

**RARITAN TOWNSHIP COMMITTEE MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, JULY 18, 2017**

MEETING CALLED: Mayor Gilbert called the regular meeting to order at 6:00 p.m.

ROLL CALL: The following were present: Comm. Richard Chen; Comm. Michael Mangin; Comm. Craig O'Brien (arrived at 6:10 p.m.); Comm. Louis Reiner; and Mayor Karen Gilbert. Also present were Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; and Township Attorney, Jeff Lehrer; Attorney, Ed Purcell.

MEETING ADVERTISED: Mayor Gilbert advised that the meeting was noticed on January 11, 2017 in accordance with the Open Public Meetings Act by providing notice to the Courier News, Star Ledger, Trenton Times, Express Times and Hunterdon County Democrat and was posted on the municipal bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #17-184 in full.

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

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: None

ABSTAIN: None

ABSENT: O'Brien

RESOLUTION #17-184

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: Bowlby Appraisal, Block 72.07, Lot 81; Block 71, Lot 19.02; Block 71, Lot 19
 - b) Personnel: Tax Collector; Deputy Clerk; Volunteer Firefighter; Fire Official
 - c) Attorney-Client Privilege: Check Fraud Update
 - d) Pending Litigation:

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

3. The Committee will come back into Regular Session and may take further action.
4. This Resolution shall take effect immediately.

CLOSED SESSION MINUTES #1 ARE COMPLETED IN A SEPARATE DOCUMENT

The Regular meeting reconvened at 7:13 p.m.

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

APPROVE/AMEND AGENDA

Mayor Gilbert asked for any amendments to the agenda.

Mayor Gilbert advised that there are two additional items to the Non-Consent Agenda, a resolution authorizing the employment of a Fire Official; and a resolution Confirming the Termination of a Volunteer Member of the Raritan Township Fire Company.

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

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

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

The following members of the public spoke during public comment:

Barbara Sachau, a resident of 2 Glenway Drive, voiced opinion on longevity compensation and part-time wage rates; expressed opposition to Resolution #17-167 Dedication by Rider for Wildlife Management Trust Fund; commented on the Raritan Township resident deer survey and spoke about actions of the NJ Division of Wildlife regarding the killing of various species of wildlife in New Jersey.

FINANCIAL ISSUES

Payment of Bills as listed for Raritan Township: **\$4,688,257.06**

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

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

Payment of Bills as listed for Raritan Township Fire Company: **\$3,980.00**

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

ROLL CALL VOTE:

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

NOES: None

RECUSE: Mangin

ABSTAIN: None

ABSENT: None

REPORTS

The following staff reports were acknowledged by the Township Committee:

*Tax Collector

*Animal Control

*Planning/Engineering Escrow Accounts

LIAISON REPORTS

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

Michael Mangin Planning Board (Class II, RTMUA)
Deputy Mayor Mangin announced that the WAWA application was defeated at the last Planning Board meeting; and announced the upcoming meeting date (July 20) of the Raritan Township Municipal Utilities Authority (RTMUA). Deputy Mayor Mangin invited Raritan Township Police Chief, Glenn Tabasko to the dais.

At this time, Chief Tabasko read a letter into the record from a County resident commending the admirable actions of Patrol Officer Michael Podlaski in assisting his autistic son with a flat tire.

Committee Members congratulated and thanked Chief Tabasko, Officer Podlaski, and the entire Police Department for their outstanding efforts.

Craig O'Brien: Open Space

Committee Member O'Brien advised that the farmland preservation plan is out and commented that it is one of the things that the Committee needs to approve before the Township is eligible for State Agriculture Development funds. He also advised that the Open Space Plan requires Township Committee approval as well.

Committee Member O'Brien reported on a meeting of the Open Space Advisory Committee advising that Open Space Committee Members concurred to partner with the County Freeholders to identify or acquire a parcel or develop an existing parcel for multi-purpose sports fields.

Committee Member O'Brien thanked Curtis Leeds and Don Hutchins for outreach efforts regarding the Township's programs for veterans.

Louis Reiner: Environmental Commission, Green Team, Fire/Rescue/OEM

No report.

Karen Gilbert: Historians, Finance, Planning Board (Class I)

Mayor Gilbert announced the upcoming date and activities for Community Day, October 7, 2017; and thanked Curtis Leeds for publishing the press release on same.

UNFINISHED BUSINESS

a. Auto Dealership Overflow Parking Ordinance – Mayor Gilbert provided an update on the status of the overflow parking for auto dealerships, advising that the Planning Board Technical Review Committee (PBTRC) will be meeting July 19 to discuss a proposed ordinance.

A brief discussion was held clarifying the purpose of the PBTRC. Mayor Gilbert explained that the committee provides an opportunity for applicants to obtain preliminary plan review prior to going before the Planning Board. Mr. Lehrer added that such committee streamlines the approval process saving time and money for applicants.

NEW BUSINESS

a. 2016 Audit Report – At this time, Mr. Hutchins requested that the Committee hold action regarding the presentation of the 2016 Audit to later in the scheduled agenda, as the Auditor was delayed due to traffic. All concurred.

b. Private Deer Management Information – Mr. Hutchins explained that information regarding deer management on private property will be disseminated to residents in the tax bills, available on the

Township website and in the Clerk's office to assist residents in managing the deer population on their respective properties.

c. Referendum for Fire Truck and Ambulance – Mayor Gilbert advised that tonight's discussion is to decide whether the Township will hold a referendum seeking voter support regarding the acquisition of a fire truck for the fire company and an ambulance for the rescue squad. Mr. Lehrer advised that the authorization of a referendum is by resolution and must be submitted to the County Clerk not later than 81 days (August 18, 2017) prior to the November 2017 General Election.

Sean Fatooh, member of the Raritan Township Fire Company, appeared before the Committee advising that the Fire Company is seeking to acquire a new command vehicle to replace the current Chief's vehicle which is a 10-year old Suburban. Mr. Fatooh provided a summary of the vehicle specifications.

Mayor Gilbert advised that Raritan Township Fire Chief, Doug Day, had provided an estimated cost for a command vehicle of \$125,000.00.

Attila Huebscher, president of the Flemington-Raritan Rescue Squad, appeared before the Committee and presented details for the acquisition of a new ambulance including cost of approximately \$232,711.00. Mr. Huebner commented that the squad does not expect the town to pay for everything and offered to contribute \$60,000.00 toward the cost of the ambulance.

