMMITTEE

WHEREAS, Hillsborough Township recognizes the continued efforts of local Hillsborough nonprofit organizations, programs, groups and clubs in enhancing the quality of life for Township residents; and

WHEREAS, periodically the Township receives interest from organizations, businesses and individuals seeking to donate funds (collectively referred to as "Hillsborough Partner Donors") to support these local Hillsborough nonprofit organizations, programs, groups and clubs in enhancing the quality of life for Township residents; and

WHEREAS, these Hillsborough Partner Donors are committed to supporting eligible local Hillsborough nonprofit organizations, programs, groups and clubs through an annual grant program; and

WHEREAS, the establishment of a Hillsborough Township Partners Grant Advisory Committee will facilitate the review and distribution of grants to eligible local Hillsborough nonprofit organizations, programs, groups and clubs.

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

1. Creation of the Committee: The Hillsborough Community Partner Grant Advisory Committee ("Committee") is hereby established, authorized and approved to oversee the annual grant distribution process.
2. Committee Composition: The Committee shall consist of 2 representatives from each Hillsborough Partner Donor as designated by the Donor and the following representatives to be appointed by the Township Committee: 1 representative from the Hillsborough Township Administration Office, 1 representative from the Hillsborough Township Social Services Department, 1 representative from the Hillsborough Township Recreation Department and 2 community members with experience in nonprofit management and youth and senior services.
3. Duties and Responsibilities: The Committee shall be responsible for: (a) reviewing grant applications submitted by eligible organizations; (b) evaluating the merits of each application based on predetermined criteria; (c) making recommendations for grant awards to the Hillsborough Partner Donors; (d) reporting back to the Township Committee on the outcomes and impact of the funded projects.

4. Meetings: The Committee shall meet at least four times per year to review applications and carry out its responsibilities.
5. Application: The application process shall take place on a bi-annual basis, September and March.
6. Awards: The presentation of awards shall take place in the month following the bi-annual application process, October and April.
7. Funding: The funds will be provided directly to the recipient by the Hillsborough Partner Donor, which will be administered through the Advisory Committee.
8. Effective Date: This Resolution shall take effect immediately upon adoption.

2. RESOLUTION ACCEPTING AND APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2025 TOWNSHIP AUDIT

WHEREAS, in accordance with Local Finance Notice 92-15, the Township Chief Financial Officer has prepared a Corrective Action Plan pertaining to the 2025 Township Audit for submission to the Division of Local Government Services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that it hereby accepts and approves the Corrective Action Plan pertaining to the 2025 Township Audit and the submission of the same electronically to the Division of Local Government Services through the New Jersey FAST system.

3. RESOLUTION AUTHORIZING THE TRANSFER OF EARNED AMOUNTS FROM THE SUBDIVISION AND SITE PLAN ENGINEERING TRUST ACCOUNTS TO THE TREASURER'S ACCOUNT

WHEREAS, the Engineering Director indicates inspections and engineering work have been completed for the indicated projects and recommends funds be transferred from the Engineering Inspection Escrow Accounts to the Treasurer's Account as set forth below; and

WHEREAS, each of the project line items has been verified against the Treasurer's Office account records to ensure that sufficient funds are available for these transfers of unanticipated revenues.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the funds set forth herein be transferred from the Engineering Escrow Accounts into the Treasurer's Account.

Name	ID	Balance
NJAMGRHIL	20-286-56-1304-99	\$6,038.42
GATEWAY929	20-286-56-1192-99	\$2,561.66
TOLLPRIVIN	20-286-56-1103-99	\$5,500.02
GJSTEELIN	20-286-56-1052-99	\$597.78
HARVESTATE	20-286-56-1258-99	\$1,085.59
HILLS206IN	20-286-56-0294-99	\$752.16

SOMERSET PARK	20-286-56-1311-99	\$283.23
BRIGHTSPIN	20-286-56-1094-99	\$2,378.94
RD 2025-67	20-286-56-1265-99	\$110.13
87WOODSIN	20-286-56-1202-99	\$57.70
HILLSBUSIN	20-286-56-0676-99	\$57.70
NJAW LYNN CT	20-286-56-1269-99	\$14.43
Grand Total		- \$19,437.76

