

**RARITAN TOWNSHIP COMMITTEE SPECIAL MEETING  
RARITAN TOWNSHIP MUNICIPAL BUILDING  
FRIDAY, MARCH 24, 2017**

---

**MEETING CALLED:** Mayor Gilbert called the special meeting to order at 6:01 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.

**ALSO PRESENT:** Administrator, Donald Hutchins; Chief Financial Officer, William Pandos

**MEETING ADVERTISED:** Mayor Gilbert advised that the meeting was noticed on March 13, 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.

---

**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.

There was no public comment.

---

At this time, Mayor Gilbert advised that language regarding the 2018 Budget discussion be amended to read, "Flemington-Raritan First Aid and Rescue Squad and Fire Department and remove reference to OEM.

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

Motion by Mangin, seconded by Reiner

**MOTION UNANIMOUSLY CARRIED**

---

**2018 BUDGET DISCUSSION – FLEMINGTON-RARITAN FIRST AID AND RESCUE SQUAD  
AND FIRE COMPANY**

**First Aid and Rescue Squad**

Atilla Huebscher, president of the Flemington-Raritan First Aid and Rescue Squad, presented the following requests:

\*Miscellaneous services (\$30,000) – no increase

\*PEOSHA gear (\$21,564)

\*new ambulance (\$208,300)

\*SCBA tanks (\$44,884.08)

Discussion took place regarding a previously adopted resolution on previous funding for the rescue squad as well as a chart created by Committee Member Chen for SCBA tank replacement. Mayor Gilbert explained that the sole focus of the chart was a schedule for the replacement of the SCBA tanks and turn out gear.

Township Administrator, Don Hutchins, explained that the rescue squad's budget across the board from 2015 was \$36,000 annually -- \$30,000 donation and \$6,000 for PEOSHA.

Committee Members raised questions and concerns regarding the increase in PEOSHA funding and fees charged by the rescue squad for services.

---

## **Fire Company**

Doug Day, Fire Chief, Raritan Township Fire Company, presented the following requests:

\*additional \$1,500 for training (PEOSHA)

\*additional \$5,000 in capital for equipment and vehicles

Committee members reviewed the budget documents.

Discussion was held regarding the Length of Service Award Program (LOSAP) payment amount. Chief Financial Officer, Bill Pandos, explained that the budget amount of this year's payment is the result of past practices. Mr. Pandos commented, "we are not going high, that is just to get back to where we were because of the practices in the past where they were robbing from the current year to pay the prior year... We paid 2015 LOSAP out of 2016. So, now when we go to pay 2016, there would have been no money there. So, when doing transfers at the end of the year, \$22,500 is sitting in reserve to pay 2016. If you want to get caught up, LOSAP will be \$45,000 this year, you have to make up the other half of 2016 which is \$22,500." Mayor Gilbert added that, "last year's payment was \$44,600 and only \$35,000 was budgeted."

Discussion continued regarding past practice; increased payments; the average number of new members; how the LOSAP funds were used; the reason for the shortfall; and the 2016 payment.

Mr. Hutchins, advised that, "it's not just a question of additional new members, you could have a member that was inactive last year and active this year and meets the requirements for LOSAP. You could have someone who was active for three years in a row, met the requirements and then inactive for two years and then came back and met the requirements." Mr. Hutchins explained the difficulty in

predicting the number of participants eligible for LOSAP annually. He continued "it depends on who is active that year and meets the eligibility requirement."

Mr. Pandos advised that his suggestion "to get back on track included a transfer at the end of last year into LOSAP for half of it, an additional \$22,500 and make up the other \$22,500 in this year's budget." Mr. Hutchins and Mr. Pandos confirmed that no payment had been made for 2016.

Discussion continued regarding the funding for the replacement of the SCBA tanks. Mr. Pandos advised that Mr. Hutchins was able to negotiate a good price for the purchase for both the rescue squad and fire department together.

Mr. Hutchins advised that the rescue squad will be receiving thirty-three 45-minute tanks and eleven 60-minute tanks and the fire company, ten 60-minute tanks and eighty-five 45-minute tanks. Fire Chief Day commented that the pricing is only good through the end of this month.

Fire Chief Day advised that the fire company needs to replace twelve sets of structural gear which includes pants and coats at a cost of \$1,388 per set. He continued that the fire company usually replaces five to six sets per year, however, an additional \$5,000 was requested in this year's budget to offset an additional six sets. Fire Chief Day continued to explain that an increase in funding (\$4,000 vs. \$1,300) for shots and testing has also been requested for new members.

Discussion continued regarding the acquisition of a new fire truck. Fire Chief Day advised that a new engine costs approximately \$650,000. Committee Member O'Brien suggested a referendum for such.

---

Discussion was held regarding requests of the rescue squad and fire company.

Deputy Mayor Mangin expressed concern for the fact that the rescue squad's donation is not specifically earmarked and commented that the fire company submits receipts for expenditures.

Discussion continued regarding the funding for a new ambulance including contributions from other municipalities; contribution based on service; establishment of an ambulance fund with a \$20,000 annual contribution; Township's purchases of fire trucks for the fire company; rescue squad's service charge; mutual aid for fire; reappropriation of funds from existing bond ordinances for the purchase; ability to obligate future Township Committees' spending; and accountability of the rescue squad for their expenditures.

It was the consensus to provide the SCBA tanks, quantity to be determined based on the needs of the fire company as the existing tanks are Township-owned; to hold a referendum for the purchase of the ambulance; and authorize the \$36,000 donation.

### **Fire Company –**

Mayor Gilbert recapped that the overall increase in the Fire Company's budget is \$8,500 over last year. Mayor Gilbert polled Committee Members regarding approval of the requested increase as follows:

Committee Member Chen: "I'm okay."  
Committee Member Reiner: "In favor."  
Committee Member O'Brien: "I'm fine."  
Deputy Mayor Mangin: "Recuse."  
Mayor Gilbert: "I'm okay with it."

A majority of the Committee agreed to the the Fire Company's 2018 budget requests.

Mayor Gilbert announced that the next budget discussion will be Monday, March 27, 2017 at 6:00 p.m.

---

At this time, Mr. Hutchins advised that a consensus is needed regarding the budget for the Hampton Corner Road flood study project. Mr. Hutchins reported that meetings with the affected property owners are scheduled for March 30 and March 31 and that the next step would be a meeting with the County. He continued that the Township's consultant recommended budgeting half of the total (\$270,000) to get started. It was the consensus to budget \$135,000.00 toward the Hampton Corner Road flood study project.

---

#### **ADJOURNMENT**

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

Meeting adjourned at 6:56 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk