

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-296

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: Renewal of Somerset County Joint Insurance Fund Membership (Rich Duthie to present quotes)
 - b) Personnel: Judge appointment; public defender
 - c) Attorney-Client Privilege: PBA Grievances
 - d) Pending Litigation:

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.

- 3. The Committee will return to Regular Session and may take further action.
- 4. This Resolution shall take effect immediately.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

Resolution #17-296
Page 2

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

99

List of Bills - (All Funds)

Vendor	Description	Current Fund	Payment	Check Total
4624 - ASK EQUIPMENT CO INC		PO 5113 Rack and strobe lite for 40 2017 F	602.71	602.71
3124 - ADR TOWING		PO 5125 Vehicle Tow	88.00	88.00
4586 - ALLEN PAPER CO		PO 5004 MCCPC - Contract #25 Janitorial Su	192.75	192.75
2827 - ANTOINE HAJJAR		PO 5270 League Expenses	117.17	117.17
3957 - CAROL BARBATI		PO 5210 Convention	258.20	258.20
728 - CARTRIDGE WORLD		PO 5183 INK/TONER	493.94	493.94
		PO 5184 INK/TONER	400.93	400.93
895 - CENTURYLINK		PO 5283 NOVEMBER 2017	987.80	987.80
1710 - CINTAS CORP		PO 5162 Janitorial Supplies	223.74	223.74
4297 - COMCAST		PO 3365 B-INTERENT SERVICE FOR 2017	158.17	158.17
4359 - COMCAST		PO 3426 B-2017 INTERNET SERVICE	12.95	12.95
303 - COOPER ELECTRIC		PO 5159 Ballast	37.88	37.88
115 - CORNERSTONE PRINT & IMAGI		PO 5150 OEM Pads Volunteer Recruitment Camp	325.30	325.30
165 - COUNTY OF HUNTERDON		PO 5108 Health Inspection Forms	4,000.00	4,000.00
218 - DELTA DENTAL PLAN NJ INC		PO 3726 Blanket - Dental 2017	8,585.37	8,585.37
1048 - DEMPSEY UNIFORM & LINEN SUPPLY		PO 5160 October	143.39	143.39
222 - DENVERVILLE LINE PAINTING, INC		PO 5203 Line Stripping	15,103.92	15,103.92
2128 - EASYPAYMENT POSTAGE		PO 5287 PURCHASE POWER	96.33	96.33
263 - ELIZABETH TOWN GAS		PO 5286 10/20/17 - 11/20/17	1,125.58	1,125.58
4240 - FAST SIGNS OF FLEMINGTON		PO 5151 Retractable Banner for OEM Voluntee	198.35	198.35
3511 - FASTENAL CO		PO 5064 Flash lights # 38 and Shop	111.98	111.98
302 - FLEMINGTON DEPARTMENT STORE		PO 5141 Patches	247.50	247.50
		PO 5143 UNIFORMS ITEMS	542.48	542.48
		PO 5144 UNIFORMS ITEMS	292.38	292.38
4663 - GAIL P FUREY-BELL		PO 5260 DISABILITY REFUND FOR 2017	250.00	250.00
4609 - GANNETT NJ NEWSPAPERS		PO 5261 LEGAL ADS - OCTOBER 2017	507.57	507.57
3510 - HARRY HAUSHALTER, ESQ.		PO 3435 DECEMBER 2016	1,817.00	1,817.00
2 - HUNTERDON LOCK & SAFE		PO 5158 Key Copy & Mayor Office Repair	171.28	171.28
4516 - ICC WESTERN REGINAL OFFICE		PO 5139 IFC Code	157.11	157.11
1062 - J.C. EHRlich CO INC		PO 5155 Police Station Maintenance	62.00	62.00
1861 - JAMES HARPER		PO 5163 Clothing Allowance	575.00	575.00
1986 - JAMES P. CHALUPE		PO 5263 11/14/17 - 11/16/17	508.08	508.08
451 - JCP&L		PO 5284 OCTOBER 2017	16,680.75	16,680.75
4180 - JEN ELECTRIC		PO 5152 Annual Preventative Maintenance	1,533.00	1,533.00
4661 - JOHN TULLY		PO 5250 John Tully clothing allowance	575.00	575.00
2512 - I-3 COMMUNICATION		PO 5058 Maintenance agreements on In Car Ca	6,329.80	6,329.80
4322 - LINK HIGH TECH INC		PO 5067 Software Renewal & On Site Police	2,267.00	2,267.00
4654 - LISA FANIA		PO 5109 Clerk Luncheon x2	50.00	50.00
		PO 5116 Mileage	74.95	74.95
		PO 5132 Election office Supplies	26.76	26.76
		PO 5239 Mileage/Parking League	127.72	127.72
				279.43

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
4646 - LISA FANIA, CUST OF PETTY CASH	PO 5240 Petty Cash	8.00	
	PO 5278 CABLE FOR PD	15.99	23.99
1431 - MCMANIMON & SCOTLAND, L.L.C.	PO 5182 BOND ORDINANCES	1,952.50	1,952.50
3881 - NEW JERSEY AMERICAN WATER	PO 5285 OCTOBER 2017	24,534.56	24,534.56
372 - NJ ADVANCED MEDIA	PO 5268 IN LIEU OF ROADS REFUND	9.34	9.34
1455 - NJ ANALYTICAL LABORATORIES	PO 5161 Lenape Testing	35.00	35.00
4353 - NJRA	PO 5147 Membership	50.00	50.00
1295 - NUCHEM CORP.	PO 5164 Loop Water Treatment	1,150.00	1,150.00
4514 - OXFORD HEALTH PLANS	PO 3415 B-2017 HEALTH INSURANCE	182,354.44	182,354.44
4484 - PETERSON SERVICE CO, INC	PO 5157 4th Quater billing & Repair	2,519.49	2,519.49
4049 - PRAXAIR	PO 5115 Bottle Rent	76.41	76.41
673 - RACHLES/MICHELE'S OIL CO	PO 5101 Gasoline	2,592.79	
	PO 5156 Gasoline	4,174.19	6,766.98
828 - SHAMMY SHINE CAR WASHES	PO 5124 Car Wash Tickets	608.00	608.00
4528 - STAVOLA FLEMINGTON ASPHALT	PO 5154 Laurelton Trial Repairs	372.51	
	PO 5195 Merrill Rd, Laurelton Trail, Belmon	379.00	751.51
1561 - STICKEL, KOENIG, SULLIVAN & DRILL	PO 3528 B-NON ESCROW FOR 2017	77.50	77.50
2142 - VERIZON WIRELESS	PO 5254 10/2017 - FIRE MARSHAL	80.02	
	PO 5255 10/2017	18.02	
	PO 5256 11/2017	292.75	
	PO 5257 11/2017	665.46	
	PO 5258 11/2017 - PW	342.85	
	PO 5259 10/2017	1,137.38	2,536.48
918 - VITAL COMMUNICATIONS INC	PO 3253 B - SERVICES FOR 2017	824.00	824.00
4212 - WASTE MANAGEMENT OF NJ	PO 5153 October	3,389.60	3,389.60
4090 - WB MASON	PO 5057 OFFICE SUPPLIES	70.38	
	PO 5129 Office Supplies	1,232.01	
	PO 5138 Office Supplies	87.67	1,390.06
486 - WOODRUFF ENERGY	PO 5288 OCTOBER 2017	1,317.11	1,317.11
	Trust		
4317 - CLARKE CATON HINTZ	PO 5208 MT LAUREL MATTER - OCTOBER 2017	362.50	362.50
4291 - TREETOP PRODUCTIONS INC	PO 5103 Message Centers for Open Space Park	2,397.73	2,397.73
	General Capital		
222 - DENVILLE LINE PAINTING, INC	PO 5203 Line Stripping	5,700.00	5,700.00
4182 - DESANTIS CONSTRUCTION	PO 4490 Sunny Hills Section I	207,147.55	207,147.55
930 - EQUITY ENVIRONMENTAL ENG, LLC	PO 4565 Core Testing	1,862.50	1,862.50
4329 - LIFE SAVERS INC	PO 896 DEFIB W/SUPPLIES	2,477.00	2,477.00
4528 - STAVOLA FLEMINGTON ASPHALT	PO 5195 Merrill Rd, Laurelton Trail, Belmon	372.40	372.40
	TOTAL		516,746.49

List of Bills - (All Funds)

99

Vendor Description Payment Check Total

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	CASH TD BANK			0.00	296,426.81
01-106-04-000-001	CURRENT YEAR TAX RECEIVABLE			250.00	
01-194-16-160-000	LICENSES			4,000.00	
01-201-20-100-200	TOWNSHIP ADMINISTRATOR O/E	153.91			
01-201-20-101-200	POSTAGE & PHOTOCOPYING	96.33			
01-201-20-120-200	TOWNSHIP CLERK - OE	1,281.08			
01-201-20-125-200	ELECTIONS OE	26.76			
01-201-20-140-200	DATA PROCESSING SERVICES OE	3,249.17			
01-201-20-150-200	TAX ASSESSOR OE	70.38			
01-201-20-155-200	LEGAL SERVICES OE	2,886.00			
01-201-20-165-000	ENGINEERING SERVICES S&W	575.00			
01-201-20-165-200	ENGINEERING SERVICES	441.83			
01-201-21-185-200	ZONING BOARD OE	221.67			
01-201-22-195-200	CONSTRUCTION OFFICIAL OE	319.93			
01-201-23-220-200	GROUP INSURANCE	190,939.81			
01-201-25-240-200	POLICE OE	7,129.46			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	523.65			
01-201-25-266-200	FIRE HYDRANTS	24,534.56			
01-201-25-267-200	FIRE OFFICIAL OE	2,471.48			
01-201-26-290-200	ROAD REPAIR & MAINTENANCE OE	855.43			
01-201-26-310-200	PUBLIC PROPERTY (B&G) OE	4,843.38			
01-201-26-315-200	VEHICLE MAINTENANCE OE	1,366.10			
01-201-26-316-200	RECYCLING TAX	127.11			
01-201-27-330-200	BOARD OF HEALTH OE	139.99			
01-201-28-375-200	PARK MAINTENANCE OE	35.00			
01-201-31-440-200	UTILITIES	30,617.80			
01-201-32-465-200	SOLID WASTE	3,262.49			
01-201-43-490-200	MUNICIPAL COURT OE	124.99			
01-201-44-907-200	ROAD REPAIR & MAINT	15,000.00			
01-203-20-155-200	(2016) LEGAL SERVICES OE		883.50		

TOTALS FOR Current Fund 291,293.31 883.50 4,250.00 296,426.81

Summary By Account

ACCOUNT DESCRIPTION CURRENT YR APPROP. YEAR NON-BUDGETARY

03-101-01-000-001	Checking TD Bank	0.00	2,760.23	
03-286-10-110-006-000	COAH Trust	362.50		
03-286-10-110-011-000	Reserve for Open Space	2,397.73		
TOTALS FOR	Trust	0.00	0.00	2,760.23

04-101-01-000-001	Checking TD Bank	0.00	217,559.45	
04-215-56-984-000	ORD.13-12 ER MGMT EQUIP	2,477.00		
04-215-56-998-000	ORD 16-10 VARIOUS CAPITAL EQUIP & IMPROV	6,072.40		
04-215-56-999-000	ORD 15-13 Sunny Hills	209,010.05		
TOTALS FOR	General Capital	0.00	0.00	217,559.45

Total to be paid from Fund 01 Current Fund 296,426.81
 Total to be paid from Fund 03 Trust 2,760.23
 Total to be paid from Fund 04 General Capital 217,559.45
 =====
 516,746.49

Checks Previously Disbursed

111617	PITNEY BOWES RESERVE ACCOUNT	PO# 3399	2017 POSTAGE	6,000.00	11/16/2017
126	STARK & START ATTY TRUST	PO# 5289	TRAFFIC LIGHT	40,000.00	11/29/2017
127	RARITAN TWSP CLERK	PO# 5290	TRAFFIC LIGHT	8,300.00	11/29/2017
61	TRADE MONEY, LLC	PO# 5242	Tax Sale Premium	1,100.00	11/29/2017
30664	VIRGINIA KERR	PO# 5267	REFUND - 4TH QRT 2017	4,106.36	11/28/2017
30663	PAUL ORRELL	PO# 5265	REFUND - 100% DISABLED VET	1,595.70	11/28/2017
30662	CITI MORTGAGE, INC	PO# 5266	REFUND - 4TH QRT 2017	573.28	11/28/2017
60	TRADE MONEY, LLC	PO# 5264	PREMIUM: 64/3 C0601	1,100.00	11/28/2017
1022	THE GREAT AMERICAN RR	PO# 5253	ESCROW DUE TO CURRENT	234.24	4/06/2017
1022	THE GREAT AMERICAN RR	PO# 5253	ESCROW DUE TO CURRENT	-234.27	4/06/2017
30661	LENTINI AUTO SALVAGE	PO# 5233	REFUND OF ZONING APPLICATION FEE	1,000.00	11/27/2017
112017	RARITAN TWP PAYROLL AGENCY	PO# 5234	Payroll 11/22/17	312,832.10	11/20/2017
112017	RARITAN TWP PAYROLL AGENCY	PO# 5234	Payroll 11/22/17	47,652.76	11/20/2017

