

## TOWNSHIP OF RARITAN

## COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-64****RESOLUTION RETIRING INTO EXECUTIVE SESSION**

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

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

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

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
  - a) Contract Negotiations
  - b) Personnel: Municipal Court Judge, PBA Contract Side Bar Agreement, Zoning and Property Maintenance Inspector, Municipal Court Administration
  - c) Litigation: Macedo Industrial Park Tax Appeals
  - d) Attorney Client Privilege: Deer Management Bid Specifications
3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Committee will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

Resolution #17-64

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**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Clerk of the Township of Raritan, County of Hunterdon, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-77**

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 20, 2016.

\_\_\_\_\_  
William Bray  
Acting Township Clerk



COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-68**

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

I, William Bray, Acting Clerk of the Township of Raritan, County of Hunterdon, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk



List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
1232 - AT&T	Current Fund FEBRUARY 2017	141.19	141.19
1194 - AVENET WEB SOLUTIONS	Webpage Renewal	1,450.00	1,450.00
2850 - BRION FLEMING	Conference	90.41	
2195 - BROWN TRUCK GROUP	CPWM Certification Test 4-19-17	50.00	140.41
895 - CENTURYLINK	# 12 light repair	69.48	69.48
4297 - COMCAST	FEBRUARY 2017	979.42	979.42
4359 - COMCAST	B-INTERNET SERVICE FOR 2017	147.66	147.66
115 - CORNERSTONE PRINT & IMAGI	B-2017 INTERNET SERVICE	12.95	12.95
4481 - DAVID FABIANO	Desk Sign - Benz	40.19	40.19
3258 - DEER CARCASS REMOVAL SERV	B-2017 MILEAGE REIMBURSEMENT	46.50	46.50
1048 - DEMPSEY UNIFORM & LINEN SUPPLY	January	350.00	350.00
236 - DITSCHMAN/FLEMINGTON FORD	January	79.07	79.07
541 - DONALD HUTCHINS, CUST OF PETTY CASH	Repair Parts	1,048.16	1,048.16
1058 - DURA-WEAR GLOVE & SAFETY CO	Petty Cash	64.27	64.27
263 - ELIZABETHTOWN GAS	Uniforms	1,838.00	1,838.00
3511 - FASTENAL CO	JANUARY 2017	2,893.53	2,893.53
873 - FLEMINGTON CHEVROLET	Repair supplies	81.26	81.26
11 - GRAINGER	21-12 Rear diff repair Police tools	273.07	273.07
2786 - H. JOHN BORST	B - 2017 MILEAGE REIMBURSEMENT	199.84	199.84
2919 - HALE TRAILER	Pallet Oil Dry	44.02	44.02
3914 - HOME DEPOT CREDIT SREV	Supplies	350.00	350.00
2 - HUNTERDON LOCK & SAFE	Supplies	31.45	
4516 - ICC WESTERN REGINAL OFFICE	Keys and Locks	41.88	73.33
2413 - JOHN SMITH	ICC license renewal (Hans)	406.15	406.15
664 - JOHNNY ON THE SPOT, INC	Medicare Reimbursement	130.00	130.00
4511 - KAREN GILBERT	ADA Handicap Monthly Rate	2,517.60	2,517.60
4427 - KOVI TOWING	REFUND FOR REORG DINNER SUPPLIES	98.00	98.00
4322 - LINK HIGH TECH INC	Towing for drug seizure vehicle	73.60	73.60
4518 - MCAA OF NJ	Cabling & Switch	159.00	159.00
4520 - MCCD & CAA	Dues	3,601.81	3,601.81
556 - METRO TECHNOLOGY SERVICES	Conference	45.00	45.00
1665 - MICHAEL WRIGHT	2017 Service & Training Contract fo	50.00	50.00
4061 - NAPA	B-2017 MILEAGE REIMBURSEMENT	1,119.00	1,119.00
3121 - NATIONAL PARTS SUPPLY	Service & Repair DPW & Police	26.35	26.35
3881 - NEW JERSEY AMERICAN WATER	Repair & Service DPW & Police	146.45	146.45
4354 - NEWTECH RECYCLING INC	MARCH 2017	558.14	558.14
1696 - NJ RISK MANAGERS	E-Waste	24,534.56	24,534.56
2476 - PECKHAM IND, INC	Boiler Inspection	1,088.75	1,088.75
2587 - PETER ENEA	Calcium Chloride	275.00	275.00
	PERC WITNESS 2/2/17 - 2/21/17	1,395.58	1,395.58
		1,209.75	1,209.75

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
4484 - PETERSON SERVICE CO, INC	PO 3565 Police Station Repair	1,982.36	1,982.36
2055 - POWERCO INC	PO 3558 #63 Hose replace	586.28	586.28
4049 - PRAXAIR	PO 3570 Acetylene, Welding supplies	63.55	
	PO 3573 Welding supplies	168.63	232.18
1996 - R & H TRUCK PARTS & SERVICE	PO 3556 trk 1 Mirror brackets , Truck wash	246.69	246.69
673 - RACHLES/MICHELE'S OIL CO	PO 3478 Diesel	2,892.17	2,892.17
1428 - RALPH K BADMANN CORP	PO 3544 Hyd & Elect Parts	261.52	261.52
4227 - READY REFRESH	PO 3520 B-WATER COOLER 2017	83.70	83.70
4122 - RICHARD E YARD PLUMBING	PO 3566 Service Call	257.02	257.02
1939 - ROBERT H HOOVER & SONS	PO 3394 trk 3 Hood Latches	170.06	
	PO 3466 Repair parts	464.47	
	PO 3542 TRK Repair parts	207.76	842.29
767 - SAMZIES UNIFORMS	PO 3490 Uniform Gloves and Mourning Bands	86.35	
	PO 3501 Badge	119.00	205.35
4530 - SANDY MALLEA	PO 3578 Mailbox Reimbursement	84.23	84.23
3473 - STAPLES - ADMIN	PO 3551 1099 FORMS	59.97	59.97
4380 - STORM WATER MANAGEMENT	PO 1532 (Pd. 2016) Blanket Purchase Order p	2,100.00	2,100.00
735 - TRANSUNION RISK &	PO 3489 Detective Computer Searches	25.00	25.00
2007 - TRI COUNTY MUN. CT ADMIN. ASSOC	PO 3473 Membership Dues	70.00	70.00
2142 - VERIZON WIRELESS	PO 3613 2/2017	440.65	
	PO 3614 2/2017	1,151.87	
	PO 3615 2/2017 - PW	332.83	
918 - VITAL COMMUNICATIONS INC	PO 3616 1/2017 - FIRE MARSHAL	80.02	2,005.37
4212 - WASTE MANAGEMENT OF NJ	PO 3253 B - SERVICES FOR 2017	824.00	824.00
4090 - WB MASON	PO 3535 Bulkywaste	1,746.40	1,746.40
3180 - WEB EXPRESS	PO 3411 Office Supplies	478.96	478.96
486 - WOODRUFF ENERGY	PO 3480 Domain Name Renewal	20.00	20.00
	PO 3622 JANUARY 2017	1,917.23	1,917.23
2850 - BRION FLEMING	State & Federal Grants		
	PO 3621 REIMBURSEMENT FOR CC & STORMWATER I	244.28	244.28
1629 - ANIMAL CONTROL & INVEST SERV, LLC	Trust		
	PO 3529 B-2017 ANIMAL CONTROL SERVICES	2,300.00	2,300.00
2028 - C & M LANDSCAPING SERVICE	PO 3577 Tree removed from open space proper	750.00	750.00
3436 - RUTGERS UNIVERSITY	PO 3376 NJ Compost Operator Course	285.00	285.00
TOTAL			68,257.09

List of Bills - (All Funds)

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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	64,677.81
01-201-20-100-200	TOWNSHIP ADMINISTRATOR O/E	73.60			
01-201-20-120-200	TOWNSHIP CLERK - OE	1,209.75			
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	59.97			
01-201-20-140-200	DATA PROCESSING SERVICES OE	6,043.47			
01-201-22-195-200	CONSTRUCTION OFFICIAL OE	246.87			
01-201-25-240-200	POLICE OE	2,027.50			
01-201-25-266-200	FIRE HYDRANTS	24,534.56			
01-201-26-290-200	ROAD REPAIR & MAINTENANCE OE	490.41			
01-201-26-295-200	SNOW REMOVAL OE	1,479.81			
01-201-26-310-200	PUBLIC PROPERTY (B&G) OE	3,171.11			
01-201-26-315-200	VEHICLE MAINTENANCE OE	4,919.28			
01-201-26-316-200	RECYCLING TAX	65.49			
01-201-28-375-200	PARK MAINTENANCE OE	98.00			
01-201-31-440-200	UTILITIES	10,592.73			
01-201-32-465-200	SOLID WASTE	2,769.66			
01-201-43-490-200	MUNICIPAL COURT OE	165.00			
01-203-23-220-200	(2016) GROUP INSURANCE		2,517.60		
01-203-25-252-200	(2016) EMERGENCY MANAGEMENT OE		1,838.00		
01-203-26-310-200	(2016) PUBLIC PROPERTY (B&G) OE		275.00		
01-204-55-000	Accounts Payable			2,100.00	
TOTALS FOR Current Fund		57,947.21	4,630.60	2,100.00	64,677.81
02-101-01-000-01	Grant Checking			0.00	244.28
02-213-41-726-003-000	CLEAN COMMUNITIES ACT - 2016			244.28	
TOTALS FOR State & Federal Grants		0.00	0.00	244.28	244.28
03-101-01-000-001	Checking TD Bank			0.00	3,335.00
03-286-10-110-004-000	Reserve for Animal			2,300.00	
03-286-10-110-011-000	Reserve for Open Space			750.00	
03-286-10-110-016-000	Recycling Trust			285.00	
TOTALS FOR Trust		0.00	0.00	3,335.00	3,335.00

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
	Total to be paid from Fund 01 Current Fund	64,677.81			
	Total to be paid from Fund 02 State & Federal Grants	244.28			
	Total to be paid from Fund 03 Trust	3,335.00			
		=====			
		68,257.09			

Checks Previously Disbursed

21417	RARITAN TWP PAYROLL AGENCY	PO# 3627	PAYROLL 2/17/17	310,590.88	2/14/2017
21417	RARITAN TWP PAYROLL AGENCY	PO# 3627	PAYROLL 2/17/17	8,720.51	2/14/2017
29066	ROBERT BOWLBY	PO# 3527	REFUND OF CONST CODE PERMIT FEE	280.00	2/28/2017
29065	JANINE M PIGNATONE	PO# 3526	REFUND OF DOMESTIC PARTNERSHIP FEE	53.00	2/28/2017
34	US BANK CUST	PO# 3610	PREMIUM: 71.25/1 C0907	200.00	2/28/2017
33	US BANK CUST	PO# 3609	PREMIUM: 18.02/75	34,000.00	2/28/2017
32	FWDSL & ASSOC	PO# 3608	PREMIUM: 71.09/16	1,600.00	2/28/2017
31	ALTERNA FUNDING I, LLC	PO# 3611	PREMIUM: 71.04/13	20,000.00	2/28/2017
22317	MICROSOFT	PO# 3373	B-2017 MICROSOFT OFFICE FEE	423.40	2/23/2017
22717	PITNEY BOWES RESERVE ACCOUNT	PO# 3399	2017 POSTAGE	3,000.00	2/27/2017
37	LINK HIGH TECH INC	PO# 3113	INDOOR DOME/EAGLE EYE/CEILING MOUN	13,737.00	2/07/2017
2100	LOWES	PO# 3583	REFUND OF DEVELOPERS ESCROW	402.32	2/24/2017
29064	RYAN CUNNINGHAM	PO# 3582	REFUND OF CERT FEE FOR ASSESSOR'S	10.00	2/24/2017
				-----	
				393,017.11	

Total paid from Fund 01 Current Fund 314,357.28  
 Total paid from Fund 03 Trust 64,922.83  
 Total paid from Fund 04 General Capital 13,737.00

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 393,017.11

Total for this Bills List: 461,274.20

## William Bray

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**From:** Craig O'brien  
**Sent:** Thursday, February 16, 2017 10:43 PM  
**To:** Karen Gilbert; Richard Chen; Mike Mangin; Louis Reiner  
**Cc:** Don; William Bray  
**Subject:** budget transfers

8 A

Folks

Here is the information on budget transfers based on the discussion at the last meeting. I wanted to make sure everyone had a copy as I see it on the agenda

Craig

- a. Brief budget transfers before meetings. Introduce one meeting and vote the next
- b. Add two columns to the spreadsheet for budget transfers
  - i. Emergency transfer
  - ii. Unfunded project
- c. After every budget transfer, annotate next year's budget with the update and why it happened.
- d. Line item veto of individual line items.

Financial oversight: Direct the administrator to provide us financial oversight reports quarterly Feb, May, and Aug and then monthly through the end of the year

- a. Alert the committee when a dept reached 90% of their OE so we can discuss and provide direction.
- b. Be told in advance when departments think they will exceed their budget so we can make informed decisions and not react



Raritan Township  
Motor Vehicle Policies and Procedures

## Raritan Township

### MOTOR VEHICLE POLICY AND PROCEDURES

The following regulations are issued for the guidance of officials and employees of the departments, institutions and agencies of the township. All questions arising in connection with these regulations shall be addressed to the Township Administrator. These policies and procedures supersede all previous policies and procedures, be they oral or written. Use of vehicles, whether they be owned or leased by the Township or by an individual, regardless of the type of transportation authorized, must be consistent with these regulations. Whenever a collective bargaining agreement exists, applicable contract provisions shall supersede this policy.

Motor vehicles are a resource of the Township and not the property of any individual or division. As such, their use will be determined by the needs of the Township, not the convenience of any individual assigned the vehicle.

#### I. Responsibilities

##### 1. Motor vehicle operators are responsible to:

- A. Operate Township vehicles at all times in a safe manner consistent with the applicable federal, state and local statutes and these regulations.
- B. Possess a valid Driver's License from the state of residence and when required, a valid Commercial Driver's License.
- C. Notify Vehicle Maintenance of any unsafe conditions or items needing repair.
- D. All drivers must sign and submit a written statement (Attachment A) indicating that they have read these regulations and agree to comply with the same.

E. Township vehicles are for official business only. All personal use of Township owned or leased vehicles is prohibited, except for the daily commute. The use of a Township vehicle to transport any person, other than in the course of an employee's assigned duties and responsibilities, is prohibited. Employees found to be operating a Township owned or leased vehicle for personal use shall be subject to disciplinary action. Anyone operating a Township owned or leased vehicle shall:

1. Adhere to all applicable laws regarding cell phone use while driving;
2. Ensure that the driver and all passengers wear seat belts;
3. Possess a valid Driver License;
4. Adhere to the policy that no smoking is permitted in Township vehicles;

## 2. Maintenance and Repair

A. DPW Vehicle Maintenance is responsible for the establishment and administration of an effective preventative maintenance program for Township vehicles.

B. In the event of mechanical or other trouble, the motor vehicle operator should immediately notify Vehicle Maintenance at the Township DPW Garage at 908-782-1695.

C. If mechanical breakdown or other trouble occurs after 3:30pm, the vehicle operator should call the Vehicle Maintenance Foreman and request garage help. No arrangements for moving the vehicle are to be made except by DPW Vehicle Maintenance unless directed by the police. Any outside towing charges incurred due to noncompliance with this policy will not be paid by the Township.

D. If mechanical or other problems occur outside the Township, the driver is to call DPW Vehicle Maintenance to arrange for repair, towing, etc. It is the responsibility of the driver to cooperate with local authorities at all times.

E. All maintenance and repair needs will be scheduled and performed by personnel of DPW Vehicle Maintenance unless otherwise authorized by the DPW Vehicle Maintenance Foreman.

F. No servicing and/or repairs are to be procured from private service stations without the permission of Vehicle Maintenance Foreman. Submission of receipts for unauthorized service to Township vehicles by private stations will not be reimbursed by the Township. It is the responsibility of DPW Vehicle Maintenance only to make arrangements for repair work to Township vehicles.

G. Oil and gasoline may be secured from service stations in the event of out of Township trips, training, etc. In these instances, due to distance from Township facilities, outside service is allowable and will be reimbursed via employee expense reports appropriately completed, reviewed and approved.

### 3. Accidents

A. If a driver of a Township owned or leased vehicle becomes involved in a serious accident resulting in either injury requiring medical treatment or the disabling of a Township vehicle, Vehicle Maintenance and the employee's supervisor are to be contacted immediately after securing medical treatment.

1. Accidents shall be reported as soon as possible during business hours. After Township business hours, call Township Administrator.

2. Accidents shall be reported to the Department Head or Supervisor. Administration will notify the Township's Risk Manager immediately.

B. It is the responsibility of the driver to obtain the name, driver's license number, address and insurance information for anyone else involved and to reciprocate in kind. The driver is to cooperate fully with local authorities at the scene. The accident should not be discussed with any other parties except appropriate Police and Township authorities.

C. The driver is to fill out an incident report at the scene or as soon as possible and submit the report to his/her Department Head, Supervisor, or Administrator within 24 hours.

#### 4. Motor Vehicle Violations/Reckless Driving

A. The driver of a Township vehicle or any vehicle on Township business shall be deemed fully responsible for his/her own actions pursuant to highway laws. It is required that drivers obey all traffic laws and cooperate fully with local law enforcement officers. The Township is not responsible for violation of traffic laws and regulations by drivers of Township owned or leased vehicles or personal vehicles on Township business. Any penalties incurred by drivers of Township owned or leased vehicles, or personal vehicles on Township business, resulting from moving or parking violations, or electronic toll payment (EZ PASS) fines, must be borne by the driver. Drivers are responsible for providing their own legal representation.

B. Reckless driving of Township owned or leased vehicles or personal vehicles while on Township business will not be tolerated. Township employees who are found to be guilty of moving violations or who are observed in violation of traffic laws will be subject to disciplinary action by the Township. State law requires all drivers and front seat passengers to affix their seat belts while moving. Neglecting to do so will be considered a traffic violation and subject to disciplinary action.

C. Township employees who are found responsible for damage to township owned or leased vehicles are subject to disciplinary action and restitution for such damages, if the result of recklessness.

D. All employees assigned a Township vehicle as a regular operator must, as a condition of that assignment, supply a copy of a valid Motor Vehicle operator's license annually to the Department Head, Supervisor or Township Administrator.

#### 5. Sanctions

A. Non-compliance with these regulations will be a cause for disciplinary action.

1. Failure to operate a Township vehicle while on Township business, in accordance with the statutes of the jurisdiction in which the vehicle is operated.
2. Failure to operate a Township vehicle in accordance with these regulations.
3. Operation of a Township vehicle for personal use.

B. The following uses of Township vehicles are prohibited:

1. Operation of a Township vehicle by a Township employee who has either a revoked or suspended driver's license or by an employee who does not possess a valid driver's license.
2. Operation of a Township vehicle after the consumption of drugs or alcohol, or possessing drugs or alcohol in such vehicle.

## II. Vehicles used for Commuting

A. Vehicles may be assigned to individual employees on a 24-hour basis only through the approval of the Township Administrator, and approved by the Township Committee. Such assignment shall only be authorized when it is justified and absolutely necessary because of the nature of the individual employee's responsibilities. Employees eligible for consideration for 24-hour vehicle assignments include certain department/agency/institution heads, and employees involved in investigations; security and law enforcement; and employees who are on 24-hour call.

B. Vehicles so assigned are permitted to be used by the individual for traveling and from work. Any employee authorized to utilize a Township vehicle on a 24-hour basis must adhere to the criteria for use of a Township vehicle. Any violation of said criteria shall be justification for the termination of 24-hour use, disciplinary action and/or appropriate administrative sanction against the employee and/or the department head.

C. The use of 24-hour assigned vehicle can be terminated at any time and without justification by the Township Administrator or the Township Committee. Any change in such assignment must be reported

to the Township Administrator. All employees assigned a vehicle on a 24-hour basis must provide a valid motor vehicle operator's license and must provide the documentation required by the payroll department for compliance with Internal Revenue Service requirements.

D. Currently the Internal Revenue Service requires that the use of a Township vehicle for commuting to and from work must be treated as income and taxed as such to the employee. The personal-use value of a Township vehicle and gasoline and oil provided by the Township is taxable income. When the Administrator and Township Committee authorizes the use of a Township vehicle for commuting the employee will be assessed the appropriate valuation according to the IRS regulations. The total valuation is considered taxable income and thus subject to all applicable taxes. The total annual calculation for commuting use will be included as wages on the employee's W-2 Form at the end of each year.

E. When the vehicle used to commute is one of the following, the IRS has ruled commuting use to be a nontaxable event:

1. Clearly marked, through painted insignia or words, police, fire, and public safety vehicles.
2. Unmarked vehicles used by law enforcement officers if use is officially authorized.

### III. Effective Date

A. All passenger vehicles owned or leased by the Township of Raritan, and all Township vehicles serviced by Vehicle Maintenance, and all newly acquired vehicles, regardless of assignment, are subject to the policies contained herein, effective March 7, 2017. Drivers operating vehicles will be required to submit a written statement indicating that they have read these regulations and agree to comply with same.

Attachment A

Township of Raritan Motor Vehicle Policy Acceptance

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

DL Number \_\_\_\_\_

I have read the Township of Raritan Motor Vehicle Policy and agree to abide by all policies and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Recent changes to the Uniform Construction code fees have raised a number of fees and made other changes that create an environment that does not support the pro-business and pro-citizen environment we should be promoting. To restore that approach, I propose the following changes to the uniform construction code.

1. Veterans

- a. All veterans be given a 25% discount on any UCC fee associated with their primary residence they own.
- b. 100% service disabled vets have their fees waived on their primary residence they own.

Veterans are defined as currently serving or having served in the Army, Navy Air Force Marines or Coast Guard for a minimum of four years and have received a general discharge or higher.

Or, served a total of six years (or are currently serving) in the Army, Navy Air Force Marines or Coast Guard, their reserve components, the army national guard or the air national guard and have received a general discharge or higher.

100% service disabled veterans are those veterans as defined in N.J.S.A. 54:4-3.30.

2. Reduce the following fees –

- a. Fees for shed will range from 60-300 dollars. Restore all shed inspection fees \$50.
- b. Plan review fee goes from 45 to 70 dollars. Restore them to 45 dollars.
  - i. See section 7.subsection b. Restore to 45 dollars
  - ii. Revise section 7 subsection a to its original language. Restore plan review fee to “the fee for plan review shall be twenty (20) percent of the amount to be charged for the construction permit. The amount paid for this fee shall be credited toward the amount of the fee charged for a construction permit. “
- c. Pool inspections increase 50%. restore them to 100 dollars
  - i. Building sub code subsection c.1. a and b
  - ii. Building sub code subsection c2.a and b
  - iii. Electrical subcode subsection k 1: all fees shall be restored to fifty dollars , except commercial pools which was previously and shall remain at 100 dollars.
- d. Restore all minimum fees to their original values. Many have doubled in this latest change.
  - i. Building subcode section 1 : restore to fifty dollars.
  - ii. Plumbing subcode section 2 : restore to fifty dollars.
  - iii. Electrical subcode section 3 : restore to seventy five dollars
  - iv. Mechanical subcode fee section 4 : restore to fifty dollars. For all use groups
  - v. Fire subcode fee section 5. Set all minimum fees to fifty dollars

- e. Restore certificates of occupancy and temporary certificates of occupancy to their previous values.
  - i. Section 9a. Restore to 35 dollars.
- 3. Section 8 of the UCC states fees are intended to cover only the operational cost of the department. As our salaries are under 500,000 dollars and expenses are 20,000 dollars and revenue is over 1 million dollars. Consequently, to bring construction fee revenues in alignment with operating costs reduce all fees 30%.
- 4. Remove section G (hourly charges and fees for development-wide inspection). Also remove paragraphs 9c and 9d as they are prone to abuse and/or punitive in nature.

