RARITAN TOWNSHIP COMMITTEE MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, MARCH 7, 2017

MEETING CALLED: Mayor Gilbert called the regular meeting to order at 6:34 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 #17-64 in full.

Mayor Gilbert asked for a motion to approve Closed Session Resolution.
Motion by Mangin, seconded by Chen
ROLL CALL VOTE:
AYES: ` Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #17-64

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:	Municipal Court Judge, PBA Sidebar agreement, Zoning and Property Maintenance Inspector, Municipal Court Administration; part-time Construction code official
c) Pending Litigation:	Macedo Industrial Park Tax Appeals
d) Attorney-Client Privilege:	Deer Management Bid specifications

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.

SWEARING IN OF POLICE OFFICERS

Mayor Gilbert read Resolution #17-77 by title.
Mayor Gilbert asked for a motion to adopt Resolution #17-77.
Motion by O'Brien, seconded Mangin
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #17-77

WHEREAS, the Township of Raritan and the PBA Union Local 337 executed a contract for the period January 1, 2016 – December 31, 2019 (the "Contract"); and

WHEREAS, a Side Bar agreement has been reached to amend the Contract to allow for the creation of the position of Captain within the police department and that such Captain be part of the Superior Officers Association bargaining unit.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the terms and conditions in the contract between the Township of Raritan and the PBA Local 337 for the period January 1, 2016-December 31, 2019 is hereby amended and approved by Side Bar Agreement; and

BE IT FURTHER RESOLVED, that the Mayor and Clerk are authorized to execute said Side Bar Agreement with PBA Union Local 337 in accordance with said terms and conditions.

Mayor Gilbert read Resolution #17-68 by title.
Mayor Gilbert asked for a motion to adopt Resolution #17-68.
Motion by Reiner, seconded Chen
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #17-68

WHEREAS, the Mayor and Township Committee of the Township of Raritan are desirous of filling a vacancy within the Raritan Township Police Department; and

WHEREAS, after interviews and reviews of applicants, Chief of Police, Glenn S. Tabasko recommended that Lt. Kevin Donovan be promoted and appointed to the position of Captain.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee that the following officer is hereby appointed:

Kevin Donovan
Promoted and Appointed to Captain
Effective March 7, 2017

AMEND/APPROVE THE AGENDA

Mayor Gilbert asked for a motion to approve the Agenda.
Motion by Reiner, seconded by Mangin
MOTION UNANIMOUSLY CARRIED

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.

The following members of the public spoke during public comment:

Barbara Sachau, a resident of 2 Glenway Drive
Gene Lewandowski, a resident of 3 Phipps Court

FINANCIAL ISSUES

Payment of Bills as listed for Raritan Township: **$461,274.20**

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

LIAISON REPORTS

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

Michael Mangin Planning Board (Class II, RTMUA)
No report.

Louis Reiner: Environmental Commission, Green Team, Fire/Rescue/OEM
Committee Member Reiner announced the date for the upcoming boat safety course, May 20.

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

Craig O'Brien: Open Space
No report.

At this time, Committee Member O'Brien inquired about the status of the resolution regarding the storage of automobiles. Mayor Gilbert responded that a preliminary meeting was held with Mr. Kalafer and a representative from Action Hyundai. Mayor Gilbert continued that the Planning Board is researching whether other municipalities have encountered a similar issue.

Committee Member O'Brien also inquired about the status of the posting of the Hampton Corner Road flooding report on the Township website and if a date had been scheduled for a follow-up meeting. Township Engineer, Tony Hajjar, advised that tentative meetings have been scheduled with two affected property owners and a follow up meeting for the general public will be scheduled thereafter.

UNFINISHED BUSINESS

a. Budget Transfers/Financial Oversight – Mayor Gilbert explained that discussions have been ongoing regarding such matter and referred to the Auditor's response on the dais. Mayor Gilbert commented that all Committee Members concurred with Committee Member O'Brien's recommendations. Committee Member O'Brien commented that information regarding budget transfers should be included in the following year's budget and reiterated the request for receipt of financial reports routinely. Mr. Hutchins clarified that there will be separate resolutions each for emergency and unfunded transfers with explanations from the Chief Financial Officer as well.

b. On-call Vehicle Use (Resolutions #17-49, #17-72) – Mayor Gilbert advised that there are two resolutions on the meeting agenda, one designating the positions entitled to usage of on-call vehicles and the other establishing a Township vehicle use policy.

c. UCC Ordinance Amendments – Mayor Gilbert recapped that authorization was granted for Mr. Lehrer to draft an amendment to the Uniform Construction Code (UCC) fee ordinance authorizing a waiver of fees for one-hundred percent (100%) disabled veterans; and a twenty-five percent (25%) discount for veterans.

