

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

**RESOLUTION #18-205**

**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: Francavilla Property Purchase Agreement
  - b) Personnel: Public Works Buildings and Grounds  
Foreman and Crew Chief/Sign Shop;  
Municipal Prosecutor; Police Department  
Staffing; Police Department Appropriate  
Authority
  - c) Attorney-Client Privilege: LOSAP Appeal
  - d) Pending Litigation:
3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Committee will return to Regular Session and may take further action.
5. This Resolution shall take effect immediately.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

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Lisa Fania, RMC  
Township Clerk

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Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

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Lisa Fania, RMC  
Township Clerk

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
1692 - A & S HYDRAULICS	Current Fund PO 7486 81 Mower Cylinder Repair	305.00	305.00
2587 - A. PETER ENEA	PO 7457 09/10/18 - 10/16/18	407.80	407.80
3124 - ADR TOWING	PO 7423 Towed Chevrolet Trail Blazer to DPW	65.00	
	PO 7506 Engine 21 Road Service, 39 DPW Tow	160.00	225.00
4347 - AL FRESCO'S	PO 7347 B- 2018 HEALTHCARE MEETING CATERING	666.00	666.00
4274 - ASSESSOR SERVICES	PO 7410 Consultant Fees	1,464.00	1,464.00
1232 - AT&T	PO 7520 OCTOBER 2018	128.96	128.96
4835 - BRIAN CRAMER	PO 7403 EYE CARE REIMBURSEMENT FOR 2018	150.00	150.00
2850 - BRIAN FLEMING	PO 7504 Office chairs Brion and Kayla	353.97	353.97
4541 - BRION FLEMING, CUST OF PETTY CASH	PO 7512 UPS Shipping Radar Sign	114.87	114.87
2028 - C & M LANDSCAPING SERVICE	PO 7332 Removal of Dead Limbs in Sunny Hill	1,450.00	1,450.00
126 - CAMPBELL FOUNDRY CO	PO 7445 MCCPC contract #14 Catch basins and	7,680.00	7,680.00
728 - CARTRIDGE WORLD	PO 7195 TONER	195.96	
	PO 7446 INK/TONER	282.95	478.91
895 - CENTURYLINK	PO 7477 9/2018	1,005.26	1,005.26
799 - CINTAS CORP	PO 7442 Medical Supplies	180.68	180.68
1710 - CINTAS CORP	PO 7514 Janitorial Supplies	778.38	778.38
4317 - CLARKE CATON HINTZ	PO 7384 Court Appt. Master Mt. Laurel	537.50	537.50
4359 - COMCAST	PO 5790 B-INTERNET FOR 2018 (PD)	12.95	12.95
4297 - COMCAST	PO 5791 B-INTERNET 2018 (MB)	168.86	168.86
1801 - COMCAST	PO 5795 B- INTERNET 2018 (PW)	274.17	274.17
2756 - COMMUNICATION EQUIP SPECIALIST	PO 6975 2 Flashlights and chargers for vehi	282.00	
	PO 7080 Flashlights for Vehicles	705.00	987.00
303 - COOPER ELECTRIC	PO 7441 Electrical Supplies	303.28	303.28
115 - CORNERSTONE PRINT & IMAGI	PO 7424 Receipt/Release Authorization Forms	128.42	128.42
196 - GANNETT NJN	PO 7452 Legal Notice	94.34	
	PO 7455 Legal Notice	26.66	121.00
3258 - DEER CARCASS REMOVAL SERV	PO 7439 September Deer Removal	560.00	560.00
1048 - DEMPSEY UNIFORM & LINEN SUPPLY	PO 7414 Mat Services	110.58	
	PO 7493 Rug Service	110.58	221.16
222 - DENVILLE LINE PAINTING, INC	PO 7429 Line Striping Various Roads and Roa	15,604.18	15,604.18
3833 - DIFRANCESCO, BATEMAN, COLEY ETC	PO 5630 B-2018 LEGAL SERVICES	6,391.14	6,391.14
4681 - EAGLE POINT GUN	PO 7382 Ammo for Department	3,241.66	3,241.66
802 - EAST COAST EMERGENCY LIGHTING	PO 5398 DOCKING STATIONS	3,401.60	3,401.60
1391 - EAST PENN RE-BUILDERS, IN	PO 7499 HD 3/4 Curb Shoes	591.60	591.60
263 - ELIZABETHTOWN GAS	PO 7531 09/20/18 - 10/22/18	741.35	741.35
4364 - ENGINEER SUPPLY LLC	PO 6717 plan review table & plan clamps	1,168.21	1,168.21
301 - FLEMINGTON CHRYSLER DODGE	PO 7220 21-25 Repair Police	56.28	
	PO 7431 Wheel Caps/Nuts for Dodge Chargers	510.72	567.00
4609 - GANNETT NJ NEWSPAPERS	PO 7479 SEPTEMBER 2018	547.56	547.56
4758 - GENERAL PLUMBING SUPPLY INC	PO 7325 Janitorial Supplies	106.57	

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
4563 - GREATAMERICA FINANCIAL SRVC	PO 7418 Janitorial Supplies - Blue Monster	60.62	167.19
3510 - HARRY HAUSHALTER, ESQ.	PO 5914 B-2018 COPIER RENTALS	1,610.92	1,610.92
3914 - HOME DEPOT CREDIT SREV	PO 6097 B-2018 TAX APPEALS	1,379.50	1,379.50
2120 - HUNTERDON CO CHAMBER COMM	PO 7511 Road & B&G Supplies	713.75	713.75
3725 - HUNTERDON COUNTY	PO 7395 Membership Renewal	165.00	165.00
	PO 7351 Envelopes	40.00	
	PO 7365 Stationery	203.00	
	PO 7366 DOOR HANGERS FOR JOHN TRIMMER	73.00	
	PO 7397 Business Cards	160.00	476.00
4345 - KRISTI GANO	PO 7528 Beverages for the Healthcare Lunche	34.98	34.98
2512 - I-3 COMMUNICATION	PO 7484 Antennas and Wires for In-Car Camer	858.60	858.60
4815 - LEAF	PO 7372 Printer Lease	325.08	325.08
4322 - LINK HIGH TECH INC	PO 7385 Tech Support	222.50	
	PO 7387 Tech Support	552.50	
	PO 7388 Tech Support	330.00	
	PO 7389 Tech Support	660.00	
	PO 7390 Software	227.24	1,992.24
4646 - LISA FANIA, CUST OF PETTY CASH	PO 7449 PETTY CASH REIMBURSEMENT	60.00	60.00
2933 - LISA KRIEGER	PO 7515 Notary Renewal	30.00	
	PO 7516 Mileage	15.00	45.00
508 - LORCO PETROLEUM SERVICE	PO 7495 Shop Used Oil Removal	50.00	50.00
1433 - MCELROY, DEUTSCH ETC...	PO 5634 B-2018 LEGAL SERVICES	861.35	861.35
4771 - MERCER CNTY ASSESSORS ASSOC	PO 7415 Fall Seminar-M. Busher	25.00	25.00
562 - MGL PRINTING SOLUTIONS	PO 6233 Office Supplies Notary	39.00	39.00
4756 - MONTAGE ENTERPRISES INC	PO 7485 Mower, Roller & Blades	2,347.73	2,347.73
1490 - MORRIS CO FIREFIGHTERS & POLICE	PO 5846 Crime Scene Investigation School -	75.00	75.00
3121 - NATIONAL PARTS SUPPLY	PO 7355 Service and Repair Parts	1,788.17	1,788.17
3121 - NATIONAL PARTS SUPPLY	PO 7518 21-09 P0349 02 Blazer Repair, Polic	1,276.48	1,276.48
3881 - NEW JERSEY AMERICAN WATER	PO 5820 B-2018 FIRE HYDRANT	26,007.12	
	PO 7458 09/12/18 - 10/08/18	934.92	26,942.04
372 - NJ ADVANCED MEDIA	PO 7459 SUNNY HILLS BID	437.90	437.90
1434 - NJ FIRE EQUIPMENT CO.	PO 6966 Turnout Gear & Supplies	4,953.57	4,953.57
641 - NJ STATE LEAGUE OF MUNICIPALITIES	PO 7468 DPW Mechanic Employment Advertiseme	115.00	115.00
4353 - NJRA	PO 7380 Conference Meeting	75.00	75.00
1187 - NJSME	PO 7456 Membership	150.00	150.00
4740 - OCCUPATIONAL HEATH SERVICES	PO 7440 Drug & Alcohol Screening	148.00	148.00
4428 - OSBURN ASSOC	PO 7488 Yellow Rolls Sign Material	2,166.75	2,166.75
4629 - POWERWORX ELECTRICAL SERVICES LLC	PO 7413 Mark Out for Minebrook Park	66.00	66.00
2294 - R MICHAEL SCHAIBLE MAI	PO 3337 Blanket for 2016 State Tax Appeals	712.50	
	PO 5297 B-CONSULTING	4,287.50	5,000.00
673 - RACHLES/MICHELE'S OIL CO	PO 7416 Gasoline	3,243.26	
	PO 7513 Gasoline - State Contract	5,541.27	8,784.53

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
4827 - RADON TESTING CORP OF AMERICA	PO 7254 RADON TEST KITS	1,000.00	1,000.00
1428 - RALPH K BADMANN CORP	PO 7497 Elect heat shrink connectors	49.50	49.50
4227 - READY REFRESH	PO 5780 B-2018 WATER COOLER	163.32	163.32
3973 - RICOH USA, INC	PO 5911 B-2018 COPIER LEASE	127.14	127.14
767 - SAMZIES UNIFORMS	PO 7316 Uniform Accessories	85.00	85.00
	PO 7334 Uniform Accessories	43.74	43.74
	PO 7352 Crossing Guard Vests	380.88	380.88
1637 - SCOTTIE DESIGNS & LETTERING	PO 7462 Decaling of Police Vehicles-Two Tah	1,390.00	1,390.00
2245 - SEALMASTER	PO 7427 Repair, Paint Striper	936.00	936.00
4548 - SONYA A SELLERS	PO 7478 09/07/18 - 10/17/18	504.76	504.76
3475 - STAPLES - POLICE	PO 6859 Duracell Quantum Battery	17.99	17.99
4528 - STAVOLA FLEMINGTON ASPHALT	PO 7421 Inlet Repairs and Plum Brook Rd Rep	5,339.58	5,339.58
	PO 7438 Inlet Repairs, Pot holes, Plumbrook	10,029.00	10,029.00
	PO 7509 Inlet Repairs, Plennert, Pot Holes	8,598.25	8,598.25
4832 - STEWART & STEVENSON, LLC	PO 7362 Gen 300 Repair Service	1,320.00	1,320.00
4397 - THE HOSE SHOP	PO 7487 82 Mower Hose	166.25	166.25
3549 - TREASURER, STATE OF NJ	PO 7435 3rd 1/4 Marriage Lic.	950.00	950.00
3273 - TREASURER, STATE OF NJ	PO 7521 3RD QRT 2018	13,518.00	13,518.00
2432 - TREASURER-ST OF NJ	PO 7181 Samuel Lavoie Pesticide License	30.00	30.00
	PO 7243 Donald Hutchins Pesticide Licensing	80.00	80.00
2142 - VERIZON WIRELESS	PO 5897 B- CARS #982593585	560.14	560.14
	PO 6014 B-2018 FIRE MARSHAL (#342014580-000	80.02	80.02
	PO 6017 B-2018 (#742071798-000008)	18.02	18.02
918 - VITAL COMMUNICATIONS INC	PO 5655 B-2018 TAX ASSESSOR & COLLECTOR SER	824.00	824.00
	PO 7451 2018 ADDED/OMITTED BILLS	220.34	220.34
4212 - WASTE MANAGEMENT OF NJ	PO 7411 September Waste	2,786.40	2,786.40
4844 - WATTS, TICE & SKOWRONEK	PO 7450 LEGAL SERVICES: NOISE ORDINANCE	507.50	507.50
4090 - WB MASON	PO 6857 Copy Paper	1,084.00	1,084.00
	PO 7206 WB Mason order S082032861	119.48	119.48
	PO 7248 OFFICE SUPPLIES	43.21	43.21
	PO 7294 Office Supplies	364.14	364.14
	PO 7296 Office Supplies	279.04	279.04
	PO 7330 Office Supplies	561.15	561.15
4090 - WB MASON	PO 7425 Printer Toner	227.30	227.30
4090 - WB MASON	PO 7426 OFFICE SUPPLIES	164.29	164.29
	<b>Trust</b>		
2195 - BROWN TRUCK GROUP	PO 7501 Truck 13 Steering Gear	1,203.52	1,203.52
4800 - COLGATE PAPER STOCK CO., INC	PO 7412 September Recyclables	115.96	115.96
3833 - DIFRANCESCO, BATEMAN, COLEY ETC	PO 5630 B-2018 LEGAL SERVICES	466.18	466.18
1433 - MCELROY, DEUTSCH ETC...	PO 5633 B-2018 AFFORDABLE HOUSING SERVICES	676.47	676.47

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
	<b>General Capital</b>		
4824 - BEACON ATHLETICS	PO 7304 Pitching Mound Ordinance 18-20 Equi	2,430.20	2,430.20
222 - DENVILLE LINE PAINTING, INC	PO 7429 Line Striping Various Roads and Roa	8,212.36	8,212.36
4463 - GRAMCO BUSINESS COMMUNICATIONS	PO 7281 Recording System For Courtroom	13,422.00	13,422.00
4180 - JEN ELECTRIC	PO 7070 Traffic light up grades MCCPC Contr	18,637.99	18,637.99
3034 - TILCON	PO 7275 2.5 inch overlay on Barton Estates	77,310.93	77,310.93
	<b>TOTAL</b>		<b>289,131.30</b>

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	CASH TD BANK			0.00	166,655.69
01-104-03-000-000	DUE TO/FROM ST OF NJ			14,468.00	
01-201-20-100-200	TOWNSHIP ADMINISTRATOR O/E	1,150.00			
01-201-20-101-200	POSTAGE & PHOTOCOPIING	2,822.06			
01-201-20-120-200	TOWNSHIP CLERK - OE	1,770.42			
01-201-20-140-200	DATA PROCESSING SERVICES OE	3,036.58			
01-201-20-145-200	TAX COLLECTOR OE	561.15			
01-201-20-150-200	TAX ASSESSOR OE	1,529.00			
01-201-20-155-200	LEGAL SERVICES OE	9,326.99			
01-201-20-165-200	ENGINEERING SERVICES	1,829.83			
01-201-21-180-200	PLANNING BOARD OE	26.66			
01-201-22-195-200	CONSTRUCTION OFFICIAL OE	1,841.61			
01-201-23-220-200	GROUP INSURANCE	700.98			
01-201-25-240-200	POLICE OE	7,844.01			
01-201-25-254-200	STORMWATER MANAGEMENT PLAN - ROADS	7,680.00			
01-201-25-266-200	FIRE HYDRANTS	26,007.12			
01-201-25-267-200	FIRE OFFICIAL OE	483.50			
01-201-25-268-200	P.E.O.S.H.A. - FIRE OFFICIAL	4,953.57			
01-201-26-290-200	ROAD REPAIR & MAINTENANCE OE	34,380.07			
01-201-26-306-200	P.E.O.S.H.A. ROADS OE	148.00			
01-201-26-310-200	PUBLIC PROPERTY (B&G) OE	1,982.11			
01-201-26-315-200	VEHICLE MAINTENANCE OE	8,061.01			
01-201-26-316-200	RECYCLING TAX	104.49			
01-201-27-330-200	BOARD OF HEALTH OE	470.00			
01-201-28-375-200	PARK MAINTENANCE OE	66.00			
01-201-31-440-200	UTILITIES	12,872.50			
01-201-32-465-200	SOLID WASTE	3,291.91			

Summary By Account

ACCOUNT DESCRIPTION CURRENT YR APPROP. YEAR NON-BUDGETARY CREDIT

01-201-44-907-200	ROAD REPAIR & MAINT	10,819.86			
01-203-20-100-200	(2017) TOWNSHIP ADMINISTRATOR O/E		3,401.60		
01-203-20-150-200	(2017) TAX ASSESSOR OE		4,287.50		
01-203-21-180-200	(2017) PLANNING BOARD OE		26.66		
01-204-55-000	Accounts Payable		712.50		

TOTALS FOR Current Fund 143,759.43 7,715.76 15,180.50 166,655.69

03-101-01-000-001	Checking TD Bank		0.00		2,462.13
03-286-10-110-006-000	COAH Trust		676.47		
03-286-10-110-011-000	Reserve for Open Space		466.18		
03-286-10-110-016-000	Recycling Trust		1,319.48		

TOTALS FOR Trust 0.00 0.00 2,462.13 2,462.13

04-101-01-000-001	Checking TD Bank		0.00		120,013.48
04-215-56-300-000	Cap Ord#17-32 Various Capital Improvement		85,523.29		
04-215-56-306-000	Cap Ord 18-20 Various Capital Improvemen		21,068.19		
04-215-56-307-000	Cap Ord # 18-23 Various Capital Equipmen		13,422.00		

TOTALS FOR General Capital 0.00 0.00 120,013.48 120,013.48

Total to be paid from Fund 01 Current Fund	166,655.69
Total to be paid from Fund 03 Trust	2,462.13
Total to be paid from Fund 04 General Capital	120,013.48
	289,131.30

Checks Previously Disbursed

570	PAUL RUSSAK	PO# 7406	REFUND -OVERPAYMENT FOR OUTSIDE DE	105.76	10/11/2018
103118	FORD MOTOR CREDIT CO	PO# 7404	LEASE PAYMENT/1-INTERCEPTOR 2-CHAR	28,543.65	10/31/2018
102618	MERITAIN HEALTH	PO# 6145	B-2018 HEALTH INS CLAIMS	31,214.64	10/26/2018
29535	GPANJ		Lost check	-100.00	10/29/2018

