

**RARITAN TOWNSHIP COMMITTEE MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, FEBRUARY 7, 2017**

**Amended May 15, 2018
(corrected vote for Resolutions #17-38 & #17-53)**

MEETING CALLED: Mayor Gilbert called the regular meeting to order at 6:31 p.m.

ROLL CALL: The following were present: Comm. Richard Chen; Comm. Michael Mangin; Comm. Craig O'Brien; Comm. Lou Reiner; and Mayor Karen Gilbert.

MEETING ADVERTISED: Mayor Gilbert advised that the meeting was noticed on January 11, 2017 in accordance with the Open Public Meetings Act by providing notice to the Courier News, Star Ledger, Trenton Times, Express Times and Hunterdon County Democrat and was posted on the municipal bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #17-50 in full.

Mayor Gilbert asked for a motion to approve Closed Session Resolution.
Motion by Chen, seconded by Reiner

ROLL CALL VOTE:

AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #17-50

RESOLUTION RETIRING INTO EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
 - a) Contract Negotiations:
 - b) Personnel: Deputy Court Administrator, Township Administrator
 - c) Pending Litigation: Affordable Housing
 - d) Attorney-Client Privilege

3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.

4. The Committee will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

CLOSED SESSION MINUTES ARE COMPLETED IN A SEPARATE DOCUMENT

The regular meeting reconvened at 7:12 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Mayor Gilbert 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.

At this time, Committee Member Reiner requested that the Committee deviate from the scheduled agenda and provide Steve Kalafer the opportunity to address the Committee.

Mayor Gilbert asked for a motion.

Motion by Reiner, seconded by Chen

MOTION UNANIMOUSLY CARRIED

Steve Kalafer appeared before the Committee and angrily expressed dissatisfaction regarding the treatment he received by the Township concerning the parking of his dealerships' vehicles on properties that he owns and pays taxes on. Mr. Kalafer asked that the Committee consider an ordinance that would temporarily allow parking on such property.

Township Attorney, Jeff Lehrer, advised that the Planning Board is that body authorized to grant that request.

Mr. Kalafer asked for a straw vote by Committee Members in support of recommending the temporary parking extension to the Planning Board.

Committee Members responded as follows:

Committee Member O'Brien: I recommend.

Committee Member Reiner: Absolutely.

Deputy Mayor Mangin: Yes.

Mayor Gilbert: Yes.

Committee Member Chen: Yes.

The following members of the public spoke during public comment:

Ira Rosenheim, a resident of 27 Patrick Henry Place and board member of Greater Flemington Soccer Club and **Bob Drinane**, a resident of 22 Rollins Mill Road and president of Flemington-Raritan Baseball, offered support in finding a solution regarding the sports fields at Lenape Park.

Amy Greene, a resident of 32 Wyndham Court and Chair of the Raritan Township Open Space Committee, spoke in support of the maintenance of the one and one-half cents per \$100 of assessed value for the open space tax and commented that the ordinance recently passed significantly reduces the open space funding leaving very little money for farmland and open space preservation.

Harry Quinn, a resident of 10 Cherryville Hollow Road, reiterated Ms. Greene's comments regarding the open space tax and spoke in support of a referendum.

Barbara Sachau, a resident of 2 Glenway Drive, commented on the preservation of nature and open space.

Karen Bowker, a resident of 706 Clark Circle, spoke in support of open space.

Marc Saluk, Hunterdon County Director of Economic Development, provided a presentation regarding economic development programs in the County.

Committee Member Chen presented information regarding the use of electric cars by the Township and requested authorization from Committee Members to continue.

Motion by Chen, seconded by O'Brien to proceed.

MOTION UNANIMOUSLY CARRIED

At this time, Mayor Gilbert advised that Bill Brandt requested that his presentation regarding the Lenape Park project be removed from tonight's meeting agenda and carried to a future meeting.

Mayor Gilbert asked for a motion to approve the Agenda.

