

*The Township Committee of the Township of Raritan met on March 17, 2015,  
at the Municipal Building, One Municipal Drive, Flemington, New Jersey*

**MEETING  
CALLED**

Mayor O'Brien called the regular meeting to order at 7:07 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 Interim Administrator Jerry Giannis 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.

No one appeared.

**SUPERINTENDENT GREG NOLAN RE: FLEMINGTON-RARITAN  
SCHOOL DISTRICT BUDGET UPDATE**

Clerk Sollena informed the Board that Superintendent Greg Nolan will be present at the April 21, 2015 meeting.

**FINANCIAL  
ISSUES**

Payment of Bills as Listed for Raritan Township:    **\$ 4,455,937.25**

Mayor O'Brien said that a good portion of the bills listed go toward the Board of Education. Comm. Reiner asked about the payment to Atlantic Salt totaling \$24,872.25 and also an amount for salt of \$86,203.11. He thought that the bills for salt were very high. Mayor O'Brien said that the Township has spent about \$455,000 on snow removal and salt. Snow removal is the most uncontrollable expense in the budget. Comm. Reiner also commented on the amount of \$13,188.75 paid to DiFrancesco, Bateman. He wanted to know how that money is billed. Mayor O'Brien said that he would have to look at the individual invoice numbers.

**FINANCIAL  
ISSUES  
(Con't)**

Attorney Cruz said that the firm bills monthly in three sets of bills. The first is for the Township Attorney for legal services, the second is for tax appeals and the third is for the Labor Counsel. Comm. Mangin asked about the Century Link pay phone and if it was the pay phone that is in the lobby. Comm. Reiner asked about the bill to Central Jersey HSG Resource. Attorney Cruz said that this was for payment for monthly services to administer the affordable housing program. Another question was raised by Comm. Reiner regarding \$9,932.89 to CoreLogic. Mayor O'Brien said that this is a refund to the company that pays real estate taxes. It was a payment that was made in error. Comm. Reiner asked about a payment to the Raritan Township Tax Collector in the amount of \$25,277.62. Mayor O'Brien said he would have to find out about this payment.

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

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

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

Motion carried.

Snow Reports

March 1<sup>st</sup> and March 2<sup>nd</sup>;  
March 3<sup>rd</sup> and March 4<sup>th</sup>  
March 5<sup>th</sup> and March 6<sup>th</sup>

Comm. Gilbert says that Superintendent Don Hutchins keeps a close watch on the weather and schedules the employees accordingly. Comm. Mangin said he received two phone calls from two residents asking about the grit that was left behind when Public Works plowed. They wanted to know if the streets were going to be swept. Comm. Gilbert said that Don Hutchins informed her that Public Works will have to go back to sweep the streets. Comm. Chen said that Public Works already swept the streets in his neighborhood. Mayor O'Brien said that Superintendent Hutchins and his staff have done a great job throughout the Township.

**FINANCIAL  
ISSUES  
(Con't)**

**Resolution #15-85 – Additional Temporary Appropriations**

Adm. Giaimis said that this is for additional funds in the temporary budget including salary and wages for finance in the amount of \$26,800 and additional funding to the Canning Group in the amount of \$32,000.

Mayor O'Brien asked for a motion to adopt Resolution #15-85.

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

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 she asked the Parks and Recreation Committee to help pay for capital improvements. So far, they will donate \$11,800. Mayor O'Brien said that the tentative introduction to the 2015 Budget will be on April 7, 2015. She mentioned the Running Club on April 18, 2015 at Mine Brook Park. Comm. Gilbert also mentioned the Recreational Trails Program. There are funds available for the improvement or creation of trails. The maximum amount is \$24,000. She suggested that the trails located in Mine Brook Park be connected to the Dvoor Farm. Perhaps Flemington Borough could assist with this project. Mayor O'Brien said that there is no obligation to pay for this program at this time. Comm. Three candidates will be interviewed for the Public Works Department. She mentioned that Don Hutchins contacted the County Recycling to ask about the paint recycling, however, there was no response from the County. Mr. Hutchins also had a meeting with Ray Simonds, about electronics recycling. This extra recycling will increase the tonnage and the Township will receive additional money from the State. The students in the 7<sup>th</sup> and 8<sup>th</sup> Grade will make up flyers and distribute them to draw more people to open space properties.