Summary By Account

ACCOUNT DESCRIPTION CURRENT YR APPROP. YEAR NON-BUDGETARY CREDIT

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
32401	NEWART BUILDERS INC	PO# 7470	Please give check to Brion Fleming	1,912.25	10/26/2018
32400	DISCOUNT AUTO PARTS & REPAIRS	PO# 7469	Please give Brion Fleming the chec	8.25	10/26/2018
32399	MUSEUM OF THE AMERICAN REVOLUTION	PO# 7204	DEPOSIT FOR HIST COMM BUS TOUR	510.40	10/24/2018
32398	NEWART BUILDERS INC	PO# 7470	Please give check to Brion Fleming	-2,020.00	10/24/2018 *VOIDED I
32397	BRION FLEMING, CUST OF PETTY CASH	PO# 7481	Janitorial Supplies, Road Supplies	81.80	10/23/2018
32396	DANAE COLLINS	PO# 7476	REFUND FOR PHONE REPAIR INCIDENT	95.96	10/23/2018
102618	RARITAN TWP PAYROLL AGENCY	PO# 7474	PAYROLL 10/26/18	304,102.89	10/26/2018
102618	RARITAN TWP PAYROLL AGENCY	PO# 7474	PAYROLL 10/26/18	7,866.00	10/26/2018
101918	MERITAIN HEALTH	PO# 6145	B-2018 HEALTH INS CLAIMS	34,784.73	10/19/2018
100	US BANK CUST	PO# 7461	Premium	800.00	10/22/2018
32395	FLEMINGTON-RARITAN BD OF ED	PO# 7460	PAYMENT #3	5,407,512.00	10/22/2018
32394	DISCOUNT AUTO PARTS & REPAIRS	PO# 7469	Please give Brion Fleming the chec	202.00	10/22/2018
101218	MERITAIN HEALTH	PO# 6145	B-2018 HEALTH INS CLAIMS	59,895.88	10/12/2018
32393	CHIMNEY ROCK INN	PO# 7467	RE-ORG DINNER DEPOSIT	200.00	10/19/2018
32392	CAPPIELLO CONSTRUCTION INC	PO# 7293	REFUND OF ZONING PERMET - INCORREC	30.00	10/16/2018
101518	MICROSOFT	PO# 5745	B-2018 MICROSOFT SERVICE	628.29	10/15/2018
193	STAVOLA FLEMINGTON ASPHALT	Multiple:	PO# 7241 PO# 7273	6,026.26	10/16/2018
32391	DELTA DENTAL PLAN NJ INC	PO# 5629	B-2018 DENTAL INSURANCE	8,889.37	10/17/2018
32390	HOME DEPOT	PO# 7391	Sledge Hammers	624.50	10/16/2018
32389	HOME DEPOT CREDIT SREV	PO# 7391	Sledge Hammers	-624.50	10/16/2018 *VOIDED V
32388	R & H TRUCK PARTS & SERVICE	Multiple:	PO# 7297 PO# 7358	1,620.81	10/16/2018
101618	RARITAN TWSP MEDICAL CLAIMS TRUST	PO# 5753	MEDICAL BILLS FOR 2018	150,000.00	10/16/2018
101118	PROACT, INC	PO# 6057	B-RX FOR 2018	57,042.94	10/11/2018
32387	RUSSELL LAMENDOLA	PO# 7405	VETERAN DISCOUNT REFUND FOR FIRE S	19.00	10/12/2018
32386	FRANK SCHEMBRE	PO# 7407	REFUND OF ELECTRIC & FIRE PERMITS	84.00	10/12/2018
101218	RARITAN TWP PAYROLL AGENCY	PO# 7409	PAYROLL 10/12/18	300,089.18	10/12/2018
101218	RARITAN TWP PAYROLL AGENCY	PO# 7409	PAYROLL 10/12/18	10,776.16	10/12/2018
32385	NJ MOTOR VEHICLE COMMISSION	PO# 7408	REGISTRAR AND TITLE POLICE VEHICLE	-85.00	10/12/2018 *VOIDED I
32364	R & H TRUCK PARTS & SERVICE	Multiple:	PO# 7297 PO# 7358	-1,630.15	10/16/2018 *VOIDED I
					6,413,666.72
					-4,459.65 *VOIDED

Total paid from Fund 01 Current Fund 6,387,992.54  
 Total paid from Fund 03 Trust 19,547.92  
 Total paid from Fund 04 General Capital 6,026.26  
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 6,413,566.72

Total for this Bills List: 6,702,798.02

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

Check#	Vendor	Description	Payment	Check Total
32489	4312 - AMERICAN TRADE MARK CO	PO 6468 Accountability Tags	461.60	461.60
32490	1058 - DURA-WEAR GLOVE & SAFETY CO	PO 7339 Repair/purchase gas meters & purcha	4,547.00	
		PO 7466 Gas meter repair	344.00	4,891.00
32491	4330 - FIRE & SAFETY SERVICES	PO 7338 Patches for Chief's Truck	943.64	943.64
TOTAL				6,296.24

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	CASH TD BANK			0.00	6,296.24
01-201-25-256-200	P.E.O.S.H.A.-FIRE CO.	1,036.00			
01-201-25-265-200	FIRE COMPANY	4,000.24			
01-201-44-920-200	PURCHASE FIRE EQUIPMENT	1,260.00			
TOTALS FOR	Current Fund	6,296.24	0.00	0.00	6,296.24

Total to be paid from Fund 01 Current Fund

6,296.24

6,296.24

9a



YOUR GOALS. OUR MISSION.



# LOSS PREVENTION/LOSS CONTROL REPORT

SOMERSET COUNTY JOINT INSURANCE FUND

Raritan Township  
204 Pennsylvania Avenue  
Flemington, NJ 08822

Job No. NJRM-00022

October 2, 2018

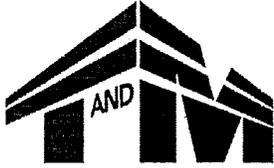
PREPARED FOR:

Mr. Brion Fleming  
SCJIF Safety Delegate  
Raritan Township DPW  
204 Pennsylvania Avenue  
Flemington, NJ 08822  
Brion.Fleming@RaritanTwpNJ.gov

PREPARED BY:

Mr. Mark Worthington  
Group Manager  
T&M Associates

Signature



YOUR GOALS. OUR MISSION.

NJRM-00022

October 2, 2018

Mr. Brion Fleming  
SCJIF Safety Delegate  
Raritan Township DPW  
204 Pennsylvania Avenue  
Flemington, NJ 08822  
[Brion.Fleming@RaritanTwpNJ.gov](mailto:Brion.Fleming@RaritanTwpNJ.gov)

**RE: Loss Prevention/Loss Control Audit  
Somerset County Joint Insurance Fund  
Raritan Township**

Dear Mr. Fleming:

On October 2, 2018 T&M Associates (T&M) conducted a Loss Control/Loss Prevention Safety Compliance Audits of Raritan Township. While the primary focus of the audit was to assess compliance with the PEOSH Standards, New Jersey and Federal compliance issues were also taken into consideration as a means determine an overall liability assessment of the location. The audit involved an on-site walkthrough of the location, as well as interviews with Township representatives. In reviewing the site-specific regulatory audit, there were some concerns noted. T&M attempts to discuss any concerns with you or a representative from your facility during the onsite inspection.

The attached reports, are intended to be utilized as a compliance tool for your locations, and identifies the concerns, the regulation mandating compliance with the concern and a recommended course of action to obtain compliance. The report is organized into two (2) listings of concern identified at each facility. The first list is sorted by finding (in bold type) followed by the location, the regulatory citation, a recommendation of how to mitigate the finding. The second list sorts the concerns by location. This will show the **location**, then the finding, followed by the regulatory citation, and then a recommendation and any clarifying notes.

It is T&M's intention; to identify the types of concerns which may lead to citations and penalties should a facility undergo an inspection by a State or Federal inspector. T&M recommends you consider and address identified concerns as soon as possible to ensure the success of your regulatory compliance program.



NJRM-00022  
SOMERSET COUNTY JOINT INSURANCE FUND  
RARITAN TOWNSHIP  
October 2, 2018

Thank you for the opportunity to be of service to you on this project. If we can be of any further assistance, please do not hesitate to contact me at 732-671-6400.

Sincerely,

T&M ASSOCIATES

Mark Worthington  
*Group Manager*

Enclosure: Finding List and Location List

cc: Donald Hutchins: Donald.Hutchins@raritantwpnj.gov  
Rich Duthie: rduthie@pinnrisk.com  
Maryjane Hydro: mjhydro@njrm.com

MW/sh

# Sorted by Finding

## Sorted by Finding

Township of Raritan - October 2, 2018

**Finding:** none

**Location:** Police Department, 2 Municipal Drive

**Citation:** none

**Recommendation:** Keep up the good work.

**Notes:**

**Date Addressed:**

**Finding:** The exit signs were not illuminated.

**Location:** Municipal Building

**Citation:** Each exit sign must be illuminated - 1910.37(b)(6) and NJAC 5:70-3.2(a)6,F610.2

**Recommendation:** Install or repair illuminated exit signs.

**Notes:** The exit light in the vestibule, leading to Police Station, is no illuminated.

**Date Addressed:**

**Finding:** There was no evidence showing that the Emergency Eyewash was activated weekly.

**Location:** DPW

**Citation:** Plumbed eyewash units shall be activated weekly to flush the line and to verify proper operation - ANSI Z358.1

**Recommendation:** Activate and flush Emergency Eyewash weekly and document to ensure clean water and proper operation of the eyewash.

**Notes:** The documentation for weekly activation is not on the unit.

**Date Addressed:**

**Sorted by Location**

**Sorted by Location**

**Township of Raritan - October 2, 2018**

**Location:** DPW

**Finding:** There was no evidence showing that the Emergency Eyewash was activated weekly.

**Citation:** Plumbed eyewash units shall be activated weekly to flush the line and to verify proper operation - ANSI Z358.1

**Recommendation:** Activate and flush Emergency Eyewash weekly and document to ensure clean water and proper operation of the eyewash.

**Notes:** The documentation for weekly activation is not on the unit.

*Date & sign below when Finding has been corrected. Forward to Safety Committee Representative.*

*Date Abated: \_\_\_\_\_ Print Name and Sign on dotted line:*

**Location:** Municipal Building

**Finding:** The exit signs were not illuminated.

**Citation:** Each exit sign must be illuminated - 1910.37(b)(6) and NJAC 5:70-3.2(a)6,F610.2

**Recommendation:** Install or repair illuminated exit signs.

**Notes:** The exit light in the vestibule, leading to Police Station, is not illuminated.

*Date & sign below when Finding has been corrected. Forward to Safety Committee Representative.*

*Date Abated: \_\_\_\_\_ Print Name and Sign on dotted line:*

**Location:** Police Department, 2 Municipal Drive

**Finding:** none

**Citation:** none

**Recommendation:** Keep up the good work.

**Notes:**

*Date & sign below when Finding has been corrected. Forward to Safety Committee Representative.*

*Date Abated: \_\_\_\_\_ Print Name and Sign on dotted line:*

# Township of Raritan

11a

**BOARD  
OF HEALTH**



**HUNTERDON COUNTY**

**ONE MUNICIPAL DRIVE  
FLEMINGTON, NJ 08822  
(908) 806-6100  
FAX (908) 806-7061**

## MEMO

**DATE:** October 31, 2018

**TO:** Raritan Township Committee

**FROM:** Lisa Fania *LF*  
Board of Health Secretary

**RE:** Board of Health Decision Regarding Noise Ordinance for Off-road Vehicles

The members of the Raritan Township Board of Health concurred by a 4:2 vote at their regular meeting on October 18, 2018 to proceed with the introduction of the State's Model ordinance specific to Off-road Vehicles (ORVs) only (see attached). The ordinance introduction is scheduled for November 15, 2018.

The scope of the ordinance is limited to ORVs which it defines as motor vehicles that are capable of human transport and designed or used for the purpose of recreation off of the public right-of-ways, but not limited to, all-terrain vehicles (ATVs), trail/dirt bikes, minibikes, go-carts and snowmobiles. The ordinance would not regulate ORVs used for emergency purposes, farm, yard/garden use. The ordinance prohibits sounds above a certain decibel level during certain times of the day. The model ORV noise ordinance is enforced by the "noise control officer" or "noise control investigator." Enforcement of such ordinance requires certain technical determinations be made as to the decibel ratings of sounds.

The Hunterdon County Department of Health will be the enforcement agency and indicates that they are trained, equipped and technically able to enforce any NJDEP model ordinance.

October 2008

State of New Jersey  
Model Noise Ordinance for Off-Road Vehicles

Disclaimer: The NJDEP in collaboration with the New Jersey Noise Control Council has developed this model noise ordinance to serve as guidance to municipalities seeking to enact noise control standards for off-road vehicles. Any municipality that adopts this ordinance with decibel standards, whether changes have been made or not, must submit the document for approval to the NJDEP, Bureau of Local Environmental Management, PO Box 420, Mail Code 401-04N, 401 East State Street, Trenton, NJ 08625-0420.

**I. Purpose**

The purpose of this ordinance is to establish standards for the operation of motor-driven off-road vehicles within the municipality of \_\_\_\_\_ to minimize the impact of noise from the operation of such vehicles on residents of the municipality and the environment.

**II. Definitions**

The following words and terms, when used in this ordinance, shall have the following meanings, unless the context clearly indicates otherwise. Terms not defined in this ordinance have the same meaning as those defined in N.J.A.C. 7:29.

*"Affected Person"* means any person on a regulated property who has registered a noise complaint with an authorized enforcement agency and such person has an interest in the protected property as an owner, tenant or employee.

*"Department"* means the New Jersey Department of Environmental Protection.

*"Motor vehicle"* means any vehicle that is propelled other than by human or animal power on land.

*"Muffler"* means a properly functioning sound dissipative device or system for abating the sound of escaping gasses on equipment.

*"Noise Control Officer"* means an employee of a local, county or regional health agency which is certified pursuant to the County Environmental Health Act (N.J.S.A. 26:3A2-21 et seq.) to perform noise enforcement activities; or a municipality with a Department-approved noise control ordinance and the employee has received noise enforcement training and is currently certified in noise enforcement. The employee must be acting within his or her designated jurisdiction and must be authorized to issue a summons in order to be considered a noise control officer.

*"Noise Control Investigator"* means an employee of a municipality, county or regional health commission that has a Department-approved noise control ordinance and the employee has not received noise enforcement training. However, they are knowledgeable about their model noise ordinance and enforcement procedures. A Noise Control Investigator may only enforce sections of the ordinance that does not require the use of a sound level meter. The employee must be acting within his or her designated jurisdiction and must be authorized by their municipality, county or regional health commission to issue a violation and/or summons.

"*Occupied Property*" means any affected person's property including but not limited to their home, studio, pool, tennis courts, barn, stable, penned areas, or similar structure or confined area occupied by livestock.

"*Off-Road Vehicle*" (ORV) means motor vehicles that are capable of human transport and designed or used for the purpose of recreation off of the public right-of-way by, but not limited to, all-terrain vehicles (ATV), trail/dirt bikes, minibikes, go-carts and snowmobiles.

"*Private right-of-way*" means any street, avenue, boulevard, road, highway, sidewalk, alley or easement that is owned, leased, or controlled by a non-governmental entity.

"*Public right-of-way*" means any street, avenue, boulevard, road, highway, sidewalk, alley or easement that is owned, leased, or controlled by a governmental entity.

"*Public space*" means any real property or structures thereon that are owned, leased or controlled by a governmental entity.

"*Real property line*" means the imaginary line including its vertical extension that separates one parcel of real property from another.

### III. Applicability

All off-road vehicles as defined in Section II. shall comply with the requirements herein.

### IV. Exceptions

1. ORVs specifically used for farming activities under the New Jersey Right-to-Farm regulations, yard work and snow removal.
2. ORVs engaged in government or emergency functions included but not limited to utility repair, search and rescue operations, fire fighting or vehicles engaged in scientific research in otherwise inaccessible areas.
3. ORVs in transit to or from public roadways or when being loaded or unloading from their transport vehicles.
4. Lawn mowers, tractors, lawn, garden or similar equipment for residential use. This equipment must however operate with a factory-installed or functionally equivalent muffler.
5. Public celebrations that are government sponsored or government permitted events.
6. Permitted motor vehicle racetracks.
7. Safety training by a certified instructor under the Motorcycle Safety Foundation (MSF) or another sanctioned curriculum and with written, permitted approval from the municipality.

8. Cleaning, maintenance or repair of an ORV or ORVs, between the hours of (to be determined by the town) when the engine use or operation of one or more ORVs does not exceed 15 minutes in any hour, no more than 2 times per day for a total of 30 minutes, unless sound levels are below 65 dBA at or within a complainant's property line.

#### V. Prohibited Acts

1. Sound levels made by an ORV or ORVs shall not exceed the day (7am to 10pm) and nighttime (10pm to 7am) limits of 65dBA and 50dBA respectively when measured at or within a complainant's property line unless otherwise specified in this ordinance; or
2. No person shall operate or cause to be operated any ORV not equipped with a factory-installed or functionally equivalent muffler in good working order and in constant operation; or
3. When not measuring dBAs and upon the audible determination by the NCO or NCI, no ORVs shall be operated within 400 feet of an affected person's occupied property during the day (7am to 10pm) or within 800 feet of an affected person's property during the night (10pm to 7am). If the NCO or NCI determines the use of an ORV or ORVs is not impacting on the complainant's enjoyment of life and property as a result of relative loudness, distance to the property line, number of vehicles or frequency of drive bys, even if the ORV operator(s) is within 400 or 800 feet depending on the time of day, a violation does not exist.

#### VI. Enforcement

1. Any violation of this ordinance shall be cause for an enforcement document to be issued to the violator or the property owner on which the ORV or ORVs was operated, by the noise control officer or noise control investigator according to procedures set forth at N.J.A.C. 7:29. The recipient of an enforcement document with a monetary penalty shall be entitled to a hearing in municipal court having jurisdiction to contest such action.
2. Any person who violates any provision of this ordinance shall be subject to a civil penalty for each offense of not more than \$2,000. If the violation is of a continuing nature, each day during which it occurs shall constitute an additional, separate and distinct offense. The violator can request a settlement conference to discuss potential reductions in penalty or to enter a payment schedule.
3. No provision of this ordinance shall be construed to impair any common law or statutory cause of action, or legal remedy therefrom, of any person for injury or damage arising from any violation of this ordinance or from other law.
4. It shall be unlawful for the owner or person having control or custody of an ORV to allow or enable a minor (under age 18) to operate said ORV in a manner violating any section of this ordinance. When a minor operates an ORV in violation of this ordinance, it shall be a refutable presumption that the parent or guardian enabled the ORV to be so operated and as such the parent or guardian shall be an additional responsible party.

October 2008

### Severability and Repealer

1. If any provision or portion of a provision of this ordinance is held to be unconstitutional, preempted by federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the ordinance shall not be invalidated.
2. All ordinances or parts of ordinances that are inconsistent with any provisions of this ordinance are hereby repealed as to the extent of such inconsistencies.

noise-off road vehicle/Model Off Road Vehicle Noise Ordinance final

**Lisa Fania**

---

**From:** McLeod, Allison <Allison.McLeod@dep.nj.gov> on behalf of Pflugh, Kerry <Kerry.Pflugh@dep.nj.gov>  
**Sent:** Thursday, November 1, 2018 11:17 AM  
**To:** Pflugh, Kerry  
**Subject:** NJDEP Grant Opportunity - Radon Action Month  
**Attachments:** Radon Action Partnership Packet 2019.pdf  
**Importance:** High

Good morning Mayors and Municipal Officials,

Each year, we share important information for your residents regarding radon, a naturally occurring radioactive gas. Risks from radon can be limited by testing and mitigating for radon in the home. As we have in years past, DEP is offering a Radon Awareness Program (RAP) grant to all municipalities, counties, county cancer coalitions and schools. **DEP will reimburse up to \$2,000 for your purchase of radon test kits**, which can then be distributed to your residents for **free**. January is Radon Action Month, and in addition to test kits, the attached packet offers templates for social media campaigns, press releases, and other activities.

More information about this important program can be found in the attached packet and program message below. Grants are awarded on a first come, first serve basis, and we encourage you to take advantage of this opportunity.

*January is Radon Action Month! We appreciate your continued support in promoting radon awareness in your community.*

*Radon is a naturally occurring radioactive gas and is a known human carcinogen. It is a serious health risk which can easily be prevented by testing and mitigation. Radon is the leading cause of lung cancer in non-smokers and the second leading cause of lung cancer overall, resulting in approximately 15,000 to 22,000 deaths in the United States per year.*

*If New Jersey homes with high radon concentrations are mitigated this year, about 78 lives could be saved. The New Jersey Radon Potential Map and Radon Tier Assignment Report show the assigned tier for each municipality. **Regardless of the tier, all homes in your municipality should test for radon.***

*The attached **Radon Action Partnership Packet** offers outreach suggestions for promoting testing and the mitigation of homes with high radon levels. It includes an order form for radon materials and an application for the Radon Awareness Program (RAP) Grant. Please submit order forms for materials by December 1, 2018.*

***The RAP Grant will reimburse up to \$2,000 for radon test kits!***

*Thank you again for your continued support. If you have any questions, please contact Anita Kopera at (609) 984-5543 or [anita.kopera@dep.nj.gov](mailto:anita.kopera@dep.nj.gov).*

We appreciate your assistance spreading the word about radon. If you have any questions, please don't hesitate to reach out.