Motion by Mangin, seconded by Reiner

MOTION UNANIMOUSLY CARRIED

FINANCIAL ISSUES

Payment of Bills as listed for Raritan Township: **\$3,226.507.20**

Mayor Gilbert asked for a motion to approve the bill list for Raritan Township.
Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

Payment of Bills as listed for Raritan Township Fire Company: **\$1,382.16**

Mayor Gilbert asked for a motion to approve the bill list for Raritan Township Fire Company.
Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

AYES: Chen, O'Brien, Reiner, Mayor Gilbert
NOES: None
RECUSE: Mangin
ABSTAIN: None
ABSENT: None

LIAISON REPORTS

Karen Gilbert: Historians, Finance, Planning Board (Class I)
No report.

Michael Mangin Planning Board (Class II, RTMUA)
Deputy Mayor Mangin reported on a meeting of the RTMUA and announced that the Authority will be hiring a new engineer and is requesting to be on the March Township Committee Agenda to discuss the capacity issue.

Louis Reiner: Environmental Commission, Green Team, Fire/Rescue/OEM
No report.

Richard Chen: Finance, Open Space, Parks & Recreation
No report.

Craig O'Brien: Open Space
No report.

UNFINISHED BUSINESS**a. Outside employment policy (Resolution #17-48)**

b. Open Government – Mayor Gilbert advised that this topic was at the request of Committee Member O'Brien and that most of the issues had to do with the Clerk's office.

Municipal Clerk, William Bray, commented on the implications of posting resolutions and ordinances prior to adoption and the burden of such workload on the Clerk's office.

Township Attorney, Jeff Lehrer, asked for clarification of the proposal.

Committee Member O'Brien commented, "what I was hoping to sponsor was a discussion about more open and transparent government. We need to do a better job putting the information that we have out before the public and knowing what the resolutions are days in advance helps people who do come to meetings understand..." Committee Member O'Brien added that the Freeholders were considering providing recordings of their meetings to the public and spoke in support of such.

Mayor Gilbert advised that it was requested that Committee Member O'Brien submit suggestions in writing so that the Committee and Township Attorney would be prepared to discuss and respond.

Discussion tabled to next regular meeting, as additional information was required.

c. Snow Event Response Procedure – Mayor Gilbert commented that the suggested procedure prepared by Acting Superintendent of Public Works, Brion Fleming, was in response to a concern raised at the previous Township Committee meeting. Mr. Hutchins explained that the procedure includes initial notification to department heads, the Police Chief, and the Township Committee based on the decision by the Administrator regarding closures due to inclement weather.

d. Budget Transfers – Committee Member Chen requested that this item be tabled to the next regular meeting.

Mayor Gilbert requested that the Committee deviate from the scheduled agenda and take action on Resolution #17-53 authorizing the appointment of Donald Hutchins as Township of Raritan Administrator, as the Township's Labor Attorney was in attendance.

Mayor Gilbert read Resolution #17-53 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-53 as amended.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

AYES: Mangin, Reiner, Mayor Gilbert

NOES: Chen, O'Brien

ABSTAIN: None

ABSENT: None

Committee Member Reiner administered the oath of office to Mr. Hutchins.

RESOLUTION #17-53**RESOLUTION APPOINTING DONALD HUTCHINS AS
TOWNSHIP OF RARITAN ADMINISTRATOR**

WHEREAS, there is a vacancy in the position of Township of Raritan Administrator; and

WHEREAS, N.J.S.A. 40A:9-137 and Section 2.12.020 of *The Revised General Ordinances of the Township of Raritan* allow the Township Committee to appoint an Administrator by a majority vote; and

WHEREAS, Donald Hutchins is currently serving as Acting Township Administrator of Raritan Township; and

WHEREAS, the Township Committee desires to fill the position of Administrator and hereby appoints Donald Hutchins as Administrator under the following terms and conditions:

1. The appointment shall be effective as of January 1, 2017.

2. The term of the appointment shall be for three (3) years, terminating on December 31, 2019.

3. The initial annual salary shall be \$120,000.

4. The Administrator, who shall no longer be a member of upon acceptance of the position of Administrator, shall continue to receive the same holiday, vacation, sick and personal days in accordance with the union contract between Raritan Township and CWA Local 1040 Higher Level Supervisory Unit (the "Union Contract") in effect as of the effective date of this Resolution.

