

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

RESOLUTION #18-30

RESOLUTION RETIRING INTO EXECUTIVE SESSION

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

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

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

- 1. The public shall be excluded from discussion of the specified subject matter.
- 2. The general nature of the subject matter to be discussed is as follows:
 - a) Contract Negotiations:
 - b) Personnel: Sick time accrual for non-union employees; longevity compensation; Auditor appointment; RTMUA appointment; Construction Code Official
 - c) Attorney-Client Privilege: Sempervive update
 - d) Attorney-Client Privilege
 - e) 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

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk

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List of Bills - (All Funds)

Vendor	Description	Current Fund	Payment	Check Total
1692 - A & S HYDRAULICS	PO 5728 Plow hoist rebuild and new Gledhill	842.00	842.00	842.00
4624 - A&K EQUIPMENT CO INC	PO 5396 Truck Tool Box	425.49	425.49	425.49
2587 - A. PETER ENEA	PO 5788 01/02/18 - 01/18/18	1,009.90	1,009.90	1,009.90
4586 - ALLEN PAPER CO	PO 5415 Janitorial Supplies	219.50	219.50	219.50
3834 - ARROW ELEVATOR INC	PO 5698 January	185.00	185.00	185.00
1232 - AT&T	PO 5818 B-JANUARY 2018 - POLICE	134.43	134.43	134.43
4689 - BARRIE EBERSTEIN	PO 5816 B-SNOW MEALS FOR 2018	8.00	8.00	8.00
2277 - BOROUGH OF FLEMINGTON	PO 5824 HYDRANT SERVICE FOR 2018	2,787.81	2,787.81	2,787.81
2382 - BRIAN TAGGERT	PO 5797 B-SNOW MEALS FOR 2018	39.00	39.00	39.00
2850 - BRION FLEMING	PO 5706 Business Cards	31.95	31.95	31.95
	PO 5755 Fuel	110.61	110.61	110.61
728 - CARTRIDGE WORLD	PO 5548 TONER/INK CARTRIDGES	258.96	258.96	258.96
895 - CENTURLINK	PO 5789 JANUARY 2018	990.69	990.69	990.69
1752 - CENTURLINK-PAYPHONES	PO 5779 DECEMBER 2017	50.00	50.00	50.00
4396 - CHAMPION TIRE	PO 5727 Dismount and mount truck tires	71.80	71.80	71.80
4008 - CHEMUNG SUPPLY CORP	PO 5221 Polw Carbide and edges	4,787.31	4,787.31	4,787.31
4507 - CHRIS KALHAUGE	PO 5813 B-SNOW MEALS FOR 2018	39.00	39.00	39.00
799 - CINTAS CORP	PO 5701 DPW	75.27	75.27	75.27
	PO 5759 Medical Supplies	124.97	124.97	124.97
1710 - CINTAS CORP	PO 5724 Janitorial Supplies	238.02	238.02	238.02
4359 - COMCAST	PO 5790 B-INTERNET FOR 2018 (PD)	12.95	12.95	12.95
4297 - COMCAST	PO 5791 B-INTERNET 2018 (MB)	158.89	158.89	158.89
1801 - COMCAST	PO 5795 B- INTERNET 2018 (PW)	274.23	274.23	274.23
303 - COOPER ELECTRIC	PO 5700 Cable, Bulbs & Bulb Recycle	77.99	77.99	77.99
196 - GANNETT NJN	PO 5674 Planning Board Reorg Meeting Notice	17.63	17.63	17.63
	PO 5748 Legal Notices	31.82	31.82	31.82
	PO 5782 Legal Ads	112.23	112.23	112.23
1892 - CRISTAL ASSOCIATES	PO 5416 SUPPLIES	1,192.00	1,192.00	1,192.00
4360 - DANIEL LORENZI	PO 5811 B-SNOW MEALS FOR 2018	39.00	39.00	39.00
3495 - DANIELLE LANGREDER	PO 5709 2018-PETTY CASH	100.00	100.00	100.00
814 - DAVID SNYDER	PO 5801 B-SNOW MEALS FOR 2018	39.00	39.00	39.00
3258 - DEER CARCASS REMOVAL SERV	PO 5693 December 2017	735.00	735.00	735.00
1361 - DELL MARKETING L.P.	PO 5395 Warranty Ext. 6 Units	606.20	606.20	606.20
1048 - DEMPSEY UNIFORM & LINEN SUPPLY	PO 5654 December	106.24	106.24	106.24
4645 - DENNIS CONCANNON, CUST OF PETTY CAS	PO 5712 2018 PETTY CASH	100.00	100.00	100.00
4717 - DIANE RAZILLIARD	PO 5720 Mailbox Reimbursement	100.00	100.00	100.00
3833 - DIFRANCESCO, BATEMAN, COLEY ETC	PO 5826 NOVEMBER 2017	645.00	645.00	645.00
236 - DITSCHMAN/FLEMINGTON FORD	PO 5477 Police ans service truc Repairs	1,997.75	1,997.75	1,997.75
	PO 5732 Truck Winter Wipers	110.00	110.00	110.00
4565 - DONALD HAIN	PO 5657 EYE CARE REIMBURSEMENT FOR 2017	150.00	150.00	150.00
3799 - DONALD VANFOSSEN	PO 5808 B-SNOW MEALS FOR 2018	39.00	39.00	39.00

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
4508 - DONN BROWN	PO 5830 B-SNOW MEALS FOR 2018	31.00	31.00
1391 - EAST PENN RE-BUILDERS, IN	PO 5730 Snow Flow Carbide	2,016.40	2,016.40
3798 - EDWARD WALDRON	PO 5807 B-SNOW MEALS FOR 2018	39.00	39.00
2157 - EDWARD YARD	PO 5803 B-SNOW MEALS 2018	39.00	39.00
263 - ELIZABETH TOWN GAS	PO 5825 12/19/17 - 01/20/18	4,045.51	4,045.51
4218 - FACILITY DUDE	PO 5704 2018 Agreement	17,380.00	17,380.00
3073 - FBINAA	PO 5622 2018 Dues	110.00	110.00
873 - FLEMINGTON CHEVROLET	PO 5731 21-11 Rear Differential	975.61	975.61
4314 - FLEMINGTON CONCRETE	PO 5237 Bin Blocks	550.00	550.00
4482 - GLOBAL EQUIPMENT CO	PO 5758 Vacuum	245.21	245.21
11 - GRAINGER	PO 5721 Supplies	55.76	55.76
1833 - HMC- OCCUPATIONAL HEALTH	PO 5119 Audio Metric Hearing Tests	1,554.00	1,554.00
2 - HUNTERDON LOCK & SAFE	PO 5617 Police Dept Copies	27.51	27.51
1062 - J.C. EHRLICH CO INC	PO 5699 Police Station Maintenance	62.00	62.00
1861 - JAMES HARPER	PO 5796 B-SNOW MEALS FOR 2018	39.00	39.00
3031 - JERRY TRSTENSKI	PO 5810 B-SNOW MEALS FOR 2018	39.00	39.00
664 - JOHNNY ON THE SPOT, INC	PO 5702 January Port-a-Johns	234.00	234.00
1787 - JONATHAN WEBB	PO 5809 B-SNOW MEALS FOR 2018	39.00	39.00
859 - KEVIN TETEMER	PO 5798 B-SNOW MEALS FOR 2018	39.00	39.00
2795 - KOLLMER EQUIPMENT	PO 5434 Chain Saw Chaps	180.00	180.00
2512 - I-3 COMMUNICATION	PO 5487 Two Antennas	214.20	214.20
4485 - LAWMAN SUPPLY CO	PO 5140 ammo magazines	109.00	109.00
4322 - LINK HIGH TECH INC	PO 5422 COMPUTER (1) - PD	2,030.22	2,030.22
4686 - LOIS ZARISH	PO 5547 REFUND FOR SUPPLIES	35.00	35.00
508 - LORCO PETROLEUM SERVICE	PO 5722 Waste Oil	125.00	125.00
1433 - MCELROY, DEUTSCH ETC...	PO 5828 DECEMBER 2017	555.96	555.96
1431 - MCMANIMON & SCOTLAND, L.I.C.	PO 5658 CAPITAL BUDGET ADMENDMENT	107.50	107.50
5 - MCMASTER-CARR SUPPLY CO.	PO 5570 Salt Spreader Racks	2,799.75	2,799.75
	PO 5729 Shop Tools	641.56	3,441.31
562 - MGL PRINTING SOLUTIONS	PO 5385 Minute/Resolution books	1,625.00	1,625.00
2741 - MICHAEL RASILE	PO 5805 B-SNOW MEALS FOR 2018	39.00	39.00
4361 - MICHAEL TRAUCH	PO 5812 B-SNOW MEALS FOR 2018	39.00	39.00
4649 - MORTON SALT INC	PO 5334 Salt	12,945.51	12,945.51
	PO 5523 Road Salt	7,551.29	7,551.29
	PO 5524 Road Salt	3,936.50	3,936.50
	PO 5742 road salt	14,122.05	14,122.05
1971 - MSI	PO 5656 2018 ANNUAL SUPPORT	4,549.00	4,549.00
2915 - MUNIDEX INC	PO 5659 2018 SERVICE CONTRACT FOR VITAL STA	620.00	620.00
4061 - NAPA	PO 5543 Repair parts	7.96	7.96
3121 - NATIONAL PARTS SUPPLY	PO 5739 Service & Repair Parts, Shop Tools	1,357.82	1,365.78
3881 - NEW JERSEY AMERICAN WATER	PO 5756 Service and repair parts	1,295.14	1,295.14
	PO 5817 12/9/17 - 01/09/18	1,014.96	1,014.96

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
4687 - NICHOLAS DANESE	PO 5820 JANUARY 2018	24,534.56	25,549.52
372 - NJ ADVANCED MEDIA	PO 5814 B-SNOW MEALS FOR 2018	39.00	39.00
1434 - NJ FIRE EQUIPMENT CO.	PO 5781 BOH AD - JANUARY 2018	10.27	10.27
	PO 5273 Scott Cylinders	2,214.00	
	PO 5346 Safety Equipment	75.00	2,289.00
393 - ONE CALL CONCEPTS	PO 5618 December mark outs	225.00	225.00
781 - ONE SOURCE OF NJ LLC	PO 5733 Shop tools	277.43	277.43
4402 - PARA-PLUS TRANSLATION	PO 5705 Interpreting	345.92	345.92
2476 - PECKHAM IND, INC	PO 5611 liquid calcium	2,435.00	
	PO 5690 Liquid Calcium Chloride	1,509.70	3,944.70
4484 - PETERSON SERVICE CO, INC	PO 5694 HVAC Repairs	2,666.67	
	PO 5757 Repairs	897.50	3,564.17
4049 - PRAXAIR	PO 5624 Bottel rent	77.53	77.53
1996 - R & H TRUCK PARTS & SERVICE	PO 5735 Quint Brake repair. Washer Fluid	571.64	571.64
673 - RACHLES/MICHELE'S OIL CO	PO 5619 Gasoline	1,604.05	
	PO 5675 Gasoline	7,281.07	8,885.12
4227 - READY REFRESH	PO 5780 JANUARY 2017	40.85	40.85
2729 - RICK GARES	PO 5804 B-SNOW MEALS FOR 2018	39.00	39.00
3973 - RICOH USA, INC	PO 5823 DECEMBER 2017	133.50	133.50
1939 - ROBERT H HOOVER & SONS	PO 5734 trk 24 brake chambers, trk 3 collan	539.38	539.38
531 - ROBERT MARINO	PO 5802 B-SNOW MEALS FOR 2018	39.00	39.00
4716 - ROBERT SEGARICH	PO 5695 Mailbox Reimbursement	26.62	26.62
305 - RONALD FLEMING	PO 5800 B-SNOW MEALS FOR 2018	31.00	31.00
386 - RR DONNELLEY	PO 5472 Vital Record Supplies	955.50	955.50
911 - RUTGERS	PO 5676 PZ-3301-SP18-1 Intro to Planning an	1,332.00	
	PO 5681 Please do not mail	237.00	1,569.00
3797 - SAMUEL LAVOIE	PO 5806 B-SNOW MEALS FOR 2018	39.00	39.00
767 - SAMZIES UNIFORMS	PO 5613 Nametape - Capt. Donovan	6.50	6.50
2510 - SAWYERS	PO 5697 1st Quarter DPW & PD	150.00	150.00
4621 - Scott Walllis	PO 5669 Reimbursement for Building Inspecto	1,014.00	1,014.00
3538 - SERVICE TIRE TRUCK CENTERS	PO 5725 Leafar tires, 25 front tire and wh	3,487.60	3,487.60
828 - SHAMMY SHINE CAR WASHES	PO 5612 Car Wash Tickets	304.00	304.00
4718 - STEPHANIE HAVER	PO 5740 Re-Org Supplies	220.94	220.94
4472 - STEPHEN TOOTH	PO 5696 Interpreter	250.00	250.00
4688 - STEVEN BARRETT	PO 5815 B-SNOW MEALS FOR 2018	39.00	39.00
1561 - STICKEL, KOENIG, SULLIVAN & DRILL	PO 5827 NON ESCROW FOR DECEMBER 2017	77.50	77.50
1250 - TANEUM	PO 4715 Printer Ribbons	117.00	117.00
2527 - UNLIMITED MOTORSPORTS	PO 5520 trk 40Tool Box, Fuel Tank & Fuel P	1,420.00	1,420.00
2142 - VERIZON WIRELESS	PO 5784 DECEMBER 2017	80.02	
	PO 5785 DECEMBER 2017	18.02	
	PO 5786 DECEMBER 2017	1,136.88	
	PO 5787 DECEMBER 2017 - PW	342.85	

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
	PO 5792 B-PHONES 2018 (742017198-00006)	292.75	
	PO 5793 B-PHONES 2018 (742071798-00003)	665.24	
	PO 5821 DECEMBER 2017	480.12	
	PO 5230 2016 MSA	335.03	3,015.88
4256 - VILLAGE COMMONS	B-2018 TAX ASSESSOR & COLLECTOR SER	824.00	335.03
918 - VITAL COMMUNICATIONS INC	SR CITIZEN POST YR STATEMENTS	35.00	859.00
4212 - WASTE MANAGEMENT OF NJ	December 2017	2,783.20	2,783.20
4090 - WB MASON	Office Supplies	125.02	
	PO 5608 OFFICE SUPPLIES	86.79	
	PO 5744 OFFICE SUPPLIES	61.54	273.35
736 - WILLIAM RISSMILLER	B-SNOW MEALS FOR 2018	39.00	39.00
State & Federal Grants			
4134 - DRAEGER INC	Simulator Charge - Alcotest	179.00	179.00
911 - RUTGERS	CPWM Credits	237.00	237.00
Trust			
303 - COOPER ELECTRIC	Cable, Bulbs & Bulb Recycle	21.84	21.84
510 - J CALDWELL & ASSOC	DECEMBER 2017	236.00	236.00
1433 - MCELROY, DEUTSCH ETC...	COAH - DECEMBER 2017	1,706.00	1,706.00
1014 - NJ STATE DEPT OF HEALTH	Dog Lic.	147.60	147.60
General Capital			
303 - COOPER ELECTRIC	Police Remediation	562.40	562.40
1491 - COUNTY CONCRETE CORP	Police Remediation	2,596.38	2,596.38
930 - EQUITY ENVIRONMENTAL ENG,LLC	Police Remediation	7,707.33	
	Police Remediation	382.50	
	Police Remediation	28,277.58	
	Police Remediation	23,571.46	
4322 - LINK HIGH TECH INC	SERVER - PD	9,519.00	59,938.87
3034 - TILCON	Milling Sam Levine	3,600.00	9,519.00
3187 - TRIUS INC	Snow Plow	5,030.70	3,600.00
4222 - VOLLERS	Concrete Disposal	259.28	5,030.70
	Concrete disposal PD Remediation	278.22	537.50
TOTAL			249,378.54

List of Bills - (All Funds)

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
01-101-01-000-003	Due To/From Petty Cash - Finance				100.00
01-101-01-000-007	Due To/From Petty Cash - Fire Prevention				100.00
01-201-20-120-200	TOWNSHIP CLERK - OE	1,009.90			
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	4,610.54			
01-201-20-140-200	DATA PROCESSING SERVICES OE	1,444.00			
01-201-20-165-200	ENGINEERING SERVICES	237.00			
01-201-21-180-200	PLANNING BOARD OE	68.80			
01-201-21-185-200	ZONING BOARD OE	1,415.85			
01-201-22-195-200	CONSTRUCTION OFFICIAL OE	1,014.00			
01-201-25-240-200	POLICE OE	110.00			
01-201-25-266-200	FIRE HYDRANTS	27,322.37			
01-201-26-290-200	ROAD REPAIR & MAINTENANCE OE	31.95			
01-201-26-295-200	SNOW REMOVAL OE	16,569.37			
01-201-26-306-200	P.E.O.S.H.A. ROADS OE	124.97			
01-201-26-310-200	PUBLIC PROPERTY (B&G) OE	21,205.14			
01-201-26-315-200	VEHICLE MAINTENANCE OE	12,263.91			
01-201-27-330-200	BOARD OF HEALTH OE	10.27			
01-201-28-375-200	PARK MAINTENANCE OE	234.00			
01-201-31-440-200	UTILITIES	6,726.15			
01-201-32-465-200	SOLID WASTE	125.00			
01-201-43-490-200	MUNICIPAL COURT OE	367.00			
01-203-20-100-200	(2017) TOWNSHIP ADMINISTRATOR O/E		3,007.36		
01-203-20-101-200	(2017) POSTAGE & PHOTOCOPIING		133.50		
01-203-20-120-200	(2017) TOWNSHIP CLERK - OE		1,625.00		
01-203-20-130-200	(2017) FINANCIAL ADMINISTRATION OE		86.79		
01-203-20-140-200	(2017) DATA PROCESSING SERVICES OE		35.00		
01-203-20-155-200	(2017) LEGAL SERVICES OE		1,308.46		
01-203-20-165-200	(2017) ENGINEERING SERVICES		167.98		
01-203-20-175-200	(2017) HISTORICAL COMMISSION		35.00		
01-203-21-185-200	(2017) ZONING BOARD OE		86.53		
01-203-22-195-200	(2017) CONSTRUCTION OFFICIAL OE		216.00		
01-203-25-240-200	(2017) POLICE OE		329.70		
01-203-25-267-200	(2017) FIRE OFFICIAL OE		2,289.00		
01-203-26-290-200	(2017) ROAD REPAIR & MAINTENANCE OE		4,994.99		
01-203-26-295-200	(2017) SNOW REMOVAL OE		26,868.30		
01-203-26-310-200	(2017) PUBLIC PROPERTY (B&G) OE		2,716.38		

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-203-26-315-200	(2017) VEHICLE MAINTENANCE OE		9,441.27		
01-203-26-316-200	(2017) RECYCLING TAX		104.37		
01-203-27-330-200	(2017) BOARD OF HEALTH OE		955.50		
01-203-28-375-200	(2017) PARK MAINTENANCE OE		550.00		
01-203-31-440-200	(2017) UTILITIES		11,665.12		
01-203-32-465-200	(2017) SOLID WASTE		2,678.83		
01-203-43-490-200	(2017) MUNICIPAL COURT OE		345.92		
01-204-55-000	Accounts Payable		335.03		
TOTALS FOR	Current Fund	94,890.22	69,641.00	535.03	165,066.25
02-101-01-000-01	Grant Checking			0.00	416.00
02-213-41-725-002-000	Drunk Driving Enforcement Fund - 2015			179.00	
02-213-41-727-001-000	Clean Communities Act 2017			237.00	
TOTALS FOR	State & Federal Grants	0.00	0.00	416.00	416.00
03-101-01-000-001	Checking TD Bank			0.00	2,111.44
03-286-10-110-006-000	COAH Trust			1,942.00	
03-286-10-110-016-000	Recycling Trust			21.84	
03-286-55-102	Due To State of New Jersey			147.60	
TOTALS FOR	Trust	0.00	0.00	2,111.44	2,111.44
04-101-01-000-001	Checking TD Bank			0.00	81,784.85
04-215-56-298-000	ORD 16-10 VARIOUS CAPITAL EQUIP & IMPROV			81,784.85	
TOTALS FOR	General Capital	0.00	0.00	81,784.85	81,784.85
Total to be paid from Fund 01 Current Fund				165,066.25	
Total to be paid from Fund 02 State & Federal Grants				416.00	
Total to be paid from Fund 03 Trust				2,111.44	
Total to be paid from Fund 04 General Capital				81,784.85	
				249,378.54	

9b.

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

Check#	Vendor	Description	Payment	Check Total
31102	1434 - NJ FIRE EQUIPMENT CO.	PO 5464 SCBA MASKS	664.20	664.20
31103	4683 - NORTH AMERICAN RESCUE	PO 5481 MEDICAL EQUIPMENT	1,424.06	1,424.06
TOTAL				2,088.26

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	CASH TD BANK			0.00	2,088.26
01-203-25-256-200	(2017) P.E.O.S.H.A.-FIRE CO.		1,256.31		
01-203-44-920-200	(2017) PURCHASE FIRE EQUIPMENT		831.95		
TOTALS FOR	Current Fund	0.00	2,088.26	0.00	2,088.26

Total to be paid from Fund 01 Current Fund

2,088.26

2,088.26

10a.



RARITAN TOWNSHIP MEMORANDUM

Date: January 12, 2018

To: Mayor and Township Committee
Don Hutchins, Township Administrator
Bill Pandos, Certified financial officer
Lisa Fania, Township Clerk

From: Brion Fleming, P.W. Superintendent

Re: Snow Removal Costs
Storm on: 1/8/2018
Official Accumulation: 1"
Duration: 6 hours
Services: Salt

OT Hours	44.75	@ \$51.30	\$ 2,295.68
Salaried Employees	8	@ 66.00/hr	\$ 528.00

Total Personnel Cost= \$ 2,823.68

Salt	175 Tons	@51.31/ton	\$ 8,979.25
Calcium Chloride	0 Gals	@0.994/gal	\$0.00
Sidewalk Salt (50lb bag)	4 Bags	@12.00/bag	\$ 48.00

Total Material Cost= \$ 9,027.25

Total Other Expenses(Meals)= \$ 0.00

TOTAL COST OF SNOW REMOVAL = \$11,850.93

Notes/Comments:

DPW salted one round starting at 3pm and rechecked areas before ending day at 7:30pm.



RARITAN TOWNSHIP MEMORANDUM

Date: January 18, 2018

To: Mayor and Township Committee
Don Hutchins, Township Administrator
Bill Pandos, Certified financial officer
Lisa Fania, Township Clerk

From: Brion Fleming, P.W. Superintendent

Re: Snow Removal Costs
Storm on: 1-17-2018
Official Accumulation: Low Areas 3/4" High Areas 2"
Duration: 7 Hours
Services: Salt and Plow

OT Hours	39.75	@ \$51.30	\$ 2,039.18
Salaried Employees	6	@ 66.00/hr	\$ 396.00

Total Personnel Cost= \$ 2,435.18

Salt	443 Tons	@51.31/ton	\$ 22,730.33
Calcium Chloride	1001 Gals	@0.994/gal	\$ 994.99
Sidewalk Salt (50lb bag)	3 Bags	@12.00/bag	\$ 36.00

Total Material Cost= \$ 23,761.32

Total Other Expenses(Meals)= \$ 160.00

TOTAL COST OF SNOW REMOVAL = \$ 26,356.50

Notes/Comments:

Storm started out in the high elevation areas as snow. 8 employees were called into cover those areas. In the lower elevation areas as the rain turned to snow the rest of the employees were called into salt and plow.



RARITAN TOWNSHIP MEMORANDUM

Date: January 31, 2018

To: Mayor and Township Committee
Don Hutchins, Township Administrator
Bill Pandos, Certified financial officer
Lisa Fania, Township Clerk

From: Brion Fleming, P.W. Superintendent

Re: Snow Removal Costs
Storm on: 1/30/2108
Official Accumulation: 0.16"
Duration: 8 hours
Services: Salt

OT Hours	0	@ \$51.30	\$0.00
Salaried Employees	0	@ 66.00/hr	\$0.00

Total Personnel Cost= \$0.00

Salt	42.5 Tons	@51.31/ton	\$ 2,180.68
Calcium Chloride	140.25 Gals	@0.994/gal	\$ 139.41
Sidewalk Salt (50lb bag)	0 Bags	@12.00/bag	\$ 0.00

Total Material Cost= \$2,320.09

Total Other Expenses(Meals)= \$0.00

TOTAL COST OF SNOW REMOVAL = \$2,320.09

Notes/Comments:

Light snow all day. The higher elevation areas were salted where the roadways started to cover.
Low elevation areas did not need any salt treatment.