Regards,

Kerry Kirk Pflugh

Director  
Office of Local Government Assistance  
New Jersey Department of Environmental Protection  
401 E. State Street  
P.O. Box 402  
Trenton, NJ 08625-0402  
Office: 609-633-7700  
Cell: 609-575-3806  
Email: [kerry.pflugh@dep.nj.gov](mailto:kerry.pflugh@dep.nj.gov)

<http://www.nj.gov/dep/lga/>

NOTE: This E-mail is protected by the Electronic Communications Privacy Act, 18 U.S.C. Sections 2510-2521. This E-Mail and its contents may be Privileged & Confidential due to the Attorney -Client Privilege, Attorney Work Product, Deliberative Process or under the New Jersey Open Public Records Act. If you are not the intended recipient of this e-mail, please notify the sender, delete it and do not read, act upon, print, disclose, copy, retain or redistribute it.

# Radon Action Partnership Packet



2019

## **Radon Action Partnership Packet**

### **Activities for Radon Action Month, Lung Cancer Awareness Month, and Throughout the Year**

Thank you for your interest in being a partner in New Jersey's radon outreach efforts. Your efforts can help prevent radon-related lung cancer in your community.

Following are examples of activities and events for increasing local radon awareness:

- Provide free test kits to residents through the Radon Awareness Program. **(Pages 3-5)**
- Social media updates on radon can raise awareness quickly and frequently to a broad audience. **(Page 6)**
- Issue press releases or include brief articles on websites, and in municipal newsletters, and local newspapers. **(Page 7)**
- Mayors or other local leaders can test their homes for radon, and invite local media to cover the story.
- Mayors can issue a proclamation. **(Page 8)**
- Your staff can offer radon presentations and set up radon displays at community events and in public areas.
- Provide educational material to the public. **(Page 9)**
- Contacts can be made with local radio and television stations to see if they would air public service announcements (PSAs) on radon. PSAs can also be obtained from the DEP, as well as from the EPA ([www.epapsa.com](http://www.epapsa.com))

# *New Jersey Department of Environmental Protection*

## **GUIDANCE DOCUMENT RADON AWARENESS PROGRAM (RAP) GRANT**

**DEP Radon Section, Mail Code 25-01, PO Box 420, Trenton, NJ 08625-0420**  
**Phone: (800) 648-0394** **www.njradon.org**

The Radon Awareness Program (RAP) Grant is available to all municipalities, counties, county cancer coalitions and schools. Any non-profit agencies involved in the Department of Community Affairs low-income weatherization program can also qualify for the grant. The New Jersey Department of Environmental Protection, Radon Section, will reimburse up to \$2,000 for the purchase of radon test kits. A limited number of grants are available and they are awarded on a first come, first served basis.

To participate in the RAP program, the agency, organization or school must follow these requirements:

1. Submit a RAP application to the Radon Section.
2. Begin the purchasing process after an approval letter is received from the Radon Section.
3. Obtain written or documented telephone quotes from a New Jersey certified radon measurement businesses which can be found at [www.njradon.org](http://www.njradon.org).
4. Purchase radon test kits from one of the certified businesses, ensuring that all reference numbers for the kits purchased are listed on the business' invoice.
5. Counties, municipalities, and county cancer coalitions ONLY:
  - a. Issue a press release, send an email blast, or post information on your website to announce the availability of test kits to residents.
  - b. Distribute FREE test kits.
  - c. Distribute test kits to only New Jersey residents.
  - d. Distribute test kits at your agency location and use coupons at health fairs, exhibits, presentations, etc. The resident may then use the coupon to pick up the test kit later at the agency.
  - e. Maintain name, address, telephone and email address information for all residents that receive a test kit.
  - f. Contact residents that do not return their test kit to encourage them to complete the test.
  - g. Submit to the Radon Section with the reimbursement form the percentage of kits handed out and the percentage of test kits returned for analysis.

- h. Submit to the Radon Section updated percentages on January 1 and July 1 each year until the supply of kits is depleted.
6. Schools ONLY:
- a. Either send a school staff member for training to receive an exemption\* so they can conduct the radon testing or contract with a certified radon measurement business and they will conduct the testing. Either way the school must contract with a certified radon measurement business to buy the test kits or to have the business conduct the testing.
  - b. Use test kits only to test the school that is applying.
7. Non-profit agencies involved in the Department of Community Affairs weatherization program ONLY:
- a. Distribute FREE test kits.
  - b. Distribute test kits to only New Jersey residents
  - c. Either send an agency staff member for training to receive an exemption\* so they can conduct the radon testing or give the test kit to the weatherization client.
  - d. Use kits only for weatherization clients.
8. Submit a RAP Reimbursement Form to the Radon Section, including all required documentation.

\*For exemption information, contact the Radon Section at (800) 648-0394.

# New Jersey Department of Environmental Protection

## APPLICATION RADON AWARENESS PROGRAM (RAP) GRANT

Return **SIGNED** form to: NJDEP Radon Section  
Mail Code 25-01, PO Box 420, Trenton, NJ 08625 or Fax: (609) 984-5595  
Phone: (800) 648-0394      [www.njradon.org](http://www.njradon.org)

<b>Affiliation (Circle One):</b>			
School	County Agency	Municipal Agency	Weatherization Non-Profit Agency
<b>Official Contact Person</b>			
Name:			
Street:			
City:			
State:		Zip:	Phone:
County:		E-mail Address:	
<b>Organization Information</b>			
<b>Name of School to be Tested or the Municipal, County or Weatherization Agency:</b>			
Street:		Business Phone:	
City:		Business Fax:	
State:		Zip:	County:
<b>Applicant Certification:</b>			
I have read the NJDEP RAP Guidance and agree to comply fully with all requirements. I acknowledge that deviation from the RAP Guidance may result in forfeiture of the RAP Grant reimbursement.			
_____		____/____/____	
(Official Contact Person Signature)		(Date)	
I certify that the above individual is authorized by me to apply for a grant to purchase radon testing devices. I understand that deviation from the guidance will result in forfeiture of reimbursement of up to \$2000.			
Superintendent/Director/Manager: _____		____/____/____	
(Print)		(Signature)	
		(Date)	

**FOR DEP USE ONLY**

Approved: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_

## **Sample Social Media Messaging for Radon**

### **Facebook:**

1. Testing for radon in your home is easy and radon problems can be fixed. Contact <<insert organization>> in <<state/county/city>> for a low cost (or free) testing kit.
2. Radon is a gas that you can't see, smell, or taste. But it can affect your health. Radon causes about 21,000 lung cancer deaths every year. Testing is simple & inexpensive. Find out how to get a radon test for your home: <<url>>
3. Radon occurs naturally and could be inside your home. Testing is important because radon can cause serious health problems like lung cancer. Testing is simple and inexpensive – get started today! <<url>>
4. Radon testing is easy and inexpensive. You can get a kit at your local hardware or home improvement store. Take steps to fix any problems you find and protect your health! <<url>>

### **Twitter:**

1. Test your home for #radon; it's easy & inexpensive <<bit.ly>> #TrackingRadon
2. You can't see, smell, or taste #radon gas. It's the 2<sup>nd</sup> leading cause of #lungcancer - test your home today. <<bit.ly>> #TrackingRadon
3. Does your house have radon? It can affect your health! Visit <<bit.ly>> for #radon testing help. #TrackingRadon
4. Testing for #radon & fixing problems can protect your health. Testing is easy & inexpensive – get a kit at your local hardware or home improvement store <<bit.ly>>

## **Sample Press Release**

FOR IMMEDIATE RELEASE

CONTACT: **[Name & Phone Number]**

**[Municipality name]** ANNOUNCES RADON ACTION WEEK **[OR MONTH]**

**[Your community, state, date]** -- **[Mayor's name]** announced today that **[dates]** has been designated Radon Action Week **[or Month]** by **[municipality]**, in cooperation with the New Jersey Department of Environmental Protection (DEP) Radon Program.

In announcing Radon Action Week **[or Month]** **[Mayor's name]** said, "Radon is a serious health risk. It is the second leading cause of lung cancer -- and the leading cause of lung cancer among non-smokers. But because radon is invisible and odorless it is easy to ignore this potential hazard in our own homes."

Radon is a radioactive gas that occurs naturally when uranium and radium break down in the soil and in rock formations. Radon gas moves up through the soil and finds its way into homes through cracks in the foundation and openings around pumps, pipes and drains.

"A significant number [or \_\_ percent (the percentage can be found in the DEP's Radon Tier Report – call (800) 648-0394)] of homes in **[municipality name]** are predicted to be above the acceptable limits for radon," **[Mayor or other official]** said. "We would like to see as many homes tested as possible, to reduce the radon risk in **[municipality name]**."

During Radon Action Week **[or Month]**, **[municipality name]** will provide radon information at the following locations and events: **[List areas where information will be available, and any radon-related events, such as presentations]**.

Radon is measured in picoCuries per liter (pCi/L) of air. The average U.S. indoor level is 1.3 pCi/L. At 4 pCi/L, the risk of lung cancer from radon is greater than the risk from fire or other home accidents. The U.S. Environmental Protection Agency and the DEP recommend that action be taken to reduce radon levels if the level in the home is greater than or equal to 4 pCi/L.

Fortunately, testing for radon is simple and inexpensive. The DEP Radon Program can provide a list of certified companies that provide testing services or do-it-yourself test kits – residents can contact the Program at (800) 648-0394 or [www.njradon.org](http://www.njradon.org). Test kits can also be obtained from many hardware stores and health departments. **[Mention if the local health department sells test kits]**.

If the test indicates a radon problem, radon mitigation systems can be installed at a cost similar to that of other home repairs. A list of certified mitigation companies is also available from the Radon Program.

For more information on radon, contact **[municipality contact and phone number]** or the DEP Radon Program at (800) 648-0394 or visit [www.njradon.org](http://www.njradon.org).

# Sample Proclamation

## PROCLAMATION

WHEREAS, radon is a naturally occurring radioactive gas that is the second leading cause of lung cancer; and

WHEREAS, prolonged exposure to radon can kill as many as 500 people in New Jersey each year; and

WHEREAS, families who reside in homes with elevated radon levels are at risk of developing serious health problems; and

WHEREAS, any home could have high levels, even when neighboring homes do not; and

WHEREAS, radon testing can be done with great ease at a relatively low expense to the homeowner, with the cost of reducing radon concentrations being comparable to a home repair; and

WHEREAS, the New Jersey Department of Environmental Protection and the United States Environmental Protection Agency are collaborating during the month of January to promote the need for radon testing in an effort to protect the lives of our State's residents; and

WHEREAS, if all New Jersey homes with radon concentrations at or above 4 pCi/L were mitigated, about 78 lives could be saved this year.

NOW, THEREFORE, I, [Mayor's name], Mayor of [municipality name], on behalf of the [municipality name] Town Council and residents of [municipality name], do hereby proclaim the week [or month] of \_\_\_\_\_, 20\_\_, as

### RADON ACTION WEEK [OR MONTH]

in the Township of [municipality name] and call upon all residents who have not yet tested to test their homes for radon and to reduce radon levels if elevated levels are found, to protect their families from the serious health risk of radon.

Signed this \_\_\_ the day of \_\_\_\_\_, 20\_\_.

---

[Mayor's name]

# Order Form Free Radon Action Partnership Materials

# Requested

Item

- \_\_\_\_\_ "Radon Information for Home Buyers and Sellers" brochure (Max order: 50)
- \_\_\_\_\_ "Radon Information You Should Know" brochure (Max order: 50)
- \_\_\_\_\_ "Take the Radon Test" – Short quiz that covers a few misconceptions about radon. (Max order: 50)
- \_\_\_\_\_ New Jersey Radon Potential Map – A one page map showing the three levels of radon potential. (Max order: 25)

**PROMOTIONAL ITEMS – Check the items you would like to receive below.**  
A TOTAL of 50 promotional items will be provided based on availability.

\_\_\_ Jar Openers

\_\_\_ Microfiber Cloths

\_\_\_ Ice Scrapers

**Mailing Address:**

**Municipality:**

**Contact Name:**

**Contact Phone Number:**

**Contact Email:**

Send Request via email, fax or mail to:

New Jersey Department of Environmental Protection  
Radon Section  
Mail Code 25-01  
PO Box 420  
Trenton, NJ 08625-0420  
(800) 648-0394, or fax (609) 984-5595  
Maxine.Williams@dep.nj.gov

Please list below any events or activities you are planning for Radon Action Month and throughout the year: (attach additional sheets if necessary)

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To: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

From: Melissa Marks  
Phone: 973-744-3005  
Fax: 202-895-0438

**North Jersey Office**  
559 Bloomfield Ave.  
Montclair, NJ 07042  
Tel: 973.744.3005

**State Office**  
198 Brighton Ave  
Long Branch, NJ  
Tel: 732.963.9714

[www.cleanwateraction.org/nj](http://www.cleanwateraction.org/nj)

Chief of Police

To Whom It May Concern:

It is time once again for our annual canvass in your community. Our current campaign is designed to protect our waterways and drinking water supplies from toxins, ensure that citizens know what is in their water, reduce pesticide use, and to elect "green" candidates.

As part of our effort to involve citizens in the political process, we will be conducting our door-to-door education and fundraising drive in your area. Its purpose is to disseminate information and gain citizen support through petitioning and fundraising.

We request, as a non-profit organization, that any fees associated with the drive be waived.

In recognition of the need for safety for the communities in which we work, we adhere to the following procedures:

1. On the each day of the drive, a list of the names and addresses of all authorized canvassers will be left with the Police.
2. Each canvasser will be required to conduct him/herself in a polite, professional, and courteous manner.
3. Each canvasser will be required to carry a Clean Water Action identification card.
4. The canvass will be conducted between the hours of 4-9 p.m.

Even though we are exempt from most standard local permitting procedures, we still ask an official to please sign off on the acknowledgement form and fax back to us. This will eliminate confusion and help reduce calls to the police desk on nights of our drive.

Sincerely,  
Melissa Marks  
Canvass Director  
North Jersey Office  
[mmarks@cleanwater.org](mailto:mmarks@cleanwater.org)



This is to acknowledge the fact that Clean Water Action will conduct its political education and fundraising drive in this boro/township in the near future. This is in no way an endorsement of the political views of Clean Water Action by this boro/township.

North Jersey Office  
559 Bloomfield Ave.  
Montclair, NJ 07042  
Tel: 973.744.3005

State Office  
198 Brighton Ave  
Long Branch, NJ  
Tel: 732.963.9714

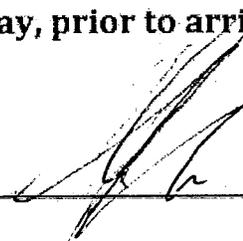
[www.cleanwateraction.org/nj](http://www.cleanwateraction.org/nj)

Hours of the canvass will be from

4:00 PM to 9:00 PM, Monday- Friday

11:00 AM - 5:00 PM on Saturdays.

Clean Water Action will contact the police department by phone, each day, prior to arrival.

City Official  Date 10/23/15

Municipality Township of Rantau

Canvass Director Melissa Marks



Raritan Township Fire Company  
303 South Main Street  
Flemington, New Jersey 08822  
Station: (908)-782-6500 Fax: (908)-782-3111  
Rtfc21.org



**Doug Day**  
Chief

**James S. Reasoner**  
President

**Karen Gilbert**  
Township of Raritan  
1 Municipal Drive  
Flemington, New Jersey 08822

**October 29, 2018**

Karen:

I am happy to inform you on behalf of the Officers & Members of the Raritan Township Fire Company that at our regular meeting on October 8, 2018, we voted to donate a piece of land at our Raritan Avenue property to The Habitat for Humanity in order for them to build a duplex home for those who are in need of a home to live in. As I said to our members during the discussion it is our job as an Emergency Services Department to go and help those in our community who need it, and that this would be just another way to do just that! I am glad you brought them before us. Please keep us in the loop as far as when construction as well as typical on site work will begin, also some of our members wanted to know about volunteering to help with the project so let us know when that will be needed as well.

*Thank You in advance,*

The officers and Members of the Raritan Township Fire Company, Station 21!!!

Regards,  
Jim...

James S. Reasoner, President, Raritan Township Fire Company 2018



P.O. Box 6275 Bridgewater, NJ 08807  
(p) 908-704-0016 (f) 908-704-1532  
www.rvhabitat.org info@rvhabitat.org

## About Raritan Valley Habitat for Humanity

Raritan Valley Habitat for Humanity (RVHFH) seeks to put God's love into action by bringing people together to build homes, communities and hope in Hunterdon and Somerset counties. In 2016 RVHFH celebrated its 25<sup>th</sup> anniversary and the completion of its 50<sup>th</sup> home.

RVHFH's ability to provide affordable housing is largely due to the dedicated support of our volunteers, both in construction at the building sites and in operations at our office, as well as material donations. RVHFH grants partner families a zero-interest mortgage with affordable monthly payments that financially empower them to improve their lives. To ensure the continued availability of affordable housing units, our properties are deed restricted as low-income housing units.

To be eligible for homeownership, applicants must:

- Be a citizen or permanent resident of the United States
- Have a demonstrated need for improved housing
- Have a good work history and a good credit history
- Complete a financial training program to help them prepare for budgeting and managing the expenses in maintaining a mortgage
- Commit to 500 hours in labor toward the construction of their new home

Final selection of the qualified candidate families is done through a lottery, administered by the town in which the new home is to be built. The selected families, along with their friends and family members, contribute a total of 500 hours of "sweat equity" labor in the construction of their new home. This gives family members and volunteers the opportunity to share, shoulder to shoulder, in the construction process. If the selected family members are disabled, we ask them to reach out to family, friends, and neighbors who will represent them in the building process.

Although Somerset and Hunterdon counties are two of the wealthiest counties in New Jersey, we still find that over 20% of residents cannot afford decent housing, and one in three families struggle to afford basic household necessities. With a 'hand-up', these families will benefit from the dignity, pride and stability of homeownership and the opportunity for children to grow up in a stable household and a safe community.



We build  
strength, stability,  
self-reliance  
and shelter

## Transforming Lives in Our Local Community

### Building Brighter Futures



Raritan Valley Habitat for Humanity (RVHFH) extends a no-down-payment, low-interest mortgage to low-income households in Somerset and Hunterdon counties, NJ. Partner homeowners receive financial guidance and work side-by-side with community volunteers as they build a decent, safe, affordable place to live along with financial strength, stability and self-reliance. In 27 years, RVHFH has built 51 homes, helping over 200 people (136 of whom are children) build a better life for themselves and their families.



### Turning Lives Around Through Affordable Homeownership

Somerset and Hunterdon counties are two of the three most expensive counties to live in in New Jersey. Fair market value to rent a modest, two-bedroom apartment is \$1,654 per month. People earning minimum wage would need to work 3.8 full-time jobs to afford rent. As a result, they live in overcrowded, unsafe, and/or unhealthy living conditions.



The affordable mortgage reduces housing costs by 30% - 50%, allowing families to build savings, invest in educational opportunities for their children, reduce debt and pursue other ways to build financial stability and a brighter future.

### Being Good Stewards of the Environment and ReStore Initiative



Raritan Valley Habitat for Humanity builds Energy Star compliant homes. We reuse and recycle building materials and follow green building initiatives to build sustainable homes. In 2018, RVHFH will launch a Habitat ReStore, a place that sells gently used home goods, furniture, building materials and more to the public at a reduced cost. This endeavor will help eliminate waste that often ends up in landfills, as well as provide sustainable funds to enhance and grow the impact of affordable housing in our community.