5. The Administrator shall continue to receive health benefits which he is currently receiving and shall continue to pay for his health benefit premium and all applicable co-pays at the current rate.

6. The Administrator shall be allowed to retain any compensatory time to which he is entitled as of the effective date of this Resolution.

7. Upon retirement, severance or termination, the Administrator shall receive those payouts to which he is entitled pursuant to the Union Contract as of the effective date of this Resolution, not exceeding applicable law, rule regulation, ordinance or resolution.

8. The Township shall pay, subject to specific authorization by the Township Committee, up to \$2,500.00 for registration fees for seminars and training related to his duties as Administrator, including membership dues for professional organizations such as municipal administrator's or manager's associations and the League of Municipalities.

9. The Township Committee shall conduct a performance review or evaluation of the Administrator within six (6) months of the appointment and thereafter once annually before the budget is adopted. On the basis of an annual performance review to the satisfaction of the Township Committee, the Administrator shall be entitled to a salary increase of not less than 1.95% in 2018 and 1.95% in 2019, to be determined by the Township Committee.

WHEREAS, Section 2.12.030B of *The Revised General Ordinances of the Township of Raritan* requires that the Administrator be and remain a resident of the Township unless the Township Committee waives this requirement; and

WHEREAS, the Township Committee hereby finds that the Administrator lives in close proximity to the Township and, because of the advancement of technology, the Administrator is able to be in constant contact with all Township officials, and the travel distance will not impede or negatively affect the Administrator's performance or ready availability to the Township for the Township's normal business; and

WHEREAS, Donald Hutchins, by accepting employment as the Administrator, hereby accepts the terms and conditions described in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan County of Hunterdon and State of New Jersey as follows:

1. Donald Hutchins is hereby appointed as the Township of Raritan Administrator effective January 1, 2017.

2. This paragraph incorporates all of the Whereas clauses of this Resolution and includes all of the terms and conditions of the Administrator's employment.

3. For the reasons set forth in the Whereas clauses, and as permitted by Section 2.12.030B of *The Revised General Ordinances of the Township of Raritan*, the Township Committee hereby waives the residency requirement for the Administrator.

NEW BUSINESS

Road Resurfacing (Resolution #17-39)

Fee Refunds (Resolutions #17-41, 17-42)

Sabo Farm Cost Share (Resolution #17-47)

Request to use DPW for overflow parking – Barbiche Brothers Auction – It was the consensus of the Committee to authorize Barbiche Brothers to utilize the upper parking lot of the DPW facility for overflow parking during their Auction.

Open Space Tax Referendum Discussion – Mayor Gilbert advised that it is the wish of many members of the community to consider having a referendum in the fall to gauge public support of the open space tax. Mayor Gilbert solicited comments from Committee Members.

At this time, Committee Member O'Brien inquired as to whether the Township submitted a resolution to the County to preserve its municipal funds, as required annually. Mr. Hutchins advised that he had spoken to the County and it was confirmed that the Township had an additional \$120,000 in its account but that he would check and advise accordingly.

Mr. Lehrer added that the question on the floor is whether or not to hold a referendum to continue the 1.5 cents per \$100 committed to open space.

Mayor Gilbert asked for a Roll Call vote regarding the support of a referendum to continue the 1.5 cents open space tax.

ROLL CALL VOTE:

AYES: Mangin, Mayor Gilbert

NOES: Chen, O'Brien, Reiner

ABSTAIN: None

ABSENT: None

Risk Manager Appointment (Resolution #17-44)

Municipal Liens – Mr. Hutchins explained that the Tax Collector is seeking direction regarding the list of items. Mr. Lehrer advised on actions the Committee could take regarding municipal foreclosure of properties. He recommended pursuing a deed in lieu of foreclosure process. Discussion was tabled.