**REPORTS  
(Con't)**

Michael Mangin – Planning Board, RTMUA, Board of Health – Comm. Mangin said that the Planning Board approved preliminary and final site plans for Starbucks located on Route 202 which was the former movie theatre site. There is a resolution listed for consideration later in the meeting regarding the transfer of a liquor license from Frederick Ferrari to AntSul, BWW VI, LLC. This will be a Buffalo Wild Wings located on Route 31 which will be heard on March 25<sup>th</sup> at the Planning Board. Comm. Mangin said that he spoke to Attorney John Belardo about being recused from that particular meeting because his wife works for one of the developers of that site. RTMUA will meet on Thursday, March 19, 2015. A new member, Lori Buza, was appointed to the RTMUA. Peter Kinsella was nominated as Chairman, Edward Dougherty was nominated as Vice Chairman and John Kendzulak as Treasurer.

Richard Chen – Public Safety, Finance – Comm. Chen said he has been meeting with Police Chief Glenn Tabasko on a regular basis. The Police Chief will generate a monthly activity report with comparisons from the previous. The first one was for the month of February, 2015. Mayor O'Brien mentioned that Raritan Township was named one of the safest towns to live in.

Louis Reiner – Flemington-Raritan Schools, Hunterdon Central High School, Environmental Commission, Historians Committee – Comm. Reiner said that he will be contacting the Superintendents of both Flemington-Raritan Schools and Hunterdon Central High School to discuss the closure of Aspen Ice and if the closure can be avoided. Mayor O'Brien said he will stay in touch as well. Regarding the State Butterfly, a thank you to Senator Bateman's intervention and Senator Dougherty's office as well that this may come to fruition soon. Comm. Gilbert said that Jeannie Geremia was involved in naming the State Butterfly.

Craig O'Brien – Administration, Personnel – Mayor O'Brien said that a new Deputy Clerk, Kristi Gano started employment this week. Planner Sunyak will be out of the office the rest of the week. The 2015 Budget may be ready for introduction in early April. The Township appointed Jerry Giaimis, Interim Administrator, formerly from Scotch Plains. Mayor O'Brien welcomed him aboard.

**UNFINISHED  
BUSINESS**

*There was none.*

**NEW  
BUSINESS**

**ALLAN D. PIETREFESA RE: RESIGNATION AS JOINT INSURANCE FUND COMMISSIONER, PUBLIC AGENCY COMPLIANCE OFFICER FOR AFFIRMATIVE ACTION AND PUBLIC INFORMATION REPRESENTATIVE FOR EMERGENCY MANAGEMENT** – Adm. Giaimis said that the former Administrator has resigned from the above named positions. A resolution was adopted later in the meeting to appoint Adm. Jerry Giaimis to hold those offices.

**PERSON-TO-PERSON, PLACE-TO-PLACE LIQUOR LICENSE TRANSFER FROM FREDERICK FERRARI TO ANTSUL-BWW VI, LLC** – Clerk Sollena advised the Committee that all information was received and the fees have been paid to the State and to Raritan Township. Attorney Cruz said that there is a resolution for consideration later in the meeting to formally authorize the person-to-person and place-to-place transfer. A resolution was adopted later in the meeting.

**APPOINTMENTS FOR THE FOLLOWING:**

Fire Official/Fire Sub Code Official – This matter was tabled.

Acting Tax Collector – Adm. Giaimis said that the Township will hire an Acting Tax Collector to fill the void left by Tax Collector Sharon Brown who is on medical leave for approximately two months. The rate will be \$40 per hour with a cost of approximately \$10,000. There are three different schedules listed in the resolution. A resolution was adopted later in the meeting.