Committee Members raised questions and concerns regarding what purchase was originally included in 2017 budget discussions for the fire company; if the referendum is binding; and why the need to hold a referendum for such purchases.

During the discussion, Mayor Gilbert explained that original discussions with the fire company were for the purchase of another engine, however, after needs were assessed it was determined that the department was more in need of a command vehicle. Mr. Lehrer also clarified that binding referendums are not permitted under this form of government. Deputy Mayor Mangin added that this is a non-binding referendum.

Debate continued regarding past practice of major purchases.

Mayor Gilbert asked for a voice vote to direct Mr. Lehrer to proceed with the preparation of two resolutions, one authorizing a referendum for the purchase of a fire command vehicle and one for the purchase of an ambulance. It was the consensus to proceed.

ORDINANCES (FINAL ADOPTION, PUBLIC HEARING)

Mayor Gilbert read by title Ordinance #17-16.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY, WAGE AND COMPENSATION PLAN FOR THE YEAR 2017-2019 FOR EMPLOYEES IN THE CWA LOCAL 1040 WHITE COLLAR BARGAINING UNIT AND PROVIDING FOR THE ADMINISTRATION THEREOF

Mayor Gilbert asked for a motion to open public hearing.

Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-16 on final consideration, same to be published according to law.

Motion by O'Brien, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised July 5, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-16

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY, WAGE AND COMPENSATION PLAN FOR THE YEAR 2017-2019 FOR EMPLOYEES IN THE CWA LOCAL 1040 WHITE COLLAR BARGAINING UNIT AND PROVIDING FOR THE ADMINISTRATION THEREOF

BE IT ORDAINED by the Mayor and Township Committee of the Township of Raritan as follows:

Section I. The salary and wage plan for employees whose positions are represented by CWA Local 1040 White Collar bargaining unit for the year 2017 - 2019 shall be as follows:

	Minimum	Maximum
<u>Group 1</u> Clerk Typist	22,000	28,000
<u>Group 2</u> Civilian Police Desk Operator Tax Clerk	25,000	38,250
<u>Group 3</u> Administrative Secretary Administrative Secretary/Deputy Registrar Assessing Clerk Construction Control Person Construction Office Coordinator/Secretary Deputy Court Administrator Violations Clerk	28,000	45,950

<u>Group 4</u>	31,000	61,500
Assistant Tax Collector		
Assistant Supervisor of Accounts		
Engineering Aide/Inspector		
Executive Secretary		
Office Manager (Police)		
Planner/Planning Board Secretary		
Property Code/Zoning Inspector		
Registrar of Vital Statistics		
 <u>Group 5</u>	 40,000	 67,000
Fire Prevention Inspector		
Assistant Tax Assessor		
 <u>Group 6</u>	 46,000	 85,000
Uniform Construction Code Inspectors		
Senior Engineering Assistant		

Section II. The hourly rates for part time positions shall be based on the full-time rate for the position.

Section III. LONGEVITY

All full-time employees (min. 35 hours) hired prior to January 1, 2006 shall be entitled to longevity as follows:

After five (5) years of service	\$1,000
After eight (8) years of service	\$1,500
After ten (10) years of service	\$2,000
After thirteen (13) years of service	\$2,500
After fifteen (15) years of service	\$3,000

Section IV. ATTENDANCE AT BOARD MEETING OR COURT SESSIONS

Employees whose duties involve attendance at evening meetings or court sessions will be additionally compensated as follows:

Minimum compensation per meeting/session	\$30.00
Hourly rate for length of meeting/session	\$17.00

The number of hours shall be rounded off to the nearest half hour increment.

Section V.

Any ordinance or part of any ordinance inconsistent with the underlying contract is hereby repealed.

Section VI. This ordinance shall be in full force and effective upon adoption and publication in accordance with the law.



Mayor Gilbert read by title Ordinance #17-17.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES REPRESENTED BY TEAMSTERS LOCAL 469 FOR THE YEARS 2017-2019 AND PROVIDING FOR THE ADMINISTRATION THEREOF

Mayor Gilbert asked for a motion to open public hearing.

Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

No public comment.

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

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised July 1, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-17

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES REPRESENTED BY TEAMSTERS LOCAL 469 FOR THE YEARS 2017-2019 AND PROVIDING FOR THE ADMINISTRATION THEREOF

BE IT ORDAINED by the Mayor and Township Committee of the Township of Raritan as follows:

Section I. The salary and wage plan for employees whose positions are represented by Teamsters Local 469 shall be as follows:

Hourly Rates of Pay:

A. Employees hired before January 1, 2000:

	<u>1/1/17</u>	<u>1/1/18</u>	<u>1/1/19</u>
Probationary	27.58	28.12	28.67
After 3 months	30.94	31.54	32.16
After 6 months	34.68	35.36	36.05
After 1 Year	38.09	38.83	39.59
After 5 Years	39.62	40.39	41.18
After 8 Years	40.00	40.78	41.58

After 10 Years	40.37	41.16	41.96
After 13 Years	40.76	41.55	42.36
After 15 Years	41.14	41.94	42.76

B. Employees hired from January 1, 2000 through the signing of the Agreement:

	<u>1/1/17</u>	<u>1/1/18</u>	<u>1/1/19</u>
Probationary	27.58	28.12	28.67
After 3 months	30.20	30.79	31.39
After 6 months	32.83	33.47	34.12
After 1 Year	35.48	36.17	36.88
After 2 Years	38.09	38.83	39.59
After 8 Years	38.87	39.63	40.40
After 10 Years	39.11	39.87	40.65
After 13 Years	39.36	40.13	40.91
After 15 Years	39.62	40.39	41.18

C. Employees Hired After signing of the Agreement:

<u>For the Years</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Probationary	19.69	20.07	20.47
After 1 Year	20.73	21.13	21.54
After 2 Years	21.76	22.19	22.62
After 3 Years	22.80	23.24	23.70
After 4 Years	23.84	24.30	24.77
After 5 Years	24.87	25.36	25.85
After 6 Years	25.91	26.41	26.93
After 7 Years	26.94	27.47	28.01
After 8 Years	27.98	28.53	29.08
After 9 Years	29.02	29.58	30.16
After 10 Years	30.05	30.64	31.24

The hourly amount of employees within the steps shall be increased by the agreed upon percentages of the agreement covering 2017-2019. (1.8%, 1.95% & 1.95%). (As reflected above)

Section II.