On-call Vehicle Use (Resolution #17-49) – Mr. Lehrer explained that the language was modified to include, “advice and consent of the governing body.” Committee Member O’Brien requested a list of all vehicles and their assignments prior to action. It was the consensus that action be held and carried to the next regular meeting as additional information was required.

Conflict Tax Attorney (#17-40) – Discussion was tabled and carried to the next regular meeting.

Contract Extension – Link High (Resolution #17-52) – Mr. Hutchins advised that it had been determined that the contract with Link High Technologies had expired on December 31, 2016 and it is his recommendation that it be extended.

Green Acres Resolution – Mayor Gilbert advised that there is no resolution on the scheduled meeting agenda.

ORDINANCES (FINAL ADOPTION, PUBLIC HEARING)

Mayor Gilbert read by title Ordinance #17-01.

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A DEED OF DEDICATION FOR A PORTION OF BLOCK 16.02, LOT 41.01, A DETENTION BASIN EASEMENT FOR A PORTION OF BLOCK 16.02, LOT 41.01, AND THREE (3) CONSERVATION EASEMENTS FOR PORTIONS OF BLOCK 16.02, LOT 41.01 AND BLOCK 16.02, LOT 41.02, ALL FROM RARITAN JUNCTION, LLC

Mayor Gilbert asked for a motion to open public hearing.

Motion by Chen, seconded by Mangin

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-01 on final consideration, same to be published according to law.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

AYES: Chen, Mangin, O’Brien, Reiner, Mayor Gilbert

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

ORDINANCE #17-01**AN ORDINANCE AUTHORIZING ACCEPTANCE OF A DEED OF DEDICATION FOR A PORTION OF BLOCK 16.02, LOT 41.01, A DETENTION BASIN EASEMENT FOR A PORTION OF BLOCK 16.02, LOT 41.01, AND THREE (3) CONSERVATION EASEMENTS FOR PORTIONS OF BLOCK 16.02, LOT 41.01 AND BLOCK 16.02, LOT 41.02, ALL FROM RARITAN JUNCTION, LLC**

WHEREAS, the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, wishes to accept a Deed of Dedication conveyed to the Township by Raritan Junction, LLC, for a portion of Block 16.02, Lot 41.01 as shown on the Tax Map of the Township of Raritan ("Property"); and

WHEREAS, the Township Committee also wishes to accept a Deed of Dedication for a portion of Block 16.02, Lot 41.01, a Detention Basin Easement for a portion of Block 16.02, Lot 41.01, and three (3) Conservation Easements for portions of Block 16.02, Lot 41.01 and Block 16.02, Lot 41.02 ("Easements"), all from Raritan Junction, LLC.

WHEREAS, these dedications are required by Township of Raritan Planning Board Resolution 10-2013, R.T.P.B. #SP-624-P/F; and

WHEREAS, Raritan Junction, LLC, agreed to donate the Property and Easements at no cost to the Township; and

WHEREAS, the Township Attorney for the Township of Raritan reviewed the Deed of Dedication and Easements in substantially the form attached and finds each acceptable.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Raritan, County of Somerset, State of New Jersey, that it hereby authorizes acceptance of the Deed of Dedication and Easements attached hereto and directs its appropriate officials to record same as may be necessary.

This Ordinance shall become effective according to law.

CORRESPONDENCE

E-mail from Chris Polanski, January 24, 2017 regarding Team NPF/National Psoriasis Foundation Cycle Event, May 2017, 2017

Letter from Donald F. Scholl, January 27, 2017 regarding Countryside Plaza, Inc. previous and impending demonstrations of Congressman Leonard Lance

Letter from JCP&L, January 16, 2017 regarding notice of electrical service disruption

Letter from George Dilts, January 19, 2017 regarding Block 84, Lot 34; Block 70, Lots 13 and 14.

Letter from Mayor Karen Gilbert, February 23, 2017 regarding Summit Custom Spray Drying

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.

Mayor Gilbert announced the removal of Resolutions #17-40 and #17-49 as they were tabled; and #17-36, #17-38, #17-44, #17-46 for further consideration.

