

*The Township Committee of the Township of Raritan met on April 21, 2015
at the Municipal Building, One Municipal Drive, Flemington, New Jersey*

**MEETING
CALLED**

Mayor O'Brien called the regular meeting to order at 7:01 p.m.

ROLL CALL

The following were present: Mayor Craig O'Brien, Deputy Mayor Karen Gilbert, Comm. Michael Mangin, Comm. Richard Chen and Comm. Louis Reiner. Also present was Adm. Jerry Giaimis and Township Attorney Albert E. Cruz.

**MEETING
ADVERTISED**

Mayor O'Brien advised that the meeting was advertised in accordance with the Open Public Meetings Act in the January 15, 2015 issue of the Hunterdon County Democrat and was posted on the office bulletin board and the Township Website.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mayor O'Brien asked all to join in the Pledge of Allegiance to our Flag and to remain standing for a Moment of Silence to remember our Men and Women serving in the Armed Forces and in Particular Those Serving In Troubled Areas Around the World.

**PUBLIC
COMMENT**

It is the policy of the Township Committee that all public comments on an issue shall be limited to three minutes per person. Public comment shall be permitted on items of concern regarding the agenda only. In addition, time will be allotted at the end of the meeting for public comment on any issue.

*** Barbara Sachau, 2 Glenway Drive, asked about the Route 12 changes and if it was the area near the library.

Mayor O'Brien said that the area to be changed is east of the Hunterdon County Library. This is a recommendation from NJ DOT.

SUPERINTENDENT GREG NOLAN – FLEMINGTON-RARITAN SCHOOL DISTRICT BUDGET UPDATE

*** Superintendent Greg Nolan, Flemington-Raritan School District, thanked the Committee for observing a moment of silence to the men and women serving in the Armed Forces. He said his son is an Officer in the Air Force and served nine months in Afghanistan. He also mentioned that this will be his last year as Superintendent of the Flemington-Raritan School Board. A public hearing on the school budget will be held on April 27, 2015. He mentioned that the facility use fees help to offset costs to keep the buildings open. He said that the #1 priority is maintaining student and staff safety and security through maintenance projects. There is also the implementation of a World Language Program that will include three world language teachers. The

SUPERINTENDENT GREG NOLAN: (Con't)

number of classrooms will be reduced in the elementary section by seven. He continues to work with Raritan Township and Flemington Borough with regard to shared services. An announcement is made in February in association with State Aid. The preliminary budget is then sent to the County in March. Mr. Nolan gave a brief report on State Aid history which has decreased over the years, education spending, maintenance projects, tax levy impact and school security focus. Business Administrator Stephanie Voorhees said that there is a 2.5% increase over last year. Most of that increase is due to health benefit costs. The increase in health care is 10% which accounts for over a \$1 million increase in the school budget. The maintenance projects that are under consideration are school security, roof replacements, door & window replacements, blacktop repair, HVAC repair and electrical upgrades. He said that the Board of Education is working with the Prosecutor's Office on the Emergency Management Plan and making sure that the procedures are the same no matter which school it is.

Comm. Reiner asked Mr. Nolan that considering that enrollment is at a low point, how can he square an increase to the school tax rate and are there any plans for consolidation. Are there also any plans for any austerity measures or plans to bring more efficiency to the administrative arm of the district.

*** Mr. Nolan said that there are no plans for consolidation at this time. This will be dependent upon the enrollment numbers. Several years ago there was a shared Vice Principal between Robert Hunter and Barley Sheaf Schools. This did not work and the process was eliminated. He said that there are 450 students in the Eighth Grade graduating class. These students will be leaving the school district. There are 200 students enrolled in kindergarten.

Comm. Mangin wanted to know if the Board of Education will be interviewing for the Superintendent's position after Mr. Nolan leaves and will they consider any of the principals for the position.

*** Business Administrator Stephanie Voorhees said that the Board discussed the process and the NJ School Board will do the interviews. Applications were taken and the Board, as a whole, reviewed them and selected who they would like to have for a 1st interview and a 2nd interview. The Board is in the final stages and she hopes there can be a public announcement of the new superintendent within the next two weeks. Mr. Nolan thanked the Township Committee and Flemington Borough for their support over the years.