OFFICE OF TAX COLLECTOR
TOWNSHIP OF RARITAN

ONE MUNICIPAL DRIVE
FLEMINGTON, NEW JERSEY 08822
908-806-6100 X2268

January 16, 2018

To: Mayor and Township Committee

Re: Tax Reports for Month Ending December 2017

December which is usually a slower month was anything but this year.

During the month we were flooded with phone calls regarding the new tax law asking if the Township would accept pre-payments of 2018 property taxes. We were very careful as to not give advice to the residents, but did tell them that the office would accept any 2018 taxes in 2017 that they wanted to pay.

The week before Christmas and especially the 3 work days (12/27, 12/28 & 12/29) after the holidays were crazy. I was on vacation so Anne Marie with the help of Holly handled everything and did a great job. During those 8 days we had over 1,000 payments between the mail and the residents coming into the office. We took in over \$6 million dollars for pre-payments of 2018 taxes. Residents were not only paying the 1st 2 Qtrs. of 2018, but also were estimating the 3rd & 4th Qtrs even though they have not been calculated or billed yet.

We also were dealing with residents paying their 2017 delinquent taxes. As of 12/31/2017 we had only 174 properties that were delinquent out of approximately 9,400 line items. That equates to a 1.9% delinquency rate.

Our collection rate for the 2017 levy is 99.48% up from 2016 which was 99.38%. This is the sixth year that the collection rate has increased.

Looking forward we are anticipating getting requests from some of the residents for refunds of the payments they made for the 3rd & 4th Qtrs. if the law says that you cannot not deduct what hasn't been billed. We also believe that we will be refunding banks and mortgage companies who haven't been notified by the homeowner that the taxes were already paid and so it will result in duplicate payments.

These refunds will impact my office, the Clerk's department who will need to do resolutions for the refunds, and the Finance department who will need to process the checks.

The Committee may want to consider passing a resolution to charge a fee for the administrative work associated with the refunds. This could be limited to just 6 months to cover this issue.

We currently do charge a fee (\$20) for processing a bounced check.

If you should have any questions, please do not hesitate to contact me.

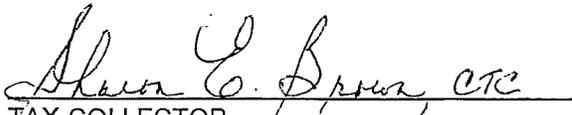
A handwritten signature in cursive script that reads "Sharon E. Brown, CTC".

Sharon E. Brown, CTC

TO: MAYOR AND TOWNSHIP COMMITTEE

RE: TAX COLLECTOR REVENUES
MONTH ENDING DECEMBER 2017

	CURRENT MONTH	YEAR TO DATE
CURRENT YEAR TAXES: 2017	908,989.10	97,282,612.98
LEVY: TOTAL YEAR 2017 - \$98,483,497.37		
PRIOR YEARS TAXES:		607,878.81
PREPAID TAXES: 2018	6,340,816.71	6,618,501.29
INTEREST: (INCLUDING YEP)	31,285.93	175,393.17
BOUNCED CHECKS:	(10,561.50)	(87,110.79)
MISC & COS:		15,561.14
DUPLICATE BILL FEES:	40.00	600.00
RETURNED CHECK FEES:	120.00	360.00
SEARCH FEES:		120.00
REFUND FROM STATE FOR VETS & SC		126,712.54
HOMESTEAD REBATE		721,017.46
TOTAL COLLECTIONS:	7,270,690.24	105,461,646.60


TAX COLLECTOR

DATE: JAN 16, 2018

cc: Donald Hutchins, Township Administrator
William B. Pandos, CMFO
Danielle Langreder, Assistant Supervisor of Accounts
Lisa Fania, Township Clerk

December 2017

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2017

	MTD	YTD
BALANCE BEGINNING OF MONTH		1,395,438.43
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS	16,975.86	
PAYMENT ADJUSTMENT	8,561.39	
BILLING ADJUSTMENT		
BOUNCED CHECKS	10,363.56	
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS	917,550.49	
JUDGEMENTS (COUNTY)	2,133.95	
VETERANS ALLOWED	250.00	
SENIOR CITIZEN'S ALLOWED	500.00	
100% PROPERTY EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN	511.24	
PAYMENT ADDJUSTMENTS		
BILLING ADJUSTMENTS	414.01	
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		509,979.55

Levy for Total Year 2017 = \$98,483,497.37
Collection Rate for 2017 as of 12/31/17 = 99.48%

December 2017

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2018

	MTD	YTD
BALANCE BEGINNING OF MONTH		49,190,141.00
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
BILLING ADJUSTMENT		
BOUNCED CHECKS	19.04	
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS	6,332,255.32	
JUDGEMENTS (COUNTY)	1,066.98	
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY - EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDJUSTMENTS	8,561.39	
BILLING ADJUSTMENTS		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		42,848,276.35

Levy for 1st Half 2018 = \$49,220,904.59
Collection Rate for 1st Half of 12/31/17=13.38%

December 2017

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2016

	MTD	YTD
BALANCE BEGINNING OF MONTH		-0.02
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
JUDGEMENTS (STATE)		
BOUNCED CHECKS		
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS		
JUDGEMENTS (STATE)		
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDUSTMENTS		
BILLING ADJUSTMENTS		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		(0.02)

Levy for Total Year 2016 = \$96,927,781.25
Collection Rate for 2016 as of 12/31/17 = 100%

December 2017

**TAX COLLECTOR'S MONTHLY REPORT
FOR YEAR 2017 YEAR END PENALTY**

	MTD	YTD
BALANCE BEGINNING OF MONTH		
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING	3,188.25	
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
BILLING ADJUSTMENT		
BOUNCED CHECKS		
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS		
JUDGEMENTS (COUNTY)		
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY - EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDJUSTMENTS		
BILLING ADJUSTMENTS		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		3,188.25

Levy for 12/31/17 Year End Penalty \$3,188.25
Collection Rate of YEP as of 12/31/2017 = 0%

December 2017

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2018 PILOT

	MTD	YTD
BALANCE BEGINNING OF MONTH		
ADDITIONS TO RECEIVABLE	94,543.54	
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
BILLING ADJUSTMENT		
BOUNCED CHECKS		
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS		
JUDGEMENTS (COUNTY)		
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDUSTMENTS		
BILLING ADJUSTMENTS		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		94,543.54

Levy for Total Year 2017 = \$98,483,497.37

Collection Rate for 2017 as of 12/31/17 = 0.00%

10c.

TO: MAYOR AND TOWNSHIP COMMITTEE
FROM: SHARON E BROWN, TAX COLLECTOR
DATE: JANUARY 16, 2018
RE: 2017 ANNUAL STATEMENT OF RECEIPTS

As per N.J.S.A. 54:4-91, below is a breakdown of monies collected in 2017:

2017 Taxes:	97,282,612.98
Homestead Rebate applied to 2017 Taxes:	721,017.46
2016 Taxes:	607,878.81
Prepaid 2018 Taxes:	6,618,501.29
Bounced Checks:	-87,110.79
Refund from State for VETS & SC	126,712.54
Interest:	175,393.17
Miscellaneous: (Fees & Searches)	16,641.14
Total:	\$ 105,461,646.60

The total amount of taxes cancelled in 2017 :

2017 Taxes:	\$ 16,777.20
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Collection Rate:

2017 Tax Year	99.48%
2016 Tax Year	99.38%
2015 Tax Year	99.19%
2014 Tax Year	99.10%
2013 Tax Year	99.05%
2012 Tax Year	98.23%

Unpaid 2017 Taxes as of December 31, 2017:	<u>\$ 509,979.55</u>
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cc: Donald Hutchins, Township Administrator
William B. Pandos, CFO
Danielle Langreder, Assistant Supervisor of Accounts
Lisa Fania, Township Clerk

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

10d.

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

2017 End of Year Report Dept. of Fire Safety

Non-Life Hazard Use Inspections:	21
Life Hazard Use Inspections:	166
Residential 1 & 2 family homes:	609
Reinspections:	199
Complaint/Spot/Other Inspections:	15
<u>TOTAL INSPECTIONS:</u>	1,018
Violations Found:	2,185
Fire permits:	74
Fire Investigation	15

Fire Prevention fees collected:	\$30,290.00
State LHU Rebates:	<u>\$12,950.00</u>
Total:	\$43,240.00

All Life Hazard Uses completed. All NLHU uses identified and entered into SDL. Inspection schedule completed.

Respectfully Submitted,

Dennis Concannon
Fire Marshal

10e.

MONTHLY SUMMARY - HAMPTON BOROUGH MUNICIPAL COURT 2017

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Total Traffic Complaints Issued	10	24	22	18	36	32	26	23	17	18	37	19	282
Total Traffic Complaints Disposed	15	26	15	19	29	25	26	21	25	15	14	37	267
Criminal Complaints - Local and State	1	2	10	5	9	4	8	2	1	1	2	6	51
Total Criminal Complaints Disposed	4	5	2	7	4	2	3	1	7	7	6	1	49
Fines Disbursed to NJ DMV	\$1,051.76	\$2,334.60	\$1,180.66	\$986.14	\$2,051.74	\$1,784.10	\$1,502.09	\$2,449.30	\$1,938.91	\$1,465.07	\$587.59	\$1,552.20	\$18,884.16
Fines Disbursed to County Treasurer	\$36.00	\$62.00	\$25.00	\$60.00	\$12.00	\$24.00	\$0.00	\$100.00	\$0.00	\$0.00	\$12.00	\$0.00	\$331.00
ATS Surcharge	\$50.00	\$115.00	\$90.00	\$105.00	\$105.00	\$105.00	\$70.00	\$85.00	\$90.00	\$50.00	\$45.00	\$70.00	\$980.00
VCCB	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$50.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00
DEDR	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$95.00	\$295.00
Safe Neighborhood	\$5.50	\$75.00	\$50.00	\$0.00	\$139.00	\$80.50	\$30.50	\$75.00	\$75.00	\$19.50	\$75.00	\$25.00	\$650.00
Municipal Treasurer (inc POAA)	\$403.24	\$555.40	\$760.34	\$570.86	\$718.26	\$563.90	\$356.91	\$809.70	\$414.09	\$323.93	\$563.41	\$537.80	\$6,587.84
Restitution to Township	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Defender Fee Order by Judge	\$50.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425.00
Restitution to Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Lab Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conditional Discharge Application Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00
Weights & Measures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Fish & Game	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Web Fee	\$22.00	\$31.00	\$0.00	\$0.00	\$18.00	\$43.00	\$25.00	\$30.00	\$34.00	\$0.00	\$14.00	\$0.00	\$217.00
TOTAL AMOUNT DISBURSED	\$1,643.50	\$3,408.00	\$2,131.00	\$1,747.00	\$3,144.00	\$2,650.50	\$2,109.50	\$3,824.00	\$2,697.00	\$1,913.50	\$1,347.00	\$2,280.00	\$28,895.00

MONTHLY SUMMARY - RARITAN TOWNSHIP MUNICIPAL COURT 2017

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Total Traffic Complaints Issued	577	505	590	507	580	540	562	562	522	490	520	407	6362
Total Traffic Complaints Disposed	582	571	633	536	580	543	539	539	605	632	578	470	6808
Criminal Complaints- Local & State	243	39	66	41	49	51	44	47	45	210	84	59	978
Total Criminal Complaints Disposed	157	163	96	69	70	71	53	76	66	69	69	98	1057
Fines Disbursed to NJ DMV	\$16,351.59	\$14,458.46	\$21,540.80	\$15,155.94	\$18,923.83	\$14,342.97	\$19,692.62	\$19,870.69	\$17,683.09	\$18,617.64	\$17,083.32	\$15,719.02	\$209,439.97
Fines Disbursed to County Treasurer	\$10,261.75	\$8,743.27	\$10,324.13	\$8,203.00	\$8,854.50	\$7,509.56	\$8,774.94	\$9,189.40	\$8,781.00	\$9,772.70	\$8,670.00	\$7,861.28	\$106,945.53
ATS Surcharge	\$2,680.00	\$2,471.00	\$2,447.00	\$2,257.00	\$2,407.00	\$2,085.00	\$2,415.00	\$2,276.00	\$2,090.00	\$2,400.00	\$2,305.00	\$2,080.00	\$2,680.00
VCCB	\$450.00	\$460.00	\$750.00	\$475.00	\$450.00	\$375.00	\$600.00	\$600.00	\$405.00	\$570.00	\$540.00	\$315.00	\$450.00
DEDR	\$1,415.50	\$975.00	\$3,331.00	\$1,203.00	\$2,488.00	\$1,267.00	\$2,326.00	\$3,657.00	\$2,791.00	\$2,217.00	\$1,919.00	\$3,217.00	\$26,806.50
Safe Neighborhood	\$679.50	\$719.50	\$954.50	\$571.00	\$794.00	\$600.00	\$844.00	\$1,104.00	\$525.00	\$697.50	\$703.00	\$541.50	\$8,729.50
Municipal Treasurer (inc. POAA)	\$30,119.67	\$21,960.27	\$24,677.32	\$23,704.56	\$20,110.67	\$17,709.53	\$20,446.38	\$22,438.91	\$19,044.31	\$22,179.68	\$22,491.68	\$19,526.25	\$264,409.21
Restitution to Township	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Defender Fee Order by Judge	\$370.00	\$450.00	\$450.00	\$340.50	\$250.00	\$10.00	\$790.00	\$895.00	\$1,005.00	\$1,070.00	\$1,035.00	\$1,035.00	\$7,700.50
Restitution to Other	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
State Lab Fee	\$161.00	\$26.00	\$200.00	\$145.00	\$296.50	\$103.50	\$249.00	\$305.00	\$303.00	\$245.00	\$55.00	\$224.00	\$2,313.00
Conditional Discharge Application Fee	\$103.00	\$115.00	\$465.00	\$225.00	\$477.00	\$283.00	\$260.00	\$255.00	\$186.00	\$316.00	\$0.00	\$206.00	\$2,891.00
State Fish & Game	\$145.00	\$1,280.00	\$100.00	\$95.00	\$845.00	\$0.00	\$0.00	\$100.00	\$0.00	\$145.00	\$0.00	\$142.00	\$2,852.00
Hunterdon County Parks	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00	\$22.00	\$0.00	\$44.00	\$229.00
Forest & Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NISPCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Weights & Measures	\$0.00	\$4,350.00	\$0.00	\$3,450.00	\$0.00	\$2,500.00	\$400.00	\$0.00	\$0.00	\$2,100.00	\$1,300.00	\$250.00	\$14,350.00
Web Fee	\$634.00	\$602.00	\$699.00	\$611.00	\$711.00	\$592.00	\$0.00	\$649.00	\$621.00	\$691.00	\$694.00	\$563.00	\$7,067.00
TOTAL AMOUNT DISBURSED	\$63,370.01	\$56,710.50	\$65,938.75	\$56,436.00	\$56,607.50	\$47,377.56	\$57,297.94	\$61,420.00	\$53,514.40	\$61,043.50	\$56,796.00	\$51,724.05	\$688,236.21

Township of Raritan

One Municipal Drive, Flemington, NJ 08822
Phone: (908) 806-6101 Fax: (908) 806-7061

APPLICATION FOR A TAXICAB LICENSE

Fees: \$250 per year each taxicab
\$100 for each additional driver other than owner

Name of Business: Angeles Taxi	Location of Business: SAME
Location of Dispatch/Drivers Report for Duty: Raritan Trade Center 15 Minnekaoning Rd. Flemington	Business Telephone: 908-361-1841
Owner of Business: Unit 302 Patricia Santiago	Address of Owner: 12 allen street Flemington NJ 08822
Home Telephone: [REDACTED]	Driver's License #: [REDACTED]
Name & Address of Insurance Company: American Millennium Ins. Company 1044 Route 23 north, suite 103	Insurance Policy #: [REDACTED]
Amount of Policy: Wayne NJ-07470 \$ 5,712.00	Rates to be Charged for Taxi Service: \$ 5.00
List all residences of owner for the last 20 years. (can be listed on additional sheets of paper and attached to application)	
1039 old york Rd. Ringes NJ	
12 allen street Flemington NJ	

(see reverse side)

Additional Drivers

Driver #2: <u>JENNIFER SANTIAGO</u> <div style="background-color: black; width: 150px; height: 15px; margin: 5px 0;"></div> → <input checked="" type="checkbox"/>	#2 Driver's License #:
Driver #3:	#3 Driver's License #:
Driver #4:	#4 Driver's License #:
<p>If there are drivers #2, #3 & #4 or more list their names, addresses, telephone numbers, driver's license numbers and their residences for the last 20 years on separate sheets of paper and attach to this application. Each additional driver must also provide a Consent Form and be Fingerprinted.</p> <p>A copy of the insurance policy and Power of Attorney as required by N.J.S.A. 48:16-3 and 48:16-5 must be attached with the application.</p> <p>Any license to operate a taxi will expire December 31 of each year unless revoked or suspended.</p> <p>Licenses to operate Taxicabs are not transferable.</p>	
Signature of Applicant/Owner: <u>Patricia Santiago</u>	Date of Application: <u>12/22/17</u>
<p><i>For Office Use Only: (Do not write below)</i></p> <p>Date Application Received: <u>December 22, 2017</u></p> <p>Fees Received: <u>\$ 350.00</u></p> <p>Insurance Certificate Received: <u>Yes</u></p> <p>Power of Attorney Received: <u>Yes</u></p> <p>To Police for Background Checks & Fingerprinting: <u>Yes</u></p> <p>Date Police Report Received Back: <u>January 16, 2018</u></p> <p>Date of Approval by Township Committee: _____</p> <p>Resolution of Approval #: _____</p> <p>License Issued: _____</p> <p>License Expiration: _____</p>	

Sewer Capacity Task Force – Alternative Plan

Proposal:

Establish Joint Infrastructure Planning Committee whose members will engage the proper resources to address the challenges Raritan Township faces regarding desired growth aligning with our Master Plan and lack of sewer capacity in our community.

Purpose of the Committee:

Bring together the stakeholders from those entities with a vested interest in the issue of RTMUA sewer capacity and operations to identify short-term solutions and develop long-term plans. This committee would be created by resolution with a term of three years.

Composition of the Committee:

The committee will consist of representatives from the following:

- Raritan Township Committee
- Raritan Township Planning Board
- Raritan Township Engineer
- RTMUA Commissioner
- Flemington Borough Council
- Hunterdon County Freeholders
- Hunterdon County Engineer
- Hunterdon County Director of Economic Development

First steps:

1. Appoint chairperson(s) and committee members.
2. Develop Mission Statement.
3. Establish meeting schedule.
4. Set goals and timelines.
5. Present plan to the Township Committee and other stakeholders.

13c.



January 23, 2018

VIA EMAIL & REG. MAIL

Raritan Township
One Municipal Dr.
Flemington, New Jersey 08822-1799
Attn: Mr. Donald Hutchins

Dear Mr. Hutchins:

The Flemington Jewish Community Center ("FJCC") will sponsor our first recreational bicycling event entitled, "Farmland Ride," on Sunday, June 10, 2018. This event will draw cyclists from Hunterdon County and beyond to participate in a day of bicycling through our beautiful farmlands. The route(s) pass through your Township. Approximately 1 week in advance of the event our crews will travel through your Township and apply small biodegradable directional road markers on the area roadways for cyclists to follow during the ride. Two days before the event, we may place temporary directional and safety signage. The signage will be removed at the end of the event.

Approximately, 100 – 150 cyclists, age 16 or older will participate. All cyclists are required to wear a helmet and will adhere to proper cycling safety and road rules.

We hope we can count on your support as our event passes through your Township. We want to work ahead of time to mitigate any potential problems and address any concerns you may have. To that end, please contact me with any questions or requests. I can be reached at (908) -528-6192; email: dscibilia50@yahoo.com.

Enclosed is a copy of our bike routes that pass through your township. Please confirm in writing whether we need to provide you with additional information.

Thank you for your assistance in this matter.

Very truly yours,

Dena K. Scibilia
DENA K. SCIBILIA
Farmland Ride Chairperson

Encl.



RARITAN TOWNSHIP

MEMORANDUM

13d.

TO: Mayor and Township Committee

FROM: Donald Hutchins, Administrator

RE: Amendment to Ordinance 16 – 23

Attached is a copy of Section 4, the Minimum Electrical Subcode Fee from Ordinance 16 – 23. Please refer to Subsection M, Item 3 concerning the fees for photovoltaic systems.

New Jersey Clean Energy Ventures is developing an 8.4 megawatt field at 41 Highway 202/31, Block 86, Lot 10.01 which consists of 30,000 panels. With the current Fee Schedule the permit fee for the Electric permit would be 1.5 million dollars.

I am working with our Acting Construction Official and Township Attorney to develop a much more reasonable fee schedule by researching other Municipal Ordinances. I will have additional information regarding this and recommendations on how the fee may be restructured which will be presented to the Committee via email as soon as I have such and at the meeting on February 6, 2018 for consideration.

As the developer is under time constraints I am endeavoring to move this along so as not to impede construction. The Township Attorney will also be providing any recommendation as to how the developer may be allowed to move forward if necessary.

- (ii) Gas piping shall be seventy-five dollars (\$75.00)
 - (iii) Hot water boilers shall be one hundred forty dollars (\$ 140.00)
 - (iv) Steam boilers shall be one hundred forty dollars (\$ 140.00)
- (b) No separate fee shall be for existing gas, fuel oil, or water piping connections associated with the mechanical equipment inspected.
- (c) A flat fee of one hundred forty dollars (\$140.00) shall be for each new or replacement complete HVAC system installation, consisting of a furnace, compressor, a-coil, drip pan, condensate pump or discharge line, humidifier, combustion air, or any combination thereof.
- (4) The Minimum Electrical Subcode Fee shall be fifty dollars (\$50.00) for the R-2 Use Group, fifty dollars (\$50.00) for the R-3 and R-5 Use Groups, and one hundred dollars (\$100.00) for all other use groups. All other fees shall be as stated below.
- (a) The fee for electrical fixtures and devices, for the first fifty (50) fixtures or switches shall be the fifty dollars (\$50.00). Each additional twenty (20) receptacles, fixtures, switches or poltion thereof shall be ten dollars (\$ 10.00). For the purpose of computing this fee, receptacles, fixtures or switches shall include lighting outlets, smoke detectors, heat detectors, fluorescent fixtures and receptacles, thermostats, or motors of one less than (1) horsepower.
 - (b) The fee for alarm systems shall be as follows:
 - (1) For R-2 Use Group the fee for the first ten (10) devices shall be fifty dollars (\$50.00), each additional twenty (20) devices shall be ten dollars (\$10.00).
 - (2) For R-3 and R-5 Use Groups, the fee for the first ten (10) devices shall be fifty dollars (\$50.00), each additional twenty (20) devices shall be ten dollars (\$10.00).
 - (3) All other Use Groups, the fee for the first ten (10) devices shall be fifty dollars (\$50.00), each additional twenty (20) devices shall be ten dollars (\$ 10.00).
 - (c) The fee for data systems shall be as follows:
 - (1) For R-2 Use Group the fee for the first ten (10) devices shall be fifty five dollars (\$55.00), each additional twenty (20) devices shall be ten dollars (\$10.00).
 - (2) For R-3 and R-5 Use Groups, the fee for the first ten (10) devices shall be fifty dollars (\$50.00), each additional twenty (20) devices shall be ten dollars (\$130.00).
 - (3) All other Use Groups, the fee for the first ten (10) devices shall be fifty dollars (\$50.00), each additional twenty (20) devices shall be ten dollars (\$ 10.00).
 - (d) The fee for in floor heating systems shall be the Minimum Fee for the first five (5) kilowatts. Each additional five (5) kilowatts shall be fifty percent (50%) of the Minimum Fee.