Mr. Lehrer commented that the State advised that there is nothing prohibiting local government from providing such discounts with respect to local fees. He added that the ordinance also includes the identification of the First Aid and Rescue Squad as an instrumentality of the Township and all other amendments mandated by the Department of Community Affairs. Mr. Lehrer continued that Section 14.04.05(b) defines the criteria for identifying a person as a veteran.

Mayor Gilbert requested that the Committee deviate from the scheduled agenda and take action on Ordinance #17-02, as interested parties were in attendance.

Mayor Gilbert read by title Ordinance #17-02.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING CHAPTER 15.04 ENTITLED "UNIFORM CONSTRUCTION CODE" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN TO AMEND CERTAIN SECTIONS REGARDING FEES

Mayor Gilbert asked for a motion to introduce Ordinance #17-02 on first consideration.
Motion by Chen, seconded by Reiner
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None
ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for March 21, 2017.

d. Open and Transparent Government – A poll of Committee Members was taken regarding each of the recommendations previously proposed by Committee Member O'Brien as follows:

1. Posting the audio recording of meetings within three (3) days of the meeting
   NOES: Chen, Mangin, Reiner, Mayor Gilbert

2. Posting draft resolutions, ordinances, agendas – Mayor Gilbert commented that the documents are part of the Committee packet that is posted in its entirety by the close of business the Friday prior to the meeting and that a revised agenda is posted clearly identifying any amendments, when necessary. A majority of Committee Members concurred that the posting of the packet and revised agenda as necessary, is sufficient.

3. Posting of meeting minutes within forty-five (45) days after a meeting - Mayor Gilbert recommended ninety (90) days.
   AYES: Mangin, Reiner, Mayor Gilbert

4. Posting job opportunities or solicitation for employment on the Township website - Currently done.

5. Posting of all requests for bids on the Township website - Currently done.

6. Posting names of officials on the Township website - Mayor Gilbert commented, "I think if we just have a list of our employees on some page on the website, that would suffice." A majority concurred to post names.

7. Posting requests soliciting information from citizens on what the Township can do to make government more transparent - It was the consensus to provide a general information box.

Mayor Gilbert recommended notifications to residents by the Clerk or Administrator of events specifically affecting them. Mayor Gilbert also commented that the posting of minutes of all other Boards and Committees is in process and that meeting times and locations are now on the calendar on the website.

Discussion was held regarding the "News Item" section on the website homepage as well as the posting of photographs of elected officials. Discussion carried to the next scheduled meeting.

e. Temporary Animal Control Contract (Resolution #17-74) – Mr. Lehrer explained that the proposed resolution authorizes the temporary appointment for animal control services to March 22, 2017, until a bid award is made. Mr. Hutchins advised that the bid was advertised and the opening is scheduled for March 9, 2017.

f. Republic Services Facility Renewal – Mr. Hutchins referred to the letter from Midco Waste regarding the renewal of its contract, advising that a response is required by the Township on whether a public hearing is desired. Mr. Lehrer advised that the Township will need to provide facts to support a request for a public hearing and suggested the language, "we have additional significant issues of fact regarding what you are proposing and request a public hearing." It was the consensus for Mr. Hutchins to respond accordingly.

NEW BUSINESS

a. Fee & Tax Cancellation (Resolutions #17-66, 17-67) – No discussion.

b. Return of Cash Performance Bond to REDCOM Design and Construction (Resolution #17-65) – No discussion.

c. Macedo Industrial Park Tax Appeals (Resolution #17-80) – No discussion.

d. Municipal Software Program (Resolution #17-73) – Mayor Gilbert explained that the proposed resolution authorizes the purchase of municipal software which was budgeted for last year. Mr. Hutchins provided information regarding the recommended web-based software by Spacial Data Logic (SDL) advising that such would be utilized by all departments except Court and the Tax Collector.

Committee Members raised questions and concerns regarding the number of users of Mitchell Humphrey software; start date for usage; the number of software licenses provided; the amount of customization involved; if customization was included in the cost; and how the purchase was reflected in the budget.

