

*The Township Committee of the Township of Raritan met on September 15, 2015  
at the Municipal Building, One Municipal Drive, Flemington, New Jersey*

**MEETING  
CALLED**

Mayor O'Brien called the regular meeting to order at 7:06 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.

*No one appeared.*

**FINANCIAL  
ISSUES**

Payment of Bills as Listed for Raritan Township:    **\$ 412,045.15**

Mayor O'Brien announced that this is the first bill list off of the new financial system. The Tax Collector and Tax Assessor's Offices will still use the Vital Program.

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.

**REPORTS**

**LIAISON REPORTS**

Karen Gilbert – Joint Parks & Recreation, Open Space, Public Works  
Comm. Gilbert said that on October 10<sup>th</sup> there will be an event held in the Court Park in the Flemington Borough. Healthquest did a great job on their first trail maintenance. There will be a change in the appropriation of funds for Parks and Recreation. Sup't Hutchins recommended that safety fences be installed around the batting areas at Lenape Park instead of fixing the water wheel. The Eng. Hajjar and Sup't Hutchins will walk through the trail at Morales Park and provide an estimate of the work that needs to be done. Mr. Hutchins said that the cleanup of Morales Park is done by volunteers. The Public Works Department only mows and trims trees. Healthquest will maintain the trail that is eroding. Sup't Hutchins will attend the next Parks and Recreation Meeting. Open Space was discussed earlier at the Special Meeting. Mayor O'Brien said he received a phone call from a gentleman who lives at Crestview Estates who praised the Public Works Department for a job well done. Comm. Gilbert said that a new Administrative Assistant was hired for the DPW. The next set of roads to be completed will be Everitts Road, Barton Road, Yorkshire Drive and Reading Road. Signs will be posted for the residents. Sup't Hutchins said that the trucks purchased from the County will be picked up on Wednesday, September 16<sup>th</sup>.

Michael Mangin – Planning Board, RTMUA, Board of Health – Comm.  
Mangin said that the items discussed at the last Planning Board meeting were Eden Holdings on Route 523 and the Creekside Development off of Case Boulevard. This development will have 200 units for 55 and older plus 50 COAH units. The Board of Health and the RTMUA will meet on Thursday, September 17, 2015.

Richard Chen – Public Safety, Finance – There are two new Fire Company members listed on the agenda for consideration by the Township Committee. Comm. Mangin said that the Raritan Township 9-1-1 Stair Climb was held that past Sunday. This year saw the highest number of people who participated with over 265 including Assemblywoman Donna Simon and Fire Chief Wetter. Channel 12 news was present to report on the entire event. Next year the event will be held on a Saturday instead of a Sunday.

**REPORTS  
(Con't)**

Louis Reiner – Flemington-Raritan Schools, Hunterdon Central High School, Environmental Commission, Local Historians Committee – Comm. Reiner said that Peter Kinsella of the Historians Committee informed him that a high school student is researching the history of the Oak Grove School. He interviewed eight people who attended the school in the World War II era. There are plans to restore the Oak Grove School. Comm. Reiner reported that the Environmental Committee has informed him that there will be a Well Testing Program. The Clerk's Office handles the kits which will go on sale on September 28, 2015. This program is sponsored by the Raritan Headwaters Association. The information is posted on the web site. No report on Hunterdon Central Regional High School. He attended a meeting of the Flemington-Raritan School District where the topic was the mental health stigma and how it should be handled.

Craig O'Brien – Administration, Personnel – Mayor O'Brien said that he and Deputy Mayor Gilbert met with Deputy Clerk Kristi Gano who will keep the web site updated. On September 10<sup>th</sup> there was a ribbon cutting ceremony for an auto repair shop on Route 202. On September 24<sup>th</sup>, the official grand opening of the ice area will occur. This past Saturday, the Good News Home for Women held its festival. This is an organization that gives a fresh start to chemically dependent women. The Employee Picnic will be held on Friday, September 18, 2015. The fire truck will be delivered the beginning of October. An Administrative Assistant was hired in the Public Works Department as well as an Inspector in the Fire Marshal's Office.