## How We Address the Need for Affordable Homes

-  Obtain property for new construction or rehabilitation for reduced costs or donations.
-  Obtain building services and materials at a discount or donation.
-  Extend a low-interest, no down-payment mortgage to a selected partner family.
-  Mobilize the community to build a home with RVHFH and partner homeowners.

Contact: Raritan Valley Habitat for Humanity  
PO Box 6275  
Bridgewater, NJ 08807  
PH: 908-704-0016 x15



## Homeowner Outcomes

*Raritan Valley Habitat for Humanity surveyed current homeowners in 2017. The results showed:*

- 94% of respondents attribute the overall positive changes in their lives in regards to **health, safety, financial security, education, and community involvement** to the opportunity to own an RVHFH home
- 94% of respondents feel safer in their new RVHFH home than in their previous living situation
- 78% of respondents report that their children are having a better educational experience
- 100% of respondents that reported using public assistance prior to obtaining an RVHFH home no longer need public assistance.

*A recent Habitat for Humanity study in Twin Cities, Minnesota, showed that homeownership has lasting impacts in many areas:*

### Health & Safety

- 41% visit the doctor less frequently
- 59% of families with a respiratory illness say that the person's condition has improved
- 80% feel their kids are safer

### Finances

- 43% have a family member who's gotten a new job
- AND —
- 82% report their new job is better than the one they had

### Education:

- 92% had an adult family member return or make plans to return to school
- 91% feel better about their kids' futures
- 77% say their kids' study habits improved
- 68% say their kids' grades improved
- 74% are more confident about paying for college

***Proudly Introducing 2018 Partner Homeowner Families Building Homes in Somerset County...***



Tania-Sue, a single mother of four and resource manager at an engineering firm, will begin to build financial stability thanks to the affordable home she is building with the community.



Ashraf and Nema will no longer live in an over-crowded, pest infested apartment and finally give their children a healthy environment and space to thrive.



Anita is an employee for the city of New Brunswick and Obi works part-time jobs to be home with their two young boys and alleviate childcare costs. They will build not just a new Habitat home, but a brighter future for themselves and their children.

### Building History

The most important partners in the Raritan Valley Habitat for Humanity (RVHFH) program are the families. Through a non-discriminatory process, partner homeowners are selected because of their need for housing, their willingness to contribute their own "sweat equity" (250-500 hours) and their ability to make monthly mortgage payments on the 0% mortgage that RVHFH extends. Once they purchase the house, the families are responsible for home maintenance and the monthly payments of principal, taxes, insurance and utilities, often far below rent they are currently paying. To insure continued availability of affordable housing in the community, deeds to the properties are restricted. Raritan Valley Habitat for Humanity creates a positive community enriching experience by engaging volunteers from across the community, obtaining donated or deeply discounted materials and services, and raising funds to subsidize the cost of the home.

1. November 1994	4 <sup>th</sup> Street in Bridgewater	Ranch	Santos Family
2. May 1997	2 <sup>nd</sup> Street in Somerville	Ranch	McGinty Family
3. October 1997	East 2 <sup>nd</sup> Street in Bound Brook	2-Story	McCormack Family
4. June 1998	South Dover Ave. in Franklin Twp.	2-Story	Bellinger Family
5. June 1999	Sydney Place in Franklin Twp.	Duplex	Cladd Family
6. June 1999	Sydney Place in Franklin Twp.	Duplex	Miller Family
7. April 2000	Franklin Street in South Bound Brook	Ranch	Avrette Family
8. May 2000	Franklin Street in South Bound Brook	Ranch	Davis Family
9. November 2000	East Grand Street in Hampton	Ranch	Cordes Family
10. November 2001	New Street in Hampton	Ranch	Robinson Family
11. November 2001	New Street in Hampton	Ranch	Donovan Family
12. June 2002	Girard Avenue in Franklin Twp.	Ranch	Dorvil Family
13. June 2002	Belvidere Avenue in Lambertville	Ranch	Snell Family
14. December 2002	Jackson Street in West Amwell	Ranch	Wooden Family
15. November 2003	Alex Place in Franklin Twp.	Ranch	Maxwell Family
16. January 2004	Alex Place in Franklin Twp.	Duplex	Donaus Family
17. January 2004	Alex Place in Franklin Twp.	Duplex	Fahmy Family
18. January 2005	Roosevelt Avenue in Manville	Duplex	Dixon Family
19. January 2005	Roosevelt Avenue in Manville	Duplex	Jeffrey Family
20. October 2005	Belvidere Avenue in Lambertville	2-Story	Kerr Family
21. May 2006	Belvidere Avenue in Lambertville	2-Story	Peters Family
22. May 2006	Hancock Street in Lambertville	2-Story	Durborow Family
23. May 2006	Hancock Street in Lambertville	2-Story	Coleman Family
24. June 2007	Mine Brook Road in Bernardsville	Duplex	Broughton Family
25. June 2007	Mine Brook Road in Bernardsville	Duplex	James Family
26. June 2007	Mine Brook Road in Bernardsville	Duplex	Davis Family
27. June 2007	Mine Brook Road in Bernardsville	Duplex	Robinson Family
28. July 2008	Girard Avenue in Franklin Twp.	Ranch	Solanki Family
29. July 2008	Girard Avenue in Franklin Twp.	Ranch	Pierre Family
30. July 2008	Girard Avenue in Franklin Twp.	Ranch	Onque Family
31. July 2008	Girard Avenue in Franklin Twp.	Ranch	Perez Family
32. July 2009	Clifton Street in Franklin Twp.	Ranch	Howard Family
33. July 2009	Clifton Street in Franklin Twp.	Ranch	Roberts Family
34. July 2009	Clifton Street in Franklin Twp.	Ranch	Morgan Family
35. October 2009	Irvington Avenue in Franklin Twp.	Ranch	Ayala Family
36. June 2010	Southside Avenue in Bridgewater	2-Story	Sierra Family
37. June 2010	Dutch Lane in Bridgewater	Ranch	Buniowski Family
38. October 2010	Dutch Lane in Bridgewater	2-Story	Ulmer Family
39. November 2010	Dutch Lane in Bridgewater	Ranch	Harris Family
40. March 2011	Dutch Lane in Bridgewater	Ranch	Thigpen Family
41. September 2011	Dutch Lane in Bridgewater	Ranch	Troy Family
42. October 2011	Dutch Lane in Bridgewater	2-Story	Saunders Family
43. January 2012	Dutch Lane in Bridgewater	Ranch	Mercer/Martinez Family
44. April 2012	Dutch Lane in Bridgewater	Ranch	Brunache Family
45. December 2012	Viking Avenue in Franklin Twp.	Ranch	Gad-Fahim Family
46. December 2012	York Street in Lambertville	½ Duplex	Centamore Family
47. March 2013	York Street in Lambertville	½ Duplex	Anane Family
48. July 2015	Belvidere Avenue in Lambertville	Ranch	Attaalla-Abader Family
49. July 2016	Churchill Avenue in Franklin Twp.	Ranch	Boucherbit-Lahmar Family
50. July 2016	Churchill Avenue in Franklin Twp.	Ranch	Awadalla Family
51. September 2018	Delmonico Avenue in Franklin Twp.	Ranch	Thomas Family



Raritan Valley

**Habitat for Humanity®**

Stories  
from the  
Heart

"The best part is that the home is ours"

## The Cordes Family

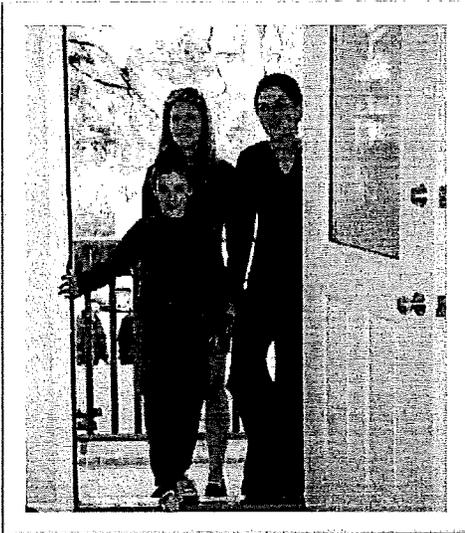
My Mom and Dad were young when they had children and struggled to gain a hold on life. I went to 13 different grade schools and would often be pulled out without warning. After my parents suffered a series of health, financial, and emotional setbacks, they just couldn't care for us the way they wanted to. My younger sister and I moved in with friends, but I was really worried about my four-year-old brother.

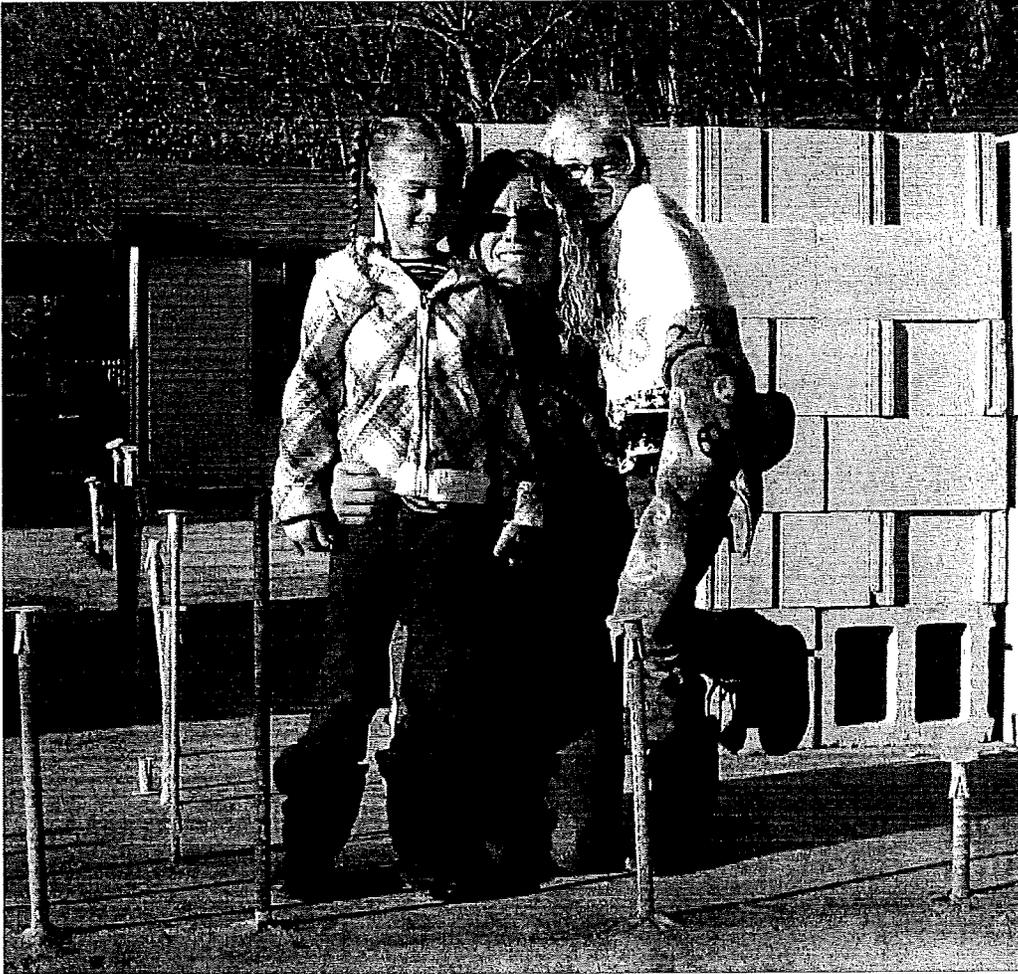
To keep the family together, at age 18, I adopted my siblings and moved us into a friend's house until I could find something more permanent. But when I searched for a place to live, I found the best we could afford was to rent a one-bedroom apartment. I really wanted a home for us in a community with good schools, so my little brother could have the stability I always craved.

Then we discovered Habitat. I loved working with Raritan Valley Habitat and the community volunteers—they were kind and caring and so supportive, all through the construction process. It made me realize that there are a lot of good people out there who really want to help others.

We moved into our Habitat home in 1999. Now each of us has our own space and some privacy. **The best part is that the home is ours, and no one can take it away from us. It makes all the difference!**

Seventeen years later, I still live in the home I built with Raritan Valley Habitat and the community. I was able to give my brother a stable home while he attended Kindergarten through 12<sup>th</sup> grade in the same school district. My sister and I got our bachelor degrees, and all three of us are happy and working in professions we love!





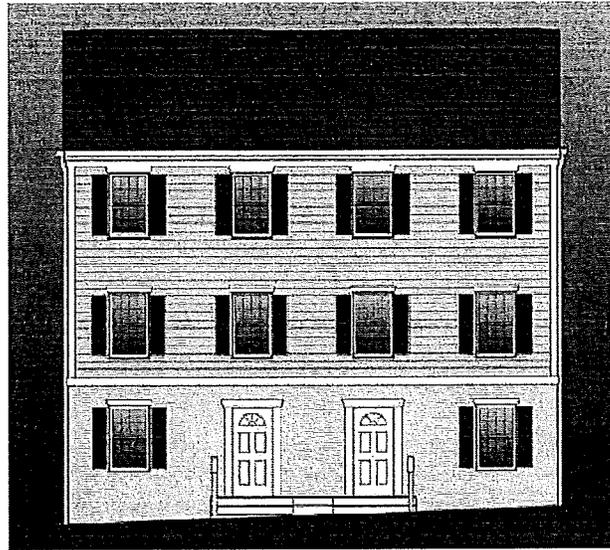
## The Centamore Family

The Centamore family (Jessica and her two daughters) have had struggles in their lives, as many people do. It was because of Jessica's perseverance and commitment to her family that she and her girls have become a partner family for our Lambertville project. While struggling to afford her high cost rental apartment in Warren County, Jessica has persevered even though her current residence lacks that special touch that families need to call a place their "HOME".

Lambertville will now offer Jessica and her children a wonderful school system that is better equipped to attend to the girls' special needs. Jessica can now look forward to a Home that she can call her own: full of love and happiness. It will give her and her children what they have needed to move forward in a positive direction.

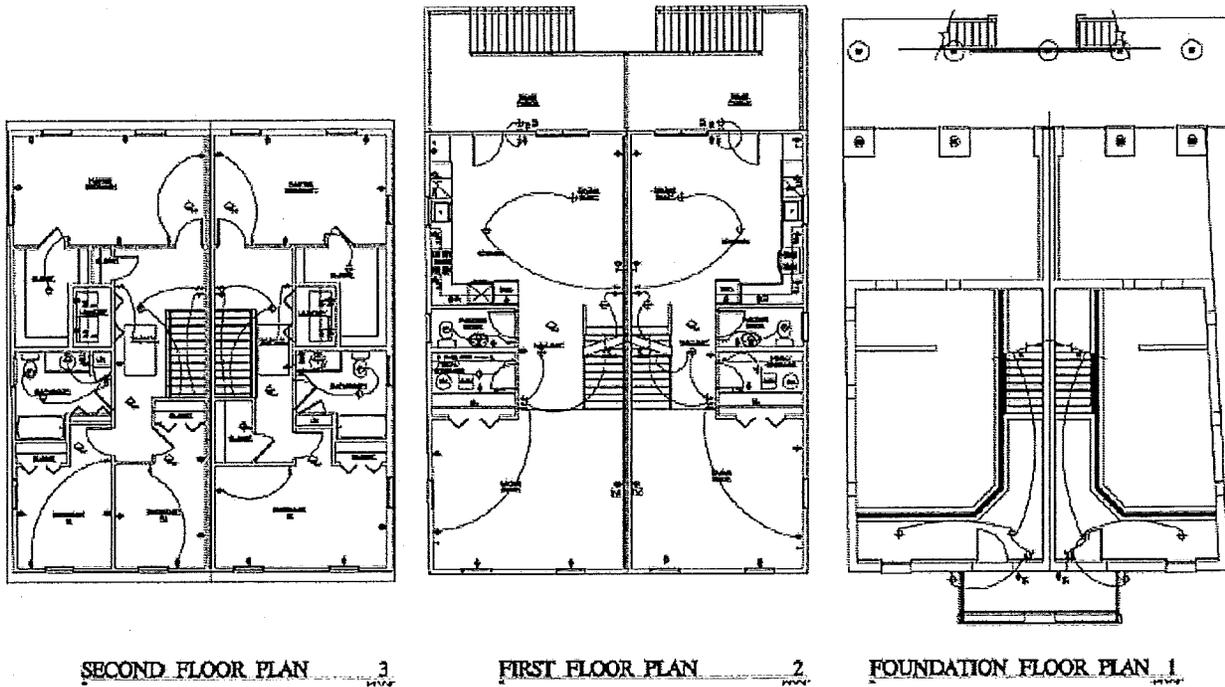
Location: York St. Lambertville, NJ  
**The Centamore Family**  
Jessica Centamore Mother  
Alyssa Centamore 7 Daughter  
Ashlee Centamore 5 Daughter

# YORK ST. LAMBERTVILLE



## Design Contest for Three-Story Duplex

Lambertville architecture firm Minno & Wasko held a contest to create a simple affordable duplex design (2 & 3 bedrooms) that reflects the historic characters of the neighborhood.



SECOND FLOOR PLAN 3

FIRST FLOOR PLAN 2

FOUNDATION FLOOR PLAN 1

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

ORDINANCE #18-28

AN ORDINANCE AMENDING AND SUPPLEMENTING  
CHAPTER 16.64 OF THE REVISED GENERAL ORDINANCES OF  
THE TOWNSHIP OF RARITAN ENTITLED "GENERAL DESIGN  
AND USE REGULATION" BY AMENDING SUBSECTION C.  
ENTITLED "PROHIBITED USES" OF SECTION 16.64.010  
ENTITLED "SCHEDULE OF CONTROLS"

WHEREAS, the Township of Raritan has the authority, under the Municipal Land Use Law, N.J.S.A. 40:55D-1, *et seq.*, and under the general police powers set forth in N.J.S.A. 40:48-1, *et seq.*, to regulate land uses within its municipal boundaries; and

WHEREAS, the Township Committee of the Township of Raritan has determined that businesses selling and growing marijuana carry with them special concerns relative to security and location; and

WHEREAS, the Township Committee of the Township of Raritan desires to ensure that such facilities that cultivate, manufacture or dispense marijuana are not allowed within ¼ mile of a school, church or playground, or any commercial or residential zone; and

WHEREAS, there is no area of the Township which can safely house a business cultivating, manufacturing or selling marijuana and/or paraphernalia that facilitates the use of marijuana; and

WHEREAS, the Township Committee of the Township of Raritan believes that it is in the best interest of the health, safety and welfare of its residents that Title 16 of the Township's Code be amended to prohibit the operation of marijuana cultivation facilities, marijuana production or manufacturing facilities, marijuana testing facilities, and retail marijuana stores in all zone districts.