MEMORANDUM

8 C

To: Mayor and Township Committee Members  
From: Susan F. Bateman, Esq. and Jeffrey B. Lehrer, Esq.  
Date: February 24, 2017  
Re: Raritan Township- Recommendations for UCC fee changes from Craig O'Brien

We have reviewed the proposed fee changes recommended by Raritan Township Committeeman Craig O'Brien, and have the following comments:

1. The State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., (the "UCC Act") requires the municipal governing body of any municipality in which an enforcing agency has been appointed to set, by ordinance, enforcing agency fees. It also provides for the waiver of fees in certain circumstances. There are also some circumstances in which a fee may not be charged. For example, a municipality is prohibited from charging a person who has a service-connected disability declared by the U.S. Department of Veterans Affairs, or its successor, to be a total or 100% permanent disability that would entitle them to a property tax exemption pursuant to N.J.S.A. 54:4-3.30, or the spouse, parent, sibling or guardian of such disabled veteran; or a construction permit surcharge fee or enforcing agency fee for any construction, reconstruction, alteration or improvement designed and undertaken solely to promote accessibility by the disabled veteran to his own home. N.J.S.A. 52:27D-126e.b.(1). A municipality which has granted such an exemption may apply to the Department of Community Affairs for reimbursement of those exempt fees. There is nothing in either the UCC Act or the Uniform Construction Code (UCC) which permits either a discounted fee for veterans, or a waiver of all fees other than for those related to accessibility. We will include the provisions of N.J.S.A. 52:27D-126e.b.(1) in the ordinance amendment.

2. Committeeman O'Brien suggests reducing all fees by 30%. This is based on his statement that salaries are under \$500,000 and expenses are \$20,000, but revenues are over \$1 million. We do not know if his estimate of expenses of \$20,000 includes the following costs pursuant to NJAC 5:23-4.17(c) (which are to be included as municipal costs-this is important, since construction code fees are to be used to reasonably cover the municipal costs of enforcing the UCC regulations):

a. Salaries and employment benefits for licensed code officials, inspectors and clerical staff in an amount proportional to the time spent in performing work for the enforcing agency;



- b. Costs of motor vehicles in an amount proportionate to their use by the enforcing agency;
- c. Direct costs in support of the agency such as equipment, supplies, furniture, office equipment maintenance, forms, printing, and safety equipment supplied directly to the agency;
- d. Professional expenses of enforcing agency personnel, i.e. license fees, membership dues, publications, etc.;
- e. Fees for services performed under contract by private on-site inspection agencies;
- f. Documented charges for legal services;
- g. Fees for annual audit of the dedicated fund; and
- h. Indirect, overhead, and other expenses.

Because the enforcing agency is to be self-sufficient, the Township should be certain that the fees are adequate to cover all of the above expenses.

3. Committeeman O'Brien also suggests removing section G, which provides for an hourly fee for development-wide inspections. N.J.A.C. 5:23-2.35(c)2 states that if a violation of certain provisions of the UCC are found in a residential structure in a development (other than Group R-1,) subsequent to the issuance of a certificate of occupancy, the construction official shall issue notices to ensure that all units within the development that might have similar violations are inspected. N.J.A.C. 5:23-2.35(d).1 provides that fees for these inspections shall be only those that are "reasonable and necessary in order to ascertain whether a violation exists or to verify that any work performed has abated the violation", which is the language included in the current ordinance. Mr. O'Brien is seeking to remove the section establishing fees for these inspections.

4. Committeeman O'Brien also is recommending the removal of paragraphs 9c and 9d as he feels that enforcement would be prone to abuse. Paragraph 9c establishes a fee for a Certificate of Continuing Occupancy, which shall be required for all changes in occupancy of non-residential use groups. The fee is based on N.J.A.C. 5:23-2.6(b) which states that it shall be unlawful to change the use of any structure or portion thereof without the prior application for and issuance of a certificate of occupancy.

We will amend the Ordinance as the Township Committee desires. However, we wanted to make you aware of the relevant provisions of the UCC and the UCC Act and why these provisions militate against what Committeeman O'Brien is suggesting.



## William Bray

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**From:** Craig O'brien  
**Sent:** Thursday, February 16, 2017 10:52 PM  
**To:** Karen Gilbert; Richard Chen; Mike Mangin; Louis Reiner  
**Cc:** William Bray; Don  
**Subject:** open and transparent government

8 D

All

As discussed at the last meeting, here are my comments on open and transparent government. We had discussed this at the last meeting and the mayor asked me to forward this on to all of you. The packet came out today without the agenda item on it so we will need to amend the agenda at introduction .

This is to follow up on our discussion on open and transparent government

1. Post the audio recording of meetings within three days of the meeting
2. Post all draft resolutions, ordinances and agendas by Friday noon before our meetings. Ensure links to the same are prominently displayed on the website
3. Post meeting minutes on the town website within 45 days (essentially allows two meetings) after a meeting.
4. Posting of all job opportunities or solicitation for employment on the town website
5. Posting of all requests for bids on the town website
6. Post the names of officials on the town website (construction, engineering, etc). Names are currently not available.
7. Post a request soliciting information from the citizens on what we can do to make government more transparent.

I would welcome your input as well.

Thanks

Craig  
**From:** Craig O'brien

Thanks

Craig

## Open Government – Additional Items

Notify residents – The clerk, administrator, or appropriate department head should notify residents who are affected by or have expressed interest in a particular issue when that issue will be on the Township Committee agenda.

Share information – Township Committee members should inform the rest of the committee and the Administrator regarding correspondence, meetings, etc. related to township business.

Post Minutes – all committees and boards (Open Space, Environmental Commission, Planning Board, Board of Adjustment, Wildlife Commission, etc.) should post their meeting minutes on the Township website

Post meeting times and locations – all committees and boards

This is to follow up on our discussion on open and transparent government

8 D

1. Post the audio recording of meetings within three days of the meeting
2. YES Post all draft resolutions, ordinances and agendas by Friday noon before our meetings. Ensure links to the same are prominently displayed on the website
3. YES Post meeting minutes on the town website within 45 days (essentially allows two meetings) after a meeting.
4. YES Posting of all job opportunities or solicitation for employment on the town website
5. YES Posting of all requests for bids on the town website
6. NO Post the names of officials on the town website (construction, engineering, etc). Names are currently not available.
7. Post a request soliciting information from the citizens on what we can do to make government more transparent.



**PROFESSIONAL SERVICES CONTRACT BETWEEN ANIMAL CONTROL SOLUTIONS LLC,  
AND THE TOWNSHIP OF RARITAN**

**THIS AGREEMENT**, made this 22nd day of February, 2017 between the Township of Raritan, having its municipal offices at 1 Municipal Drive Flemington, New Jersey 08822 and hereinafter referred to as the "Municipality"; and Animal Control Solutions, LLC having its principal place of business at 2 Marshall Drive, Flemington, New Jersey 08822 hereinafter referred to as the "Contractor";

**WITNESSETH:**

**WHEREAS**, the Municipality requires professional animal control services

**WHEREAS**, the Contractor is available to perform the necessary services for the Municipality and has the expertise and staff to provide these services

**WHEREAS**, The Municipality desires the Contractor to undertake professional services as outlined in Schedule A

**WHEREAS**, said services are professional in nature and are therefore excluded from the Bidding Laws of the State of New Jersey

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants, conditions and agreements contained herein, the parties hereto agree that the Contractor shall provide the services outlined in the proposal attached hereto as Schedule A.

**SECTION 1 – MUNICIPALITY’S RESPONSIBILITIES**

The Municipality Shall:

1. Provide full information as to its requirements
2. Assist the Contractor by placing at its disposal all available information.
3. Designate a person to act as the Municipality’s representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Municipality’s policies and decisions with respect to Contractor’s services. Such person shall not have authority to modify the Scope of Work nor amend or modify this Agreement.
4. Designate a person or persons that shall conduct all official correspondence with residents. This shall include but is not limited to mailing of ordinance warnings and summonses. They shall also notify residents of all health alerts as directed by the New Jersey and County health departments.
5. Give prompt notice to the Contractor whenever the Municipality observes or otherwise becomes aware of any development that affects the scope or timing for services.
6. Maintain and grant access to a designated holding facility for the drop off of impounded animals either through the Contractor or on their own.
7. Maintain a contract with an after-hours emergency veterinarian for the purpose of caring for severely injured impounded domestic animals either through the Contractor or on their own.
8. Maintain and grant access to a dumpster for the purpose of disposing dead wildlife found in the borders of the municipality either through the contractor or on their own.
9. Be billed directly from the designated holding facility, or Contractor and any veterinarians for all costs of animal impoundment, treating injured animals, or preparing animals for rabies testing, and shall indemnify and hold harmless the Contractor from any and all such charges. This is to include but is not limited to impounding and veterinary fees for animals whose owner refuses or is unable to pay, Dangerous Dog impoundments, evictions, owner arrest, or any other owned animal impoundment. Under state statute, all aforementioned impoundments the municipality shall be able to recoup said costs through summons. The Contractor shall issue appropriate summons on the behalf of the Municipality to recoup said fees.

**SECTION 2 - PERIOD OF SERVICE**

1. The Contractor shall proceed with the performance of services as outlined in Schedule A attached. The term of this Agreement shall be from February 22, 2017 through March 22, 2017.

2. This Agreement may be terminated by either party upon ninety (90) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. The Contractor shall be paid in full for services rendered and expenses incurred to the termination date.
3. The Contractor reserves the right to suspend all services if payments or any part thereof are not received within 45 days from invoice date. The Contractor shall notify the Municipality in writing prior to any suspension of services. During the suspension the contract shall remain in full force and effect and monthly payments shall continue to accrue. Due to the emergency nature of service the Contractor shall continue to provide service on a cash only per call basis, at a rate of \$500 per call out. All call outs shall be directed solely by the Municipality.

### **SECTION 3 – PAYMENTS TO ANIMAL CONTROL SOLUTIONS, LLC**

1. The Contractor shall charge a prorated fee of \$2,200.00 for any and all services listed in Schedule A.
2. The contract fee shall be paid in one installment of \$2,200.00 which includes services from February 22 until March 22.
3. Kenneling and Veterinarian fees billed by the Contractor shall be paid monthly and in accordance with Schedule B.
4. The Contractor shall charge a round trip fee of \$100.00 for any requests by the Municipality for services outside of this contract. The Contractor must agree and the request must be within the scope of the Contractor's ability prior to responding to request.

### **SECTION 4 – INSURANCE**

1. The Contractor shall maintain general liability and automobile liability insurance in minimum amounts of \$1 million for bodily injury and property damage per occurrence and in aggregate.
2. The Contractor shall also carry a minimum of \$1 million in excess liability coverage. In addition, the standard worker's compensation insurance coverage shall be maintained.

### **SECTION 5 – EQUIPMENT AND VEHICLES**

1. The Contractor shall provide all equipment necessary to perform all duties listed in Schedule A.
2. The Contractor shall provide vehicles fully compliant with New Jersey State regulations.

### **SECTION 6 - ADDITIONAL CONDITIONS**

1. Animal Control Solutions, LLC shall reserve the right to enter into an agreement similar to this with any other Municipalities in the State of New Jersey.

### **SECTION 6 – AFFIRMATIVE ACTION**

1. The parties to this Contract agree to incorporate into this Contract the mandatory language of subsection 3.4(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time-to-time and the Contractor agrees to comply fully with the terms, provisions and obligations of said subsection which shall be applied subject to the terms of subsection 3.4(d) of said Regulations.
2. The parties to this contract agree to incorporate into this Contract the mandatory language of Section 5.3 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time-to-time and the contractor agrees to comply fully with the terms, provisions and obligations of said section 5.3. A copy of the Contractor's certificate of compliance is attached hereto.

### **SECTION 7 – NON-FAIR AND OPEN CONTRACT CONTRIBUTION ADDENDUM POLITICAL CONTRIBUTION DISCLOSURE.**

This contract has been awarded to Animal Control Solutions, LLC based on the merits and abilities of Animal Control Solutions, LLC to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Animal Control Solutions, LLC its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004,c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party an elective public officer of the Township of Raritan, County of

Hunterdon when the contract is awarded, or to any candidate committee of any person serving in a elective public officer of the Township of Raritan, County of Hunterdon when the contract is awarded.

IN WITNESS WHEREOF, we have set our hands and seals this 22nd day of February, 2017.

**ATTEST:** **ANIMAL CONTROL SOLUTIONS, LLC**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Thomas Dodd, President

**ATTEST:** **TOWNSHIP OF RARITAN**

\_\_\_\_\_  
BY: \_\_\_\_\_  
Township Administrator

## Schedule A

### **ANIMAL CONTROL SERVICES To Be Provided By The Contractor**

#### **Definitions**

**Owner:** Any person or persons to include property owners and private businesses owners who have shown a interest or permitted their tenants or employees to show interest in a domestic animal by having the domestic animal in their keeping or allowing the domestic animal to remain on their property, or provided food, water, shelter, or veterinary care to a domestic animal for a period of time exceeding 7 days without notifying the municipality or the municipal animal control agency at the time when the domestic animal was first discovered and requested removal.

#### **Domestic Animal Apprehension and Impoundment**

1. Animal Control Solutions, LLC shall respond and when possible impound dogs that are running loose within the borders of the contracting municipality. The impounded animals shall be transported and sheltered at the designated holding facility for a time period prescribed by law.
2. Animal Control Solutions, LLC shall respond and impound all stray dogs that have been found and confined within the borders of the contracting municipality. The impounded animals shall be transported and sheltered at the designated holding facility for a time period prescribed by law.
3. Animal Control Solutions, LLC shall respond, impound, and transport to a veterinarian all severely injured stray dogs and cats found within the borders of the contracting municipality.
4. Animal Control Solutions, LLC shall respond, impound, and transport to a designated holding facility all dogs under the New Jersey Potentially Dangerous and Vicious Dog Act in conjunction with the Municipal Department of health.
5. Under the direction of the Municipality, Animal Control Solutions, LLC shall respond and remove all stray cats within the borders of the contracting municipality. Animal Control Solutions, LLC shall require the complaining party to wait a period of 3 days prior to any attempts in capturing and removing the animal unless the animal is reported to be sick or injured. This allows the animal to return to its owner.
  - a. Animal Control Solutions, LLC shall conduct a site visit (welfare check) to determine if the cat(s) are owned or truly stray. Upon completion of the site visit a report will be forwarded to the municipality for approval prior to impounding the cat(s) unless the cat(s) is severely injured.
  - b. If traps are required, the duration of the trapping will not exceed five (5) days unless cats are activity being captured. Animal Control Solutions, LLC. will provide the trap and bait, however the complaining party will be responsible for setting, monitoring, and rebaiting the trap daily unless the complaining party is handicapped, elderly, or has a ailment. The complaining party shall call when the cat is trapped for pick-up. Complaining parties are required to trap only during hours which will be provided to them.
  - c. There will be a \$150.00 deposit required for each trap loaned. The deposit may be paid by either the complaining party or the Municipality at the discretion of the Municipality. This deposit shall be returned once the trap is returned in good working order. If at anytime the trap is damaged or missing the Contractor reserves the right to use the deposit.
  - d. Any cat that has been provided food, shelter, or any care whatsoever shall not be considered stray and the resident shall be responsible for the costs of the animal removal (See #7). The municipality may choose to cover these costs on a case by case basis (See Section 3, Paragraph 4).
6. Animal Control Solutions, LLC shall, at the direction of the Municipality, assist law enforcement in removing and impounding owned domestic dogs and cats only in the event of the owner's arrest, hospitalization, eviction, or death within the borders of the contract municipality.
  - a. In the event of the owner's arrest or hospitalization the animal shall remain on the property if another party resides at the same residents. The animal may remain alone at the owner's property for a period not to exceed 24 hours unless the property is deemed to have hazardous living conditions. This guards against unreasonable seizures in the event the owner is released within a safe time period.
  - b. In the event of a eviction a signed copy of a fully executed eviction warrant (Warrant of Removal) shall be provided prior to the removal of the animal. Under state statute the landlord or property owner is responsible for the boarding of the animal for seven (7) days, any emergent medical issues, and the disposition of the animal if not claimed by the owner. The landlord will be required to make arrangements and payment with a

holding facility or with Animal Control Solutions, LLC prior to the removal of the animal. The impounded animals shall be transported and sheltered at the designated holding facility for a time period prescribed by law.

- c. In the event of the owners death any relatives, partners, or roommates shall be responsible for the care of the animal unless the Municipality agrees to cover kenneling costs.
7. Animal Control Solutions, LLC shall reserve the right to charge residents or businesses requesting services not included in the contract. These services include, but are not limited to, owned feral and unwanted cat removal on private property.
  8. Animal Control Solutions, LLC shall keep and maintain accurate records of each animal impounded as per New Jersey Law.
  9. Animal Control Solutions, LLC may allow owners of unwanted animals to surrender their pets who are deemed adoptable to our non-profit rescue Friends of Animal Control Solutions, LLC with the following exceptions. If FOACS is unable to take in the animal the owner shall be given contact information to other local shelters and rescue groups. FOACS will not accept any owned animal for euthanasia only. Owners seeking euthanasia only shall be directed to a veterinarian. If the animal is accepted by FOACS owners must provide proof of ownership and prior to the animals surrender. All costs of this service shall be the responsibility of the owner. All costs for this service shall be determined on a case by case basis.

#### **Rabies Quarantine and Testing**

1. At the direction of the local, county, or state Board of Health or Health Officer, Animal Control Solutions, LLC shall respond and take appropriate action under New Jersey Health Code to all reported animal bites within the borders of the contracting municipality.
2. Animal Control Solutions, LLC shall conduct quarantines and releases as per New Jersey Health Code during normal business hours.
3. If rabies testing is required, Animal Control Solutions, LLC shall transport the biting animal to a local veterinarian to be prepared for testing.
4. Animal Control Solutions, LLC will transport rabies specimens to local and county health offices for transport.
5. Animal Control Solutions, LLC will not transport rabies specimens to State Health offices.
6. Animal Control Solutions, LLC shall keep and maintain accurate records of each animal quarantined as per New Jersey Law.

#### **Wildlife**

1. Animal Control Solutions, LLC shall respond, attempt to capture, or have destroyed all wildlife that has bitten any human or companion animal within the borders of the municipality. The biting animal's remains will be transported to a veterinarian to be prepared for rabies testing. Municipal Police may be required to destroy the suspect animal at the request of the Contractor.
2. Animal Control Solutions, LLC shall respond, attempt to remove, capture, release, or have destroyed all small wildlife that the Animal Control Officer feels is sick or injured, or has entered and is occupying the immediate living space of a residence. Examples of areas not considered immediate living spaces are but not limited to attic, basement, crawlspace, chimneys, walls, ductwork, roofs, garages, out buildings, commercial property, trashcans, traps, trees, front or back porches, dumpsters, or any other property that is not inhabited. All other wild animal issues will be considered nuisance wildlife. Though uncommon due to the restricted hours and rules of local wildlife rehabs and employee safety concerns Municipal Police maybe required to destroy the suspect animal at the request of the Contractor. The request to destroy the animal may be given via telephone. If the Municipal Police are unable or unwilling to destroy the animal an additional euthanasia fee shall be charged under Schedule B. If the animal is destroyed by the Municipal Police it shall be removed within 24 hours from the time of the incident at no additional cost.
3. Wild animals injured due to a residents or their representatives carelessness or deliberate actions shall not be the responsibility of the Municipality or Animal Control Solutions, LLC. The resident or their representative shall be directed to contact a Wildlife rehab or New Jersey State Fish and Game. The resident or their representative shall be responsible for transport of the animal to the rehab or other state approved location. They can do this through private contractor such as a pest control service. This includes but is not limited to trapping, snaring, poisoning, cutting down trees habited by wildlife, sealing up wildlife dens or holes wildlife has created to access living areas, and improper exclusion.

4. All Deer, Bear, Bob Cat, Coyotes, birds covered under the US Migratory Bird Act, exotic animals under the NJ Department of Environmental Protection and Snakes incidents are regulated by New Jersey Department of Fish and game, department of Wildlife Conservation. Residents with issues with these animals shall be directed to contact them for assistance.
5. Under NJ Wildlife Conservation Guidelines wildlife can not be removed from a property unless it has caused over \$500 worth of property damage. Certain species of wildlife are protected under state statute and can not be removed unless it poses a threat of immediate danger. Other species are protected during certain times of the year and can not be removed during those times for any reason. Residents shall be directed to call Animal Control Solutions, LLC or NJ Fish and Game Department of Wildlife Conservation prior to removing or trapping any wild animal. Callers shall be informed that nuisance wildlife is not covered under this contract and they will be solely responsible for all costs in the removing or exclusion of nuisance wildlife. (See #8)
6. Animal Control Solutions, LLC shall respond and remove all dead small wildlife (excluding deer, skunks, boars, fish, pests, and vermin to include mice, rats, and chipmunks) from public roadways and Municipal owned property. This service shall be conducted twice per week at the discretion of Animal Control Solutions, LLC
7. The removal of Healthy Nuisance Wildlife that does not require exclusion found on Public Property such as Municipal Buildings, Garages, Dumpsters, Parks and Parking Lots shall be charged under Section 3 Paragraph 4.
8. Animal Control Solutions, LLC shall reserve the right to charge residents or businesses requesting services not included in the contract. These services include, but are not limited to, nuisance wildlife removal.
9. For Contractual purposes all Wild Birds shall be considered Wildlife and restrictions listed above shall also apply to them.

#### **Livestock**

1. Animal Control Solutions, LLC shall respond to incidents regarding stray Livestock.
2. If unable to locate owner, Animal Control Solutions, LLC shall attempt to capture and transport all stray livestock to one of its holding farms. This service can be limited due to the size of animals and the availability of a farm capable to housing animal. If a farm is unavailable the Municipality may request temporary holding of the stray livestock from a local farm.
3. Sick, Injured, or Dead livestock shall be the responsibility of the owner. If the owner is unknown it shall be the responsibility of the Municipality.
4. Cost for the boarding and feed of livestock shall be borne by the owner. After seven (7) days if the livestock goes unclaimed it shall become the property of the farm holding the animal.

#### **Pet Census and Licensing**

1. Animal Control Solutions, LLC shall conduct a pet census. This census shall be administered while answering calls from residents and police (not door to door). A list of all unlicensed pets shall be given to the contracting municipality each month. The municipality shall decide to either send out warnings to the offenders or to issue summons immediately. If warnings are sent it will be up to the municipality to contact the contractor once the warning time limit has expired to issue summons (see #2)
2. Animal Control Solutions, LLC shall at a date and time directed by the contracting municipality sign summons against residents that are noncompliant with pet licensing.

#### **Court, Ordinance and Law Violations**

1. Animal Control Solutions, LLC shall issue summons at the discretion of the issuing officer under the contract municipality's ordinances and State Statutes.
2. Animal Control Solutions, LLC shall appear to all mandated court hearings.
3. Animal Control Solutions, LLC shall seek restitution in court incidents in which a contractor has responded to court more than 3 times for the same case. A \$200 appearance fee thereafter in accordance with Section 3, paragraph 4 of this contract shall be requested to the court for restitution. If the court decides not to allow the restitution the fee shall be billed to the municipality. Failure to appear by the defendant, adjournments, status conferences, depositions, and meetings are all examples of situations that may cause the contractor to exceed 3 appearances in court.

#### **Animal Cruelty**

Responding to animal cruelty complaints is not a requirement of the Municipality under state statute. The New

Jersey Society for the Prevention of Cruelty to Animals is a private organization that under New Jersey State Statute has jurisdiction over all matters which constitute animal cruelty. It shall be the Municipalities discretion whether they wish to be involved in these types of incidents.

1. Animal Control Solutions, LLC shall respond to animal cruelty incidents that are emergent in nature. A example of a emergent incident would be an animal locked in a car during inhumane conditions. All other animal cruelty complaints shall be handled by the local police department or forwarded by the contracting municipality to the New Jersey Society for the Prevention of Cruelty to Animals, 1-800-582-5979.
2. Animal Control Solutions, LLC. shall assist only in the transport of the animals to a holding facility or to a licensed vet for treatment at the direction of the municipality. Cost for the treatment and boarding may apply.
3. Animal hoarding is considered cruelty by state statute. Therefor, Animal Control Solutions, LLC shall not be responsible for any boarding or medical care costs for animals in hoarding conditions. The decision shall be solely on the municipality or NJSPCA if the animals should be impounded for their safety. Animal Control Solutions will assist with capture and transport only in the event the municipality agrees to assist the NJSPCA. All costs involved shall be borne by the municipality or NJSPCA. These costs can be recuperated in court under statute.

#### **Record Keeping**

1. Animal Control Solutions, LLC shall keep and maintain accurate records of all actions performed within the borders of the contracting municipality.
2. Animal Control Solutions, LLC shall provide a monthly report of these records no later than the 10th of following month to the contracting municipality. Requests for early reports may be granted on a case by case basis.

#### **Emergency Disaster Response**

During a "State of Emergency" under the direction of the municipality and Emergency Management Coordinator Animal Control Solutions, LLC. shall attempt rescue and transport all displaced and injured animals to a holding facility designated by the municipality. Animal Control Solutions, LLC. shall be classified by the County OEM coordinator as a first responder prior to responding to a incident during a "State of Emergency". Due to the emergent disposition of these events, Animal Control Solutions, LLC. reserves the right to prioritize requests for assistance. During major incidents the municipality shall request support form the County Animal Emergency Response Team. If under a emergency fuel ration the municipality shall permit Animal Control Solutions, LLC to refuel at their municipal fuel depot if they require Animal Control Solutions to respond to incidents during that time.

#### **Other**

Due to the scope of work, legality, and unpredictability of handling domestic and wild animals there maybe requests that Animal Control Solutions, LLC may not be able to preform such as rescuing an animal when the act of rescuing it puts human life in danger. Examples of this are but are not limited to rescuing animals from trees, roofs of structures, in swift moving or deep water, areas which require climbing or repelling, or areas which are inaccessible without causing damage or harm to person or property. For these types of incidents Animal Control Solutions,, LLC will direct the Municipality to contact the County Animal Emergency Response Team who has the equipment to rescue the animal safely. Animal Control Solutions, LLC shall make a reasonable attempt to handle all contractual obligations within reasonable means.

Schedule B  
Kenneling and Veterinary Fees

The following is the schedule of fees that will apply for the impounding of stray dogs and cats through Animal Control Solutions, LLC. It also covers any additional costs that may be necessary under NJSA Title 4. Pet owners will be responsible for the claiming fees for their pets. However, in the event the owner refuses or is unable to pay claiming fees the Municipality shall be billed for those fees.

Emergency Veterinarian care shall be determined on a case by case basis. Animal Control Solutions, LLC. shall only provide minimal care only to keep the injured animal comfortable until a owner is located. Only when a licensed Veterinarian has deemed the animal to be beyond reasonable care shall the animal be euthanized prior to the state required 7 day hold or as applicable by law.

Municipalities may choose to contract directly with holding facility instead of paying the rates listed bellow. The facility the municipality chooses must be local and Animal Control Solutions must have 24 hour access to this facility.

Dogs and Puppies:

1 day board	\$40.00
7 day board	\$280.00 (includes adoption prep or euthanasia and disposal)
10 day board (bite case)	\$400.00
Euthanasia and Disposal	\$75.00 (Seriously injured and cannot be held)
Disposal Only (dead dog)	\$50.00
Exam for Injured Animal	\$50.00
Prepare Rabies Specimen	\$50.00
Dangerous Dog Act	\$50.00 per day

Cats and Kittens:

1 Day Board	\$35.00
7 Day Board	\$245.00 (includes adoption prep or euthanasia and disposal)
10 Day Board (bite case)	\$350.00
Euthanasia and Disposal	\$75.00 (seriously injured and cannot be held)
Disposal Only (dead cat)	\$50.00
Exam for Injured Animal	\$50.00
Prepare Rabies Specimen	\$50.00

Wildlife:

Prepare Rabies Specimen	\$50.00
Euthanasia	\$150.00 (in the event that Police cannot)
Disposal	\$50.00 (in the event the Municipality does not have a dumpster)

Livestock:

1 day board	\$50.00
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Pocket Pets (Rabbits, hamsters, gerbils, pet birds, etc.)

1 day board

\$50.00 (only picked up in abandonment incidents from police)





8 F

## State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

MAIL CODE 401-02C

Division of Solid & Hazardous Waste

P.O. Box 420

Trenton, New Jersey 08625-0420

Telephone: (609) 292-9880 Telecopier: (609) 984-0565

<http://www.state.nj.us/dep/dshw>

CHRIS CHRISTIE

Governor

KIM GUADAGNO

Lt. Governor

BOB MARTIN

Commissioner

**FEB 08 2017**

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

Honorable Karen Gilbert, Mayor  
Raritan Township  
One Municipal Drive  
Flemington, NJ 08822-1799

RE: Review of Public Comments for:  
Republic Services of New Jersey d/b/a Midco Waste  
Systems-Raritan Township Facility  
Raritan Township, Hunterdon County  
Facility ID No.: 197159  
Permit No.: TRP080001

Dear Mayor Gilbert:

The New Jersey Department of Environmental Protection's Bureau of Solid Waste Permitting (Bureau) is in receipt of a comment letter dated December 4, 2009 from the Township of Raritan and a request for a public hearing from Albert E. Cruz of the law firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Lehrer, P.C. (Raritan Township Counsel) dated December 16, 2009. These documents were received during the public comment period of the review of the Solid Waste Facility (SWF) Permit renewal application for the above referenced facility. Both of these documents reflected concerns about the age of the original traffic study and the current traffic conditions in the area of the Republic facility not being reflected in that traffic study.

After reviewing the submitted comments, the Bureau required Republic Services (via a letter dated January 21, 2010) to perform an updated traffic study of the pertinent roadways and intersections in the area. This new traffic study (dated April 6, 2010) was forwarded to relevant parties for comment once received by the Bureau via a letter dated April 16, 2010. The request for a public hearing was held in abeyance until the traffic study was completed and comments had been received from all interested parties. After these comments were received, Republic Services was directed to schedule a face to face meeting with the Hunterdon County Utilities

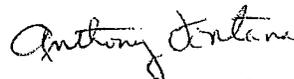
Authority (HCUA) and Raritan Township. While meetings were held, the Bureau is not aware of any agreement to address the issues being reached between the parties.

However, please see the attached letter from Guy Watson, Chief of the Bureau of Recycling and Planning to Cynthia J. Yard, Hunterdon County Administrator dated April 9, 2014. This letter states that truck routes for the Republic facility were included in the June 23, 1998 County Plan amendment. These truck routes state that access to the facility would be from River Road and that vehicles accessing the site would be prohibited from travelling on County Route 523 from the intersection with State Route 31 to the intersection with River Road. This amendment was certified as approved by the Department on February 3, 1999. This letter also states that if the County wanted to amend the above noted traffic routes, it could do so via a request for an administrative action to the County Plan, pursuant to N.J.A.C. 7:26-6.11(b)2; however, any changes should be proposed only after consultation with and agreement by Republic Services. An administrative action to revise the truck routes to the Republic facility has not been submitted to the Department.

Based upon the updated traffic study and the letter from Guy Watson, the Bureau believes that the issues raised in Raritan Township's letter of December 4, 2009 and Raritan Township Counsel's letter of December 16, 2009 have been addressed and the tentative Solid Waste Facility Permit renewal may be issued without an additional public comment period or public hearing. A letter was sent to the Raritan Township Counsel on March 30, 2016 (enclosed) asking for any other additional significant issues of fact to be submitted within 30 days. The Bureau has received no response to date and will move forward with the issuance of the permit renewal unless Raritan Township has any other significant issues of fact regarding the issuance of the SWF Permit Renewal and would still like to request that a public hearing be held on the issuance of this permit renewal. Please provide those facts within 30 days from the date of this letter or the Bureau will issue the SWF Permit Renewal with no changes.

Should you have any questions regarding this matter, please contact Martin Bendorf of my staff at (609) 292-2019 or by email at martin.bendorf@dep.state.nj.us.

Sincerely,



Anthony Fontana, Chief  
Bureau of Solid Waste Permitting

Enclosure

- c: Tom Farrell, Chief, Bureau of Solid Waste Compliance and Enforcement, w/enc.
- Paul Smith, Supervisor, Bureau of Compliance and Enforcement, w/enc.
- Albert E. Cruz, Esq. Raritan Township Counsel, w/enc.
- Karen B. DeMarco, Health Officer, Hunterdon County CEHA Agent, w/enc.
- George F. Wagner, Chief of Staff, Hunterdon County Administrator, w/enc.
- Jamie Sunyak, P.P., A.I.C.P., Raritan Township Planner, w/enc.
- Brian Henning, Associate, Hatch Mott MacDonald, w/enc.
- Kevin Bremer, Republic Services of New Jersey, w/enc.

*State of New Jersey*

CHRIS CHRISTIE  
*Governor*

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Mail Code 401-02C  
Division of Solid and Hazardous Waste  
Bureau of Recycling and Planning  
P.O. Box 420  
Trenton, NJ 08625-0420  
Tel. # (609) 984-3438  
Fax # (609) 777-1951  
[www.state.nj.us/recycleni](http://www.state.nj.us/recycleni)

BOB MARTIN  
*Commissioner*

KIM GUADAGNO  
*Lt. Governor*

APR - 9 2014

Cynthia J. Yard, County Administrator  
County of Hunterdon  
71 Main Street, Building #1  
P.O. Box 2900  
Flemington, NJ 08822-2900

Dear Mrs. Yard:

This letter is an update involving the renewal of the Solid Waste Facility (SWF) Permit of Republic Services of New Jersey, LLC d/b/a Raritan Valley Disposal (RVD) for their transfer station/materials recovery facility (TS/MRF), to be located at 79 River Road in the Township of Raritan.

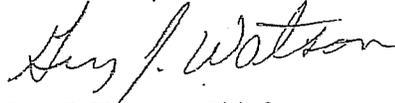
On June 23, 1998, the Hunterdon County Board of Chosen Freeholders adopted an amendment to their District Solid Waste Management Plan (County Plan) to include within it the RVD TS/MRF. Specifically, the June 23, 1998 County Plan amendment identified that the subject facility would be located on Block 27, Lot 28 at 79 River Road in the Township of Raritan for the receipt of up to 475 tons per day of solid waste types 10 (non-residential), 13, 13C, and 27 with operations from 7:00 am – 5:00 pm, Monday through Friday, and 8:00 am – 12:00 pm, Saturday. It was also noted in the June 23, 1998 County Plan amendment that access to the facility would be from River Road and that vehicles accessing the site would be prohibited from travelling on County Route 523 from the intersection with State Route 31 to the intersection with River Road. This amendment to the County Plan was certified as approved by the Department on February 3, 1999.

After internal discussions, the Department has concluded that the above noted traffic routes for solid waste vehicles accessing and exiting the subject TS/MRF satisfy the requirements at N.J.A.C. 7:26A-3.4(j). As a result, the DEP's Bureau of Transfer Stations and Recycling Facilities will now move forward with its issuance of the subject SWF Permit Renewal.

If the County wishes to amend the above noted traffic routes, it may do so as per a request for administrative action to the County Plan, pursuant to N.J.A.C. 7:26-6.11(b)2; however, any changes should be proposed only after consultation with and agreement by RVD.

If you have any further questions regarding the solid waste planning matters, please contact Ross M. Hull of my staff at (609) 984-3438 or by e-mail at [robert.goodwin@dep.state.nj.us](mailto:robert.goodwin@dep.state.nj.us). Questions regarding solid waste permitting matters should be directed to Tom Byrne, who can be reached at (609) 984-6812 or by e-mail at [tom.byrne@dep.state.nj.us](mailto:tom.byrne@dep.state.nj.us).

Sincerely,



Guy J. Watson, Chief  
Bureau of Recycling and Planning

c: Thomas Byrne, Section Chief, DEP Bureau of Transfer Stations and Recycling Facilities  
Thomas Horvath, Operations Manager, Republic Services of New Jersey, LLC  
Brian Henning, P.E., Hatch Mott MacDonald  
Honorable Michael Mangin, Mayor, Township of Raritan



## State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
MAIL CODE 401-02C

Division of Solid & Hazardous Waste  
P.O. Box 420

Trenton, New Jersey 08625-0420

Telephone: (609) 292-9880 Telecopier: (609) 984-0565

<http://www.state.nj.us/dep/dshw>

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

BOB MARTIN  
*Commissioner*

March 30, 2016

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Albert E. Cruz  
Raritan Township Counsel  
DiFrancesco, Bateman, Coley, Yospin,  
Kunzman, Davis & Lehrer, P.C.  
15 Mountain Boulevard  
Warren, NJ 07059-5686

RE: Review of Public Comments for:  
Republic Services of New Jersey d/b/a Midco Waste  
Systems-Raritan Township Facility  
Raritan Township, Hunterdon County  
Facility ID No.: 197159  
Permit No.: TRP080001

Dear Mr. Cruz:

The New Jersey Department of Environmental Protection's Bureau of Solid Waste Permitting (Bureau) is in receipt of a comment letter dated December 4, 2009 from the Township of Raritan and a request for a public hearing from your firm dated December 16, 2009. These documents were received during the public comment period of the review of the Solid Waste Facility (SWF) Permit renewal application for the above referenced facility. Both of these documents reflected concerns about the age of the original traffic study and the current traffic conditions in the area of the Republic facility not being reflected in that traffic study.

After reviewing the submitted comments, the Bureau required Republic Services (via a letter dated January 21, 2010) to perform an updated traffic study of the pertinent roadways and intersections in the area. This new traffic study (dated April 6, 2010) was forwarded to relevant parties for comment once received by the Bureau via a letter dated April 16, 2010. The request for a public hearing was held in abeyance until the traffic study was completed and comments had been received from all interested parties. After these comments were received, Republic Services was directed to schedule a face to face meeting with the Hunterdon County Utilities Authority (HCUA) and Raritan Township. While meetings were held, the Bureau is not aware of any agreement to address the issues being reached between the parties.

However, please see the attached letter from Guy Watson, Chief of the Bureau of Recycling and Planning to Cynthia J. Yard, Hunterdon County Administrator dated April 9, 2014. This letter states that truck routes for the Republic facility were included in the June 23, 1998 County Plan amendment. These truck routes state that access to the facility would be from River Road and that vehicles accessing the site would be prohibited from travelling on County Route 523 from the intersection with State Route 31 to the intersection with River Road. This amendment was certified as approved by the Department on February 3, 1999. This letter also states that if the County wanted to amend the above noted traffic routes, it could do so via a request for an administrative action to the County Plan, pursuant to N.J.A.C. 7:26-6.11(b)2; however any changes should be proposed only after consultation with and agreement by Republic Services. An administrative action to revise the truck routes to the Republic facility has not been submitted to the Department.

Based upon the updated traffic study and the letter from Guy Watson the Bureau believes that the issues raised in Raritan Township's letter of April 16, 2009 and your letter of December 16, 2009 requesting a public hearing have been addressed and the tentative Solid Waste Facility Permit renewal may be issued without an additional public comment period or public hearing. If Raritan Township has additional significant issues of fact regarding the issuance of the SWF Permit Renewal, please provide those facts within 30 days from the date of this letter or the Bureau will issue the SWF Permit Renewal.

Should you have any questions regarding this matter, please contact Martin Bendorf of my staff at (609) 292-2019 or by email at martin.bendorf@dep.state.nj.us.

Sincerely,

/s/

Anthony Fontana, Chief  
Bureau of Solid Waste Permitting

c: Tom Farrell, Chief, Bureau of Solid Waste Compliance and Enforcement  
Paul Smith, Supervisor, Bureau of Compliance and Enforcement  
Karen B. DeMarco, Health Officer, Hunterdon County CEHA Agent  
Cynthia J. Yard, Hunterdon County Administrator  
Jamie Sunyak, P.P., A.I.C.P., Raritan Township Planner  
Brian Henning, Associate, Hatch Mott MacDonald  
Kevin Bremer, Republic Services of New Jersey

OFFICE OF TAX COLLECTOR  
TOWNSHIP OF RARITAN

9 A

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

January 24 2017

Bill,

Please prepare a resolution for the next committee meeting for the cancellation of 1<sup>st</sup> & 2<sup>nd</sup> Qtr. 2017 taxes due to the granting of a Property Exemption for a 100% Disable Veteran for the following property.

<u>Block</u>	<u>Lot</u>	<u>Owner</u>	<u>Property</u>		<u>Amount</u>
77	10.16	Nelida Rios	69 Amwell Road	1 <sup>st</sup> Qtr 2017	\$2,279.09
				2 <sup>nd</sup> Qtr 2017	<u>\$2,279.08</u>
Total					\$4,558.17

Thanks!

Sharon



# Township of Raritan

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

TO: William Bray, Acting Township Clerk  
FROM: Danielle Langreder, Asst. Supervisor of Accounts  
DATE: February 24, 2017  
RE: Resolution - Refund of Outside Detail

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Please be advised that I got a request from the Police Department to refund the following:

Name: Taylor, Wiseman & Taylor  
AMOUNT: \$211.52  
FOR: Overage Paid for Oustside Detail



# TOWNSHIP OF RARITAN

9 B

## MEMORANDUM

TO: Raritan Township Committee

FROM: Antoine Hajjar, PE  
Township Engineer

DATE: February 23, 2017

RE: REDCOM Design and Construction LLC.  
202 Realty Holding, LLC. – Action Hyundai  
Block 71, Lot 8.01  
SP-629-PF

---

I am advised by Bill Bray, Acting Township Clerk that the above applicant has requested the release of its cash performance guarantee in the amount of \$34,344.00 plus any accrued interest. The remainder of the improvement have been completed in a satisfactory manner in accordance with the approved plans. Therefore, it is my recommendation that the cash performance bond be released to REDCOM Design and Construction LLC. at your next scheduled Township Committee meeting.

I trust this is satisfactory.

cc: Don Hutchins, ADM (Email)  
William Bray, Acting Twp. Clerk (Email)  
REDCOM Design and Construction LLC. (Email)





# RARITAN TOWNSHIP MEMORANDUM

9 D

**DATE:** March 2, 2017

**TO:** Mayor and Township Committee  
Bill Pandos, CFO  
William Bray, Clerk  
Carol Barbati, Administrative Assistant

**FROM:** Donald Hutchins, Administrator

**RE: Purchase of Municipal Management Software System**

---

As the purchase of a Municipal Management Software System will be extremely beneficial in providing better service to residents and businesses in Raritan Township. I have researched into the most cost effective program which will meet our needs.

This program is an easy to use system created with data input from each department and can be viewed by any user from any department. The program will allow for tracking of permits within the Township departments as well as the applicants.

Some of the benefits include:

- Photos, documents and files can be attached
- GIS Tracking Component
- Citizen Notification and Tracking of applications
- Individualized report generation
- Tax and Parcel data updated and kept current
- Comprehensive Building Code Module
- Engineering/Zoning / Planning interface with Building and Tax assessor
- Pet Licensing Module
- Credit Card Module through independent vendor ( Municipay )
- Data import from field operations and inspections

Two vendors , Spatial data Logic and Mitchell Humphrey , who service the majority of Municipalities in New Jersey were contacted. I met with each vendor on two separate occasions and each vendor presented their program to Departments Heads that will be the end users of the system.

Research was conducted by contacting present clients of each vendor to determine their rating and satisfaction , as well as, the overall efficiency these programs provide to their operations.



# RARITAN TOWNSHIP

## MEMORANDUM

Below is the Cost Comparison :

Spatial Data Logic - Initial Cost/ Year One = \$54,100.00    Annual Cost Thereafter = \$27,500.00

Mitchell Humphrey - Initial Cost/ Year One = \$240,550.00    Annual Cost Thereafter = \$49,500.00

It is my recommendation that Spatial Data Logic be awarded the contract for the following reasons:

- Cost ( Within Budget )
- Implementation
- Experience
- Reputation

Spatial data Logic is under State Contract through SHI International Contract # 89851.