Any and all matters not contained in this ordinance shall be in accordance with the provisions contained in the contract in the Teamsters Local 469 Blue Collar Union contract for the years 2016-2019.

Section III.

Any ordinance or part of any ordinance inconsistent with the underlying contract is hereby repealed.

Section IV.

This ordinance shall be in full force and effective upon adoption and publication in accordance with the law.



Mayor Gilbert read by title Ordinance #17-18.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES REPRESENTED BY THE SUPERIOR OFFICERS ASSOCIATION OF PBA. LOCAL 337A FOR THE YEARS 2017-2019 AND PROVIDING FOR THE ADMINISTRATION THEREOF

Mr. Hutchins advised that the proposed ordinance needs to be tabled and public hearing carried to the next regular meeting as the Courier News failed to publish notice.

Motion by Gilbert, seconded by Chen to table Ordinance #17-18.

MOTION UNANIMOUSLY CARRIED
ORDINANCE TABLED

Mayor Gilbert read by title Ordinance #17-19.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES REPRESENTED BY PBA LOCAL 337 FOR THE YEARS 2017-2019 AND PROVIDING FOR THE ADMINISTRATION THEREOF

Mayor Gilbert asked for a motion to open public hearing.

Motion by Reiner, seconded by Mangin

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-19 on final consideration, same to be published according to law.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised July 1, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-19

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES REPRESENTED BY P.B.A. LOCAL 337 FOR THE YEARS 2017-2019 AND PROVIDING FOR THE ADMINISTRATION THEREOF

BE IT ORDAINED by the Mayor and Township Committee of the Township of Raritan as follows:

Section I. The salary and wage plan for employees whose positions are represented by P.B.A. Local 337 shall be as follows:

A. Salary Schedule for Patrolman Hired Prior to 1/1/97:

<u>Year of Service</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
After 15 Years	115,563	117,817	120,114
After 20 Years	116,643	118,918	121,237

B. Salary Schedule for Patrolman Hired From 1/1/97 To 12/31/12:

<u>Year of Service</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
After 5 Years	112,323	114,513	116,746
After 10 Years	113,403	115,615	117,869
After 15 Years	114,483	116,716	118,992
After 20 Years	115,563	117,817	120,114
After 24 Years	116,643	118,918	121,237

C. Salary Schedule for Patrolman Hired After 12/31/12:

<u>Year of Service</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Start	41,453	42,261	43,085
After 1 Year	49,230	50,190	51,169
After 2 Years	57,008	58,120	59,253
After 3 Years	64,786	66,049	67,337
After 4 Years	72,563	73,978	75,421
After 5 Years	84,079	85,718	87,390
After 6 Years	92,219	94,017	95,850
After 9 Years	100,359	102,316	104,311
After 14 Years	108,498	110,614	112,771
After 19 Years	116,643	118,918	121,237

Section II Any and all matters not contained in this ordinance shall be in accordance with the provisions contained in the P.B.A. Local 337 Union contract for the years 2016-2019.

Section III. Any ordinance or part of any ordinance inconsistent with the underlying contract is hereby repealed.

Section IV. This ordinance shall be in full force and effective upon adoption and publication in accordance with the law.

Mayor Gilbert read by title Ordinance #17-20.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES NOT COVERED BY A BARGAINING AGREEMENT AND PROVIDING FOR THE ADMINISTRATION THEREOF

Mayor Gilbert asked for a motion to open public hearing.

Motion by Chen, seconded by Mayor Gilbert

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-20 on final consideration, same to be published according to law.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised July 5, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-20

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES NOT COVERED BY A BARGAINING AGREEMENT AND PROVIDING FOR THE ADMINISTRATION THEREOF

BE IT ORDAINED by the Mayor and Township Committee of the Township of Raritan as follows:

Section I. The Salary and Wage Plan for 2017 for employees not covered by a bargaining agreement shall be as follows:

<u>A.</u> <u>PART-TIME POSITIONS</u>	<u>MIN.</u>	<u>MAX.</u>
Mayor	1,000	7,400
Township Committee	1,000	6,400
Municipal Judge	23,000	47,500
Prosecutor	13,000	30,000
Municipal Public Defender	4,000	6,000
Emergency Management Officer	3,000	6,000
IT/Communications Coordinator	2,000	2,000
Public Works Seasonal	8.00 per hour	11.35 per hour
Search Officer for Improvements	600	800
Interns	1,000	1,000
Crossing Guard	15.00 per hour	28.76 per hour
Deputy Clerk	15.00 per hour	24.00 per hour

<u>B. FULL-TIME POSITIONS</u>	<u>MIN.</u>	<u>MAX</u>
<u>GROUP 1</u> Administrative Secretary Deputy Township Clerk/Clerical Assistant	28,000	45,000
<u>GROUP 2</u> Administrator's Assistant/Purchasing Coordinator	40,000	59,750
<u>GROUP 3</u> Township Clerk Tax Assessor	62,000	100,500
<u>GROUP 4</u> Administrator Chief of Police Chief Financial Officer	97,000	165,300

Section II. ATTENDANCE AT BOARD MEETINGS OR COURT SESSIONS

A. The Municipal Judge and Prosecutor shall receive additional compensation for daytime court sessions at the rate of **\$155.00** per hour only when such sessions are in addition to the regularly scheduled daytime court sessions.

B. Employees in positions who are required to attend evening meetings as a Board Secretary will be compensated as follows:

Minimum compensation	\$30.00
Hourly rate	\$17.00

Section III. COMPENSATION FOR TEMPORARY, SEASONAL, PART-TIME HOURLY AND OTHER EMPLOYEES

The rates of compensation for temporary, seasonal and other employees for whom no other method of compensation is provided herein shall be established by the Administrator in accordance with the 2017 Budget. The rate of compensation for part-time hourly positions for titles contained in this ordinance shall be in accordance with the respective ranges for said titles.

Section IV. LONGEVITY

All full-time employees (35-hour work week) hired prior to January 1, 2006 shall be entitled to longevity as follows:

After five (5) years of service	\$1,000.00
After eight (8) years of service	\$1,500.00
After ten (10) years of service	\$2,000.00
After thirteen (13) years of service	\$2,500.00
After fifteen (15) years of service	\$3,000.00

Section V. MILEAGE AND CAR ALLOWANCES

1. All employees using a personal vehicle in the pursuit of Township business shall be compensated at the rate per mile as set by the I.R.S. annually. Employees receiving a car allowance are excluded from this provision.
2. The following positions will receive car allowances in the annual amounts indicated in lieu of a township vehicle:
Chief of Police \$3,780.00

Section VI. CLOTHING ALLOWANCES

The following position will receive an annual clothing allowance in the annual amount indicated:
Chief of Police \$1,200.00

Section VII. ADMINISTRATION

The administration of the salary and wage plan established by this ordinance shall be the responsibility of the Administrator or other designated person and shall be implemented in accordance with the 2017 Budget and with such other policies, rules and regulations as may be adopted from time to time by the Township Committee.

Section VIII. Any ordinance or part of any ordinance inconsistent with this ordinance is hereby repealed.

Section IX. This ordinance shall be in full force and effective upon final adoption and publication in accordance with the law.

Mayor Gilbert read by title Ordinance #17-21.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES IN CWA LOCAL 1040 SUPERVISOR AND HIGHER-LEVEL SUPERVISOR BARGAINING UNITS FOR THE YEARS 2017-2019

Mayor Gilbert asked for a motion to open public hearing.

Motion by Reiner, seconded by Chen

MOTION UNANIMOUSLY CARRIED

No public comment.

Mayor Gilbert asked for a motion to close the public hearing and adopt Ordinance #17-21 on final consideration, same to be published according to law.

Motion by Mayor Gilbert, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised July 5, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-21

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A SALARY AND WAGE PLAN FOR EMPLOYEES IN CWA LOCAL 1040 SUPERVISOR AND HIGHER-LEVEL SUPERVISOR BARGAINING UNITS FOR THE YEARS 2017-2019

BE IT ORDAINED by the Mayor and Township Committee of the Township of Raritan as follows:

Section I. The Salary and Wage Plan for the years 2017-19 for employees whose positions are represented by CWA Local 1040 Supervisor and Higher Level Supervisor bargaining units shall be as follows:

	<u>Minimum</u>	<u>Maximum</u>
<u>GROUP 1</u> Supervisor of Accounts	40,000	57,000
<u>GROUP 2</u> Assistant Township Engineer Building Subcode Official Electrical Subcode Official Fire Official Fire Subcode Official Municipal Court Administrator Plumbing Subcode Official Public Works Foreman Tax Collector	50,000	98,000
<u>GROUP 3</u> Construction Official Planner Superintendent of Public Works	62,000	108,500
<u>GROUP 4</u> Township Engineer	97,000	163,000

Section III. COMPENSATION FOR TEMPORARY, SEASONAL, PART-TIME HOURLY AND OTHER EMPLOYEES

The rates of compensation for temporary, seasonal and part-time employees shall be in accordance with the respective ranges for said titles in this ordinance.

Section IV. ADMINISTRATION

The administration of the salary and wage plan established by this ordinance shall be the responsibility of the Administrator or other designated person and shall be implemented in accordance with the 2017 Budget and with such other policies, rules and regulations as may be adopted from time to time by the Township Committee.

Section V. Any ordinance or part of any ordinance inconsistent with the underlying contract is hereby repealed.

Section VI. This ordinance shall be in full force and effective upon final adoption and publication in accordance with the law.

Mayor Gilbert read by title Ordinance #17-22.

AN ORDINANCE ACCEPTING AN AMENDMENT TO DRAINAGE EASEMENT NO. 1 FROM HEALTHQUEST OF CENTRAL JERSEY, L.L.C. FOR LOT 16 IN BLOCK 9 (NOW OR ABOUT TO BE KNOWN AS LOT 16.03 IN BLOCK 9) AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN

Mr. Hutchins advised that it has been determined that additional information is required and requested that the ordinance be tabled.

Mayor Gilbert asked for a motion to table Ordinance #17-22.

Motion by Mangin, seconded by Reiner

**MOTION UNANIMOUSLY CARRIED
ORDINANCE TABLED**

Mayor Gilbert read by title Ordinance #17-23.

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A CONSERVATION EASEMENT AND FIRE TANK ACCESS AND MAINTENANCE EASEMENT APPLICABLE TO BLOCK 27, LOT 24, FROM HONEY PROPERTIES, L.L.C., AND NJR CLEAN ENERGY VENTURES II CORPORATION

Mr. Lehrer explained that the proposed ordinance authorizes compliance of conditions set forth by Planning Board approval and must be authorized by the Township Committee.

Mayor Gilbert asked for a motion to introduce Ordinance #17-23 on first consideration.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for August 15, 2017.

Mayor Gilbert read by title Ordinance #17-24.

AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, NEW JERSEY, AMENDING TITLE 3 ENTITLED "REVENUE AND FINANCE" OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN TO INCLUDE CERTAIN FEE EXEMPTIONS FOR VETERANS

Committee Member O'Brien requested discussion regarding the language defining a veteran and proof of documentation. Committee Member O'Brien expressed concern regarding the requirement of the DD-214 form explaining that not all veterans possess such form as it depends on the type of service.

Mr. Hutchins commented that he was advised by the Veterans Service Offices (VSO) of Somerset County that the DD-214 form is the only form of identification the Township should accept. Mr. Hutchins advised that he contacted the VSO per Committee Member O'Brien's specific request to find out what form of identification that entity would want the Township to use.

Discussion was held regarding proposed language.

Mr. Lehrer proposed the following language amendments to the ordinance:

Paragraph 1: "exempt resident of Raritan Township shall mean a person whose primary place of residence is located within Raritan Township and who through proper documentation can demonstrate that he or she is an active voluntary member"

Paragraph 3: "US veteran shall be defined as an individual who through the possession of a DD-214 form or other form of documentation can demonstrate the he or she satisfies any one or more of the following criteria"

The addition of d.: "or a veteran as defined by the State of New Jersey"

Mayor Gilbert asked for a motion to introduce Ordinance #17-24 on first consideration as amended.

Motion by O'Brien, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for August 15, 2017.

CORRESPONDENCE

*County-wide paid fire department

*Borough of Hampton Resolution regarding Appointment of Peter Fico as Municipal Court Judge

*Three Bridges Volunteer Fire Company 5 Mile Run Fundraiser

*Resident Letter regarding Sunny Hills Section II

*League of Municipalities Update

NON-CONSENT AGENDA

Mayor Gilbert read Resolution #17-167 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-167.

Motion by Chen, seconded by Mayor Gilbert

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-167

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR WILDLIFE MANAGEMENT TRUST FUND REQUIRED BY N.J.S.A. 40A:5-29

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

WHEREAS, N.J.S.A. 40A:5-29 provides for receipt of Wildlife Management fees by the municipality to provide for the operating costs to administer this act; and

WHEREAS, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Wildlife Management Fees are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement.

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 Mayor and Township Committee does hereby request permission of the Director of the Division of Local Government Services to pay expenditures of the Wildlife Management Trust Fund according to N.J.S.A. 40A:5-29.

2. The Township Clerk of the Township of Raritan, County of Hunterdon is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

PRESENTATION – 2016 AUDIT

Township Auditor, Heidi Wohlleb of Nisivoccia LLC joined the meeting at this time.

Ms. Wohlleb provided a summary of the comments and recommendations presented in the 2016 Audit Report that included the following:

*Segregation of duties

Improvement in monthly bank reconciliation for most accounts, except payroll
Escrow accounts not fully reconciled with supporting cash in General Ledger
Certain receipts and disbursements not always correctly recorded in General Ledger
Tax receipts not reconciled in the General Ledger

Assign custody of the Mayor's signature stamp to someone other than the Supervisor of Accounts

*Discontinue use of credit cards as the Division of Local Government Services (DLGS) does not permit use of credit cards by municipalities, counties or school boards

*Update amounts and custodians for petty cash and change funds (by resolution)

*Small over expenditure (\$2800) in the 2015 appropriation services

*No annual salary resolution or ordinance for non-union employees

*Assign responsibility to Payroll Agency Account for tracking different deductions

*Provide a listing of sick and vacation time due each employee

*Incorrect calculations for employee prescription benefit withholdings

*Dedication by Rider resolutions for trust funds to be completed

*Complete "Tickets Issued" report – discovered a large number of outstanding tickets assigned but not issued

*Separate cash boxes for each Court employee

*Periodic review of Capital Ordinances and Federal and State grant funds to be cancelled

*Cyber security in place

*Information available to employees regarding deferred compensation plans

Ms. Wohlleb further commented that recommendations from the prior year's Audit were resolved and the Chief Financial Officer's office had successfully established a General Ledger system and fixed asset accounting and reporting system.

Chief Financial Officer, William Pandos, explained that no General Ledger had previously existed and the finance department had not been following the New Jersey Flexible Chart of Accounts. He continued that establishment of the new accounting system required the creation of a new account for every single line item. He added that there are now controls in place to prevent over expenditures.

Committee Members raised questions and concerns regarding bonding of Court employees; the over extension of appropriation reserves; other actions implemented based on recommendations and comments; interfunds; overall debt service; achieving a Triple A (AAA) bond rating; and adequate surplus.

During the presentation, Ms. Wohlleb provided an explanation of interfunds and the importance of replenishing surplus. Ms. Wohlleb commented that \$3 million could be considered a healthy surplus amount. Mr. Pandos explained that time is an important factor in achieving a AAA rating and added that last year the Township went from an AA to AA+ after a tremendous effort.

Committee Members commended and extended gratitude to Mr. Pandos and his staff for the achievements accomplished in the Audit.

Mayor Gilbert read Resolution #17-174 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-174.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-174

CERTIFICATION OF REVIEW OF THE 2016 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Township Committee of the Township of Raritan, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

At this time, Mr. Pandos requested that Resolution #17-188 Approving the Corrective Action Plan Recommended in the Annual Report for the Audit of 2016 be tabled as the Court recommendations were not included.

Mayor Gilbert asked for a motion to table Resolution #17-188.
Motion by O'Brien, seconded by Mangin
MOTION UNANIMOUSLY CARRIED

Mayor Gilbert read Resolution #17-178 by title.
Mayor Gilbert asked for a motion to adopt Resolution #17-178.
Motion by Reiner, seconded by O'Brien

ROLL CALL VOTE:

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

RESOLUTION #17-178

**AUTHORIZING THE FULL-TIME EMPLOYMENT OF NICHOLAS DANESE
IN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, there exists a vacancy in the Department of Public Works for the position of Public Works Personnel; and

WHEREAS, Superintendent of Public Works, Brion Fleming, has interviewed prospective candidates and made a recommendation to Administrator, Donald Hutchins; and

WHEREAS, Administrator, Donald Hutchins, recommends Nicholas Danese for the position of Department of Public Works Personnel.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Nicholas Danese is hereby employed as Department of Public Works Personnel effective July 24, 2017 at the hourly rate of \$19.69 as set forth in the Teamsters Local 469 Contract.

Mayor Gilbert read Resolution #17-179 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-179.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-179

AUTHORIZING THE EMPLOYMENT OF BARRIE EBERSTEIN AS A PERMANENT PART-TIME PUBLIC WORKS EMPLOYEE

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

WHEREAS, The Mayor and Township Committee desires to fill these positions; and

WHEREAS, the Superintendent of Public Works has interviewed and recommends Barrie Eberstein be employed as part-time Department of Public Works employee.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Barrie Eberstein is hereby employed as part-time Department of Public Works employee effective July 31, 2017 at an hourly rate of \$15.00 as set forth in the Teamsters Local 469 Contract, not to exceed on average 24 hours per week.

Mayor Gilbert read Resolution #17-180 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-180.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-180

AUTHORIZING THE EMPLOYMENT OF STEVEN BARRETT AS A PERMANENT PART-TIME PUBLIC WORKS EMPLOYEE

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

WHEREAS, The Mayor and Township Committee desires to fill these positions; and

WHEREAS, the Superintendent of Public Works has interviewed and recommends Steven Barrett be employed as part-time Department of Public Works employee.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Steven Barrett is hereby employed as part-time Department of Public Works employee effective July 24, 2017 at an hourly rate of \$15.00 as set forth in Teamsters Local 469 Contract, not to exceed on average 24 hours per week.

Mayor Gilbert read Resolution #17-182 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-182.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17- 182

**AUTHORIZING BRION FLEMING AS
PRINCIPAL PUBLIC WORKS MANAGER**

WHEREAS, Brion Fleming was appointed as Superintendent of Public works by the Mayor and Township Committee at a regular meeting on May 2, 2017 and effective April 18, 2017; and

WHEREAS, Brion Fleming has since received his Certified Public Works Manager Certification; and

WHEREAS, each Municipality must have a Principal Public Works Manager in accordance with N.J.S.A. 401A:9-154.6g.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Brion Fleming shall serve as the Principal Public Works Manager for the Township of Raritan in accordance with N.J.S.A. 401A:9-154.6g.

Mayor Gilbert read Resolution #17-185 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-185.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-185

**RESOLUTION APPOINTING STEPHANIE HAVER
AS PART-TIME DEPUTY TOWNSHIP CLERK**

WHEREAS, there exists a vacancy in the Township Clerk's Office for the position of part-time Deputy Township Clerk; and

WHEREAS, interviews have been conducted with several applicants interested in this position; and

WHEREAS, the Township Administrator recommends Stephanie Haver for the position of part-time Deputy Township Clerk.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Stephanie Haver is hereby appointed as part-time Deputy Township Clerk at a rate of \$19.00 per hour for twenty-five hours per week, effective July 24, 2017.

Mayor Gilbert read Resolution #17-189 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-189.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-189

APPOINTMENT OF STEVE FARSIUO TO UNEXPIRED TERM ON THE ZONING BOARD OF ADJUSTMENT

WHEREAS, there exists a vacancy on the Zoning Board of Adjustment for a regular member, for an unexpired term, terminating December 31, 2020; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the following appointment is approved:

STEVE FARSIUO – REGULAR MEMBER
ZONING BOARD OF ADJUSTMENT
7/18/2017 TO 12/31/2020

Mayor Gilbert read Resolution #17-192 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-192.

Motion by Reiner, seconded by Mayor Gilbert

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-192

APPOINTMENT OF ROGER G. AHRENS TO UNEXPIRED TERM ON THE ZONING BOARD OF ADJUSTMENT

WHEREAS, there exists a vacancy on the Zoning Board of Adjustment for Alternate #1 member, for an unexpired term, terminating December 31, 2018; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the following appointment is approved:

ROGER G. AHRENS – ALTERNATE #1
ZONING BOARD OF ADJUSTMENT
7/18/2017 TO 12/31/2018

Mayor Gilbert read Resolution #17-193 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-193.

Motion by Mangin seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-193

APPOINTMENT OF JAMES F. FERRARO III TO UNEXPIRED TERM ON THE ZONING BOARD OF ADJUSTMENT

WHEREAS, there exists a vacancy on the Zoning Board of Adjustment for Alternate #2 member, for an unexpired term, terminating December 31, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the following appointment is approved:

JAMES F. FERRARO, III – ALTERNATE #2
ZONING BOARD OF ADJUSTMENT
7/18/2017 TO 12/31/2017

Mayor Gilbert read Resolution #17-190 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-190.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-190

**RESOLUTION APPOINTING SCOTT WALLIS AS
PART-TIME FIRE SUBCODE OFFICIAL**

WHEREAS, there is a vacancy in the position of part-time Fire Subcode Official; and

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

WHEREAS, the Township Administrator has interviewed and recommends the appointment of Scott Wallis as part-time Fire Subcode Official.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Scott Wallis is hereby appointed to the position of part-time Fire Subcode Official effective July 19, 2017 on a part-time basis at a salary of \$ 40.00 per hour, for an average of 25 hours per week, for a term of four (4) years in accordance with N.J.S.A. 52:27D-126.

Mayor Gilbert read Resolution #17-171 by title.

Mr. Hutchins explained that the proposed resolution authorizes the extension of the due date for the third quarter 2017 tax payment resulting from a delay at the State in receiving the established tax rate. Mr. Hutchins requested that language be amended to include the due date of September 1, 2017. Chief Financial Officer, William Pandos, clarified that there will be no financial implications to the Township.

Mayor Gilbert asked for a motion to adopt Resolution #17-171 as amended.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-171

AUTHORIZING EXTENSION OF DUE DATE FOR THIRD QUARTER, 2017 TAXES

WHEREAS, tax bills for 2017-2018 will not be mailed in sufficient time to enable the payment of Third Quarter, 2017 taxes without interest being charged.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Grace Period for the payment of third quarter 2017 taxes without accruing interest charges is hereby extended to September 1, 2017.

BE IT FURTHER RESOLVED, that payments for third quarter 2017 taxes received after September 1, 2017, shall accrue interest from August 1, 2017 in accordance with the provisions of State Law regarding the calculation of interest on delinquent taxes.

Mayor Gilbert read Resolution #17-194 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-194.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RECUSE: Mangin

RESOLUTION #17-194

RESOLUTION CONFIRMING THE TERMINATION OF MARK BISHOP AS A VOLUNTEER MEMBER OF THE RARITAN TOWNSHIP FIRE COMPANY

WHEREAS, N.J.S.A. 34:15-43 provides in part that "every member of a volunteer fire company shall be deemed to be doing public duty under the control or supervision of...[the] governing body...if the fire company of which he is a member receives contributions from, or a substantial part of its expenses or equipment are paid for by, the municipality..."

WHEREAS, the Township of Raritan has, over the years, made sizeable contributions to the Raritan Township Fire Company pursuant to N.J.S.A. 40A:14-33 and N.J.S.A. 40A:14-34; and

WHEREAS, N.J.S.A. 40A:14-68 grants municipalities full authority to recognize and regulate volunteer fire companies; and

WHEREAS, Mark Bishop, is a volunteer member of the Raritan Township Fire Company; and

WHEREAS, Mark Bishop has engaged in certain conduct which undermines the orderly operations of the Raritan Township Fire Company.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that it does hereby terminate Mark Bishop as a volunteer member of the Raritan Township Fire Company.

Mayor Gilbert read Resolution #17-195 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-195.

Motion by Chen, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-195

**RESOLUTION AUTHORIZING THE EMPLOYMENT OF
DENNIS CONCANNON II AS FIRE OFFICIAL**

WHEREAS, there is a vacancy in the position of Fire Official; and

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

WHEREAS, the Township Administrator has conducted interviews and recommends that Dennis Concannon II be employed as Raritan Township Fire Official.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Dennis Concannon II is hereby employed as Raritan Township Fire Official at a salary of \$82,000 effective August 7, 2017 and that he shall receive a \$1,000 stipend upon attaining his Fire Subcode license.

CONSENT AGENDA

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

At this time, Committee Member O'Brien requested that Resolution #17-186 Authorizing Tax-Exempt Status for 100% Disabled Veteran Jose Burgos and Refund in the Amount of \$432.45; and Resolution #17-187 Cancellation of Third and Fourth Quarter 2017 Taxes Due to 100% Disabled Veteran Status be removed from the Consent Agenda for further consideration.

Mayor Gilbert read the following resolutions by title.

Mayor Gilbert asked for a motion to adopt the Consent Agenda as amended with the removal of Resolutions #17-186 and Resolution #17-187.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-169

AUTHORIZING THE REFUND OF A ZONING PERMIT FEE

WHEREAS, Robert J. Heyducek has requested a refund of his Zoning permit fee; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated June 21, 2017 and recommended the refund of the Zoning permit fee in the amount of \$10.00.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Zoning Permit fee paid by Robert J. Heyducek in the amount of \$10.00 is hereby refunded.

RESOLUTION #17-172

AUTHORIZING THE REFUND OF A FIRE INSPECTION PERMIT FEE

WHEREAS, Debbie Grill McInerney has requested a refund of a Fire inspection permit fee; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated July 5, 2017 and recommended the refund of the Fire inspection permit fee in the amount of \$35.00

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

RESOLUTION #17-173

AUTHORIZING THE REFUND OF A FIRE INSPECTION PERMIT FEE

WHEREAS, Bartosz Kowalski has requested a refund of a Fire inspection permit fee; and

WHEREAS, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated July 5, 2017 and recommended the refund of the fire inspection permit fee in the amount of \$35.00.

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

RESOLUTION #17-175

WHEREAS, the Township of Raritan is in need of concrete vertical curb replacement on a township road; and

WHEREAS, the Township of Raritan is a member of the Morris County Cooperative Pricing System; and

WHEREAS, D&L Paving Contractors, Inc. of Nutley, NJ has been awarded contract #6 Road Resurfacing Category F Section B through the Morris County Cooperative Pricing Council; and

WHEREAS, the cost of this will be at the bid price as documented by the Morris County Cooperative Pricing System and appropriated through Ordinance #16-10 for the amount of \$30,891.00; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #17-11 for the concrete vertical curb replacement on a township road.

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 procurement of concrete vertical curb replacement be awarded to D&L Paving Contractors, Inc. of Nutley, NJ through the Morris County Cooperative Pricing System.

RESOLUTION #17-176

WHEREAS, the Township of Raritan is in need of road resurfacing on a township road; and
WHEREAS, the Township of Raritan is a member of the Morris County Cooperative Pricing System; and

WHEREAS, Tilcon New York, Inc. of Parsippany, NJ has been awarded contract #6 Road Resurfacing Categories A and B through the Morris County Cooperative Pricing Council; and

WHEREAS, the cost of this will be at the bid price as documented by the Morris County Cooperative Pricing System and appropriated by Ordinance #16-10 in the amount of \$189,736.70; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #17-12 for road resurfacing.

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 job of road resurfacing be awarded to Tilcon New York, Inc. of Parsippany, NJ through the Morris County Cooperative Pricing System.

RESOLUTION #17-177

WHEREAS, the Township of Raritan is in need of line striping and traffic markings on its roadways; and

WHEREAS, the Township of Raritan is a member of the Morris County Cooperative Pricing Council; and

WHEREAS, Denville Line Painting, Inc. of Rockaway, New Jersey has been awarded Contract #36 for traffic striping on roadways through the Morris County Cooperative Pricing Council; and

WHEREAS, the cost of this will be at the bid price as documented by the Morris County Cooperative Pricing Council and appropriated by Ordinance #16-10 for the amount of \$9,372.30 and by Line Item 01-201-44-907-299 for the amount of \$ 15,000.00; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #17-13 for line traffic striping and markings.

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 installation of line striping and traffic markings be awarded to Denville Line Painting, Inc., 2 Green Pond Road, Rockaway, New Jersey 07866 through the Morris County Cooperative Pricing Council.

RESOLUTION #17-181

AUTHORIZING A TAX REFUND

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

WHEREAS, there exists an overpayment of taxes paid to the Tax Collector of the Township of Raritan; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the following receive a refund in the amount specified.

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>	<u>Qual</u>
Mr. & Mrs. Culberson 2 nd Qtr. 2017 Taxes 2017 Homestead Rebate	\$543.74	79	46	

RESOLUTION #17-183

AUTHORIZING THE WAVIER OF REQUIREMENTS FOR COMMUNITY DAY REGARDING FOOD TRUCKS AND ICE CREAM SALES

WHEREAS, the Revised General Ordinance of Raritan Township Title 5, Chapter 5.24, sections 5.24.130 and 5.24.140 does not allow for the sale of goods and services from a temporary location in any other zone except for B-2, B-3 and B-4 zones and does not allow for the sale of ice cream in Township parks and athletic fields; and

WHEREAS, the Township Committee of the Township of Raritan is sponsoring a Community Day event at Lenape Park on October 7, 2017, rain date October 8, 2017; and

WHEREAS, the Township Committee of the Township of Raritan desires to make available temporary food trucks and ice cream sales at the Community Day event for the enjoyment of the residents attending.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey hereby waive the requirements of Title 5, Chapter 5.24, Sections 5.24.130 and 5.24.140 for Saturday October 7, 2017 and Sunday October 8, 2017 in observance of Raritan Township Community Day.

RESOLUTION #17-191

AUTHORIZING THE RELEASE OF CASH PERFORMANCE GUARANTEE AND SURETY BOND (HONEY PROPERTIES, LLC)

WHEREAS, Honey Properties, LLC, has requested the release of its Cash Performance Guarantee and Surety Bond No. 1141072; and

WHEREAS, Township Engineer, Antoine Hajjar, has performed a site inspection and recommends the release of the Cash Performance Guarantee in the amount of \$1,596.00 plus any accrued interest and the return of Lexon Insurance Company Surety Bond No. 1141072 in the amount of \$14,364.00.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, that the Cash Performance Guarantee in the amount of \$1,596.00 plus any accrued interest and Lexon Insurance Company Surety Bond No. 1141072 in the amount of \$14,364.00 are hereby returned.