- (e) The fee for motors shall be the minimum fee or as follows:
- (1) 1 to 10 horsepower shall be twenty dollars (\$20.00)
 - (2) 10.1 to 50 horsepower shall be sixty dollars (\$60.00)
 - (3) 50.1 to 100 horsepower shall be one hundred dollars (\$100.00)
 - (4) 100.0 to 500 horsepower shall be four hundred dollars (\$400.00).
 - (5) Over 500 horsepower shall be six hundred dollars (\$600.00).
- (f) The fee for electrical devices, transformers and generators shall be the minimum fee or as follows:
- (1) 1 to 10 kilowatts shall be twenty dollars (\$20.00).
 - (2) 10.1 to 50 kilowatts shall be fifty five dollars (\$55.00) for R-2 Use Group, sixty dollars (\$60.00) for R-3 and R-5 Use Groups, and one hundred dollars (\$100.00) for all other Use Groups.
 - (3) 50.1 to 100 kilowatts shall be one hundred ten dollars (\$110.00) for R-2 Use Group, one hundred twenty dollars (\$120.00) for R-3 and R-5 Use Groups, and two hundred dollars (\$200.00) for all other Use Groups.
 - (4) 100.1 to 500 kilowatts shall be three hundred thirty dollars (\$330.00)
 - (5) Over 500 kilowatts shall be three hundred thirty dollars (\$330.00) plus one hundred twenty dollars (\$120.00) for each additional one hundred (100) kilowatts or portion thereof over five hundred (500) kilowatts
- (g) For the purpose of computing the fee, typical electrical device sizes are listed below, but the proper kilowatt rating for the applied for device must be noted on the application so that the proper fee can be assessed. This typical list is by no way all inclusive.
- (1) Dishwasher: approximately one and two-tenths (1.2) kilowatts
 - (2) Water heater: approximately four and five-tenths (4.5) kilowatts
 - (3) Electric dryer: approximately five (5) kilowatts
 - (4) Apartment/residential sized range: approximately eight (8) kilowatts
 - (5) Electric baseboard heat: approximately two hundred fifty (250) watts per foot
- (h) The fee for low-voltage service equipment including service panels, sub-panels and service entrances shall be as follows
- (1) 1 to 199 amperes shall be fifty dollars (\$50.00)
 - (2) 200 amperes shall be one hundred dollars (\$100.00)
 - (3) 200.01 to 800 amperes shall be two hundred dollars (\$200.00).
 - (4) 800.01 to 2000 amperes shall be three hundred dollars (\$300.00).
 - (5) Over 2000 amperes shall be three hundred dollars (\$300.00) plus one hundred dollars (\$100.00) for each additional five hundred (500) amperes or portion thereof over two thousand (2000).

- (i) High voltage service over six hundred (600) volts shall be five hundred dollars (\$500.00).
- (j) Construction of temporary pole service shall be fifty dollars (\$50.00).
- (k) The fee for pools shall be as follows:
 - (l) Above ground pools:
 - (a) R-5 Use Group shall be seventy dollars (\$70.00), which includes pumps, convenient outlet and bonding.
 - (b) All other Use Groups shall be two hundred percent (200%) of the Minimum Fee, which includes pumps, convenient outlet and bonding.
 - (2) In-Ground pools
 - (a) R-5 Use Group shall be seventy dollars (\$70.00)
 - (b) All other Use Groups shall be two hundred percent (200%) of the Minimum Fee
 - (3) Pool heaters, subpanels, lights and sweepers shall be an additional fee at the published rates.
 - (4) Annual pool inspections for commercial pools shall be one hundred dollars (\$100.00)
- (l) Trailer connections shall be fifty dollars (\$50.00).
- (m) The fee for photovoltaic systems shall be based on the designated kilowatt rating of each solar photovoltaic system as follows:
 - (1) One (1) to fifty (50) kilowatts shall be one hundred forty dollars (\$ 140.00).
 - (2) Fifty one (51) to one hundred (100) kilowatts shall be two hundred sixty dollars (\$260.00).
 - (3) Over one hundred (100) kilowatts shall be fifty dollars (\$50.00) per panel installed.
- (5) The Minimum Fire Subcode Fee shall be fifty dollars (\$50.00) for the R-2 Use Groups, fifty dollars (\$50.00) for the R-3 and R-5 Use Groups, and seventy five dollars (\$75.00) for all other use groups. All other fees shall be as stated below:
 - (a) Sprinkler heads shall be as follows:
 - (1) 1 to 5 sprinkler heads shall be the Minimum Fee
 - (2) 6 to 20 sprinkler heads shall be one hundred dollars (\$100.00)
 - (3) 21 to 100 sprinkler heads shall be one hundred fifty dollars (\$150.00)
 - (4) 101 to 200 sprinkler heads shall be two hundred fifty dollars (\$250.00)
 - (5) 201 to 400 sprinlder heads shall be six hundred twenty five dollars (\$625.00)
 - (6) 401 to 1000 sprinkler heads shall be eight hundred fifty dollars (\$850.00)
 - (7) 1001 to 1400 splfilkler heads shall be one thousand one hundred dollars (\$1100.00)

- (8) 1401 to 1800 sprinkler heads shall be one thousand three hundred fifty dollars (\$1350.00)
- (9) Over 1800 sprinkler heads shall be one thousand six hundred dollars (\$1600.00)
- (b) Standpipe system shall be three hundred dollars (\$300.00) for each riser (c) Sprinkler valves shall be as follows:
 - (1) Alarm valves shall be one hundred dollars (\$100.00) each
 - (2) Dry pipe valves and pre-action valves shall be one hundred dollars (\$100.00) each
- (d) Fire pumps shall be two hundred dollars (\$200.00) each
- (e) Private fire hydrants shall be one hundred dollars (\$100.00) each
- (f) Freestanding fire department connection installation shall be one hundred dollars (\$100.00)

TOWNSHIP OF RARITAN
HUNTERDON COUNTY, NEW JERSEY

ORDINANCE #18-2

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING CHAPTER 2.28 ENTITLED "TOWNSHIP ENGINEER" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN BY AMENDING SECTION 2.28.020 ENTITLED "DUTIES"

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

Section 1. Section 2.28.020 entitled "Duties" is hereby amended as follows:

The Township Engineer shall perform all of the duties, presently described by the statutes of New Jersey and any ordinances adopted, as may be required to be performed by the Township Engineer. In addition to that, the Township Engineer shall perform the following duties:

- A. Prepare, or cause to be prepared, plans, designs and specifications for public works and improvements undertaken by the Township, either on force account or by public contract;
- B. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works and facilities owned or operated by the Township;
- C. Be responsible for the review and comment on plans prepared for driveway permits, for the issuance of such permits and for the on-site inspection of these driveways during construction;
- D. Be responsible for the issuance of road opening permits and for inspection during construction;
- E. Perform inspection of **[percolation] permeability** tests or the supervision thereof and review plans prepared for on-lot disposal systems;
- F. Be responsible for enforcing the rules and regulations for the floodplain ordinance and the soil erosion and sedimentation control ordinance throughout the Township and for issuing floodplain certifications when requested;
- G. Provide technical consultation for projects to be undertaken for playgrounds, parks and recreation and prepare or cause to be prepared and then review plans and specifications for the Township Parks and Recreation Commission;
- H. Consult with the Superintendent of Public Works and Township Administrator, inspect the repair and maintenance of existing Township roads from an engineering standpoint and provide technical engineering advice when required;

- I. Respond to citizen complaints, inspect problem areas and make recommendations for the solutions to these problems;
- J. Be designated as engineering consultant to the Township Planning Board, thereby reviewing plans submitted to the Planning Board for site improvements, subdivisions, etc.; provide liaison with applicants, their engineers, architects, etc., advising and instructing them about Township requirements; attend Planning Board meetings and prepare and present reports and comments on applications before the Planning Board for review;
- K. Determine the effects of proposed development on the overall ecological and environmental condition of the Township and prepare environmental impact statements for the Township when required;
- L. Be responsible for the inspection of all ongoing construction projects within the Township from start of construction to final approval or acceptance;
- M. Provide technical and engineering advice and assistance to other Township departments as needed. Attend Township Committee meetings and make reports as required;
- N. Assist the Township in the preparation of new ordinances or revisions to existing ordinances, when required for engineering information or data;
- O. Keep informed of all recent rulings by other governmental agencies which have a direct effect on the practices or functions of the Township;
- P. Assist with the planning of long-range capital improvement programs and with the overall planning of future development within the Township;
- Q. Assist the Township Committee in establishing a yearly budget and provide engineering cost estimates when required;
- R. Upon the termination of his or her service, surrender all papers, documents, memoranda, reports and other materials relating to the administration of his or her duties;
- S. Update the official tax map yearly to reflect subdivisions and conveyance of land;
- T. Maintain all parks, recreation and all other municipal facilities.

(Ord. 98-33 § 5 (part); prior code § 2-11.2)

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.

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, RMC
Township Clerk

Michael Mangin
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 January 16, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of February 6, 2018 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 #18-3

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 8.16 ENTITLED "FIRE CODE ENFORCEMENT" BY REPEALING AND REPLACING SECTION 8.16.090 ENTITLED "OPEN BURNING" WITH NEW SECTION 8.16.090 ENTITLED "OPEN BURNING AND RECREATIONAL FIRES."

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

Section 1. Section 8.16.090 "Open Burning" is hereby repealed and replaced with the following new Section 8.16.090 entitled "Open Burning and Recreational Fires", as follows:

A. Definitions. As used in Section 8.16.090 of the Revised General Ordinances of the Township of Raritan, the following terms shall have the following meanings:

"Bonfire" shall mean an outdoor fire utilized for ceremonial fires.

"Open Burning" shall mean the burning of materials wherein products of combustion emitted directly to the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudge pots and similar devices associated with safety or occupational uses typically considered open flames or recreational fires. For the purposes of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

"Recreational fire" shall mean an outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, barbeque grill, or barbeque pit and has a total fire area of three (3) feet or less in diameter and two (2) feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

B. A person shall not cause or allow open burning unless in accordance with the New Jersey Uniform Fire Code (N.J.A.C. 5:70-1 *et seq.*) and Section 8.16.090 of the Revised General Ordinances of the Township of Raritan.

C. Prohibited open burning. Open burning that is offensive or objectionable because of smoke emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.

- D. Allowable burning. Open burning shall be allowed without prior notification to the Fire Marshal for recreational fires, highway safety flares, smudge pots and similar occupational needs.
1. Except as set forth above, open burning shall be allowed after obtaining a permit from the Fire Marshal for such open burning. All permits shall be requested by and issued to the owner or agent of the land upon which the fire is to be started.
 - i. Applications. Applications for open burning shall be submitted in writing at least five (5) business days before the fire is set and shall be in such form and contain such information as required by the Fire Marshal. Such applications shall contain, as a minimum, information regarding the purpose of the proposed burning, the nature and quantities of materials to be burned, the date when such burning will take place, the location of the burning site and the on-site fire-extinguishing equipment to be provided.
 - ii. Agricultural burning. The burning of herbaceous or infested plant life, the burning of orchard pruning and cuttings, prescribed burnings and the clearing of agricultural land by burning are prohibited, unless in accordance with a permit issued under the provisions of N.J.A.C. 7:27-2, administered by the State Forest Fire Service in the New Jersey Department of Environmental Protection.
 2. Waste Disposal. Open burning shall not be utilized for waste disposal purposes.
 3. Extinguishment Authority. The Fire Marshal is authorized to order that the permit holder, another person responsible for the open burning or the fire department extinguish an open fire that creates or adds to a hazardous or objectionable situation.
 4. Location. The location for open burning shall not be less than fifty (50) feet from any structure, and provisions shall be made to prevent the fire from spreading to within fifty (50) feet of any structure. Notwithstanding the foregoing, this subsection shall not prohibit: 1) fires in approved containers that are not less than fifteen (15) feet from a structure; and 2) the minimum required distance from a structure shall be twenty-five (25) feet where the pile size is three (3) feet or less in diameter and two (2) feet or less in height.
 5. Bonfires. A bonfire shall not be conducted within fifty (50) feet of a structure or combustible materials. Conditions which could cause a fire to spread within fifty (50) feet of a structure shall be eliminated prior to ignition.

- i. Bonfire size and duration. A bonfire shall not be more than five (5) feet by five (5) feet by five (5) feet in dimension and shall not burn longer than three (3) hours. The maximum size and duration of a bonfire shall not be increased by the fire official unless it is determined that fire safety requirements of the situation and the desirable duration of a burn warrant the increase.
 - ii. Material. Fuel for a bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. The fire shall not be utilized for waste disposal purposes, and the fuel shall be chosen to minimize the generation of air contaminants.
6. Recreational Fires. Recreational fires shall not be conducted within twenty-five (25) feet of a structure or combustible materials. Conditions which could cause a fire to spread within twenty-five (25) feet of a structure shall be eliminated prior to ignition. Fires in approved containers shall be permitted, provided that such fires are not less than fifteen (15) feet from any structure.
7. Attendance. Open burning, bonfires or recreational fires shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher with a minimum 40A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

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.

Section 4. Within two weeks of adoption, the Raritan Township Municipal Clerk shall file a copy of this Ordinance with the New Jersey Division of Fire Safety in accordance with N.J.A.C. 5:71-2.7(a)(1).

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 January 16, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of February 6, 2018 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

EXPLANATION: This Ordinance authorizes the Township of Raritan to accept a Deed of Dedication for Block 44, Lot 24.44 to be used as a satellite fire department building; a Storm Sewer Easement for Block 44, Lots 24.16 through 24.25 & Lot 24.01 and Block 44.02, Lots 35, 44 & 45; and a Sight Triangle Easement for Block 44, Lots 24.10 & 24.21, Block 44.02, Lots 26, 32, 38 & 39, and Block 44.03, Lots 1 & 5; all from TOLL, NJ, L.P.

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

ORDINANCE #18-4

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A DEED OF DEDICATION FOR BLOCK 44, LOT 24.44 TO BE USED AS A SATELLITE FIRE DEPARTMENT BUILDING; A STORM SEWER EASEMENT FOR BLOCK 44, LOTS 24.16 THROUGH 24.25 & LOT 24.01 AND BLOCK 44.02, LOTS 35, 44 & 45; AND A SIGHT TRIANGLE EASEMENT FOR BLOCK 44, LOTS 24.10 & 24.21, BLOCK 44.02, LOTS 26, 32, 38 & 39, AND BLOCK 44.03, LOTS 1 & 5; ALL FROM TOLL, NJ, L.P.

WHEREAS, the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, wishes to accept a Deed of Dedication for Block 44, Lot 24.44, as shown on the Tax Map of the Township of Raritan ("Property") from TOLL, NJ, L.P., to be used as a satellite fire department; and

WHEREAS, the Township Committee also wishes to accept a Storm Sewer Easement for Block 44, Lots 24.16 through 24.25 & Lot 24.01 and Block 44.02, Lots 35, 44 & 45 and a Sight Triangle Easement for Block 44, Lots 24.10 & 24.21, Block 44.02, Lots 26, 32, 38 & 39, and Block 44.03, Lots 1 & 5 ("Easements"), both from TOLL, NJ, L.P.; and

WHEREAS, these dedications are required by Township of Raritan Planning Board Resolution No. 14-2014, R.T.P.B. Application No. S-1315-F; and

WHEREAS, TOLL, NJ, L.P., agreed to donate the Property and the Easements at no cost to the Township; and

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

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that it hereby authorizes

Ordinance #18-4
Page 2

acceptance of the Deed of Dedication and Easements attached hereto and directs its appropriate officials to record same as may be necessary.

This Ordinance shall become effective according to law.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018, and the same was then ordered to be published according to law with a public hearing and final consideration scheduled for the meeting of February 20, 2018 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, New Jersey, at which time all interested persons will be heard.

Lisa Fania, RMC
Township Clerk

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

ORDINANCE #18-5

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A WATER TANK EASEMENT, A DETENTION BASIN AND DRAINAGE EASEMENT, AN EMERGENCY AND DETENTION BASIN ACCESS EASEMENT, AND A CONSERVATION EASEMENT THROUGH PORTIONS OF BLOCK 60, LOT 20 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN

WHEREAS, on October 24, 2012, Robin Hill IX, LLC (the "Applicant") received preliminary major subdivision approval (the "Preliminary Approval") from the Raritan Township Planning Board for property identified as Block 60, Lot 20 (the "Property") as shown on the Tax Map of the Township of Raritan, which Preliminary Approval was memorialized by a Memorializing Resolution on December 12, 2012; and

WHEREAS, Applicant applied for and, on September 13, 2017, received Final Major Subdivision approval (the "Approval"), with conditions, as set forth in a Resolution of Approval dated December 13, 2017 (the "Resolution of Approval").

WHEREAS, in connection with the Approval as set forth in the Resolution of Approval, Applicant is required to grant to the Township of Raritan the following easements through certain portions of the Property:

1. Water Tank Easement;
2. Detention Basin and Drainage Easement;
3. Emergency and Detention Basin Access Easement; and
4. Conservation Easement; (collectively, the "Easements"); and

WHEREAS, the Township Attorney for the Township of Raritan has reviewed the Easements, copies of which are attached hereto, and finds them to be acceptable.

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 following Easements from Robin Hill IX, LLC to the Township of Raritan are hereby accepted:

1. Water Tank Easement;
2. Detention Basin and Drainage Easement;

3. Emergency and Detention Basin Access Easement;
 4. Conservation Easement.
2. The Mayor and Township Clerk are hereby authorized to execute the Easements.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of February 20, 2018 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, RMC
Township Clerk



169.

Township of Raritan

OFFICE OF THE ADMINISTRATOR
ONE MUNICIPAL DRIVE, FLEMINGTON, NJ 08822-1799 TEL. (908)-806-6106 FAX (908)-806-8221

January 18, 2018

RE: Qualified Purchasing Agent

Dear Bill,

Please let me congratulate you on achieving the certification as a Qualified Purchasing Agent. I know the amount of time and effort that you extended to achieve this goal. It is employees such as yourself who make this Township a better place to live, work and play.

Having a Qualified Purchasing Agent will have a great impact on the way we do business here in Raritan Township going forward. We have increased our Bid threshold and therefore made the process more streamlined in many cases and also provides cost savings in the goods and services procured.

It is my pleasure to work with such a knowledgeable and hard working individual such as yourself. On behalf of the Mayor and the Township Committee, employees and residents of this fine municipality let me congratulate you again on such a fine accomplishment.

Sincerely,

Donald E. Hutchins
Administrator
Township of Raritan

Cc: Mayor and Township Committee
Kristi Gano
Lisa Fania



Township of Raritan

OFFICE OF THE ADMINISTRATOR
ONE MUNICIPAL DRIVE, FLEMINGTON, NJ 08822-1799 TEL. (908)-806-6106 FAX (908)-806-8221

January 29, 2018

RE: Certified Tax Collector

Dear Ann Marie Silvia,

I have been informed that you have successfully passed all coursework and the exam and are now recognized by the State of New Jersey as a Certified Tax Collector. On behalf of the Mayor and the Township Committee, congratulations on this achievement. You have established yourself as a very valuable employee who has gone above and beyond the normal requirements of your job.

It is also my pleasure to congratulate you on this achievement as I have seen the effort that you have put forth first hand. I have also seen, on a daily basis, the way you perform your duties with professionalism, integrity and grace. Raritan Townships greatest asset is the employees and you exemplify this assertion by striving to be the best version of yourself that you can be. I am proud to be associated with you as a fellow employee here at Raritan Township.

Sincerely,

Donald E. Hutchins
Administrator
Township of Raritan

Cc: Mayor and Township Committee
Personnel File

16 C.



RARITAN TOWNSHIP MEMORANDUM

DATE: JANUARY 3, 2018

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: DON VANFOSSEN – CREW CHIEF POSITION

With the recent promotion for Brian Taggart from Crew Chief to Road Supervisor the DPW department was in need of a replacement Crew Chief.

The job was posted internally. After the posting of the job Don Vanfossen was selected to become the probationary Crew Chief on October 4, 2017. Don Vanfossen has completed his 90-day probation period. After being evaluated by his direct supervisor Brian Taggart and performing up to the Township standards for a Crew Chief position I decided to promote Don Vanfossen to permanent Crew chief.

As of December 30, 2017, Don Vanfossen will become permanent DPW Crew Chief.



Township of Raritan

OFFICE OF THE ADMINISTRATOR

ONE MUNICIPAL DRIVE, FLEMINGTON, NJ 08822-1799 TEL. (908)-806-6106 FAX (908)-806-8221

January 29, 2018

Donald Van Fossen
84 Mount Joy Road
Milford, NJ 08848

Dear Don,

On behalf of the Township Committee and myself, I would like to take this opportunity to congratulate you on the completion of your probationary period as Crew Chief for the Department of Public Works.

The Township appreciates that you took advantage of the opportunity to Crew your fellow employees. It is not always an easy task to step up and lead your peers. You took advantage of this opportunity and were successful. We wish you continued success in this new role.

Congratulations!

Sincerely,

Donald Hutchins
Township Administrator

cc: Mayor and Township Committee
Lisa Fania, Township Clerk ✓
Personnel File



16d.

Township of Raritan

OFFICE OF THE ADMINISTRATOR
ONE MUNICIPAL DRIVE, FLEMINGTON, NJ 08822-1799 TEL. (908)-806-6106 FAX (908)-806-8221

January 29, 2017

Edward Harrington
1034 Croton Road
Pittstown, NJ 08867

Dear Ed,

On behalf of the Township Committee and myself, I would like to take this opportunity to congratulate you on the completion of your probationary period with the Department of Public Works.

We are pleased that you chose to return to the Township part-time after your retirement. This kind of commitment to the Township is commendable and greatly appreciated. We are honored to welcome you back as a permanent part-time employee.

Congratulations!

Sincerely,

Donald E. Hutchins
Township Administrator

cc: Mayor and Township Committee
Lisa Fania, Township Clerk ✓
Personnel File



Township of Raritan

16e.

OFFICE OF THE ADMINISTRATOR

ONE MUNICIPAL DRIVE, FLEMINGTON, NJ 08822-1799 TEL. (908)-806-6106 FAX (908)-806-8221

January 29, 2018

Barrie Eberstein
52 Copper Penny Road
Flemington, NJ 08822

Dear Barrie,

On behalf of the Township Committee and myself, I would like to take this opportunity to congratulate you on the completion of your probationary period with the Department of Public Works.

We are pleased that you chose to seek employment with the Township of Raritan and even more pleased to welcome you as a permanent part-time employee.

Congratulations!

Sincerely,

Donald E. Hutchins
Township Administrator

cc: Mayor and Township Committee
Lisa Fania, Township Clerk ✓
Personnel File

17

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, OCTOBER 3, 2017**

MEETING CALLED: Mayor Gilbert called the regular meeting to order at 6:38 p.m.

ROLL CALL: The following were present: Mayor Karen Gilbert, Comm. Michael Mangin, Comm. Richard Chen, Comm. Craig O'Brien, Comm. Lou Reiner. Also present were Township Attorney, Jeffrey Lehrer; Attorney, Ed Purcell; Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; and Police Captain, Kevin Donovan.

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 Courier News and was posted on the office bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #17-246 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 #17-246

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: Raritan Township Fire Company – County-Wide Fire Department Proposal; Follow-up on Raritan Ave. Property
- b) Personnel:
- c) Attorney-Client Privilege: Strawser Agreement
- 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.

CLOSED SESSION MINUTES ARE COMPLETED IN A SEPARATE DOCUMENT

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

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Mayor Gilbert asked all to join in the Pledge of Allegiance to our flag and to remain standing for a Moment of Silence to remember our men and women serving in the Armed Forces and in particular those serving in troubled areas around the world.

AMEND/APPROVE THE AGENDA

Mayor Gilbert asked for any amendments to the Agenda.

Mayor Gilbert advised of one additional item to the meeting agenda, a discussion to authorize the Township Attorney to amend a deed restriction for the Raritan Avenue property.

Motion by Reiner, seconded by Mangin to approve the Agenda as amended.

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

At this time, Mayor Gilbert asked that the Committee consider action on the proposed resolution #17-250 Authorizing the Use of Temporary Lights at Clover Hill Park by the Greater Flemington Soccer Club (GFSC), as interested parties were in attendance.

Mayor Gilbert read Resolution #17-250 by title.

Mayor Gilbert explained that the proposed resolution memorializes action taken at the September 19, 2017 Township Committee meeting authorizing the use of temporary lighting at Clover Hill Park contingent upon the submission of a certificate of insurance and notification to property owners within 200 feet of the park.

Mayor Gilbert solicited public comment.

The following members of the public spoke during public comment.

Michele Mencer, a resident of 6 Brookview Court and neighbor to Clover Hill Park, requested that the Committee postpone action on the proposed resolution and gather additional information. Ms. Mencer commented on field usage times and that to her knowledge, the lease does not permit the installation of lights. Ms. Mencer also expressed concern about the excavation/contracting business in her neighborhood and the impact of such activity on property values.