Mayor Gilbert read the following resolutions by title.

Mayor Gilbert asked for a motion to adopt the Consent Agenda as amended.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert

NOES: None

ABSTAIN: None

ABSENT: None

MINUTES

Township Committee Meeting Minutes and Executive Session Minutes of December 20, 2016.

RESOLUTION #17-37

WHEREAS, N.J.S.A. 54:4-3.30 et seq. provides for 100 percent disabled veterans and their spouses to be exempt from property taxes on their principal residences; and

WHEREAS, the property owners listed below have received such designation by the US Veterans Administration and have subsequently applied and been approved for such an exemption from the Tax Assessor for the Township of Raritan; and

WHEREAS, this designation can result in the overpayment of property taxes and require the cancellation of the future tax payments; and

WHEREAS, the Township Tax Collector, as a result of recently approved 100 percent disabled veteran statuses, recommends the refunding of the tax overpayments and cancellation of future tax payments listed below; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, that:

1. The Tax Collector is directed to refund taxes as follows:

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>	<u>Qual</u>
John J. Morrison 4 th & 1 st Ort.. 2016 (partial)	\$242.94	75.03	1	

RESOLUTION # 17-39

WHEREAS, the Township of Raritan is in need of surface treatment on its roadways; and
WHEREAS, the Township of Raritan is a member of the Hunterdon County Cooperative Pricing System; and

WHEREAS, Stavola Contracting Co, Inc. of Tinton Falls, NJ has been awarded a contract for Hunterdon County Bid #2016-10 it's identification DE51-HCCPS for surface treatment on roadways through the Hunterdon County Cooperative Pricing System; and

WHEREAS, the cost of this will be at the bid price as documents by the Hunterdon County Cooperative Pricing System; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Fund #17-3 for the surface treatment of roads.

NOW, THEREFORE, BE IT RESOLVED, by the mayor and Township Committee of the Township of Raritan that the job of road surface treatments is awarded to Stavola Contracting Co, Inc. of Tinton Falls, NJ through the Hunterdon County Cooperative Pricing System.

RESOLUTION #17-41

WHEREAS, Robert Bowbly has requested the refund of a permit fee from the Construction Code Office; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated December 21, 2016, and recommended the refund of the permit fee in the amount of \$280.00.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Construction Code permit fee in the amount of \$280.00 posted by Robert Bowbly, 59 Old York Road, Ringoes, NJ 08851 is hereby refunded.

RESOLUTION #17-42

WHEREAS, Janine M. Pignatone & Janeth L. Del Cruz has requested the refund of an Affidavit of Domestic Partnership fee; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated December 21, 2016, and recommended the refund of the Affidavit of Domestic Partnership fee of \$53.00.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Affidavit of Domestic Partnership Fee in the amount of \$53.00 posted by Janine M. Pignatone and Janeth L. Dela Cruz, 5 Tuccamirgan Road, Flemington, NJ 08822 is hereby refunded.

RESOLUTION #17-43

WHEREAS, there exists a vacancy on the Zoning Board of Adjustment for Alternate #1; and
WHEREAS, the Mayor and Township Committee of the Township of Raritan desire to fill this position; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, in the County of Hunterdon, State of New Jersey, that the following appointment is approved:

*Jeffrey Donaldson – Alternate #1
 Zoning Board of Adjustment
 1/1/2017 to 12/31/2018*

This Resolution ratifies and confirms the action taken by the Township Committee at its Regular Meeting held on January 24, 2017.

RESOLUTION #17-45

BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the salaries and compensation for employees not covered by a bargaining unit for the year 2017, excluding longevity compensation, shall be as follows:

<u>Section I</u>	BASE SALARY,
<u>Title</u> <u>WAGE OR COMPENSATION</u>	
Mayor	\$ 7,400.00
Township Committeeperson	\$ 6,400.00
CFO (Chief Financial Officer)	\$ 99,487.10
Administrator’s Assistant/Purchasing Coordinator	\$ 53,026.60
Chief of Police	\$162,014.06
Emergency Management Coordinator	\$ 5,181.62
Public Defender	\$ 6,230.16
Search Officer for Improvements	\$ 750.00
Township Clerk/ Board of Health Secretary	\$ 71,260.00
Tax Assessor	\$ 97,306.55
Deputy Township Clerk/Clerical Assistant	\$17.62/hour
IT/Communications Coordinator	\$ 2,000.00
Crossing Guards	\$15.27 - \$29.06/hr
Municipal Court Judge	\$ 44,130.30

Section II.