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

Section 1. Chapter 16.64 entitled "General Design and Use Regulations" is hereby amended and supplemented through the revision of Subsection C. entitled "Prohibited Uses" of Section 16.64.010 entitled "Schedule of Controls" as follows:

1. Explosives manufacturing;
2. Petroleum refining;

3. Bulk storage of refinery products and raw materials in tanks for use on the premises or for resale, when inventoried in tankage exceeding the capacity as listed in Section 16.64.100.C;
4. Junkyards, auto wrecking or disassembly yards;
5. Retail, wholesale or auction sales of used motor vehicles, except as an accessory use as set forth in Section 16.68.060.E;
6. All billboards, signboards or advertising devices not expressly related to the business being conducted on the premises;
7. Landfills;
8. Collection bins of the type typically placed by organizations for the collection of used clothing, toys or other personal property; with the exception of the collection bins which the Township has placed at the Township Recycling Center for the orderly collection and disposition of such type of item;[.]
9. Recreational and medical marijuana uses, such as, but not limited to, marijuana cultivation facilities, marijuana production or manufacturing facilities, marijuana testing facilities, and retail marijuana sales and dispensaries.

Section 2. The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this Ordinance to the Hunterdon County Planning Board and to all other persons or entities entitled thereto pursuant to N.J.S.A. 40:55D-15, including to the Clerk of adjoining municipalities.

The Township Clerk shall execute Affidavits of Proof of Service of the notices required by this section, and shall keep the Affidavits on file along with the Proof of Publication of the notice of the required public hearing on the proposed change.

Section 3. After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Raritan for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Committee, within thirty-five (35) days after referral, a report including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

Section 4. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 5. All ordinances or parts of ordinances inconsistent with or in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 6. This Ordinance shall take effect immediately upon: (i) adoption; (ii) publication in accordance with the laws of the State of New Jersey; and (iii) filing of the final form of adopted Ordinance by the Clerk with the Hunterdon County Planning Board pursuant to N.J.S.A. 40:55D-16.

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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  
THE TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

---

Michael Mangin  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan at a meeting held on September 18, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of November 7, 2018 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, N.J. at which time all interested persons will be heard.

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

ORDINANCE #18-30

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 16.64 OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN ENTITLED "GENERAL DESIGN AND USE REGULATION" BY AMENDING PARAGRAPH 8 OF SUBSECTION C ENTITLED "PROHIBITED USES" OF SECTION 16.64.010 ENTITLED "SCHEDULE OF CONTROLS;" AMENDING AND SUPPLEMENTING CHAPTER 8.12 ENTITLED "COLLECTION BINS" BY REPEALING AND REPLACING SAME WITH NEW CHAPTER 8.12 ENTITLED "RESERVED;" AND AMENDING AND SUPPLEMENTING CHAPTER 5.49 ENTITLED "CHARITABLE CLOTHING BINS" BY REPEALING AND REPLACING SECTION 5.49.070 ENTITLED "DISPLAY OF PERMIT" WITH NEW CHAPTER 5.49.070 ENTITLED "DISPLAY OF PERMIT"

WHEREAS, because of the incongruity between Section 15:9-4, Chapter 8.12 and Chapter 5.94 of the Revised General Ordinances of the Township of Raritan which, taken together, both prohibit the placement of clothing donation bins in the Township and permits and regulates same, the Township Committee of the Township of Raritan has deemed it necessary to amend the Township's Code; and

WHEREAS, the Township Committee has deemed it advisable to remove clothing donation bins from the list of prohibited uses within the Township.

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

**Section 1.** Chapter 16.64 entitled "General Design and Use Regulations" is hereby amended and supplemented through the revision of Paragraph 8 of Subsection C entitled "Prohibited Uses" of Section 16.64.010 entitled "Schedule of Controls" as follows:

8. [Collection bins of the type typically placed by organizations for the collection of used clothing, toys or other personal property; with the exception of the collection bins which the Township has placed at the Township Recycling Center for the orderly collection and disposition of such type of item] Reserved.;

**Section 2.** Chapter 8.12 entitled "Collection Bins" is hereby repealed and replaced with new Chapter 8.12 entitled "Reserved."

**Section 3.** Section 5.49.070 entitled “Display of Permit” of Chapter 5.49 “Charitable Clothing Bins” is hereby repealed and replaced with new Section 5.49.070 entitled “Display of Permit” as follows:

The following information shall be clearly and conspicuously displayed on the exterior of the donation clothing bin:

- A. The name and address of the registered person that owns the bin, and any other entity which may share or profit from any clothing or donations collected via the bin;
- B. The telephone number of the person’s bona fide office and, if applicable, the telephone number of the bona fide office of any other entity which may share or profit from any clothing or other donations collected via the bin;
- C. In cases when any entity other than the person who owns the bin may share or profit from any clothing or other donations collected via the bin, a notice, written in clear and easily understandable manner, indicating that clothing or other donations collected via the bin, their proceeds, or both, may be shared, or given to, an entity other than the person who owns the bin, and identifying all such entities which may share or profit from such donations; and
- D. A statement, consistent with the information provided to the Township in the most recent permit renewal application, indicating the manner in which the person anticipates any clothing or other donations collected via the bin would be used, sold, or dispersed, and the method by which the proceeds of the collected donations will be allocated or spent.

**Section 4.** After introduction, the Township Clerk is hereby directed to submit a copy of this Ordinance to the Planning Board of the Township of Raritan for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Committee, within thirty-five (35) days after referral, a report including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

**Section 6.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

**Section 7.** All ordinances or parts of ordinances inconsistent with or in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 8.** This Ordinance shall take effect immediately upon: (i) adoption; (ii) publication in accordance with the laws of the State of New Jersey; and (iii) filing of the final form of adopted Ordinance by the Clerk with the Hunterdon County Planning Board pursuant to N.J.S.A. 40:55D-16.

---

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

---

Michael Mangin  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey at a meeting held on November 7, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of December 18, 2018 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, N.J. at which time all interested persons will be heard.

Explanation: This ordinance would provide for a waiver of zoning permits related to the replacement of existing air conditioning units, generators and propane tanks and makes various revisions to the fees related to the issuance of a zoning permit for new air conditioning units, generators and propane tanks.

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

**ORDINANCE #18-31**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 16.78 OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN ENTITLED "ADMINISTRATION AND ENFORCEMENT" BY ADDING SUBSECTION G OF SECTION 16.78.020 ENTITLED "ZONING PERMITS;" AND AMENDING AND SUPPLEMENTING CHAPTER 16.08 OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN ENTITLED "MEETINGS, HEARINGS, NOTICE AND APPEALS" BY AMENDING SUBSECTION (I) OF SECTION 16.08.090 ENTITLED "FEES;" AND AMENDING AND SUPPLEMENTING SCHEDULE VI OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN ENTITLED "SCHEDULE OF FEES" BY AMENDING A SUBSECTION THEREOF ENTITLED "ZONING PERMIT"**

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

**Section 1.** Chapter 16.78 entitled "Administration and Enforcement" is hereby amended and supplemented through the addition of Subsection G. of Section 16.78.020 entitled "Zoning Permits" as follows:

G. Notwithstanding the foregoing, the Township's Construction Code Department shall accept zoning permit waivers in lieu of a zoning permit, for generators, central air conditioning units and propane tanks if: 1) said facilities are replacing existing devices; and 2) are installed in the same location as the preexisting devices.

**Section 2.** Chapter 16.08 entitled "Meetings, Hearings, Notice and Appeals" is hereby amended and supplemented through the amendment of Subsection I of Section 16.08.090 entitled "Fees" as follows:

- I. Zoning Permits. Issued pursuant to Section 16.78.020: [Ten dollars (\$10.00) for the replacement of A/C units;] Fifteen dollars (\$15.00) for generators, central air conditioning units and propane tanks; and thirty dollars (\$30.00) for decks, fences, sheds, finished basements, interior renovations, oil tanks, [A/C units,] and other accessory structures; fifty dollars (\$50.00) for additions (residential and non-residential); one hundred fifty dollars (\$150.00) for single family residential (new structure); one hundred dollars (\$100.00) per

unit for multi-family/attached residential (new structure); two hundred fifty (\$250.00) for commercial - non-residential (new structure).

**Section 3.** Schedule VI entitled “Schedule of Fees” of the Revised General Ordinances of the Township of Raritan is here by amended and supplemented through revisions to the subsection thereof entitled “Zoning Permit” as follows:

....	....	....	...	...	....	....
	[\$10 for replacement of A/C units]		[16.08.090 I]			
...	...	...	...	...	...	...
	\$15 for <u>generators, central air conditioning units and propane tanks</u>		<u>16.08.090 I</u>			

**Section 4.** After introduction, the Township Clerk is hereby directed to submit a copy of this Ordinance to the Planning Board of the Township of Raritan for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Township Committee, within thirty-five (35) days after referral, a report including identification of any provisions in the proposed Ordinance which are inconsistent with the Master Plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

**Section 5.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

**Section 6.** All ordinances or parts of ordinances inconsistent with or in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 7.** This Ordinance shall take effect immediately upon: (i) adoption; (ii) publication in accordance with the laws of the State of New Jersey; and (iii) filing of the final form of adopted Ordinance by the Clerk with the Hunterdon County Planning Board pursuant to N.J.S.A. 40:55D-16.

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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  
THE TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

---

Michael Mangin  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey at a meeting held on November 7, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of December 18, 2018 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, N.J. at which time all interested persons will be heard.

TOWNSHIP OF RARITAN

CONSTRUCTION CODE DEPARTMENT

WAIVER OF ZONING PERMIT FOR REPLACEMENT OF GENERATORS,  
CENTRAL AIR CONDITIONING UNITS, AND PROPANE TANKS

APPLICANT:

\_\_\_\_\_

HOME OR BUSINESS ADDRESS:

\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

SEEKING WAIVER OF A ZONING PERMIT FOR (CIRCLE ONE)

GENERATOR      CENTRAL AIR CONDITIONING UNIT      *PROPANE TANK*

Please complete and notarize the following certification in order to receive a waiver of zoning permit for the above.

I, \_\_\_\_\_ hereby certify that I propose to replace an existing \_\_\_\_\_ ("Device") located on Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Tax Map of the Township of Raritan and that the replacement Device will be placed in the exact same location as the existing Device.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

**Witness (Notary and Seal)**

State of New Jersey, County of \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_

For official use only below this line.

Name of Reviewing Code Official

\_\_\_\_\_

Date Received:

Date Approved:

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

**ORDINANCE #18-32**

**AN ORDINANCE ACCEPTING A DEED OF ROAD DEDICATION FROM  
IMRE FRIESZ AND IMMACULATE FRIESZ WITH REGARD TO LOT 5  
IN BLOCK 43 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF  
RARITAN – EQUESTRIAN MEADOWS (5 KRISTINA WAY)**

**WHEREAS**, Imre Friesz and Immaculate Friesz are the owners of property located at Lot 5 in Block 34 (the "Property") as shown on the Tax Map of the Township of Raritan; and

**WHEREAS**, on July 10, 2001, Imre Friesz and Immaculate Friesz (the "Applicants") received final major subdivision (the "Approval") for the Property from the Raritan Township Planning Board (the "Board"), RTPB File No. S-1293-F, which Approval was memorialized by a Resolution of Approval No. 36-2001 adopted on August 14, 2001; and

**WHEREAS**, as a condition of the Approval, the Board required Applicants to grant to the Township a Deed of Road Dedication; and

**WHEREAS**, the proposed Deed of Road Dedication has been reviewed and approved by the Raritan Township Attorney and Township Engineer; and

**WHEREAS**, the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, wishes to accept the Deed of Road Dedication from Applicants.

**NOW, THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that it hereby authorizes acceptance of the above Deed of Road Dedication attached hereto; and

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

**ATTEST:**

**TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

## **NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey at a meeting held on November 7, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of November 20, 2018 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, N.J. at which time all interested persons will be heard.

**EXPLANATION:** This Ordinance authorizes the Township of Raritan to purchase Block 43, Lot 2 from Richard A. Francavilla and authorizes an appropriation in an amount of \$428,450.00.

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

**ORDINANCE #18-33**

**AN ORDINANCE AUTHORIZING THE TOWNSHIP OF RARITAN TO PURCHASE BLOCK 43, LOT 2 FROM RICHARD A. FRANCAVILLA AND AUTHORIZING AN APPROPRIATION IN AN AMOUNT OF \$428,450.00.**

**WHEREAS,** the Township of Raritan negotiated with Richard A. Francavilla to purchase Block 43, Lot 2 (“Property”) for open space, conservation and recreational or similar uses as authorized in N.J.S.A. 40A:12-1 *et seq.*; and

**WHEREAS,** the negotiations resulted in an agreement being reached subject to the approval and ratification of the Township Committee; and

**WHEREAS,** the Township Attorney drafted an “Agreement for Purchase of Real Estate” (“Contract”) between Richard A. Francavilla and the Township, which Contract was reviewed and approved by the attorneys for Mr. Francavilla; and

**WHEREAS,** the Contract calls for a total purchase price in an amount not to exceed \$428,450.00 for the Property; and

**WHEREAS,** the Township Committee reviewed the Contract and wishes to authorize its execution by the Mayor and Clerk; and

**WHEREAS,** the Township Committee desires to authorize the Township Administrator, Clerk and Attorney to take all required action to satisfy all contingencies contained in the Contract; and to arrange to close within forty-five (45) days from the effective date of the Contract; and

**WHEREAS,** the Open Space Advisory Committee recommended the acquisition of the Property for the purposes set forth hereinbefore and the funding of such acquisition from the following funding sources: the D&R Greenway Land Trust contributing \$85,690.00; the New Jersey Conservation Foundation – County Cooperative Open Space Assistance Program contributing \$128,535.00; and the utilization of the Township of Raritan Green Acres Program allocation in the sum of \$214,225.00 (“Funding Sources”), totaling \$428,450.00; and

**WHEREAS,** the Township will fund the purchase price through the Funding Sources; and

**WHEREAS,** the Township Committee desires to adopt this Ordinance to authorize the acquisition of the Property, authorize the funding for the acquisition of the Property, and authorize allocating funds from the Green Acres Program; and

**WHEREAS**, the Township Committee desires to authorize the Township Administrator, Clerk and Attorney to obtain all necessary studies, including title searches, surveys and Phase I Environmental Site Assessment consistent with the Green Acres Program requirements; and

**WHEREAS**, it is the intention of the Township, if necessary, to transfer, convey, assign or restrict the Property as required by the Green Acres Program in order to receive reimbursement; and

**WHEREAS**, the Local Lands and Buildings Law, N.J.S.A. 40A:12-13(b)(1) and N.J.S.A. 40A:12-13.4, authorizes the Township to transfer unneeded municipal interests in land to another governmental entity at a private sale provided that the property continues to serve a public purpose; namely, preserved for open space, conservation and recreation or similar uses as authorized in N.J.S.A. 40A:12-1 et seq.; and

**WHEREAS**, if required by the Funding Sources, the Township will transfer any interest it may have in the Property to another governmental or not for profit entity for open space, conservation, recreation or other similar use.

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

1. This Ordinance, upon final adoption, shall authorize the Township of Raritan to acquire the Property, authorize the funding for the acquisition of the Property, authorize appropriating the funds from the D&R Greenway Land Trust, New Jersey Conservation Foundation – County Cooperative Open Space Assistance Program and Green Acres Program, authorize all necessary studies, including title searches, surveys and a Phase I Environmental Site Assessment consistent with the Green Acres Program regulations and expend money from the Township Open Space Trust Fund for due diligence purposes.
2. The Township of Raritan Mayor and Clerk are hereby directed and authorized to utilize the Funding Sources for this purchase, execute an “Agreement for the Purchase of Real Estate” for the purchase of Block 43, Lot 2 in an amount not to exceed \$428,450.00, and to expend money from the Township Open Space Trust Fund for due diligence purposes.
3. The Township Administrator, Clerk and Attorney are hereby directed to take all action required to satisfy the contingencies contained in the Contract.
4. The Township Administrator, Clerk and Attorney are hereby directed to allocate all or a portion of the purchase price from the Green Acres Program, and to take all action necessary for the Township to receive reimbursement from the Funding Sources.
5. There is hereby authorized an appropriation in an amount not to exceed \$428,450.00 for the acquisition of the Property described in this Ordinance to be received from the Funding Sources. The Township Chief Financial Officer shall, prior to the effective date of

this Ordinance, file with the Township Clerk a statement certifying that sufficient funds are available to make this appropriation. The original certification shall be attached to the original of this Ordinance and shall be kept on file with the Township Clerk.

6. The Township Mayor, Administrator, Clerk and Attorney are hereby authorized to take any action necessary to transfer, convey, assign, if necessary, or restrict the Property as required by the Green Acres Program regulations in order to receive full or partial reimbursement of the purchase price from the Funding Sources.

7. This Ordinance shall take effect upon its final passage and publication according to law.

**ATTEST:**

**TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

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Michael Mangin  
Mayor

**NOTICE OF PENDING ORDINANCE**

**PLEASE TAKE NOTICE** that the foregoing ordinance was adopted on first consideration by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey at a meeting held on November 7, 2018 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of November 20, 2018 beginning at 7:00 p.m. at the Municipal Building, One Municipal Drive, Flemington, N.J. at which time all interested persons will be heard.

TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY

ORDINANCE #18-34

AN ORDINANCE VACATING A SIGHT EASEMENT IN ACCORDANCE WITH RARITAN TOWNSHIP PLANNING BOARD RESOLUTION 11-2018 ENTITLED "RESOLUTION MEMORIALIZING MODIFICATION OF CONDITION OF PRIOR APPROVAL TO ALLOW ELIMINATION OF A SIGHT EASEMENT"

WHEREAS, Fred Beans Imports of Flemington, LLC ("Fred Beans") is the lessee of a 10.258-acre lot known as Block 80, Lot 5 of the Tax Map of the Township of Raritan ("Property"); and

WHEREAS, there exists two sight triangles on the Property, Sight Easement #1 and Sight Easement #2 which were required by way of Raritan Township Planning Board ("Planning Board") Resolution 08-92 entitled "Conditional Use and Preliminary & Final Site Plan Block 80, Lots 4 & 5;" and

WHEREAS, the metes and bounds for Sight Easement #1 and Sight Easement #2, prepared by Errol Melnick, P.L.S. of Van Cleef Engineering Associates, was recorded at the Hunterdon County Clerk's office at Book 1078 Page 0571 (and attached hereto as Exhibit "A"); and

WHEREAS, in 2017 Fred Beans received approval from the Raritan Township Zoning Board of Adjustment, by way of Resolution 2017-24, for the placement of a monument sign on the Property in an area located within Sight Easement #2 on the condition that the Planning Board modify its prior approval to allow the elimination of Sight Easement #2 and the Raritan Township Committee's ("Township Committee's") vacation of same; and

WHEREAS, in 2018 the Planning Board eliminated the condition of Planning Board Resolution 08-92 that required Sight Easement #2 through the adoption of Resolution 11-2018 entitled a "Resolution Memorializing Modification of Condition of Prior Approval to Allow Elimination of a Sight Easement;" and

WHEREAS, as a factual matter, the portion of Route 202 directly in front of the Property has been reconstructed as a divided highway at this location and the access from the Property to Route 202 is right lane only in/out; and

WHEREAS, in adopting Resolution 11-2018 the Planning Board found that "the purposes of requiring Sight Easement #2 - to ensure visibility along Route 202 for vehicles making left turns - is no longer applicable because Route 202 is a right lane only in/out roadway;" and

**WHEREAS**, the Township Committee concurs with the Planning Board that, due to new traffic patterns related to the Property, Sight Easement #2 is no longer needed.

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

1. Sight Easement #2 as required by Planning Board Resolution 08-92 and modified by Planning Board Resolution 11-2018, the metes and bounds of which are recorded at the Hunterdon County Clerk's office at Book 1078 Page 0571 and attached hereto as Exhibit "A" is hereby released, extinguished and vacated.
2. The Township clerk shall, within sixty (60) days of the effective date of this Ordinance, file a copy of this ordinance certified by her under the seal of the Township, to be a true copy thereof, in the office of the Clerk of the County of Hunterdon.
3. If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.
4. This Ordinance shall become effective upon final passage and publication according to law.