Implementation will begin upon the signing of the Contract/Agreement with the gathering and importation of Data. The on site implementation will begin in June for the following departments:

- Fire Inspection
- Construction
- Clerk
- Tax Assessor
- Planning/Zoning/Engineering
- Administration

Mitchell Humphrey & Co.  
 FastTrackGov® Investment Summary  
 Township of Raritan, New Jersey  
 February 1, 2017

<b>Estimated Installation/Implementation (one-time) Costs:</b>	<b><u>\$ 239,550.00</u></b>
One Hundred Fifty Six (156) days of Consulting Services Including: Project Management, Analysis, Consulting, Implementation, Data Conversion, Service Provisioning, Integration/Interfaces, and Testing. Thirty Five (35) days of Training	
<i>FastTrackGov</i> Portal Branding to Match Web Site - Implementation	<u>\$ 1,000.00</u>
<b><i>FastTrackGov</i> Hosted (SaaS) Pricing Annual Service Charges:</b>	<b><u>\$ 42,900.00</u></b>
Licensing, Citizen Interaction, Code Enforcement/Inspections, Permitting, Land Use, Zoning, Engineering, and Contractor Registration Modules <i>FastTrackGov</i> - 15 Named User Licenses <i>FTG</i> Property Master Auto Updates	
<i>FTG</i> Connect (Citizen Web Portal) - Annual Service Charges	<u>\$ 5,500.00</u>
<b>Updates and Response Center Support:</b>	<b>Included</b>
<b>Optional:</b>	
<i>FTG</i> GIS (ESRI ArGIS Integration) - Implementation	\$ 2,700.00
<i>FTG</i> GIS (ESRI ArGIS Integration) - Annual Service Charges	<u>1,100.00</u>
	<b><u>\$ 3,800.00</u></b>

## Notes:

- Travel expenses are not included in this quote.
- MH&Co. provides an interface for converting your existing data. The conversion file format is a delimited ASCII file format (MH&Co. recommends using ^ as the delimiter value). Headings need to be included in the file. If a column is not used, it should be represented with no value between the delimiters. If a delimiter value (such as a comma) can appear in the data, the column must be enclosed in double quotes ("). You must format the data in the MH&Co. prescribed file formats. MH&Co. can provide additional services to assist you with any additional data migration needs you may have.

*Note: It is possible there may be anomalies in the data which cannot be reconciled. We will convert the data as it is in the database. However, if there is data that does not match the format of the field (i.e. alpha characters in a numeric field), or inconsistent information, we either will not bring that data in or the inconsistencies will be converted as is. We will report any data anomalies that we find during the conversion process.*

- *FastTrackGov* Service Provisioning includes installation, configuration, and VPN setup.

Mitchell Humphrey & Co.  
FastTrackGov<sup>®</sup> Investment Summary  
Township of Raritan, New Jersey  
February 1, 2017

- You will be added to the Implementation Schedule upon receipt of Client PO and signed License Agreement. At present, MH&Co. Implementation Services are fully booked through April, 2017; however the schedule is subject to change based upon when the License Agreement is executed.

- MH&Co. provides standard outputs for all official documents, letters, certificates, affidavits, etc. The standard data entry forms include all standard information to process license and permit applications, cases, record inspections and violations, handle citizen requests/complaints, and the like. The standard system can be customized, within limits, to include data that is "custom" to your site/forms. For any forms in which the Township requires an exact replica of their existing form, MH&Co. can modify the standard output, but the Township will incur additional implementation costs. All necessary information will be captured.

- GIS Integration - MH&Co. supports ArcGIS for Server 10.1 Standard or Advanced Edition and higher versions. The ESRI GIS integration uses a single, configured set of credentials for all access to the GIS system from within *FTG*.

- GIS Services - The following services are used: Geocoding and reverse-geocoding services - For converting back and forth between addresses and coordinates. Geometry service for "buffering" to generate a list of parcels within a specified radius of a starting parcel. Network Analysis service for routing.

- Capacity Levels - The capacity level determines the maximum number of connections, maximum database size, maximum number of cores per server, and the ability to deploy components across multiple servers. There are two capacity dimensions: Workgroup - limited to 10 simultaneous connections and Enterprise.

The workgroup geodatabase size is limited to 10GB and ships with SQL Express. Workgroup is not very scalable, as it is limited to a single server implementation with a maximum of 4 cores.

Enterprise has none of the above limitations and is likely the choice for any, but the smallest of organizations.

- GIS Map Reporting - The set of existing maps used by *FTG* is profiled as part of the ESRI interface definition. We do not create new maps within *FTG*; we display our data (e.g. pins for code enforcement cases or permits) on the maps provided by ESRI. We do not save the views - they are regenerated each time the user asks to see the data. This ensures that information is up to date at all times.

- Quote valid 60 days from date shown above.

- This Investment Summary has been submitted in confidence and contains trade secrets and/or privileged or confidential commercial or financial information that would result in a competitive disadvantage if disclosed without prior permission by Mitchell Humphrey & Co. ("Trade Secret"). A Trade Secret includes, but is not limited to, any formula, pattern, device, or compilation of information which is used in one's business which gives him/her an opportunity to obtain an advantage over competitors who do not know or use it. Since it would harm Mitchell Humphrey & Co. if any of our Trade Secrets were known to our competitors, it is Mitchell Humphrey & Co.'s policy that the Investment Summary not be disclosed to any party outside of the party addressed as the recipient of this proposal. As such, the Investment Summary shall be used or disclosed only for evaluation purposes, and for no other purpose whatsoever. Further, in the event a contract is awarded to Mitchell Humphrey & Co. as a result of, or in connection with, the submission of this Proposal, Township shall have the restricted right to disclose the entire contract dollar amount; however, this disclosure may not include itemized data herein to the extent provided in the resulting contract.



Pricing Proposal  
Quotation #: 12343495  
Created On: 10/10/2016  
Valid Until: 3/31/2017

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**City of Raritan NJ**

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**Account Executive -  
SLED**

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**William Pandos**  
NJ  
United States  
Phone: (908) 806-6100 ext. 2231  
Fax:  
Email: pandosb@comcast.net

**Kevin Gordon**  
300 Davidson Drive  
Somerset, NJ 08873  
Phone: 800.477.6479  
Fax:  
Email: kevin\_gordon@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Medium Town Enterprise License - up to 25 seats, support, and portal for 1 year Spatial Data Logic - Part#: SL3002	1	\$27,500.00	\$27,500.00
2 Data Integration- for known vendor databases - per database Spatial Data Logic - Part#: DI1000	1	\$4,000.00	\$4,000.00
3 Data Integration - for unknown vendor databases - per database Spatial Data Logic - Part#: DI1001	1	\$5,000.00	\$5,000.00
4 Software Installation - Medium Town Spatial Data Logic - Part#: SI1003	1	\$4,000.00	\$4,000.00
5 Training - on site or at training center - 1 department Spatial Data Logic - Part#: TR1001	1	\$4,000.00	\$4,000.00
6 Training -on site or at training center - each additional departmen Spatial Data Logic - Part#: TR1002	4	\$2,400.00	\$9,600.00
		<b>Total</b>	<b>\$54,100.00</b>

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**Additional Comments**

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NJ Software State Contract 89851

Thank you for the opportunity to quote. SHI is a leading reseller of software, hardware, and peripherals. SHI is a 100% Asian-Owned Minority Company. SHI has been working with State and Local Governments for over 15 years. We have a Software Licensing Specialist for every major manufacturer and a hardware and service department to assist with any configuration.

Please keep SHI in mind for you future software and hardware needs.

For Immediate Assistance with quote requests, order inquiries or service, please contact your Inside Sales Team at 1-888-591-3400 or by email: NJGOV@shi.com

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**Statement of Work  
for  
SDL Enterprise Licensing  
for  
Raritan Township**

**William Pandos  
Chief Financial Officer**

**February 27th, 2017**

**Spatial Data Logic  
285 Davidson Ave  
Suite 302  
Somerset, NJ 08873**

**Primary Contact: Tom Hurley  
(908) 552-5781  
sales@SpatialDataLogic.com**

Spatial Data Logic  
285 Davidson Ave, Suite 302  
Somerset, NJ 08873

(732) 357-1280  
(732) 357-1299 fax

[www.SpatialDataLogic.com](http://www.SpatialDataLogic.com)



February 27, 2017

William Pandos  
Chief Financial Officer  
Raritan Township  
One Municipal Drive  
Flemington, NJ 08822

**RE: Spatial Data Logic Enterprise SOW**

Bill:

Thank you for taking the time to explore the products and services offered by Spatial Data Logic. Based on your request, I have prepared this document for your review.

The project covers our **Medium Town Licensing Solution (up to 25 Seats/Computers)**. The Assessor Module and the Mod IV Data Conversion are required for all SDL clients, while the other modules can be activated at any time, on any seat.

The balance of this estimate will address the Project Scope, Estimated Cost of Each Project Element, Estimated Timeline for the Project, Software and Service Pricing, Terms and Conditions, and a Schedule of Labor Rates.

The software will utilize geographic information from two spatial data sets: Parcel Map (Polygon) and Road Centerline (Line). This data is a prerequisite to using our software. Additional spatial information can be added at any time, as additional data layers become available.

Should you have any questions or require additional information, please feel free to contact me via telephone at (732) 357-1280 or email at [sales@SpatialDataLogic.com](mailto:sales@SpatialDataLogic.com).

Very truly yours,

**SPATIAL DATA LOGIC**

Tom Hurley



## **Scope of Project**

### **Software Modules**

The software license will be provided on a per-seat-licensing model per year and includes the seat license, SDL Portal, SDL Mobile and support for a 1 year period

### **Data Integration**

Services associated with the interpretation and modeling of work flows for the departments and the time associated with the integration of existing data into the modules. The estimate provided herein is based on the expected time and expense for the departments included, applying our standard rate schedule.

We have experience importing data from several well-known software products (Vital 1997, Vital 2002, Edmunds, North Jersey Microsystems, UCCARS.) Data feeds from these databases will be done for \$2,500/department. Pricing for integration of data from other modules will be determined after SDL has had the opportunity to review the database structure and the number of records included in the other software modules that you have.

### **Training and Installation Services**

Services associated with the software installation and training will be provided as required, for a one-time fee. The cost of installation will be based on the number of users (software licenses) that are purchased. The cost of training is based on the number of departments to be trained.

### **Additional Services**

Additional Services may be required during the course of the project. These services are beyond the scope of the software noted above, and will be provided as required, upon receipt of written authorization from the client.

Meetings with the client or other regulatory agencies brought about by conditions that are not part of (or contemplated as part of) the project will be considered Additional Services. If these discussions and meetings include representatives of Spatial Data Logic, they will be billed as an Additional Service.

Additional customization of forms, reports, databases and/or other applications that are not part of the current modules or not included in the data integration estimate is also considered an additional service.

# SDL

MUNICIPAL  
MANAGEMENT  
SOFTWARE

SPATIAL DATA LOGIC

## Itemized Costs – Enterprise Licensing Model

The costs for furnishing the software package will be a license on a per seat basis. The following is an estimate of the fees for this project based on the scope of services.

<u>Scope Item</u>	<u>Proposed Cost</u>
<b>A. Software License Enterprise Licensing</b>	
i. Typical Single Computer License	\$ 1,650/year
ii. Typical Department (up to 5 computers)	\$ 7,500/year
iii. Typical Small Town (up to 10 computers)	\$13,750/year
iv. Typical Medium Town (up to 25 computers)	\$27,500/year
v. Typical Medium/Large Town (up to 50 computers)	\$39,500/year
vi. Typical Large Town (up to 100 computers)	\$48,500/year
vii. Typical City/County (up to 300 computers)	\$90,750/year
<b>B. Data Integration</b>	
i. Department from known Vendor databases	\$ 2,500
ii. Department from unknown Vendor databases	\$ 5,000
<b>C. Installation</b>	
i. Single Computer	\$1,000
ii. Small Town	\$2,400
iii. Medium Town	\$4,000
iv. Large Town	\$6,000
v. City/County	\$8,000
vi. Price for Additional Installs	\$500/computer
<b>D. Training</b>	
i. General Training With One Department	\$4,000
ii. Each Additional Department	\$2,400
iii. Price per User After Install	\$500/user
<b>E. Training Center:</b>	
i. Single License-1 Course/year	\$ 250
ii. Department-5 Courses/year	\$ 1,250
iii. Small Town-10 Courses/year	\$ 2,500
iv. Medium Town-25 Courses/year	\$ 5,000
v. Medium/Large Town-50 Courses/year	\$ 7,500
vi. Large Town-100 Courses/year	\$10,000
vii. City/County-300 Courses/year	\$22,500

Additional services will be provided as requested and as authorized in writing. The cost of Additional Services will be billed as actual labor cost plus expenses calculated in accordance with the standard schedule of fees (attached).

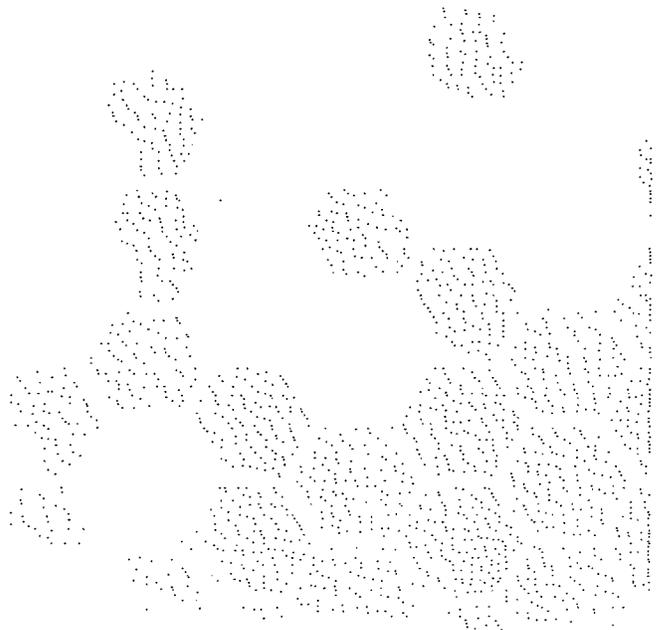


### **Estimated Time**

The power of SDL software lies in its unique ability to display, manage and analyze tabular and spatial data simultaneously. Therefore, an approved Parcel Map is a prerequisite to project commencement.

Software installation can be completed in one week or less, typically in one or two days. The actual installation schedule will be determined upon receipt of the contract or Purchase Order, and all of the data (ModIV, GIS, UCCARS, etc.) that is required for the project.

The interval required for training is predicated on the number of software users that will participate in the training. Typical installations require two days of training, but can take as many as four days, based on the number of users and departments involved.





**Enterprise Licensing**

Spatial Data Logic is pleased to offer the following pricing to the Township of Raritan. This will provide all departments' access to all SDL software solutions including the SDL Portal and SDL Mobile.

**OPTION I: Single Year Enterprise License**

**Enterprise Licensing:**

- Medium Town Licensing Subscription (up to 25 computers)
- Data Conversion (Mod IV, ESP, Road Runner, Munidex Pet)
- Installation
- Training (Building, Clerk, Fire Prevention, Engineering, Land Use)
- SDL Portal & SDL Mobile

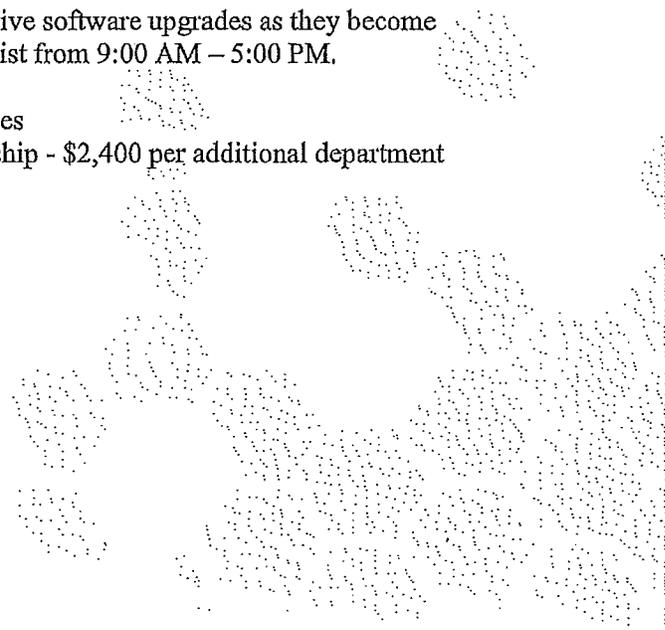
Licensing Subscription	\$27,500
Data Conversion	\$ 9,000*
Installation	\$ 4,000
Training	\$13,600**
Total Initial Investment	\$54,100
Ongoing Licensing Cost After Year One	\$27,500/Year

**Notes:**

- Technical Customer Support are entitled to receive software upgrades as they become available and access to a Client Support Specialist from 9:00 AM – 5:00 PM.

\* \$2,500/Department from known Vendor databases

\*\* Number of Departments to be advised by Township - \$2,400 per additional department





## William Bray

---

**From:** Susan Langsaponara <Susan.Langsaponara@wakefern.com>  
**Sent:** Monday, January 9, 2017 10:57 AM  
**To:** William Bray  
**Subject:** March 2017 National Nutrition Month proclamation & March 8, 2017 National Registered Dietitian Nutritionist Day proclamation  
**Attachments:** ProclamationNNM2017.doc; ProclamationRDNDay2017.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

9 E

Hi Bill,

Thanks so much for speaking with me this morning.

Attached you will find two proclamation forms, one for National Nutrition Month (March 2017) and the other for National Registered Dietitian Day (March 8, 2017). As you may know, our store (Flemington ShopRite) provides free nutritional counseling for our shoppers and community, free nutrition education in store and out of store for community groups, individuals, schools and other institutions and more. I am the registered dietitian here at our Flemington store and I work closely with fellow registered dietitians in Hunterdon County to provide complete and comprehensive nutritional guidance and care to our residents. It is my goal to continue to strengthen my effectiveness in our community.

I hope we can declare March 2017 as National Nutrition Month and March 8, 2017 as National Registered Dietitian Nutritionist Day to help promote the valuable resources registered dietitians are and the importance nutrition plays in obtaining and maintaining wellness.

Thank you for your time and attention,

Sue

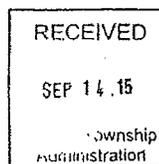
Susan Lang-Saponara, R.D.  
Registered Dietitian  
ShopRite of Flemington  
272 Rtes 202 & 31  
Flemington, NJ 08822  
(908)782-2553  
vm (908)782-6900 ext 62

The information provided is not intended to replace medical advice. Always consult with your doctor or health care professional before making any major changes to your diet and/or medication. All appointments and scheduling of community events are based on a first come, first serve basis. Customers and clients who reply to available dates/times first will have priority scheduling.





State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 809  
TRENTON, NJ 08625-0809



9 F

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHARLES A. RICHMAN  
Commissioner

September 9, 2015

Municipality: Raritan Township  
LEA Code: 1021-001  
Fire Official: Thomas Abraham

Thomas Abraham, Fire Official  
Township of Raritan  
Fire Prevention Bureau  
1 Municipal Drive  
Flemington, New Jersey 08822-1799

Re: Field Monitoring Visit

N.J.A.C. 5:71-2.10 provides that the Division of Fire Safety shall institute a regular program of monitoring local enforcing agencies to ensure the Code is being properly enforced. Recently, a Division Fire Code Assistance Representative made an initial field visit to your local enforcing agency.

Our representative reviewed your LEA operation's including matters involving the local ordinance, staffing, finances and records relating to registration, permits, inspections and penalties. After considering the information, it appears that the LEA operation and Code enforcement activities are basically consistent with the standards of the Uniform Fire Code except as noted below.

We require you make the changes or take the corrective action indicated in order to comply with Code requirements.

#### LEA OPERATIONS

- N.J.A.C. 5:71-3.3 requires that the fire official shall ensure that all life hazard uses are inspected in accordance with the Code. Our field visit disclosed that your LEA is not conducting inspections pursuant to the Code. The existing inspection program must therefore be expanded to satisfy the inspection requirements of N.J.A.C. 5:70-2.4.



**LEA OPERATIONS - (continued)**

- Some life hazard uses have been identified but not all life hazard uses within your jurisdiction have been identified and inspected. Please be advised that the identification of life hazard uses must be given priority consideration and a system established to ensure identification.
- The 2014 annual report indicates none of the schools were inspected on time. N.J.A.C. 5:70-2.24 requires all AE03 life hazard uses to be inspected for compliance with the provisions of this Code by June 1 of each year.
- NJAC 5:71-3.4 provides that the LEA shall maintain records of inspections and permits. We note that the LEA's records of inspections, permits and life hazard use files are incomplete. It is imperative for proper operation and oversight that all files are conscientiously maintained. In order to ensure file integrity, the records must be maintained in the office. If information is needed for routine field use, copies should be used and not the originals. **(Fire Official unable to produce any Permit or Non-Life Hazard inspection files at time of monitoring. Additionally LHU files were incomplete)**
- Our code representative noted that your personnel resources are limited and the technical responsibilities of the LEA exceed the available personnel resources. This situation adversely affects your ability to properly enforce the Code as evidenced by the fact that inspections are behind schedule. Therefore, we have recommended that your municipality hire additional inspector(s) to assist you in performing code enforcement responsibilities. In the interim, you should evaluate current operating procedures and prioritize responsibilities to efficiently utilize your existing manpower. **(Unable to complete required annual inspections)**
- Our code representative noted that your personnel resources are limited and the technical responsibilities of the LEA exceed the available personnel resources. This situation adversely affects your ability to properly enforce the Code as evidenced by the fact that inspections are behind schedule. Therefore, we recommend that you consider hiring a secretary to perform administrative tasks or an additional inspector to assist you in performing code enforcement responsibilities.

Raritan Township  
Monitoring Visit  
Page 3

### LEA OPERATIONS - (continued)

- Standardized Form not in compliance with N.J.A.C. 5:71-3.7(b):  
(A copy of all required forms shall be provided for review, to ensure compliance with the requirements of the Code)

### FINANCES

- The Division requires an isolated financial statement for LEA activities to allow us to readily track LEA fiscal affairs. A breakdown of the LEA budget allows us to review the actual costs of the LEA operation for such items as salaries, equipment, supplies and legal fees. Therefore, please provide a separate LEA operation breakdown for our review. **(Budget not produced at time of monitoring.)**
- Please be advised that the LEA's financial records must be updated to accurately reflect all monies received by the LEA and all expenditures. Additionally, you should carefully monitor the funds received by the LEA and promptly report any discrepancies to this office.
- Our review of the LEA's operation indicates that a penalty trust account is necessary to allow effective use of penalty monies. You should request creation of this account by your governing body. For your convenience, a sample copy of a resolution creating a dedication by rider may be obtained from your local assistance representative. **(Penalty accounts not produced at time of monitoring.)**

### ORDINANCE

- The LEA should forward to this office a signed, full-size copy of the local ordinance and any amendments or supplements thereto. **(Ordinance not produced at time of monitoring.)**
- N.J.A.C. 5:71-2.3 provides that a local enforcing agency may establish any desired local requirements for mandated periodic inspections over and above those required by the code.

Raritan Township  
Monitoring Visit  
Page 4

- Our code representative noted that your municipality conducts non-life hazard use registrations and inspections but has failed to establish a schedule of non-life hazard use registration fees. We, therefore, recommend that your local ordinance be amended to reflect such a fee schedule

**We request that you 1) promptly make or initiate the required corrections, and 2) within three (3) months, provide us a written status report regarding changes implemented or actions taken in response to this letter.** We are obligated to inform you that your failure to either respond or to initiate the corrective actions indicated would subject you to the sanctions specified in N.J.A.C. 5:71-4.6. Consequently, if you disagree with any of the above items, please advise us in writing within 15 days.

We thank you for the opportunity to review your office and for your ongoing enforcement efforts, and we ask that you or interested others contact me at (609) 633-6738 with any questions. Our representative will pay specific attention to these matters on the follow-up audit of your LEA.