4. RESOLUTION AUTHORIZING THE QUALIFIED PURCHASING AGENT TO SOLICIT BIDS FOR ANIMAL CONTROL SERVICES

WHEREAS, pursuant to N.J.S.A. 4:19-15.16b, the governing body of a municipality is required to appoint a certified animal control officer who shall be responsible for animal control within the jurisdiction of the municipality; and

WHEREAS, the Township's current contract with Animal Control Solutions for animal control services is scheduled to expire on December 31, 2026; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1(r), competitive contracting may be used by a municipality in lieu of public bidding for the procurement of animal control services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.3, in order to initiate the competitive contracting process, the governing body shall pass a resolution authorizing its use; and

WHEREAS, the Township Committee finds it to be in the best interests of the Township to authorize the Township Qualified Purchasing Agent to use the competitive contracting process for the procurement of animal control services for a two (2) year period effective January 1, 2027.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Township Qualified Purchasing Agent is hereby authorized to use the competitive contracting process for the procurement of animal control services for a two (2) year period effective January 1, 2027.

5. RESOLUTION AUTHORIZING REFUND OF TAX OVERPAYMENTS

WHEREAS, the Tax Collector indicates tax overpayments have been received as indicated below and recommends refunds be issued for such overpayments.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that the Tax Collector is hereby authorized to refund the amounts set forth below for tax overpayments.

Block	Lot	Qualifier	Name	Amount	Qtr	Year
8.01	6		Fangxiao Yang	\$4,168.90	3	2026
11	49		CoreLogic	\$2,508.62	3	2026
14	4		CoreLogic	\$981.59	3	2026

65	36		CoreLogic	\$3,263.61	3	2026
65	42		Kenneth Petrusky	\$3,522.11	3	2026
71	6		Santos Enterprises	\$2,336.13	3	2026
71	7		Santos Enterprises	\$283.79	3	2026
71	8		Santos Enterprises	\$263.14	3	2026
149.08	11		Richard Zebro	\$1,810.77	3	2026
151.20	1	C0302	Clair Tuohy	\$2,516.75	3	2026
153.05	22027		Wladyslaw Szczesny	\$2,447.63	3	2026
153.05	22155		CoreLogic	\$2,654.66	3	2026
153.08	68	C0164	CoreLogic	\$1,575.85	3	2026
153.10	1.02	C2301	New Horizon Abstract	\$2,572.72	3	2026
153.15	1	C4505	CoreLogic	\$2,173.24	3	2026
158	11		Richard Johnson	\$3,395.61	3	2026
163.04	100	C1901	CoreLogic	\$2,251.18	3	2026
163.05	1.01	C1020	CoreLogic	\$1,572.54	3	2026
163.05	1.01	C8006	CoreLogic	\$1,618.53	3	2026
163.06	2	C1521	Joshua Whitman	\$2,283.04	3	2026
163.22	6	C2512	Manoj Batchali	\$2,510.79	3	2026
178.01	64		James Rice	\$2,488.11	3	2026
178.02	146		CoreLogic	\$2,327.87	3	2026
180.09	37		Valeria Povoltsky Trustee	\$6,683.94	3	2026
180.09	60		Venkateswarlu Pasula	\$7,092.21	3	2026
183	6		Lucy Ann Muzzipapa	\$2,784.48	3	2026
183.01	38.01		Royce Brook Golf, LLC	\$21,382.52	3	2026
204.04	25.083		CoreLogic	\$6,940.49	3	2026
205.03	17		Lereta	\$5,927.29	3	2026

6. RESOLUTION AUTHORIZING THE ASPHALTIC OIL AND CHIP SURFACE TREATMENT OF MONTGOMERY ROAD FROM ASPHALT PAVING SYSTEMS THROUGH STATE CONTRACT #24-GNSV2-103435