*VOIDED AI

Summary By Account

ACCOUNT	DESCRIPTION	PO#	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREL
110817	RARITAN TWP PAYROLL AGENCY	5205	PAYROLL 11/10/2017			1,672.77 11/08/2017
110817	RARITAN TWP PAYROLL AGENCY	5205	PAYROLL 11/10/2017			323,832.98 11/08/2017
110817	RARITAN TWP PAYROLL AGENCY	5205	PAYROLL 11/10/2017			10,700.98 11/08/2017
110817	RARITAN TWP PAYROLL AGENCY	5205	PAYROLL 11/10/2017			-1,672.77 10/10/2017 *VOIDED I;

						760,701.17
						-1,907.04 *VOIDED

Total paid from Fund 01 Current Fund 649,940.42
 Total paid from Fund 02 State & Federal Grants 1,672.77
 Total paid from Fund 03 Trust 109,087.98

 760,701.17

Total for this Bills List: **1,277,447.66**

List of Bills - (0110101000001) CASH TD BANK
Current Fund

Check#	Vendor	Description	Payment	Check Total
0	4321 - WALT'S OUTDOOR CENTER	PO 5122 EQUIPMENT REPAIR	1,238.48	1,238.48
	TOTAL			1,238.48

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	CASH TD BANK			0.00	1,238.48
01-201-25-265-200	FIRE COMPANY	1,238.48			
TOTALS FOR	Current Fund	1,238.48	0.00	0.00	1,238.48

Total to be paid from Fund 01 Current Fund

1,238.48

1,238.48

96

Department of Fire Safety, Township of Raritan
One Municipal Drive
Flemington, NJ 08822
(908) 806-6100
www.Raritan-Township.com



Dennis B. Concannon, Fire Marshal
(908) 806-6100 ext. 2286
dennis.concannon@raritantwpnj.gov

10a

Don Hutchins, Administrator
Raritan Township
1 Municipal Drive
Flemington, NJ 08822

November 2017 Monthly Report

Dept. of Fire Safety

Non-Life Hazard Use Inspections:	02
Life Hazard Use Inspections:	19
Residential 1 & 2 family homes:	45
Reinspections:	51
Complaint/Spot/Other Inspections:	97
<u>TOTAL INSPECTIONS:</u>	214
Violations Found:	496
Fire permits:	14
Fire Investigation	03 HMC (Container), Barley Sheaf (Electric), Cherryville Hollow (Structure)
Fire Prevention fees collected:	\$3,894.00
County Fire Marshals Meeting:	Nov. 21, 2017 9:30 AM - 11:00 AM

All Life Hazard Uses have been completed. Identification of Non-Life Hazards are in progress.

Respectfully Submitted,

Dennis Concannon
Fire Marshal

**TOWNSHIP OF RARITAN
HUNTERDON COUNTY, NEW JERSEY**

ORDINANCE #17-40

AN ORDINANCE ACCEPTING A SIGHT EASEMENT AND A STORMWATER MANAGEMENT (BMP) FACILITY EASEMENT AGREEMENT FROM FLEMINGTON INDUSTRIAL PARK, LLC FOR LOT 34 IN BLOCK 27 AND LOT 5 IN BLOCK 28 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN.

WHEREAS, Flemington Industrial Park, LLC is the owner of property located at Lot 34 in Block 27 and Lot 5 in Block 28 (the "Property") as shown on the Tax Map of the Township of Raritan; and

WHEREAS, on October 23, 2007, Flemington Industrial Park, LLC, received final site plan and variance approval (the "Approval") for the Property from the Raritan Township Planning Board (the "Board"), RTPB File No. SP-545-PF, which Approval was memorialized by a Resolution of Approval No. 20-2007 adopted on December 11, 2007; and

WHEREAS, as a condition of the Approval, the Board required Flemington Industrial Park, LLC to grant to the Township a Sight Easement and a Stormwater Management (BMP) Facility Easement Agreement; and

WHEREAS, the Sight Easement and Stormwater Management (BMP) Facility Easement Agreement have been reviewed and approved by the Raritan Township Attorney and Township Engineer; and

WHEREAS, the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, wishes to accept the Sight Easement and Stormwater Management (BMP) Facility Easement Agreement.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that it hereby authorizes acceptance of the above Sight Easement and Stormwater Management (BMP) Facility Easement Agreement attached hereto; and

BE IT FURTHER ORDAINED that this Ordinance shall take effect upon its adoption, passage and publication according to law.

Ordinance #17-40
page 2

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

ATTEST:

Lisa Fania
Township Clerk

Karen Gilbert
Mayor

NOTICE OF PENDING ORDINANCE

PLEASE TAKE NOTICE that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan at a meeting held on November 21, 2017 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of December 5, 2017 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, N.J. at which time all interested persons will be heard.

Lisa Fania
Township Clerk

TOWNSHIP OF RARITAN
HUNTERDON COUNTY, NEW JERSEY

ORDINANCE #17-41

AN ORDINANCE AMENDING TITLE 5 ENTITLED "BUSINESS LICENSES AND REGULATIONS" BY AMENDING SECTION 5.04.010 ENTITLED "PURPOSE," AND BY ADDING CHAPTER 5.50 ENTITLED "MASSAGE, BODYWORK OR SOMATIC THERAPY ESTABLISHMENTS" THERETO

BE IT ORDAINED by the Township Committee of the Township of Raritan, in the County of Hunterdon, State of New Jersey as follows:

SECTION 1. Section 5.04.010 "Purpose" is hereby amended as follows:

The purpose of this chapter is to provide a uniform set of procedures for administering the issuance, renewal, and revocation of all licenses issued by the township, except alcoholic beverage licenses, dog licenses, massage therapy establishments and bodywork therapy establishment licenses, and taxicab licenses.

SECTION 2. Chapter 5.50 "Massage, Bodywork or Somatic Therapy Establishments" is hereby added as follows:

5.50.010 Definitions.

The following words, terms and phrases, as used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Administrative Authority of the Raritan Township Board of Health" or "Administrative Authority" shall mean the entity acting as the enforcement and compliance agent of the Raritan Township Board of Health.

"Massage, Bodywork or Somatic Therapies" means any systems of activity of structured touch which include, but are not limited to, holding, applying pressure, positioning and mobilizing soft tissue of the body by manual technique and use of visual, kinesthetic, auditory and palpating skills to assess the body for the purpose of applying therapeutic massage, bodywork or somatic principles. Such applications may include, but are not limited to, the use of therapies such as heliotherapy or hydrotherapy, bodywraps, the use of moist hot or cold external applications, external applications of herbal or topical preparations not classified as prescription drugs, movement and neuromyofacial education and education in self-care and stress management. Massage and bodywork therapies do not include the diagnosis or treatment of illness, disease, impairment or disability.

“Massage, Bodywork or Somatic Therapist” means any person licensed pursuant to the provisions of the Massage and Bodywork Therapist Licensing Act, N.J.S.A. 45:11-53 et seq.

“Massage, Bodywork or Somatic Therapist Employer” means any individual or entity that employs another person to engage in providing massage, bodywork or somatic therapy.

“Massage, Bodywork or Somatic Therapy Establishment” means any establishment wherein Massage, Bodywork or Somatic Therapies are administered or are permitted to be administered, when such therapies are administered for any form of compensation.

5.50.020 License required.

A. No person, firm, corporation or other entity shall operate any establishment or utilize any premises in the Township of Raritan as a Massage, Bodywork or Somatic Therapy Establishment unless or until such person, firm or corporation has first obtained a license from the Raritan Township Clerk in accordance with the terms and provisions of this section.

B. No person shall practice massage or related therapies as a Massage, Bodywork or Somatic Therapist, employee or otherwise unless such person has a valid and subsisting massage and bodywork therapist’s license issued to him or her by the New Jersey Board of Massage and Bodywork Therapy pursuant to the terms and provisions of the Massage and Bodywork Therapist Licensing Act, N.J.S.A. 45:11-53 et seq.

C. No person or entity shall employ a Massage, Bodywork or Somatic Therapist as an employee unless such employee has a valid New Jersey Board of Massage and Bodywork Therapy therapist license.

D. No Massage, Bodywork or Somatic Therapist Employer shall engage in, advertise or hold itself out as offering Massage, Bodywork or Somatic Therapies unless such employer has registered with the New Jersey Board of Massage and Bodywork Therapy.

5.050.030 Application for massage and bodywork therapy establishment license; fees.

Any person desiring a Massage, Bodywork or Somatic Therapy Establishment license shall file a written application with the Raritan Township Board of Health upon a form provided by the Raritan Township Clerk. There shall be an application fee of fifty dollars (\$50.00) required with such application and all annual renewal applications.

5.050.040 Application requirements.

A. Any person, firm, corporation, organization or other entity applying for a Massage, Bodywork or Somatic Therapy establishment license shall submit the required application, which shall include the following information:

1. The business name and type of ownership of the business, i.e., whether individual, partnership, corporation or any other form of business organization.

2. The trade name, style and designation under which the business is to be conducted.

3. The address and all telephone numbers, including facsimile, where the establishment will be maintained, operated and conducted, and the email address of the applicant.

4. A list and full description of all Massage, Bodywork or Somatic Therapy services to be offered.

5. A complete list of the names and residence addresses of all Massage, Bodywork or Somatic Therapists and employees of the business and the name and residence address of the owner, manager or other person principally in charge of the business. It shall be the responsibility of the owner, manager or other person principally in charge of the business to maintain an updated employee list and to provide same to the Raritan Township Board of Health. The Raritan Township Board of Health shall be notified in writing within thirty (30) days, transmitted by regular mail, email or facsimile, of any and all changes to the employee list. The employee list shall be made available during all inspections of the massage, bodywork or somatic therapy establishment.

6. A sworn statement attached to the employee list required above indicating that all Massage, Bodywork or Somatic Therapists employed or to be employed by the establishment or otherwise permitted to work at the establishment have been licensed by the State of New Jersey pursuant to the Massage and Bodywork Therapist Licensing Act, N.J.S.A. 45:11-53 et seq.

7. A written disinfection plan for all linens, towels and reusable instruments used by the establishment, and all surfaces within the establishment, which disinfection plan must comply with the requirements of N.J.A.C. 13:37A-3.2.

8. Personal information concerning the applicant shall be provided for each of the following persons:

- a. An individual applicant;
- b. Each stockholder holding more than 10% of the stock of the corporation, and each officer and director, if the applicant is a corporation;
- c. Each partner, including each limited partner, if the applicant is a partnership; and
- d. The manager or other person principally in charge of the operation.

The information to be provided for each of the above shall be as follows:

- 1). The applicant name, complete residence address, residence telephone number and email address;
- 2). Two previous residence addresses immediately prior to the present residence address of the applicant;
- 3). A copy of a current driver's license or other government-issued photo identification;
- 4). Two front-face portrait photographs taken within thirty (30) days of the date of the application and at least two (2") inches in size;
- 5). The massage, bodywork or somatic therapy establishment business history and experience, including, but not limited to, whether or not such person has previously operated or is currently operating, in this or another municipality or state, under a license agreement or permit, or has a license or permit ever been denied, revoked or suspended and the reason therefor, in addition to the business activities or occupations subsequent to such action or denial, suspension or revocation;
- 6). All criminal convictions other than misdemeanor traffic violations, fully disclosing the jurisdiction in which convicted, the offense for which convicted and the circumstances thereof.

B. In addition to the completed application, the applicant, who shall be a principal of the business, may be required to submit additional documentation, including, but not limited to, a sketch, floor plan, building layout, diagram, zoning permit and/or certificate of occupancy as applicable to the application.

C. In addition to the completed application, the applicant shall provide a criminal background check to be provided through the filing of a New Jersey Uniform Fingerprint Form provided by the Raritan Township Clerk.

D. The applicant shall provide proof of General Liability insurance. This policy shall be maintained at all times by the establishment.

E. The applicant shall provide proof of ownership or shall provide a copy of a signed lease agreement for the property location where the Massage, Bodywork or Somatic Therapy Establishment shall be operated. If a signed lease, the applicant must be listed on the lease agreement.

F. All changes in ownership of ten (10%) percent or more must be reported to the Raritan Township Board of Health by regular mail, email or facsimile, within ten (10) days of the occurrence of such change.

G. The Raritan Township Board of Health may refuse, after notice, to grant a Massage, Bodywork or Somatic Therapy Establishment license. Reasons for such refusal include, but are not limited to, the following:

1. Fraud, misrepresentation, false statement, or omission of any requires information in the application for the establishment license.
2. The conviction of an owner/operator, manager or any employee of the establishment for a crime or disorderly person offense involving moral turpitude, a felony, an offense involving sexual misconduct, keeping or residing in a house of prostitution, or any crime involving dishonesty, or evidence that applicant has had its Massage, Bodywork or Somatic Therapy Establishment license revoked previously in the Township or another municipality.
3. Failure to provide a criminal background check as required by Section 5.05.040(C) of the Revised General Ordinances of the Township of Raritan.

5.050.050 Building requirements; Inspections.

A. The Administrative Authority of the Raritan Township Board of Health, upon receipt of the application, shall refer same to the Construction Department, the Fire Safety Services Department, the Police Department, the Building, Planning and Engineering Department, and any other department deemed necessary. Such departments shall make recommendations to the Administrative Authority of the Raritan Township Board of Health concerning compliance with all municipal and state codes.

B. No Massage, Bodywork or Somatic Therapy Establishment license shall be issued until an applicant has satisfactorily passed inspections by all governmental entities provided for by subsection A of this section.