Mr. Hutchins addressed all inquiries and advised that the purchase of the software was included as a capital purchase and the maintenance and service in the operating budget.

e. Registered Dietitian Nutritionist Day 2017/National Nutrition Month (Resolutions #17-78, #17-79) – No discussion.

f. Fire Safety Audit – Mr. Hutchins explained that a response regarding the Township's corrective action plan is due to the State and that the information provided is for review and discussion during Thursday's budget meeting. Concern was raised regarding the timing of a response in light of the budget process. Mr. Lehrer advised that the response could include the following language, "subject to the formal adoption of our budget, this is the plan currently talked about." Discussion was held regarding previous reports and responses. Committee Member O'Brien requested copies of such. It was the consensus to look at the last five (5) reports.

ORDINANCES (FINAL ADOPTION/PUBLIC HEARING)

Mayor Gilbert read by title Ordinance #17-03.

AN ORDINANCE AMENDING CHAPTER 5.44 ENTITLED "TOWING" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN BY THE DELETION OF SECTION 5.44.080 ENTITLED "MAXIMUM FEE RATE SCHEDULE" AND THE ADDITION OF NEW SECTION 5.44.080 ENTITLED "TOWING AND STORAGE FEE RATE SCHEDULE"

At this time, Mr. Lehrer requested that a vote be held on the adoption of the proposed ordinance as there was not a resolution identifying the rates on tonight's agenda. Mr. Lehrer continued that the ordinance cannot be adopted without such resolution and that the public hearing could be carried.

Mayor Gilbert asked for a motion to open public hearing.
Motion by Chen, seconded by Reiner
MOTION UNANIMOUSLY CARRIED
No public comment.

Mayor Gilbert asked for a motion to carry the public hearing to the March 21, 2017 meeting.
Motion by Mangin, seconded by Reiner
MOTION UNANIMOUSLY CARRIED

ORDINANCES (FIRST READING/INTRODUCTION)

Mayor Gilbert read by title Ordinance #17-04.

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A DEED OF RIGHT-OF-WAY DEDICATION (AUTUMN LEAF DRIVE) FOR A PORTION OF BLOCK 43, LOT 13; A SIGHT TRIANGLE EASEMENT FOR A PORTION OF BLOCK 43, LOT 13; A DRAINAGE EASEMENT (SWALE 1 AND SWALE 2) FOR A PORTION OF BLOCK 43, LOT 13; A REVOCABLE DRIVEWAY CONNECTION EASEMENT FOR A PORTION OF BLOCK 43, LOT 13; A CONSERVATION EASEMENT FOR A PORTION OF BLOCK 43, LOT 13; AND A STORMWATER MANAGEMENT FACILITY EASEMENT – DETENTION BASIN AND ACCESS EASEMENT FOR A PORTION OF BLOCK 43, LOT 13; ALL FROM ISLAMIC CENTER OF HUNTERDON COUNTY, INC.

Mayor Gilbert asked for a motion to introduce Ordinance #17-04 on first consideration.
Motion by Reiner, seconded by O'Brien
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None
ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for March 21, 2017.

Mayor Gilbert read by title Ordinance #17-05.

AN ORDINANCE AMENDING CHAPTER 6.08 ENTITLED "DEER MANAGEMENT PROGRAM LOTTERY"

A brief discussion was held regarding concerns of proximity of the properties to surrounding homes and distance limitations for bow hunting.

Mayor Gilbert asked for a motion to introduce Ordinance #17-05 on first consideration.
Motion by Chen, seconded by Mangin
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None
ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for March 21, 2017.

Mayor Gilbert read by title Ordinance #17-06.

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A SIGHT TRIANGLE EASEMENT AND A DRAINAGE AND CONSERVATION EASEMENT THROUGH A PORTION OF BLOCK 36.03, LOT 5 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN

Mayor Gilbert asked for a motion to introduce Ordinance #17-06 on first consideration.
Motion by Mangin, seconded by Chen
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None
ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for March 21, 2017.

CORRESPONDENCE

a. Resignation letter from Joseph S. Novak
b. Letter from Anthony Koester regarding parking at Block 84, Lot 34; Block 70, Lots 13 and 14
c. Letter from Readington Township regarding Ordinance #03-2017
d. Flemington-Raritan Regional Board of Education February 13, 2017 Minutes
e. Email from Karen Gilbert regarding construction issues meeting
f. Email from Barbara Sachau regarding employees observing work times
g. Email from Barbara Sachau regarding the date and time of the Raritan Township Wildlife Management Committee meeting.

Mayor Gilbert announced that June 30 is the effective date for the resignation of Judge Novak.