WHEREAS, the Director of Public Works has determined the need for Asphaltic Oil and Chip Surface Treatment for Montgomery Road; and

WHEREAS, Asphalt Paving Systems offers the service through New Jersey State Contract #24-GNSV2-103435; and

WHEREAS, the Director of Public Works and Qualified Purchasing Agent recommends the Asphaltic Oil and Chip Surface Treatment for Montgomery Road to Asphalt Paving Systems through State Contract #24-GNSV2-103435 in an amount not to exceed \$186,392.70; and

WHEREAS, funds are available in the 2026 capital budget and have been certified as such by the Chief Finance Officer through Account #04-215-55-241-900 (requisition #2315356).

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Asphaltic Oil and Chip Surface Treatment for Montgomery Road from Asphalt Paving Systems through New Jersey State Contract #24-GNSV2-103435 in an amount not to exceed \$186,392.70 is hereby authorized.

Deputy Mayor Lipani stated the Grant Advisory Committee is replacing the Credit Card program and that the Rotary will be donating.

Committeewoman Hand questioned how money is taken in and distributed, asked where the correction action is posted, and a forecast for the category of revenue in resolution 3.

Administrator Ferrera provided an explanation.

CFO Bushell stated this is not anticipated revenue and will be placed in a miscellaneous revenue account.

Upon a motion by Committeeman Robert Britting, seconded by Deputy Mayor Shawn Lipani, the consent agenda was unanimously approved upon the call of the roll.

Stefania Olochwoszcz, 1229 Millstone River Road inquired into resolutions 4, 5, and 6.

Maria Janucik, 720 E. Frech Ave, Manville inquired into resolutions 2 and 5.

CFO Bushell provided explanations.

PUBLIC HEARINGS

None

INTRODUCTION OF NEW ORDINANCES

None

CLAIMS LIST

1. CLAIMS LIST 26-14

Mayor Payne asked to approve Claims List 2026-14.

Upon a motion by Deputy Mayor Shawn Lipani, seconded by Committeeman Robert Britting, Claims List 2026-14, was approved upon the call of the roll.

NEW BUSINESS

None

PUBLIC COMMENT ON NEW BUSINESS AND MATTERS NOT ON THE AGENDA

Mayor Payne stated: "I hear our residents loud and clear: you want access to our meeting documents well before 4:30 on meeting days.

Our municipal departments are required to submit all agenda items by Wednesday afternoon before a meeting. Our hardworking administrative staff then compiles and delivers the complete packet to the Township Committee on Thursday afternoon. The idea is for the Committee to review these over Friday and the weekend, so staff can process any updates early Monday. Unfortunately, that hasn't been happening, and staff often receive questions or last-minute changes from members of the Committee just hours before we go live. To fix this, I am instituting a new policy: all Township Committee questions and updates must be submitted no later than Monday at noon. This new

timeline will be strictly enforced for both the Committee and individual departments, with exceptions made only for emergency financial resolutions. This will give our staff the time they need to publish the final packet much earlier, ensuring you have the time you deserve to review materials and prepare your comments.

Following the Township Committee's authorization at the last meeting, the Township is transitioning municipal operations from Spatial Data Logic (SDL) back to a modernized GovPilot platform under a 3-year agreement. To answer some of the questions about this transition from the last meeting: Why the Change: Recent platform instability, recurring outages, and an extended security incident on SDL disrupted daily department workflows. Following GovPilot's recent acquisition of SDL, this transition upgrades our infrastructure while resolving reliability issues.

Department Approval: The IT Director and Township Clerk conducted thorough evaluations with all user departments, specifically frontline teams in Building, Planning & Zoning, Health, and the Clerk's Office. Staff unanimously endorsed the move, praising GovPilot's updated interface and platform stability. Financial Savings: Standard annual pricing for GovPilot is \$173,000, but our negotiated 3-year term locks in an annual discount of \$35,000 to \$40,000, saving approximately \$120,000 over three years. GovPilot includes website hosting in the contract, avoiding a new annual fee of \$12,000 to \$15,000 that SDL is implementing, yielding an additional \$36,000 to \$45,000 in savings.