C. In addition, the establishment must comply with the hygiene requirements found at N.J.A.C. 13:37A-3.2

5.050.060 Transferability; Licenses; Renewal: Reinspections

A. Massage, Bodywork or Somatic Therapy Establishment licenses granted under this Chapter are only valid to the applicant to whom it was granted at the address stated on the application, and are not transferable in any way. A new license must be obtained in the event of the sale or other transfer of the establishment.

B. All licenses issued pursuant to this Chapter shall expire each year on December 31, unless sooner suspended or revoked. In order to renew a Massage, Bodywork or Somatic Therapy Establishment license, licensee shall submit a renewal form provided by the Raritan Township Clerk and pay a renewal fee of fifty (\$50.00) dollars to the Raritan Township Board of Health. Said renewal form shall require licensee to update it list of Massage, Bodywork or Somatic

Therapists and certify that licensee has not been convicted of a crime related to its massage activities, or a sexual offense. Upon satisfactory review of same, the Raritan Township Board of Health shall issue a renewal license. As a requirement of the annual renewal, the Raritan Township Police Department may request an updated background check from any Massage, Bodywork or Somatic Therapy Establishment owner(s), therapist(s), and employee(s).

C. All licenses issued pursuant to this Chapter are subject to a fifty (\$50.00) dollar late fee for failure to renew the license with payment by January 15 of each calendar year.

D. All establishment licenses are subject to immediate suspension and closure of the establishment as described in Section 5.050.70 for failure to renew the license with the full license fee by January 15 of each year.

E. Should a re-inspection of a Massage, Bodywork or Somatic Therapy Establishment be required as determined by the Administrative Authority of the Raritan Township Board of Health as a result of a violation observed during an initial inspection, a re-inspection fee of One hundred fifty (\$150.00) dollars shall be charged to the establishment for each subsequent re-inspection, until all violations have been abated. The re-inspection fee must be paid by the establishment to the Raritan Township Board of Health within ten (10) business days of the date the violation requiring re-inspection was issued. All licenses are subject to immediate suspension and the establishment subject to closure for failure to remit the re-inspection fee within ten (10) business days of the date the violation requiring re-inspection was issued.

5.050.070 Inspections.

The Administrative Authority of the Raritan Township Board of Health shall, from time to time, at least once a year, make an inspection of each Massage, Bodywork or Somatic Therapy Establishment granted a license under the provisions of this Chapter, for the purpose of determining whether the provisions of this Chapter and any applicable rules, regulations, ordinances and/or laws are being complied with. Such inspections shall be made at reasonable times and in a reasonable manner. In addition to an annual inspection, the Administrative Authority of the Raritan Township Board of Health may also perform an inspection upon any reasonable report of a violation by any person. It shall be unlawful for any Massage, Bodywork or Somatic Therapy Establishment or employee thereof to fail to allow such inspection officer to gain access to the establishment or to hinder such officer in any manner.

- A. The Administrative Authority of the Raritan Township Board of Health shall ensure that:
 - 1. That the establishment has a written disinfection plan as required by Section 5.050.040(8) of the Revised General Code of the Township of Raritan and is in conformance all requirements of N.J.A.C. 13:37A-3.2.
 - 2. That all licenses issued by the state and the Township are posted in a visible place as required by Section 5.050.80 of the Revised General Ordinances of the Township of Raritan.

- 3. The establishment is maintaining records as required by Section 5.050.90(E) & (F) of the Revised General Ordinances of the Township of Raritan.
- 4. There is no evidence of sleeping or living quarters in the establishment.
- 5. That the establishment is in conformance with all other requirements of the Revised General Ordinances of the Township of Raritan, state statute and state regulation.

5.050.080 Display of licenses.

A. All Massage, Bodywork or Somatic Therapy Establishments shall display the establishment license issued pursuant to this Chapter in an open and conspicuous place on the premises of the establishment near the public entrance.

B. The State license of each and every Massage, Bodywork or Somatic Therapist employed in the establishment must be posted prominently in an open and conspicuous place on the premises of the establishment near the public entrance. A two (2") inch by two (2") inch passport-sized color photograph of each licensed Massage, Bodywork, or Somatic Therapist must be affixed to each therapist's displayed license.

C. Each and every Massage, Bodywork or Somatic Therapist employed in the establishment shall have in his or her possession at all times while on the premises government-issued photographic identification, which must be available for review.

5.050.090 Requirements.

A. Each room of the establishment in which Massage, Bodywork or Somatic Therapy is conducted shall have an adequate area within the room for clients to store personal items during therapy sessions.

B. With the exception of guide animals, hearing animals and service animals, no animals shall be permitted in the establishment.

C. Price rates for all services shall be prominently displayed in an open and conspicuous area on the premises of the establishment near the public entrance.

D. A written exclusion policy shall be kept on the premises stating that the establishment shall not knowingly serve any patron infected with any fungus or other skin infections, nor perform any service on any patron exhibiting skin inflammation or eruptions, provided that a duly licensed physician may certify that a person may be safely provided with a massage, bodywork or somatic therapy prescribing the conditions thereof. The written exclusion policy shall be prominently displayed in an open and conspicuous area on the premises of the establishment near the public entrance.

E. Client intake records must be kept for each and every client who receives services from the Massage, Bodywork or Somatic Establishment pursuant to N.J.A.C. 13:37A-5.2.

F. Client service records must be kept for each and every client who receives services from the Massage, Bodywork or Somatic Therapy Establishment. These service records must be available for review by the Raritan Township Board of Health and Police Department for a period of not less than seven (7) years from the date on which the service was performed. These service records shall include a service form filled out by the therapist, which form will include, at a minimum:

1. Date of service.
2. Description of type of service.
3. Therapist's full name.
4. Therapist's State Massage Therapist License number.

G. The establishment shall prominently post signage specifying the age restriction of patrons and the client record-keeping requirements in an open and conspicuous area on the premises of the establishment near the public entrance.

H. The written disinfection plan submitted with the application for the establishment license shall be kept on the premises at all times for review by the Board of Health. The employees of the massage, bodywork or somatic therapy establishment shall demonstrate to the Administrative Authority of the Raritan Township Board of Health an understanding of and compliance with the written disinfection plan. The establishment shall comply with all parts of the written disinfection plan at all times.

I. All employees, including Massage, Bodywork or Somatic Therapists, shall wear nontransparent outer garments. Employee dressing rooms must be available on the premises of the establishment. Doors to such dressing rooms shall be self-closing.

J. All Massage, Bodywork or Somatic Therapy Establishments shall provide clean linens (including, but not limited to, laundered sheets and towels) in sufficient quantity, which shall be laundered after each use thereof and stored in a sanitary manner. All linens shall either be laundered on the premises of the establishment with properly functioning commercial-grade washer and drying appliances, or shall be laundered by a professional linen supply service, the contract of which shall be made available to the Administrative Authority of the Raritan Township Board of Health at any time.

K. The Sexual or Genital Area of patrons must be covered by towels, cloths or undergarments when in the presence of an employee or a massage, bodywork or somatic therapist.

L. All walls, ceilings, floors, pools, showers, bathtubs, steam rooms and all other physical facilities and surfaces shall be in good repair and maintained in a clean and sanitary condition. Wet and dry heat rooms, steam or vapor rooms or steam or vapor cabinets and shower compartments and toilet rooms shall be thoroughly cleaned and sanitized each day the business is in operation. Bathtubs

and showers shall be thoroughly cleaned and sanitized after each use. When carpeting is used on the floors, it shall be kept in a dry, clean and sanitary condition.

M. Each Massage, Bodywork or Somatic Therapist shall wash his or her hands and arms up to and including the elbows with soap and hot running water prior to administering any Massage, Bodywork or Somatic Therapy to each client.

N. All Massage, Bodywork or Somatic Therapy Establishments and employees thereof shall at all times provide access to a sanitary restroom for patrons of the establishment.

O. If ordered closed by the Administrative Authority of the Raritan Township Board of Health, the Massage, Bodywork or Somatic Therapy Establishment must immediately cease operations and close to the public, and must remain closed until the Raritan Township Board of Health permits the establishment to reopen.

P. The Massage, Bodywork or Somatic Therapy Establishment shall observe and conform to all applicable rules, regulations and prohibitions set forth by the New Jersey Board of Massage and Bodywork Therapy, as same may be amended from time to time.

5.050.100 Prohibited acts.

A. 1. No owner of a Massage, Bodywork or Somatic Therapy Establishment or any employee thereof shall tolerate in any Massage, Bodywork or Somatic Therapy Establishment any activity or behavior prohibited by the State of New Jersey, particularly, but not limited to, (i) laws proscribing prostitution, indecency and obscenity, including the sale, uttering or public communication of obscene material; or (ii) N.J.A.C. 13:37A-3.5.

2. Any conviction of any employee of a Massage, Bodywork or Somatic Therapy Establishment of a violation of the aforementioned statutes and codes shall devolve upon the owner or manager of such establishment, to the extent that it constitutes sufficient cause for the suspension or revocation of the establishment's license.

B. The owner, manager or any employee of the Massage, Bodywork or Somatic Therapy Establishment shall not permit the following upon the premises:

1. The presence or use of table showers.

2. Ear candling.

3. Any and all procedures that involve ear picks, ear scoops or ear spoons.

4. Cupping, or applying the open end of a vessel of glass or other material onto the client's skin and utilizing a heating mechanism to heat the vessel.

5. Any activities or therapies that utilize any form of terrestrial or aquatic animals during therapy, including, but not limited to, fish foot spas.
6. Any activities that utilize animal waste or the use of any products that contain animal waste as an ingredient.
7. Colon cleansing.
8. Electrical muscle stimulation.
9. Any materials, paraphernalia, or acts depicting, promoting or associated with sexual activity.
10. Controlled dangerous substances or illegal drugs.
11. Alcoholic beverages.
12. The use of any part of the establishment as sleeping quarters. This provision shall not preclude the location of a Massage, Bodywork or Somatic Therapy Establishment in separate quarters of a building housing a hotel or other separate business or club.
13. Any owner, operator, employee or patron knowingly placing his or her hand upon or touching with any part of his or her body, to fondle in any manner, or to massage a Sexual or Genital Area of any other person, and/or any owner, manager or employee performing or offering to perform any act which would require the touching of any other person's Sexual or Genital Area.
14. The application of any pest control chemicals by any person other than a Commercial Pesticide Applicator licensed by the State of New Jersey.
15. Laundering of any personal items belonging to the owner, manager or any employee upon the premises of the establishment, or the commingling of any personal items with linens laundered by a professional linen supply service.
16. Storage on the premises of excessive personal items belonging to the owner, manager or any employee of the establishment.
17. Bulk food storage, cooking apparatus or meal preparation on the premises of the establishment.
18. The presence of any individual under the age of 18 years old, unless accompanied by a parent or legal guardian.
19. Any therapy performed on any individual under the age of 18 without the express written authorization of, and presence of, a parent or legal guardian.

20. The presence upon the premises of the establishment of any therapist infected with any fungus, skin infection, skin inflammation, skin eruption or any communicable disease, and/or tolerating any such therapist to perform any massage, bodywork or somatic therapy on any client or other person upon the premises of the establishment.

21. The presence of any persons upon the premises who are not necessary to the operation of the establishment.

22. Removing any signage posted by any Township Department upon the premises of the establishment.

23. Placing, publishing, distributing or causing to be placed, published or distributed any print or electronic advertising material that depicts any portion of the human body that would reasonable suggest to prospective clients that any services are available other than those therapies described in the establishment license application.

24. Indicating in text in any print or electronic advertising material that any services are available other than those therapies included in the establishment license application.

25. Depicting in any print or electronic advertising material any persons dressed in such a manner or behaving in such a manner as to suggest that they or the establishment is engaged in keeping or residing in a house of ill repute, soliciting of a lewd or unlawful act, prostitution or pandering.

5.050.110 Suspension or revocation of establishment license; closure

A. The Administrative Authority of the Raritan Township Board of Health may at any time suspend the establishment license if it finds that a subsequent health hazard or nuisance has arisen and/or that there is a failure to comply with any part of this Chapter. Upon suspension of the license, the establishment must immediately cease operations, and may not resume operations until the suspension of the license has been lifted by the Raritan Township Board of Health. The suspension of a license may be lifted only after all of the violations have been abated to the satisfaction of the Health Officer or his or her designee and all applicable fees and penalties have been remitted in full.

B. If the Administrative Authority of the Raritan Township Board of Health finds, determines or has reason to believe that an establishment license should be permanently revoked, then in such event the Administrative Authority of the Raritan Township Board of Health shall schedule a hearing on the matter, and shall so notify the license holder in writing by delivering a copy to him or her personally or by mailing a copy of the notice by certified mail, return receipt requested, at the last known address. The notice shall include the time, date and place of the hearing.

C. The Township Administrator or his or her designee shall serve as the hearing officer for any hearing pursuant to this section. The hearing officer shall notify the license holder of his or her

decision either personally at the conclusion of the hearing, which decision shall be confirmed in writing, or by written notice sent by certified mail, return receipt requested.

D. Any license holder who fails to appear at the time and place designated for the hearing shall not be entitled to any further hearing, and in that event, the license may, as a matter of course, be revoked. In such an event, the hearing officer shall so notify the license holder by written notice sent by certified mail, return receipt requested.