**FINANCIAL
ISSUES**

Payment of Bills as Listed for Raritan Township: **\$ 2,337,359.92**

Mayor O'Brien said that \$1.2 million is for personnel and pensions and \$600,000 for payroll. Comm. Reiner raised a question about Central Jersey Housing Resource. Mayor O'Brien said that this is an annual contract in the amount of \$42,000 for COAH administration. This organization handles all the requirements. It was previously administered in house. The bill is paid monthly. Comm. Gilbert asked about Check #25807 regarding CenturyLink payphones in the lobbies in the amount of \$50.00. She wondered if the Township still needs the payphones. Comm. Gilbert also asked about Check #25839 paid to Marshall & Swift in the amount of \$614.20 for a renewal. Adm. Giaimis said that this is for the Assessor's soft wear. Comm. Mangin asked about a \$500.00 payment to Martin Construction Company, Inc. for dormer roof repairs. He said that the building has been leaking for a long time. Adm. Giaimis said he will check into that repair.

Mayor O'Brien asked for a motion to approve the Bill List.

Motion was made by Comm. Gilbert and seconded by Comm. Chen.

Roll Call Vote: Chen – yes
 Gilbert – yes
 Mangin – yes
 Reiner – yes
 O'Brien – yes

Motion carried.

REPORTS

LIAISON REPORTS

Karen Gilbert – Joint Parks & Recreation, Open Space, Public Works -
Comm. Gilbert said that last Sunday the Running Club had its kick off meeting at Mine Brook Park. There were about 25 people. There was nothing new with the Open Space Committee. She met with Superintendent Don Hutchins regarding the electronics recycling. There is \$0 for pick up and removal. Mr. Hutchins will have to find some space to store the electronic equipment. She felt that the Township should move forward with this matter. She will speak with Adm. Giaimis about leftover funds from DPW.

**REPORTS
(Con't)**

Michael Mangin – Planning Board, RTMUA, Board of Health – Comm. Mangin said there was preliminary and final approval for Buffalo Wild Wings located on Route 31. The RTMUA had their audit report for fiscal year ending November 30, 2014. It was a good audit report. There were a few comments regarding their bidding process and some miscellaneous paperwork. An RTMUA resolution was approved award a bid for an electric company to replace the main motor for the treatment plant. Some repairs to sewer mains that do not take place tend to add ground water into the sewer system which makes the RTMUA plant increase its capacity. There was an emergency repair in Concord Ridge worked on by Barbishe Brothers. Comm. Gilbert said that she, Planner Sunyak and Lori Buza will be taking a tour of the RTMUA plant on May 8, 2015 at 9:00 a.m. Comm. Mangin said that there was a large concern by the Board of Health regarding abandoned homes and the safety of those abandoned houses. He advised that Planner Sunyak and Attorney Cruz had put together a draft ordinance regarding abandoned and foreclosed properties. The Board requested a copy of that ordinance. Comm. Mangin mentioned that the Board of Health is an autonomous board and it can adopt its own regulations because of the safety hazard involved.

Richard Chen – Public Safety, Finance – Comm. Chen said there is going to be a 5K Run at Barley Sheaf School in May. The Police and Rescue Squad and Fire are involved in this run.

Louis Reiner – Flemington-Raritan Schools, Hunterdon Central High School, Environmental Commission, Historians Committee – Comm. Reiner said that the school rate will be increased 2.5% for the Flemington-Raritan School District. Last year, the high school had no tax increase. He hopes that this will be the case this year. The conflict with the Environmental Commission has been resolved. The Environmental Commission has changed the day of their meeting. It will not conflict with the Township Committee Meeting. He will meet with the Historians Committee on Thursday. He is looking forward to the trip to Bethlehem. Clerk Sollena said that tickets for the trip are on sale in the Clerk's Office. Comm. Gilbert said that the high school is delaying the replacement of the turf. It will be repaired next year.

Craig O'Brien – Administration, Personnel – Mayor O'Brien said that the matter of abandoned and foreclosed properties will be discussed later in the meeting. The Public Works Department is in the process of fixing pot holes. Mayor O'Brien said he has received praises for the DPW. There will be a tour of the 3M Plant on Thursday at 6:00 p.m. Mayor O'Brien announced that

REPORTS:
(Con't) there will be a Special Meeting on Monday, May 18, 2015 to adopt the 2015 Budget. There was an increase of \$170,000 over last year. The Township got hit very hard with snow removal with an increase of over \$250,000. \$320,000 will be placed in the Capital Budget which represents \$1 million for capital improvements. The Construction Office is now fully staffed.

UNFINISHED BUSINESS **FLEMINGTON-RARITAN FIRST AID & RESCUE SQUAD BUDGET**
Comm. Chen asked that this be tabled.

COAH (COUNCIL ON AFFORDABLE HOUSING) UPDATE – In light of the State Supreme Court Judgment regarding COAH, the Township will have to review some of the actions. Attorney Cruz said that the Township has substance of certification being that COAH approved the Third Round Housing Plan. The Township will be going to Court to hopefully continue that immunity going forward. Mayor O'Brien asked Adm. Giaimis to work with Attorney John Belardo. Planner Sunyak will also be involved.

NEW BUSINESS **BOND ANTICIPATION NOTE SALE** – Adm. Giaimis said the Township received a rate of .05% from TD Bank on a \$2.98 million bond that was approved about one and one half years ago. There were four bidders and TD Bank was the lowest rate.

OFFICE OF EMERGENCY MANAGEMENT RE: 1ST QUARTER, 2015 UPDATE

*** Frank Venezia, Emergency Management Coordinator, said that in 2014-2015 there were some changes in equipment in the office in the Municipal Building. There is one computer with 4 different screens to help with information during storms and large events. John Trimmer, 9-1-1 Coordinator is also using the office space during the day. A truck was received from the Police Department and it will be repainted. Several of the trucks are old and will be needing new ones in the future. During the winter storms, he received great cooperation from the Public Works Department and the Police Department. At the height of the storms, all residents were protected. There is a Flood Mitigation Process. The County has been given a grant to provide a Flood Mitigation Plan. There is one in existence at this time. It is being reintroduced in each of the towns in Hunterdon County. Each town will have a section of the plan. All flood areas will be identified. This plan must be addressed by the end of the year. In this way, if monies become available, the Township will be eligible for the funds.

*** Chris Phelan, Deputy Emergency Management Coordinator, said that there is involvement across the board from various departments to give historical data including Public Works, Planning, Engineering, etc.

OFFICE OF EMERGENCY MANAGEMENT: (Con't)

*** Mr. Veneziale said that if there is a threat, the plans will include how to evacuate in order to eliminate the potential threat. Emergency Management is also working on the rail line. There may be an issue with an oil tank if it should pass through the Township. This is a threat to the area. There is also chlorine that is transported on the rails. Any emergencies will be combined with Readington Township. There are also fire plans in place. Every resident should be planning for evacuation. He mentioned that there was a helicopter landing at JP Case Middle School. This happened at a time when the students were arriving for school. Fire and Rescue were called and secured the area to keep the kids safe. Everyone did a great job.

Comm. Gilbert asked about running some drills at the high school by the Rescue Squad and Fire Department in order to familiarize themselves with the layout of the school.

*** Mr. Veneziale said that rescue and fire are up to date with the layout of the school. The Police go to the high school frequently and fire and rescue also need to do that more often. The Administrative Staff should update their procedures in case of an emergency. Each time the school holds an event, it impacts emergency services. There is a 5K Run coming up at Barley Sheaf School. Emergency Services will be out there to assist. Mr. Veneziale said emergency services will be attending the Emergency Preparedness Conference from May 4 – May 8. This conference provides a great deal of training. He mentioned the CERT (Community Emergency Response Team). He hopes that this team will grow in the future. He also mentioned that the Loyal Order of Moose Lodge located on Barley Sheaf School has agreed to have emergency services use its facility in times of crisis. He hopes others in the area can partner with emergency services.

NJ DOT – NO PASSING ZONE – ROUTE 12 (RESOLUTION) – A resolution was adopted later in the meeting and the Clerk is directed to send the resolution to NJ DOT.

PROFESSIONAL SERVICES CONTRACTS

- 1) **JONATHAN DRILL – BOARD OF ADJUSTMENT ATTORNEY**
- 2) **JOHN MORGAN THOMAS – LANDSCAPE ARCHITECT**
- 3) **FRANK H. LEHR – STRUCTURAL ENGINEER**
- 4) **ANDREA KAHN – BOND COUNSEL**

Adm. Giaimis said that these have been used in the past. Resolutions were adopted later in the meeting.