Electrical Sub Code Official – Adm. Giaimis said that Robert Macmaster was appointed as Electrical Sub Code Official to a statutory four-year term at a salary of \$85,000 per year. He holds multiple licenses. A resolution was adopted later in the meeting.

**REQUEST FOR COAH REIMBURSEMENT** – Adm. Giaimis said that Manor House, LLC paid a development fee based on an estimated assessed value. When the project was completed, it was determined that an overpayment was made.

**NEW  
BUSINESS  
(Con't)**

**INTERLOCAL SERVICES AGREEMENT FOR THE SERVICES OF A CHIEF FINANCIAL OFFICER BETWEEN THE TOWNSHIP OF RARITAN AND THE BOROUGH OF ALPHA** – Adm. Giaimis said that the Township Chief Financial Officer will be acting as the Chief Financial Officer for the Borough of Alpha, two days per week, twelve hours per week. A resolution was adopted later in the meeting.

**VFW EASTER EGG HUNT AT LENAPE PART ON MARCH 28, 2015** – Mayor O'Brien said that this is an annual event. The Public Works Department will be contacted and an insurance certificate will be provided.

**DAVINO PROPERTY ACQUISITION** – Attorney Cruz said at the end of December, 2014, the Township Committee agreed to provide a portion of its Green Acres funding allocation to the New Jersey Conservation Foundation to purchase the Davino property. At the time the Township committed to that purchase, it was understood that the Township would authorize its allocation of Green Acres funds to be used for the purchase. However, a technical issue has arisen and in order for this allocation of Green Acres funds to be used by the New Jersey Conservation Foundation, the Township must take title for a brief moment at closing. It would take title in the amount of 48% of the property and then immediately, as part of the very same closing, convey that 48% to the New Jersey Conservation Foundation. At the end of the closing, the Township would not have any interest in the property, merely acquiring it for the purposes of freeing up the funding to go forward with the purchase by the New Jersey Conservation Foundation. A municipality cannot acquire or convey a property without the adoption of an ordinance. Mr. Cruz asked for authorization to prepare an ordinance for introduction at the next meeting. It was the consensus of the Committee to authorize Attorney Cruz to prepare an ordinance.

**ORDINANCES:**

**ORDINANCE #15-01**

AMENDED ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING ORDINANCE #14-10 ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES NOT COVERED BY A BARGAINING AGREEMENT AND PROVIDING FOR THE ADMINISTRATION THEREOF, SPECIFICALLY THE CHIEF FINANCIAL OFFICER.

Mayor O'Brien said that this ordinance changes the salary range for the Chief Financial Officer from a minimum of \$62,000 to a maximum of \$153,500. This is being done as part of the reorganization. The current Chief Financial Officer will maintain his salary. Attorney Cruz said that the car allowance will be carried forward for the CFO at a rate of \$2,400 per year.

**ORDINANCES (Con't)** Mayor O'Brien asks for a motion to introduce Ordinance #15-01 on first consideration, same to be published according to law with a public hearing and a vote scheduled for the meeting of April 7, 2015 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, New Jersey at which time all interested persons will be heard.

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.

**CORRESPONDENCE**

- a. League of Municipalities: (All Information is on File in the Clerk's Office): Legislative Bulletin, February 2015; Weekly Policy Update; Federal Transportation Funding Update; "How New Jersey Manages its Fiscally Distressed Cities"; "Leaves of Absence in New Jersey"; Open Space, Farmland and Historic Preservation Funding; Trouble Ahead for Road Repair Funding; Offsite Drilling Proposal Public Hearing Scheduled; Weekly Police Update;
- b. NJ DEP
  - 1) NJ Safe Drinking Water Act – New Jersey American Water
  - 2) NJ Fish and Game Council Approves Proposed Updated Comprehensive Black Bear Management Policy
- c. Flemington Fields Homeowners Association re: Elimination of the Landscaping Islands on Shippen, Higgins and Phipps Courts
- d. Big Brothers, Big Sisters of Hunterdon, Somerset and Warren re: Bowl for Kids' Sake 2015 – *Comm. Gilbert said that she and Mayor O'Brien will attend on Thursday, April 2, 2015. Big Brothers and Big Sisters ask that the team raise \$55.00.*
- e. Township of Clinton Public Hearing re: 2015 Revised Third Round Housing Plan Element and Fair Share Plan of the Master Plan
- f. Delaware Township Ordinance re: Land Use (Ordinance on File in the Clerk's Office)