**ATTEST:**

**TOWNSHIP COMMITTEE OF  
THE TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

---

Michael Mangin  
Mayor

**NOTICE OF PENDING ORDINANCE**

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# **Exhibit “A”**

SNK 1078 part 0571

Notes and Bound Description  
30' x 100' Right easement  
Block 50, Lot 5  
Paritan Township, Surcecon County, New Jersey

Sight Easement #1

Beginning at a point in the northern right-of-way line of New Jersey State Highway Route 21 and U.S. Route 202 (at 80' from center line) and running 211.50' measured westerly along the said highway right-of-way line from the most westerly corner of Block 80, Lot 5 and then said point running:

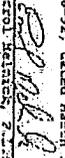
- thence (1) along the said easterly right-of-way line, North 02°43'17" West, 100.00' to a point;
  - thence (2) North 87°16'43" East, 30.00' to a point;
  - thence (3) South 13°58'40" West, 104.40' to the point and place of beginning.
- Containing a calculated area of 1,500 square feet.

Sight Easement #2

Beginning at a point in the easterly right-of-way line of New Jersey State Highway Route 21 and U.S. Route 202 (at 80' from center line) and running 211.50' measured westerly along the said highway right-of-way line from the most westerly corner of Block 80, Lot 5 and then said point running:

- thence (1) along the said easterly right-of-way line, North 02°43'17" West, 100.00' to a point;
  - thence (2) South 19°23'16" East, 104.40' to a point;
  - thence (3) South 97°15'43" West, 20.00' to the point and place of beginning.
- Containing a calculated area of 1,500 square feet.

This description is in accordance with Paritan Township Planning Board Resolution #8-92, dated March 10, 1992.

  
Fred Nelson, P.E.  
Van Cleeef Engineering Associates

EM/13  
6/1/92  
9:11 AM

Rev. 6/26/92: Per Township Engineer

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

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

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

**ABSENT:** None.

**ALSO PRESENT:** Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; Township Attorney, Jeff Lehrer; Acting Police Chief, Al Payne

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

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Township Attorney, Jeff Lehrer read Resolution #18-199 in full.

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

**ROLL CALL VOTE:**

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

**RESOLUTION #18-199**

**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: Francavilla Property Update
  - b) Personnel: Public Works Department retirement

- c) Attorney-Client Privilege:
- c) Pending Litigation: Affordable housing update

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

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***CLOSED SESSION MINUTES WILL BE DONE IN A SEPARATE DOCUMENT***

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The regular meeting reconvened at 7:08 p.m.

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

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**AMEND/APPROVE THE AGENDA**

At this time, Mayor Mangin reminded members of the Governing Body to adhere to the agenda during the meeting.

Mayor Mangin advised of one additional item to the meeting agenda a resolution providing for the insertion of any special item of revenue in the budget (Chapter 159 – Drunk Driving Enforcement Grant).

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

Motion by Reiner, seconded by Gilbert

**ROLL CALL VOTE:**

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

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**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:

**Sharon Winnick**, a resident of 20 Monsey Road, inquired as to the status of affordable housing litigation and the Dayton Road/ROSI Amendment.

**Marie Corfield**, a resident of 9 Paddock Lane, asked why the Dayton Road property was selected as a location for affordable housing and commented on flooding and traffic issues.

**Barbara Sachau**, a resident of 2 Glenway Drive, commented on the high traffic volume on Dayton Road and expressed opposition to the use of the parcel for affordable housing.

During Public Comment, Mr. Lehrer addressed questions raised regarding the status of affordable housing litigation. Mr. Lehrer explained that the Township is still in negotiations regarding its affordable housing obligation, advised that the Dayton Road property is currently identified in the plan, and that there has been no answer from NJDEP Green Acres to date. Mayor Mangin added that the property was included in the original Master Plan. Committee Member O'Brien voiced opinion not in favor of the parcel use for affordable housing but in support of seeking other locations. Committee Member Reiner commented that he voted against the allocation of sewer capacity for the Dayton Road property.

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**FINANCIAL ISSUES**

Payment of Bills as listed for Raritan Township: **\$490,892.96**

Mayor Mangin asked for a motion to approve the bill list for Raritan Township.

Motion by Reiner, seconded by Gilbert

**ROLL CALL VOTE:**

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

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Payment of Bills as listed for the Raritan Township Fire Company: **\$344.00**

Deputy Mayor Gilbert asked for a motion to approve the bill list for the Raritan Township Fire Company.

Motion by Reiner, seconded by Hazard

**ROLL CALL VOTE:**

**AYES:** Gilbert, Hazard, O'Brien, Reiner

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**RECUSE:** Mayor Mangin

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**REPORTS**

The following September 2018 Staff reports were acknowledged by Committee Members:

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

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**LIAISON REPORTS**

Karen Gilbert: Environmental Commission/Green Team; Finance; Historians; Open Space; Parks and Recreation; Planning Board (Class III Member)  
Deputy Mayor Gilbert announced that tickets are available in the Clerk's office for the Local Historian Committee's trip to the Museum of the American Revolution, Philadelphia, PA on November 10, 2018, the date (October 18) for the upcoming public hearing for the proposed Hunterdon County Open Space plan, and the date (November 7) for the Right to Farm breakfast sponsored by the State Agriculture Development Committee (SADC). Deputy Mayor Gilbert also reported that the dedication ceremony for the installation of the adult fitness center at Mine Brook Park was held Saturday, October 13. Deputy Mayor Gilbert added that the fitness equipment was donated by the Flemington-Raritan Parks and Recreation Committee.

Gary Hazard: Court/Police; RTMUA  
Committee Member Hazard reported that all is going well with the Court and that video conferencing equipment is in the process of being installed in the Court Room. Committee Member Hazard also acknowledged and offered congratulations to Acting Police Chief, Al Payne on his promotion. Lastly, Committee Member Hazard announced the upcoming date (October 22) for the Raritan Township PBA golf outing.

- Craig O'Brien: Open Space  
Committee Member O'Brien advised that negotiations are underway regarding the purchase of the Francavilla property and announced birthdays for the Navy and Marine Corps, October 10 and November 10 respectively.
- Louis Reiner: Agriculture Advisory Board; Fire/Rescue/OEM; Public Works; Wildlife Management Advisory Committee  
Committee Member Reiner extended gratitude to all those assisting with Community Day and reported that the salt dome located at the Public Works facility is full.
- Michael Mangin: Board of Health; Finance; Personnel; Planning Board (Class I Member)  
Mayor Mangin announced the upcoming meeting date (October 18) for the Board of Health and that the Planning Board meeting was cancelled.

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## UNFINISHED BUSINESS

**a. Request to consider Waiver of Zoning Approval for Generators, Central A/C units and Propane Tanks** – Mayor Mangin explained that the purpose of tonight's discussion was to reach a consensus regarding a proposed request for a waiver of zoning approval for generators, central air conditioning units and propane tanks. Mayor Mangin referenced a memo from Raritan Township Construction Official, Jeff Klein, recommending that the procedure remain as is. Mayor Mangin reiterated his support for Option #1 which includes accepting waivers for generators, central air conditioning units and propane tanks for replacements of existing units in the same location and continue to require an application and Zoning approval at the \$30.00 fee plus applicable permits for all new installations.

Mayor Mangin advised that there was a consensus among Committee Members at the last regular meeting in favor of Option #2 to accept waivers for generators, central air conditioning units and propane tanks for replacements of existing units in the same location with applicable permits and continue to require Zoning approval but not charge the current \$30.00 fee plus applicable permits for new installations.

Township Administrator, Don Hutchins, explained that Mr. Klein's memo was provided in response to a request for additional information regarding the number of permits required by the Construction Department raised during a previous meeting discussion. Mr. Hutchins continued that Mr. Klein advised that the number of permits required by the Township's Construction Department is appropriate and necessary. He added that Mr. Klein had spoken to Mr. Kinsella regarding such and Mr. Kinsella had no further issue. Mr. Hutchins recapped that Mr. Kinsella was in favor of Option #2 but had requested a fee reduction to \$15.00 from \$30.00 for new installations.

Mr. Hutchins clarified for Committee Members that replacements would no longer require zoning approval but only a signed waiver plus applicable construction permits; and that new installations would require Zoning approval with a \$15.00 fee plus all applicable construction permits.

Mayor Mangin solicited comments from Committee Members.

Deputy Mayor Gilbert voiced support for Option #2 with the fee reduction.

Committee Member O'Brien spoke in favor of a pilot program for six (6) months.

Committee Member Reiner expressed support for Option #2.

Committee Member Hazard concurred with Option #2 and the \$15.00 fee.

During the discussion the following members of the public spoke:

**Eugene Lewandowski**, a resident of 3 Phipps Court, asked about the distance requirement for the installation of generators.

Mr. Lehrer advised that distance requirements exist. Mr. Hutchins to provide Mr. Lewandowski with Zoning requirements regarding the installation of generators.

Committee Member Reiner announced that building permits are no longer required for the installation of roofs.

It was the consensus of the Committee to direct Mr. Lehrer to draft an amending ordinance authorizing the acceptance of a waiver for the replacement of generators, central air conditioning units and propane tanks in the same location with applicable construction permits and Zoning approval with a \$15.00 fee plus applicable construction permits for new installations.

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**b. Draft resolution endorsing JCP&L's Reliability Plus Infrastructure Improvement Plan –**  
Mayor Mangin explained that the proposed draft reflects the following amendments agreed upon during the previous regular meeting:

First Whereas paragraph, add the word "competitive"

Third Whereas paragraph, add the word "expect" regarding service reliability

Fourth Whereas paragraph, add the language, "improve utility response times"

Mayor Mangin advised that Mr. Hutchins had solicited comment from Committee Members and had received none.

Mayor Mangin solicited comment from Committee Members. There were no further comments. It was the consensus to proceed with the adoption of the proposed resolution at the next regular meeting.

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**c. Comcast Cable Franchise Renewal Negotiations Update** – Mr. Lehrer announced that a public hearing will be held on October 29, 2018 at 7:00 p.m. at the Raritan Township Municipal Building for those interested parties wishing to voice concern regarding Comcast’s service within the Township. Mr. Lehrer commented that the Township had received over seven hundred fifty (750) surveys from residents.

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**d. Clothing Bin License Draft Ordinance** - Mayor Mangin explained that the proposed amending ordinance permits clothing bins within the Township and establishes the regulation and licensing protocol. Mayor Mangin further explained that an incongruity in the existing ordinance was previously identified by Planning Board Chairman, Jeff Kuhl and the proposed ordinance serves to rectify the issue. It was the consensus of the Committee to review the proposed draft, provide comments to Mr. Hutchins and introduce at the next regular meeting.

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## NEW BUSINESS

**a. Date for 2019 Reorganization Meeting/Dinner** – Mayor Mangin explained that state law mandates that the reorganization of governing bodies must be held within the first seven (7) days of the new year. Mayor Mangin proposed Thursday, January 3 for the 2019 Township Committee Reorganization Meeting/Dinner. There were no objections.

**b. 2019 Recycling Permit Approval** – Mayor Mangin explained that Superintendent of Public Works, Brion Fleming has submitted proofs for the 2019 Recycling permits for approval. There were no objections.

**c. Flemington Food Pantry Community Garden** – Mayor Mangin explained that the Flemington Food Pantry is seeking permission to establish a community garden to provide fresh, locally grown fruits and vegetables to the Pantry.

Mr. Hutchins advised that the Food Pantry’s request is consistent with their agreement with the Township and the public purpose that they serve. The agreement authorizes the organization to submit such requests for improvements to the facility or to the surrounding area of the facility to the Township Committee for approval.

Deputy Mayor Gilbert commented, “what is really great about this plan is that they went to Lowes looking for some financial help or a donation of equipment....and Lowes has adopted this as their Heroes project. The Flemington Food Pantry is directly benefitting from that. It is a great partnership.”

All Committee Members concurred to direct Mr. Hutchins to advise the Flemington Food Pantry of the Township Committee’s support of the community garden.

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## **ORDINANCES (FINAL ADOPTION/PUBLIC HEARING)**

There were no ordinances for final adoption/public hearing.

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## **ORDINANCES (INTRODUCTION/FIRST READING)**

There were no ordinances for introduction.

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## **CORRESPONDENCE**

**a. Division of Consumer Affairs – NJ Opioid Litigation Municipal Survey** – Mayor Mangin explained that the New Jersey Division of Consumer Affairs is requesting the municipality to participate in the New Jersey Opioid Litigation: Municipal/County Survey.

Deputy Mayor Gilbert commented that the nature of the survey is to obtain input regarding what is going on in our community with regard to Opioid abuse.

It was the consensus of the Committee that Mr. Hutchins complete the survey with assistance from Committee Member Hazard and Acting Chief of Police Payne.

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## **NON-CONSENT AGENDA**

### **Township Committee Regular Meeting Minutes**

Mayor Mangin asked for a motion to approve the Regular Meeting Minutes of October 2, 2018.

Motion by Gilbert, seconded by Reiner

#### **ROLL CALL VOTE:**

**AYES:** Gilbert, Hazard, Reiner, Mayor Mangin

**NOES:** O'Brien

**ABSTAIN:** None

**ABSENT:** None

During the vote, Committee Member O'Brien commented, "meeting minutes should cover reasonably comprehensive meeting minutes. Now, I read a text at the last meeting that wasn't very popular but I did read it and it was reported on and actually people wrote letters to the paper. It should be in here. We should report everything that happens with a fair amount. I am a little disappointed. I have heard charges made in the past that meeting minutes are being rewritten or history is being rewritten and I have never actually seen this done before. I vote no."

Deputy Mayor Gilbert responded "we can amend minutes, if requested."

Committee Member O'Brien continued "I will be happy to provide the text. But I see no reference of it whatsoever so I was rather disappointed."

Mayor Mangin commented "it was outside the agenda."

Mr. Lehrer intervened, "there is a motion on the floor and a second, there is a roll call. I don't know what Mr. O'Brien's vote is."

Municipal Clerk, Lisa Fania advised that "he said no."

Committee Member O'Brien further commented "I said no. I think the minutes should reflect, we have an obligation to reflect what happened at a meeting."

Roll call continued.

#### **Township Committee Executive Session Meeting Minutes**

Mayor Mangin asked for a motion to approve the Executive Session Meeting Minutes of October 2, 2018.

Motion by Hazard, seconded by Gilbert

#### **ROLL CALL VOTE:**

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

#### **Township Committee Executive Session Meeting Minutes**

Mayor Mangin asked for a motion to approve the Executive Session Meeting Minutes of September 25, 2018.

Motion by Reiner, seconded by Hazard

#### **ROLL CALL VOTE:**

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

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Mayor Mangin read Resolution #18-200 by title.

Mayor Mangin asked for a motion to adopt Resolution #18-200.

Motion by Reiner, seconded by Gilbert

#### **ROLL CALL VOTE:**

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**RESOLUTION #18-200**

**RESOLUTION AUTHORIZING THE CANCELLATION OF FOURTH  
QUARTER 2018 TAXES DUE TO 100% DISABLED VETERAN EXEMPTION**

**WHEREAS**, N.J.S.A. 54:4-3.30 *et. seq.* provides for one-hundred percent (100%) 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 U.S. Veterans Administration and have subsequently applied and been approved such exemption from the Township of Raritan Tax Assessor; and

**WHEREAS**, this designation can result in the overpayment of property taxes and require the cancellation of future tax payments; and

**WHEREAS**, the Township Tax Collector, as a result of recently approved one-hundred percent (100%) disabled veteran status, recommends the cancellation of the fourth quarter 2018 tax payments as listed.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Raritan that the following fourth quarter 2018 taxes be cancelled due to a one-hundred percent (100%) disabled veteran exemption.

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>
Irving Smith (4 Old Field Ct.)	\$4,926.00	63.11	4
Jose Pacheco (10 Red Robin Way)	\$8,020.75	8	8.26
Theodore Landers Sr. (35 Phipps Ct.)	\$1,958.51	71.20	37

---

Mayor Mangin read Resolution #18-201 by title.

Mayor Mangin asked for a motion to adopt Resolution #18-201.

Motion by Gilbert, seconded by Hazard

**ROLL CALL VOTE:**

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

During the vote, Committee Member O'Brien inquired about reference to one open space lot, referencing the first page of the development agreement not the resolution.

Mr. Lehrer clarified, “the way Cluster Zoning works is that you are allowed to have the same density but what you do is you can cluster them but then there is an open space parcel of land that is created so that you have more open space. It is not meaning that it is donated to the land. Its an open area that is not developed because you are clustering your development.”

Deputy Mayor Gilbert added that it is private open space.

### **RESOLUTION #18-201**

#### **AUTHORIZING THE MAYOR AND CLERK TO SIGN A DEVELOPMENT AGREEMENT AMONG FALLONE GROUP, LLC, M.S.E., INC., AND THE TOWNSHIP OF RARITAN, FOR BLOCK 79, LOT 18**

**WHEREAS**, Fallone Group, LLC (“Developer”) applied to the Planning Board of the Township of Raritan for preliminary and final major subdivision approval for a residential cluster consisting of eleven (11) single family lots, and one Open Space Lot (“Project”), with one of the eleven (11) single family lots to remain with M.S.E., Inc. (“Owner”), and the Planning Board granted Preliminary Approval for the Project, which was memorialized in Resolution No. 16-2017, dated November 8, 2017, and Final Approval for the Project, which was memorialized in Resolution No. 16-2018, dated September 26, 2018; and

**WHEREAS**, the Final Approval requires the installation of certain improvements (“Improvements”) prior to the granting of Certificates of Occupancy for any such dwelling units; which are described in the following documents:

- (i) the final plans for the Project, prepared by James J. Mantz, P.E. & L.S., dated January 25, 2017 and last revised January 20, 2018, consisting of 21 sheets;
- (ii) the Township Engineer’s Estimate prepared by Antoine Hajjar, P.E. (“Township Estimate”); and
- (iii) the Approval Resolution; and

**WHEREAS**, the Developer will provide guarantees for the Improvements consistent with the requirements of the Township Engineer’s Estimate and the Final Approval, and the Planning Board has approved the Final Plans for the Project; and

**WHEREAS**, in accordance with the Agreement of Sale, after creation of the subdivided lots by filing the Final Subdivision Plat prepared by James J. Mantz, P.E. & L.S., dated April 13, 2018, revised through August 28, 2018, Developer is purchasing the Project with exception of proposed Lot 18.25, which Owner will retain; and

**WHEREAS**, the Development Agreement is intended to memorialize the relationship between the Developer and the Township relative to the Improvements to be constructed by the Developer as well as address other conditions of the Final Approval that require interaction between the Developer and the Township regarding the Project; and

**WHEREAS**, Owner has joined in the Development Agreement so that the terms of the Development Agreement will apply to the entire Project because the Developer will not have acquired the Project as of the date hereof, provided that Owner shall not be subject to any of the obligations or liabilities of Developer, except as expressly provided in the Development Agreement; and

**WHEREAS**, the Development Agreement is in substantially final form subject to finalization by the Township Attorney.

**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 Mayor and Clerk are hereby authorized to sign the Development Agreement with Fallon Group, LLC, and M.S.E., Inc., as discussed in the Resolution.
2. The Development Agreement to be signed will be in substantially the form attached subject to finalization by the Township Attorney.
3. This Resolution shall take effect immediately.

---

Mayor Mangin read Resolution #18-202 by title.

Mr. Hutchins explained that the proposed resolution authorizes the filing of the grant and clarified that this action is required as part of the grant process.

Mayor Mangin asked for a motion to adopt Resolution #18-202.

Motion by Hazard, seconded by Gilbert

**ROLL CALL VOTE:**

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**RESOLUTION #18-202**

**A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR CASE BOULEVARD RESURFACING**

**WHEREAS**, there is a need to resurface Case Boulevard; and

**WHEREAS**, the Township Engineer, Antoine Hajjar, recommends the resurfacing of this important collector street.

**NOW, THEREFORE BE IT RESOLVED** that the Township Committee of the Township of Raritan formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2019-Case Boulevard Resurfacing-00514 to the New Jersey Department of Transportation on behalf of the Township of Raritan.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Raritan and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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**CONSENT AGENDA**

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

Mayor Mangin asked for a motion to approve the Consent Agenda.  
Motion by Reiner, seconded by Gilbert

**ROLL CALL VOTE:**

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

**RESOLUTION #18-203**

**A RESOLUTION AUTHORIZING THE REFUND  
OF A ZONING PERMIT FEE (CAPPIELLO CONSTRUCTION, INC.)**

**WHEREAS**, Cappiello Construction, Inc. has requested the refund of a Zoning permit fee;  
and

**WHEREAS**, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated October 11, 2018 recommending the refund of a Zoning permit fee in the amount of \$30.00.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the Zoning permit fee in the amount of \$30.00 paid by Cappiello Construction, Inc. is hereby refunded.

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Mayor Mangin read Resolution #18-204 by title.  
Mayor Mangin asked for a motion to adopt Resolution #18-204.  
Motion by Gilbert, seconded by Hazard

**ROLL CALL VOTE:**

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

**RESOLUTION #18-204**

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

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

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

**WHEREAS**, the Township of Raritan has been awarded \$5,975.05 from the Division of Criminal Justice for 2018 Drunk Driving Enforcement Fund and wishes to amend its 2018 Budget to include this amount as a revenue.

**NOW THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$5,975.05 which is available as a revenue from:

Miscellaneous Revenues

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

Public and Private Revenues Off-Set with  
Appropriations:  
2018 Drunk Driving Enforcement Fund

**BE IT FURTHER RESOLVED** that a like sum of \$5,975.05 is hereby appropriated under the caption of:

General Appropriations

(a) Operations Excluded from Caps  
Public and Private Programs Off-Set by  
Revenues:

2018 Drunk Driving Enforcement Fund  
Other Expenses

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

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**PRIVILEGE OF THE FLOOR**

The following members of the public spoke during public comment.

**Catherine Ward**, a resident of 39 Stirrup Lane, asked for clarification of the identification of the Dayton Road parcel on the 2008 Master Plan. Ms. Ward commented that Item #5 in the Township's original letter to the NJDEP seeks removal of the parcel from the Recreation and Open Space Inventory (ROSI) due to an error while page 20 of the Master Plan lists the property. Ms. Ward asked that if this is an error would the Township contact NJDEP and advise of such.

Committee Member O'Brien commented that he would further review the documents and asked if the Master Plan is approved by the Township Committee.

Mr. Lehrer clarified that the Master Plan is approved only by the Planning Board.

Mayor Mangin directed Mr. Lehrer to research further and advise accordingly at a future regular meeting.

**Barbara Sachau**, a resident of 2 Glenway Drive, commented on the poor sound quality when Committee Members are speaking; and inquired as to the Township's action regarding the impact of the massive rainfall on the community.

Deputy Mayor Gilbert advised that the Township is mindful of the impact of excessive rainfall as all members of the Planning Board and Township Committee are required by state mandates to review an on-line stormwater management course regarding new building requirements with impervious coverage and new solutions for accommodating rainfall, etc.

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#### **ADJOURNMENT**

Mayor Mangin asked for a motion to adjourn

Motion by Reiner, seconded by Gilbert

**MOTION UNANIMOUSLY CARRIED**

Meeting adjourned at 7:52 p.m.

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Respectfully submitted,

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Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-206**

**RESOLUTION ENDORSING JERSEY CENTRAL POWER & LIGHT'S  
RELIABILITY PLUS – INFRASTRUCTURE IMPROVEMENT PLAN**

**WHEREAS**, the Mayor and Township Committee recognize that reliable and competitive electric service plays a crucial role in the daily lives of the residents of the Township of Raritan; and

**WHEREAS**, the Mayor and Township Committee recognize that reliable electric service is also critical to local businesses and drives commerce within the Township and across the region; and

**WHEREAS**, the Mayor and Township Committee support efforts to enhance the Township's energy infrastructure to continue to provide residents and businesses the reliable source of energy that is expected; and

**WHEREAS**, the Mayor and Township Committee support efforts to enhance the reliability and resiliency of the electric distribution system against severe weather; reduce the number of customers affected by outages; improve utility response time; and shorten the duration of outages; and

**WHEREAS**, the Mayor and Township Committee has been informed that Jersey Central Power and Light Company's (JCP&L) Reliability Plus Plan includes approximately \$400 million in targeted investments above and beyond its regular annual investments to enhance its service reliability and resiliency; and

**WHEREAS**, the Reliability Plus Plan includes nearly 4,000 enhancements that will help the reliability and resiliency of overhead and underground distribution lines, as well as new equipment, to reduce the number of customers affected by outages and shorten the duration of outages; and

**WHEREAS**, the Reliability Plus Plan also outlines additional vegetation management to reduce the potential for tree damage; the primary cause of outages during severe storms in JCP&L's service area; and

**WHEREAS**, the Reliability Plus Plan's economic benefit to residents and businesses from enhanced reliability and resiliency will be \$1.9 billion over the estimated life of the equipment installed through the program; and

**WHEREAS**, the Mayor and Township Committee has been informed that JCP&L estimates the initial monthly increase for an average residential customer at approximately 25 cents initially to a maximum of approximately \$1.87 over a four (4) year period.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, based on information provided by JCP&L representatives, endorses that JCP&L's Reliability Plus Plan will:

1. Benefit residents and businesses in the Township of Raritan and throughout Hunterdon County;
2. Make its electric distribution system more resistant to outages during storm and non-storm events; and
3. Enable its electric distribution system to recover more quickly when outages do occur and increase resiliency, operational flexibility, safety and security.

**BE IT FURTHER RESOLVED** that the Mayor and Township Committee, based on information provided by JCP&L representatives, endorses approval of JCP&L's Reliability Plus Plan by the New Jersey Board of Public Utilities.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

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Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

---

Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-207**

**A RESOLUTION AUTHORIZING TAX-EXEMPT STATUS  
FOR 100 PERCENT DISABLED VETERAN;  
PARTIAL REFUND OF THIRD QUARTER 2018 TAXES;  
AND CANCELLATION OF FOURTH QUARTER 2018 TAXES (JAGHAB)**

**WHEREAS**, on October 16, 2018, Danny Jaghab, who resides at 12 Claridge Lane, Block 79.09, Lot 25, 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 August 20, 2018; and

**WHEREAS**, Mr. Jaghab is seeking property tax exemption and refund; 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. Jaghab has been granted a 100 percent disabled veteran exemption by the Township Tax Assessor, and

**WHEREAS**, the Township Tax Collector has recommended a partial refund of third quarter 2018 taxes in the amount of \$2,362.01; and

**WHEREAS**, the Township Tax Collector has recommended the cancellation of fourth quarter 2018 taxes in the amount of \$4,983.57.

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that property tax-exempt status for 100 percent disabled veteran is hereby granted to Danny Jaghab effective October 16, 2018; and

**BE IT FURTHER RESOLVED**, that a partial refund of third quarter 2018 property taxes in the amount of \$2,362.01 is hereby refunded; and

**BE IT FURTHER RESOLVED**, that fourth quarter 2018 taxes in the amount of \$4,983.57 are hereby cancelled.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

---

Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

---

Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-208**

**A RESOLUTION AUTHORIZING REFUNDS OF  
FOURTH QUARTER 2018 TAXES DUE TO VETERAN DEDUCTION**

**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.

**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>Qualifier</u>
Steve Bravo (165 Voorhees Corner Rd.)	\$250.00	73.01	2	
Wesley Weickert (3 Joseph Drive)	\$250.00	72	3	C0003

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-209**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT WITH THE BOROUGH OF FLEMINGTON AND THE TOWNSHIP OF RARITAN FOR RENTAL USE OF OFFICE AND MEETING ROOM SPACE IN THE RARITAN TOWNSHIP POLICE DEPARTMENT BUILDING FOR FLEMINGTON BOROUGH COURT**

**WHEREAS**, the Township of Raritan and the Borough of Flemington wish to enter into a rental agreement for the use of office and meeting room space in the Raritan Township Police Department Building by the Borough of Flemington for municipal court; and

**WHEREAS**, this Agreement requires the Borough of Flemington to pay \$11,308.00 base fee annually, which includes utilities, to be paid in one (1) installment, due within sixty (60) days of January 1, 2019 and within sixty (60) days of January 1, 2020; and

**WHEREAS**, this Agreement has been ratified by the Flemington Borough Council.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey authorize the Mayor and Township Clerk to execute the aforementioned agreement on behalf of the Township of Raritan.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

Mayor and Common Council  
38 Park Avenue  
Flemington, NJ 08822

Meeting: 10/09/18 07:00 PM  
Department: Clerk of the Borough  
Category: Financial Approval  
Prepared By: Sallie Graziano  
Initiator: Sallie Graziano  
Sponsors:

ADOPTED

RESOLUTION 2018-155

DOC ID: 2806

**Authorizing the Mayor and Clerk to Sign a Two-Year Lease  
with Raritan Township for Use of the Municipal Court and  
Office Space**

BOROUGH OF FLEMINGTON  
COUNTY OF HUNTERDON

WHEREAS, the Borough is in need of appropriately configured space for its municipal court;  
and

WHEREAS, the Township of Raritan has provided such space in the recent past and is willing to  
continue to do so; and

WHEREAS, the term of this lease will be from January 1, 2019 through December 31, 2020; and

WHEREAS, the total rent for each year is \$11,308.00;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the Borough of  
Flemington, County of Hunterdon, State of New Jersey, that the Mayor and Clerk are authorized  
to sign a two-year lease with Raritan Township for Municipal Court Space.

Adopted: October 9, 2018

Attest:

  
Sallie Graziano, RMC, Borough Clerk

  
J. Philip Greiner, Mayor

ATTACHMENTS:

- 2019-2020 Flemington Borough Court Lease Agreement [DOCX]

RESULT:	ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Marc Hain, Council Vice President
SECONDER:	John Gorman, Councilman
AYES:	Driver, Gorman, Hain, Harris, Peterson, Warden

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

**RESOLUTION #18-210**

**A RESOLUTION AUTHORIZING THE RESERVE OF THE MUNICIPAL  
ALLOCATION OF FISCAL YEAR 2018/CALENDAR YEAR 2019  
COUNTY OPEN SPACE FUNDS**

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

**WHEREAS**, the Township seeks to reserve or bank this year's Fiscal Year (FY) 2018/Calendar Year (CY) 2019 Municipal Allocation until a project application is initiated and completed; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Township seeks to reserve or bank this year's FY 2018/CY 2019 Municipal Allocation.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-211**

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

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

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

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

**WHEREAS**, the Administrator has recommended to the Township Committee that Section 11 Termination of Employment be amended to add subsection 11.3, Termination Procedures; and

**WHEREAS**, the Township Committee wishes to amend Section 11 Termination of Employment.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Section 11 Termination of Employment of the Township of Raritan Personnel Policies and Procedures Manual be amended as follows:

**Section 11.3 Termination Procedures**

These steps shall be taken on or before the last day that an employee shall report for work. In the case of an employee using accumulated time off, the last day shall mean the day before the employee would begin the use of the accumulated time off which would extend to the actual date of termination, resignation or retirement.

- 1) The immediate supervisor shall be responsible for the return of all Township issued equipment, clothing, keys and electronic devices.
- 2) The immediate supervisor shall be responsible for changing any door codes or other devices that would allow the terminated employee continued access to non-public areas of Township facilities.
- 3) The immediate supervisor shall ensure that the employee's email is disabled.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

---

Lisa Fania, RMC  
Township Clerk

---

Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

---

Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-212**

**A RESOLUTION APPOINTING RICHARD SODANO  
AS ASSISTANT TO THE CONSTRUCTION OFFICIAL**

**WHEREAS**, the Construction Department is in need of an Assistant to the Construction Official; and

**WHEREAS**, the position has been posted internally; and

**WHEREAS**, the Township Administrator and the Construction Official have interviewed prospective candidates and recommend that Richard Sodano be appointed as Assistant to the Construction Official in addition to his position as the Plumbing Sub Code Official.

**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 Richard Sodano shall be appointed as Assistant to the Construction Official effective immediately.

**BE IT FURTHER RESOLVED** that Richard Sodano shall receive a \$5,000.00 increase to his current salary as Plumbing Sub Code Official.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-214**

**A RESOLUTION AUTHORIZING A REFUND FOR  
FOURTH QUARTER 2018 TAXES (CULBERSON)**

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

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

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Raritan that the following receive a refund in the amount specified due to a Homestead Rebate:

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>
Randy Culberson 188 Voorhees Corner Rd. (Homestead Rebate)	\$543.74	79	46
<b>TOTAL:</b>	<b>\$543.74</b>		

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

1611

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

**RESOLUTION #18-215**

**A RESOLUTION AUTHORIZING THE PROMOTION OF DAVID SNYDER  
TO THE POSITION OF CREW CHIEF/SIGN DEPARTMENT**

**WHEREAS**, the Department of Public Works is in need of a Crew Chief; and

**WHEREAS**, the position has been posted internally; and

**WHEREAS**, the Township Administrator and the Superintendent of Public Works have interviewed prospective candidates and recommend that David Snyder be promoted to Crew Chief.

**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 David Snyder shall be promoted to Crew Chief effective immediately.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

1611j

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

**RESOLUTION # 18-216**

**A RESOLUTION AUTHORIZING APPOINTMENT OF  
ROBERT J. SCHENCK AS PROBATIONARY PATROL OFFICER**

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

**WHEREAS**, after interviews and reviews of applicants, Acting Chief of Police, Alfred Payne, recommends that Robert J. Schenck be appointed as a Probationary Patrol Officer.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the following officer is hereby appointed:

*Robert J. Schenck  
Appointed as Probationary Patrol Officer  
Effective November 7, 2018*

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-217**

**A RESOLUTION AUTHORIZING THE PROMOTION OF MICHAEL RASILE TO  
THE POSITION OF BUILDING AND GROUNDS FOREMAN**

**WHEREAS**, the Township of Raritan is in need of a Building and Grounds Foreman in the Department of Public Works; and

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

**WHEREAS**, the Administrator has interviewed and recommends that Michael Rasile be appointed as the Building and Grounds Foreman.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that Michael Rasile is hereby promoted to the position of Building and Grounds Foreman effective immediately, at an annual starting salary of \$93,500.00.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-219**

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

**BE IT RESOLVED**, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Municipal Clerk be and is hereby authorized to certify that the Governing Body has reviewed the Completed Best Practices Inventory as prepared by the Chief Financial Officer at a public meeting held on November 7, 2018.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

Best Practices Worksheet CY 2018/SFY2019

0000	<p align="center"><b>Click here, then click on arrow to choose municipality</b></p> <p align="center"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
Answer	Question	Comments
	Core Competencies	
Yes	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
Yes	<p>Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?</p>	
Yes	<p>If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.</p>	
Yes	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year?</u></p>	

Best Practices Worksheet CY 2018/SFY2019

0000	<p style="text-align: center;"><b>Click here, then click on arrow to choose municipality</b></p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
Answer	Question	Comments
N/A	<p>If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?</p>	
Yes	<p>Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>	
7 Yes	<p>Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?</p>	
Yes	<p>Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?</p>	
Yes	<p>Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.</p>	
Yes	<p>Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.</p>	
Yes	<p>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? <b>You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</b></p>	

Best Practices Worksheet CY 2018/SFY2019

0000		<b>Click here, then click on arrow to choose municipality</b> <i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Answer	Question	Comments	
	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?		
	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?		
	N/A	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?		
15	Yes	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?		
	No	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.		

Best Practices Worksheet CV 2018/SFY2019

0000	Answer	<p style="text-align: center;"><b>Click here, then click on arrow to choose municipality</b></p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	Comments
		Question	
17	No	<p>Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?</p>	
	N/A	<p>Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.</p>	
	Yes	<p>Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?</p>	
	Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>. Has your municipality filed all current contracts with PERC?</p>	
	Yes	<p>Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?</p>	
Additional Best Practices			

Best Practices Worksheet CV 2018/SFY2019

		Click here, then click on arrow to choose municipality			
0000		Please see Color Key at bottom of sheet for limits on answers			
Answer		Question		Comments	
	No	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.			
23	Yes	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier?			

Best Practices Worksheet CY 2018/SFY2019

0000	<p align="center"><b>Click here, then click on arrow to choose municipality</b></p> <p align="center"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
	Question	Comments
Yes	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.	
Yes	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?	
Yes	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?	
Yes	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")	

Best Practices Worksheet CY 2018/SFY2019

0000	<p align="center"><b>Click here, then click on arrow to choose municipality</b></p> <p align="center"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	
Answer	Question	Comments
Yes	<p>Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term Exemption Law, N.J.S.A. 40A:20-1 et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq.?</p>	
Yes	<p>Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?</p> <p>In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.</p>	
Yes	<p>If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.</p>	
Yes	<p>Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.</p>	
Yes	<p>Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?</p>	
Yes	<p>Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?</p>	

Best Practices Worksheet CY 2018/SFY2019

		<b>Click here, then click on arrow to choose municipality</b>			
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>			
	<b>Answer</b>	<b>Question</b>		<b>Comments</b>	
	No	Does your municipality have a current community and/or economic development plan with established metrics?			
	No	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?			
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?			
	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?			
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.			
	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?			
	Yes	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?			
	Yes	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?			

Best Practices Worksheet CY 2018/SFY2019

0000		<p align="center"><b>Click here, then click on arrow to choose municipality</b></p> <p align="center"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>		
	Answer	Question	Comments	
43	Yes	<p>Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?</p>		
	Yes	<p>Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?</p>		
	Yes	<p>Does your municipality have a professional planner on staff?</p>		
	Yes	<p>The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?</p>		
	Yes	<p>Have you evaluated the SALT Charitable Contribution Law (P. L. 2018, c.8) and considered its implementation?</p>		
48	No	<p>Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.</p>		
49	No	<p>Does your municipality own any electric vehicles?</p>		
	Yes	<p>Is your municipality adhering to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?</p>		
	No	<p>Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?</p>		
	Yes	<p>Does your municipality only provide health care benefits for full time employees and officials (ie: &gt;30 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No".</p>		

Best Practices Worksheet CY 2018/SFY2019

Click here, then click on arrow to choose municipality				
0000		<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>	
53	Yes	<p>Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or \$5,000, after deducting the employee's required contribution from the premium cost?</p> <p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u></p>		
	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?		
	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?		
	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?		