ORDINANCES: There were none

CORRESPONDENCE

- a. League of Municipalities: (All Information is on File in the Clerk's Office):
"D" Variances Under the Municipal Land Use Law; Review of Anti-Panhandling Ordinances Recommended; Mayor Baraka Hosting Free Statewide Summit; "How New Jersey Manages its Fiscally Distressed Cities"; A Review of Tax Assessment Pilot Programs; Notice of Cops in Shops Grant Program; Legislative Budget Hearings; New Jersey Public Employment Conference; Weekly Policy Update – League Prevails in Protecting Municipal Affordable Housing Trusts; FCC Cell Towers Collocation Rule; League Opposes Environmental Infrastructure Trust (EIT) for Certain Projects; Important Energy Issues; In Re Failure of the Council on Affordable Housing Trust Fund Commitment Regulations; User Friendly Budget Forms and Instructions Available On Line; "A Review of Tax Assessment Pilot Programs";
- b. NJ American Water re: Increased Tariff Rates and Charges for Water and Sewer Service – *Mayor O'Brien said that the first hydrant cost is one of the largest costs to the Township at approximately \$275,000. This increase will have an impact on the budget next year.*
- c. Big Brothers and Big Sisters of Hunterdon, Somerset & Warren Counties re: Child Safety and Golf for Kids' Sake 2015
- d. Proclamation – "Tourette Syndrome Awareness Day" June 4, 2015
- e. Earth Day (April 22nd) and Environmental Education Week (April 19 – 25)
- f. Hunterdon County Chamber of Commerce Newsletter – April, 2015 (Booklet on File in the Clerk's Office)

NON-CONSENT AGENDA:

- a. **Resolution #15-101 – Authorizing the Contribution to the Flemington-Raritan First Aid & Rescue Squad**

This resolution was tabled.

**CONSENT
AGENDA**

All matters listed on the Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Minutes:

Township Committee Minutes: March 17, 2015

Executive Session Minutes: January 6, 2015
January 20, 2015
February 17, 2015

Resolutions:

Resolution #15-100 – Authorizing the Return of COAH Development Fee to Manor House Homes, LLC in the amount of \$1,965.50

Resolution #15-102 – Support to Establish a “No Passing Zone” on Route 12

Resolution #15-103 – Authorizing a Professional Services Contract to Jonathan Drill as Zoning Board Attorney

Resolution #15-104 – Authorizing a Professional Services Contract to John Morgan Thomas as Landscape Architect

Resolution #15-105 – Authorizing a Professional Services Contract to Frank H. Lehr Associates – Structural Engineer

Resolution #15-106 – Authorizing a Professional Services Contract to Andrea Kahn – Bond Counsel

Mayor O’Brien asks for a motion to adopt the Consent Agenda

Motion was made by Comm. Mangin and seconded by Comm. Chen.

Roll Call Vote: Chen – yes
Gilbert – yes
Mangin – yes
Reiner – yes
O’Brien – yes

Motion carried.

**PRIVILEGE
OF THE
FLOOR:**

Anyone may address the Committee on any issue for three (3) minutes.

*** Barbara Sachau, 2 Glenway Drive, said that she read an article something from the New Jersey Forest or Parks Department which said that they were going to be at the Raritan Township Municipal Building last Saturday between 9:00 a.m. and 12:00 p.m. The purpose of this was to give out free tree seedlings. She stopped by the building and saw no one.

Resolution #15-107 – CLOSED SESSION:

Personnel – Allan Pietrefesa;

Chief Financial Officer Position;

**Potential Litigation – Omega Trucking Company,
Inc.**

Mayor O'Brien asked for a motion to adopt Resolution #15-107.

Motion was made by Comm. Gilbert and seconded by Comm. Chen.

Vote: 5 – 0 motion carried.

Closed Session Minutes are on a separate document.

Closed session ended at 9:14 and the Committee went back into Open Session,

**OPEN
SESSION**

The Committee went back into Open Session.

**ADJOURN-
MENT**

Mayor O'Brien asked for a motion to adjourn the meeting.

Motion was made by Comm. Gilbert and seconded by Comm. Chen.

Vote: 5 – 0 motion carried.

Meeting adjourned at: 9:21 p.m.

Respectfully submitted,

Rose Sollena, RMC/CMC
Township Clerk