NON-CONSENT AGENDA

There were no items.

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.

Committee Members requested the removal of Resolution #17-49, authorization for on-call vehicle use; #17-72, approving vehicle use policy; #17-73, authorizing award of a contract for municipal software to Spacial Data Logic; #17-74, cancelling contract with Animal Control and Investigative Services; and #17-76, amending Resolution #16-271 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 Mangin, seconded by Reiner
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

MINUTES

Township Committee Regular and Executive Session Meeting Minutes of January 31, 2017 and February 2, 2017.

RESOLUTION #17-65

WHEREAS, REDCOM Design and Construction LLC. in April 2016 posted a $3,434.40 Cash Performance Bond in connection with a development project; and

WHEREAS, REDCOM Design and Construction LLC. has requested the return of its Cash Performance Bond; and

WHEREAS, Township Engineer, Antoine Hajjar, has performed a site inspection and recommends the return of the Cash Performance Bond in the amount of $3,434.40.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the Cash Performance Bond in the amount of $3,434.40 posted by REDCOM Design and Construction LLC. is hereby returned.

RESOLUTION #17-66

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 approve for such an exemption from the Tax Assessor for the Township of Raritan; and

WHEREAS, this designation can require the cancellation of current and future tax payments; and

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

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

Taxpayer	Amount	Block	Lot	Qual
Nelida Rios *1st & 2nd Qtr. 2017*	$4,558.17	77	10.16	

RESOLUTION #17-67

WHEREAS, Taylor, Wiseman & Taylor has requested a refund of an overpayment of a Police Outside Detail fee; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated Feb. 24, 2017, and recommended the refund of the Police Outside Detail Fee in the amount of $211.52.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Police Outside Detail Fee in the amount of $211.52 paid by Taylor, Wiseman & Taylor, is hereby refunded.

(Resolution was referenced as #17-68 on agenda, correct number is #17-80).

RESOLUTION #17-80

AUTHORIZING THE SETTLEMENT OF TAX APPEALS

WHEREAS, tax appeals are pending in the New Jersey Tax Court for tax years 2014, 2015 and 2016 filed by Macedo Industrial Park, LLP for the following properties under the Local Property Tax in the Township of Raritan, New Jersey:

20 Minneakoning Rd.; Block 16.01/Lot 4
21 Minneakoning Rd.; Block 16/Lot 16.07
22 Minneakoning Rd.; Block 16.01/Lot 3
23 Minneakoning Rd.; Block 16/Lot 16.08
24 Minneakoning Rd.; Block 16.01/Lot 2
25 Minneakoning Rd.; Block 16/Lot 16.09
27 Minneakoning Rd.; Block 16/Lot 16.10

WHEREAS, a settlement has been negotiated with the taxpayer resolving the tax appeals for all of the pending tax years for all of the properties; and

WHEREAS, the settlement is as follows:

Tax appeals for tax years 2014 to 2016 are withdrawn, except the following:

Block/Lot	Address	2016 Original Assessment	Revised Asses. Per Settlement	Ratable Reduction	Tax Refund/ Credit
16.01/2	24 Minneakoning	$1,150,500	$1,001,900	$148,600	$3,575.32
16/16.09	25 Minneakoning	$6,150,900	$5,975,200	$175,700	$4,227.34
16/16.10	27 Minneakoning	$5,086,500	$4,910,800	$175,700	$4,227.34
				TOTAL	$12,030.00

WHEREAS, this settlement is in the best interest of the Township of Raritan and secures fairness and uniformity in the assessment process under the Local Property Tax;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Township Committee of the Township of Raritan hereby approve the noted settlement.

BE IT FURTHER RESOLVED by the Mayor and Township committee of the Township of Raritan that Special Tax Counsel, Harry Haushalter, Esquire, be and is hereby authorized to file such documents with the Tax Court of New Jersey as required to implement this settlement.

RESOLUTION #17-78

WHEREAS Registered Dietitian Nutritionists are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living; and

WHEREAS Registered Dietitian Nutritionists have degrees in nutrition, dietetics, public health or a related field from well-respected, accredited colleges and universities, completed an internship and passed an examination; and

WHEREAS Registered Dietitian Nutritionists use their nutrition expertise to help individuals make unique, positive lifestyle changes; and

WHEREAS Registered Dietitian Nutritionists work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research and private practice; and

WHEREAS Registered Dietitian Nutritionists are advocates for advancing the nutritional status of Americans and people around the world;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that **Wednesday, March 8, 2017 REGISTERED DIETITIAN NUTRITIONIST DAY** in the Township of Raritan, New Jersey and we call upon all citizens to recognize the contributions of Registered Dietitian Nutritionists and express appreciation for their commitment to promoting science-based nutrition in the hope of achieving optimum health for both today and tomorrow.