E. Reasons for automatic suspension and/or revocation of a license include, but are not limited to, the following:

1. Fraud, misrepresentation, false statement, or omission of any required information in the application for a license.

2. Fraud, misrepresentation, or omission of any required information made or given while operating the establishment.

3. Any violation of this Chapter.

4. Conviction of the owner, manager or any employee of the establishment of a crime involving moral turpitude, a felony, an offense involving sexual misconduct, keeping or residing in a house of prostitution, and/or any crime involving dishonesty.

5. The owner, manager or any employee refusing entry to any duly authorized official from the Administrative Authority of the Raritan Township Board of Health, Police Department, Construction Department, Fire Safety Services Department or Building, Planning and Engineering Department, or any other authorized Township Official to inspect the premises or operations therein.

F. Should an establishment have its license revoked for any reason, at no point in the future shall the same premises be used again for the purpose of operating a massage, bodywork or somatic therapy establishment.

5.050.120 Exceptions.

A. The provisions of this Chapter shall not apply to massage and bodywork therapies given:

1. In the office of a licensed physician, chiropractor or physical therapist; or

2. By a regularly established medical center, hospital or sanatorium having a staff which includes licensed physicians, chiropractors and/or physical therapists; or

3. By any licensed physician, chiropractor or physical therapist in the residence of his or her patient; or

4. By a licensed barber or cosmetologist/hairdresser to the areas of the face, neck scalp or upper part of the body as set forth in the Cosmetology and Hairstyling Act of 1984, N.J.S.A. 45:5B-1.

5.050.130 Enforcement

The Administrative Authority of the Raritan Township Board of Health and any other designated official, shall implement, administer and enforce this Chapter, and are hereby authorized to issue all rules and regulations consistent with this Chapter, and shall have all necessary powers to carry out the purposes of this Chapter and to enforce this Chapter, and are authorized to issue citations for any violation of this Chapter.

5.050.140 Violations and Penalties.

A. Any person, firm, corporation or entity, upon their first conviction of a violation of any of the provisions of this Chapter, shall be subject to a fine of two hundred fifty (\$250.00) dollars. Any person, firm, corporation or entity, upon their second conviction of a violation of any of the provisions of this Chapter, shall be subject to a fine of five hundred (\$500.00) dollars. Any person, firm, corporation or entity, upon their third conviction of a violation of any of the provisions of this Chapter, shall be subject to a fine of one thousand (\$1000.00) dollars and/or by imprisonment in jail for a period not exceeding 90 days, or both, at the discretion of the judge imposing such penalty and/or fine.

B. Each and every day that a violation of this Chapter is found to occur shall constitute a unique and separate violation of this Chapter.

C. Any conviction of any owner, manager, operator or employee of a Massage, Bodywork or Somatic Therapy Establishment of any activity or behavior prohibited by the laws of the State of New Jersey, particularly, but not limited to laws proscribing indecency, prostitution and obscenity, including the sale, uttering or public communication of obscene material; or N.J.A.C. 13:37A-3.5 shall devolve upon the owner of such establishment, it being specifically declared that following such conviction of an employee, manager or owner of the establishment, the owner shall be prosecuted as an accessory to such violation, and the license which has been issued for the establishment shall be revoked.

Section 3. All ordinances or parts of ordinances inconsistent with this Chapter are hereby repealed to the extent of any inconsistencies.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this Chapter is for any reason deemed invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions.

Section 5. This Ordinance shall take effect upon final passage according to law.

Note to Codifier: language in brackets [] is to be deleted from the original text. Underlined language is new language to the original text.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania
Township Clerk

Karen Gilbert
Mayor

NOTICE OF PENDING ORDINANCE

PLEASE TAKE NOTICE that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of December 19, 2017 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, NJ at which time all interested persons will be heard.

Lisa Fania, RMC
Township Clerk



RARITAN TOWNSHIP MEMORANDUM

DATE: NOVEMBER 20, 2017

TO: MAYOR AND TOWNSHIP COMMITTEE
 DON HUTCHINS, ADMINISTRATOR
 LISA FANIA, RMC/ TOWNSHIP CLERK
 BILL PANDOS, CERTIFIED FINANCIAL OFFICER
 CAROL BARBATI, ADMINISTRATIVE ASSISTANT

FROM: BRION FLEMING, CPWM/SUPERINTENDENT OF PUBLIC WORKS

RE: CERTIFIED PLAYGROUND INSPECTOR

Brian Taggart has completed the Certified Playground Inspectors class with the National Recreation and Park Association. On 10-13-17 Brian Taggart successfully completed and passed the Certified Playground Inspector Exam.

I would like to appoint Brian Taggart to be Raritan Townships Certified Playground Inspector.

By Brian Taggart taking and passing the exam he will save the Township the yearly expense of hiring an outside inspector.

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-294

**AMENDING THE TERMS AND CONDITIONS OF RESOLUTION #17-53
REGARDING THE SELLING OF UNUSED SICK TIME FOR THE
TOWNSHIP ADMINISTRATOR**

WHEREAS, the Township Committee of the Township of Raritan (“Township”) has appointed Donald Hutchins as the Township Administrator by way of Resolution #17-53; and

WHEREAS, as stipulated in that Resolution, Mr. Hutchins receives the same “holiday, vacation, sick and personal days in accordance with the union contract then in effect between Raritan Township and CWA Local 1040 Higher Level Supervisory Unit (the “Union Contract”);” and

WHEREAS, Article 12, subsection (K) of the Union Contract permits, with certain conditions attached thereto, the selling of unused sick time by employees covered by said contract to the Township; and

WHEREAS, Article 12, subsection (K) provides that applications to sell unused sick time are to be made to the Township Administrator; and

WHEREAS, this provision, as applied to Mr. Hutchins’ sale of his own unused sick time, creates an inadvertent conflict.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, does hereby authorize the following:

1. The terms and conditions set forth in Resolution #17-53 are hereby amended, so that Mr. Hutchins shall make application to the Chief Financial Officer of Raritan Township for the sale of his unused sick time as otherwise provided by Article 12, subsection (K) of the Union Contract.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-295

**A RESOLUTION AWARDING A CONTRACT TO J CALDWELL & ASSOCIATES,
LLC FOR MASTER PLAN REEXAMINATION SERVICES**

WHEREAS, the Township of Raritan advertised for Master Plan Reexamination services;
and

WHEREAS, the Township received three (3) proposals on November 13, 2017; and

WHEREAS, the proposals were reviewed, and recommendation has been made by the Township Engineer, Antoine Hajjar, for award to J Caldwell & Associates, LLC, 122 Main Street, Newton, New Jersey, 07860, the lowest responsive, responsible bidder as outlined in the attached which is annexed hereto and made part of this Resolution; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #17-18 for this purpose.

NOW, THEREFORE, BE IT RESOLVED, on this 5th day of December, 2017, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey:

- 1) That a contract be and is hereby awarded to J Caldwell & Associates, LLC, 122 Main Street, Newton, New Jersey, 07860.
- 2) That the contract does not exceed \$10,000.00
- 3) That the Mayor and Township Clerk are hereby authorized and directed to execute contracts with J Caldwell & Associates, LLC in accordance with the specifications and bid documents.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk



TOWNSHIP OF RARITAN

MEMORANDUM

TO: Mayor and Township Committee

FROM: Antoine Hajjar, P.E. & LS, PP, CME
Township Engineer

DATE: November 29, 2017

RE: Raritan Township Master Plan Reexamination

This is to advise that I have requested proposal from four Planning Consultants for the Township Master Plan Reexamination and the cost that I received are tabulated below:

	Cost	Comments
J Caldwell & Associates, LLC	\$12,500.00	Hard copy of the reports and meetings are included
Banisch Associates, Inc.	\$12,500.00	Provide electronic report only and meetings are not included
Clarke Caton Hintz	\$16,000.00	Three meetings + 17 hard copy of the report
Maser		CONFLICT

I have reviewed the three proposals and they are equally acceptable. However, since only \$10,000.00 was budgeted for the reexamination of the Township Master Plan, I reached out to the three Planning Consultants and asked if they are willing to improve their pricing to meet our budget. Banisch Associates cannot improve the cost however, J Caldwell & Associates, LLC and Clark Caton Hintz agreed to perform the tasks required to complete the Master Plan reexamination for the \$10,000.00.

Jessica Caldwell from J Caldwell & Associates currently represents the Township Planning Board and Board of Adjustment and very familiar with Township's Zoning Ordinances and Master plan. Furthermore, Ms. Caldwell is working with Mr. Belardo Esq. on the affordable housing matter currently in the court system. In addition, she was engaged to draft the Open Space Element of the Master Plan. In my opinion, since she is already drafting the Open Space Element, it would logical to have her reexamine the Township Master Plan.

She also indicated in the proposal that there would be no charge for subcommittee and staff meeting as long as the meetings are scheduled before a planning board meeting. Furthermore, there is no charge for attending Planning Board Meeting or Hearing. Based on the above, I am recommending that the Township Committee award the contract to J Caldwell & Associate, LLC in the sum of not to exceed \$10,000.00 at your next scheduled meeting.

I trust this is satisfactory.

CC: Lisa Fania, RMC, Twp. Clerk.
Don Hutchins, Administrator

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 17-18

176

I, William B. Pandos, Chief Financial Officer of the Township of Raritan do hereby certify as follows:

I. I have examined the budgetary and other accounts to determine if sufficient funds are available to award a contract for the following:

- Professional services
- Materials, supplies or equipment
- Construction/reconstruction
- Major repairs

Description: Master Plan Reexamination Services

Vendor: J. Caldwell & Associates

Amount(s): Net to exceed \$10,000 P.O. No. _____
(if applicable)

2. Funds are available as follows:

Fund name: Current Capital Other _____

Budget year: 2017 Any contingency? No Yes _____

Account title(s): Consultants

Resolution/Ordinance Date: 12/5/17
Resolution/Ordinance Number: 17-295

Account no.(s):	<u>Amounts</u>	
a. <u>01-201-21-180-215</u>	<u>\$10,000.00</u>	<input checked="" type="checkbox"/> Adopted budget
b. _____	_____	<input type="checkbox"/> Ordinance
c. _____	_____	<input type="checkbox"/> Trust fund <input type="checkbox"/> Temporary budget

William B. Pandos

William B. Pandos

11/29/17
Date

cc: Finance
C. Barbati

TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #17-297

A RESOLUTION AUTHORIZING 2017 BUDGET TRANSFER #3
(EMERGENCY)

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; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the following transfers are authorized between appropriations in the 2017 budget and 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 and Chief Financial Officer.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Social Security	Utilities	\$14,930.66
Police S&W	Tax Collector S&W	\$ 750.00
Social Security	Employee Bonds	\$ <u>1,100.00</u>
Total:		\$16,780.66

ATTEST:

TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

17c

Resolution #17-297
Page 2

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

**AUTHORIZING THE USE OF OPEN SPACE FUNDS FOR THE INSTALLATION OF
PARKING LOTS ON VARIOUS OPEN SPACE PROPERTIES**

RESOLUTION #17-298

WHEREAS, the Township has a need to establish parking areas at various Open Space parcels to improve access to these properties; and

WHEREAS, the Township has funds available for this purpose in the Open Space Trust Fund; and

WHEREAS, the Township Committee agrees that these parking lots will serve the public and that it is a proper use of Open Space Funds.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that parking areas be established at various open space parcels with use of funds from the Open Space Trust not to exceed \$ 22,000.00.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

Open Space Parking Lots 11-17-17

- 1) Raritan Estates- Parking lot is a cul-de-sac
needs **kiosk**
- 2) Lone Cedar Park- complete (has parking and kiosk)
- 3) Cherryvillie Hollow Rd Preserve- at this time it has a small 2
car millings parking lot. Limited space for anything bigger.
Would only need **kiosk** and maybe black top **apron** in the
future.
- 4) Urbach Farm- 2 parking lots already.
1 lot has kiosk and other does not.
Need **kiosk** and black top **apron**
- 5) Walnut Brook Preserve (Barton)- Has a small millings
parking lot.
Very limited space. 2 cars only.
Needs black top **apron** and **kiosk**.
- 6) Walnut Brook Preserve (Levico)- has a millings parking lot
right now.
This location could be upgraded to a better parking lot and
black top **apron**.
Would need **kiosk** and **5 parking bumpers**.
- 7) Thatchers Hill Preserve- **no room to put a parking lot in**
- 8) Bushkill Brook Tributary Preserve- Street parking (no lot is
needed.)
Needs a **kiosk**

- 9) Hard scrabble Road Preserve-**No parking** at this time.
We could put a lot in in the future.
Need **kiosk**, black top **apron** and **5** parking **bumpers**
- 10) Morales- already has parking (complete)
- 11) Mine Brook Park- already has parking (complete)
- 12) Dvoor Circle Properties- **no room for parking**
- 13) Plum Brook Road- right now we have a 3 car millings parking lot. We could upgrade this lot to be better with black top **apron**.
Need **kiosk** and **3** parking **bumpers**
- 14) Neshanic Preserve Lands- This location has a driveway to a large area for parking.
We could upgrade parking lot to be better.
Need **kiosk** and **5** parking **bumpers**.
- 15) Thomason Preserve- This spot has parking for 2 to 3 cars
When the house is removed I would upgrade the parking lot.
Need **kiosk** and **5** parking **bumpers**.
- 16) Lenape Park- already has parking (complete)
- 17) Dayton road Preserve- Millings parking lot.
Could upgrade to better parking lot and black top **apron**.
Need **kiosk** and **5** parking **bumpers**
- 18) Micek Farm Park- complete (has parking)

19) Clover Hill Park- has parking in the at GFSC lots
if you wanted to do so you could put a kiosk at the beginning of
the open space area.