**UNFINISHED  
BUSINESS**

*There was none.*

**NEW  
BUSINESS**

**PUBLIC WORKS DEPARTMENT:**

Adm. Giaimis said that the following were bids and contracts through cooperative purchasing or the Township's own low bid process. A Certificate of Availability of Funds was attached to each award:

- 1) Award of Bids for Maintenance & Repair Materials
- 2) Award of Bid for Dump Body and Spreader to Trius, Inc.
- 3) Award of Contract to Trap Rock Industries for Surface Treatment
- 4) Award of Contract to Tilcon, New York for Mill and Overlay for Yorkshire Drive and Reading Road
- 5) Authorizing the Purchase of Dump Body Truck and Plow from Campbell Freightliner, LLC
- 6) Award of Bid for Dump Truck to Campbell Freightliner, LLC
- 7) Award of Bid for a Natural Gas Generator to Kusant Electric

**NEW  
BUSINESS**

Adm. Giaimis said that Don Hutchins, Superintendent of Public Works has provided recommendations of award of contracts to the above mentioned companies. All conform to the specifications as requested. The ones that were not awarded through a bid process through the Township were awarded through a cooperative purchasing program. Certifications of the Availability of Funds are included with each. Resolutions were adopted later in the meeting.

**RTMUA REQUEST TO CHANGE COMMISSIONER’S COMPENSATION FROM \$1,400 TO \$2,100** – Adm. Giaimis said that the Township received a request from Peter Kinsella, Chairman, RTMUA to increase the Commissioner’s compensation from \$1,400 to \$2,100 for the newer members. The Township Committee, some time ago, lowered the compensation for incoming Commissioners. This would have to be changed by ordinance. Comm. Mangin said that the increase would not affect the pension system. This would only affect two newer members. There was a question regarding health benefits that could not be answered. The Committee directed Comm. Mangin, Liaison to the RTMUA, to speak with Peter Kinsella regarding this matter.

**CODIFICATION OF TOWNSHIP ORDINANCES** – Adm. Giaimis said that he and Clerk Sollena recommended Coded Systems to begin the codification of the Township Ordinances at a fee of about \$18,000. A payment of \$10,000 will be paid this year from the 2015 Budget and the remainder will be paid from the 2016 Budget. There will be an annual fee of about \$2,700 which will include any updates to the code during the year. Coded Systems will place the code on the web site via a separate link. Three quotes were received and Coded Systems was the lowest quote. The Township is not required to follow the regular procurement process for codification. A resolution was adopted later in the meeting.

**ORDINANCES:** *There were none.*

**CORRESPONDENCE**

- a. League of Municipalities: (All Information is on File in the Clerk’s Office):  
Information for League Conference; Women in Government Breakfast; CEU Tracking Procedures and Seminar Round Up on September 25, 2015; Sustainable Jersey Education; 2015 League Conference Resolutions; Conference Sessions; Diabetes Prevention and Control; “The Attorney General’s Directive on Body Worn Cameras and What it Means” Webinar;
- b. JCP&L
  - 1) Enhanced 24/7 Power Center and MyTown Municipal Web Pages
  - 2) Notification of Environmental Investigation and Clean Up
- c. Hunterdon County Chamber of Commerce September Newsletter (Booklet on File in the Clerk’s Office)

**CORRES-  
PONDENCE  
(Con't)**

- d. NJ DEP News Releases
- e. Raritan Headwaters Association News
- f. NJ Transit Public Hearing Notice

**NON CONSENT AGENDA:**

- a. Raritan Township Fire Company Application for Membership for the following:

*1) Hank Chiapiao Huang*

Mayor O'Brien asked for a motion to approve the Fire Company Membership for Hank Chiapiao Huang.

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

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

Motion carried.

*2) Benjamin Incantalupo*

Mayor O'Brien asked for a motion to approve the Fire Company Membership for Benjamin Incantalupo.

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

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

Motion carried.

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

b. **Resolution #15-195 – Recognizing Henry Fatton for his  
Contribution and Service in the United States  
Navy**

Mayor O'Brien said that Mr. Fatton is a long time resident of Flemington and is 93 years old. He served in the United States Navy during World War II and was honored by the Knights of Columbus.

Mayor O'Brien asked for a motion to adopt Resolution #15-195.

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.