**CORRESPONDENCE  
(Con't)**

- g. County of Hunterdon, Office of Emergency Management re: Multi-Jurisdictional Hazard Mitigation Plan Update
- h. NJ Division of Rate Counsel re: I/M/O Raritan-Flemington Energy Procurement Cooperative – Community Aggregation Program
- i. Hunterdon County Board of Chosen Freeholders Resolution Opposing the Penn East Pipeline – *Comm. Reiner said that the pipeline is not in the County's jurisdiction. Mayor O'Brien asked that he contact the Freeholders for clarification..*
- j. NJ DEP re: Earth Day and Environmental Education Week

*Comm. Gilbert asked if anything has been done about the request of Flemington Fields to eliminate the islands. Attorney Cruz said that the engineer indicated that he could not eliminate the islands and that the request would have to be made formally before the Planning Board. It was his understanding that the developer intends to make that request to the Planning Board.*

*Comm. Reiner reiterated about the Penn East Pipeline and said that Hunterdon County does not have the authority to stop the pipeline and he was wondering why the Freeholders would adopt a resolution.*

**NON-CONSENT AGENDA**

*Mayor O'Brien said that the following three resolutions were resolutions that were adopted on March 11, 2015. In order to make sure that the resolutions were done correctly, they are being readopted. Comm. Mangin said that although the restructuring for the Administrator and Chief Financial Officer should be separate positions, he did not want that to overshadow the 24+ years that Adm. Allan Pietrefesa has been Administrator/CFO. He has done a fine job especially keeping the Committee from making mistakes with regard to the State's rules and regulations. Comm. Mangin echoed the words of the Township Auditor who said that Raritan Township was the most solvent Township in Hunterdon County. He did not want that to go by the wayside. Mayor O'Brien said that the job was too big for one person. Allan Pietrefesa has done a superb job. Comm. Reiner shared Mayor O'Brien's sentiments. The workload was entirely too much for one individual. Attorney Cruz said that this resolution also includes the position of Supervisor of Accounts.*

**NON-CONSENT AGENDA: (Con't)**

**Resolution #15-72R– Resolution Ratifying and Confirming  
Reorganizing the Positions of Administrator, Chief  
Financial Officer and Supervisor of Accounts**

Mayor O'Brien asked for a motion to adopt Resolution #15-72R.

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

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

Motion carried.

**Resolution #15-74R–Resolution Ratifying and Confirming to Authorize  
the Mayor and Clerk to Sign a Professional  
Services Agreement with the Canning  
Group, LLC, as a Non-Fair and Open Contract**

*Mayor O'Brien said that this resolution is for the appointment of Jerry Giaimis to the position of Interim Administrator. Attorney Cruz said that this aligns with Resolution #15-85 which allows for additional temporary appropriations. Adm. Giaimis said that the effective date was changed from March 11, 2015 to March 12, 2015.*

Mayor O'Brien asked for a motion to adopt Resolution #15-74R.

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

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

Motion carried.

**NON-CONSENT AGENDA: (Con't)**

**Resolution #15-75R – Resolution Ratifying and Confirming an Agreement with the Borough of Alpha Pursuant to the Uniform Shared Services and Consolidation Act Concerning the Services of the Township of Raritan’s Chief Financial Officer**

Mayor O’Brien said that Resolution #15-75R was approved on Wednesday, March 11, 2015. Attorney Cruz said that this is an exact mirror of the resolution adopted by the Borough of Alpha.

Mayor O’Brien asked for a motion to adopt Resolution #15-75R.

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.