Ira Rosenheim, a resident of 27 Patrick Henry Place, attested that all conditions have been satisfied including notification to surrounding property owners within 200 feet and submission of the Certificate of Insurance to the Township. Mr. Rosenheim continued that the GFSC has not received any comments as of meeting time. He also added that the GFSC maintains the fields as well as the park and has been a good neighbor to the surrounding community.

William Connaughton, a resident of 4 Brookview Court, commented that he fully supported the development of the fields but requested action be postponed for consideration of additional information.

Daniel Hendi, a resident of 356 Old York Road, spoke in favor of the proposed temporary lighting at Clover Hill Park as well as the positive impact on the quality of life for children and urged the Committee to consider support.

Regan Schubach, a resident of 27 Pine Hill Road, spoke on behalf of the children of GFSC, expressing support and the need for the proposed lighting.

Mark Moten, a resident at 19 Tiperarry Terrace, commented on the positive impact of having after school children's programs for development and social interaction and spoke in favor of the proposed lighting.

Mayor Gilbert recapped that the request was for lighting during the months of October and November; that the lights will be turned off by a member of the GFSC by 8:00 p.m.; and the lights will be removed no later than November 30.

Mr. Lehrer added that this resolution is in effect until December 31, 2017 and annual renewal is required.

Mayor Gilbert asked for a motion to adopt Resolution #17-250.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-250**A RESOLUTION AUTHORIZING THE USE OF TEMPORARY LIGHTS AT CLOVER HILL PARK BY GREATER FLEMINGTON SOCCER CLUB**

WHEREAS, the Township acquired land located along Clover Hill Road, identified as Block 75, Lot 7.01, consisting of approximately 18.6 acres, for use as a public park for recreational purposes (the "Property"); and

WHEREAS, the Property was granted to the Township for use as a public park for recreational purposes; and

WHEREAS, the Greater Flemington Soccer Club ("Flemington Soccer") expressed to the Township a desire to develop the Property as a recreational public park on behalf of the Township; and **WHEREAS**, Flemington Soccer and the Township negotiated over the development and use of the Property for its youth soccer program, which benefits the youth in Raritan Township, in addition to other organizations, groups and members of the public; and

WHEREAS, Flemington Soccer and the Township have entered into a lease agreement for the use of the Property ("the Lease"), adopted by the Township through ordinance 2008-35, which governs the development, construction, maintenance and scheduling of use of the Property; and

WHEREAS, Flemington Soccer has indicated by way of a letter to the Township, attached hereto as Exhibit "A", that the limitation in daylight hours, brought on by the change in seasons, has significantly impacted its ability to provide adequate training; and

WHEREAS, Flemington Soccer now wishes to use temporary portable lights to illuminate portions of the Property at night in order to allow for adequate training to its sports teams during September, October and November; and

WHEREAS, Section 22 of the Lease requires that lighting systems that are to be installed on the property must receive site plan approval pursuant to Section 16.20.040(G) of the Revised General Ordinances of the Township of Raritan; and

WHEREAS, the lighting systems proposed by Flemington Soccer do not require site plan approval because they are temporary in nature and thus are not "structures" pursuant to the Township's Land Development ordinance; and

WHEREAS, in any event, a municipality may exempt itself from its zoning regulations for development on municipally-owned property per Hills of Troy v. Parsippany, 391 N.J. Super. 593 (Law Div. 2005); and

WHEREAS, the Township Committee of the Township of Raritan has determined that it is in the best interests of the Township and the public to allow for Flemington Soccer to place temporary lights on the Property.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Flemington Soccer shall be allowed to place temporary lights on the Property, without the need to secure site plan approval.

NOW THEREFORE BE IT FURTHER RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Flemington Soccer's placement of temporary lights on the Property shall be subject to the following restrictions and requirements:

1. The term of the Township's approval for the use of temporary lights on the Property shall begin upon the adoption of this resolution by the Township Committee and shall terminate on December 31, 2017. Any future request for temporary lighting shall be presented to the Township Committee at least 45 days prior to the date Flemington Soccer desires to use the temporary lights.

2. Flemington Soccer shall provide to the Township Administrator proof of additional insurance related to the use of its temporary lights prior to their use.
3. Flemington Soccer shall designate members to turn on and turn off its temporary lights.
4. Flemington Soccer shall only use its temporary lights during the months of October and November, 2017.
5. Flemington Soccer will remove its temporary lights from the Property before November 30, 2017.

PRESENTATION – COUNTY-WIDE DAYTIME FIRE DEPARTMENT

Robert Walton, member of the Hunterdon County Fire Chief's Association, stated that he is not presenting in the capacity of a Hunterdon County Freeholder. Mr. Walton presented a power point presentation on the proposed plan for a daytime Hunterdon County Fire Service that included the following:

- The problem
 - Fewer people working in Hunterdon
 - Fewer people able to or willing to join volunteer fire companies
 - LOSAP, recruitment videos, other efforts not able to fill gap of fewer volunteers
 - Daytime staffing is insufficient to meet the needs of call type and volume
- Firefighters are needed
 - Demand
 - Demographics
 - Minimum Staff to Respond
 - Response Time (Minutes)
 - Meets Objective (%)
 - Suburban Area
 - Rural Area
 - Remote Area
 - Special Risks
- Solution
 - Paid Staff to Augment Volunteers
 - Crews based in three (3) regions
 - Two (2) Crews based in firehouses and one (1) crew based in County Hazmat Building
- Options
 - Stipend
 - Purchase three (3) new engines, staffed, located at County garages
 - Use existing firehouse with paid staff
 - Use per diems to staff crews
 - Four, five or more crews around the County
 - Do nothing and pray
- Three Regions
 - Hunterdon County 2012 to August 2016 fire calls by fire box area) distribution of fire calls by fire box

- West Region
 - Alexandria, Bethlehem, Bloomsbury, Clinton Town, Franklin, Frenchtown, Holland, Kingwood, Milford, Union
- East Region
 - Califon, Clinton Township, Glen Gardner, Hampton, High Bridge, Lebanon Borough, Lebanon Township, Readington, Tewksbury
- South Region
 - Delaware, Flemington, East Amwell, Lambertville, Raritan Township, Stockton, West Amwell
- Regional Statistics
 - Population
 - Households
 - Area
- Available Locations
- Personnel Budget
 - Titles and Salaries
 - Year 1 and Year 2
- Crew Schedule Sample
 - Week One
 - Week Two
- Hybrid Model: The Operating & Capital Budget
 - Equipment and Facilities
 - Annual Cost
- Total Budget
 - Equipment and Facilities
 - Personnel
 - Operating Budget
- Tax Bill per \$300,000 of assessed value
- Questions
- Next Steps

Committee Members raised questions and concerns regarding response protocol when calls are dispatched; data collection; consolidation of fire departments; personnel budget; plan to augment costs; accuracy of response time data; Raritan Township's response time in reference to the eighty percent (80%), 10 firefighters within 10 minutes standard; impact of proposed paid staff to volunteers; and supervision of staff.

Mayor Gilbert solicited public comment.

Raritan Township Fire Company (RTFC) members commented on human error in the data presented including dispatching of fire companies and spoke about the RTFC's response time and number of responders.

Mark Peters, a resident of 23 Timberwick Drive, asked for clarification as to the need for the proposed plan; and inquired as to the extent of fires in Hunterdon County and the number of required personnel.

Frances Gavigan, a resident of Hunterdon County, asked for clarification of the formation of regions; location of command centers in each region; fire data including nature of the fires, grade, call type - minor or moderate, loss of property or life; and total cost of proposed plan to residents.

Steve Wetter, former Fire Chief, Raritan Township Fire Company, responded that the department averages ten (10) to twelve (12) minutes response time but does not meet the eighty percent (80%) standard with 10 responders.

During the discussion, Mr. Walton clarified that response time, including volunteers, mutual companies and paid crews, depends on the location of the crew base in relation to the call. Mr. Walton explained that the issue is that nearly every fire company in the County is not meeting NFPA (National Fire Protection Association) response standards, due to the lack of manpower, which requires ten (10) firefighters on scene in a suburban area in ten (10) minutes; and six (6) firefighters in fourteen (14) minutes for a rural area like Alexandria Township. Mr. Walton continued that there are approximately 3,000 calls per year (not including Highway 78 or other major highways) and seventy percent (70%) of the time the crews respond within fourteen (14) minutes; thirty-percent (30%) of the time they do not.

Mr. Walton recapped that each firehouse would host a company and receive a weekly stipend to offset costs of using their apparatus and equipment. He further commented on funding availability at Federal, State and County levels. He explained that the cost to the taxpayer of an average home assessed at \$300,000.00 would be \$21.99 per year. Mr. Walton added that utilizing part-time and per diem staff could augment costs of the plan.

Committee Members thanked Mr. Walton for the presentation and advised that the discussion will be carried for consideration at a future scheduled meeting.

Mr. Lehrer noted that Committee Member Mangin was recused from the discussion due to a conflict of interest, as a member of the Raritan Township Fire Company.

PUBLIC COMMENT: It is the policy of the Township Committee that all public comments on an issue shall be limited to three minutes per person. Public comment shall be permitted on items of concern regarding the agenda only. In addition, time will be allotted at the end of the meeting for public comment on any issue.

The following members of the public spoke during public comment:

Frank Nagy, a resident of 117 Old Clinton Road, Co-chairman of the Raritan Township Board of Health, appeared before the Committee along with Co-chairman Mark Peters to express concerns regarding the proposed ordinance reducing the pet license late fee.

Mark Peters, a resident of 23 Timberwick Drive, spoke of his 30+ years' experience in healthcare as a clinical pharmacist and on the importance of vaccinations. He quoted that, "according to the CDC, the decline in death from rabies is due to improved control and vaccination of domestic animals." He continued that the Township needs to ensure that pet licensing procedures and fees are consistent and that individuals are accountable and responsible so that healthcare professionals have current vaccination records in the event of a dog bite. He also stated that the Township's late fee was comparable

vaccination records in the event of a dog bite. He also stated that the Township's late fee was comparable to neighboring municipalities including Delaware, East Amwell, West Amwell, Union and Readington Townships. Mr. Peters requested that the proposed ordinance be withdrawn as the amendments were not in the best interest of public health nor to the Township's neighboring municipalities.

Tadgh Rainey, Director, Hunterdon County Division of Public Health, spoke in opposition to the proposed ordinance amending pet licensing fees. Mr. Rainey commented on the impact of a reduced late fee on compliance; increased costs to the Township; pet owner protection and liability; and county health issues. Mr. Rainey continued that licensing is about rabies control from the Health Department's perspective, which is the contracting health services agent for the Township. He advised that the County has very little rabies due to the vaccination of pets and accessibility to vaccines, if needed. He added that licensing in a timely fashion ensures rabies vaccination compliance. Mr. Rainey expressed concern that a reduced fee will result in a decline in compliance for a Township that has very good compliance and suggested no change to the existing ordinance.

Committee Member Reiner asked about the impact on workload if compliance slipped.

Ms. Fania advised that there would be an increase in workload to the Clerk's office, the Court, and Animal Control services.

At this time, Mayor Gilbert asked the Committee to consider action on proposed Ordinance #17-36 Amending Title 6 Entitled "Animal Control" of the Revised General Ordinances of the Township of Raritan to Revise Provisions Related to late fees, as interested parties were in attendance.

Mayor Gilbert asked for a motion to introduce Ordinance #17-36 on first consideration.

Motion by Mangin, seconded by Reiner to table Ordinance #17-36

AYES: Mangin, Reiner, Mayor Gilbert

NOES: Chen, O'Brien

ABSTAIN: None

ABSENT: None

ORDINANCE TABLED

Public comment continued.

Barbara Sachau, a resident of 2 Glenview Drive, commented on the status of volunteers and suggested posting recruitment information on the Township and County websites and at Community Day. She added that fire departments need to help each other and cannot rely on the federal government for assistance; and that Mr. Walton should make the County-wide Fire Department presentation available to the public.

FINANCIAL ISSUES

Payment of Bills as listed for **Raritan Township: \$913,577.47**

Motion by Mangin, seconded by Chen 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: \$2,155.90**

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

ROLL CALL VOTE:

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

NOES: None

RECUSE: Mangin

ABSTAIN: None

ABSENT: None

REPORTS

*Office of Emergency Management

Chris Phelan, OEM Coordinator, advised Committee Members of a volunteer recruitment drive initiative for emergency services that will be underway shortly.

LIAISON REPORTS

Karen Gilbert: Historians, Finance, Personnel, Planning Board (Class I)
Mayor Gilbert announced the upcoming date and scheduled activities for Community Day (October 7).

Michael Mangin Planning Board (Class II, RTMUA)
Deputy Mayor Mangin reported on a recent meeting of the RTMUA advising of the adoption of two resolutions, one increasing sewer capacity for Johanna Farms and another approving sewer improvements at Commerce Street; and the introduction of the 2018 budget proposing a two percent (2%) or \$12.00/ household increase.

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

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

Craig O'Brien: Open Space
No report.

UNFINISHED BUSINESS

Mayor Gilbert asked for a motion to amend the deed restriction for the Raritan Avenue property to allow requests by the Raritan Township Fire Company for events by resolution rather than by ordinance.

Motion by Reiner, seconded by Chen to authorize the Township Attorney to amend the Raritan Avenue property deed restriction.

ROLL CALL VOTE:

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

NOES: None

RECUSE: Mangin

ABSTAIN: None

ABSENT: None

NEW BUSINESS

Electric Vehicle Lease – Discussion was held regarding the leasing of an electric vehicle including maintenance; fuel savings; and environmental benefits. Mr. Hutchins explained that the proposed lease is for three-years with full warranty and no maintenance requirement of Public Works. He added that in conjunction with Sustainable New Jersey, a charging station will be evaluated which would be available for public use.

Committee Member O'Brien commented on previous vehicle purchases for 2017 including three (3) pickup trucks for Public Works; five (5) vehicles for the Construction Department; and three (3) more for the Police Department including a Sports Utility Vehicle from the Capital Budget. Committee Member O'Brien suggested tabling the proposed lease due to the level of spending for 2017.

Mayor Gilbert asked for a motion to proceed with the lease agreement for the electric vehicle.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, Gilbert

NOES: O'Brien

ABSTAIN: Reiner

ABSENT: None

Policy for Appointments to Environmental Commission - Mayor Gilbert explained that there had been some uncertainty regarding appointments to the Environmental Commission so the Township Attorney was tasked with reviewing State statute for compliance. Mayor Gilbert advised that Counsel has recommended that the Township's ordinance regarding appointments to the Environmental Commission be amended to correct inconsistencies with the State statute.

It was the consensus of the Committee to authorize Mr. Lehrer to proceed with amending the ordinance to correct inconsistencies for compliance to State statute regarding the appointments to the Environmental Commission.

ORDINANCES (FINAL ADOPTION, PUBLIC HEARING)

Mayor Gilbert read Ordinance #17-29 by title.

AN ORDINANCE ACCEPTING A SIGHT TRIANGLE EASEMENT FROM BEDFORD FALLS, LLC. FOR LOT 31.02 IN BLOCK 63.14 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN

Mayor Gilbert asked for a motion to open public hearing.

Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

No public comment.

Mr. Lehrer explained that the following two (2) proposed ordinances are a housekeeping requirement of a Planning or Zoning Board application.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-29 on final consideration, same to be published according to law.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised September 25, 2017 The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-29

AN ORDINANCE ACCEPTING A SIGHT TRIANGLE EASEMENT FROM BEDFORD FALLS, LLC. FOR LOT 31.02 IN BLOCK 63.14 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN

WHEREAS, Bedford Falls, LLC is the owner of property located at Lot 31.02 in Block 63.14 (the "Property") as shown on the Tax Map of the Township of Raritan; and

WHEREAS, on May 18, 2017 Bedford Falls, LLC received D(3) conditional use variances, C(2) rear yard setback, impervious coverage, and signage variances; site plan ordinance exceptions, and conditional use approval and preliminary and final major site plan approvals for the Property (the "Approval") for the Property from the Raritan Township Board of Adjustment (the "Board"), RTBOA File No. 2016-16, which Approval was memorialized by a Resolution of Approval No. 2017-04; and

WHEREAS, as a condition of the Approval, the Board required the execution and recording of a Sight Triangle Easement; and

WHEREAS, the Sight Triangle Easement has 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 Triangle Easement.

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 Sight Triangle Easement attached hereto as Exhibit "A."

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

Mayor Gilbert read Ordinance #17-31 by title.

AUTHORIZING ACCEPTANCE OF CONSERVATION EASEMENTS, LAND MAINTENANCE COVENANT AND TEMPORARY RESTRICTIVE COVENANT APPLICABLE TO BLOCK 86, LOT 10.01 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC; CONSERVATION EASEMENTS APPLICABLE TO BLOCK 86, LOT 26 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND ESTATE OF BRUCE A. BLUMBERG; CONSERVATION EASEMENTS, FIRE SUPPRESSION EASEMENT AND ACCESS EASEMENT APPLICABLE TO BLOCK 86, LOT 26.02 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND ESTATE OF BRUCE A. BLUMBERG; AND CONSERVATION EASEMENTS, AND TEMPORARY RESTRICTIVE COVENANT APPLICABLE TO BLOCK 86, LOTS 100.01 AND 100.02 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND BURENGA FAMILY PARTNERSHIP, L.P.

Mayor Gilbert asked for a motion to open the public hearing.

Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-31 on final consideration, same to be published according to law.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised September 25, 2017 The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-31

AN ORDINANCE AUTHORIZING ACCEPTANCE OF CONSERVATION EASEMENTS, LAND MAINTENANCE COVENANT AND TEMPORARY RESTRICTIVE COVENANT APPLICABLE TO BLOCK 86, LOT 10.01 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC; CONSERVATION EASEMENTS APPLICABLE TO BLOCK 86, LOT 26 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND ESTATE OF BRUCE A. BLUMBERG; CONSERVATION EASEMENTS, FIRE SUPPRESSION EASEMENT AND ACCESS EASEMENT APPLICABLE TO BLOCK 86, LOT 26.02 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND ESTATE OF BRUCE A. BLUMBERG; AND CONSERVATION EASEMENTS, AND TEMPORARY RESTRICTIVE COVENANT APPLICABLE TO BLOCK 86, LOTS 100.01 AND 100.02 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND BURENGA FAMILY PARTNERSHIP, L.P.

WHEREAS, the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, wishes to accept Conservation Easements, Land Maintenance Covenant and Temporary Restrictive Covenant Applicable to Block 86, Lot 10.01 conveyed to the Township by Landmark Infrastructure Holding Company LLC, applicable to Block 86, Lot 10.01 (previously Lot 10) as shown on the Tax Map of the Township of Raritan ("Property"); and

WHEREAS, the Township Committee also wishes to accept Conservation Easements Applicable to Block 86, Lot 26 conveyed to the Township by Landmark Infrastructure Holding Company LLC and Estate of Bruce A. Blumberg, applicable to Block 86, Lot 26 as shown on the Tax Map of the Township of Raritan; and

WHEREAS, the Township Committee also wishes to accept Conservation Easements, Fire Suppression Easement and Access Easement Applicable to Block 86, Lot 26.02 conveyed to the Township by Landmark Infrastructure Holding Company LLC and Estate of Bruce A. Blumberg, applicable to Block 86, Lot 26.02 as shown on the Tax Map of the Township of Raritan; and

WHEREAS, the Township Committee also wishes to accept Conservation Easements, and Temporary Restrictive Covenant Applicable to Block 86, Lots 100.01 and 100.02 conveyed to the Township by Landmark Infrastructure Holding Company LLC and Burenga Family Partnership, L.P., applicable to Block 86, Lots 100.01 and 100.02 as shown on the Tax Map of the Township of Raritan; and

WHEREAS, these Easements are required by the Township of Raritan Board of Adjustment Resolution Nos. 2016-07, 2017-03 and 2017-06, R.T.Z.B. Application No. 8-2016; and

WHEREAS, the Landmark Infrastructure Holding Company LLC, the Estate of Bruce A. Blumberg, and the Burenga Family Partnership, L.P., agreed to donate the Easements at no cost to the Township; and

WHEREAS, the Township Attorney for the Township of Raritan reviewed the four (4) Easements in substantially the form attached and finds each acceptable.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that it hereby authorizes acceptance of the four (4) Easements attached hereto and directs its appropriate officials to record same as may be necessary.

This Ordinance shall become effective according to law.

ORDINANCES (INTRODUCTION, FIRST READING)

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 explained that at the September 19, 2017 meeting, Committee Member O'Brien inquired about language regarding appropriation of funds for the clock repair. Mayor Gilbert continued that Committee Member O'Brien made reference to October 18, 2016 minutes during the discussion. Mayor Gilbert recapped that a debate occurred over interpretation of the words budget and ordinance. At that time, Mr. Hutchins requested a verbatim transcription of the October 18, 2016 minutes. Mayor Gilbert advised that the October 18, 2016 minutes could not be located and did not appear on any 2016 Agenda for the Township Committee. Ms. Fania concurred that she could not locate them as well and a verbatim transcript was provided in the meeting packet.

Mayor Gilbert referred to the verbatim transcription advising that the Committee specifically discussed that there were remaining funds not needed for their original purpose, as the toilet and sink replacement were no longer required, and the cost of the clock repair was around \$6,000.

Committee Member O'Brien referencing the verbatim minutes, stated that the words bonding, bond ordinance, debt, borrowing, reallocation of funds were not in the verbatim transcription, however, the word budget was used four (4) times. Committee Member O'Brien quoted from the transcript, "Mayor Gilbert: they will do it for \$6,000 because that is what we have in our budget. Tony Hajjar: yes, that is correct." Committee Member O'Brien continued that nowhere in the transcript does it say bond, borrow, ordinance or debt. Committee Member O'Brien stated, "and Lou if you think its #16-10, here is five (5) bucks, give it to anybody in this Committee who can list the items that are in #16-10."

Mr. Lehrer interjected on the inappropriateness of Committee Member O'Brien's behavior on the dais regarding the \$5.00 offer to Committee Member Reiner.

Committee Member O'Brien inquired as to why a bond ordinance was not introduced.

Mayor Gilbert responded that the Township was in a state of turmoil at the time dealing with the firing of an administrator and the Chief Financial Officer as acting Administrator. She continued that the proposed ordinance is a housekeeping item required by the State.

Mayor Gilbert asked for a motion to introduce Ordinance #17-30 on first consideration.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for November 6, 2017.

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 THEREFORE 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 introduce Ordinance #17-32 on first consideration.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: Reiner

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for November 6, 2017.

During the vote, Committee Member Reiner commented that he would not be casting a vote at this time, as additional information is needed.

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

Marie Newell, Project Coordinator, Acquisition, New Jersey Conservation Foundation, thanked the Township for their partnership in land preservation in Hunterdon County.

Ms. Newell explained funding allocations among partners including the New Jersey Conservation Foundation through Green Acres; the Township; and the County; certified market value; and identification of the parcel in the Township's Open Space Plan.

Discussion was held regarding clarification of the funding percentages for the Conservation Foundation and the Township; outstanding issues with the Hollenback property; and requirements for using this ratio of Township Green Acres Funds and Township share of County Open Space Funds.

During the discussion, Ms. Newell clarified that the Conservation Foundation is contributing fifty-two percent (52%) and the Township forty-eight percent (48%) and that all issues have been resolved with such parcel. Ms. Newell continued that only eighteen (18) acres are in preservation. She further explained that her preference is to use more Green Acres money than less because the Township's share of County Open Space funds has a broader range of use.

Mayor Gilbert reiterated that all issues have been resolved with the Hollenback property and recapped that the Township had adopted Resolution #13-99 authorizing this action and the funding model.

Mr. Lehrer clarified that the assignment document will be amended to reflect the percentages of 52/48 and that signature from the Attorney General is not required.

Mayor Gilbert asked for a motion to introduce Ordinance #17-34 on first consideration.
Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for November 6, 2017.

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 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

Mayor Gilbert advised that the year reference to the ordinance be amended to read 2016.

Mayor Gilbert asked for a motion to introduce Ordinance #17-35 on first consideration as amended.
Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for November 6, 2017.

CORRESPONDENCE

*Dilts & Koester – Coffee Bar

*Letter of commendation for Engineering Department

*New Jersey State Agriculture Development Committee Grant Opportunities

NON-CONSENT AGENDA

Mayor Gilbert read Resolution #17-245 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-245.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-245

A RESOLUTION AWARDING A CONTRACT TO MORTON SALT, INC. FOR ROCK SALT AND SETCON IND., INC. FOR LIQUID CALCIUM CHLORIDE

WHEREAS, the Township of Raritan and the Hunterdon County Cooperative Pricing System enter into a Cooperative Pricing Agreement pursuant to N.J.S.A. 40A:11-10; and

WHEREAS, the Hunterdon County Cooperative Pricing System, as the lead agency, has complied with the provisions of the Local Public Contracts Law and has awarded a Master Contract for the purchase of Salt and Liquid Calcium Chloride for Snow and Ice Control for the 2017-2018 Snow Season (Identification Code #51-HCCPS) under Hunterdon County Bid #2017-18 to Morton Salt, Inc. of Chicago, IL for a contract price of \$51.31 per ton for Rock Salt and to Setcon Ind. Inc. of Riverdale, NJ for a contract price of .925 per gallon for Liquid Calcium Chloride; and

WHEREAS, in accordance with the provision of the Cooperative Pricing Agreement, the Township must enter into a formal written contract directly with the successful bidder.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Raritan that a contract be awarded for the purchase of Salt and Liquid Calcium Chloride for Snow and Ice Control for the 2017-2018 Snow Season (Identification Code #51-HCCPS) under Hunterdon County Bid #2017-18 to Morton Salt, Inc. of Chicago, IL for a contract price of \$51.31 per ton for Rock Salt and to Setcon Ind. Inc. of Riverdale, NJ for a contract price of .925 per gallon for Liquid Calcium Chloride.

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are authorized to execute said contract documents.

Mayor Gilbert read Resolution #17-244 by title.

At this time, Committee Member O'Brien requested that monthly budget reports including grants be provided by the Chief Financial Officer.

Mayor Gilbert asked for a motion to adopt Resolution #17-244.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-244

A RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE IN THE BUDGET OF ANY COUNTY OR MUNICIPALITY PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1985) DRUNK DRIVING ENFORCEMENT GRANT

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Township of Raritan has been awarded \$5,066.59 from the Division of Criminal Justice for 2017 Drunk Driving Enforcement Fund and wishes to amend its 2017 Budget to include this amount as a revenue.

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of \$5,066.59 which is available as a revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with
Prior Written Consent of the Director of Local
Government Services:

Public and Private Revenues Off-Set with
Appropriations:
2017 Drunk Driving Enforcement Fund

BE IT FURTHER RESOLVED that a like sum of \$5,066.59 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from Caps
Public and Private Programs Off-Set by Revenues:
2017 Drunk Driving Enforcement Fund
Other Expenses

BE IT FURTHER RESOLVED that the Township Clerk forward two copies of the required Certification to the Director of Local Government Services within three days.

At this time, Mayor Gilbert requested that the Committee consider action on proposed Resolution #17-249 Approving the Raritan Township Personnel Policies and Procedures Manual, as its approval impacted the approval of Resolution #17-248, certifying the completed best practices inventory.

Mayor Gilbert read Resolution #17-249 by title.

Mayor Gilbert informed Committee Members that the last time the Township's Personnel Policies and Procedures Manual was reviewed was in the '70s.

Committee Member O'Brien requested a discussion.

Committee Member O'Brien expressed concerns for employees regarding the Township's zero tolerance Internet Policy and asked for clarification on the Nepotism policy as well. Committee Member O'Brien requested that additional information be gathered from other municipalities before proceeding.

Mr. Hutchins commented that the Internet Policy was drafted by the Township Attorney in 2008 and recommended proceeding with the proposed draft and amending at a future date.

Committee Members commented on corporate workplace and State Internet use policies. Mr. Hutchins advised that the Township does not have the staff to monitor daily computer usage. Mr. Lehrer advised that the language referring to Internet Usage is industry-standard and suggested approving the proposed manual and amending at a future date.

Mayor Gilbert asked for a motion to adopt Resolution #17-249.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

During the vote, Committee Member O'Brien voiced that he had reservations about the Internet Policy but voted yes.

RESOLUTION #17-249

**A RESOLUTION APPROVING THE RARITAN TOWNSHIP
PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, it is the policy of the Township of Raritan to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the ADA Amendments Act of 2008, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers' Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Security and Financial Empowerment Act and the Open Public Meetings Act; and

WHEREAS, the Raritan Township Committee has determined that there is a need for personnel policies and procedures to ensure that employees, prospective employees, officials, volunteers and vendors and contractors are treated in a manner consistent with these laws and regulations.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the following Personnel Policies and Procedures attached hereto are hereby updated and adopted for 2017.

BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that these personnel policies and procedures shall apply to all municipal officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective negotiations agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Personnel Policies and Procedures Manual is intended to provide guidelines covering public service by municipality workers and does not serve as a contract. The provisions of this Manual

may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee.

BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that, to the maximum extent permitted by law, employment practices for the municipality shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Human Resource/Payroll Coordinator shall assist the Township Administrator in the implementation of the policies and procedures in this manual, as directed by Township Committee action.

Mayor Gilbert read Resolution #17-248 by title.

Mayor Gilbert advised of two (2) amendments to the checklist; “NO” to Item 4 and “YES” to Item 25.

Committee Member O’Brien asked for clarification that all answers have been verified. Mr. Hutchins attested that to the best of his and the Chief Financial Officer’s knowledge, all answers are correct.

Mayor Gilbert asked for a motion to adopt Resolution #17-248 as amended.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-248

A RESOLUTION AUTHORIZING THE MUNICIPAL CLERK TO CERTIFY THAT THE GOVERNING BODY HAS REVIEWED THE COMPLETED BEST PRACTICES INVENTORY AT A PUBLIC MEETING

BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Municipal Clerk be and is hereby authorized to certify that the Governing Body has reviewed the Completed Best Practices Inventory as prepared by the Chief Financial Officer at a public meeting held on October 3, 2017.

Mayor Gilbert read Resolution #17-251 by title.

Mayor Gilbert explained that the proposed resolution executes an agreement with Mr. Strawser for the clean-up and remediation of his property to bring into compliance with the Revised General Ordinances of the Township within one (1) year.

Mayor Gilbert asked for a motion to adopt Resolution #17-251.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

RESOLUTION #17-251

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT
BETWEEN THE TOWNSHIP OF RARITAN AND JOHN EDWARD STRAWSER**

WHEREAS, John Edward Strawser is the owner of certain residential real property located at 66 Cherryville Hollow Road, Raritan Township, Hunterdon County, New Jersey and further described on the tax rolls of the Township as Block 6.12, Lot 64 (the "Property"); and

WHEREAS, Raritan Township (the "Township") issued two zoning summonses against Mr. Strawser, to wit: SC 003254 (Operating an Illegal Junkyard), in violation of Ordinance 16.64.010.C.4, dated November 17, 2014, and SC 003255 (No Open or Outdoor Storage of Manufacturing or Other Materials, Junk, Scrap, Raw Materials, Parts of Waste Products), in violation of Ordinance 16.74.130, dated November 17, 2014 (hereinafter collectively referred to as the "Complaints"); and

WHEREAS, Mr. Strawser has agreed to plead guilty to the Complaints and to continue to clean up and remediate the Property so that it is in compliance with the Revised General Ordinances of the Township of Raritan within one (1) year; and

WHEREAS, the Township is desirous of entering into an agreement with Mr. Strawser to ensure that the Property is properly cleaned and remediated.

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 Mayor to execute the agreement, attached hereto as Exhibit "A," on behalf of the Township.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Mayor Gilbert read the following resolutions by title.

Mayor Gilbert asked for a motion to adopt the Consent Agenda, as amended with Items A & C remaining.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

RESOLUTION #17-247

AUTHORIZING THE REFUND OF ESCROW (MILLENNIUM/UNITY)

WHEREAS, an escrow deposit was made in error from Millennium/Unity; and
WHEREAS, Millennium/Unity has requested the return of its funds; and
WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated September 26, 2017 and recommended the refund of the following funds:

Millennium/Unity 3-2011(U)	\$214.95
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NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that funds in the amount of \$214.95 posted by Millennium/Unity are hereby refunded.

RESOLUTION #17-252

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

WHEREAS, Resolution #17-216 was adopted September 5, 2017 authorizing the refund of a Developer's Escrow in the amount of \$107.09 to Barbiche Brothers; 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 September 29, 2017 revising said amount of refund to \$170.09.

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 \$107.09 authorized to be refunded on September 5, 2017 by Resolution #17-216 be corrected to the revised amount of \$170.09.

PRIVILEGE OF THE FLOOR

The following members of the public spoke during public comment:

Mark Peters, 23 Timberwick Drive, commended Clerk Fania and Administrator Hutchins for their work efforts and accomplishments. Mr. Peters also spoke highly of the Construction office. Mr. Peters expressed concerns regarding the unsafe condition of vacant properties in the Township including 8 Cherryville Hollow Road; and the impact on property values. Mr. Peters suggested researching other states such as Florida, Nevada and California to see how they are dealing with such issue.

Mayor Gilbert responded that the Township's property maintenance ordinance is complaint driven and suggested that Mr. Peters relate concerns to the Township Zoning Officer, Tony Hajjar or Township Property Maintenance/Zoning Inspector, Bill Sidote. Mayor Gilbert advised that the Township Attorney is exploring ways to enforce better compliance from the banks.

Tony Hajjar, Zoning Officer, advised that 8 Cherryville Hollow Road had been inspected and reported that there are open permits with the Construction Department which are being held up by the Hunterdon County Health Department.

Mike Rasile, Public Works employee, expressed concern about Resolution #17-249 Approving the Raritan Township Personnel Policies and Procedures Manual in regards to Public Works personnel using tablets to track weather events.

ADJOURNMENT

Mayor Gilbert asked for a motion to adjourn the meeting

Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 9:21 p.m.

Respectfully submitted,

Lisa Fania, RMC
Township Clerk

17

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, NOVEMBER 21, 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; Municipal Clerk, Lisa Fania; Police Captain, Kevin Donovan and Special Counsel on Affordable Housing, John Belardo.

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 Courier News and was posted on the office bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #17-277 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 #17-277

RESOLUTION RETIRING INTO EXECUTIVE SESSION

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

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

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

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
 - a) Contract Negotiations:
 - b) Personnel: Judge appointment; public defender
 - c) Attorney-Client Privilege: Accepting EDUs (COAH)
 - 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.

CLOSED SESSION MINUTES ARE COMPLETED IN A SEPARATE DOCUMENT

The regular meeting reconvened at 7:04 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 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

MINUTES

Motion by Mangin, seconded by Reiner to approve Regular and Executive Meeting Minutes of September 19, 2017.

MOTION UNANIMOUSLY CARRIED

Motion by Reiner, seconded by Chen to approve Regular and Executive Meeting Minutes of October 17, 2017.

ABSTAIN: O'Brien, Mayor Gilbert

MOTION CARRIED

Motion by Mangin, seconded by Chen to approve the Regular and Executive Meeting Minutes of October 24, 2017.

MOTION UNANIMOUSLY CARRIED

PUBLIC COMMENT: It is the policy of the Township Committee that all public comments on an issue shall be limited to three minutes per person. Public comment shall be permitted on items of concern regarding the agenda only. In addition, time will be allotted at the end of the meeting for public comment on any issue.

Barbara Sachau, a resident of 2 Glenview Drive, inquired as to the length of time the Dayton Road property was being considered as an affordable housing site.

Mr. Lehrer advised that the parcel has been part of the Township's affordable housing obligation dating back to 2008, 2010 and that the matter will be further discussed later in the agenda.

At this time, Mayor Gilbert requested that the Committee consider action on proposed Resolution #17-284 Authorizing the Allocation of Sewer Capacity for Affordable Housing on Dayton Road, as the Township's Special Counsel on Affordable Housing was in attendance. It was the consensus of all to proceed.

Mayor Gilbert read Resolution #17-284 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-284.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

AYES: Chen, Mangin, Mayor Gilbert

NOES: O'Brien, Reiner

ABSTAIN: None

ABSENT: None

RESOLUTION #17-284

**A RESOLUTION AUTHORIZING ALLOCATION OF SEWER CAPACITY
FOR AFFORDABLE HOUSING AT MUNICIPAL PROPERTY
ON DAYTON ROAD, BLOCK 63.14, LOT 23**

WHEREAS, the Raritan Township Municipal Utilities Authority ("Authority") previously entered into an Agreement with the Township of Raritan ("Township") dated August 17, 2006, for the transfer of 15,000 gallons per day ("gpd")/50 equivalent dwelling units ("EDUs") for use by the Township to assist in development of affordable housing within the Township; and

WHEREAS, the Township is now in further need of wastewater treatment capacity to provide for the development of affordable housing within the Township; and

WHEREAS, the Authority has available wastewater treatment capacity for this purpose; and

WHEREAS, the Township believes that it is in the best interest of all of the residents of the Township that wastewater treatment capacity be made available to the Township for the development of affordable housing; and

WHEREAS, the Authority by **Resolution 2017-71** dated November 16, 2017, on the advice of its consulting engineers, has made available to the Township 24,000 gpd/80 EDUs of wastewater treatment capacity for affordable housing use; and

WHEREAS, the Township received from the Council of Affordable Housing Third Round Substantive Certification on July 15, 2010, including 104 affordable housing units on Township-owned property on Dayton Road, Block 63.14, Lot 23 consisting of ± 19.557 acres; and

WHEREAS, the Township has as part of Mt. Laurel litigation In the Matter of the Application of Raritan Township, Docket No. HNT-L-312-15 affirmed the intent to make available the Dayton Road property for development of 104 affordable housing units.

NOW, THEREFORE BE IT RESOLVED that the Township Committee designates the 24,000 gallons per day/80 EDUs received from the Authority for use by a qualified developer of affordable housing of the municipally-owned property at Dayton Road, Block 63.14, Lot 23, (the “Property”) and this capacity shall be reserved for the Property until December 31, 2025.

FINANCIAL ISSUES

Payment of Bills as listed for **Raritan Township: \$19,165,84.23**

Motion by Reiner, seconded by Chen 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: \$415.00**

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 November, 2017 staff reports were acknowledged by the Township Committee:

- *Animal Control
- *Planning/Engineering Escrow Accounts
- *Court
- *Tax Collector

LIAISON REPORTS

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

Michael Mangin Planning Board (Class II, RTMUA)
Deputy Mayor Mangin reported that the past two (2) Planning Board meetings have been cancelled and announced the date of the upcoming December meeting. Deputy Mayor Mangin advised that the RTMUA adopted its 2018 budget including a \$12.00 increase per household, as well as a resolution establishing new administrative salaries, not including Commissioners; and held discussion on affordable housing equivalent dwelling units (EDUs).

During Deputy Mayor Mangin's report, Committee Member O'Brien inquired as to the status of the sign ordinance with the Planning Board.

Mayor Gilbert advised that the ordinance is currently in review with the Planning Board.

Craig O'Brien: Open Space
No report.

Louis Reiner: Environmental Commission, Green Team, Fire/Rescue/OEM
Committee Member Reiner recognized and commended the Township's Fire Marshal, Dennis Concannon, and his department for their efforts in getting the department current with inspections and all the work they do in keeping the residents safe.

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

During Liaison reports, Mr. Hutchins advised that this is the first time in seven (7) years that all life hazard inspections are complete.

UNFINISHED BUSINESS

There was no unfinished business on the meeting agenda.

NEW BUSINESS

Open Burn Ordinance and Fire Prevention Fee Schedule – Township Fire Marshal, Dennis Concannon, appeared before the Committee to propose amending the current Open Burn Ordinance and Fire Prevention Fee Schedule. Mr. Concannon advised that the ordinance is ambiguous and inconsistent with the New Jersey Uniform Fire Code and that proposed amendments would clarify and define permitted burning in the Township such as agricultural open burning and recreational fires (backyard fire pits), as well as become more consistent with State regulations.

Mr. Concannon also informed Committee Members that Township fees for fire prevention are set at the State minimum and that the New Jersey Division of Fire Safety had just increased fees twenty percent (20%) for the first time since 2002. Mr. Concannon explained a handout detailing current and proposed fees for smoke detector/carbon monoxide/fire extinguisher inspections; permits; certificate of fire code compliance; and non-life hazard use inspections.

Mr. Concannon explained that the fees for the non-life hazard use inspections are proposed new fees, as these inspections have not been completed on a regular basis. He advised that a number of destructive fires have occurred in the Township for commercial occupancies and it has been discovered that work is being done without permits and people are residing in businesses. Mr. Concannon explained a handout detailing fees for comparable municipalities including Hillsborough, Montgomery, Franklin, Flemington and Readington. He added that the fee schedule for non-life hazard use inspections for most towns is by square footage regardless of the type of occupancy, which is what is proposed for Raritan Township.

Discussion was held among Committee Members regarding non-life hazard use inspections including clarification as a new fee; inspection frequency; if state mandated; completion of all inspections within one (1) year; estimated number of inspections; and potential revenue. Committee Members also inquired as to the time frame for implementation of the proposed fee schedule and recommended lowering the proposed fees.

During the discussion, Mr. Concannon advised that the State does not mandate non-life hazard inspections but recommends annual inspections and the frequency not to exceed more than five (5) year intervals. He also advised that there are approximately five to six hundred (500-600) inspections in the Township; estimated at about \$100,000 in revenue. He continued that there are various non-life hazard use types where inspections are required in order for the establishment to maintain its license such as pet stores and doctor's offices.

Committee Member O'Brien commented that this is a \$100,000 tax levied upon the business community for a voluntary inspection schedule not required by law.

It was the consensus of the Committee to proceed with amending the Open Burn ordinance.

It was also the consensus of all Committee Members that Mr. Concannon lower the proposed fees and modify inspection frequency and revisit for consideration at a future meeting.

Mr. Lehrer reminded the Committee as to the protocol for ordinance adoption advising that the process cannot carry to the new year, as the membership of the 2018 governing body will be changing with a newly elected official.

Solicitor's Ordinance - Mayor Gilbert explained that the proposed ordinance is on the agenda for informational purposes and review by the Committee and that it is in the process of being reviewed by the Police Chief. Mayor Gilbert advised that consideration for amending the ordinance was initiated as a result of a request from a business owner located in an industrial zone, where food trucks are prohibited, to have a food truck at an event, in addition to increased food truck use in the municipality.

Mayor Gilbert explained that the new ordinance permits food trucks based on events.

Mr. Hutchins reiterated that presently food trucks are restricted from certain zones and that the proposed amendments include no zone restriction; limits use to four (4) occasions per year; and clearly defines what a food truck is. He added that it is less restrictive for ice cream vendors as well.

Committee Member Reiner commented that the eateries in the community are not in favor of the food trucks and Committee Member O'Brien inquired as to the impact and status of the Coffee House matter.

During the discussion, Mr. Hutchins provided an update regarding the Coffee House matter advising that the permitted use may be considered a temporary use and is in review with the Planning Board. He further explained that the parties involved have been notified. Attorney Purcell added that the Coffee House was not defined as a food truck under the current ordinance.

Mr. Hutchins clarified that soliciting by political candidates and veterans is exempt from the ordinance.

Appointment of Raymond Simonds to the Environmental Commission – Mayor Gilbert advised that appointments to the Environmental Commission are authorized under the authority of the Mayor and no vote is required. Mayor Gilbert announced the appointment of Raymond Simonds to the Environmental Commission as Alternate #2 Member for an unexpired term expiring December 31, 2018.

ORDINANCES (FINAL ADOPTION, PUBLIC HEARING)

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 asked for a motion to open public hearing.

Motion by Mangin, seconded by Reiner

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-38 on final consideration, same to be published according to law.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised November 9, 2017, The Courier News. Posted on municipal bulletin board as required by law.

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

WHEREAS, in 2005 the Township Committee of the Township of Raritan authorized the sale of Lot 6 in Block 65 ("the Property"), through the passage of Ordinance #05-38, to the Raritan Township Fire Company for nominal consideration pursuant to the Local Lands and Buildings Law; and

WHEREAS, Section 8 of Ordinance #05-38 placed two (2) restrictions on the use of the Property, the second restriction being a prohibition against "banquets, bingo, social or other activities;" unless authorized by ordinance of the Township Committee and

WHEREAS, the use of an "ordinance" instead of "resolution" is clearly a typographical error because such an administrative function is onerous and should only be required to be done by resolution; and

WHEREAS, it was and remains the intent of the Township Committee to be able to waive certain prohibitions on the use of the Property by way of resolution rather than by ordinance;

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

Section 1. Restriction 2 of Section 8 of Ordinance #05-38 entitled "An Ordinance of the Township of Raritan in the County of Hunterdon, Authorizing the Sale of Lot 6 in Block 65 to Raritan Township Fire Company" is hereby amended to read as follows:

2. The Raritan Township Fire Company shall not permit use of the Property, or buildings thereon, for banquets, bingo, social or other activities, since such activities are acknowledged by the Raritan Township Fire Company as causing or having the ability to cause disturbances to the peace, quiet and tranquility of the existing neighborhood surrounding the Property, unless express written consent by means of [ordinance] resolution is obtained from the Raritan Township Committee.

Section 2. Except as set forth above, Ordinance #05-38 shall remain unchanged.

Section 3. The Township Attorney is authorized to correct the aforesaid deed in conformance

Section 4. The Mayor is authorized to execute any and all documents at the Township Attorney's request which are necessary to effectuate the correction of the aforesaid deed in conformance with this ordinance.

Section 5. 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 6. The ordinance shall take effect upon its adoption, passage and publication according to law.

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 explained that the expenditure was originally planned for the 2018 budget, however the fire command vehicle was totaled in an accident and the need for the replacement is now.

Mr. Hutchins also advised that there will be no additional costs incurred to the Township, if so they are the responsibility of the fire company.

Mayor Gilbert asked for a motion to open public hearing.

Motion by Mangin, seconded by Reiner

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-39 on final consideration, same to be published according to law.

Motion by Mayor Gilbert, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised November 9, 2017, The Courier News. Posted on municipal bulletin board as required by law.

During the vote, concern was raised regarding Deputy Mayor Mangin's recusal as a member of the Fire Company. Mr. Lehrer stated that due to the funds being appropriated from the General Budget, no ethical concern existed where Deputy Mayor Mangin would give preference to or benefit in any way from the authorization.

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

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. \$65,000 is hereby appropriated from the Capital Surplus Fund to be used together with \$4,000 provided by the Fire Company for the acquisition of a command vehicle for and by the Township of Raritan, in the County of Hunterdon, New Jersey (the "Township").

Section 2. 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 3. This ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by law.

ORDINANCES (INTRODUCTION, FIRST READING)

Mayor Gilbert read by title 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

Mr. Lehrer advised that the proposed ordinance accepting a sight easement and stormwater management facility easement is required for land use compliance.

Mayor Gilbert asked for a motion to introduce Ordinance #17-40 on first consideration.
Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for December 5, 2017.

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.

CORRESPONDENCE

*Thank you email from the Military Order of the Purple Heart

*Thank you email from the Flemington-Raritan First Aid & Rescue Squad

NON-CONSENT AGENDA

Mayor Gilbert read Resolution #17-279 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-279.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-279

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE
AN AGREEMENT BETWEEN THE TOWNSHIP OF RARITAN
AND CAPTAIN KEVIN P. DONOVAN**

WHEREAS, the Township of Raritan ("Township") employs Kevin P. Donovan ("Captain Donovan") as Captain of Police; and

WHEREAS, Captain Donovan has accumulated overtime in the amount of 64.88 days with a current value of \$37,869.16; and

WHEREAS, Captain Donovan would be entitled to use this accumulated overtime as compensatory time upon his retirement or receive a payout of same at a higher cash value than its current value; and

WHEREAS, the Township is desirous of entering into an agreement with Captain Donovan to pay for this accumulated overtime over a period of three years, as set forth in the Memorandum of Understanding ("MOU") attached hereto as Exhibit "A," as a cost saving measure.

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 Mayor to execute the MOU on behalf of the Township.

Mayor Gilbert read Resolution #17-280 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-280.

Motion by Mangin, seconded by Mayor Gilbert

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-280**RESOLUTION OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, TO NOT AWARD A CONTRACT TO A THIRD-PARTY POWER SUPPLIER TO PROVIDE ELECTRIC GENERATION SERVICE TO RARITAN-FLEMINGTON ENERGY PROCUREMENT COOPERATIVE'S COMMUNITY ENERGY AGGREGATION (RFEP CEA) PROGRAM PARTICIPANTS AND TO PROVIDE GOVERNMENT ENERGY AGGREGATION SERVICES IN CONNECTION WITH THE RFEP CEA PROGRAM PURSUANT TO N.J.A.C. 14:4-6**

WHEREAS, the Government Energy Aggregation Act of 2003 (PL. 2003, C24) governs the establishment of a government energy aggregation program, which is a government-operated purchasing cooperative through which multiple energy consumers join together for the purchase of electric utility services by a government aggregator; and

WHEREAS, the New Jersey Board of Public Utilities has promulgated rules (N.J.A.C. 14:4-6) for the implementation of government energy aggregation programs; and

WHEREAS, the Raritan Township Committee passed an ordinance dated August 14, 2014 (No. 14-14) authorizing the formation of a Government Energy Aggregation in the Township of Raritan, New Jersey; and

WHEREAS, the Borough of Flemington ("Borough"), a municipality in the State of New Jersey adopted Ordinance No. 2014-22 on November 17, 2014 authorizing the formation of a Government Energy Aggregation in the Borough of Flemington; and

WHEREAS, on December 2, 2014 the Raritan Township Committee adopted Resolution No. 14-229 which authorizes the Township to form a cooperative pricing system named the Raritan-Flemington Energy Procurement Cooperative ("RFEP C"), with the Township designated as Lead Agency thereof, for the purpose of soliciting proposals for and the purchase of electric generation services and energy aggregation services for residents of the Township of Raritan and the Borough of Flemington called the RFEP C Community Energy Aggregation Program ("RFEP CEA"), and on May 16, 2017 the Raritan Township Committee adopted Resolution No. 17-124 which renewed the cooperative pricing system for an additional three years; and

WHEREAS, on January 26, 2015 the Flemington Council adopted Resolution No. 2015-41 which authorizes the Borough to become a Participating Member of the Raritan-Flemington Energy Procurement Cooperative, and which designates the Township as Lead Agency of the RFEP C, for the purpose of soliciting proposals for and the purchase of electric generation services and energy aggregation services for residents of the Borough, and on May 8, 2017 the Flemington Council adopted Resolution No. 2017-96 which renewed the Borough's participation in the cooperative pricing system; and

WHEREAS, Ordinance No. 14-14 and 2014-22 and Resolutions No. 17-124 and 2017-96 designated the Township as the Lead Agency of the RFEP C, and memorialized the Lead Agency's intent to solicit proposals for electric generation service for Township and Borough residents who do not "opt-out" of the RFEP CEA program; and

WHEREAS, in accordance with New Jersey Board of Public Utilities rules (N.J.A.C. 14:4-6) and applicable law (PL. 2003, C24), the Township is authorized to award a contract for electric generation service and government energy aggregation services on behalf of participating Township and Borough residential customers; and

WHEREAS, the Township of Raritan, in its capacity as Lead Agency, publicly noticed and issued on July 19, 2017 a Request for Proposals (RFP) for the Provision of Electric Generation Service and

Government Energy Aggregation Services for the second round of the RFEP CEA Program (RFEP CEA-Round 2) and has solicited proposals from qualified suppliers in New Jersey; and

WHEREAS, the RFP provided for a two-stage process that included: Stage 1 for the submission of supplier questions and comments and the submission of qualification documents by interested, New Jersey Board of Public Utilities (NJBPU)-licensed electric power suppliers; and Stage 2 for the submission of bid prices; and

WHEREAS, the RFP provides for the submission of separate pricing for electric generation service for one pricing group, Participating Residential Accounts, for several potential start dates and contract durations (terms), and for two different contract language options: Option A) using the form of Master Performance Agreement attached to the RFP; and Option B) using the form of MPA attached to the RFP except that subsection 3.2 (a) (iii) (C) is removed, and a new subsection 2.1.5 as set forth above is added to the MPA; and the RFP provides for the award of a contract, including start date, contract duration and contract language option, at the discretion of the Lead Agency, and in accordance with the evaluation criteria set forth in the RFP; and

WHEREAS, during Stage 1 non-binding Notices of Intent and other required qualification documents were received from four (4) NJBPU-licensed electric power suppliers who were deemed qualified to submit Stage 2 price proposals; and

WHEREAS, a number of supplier questions and comments were received and, as a result, on August 4, 2017 an Addendum No.1 to the RFP was issued and distributed to all suppliers that had submitted a Notice of Intent to Propose; and

WHEREAS, Stage 2 price proposals and accompanying Transmittal Letters were submitted by 3 NJBPU-licensed electric power suppliers by the 2:00 p.m. August 15, 2017 deadline set forth in the RFP; and

WHEREAS, as a result of the evaluation of qualifications and proposals and analysis of price proposals submitted on August 15, 2017, the Raritan Township Committee determined that no contract award would be made at that time, and further determined that the RFP would be held open for a period of up to 120 days, and that the Township may accept refreshed prices in accordance with the RFP, at any time during that 120-day period, consistent with applicable law; and

WHEREAS, on November 8, 2017 an Addendum No.2 to the RFP was issued and distributed to all suppliers that had submitted a Notice of Intent to Propose, announcing the date and deadline time of November 21, 2017 at 2:00 p.m. for submission of refreshed price proposals in response to the RFP, for a contract commencing with March 2018 meter read dates (MRDs) and continuing for a term of either fifteen (15) months or twenty-one (21) months; and

WHEREAS, refreshed Stage 2 price proposals and accompanying Transmittal Letters were submitted by 2 NJBPU-licensed electric power suppliers by the 2:00 p.m. November 21, 2017 deadline set forth in Addendum No.2 to the RFP; and

WHEREAS, the Raritan Township Committee, in consultation with the Borough of Flemington as well the Township's energy agent, has conducted extensive and in-depth evaluation of qualifications and analysis of refreshed price proposals, in accordance with the evaluation criteria set forth in the RFP and Addendum Nos.1 and 2; and

WHEREAS, as a result of the evaluation of qualifications and proposals and analysis of refreshed price proposals submitted on November 21, 2017, the Raritan Township Committee has determined that no contract award shall be made at this time.

NOW, THEREFORE, BE IT RESOLVED that the Raritan Township Committee shall make no contract award as a result of the refreshed price proposals submitted on November 21, 2017.

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 Reiner asked that Resolution #17-281, item b. Authorizing the Refund of a Tow License Application Fee and Resolution #17-282, item c. Authorizing the Reserve of the Municipal Allocation of County Open Space Funds 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 Resolutions #17-281 and #17-282.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

Mayor Gilbert read Resolution #17-281 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-281.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-281

A RESOLUTION AUTHORIZING THE REFUND OF A TOW APPLICATION FEE

WHEREAS, Hinline's Mobil paid a Tow Application Fee in the amount of \$100.00; and

WHEREAS, the Raritan Township Police Department has denied approval of such 2017-2018 Tow Application.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Tow Application fee paid by Hinline's Mobil in the amount of \$100.00 is hereby refunded.

Mayor Gilbert read Resolution #17-282 by title.
Mayor Gilbert asked for a motion to adopt Resolution #17-282.
Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

RESOLUTION #17-282

**A RESOLUTION AUTHORIZING THE RESERVE OF THE MUNICIPAL
ALLOCATION OF FISCAL YEAR 2017/CALENDAR YEAR 2018
COUNTY OPEN SPACE FUNDS**

WHEREAS, the Township receives monies from the County Open Space Trust Fund annually; and

WHEREAS, the Township seeks to reserve or bank this year's Fiscal Year (FY) 2017/Calendar Year (CY) 2018 Municipal Allocation until a project application is initiated and completed; and

WHEREAS, the funds will be used for any of the following purposes: future acquisition of land, recreation, conservation, farmland preservation and/or historic preservation until a project application for the Open Space Trust Funds will be initiated and completed.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Township seeks to reserve or bank this year's FY 2017/CY 2018 Municipal Allocation.

PRIVILEGE OF THE FLOOR

The following members of the public spoke during public comment.

Eugene Lewandowski, a resident of 3 Phipps Court, commented on the poor sound system in the court room.

Barbara Sachau, a resident of 2 Glenview Drive, asked why there are two (2) attorneys on the dais; and for additional information regarding the resolution authorizing a memorandum of understanding with Police Captain Donovan.

Doug Day, Fire Chief, Raritan Township Fire Company, thanked the Committee for authorization of the command vehicle and Raritan Avenue deed change.

ADJOURNMENT

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

Meeting adjourned at 8:16 p.m.

Respectfully submitted,

Lisa Fania, RMC
Township Clerk

**RARITAN TOWNSHIP COMMITTEE REORGANIZATION MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
THURSDAY, JANUARY 4, 2018**

MEETING CALLED: Administrator, Donald Hutchins, called the regular meeting to order at 5:03 p.m.

MEETING ADVERTISED: Administrator Hutchins advised that the meeting was advertised in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975 in the December 13, 2017 issue of the Courier News and was posted on the office bulletin board and the Township Website.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Administrator Hutchins 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.

OATH OF OFFICE OF ELECTED TOWNSHIP COMMITTEE MEMBERS

Hunterdon County Sherriff, Fred Brown, administered the oath of office to elected Township Committee Member Louis Carl Reiner.

Raritan Township Police Chief, Glenn Tabasko, administered the oath of office to elected Township Committee Member Gary Hazard.

ROLL CALL – the 2018 Township Committee answered the roll call of Municipal Clerk, Lisa Fania:

COMMITTEE MEMBERS PRESENT: Gilbert, Hazard, Mangin, Reiner

ABSENT: O'Brien

STAFF PRESENT: Administrator, Donald Hutchins; Attorney, Ed Purcell (for Township Attorney Jeff Lehrer); Municipal Clerk, Lisa Fania

NOMINATIONS AND ELECTION OF MAYOR FOR THE YEAR 2018

Municipal Clerk Fania called for the nominations for the office of Mayor for the year 2018. Committee Member Reiner nominated Committee Member Mangin for Mayor for the year 2018; seconded by Committee Member Gilbert. Municipal Clerk Fania noted for the record that Committee Member Mangin was nominated and called for further nominations for the Office of Mayor. There were no further nominations from the floor and the nominations were closed.

Municipal Clerk Fania called for a vote on the nomination of Committee Member Mangin for Mayor.

Motion by Gilbert, seconded by Reiner

ROLL CALL VOTE:

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

Municipal Clerk Fania noted for the record that Committee Member Mangin was duly elected Mayor for the year 2018.

OATH OF OFFICE OF MAYOR – Congressman Leonard Lance administered the Oath of Office to Mayor Mangin.

NOMINATIONS AND ELECTION OF DEPUTY MAYOR FOR THE YEAR 2018

Municipal Clerk Fania called for nominations for the Office of Deputy Mayor for the year 2018. Committee Member Reiner nominated Committee Member Gilbert for Deputy Mayor for the year 2018, seconded by Committee Member Hazard.

Municipal Clerk Fania noted for the record that Committee Member Gilbert was nominated and called for further nominations for the Office of Deputy Mayor. There were no further nominations from the floor and the nominations were closed.

Municipal Clerk Fania called for a vote on the nomination of Committee Member Gilbert for Deputy Mayor.

Motion by Mayor Mangin, seconded by Hazard

ROLL CALL VOTE:

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

Municipal Clerk Fania noted for the record that Committee Member Gilbert was duly elected Deputy Mayor for the year 2018.

OATH OF OFFICE OF DEPUTY MAYOR – Senator Kip Bateman administered the Oath of Office to Deputy Mayor Gilbert.

AMEND/APPROVE AGENDA

Mayor Mangin asked for any amendments to the Agenda.

Deputy Mayor Gilbert requested that a Public Comment section be added prior to the payment of bills.

Mayor Mangin asked for a motion to approve the agenda as amended.

Motion by Gilbert, seconded by Hazard.

MOTION UNANIMOUSLY CARRIED

PUBLIC COMMENT: It is the policy of the Township Committee that all public comments on an issue shall be limited to three minutes per person. Public comment shall be permitted on items of concern regarding the agenda only. In addition, time will be allotted at the end of the meeting for public comment on any issue.

There was no public comment.

Motion by Gilbert, second by Hazard to close public comment.

MOTION UNANIMOUSLY CARRIED

FINANCIAL ISSUES

Payment of Bills as listed for Raritan Township as of December 31, 2017: \$526,499.65

Motion by Gilbert, seconded by Hazard to approve the bill list for Raritan Township.

ROLL CALL VOTE:

AYES: Gilbert, Hazard, Reiner, Mayor Mangin

NOES: None

ABSTAIN: None

ABSENT: O'Brien

Payment of Bills as listed for the Raritan Township Fire Company as of December 31, 2017: \$6,397.00

Motion by Reiner, seconded by Hazard to approve the bill list for the Raritan Township Fire Company.

ROLL CALL VOTE:

AYES: Gilbert, Hazard, Reiner

NOES: None

RECUSE: Mayor Mangin

ABSTAIN: None

ABSENT: O'Brien

NON-CONSENT AGENDA

Mayor Mangin read Resolution #18-1 by title.
 Mayor Mangin asked for a motion to adopt Resolution #18-1.
 Motion by Gilbert, seconded by Hazard

ROLL CALL VOTE:

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

During the vote, Committee Member Reiner recognized and thanked Township Attorney, Jeff Lehrer for the level of professional services provided this past year.

RESOLUTION #18-1

AUTHORIZING 2018 APPOINTMENTS

BE IT RESOLVED, that the following appointments be made and I request that they be confirmed by my fellow Committee Members:

One-Year (expiring 12/31/2018)

TOWNSHIP ATTORNEY	Jeffrey Lehrer
MUNICIPAL PROSECUTOR	Katty Wong-Taylor
ALTERNATE PROSECUTOR	Charles Schalk
MUNICIPAL PUBLIC DEFENDER	Jennifer Toth
BOND COUNSEL	Andrea Kahn
TAX ATTORNEY	Harry Haushalter
LABOR COUNSEL	Richard P. Flaum
PLANNING BOARD ATTORNEY	John Belardo
SPECIAL COUNSEL ON AFFORDABLE HOUSING	John Belardo
TOWNSHIP PHYSICIAN	Marc L. Shaber
BOARD OF HEALTH ATTORNEY	Richard L. Tice
LOCAL HISTORIAN	Richard Stothoff
PUBLIC AGENCY COMPLIANCE OFFICER	Carol Barbati
HUNTERDON COUNTY SENIOR SERVICES	
MUNICIPAL COORDINATOR	Jayne Gilbert
SENIOR PROTECTED TENANCY	Jayne Gilbert
SOMERSET COUNTY JOINT INSURANCE FUND	
COMMISSIONER	Donald Hutchins
SOMERSET COUNTY JOINT INSURANCE FUND	
DEPUTY COMMISSIONER	Carol Barbati
SOLID WASTE ADVISORY COUNCIL	Ray Simonds
ZONING BOARD OF ADJUSTMENT ATTORNEY	Jonathan Drill

AGRICULTURE ADVISORY BOARD (one-year, expiring 12/31/2018)

Oliver Elbert	Resident/Farmer Member
John Micek	Resident/Farmer Member
Diane Tracy	Resident/Member and Liaison to the Hunterdon County Agriculture Advisory Board
Tom Watkinson	Resident/Farmer Member

BOARD OF HEALTH (3-year, expiring 12/31/2020)

Frank Nagy
Jeannie Geremia

GREEN TEAM (1-year, expiring 12/31/2018)

Antoine Hajjar	Employee, Engineer
Vacancy	Employee, Public Works
Michelle Cavalchire	Resident
Tom Smith	Resident
Oliver Elbert	Business
Vacancy	Township Committee Liaison

LOCAL HISTORIANS COMMITTEE (3-year, expiring 12/31/2020)

Jeff Kuhl
Richard Stothoff
Peter Kinsella
Jeannie Geremia
Joan Wolsiefer

OPEN SPACE TRUST ADVISORY COMMITTEE (2-year, expiring 12/31/2019)

James Miller

PLANNING BOARD

Edward Gettings (Municipal Official)	Class II Member	1-year	12/31/2018
James Miller	Alternate #1 Member	2-year	12/31/2019
Mayor or Mayor Designee	Class I Member	1-year	12/31/2018
Governing Body	Class III Member	1-year	12/31/2018

FLEMINGTON-RARITAN JOINT RECREATION COMMITTEE (2-year Trustee; 1-year Management)

Edward Gettings	Management Member	1-year	12/31/2018
Robert LaNicca	Trustee Member	2-year	12/31/2019

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY (5-year)

John Kendzulak

12/31/2022

WILDLIFE MANAGEMENT COMMITTEE

Brion Fleming	Superintendent Public Works or	1-year	12/31/2018
Township Committee Member		1-year	12/31/2018

ZONING BOARD OF ADJUSTMENT

Roger Ahrens	Regular Member	4-year	12/31/2021
James Ferraro	Alternate #1 Member	2-year, unexpired	12/31/2018

Mayor Mangin read Resolution #18-14 by title.
 Mayor Mangin asked for a motion to adopt Resolution #18-14.
 Motion by Gilbert, seconded by Hazard

ROLL CALL VOTE:

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

RESOLUTION #18-14

**RESOLUTION REAPPOINTING AND GRANTING TENURE
 TO SHARON BROWN, TAX COLLECTOR**

WHEREAS, N.J.S.A. 40A:9-141 requires every municipality to have a Tax Collector appointed by the governing body of the municipality; and

WHEREAS, Sharon Brown, a certified municipal Tax Collector was appointed, to serve as the Tax Collector for a term of four years, to expire December 31, 2017; and

WHEREAS, Sharon Brown has successfully served as Tax Collector for the Township of Raritan for the past four years; and

WHEREAS, the Township Committee of the Township of Raritan wishes to reappoint Sharon Brown to the position of Tax Collector; and

WHEREAS, this second appointment to a four-year term for Sharon Brown will grant her tenure in that position, pursuant to N.J.S.A. 40A:9-145.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Sharon Brown is hereby reappointed to the position of Tax Collector for the Township of Raritan for which appointment shall grant her tenure in such position.

Mayor Mangin read Resolution #18-10 by title.
 Mayor Mangin asked for a motion to adopt Resolution #18-10.
 Motion by Reiner, seconded by Hazard

ROLL CALL VOTE:

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

RESOLUTION #18-10

**AUTHORIZING THE APPOINTMENT OF HEIDI WOHLLEB OF NISIVOCCIA, LLP
 AS MUNICIPAL AUDITOR FOR A NINETY-DAY TERM**

WHEREAS, the appointment of Municipal Auditor expires on December 31, 2017; and
WHEREAS, the Township Committee is desirous of temporarily filling the appointment of
 Municipal Auditor; and

WHEREAS, the Township Committee is desirous of appointing Heidi Wohlleb of Nisivoccia,
 LLP for a ninety-day term.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of
 Raritan that the appointment of the Municipal Auditor is as follows:

*Heidi Wohlleb
 Municipal Auditor
 Effective January 4, 2018 through April 3, 2018
 For a Term of Ninety (90) Days*

2018 MAYORAL APPOINTMENTS

Mayor Mangin announced the following 2018 appointments to the Environmental Commission:

Mohammed Rezaul Karim	Regular Member	3-year term (unexpired)	12/31/2019
Robert Ivanoff	Regular Member	3-year term (unexpired)	12/31/2020
Jayne Gilbert	Regular Member	3-year term	12/31/2020
Ray Simonds	Alternate #1 Member	2-year term	12/31/2019

Municipal Clerk Fania administered the Oath of Office to all aforementioned 2018 appointees that were
 in attendance.

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 Reiner requested that proposed Resolution #18-7, Appointing Search Officers be removed from the Consent Agenda for further consideration.

Mayor Mangin requested that Committee Members consider action at this time regarding Resolution #18-7. Mayor Mangin advised that the State mandates municipalities to annually appoint search officers for unpaid tax liens and municipal improvements authorized by ordinance but not assessed.

Mayor Mangin asked for a motion to adopt Resolution #18-7.

Motion by Reiner, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, Reiner, Mayor Mangin

NOES: None

ABSTAIN: None

ABSENT: O'Brien

RESOLUTION #18-7

A RESOLUTION APPOINTING SEARCH OFFICERS

WHEREAS, R.S. 54:5-11 provides for the appointment of a search officer for unpaid liens; and

WHEREAS, R.S. 54:5-18.1 provides for the appointment of an official to make searches for municipal improvements authorized by ordinance but not assessed.

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

1. Sharon Brown, Tax Collector, be appointed to make searches for the municipal liens; and
2. Lisa Fania, Municipal Clerk, be appointed to make searches and issue certificates as to liability for assessment for municipal improvements; and
3. All fees collected shall be turned over to the Township Treasurer.

Mayor Mangin read the following resolutions by title.

Mayor Mangin asked for a motion to adopt the Consent Agenda as amended with the removal of Resolution #18-7.

Motion by Reiner, seconded by Gilbert

ROLL CALL VOTE:

AYES: Gilbert, Hazard, Reiner, Mayor Mangin

NOES: None

ABSTAIN: None

ABSENT: O'Brien

RESOLUTION #18-2

**RESOLUTION ESTABLISHING TOWNSHIP COMMITTEE
MEETING DATES FOR THE YEAR 2018**

WHEREAS, Section 13 of the Open Public Meetings Act requires the posting of annual meetings together with notification of said meetings to the official newspapers of the Township, and submission of the same to those persons requesting copies of said notice; and

WHEREAS, the Township Committee of the Township of Raritan desires to set forth a schedule of public meetings for the year 2018.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the Township Committee shall hold Executive Sessions beginning at 6:30 p.m., followed by the Regular Session at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, New Jersey, on the 1st and 3rd Tuesday of each month, except when that Tuesday is on a Primary and General Election day, then the meeting will be held the Monday evening before; and

BE IT FURTHER RESOLVED that meeting days are as follows:

JANUARY 16	JULY 17
FEBRUARY 6	AUGUST 21
FEBRUARY 20	SEPTEMBER 4
MARCH 6	SEPTEMBER 18
MARCH 20	OCTOBER 2
APRIL 3	OCTOBER 16
APRIL 17	NOVEMBER 5
MAY 1	NOVEMBER 20
MAY 15	DECEMBER 4
JUNE 4	DECEMBER 18
JUNE 19	

BE IT FURTHER RESOLVED that copies of this Resolution be posted and maintained posted throughout the year in accordance with the statutes; and

BE IT FURTHER RESOLVED that copies of this Resolution and schedule be forwarded to the official newspapers.

RESOLUTION #18-3

A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the Courier News, the Hunterdon County Democrat, the Express-Times and the Star Ledger are hereby designated as the official newspapers of the Township of Raritan for the year 2018; and

BE IT FURTHER RESOLVED, that Tap Into Flemington-Raritan is hereby designated as the electronic news source for the year 2018.

RESOLUTION #18-4

**A RESOLUTION DESIGNATING STATE APPROVED PUBLIC DEPOSITORIES AS
OFFICIAL DEPOSITORIES OF THE TOWNSHIP OF RARITAN**

BE IT RESOLVED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the following banks and any banks as may be designated at a later date by the Township Committee are hereby designated as the depositories for the monies of the Township of Raritan for the year 2018:

TD Bank, N.A
Bank of America
Sovereign Bank
State of New Jersey Cash Management Fund
United Trust Bank

RESOLUTION #18-5

**RESOLUTION AUTHORIZING THE TAX COLLECTOR
TO CONDUCT A 2018 TAX SALE**

BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Tax Collector is hereby authorized to conduct a tax sale for all prior year's delinquent taxes pursuant to New Jersey Law, Chapter 99.

RESOLUTION #18-6

**RESOLUTION ESTABLISHING INTEREST RATES
FOR DELINQUENT TAXES**

WHEREAS, N.J.S.A. 54:5-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments; and

WHEREAS, N.J.S.A. 54:5-67 has been amended to permit the fixing of said rate at 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum of any amount in excess of \$1,500, and allows an additional penalty of a flat 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Raritan as follows:

That the Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes or other municipal charges becoming delinquent after due date and 18% per annum on any amount of taxes or other municipal charges in excess of \$1,500.00 becoming delinquent after due date, and if a delinquency (including interest) is in excess of \$10,000.00 and remains in arrears after December 31, an additional flat penalty of 6% shall be charged against the delinquency.

RESOLUTION #18-8

**RESOLUTION DESIGNATING OFFICIALS
AUTHORIZED TO SIGN CHECKS**

BE IT RESOLVED that the following officials of the Township of Raritan are hereby authorized to sign checks for the Township of Raritan, County of Hunterdon as follows:

1. **PAYROLL**
CFO/Supervisor of Accounts or Assistant Supervisor of Accounts
2. **DEVELOPER'S PERFORMANCE TRUST ACCOUNTS**
Clerk or Deputy Clerk
3. **GENERAL, CAPITAL and GRANT ACCOUNTS**
Mayor and CFO/Supervisor of Accounts or Assistant Supervisor of Accounts
4. **TAX COLLECTOR'S CURRENT & LIEN ACCOUNT**
Tax Collector, CFO/Supervisor of Accounts or Assistant Supervisor of Accounts
5. **HOUSING TRUST FUND**
Mayor and CFO/Supervisor of Accounts or Assistant Supervisor of Accounts
6. **ALL OTHER ACCOUNTS**
CFO/Supervisor of Accounts or Assistant Supervisor of Accounts

RESOLUTION #18-9

**RESOLUTION AUTHORIZING THE CANCELLATION OF TAXES
IN AMOUNTS LESS THAN \$10.00**

WHEREAS, 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than \$10.00.

NOW THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that authorization is hereby given to the Tax Collector to cancel said tax amounts as deemed necessary; and

BE IT FURTHER RESOLVED that a certified copy of the resolution be forwarded to the Tax Collector and Township Auditor.

RESOLUTION #18-11**RESOLUTION AUTHORIZING TOWNSHIP ENGINEER TO SIGN
TEMPORARY RIGHT-OF-WAY EASEMENTS**

WHEREAS, the Township of Raritan, as part of its municipal responsibilities, may find it necessary to encroach upon private property in the discharge of its duties for the construction and reconstruction of roads and other public works projects in the public interest or to sign street light agreements with GPU Energy when ordering new street lights for developments; and

WHEREAS, when such a situation arises it is necessary for the Township of Raritan to receive permission from property owners by way of a right-of-access permit and temporary construction easement to expedite these projects or to execute certain agreements so that street lighting can be installed in a timely and cost-effective manner in new developments;

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Raritan does hereby grant authority to Antoine Hajjar, Raritan Township Engineer, to sign and execute all right-of-access permits, temporary construction easements and Street Light Agreements with GPU Energy on behalf of the Township of Raritan; and

BE IT FURTHER RESOLVED that Engineer, Antoine Hajjar is authorized to sign all Stream Encroachment and Wetlands Permits for the NJDEP applications on behalf of the Township of Raritan; and

AND BE IT FURTHER RESOLVED that Engineer, Antoine Hajjar will keep the Township Committee informed of all right-of-access permits and temporary construction easements acquired by the Township and all Street Light Agreements executed.

RESOLUTION #18-12**RESOLUTION ADOPTING A 2018 TEMPORARY BUDGET**

WHEREAS, N.J.S.A. 40A:4-19 of the Local Budget Law provides that if any contracts, commitments or payments are to be made prior to the adoption of the budget, the governing body shall, by resolution adopted prior to January 31 of the fiscal year, make temporary appropriations to provide for the period between the beginning of the fiscal year and the adoption of the budget. The total of the appropriations so made shall not exceed 26.25% of the total appropriations made for all purposes in the budget for the preceding year excluding, in both instances, appropriations made for debt service, capital improvements, and public assistance/state aid; and

WHEREAS, the total of all appropriations in the 2017 budget excluding debt service, capital improvements, and public assistance/state aid is \$16,160,810; and

WHEREAS, 26.25% of \$16,160,810 allows for 2018 temporary appropriations in the amount of \$4,242,213 excluding appropriations for debt service, capital improvements, and public assistance/state aid;

NOW THEREFORE BE IT RESOLVED, that the following 2018 Temporary Appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer of the Township of Raritan.

<u>APPROPRIATIONS WITHIN 26.25%</u>	<u>SAL. & WAGES</u>	<u>OTHER EXPENSES</u>
Governing Body	\$9,025	\$2,000
Township Clerk	\$31,000	\$7,500
Postage & Photocopying		\$23,000
Administration	\$54,840	\$9,000
Data Processing Services		\$40,000
Group Health Insurance		\$625,000
Other Insurance		\$154,000
Workers Compensation Insurance		\$154,000
Legal Services		\$50,000
Financial Administration	\$58,725	\$5,000
Tax Assessor	\$41,632	\$3,500
Collection of Taxes	\$27,584	\$1,200
Engineering	\$78,250	\$2,000
Planning Board	\$14,500	\$2,000
Board of Adjustment	\$14,500	\$2,500
Environmental Commission		\$500
Police	\$999,439	\$45,000
Prosecutor	\$7,750	
Public Defender	\$2,000	
Municipal Court	\$55,568	\$4,000
Fire Official	\$54,000	\$4,000
Fire Hydrants		\$75,000
Fire Company		\$30,000
PEOSHA - Fire Company		\$1,500
Construction Official	\$160,000	\$6,000
Emergency Management	\$1,600	\$6,000
Street/Road Repair & Maintenance	\$405,000	\$40,000
Snow Removal	\$60,000	\$130,000
Vehicle Maintenance	\$90,500	\$60,000
Recycling Program	\$25,000	
PEOSHA- Roads		\$2,000
Utilities		\$150,000
Solid Waste		\$15,000
Public Bldg. & Grounds	\$7,500	\$45,000
Park Maintenance	\$80,000	\$15,000
Board of Health	\$16,000	\$10,000
Community Garden		\$500
Accumulated Sick Leave		\$30,000
F.I.C.A.		\$175,000
Unemployment Compensation		\$16,250
Defined Contribution Retirement System		\$1,000
Recycling Tax		\$1,300
Storm Water General Permit		\$4,050
TOTAL:	\$2,294,413	\$1,947,800
	TOTAL WITHIN 26.25%:	\$4,242,213

APPROPRIATIONS EXCLUDED FROM 26.25%

Bond Principal	\$1,910,000
Bond Interest	\$ 283,745

TOTAL EXCLUDED FROM 26.25%: \$2,193,745

GRAND TOTAL: \$6,435,958

RESOLUTION #18-13

A RESOLUTION AUTHORIZING THE FINANCE DEPARTMENT TO RE-OPEN ITS PETTY CASH FUND FOR 2018 IN THE AMOUNT OF \$100.00; POLICE DEPARTMENT TO RE-OPEN ITS PETTY CASH FUND IN THE AMOUNT OF \$100.00; BUILDING DEPARTMENT TO RE-OPEN ITS PETTY CASH FUND IN THE AMOUNT OF \$100.00; PUBLIC WORKS DEPARTMENT TO RE-OPEN ITS PETTY CASH FUND IN THE AMOUNT OF \$100.00; FIRE PREVENTION DEPARTMENT TO RE-OPEN ITS PETTY CASH FUND IN THE AMOUNT OF \$100.00; ENGINEERING, PLANNING AND ZONING DEPARTMENT TO RE-OPEN ITS PETTY CASH FUND IN THE AMOUNT OF \$100.00; AND THE CLERK'S OFFICE TO RE-OPEN ITS PETTY CASH FUND IN THE AMOUNT OF \$100.00

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of Petty Cash funds for Finance; Police; Building; Public Works; Fire Prevention; Engineering, Planning and Zoning Departments and the Clerk's Office; and

WHEREAS, said petty cash funds were established by resolution dated September 19, 2017 by the Township Committee of the Township of Raritan; and

WHEREAS, it is the desire of the Township Committee that said funds be continued under the direction of Finance; Police; Building; Public Works; Fire Prevention; Engineering, Planning and Zoning, Clerk's Office, respectively.

NOW, THEREFORE BE IT RESOLVED, on this 4th day of January, 2018, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that effective January 1, 2018, the Finance, Police, Building, Public Works, Fire Prevention; Engineering, Planning and Zoning Departments and the Clerk's Office be and hereby are authorized and permitted to re-open petty cash funds in the amount of \$100.00 respectively, pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash funds will be used by such office or department to pay claims for small miscellaneous expenses.

RESOLUTION #18-15

AUTHORIZING THE TOWNSHIP ATTORNEY TO EXECUTE STIPULATIONS OF SETTLEMENT AND FILE CORRECTIVE TAX APPEALS WITH THE HUNTERDON COUNTY BOARD OF TAXATION

WHEREAS, the Township Committee of the Township of Raritan, Hunterdon County, New Jersey has been informed by the Tax Assessor of the Township of Raritan that from time to time errors are made in computing the tax assessments covering certain property locations within the Township of Raritan, and

WHEREAS, the Tax Assessor of the Township of Raritan has requested the Township Committee to authorize her to consult with, request and authorize the Township Attorney to file corrective appeals of such errors in assessment with the Hunterdon County Board of Taxation and the New Jersey Tax Court, and

WHEREAS, the Tax Assessor of the Township of Raritan has requested the Township Committee to authorize the Township Attorney to file, in cases of increases, decreases, or counter-claims as she deems necessary, after consultation with the Township Attorney, petitions, complaints and counterclaims with the Hunterdon County Board of Taxation and the Tax Court of New Jersey, and

WHEREAS, the Tax Assessor and Township Attorney of the Township of Raritan are called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee that the Tax Assessor of the Township of Raritan is hereby authorized to request after consultation with the Township Attorney, and the Township Attorney is authorized to thereby file corrective appeals with the Hunterdon County Board of Taxation and the New Jersey Tax Court in defense of appeals filed with said Board and said Court, and

BE IT FURTHER RESOLVED by the Township Committee that the Tax Assessor of the Township of Raritan be and is hereby authorized, after consultation with the Township Attorney, to request that and authorize the Township Attorney to file counter claims in cases of increase with the Hunterdon County Board of Taxation and the New Jersey Tax Court, as the Tax Assessor, after consultation with the Township Attorney, deem necessary, proper and in the best interests of the Township, and

BE IT FURTHER RESOLVED by the Township Committee that the Tax Assessor of the Township of Raritan and the Township Attorney are authorized to sign stipulations of settlement to be filed with the Hunterdon County Board of Taxation only, on behalf of the Township of Raritan which the Assessor, after consultation with the Township Attorney, deem necessary, proper and in the best interests of the Township.

RESOLUTION #18-16

AUTHORIZING THE TOWNSHIP ATTORNEY TO EXECUTE STIPULATIONS OF SETTLEMENT AND FILE CORRECTIVE TAX APPEALS WITH HUNTERDON COUNTY BOARD OF TAXATION AND/OR TAX COURT OF NEW JERSEY

WHEREAS, the Tax Assessor of the Township of Raritan may be called upon to review, adjust and stipulate modifications to the assessment of real property, which require the execution of formal Stipulations of Settlement of assessment appeals by the Township Attorney; and

WHEREAS, from time to time, corrections must be made in assessments on properties located within the Township; and

WHEREAS, the Hunterdon County Board of Taxation requires a resolution from the Township Committee of the Township of Raritan authorizing the Township Attorney, in consultation with the Tax Assessor, to sign said Stipulations and also to file Corrective Appeals; and

WHEREAS, the Tax Court of the State of New Jersey also requires that the Township Attorney have authorization by resolution from the Township Committee of the Township of Raritan authorizing the Township Attorney, in consultation with the Tax Assessor, to sign Stipulations of Settlement and file Corrective Appeals with the Tax Court; and

WHEREAS, on those aforesaid appeals in which the assessed value of the property is less than \$1,000,000.00 (Tax Court Jurisdiction), the Township Committee is desirous of providing such authorization to the Township Attorney, in consultation and upon recommendation of its Tax Assessor.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Raritan that the Township Attorney is hereby authorized to execute said Stipulations and to file Corrective Appeals with the Hunterdon County Board of Taxation and/or the Tax Court of the State of New Jersey, on properties on which the assessed value is less than \$1,000,000.00, without further Township Committee approval.

BE IT FURTHER RESOLVED that, regarding a property for which an appeal is being filed, either by the taxpayer or the Township, and the assessed value is equal to or exceeds \$1,000,000.00, and the Tax Assessor has recommended said settlement and/or correction, the Township Attorney shall, in consultation with and based upon the recommendations of the Tax Assessor, review all such proposed Stipulations and/or Corrections with the Township Committee, and specific authorization by Resolution will be granted to the Township Attorney to execute such Stipulations and file such Corrective appeals thereon.

PRIVILEGE OF THE FLOOR

Police Chief, Glenn Tabasko, recognized and expressed gratitude and appreciation to Deputy Mayor Gilbert for her contributions and dedication during her two-year term as Mayor, on behalf of all of the municipal employees.

DINNER ANNOUNCEMENT

Mayor Mangin announced that the Reorganization Dinner will immediately follow the meeting at the Three Bridges Fire House, 467 Main Street, Three Bridges, New Jersey.

Mayor Mangin asked for a motion to adjourn the meeting.

Motion by Reiner, seconded by Hazard

MOTION UNANIMOUSLY CARRIED

Committee Member O'Brien arrived at 5:24 p.m.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Lisa Fania, RMC
Township Clerk

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, JANUARY 16, 2018**

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

ROLL CALL: The following were present: Mayor, Michael Mangin; Deputy Mayor, Karen Gilbert; Comm. Gary Hazard; Comm. Craig O'Brien; Comm. Lou Reiner.

Also present were: Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; Police Chief, Glenn Tabasko; Township Attorney, Jeff Lehrer; Attorney, Ed Purcell.

MEETING ADVERTISED: Mayor Mangin advised that the meeting was advertised in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975 in the January 10, 2018 issue of the Courier News and was posted on the office bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #18-20 in full.

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

ROLL CALL VOTE:

- AYES:** Gilbert, Hazard, O'Brien, Reiner, Mayor Mangin
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None

RESOLUTION #18-20

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: Cable Franchise Renewal Update
 - b) Personnel: OEM, Tax Assessor, Fire Prevention Volunteer;
Probationary Patrol Officer
 - c) Attorney-Client Privilege:
 - 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.

CLOSED SESSION MINUTES WILL BE DONE IN A SEPARATE DOCUMENT

The regular meeting reconvened at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Mayor Mangin 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 Mangin asked for any amendments to the Agenda.

Mayor Mangin advised of one additional item to the agenda, a resolution rescinding the appointment of John Kendzulak as RTMUA (Raritan Township Municipal Utilities Authority) Commissioner effective January 1, 2018. Mayor Mangin explained that it was discovered that appointments made to the RTMUA over the years have been included in the annual appointments and individually with inconsistencies in the terms and protocol. He continued that RTMUA terms are February 1 through January 31. Mayor Mangin continued to explain that John Kendzulak was appointed to the RTMUA for a term expiring December 31, 2017 instead of January 31, 2018.

Mr. Lehrer advised of an additional item to the agenda, verbal authorization to reinstate John Trimmer as a volunteer to the OEM, Tax Assessor and Fire Prevention departments.

Committee Member O'Brien requested an additional item to the agenda, authorization for Mr. O'Brien to work with the Township Attorney on a proposal for improving openness and transparency of Township Committee meetings in regards to the Open Public Meetings Act (OPMA).

Mayor Mangin asked for a motion to amend the agenda with the addition of a resolution rescinding the appointment of John Kendzulak as RTMUA Commissioner; authorization to reinstate John Trimmer as a volunteer in the OEM, Tax Assessor and Fire Prevention departments; and authorization for Committeeman O'Brien to work with the Township Attorney on a proposal for improving openness and transparency in regards to OPMA.

Motion by Hazard; seconded by Reiner to approve the Agenda as amended.

ROLL CALL VOTE:

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

Mayor Mangin read Resolution #18-27 by title.

Mayor Mangin asked for a motion to adopt Resolution #18-27.

Motion by Hazard, seconded by Reiner

ROLL CALL VOTE:

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

RESOLUTION #18-27

**RESCINDING APPOINTMENT OF JOHN T. KENDZULAK AS RTMUA COMMISSIONER
EFFECTIVE JANUARY 1, 2018**

WHEREAS, there will exist a vacancy on January 31, 2018 for the appointment of a Commissioner on the RTMUA (Raritan Township Municipal Utilities Authority); and

WHEREAS, the Township Committee had previously appointed John T. Kendzulak as a Commissioner on the RTMUA at its reorganization meeting on January 4, 2018, to be effective as of January 1, 2018; and

WHEREAS, the Township Committee has recently discovered that the vacancy at the RTMUA will not exist until January 31, 2018; and

WHEREAS, the Township Committee wishes to rescind the appointment of John T. Kendzulak which was made effective January 1, 2018.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the appointment of John T. Kendzulak which was made effective January 1, 2018, is hereby rescinded.

At this time, Committee Member O'Brien asked for clarification of an additional item on the dais, resolution #18-28 authorizing the appointment of John Kendzulak as RTMUA Commissioner effective February 1, 2018. Committee Member Hazard advised that no action would be taken on resolution 18-28 as he requested the opportunity to interview Mr. Kendzulak for such appointment and carry action to a future scheduled meeting for further consideration as additional information was needed.

PUBLIC COMMENT: It is the policy of the Township Committee that all public comments on an issue shall be limited to three minutes per person. Public comment shall be permitted on items of concern regarding the agenda only. In addition, time will be allotted at the end of the meeting for public comment on any issue.

The following members of the public spoke during public comment.

Barbara Sachau, a resident of 2 Glenview Drive, commented on the terrible quality service of Comcast in the Township; voiced opinion in opposition to the proposed beekeeping regulations and urged the Township Committee to support same; and expressed support in favor of the 2% interest arbitration cap.

At this time, Committee Member O'Brien requested that the Committee advance the public hearing regarding the renewal of the 2018 junkyard license to Lentini Auto Salvage, Inc. and consideration of Resolution #18-26 authorizing such as interested parties were in attendance.

Mr. Lehrer recapped that the renewal process for a junkyard license according to the Township Code requires a public hearing and notice requirement of such.

Mayor Mangin solicited public comment.

There was no public comment.

Mayor Mangin asked for a motion to close the public hearing.
Motion by O'Brien, seconded by Hazard.

Mayor Mangin read Resolution #18-26 by title.
Mayor Mangin asked for a motion to adopt Resolution #18-26.
Motion by Reiner, seconded by O'Brien

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #18-26

**RESOLUTION AUTHORIZING THE RENEWAL OF A 2018 JUNKYARD
LICENSE TO LENTINI AUTO SALVAGE, INC.**

WHEREAS, Darryl L. Carman, President, Lentini Auto Salvage, Inc., has made application for renewal of a Junk Yard License for 2018; and

WHEREAS, the renewal fee of \$25.00 has been paid; and

WHEREAS, Mr. Carman advertised in the Courier News on January 5 and January 6, 2018 advising of his intent to seek renewal of the said license and provided the Township Clerk with an Affidavit of Publication; and

WHEREAS, the Township Clerk of the Township of Raritan has received no objections to said renewal of the license.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the renewal of the Junk Yard License for Darryl L. Carman, President, Lentini Auto Salvage, Inc. located at 130 Highway 202, Ringoes, New Jersey be approved from January 16, 2018 through January 31, 2019.

FINANCIAL ISSUES

Payment of Bills as Listed for **Raritan Township: \$4,756,448.35**

Committee Members raised questions and concerns regarding general foundries, purchase of desktop computers; and hunting signage. Administrator Hutchins clarified expenditures.

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

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

Payment of Bills as Listed for **Raritan Township Fire Company: \$9,602.37**

Motion by Gilbert, seconded by Reiner to approve the bill list for the Raritan Township Fire Company.

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

REPORTS

The following December, 2017 staff reports were acknowledged by the Township Committee:

*Animal Control

*Public Works – Snow Removal Costs – December 13, December 15, 2017; January 4-5, 2018

*Planning/Engineering Escrow Accounts

Mayor Mangin offered praise to Township Engineer, Tony Hajjar, for his efforts regarding escrow collection; and commended Superintendent of Public Works, Brion Fleming, and his staff for their tremendous efforts in maintaining 360 linear miles of roadway during inclement weather.

Committee Member O'Brien commented on the cost of salt and snow storms.

2017 LIAISONS TO BOARDS, COMMITTEES, AND COMMISSIONS

Mayor Mangin advised that the following listing is for informational purposes for discussion of the proposed 2018 Township Committee assignments.

Karen Gilbert (Mayor)	Historians, Finance, Personnel, Planning Board (Class I – Mayor)
Richard Chen	Finance, Open Space, Parks & Recreation
Michael Mangin	Planning Board (Class II – Governing Body Member), RTMUA
Louis Reiner	Environmental Commission/Green Team, Fire/Rescue/OEM
Craig O'Brien	Open Space

UNFINISHED BUSINESS

a. Proposed beekeeping regulations update – Mr. Lehrer proposed a resolution incorporating all comments to the proposed regulations and advised that the January 19 comment period deadline will most likely be extended. Mr. Purcell provided a brief background on the history of the 2005 legislation preempting municipalities the ability to regulate beekeeping with one State standard promulgated by the New Jersey Department of Environmental Protection and effectuated by the municipalities. Mr. Purcell concurred that the comment period expiring January 19 will most likely be extended.

Committee Member Reiner expressed opposition to any further regulations against beekeepers.

Mayor Mangin also expressed non-support for any new regulations.

Committee Member O'Brien commented on getting more information and suggested a letter stating concerns and follow up with a resolution with more detailed comments.

Committee Member Hazard spoke of an opposing resolution with supporting documentation.

Mayor Mangin solicited public comment.

Oliver Elbert, a resident of 254 Everitts Road, advised that the Hunterdon County Freeholders passed a resolution in opposition to the regulations; and commented on two (2) important issues 1) the onerous nature of the proposed regulations, and 2) the burden on municipalities of enforcement including three annual inspections.

Tom Watkinson, a resident of 15A Demott Road, spoke of his prepared questions and advised of the State's obligation to answer all questions submitted.

Discussion was held as to the means of a response by the January 19 deadline in terms of a resolution or letter. Mr. Lehrer advised that the better response would be to provide thoughtful comments in writing.

It was the consensus of the Committee to submit opposition to the proposed beekeeping regulations by letter along with attachments from concerned residents, beekeepers and the Agricultural Advisory Board.

Mayor Mangin asked for a motion to authorize Mr. Lehrer to proceed with drafting the letter.

Motion by Reiner, seconded by Hazard.

MOTION UNANIMOUSLY CARRIED

b. Mayor Kovach, Town of Clinton, inquiry concerning other Hunterdon County municipalities interest in a joint letter regarding the 2% Interest Arbitration Cap – Mayor Mangin recapped that Mayor Kovach is seeking interest from other Hunterdon County municipalities to sign a joint letter in support of the 2% cap. Mayor Mangin asked for comments from the Committee.

Deputy Mayor Gilbert expressed support.

Committee Member O'Brien commented that he would rather draft a resolution, but concurred.

Committee Member Hazard expressed support.

Committee Member Reiner expressed support.

It was the consensus of the Committee to authorize Mr. Lehrer to draft a letter on behalf of the Mayor and Township Committee for the Township to participate in a joint letter of support for the 2% Interest Arbitration Cap.

c. Update on Odor Mitigation (Summit Custom Spray Drying, Inc.) – Mayor Mangin advised that Summit Custom Spray Drying, Inc. has signed an administrative consent order issued by the NJDEP to pay a \$54,000 penalty for odor emissions.

Deputy Mayor Gilbert acknowledged, OEM Coordinator, Chris Phelan, for his arduous efforts in reaching resolution with the State in this matter including public reporting of complaints and incidents.

NEW BUSINESS

2018 Proposed Township Committee Liaisons to Boards, Committees, and Commissions – Discussion was held regarding the proposed 2018 assignments and responsibilities and all concurred to the following:

Mayor Mangin (Mayor)	Finance, Personnel, Board of Health, Planning Board (Class I – Member)
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Karen Gilbert (Deputy Mayor)	Historians, Finance, Open Space, Parks and Recreation, Planning Board (Class III – Member)
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Gary Hazard	Court/Police, RTMUA
Craig O'Brien	Open Space
Louis Reiner	Agricultural Advisory Committee, Fire/Rescue/OEM, Public Works

During the discussion, Mayor Mangin requested Committee Member O'Brien serve as liaison to the Environmental Commission/Green Team. Committee Member O'Brien advised of availability issues due to a work commitment and would need to revisit consideration in 90 days. The Environmental Commission/Green Team liaison remains vacant.

Request by J.P. Case Middle School PTO to hold a 5K Color Fun Run/Walk within the Township, Sunday April 15, 2018 –

Motion by Gilbert, seconded by Reiner to authorize approval to J.P. Case Middle School to hold the 5K Color Fun Run/Walk within the Township

MOTION UNANIMOUSLY CARRIED

Board of Health Ordinance #18-1 – Amending Chapter 17.44 Entitled “Application, Licenses, Permits, and Fee Schedules” by Repealing and Replacing Section 17.44.030 Entitled “Fee Schedule” with New Section 17.44.030 Entitled “Fee Schedule” – Clerk Fania explained that the proposed Board of Health ordinance is on tonight's agenda for informational purposes and will follow the ordinance adoption protocol through the Board of Health. She continued to explain that the proposed ordinance reflects amendments to the Board of Health fee schedule including the elimination of the \$10 fee for the filing of application and plans to alter or repair an individual sewage disposal system and issuance of permit; elimination of the \$10 fee for a permit to alter or repair a well; elimination of the \$150.00 fee for a bed and breakfast establishment; elimination of all fees relating to permits for portable chemical toilets; and elimination of all fees relating to food and beverage vending machines.

Board of Health Ordinance #18-2 – Amending Title 17 Entitled “Board of Health Regulations” of the Revised General Ordinance of the Township of Raritan by Amending Section 17.12.010 Entitled “State Regulations Incorporated by Reference – Mr. Purcell explained that the proposed Board of Health ordinance incorporates amended NJDEP regulations regarding soil permeability and percolation testing in order to meet standards.

Authorization to permit Committee Member O'Brien to work with the Township Attorney on a proposal for improving openness and transparency of Township Committee meetings in regards to OPMA - Committee Member O'Brien asked for a motion. A brief discussion was held including questions and concerns regarding cost and purpose. Committee Member Hazard requested to participate in such with Committee Member O'Brien.

Motion by O'Brien, seconded by Hazard to authorize developing a proposal with the Township Attorney in regards to openness and transparency of Township Committee meetings and OPMA.

MOTION UNANIMOUSLY CARRIED

ORDINANCES (INTRODUCTION, FIRST READING)

Mayor Mangin read by title Ordinance #18-1.

ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING AND SUPPLEMENTING TITLE 16 ENTITLED "LAND DEVELOPMENT" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN BY AMENDING SECTION 16.02.030 ENTITLED "DEFINITIONS" BY AMENDING SECTION 16.18.090 ENTITLED "PLAT DETAILS" AND BY AMENDING SECTION 16.64.020 ENTITLED "PERMITTED MODIFICATIONS --- CLUSTER RESIDENTIAL DEVELOPMENT"

Mr. Lehrer explained that this proposed ordinance and the additional one following address changes resulting from amended NJDEP regulations regarding permeability and percolation soil testing and is merely a housekeeping item.

Mayor Mangin asked for a motion to introduce Ordinance #18-1 on first consideration.

Motion by Gilbert, seconded by Hazard

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for February 6, 2018.

Mayor Mangin read by title Ordinance #18-2

ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING CHAPTER 2.28 ENTITLED "TOWNSHIP ENGINEER" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN BY AMENDING SECTION 2.28.020 ENTITLED "DUTIES"

Mayor Mangin asked for a motion to introduce Ordinance #18-2 on first consideration.

Motion by Gilbert, seconded by Hazard

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for February 6, 2018.

Mayor Mangin read by title Ordinance #18-3.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 8.16 ENTITLED "FIRE CODE ENFORCEMENT" BY REPEALING AND REPLACING SECTION 8.16.090 ENTITLED "OPEN BURNING" WITH NEW SECTION 8.16.090 ENTITLED "OPEN BURNING AND RECREATIONAL FIRES"

At this time, Committee Member O'Brien asked for clarification of the revised Open Burn ordinance on the dais. Mr. Lehrer explained that the application submission date for an open burn permit was changed from five (5) to ten (10) days per Committee Member O'Brien's request in a previous discussion. Committee Member O'Brien clarified that the five (5) day deadline was correct.

Mayor Mangin asked for a motion to introduce Ordinance #18-3 on first consideration.
Motion by Reiner, seconded by Gilbert

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for February 6, 2018.

CORRESPONDENCE

*Letter of Commendation for Fire Marshal's Office from Hunterdon Central Regional High School

NON-CONSENT AGENDA

Mayor Mangin read Resolution #18-17 by title.

Mayor Mangin asked for a motion to adopt Resolution #18-17

Motion by Reiner, seconded by Gilbert

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #18-17

**APPOINTING JEFFREY KLEIN AS
ACTING CONSTRUCTION OFFICIAL**

WHEREAS, effective December 29, 2017 there was a vacancy in the Construction Code Office for the position of Construction Official; and

WHEREAS, there exists a need to appoint an Acting Construction Official effective January 1, 2018; and

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

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Jeffrey Klein is hereby appointed to the position of Acting Construction Official effective January 1, 2018 at a salary of \$ 70.00 per hour, for a period not to exceed 90 days.

Mayor Mangin read Resolution #18-23 by title.

Mayor Mangin asked for a motion to adopt Resolution #18-23

Motion by Gilbert, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Hazard, Reiner, Mayor Mangin

NOES: O'Brien

ABSTAIN: None

ABSENT: None

Prior to the vote, Committee Member O'Brien requested a discussion regarding such job posting.

Committee Member O'Brien expressed dissatisfaction that the position was not posted and commented on the lack of transparency.

Mr. Hutchins responded that a previous discussion was held with all Committee Members present regarding the staffing situation in the Construction Code Enforcement Office due to the departure of the Construction Official. Mr. Hutchins explained that the temporary employment is for a 60-day period to address immediate staffing issues.

A brief discussion was held regarding the impact of a 30-day posting and interview process on the immediacy of the need at hand.

RESOLUTION #18-23

**RESOLUTION AUTHORIZING THE TEMPORARY EMPLOYMENT
OF TINA HANSFORD IN THE CODE ENFORCEMENT OFFICE**

WHEREAS, there exists a need for additional help in the Code Enforcement office; and
WHEREAS, the Township Committee wishes to fill this need; and

WHEREAS, Tina Hansford has been interviewed and recommended by the Township Administrator; and

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Tina Hansford is hereby employed as a temporary employee in the Code Enforcement office at an hourly rate of \$17.00 per hour, not to exceed an average of 24 hours per week, effective January 10, 2018.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Mayor Mangin read the following resolutions by title.

At this time, Mayor Mangin recapped that Resolution #18-26 was removed from the Consent Agenda earlier due to the attendance of interested parties. Committee Member O'Brien also requested that Resolution #18-22, item d, be removed from the consent agenda for further consideration.

Mayor Mangin asked for a motion to adopt the Consent Agenda as amended with the removal of Resolutions #18-26 and #18-22.

Motion by Hazard, seconded by Gilbert

ROLL CALL VOTE:

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

RESOLUTION #18-18

AUTHORIZING FOURTH QUARTER 2017 TAX REFUNDS

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>
Justin Joseph Plunkett (62 Redwood Terrace)	\$250.00	72.04	4

RESOLUTION #18-19

RESOLUTION AUTHORIZING THE CANCELLATION OF 1ST AND 2ND QUARTER 2018 TAXES DUE TO 100% DISABLED VETERAN EXEMPTION

WHEREAS, there exists on the books of Raritan Township uncollectible taxes; and

WHEREAS, the Township Tax Collector has recommended the cancellation of the following taxes in accordance with the attached schedule due to 100% disabled veteran exemption.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Raritan that the Tax Collector is authorized and directed to affect same pursuant to R.S. 54:4-91.1 and 91.

Name	Block	Lot	Amount
Orrell, Paul E.	79.08	5	
1 st Quarter, 2018			\$1,986.95
2 nd Quarter, 2018			\$1,986.95
Burgos, Jose M.	79.05	10	
1 st Quarter, 2018			\$2,642.33
2 nd Quarter, 2018			\$2,642.33

RESOLUTION #18-21

**A RESOLUTION PROCLAIMING JANUARY
AS NATIONAL RADON AWARENESS MONTH**

WHEREAS, radon is a naturally occurring radioactive gas that is the second leading cause of lung cancer, causing as many as 500 lung cancer deaths annually in New Jersey; and

WHEREAS, elevated radon levels are found in many homes and pose a serious health threat to families residing in these homes; and

WHEREAS, any home may have high levels of radon – even if neighboring homes do not; and

WHEREAS, radon testing is easy and inexpensive – and elevated levels of radon can be effectively reduced at the cost of a typical home repair; and

WHEREAS, a significant number of homes in the Township of Raritan may have elevated levels of radon; and

WHEREAS, if all New Jersey homes with concentrations at or above 4 pCi/L were mitigated, about 83 lives could be saved this year.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey hereby proclaim the month of January 2018 as

RADON ACTION MONTH

and call upon all residents who have not yet tested their homes for radon and to reduce radon levels if elevated levels are found to protect their families from the serious health risk of radon.

RESOLUTION #18-24

**RESOLUTION PURSUANT TO N.J.S.A. 40A:11-4.3 AUTHORIZING THE USE OF
COMPETITIVE CONTRACTING FOR THE PROCUREMENT OF THE
OPERATING, MANAGEMENT AND ADMINISTRATION OF DATA PROCESSING
SERVICES**

WHEREAS, the Township of Raritan (“Township”) desires to contract with a vendor to provide the Operating, Management and Administration of Data Processing Services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1 et seq., the Township may use competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold; and

WHEREAS, N.J.S.A. 40A:11-4.1(b)(3) permits the use of competitive contracting for the Operating, Management and Administration of Data Processing Services; and

WHEREAS, N.J.S.A. 40A:11-4.3(b) permits the Township Administrator to administer the process for the purchase pursuant to the rules governing the competitive contracting process; and

WHEREAS, under the competitive contracting process, the contract for the Operating, Management and Administration of Data Processing Services will be awarded to that entity submitting a proposal that, when evaluated, most successfully meets the stated criteria and, therefore, achieves the highest ranking, rather than based solely on the lowest price; and

WHEREAS, the Township desires to conduct the bidding process for the aforesaid goods and services pursuant to the competitive contracting process as set forth by N.J.S.A. 40A:11-4.1 et seq.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan, in the County of Hunterdon, State of New Jersey, that the Township Administrator is hereby authorized to utilize and administer the competitive contracting process as set forth in N.J.S.A 40A:11-4.1 et seq., to procure a contract with a vendor to provide Operating, Management and Administration of Data Processing Services, pursuant to the rules governing the competitive contracting process.

This Resolution shall take effect immediately.

RESOLUTION #18-25

**AUTHORIZING THE REFUND OF A
FIRE INSPECTION PERMIT FEE**

WHEREAS, Kelly Flannigan has requested a refund of a fire inspection permit fee; and
WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated January 9, 2018 and recommended the refund of the fire inspection permit fee in the amount of \$35.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the fire inspection permit fee in the amount of \$35.00 paid by Kelly Flannigan is hereby refunded.

Mayor Mangin read Resolution #18-22 by title.

Committee Member O'Brien pointed out that the resolution be amended to reflect Committee Member O'Brien's appointment to the Open Space Advisory Committee and not Mayor Mangin.

RESOLUTION #18-22

**AUTHORIZING 2018 TOWNSHIP COMMITTEE
APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS**

BE IT RESOLVED, that the following appointments be made and I request that they be confirmed by my fellow Committee Members:

Open Space Advisory Committee (1-year)

Karen Gilbert
Craig O'Brien

Planning Board (1-year)

Karen Gilbert (Class III Governing Body Member)

Wildlife Management Advisory Committee (1-year)

Lou Reiner

PRIVILEGE OF THE FLOOR

The following members of the public spoke during public comment.

Raritan Township Police Chief, Glenn Tabasko, acknowledged and commended members of the Raritan Township Fire Company for their exceptional dedication and service they provide to the residents of this municipality.

Barbara Sachau, a resident of 2 Glenway Drive, commented on the health effects of pollutants resulting from open burning including lung cancer, asthma, allergies, heart attacks, and strokes; commented on the lack of notice regarding the Wildlife Management Advisory Committee meeting scheduled for January 16 on the Township website calendar; advised of a mailer by the Animal Protection League citing facts about animal deaths due to hunting; and further commented about non-working emails listed on the Township website for members of the hunting clubs.

ADJOURNMENT

Mayor Mangin asked for a motion to adjourn the meeting.

Motion by Gilbert, seconded by Reiner

MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 8:16 p.m.

Respectfully submitted,

Lisa Fania, RMC
Township Clerk

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

RESOLUTION #18-31

**RESOLUTION DESIGNATING RICHARD DUTHIE AS
RISK MANAGER FOR THE TOWNSHIP OF RARITAN**

WHEREAS, a condition of membership in the Somerset County Joint Insurance Fund is that a Risk Manager be designated to represent the Township of Raritan.

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

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk



17b.

RARITAN TOWNSHIP MEMORANDUM

DATE: JANUARY 24, 2018
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: PART-TIME EMPLOYEE – KENT WOOLF

With the recent promotion of Steven Barrett from part-time employee to full-time employee the DPW now has an open part-time position.

The open position has been advertised on the Raritan Township web site. I reviewed the employment applications that we have on file at the DPW and made several phone calls asking if those individuals were interested in a part-time position. For different reasons none of them were interested in the part-time position.

On January 19, 2018 I received an application from Kent Woolf looking for part-time employment with the township. Road supervisor Brian Taggert and myself interviewed Mr. Woolf. Both Brian Taggert and myself were very impressed with Mr. Woolf and his experience with our line of work.

I am highly recommending Kent Woolf to be hired as a part-time employee with Raritan Township pending the outcome of his pre-employment physical and drug screening. I would like Mr. Woolf to start work on February 7, 2018 with the approval of the Township Committee.

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

RESOLUTION #18-33

**RESOLUTION AUTHORIZING THE PART-TIME EMPLOYMENT OF
KENT WOOLF IN THE DEPARTMENT OF PUBLIC WORKS**

WHEREAS, the Township of Raritan is in need of a part-time employee in the Department of Public Works; and

WHEREAS, the Mayor and Township Committee desires to fill this position; and

WHEREAS, the Superintendent of Public Works has interviewed and recommends Kent Woolf to be employed as part-time Department of Public Works employee pending the outcome of his pre-employment physical and drug screening.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Kent Woolf is hereby employed as part-time Department of Public Works employee effective February 7, 2018 at an hourly rate of \$15.00, as set forth in Teamsters Local 469 Contract, not to exceed on average, 24 hours per week pending the outcome of his pre-employment physical and drug screening.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk



RARITAN TOWNSHIP MEMORANDUM

TO: Mayor and Township Committee

FROM: Donald Hutchins, Administrator

RE: Amendment to Personnel Policy

I am requesting the Township Committee to authorize the following language to be added to the section stated below.

Section 10: Professional Development Policies

10.1.5

Employees shall be responsible for reimbursement to the Township of all costs associated with continuing education or training if the employee voluntarily leaves the employ of Raritan Township within 2 years of attending the continuing education or training whether or not required by law, regulation or Township job description to possess a license or certification. Employees who leave the employ of the Township involuntarily are not responsible for such fees.

This section shall become effective from the date of adoption of Resolution 18- XX amending Section 10, Professional Development Policies.

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

RESOLUTION #18-34

**A RESOLUTION APPROVING AN AMENDMENT
TO THE RARITAN TOWNSHIP PERSONNEL
POLICIES AND PROCEDURES MANUAL**

WHEREAS, it is the policy of the Township of Raritan to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the ADA Amendments Act of 2008, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers' Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Security and Financial Empowerment Act and the Open Public Meetings Act; and

WHEREAS, the Township Committee has established a Personnel Policies and Procedures Manual (the "Manual") by Resolution 17-249; and

WHEREAS, the Township Committee at its sole discretion may amend and supplement the Manual at any time; and

WHEREAS, the Administrator has recommended to the Township Committee that Section 10. Professional Development Policies be amended to add subsection 10.1.5; and

WHEREAS, the Township Committee wishes to amend Section 10. Professional Development Policies.

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 Section 10. Professional Developmental Policies of the Township of Raritan Personnel Policies and Procedures Manual be amended as follows:

Section 10. Professional Development Policies

10.1.5. Employees shall be responsible for the reimbursement to the Township of all costs associated with continuing education or training if the employee voluntarily terminates employment with Raritan Township within two (2) years of completing continuing education or training that is not required by law, regulation or Township job description to possess a license or

certification. Employees whose employment is involuntarily terminated with the Township are not responsible for reimbursement of such fees.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk

i7d.

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

RESOLUTION #18-36

**A RESOLUTION AUTHORIZING THE RETURN OF OVERPAYMENTS OF
2018 THIRD AND FOURTH QUARTER 2018 TAXES**

WHEREAS, prepayments of third and fourth quarter 2018 property taxes were made on or before December 31, 2017, following recent IRS guidance on the deductibility of prepaid 2018 taxes; and

WHEREAS, the Township Committee desires to return overpayments of 2018 third and fourth quarter property taxes to those who request a return of said prepaid taxes in writing; and

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey authorizes the return of overpayments of 2018 third and fourth quarter property taxes for written requests of such.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk

First Reading
11-20-17

RARITAN TOWNSHIP FIRE COMPANY

Established 1958
303 South Main Street
Flemington, NJ 08822

Applicant Brett Colavito

Address 56 Surrey Ln
Flemington, NJ 08822

Telephone _____ (home) [REDACTED] (cell)

Type of Membership (check one)

Regular Firefighter

____ Associate Member

____ Engineer/Operator

____ Fire Police

____ Junior

Date

Item

Comments

- _____ Contact with Applicant
- _____ Preliminary Interview & Application Given
- _____ Completed Application Returned
- _____ Interview by Township Officials
- _____ Submitted for RTFC Membership Approval
- _____ Submission of all Documents to Township

- RTFC Application Form
- Doctor's Physical Examination Certificate
- Police Background Check Authorization & Release Form
- Police Sign-off re: Background Check & Fingerprinting
- _____ State Relief Application or Waiver - *Transfer Maintenance Form*
- _____ RTFC Approval of Probationary Membership
- _____ Notification of Municipal Approval
- _____ RTFC Approval/Denial of Permanent Membership

Municipal Approval

I hereby certify that this applicant was admitted to active membership in the department and has been approved by the governing body of the Township of Raritan on the _____ day of _____ 20

(Seal)

Township Clerk

RARITAN TOWNSHIP FIRE COMPANY

Established 1958
303 South Main Street
Flemington, NJ 08822

Applicant Joel Thorger

Address 21 Nancy Drive
Raritan NJ 08851

Telephone [REDACTED] (home) [REDACTED] (cell)

Type of Membership (check one)

Regular Firefighter

Associate Member

Engineer/Operator

Fire Police

Junior

Date

Item

Comments

_____	Contact with Applicant	_____
_____	Preliminary Interview & Application Given	_____
_____	Completed Application Returned	_____
_____	Interview by Township Officials	_____
_____	Submitted for RTFC Membership Approval	_____
_____	Submission of all Documents to Township	_____
_____	RTFC Application Form	_____
_____	Doctor's Physical Examination Certificate	_____
_____	Police Background Check Authorization & Release Form	_____
_____	Police Sign-off re: Background Check & Fingerprinting	_____
_____	State Relief Application or Waiver	_____
_____	RTFC Approval of Probationary Membership	_____
_____	Notification of Municipal Approval	_____
_____	RTFC Approval/Denial of Permanent Membership	_____

Municipal Approval

I hereby certify that this applicant was admitted to active membership in the department and has been approved by the governing body of the Township of Raritan on the _____ day of _____ 20

(Seal)

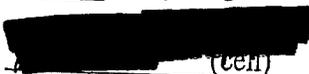
Township Clerk

RARITAN TOWNSHIP FIRE COMPANY

Established 1958
303 South Main Street
Flemington, NJ 08822

Applicant Blake Boxwell

Address 4 Trotter Lane
Flemington NJ 08822

Telephone _____ (home)  (cell)

Type of Membership (check one)

Regular Firefighter

____ Associate Member

____ Engineer/Operator

____ Fire Police

____ Junior

Date

Item

Comments

_____	Contact with Applicant	_____
_____	Preliminary Interview & Application Given	_____
_____	Completed Application Returned	_____
_____	Interview by Township Officials	_____
_____	Submitted for RTFC Membership Approval	_____
_____	Submission of all Documents to Township	_____

_____	RTFC Application Form	_____
_____	Doctor's Physical Examination Certificate	_____
_____	Police Background Check Authorization & Release Form	_____
_____	Police Sign-off re: Background Check & Fingerprinting	_____
_____	State Relief Application or Waiver	_____
_____	RTFC Approval of Probationary Membership	_____
_____	Notification of Municipal Approval	_____
_____	RTFC Approval/Denial of Permanent Membership	_____

Municipal Approval

I hereby certify that this applicant was admitted to active membership in the department and has been approved by the governing body of the Township of Raritan on the _____ day of _____ 20

(Seal)

Township Clerk

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

RESOLUTION #18-29

RESOLUTION TO AUTHORIZE JOHN TRIMMER AS A VOLUNTEER

WHEREAS, there exists a need for volunteers to help fulfill the need of certain services to the residents of Raritan Township; and

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

WHEREAS, John Trimmer has offered to volunteer his services and is recommended by the Township Administrator and the Mayor and Township Committee.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that John Trimmer is hereby authorized to serve as a volunteer for the Township of Raritan, effective February 6, 2018.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk

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

RESOLUTION #18-32

**AUTHORIZING THE RETURN OF DEVELOPER'S ESCROW
(STINSON, PRIME DESIGN LANDSCAPES)**

WHEREAS, Stinson (Prime Design Landscapes) has requested the return of its Developer's Escrow; and

WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated January 22, 2018 and recommended the return of the following Developer's Escrow:

Stinson (Prime Design Landscapes) SP-665-M \$86.29

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Developer's Escrow in the amount of \$86.29 posted by Stinson (Prime Design Landscapes) is hereby refunded.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk



Township of Raritan

Finance Department (908) 806-6100/806-3892 (fax)
1 Municipal Drive
Flemington, NJ 08822

TO: Lisa Fania, Township Clerk

FROM: Kristi Gano, Payroll/HR Coordinator

DATE: January 22, 2018

RE: Developers Escrow Refund

Please process a Resolution for refund of the Developers Escrow for the following:

Stinson (Prime Design Landscapes)
SP-665-M
\$86.29

18C

Memorandum

To: Don Hutchins, Administrator
From: Marianne Busher, Tax Assessor *MB*
Date: January 29, 2018
Re: Professional Service Contract with Assessor Services, LLC

I am requesting the renewal of Assessor Services, LLC Professional Service Contract for the 2018 tax year.

Assessor Services, LLC has been performed added assessment and property inspections for Raritan Township since 2008. In 2017, Assessors Services LLC inspected 214 properties and was paid \$7,361.00. The number of inspections vary each year, but generally are in the range of 200-300 inspections. As a result of these inspections in 2017, the Township received \$288,942.13 in additional revenue due to the Added Assessments which included new construction and property improvements.

Attached please find Assessor Services, LLC 2018 fee quote for property inspections. Inspection fees for 2018 did not increase from the 2017 fee quote.

**Assessor Services, LLC
414 Runyon Court
Flemington, N.J. 08822
908-310-5125**

January 17, 2018

Marianne Busher, Tax Assessor
Township of Raritan
1 Municipal Drive
Flemington, N.J. 08822

Quotation for Added Assessment Inspections 2018

New House	\$45.00
Additions/major renovation;finished basements	40.00
Decks,pools,sheds etc.	28.00
Farmland	30.00
Commercial (existing structures)	38.00
Commercial (new construction)	65.00

This includes an on-site inspection, including the interior for new homes and additions/renovations, an updated property record card and a digital photo. All data would be returned ready for entry into your CAMA program.

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

RESOLUTION #18-35

**RESOLUTION AUTHORIZING 2018 PROFESSIONAL
SERVICES AGREEMENT (ASSESSOR SERVICES, LLC)**

WHEREAS, there exists a need for professional services for added assessment property inspections; and

WHEREAS, the Township Assessor has submitted a recommendation which the Township Committee has determined to accept; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #18-01 for this purpose.

NOW, THEREFORE, BE IT RESOLVED, on this 6th day of February, 2018 by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey:

- 1) The Mayor and Clerk are authorized to execute a contract with Assessor Services, LLC, 414 Runyon Court, Flemington, NJ 08822.
- 2) That the contract does not exceed \$10,000.
- 3) Notice of the award of this contract shall be published once.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Michael Mangin
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 February 6, 2018.

Lisa Fania, RMC
Township Clerk

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 18-01

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

1. 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: Provide added assessment inspections for the Township

Vendor: Assessor Services LLC

Amount(s): Not to exceed \$10,000 in 2018 P.O. No. _____
(if applicable)

2. Funds are available as follows:

Fund name: Current Capital Other

Budget year: 2018 Any contingency? No Yes Contingent on sufficient funds being appropriated and adopted in the 2018 Budget

Account title(s): Tax Assessment OE (Contingent)

Resolution/Ordinance Date: February 26, 2018

Resolution/Ordinance Number: 18-357

Amounts

- Adopted budget
- Ordinance
- Trust fund
- Temporary budget

a. 01-201-20-150-215 \$10,000.00

b. _____

c. _____

William B. Pandos
William B. Pandos

1/29/18
Date

cc: Finance
C. Barbati