**Resolution #15-197 – Authorizing the Permanent Appointment of  
Michael Wright as Plumbing Sub Code  
Official Effective September 21, 2015**

Comm. Reiner said that he believes that Michael Wright does not reflect the tone of the Raritan Township taxpayers pertaining to relationships with taxpayers and being tax payer friendly. Adm. Giaimis said that this position was advertised twice and also advertised on the League of Municipalities' web site. The first time, two applicants were interviewed and there was a conflict with the hours of availability of the applicants. The second time, it was also posted on the League web site and there were no responses. Comm. Mangin said that he received several complaints from contractors and he was not in favor of hiring this individual. Mayor O'Brien said that projects have to be halted until a Plumbing Sub Code Official is hired.

Mayor O'Brien asked for a motion to adopt Resolution #15-197.

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



**CONSENT  
AGENDA  
(Con't)**

**Resolution #15-199 – Award of Contract for Surface Treatment to Trap Rock Industries through the Hunterdon County Cooperative Pricing System**

**Resolution #15-200 – Award of Bid to Trius, Inc. for Dump Body Truck**

**Resolution #15-201 – Award of Contract to Tilcon New York for Mill and Overlay for Yorkshire Drive and Reading Road**

**Resolution #15-202 – Authorizing the Purchase of Freightliner Model 108SD Cab and Chassis from Campbell Freightliner, LLC**

**Resolution #15-203 – Award of Bid for Dump Truck to Campbell Freightliner**

**Resolution #15-204 – Authorizing the Addition of Several Titles to Employees in the Construction Office**

**Resolution #15-205 – Award of Bid for Natural Gas Generator to Kusant Electric**

**Resolution #15-206 – Authorizing the Appointment of Kayla Hulcher as Administrative Assistant at the Public Works Department Effective September 21, 2015**

**Resolution #15-209 – Authorizing the Award of a Contract to Coded Systems, LLC, to Codify, Print and Electronically Publish the Ordinances of the Township of Raritan**

**Resolution #15-210 – Authorizing the Extension of a Professional Services Contract with the Canning Group, LLC as a Non-Fair and Open Contract**

**Resolution #15-211 – Refund to Raritan Township Municipalities for 2015 Tax Sale for Delinquent Sewer - \$49,760.20**

Mayor O'Brien asked for a motion to adopt the Consent Agenda with the removal of Items "c", Resolution #15-196 and "o", Resolution #15-211.

**CONSENT  
AGENDA  
(Con't)**

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

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

Motion carried.

**Resolution #15-196 – Appointment of Steven T. Milne as Fire Prevention  
Inspector Effective October 13, 2015**

Adm. Giaimis said that there were three candidates that were interviewed by Adm. Giaimis and Fire Marshal Thomas Abraham for the position of Fire Prevention Inspector. Based on the background of this individual, they are recommending Steven T. Milne to the position. He has the qualified licenses. Comm. Mangin asked if he was local. Adm. Giaimis said that he is from Warren County, however, he now lives in this area and also works for a neighboring town.

Mayor O'Brien asked for a motion to adopt Resolution #15-196.

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.

**Resolution #15-211 – Refund to Raritan Township Municipalities  
Authority for 2015 Tax Sale for Delinquent  
Sewer - \$49,760.20**

Adm. Giaimis said that this is the money collected at the 2015 Tax Sale for the delinquent sewer bills. A total of \$49,760.20 will be returned to the RTMUA.

**CONSENT  
AGENDA  
(Con't)**

Mayor O'Brien asked for a motion to adopt Resolution #15-211.

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.

**PRIVILEGE  
OF THE  
FLOOR**

*No one appeared.*

*Attorney Albert Cruz read Resolution #15-208 in full.*

**Resolution #15-208 - CLOSED SESSION:**  
**Personnel - Administrator Position**

Mayor O'Brien asked for a motion to adopt Resolution #15-208.

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

Vote: 5 – 0 motion carried.

**CLOSED  
SESSION**

*Closed Session Minutes are on a separate document.*

**OPEN  
SESSION**

**ADJOURN-  
MENT:**

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

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

Vote: 5-0 motion carried.

Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Rose Sollena, RMC/CMC

Township Clerk