

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, MARCH 17, 2020**

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

ROLL CALL: The following were present: Mayor, Jeff Kuhl; Deputy Mayor, Karen Gilbert; Comm. Gary Hazard; Comm. Scott MacDade; Comm. Louis Reiner

ABSENT: None

ALSO PRESENT: Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; Township Attorney, Jeff Lehrer; Raritan Township Office of Emergency Management Coordinator, Christopher Phelan

MEETING NOTICED: Mayor Kuhl advised that the meeting was advertised in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975 in the January 13, 2020 issue of the Courier News and noticed to the Hunterdon County Democrat, Star Ledger, Express Times, NJ.com and posted on the municipal bulletin board and the Township website.

Attorney, Jeff Lehrer, read Resolution #20-101 in full.

Mayor Kuhl asked for a motion to approve Closed Session Resolution.

Motion by MacDade, seconded by Gilbert

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #20-101

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: Shared Services: Fire Prevention
- b) Personnel: Coronavirus Implications
- c) Attorney-Client Privilege:
- d) Pending Litigation: TapInto v. Township of Raritan update;
Wawa v. Township of Raritan and
Township of Raritan Board of Adjustment

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

4. The Committee will return to Regular Session and may take further action.

5. This Resolution shall take effect immediately.

CLOSED SESSION MINUTES WILL BE DONE IN A SEPARATE DOCUMENT

The regular meeting reconvened at 7:01 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Mayor Kuhl 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 Kuhl announced the following amendments to the meeting agenda: Oath of Office for the newly appointed patrol officer will not be administered during the regular meeting but by the Township Clerk on March 19; removal of the Annual Update presentation by the Raritan Township Municipal Utilities Authority (RTMUA); and the addition of COVID-19 update.

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

Motion by Reiner, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

COVID-19 UPDATE – RARITAN TOWNSHIP OFFICE OF EMERGENCY MANAGEMENT

Christopher Phelan, Raritan Township Office of Emergency Management (OEM) Coordinator, appeared before the Committee to provide an update on the status of efforts by the Raritan Township Office of Emergency Management regarding the coronavirus (COVID-19) public health emergency. Mr. Phelan advised of the following:

*working in “concert and cooperation” with the Hunterdon County Office of Emergency Management (OEM), Hunterdon County Department of Health; Raritan Township emergency services including the fire company, police department and Flemington-Raritan Rescue Squad;

*constant ongoing communication with critical institutions including the Hunterdon Medical Center and assisted living facilities, school districts, and neighboring OEM coordinators from Flemington and Readington

*activation of components of the Township’s Emergency Operation Plan (EOP)

Mr. Phelan commended all those involved with emergency services and those with critical institutions for their outstanding efforts in the dissemination of information and serving the community. Mr. Phelan explained that the Township has declared a state of emergency effective 7:00 p.m. this evening. He continued that, “a declaration of state of emergency from a township perspective does not institute anything out of the norm. That we continue to take guidance from the Governor and the State Office of Emergency Management.”

Mr. Hutchins informed the Committee that effective tomorrow morning all Township facilities will be closed to the public. He continued that staff will be on site to continue to provide services but that this is an effort to limit outside contact for the health, safety and well-being of all. Mr. Hutchins added that notification will be posted on the Township’s website and facebook page detailing instructions on how to access each department.

Mayor Kuhl commented, “while the doors are shut, we are still open for business just in a different manner.”

Committee Member Reiner commented, “I think that we are taking a very prudent measure, thoughtful approach to this. There are other towns that have cancelled township meetings; we are not there yet. We want to do everything that needs to be done...we want to find a balance. I think we are well within those parameters.”

Committee Member Hazard commented, “...We are going to provide those services but carefully. If we lose one person in this building we have to quarantine anyone in contact. We could lose this whole building and all of the services and the same with the Police Department.”

Committee Members extended sincere gratitude and commended Mr. Phelan and all emergency services members for all they do for the community.

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 3 Glenway Drive, expressed dissatisfaction regarding Comcast services specific to poor customer service and increased rates.

Mayor Kuhl read Resolution #20-102 by title.

Mayor Kuhl asked for a motion to adopt Resolution #20-102.

Motion by Hazard, seconded by Gilbert

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION # 20-102

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF
CHRISTOPHER SLOMKOWSKI AS PROBATIONARY PATROL OFFICER**

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

WHEREAS, after interviews and review of applicants, Chief of Police, Alfred Payne, recommends that Christopher Slomkowski be appointed as a Probationary Patrol Officer.

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 officer is hereby appointed:

*Christopher Slomkowski
Appointed as Probationary Patrol Officer
Effective March 18, 2020*

Mayor Kuhl advised earlier in the meeting agenda that the Oath of Office will be administered to Officer Slomkowski by the Municipal Clerk, March 19, 2020.

PRESENTATION – RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY (RTMUA) ANNUAL UPDATE – Mayor Kuhl advised of removal of this item earlier in the meeting agenda.

FINANCIAL ISSUES

Payment of Bills as listed for Raritan Township: **\$5,212,658.67**

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

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Payment of Bills as listed for the Raritan Township Fire Company: **\$1,269.00**

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

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

REPORTS

The following February reports were acknowledged by the Committee:

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

- Karen Gilbert: Fire/Rescue/OEM; Open Space Advisory Committee; Planning Board
(Deputy Mayor) (Class III Member)
Deputy Mayor Gilbert commented that Raritan Township OEM Coordinator, Chris Phelan, reported on the recent efforts of the Fire Company, Rescue Squad and OEM; reported on a meeting of the Open Space Advisory Committee advising that discussion was held regarding the preservation of a potential property and stated that the Planning Board meeting was cancelled.
- Gary Hazard: Court; Open Space Advisory Committee; RTMUA
Committee Member Hazard reported that Courts are closed and announced the upcoming meeting date (March 19) of the RTMUA. Mr. Hazard advised that the RTMUA meeting will be held as scheduled as the entity does not have the means to conduct business remotely and that preventative measures are being taking regarding the coronavirus.
- Jeff Kuhl: Finance; Historians; Personnel; Planning Board (Class I Member)
(Mayor) Mayor Kuhl announced that the 2020 Municipal Budget is scheduled for adoption March 30, 2020 and reported that meetings of the Historians Committee and Planning Board were cancelled.
- Scott MacDade: Board of Health; Environmental Commission; Historians
Committee Member MacDade reported on a meeting of the Green Team advising that members are working on recertification for the State of New Jersey which is an ongoing process.
- Louis Reiner: Agriculture Advisory Board; Finance
Committee Member Reiner had no report.

UNFINISHED BUSINESS

- a. OEM request for FEMA funds** – Mayor Kuhl referred to a letter from Raritan Township OEM Coordinator, Chris Phelan, requesting use of thirty percent (30%) of FEMA funds from the Snow Trust to be utilized for projects including their trailer. Mayor Kuhl asked for questions and comments. Deputy Mayor Gilbert commented, “it is an appropriate use of those funds. OEM has always been very frugal in terms of their requests and it does not impact our budget. I would refer to the Committee to support it.” There was no further discussion nor objections. All Committee Members were in favor.
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NEW BUSINESS

a. Police Department request for clothing bins – Mayor Kuhl referred to a memorandum from Police Chief, Al Payne, requesting use of clothing bins for fundraising for the department for community programs and other missions including the Junior Police Academy and Community Day. There was no further discussion nor objections. All Committee Members were in favor.

b. Three Bridges Volunteer Fire Company request to purchase Township fire truck – Mayor Kuhl referred to a letter from Three Bridges Volunteer Fire Company Fire Chief, Dennis Concannon expressing interest in purchasing the 1994 Special Service truck from the Raritan Township Fire Company (RTFC) if and when it is removed from service. Deputy Mayor Gilbert, liaison to the Township’s fire company, commented that she would like to carry the discussion as additional information is necessary for decision making.

Mr. Hutchins further explained that the memo was provided to the Committee this evening for informational purposes only to advise of the Three Bridges Fire Company’s interest in the fire apparatus.

ORDINANCES (INTRODUCTION/FIRST READING)

Mayor Kuhl read by title Ordinance #20-12

AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO COMCAST TO CONSTRUCT, CONNECT, OPERATE AND MAINTAIN A CABLE TELEVISION AND COMMUNICATIONS SYSTEM IN THE TOWNSHIP OF RARITAN, NEW JERSEY

Mayor Kuhl asked for a motion to introduce Ordinance #20-12 on first consideration.

Motion by MacDade, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Mayor Kuhl

NOES: Reiner

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for April 7, 2020.

ORDINANCES (FINAL ADOPTION/PUBLIC HEARING)

There were no ordinances.

CORRESPONDENCE

There was no correspondence.

NON-CONSENT

Township Committee Regular Meeting Minutes

Mayor Kuhl asked for a motion to approve the Regular Meeting Minutes of March 3, 2020.
Motion by Reiner, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Township Committee Executive Session Meeting Minutes

Mayor Kuhl asked for a motion to approve the Executive Session Meeting Minutes of March 3, 2020.

Motion by Gilbert, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Township Committee Special Meeting Minutes

Mayor Kuhl asked for a motion to approve the Special Meeting Minutes of February 28, 2020.
Motion by Hazard, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

Mayor Kuhl read Resolution #20-103 by title.
Mayor Kuhl asked for a motion to adopt Resolution #20-103.
Motion by Hazard, seconded by MacDade

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #20-103

**A RESOLUTION AUTHORIZING AWARD OF BID TO
TOP LINE CONSTRUCTION, CORP. FOR ROAD RESURFACING
FOR CONCORD RIDGE ROAD**

WHEREAS, five sealed bids were received on February 27, 2020 for the road resurfacing project for Concord Ridge Road in accordance with plans and specifications; and

WHEREAS, the bids were received and reviewed for correctness and were in the range from \$254,468.00 to \$330,435.00; and

WHEREAS, Township Engineer, Antoine Hajjar, has reviewed all bids and recommends that the bid be awarded to Top Line Construction Corporation in the amount of \$254,468.65; and

WHEREAS, the Township Committee has reviewed the recommendation by Township Engineer, Antoine Hajjar, on said bids in a memo dated March 12, 2020 and a copy of this memo is made part of this resolution; and

WHEREAS, the Chief Financial Officer has determined that sufficient funds are available to award a contract for these materials as evidenced by Certificate of Availability of Funds #20-24, attached to this resolution.

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 contract for road resurfacing for Concord Ridge Road is hereby awarded to Top Line Construction Corporation, 22 Fifth Street, Somerville, New Jersey, 08876 in the amount of \$254,468.65.

Raritan Township Fire Company Application

Mayor Kuhl asked for a motion to approve the Raritan Township Fire Company application for Stephen Decker.

Motion by Hazard, seconded by Gilbert

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

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 Kuhl asked for a motion to approve the Consent Agenda.
Motion by Gilbert, seconded by Hazard

ROLL CALL VOTE:

AYES: Gilbert, Hazard, MacDade, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION #20-104

A RESOLUTION AUTHORIZING THE RETURN OF OUTSIDE DETAIL ESCROW

WHEREAS, escrow has been posted for outside detail services for the Raritan Township Police Department; and

WHEREAS, the Township of Raritan now utilizes Jobs 4 Blue for administering and scheduling Police Department Outside Detail services; and

WHEREAS, it is necessary to return the escrow posted to the Outside Detail Trust Account; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated February 27, 2020 recommending the return of the following outside detail escrow:

Marvec Construction Corp.	\$447.53
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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 escrow posted by Marvec Construction Corp. in the amount of \$447.53 for outside detail services is hereby returned.

PRIVILEGE OF THE FLOOR

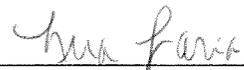
There was no public comment.

ADJOURNMENT

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

Meeting adjourned at 7:25 p.m.

Respectfully submitted,



Lisa Fania, RMC
Township Clerk