All other issues regarding 2017 compensation for employees not covered by a bargaining unit shall be in accordance with Ordinance #15-14.

RESOLUTION #17-47**Preliminary Approving Cost Share for the Sabo Farm, Block 10, Lot 2**

WHEREAS, there are certain properties within the Township of Raritan for which the owners have filed applications to place their properties within the farmland preservation program; and

WHEREAS, the Hunterdon County Agriculture Development Board informed the Township that the Hunterdon County Agriculture Development Board has received a farmland preservation application from Bernice Sabo (owner) for the preservation of Block 10, Lot 2 located within the Township of Raritan, (also known as the Sabo Farm), which property is contained in Raritan Township's Municipal Planning Incentive Grant List of Farms; and

WHEREAS, the application states that Block 10, Lot 2 consists of approximately 6 gross acres which are proposed to be preserved; and

WHEREAS, the Township Committee of the Township of Raritan desires to adopt this Resolution to approve of said preservation and to agree to cost share with the State Agricultural Development Committee and the Hunterdon County Development Board for the purchase of a farmland preservation easement on approximately 6 +/- ac portion of Block 10, Lot 2.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey as follows:

1. The Township of Raritan approves of the application for a farmland preservation easement on approximately 6 +/- ac portion of Block 10, Lot 2 as proposed by the owner within the Township of Raritan, and further agrees to cost share with the County of Hunterdon and the New Jersey SADC for the purchase of the same, subject to the Owner entering into a contract with the County of Hunterdon for the sale of the development easement, and both the County's and the SADC's approval of the cost share for the same, at a purchase price to be determined after a certified market value is established by appropriate appraisals.

2. A copy of this Resolution shall be forwarded to the County Agriculture Development Board for its information and records.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

RESOLUTION #17-48

WHEREAS, the Mayor and Committee have deemed outside employment by Municipal Officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance; and

WHEREAS, the Mayor and Committee have deemed it advisable to adopt an Outside Employment policy so as to ensure adherence to the requirements of the New Jersey Local Government Ethics Law and common law for all of those serving the Township of Raritan.

WHEREAS, The Mayor and Township Committee desire to amend Raritan Township's Outside Employment Policy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the Outside Employment Policy is hereby amended and adopt as follows:

OUTSIDE EMPLOYMENT POLICY

This Policy has been established to govern the matter of secondary employment of full time employees of the Township of Raritan.

Department Heads and full-time employees are permitted to engage in outside employment under appropriate circumstances. Outside employment may take place provided:

1. Authorization must be obtained. The employee must submit a request for authorization to engage in outside employment to the Township Administrator. The request must contain the name and address of the employer and the nature of the work. The Township Administrator shall respond to the request within one week. If there are any changes to the information submitted on the original request, a new request must be submitted to the Township Administrator with the updated information.

2. Uniformed Police Officers shall submit requests for authorization of Outside Employment to the Chief of Police or his designee. The Chief of Police shall forward these requests to the Township Administrator for approval.

3. There is no conflict with the employee's duties. Outside work or employment may not be permitted to interfere with an employee's responsibilities to the Township. Absences from the Township work or tardiness resulting from outside employment will be subject to disciplinary action.

4. Employees are prohibited from engaging in outside employment activities while on the job and using municipal time, supplies or equipment in the outside employment activities.

5. The total amount of employment does not interfere with the employee's ability to perform his/her duties appropriately. The Township Administrator may request employees to restrict outside employment if the quality of their municipal work diminishes.