RESOLUTION #17-79

WHEREAS, food is the substance by which life is sustained; and

WHEREAS, the type, quality, and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

WHEREAS, there is a need for continuing nutrition education and a wide-scale effort to enhance healthy eating practices;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that the month of March is **NATIONAL NUTRITION MONTH** in the Township of Raritan, New Jersey and we call upon all citizens to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

Mayor Gilbert read Resolution #17-49 by title.

Committee Member O'Brien motioned to remove language referencing police vehicles from the resolution. Police Chief, Glenn Tabasko, advised that he would continue to enforce his policy which does not conflict with Township policy. Discussion continued regarding the inclusion of police vehicles in the resolution.

Mayor Gilbert asked for a motion to adopt Resolution #17-49 as proposed.
Motion by Reiner, seconded by Mangin
ROLL CALL VOTE:
AYES: Mangin, Reiner, Mayor Gilbert
NOES: O'Brien
ABSTAIN: Chen
ABSENT: None

RESOLUTION #17-49

WHEREAS, the Township of Raritan recognizes that certain designated employees, as determined by the Township Administrator, with the advice and consent of the Township Committee, may be required to be available and on call beyond normal business hours, for emergencies and other Township responsibilities; and

WHEREAS, these employees have a need to be able to respond in an efficient and timely manner; and

WHEREAS, the Township of Raritan recognizes that allowing these employees the use of Township-owned vehicles beyond normal business hours will be in the best interests and safety of the residents of the Township of Raritan.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that the Township Administrator, consistent with his duties under Chapter 2.12 of The Revised General Ordinances of the Township of Raritan, and with the advice and consent of the Township Committee, may authorize the use of Township vehicles for certain designated employees who are required to be available and on call for emergencies and other Township responsibilities beyond normal Township business hours.

BE IT FURTHER RESOLVED, that the employees in the following positions have been designated and authorized by the Township Administrator, with the consent of the Township Committee, to use Township vehicles beyond normal working hours;

Superintendent of Public Works
Road Foreman Public Works
Vehicle Maintenance Foreman Public Works

Fire Marshal
Shared Vehicle — Deputy Fire Marshal
Fire Inspector
Township Engineer
Police Department Captain
Two - Police Department Lieutenant
Two - Police Department Detective
Police Department Detective Sargent

Shared Vehicle — OEM Coordinator
Deputy OEM Coordinator

Mayor Gilbert read Resolution #17-72 by title.
Mayor Gilbert asked for a motion to adopt Resolution #17-72.
Motion by Mangin, seconded by Reiner
ROLL CALL VOTE:
AYES: Mangin, Reiner, Mayor Gilbert
NOES: O'Brien
ABSTAIN: Chen
ABSENT: None

RESOLUTION #17-72

ESTABLISHING TOWNSHIP VEHICLE USE POLICY

WHEREAS, the Township Committee recognizes that there is a need for a Vehicle Use Policy for employees and officials of the Township of Raritan; and

WHEREAS, the Township Committee also recognizes the need to set policy regarding the assignment, use, maintenance and responsibility governing the use of Township vehicles whether owned or leased; and

WHEREAS, the Township Committee has reviewed and approved the Township of Raritan Vehicle Use Policy attached; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that adopts the Township of Raritan Vehicle Use Policy attached hereto effective immediately.

Mayor Gilbert read Resolution #17-73 by title.

Committee Member O'Brien requested to table action as budget discussions are in process.

Mayor Gilbert polled Committee Members as to whether to carry action on the proposed resolution authorizing award of a contract for municipal software to Spacial Data Logic to a future scheduled meeting.

Committee Member responses were as follows:

Committee Member Chen: defer
Deputy Mayor Mangin: vote
Committee Member Reiner: vote
Committee Member O'Brien: defer
Mayor Gilbert: defer

It was the consensus to table Resolution #17-73.