The agreement removes per-user fees to offer unlimited users and modules, with immediate migration starting at a prorated \$6,000 for 2026.

Risk Protection: Per N.J.S.A. 40A:11-2, the software was procured as proprietary technology. The agreement includes a protective exit clause allowing the Township to cancel upon 30 days' written notice if funds are not annually appropriated. This transition delivers full departmental consensus, improved system security, and total cost savings exceeding \$150,000 over the contract term. Migration will begin immediately to ensure uninterrupted service for our residents."

Committeewoman Hand asked about the 30 day out clause.

Township Clerk Sarah Brake stated the following. The Township Committee now opens the floor for public comment. To ensure a productive and civil environment for all, please approach the microphone, state your name and address, and spell your name for the record.

The Township of Hillsborough maintains a strict standard of decorum; please ensure your remarks remain respectful and focused on township business. Each speaker is limited to a single three-minute allotment. This is a forum for public comment rather than a dialogue. Please address all remarks directly to the Mayor. We thank you in advance for your cooperation and for treating your neighbors, Township employees and this committee with courtesy.

Stefania Olochwoszcz, 1229 Millstone River Road raised concerns over labeling items miscellaneous on the bill list and gave a shout out to the Clerks Office in providing documents and the Police Department for handling a sensitive situation.

Maria Janucik, 720 E. Frech Ave, Manville stated the June 9th minutes contained false statements about her public comments.

Debbie Norz, 116 South Branch Road thanked the committee for Farm Week.

John Ciccarelli, 14 Southland Drive thanked the committee for 206 updates.

Committeewoman Hand asked the Mayor and Clerk to look into the discrepancy in the minutes and the process for amending.

ADJOURNMENT

Upon a motion by Committeeman Robert Britting, seconded by Committeewoman Samantha Hand, the meeting duly adjourned at 8:19 pm. Said motion was unanimously carried upon voice vote.

Attested:

A handwritten signature in black ink, appearing to be 'S. Brake', with a long horizontal stroke extending to the right.

Sarah Brake
Township Clerk

Township of Hillsborough, County of Somerset
2025 Corrective Action Plan

Finding/Condition # 1:

There are outstanding receivable and reserve balances in the Current, Grant, Trust, and General Capital funds that should be reviewed for liquidation and/or cancellation.

Recommendation:

That outstanding receivable and reserve balances be investigated for liquidation or cancellation.

Explanation & Corrective Action:

It is the Treasurer's policy to investigate each receivable and reserve account to determine (if possible) the true intention and purpose of the account. If the purpose of the account is no longer valid, then resolutions will be prepared to cancel these remaining balances (in all mentioned funds).

Implementation Date: 1/1/2026

Finding/Condition # 2:

There are Deferred Charges to Future Taxation-Unfunded balances as of year-end, over 5 years old, where the projects have been completed, however the costs remain unfunded.

Recommendation:

That Deferred Charges to Future Taxation over 5 years old, where the projects have been completed, be funded.

Explanation & Corrective Action:

Ordinance #'s 2008-49 & 2009-15 contain projects that been completed. However, the entire issuance of debt was never realized in order to fully fund the completed projects. Amounts will be raised in future budget(s) in order to fund these deferred charges to satisfy this finding.

Implementation Date: 4/1/2026 (during 2026 budget preparation)

Finding/Condition # 3:

An updated fixed asset inventory was not prepared for 2025.

Recommendation:

That an updated fixed asset inventory report be prepared on an annual basis.

Explanation & Corrective Action:

New Jersey Administrative Code and the Division of Local Government Services require all local government units to maintain a fixed assets accounting and reporting system. This system takes inventory on all fixed assets that have a useful life of at least 5 years and a minimum acquisition value of \$5,000. By taking inventory of and documenting such assets, it minimizes the occurrence of theft or careless misuse resulting in damage. We have contacted a vendor that has been used in the past, and we are scheduled to start the process in the Fall/Winter of 2026

Implementation Date: 10/1/2025