**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.

**Resolutions:**

**Resolution #15-76 – Tax Refunds**

**Resolution #15-77 – Person-to-Person, Place-to-Place Liquor License Transfer from Frederick Ferrari to AntSul-BWW VILLC**

**Resolution #15-78 – Amending Resolution #15-68 to Correct Amounts for Budget Transfers**

**Resolution #15-79 – Authorizing the Appointment of Electrical Sub-Code Official Effective March 31, 2015**

**CONSENT  
AGENDA  
(Con't)**

**Resolution #15-80 – Amending Resolution #15-67 for Medical and Drug Benefits Effective April 1, 2015 with Horizon**

**Resolution #15-81 – Authorizing the Appointment of Bonnie Eick as the Acting Tax Collector for the Township of Raritan**

**Resolution #15-82 – Resolution Amending Resolution #15-1 and #15-9 Appointing Jerry Giaimis as Joint Insurance Fund Commissioner, Public Agency Compliance Officer for Affirmative Action and Public Information Representative for the Emergency Management Council**

**Resolution #15-84 - Authorizing the Appointment of Thomas Abraham as Fire Sub Code Official and Fire Official**

Mayor O'Brien asked for a motion to adopt the Consent Agenda with the removal of Resolution #15-84 – Authorizing the Appointment of Thomas Abraham as Fire Sub Code Official and Fire Official and Resolution #14-80 – Amending Resolution #15-67 for Medical and Drug Benefits Effective April 1, 2015 with Horizon.

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.

**Resolution #15-80 – Amending Resolution #15-67 for Medical and Drug Benefits Effective April 1, 2015**

Adm. Giaimis said that the calculation was incorrect. There will be a rate increase of .73% for the medical plan and a decrease of 7.9% for the prescription drug plan. He said that these are very good prices which is attributed to higher co pays. This will be effective from April 1, 2015 to December 31, 2015.

**CONSENT  
AGENDA  
(Con't)**

Mayor O'Brien asked for a motion to adopt Resolution #15-80.

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.

**Resolution #15-84 – Authorizing the Appointment of Thomas Abraham  
as Fire Sub Code Official and Fire Official**

*This resolution was tabled.*

**PRIVILEGE  
OF THE  
FLOOR**

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

\*\*\* Adam Nardelli, 15 Wellington Avenue, Flemington South Estates, said that at some time there was talk about merging the Flemington Borough Police with the Raritan Township Police.

Mayor O'Brien said that this was considered about six years ago, however, it was decided that it would not work out.

\*\*\* Steven Howl, 8 Leeds Road, wanted to know about the new intersection that was mentioned earlier in the meeting. He wanted to know if this was being considered to help reduce the traffic congestion on Route 31.

Mayor O'Brien said that there will be an additional intersection near Costco which will be on Route 31. This will help ease the traffic in that area. NJ DOT is working on Route 31. Comm. Mangin said that the main entrance to Costco is on Walter Foran Boulevard. Also, Costco will have all their tractor trailer deliveries between the hours of 3:00 a.m. and 6:00 a.m.

*Attorney Cruz read Resolution #15-83 in full as amended.*

**Resolution #15-83 – CLOSED SESSION:**

**Litigation – Bedford Falls, LLC vs. Township of  
Raritan – Various Tax Appeals  
Personnel - Fire Sub Code Official and Fire Official**

Mayor O'Brien asked for a motion to adopt Resolution #15-83.

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.

**CLOSED  
SESSION**

*Closed Session Minutes are on a separate document.*

**OPEN  
SESSION**

The Committee went back into Open Session.

**FURTHER  
ACTION**

**Resolution #15-84 – Authorizing the Appointment of Thomas Abraham as Fire  
Sub Code Official and Fire Official**

Mayor O'Brien asked for a motion to adopt Resolution #15-84.

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

Roll Call Vote:       Chen – yes  
                              Gilbert – yes  
                              Mangin – no  
                              Reiner – no  
                              O'Brien – yes

Motion carried.

**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: 8:55 p.m.

Respectfully submitted,

Rose Sollena, RMC/CMC  
Township Clerk