Need **kiosk**

20) Everitts Road Preserve- **no room for parking lot**

21) Blackwell Park- already has a parking lot
no kiosk needed

22) Erich / Salamon Preserve- both lots are street parking in
cul-de-sacs.

Need **2 kiosks**

Total Kiosks- 14

Cost per Kiosk- \$1000.00

Total-\$14,000.00

Parking bumpers- 28

Cost per parking bumper- \$46.00

Total- \$1288.00

Black top aprons- 7

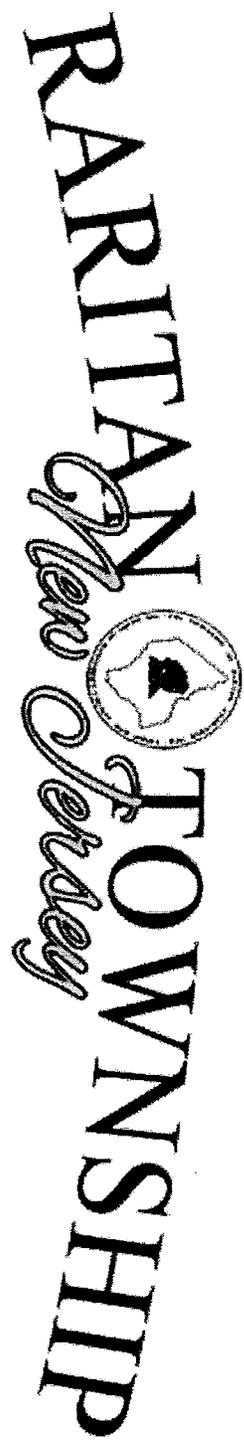
Cost per apron- \$435.00

Total- \$3045.00

Sign cost per lot- \$150.00

Total- \$2700.00

Estimated total cost to complete future parking lots \$21,033.00



Open Space Parking Lots

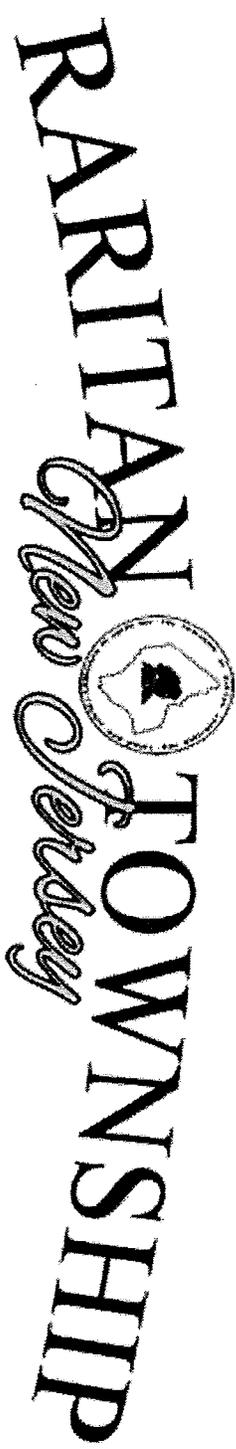
Richard Chen

Committeeman

Raritan Township

5/1/2017

12/1/2017 update

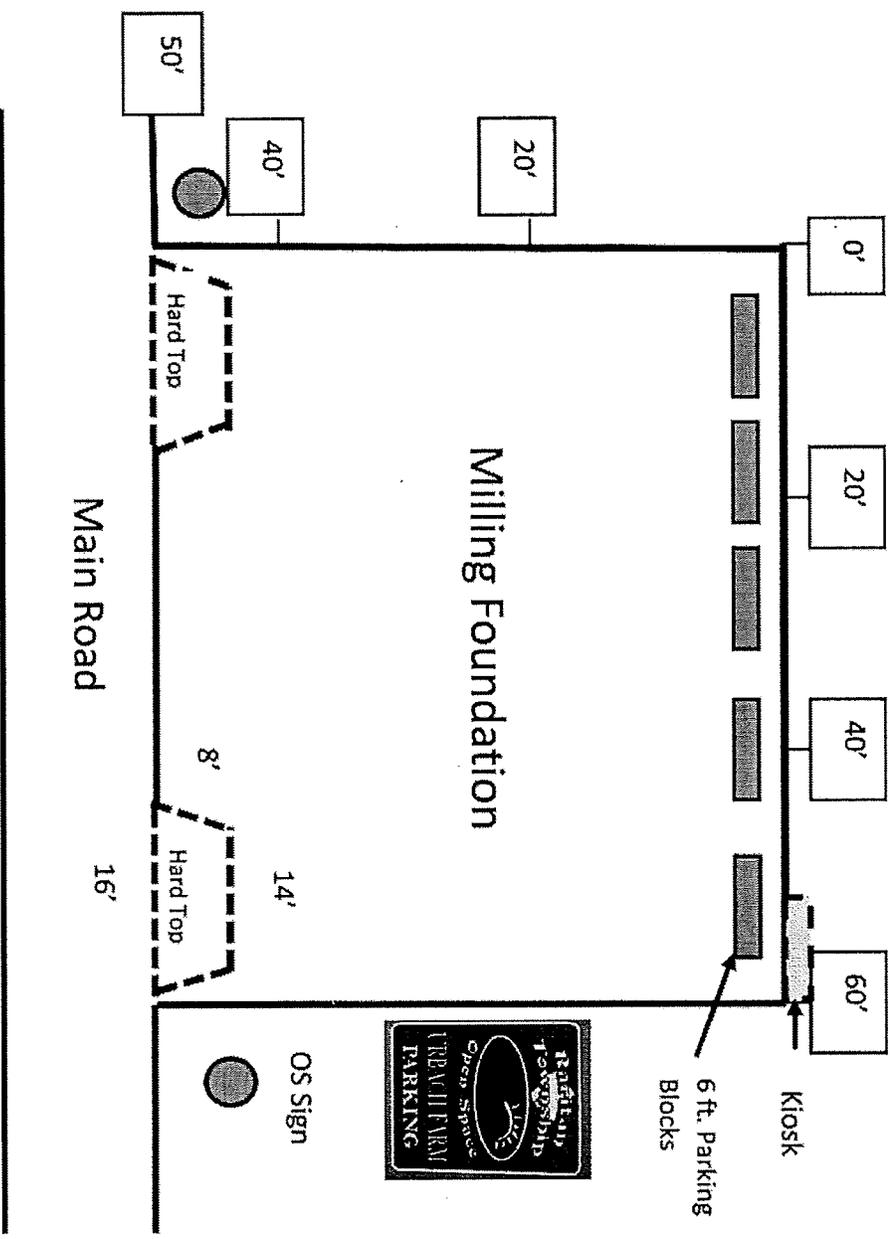


Goal:

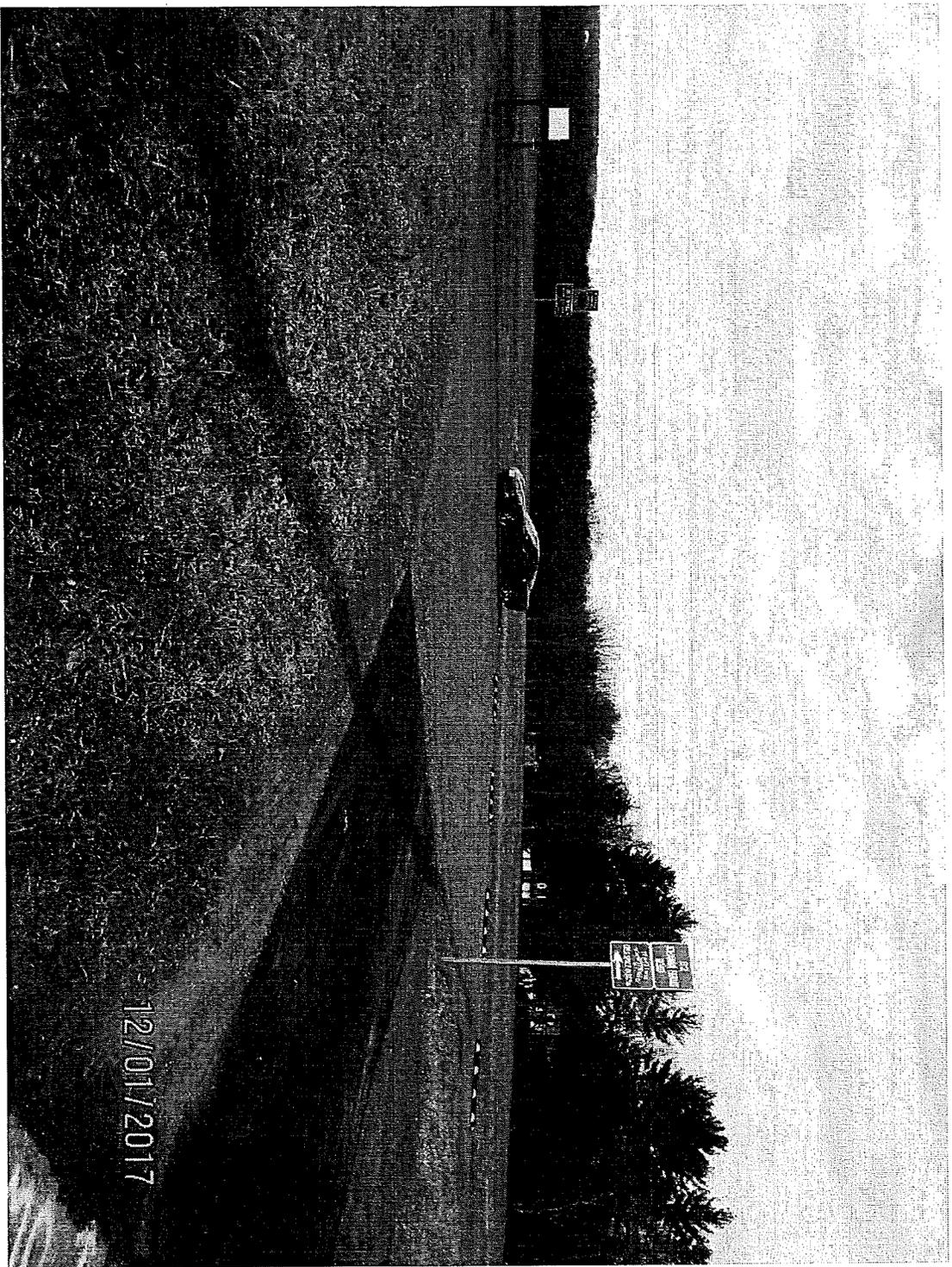
Enhance RT Open Space (OS) Program

- Provide access with a primary parking lot to all the OS parcels and install OS signs
- Identify all RT Open Space parcels with a primary street address at RT website

OS Parking Lot Template



Micek Farm Parking Lot



3 Basic Elements:

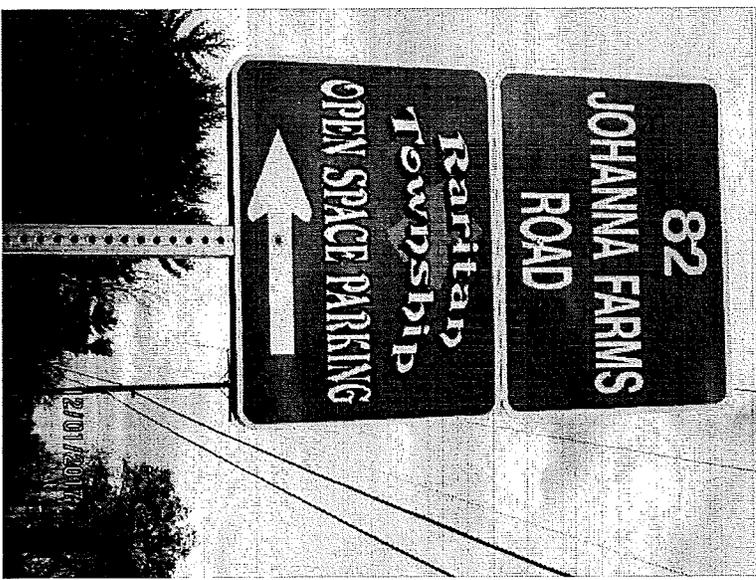
- 1. Kiosk
- 2. Public Signs
- 3. Address



12/01/2017



12/01/2017



12/01/2017

RARITAN  TOWNSHIP
Open Jersey

- ✓ Deer Management Committee funded Micek Farm & Urback Farm as a model
- DPW will continue with the parking lot installations
- Request Open Space funding to acquire materials (Kiosks) to finish the project
- OS locations with address will be on the Township's website

181a

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
MONDAY, NOVEMBER 6, 2017**

MEETING CALLED: Mayor Gilbert called the regular meeting to order at 6:30 p.m.

ROLL CALL: The following were present: Mayor, Karen Gilbert; Comm. Richard Chen; Comm. Craig O'Brien; Comm. Michael Mangin; Comm. Lou Reiner. Also present were Township Attorney, Jeff Lehrer; Attorney, Ed Purcell; Administrator, Don Hutchins; Police Chief, Glenn Tabasko; and Chief Financial Officer, William Pandos.