6. It is clearly recognized and understood that the employee's primary work responsibility is to the Township of Raritan. In any instance where a conflict shall arise, the employee shall treat the Township as their primary employer.

7. Any employee who holds an interest in or is employed by any business doing business with the municipality must submit a written notice of these outside interests to the Township Administrator.

8. Outside Employment of Uniformed Police Officers as scheduled through the Chief of Police and paid through the Township payroll system shall be in accordance with conditions contained in the Union Contracts.

Nothing herein contained shall prohibit activity on behalf of a labor organization with which the employee may be affiliated.

RESOLUTION #17-52

FAIR AND OPEN CONTRACT FOR DATA PROCESSING SERVICES

WHEREAS, a contract for Data Processing Services for the period Feb. 1, 2016 – Jan. 31, 2017 was awarded to Link High Technologies on Jan. 19, 2016; and

WHEREAS, the Township of Raritan will continue to utilize Link High Technologies to provide Data Processing Services for the remainder of 2016; and

WHEREAS, the Chief Financial Officer certified that funds are available in the 2017 Temporary Budget to extend the contract with Link High Technologies evidenced by the Certification of Availability of Funds 17-02 attached to this resolution.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey as follows:

- 1) That the contract for Data Processing Services shall be extended as follows:

Link High Technologies
In a sum not to exceed \$17,000.00

- 2) That the Mayor and Township Clerk are hereby authorized and directed to execute a contract extension to memorialize the foregoing action.

Mayor Gilbert read Resolution #17-36 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-36.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

RESOLUTION #17-36

WHEREAS, there exists a vacancy for the appointment of a Commissioner on the RTMUA (Raritan Township Municipal Utilities Authority); and

WHEREAS, the Township Committee of the Township of Raritan is desirous of filling the vacancy within the RTMUA; and

WHEREAS, after reviews of applicants, the Township Committee of the Township recommended that Valerie Robitzski be appointed as Commissioner of the RTMUA effective Feb. 1, 2017 to fill an unexpired term to January 31, 2022.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Raritan that the following is hereby appointed.

Mayor Gilbert read Resolution #17-38 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-38.

Motion by Mangin, seconded by Mayor Gilbert

ROLL CALL VOTE:

AYES: Chen, Mangin, Mayor Gilbert

NOES: O'Brien, Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #17-38

WHEREAS, the Raritan Township Municipal Code requires one member of the Planning Board to serve on the Open Space Advisory Committee; and

WHEREAS, there exists a vacancy on the Open Space Committee in the Position of Planning Board Representative; and

WHEREAS, the Mayor and Township Committee of the Township of Raritan desire to fill this position; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, in the County of Hunterdon, State of New Jersey, that the following appointment is approved:

*James Miller – Open Space Committee
To fill a Term to 12/31/2017*

Mayor Gilbert read Resolution #17-44 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-44.

Motion by O'Brien, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, O'Brien, Mayor Gilbert

NOES: Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #17-44

WHEREAS as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Risk Manager to represent the Township of Raritan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Raritan, County of Hunterdon, State of New Jersey, that Richard Duthie be designated as the Risk Manager for the Township of Raritan.

Mayor Gilbert read Resolution #17-46 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-46.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, O'Brien, Mayor Gilbert

NOES: Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #17-46

WHEREAS, the Mayor and Township Committee has appointed Sharon Brown Tax Collector;
and

WHEREAS, the Mayor and Township Committee of the Township of Raritan wishes to adjust the Tax Collector salary; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that Sharon Brown shall earn an annual salary of \$60,000 effective June 8, 2016.

PRIVILEGE OF THE FLOOR

The following members of the public spoke during public comment:

Gene Lewandowski, a resident of 3 Phipps Court

Marie Corfield, a resident of 9 Paddock Lane

Barbara Sachau, a resident 2 Glenway Drive

Thomas Abraham, Fire Marshal, Fire Protection Subcode Official

Mayor Gilbert asked for a motion to adjourn.

Motion by Mangin, seconded by Reiner.

MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 10:12 p.m.

Respectfully submitted,



Lisa Fania, RMC
Township Clerk