Mayor Gilbert read Resolution #17-74 by title.
Mayor Gilbert asked for a motion to adopt Resolution #17-74.
Motion by Reiner, seconded by Mangin
ROLL CALL VOTE:
AYES: Mangin, Reiner, Mayor Gilbert
NOES: O'Brien
ABSTAIN: Chen
ABSENT: None

RESOLUTION #17-74

WHEREAS, as the result of the termination of the contractor providing animal control services within the Township, the Township of Raritan has the need for animal control services for a term beginning February 22, 2017 until March 22, 2017; and

WHEREAS, this contract is not subject to public bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. because it does not exceed the current bid threshold; and

WHEREAS, the Township Administrator solicited two competitive quotations for animal control services; and

WHEREAS, at its regular meeting on February 21, 2017, the Township Committee orally authorized the execution of an agreement for animal control services with Animal Control Solutions, LLC for a term beginning February 22, 2017 until March 22, 2017; and

WHEREAS, the Township Committee now desires to memorialize, ratify and confirm the action taken at its meeting held on February 21, 2017.

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

1. The Township Committee hereby memorializes, ratifies and confirms the termination of the contract with Animal Control and Investigative Services, LLC for animal control services within the Township of Raritan effective February 21, 2017.
2. The Township Committee hereby memorializes, ratifies and confirms the award of a contract for animal control services within the Township of Raritan to Animal Control Solutions, LLC for a term commencing on February 22, 2017 and ending on March 22, 2017 for a fee of $2,200, plus expenses as set forth in Section 3 of the Contract between Animal Control Solutions, LLC and the Township of Raritan, a copy of which is annexed hereto.

Mayor Gilbert read Resolution #17-76 by title.

Mayor Gilbert explained that there was an error in Resolution #16-271 regarding the transfer of funds and that the proposed resolution corrects it.

Motion by Chen, seconded by Mangin
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #17-76

WHEREAS, N.J.S.A. 40A:4-58 of the Local Budget Law provides for the transfer of funds from appropriations deemed to have an excess, to appropriations where sufficient balances are not available to fulfill the purpose of the appropriation to the end of the fiscal year, providing that no transfers may be made to appropriations for contingent expenses or deferred charges, and no transfers may be made from appropriation for contingent expenses, deferred charges, cash deficit of the preceding year, reserve for uncollected taxes, down payments, capital improvements fund and debt service; and

WHEREAS, N.J.S.A. 40A:4-45a and 45.38 of the Budget Law restrict transfers from appropriations excluded from the Cap Law to appropriations within the Cap Law and also between appropriations excluded from the Cap Law except that transfers may be made to debt service;

WHEREAS, the Raritan Township Committee wishes to correct a transfer in Resolution 16-271.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, that the following correction to Resolution 16-271 is approved and the listed transfer is authorized between appropriations in the 2016 budget; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution adopted **by not less than a two-thirds (2/3) vote of the full membership of the governing body** be transmitted to the Administrator/CFO.

	Transfer From	Transfer To	Amount
Remove:	Stormwater Management	LOSAP	$32,500.00
Insert/Approve:	**Transfer From**	**Transfer To**	**Amount**
	Township Administrator S&W	LOSAP	$11,200.00
	Data Processing Svcs-OE	LOSAP	$20,800.00

PRIVILEGE OF THE FLOOR

The following members of the public spoke during public comment:

Barbara Sachau, a resident of 2 Glenway Drive

Mayor Gilbert asked for a motion to adjourn and reconvene closed session.
Motion by Chen, seconded by Reiner
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

CLOSED SESSION MINUTES ARE COMPLETED IN A SEPARATE DOCUMENT

Closed session began at 9:43 p.m.

The regular meeting reconvened at 9:49 p.m.

FURTHER ACTION

Mr. Lehrer advised that action is required regarding the approval of an appointment of a subcode official to assist with plan review at a rate of $40.00 per hour, not to exceed $2,500.00. Mr. Lehrer continued that such action can be authorized this evening and ratified and confirmed by resolution at the next Township Committee meeting.

Mayor Gilbert asked for a motion to authorize the appointment of a subcode official to assist in plan review at a rate of $40.00 per hour, not to exceed $2,500.00.

Motion by Reiner, seconded by Chen
ROLL CALL VOTE:
AYES: Chen, Mangin, O'Brien, Reiner, Mayor Gilbert
NOES: None
ABSTAIN: None
ABSENT: None

Resolution to be ratified and confirmed at the March 21, 2017 meeting.

ADJOURNMENT

Mayor Gilbert asked for a motion to adjourn.
Motion by Reiner, seconded by Chen
MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Lisa Fania

Lisa Fania, RMC
Township Clerk