MEETING ADVERTISED: Mayor Gilbert advised that the meeting was advertised in accordance with the Open Public Meetings Act in the January 11, 2017 issue of the Hunterdon County Democrat and was posted on the office bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #17-276 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 #17-276

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: PBA/SOA side letter proposal
 - b) Personnel: Judge appointment; Assessing Clerk
 - c) Attorney-Client Privilege: Hunting licensee violation of agreement
 - d) Pending Litigation: Sempervive
 - e) Land Donation: Estate of Frances Frey

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.

3. The Committee will return to Regular Session and may take further action.
4. This Resolution shall take effect immediately.

The regular meeting reconvened at 7:08 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.

AMEND/APPROVE THE AGENDA

Mayor Gilbert asked for any amendments to the Agenda.

There were no amendments to the Agenda.

Mayor Gilbert asked for a motion to approve the Agenda.

Motion by Reiner; seconded by Chen to approve the Agenda.

ROLL CALL VOTE:

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

PRESENTATION – RARITAN TOWNSHIP PURPLE HEART PROCLAMATION

Mayor Gilbert recapped that several months ago, the Township Committee adopted a resolution proclaiming Raritan Township as a Purple Heart Community. She continued that the proclamation supports and recognizes the generations of courageous Americans awarded the Purple Heart Medal in honor of their sacrifices for the freedoms of today. Mayor Gilbert, along with Township Committee Members, invited members of the Military Order of the Purple Heart to the dais and presented a plaque honoring and recognizing Raritan Township Purple Heart recipients for their sacrifices and service to our country.

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.

Barbara Sachau, a resident of 2 Glenview Drive, expressed dissatisfaction to the resolution on tonight's agenda expressing opposition to proposed legislation amending the Open Public Meetings Act and Open Public Records Act; and spoke about shooting accidents throughout the state including the recent hunting incident where a dog was killed in Readington Township; as well as the dangers imposed by such.

FINANCIAL ISSUES

Payment of Bills as Listed for **Raritan Township: \$5,913,800.84**

Motion by Mangin, seconded by Reiner to approve the bill list for Raritan Township.

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: \$763.30**

Motion by Reiner, seconded by Chen to approve the bill list for Raritan Township.

ROLL CALL VOTE:

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

REPORTS

The following October, 2017 staff report was acknowledged by the Township Committee:

*Department of Fire Safety

LIAISON REPORTS

- Richard Chen: Finance, Open Space, Parks & Recreation
Committee Member Chen reported that the construction of the parking lots and installation of kiosks on the Township's open space property was completed. He explained that the parking lot locations are identified by a bar code as they have no physical street address. Committee Member Chen commended the staff of the Public Work's Department for their efforts with this project.
- Michael Mangin Planning Board (Class II, RTMUA)
Deputy Mayor Mangin announced the upcoming meeting date for the Planning Board and reported on a meeting of the Raritan Township Municipal Utilities Authority (RTMUA) advising that the Flemington Subaru was approved for equivalent dwelling units (EDUs) for sanitary use and that refinancing of bonds is pending.
- Craig O'Brien: Open Space
Committee Member O'Brien reported on a recent speaking opportunity he participated in at Hunterdon Central High School and advised of complaints regarding hunting on the Urbach property.
- Louis Reiner: Environmental Commission, Green Team, Fire/Rescue/OEM
No report.
- Karen Gilbert: Historians, Finance, Planning Board (Class I)
No report.

UNFINISHED BUSINESS

There was no unfinished business on the meeting agenda.

NEW BUSINESS

a. Statue Donation to Police Department - Police Chief, Glenn Tabasko, advised Committee Members that a Township resident and business owner would like to donate a statue of a police officer saluting and holding a flag to the Township. Chief Tabasko proposed locating the statue at the entrance to the Police station with a future plaque as a dedication to past, present and future officers of the Raritan Township Police Department. Mr. Lehrer advised that the acceptance of the donation is required by resolution. It was the consensus of the Committee to proceed by resolution at a future regular meeting.

b. Request by Kermess Sport LLC to hold a bicycle ride February 25, 2018 through a portion of the Township - Mayor Gilbert explained that Kermess Sport is requesting to host a recreational bicycle ride, The Sourland Semi-Classic, on Sunday, February 25, 2018 through a portion of the Township. Chief Tabasko advised of no objections.

A brief discussion was held regarding insurance coverage. Mr. Hutchins advised that the organization must provide a certificate of liability insurance naming the Township as certificate holder. Mr. Lehrer concurred. It was the consensus of the Committee to approve the request by Kermess Sport LLC to hold a bicycle ride, February 25, 2018 through a portion of the Township.

c. NJDOT offer to Raritan Township for the acquisition of specific state-owned property – Mayor Gilbert explained that the NJDOT has reached out to see if the Township has any interest in acquiring a Parcel VX49Bs which was acquired by the Department for the Route 202 & 69, Section 2 project also known as Lot 1.02 Block 65 for public use. Mr. Hutchins continued that this is the sliver of property adjacent to the jug handle at the Shop Rite/Commerce Street intersection. Mayor Gilbert advised that Township Engineer, Tony Hajjar, has reviewed the offer and advised that the parcel is of no value to the Township. It was the consensus of the Committee to authorize Clerk Fania to notify the NJDOT that the Township has no interest in acquiring the parcel.

d. Hunterdon County Department of Human Services Survey concerning a proposal for Hunterdon County Educational Services Commission to process expenditures for all five (5) municipal alliance consortiums.

Mayor Gilbert explained that the Hunterdon County Department of Human Services is requesting approval from the Governor's Council on Alcoholism and Drug Abuse to have the Hunterdon County Educational Services Commission pay expenditures for all five (5) Hunterdon County municipal alliance consortiums. She further explained that past practice involved rotating the responsibility among the municipalities. It was the consensus of the Committee to support the Hunterdon County Educational Services Commission processing expenditures for all five municipal alliance consortiums.

ORDINANCES (FINAL ADOPTION, PUBLIC HEARING)

Mayor Gilbert read by title Ordinance #17-30.

ORDINANCE REAPPROPRIATING \$6,000.00 PROCEEDS OF OBLIGATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSE IN ORDER TO PROVIDE FOR THE MAJOR REPAIR OF THE 911 CLOCK AT THE MUNICIPAL BUILDING IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

Mayor Gilbert asked for a motion to open public hearing.

Motion by Reiner, seconded by Chen

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-30 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 advertised October 6, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-30

ORDINANCE REAPPROPRIATING \$6,000.00 PROCEEDS OF OBLIGATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSE IN ORDER TO PROVIDE FOR THE MAJOR REPAIR OF THE 911 CLOCK AT THE MUNICIPAL BUILDING IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) **AS FOLLOWS:**

Section 1. Pursuant to N.J.S.A. 40A:2-39, it is hereby determined that \$6,000.00 of the proceeds of obligations originally made available pursuant to the following bond ordinance of the Township of Raritan, in the County of Hunterdon, New Jersey (the "Township") are no longer necessary for the purpose for which the obligations previously were authorized:

Ordinance Number	Improvement Description and Date of Adoption	Amount to be Reappropriated
#16-10 (Section 3(g))	Improvement of municipal building by the acquisition and installation of interdepartmental computer software, computer hardware, jail cell toilet and phone system, finally adopted 7/19/2016	\$6,000.00

Section 2. \$6,000.00 described in Section 1 hereof and made available pursuant to N.J.S.A. 40A:2-39, is hereby reappropriated to provide for the major repair of the 911 clock at the municipal building.

Section 3. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 4. Any action taken prior to the effective date of this ordinance for the purpose set forth herein is hereby ratified and deemed taken pursuant to this ordinance.

Section 5. This ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Gilbert read by title Ordinance #17-32.

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY, APPROPRIATING \$791,700.00 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$753,193.10 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF

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 #17-32 on final consideration, same to be published according to law.
Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

ORDINANCE ADOPTED

Ordinance advertised October 6, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-32

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY, APPROPRIATING \$791,700.00 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$753,193.10 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) **AS FOLLOWS:**

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Township of Raritan, in the County of Hunterdon, New Jersey (the "Township") as general improvements. For the several improvements or purposes described

in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$791,700.00, and further including the aggregate sum of \$38,506.90 as the several down payments for the improvements or purposes required by the Local Bond Law. The down payments have been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$753,193.10 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

Purpose	Appropriation & Estimated Cost	Estimated Maximum Amount of Bonds & Notes	Period of Usefulness
a) Road reconstruction in the area of Barton Estate: Rake Road and Hardscrabble Road	\$357,000	\$340,000	20 years
b) Acquisition of equipment for Public Works Department consisting of a sander, mower, slab saw mortar mixer, roller and multi-use mower/snow machine	\$189,700	\$180,660	15 years
c) Acquisition of a pick-up truck	\$30,000	\$27,773.10	5 years
d) Acquisition and installation of a pole building	\$80,000	\$76,190	20 years
e) Hampton Corner Road Project Flood Study	\$135,000	\$128,570	15 years
TOTALS:	<u>\$791,700</u>	<u>\$753,193.10</u>	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment for each purpose.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or

all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 17.38 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$753,193.10, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$158,340 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

Section 7. The Township hereby makes the following covenants and declarations with respect to obligations determined to be issued by the Chief Financial Officer on a tax-exempt basis. The Township hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the notes, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the notes. The Chief Financial Officer is hereby authorized to act on behalf of the Township to deem the obligations authorized herein as bank qualified for the purposes of Section 265 of the Code, when appropriate. The Township hereby declares the intent of the Township to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Gilbert read by title Ordinance #17-34.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING THE ACQUISITION OF A PERCENTAGE OF THAT PROPERTY KNOWN AS BLOCK 20, LOT 12, AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN, FROM MARK HOLLENBACK AND ELLEN HOLLENBACK, AND APPROPRIATING THE NECESSARY FUNDS

Mayor Gilbert asked for a motion to open public hearing.

Motion by Chen, seconded by Mangin

MOTION UNANIMOUSLY CARRIED

Marie Newell, a resident of 21 Meadow Lane, Lebanon and representative from the New Jersey Conservation Foundation, explained the determination of certified market value including the appraisal process.

Deputy Mayor Mangin inquired as to the funding of survey costs. Ms. Newell advised that New Jersey Water Supply Authority and the Conservation Foundation are each funding fifty (50) percent.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-34 on final consideration, same to be published according to law.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: Reiner

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised October 10, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-34

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING THE ACQUISITION OF A PERCENTAGE OF THAT PROPERTY KNOWN AS BLOCK 20, LOT 12, AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN, FROM MARK HOLLENBACK AND ELLEN HOLLENBACK, AND APPROPRIATING THE NECESSARY FUNDS

WHEREAS, the Township of Raritan was offered the opportunity to acquire forty-eight (48%) percent of that property known as Block 20, Lot 12 ("Property") on the Tax Map of the Township of Raritan, for recreation and open space by partial assignment from the New Jersey Conservation Foundation ("NJCF"); and

WHEREAS, the NJCF would retain a fifty-two (52%) percent interest in the Property; and

WHEREAS, the Property offered to the Township consists of a gross area of approximately 18± acres to be subject to a Deed of Conservation Restriction limiting the use of the Property to recreation and open space purposes; and

WHEREAS, the contract purchaser, NJCF, entered into an Option Agreement for Purchase of the Property with Mark Hollenback and Ellen Hollenback, and agreed to assign a fifty-two (52%) percent interest in the Property to the Township for a contribution of a Green Acres Program grant and Hunterdon County Open Space Trust Fund grant totaling \$93,258.00; and

WHEREAS, once the Property is restricted for open space and recreation use at closing of title, the Township no longer needs to hold an interest in the Property and may convey its interest to NJCF; and

WHEREAS, NJCF assembled various funding sources for the purchase price of the Property as follows:

Source of Funds

New Jersey Conservation Foundation
Department of Environmental Protection, Green Acres Program
Township of Raritan
County of Hunterdon Open Space Trust Fund
; and

WHEREAS, the NJCF and Township will acquire title to the Property in proportion to the amount of their contribution; and

WHEREAS, however, through a conveyance by the Township of its percentage interest in the Property at closing to NJCF, NJCF will own 100% of the Property; and

WHEREAS, the acquisition of the Property is contingent upon the funding sources contributing the full purchase price for the property; and

WHEREAS, the Township's portion of the funding is from the following sources:

<u>Party</u>	<u>Source of Funds</u>	<u>Amount</u>
Township	Township Green Acres Grant	\$41,448.00
Township	Township Hunterdon County	
Open Space Trust Fund		<u>\$51,810.00</u>
Total		<u>\$93,258.00</u>

; and

WHEREAS, the Township desires to acquire title to the Property in the approximate percentage described above and then immediately convey its interest to the NJCF; and

WHEREAS, the Township desires to appropriate \$41,448.00 from a Green Acres Program grant and \$51,810.00 from the Township Hunterdon County Open Space Trust Fund for a total of \$93,258.00 for the purposes described in this Ordinance.

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

1. The Township of Raritan hereby approves and authorizes the Township Mayor, Administrator, Clerk and Attorney to execute any and all documents necessary to consummate the acquisition of the Property, including but not limited to:

- a) Assignment of Interest in Unimproved Real Property;
- b) Deed to New Jersey Conservation Foundation;
- c) Declaration of Conservation Restrictions;
- d) Closing Statement;
- e) Reimbursement vouchers or other similar payment request; and
- f) Such other documents as are necessary to consummate this transaction.

2. Appropriate up to \$41,448.00 from a Green Acres Program grant and up to \$51,810.00 from the Township Hunterdon County Open Space Trust Fund allocated to the Township for a total of \$93,258.00 for its share to acquire the Property.

3. The documents described in Paragraph 1 above shall provide the following:

a) Title shall be by Bargain and Sale Deed with Covenants against Grantor's Acts, with the New Jersey Conservation Foundation and Township owning the Property in the approximate percentages stated above as tenants in common, subject to the Declaration of Conservation Restrictions.

b) The Township conveying its interest in the Property to the New Jersey Conservation Foundation, subject to the Declaration of Conservation Restrictions.

c) The closing shall be contingent upon the funding as described above.

d) Title shall be subject to a restrictive covenant limiting the use of the Property to recreation and open space purposes.

4. This Ordinance shall take effect in accordance with law.

Mayor Gilbert read by title Ordinance #17-35.

ORDINANCE REAPPROPRIATING \$32,200.00 PROCEEDS OF OBLIGATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSE IN ORDER TO PROVIDE FOR THE ACQUISITION OF NEW FENCE AND FENCE REPAIRS, AN 8 FOOT SNOW PLOW ATTACHMENT AND THREE OVERHEAD GARAGE DOORS AT THE DPW FACILITY IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

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 close the public hearing and adopt Ordinance #17-35 on final consideration, same to be published according to law.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised October 6, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-35

ORDINANCE REAPPROPRIATING \$32,200.00 PROCEEDS OF OBLIGATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSE IN ORDER TO PROVIDE FOR THE ACQUISITION AND INSTALLATION OF NEW FENCE AND FENCE REPAIR FOR LENAPE PARK, AN 8 FOOT SNOW PLOW ATTACHMENT AND THE REPLACEMENT OF THREE OVERHEAD GARAGE DOORS FOR THE DPW FACILITY IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:]

Section 1. Pursuant to N.J.S.A. 40A:2-39, it is hereby determined that \$32,200.00 of the proceeds of obligations originally made available pursuant to the following bond ordinance of the Township of Raritan, in the County of Hunterdon, New Jersey (the "Township") are no longer necessary for the purpose for which the obligations previously were authorized:

Ordinance Number	Improvement Description and Date of Adoption	Amount to be Reappropriated
#16-10	Road Reconstruction for Phase II of Dory Dilts Road Project, Wellington Avenue and roads adjacent thereto or in the area thereof finally adopted 07/19/2016	\$32,200.00

Section 2. \$32,200.00 described in Section 1 hereof and made available pursuant to N.J.S.A. 40A:2-39, is hereby reappropriated to provide \$10,100 for the installation and acquisition of new fence and fencing repair for Lenape Park, \$5,100 for the acquisition of an 8 Ft Snow Plow attachment and \$17,000 for the replacement of three overhead garage doors at the DPW facility.

Section 3. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 4. This ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mayor Gilbert read by title Ordinance #17-37

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING TITLE 2 ENTITLED "ADMINISTRATION AND PERSONNEL" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN TO REVISE PROVISIONS RELATED TO ENVIRONMENTAL COMMISSION APPOINTMENTS

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 close the public hearing and adopt Ordinance #17-37 on final consideration, same to be published according to law.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised October 20, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-37

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING TITLE 2 ENTITLED "ADMINISTRATION AND PERSONNEL" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN TO REVISE PROVISIONS RELATED TO ENVIRONMENTAL COMMISSION APPOINTMENTS

Language in brackets [] is to be deleted from the original text. Underlined language is new language to the original text.

WHEREAS, under the Township form of government, the mayor is granted "all those powers placed on the mayor by general law" pursuant to N.J.S.A. 40A:63-5; and

WHEREAS, N.J.S.A. 40:56A-1 is a general law that provides that appointments to the Environmental Commission shall be "appointed by the mayor of the municipality;" and

WHEREAS, Section 2.80.020 of the Revised General Ordinances of the Township of Raritan, as currently constituted, conflicts with N.J.S.A. 40A:62-5 by requiring that appointments to the Environmental Commission be "confirmed by resolution of the Township Committee;" and

WHEREAS, Section 2.80.020 of the Revised General Ordinances of the Township of Raritan, as currently constituted, is both confusing to administer and *ultra vires*."

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

Section 1: Section 2.80.020 entitled "Composition" of Title 2 entitled "Administration and Personnel" of *The Revised General Ordinances of the Township of Raritan* is hereby amended to read as follows:

2.80.020 Composition.

The Commission shall consist of not less than five nor more than seven members and two alternate members appointed by the Mayor [and confirmed by the resolution of the Township Committee]. At least one member shall be a member of the Planning Board and all shall be residents of the Township. The Mayor shall designate one of the members to serve as chair. Their terms of office, removal or vacancy shall be governed by R.S. 40:56A-1. (Prior code § 2-19.2; Ord. 03-8)

Section 2. If any section or provision of this Ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 3. The Ordinance shall take effect upon its adoption, passage and publication according to law.

ORDINANCES (INTRODUCTION, FIRST READING)

Mayor Gilbert read by title Ordinance #17-38.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING ORDINANCE #05-38 IN ORDER TO AMEND THE DEED RESTRICTION TO AUTHORIZE CERTAIN FIRE COMPANY EVENTS BY RESOLUTION RATHER THAN BY ORDINANCE

Mayor Gilbert explained that the proposed ordinance authorizes the amendment of a deed restriction regarding the Raritan Avenue property which will permit certain fire company events by resolution rather than ordinance.

Mayor Gilbert asked for a motion to introduce Ordinance #17-38 on first consideration.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

RECUSE: Mangin

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

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

Mayor Gilbert read by title Ordinance #17-39.

ORDINANCE APPROPRIATING \$65,000 FROM THE CAPITAL SURPLUS FUND FOR THE ACQUISITION OF A COMMAND VEHICLE FOR AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

Mayor Gilbert asked for a motion to introduce Ordinance #17-39 on first consideration.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

RECUSE: Mangin

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

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

CORRESPONDENCE

- *New Jersey General Assembly Resolution #216 – Encouraging the planting of native plants that support the bee population and create habitat for all pollinators by NJ homeowners.
- *Letter of commendation – Brian Taggert, Public Works

NON-CONSENT AGENDA

Mayor Gilbert read Resolution #17-272 by title.
 Mayor Gilbert asked for a motion to adopt Resolution #17-272.
 Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

- AYES:** Chen, Mangin, O’Brien, Reiner, Mayor Gilbert
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None

RESOLUTION #17-272

**A RESOLUTION AUTHORIZING 2017 BUDGET TRANSFER #1
 (EMERGENCY)**

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; and

WHEREAS, the Township is moving to a self-funded health insurance program January 1, 2018 and the stop loss carrier is requiring pre-funding for the 2018 contract; and

WHEREAS, no appropriation was made for the immediate binder payment in the 2017 budget and a transfer is necessary.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the following transfers are authorized between appropriations in the 2017 budget and 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 and Chief Financial Officer.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Social Security	Deferred Contribution	\$ 850.00
Social Security	Group Health Insurance	\$29,151.00
Social Security	Employee Bonds	\$ 500.00
Social Security	General Liability Insurance	\$ 1,785.79
Social Security	Worker’s Compensation Insurance	\$ 5,723.81

Police S&W	Administration S&W	\$ 5,900.00
Police S&W	Tax Collector S&W	500.00
Utilities	Solid Waste Disposal	\$ 3,000.00
Total		<u>\$47,410.60</u>

Mayor Gilbert read Resolution #17-274 by title.

Committee Member O'Brien commented that the protocol for budget transfer approval requires introduction at one meeting and approval at the next. Committee Member O'Brien requested that the Committee table the action regarding the proposed resolution authorizing budget transfer #2.

Motion by Committee Member O'Brien to table resolution #17-274. There was no second.

Mayor Gilbert asked for a motion to adopt Resolution #17-274.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-274

**A RESOLUTION AUTHORIZING 2017 BUDGET TRANSFER #2
(UNFUNDED)**

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;

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the following transfers are authorized between appropriations in the 2017 budget and that a certified copy of this resolution adopted by **not less than a two-thirds (2/3) vote of a full membership of the governing body** be transmitted to the Administrator and Chief Financial Officer.

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>
Police S&W	Snow Removal S&W	\$10,000.00
Utilities	Snow Removal OE	\$25,000.00
Total		<u>\$35,000.00</u>

Mayor Gilbert read Resolution #17-273 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-273.
 Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

RESOLUTION #17-273

RESOLUTION AMENDING THE 2017 CAPITAL BUDGET

WHEREAS, the local capital budget for the year 2017 was adopted on May 2, 2017; and
WHEREAS, it is desired to amend the capital budget section.

NOW, THEREFORE BE IT RESOLVED, by a majority of the full membership of the Governing Body of the Township of Raritan, County of Hunterdon, State of New Jersey, that the following budget amendment be made:

Project Title	Cost Estimate As Adopted	Cost Estimate As Amended
Reappropriated from:		
Capital Surplus Fund	\$65,000.00	
Reappropriated to:		
Acquisition of command vehicle		\$65,000.00
TOTAL:	\$65,000.00	\$65,000.00

BE IT FURTHER RESOLVED, that one certified copy of this resolution be filed with the Director of Local Government Services, and one copy be forwarded to the Township Auditor and filed with the Chief Financial Officer.

Mayor Gilbert read Resolution #17-275 by title.

Mr. Lehrer explained that there are currently two (2) bills in the Senate amending the Open Public Meetings Act (OPMA) and the Open Public Records Act (OPRA), that are being opposed by the New Jersey League of Municipalities (NJLOM), which will result in significant financial and administrative burdens on municipalities and records custodians.

Mr. Lehrer cited a few of the proposed changes including the identification of summer interns as public employees and their work subject to OPRA; subcommittees subject to OPMA; and mandatory legal fees for those who win OPRA cases. Mr. Lehrer further explained that the NJLOM is requesting that governing bodies express their opposition to these proposals.

Committee Member Reiner commented that Senator Bateman (16th Legislative District) and Senator Doherty (23rd Legislative District) oppose the legislation. Committee Member Reiner spoke in opposition as well and added that Senator Loretta Weinberg is a sponsor of the proposed bills.

Committee Member O'Brien commented on transparency including the need on behalf of public officials to maximize such. He continued that there are a lot of good proposed changes such as the requirement for posting minutes on the municipal website; the timeframe for which minutes must be made available to the public from sixty (60) to fifteen (15) days; the availability of audio records to the public; and not permitting late substitutions to the agenda. Committee Member O'Brien expressed support in favor of the proposed legislation.

Committee Member Chen spoke in opposition commenting that the proposed legislation is burdensome and will cost the Township more overhead to satisfy the requirements.

Deputy Mayor Mangin concurred that such proposals are burdensome.

Mayor Gilbert commented that the proposed legislation is very broad sweeping with more problems than positives. Mayor Gilbert continued that requiring all municipalities to abide by such legislation would be burdensome.

Mayor Gilbert asked for a motion to adopt Resolution #17-275.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

RESOLUTION #17-275

**A RESOLUTION EXPRESSING OPPOSITION TO LEGISLATIVE PROPOSALS
REGARDING THE OPEN PUBLIC MEETINGS ACT AND OPEN PUBLIC RECORDS ACT**

WHEREAS, the New Jersey Senate Budget and Appropriations Committee took action on Senate Bill Nos. 1045 and 1046, which amend the Open Public Meetings Act and Open Public Records Act, respectively, on June 29, 2017; and

WHEREAS, the Committee released the bills to the full Senate without recommendation because the bills are unnecessary, unpopular with the public, and would result in significant financial and administrative burdens on municipalities, and

WHEREAS, the bills fail to adequately protect taxpayers, municipalities and, especially municipal clerks from abusive, harassing, and purposefully confrontational individuals who submit voluminous requests for no legitimate reason; and

WHEREAS, the legislation would expand the Open Public Meeting Act to create impractical and burdensome requirements with respect to subcommittees and working groups established by the entire governing body, which would effectively limit the ability of small groups of local officials discussing issues of public concern for the purposes of informing the governing body; and

WHEREAS, under the bills, the responsibilities of municipal clerks, who the Legislature has already loaded with responsibilities beyond the scope of their office, would be stretched even further than current law requires without a single dollar of additional resources provided to, or authorized to be collected by, municipalities; and

WHEREAS, the bills would impose a financial burden on municipalities that would not be offset by a revenue source other than the property tax, making the bills unfunded mandates prohibited by the New Jersey Constitution; and

WHEREAS, some municipalities are more equipped than others to meet the burdens that would be imposed by Senate Bill Nos. 1045 and 1046, however, without assistance of any kind from the States or the courts, every municipality would be on its own to meet the myriad new requirements of the law.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the legislature is strongly urged to reject Senate Bill Nos. 1045 and 1046 and draft new legislation to modernize OPRA and OPMA while providing municipalities and clerks with the resources to effectuate these changes for the benefit of the public.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be filed with the legislative sponsors of Senate Bill Nos. 1045 and 1046 and Assembly Bill Nos. 2697 and 2699, the Speaker of the General Assembly, the President of the Senate, and the Governor, and all parties are urged to listen to the concerns of local officials and prevent Senate Bill Nos. 1045 and 1046 from becoming law.

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.

At this time, Committee Member O'Brien requested that proposed Resolution #17-266, authorizing the employment of Holly Todd as full-time Assessing Clerk in the Tax Assessor Department be removed from the Consent Agenda for further consideration.

Mayor Gilbert read the following resolutions by title.

Mayor Gilbert asked for a motion to adopt the Consent Agenda as amended with the removal of Resolution #17-266.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-267

**AUTHORIZING THE RETURN OF
A DEVELOPER'S ESCROW (SUDDEATH)**

WHEREAS, Judith Suddeath has requested the return of a Developer's Escrow; and

WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated October 26, 2017 and recommended the return of the following Developer's Escrow:

Judith Suddeath	BOA #12-2017	\$460.50
-----------------	--------------	----------

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Developer's Escrow posted by Judith Suddeath in the amount of \$460.50 is hereby refunded.

RESOLUTION #17-268

**A RESOLUTION AUTHORIZING THE RETURN OF AN
INSPECTION ESCROW (NEXTEL)**

WHEREAS, Nextel has requested the return of its Inspection Escrow; and

WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated October 25, 2017 and recommended the return of the following Inspection Escrow:

Nextel	BOA #11-2004	\$11.08
--------	--------------	---------

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Inspection Escrow posted by Nextel in the amount of \$11.08 is hereby refunded.

RESOLUTION #17-269

**A RESOLUTION AMENDING THE REFUND AMOUNT
OF A DEVELOPER'S ESCROW**

WHEREAS, Resolution #17-243 was adopted September 19, 2017 authorizing the refund of a Developer's Escrow in the amount of \$2,659.82 to Hunterdon Orthopaedic Institute (HOI); and

WHEREAS, the Finance Department has determined that there was an error in the amount on said resolution; and

WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated October 25, 2017 revising said amount of refund to \$5,422.49.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Developer's Escrow in the amount of \$2,659.82 authorized to be refunded on September 19, 2017 to HOI by Resolution #17-243 be corrected to the revised amount of \$5,422.49.

RESOLUTION #17-270

RESOLUTION AUTHORIZING CHANGE ORDER #2 WITH DESANTIS CONSTRUCTION, INC. FOR ROAD RECONSTRUCTION OF SUNNY HILLS SECTION 1

WHEREAS, a contract was awarded on May 2, 2017 for the road reconstruction of Sunny Hills Section I; and

WHEREAS, the project was awarded to DeSantis Construction, Inc. of Somerset, New Jersey in the amount of \$1,130,366.00; and

WHEREAS, on September 5, 2017, the Township authorized Change Order #1 increasing the total contract amount by \$825.00; and

WHEREAS, the Township Engineer recommends Change Order #2 which decreases the total contract amount by \$6,716.24 be approved by the Township Committee for the reasons outlined in the memorandum dated October 30, 2017.

NOW, THEREFORE BE IT RESOLVED, on this 6th day of November, 2017 by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey:

1. That Change Order #2 representing a decrease in the amount of \$6,716.24 be and is hereby approved with respect to the contract for road reconstruction of Sunny Hills Section I.

2. That the amount of all Change Orders be a 0.52% decrease to the total contract amount for a new contract amount with Desantis Construction, Inc. of \$1,124,474.76.

BE IT FURTHER RESOLVED that a copy of this Change Order shall be affixed and made part of this resolution and that a certified copy be sent to DeSantis Construction, Inc. of Somerset, New Jersey.

RESOLUTION #17-271

A RESOLUTION AUTHORIZING THE RELEASE OF LETTER OF CREDIT AND CASH PERFORMANCE BOND (AMBOY BANK FKA SAVANNAH RIDGE/JEM CONTRACTING)

WHEREAS, Amboy Bank/G.S. Realty (formerly known as Savannah Ridge/JEM Contracting) has requested the release of its Letter of Credit #1761 and Cash Performance Bond; and

WHEREAS, Township Engineer, Antoine Hajjar, has performed a site inspection and recommends the release of the Letter of Credit #1761 in the amount of \$226,202.76 and Cash Performance Bond in the amount of \$25,133.64 plus any accrued interest.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, that the Letter of Credit #1761 in the amount of \$226,202.76 and Cash Performance Bond in the amount of \$25,133.64 plus any accrued interest are hereby returned.

Mayor Gilbert read Resolution #17-266 by title.

Committee Member O'Brien raised concern regarding the Township's policy on nepotism and that no other candidates were interviewed.

Mayor Gilbert clarified that Committee Member O'Brien's concern referred to the fact that Holly Todd is the sister-in-law to one of the Township employees.

Committee Member Chen concurred that more candidates should be interviewed and expressed opposition to the proposed resolution.

Mr. Lehrer advised that the relationship does not violate the terms of the personnel policy under the definition of what constitutes nepotism, as the current employee does not have the authority to supervise, hire, fire, or discipline and is not the kind of work relationship that would cause any legal concern.

Discussion continued regarding the hiring process and the issue of nepotism.

Mr. Hutchins explained that Ms. Todd has been working temporarily in the Assessor's office for about a month to fill a vacancy; that she has temped in the offices of the Clerk, Construction, and helped in the Planning/Zoning Department. He continued that the Assessor is pleased with Ms. Todd's performance and clarified that there was no promise of employment when Ms. Todd accepted to temporarily work in the Assessor's office.

Mayor Gilbert asked for a motion to adopt Resolution #17-266.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

AYES: Mangin, Reiner, Mayor Gilbert

NOES: Chen, O'Brien

ABSTAIN: None

ABSENT: None

During the vote, Committee Members expressed opinions as follows:

Committee Member Chen voted no.

Deputy Mayor Mangin commented that there is no policy violation and the Assessor is happy with the employee and voted yes.

Committee Member O'Brien commented that the relationship is too close in nepotism and voted no.

Committee Member Reiner voted yes.

Mayor Gilbert concurred with Deputy Mayor Mangin that the Assessor is happy with the candidate and expressed support for authorizing the employment of the candidate and voted yes.

RESOLUTION #17-266

A RESOLUTION AUTHORIZING THE EMPLOYMENT OF HOLLY TODD AS FULL-TIME ASSESSING CLERK

WHEREAS, there exists a vacancy in the Tax Assessor Department for the position of Assessing Clerk; and

WHEREAS, the Township Committee wishes to fill this vacancy; and

WHEREAS, Holly Todd has been employed as a temporary employee in various positions during the last six (6) months and has proven to be a valued asset to the Township; and

WHEREAS, Administrator Donald Hutchins recommends Holly Todd for the position of full-time Assessing Clerk.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Holly Todd is hereby employed as the Assessing Clerk at an annual salary of \$38,000.00, effective November 6, 2017.

Jersey hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 6, 2017.

PRIVILEGE OF THE FLOOR

Police Chief, Glenn Tabasko, commended Mr. Hutchins for his approach in addressing proposed changes to the Township's healthcare coverage. Chief Tabasko commented that this is the first time in 37 years that the issue was not met with skepticism by employees mostly accredited to Mr. Hutchins' open discussions and explanations.

Chief Tabasko informed Committee Members of an article on NJ.com where Raritan Township was listed as the 8th safest community regarding violent crimes in the State. Chief Tabasko credited this acknowledgement to the Township Committee for their decision making regarding police department staffing and to the officers as well for their efforts.

Chief Tabasko also acknowledged Patrolman Dave Carson for his heroic efforts in providing aid to a choking child on an international flight when Officer Carson was returning from vacation.

Chief Tabasko informed Committee Members that the Police Department is participating in "No Shave November," and will be donating funds, matched by the PBA, to Hunterdon Medical Center's Cancer Center.

Lastly, Chief Tabasko advised Committee Members that he will purchasing bullet proof vest covers for all patrolman with unused funding in his budget.

Wren Mortara, business owner of properties located at 349 and 361 Route 31; 79 Route 202/31, and Route 12, expressed gratitude for the adoption of Ordinance #17-30 authorizing repairs to the 911 clock; and expressed concerns for the current sign ordinance regarding the authorization of feathered flags and its impact to local businesses. Mr. Mortara requested that the Committee considering amending the ordinance to authorize usage of feathered flags to some extent.

Rob Case, business owner located on Route 202/31, commented that temporary signage and flags are prohibited in the Township.

A brief discussion was held regarding the protocol for amending the sign ordinance. It was the consensus of Committee Members to authorize the Township Attorney to proceed with revising the sign ordinance to allow the use of feathered flags.

Barbara Sachau, a resident of 2 Glenview Drive, commented on the funding of the New Jersey League of Municipalities by taxpayers; that the proposed legislation regarding OPRA and OPMA is supported by Senator Pennacchio (R); and inquired as to rentals taking place on the Dvoor farm.

Mayor Gilbert advised that the property is county-owned.

ADJOURNMENT

Mayor Gilbert asked for a motion to adjourn the meeting.

Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 8:36 p.m.

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-288

**AUTHORIZING THE RETURN OF
DEVELOPER'S ESCROW (MBI)**

WHEREAS, MBI has requested the return of its Developer's Escrow; and

WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated November 21, 2017 and recommended the return of the following Developer's Escrows:

MBI – RS-Ingerman-2014 \$69.73

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Developer's Escrow in the amount of \$69.73 posted by MBI is hereby refunded.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

1811b

**RARITAN TOWNSHIP
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-289

**A RESOLUTION AUTHORIZING A TAX
REFUND DUE TO DISABLED PERSON DEDUCTION**

WHEREAS, Gail P. Furey-Bell, who resides at 53 Saxonney Circle, Block 71.13, Lot 20, filed a claim for a disabled person deduction with the Raritan Township Tax Assessor, and

WHEREAS, Ms. Furey-Bell has been granted a disabled person deduction by the Township Tax Assessor, and

WHEREAS, the Township Tax Collector has recommended a partial refund of Fourth Quarter 2017 taxes in the amount of \$250.00.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan that a refund in the amount of \$250.00 for a portion of Fourth Quarter 2017 property taxes is hereby granted to Ms. Furey-Bell.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-290

AUTHORIZING THE REFUND OF A ZONING PERMIT FEE

WHEREAS, River Edge Restorations, LLC has requested a refund of a Zoning permit fee; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated November 2, 2017 and recommended the refund of the Zoning permit fee in the amount of \$30.00.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Zoning Permit fee paid by River Edge Restorations, LLC in the amount of \$30.00 is hereby refunded.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-291

**AUTHORIZING THE RENEWAL OF THE SOMERSET COUNTY
JOINT INSURANCE FUND MEMBERSHIP**

WHEREAS, the **Township of Raritan** is a member of the SOMERSET COUNTY JOINT INSURANCE FUND (hereinafter the "FUND"); and

WHEREAS, effective December 31, 2017, said membership will expire unless earlier renewed; and

WHEREAS, the **Township of Raritan** desires to renew said membership.

NOW, THEREFORE BE IT RESOLVED as follows:

1. **Township of Raritan** hereby renews its membership in the FUND for a three (3) year period, beginning January 1, 2018 and ending January 1, 2020.
2. **Township of Raritan** hereby ratifies and reaffirms the Indemnity and Trust Agreement, By-Laws and other organizational and operational documents of the FUND as from time to time may be amended by the FUND and/or the Department of Banking and Insurance in accordance with the applicable statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. **Township of Raritan** agrees to be a participating member of the FUND for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. **Township of Raritan** agrees that as a member of the FUND the **Township of Raritan** must purchase all types of coverages offered by the FUND which are applicable to the **Township of Raritan**.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

Resolution # 17-291

Page 2

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-292

**A RESOLUTION ACCEPTING AN AGREEMENT WITH
REVERSE LOGISTICS GROUP AMERICAS, INC.
FOR E-RECYCLING PROGRAM**

WHEREAS, the residents of the Township of Raritan are in need of a cost-effective method of disposing of electronic and computer equipment, an E-Recycling Program; and

WHEREAS, the Township Department of Public Works does not have the capacity to process electronic and computer equipment, but does have the capacity to store these materials for pick-up and establish an E-Recycling Program; and

WHEREAS, Reverse Logistics Group Americas, Inc. (RLGA) offered to the Township to pick-up, at no charge to the Township, electronic and computer equipment, and bring to RLGA's dismantling facility; and

WHEREAS, RLGA is a New Jersey Department of Environmental Protection licensed dismantling facility and a certified R2 (Responsible Recycling) and ISO 14001 providing for disposal services for electronic and computer equipment; and

WHEREAS, RLGA agreed to safeguard information in the equipment that may be delivered to the Township DPW and indemnify and save the Township harmless from any environmental degradation that the disposal of the equipment may cause; and

WHEREAS, RLGA's offer provides a vehicle for the Township to provide an E-Recycling Program at no cost to Township residents.

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

1. That the Township of Raritan accepts RLGA's no cost offer.
2. That this Resolution shall take effect immediately.

1811e

Resolution #17-292

page 2

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk

**TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY**

RESOLUTION #17-293

AUTHORIZING FOURTH QUARTER 2017 TAX REFUND

WHEREAS, the Township Tax Collector has recommended the refund of overpayments;
and

WHEREAS, there exists an overpayment of taxes paid to the Tax Collector of the Township of Raritan due to successful State appeals, over bill credits or overpayment by the taxpayer directly.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan that the following receive a refund in the amount specified due to duplicate payments for Fourth Quarter, 2017 taxes.

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>
Mr. & Mrs. Hayes (1 Marsh Court)	\$4,225.07	63	33.03

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Karen Gilbert
Mayor

CERTIFICATION

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 5, 2017.

Lisa Fania, RMC
Township Clerk