At this time, Committee Member O'Brien voiced concern regarding the time period for which the municipality will grant retroactive tax relief for one hundred percent (100%) disabled veteran status. Committee Member O'Brien expressed support for the resolution, however commented that retroactive tax relief was not past practice of the Township. He continued that we don't want someone to request retroactive tax relief for six months or one year or two years. Committee Member O'Brien commented that the Committee needs to have some sort of understanding of a reasonable time frame.

Committee Member O'Brien recapped that the requestor received a one-hundred percent (100%) disability rating on June 16 and applied to the Township on July 7 and has the right to ask for retroactive exemption, however, that has not been Township past practice. Committee Member O'Brien again stated that the Township needs to clearly articulate what it's doing and why regarding retroactive tax relief. Committee Member O'Brien voiced full support of the resolution.

Committee Member Reiner commented that consideration should be on a case by case basis.

Mayor Gilbert stated that the resolution cites N.J.A.C. 18:28-2.11 and read into the record, "provided all other legal criteria are met the exemption must be granted as of the date of the letter from the Department of Veterans Affairs granting the rating and provided a claim is filed with the Assessor." Mayor Gilbert added that it seems the Township is in compliance as the requestor has followed required procedures.

Mr. Lehrer advised the proposed request is reasonable.

Mayor Gilbert read Resolution #17-186 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-186.

Motion by O'Brien, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-186

AUTHORIZING TAX-EXEMPT STATUS FOR 100 PERCENT DISABLED VETERAN, JOSE BURGOS AND REFUND FOR A PORTION OF SECOND QUARTER, 2017 TAXES

WHEREAS, on July 11, 2017 Jose M. Burgos, who resides at 3 Shelton Road, Block 79.05, Lot 10, presented and filed an official letter from the Department of Veterans Affairs with the Raritan Township Tax Assessor, Marianne Busher; and

WHEREAS, the official letter stated that his service-connected disability is evaluated at 100 percent with an effective date of June 16, 2017; and

WHEREAS, Mr. Burgos is seeking property tax exemption and refund; and

WHEREAS, Mr. Burgos received a letter from the Raritan Township Tax Collector stating that his tax exemption will be granted as of July 7, 2017, however, the actual date he was officially assigned 100 percent disability was June 16, 2017; and

WHEREAS, N.J.A.C. 18:28-2.11 specifically states "Provided all other legal criteria are met, the exemption must be granted as of the date of the letter from the Department of Veterans Affairs granting the rating and provided a written claim is filed with the Assessor. The governing body of a municipality, however, has the discretion to make the exemption retroactive to the date of 100 percent disability stated on the Veteran's Affairs letter provided other legal criteria are met;" and

WHEREAS, Mr. Burgos is seeking that the exemption date and refund be retroactive to June 16, 2017, the date he was granted 100 percent disability by the Department of Veterans Affairs.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan that property tax exemption be retroactive from June 16, 2017 and a refund in the amount of \$432.45 for a portion of second quarter 2017 property taxes is hereby granted to Jose M. Burgos.

Mayor Gilbert read Resolution #17-187 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-187

Motion by O'Brien, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-187

**AUTHORIZING THE CANCELLATION OF THIRD AND FOURTH QUARTER, 2017
TAXES DUE TO 100 PERCENT DISABLED VETERAN STATUS**

WHEREAS, Jose M. Burgos, who resides at 3 Shelton Road, Block 79.05, Lot 10, has been granted property tax exemption due to 100% disabled veteran status; and

WHEREAS, there exists on the books of Raritan Township third and fourth Quarter, 2017 taxes for said property; and

WHEREAS, the Township Tax Collector, Sharon Brown, has recommended the cancellation of the third and fourth Quarter, 2017 taxes.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Raritan that the Tax Collector is authorized and directed to cancel the third and fourth Quarter, 2017 taxes for Block 79.05, Lot 10 due to disabled veteran status.

PRIVILEGE OF THE FLOOR

The following members of the public spoke during Public Comment:

Patrick and Danielle Hardy, Delaware Township residents, owners of Hero-In Coffee appeared before the Committee and explained that Township Engineer, Tony Hajjar, had recently shut their business down. Mr. Hardy commented that all procedures and laws to operate in Raritan Township were complied with.

Mr. Lehrer asked Mr. Hardy to explain compliance and identify his counsel of record. Mr. Hardy replied that he would make no comment at this time.

Mr. Lehrer explained that he had visited the location of the Coffee Bar and that the business owners were in violation of a series of Township codes including lack of parking, lighting, electrical permits and site plan approval. He continued that a Zoning or Planning Board application may be required.

Mr. Hardy thanked Mr. Lehrer for his comments and reiterated the record to reflect, "we followed the correct process and we were issued our license and did everything in our power and the Township has really enjoyed it and we have gotten a lot of positive feedback. We are here to improve the Township and hopefully open a second location like we have incubated many businesses in Flemington Borough."

Mr. Lehrer expressed appreciation for Mr. Hardy's presence and comments and advised that he work with the Township Administrator and professionals to achieve compliance with land use laws for continued operations.

Mr. Hutchins commented that the business was not shut down and such information can be verified by the property owners.

A brief discussion was held regarding the action on the part of the Township.

Mayor Gilbert commented that it is the responsibility of Township professionals to enforce ordinances in an effort to maintain business operations in a safe and compliant manner.

Raritan Township Police Chief, Glenn Tabasko, thanked Committee Members and the Public Works Department for their efforts in completing the blue line on Municipal Drive.

ADJOURNMENT

Mayor Gilbert asked for a motion to adjourn and reconvene Closed Session.

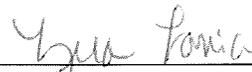
Motion by Mangin, seconded by Chen

MOTION UNANIMOUSLY CARRIED

CLOSED SESSION MINUTES #2 ARE COMPLETED IN A SEPARATE DOCUMENT

Meeting adjourned at 9:06 p.m.

Respectfully submitted,



Lisa Fania, RMC
Township Clerk