Sincerely,



Frank Clark, Supervisor  
Local Assistance and Monitoring Unit  
New Jersey Division of Fire Safety

c: Jerry Giaimis, Township Administrator  
Robert F. Lenox III, FCAR  
LEA File



## State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 809  
TRENTON, NJ 08625-0809

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHARLES A. RICHMAN  
Commissioner

February 23, 2017

Thomas Abraham, Fire Official  
Fire Prevention Bureau  
1 Municipal Dr.  
Flemington, NJ, 08822-1799

Re: **Failure to Take Corrective Actions**

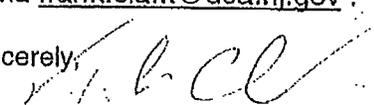
Dear Fire Official Thomas Abraham:

Under N.J.A.C. 5:71-3.3 (Duties of fire officials and fire inspectors), subsections 21-24, you are required to attend meetings and hearings as required by the Code and the regulations; coordinate the activities of the local enforcing agency with other Code enforcement agencies and State agencies having a related interest and responsibility; carry out such other functions as are necessary and appropriate to the position of fire officials, including coordinating transition to a successor fire official; respond to and cause to be investigated any complaints brought under the Code. Additionally, under N.J.A.C. 5:71-3.3 (c) 8, you are required to carry out such other functions as are necessary and appropriate to the position of fire inspector. As the fire official representing your Local Enforcing Agency (LEA), the responsibility falls upon you to ensure that when the Division of Fire Safety discovers deficiencies within your LEA during a monitoring visit dated September 8, 2015. And it was discovered that you failed to complete your required life hazard use required inspections, your 2016 annual report shows that again you have failed to complete your required annual inspections. You should take all appropriate actions to correct the deficiencies under your fire official duties; you are required to respond to me within 30 days with a corrective action plan to be reviewed by Division staff to determine if further actions need to be recommended.

Failure to respond to this request may place you in violation of the above cited regulations. As a result, be advised that pursuant to N.J.A.C. 5:71-4.6 (Revocation of certifications and alternative sanctions), the Division has the authority to issue a penalty and or sanctions. This Letter shall serve as notice that if you fail to reply in writing to the Division within 30 days of receipt of this letter with a corrective action plan, it could result in the above noted sanctions being recommended against you.

If you have any questions about this correspondence, please feel free to contact me. I may be reached via telephone at 609-633-6738 or via [frank.clark@dca.nj.gov](mailto:frank.clark@dca.nj.gov).

Sincerely,

  
Frank Clark, Supervisor  
Local Assistance and Monitoring Unit  
Division of Fire Safety

c. Vincent Lombardi, FCAR2





## HUNTERDON COUNTY, NEW JERSEY

## ORDINANCE NO. 17-03

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

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

**SECTION 1.** Section 5.44.080 entitled "Maximum fee rate schedule" of Chapter 5.44 entitled "Towing" of *The Revised General Ordinances of the Township of Raritan* is hereby deleted in its entirety and replaced by new Section 5.44.080 entitled "Towing and storage rate schedule" to read as follows:

**Section 5.44.080 Towing and storage rate schedule**

A. The Police Chief shall recommend to the Township Committee a rate schedule for towing and storage, which rates shall be established by the Township Committee by resolution. A tow operator may only charge the fees established by resolution of the Township Committee, not exceeding the limits set forth therein. No additional fees are permitted other than as set forth below.

B. Fees may be charged for the following:

1. Basic tow, which shall be a flat fee; and
2. In the case of a motor vehicle involved in an accident, the following additional services, if actually performed:
  - a. Waiting time in excess of 15 minutes, which shall be calculated based upon each 15 minutes spent at the site from which a motor vehicle will be towed, with fewer than 15 minutes rounded up to 15;
  - b.. Brush cleaning, including collection of debris that can be picked up by hand, which shall be a flat fee;
  - c.. Site cleanup, which shall be based upon each bag of absorbent used;
  - d. Winching, which shall be based upon each ½ hour spent performing winching;

- e. The use of window wrap, which shall be a flat fee;
- f. Tarping, which shall be a flat fee;
- g. Transmission disconnect, a flat fee, which shall be charged only if a motor vehicle is locked and the tow operator is unable to obtain the keys for the motor vehicle;
- g. Use of a flatbed tow truck, a flat fee, which shall be charged if a motor vehicle can be transported only by a flatbed tow truck;
- i. Use of special equipment other than the first tow truck to recover a motor vehicle that cannot be recovered by winching or pieces of a motor vehicle that cannot be moved by hand, which may be both a labor and equipment charge billed in half-hour increments;
- j. Decoupling;
- k. Storage at a tow operator's storage facility;
- l. More than three trips to the motor vehicle in storage, which may be invoiced as an administrative fee, which shall be a flat fee;
- m. Releasing a motor vehicle from a tow operator's storage facility after normal business hours or on weekends, which shall be a flat fee.

C. A tow operator that engages in private property or other nonconsensual towing shall not charge for the use of a flatbed tow truck if a motor vehicle can safely be towed in an upright position by another type of tow truck, even if the private property tow operator chooses to use a flatbed tow truck for the tow.

D. If a licensed tow operator tows a vehicle at the request of the Police Department, and it is determined by the Police that the vehicle is abandoned, then the police will direct that the vehicle will then be towed to the Police Impound Yard. The Township will only pay the Basic tow rate. All other fees will not apply.

E. A tow operator that engages in private property or other nonconsensual towing shall calculate storage fees based upon full twenty-four-hour periods a motor vehicle is in the storage facility. For example, if a motor vehicle is towed to a storage facility at 7:00 p.m. on one day and the owner of the motor vehicle picks the motor vehicle up before 7:00 p.m. the next day, the tow operator shall charge the owner of the motor vehicle only for one day of storage. If a motor vehicle is stored for more than 24 hours, but less than 48 hours, the tow operator may charge for two days of storage.

F. For the purposes of this section, the following words shall have the following meanings:

1. "Basic tow" shall mean private property towing and other non-consensual towing as defined in this section and other ancillary services that include the following: arriving at the site from which a motor vehicle will be towed; 15 minutes waiting time; hooking a motor vehicle to, or loading a motor vehicle onto, a tow truck; transporting a motor vehicle to a storage facility; unhooking or unloading a motor vehicle from the tow truck; and situating the motor vehicle in the space in which it will be stored. "Basic tow" also includes issuing documents for the release of a motor vehicle to its owner or other person authorized to take the motor vehicle; issuing an itemized bill; three trips to the motor vehicle in storage, which, if applicable, include making a vehicle available to an insurance adjuster or appraiser; issuing documents for the release of a motor vehicle to its owner or other person authorized to take the motor vehicle; and retrieving a motor vehicle from storage during the hours in which the storage facility is open.

2. "Non-consensual towing" shall mean the towing of a motor vehicle without the consent of the owner or operator of the vehicle, including the towing of a motor vehicle when law enforcement orders the vehicle to be towed whether or not the owner or operator consents.

**SECTION 2.** If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

**SECTION 3.** In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Raritan, the provisions hereof shall be determined to govern. All other parts, portions and provisions of *The Revised General Ordinances of the Township of Raritan* are hereby ratified and confirmed, except where inconsistent with the terms hereof.

**SECTION 4.** This Ordinance shall take effect immediately upon final passage and publication according to law.

ATTEST:

\_\_\_\_\_  
William Bray  
Acting Township Clerk

**TOWNSHIP COMMITTEE OF  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Karen Gilbert  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced at a Township Committee Meeting by the Township Committee of the Township of Raritan on February 21, 2017 the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of March 7, 2017 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.

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William Bray  
Acting Township Clerk

## HUNTERDON COUNTY, NEW JERSEY

## ORDINANCE #17-02

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

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.** Subsection B.(1)(k) of Section 15.04.030 entitled "Fees-Biannual Fee Schedule Report-New Construction Surcharge" of Chapter 15.04 entitled "Uniform Construction Code" of Title 15 entitled "Buildings and Construction" of *The Revised General Ordinances of the Township of Raritan* is hereby amended to read as follows:

(k) Buildings moved or relocated, unit rate: sixteen dollars (\$16.00) per one thousand dollars (\$1000.00), with a Minimum Fee of ninety-five dollars (\$95.00); unit rate times the total estimated cost of the following:

- [(1) Cost of moving]
- [2](1) Cost of new foundation
- [3](2) All other costs necessary to complete structure

**Section 2.** Subsection B.(2)(c) of Section 15.04.030 entitled "Fees-Biannual Fee Schedule Report-New Construction Surcharge" of Chapter 15.04 entitled "Uniform Construction Code" of Title 15 entitled "Buildings and Construction" of *The Revised General Ordinances of the Township of Raritan* is hereby amended to read as follows:

(c) The Minimum Fee shall be charged for each residential sewer, septic and water utility connection. The fee for commercial, industrial and private on-site sanitary and storm sewers, domestic water lines and combination mains shall be seventy-five dollars (\$75.00)[for up to and including the first one hundred feet (100'). Each additional ten feet (10') or portion thereof shall be an additional twenty dollars (\$20.00) per ten feet (10') or portion thereof].

**Section 3.** Subsection B.(2)(d) of Section 15.04.030 entitled "Fees-Biannual Fee Schedule Report-New Construction Surcharge" of Chapter 15.04 entitled "Uniform Construction Code" of Title 15 entitled "Buildings and Construction" of *The Revised General Ordinances of the Township of Raritan* is hereby amended to read as follows:

(d) The Minimum Fee shall be charged for each of the following: furnace, [water heater], swimming pool water heater, water heater coil, ultraviolet system, [central air

conditioning,] hydronic piping, [refrigeration piping,] pool drains, steam shower units, backflow preventer reports and tempering valves. {Gas piping, liquefied] Liquefied petroleum gas piping and fuel oil piping shall be the Minimum Fee and includes provisions for the installation of up to four (4) appliances. The fifth and each additional appliance shall be an additional thirteen dollar (\$13.00) fee.

**Section 4.** Subsection D. of Section 15.04.030 entitled “Fees-Biannual Fee Schedule Report-New Construction Surcharge” of Chapter 15.04 entitled “Uniform Construction Code” of Title 15 entitled “Buildings and Construction” of *The Revised General Ordinances of the Township of Raritan* is hereby deleted in its entirety. The subsequent subsections are to be renumbered accordingly.

**Section 5.** Section 15.04.030 entitled “Fees-Biannual Fee Schedule Report-New Construction Surcharge” of Chapter 15.04 entitled “Uniform Construction Code” of Title 15 entitled “Buildings and Construction” of *The Revised General Ordinances of the Township of Raritan* is hereby amended by the addition of new subsection 15.04.050 entitled “Fee waivers” to read as follows:

**15.04.050 Fee waivers.**

A. The Flemington-Raritan First Aid and Rescue Squad is hereby designated as an instrumentality of the Township of Raritan for the purposes of the State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq.

B. All United States veterans shall be granted a twenty-five (25%) percent discount on any municipal fees established by this Chapter for work performed on the primary residence which is owned by such veteran. United States veterans shall still be required to pay any and all State and third party enforcing agency fees, as well as any escrow fees for professional services. For purposes of this Subsection, a United States veteran shall be defined as follows:

1. A person currently serving in the United States Army, Navy, Air Force, Marines or Coast Guard, or their reserve components, or the Army National Guard or the Air National Guard; or
2. A person having served in the United States Army, Navy, Air Force, Marines or Coast Guard for a minimum of four (4) years and having received a general discharge or higher; or
3. A person having served in any combination of United States Army, Navy, Air Force, Marines or Coast Guard, or their reserve components, or the Army National Guard or the Air National Guard for a minimum of six (6) years and having received a general discharge or higher.

C. Any person who has a service-connected disability declared by the U.S. Department of Veterans Affairs, or its successor, to be a total or 100% permanent disability that would entitle them to a property tax exemption pursuant to N.J.S.A. 54:4-3.30, shall be entitled to an exemption from all municipal fees established by this Chapter. Any such person shall still be required to pay any and all State and third party enforcing agency fees, as well as any escrow fees for professional services, except that any such person shall not be charged a construction permit surcharge fee or enforcing agency fee for any construction, reconstruction, alteration or improvement designed and undertaken solely to promote accessibility by the disabled veteran to his own home. N.J.S.A. 52:27D-126e.b.(1).

**Section 6.** 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 7.** The Ordinance shall take effect upon its adoption, passage and publication according to law.

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**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  
TOWNSHIP OF RARITAN**

---

William Bray  
Acting Township Clerk

---

Karen Gilbert  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced at a Township Committee Meeting by the Township Committee of the Township of Raritan on March 7, 2017 the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of March 21, 2017 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.

---

William Bray  
Acting Township Clerk



**EXPLANATION:** This Ordinance authorizes the Township of Raritan to accept a Deed of Right-of-Way Dedication (Autumn Leaf Drive) for a portion of Block 43, Lot 13; a Sight Triangle Easement for a portion of Block 43, Lot 13; a Drainage Easement (Swale 1 and Swale 2) for a portion of Block 43, Lot 13; a Revocable Driveway Connection Easement for a portion of Block 43, Lot 13; a Conservation Easement for a portion of Block 43, Lot 13; and a Stormwater Management Facility Easement - Detention Basin and Access Easement for a portion of Block 43, Lot 13; all from Islamic Center of Hunterdon County, Inc.

TOWNSHIP OF RARITAN

HUNTERDON COUNTY, NEW JERSEY

**ORDINANCE #17-04**

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

**WHEREAS**, the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, wishes to accept a Deed of Right-of-Way Dedication for Autumn Leaf Drive conveyed to the Township by Islamic Center of Hunterdon County, Inc., for a portion of Block 43, Lot 13 as shown on the Tax Map of the Township of Raritan (“Property”); and

**WHEREAS**, the Township Committee also wishes to accept a Sight Triangle Easement for a portion of Block 43, Lot 13; a Drainage Easement (Swale 1 and Swale 2) for a portion of Block 43, Lot 13; a Revocable Driveway Connection Easement for a portion of Block 43, Lot 13; a Conservation Easement for a portion of Block 43, Lot 13; and a Stormwater Management Facility Easement – Detention Basin and Access Easement for a portion of Block 43, Lot 13 (“Easements”), all from Islamic Center of Hunterdon County, Inc.; and

**WHEREAS**, these dedications are required by Township of Raritan Planning Board Resolution No. 6-2016, R.T.P.B. #SP-620-F; and

**WHEREAS**, the Islamic Center of Hunterdon County, Inc., agreed to donate 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 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  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced at a Township Committee Meeting by the Township Committee of the Township of Raritan on March 7, 2017 the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of March 21, 2017 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.

\_\_\_\_\_  
William Bray  
Acting Township Clerk

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**ORDINANCE #17-05**

**AN ORDINANCE AMENDING CHAPTER 6.08 ENTITLED “DEER MANAGEMENT PROGRAM LOTTERY”**

**Section 1.** Chapter 6.08 entitled “Deer Management Program Lottery” of Title 6 entitled “Animal Control” of *The Revised General Ordinances of the Township of Raritan* is hereby amended by the amendment of Subsection 6.08.010 entitled “Deer Management Program Lottery to read as follows:

**6.08.010 Deer Management Program Lottery.**

The Township hereby establishes a Deer Management Program Lottery to award permits to allow archery hunting on certain Township-owned properties on an annual basis. [Initially, a total of eleven (11) permits will be awarded as follows:

<u>Property</u>	<u>Block</u>	<u>Lot</u>	<u>Number of Permits Available</u>
Dayton Road Preserve	63.14	23	1
Walnut Brook Preserve (Barton)	13	7	3
Cherryville Hollow Preserve	6.13	51	1
Walnut Brook Preserve (Levico)	25	1	3
Bushkill Brook Preserve (List Road)	15	59	1
Thomason Tract	63	41	2

Thereafter, the number of permits and/or the properties which may be archery hunted pursuant to this Section may be amended by Resolution of the Township Committee.] The number of permits awarded and the properties which may be archery hunted pursuant to this Section shall be designated by Resolution of the Township Committee.

**Section II.** If any article, section, subsection, sentence clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

**Section III.** In the event of any inconsistencies between the provisions of this Ordinance and any prior Ordinance of the Township of Raritan, the provisions hereof shall be determined to

govern. All other parts provisions of the Revised General Ordinances of the Township of Raritan are hereby ratified and confirmed, except where inconsistent with the terms hereof.

**Section IV.** This Ordinance shall take effect upon final passage and publication according to law.

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Note to Codifier: Deleted provisions indicated by brackets [ ].

New provision indicated in underline \_\_\_\_\_.

**ATTEST:**

**TOWNSHIP COMMITTEE OF  
TOWNSHIP OF RARITAN**

---

William Bray  
Acting Township Clerk

---

Karen Gilbert  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced at a Township Committee Meeting by the Township Committee of the Township of Raritan on March 7, 2017 the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of March 21, 2017 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.

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William Bray  
Acting Township Clerk

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**ORDINANCE #17-06**

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

**WHEREAS**, 22 Royal, LLC received preliminary and final site plan approval and variance relief (the "Approval") from the Raritan Township Planning Board for property identified as Block 36.03, Lot 5 (the "Property") as shown on the Tax Map of the Township of Raritan; and

**WHEREAS**, the Approval was granted on June 15, 2016 and memorialized by Resolution 18-2016 dated July 27, 2016 (the "Resolution of Approval"); and

**WHEREAS**, in connection with the Approval as set forth in the Resolution of Approval, 22 Royal, LLC is required to grant to the Township of Raritan a Sight Triangle Easement and a Drainage and Conservation Easement across a portion of the Property; and

**WHEREAS**, the Township Attorney for the Township of Raritan has reviewed the Sight Triangle Easement and the Drainage and Conservation Easement, 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, in the County of Hunterdon, State of New Jersey, as follows:

1. The Sight Triangle Easement and a Drainage and Conservation Easement from 22 Royal, LLC to the Township of Raritan are hereby accepted.
2. The Mayor and Township Clerk are hereby authorized to execute the Sight Triangle Easement and Drainage and Conservation Easement.

**ATTEST:**

**TOWNSHIP COMMITTEE OF  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced at a Township Committee Meeting by the Township Committee of the Township of Raritan on March 7, 2017 the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of March 21, 2017 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.

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William Bray  
Acting Township Clerk

---

**NOVAK & NOVAK LLC**

ATTORNEYS AT LAW

www.novakandnovak.com

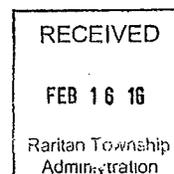
JOSEPH S. NOVAK  
JUDITH A. NOVAK\*  
Member NJ & PA Bar

Perryville Centre  
78 Route 173 West  
Suite 12  
Hampton, NJ 08827

TEL: (908) 806-0606  
FAX: (908) 806-0605

February 13, 2017

Mayor and Township Committee  
Township of Raritan  
One Municipal Drive  
Flemington, NJ 08822



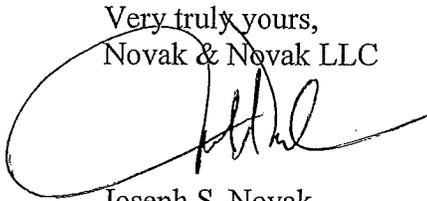
Dear Mayor Gilbert and Fellow Committeemen:

After much thoughtful consideration, I hereby tender my resignation as Judge of the Raritan Township / Hampton Borough Municipal Courts to become effective at the end of the State's fiscal year, June 30, 2017.

My 25+ years of service to the residents of Raritan Township and the general community have been extremely rewarding (even with some bump and bruises), and I truly value the many acquaintances and long lasting friendships that were created.

I thank you for the opportunity to be of continuing service to Raritan Township.

Very truly yours,  
Novak & Novak LLC



Joseph S. Novak

JSN/bjc

Cc: Don Hutchins, Township Administrator



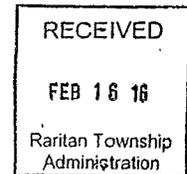


167 Main Street • Flemington, New Jersey 08822  
(908) 782-8200 • Fax: (908) 806-6412  
www.hunterdonlegal.com

Anthony E. Koester  
Partner  
Ext. 223  
akoester@hunterdonlegal.com

February 14, 2017

Jeff Kuhl, Chair  
and Members of the Planning Board  
Township of Raritan  
One Municipal Drive  
Flemington, New Jersey 08822



Dear Chairman Kuhl and Planning Board Members:

This firm represents Flemington BMW, Flemington Buick Chevrolet GMC Cadillac, LLC, 249 Bedford Falls, LLC and 298 Bedford Falls, LLC with respect to letters from the Raritan Township Zoning and Property Maintenance Inspector, dated December 15, 2016, and received by my client several days before the Holidays. The letters raised concerns regarding parking on the following properties:

Block 84, Lot 34 – 99 Highway 202 South  
Block 70, Lot 14 – 249 Highway 202 South  
Block 70, Lot 13 – 298 South Main Street

After we replied, a further letter was received from the Zoning and Property Maintenance Inspector, dated January 30, 2017. That letter cited the availability of relief under Section 16.64.050 of the Land Use Ordinances of Raritan Township, entitled “Temporary Uses.” That section authorizes the Planning Board to direct the Land Use enforcement officer to issue a permit for temporary activities.

I appeared before the Raritan Township Committee on February 7, 2017 in order to be heard on the matter. At that time, we submitted a proposed Resolution effecting the purpose of the ordinance section cited above. (A copy is attached.) The Committee considered it and, though counsel indicated the matter should be heard by the Planning Board, the Committee took a “straw vote.” With exception of the Mayor and Deputy Mayor who sit on the Planning Board, the Committee viewed favorably, by “straw poll,” temporary parking for my client, as it has existed already for quite some time.

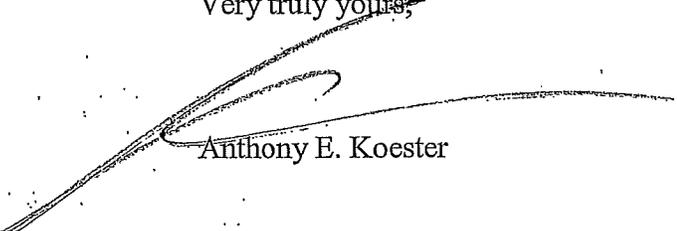
We have revised the Resolution for the Planning Board, as enclosed here. We respectfully ask this Board to direct the land use enforcement officer to issue a zoning permit for each of the properties listed above in order to allow vehicles to be stored on a temporary basis. On its face, we respectfully submit, and as can be corroborated by the current status of the

subject properties and the general condition of my client's family of motor vehicle dealerships known as "Flemington Car & Truck Country," the temporary storage of motor vehicles on those lots will in no way exert a detrimental effect upon the lawful use of land and activities normally permitted in the zone [commercial] in question, and the temporary permit will contribute materially to the welfare and wellbeing of the Township.

For those reasons, we ask that the Board direct the issuance of temporary zoning permits for the above properties at the next Planning Board meeting.

Thank you for your consideration.

Very truly yours,



Anthony E. Koester

AEK:sr  
Enclosure

cc: Mayor Karen Gilbert  
Michael Mangin, Deputy Mayor  
Richard Chen, Committee Member  
Craig O'Brien, Committee Member  
Louis Reiner, Committee Member  
Donald Hutchins, Township Administrator  
Michael J. Pessolano, Zoning and Property Maintenance Inspector  
Antoine Hajjar, PE, Raritan Township Engineer  
John P. Belardo, Esq., Raritan Township Planning Board Attorney  
Clients

**RESOLUTION -2017**

**OWNER:** 249 BEDFORD FALLS LLC  
298 BEDFORD FALLS LLC  
**APPLICANT:** FLEMINGTON BUICK, CHEVROLET, GMC, CADILLAC, LLC  
FLEMINGTON BMW  
**APPLICATION:** Storing of Excess Automobile Inventory  
**PROPERTY:** Block 70, Lot 14 – 249 Highway 202 South  
Block 70, Lot 13 – 298 South Main Street  
Block 84, Lot 34 – 99 Highway 202 South  
**R.T.P.B.#**  
**Board Attorney File No.**

**RESOLUTION PERMITTING TEMPORARY STORAGE OF  
MOTOR VEHICLES**

**WHEREAS**, it has been widely reported in the news during the first month of 2017 that automobile sales in the United States have reportedly slowed;

**WHEREAS**, as a result of accelerated manufacturer production, national automobile inventories have increased for auto makers and dealers in the United States;

**WHEREAS**, local automobile dealers have made it known to the Township of Raritan that they have excess inventory;

**WHEREAS**, it is hoped that this is a temporary economic condition;

**WHEREAS**, local automobile dealers have requested temporary relief to store excess automobile inventory;

**WHEREAS**, Section 16.64.050 of the Land Use Ordinance of the Township of Raritan provides for and allows for six (6) month zoning permits for “temporary uses,” so long as such use does not have a detrimental effect upon the lawful use of land and activities normally permitted in the zone in question, and the temporary use contributes materially to the welfare and well-being of the Township; and

**WHEREAS**, the Board, after carefully considering the evidence presented by the Applicant/Owners and any reports from consultants and reviewing agencies, has made the following factual findings and conclusions:

RARITAN TOWNSHIP PLANNING BOARD

R.T.P.B. File No.

249 Bedford Falls LLC

298 Bedford Falls LLC

Flemington Buick, Chevrolet, GMC, Cadillac, LLC

Flemington BMW

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1. Motor vehicle agencies are presently a conditional use in the Township of Raritan.

2. Any lawfully existing motor vehicle agency currently operating a motor vehicle new and pre-owned sales, service and parts facility in the Township of Raritan, shall be permitted temporarily to store vehicles on properties owned or leased by the motor vehicle agency, so long as that storage meets the following conditions as to the property, owned or leased, on which such vehicles are stored:

- a. the property shall be within the commercial zones of the Township;
- b. the property shall be current with respect to payment of all taxes;
- c. the vehicles shall be stored only on such property and shall not be for public display, sales, service, preparation, reconditioning, or washing or any other related function, all of which shall be conducted only at the permitted motor vehicle agency in the Township;
- d. the vehicles shall be parked in neat, orderly fashion in rows;
- e. nothing other than new or pre-owned motor vehicles shall be permitted to be stored;
- f. no individual vehicle shall be permitted to be stored for longer than two (2) successive six (6) month periods;
- g. no new structures, lighting or signs shall be erected on such properties;  
and
- h. this temporary relief shall not be construed as granting any permanent site plan or other municipal approval.

3. The Planning Board of the Township of Raritan wishes to instruct and direct the Zoning and Property Maintenance Officer to issue for the above properties, owners and operators, temporary zoning permits in order to store automobiles on the referenced properties, in accordance with, and subject to, the terms of this resolution.

**RARITAN TOWNSHIP PLANNING BOARD**

R.T.P.B. File No.

249 Bedford Falls LLC

298 Bedford Falls LLC

Flemington Buick, Chevrolet, GMC, Cadillac, LLC

Flemington BMW

11 B

**WHEREAS**, the Board then entertained a motion to direct the issuance of the zoning permit described above, the motion was seconded and the Board voted unanimously to approve an extension of the zoning permits for storage of automobiles; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Raritan Township Planning Board, in Hunterdon County, New Jersey, that the Applicants' request to extend the permits for the storage of automobiles is hereby approved for a period of six (6) months, for the reasons hereinabove, with an additional six (6) month extension to be approved as needed and required, and subject to the terms and conditions contained in the body of this resolution and all prior resolutions, and as set forth below.

**BE IT FURTHER RESOLVED**, that this Resolution, adopted this \_\_\_\_ day of \_\_\_\_\_, 2017, memorializes the action taken by the Board in accordance with N.J.S.A. 40:55D-10.g, as set forth above, by a vote of \_\_\_\_ to \_\_\_\_\_, at its \_\_\_\_\_, 2017 meeting.

ATTEST:

**RARITAN TOWNSHIP PLANNING BOARD**

\_\_\_\_\_  
Name:  
Title: Planning Board Secretary

By: \_\_\_\_\_  
Name: Jeffrey Kuhl  
Title: Planning Board Chairman

DATE APPROVED:

DATE MEMORIALIZED:

VOTE ON  
DECISION

BOARD  
MEMBER

VOTE ON  
RESOLUTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Chairman Jeffrey Kuhl  
Deputy Mayor Michael Mangin  
Mayor Karen Gilbert  
Mr. Harold Quinn  
Mr. Ed Gettings  
Donna Drewes  
Ms. Judy DiGiandomenico  
Mr. James Miller

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11 C

**READINGTON TOWNSHIP**  
**WHITEHOUSE STATION, NEW JERSEY 08889**

**MEMORANDUM**

*CERTIFIED MAIL / RETURN RECEIPT*

**DATE:** February 22, 2017

**TO:** **Clerks of Adjoining Municipalities**  
Judith A. Sullivan, Clerk, Township of Bedminster  
Marguerite Schmitt, Clerk, Township of Branchburg  
Donna Burham, Clerk, Township of Clinton  
Pamela Borek, Clerk, Township of Hillsborough  
William Bray, Acting Clerk, Township of Raritan  
Roberta Brassard, Clerk, Township of Tewksbury

**FROM:** Vita Mekovetz, *RMC/MMC/QPA* *mm*  
Administrator/Municipal Clerk

**SUBJECT:** AN ORDINANCE PURSUANT TO N.J.S.A. 40A:12-7, ADOPTING THE NELSON STREET REDEVELOPMENT PLAN FOR PROPERTY DESIGNATED AS BLOCK 32, LOT 12 AND BLOCK 34, LOTS 8, 10 AND 11 ON THE TAX MAP OF READINGTON TOWNSHIP AND THE NELSON STREET AND CLEVAND PLACE RIGHTS OF WAY IN THE VILLAGE OF WHITEHOUSE STATION, READINGTON TOWNSHIP, HUNTERDON COUNTY, NEW JERSEY AND AMENDING THE ZONING MAP IN CHAPTER 148 OF THE READINGTON TOWNSHIP LAND USE ORDINANCE TO INCORPORATE THE NELSON STREET REDEVELOPMENT AREA (NSRA) DISTRICT

◆ ORDINANCE # 03-2017

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**PLEASE TAKE NOTICE** that an ordinance of the Township of Readington, in the County of Hunterdon, State of New Jersey, of which enclosed is a true copy, was presented and passed on first reading at a regular meeting on February 21, 2017 and will be considered for adoption at a Public Hearing to be held at a regular meeting on March 20, 2017 in the Municipal Building, 509 Route 523, Whitehouse Station, New Jersey.

VM/kp  
Enclosure  
deplk/Ordinances

**TOWNSHIP OF READINGTON  
COUNTY OF HUNTERDON, STATE OF NEW JERSEY**

**AN ORDINANCE PURSUANT TO N.J.S.A. 40A:12-7, ADOPTING THE NELSON STREET REDEVELOPMENT PLAN FOR PROPERTY DESIGNATED AS BLOCK 32, LOT 12 AND BLOCK 34, LOTS 8, 10 AND 11 ON THE TAX MAP OF READINGTON TOWNSHIP AND THE NELSON STREET AND CLEVAND PLACE RIGHTS OF WAY IN THE VILLAGE OF WHITEHOUSE STATION, READINGTON TOWNSHIP, HUNTERDON COUNTY, NEW JERSEY AND AMENDING THE ZONING MAP IN CHAPTER 148 OF THE READINGTON TOWNSHIP LAND USE ORDINANCE TO INCORPORATE THE NELSON STREET REDEVELOPMENT AREA (NSRA) DISTRICT**

*Ordinance # 03-2017*

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

**SECTION 1. Findings.** The Mayor and Township Committee of the Township of Readington make the following findings.

a. By Resolution # R-2016-40 adopted on February 16, 2016, the Township Committee directed the Readington Township Planning Board (the "Planning Board") to conduct an investigation into whether a 7 +/- acre vacant tract designated on the official tax map of Readington Township as Block 32, Lot 12; Block 34, Lots 8, 10 and 11; Nelson Street right of way and Cleveland Place right of way and situated in the Village of Whitehouse Station, referred to as the "Nelson Street Tract" (the "Study Area") qualified as a non-condemnation area in need of redevelopment under the Local Redevelopment and Housing Law ("LRHL"), N.J.S.A. 40A:12A-1 and 5 et seq.

b. The Planning Board completed its investigation of the Study Area, received and reviewed the comprehensive preliminary investigation draft report dated July 14, 2016 (revised to July 25, 2016 following its adoption by the Planning Board) prepared by Clarke Caton Hintz, the Township's Planners, entitled "2016 Preliminary Investigation of an Area in Need of Redevelopment (Non-Condensation), Nelson Street Tract, Readington Township, Hunterdon County" ("Area in Need Study") and, following a public hearing held on July 25, 2016, adopted a resolution on the same date recommending that the Study Area be designated by the Township Committee as a Non-Condensation Redevelopment Area as provided for under the LRHL, specifically N.J.S.A.40A:12A-5.c.

c. On August 1, 2016, the Mayor and Township Committee accepted the Planning Board's findings and the Area in Need Study and adopted Resolution #R-2016-88, designated Block 32, Lot 12; Block 34, Lots 8, 10 and 11; Nelson Street right-of-way and Cleveland Place right-of-way and situated in the Village of Whitehouse Station, referred to as the "Nelson Street Tract" as an area in need of redevelopment (non-condemnation), and in accordance with N.J.S.A. 40A:12A-1, et seq., directed the

Planning Board to undertake and prepare a redevelopment plan for the Study Area.

d. Working with its expert Michael F. Sullivan, ASLA/AICP, the Planning Board prepared a redevelopment plan for the Study Area entitled "Nelson Street Redevelopment Plan" (the "Redevelopment Plan").

e. Resolution #R-2016-88 was forwarded to the Commissioner of the State of New Jersey, Department of Community Affairs. As the Study Area is within Planning Area 2 (Suburban) of the New Jersey State Development and Redevelopment Plan, it is an area in which development or redevelopment is to be encouraged, per N.J.S.A. 40A:12A-6(c).

f. The Mayor and Township Committee have reviewed the Redevelopment Plan and hereby determine that it has been designed to effectuate the Township's Master Plan and Housing Element and Fair Share Plan and that it should be adopted.

**SECTION 2. Zoning Map.** As part of this ordinance, the Zoning District Map contained within the Readington Township Land Use Ordinance, in accordance with N.J.S.A. 40A:12A-7.c, is hereby amended to reflect the new classification of the Nelson Street Redevelopment Area ("NSRA"). A copy of the Zoning District Map depicting the NSRA is attached hereto as Exhibit A and is also contained within the Redevelopment Plan on file with the Township Clerk.

**SECTION 3. Adoption of Redevelopment Plan and its Relation to the Readington Township Land Use Ordinance.** The plan entitled "Nelson Street Development Plan" for Block 32, Lot 12; Block 34, Lots 8, 10 and 11; Cleveland Place right of way and Nelson Street right of way, situated in the Village of Whitehouse Station, Readington Township, Hunterdon County, New Jersey and dated February 17, 2017 is hereby adopted as the redevelopment plan for the Study Area pursuant to N.J.S.A. 40A:12A-7. Further the use, bulk, design and performance standards of the Redevelopment Plan shall amend, replace supersede the zoning provisions of the Readington Township Land Use Development Ordinance for Block 32, Lot 12; Block 34, Lots 8, 10 and 11; Nelson Street right-of-way and Cleveland Place right of way. However, where the regulations and standards of the redevelopment plan are silent, the standards of the Land Development Ordinance shall apply to the redevelopment area as permitted by N.J.S.A. 40A:12A-7.a (2).

**SECTION 4. Consistency Review.** A copy of this Ordinance and the Redevelopment Plan shall be forwarded, after introduction, to the Planning Board for a Master Plan consistency review in accordance with N.J.S.A. 40A:12A-7e.

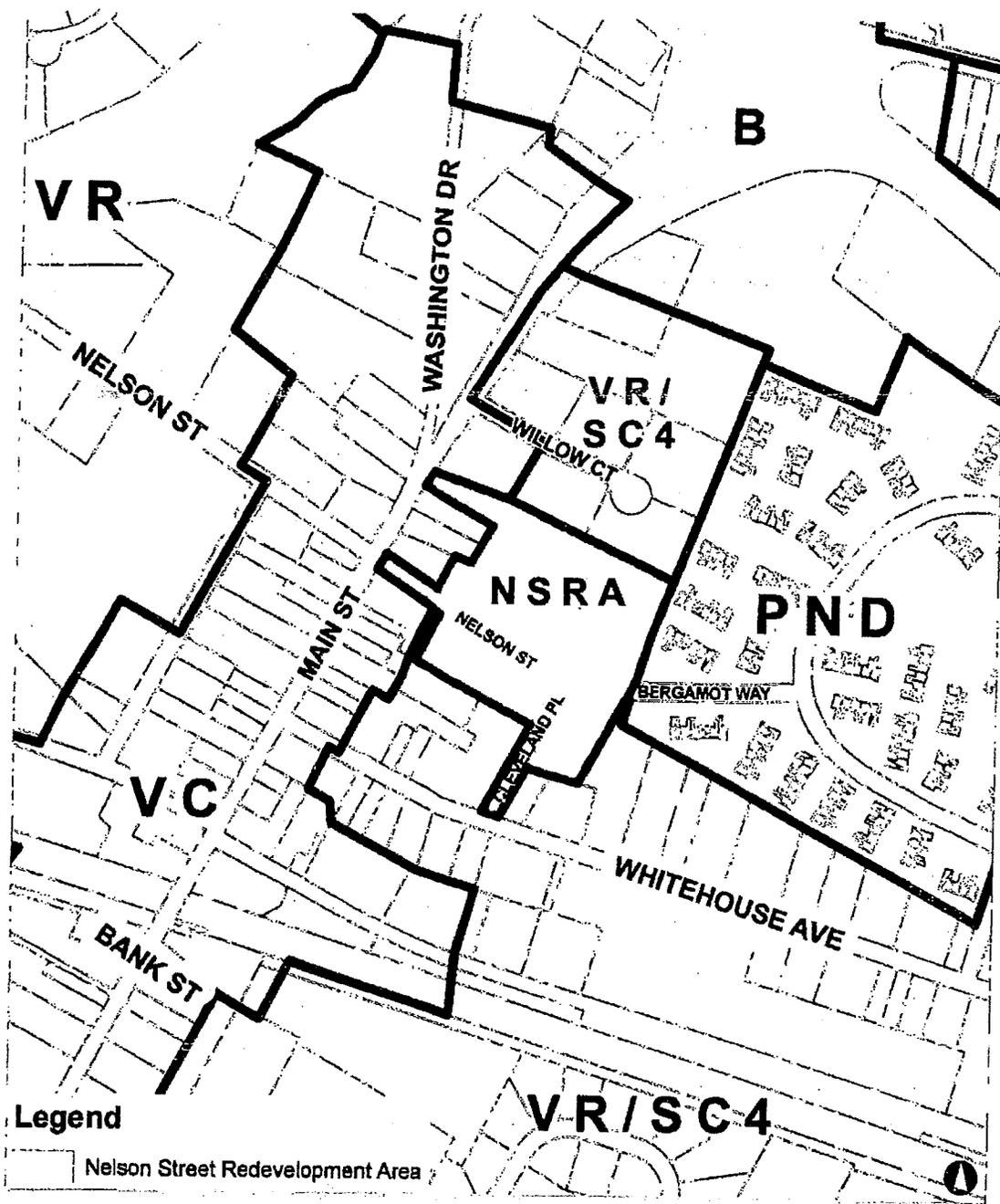
**SECTION 5. Repealer.** All ordinances and resolutions or parts thereof inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 6. Severability.** If the provision of any article, section, subsection, paragraph, subdivision or clause of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such order or judgment shall not affect, impair or invalidate the remainder of any such article,

section, subsection, paragraph, subdivision or clause and, to this end, the provisions of this ordinance are hereby declared to be severable.

**SECTION 7. Public Inspection.** A copy of this Ordinance and the Redevelopment Plan shall be available for public inspection at the Township Clerk's Office at the municipal building, 509 Route 523, Whitehouse Station, N.J. during regular office hours.

**SECTION 8. Effective Date.** This ordinance shall take effect immediately upon final passage and publication in accordance with law and upon filing with the Hunterdon County Planning Board.



**Legend**

Nelson Street Redevelopment Area

**NELSON STREET REDEVELOPMENT AREA  
ZONING MAP AMENDMENT**



FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION  
REGULAR MEETING  
February 13, 2017  
MINUTES

The Regular Meeting of the Flemington-Raritan Regional Board of Education was called to order in conformance with the "Sunshine Law" by the Board President at 7:03 p.m. in Room B132 at the J.P. Case Middle School.

Members Present

Jessica Abbott  
Tim Bart  
Dennis Copeland  
Laurie Markowski

Michael Stager  
Christopher Walker  
Anna Fallon

Members Absent

Sandra Borucki  
Marianne Kenny

BOARD RECOGNITIONS

The National School Counselor Appreciation Week was February 6-10. The Board of Education recognized and commended our school counselors for their hard work and dedication to their students. Our school counselors actively engage in helping students examine their abilities, strengths, interests and talents. They work in partnership with parents as they encounter the challenges of raising children in today's world. They focus on positive ways to enhance students' social/personal, educational and career development. They work with teachers and other educators to provide an educational system where students can realize their potential. They help children set healthy, realistic and optimistic aspirations for themselves. The combination of their training and experience makes them an integral part of the total educational program. We thanked our school counselors for their contributions to our district. They were: Gina Collins, Barley Sheaf School; Ellen Goodfellow, Copper Hill School; Mary Pepe, Francis A. Desmares School; Sarah Fontanez, Robert Hunter School; Lindsay John and Heather Albanese, Reading-Fleming Intermediate School; and Colette Baills and Megan O'Brien, J.P. Case Middle School. Dr. Caulfield, Ms. Fallon and the Board thanked the Counselors for their service.

SUPERINTENDENTS REPORT

Dr. Caulfield read the Proclamation from the Raritan Township Mayor on the "Great Kindness Challenge". Mr. Waxman, Reading-Fleming Intermediate School, Vice Principal & District HIB Coordinator, presented a video on the Great Kindness Challenge Week. Dr. Caulfield thanked the School Counselors for their hard work and dedication to our students. Ms. Fallon also thanked the Counselors.

CITIZENS ADDRESS THE BOARD

None

On the motion of Ms. Markowski, seconded by Mr. Bart, minutes of the Executive Session on January 30, 2017 were approved viva voce.

On the motion of Ms. Markowski, seconded by Mr. Bart, minutes of the Regular Meeting on January 30, 2017 were approved viva voce.

PERSONNEL

The next meeting will be February 23, 2017.

THE SUPERINTENDENT OF SCHOOLS RECOMMENDS THE FOLLOWING RESOLUTIONS FOR APPROVAL:

**All Personnel items were approved under one motion made by Mr. Stager, seconded by Mr. Bart.**

Certified Staff – Appointments, Resignations & Leaves of Absence

- Approval was given to employ the following leave replacement for the 2016-2017 school year. Fingerprints and health exam required.

Item	Last Name	First Name	Loc.	Position/Replacing	Effective Date	Salary/Degree/Step	Certification/College
1.	Lazauskas	Jean	JPC	World Language/ Gloria Hrabovecky	March 7, 2017- June 30, 2017	Sub Per Diem Pay (Day 1-20) \$50,860 (prorated)/ BA/Step 1 (Day 21+)	Teacher of Spanish/Montclair State University

- Approval was given to adjust the resignation date of Kimberly DeMaio, Project Success Teacher at Reading-Fleming Intermediate School, from February 20, 2017 to February 14, 2017.

- Approval was given to amend the 2016-2017 salary of the following staff member for advancement on the salary guide as follows:\*

Item	Last Name	First Name	Position/Location	From	To	Retroactive Date
1.	Alexanderson	Karin	Music/RH	\$75,900/BA+15	\$78,100/MA	January 1, 2017

\*Mr. Walker abstained.

All Staff – Additional Compensation

- Approval was given to employ the following staff members for additional compensation during the 2016-2017 school year, as follows:

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate/Stipend
1.	Benedetti	Anthony	CH	CPR/AED-PE Teacher	3	\$33.78/hr.
2.	Karney	Kurt	JPC	CPR/AED-PE Teacher	3	\$33.78/hr.
3.	Skove	Reparta	CH	CPR/AED-PE Teacher	3	\$33.78/hr.
4.	Ritter	Jamie	CH	Home Instruction	100	\$30.62/hr.
5.	Lappen	Danielle	FAD	Spring Concert-Chaperone	1.5	\$30.62/hr.
6.	Shirvanian	Lindsay	FAD	Spring Concert-Chaperone	1.5	\$30.62/hr.
7.	Rieg	Lisa	FAD	Spring Concert-Chaperone	1.5	\$30.62/hr.
8.	Kiesling	Cassandra	FAD	Spring Concert-Director	2	\$30.62/hr.
9.	Sewell	Catherine	RFIS	Advanced Art Club Advisor	7.5	\$30.62/hr.
10.	Hennessy	Elizabeth	RFIS	Intramural Advisor (Sub)	300 hrs. Shared	\$30.62/hr.
11.	Smith	Elizabeth	RFIS	Intramural Advisor (Sub)	300 hrs. Shared	\$30.62/hr.
12.	Vala	Susan	RFIS	Solar Sprint Car Advisor (Spring)	7.5	\$30.62/hr.
13.	Apgar	Sarah	RFIS	Photography Club	7.5	\$30.62/hr.
14.	Burns	Kathryn	BS	Spring Concert-Director	2	\$30.62/hr.
15.	Dribbon	Katherine	BS	Spring Concert-Chaperone	2	\$30.62/hr.
16.	Enos	Susan	BS	Spring Concert-Chaperone	2	\$30.62/hr.

- Approval was given to increase the maximum number of days for Lori Ziminski, World Language Teacher at Reading-Fleming Intermediate School, to perform Lunch Duty from 55 days to 95 days, at a cost of \$17.64/hr., during the 2016-2017 school year, replacing Kathleen Bianco due to a medical leave.

- Approval was given to appoint the following mentors for the 2016-2017 school year.

Item	Mentor	Mentor's Location	Novice Teacher	Stipend
1.	MaryJane Custy	BS	Kaitlin Schuster	\$550 (prorated)
2.	Kelly Kuster	BS	James Farley	\$550 (prorated)

Field Placement

7. Approval was given for the following Rider University students to complete their vocal music field practicum with Rosemary Nagy, Music Teacher at J.P. Case Middle School, four mornings a week, Monday through Thursday, March 20, 2017 to April 27, 2017. Fingerprinting and health exam required.

Item	Last Name	First Name
1.	Henry	Julia
2.	Nazario	Jonathan
3.	Wells	Daniel

Certified Staff – Appointment

8. Approval was given to employ the following staff member for the 2016-2017 school year. Fingerprinting and health exam required.

Item	Last Name	First Name	Position/Location	Effective Date	Salary/Degree	Certification/College
1.	Braynor	Jessica	10-Month Vice Principal/RH	No later than May 16, 2017	\$77,083.33 prorated/MA	CE Principal/ Drexel University

Aye: Ms. Abbott      Mr. Stager      Nay: 0      Abstain: Mr. Walker #3 (1)  
 Mr. Bart          Mr. Walker  
 Dr. Copeland      Ms. Fallon  
 Ms. Markowski

**CURRICULUM, PROFESSIONAL DEVELOPMENT, ASSESSMENT, TECHNOLOGY, AND GRANTS**

The next meeting will be March 9, 2017.

**All Curriculum items were approved under one motion made by Dr. Copeland, seconded by Mr. Stager.**

1. Approval was given to employ the following consultant during the 2016-2017 school year.

Item	Consultant	Location	Purpose	Number of Days	Cost not to exceed
1.	Project U.S.E.	RFIS	Challenge Course Safety Training for RFIS PE staff only	1	\$1,200

2. Approval was given to employ the following staff members, or their alternates, for additional compensation during the 2016-2017 school year. If alternates are necessary, their employment will be confirmed as replacements at no additional cost.

Item	Last Name	First Name	Loc.	Purpose	Max. # of Hours	Rate
1.	Burns	Rebecca	RH	K-4 Standards Based Report Cards Revision	100 shared hrs.	\$33.78/hr.
2.	Carr	Rebecca	RH			
3.	Custy	Mary Jane	BS			
4.	DeAnglis	Laurie	FAD			
5.	Drew	Emy	RH			
6.	Ewing	Colleen	RH			
7.	Fischer	Susan	BS			
8.	Gerlach	Margaret	CH			
9.	Gravett	Julie	BS			
10.	Marciano	Patricia	BS			
11.	McPeck	Jessica	RH			
12.	Moore	Laurie Ann	CH			
13.	Ritter	Jamie	CH			

14.	Scherer	Lauren	CH	Create End-of-Unit Assessments for Reading Workshop Units	180 shared hrs.	\$33.78/hr.
15.	Teeple	Christine	CH			
16.	Blampey	Zoey	RFIS			
17.	McCormack	Jennifer	BS			
18.	Rowe	Kari	BS			
19.	Agabiti	Joseph	JPC	Prepare a workshop for February 17 PD	3	\$33.78/hr.
20.	Ashey	Elizabeth	RH	Prepare a workshop for February 17 PD	3	\$33.78/hr.
21.	Barragan	Kathleen	FAD	Prepare a workshop for February 17 PD	3	\$33.78/hr.
22.	Blampey	Zoey	RFIS	Prepare a workshop for February 17 PD	3	\$33.78/hr.
23.	Blanchard	Joey	SS	Prepare a workshop for February 17 PD	3	\$33.78/hr.
24.	Braynor	Jessica	RFIS	Prepare a workshop for February 17 PD	3	\$33.78/hr.
25.	Cascio	Leigh Ann	FAD	Prepare a workshop for February 17 PD	3	\$33.78/hr.
26.	Custy	Mary Jane	BS	Prepare a workshop for February 17 PD	3	\$33.78/hr.
27.	Fisher	Michele	RH	Prepare a workshop for February 17 PD	3	\$33.78/hr.
28.	McNamara	Erin	CH	Prepare a workshop for February 17 PD	3	\$33.78/hr.

3. Approval was given of the following field trips for the 2016-2017 school year.

Item	Grade/ Group	School	Destination	Anticipated Date	Cost	Funding Source
1.	Student Council Students	RFIS	Students to assist with senior luncheon and musical preview at JPC	March 2, 2017	\$90	PTO
2.	Grade 5	RFIS	Walking trip to Fleming Museum	May 15-19, 2017	\$500	PTO

4. Approval was given to accept the following curriculum, professional development, and/or technology-related donations for the 2016-2017 school year.

Item	Donation	Value	Location	Funding Source
1.	Peter Catalanotto Author Visit	\$2,000	BS	PTO
2.	Felicia Chernesky Author Visit	\$500	BS	PTO
3.	Motivational Speaker Shane Burcaw	\$825	JPC	JP Case Student Fund
4.	First Tee Assembly	No cost	CH	N/A
5.	Art Supplies	\$229.80	RH	Artsonia

5. Approval was given of the following travel expenditures for staff members or their designated alternate to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member’s current responsibilities and professional development plans.

Item	Last Name	First Name	Workshop/Conference	Dates	Includes (see below)	Max. Amt.
1.	Bradley	Noreen	NJ State School Nurses Association Spring Conference, Iselin, NJ	March 25, 2017	R	\$199
2.	Shangold	Yvette	NJ State School Nurses Association Spring Conference, Iselin, NJ	March 25, 2017	R,M	\$225

R = Registration Fee; M = Mileage; L = Lodging; F = Food; O = Other

6. Approval was given to accept 2016-2017 Every Student Succeeds Act (ESSA) Amendment funds as indicated below:

ESSA Title	Description	Amount
Title I, Part A	Improving Basic Programs Operated by Local Education Agencies	\$186,081
Title II, Part A	Teacher and Principal Training and Recruiting Fund	\$60,630
Title III	English Language Acquisition and Language Enhancement	\$27,333
Title III	Immigrant	\$3,863
Total		\$277,907

7. Approval was given for the following 2016-2017 salary to be paid using the ESSA/Title III-Immigrant grant:

Item	Last Name	First Name	Position	Full Salary	ESSA Salary	% from ESSA
1.	Eresman	Jessica	Bilingual Teacher	\$52,525.00	\$3,066.00	5.84%

Aye: Ms. Abbott      Mr. Stager                      Nay: 0                      Abstain: 0  
 Mr. Bart              Mr. Walker  
 Dr. Copeland      Ms. Fallon  
 Ms. Markowski

FACILITIES/OPERATIONS

The next meeting will be March 7, 2017.

**The Facilities/Operations item was approved under one motion made by Mr. Bart, seconded by Mr. Stager.**

- Approval was given to authorize the Business Administrator/Board Secretary to advertise and accept bids for a partial roof system replacement at the Barley Sheaf Elementary School.
- Approval was given to authorize the Business Administrator/Board Secretary to advertise and accept bids for a fire alarm system replacement at the Robert Hunter Elementary School.
- Approval was given to submit the partial roof system replacement at the Barley Sheaf Elementary School and the fire alarm system replacement at the Robert Hunter Elementary School to the State as "Other Capital" Projects. The Long Range Facilities Plan will also be amended to include these projects.
- Approval was given to accept the following donation for the 2016-2017 school year:

Item	Donation	School	Donor	Amount
1.	Line striping Main Playground Games by Randazzo Line Striping	RH	PTO	\$13,052.50

- Approval was given to authorize the procurement of goods and services through the attached list of state contract vendors for the 2016-2017 school year.
- Approval was given of the following classroom for Toilet Use for the 2016-2017 school year:

Item	School	Room #	Uses
1.	Barley Sheaf	8	Toilet Use for Project Success Classroom

Aye: Ms. Abbott      Mr. Stager                      Nay: 0                      Abstain: 0  
 Mr. Bart              Mr. Walker  
 Dr. Copeland      Ms. Fallon  
 Ms. Markowski

TRANSPORTATION

The next meeting will be March 8, 2017.

FINANCE

The next meeting will be February 15, 2017.

**The Finance item was approved under one motion made by Dr. Copeland, seconded by Mr. Bart.**

1. Approval was given to cancel the following outstanding payroll checks:

Item	Date	Check #	Amount
1.	6/30/2016	53145	\$92.07
2.	6/30/2016	53157	\$34.14

2. Approval was given to purchase the following item that exceeds the \$40,000 bid threshold using a State Contract.

Item	Quantity	Description	Total Cost	Vendor
1.	1	2017 Ford Explorer 4WD	\$24,708	Beyer Ford
2.	1	2017 Ford F-450 4WD Regular Cab Truck	\$30,482	Beyer Ford

Aye: Ms. Abbott      Mr. Stager                      Nay: 0                      Abstain: 0  
 Mr. Bart              Mr. Walker  
 Dr. Copeland        Ms. Fallon  
 Ms. Markowski

POLICY DEVELOPMENT

The next meeting will be March 28, 2017.

The Policy item was approved under one motion made by Ms. Abbott, seconded by Ms. Markowski.

Before roll call Mr. Stager called for discussion. Mr. Stager requested item 2(d), R 2330 Homework have a consistent place for parents to check on homework assignments. Dr. Caulfield is discussing ideas to use Genesis for this request. She wants to standardize this practice across the district. The Board discussed a place to request standard practice in the Administrative Regulation or the student handbook. Dr. Caulfield will further discuss with the Administrators and decide the best placement. Dr. Copeland requested to table this Regulation, he made a motion to table, Mr. Bart seconded. The motion to table was rescinded. The Board agreed to review 2(d) at the next Policy Committee Meeting. The original motion was voted on.

1. Approval was given to present the following new policies and regulations for first reading, as attached:

- a. R 2312              Class Size
- b. R 2340              Field Trips
- c. R 2415              Title I Services (M)
- d. R 2415.20          No Child Left Behind Complaints (M)
- e. P 2415.30          Title I - Educational Stability for Children in Foster Care (M)
- f. P 2418              Section 504 of the Rehabilitation Act of 1973 -- Students (M)
- g. R 2418              Section 504 of the Rehabilitation Act of 1973 -- Students (M)

2. Approval was given to adopt the following revised policies and regulations, as attached:

- a. P 1510              Americans with Disabilities Act (M)
- b. R 1510              Americans with Disabilities Act (M)
- c. R 2230              Course Guides
- d. R 2330              Homework
- e. P 4218              Substance Abuse (M)
- f. R 4218              Substance Abuse (M)
- g. P 5116              Education of Homeless Children
- h. R 5116              Education of Homeless Children
- i. R 5350              Student Suicide
- j. P 8330              Student Records (M)
- k. R 8330              Student Records (M)

Aye: Ms. Abbott      Mr. Stager                      Nay: 0                      Abstain: 0  
 Mr. Bart              Mr. Walker  
 Dr. Copeland      Ms. Fallon  
 Ms. Markowski

**SPECIAL SERVICES**

**All Special Services items were approved under one motion made by Mr. Bart, seconded by Ms. Markowski.**

1. Approval was given to confirm the resignation of the following Teacher Assistants, contracted through the Hunterdon County Educational Service Commission, for the 2016-2017 school year, as follows:

Item	Last Name	First Name	Loc.	Position	Effective Date
1.	Ciotta	Olivia	JPC	World Language	February 3, 2017
2.	Finch	Katherine	JPC	Behavioral Disabilities	February 12, 2017

2. Approval was given to accept the resignation of the following Teacher Assistant, contracted through the Hunterdon County Educational Services Commission, for the 2016-2017 school year, as follows:

Item	Last Name	First Name	Loc.	Position	Effective Date
1.	Rosenthal	Jill	JPC	Grade 7/8 Spanish	February 24, 2017

3. Approval was given to employ the following Teacher Assistants, contracted through Hunterdon County Educational Services Commission, for the 2016-2017 school year as follows:

Item	Last Name	First Name	Loc.	Position/Replacing	Effective Date
1.	Beckman	Michele	RH	Personal Assistant/Lorraine Heldt	February 14, 2017
2.	Hewitt	Colin	JPC	World Language/Olivia Ciotta	February 14, 2017
3.	Inghilterra	Alison	JPC	Behavioral Disabilities/Katherine Finch	February 16, 2017

4. Approval was given to increase the maximum number of hours for the following translators/interpreters:

Item	Last Name	First Name	From	To	Rate/Stipend
1.	Burgos	Lillian	50 hrs.	100 hrs.	\$30.62/hr.
2.	Picchio	Matilde	50 hrs.	100 hrs.	\$30.62/hr.

Aye: Ms. Abbott      Mr. Stager                      Nay: 0                      Abstain: 0  
 Mr. Bart              Mr. Walker  
 Dr. Copeland      Ms. Fallon  
 Ms. Markowski

**INFORMATION ITEMS**

1. Harassment, Intimidation & Bullying Investigations for the 2016-2017 school year:

School	Date of Incident	Report #	Classified HIB (Y/N)	Additional Action Taken
RH	2016-2017 School Year, Fall & Winter	1	No	Remedial measures outlined in report
RH	2016-2017 School Year, Lunch	2	No	Remedial measures outlined in report
JPC	1/17/17	5	No	Remedial measures outlined in report

2. Suspensions for the month of September:

School	Infraction	# of Days
RH	Physical aggression towards another student	One Day

3. Drills to date for the 2016-2017 School Year:

Month	Fire Drills					
	BS	CH	FAD	JPC	RFIS	RH
September	09/09	09/12	09/13	09/07	09/22	09/07
October	10/07	10/28	10/31	10/11	10/13	10/14
November	11/07	11/18	11/18	11/03	11/22	11/18
December	12/01	12/08	12/22	12/09	12/14	12/09
January	01/04	01/25	01/12	01/04	01/13	01/04
Month	Security					
	BS	CH	FAD	JPC	RFIS	RH
September	09/20	09/20	09/21	09/14	09/26	09/21
October	10/24	10/28	10/14	10/17	10/26	10/21
November	11/23	11/30	11/28	11/16	11/30	11/19
December	12/15	12/19	12/19	12/20	12/22	12/20
January	01/26	01/31	01/30	01/13	01/27	01/13

MISCELLANEOUS/ACTION ITEMS

All Miscellaneous/Action Items were approved under one motion made by Mr. Walker, seconded by Mr. Stager.

- Approval was given to confirm Laura Gorin, ESL Preschool Program Consultant, to visit the district at no cost on February 6, 2017 to conduct preliminary planning for a potential bilingual preschool program to be housed at Robert Hunter School beginning September 2017. (Proposal to be presented at a later date.)
- Approval was given to confirm the Hunterdon County Educational Services Commission School Bus Aide Agreement for the 2016-2017 school year, as attached.
- Approval was given for First Children Services/Regional Enrichment and Learning Center, LLC to conduct Child Study Team evaluations as needed during the 2016-2017 school year at a maximum fee of \$550 per evaluation.
- Approval was given to adopt the revised 2016-2017 Student Calendar, as attached.
- Approval was given to adopt the revised 2016-2017 Secretarial Calendar, as attached.

Aye: Ms. Abbott      Mr. Stager      Nay: 0      Abstain: 0  
 Mr. Bart      Mr. Walker  
 Dr. Copeland      Ms. Fallon  
 Ms. Markowski

CORRESPONDENCE

The Board received a thank you note from Dr. Suchorsky.

OLD BUSINESS

Ms. Fallon noted how great Tech Night at J.P. Case Middle School was.

NEW BUSINESS

Mr. Bart reminded everyone of the student concert, K-8 on March 21<sup>st</sup> with the Harmonizers. He also noted the Color Run this year will be on April 23<sup>rd</sup> and this benefits all six schools. Mr. Walker asked for recognition to the scholastic fund for the student just lost at Hunterdon Central High School. Mr. Voorhees explained the school district cannot make donations using taxpayer's money. She suggested contacting the PTO's. Mr. Bart also suggested contacting the ED Foundation.

CITIZENS ADDRESS THE BOARD

None

**On the motion of Mr. Stager, seconded by Mr. Bart, the meeting was adjourned, unanimously viva voce, at 7:57 p.m. to executive session in Room B132.**

Be It Resolved, by the Flemington-Raritan Regional Board of Education that it does hereby determine that it is necessary to meet in executive session to discuss the matters stipulated, in conformance with the Open Public Meetings Act, Chapter 231 P.L. 1975.

HIB Hearing

The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.

The Board returned to public session at 8:00 p.m. in Room B132.

**On the motion of Mr. Stager, seconded by Ms. Abbott, the meeting was adjourned at 8:00 p.m. viva voce.**

Respectfully Submitted,

Stephanie Voorhees  
Business Administrator/Board Secretary

2017 Board Meetings

- February 27 Goals Update
- March 13 Educators of the Year Reception and Recognition & 27 Safety Poster Contest Winners
- April 24
- May 8 Reorganization of the District & May 30 Superintendent Evaluation
- June 12 Superintendent Evaluation Delivery & 26
- July 24
- August 21 Goal Setting Session
- September 11 & 25
- October 9 & 23
- November 13 & 27
- December 11



**William Bray**

---

**From:** Karen Gilbert  
**Sent:** Thursday, March 2, 2017 9:46 AM  
**To:** William Bray  
**Cc:** Donald Hutchins  
**Subject:** Fw: Construction Issues meeting  
**Attachments:** Construction Issues Meeting.docx

11 E

Hi Bill,

Please include the email below and the attachment in correspondence for Tuesday's meeting.

Thanks,  
Karen

**Karen Gilbert**  
Mayor  
Raritan Township

---

**From:** Karen Gilbert  
**Sent:** Thursday, March 2, 2017 9:35 AM  
**To:** George Dilts; Anthony Koester; carmanr@aol.com; beth@las-parts.com; darryl@las-parts.com; halebuilt@rcn.com; lazor.construction@gmail.com; brinkerhoffenterprises@gmail.com; robert@robinhill.com; funds@hotmail.com  
**Cc:** Donald Hutchins; Hans Warnebold; Tony Hajjar; Mike Mangin; Thomas Moffat  
**Subject:** Construction Issues meeting

All,

Thank you for attending the Construction Issues meeting this past Tuesday and thank you to George for making it happen. Your input and recommendations are greatly appreciated and will help us correct the problems we have in the Building Department.

Please see the attached for a summary of the issues, the steps the township needs to take to address those issues, and fixes that are already in place or in progress. Please let me know if I missed anything and I will update and redistribute the summary.

As I mentioned on Tuesday, we will be holding a Public Meeting to discuss the Construction Office budget on 3/9 at 6:00 PM. You're welcome to attend.

Thanks again,  
Karen

**Karen Gilbert**  
Mayor

## Construction Issues Meeting

Attendees: Dick Carman, Beth Carman, Darry Carman, Glen Hale, Ryan Cunningham, Tony Koester, John Greco, George Dilts, Bill Ruscher, Tom Moffat, Don Hutchins, Hans Warnebold, Mike Mangin, Robyn Brinkerhoff, Jack Cust

### Concerns Expressed by Attendees:

- Timeliness/turnaround of applications
- Delays in getting inspections and re-inspections
- Building Department is understaffed and overworked; affects their general attitude
- Building Department revenues should go back into the department
- Application/permit process is complicated; more guidance would be helpful
- Perception is Raritan Township is not "business friendly"
- Cost of building in township is higher than it should be due to delays throughout the process
- Zoning board has cancelled meetings due to lack of quorum
- Local ordinances can be prohibitive
- State regulations impede development
- Property taxes may be keeping developers away

### Action Items for Township:

- Create checklist for applicants explaining application/permit process from beginning to end. Include anticipated associated fees, if possible.
- Contact Zoning board re: attendance and importance of having a quorum.
- Determine appropriate level of staffing to address timeliness and turnaround of applications
- Free up Hans to participate in pre-construction meetings
- Build and support a budget that puts more money back into the Building Department instead of into General Fund
- Ask Planning Board to review Sign Ordinance and make recommendations
- Meet with County re: support for development in the form of tax relief
- Request meeting with DOT to express concerns of developers and property owners

### Fixes already in place or in progress:

- Combined Zoning/Planning/Engineering into one department
- Hired Deputy Fire Marshal and Fire Inspector. Looking to hire one more inspector.
- Installing new software system to track applications from "cradle to grave"

**William Bray**

---

11 F

**From:** Richard Chen  
**Sent:** Thursday, March 2, 2017 12:37 PM  
**To:** Clerk; Karen Gilbert; Donald Hutchins; Craig O'brien; Louis Reiner; Mike Mangin  
**Subject:** Re: employees observing their work times 8:30 am start or not?

Bill,  
FYA  
Please add this to the correspondences.

Regards,  
Richard Chen  
Committee Member  
Township of Raritan  
One Municipal Drive  
Flemington, NJ 08822

---

**From:** Richard Chen  
**Sent:** Thursday, March 2, 2017 12:31:07 PM  
**To:** Clerk  
**Subject:** Fw: employees observing their work times 8:30 am start or not?

FYA  
Regards,  
Richard Chen  
Committee Member  
Township of Raritan  
One Municipal Drive  
Flemington, NJ 08822

---

**From:** barbara sachau <bsachau@gmail.com>  
**Sent:** Thursday, March 2, 2017 9:16 AM  
**To:** Richard; reinerl@comcast.net; obrienr@comcast.net; manginm@comcast.net  
**Subject:** employees observing their work times 8:30 am start or not?

i walked in this morning seeking help at tax office. nobody there. nobody in clerks office.  
nobody in assessment office. the place was empty at 8:30

this is not the first time at all that i have noticed that nobody opens up their offices for work at 8:30 am. I  
thought that was starting time and ending time was 4:30. i note the quitting time seems to be observed.

why is there no respect fro starting time at the raritan township offices, so that the office is open and ready  
for business at 8:30 am

i hear at the council meetings that they cant get their work done in some of these offices. maybe its because they dont observe the required starttime time?

where is the respect for the job? I think the payscales at this office are higher than you can hire in private industry, the hourse are much shorter since private industry demands 8 hours of work routinely and yet there seems to be no respect for observing starting times?

i dont think that is farit to raritan township taxpayers whose bills for taxes do go up constantly.

b. sachau

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## William Bray

---

**From:** Richard Chen  
**Sent:** Thursday, March 2, 2017 12:35 PM  
**To:** barbara sachau; Clerk  
**Subject:** Re: the raritan twp wildlife management committee meeting is shown as march 28 BUT

11 G

FYA

Please reply and add this to the correspondences.

Regards,

Richard Chen

Committee Member

Township of Raritan

One Municipal Drive

Flemington, NJ 08822

---

**From:** barbara sachau <bsachau@gmail.com>  
**Sent:** Wednesday, March 1, 2017 2:48:17 PM  
**To:** Richard; gilbergkrt@comcast.net  
**Subject:** the raritan twp wildlife management committee meeting is shown as march 28 BUT

it is listed as 9 pm

is that correct or does the clerk have it wrong again

will he ever get it right?

or is 9 pm the right time?

P>M>

b. sachau

---

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*The Township Committee of the Township of Raritan met on January 31, 2017 at the Municipal Building, One Municipal Drive, Flemington, New Jersey*

**MEETING  
CALLED**

Mayor Gilbert called the regular meeting to order at 7:02 p.m.

**ROLL CALL**

The following were present: Mayor Karen Gilbert, Deputy Mayor Michael Mangin, Comm. Richard Chen, Comm. Craig O'Brien and Comm. Louis Reiner. Also present was Acting Township Clerk William Bray.

**MEETING  
ADVERTISED**

Mayor Gilbert advised that the meeting was noticed on Wednesday, Jan. 25, 2017 by providing notice to the Courier-News, Tapped Into, Hunterdon County Democrat, Star Ledger, and Express Times in accordance with the Open Public Meetings Act and posted on the office bulletin board and the Township Website.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**Mayor Gilbert asked all to join in the Pledge of Allegiance to our Flag and to remain standing for a Moment of Silence to remember our Men and Women serving in the Armed Forces and in Particular Those Serving in Troubled Areas Around the World.**

**PUBLIC  
COMMENT**

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

There was no comment

Township Administrator Interviews Mayor Gilbert told the Committee that Joseph Tramontana was scheduled to be interviewed and Fredrick Carr had withdrawn his application and no longer wished to be considered for the position.

Mayor Gilbert read Resolution 17-35 in full and asked for a motion and second to adopt.

**RESOLUTION #17-35**

**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: Township Administrator
  - c) Litigation:
  - d) Attorney Client Privilege:
3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Committee will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

Roll Call	Moved	Seconded	Ayes	Nays
Richard Chen, Committee Member	X		X	
Michael Mangin, Deputy Mayor		X	X	
Craig O'Brien, Committee Member			X	
Lou Reiner, Committee Member			X	
Karen Gilbert, Mayor			X	

The Motion was made by Comm. Chen, Seconded by Comm. Mangin.  
Vote: 5-Yea, 0-No, motion adopted.

The Committee entered a Closed Session Meeting to interview Joseph Tramontanan at 7:08 pm.

Closed session minutes are on a separate document.

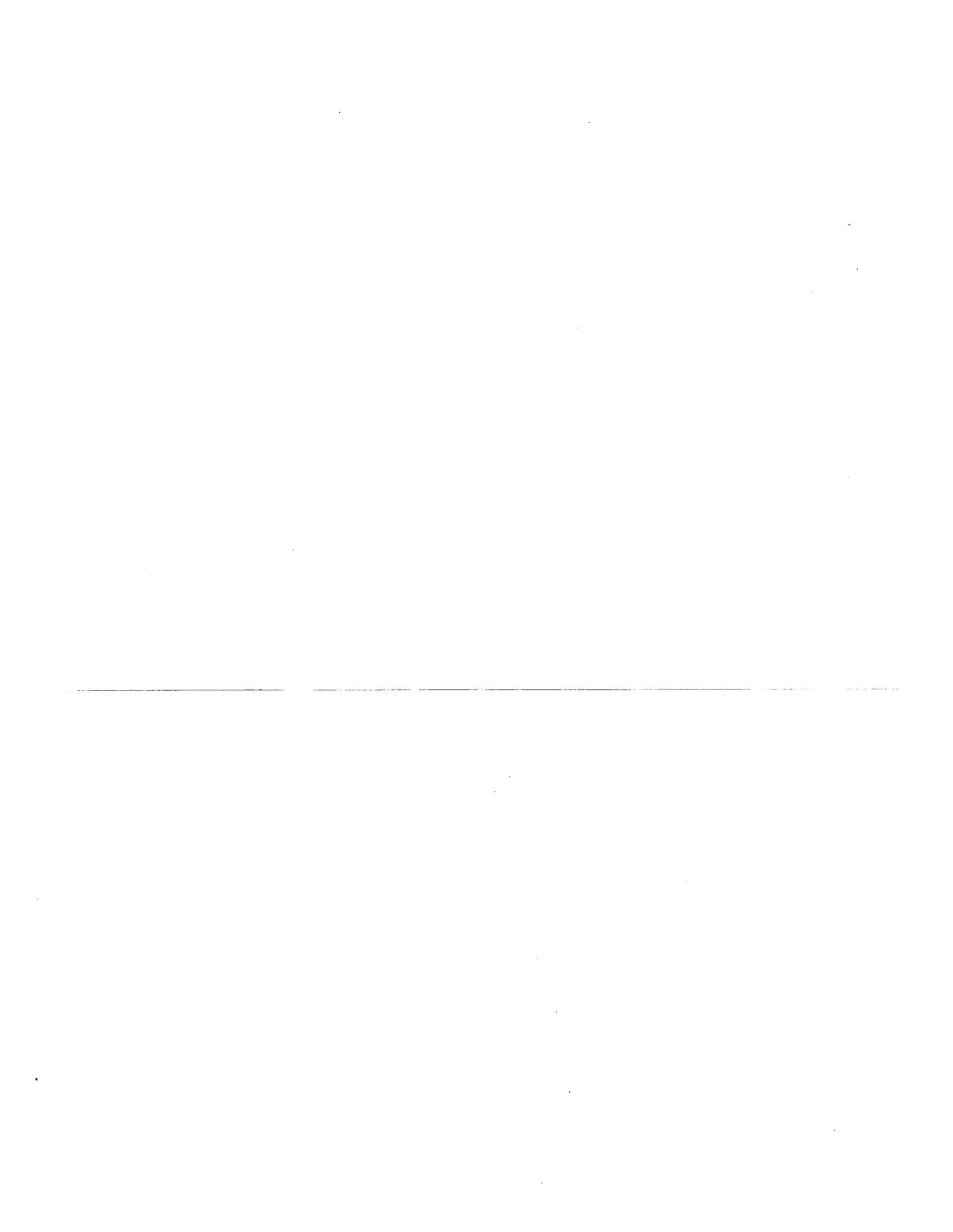
The closed session meeting ends at 8:00 pm

Mayor Gilbert asked for a motion to adjourn. The motion was made by Comm. Mangin, Seconded by Comm. Reiner. Voice vote 5-0.

Meeting adjourned at: 8:04 p.m.

Respectfully submitted

William Bray  
Acting Township Clerk



*The Township Committee of the Township of Raritan met on February 2, 2017 at the Municipal Building, One Municipal Drive, Flemington, New Jersey*

**MEETING  
CALLED**

Mayor Gilbert called the regular meeting to order at 7:00 p.m.

**ROLL CALL**

The following were present: Mayor Karen Gilbert, Deputy Mayor Michael Mangin Comm. Richard Chen, Comm. Craig O'Brien and Comm. Louis Reiner. Also present was Acting Township Clerk William Bray.

**MEETING  
ADVERTISED**

Mayor Gilbert advised that the meeting was noticed on Wednesday, Jan. 25, 2017 by providing notice to the Courier-News, Tapped Into, Hunterdon County Democrat, Star Ledger, and Express Times in accordance with the Open Public Meetings Act and posted on the office bulletin board and the Township Website.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**Mayor Gilbert asked all to join in the Pledge of Allegiance to our Flag and to remain standing for a Moment of Silence to remember our Men and Women serving in the Armed Forces and in Particular Those Serving in Troubled Areas Around the World.**

**PUBLIC  
COMMENT**

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

There was no comment

Township Administrator Interviews Mayor Gilbert told the Committee that Kevin Cimei and Donald Hutchins are scheduled to be interview. Mayor Gilbert told the Committee that Mr. Cimei would be first.

Mayor Gilbert read Resolution 17-51 in full and asked for a motion and second to adopt.

**RESOLUTION #17-51**

**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:

Special Township Committee Meeting Minutes  
February 2, 2017

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: Township Administrator
  - c) Litigation:
  - d) Attorney Client Privilege:
3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Committee will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

Roll Call	Moved	Seconded	Ayes	Nays
Richard Chen, Committee Member		X	X	
Michael Mangin, Deputy Mayor			X	
Craig O'Brien, Committee Member	X		X	
Lou Reiner, Committee Member			X	
Karen Gilbert, Mayor			X	

The Motion was made by Comm. Chen, Seconded by Comm. Mangin.  
Vote: 5-Yea, 0-No, motion adopted.

The Committee entered a Closed Session Meeting to interview Kevin Cimei and Donald Hutchins at 7:10 pm.

Closed session minutes are on a separate document.

The closed session meeting ends at 10:10 pm

Mayor Gilbert asked for a motion to have a resolution prepared to appoint Donald Hutchins Township Administrator to be voted on at the Feb. 7, 2017 Township Committee meeting.

Roll Call	Moved	Seconded	Ayes	Nays
Richard Chen, Committee Member				A
Michael Mangin, Deputy Mayor	X		X	
Craig O'Brien, Committee Member				X
Lou Reiner, Committee Member		X	X	
Karen Gilbert, Mayor			X	

The motion was made by Comm. Mangin, seconded by Comm. Reiner. Vote: 3-Yea, 1-Nay, 1-Abstain, motion adopted.

Mayor Gilbert asked for a motion to adjourn. The motion was made by Comm. Mangin, Seconded by Comm. Reiner. Voice vote 5-0.

Meeting adjourned at: 10:10 p.m.

Respectfully submitted

William Bray  
Acting Township Clerk



## TOWNSHIP OF RARITAN

## COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-49**

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

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

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

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

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

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

	Fire Marshal
Shared Vehicle	Deputy Fire Marshal
	Fire Inspector

Township Engineer  
 Police Department Captain  
 Police Department Lieutenant  
 Police Department Detective  
 Police Department Detective Sargent

Shared Vehicle	OEM Coordinator
	Deputy OEM Coordinator

Resolution #17-49  
Page 2

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

**ATTEST:**

---

William Bray  
Acting Township Clerk

---

Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Clerk of the Township of Raritan, County of Hunterdon, 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.

---

William Bray  
Acting Township Clerk

TOWNSHIP OF RARITAN  
 COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-65**

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
 TOWNSHIP OF RARITAN**

\_\_\_\_\_  
 William Bray  
 Acting Township Clerk

\_\_\_\_\_  
 Karen Gilbert  
 Mayor

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

\_\_\_\_\_  
 William Bray  
 Acting Township Clerk



TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-66**

**WHEREAS**, N.J.S.A. 54:4-3.30 et seq. provides for 100 percent disabled veterans and their spouses to be exempt from property taxes on their principal residences; and

**WHEREAS**, the property owners listed below have received such designation by the US Veterans Administration and have subsequently applied and been approved for such an exemption from the Tax Assessor for the Township of Raritan; and

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

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

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

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>	<u>Qual</u>
Nelida Rios <i>1<sup>st</sup> &amp; 2<sup>nd</sup> Qtr. 2017</i>	\$4,558.17	77	10.16	

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

**ATTEST:**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk



TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-67**

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk



TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON  
**RESOLUTION #17-80**

**AUTHORIZING THE SETTLEMENT OF TAX APPEALS**

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

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

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

**WHEREAS**, the settlement is as follows:

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

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-72  
ESTABLISHING TOWNSHIP VEHICLE USE POLICY**

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Clerk of the Township of Raritan, County of Hunterdon, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk



## TOWNSHIP OF RARITAN

## COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-73  
APPROVING MUNICIPAL MANAGEMENT SOFTWARE**

**WHEREAS**, the Township of Raritan desires to purchase a Municipal Management System Software to manage the Construction, Fire Inspection, Planning/Zoning/Engineering, Tax Assessor, Clerk and Administration Departments ; and

**WHEREAS**, the Township Administrator has investigated the options to purchase this software System under a New Jersey State Bid Contract; and

**WHEREAS**, the Township Administrator has evaluated the options for purchase of a new Municipal Management Software System and recommends the purchase of Spatial Data Logic Municipal Management Software; and

**WHEREAS**, the New Jersey Public Contracts Law, N.J. SA 40A:11-12, permits municipalities to purchase goods and services without advertising for bids, from companies under any contract or contracts for such goods and services entered into on behalf of the State of New Jersey; and

**WHEREAS**, Spatial Data Logics Municipal Management Software, qualifies to be purchased using State Bid Contract #A89851, from SHI International Corporation, Kevin Gordon, Account Executive, 300 Davidson Drive, Somerset , New Jersey 08873 , at a cost of \$ 54,100.00 , a copy of such quotation being attached hereto ; and

**WHEREAS**, the Chief Financial Officer has advised that funding is available by Certification attached.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that it hereby authorizes the contract for the purchase of Spatial Data Logics Municipal Management Software System, under State Bid Contract # A89851 from Kevin Gordon, Account Executive, SHI Corporation in Somerset, New Jersey at a cost of \$54,100.00 for a contract period of one year , to commence upon the date of the signing of contract and the option to extend contract at an annual cost of \$27,500.00 for two(2) , one (1) year extensions .

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

Resolution #17-73  
Page 2

**CERTIFICATION**

I, William Bray, Acting Clerk of the Township of Raritan, County of Hunterdon, 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 March 7, 2017.

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William Bray  
Acting Township Clerk

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 17-5

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

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

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

Description: Municipal Management System Software to manage Construction, Fire Department, Police/Engineering, Tax Assessor, Clerk and Administration Departments

Vendor: SHI International Corporation

Amount(s): \$54,100 P.O. No. \_\_\_\_\_ (if applicable)

2. Funds are available as follows:

Fund name:  Current  Capital  Other \_\_\_\_\_

Budget year: 2016 Any contingency?  No  Yes \_\_\_\_\_

Account title(s):

a. Improvement Allocation 16-10 - Various Capital

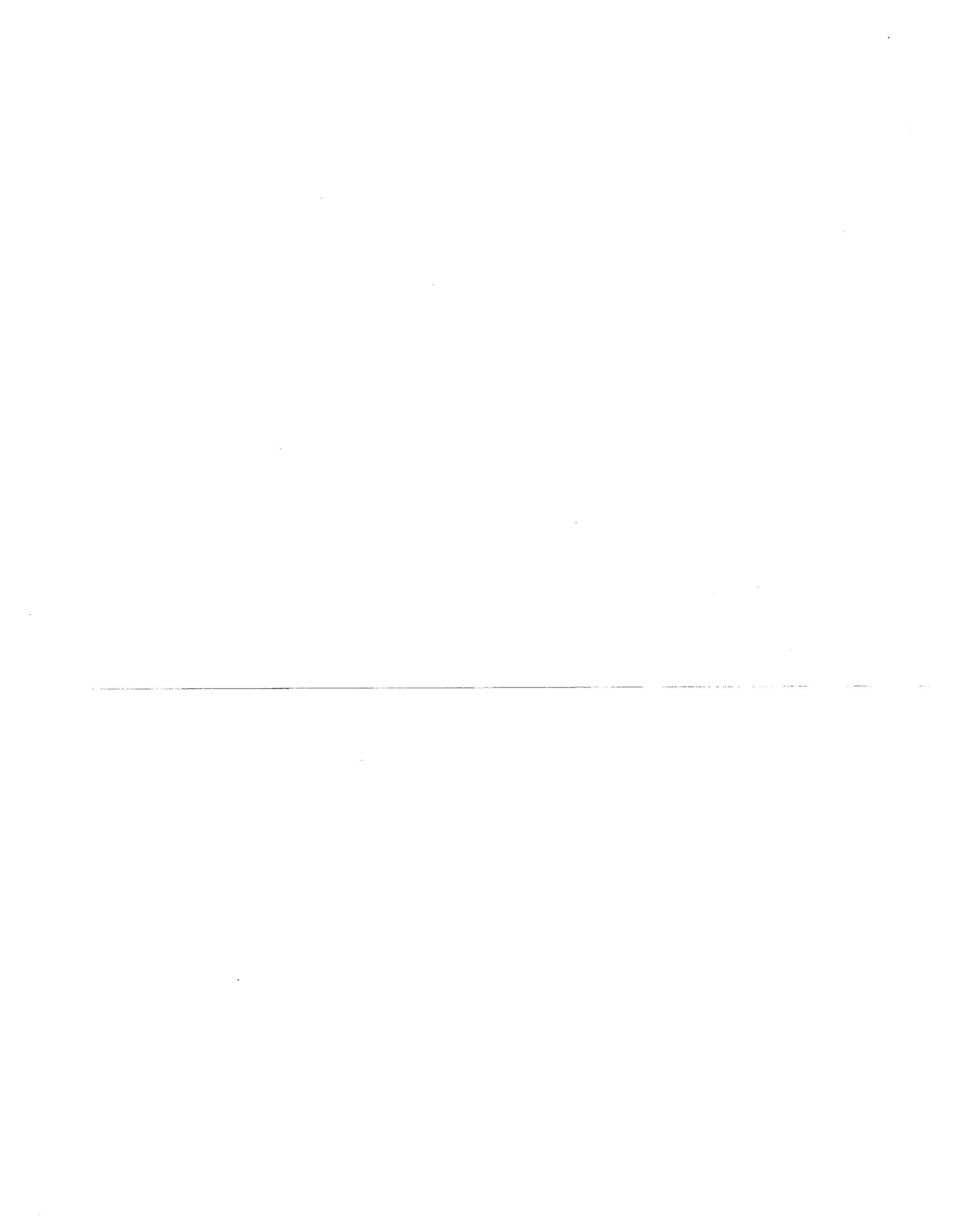
b. Improvements

c. \_\_\_\_\_

Account no.(s):	Amounts		
	<input type="checkbox"/> Adopted budget	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Trust fund
a. <u>04-25-56-998-499</u>	<u>\$54,100</u>	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

William B. Pandos \_\_\_\_\_ Date 3/2/17

cc: Finance  
C. Barbati



TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-74**

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

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

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

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

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

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

1. The Township Committee hereby memorializes, ratifies and confirms the termination of the contract with Animal Control and Investigative Services, LLC for animal control services within the Township of Raritan effective February 21, 2017.

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

---

William Bray  
Acting Township Clerk

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 17-6

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

Description: Provide one (1) month of Annual Control Services

Vendor: Grant Control Systems, LLC

Amount(s): \$2,200<sup>00</sup>

P.O. No. \_\_\_\_\_  
(if applicable)

2. Funds are available as follows:

Fund name:  Current  Capital  Other

Budget year: 2017 Any contingency?  No  Yes

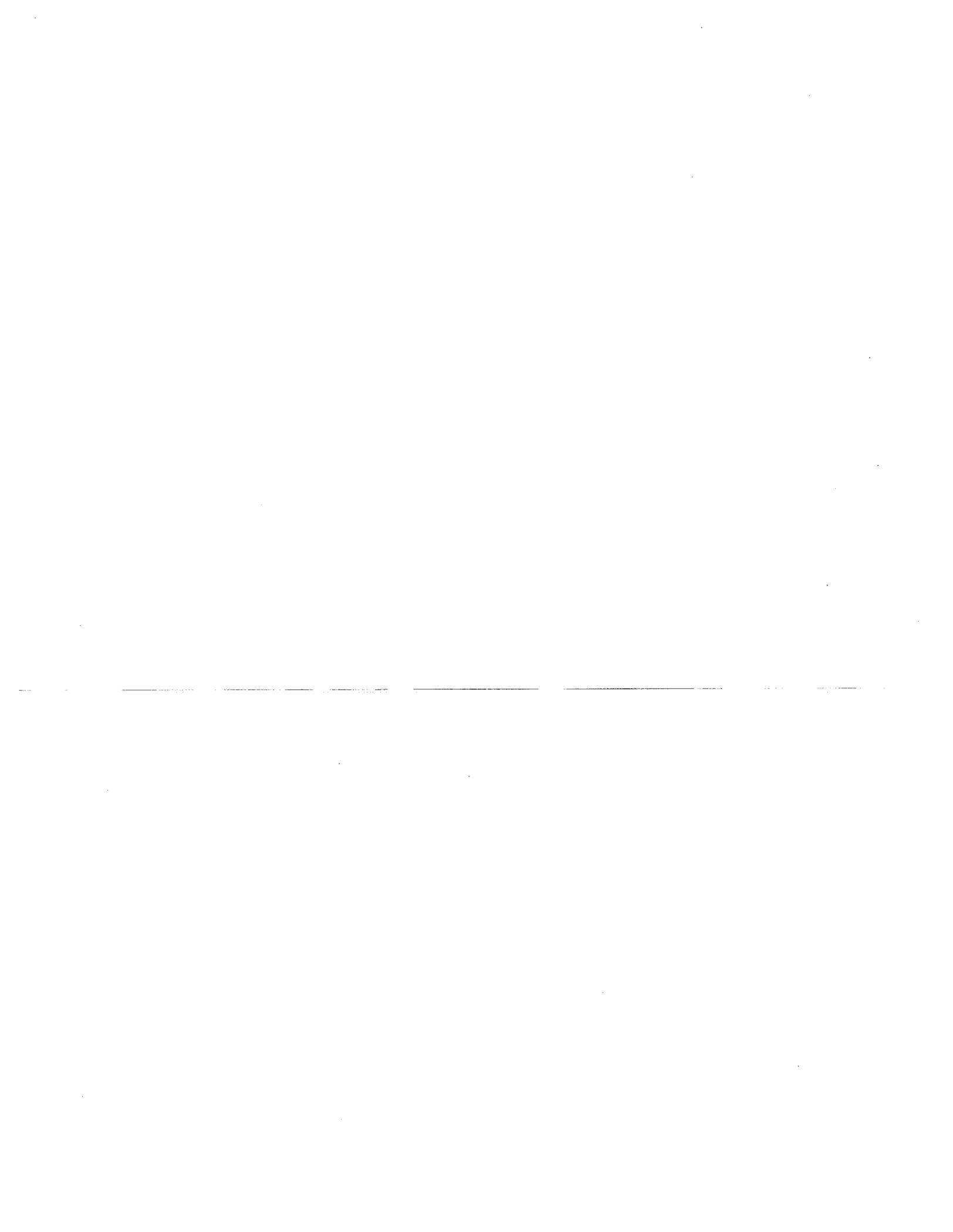
- Account title(s):
- a. Annual Fund
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

Account no(s):	<u>Amounts</u>		
	<input type="checkbox"/> Adopted budget	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Trust fund
a. <u>03-286-10-110-004-299</u>	_____	_____	<input type="checkbox"/> Temporary budget
b. _____	_____	_____	
c. _____	_____	_____	

William B. Pandos  
William B. Pandos

3/2/17  
Date

cc: Finance  
C. Barbati



TOWNSHIP OF RARITAN

COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #17-76

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

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

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

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

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

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

TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN

ATTEST:

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on December 20, 2016.

Resolution 17-75  
Page 2

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William Bray  
Acting Township Clerk

COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-78**

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

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

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

Resolution #17-78  
Page 2

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

---

William Bray  
Acting Township Clerk

COUNTY OF HUNTERDON, NEW JERSEY

**RESOLUTION #17-79**

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

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

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

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
William Bray  
Acting Township Clerk

\_\_\_\_\_  
Karen Gilbert  
Mayor

**CERTIFICATION**

I, William Bray, Acting Township Clerk of the Township of Raritan, 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 March 7, 2017.

\_\_\_\_\_  
William Bray  
Acting Township Clerk