Best Practices Worksheet CV 2018/SFY2019

0000	Click here, then click on arrow to choose municipality <i>Please see Color Key at bottom of sheet for limits on answers</i>	Comments	
Answer	Question		
No	Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?		
Yes	Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?		
Yes	Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?		
Yes	Employee personnel manuals serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of municipal vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>		
	<p><b>Opportunity Zones Survey</b></p> <p><b>If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:</b></p> <p><i>The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities through participation in Qualified Opportunity Funds.</i></p>		

Best Practices Worksheet CY 2018/SFY2019

0000	<p style="text-align: center;"><b>Click here, then click on arrow to choose municipality</b></p> <p style="text-align: center;"><i>Please see Color Key at bottom of sheet for limits on answers</i></p>	<p style="text-align: center;">Question</p>	<p style="text-align: center;">Answer</p>	<p style="text-align: center;">Comments</p>
			<p><i>This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.</i></p>	
		<p>For more information about Opportunity Zones, click the following link:</p>		<p><a href="https://www.state.nj.us/idea/divisions/lps/opp_zone_s.html">https://www.state.nj.us/idea/divisions/lps/opp_zone_s.html</a></p>
		<p>For an interactive map of New Jersey Opportunity Zones, click the following link:</p>		<p><a href="http://idea.maps.arcgis.com/apps/View/index.html?appid=e2c772634ced45cd91c2ca52a039989">http://idea.maps.arcgis.com/apps/View/index.html?appid=e2c772634ced45cd91c2ca52a039989</a></p>
62	Select	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?		
63	Select	If "No", would you like help developing a strategy?		
64	Select	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?		
65	Select	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?		
66		<p>If "Yes", who were you specifically approached by (check all that apply)?</p> <p><input type="checkbox"/> Local Business Owner</p> <p><input type="checkbox"/> Other Business Owner</p> <p><input type="checkbox"/> Local Investor</p> <p><input type="checkbox"/> Other Investor</p> <p><input type="checkbox"/> Local Developer</p> <p><input type="checkbox"/> Other Developer</p>		
67		<p>If approached by a developer or business owner, which category would they fall into?</p> <p><input type="checkbox"/> Residential developer, real estate development, or property management company</p> <p><input type="checkbox"/> Retail</p>		

Best Practices Worksheet CY 2018/SFY2019

0000	Answer	Question	Comments		
		<p align="center"><b>Click here, then click on arrow to choose municipality</b>  <i>Please see Color Key at bottom of sheet for limits on answers</i></p>			
		<input type="checkbox"/> Light industrial <input type="checkbox"/> Heavy industrial <input type="checkbox"/> Restaurant, entertainment, or hospitality <input type="checkbox"/> Professional services <input type="checkbox"/> Information technology <input type="checkbox"/> Other (please describe in column E)			
		<p><b>What information were they seeking from your municipality (if applicable)?</b></p> <input type="checkbox"/> Info on zoning, permitting, and approval process <input type="checkbox"/> Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds <input type="checkbox"/> Info on vacant land and available properties <input type="checkbox"/> Info on redevelopment areas <input type="checkbox"/> Info on existing development activity <input type="checkbox"/> Other (please describe in column E)			
		<p><b>69</b>      <b>Select</b></p> <p>If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?</p>			
		<p><b>70</b>      <b>Select</b></p> <p>In terms of real estate and economic development, which area (if any) is your top priority?</p>			
		<p><b>71</b>      <b>Select</b></p> <p>Which is more important, development of vacant sites and land or redevelopment of existing structures?</p>			
		<p><b>72</b>      <b>Select</b></p> <p>What type of capital improvement does your municipality see as its top priority?</p>			
		<p><b>73</b></p> <p>After people, what are your municipality's distinctive assets?</p> <input type="checkbox"/> Education <input type="checkbox"/> Tourism <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Transit Access <input type="checkbox"/> Industrial Hub			



Best Practices Worksheet CY 2018/SFY2019

		<b>Click here, then click on arrow to choose municipality</b>					
		<i>Please see Color Key at bottom of sheet for limits on answers</i>					
0000	Answer	Question	Comments				
	<input type="checkbox"/> Energy <input type="checkbox"/> Not pursuing economic development						
		Do you have an up-to-date list of:					
76	Select	<i>Distinctive community assets</i>					
77	Select	<i>Abandoned and blighted properties</i>					
78	Select	<i>Foreclosed properties</i>					
79	Select	<i>Commercial projects planned to begin within 1 year</i>					
80	Select	<i>Municipal projects planned to begin within 1 year</i>					
81	Select	<i>Planned business expansions</i>					
82	Select	<i>The 10 largest private employers in your municipality</i>					
83	Select	<i>Stalled projects due to funding gaps</i>					
84		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.					
	Name	Address (street number, street name, town, zip code)	Description and Developer	Estimated Value	Reason for Lack of Progress		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
85	Select	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries): <a href="http://nlidca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989">http://nlidca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989</a>					
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)					

Best Practices Worksheet CY 2018/SFY2019

		Click here, then click on arrow to choose municipality <i>Please see Color Key at bottom of sheet for limits on answers</i>				
0000	Answer	Question	Description and Developer	Comments	Estimated Value	Status
	Name	Address (street number, street name, town, zip code)				
1						Select
2						Select
3						Select
4						Select
5						Select
6						Select
7						Select
8						Select
9						Select
10						Select
11						Select
12						Select
13						Select
14						Select
15						Select
16						Select
17						Select
18						Select
19						Select
20						Select
21						Select
22						Select
23						Select
24						Select
25						Select

Best Practices Worksheet CY 2018/SFY2019

0000	<p align="center"><b>Click here, then click on arrow to choose municipality</b>  <i>Please see Color Key at bottom of sheet for limits on answers</i></p>	Comments	
Answer	Question		
0	Select		
49	Yes		
9	No		
3	N/A		
0	Prospective		
61	Total Answered:		
52	Score (Yes + N/A + Prospective)		
85%	Score %		
0%	Percent Withheld		
	<b>Chief Administrative Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)	
	Donald E. Hutchins		11/7/2018
	Township Administrator		
	<b>Chief Financial Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	N-1565	
	William B. Pandos		11/7/2018
	Chief Financial Officer		
	<b>Municipal Clerk's Certification</b>		
	I hereby certify that the Governing Body of the Township of Raritan in the County of Hunterdon discussed the CY 2018/SFY 2019 Best Practice Inventory as completed herein at a public meeting on November 7, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	C-1778	
	Lisa Pania		11/7/2018
	Municipal Clerk		



16Im

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

**RESOLUTION #18-220**

**A RESOLUTION REJECTING BIDS FOR SUNNY HILLS SECTION II**

**WHEREAS**, bids were received on September 26, 2018 by the Raritan Township Engineer for the Sunny Hills Section II in accordance with plans and specifications; and

**WHEREAS**, seven (7) bids were received and reviewed for correctness and were all above the Township Engineer's estimate of \$973,366.00 which was within the amount of money available for the project; and

**WHEREAS**, the Township Committee has reviewed the recommendation made by Township Engineer, Antoine Hajjar on the said bids in a memo dated October 30, 2018. A copy of this memo is made part of the resolution.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the bids received for Sunny Hills Section II are hereby rejected.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk



# TOWNSHIP OF RARITAN

## MEMORANDUM

TO: Mayor and Township Committee

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

*Antoine Hajjar*

DATE: October 30, 2018

RE: Bids for Sunny Hills Section II

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This is to advise you that the township received bids on 9/26/2018 at 11:00AM for Sunny Hills Section II in accordance with the plans and specifications prepared by our office. Seven (7) bids were received as shown on the attached bid tally sheet ranging from \$1,212,716.00 to 2,408,260.00.

The lowest bidder exceeded the engineer's cost estimate and also, the amount available in the capital budget. Hence, it is my recommendation that you reject these bids and authorize me to rebid this project at later date.

I trust this is satisfactory

Enclosure

cc: Don Hutchins, ADM/CFO w/encl.  
Lisa Fania, Twp. Clerk w/encl.



Township of Ranitan  
 COST ESTIMATE  
 SUNNY HILLS, SECTION II  
 Township of Ranitan, Hunterdon County, NJ

Item No.	Description of Materials	JGT			TOPLINE			DESANTIS			REI/VAX			BLACK ROCK			GREEN		
		Quantity	Unit	Unit Price	Total	Unit Price	Total												
1	Soil Erosion & Sediment Control	1	L.S.	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 9,000.00	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 25,000.00	\$ 51,000.00	\$ 51,000.00		
2	Silt Checking	1	L.S.	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00	\$ 100,000.00	\$ 141,250.00	\$ 141,250.00	\$ 12,000.00	\$ 12,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 11,250.00	\$ 11,250.00		
3	Traffic Control	1	L.S.	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00		
4	Erosion, Unclassified	500	C.Y.	\$ 18.00	\$ 9,000.00	\$ 10.00	\$ 5,000.00	\$ 22.00	\$ 11,000.00	\$ 75.00	\$ 37,500.00	\$ 28.00	\$ 14,000.00	\$ 28.00	\$ 14,000.00	\$ 35.00	\$ 17,500.00		
5	Soil Excavation, Subsurface Structures (if Required)	25	C.Y.	\$ 100.00	\$ 2,500.00	\$ 175.57	\$ 4,389.25	\$ 100.00	\$ 2,500.00	\$ 300.00	\$ 7,500.00	\$ 125.00	\$ 3,125.00	\$ 125.00	\$ 3,125.00	\$ 601.00	\$ 1,502.50		
6	Reinforced Block Curb	13,346	L.F.	\$ 18.00	\$ 240,228.00	\$ 25.71	\$ 343,895.00	\$ 20.00	\$ 266,920.00	\$ 36.00	\$ 480,468.00	\$ 25.00	\$ 333,650.00	\$ 25.00	\$ 333,650.00	\$ 34.00	\$ 453,764.00		
7	Reclamation including postpaid cement	12,500	S.Y.	\$ 14.00	\$ 175,000.00	\$ 12.73	\$ 159,112.50	\$ 14.48	\$ 181,000.00	\$ 16.00	\$ 200,000.00	\$ 17.00	\$ 212,500.00	\$ 17.00	\$ 212,500.00	\$ 17.00	\$ 212,500.00		
8	Sub grade repair (2-1/2" stone)	250	TONS	\$ 17.00	\$ 4,250.00	\$ 40.00	\$ 10,000.00	\$ 18.00	\$ 4,500.00	\$ 60.00	\$ 15,000.00	\$ 40.00	\$ 10,000.00	\$ 40.00	\$ 10,000.00	\$ 26.00	\$ 6,500.00		
9	Hot Mix Asphalt (2.5/0.75 Surface Course, 2-1/2" Thick, Compacted)	17,500	S.Y.	\$ 12.00	\$ 210,000.00	\$ 13.89	\$ 242,075.00	\$ 12.98	\$ 227,150.00	\$ 75.00	\$ 1,312,500.00	\$ 14.50	\$ 253,750.00	\$ 14.50	\$ 253,750.00	\$ 11.00	\$ 192,500.00		
10	Geogrid Mechanically Stabilized Layer	3,200	S.Y.	\$ 1.50	\$ 4,800.00	\$ 1.00	\$ 3,200.00	\$ 3.00	\$ 9,600.00	\$ 3.00	\$ 9,600.00	\$ 3.50	\$ 11,200.00	\$ 3.50	\$ 11,200.00	\$ 6.01	\$ 19,232.00		
11	Type B Inlet, Type "N" ECO Phases II 8" Curb Piece and Bypass Safe Gate	26	Units	\$ 2,750.00	\$ 71,500.00	\$ 3,768.28	\$ 97,975.28	\$ 2,750.00	\$ 71,500.00	\$ 3,500.00	\$ 91,000.00	\$ 3,500.00	\$ 91,000.00	\$ 3,500.00	\$ 91,000.00	\$ 2,500.00	\$ 65,000.00		
12	Type E Inlet, Type "N" ECO Bypass Safe Gate	1	Units	\$ 2,750.00	\$ 2,750.00	\$ 3,522.54	\$ 3,522.54	\$ 2,450.00	\$ 2,450.00	\$ 3,000.00	\$ 3,000.00	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 2,750.00	\$ 2,750.00			
13	Storm Manhole - 4' Diameter (including frame and cover)	1	Units	\$ 3,000.00	\$ 3,000.00	\$ 2,855.62	\$ 2,855.62	\$ 1,800.00	\$ 1,800.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 2,750.00	\$ 2,750.00			
14	Ex. Type B Inlet - Convert to E Frame and Bypass Safe Gate	2	Units	\$ 500.00	\$ 1,000.00	\$ 1,110.07	\$ 2,220.14	\$ 1,100.00	\$ 2,200.00	\$ 750.00	\$ 1,500.00	\$ 1,840.00	\$ 3,680.00	\$ 3,680.00	\$ 900.00	\$ 1,800.00			
15	18" RCP Flared End Section	4	Units	\$ 500.00	\$ 2,000.00	\$ 3,541.89	\$ 14,167.56	\$ 950.00	\$ 3,800.00	\$ 2,700.00	\$ 10,800.00	\$ 2,700.00	\$ 10,800.00	\$ 2,700.00	\$ 10,800.00	\$ 1,600.00	\$ 6,400.00		
16	Type B Inlet, Retrofit with Type "N" ECO Phase II 8" Curb Piece and Bypass Safe Gate, Reset Gate	15	Units	\$ 300.00	\$ 4,500.00	\$ 699.50	\$ 10,492.50	\$ 750.00	\$ 11,250.00	\$ 700.00	\$ 10,500.00	\$ 1,250.00	\$ 18,750.00	\$ 1,250.00	\$ 18,750.00	\$ 400.00	\$ 6,000.00		
17	Ex. Type A Inlet - Retrofit with "N" ECO Bypass Safe Gate	3	Units	\$ 200.00	\$ 600.00	\$ 286.62	\$ 859.86	\$ 550.00	\$ 1,650.00	\$ 500.00	\$ 1,500.00	\$ 750.00	\$ 2,250.00	\$ 750.00	\$ 2,250.00	\$ 400.00	\$ 1,200.00		
18	Drainage Structure Box, Repair	28	Units	\$ 550.00	\$ 15,400.00	\$ 657.31	\$ 18,404.68	\$ 650.00	\$ 18,200.00	\$ 1,500.00	\$ 42,000.00	\$ 800.00	\$ 22,400.00	\$ 800.00	\$ 22,400.00	\$ 850.00	\$ 23,800.00		
19	18" RCP Complete w/Excavation & Backfill	1,759	L.F.	\$ 32.00	\$ 56,368.00	\$ 61.47	\$ 107,949.83	\$ 61.37	\$ 107,949.83	\$ 75.00	\$ 131,925.00	\$ 90.00	\$ 158,310.00	\$ 90.00	\$ 158,310.00	\$ 70.00	\$ 123,150.00		
20	18" RCP (6-12' Dia.)	100	C.Y.	\$ 40.00	\$ 4,000.00	\$ 20.00	\$ 2,000.00	\$ 20.00	\$ 2,000.00	\$ 75.00	\$ 7,500.00	\$ 150.00	\$ 15,000.00	\$ 150.00	\$ 15,000.00	\$ 115.00	\$ 11,500.00		
21	House Drain Connection to Storm Sewer (if & Where Required)	10	Units	\$ 40.00	\$ 400.00	\$ 97.29	\$ 972.90	\$ 80.00	\$ 800.00	\$ 80.00	\$ 800.00	\$ 500.00	\$ 5,000.00	\$ 500.00	\$ 5,000.00	\$ 60.00	\$ 600.00		
22	Traffic Strip, 24" White Thermoplastic (Strip Bar)	100	L.F.	\$ 12.00	\$ 1,200.00	\$ 6.50	\$ 650.00	\$ 11.50	\$ 1,150.00	\$ 11.00	\$ 1,100.00	\$ 13.00	\$ 1,300.00	\$ 13.00	\$ 1,300.00	\$ 11.00	\$ 1,100.00		
23	Traffic Strip, Double 4" yellow epoxy	500	L.F.	\$ 3.00	\$ 1,500.00	\$ 3.15	\$ 1,575.00	\$ 3.45	\$ 1,725.00	\$ 4.00	\$ 2,000.00	\$ 4.00	\$ 2,000.00	\$ 4.00	\$ 2,000.00	\$ 5.00	\$ 2,500.00		
24	Regulatory Sign (Stop & Street Signs)	10	Units	\$ 275.00	\$ 2,750.00	\$ 210.00	\$ 2,100.00	\$ 250.00	\$ 2,500.00	\$ 250.00	\$ 2,500.00	\$ 350.00	\$ 3,500.00	\$ 350.00	\$ 3,500.00	\$ 250.00	\$ 2,500.00		
25	Driveway Restoration, Hot Mix Asphalt	1,600	S.Y.	\$ 28.00	\$ 44,800.00	\$ 30.00	\$ 48,000.00	\$ 28.00	\$ 44,800.00	\$ 44.00	\$ 70,400.00	\$ 42.00	\$ 67,200.00	\$ 42.00	\$ 67,200.00	\$ 50.00	\$ 80,000.00		
26	Safety Gates for Flared End Sections	4	Units	\$ 350.00	\$ 1,400.00	\$ 1,556.07	\$ 6,224.28	\$ 2,250.00	\$ 9,000.00	\$ 3,000.00	\$ 12,000.00	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00	\$ 800.00	\$ 3,200.00		
27	Cabinet Baskets	10	C.Y.	\$ 750.00	\$ 7,500.00	\$ 638.46	\$ 6,384.60	\$ 150.00	\$ 1,500.00	\$ 600.00	\$ 6,000.00	\$ 600.00	\$ 6,000.00	\$ 600.00	\$ 6,000.00	\$ 450.00	\$ 4,500.00		
28	Site Restoration	1	L.S.	\$ 10,000.00	\$ 10,000.00	\$ 51,500.00	\$ 51,500.00	\$ 70,500.00	\$ 70,500.00	\$ 10,000.00	\$ 10,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 90,000.00	\$ 90,000.00			
29	Asphalt Price Adjustment	2,500	TONS	\$ 1.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00			
		Total		\$ 1,332,716.00	\$ 1,332,716.00	\$ 1,305,949.00	\$ 1,305,949.00	\$ 1,331,309.93	\$ 1,331,309.93	\$ 1,593,115.00	\$ 1,593,115.00	\$ 1,631,760.00	\$ 1,631,760.00	\$ 1,631,760.00	\$ 1,449,744.82	\$ 1,449,744.82			
		Total		\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00	\$ 970,366.00			

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

**RESOLUTION #18-222**

**A RESOLUTION APPOINTING SEARCH OFFICER**

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

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

**WHEREAS**, the Township Committee must appoint a new Search Officer for the remainder of 2018 due to a retirement.

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

- 1. Ann Marie Silvia, Tax Collector, be appointed to make searches for the municipal liens; and
- 2. All fees collected shall be turned over to the Township Treasurer.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk



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

**RESOLUTION #18-218**

**A RESOLUTION AUTHORIZING THE REFUND OF A BUILDING AND  
ELECTRICAL PERMIT FEE (SUNRUN INSTALLATION)**

**WHEREAS**, Sunrun Installation has requested the refund of a Building and Electrical permit fee; and

**WHEREAS**, Danielle Langreder, Assistant Supervisor of Accounts, has submitted a memo dated October 29, 2018 recommending the refund of a Building and Electrical permit fee in the amount of \$224.00.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the Building and Electrical permit fees in the amount of \$224.00 paid by Sunrun Installation is hereby refunded.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

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

**RESOLUTION #18-221**

**A RESOLUTION AUTHORIZING THE RELEASE OF  
CASH PERFORMANCE GUARANTEE (POLLUCK)**

**WHEREAS**, Brynn Pollick posted a Cash Performance Guarantee March 13, 2018 in the amount of \$3,660.00; and

**WHEREAS**, Brynn Pollick has requested the return of the cash performance guarantee; and

**WHEREAS**, Township Engineer, Antoine Hajjar, has performed a site inspection and recommends the release of the cash performance guarantee in the amount of \$3,660.00.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the cash performance guarantee posted by Brynn Pollick in the amount of \$3,660.00 is hereby returned.

**ATTEST:**

**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk