

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

RESOLUTION #19-226

RESOLUTION RETIRING INTO EXECUTIVE SESSION

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

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

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

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
 - a) Contract Negotiations: Shared Services; Hunterdon Medical Center PILOT
 - b) Personnel: Crossing Guards; Appointments/Committee Member Reiner
 - c) Attorney-Client Privilege:
 - 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**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

List of Bills - (All Funds)

Vendor	Description	Current Fund	Payment	Check Total
4624 - A&K EQUIPMENT CO INC	PO 9624	trk 9 LED Flow Lights, 63 Backhoe L	810.20	810.20
2587 - A. PETER ENEA	PO 9710	09/03/19 - 09/17/19	1,202.36	1,202.36
3124 - ADR TOWING	PO 9584	82 Flatbed Service, (Blown Hyd Lin	95.00	95.00
3490 - AMERICAN TIRE & AUTO	PO 9658	21-24.Police & 31 DPW Front Alignme	202.30	202.30
334 - ATLANTIC TACTICAL OF NJ, INC.	PO 9071	Short Sleeve Shirts for Cramer/Camp	224.83	224.83
4358 - BREWER ASSOC	PO 9633	Paper & Toner August 2019	115.36	115.36
4541 - BRION FLEMING, CUST OF PETTY CASH	PO 9621	ICE	25.00	
	PO 9646	Employee Appreciation Picnic	4.27	
	PO 9650	EMPLOYEE APPRECIATION PICNIC	4.74	34.01
2028 - C & M LANDSCAPING SERVICE	PO 9428	Large Oak on Rake Road Across From	1,550.00	1,550.00
4414 - CAESARS	PO 9651	2019 NJLM Annual Conference Hotel	314.00	314.00
1801 - COMCAST - #0119249	PO 8290	B-2019 INTERNET SERVICES FOR PW	283.79	283.79
4297 - COMCAST- #0118571	PO 8291	B-2019 INTERNET SERVICES - ADMIN	1,131.74	1,131.74
4935 - COMCAST-#0043217	PO 8707	B-INTERNET 2019	13.95	13.95
303 - COOPER ELECTRIC	PO 9635	BLANKET	76.79	76.79
196 - GANNETT NJN	PO 9623	CN Invoice Planning Board Hollenbac	49.62	
	PO 9626	Open Space Notice & Affidavit	68.54	118.16
3258 - DEER CARCASS REMOVAL SERV	PO 9604	AUGUST DEER REMOVAL	210.00	210.00
218 - DELTA DENTAL PLAN NJ INC	PO 7951	B-2019 DENTAL	10,199.36	10,199.36
1048 - DEMPSEY UNIFORM & LINEN SUPPLY	PO 9547	BLANKET-MAT SERVICES	110.58	
	PO 9615	Admin Mat Service	45.30	155.88
3833 - DIFRANCESCO, BATEMAN, COLEY ETC	PO 7966	B-2019 LEGAL SERVICES	4,483.64	4,483.64
421 - DONALD HUTCHINS	PO 9662	Bereavement Basket Mathews/Coffee A	88.74	88.74
4577 - ESRI	PO 9636	Desktop and mobile version of GIS s	7,858.00	7,858.00
3511 - FASTENAL CO	PO 9610	Shop Tools	376.98	376.98
873 - FLEMINGTON CHEVROLET	PO 9627	21-15 Brakes, Front & Rear Pads & R	641.66	641.66
307 - FLEMINGTON FLORAL CO	PO 9598	Funeral Basket (Purcell)	121.99	121.99
354 - GOODYEAR AUTO CENTER	PO 9583	Police Tires	270.00	
	PO 9643	21-15 Police & 454 Crown Vic DPW Fl	899.96	1,169.96
11 - GRAINGER	PO 9644	6 Ft Platform Ladder	196.45	196.45
4422 - GRASS ROOTS TURF PROD	PO 9487	Fertilizer for Parks- MCCPC #42 Cat	364.50	364.50
3510 - HARRY HAUSHALTER, ESQ.	PO 8336	B-2019 TAX APPEALS	2,278.50	2,278.50
3914 - HOME DEPOT CREDIT SREV	PO 9531	DPW Supplies	52.16	
	PO 9645	Employee Appreciation Picnic Suppli	29.34	81.50
3725 - HUNTERDON COUNTY	PO 9632	COMMUNITY DAY INSERTS	141.00	141.00
2 - HUNTERDON LOCK & SAFE	PO 9603	BLANKET	168.56	168.56
4839 - INSTITUTE FOR FORENSIC PSYCHOLOGY	PO 9612	Evaluation for a New Hire	475.00	475.00
430 - INTERSTATE BATTERY SYSTEM	PO 9579	71 Tractor Battery	145.95	145.95
1062 - J.C. EHRlich CO INC	PO 9532	BLANKET - PEST CONTROL SERVICE	62.00	62.00
291 - JOSEPH FINKLE & SON	PO 9625	trk 7 Body Repair Steel	235.10	235.10
4596 - LYNNE TIMLIN	PO 9461	Hewlett Packard toner for court com	207.91	207.91
589 - M & W COMMUNICATIONS	PO 9587	Magnetic Radio Clips for Patrol Veh	494.25	494.25
1433 - MCELROY, DEUTSCH ETC...	PO 7964	B-2019 LEGAL SERVICES	719.20	719.20

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
1431 - MCMANIMON & SCOTLAND, L.I.C.	PO 9582 ORD REAPPROP/BAN/SERVICES	5,566.82	5,566.82
4096 - MILFORD MOWER	PO 9599 Sharpen Mower Blades & Chainsaw Cha	131.00	131.00
4962 - MILLARDS WELDING & FABRICATIONS	PO 9628 Plow 187 Weld Repair, On Site Weldi	2,067.00	2,067.00
976 - MINUTEMAN PRESS	PO 3969 Business Cards - Mendez	49.00	49.00
4756 - MONTAGE ENTERPRISES INC	PO 9541 82 Mower, New Roller Assem	2,146.85	2,146.85
4816 - MORRIS COUNTY PUBLIC SAFETY TRAINI	PO 8367 Officer Training	165.00	165.00
4973 - MR JOHN	PO 9550 BLANKET - PORTABLE RESTROOMS	676.00	676.00
4061 - NAPA	PO 9602 Blanket Req	1,115.32	1,115.32
3881 - NEW JERSEY AMERICAN WATER	PO 9654 08/09/19 - 09/10/19	682.26	682.26
372 - NJ ADVANCED MEDIA	PO 9671 Legal Notice	341.16	341.16
1455 - NJ ANALYTICAL LABORATORIES	PO 9511 AUGUST WATER TESTING	125.00	125.00
4484 - PETERSON SERVICE CO, INC	PO 9619 Air Handler Repair Admin. Bldg	846.00	846.00
2228 - PSI	PO 9471 Stormwater Flyers	739.71	739.71
	PO 9634 Tax Bills Stuffed / Inv 61687	1,686.17	1,686.17
	PO 9638 6300 Sotrmwater Flyers, Insert into	1,008.00	1,008.00
	PO 9667 Flyers for Tax Bills	504.00	504.00
673 - RACHLES/MICHELE'S OIL CO	PO 9530 B- Gasoline	7,933.69	7,933.69
4892 - RAY FISHER AUTO BODY INC	PO 9523 Towing of Vehicles to Impound Yard	265.00	265.00
4227 - READY REFRESH	PO 8146 B-2019 BOTTLED WATER SERVICE	187.26	187.26
1939 - ROBERT H HOOVER & SONS	PO 9657 20 Sweeper Radiator Tank	151.48	151.48
2245 - SEALMASTER	PO 9630 White Traffic Paint and Glass beads	916.22	916.22
4985 - SMARTSIGN	PO 9451 Inventory Tags	341.08	341.08
4548 - SONYA A SELLERS	PO 9709 08/27/19 - 09/18/19	1,131.26	1,131.26
4528 - STAVOLA FLEMINGTON ASPHALT	PO 9537 Blanket For Asphalt and Materials	679.29	679.29
1561 - STICKEL, KOENIG, SULLIVAN & DRILL	PO 8335 B-NON ESCROW FOR 2019	660.00	660.00
4747 - STRATIX SYSTEMS	PO 8535 B-COPIER FOR CONST CODE	121.50	121.50
4793 - SUPLEE, CLOONEY & COMEANY	PO 9323 PREP OF 2018 AUDIT REPORT	35,100.00	35,100.00
1086 - TILCON NEW YORK INC	PO 9594 YELLOW MASON SAND	350.21	350.21
870 - TIRPOK CLEANERS	PO 9661 B-DRY CLEANING FOR 2019	6,050.00	6,050.00
2432 - TREASURER-ST OF NJ	PO 9574 PESTICIDE LICENSE RENEWAL	30.00	30.00
	PO 9597 PESTICIDE LICENSE DON HUTCHINS	80.00	110.00
2142 - VERIZON WIRELESS	PO 8325 B-ACCT #742071798-00005	372.91	372.91
	PO 8326 B-ACCT #742071798-00003	871.21	871.21
	PO 8327 B-ACCT #742071798-00001	1,141.61	1,141.61
	PO 8329 B-ACCT #342014580	1,120.97	1,120.97
4914 - VERMEER	PO 9540 77-2 Chipper Hour Meter & Tach	333.47	333.47
918 - VITAL COMMUNICATIONS INC	PO 9639 2019 - ESTIMATED TAX BILLS AND 3 PA	5,825.57	5,825.57
4212 - WASTE MANAGEMENT OF NJ	PO 9631 BLANKET	3,576.72	3,576.72
Trust			
4734 - ASSOC OF NJ RECYCLERS	PO 9611 ANNUAL RECYCLING SYMPOSIUM	68.00	68.00
4800 - COLGATE PAPER STOCK CO., INC	PO 9616 August Recycling	186.20	186.20
2771 - FLEMINGTON SOUTH GARDENS	PO 7946 2019 - AFFORDABLE HOUSING SERVICES	5,610.83	5,610.83
510 - J CALDWELL & ASSOC	PO 8213 B-2019 COAH	540.00	540.00

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
1433 - MCELROY, DEUTSCH ETC...	PO 7965 B-2019 COAH SERVICES	3,763.65	3,763.65
	Capital		
1192 - DONNELLY IND, INC	PO 9164 Direct Install Program (Energy Savi	11,661.83	11,661.83
4273 - EASTERN CONCRETE MATERIALS INC	PO 9565 MCCPC contract #9 3/4 inch clean st	2,201.74	2,201.74
930 - EQUITY ENVIRONMENTAL ENG,LLC	PO 9307 Police remediation	4,680.97	4,680.97
3914 - HOME DEPOT CREDIT SREV	PO 9531 DPW Supplies	71.88	71.88
2795 - KOLLMER EQUIPMENT	PO 9592 Concrete Chainsaw Blades	2,300.00	2,300.00
4528 - STAVOLA FLEMINGTON ASPHALT	PO 9545 B- BRIDAL PATH INCOMING ASPHALT	291.30	291.30
	TOTAL		153,513.76

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-001	CASH TD BANK			0.00	122,137.36
01-201-20-100-200	TOWNSHIP ADMINISTRATOR O/E	121.99			
01-201-20-101-200	POSTAGE & PHOTOCOPYING	236.86			
01-201-20-110-200	GOVERNING BODY - OE	88.74			
01-201-20-120-200	TOWNSHIP CLERK - OE	2,333.62			
01-201-20-135-200	AUDITING	35,100.00			
01-201-20-140-200	DATA PROCESSING SERVICES OE	5,839.52			
01-201-20-145-200	TAX COLLECTOR OE	2,027.33			
01-201-20-155-200	LEGAL SERVICES OE	12,328.96			
01-201-21-180-200	PLANNING BOARD OE	745.16			
01-201-21-185-200	ZONING BOARD OE	752.20			
01-201-23-220-200	GROUP INSURANCE	10,199.36			
01-201-25-240-200	POLICE OE	7,674.08			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	845.08			
01-201-25-253-200	STORMWATER MGMT PLAN-ENG	9,605.71			
01-201-26-290-200	ROAD REPAIR & MAINTENANCE OE	3,809.72			
01-201-26-310-200	PUBLIC PROPERTY (B&G) OE	1,938.65			
01-201-26-315-200	VEHICLE MAINTENANCE OE	9,818.72			
01-201-28-375-200	PARK MAINTENANCE OE	1,275.50			
01-201-31-440-200	UTILITIES	13,352.53			
01-201-32-465-200	SOLID WASTE	3,786.72			
01-201-43-490-200	MUNICIPAL COURT OE	207.91			
01-204-55-000	Accounts Payable			49.00	
TOTALS FOR	Current Fund	122,088.36	0.00	49.00	122,137.36

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
03-101-01-000-009	Recycling Trust		0.00		254.20
03-101-01-000-018	Housing Trust		0.00		9,914.48
03-289-10-110-005	Recycling		254.20		
03-289-10-110-007	Housing		9,914.48		
TOTALS FOR	Trust	0.00	0.00	10,168.68	10,168.68
04-101-01-000-001	Checking TD Bank		0.00		21,207.72
04-215-56-311-000	Cap Ord#19-13 Var Capital Improvements		21,207.72		
TOTALS FOR	Capital	0.00	0.00	21,207.72	21,207.72

Total to be paid from Fund 01 Current Fund 122,137.36
 Total to be paid from Fund 03 Trust 10,168.68
 Total to be paid from Fund 04 Capital 21,207.72

 153,513.76

Checks Previously Disbursed

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
1184	NORMAN J GOLDBERG INC		2,250.00		10/01/2019
1183	C & M LANDSCAPING SERVICE		1,850.00		10/01/2019
34185	TAYLOR RENTAL		75.00		9/27/2019
34184	PARTY PERFECT RENTALS, LLC		1,167.50		9/27/2019
34183	JAMES ANGIULI		2,932.43		9/24/2019
9202019	MERITAIN HEALTH		32,892.22		9/20/2019
91619	MICROSOFT		736.00		9/16/2019
34182	CORNERSTONE PRINT & IMAGI		1,705.46		9/17/2019
91719	PITNEY BOWES RESERVE ACCOUNT		3,000.00		9/17/2019
91319	TREASURER ST OF NJ/1995 GT		92,529.98		9/13/2019
9	PROACT, INC		15,418.08		9/13/2019
9132019	MERITAIN HEALTH		20,263.78		9/13/2019
117	C & E TAX LIEN FUND		2,600.00		9/17/2019
34181	JEFFREY VACCARELLA		967.00		9/17/2019
34180	JOSEPH GILL		2,841.02		9/17/2019

			181,228.47		

Totals by fund

Previous Checks/Voids Current Payments Total

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
Fund 01 Current Fund	81,998.49	122,137.36	204,135.85		
Fund 03 Trust	99,229.98	10,168.68	109,398.66		
Fund 04 Capital		21,207.72	21,207.72		
BILLS LIST TOTALS		181,228.47	153,513.76	334,742.23	

9a.

TO: MAYOR AND TOWNSHIP COMMITTEE

RE: TAX COLLECTOR REVENUES
MONTH ENDING AUGUST 2019

	CURRENT MONTH	YEAR TO DATE
CURRENT YEAR TAXES: 2019	15,618,946.49	75,350,159.78
LEVY: TOTAL YEAR 2019 - \$103,327,794.51		
PRIOR YEARS TAXES: 2015 State Appeal	9,380.00	9,380.00
PRIOR YEARS TAXES: 2016 State Appeal	19,248.00	19,248.00
PRIOR YEARS TAXES: 2017 State Appeal	34,300.00	34,300.00
PRIOR YEARS TAXES: 2018	94,258.10	454,813.11
PREPAID TAXES: 2020	8,193.48	8,193.48
PILOT	73,512.43	222,301.32
INTEREST: (INCLUDING YEP)	17,327.68	88,663.00
BOUNCED CHECKS:	(7,682.98)	(59,658.28)
ADJUSTED CHECKS DUE TO ERROR:	0.00	(1,900.00)
<u>MISC & COS:</u>		
COST OF SALE	1,083.23	1283.23
ACH FEES	287.00	587.00
DUPLICATE BILL FEES:	35.00	345.00
RETURNED CHECK FEES:	0.00	100.00
SEARCH FEES:	0.00	20.00
REFUND FROM STATE FOR VETS & SC	0.00	0.00
HOMESTEAD REBATE	346,213.29	715,897.82
TOTAL COLLECTIONS:	16,215,101.72	76,843,733.46



 TAX COLLECTOR

DATE: September 16, 2019

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

August 2019

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2019

	MTD	YTD
BALANCE BEGINNING OF MONTH		16,175,078.17
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING	26,333,911.86	
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT (check writing error)		
JUDGEMENTS (STATE)		
BOUNCED CHECKS	7,664.61	
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS	15,618,946.49	
JUDGEMENTS (COUNTY)	20,104.14	
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED	250.00	
100% PROPERTY EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN	520.72	
PAYMENT ADDUSTMENTS		
BILLING ADJUSTMENTS		
HOMESTEAD REBATE	346,213.29	
BALANCE END OF THE MONTH		26,530,620.00

Levy for 2019 = 103,327,794.51

Collection Rate for 2019 as of 8/31/19 = 74.12%

August 2019

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2020

	MTD	YTD	
BALANCE BEGINNING OF MONTH			0.00
ADDITIONS TO RECEIVABLE			
CURRENT YEAR BILLING	51,631,253.26		
ADDED AND OMITTED TAXES			
LEVY ADJUSTMENTS (OVERBILLING)			
SENIOR CITIZEN CHARGE BACKS			
REFUNDS			
PAYMENT ADJUSTMENT			
BILLING ADJUSTMENT			
BOUNCED CHECKS			
VET DISALLOWED			
REDUCTIONS TO RECEIVABLE			
CASH COLLECTIONS	8,193.48		
JUDGEMENTS (COUNTY)	10,052.10		
VETERANS ALLOWED			
SENIOR CITIZEN'S ALLOWED			
100% PROPERTY EXEMPTION			
TRANSFERRED TO TAX TITLE LIEN			
PAYMENT ADDUSTMENTS			
BILLING ADJUSTMENTS			
HOMESTEAD REBATE			
BALANCE END OF THE MONTH		51,613,007.68	

Levy for Total Year 2020 = 51,631,253.26
Collection Rate for 2019 as of 8/31/19 = 0.02%

August 2019

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2018

	MTD	YTD
BALANCE BEGINNING OF MONTH		168,392.23
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
STATE JUDGEMENT	26,760.93	
BOUNCED CHECKS		
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS	94,258.10	
JUDGEMENTS (COUNTY)		
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY - EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDUSTMENTS		
BILLING ADJUSTMENTS (Cancel Sm Balances)		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		100,895.06

Levy for 2018 = \$101,647,031.61

Collection Rate for 2018 as of 8/31/19= 99.9%

August 2019

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2017

	MTD	YTD	
BALANCE BEGINNING OF MONTH			0.00
ADDITIONS TO RECEIVABLE			
CURRENT YEAR BILLING			
ADDED AND OMITTED TAXES			
LEVY ADJUSTMENTS (OVERBILLING)			
SENIOR CITIZEN CHARGE BACKS			
REFUNDS			
PAYMENT ADJUSTMENT			
STATE JUDGEMENT	34,300.00		
BOUNCED CHECKS			
VET DISALLOWED			
REDUCTIONS TO RECEIVABLE			
CASH COLLECTIONS	34,300.00		
JUDGEMENTS (COUNTY)			
VETERANS ALLOWED			
SENIOR CITIZEN'S ALLOWED			
100% PROPERTY - EXEMPTION			
TRANSFERRED TO TAX TITLE LIEN			
PAYMENT ADDUSTMENTS			
BILLING ADJUSTMENTS (Cancel Sm Balances)			
HOMESTEAD REBATE			
BALANCE END OF THE MONTH			0.00

Levy for 2017 = \$98,539,122.99

Collection Rate for 2017 as of 8/31/19= 100%

August 2019

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2016

	MTD	YTD	
BALANCE BEGINNING OF MONTH			0.00
ADDITIONS TO RECEIVABLE			
CURRENT YEAR BILLING			
ADDED AND OMITTED TAXES			
LEVY ADJUSTMENTS (OVERBILLING)			
SENIOR CITIZEN CHARGE BACKS			
REFUNDS			
PAYMENT ADJUSTMENT			
STATE JUDGEMENT	19,248.00		
BOUNCED CHECKS			
VET DISALLOWED			
REDUCTIONS TO RECEIVABLE			
CASH COLLECTIONS	19,248.00		
JUDGEMENTS (COUNTY)			
VETERANS ALLOWED			
SENIOR CITIZEN'S ALLOWED			
100% PROPERTY - EXEMPTION			
TRANSFERRED TO TAX TITLE LIEN			
PAYMENT ADDJUSTMENTS			
BILLING ADJUSTMENTS (Cancel Sm Balances)			
HOMESTEAD REBATE			
BALANCE END OF THE MONTH			0.00

Levy for 2016 = \$96,465,936.15

Collection Rate for 2016 as of 8/31/19= 100%

August 2019

TAX COLLECTOR'S MONTHLY REPORT
FOR YEAR 2015

	MTD	YTD	
BALANCE BEGINNING OF MONTH			0.00
ADDITIONS TO RECEIVABLE			
CURRENT YEAR BILLING			
ADDED AND OMITTED TAXES			
LEVY ADJUSTMENTS (OVERBILLING)			
SENIOR CITIZEN CHARGE BACKS			
REFUNDS			
PAYMENT ADJUSTMENT			
STATE JUDGEMENT	9,380.00		
BOUNCED CHECKS			
VET DISALLOWED			
REDUCTIONS TO RECEIVABLE			
CASH COLLECTIONS	9,380.00		
JUDGEMENTS (COUNTY)			
VETERANS ALLOWED			
SENIOR CITIZEN'S ALLOWED			
100% PROPERTY - EXEMPTION			
TRANSFERRED TO TAX TITLE LIEN			
PAYMENT ADDJUSTMENTS			
BILLING ADJUSTMENTS (Cancel Sm Balances)			
HOMESTEAD REBATE			
BALANCE END OF THE MONTH			0.00

Levy for 2015 = \$93,215,005.34
Collection Rate for 2015 as of 8/31/19= 100%

August 2019

TAX COLLECTOR'S MONTHLY REPORT

FOR YEAR 2019 PILOT

	MTD	YTD
BALANCE BEGINNING OF MONTH		73,512.43
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
BILLING ADJUSTMENT		
BOUNCED CHECKS		
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS	73,512.43	
JUDGEMENTS (COUNTY)		
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDUSTMENTS		
BILLING ADJUSTMENTS		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		0.00

Levy for of 2019 = \$217,527.32

Collection Rate for 2019 as of 8/31/19 = 100%

August 2019

TAX COLLECTOR'S MONTHLY REPORT
FOR YEAR 2018 YEAR END PENALTY

	MTD	YTD
BALANCE BEGINNING OF MONTH		1,432.68
ADDITIONS TO RECEIVABLE		
CURRENT YEAR BILLING		
ADDED AND OMITTED TAXES		
LEVY ADJUSTMENTS (OVERBILLING)		
SENIOR CITIZEN CHARGE BACKS		
REFUNDS		
PAYMENT ADJUSTMENT		
BILLING ADJUSTMENT		
BOUNCED CHECKS		
VET DISALLOWED		
REDUCTIONS TO RECEIVABLE		
CASH COLLECTIONS		
JUDGEMENTS (COUNTY)		
VETERANS ALLOWED		
SENIOR CITIZEN'S ALLOWED		
100% PROPERTY - EXEMPTION		
TRANSFERRED TO TAX TITLE LIEN		
PAYMENT ADDUSTMENTS		
BILLING ADJUSTMENTS		
HOMESTEAD REBATE		
BALANCE END OF THE MONTH		1,432.68

Levy for 12/31/18 Year End Penalty \$5,077.16
Collection Rate of YEP as of 8/31/2019 = 71.78%

Explanation: This Ordinance recodifies and amends the existing code. Presently, Chapter 8.4 prohibits smoking at the police/court building and on property owned by the Flemington-Raritan and Hunterdon Central Regional Boards of Education. This Ordinance amends the code to prohibit the use of electronic smoking devices at those same locations and also to update the Code to add the municipal building and parks and recreation facilities as an additional prohibited location. The Ordinance also recodifies the existing Chapter to improve drafting and readability.

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

ORDINANCE #19-25

**AN ORDINANCE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY REPEALING AND REPLACING CHAPTER 8.40 ENTITLED
"SMOKING" WITH NEW CHAPTER 8.40 ENTITLED "SMOKING" OF THE REVISED
GENERAL ORDINANCES OF THE TOWNSHIP OF RARITAN**

Section 1. Chapter 8.40 entitled "Smoking" is repealed and replaced with new Chapter 8.40 entitled "Smoking" as follows:

8.40.010 DEFINITIONS

As used in this chapter, the following terms shall have the following meanings:

- A. "Board of Education" shall mean the Hunterdon Central Regional High School Board of Education or the Flemington-Raritan Regional School District Board of Education.
- B. "Electronic Smoking Device" shall mean an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo or pipe.
- C. "Parks and Recreation Facilities" shall mean all public parks, playgrounds, open space areas or ball fields, publicly owned or leased by the Township of Raritan, upon which the public is invited or upon which the public is permitted and where individuals gather for recreational activities, including all areas adjacent to such facilities including, but not limited to, parking areas, driveways or driveway aisles.
- D. "Smoking" shall mean the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an Electronic Smoking Device.

8.40.020 POLICE/MUNICIPAL BUILDINGS; PROHIBITED

Smoking is and shall be prohibited in all areas, public or private, in the Raritan Township police/municipal buildings located, respectively, at two and one Municipal Drive, Flemington (Raritan Township), New Jersey and "Smoking Prohibited" signs with letters at least one inch in height or designated by the appropriate international symbol shall be located throughout the police/municipal buildings so as to notify and be clearly visible to the public and employees therein.

8.40.030 BOARD OF EDUCATION PROPERTY; PROHIBITED

Smoking is and shall be prohibited in or upon any real property, premises or buildings owned by the Board of Education within the Township of Raritan.

8.40.040 PARKS AND RECREATION FACILITIES; PROHIBITED

Smoking is and shall be prohibited in or upon all Parks and Recreation Facilities. "Smoking Prohibited" signs with letters at least one inch in height or designated by the appropriate international symbol shall be located throughout the Parks and Recreation Facilities so as to notify and be clearly visible to the public and employees therein.

8.40.050 VIOLATIONS

For a violation of the provisions of this Chapter, the maximum penalty upon conviction shall be a fine up to \$200, and/or a period of community service to 30 days, and/or imprisonment in the county jail or other method of detention for a term not exceeding 30 days.

Section 2. If any section or provision of this Ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 3. The Ordinance shall take effect upon its adoption, passage and publication according to law.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania
Township Clerk

Jeff Kuhl
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 17, 2019 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of October 1, 2019 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. Copies of the ordinance can be obtained, without cost, by any member of the general public at the Municipal Clerk's office between the hours of 8:30 a.m. to 4:30 p.m.

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

ORDINANCE #19-26

AN ORDINANCE AUTHORIZING ACCEPTANCE OF A DEED OF DEDICATION FOR THE ROADWAYS AT MOUNTAIN VIEW AT HUNTERDON, FORMERLY BLOCK 44, LOT 4, AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY

WHEREAS, Toll NJ, LLP, with an address of 250 Gibraltar Road, Horsham, PA, 19044 (“Developer”), applied for and received approval to subdivide Block 44, Lot 4, as shown on the Tax Map of the Township of Raritan, County of Hunterdon, State of New Jersey (“Property”); and

WHEREAS, the Raritan Township Planning Board grant to subdivide the Property is represented in Planning Board Resolutions 7-2006, 5-2010, 14-2012, and 14-2014; and

WHEREAS, as a condition of subdivision approval the Developer was required to make certain roadway improvements; and

WHEREAS, said improvements have been completed; and

WHEREAS, the Township Committee of the Township of Raritan wishes to accept these roadway improvements by way of deed of dedication which is attached hereto as Exhibit “A.”

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that it hereby authorizes acceptance of the deed of dedication attached hereto as Exhibit “A;” and

BE IT FURTHER ORDAINED that the Township Administrator and Attorney are hereby authorized to take any other steps necessary to fulfill the purpose of this ordinance to accept said roadways.

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

Jeff Kuhl
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 17, 2019 and the same was then ordered to be published according to law with a public hearing and a vote scheduled for the meeting of October 1, 2019 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. Copies of the ordinance can be obtained, without cost, by any member of the general public at the Municipal Clerk's office between the hours of 8:30 a.m. to 4:30 p.m.

Exhibit "A"

From: Joe Alesso <jalesso@paramountassets.com>
Sent: Wednesday, September 11, 2019 12:12 PM
To: Donald Hutchins <Donald.Hutchins@raritantwpnj.gov>
Cc: Jeff Kuhl <jeff.kuhl@raritantwpnj.gov>; Tony Hajjar <Tony.Hajjar@raritantwpnj.gov>
Subject: Acknowledgement for Township Engineer - Tony Hajjar

Mr. Hutchins,

I wanted to bring to your attention a positive experience we are having with your township engineer, Tony Hajjar. I have been working on redeveloping the site at the corner of Raritan Avenue and Routes 202/31 for a few years. We were fortunate to have received planning board approval earlier this year for a 15,000 SF retail store on the site. The project broke ground this summer.

Mr. Hajjar has been helpful, cooperative and supportive throughout the preliminary application process and resolution compliance process, as well as during construction. The site is fully underway and I keep hearing from my team that working with him is "breath of fresh air," as he and his inspectors are great to work with.

I felt it was important that you are made aware of this – all too often, all you hear are complaints about township professionals and rarely do we acknowledge the good ones. You have a good one in Raritan!

Thanks!

Joseph Alesso



Joseph Alesso

Director of Development

JAlesso@ParamountAssets.com

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

RESOLUTION #19-228

**A RESOLUTION AUTHORIZING APPLICATION TO
HUNTERDON COUNTY MUNICIPAL GRANT FUND
(BROWNSTEIN PURCHASE)**

WHEREAS, the Hunterdon County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Grants Program to provide County Funds in connection with preserving open space, natural areas, farmland and historic sites; and preservation of historic structures, properties, facilities, sites, areas, or objects; or for the payment of debt service or indebtedness issued or incurred by the municipality for any of the purposes described above; and

WHEREAS, the Township of Raritan desires to further the public interest by obtaining funding in the amount of \$135,925.00 from the County of Hunterdon to fund the following project: Purchase of the Brownstein Property, 39 and 37 Decker Road, Block 22, Lots 24 (partial) and 25.03, Raritan Township, Hunterdon County, at a cost of \$273,456.00.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, New Jersey that the Township Administrator is hereby authorized to:

- a) Make application for such County Open Space Trust Funds;
- b) Provide additional application information and furnish such documents as may be required, and act as the authorized correspondent of the above-named Municipality; and

WHEREAS, the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, applicable Freeholder Board Policies and the Procedures Manual for the Municipal Grant Program adopted thereto, and notify the Municipality of the amount of the funding award; and

WHEREAS, the Municipality is willing to use the County funds in accordance with such adopted policies and procedures, and applicable state and local government rules, regulations and statutes;

WHEREAS, the Municipality plans to utilize the Brownstein property for passive recreation, which will be a model nature preservation site, and the Municipality plans to utilize Open Space funds for maintenance, passive recreation and all other uses as per N.J.S.A. 40:12-15 7(b). Funds generated from the Township Wildlife Management Program and County Municipal

Grants, if available, will also be used to support the overall maintenance and development of the Brownstein Preserve.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Mayor and Township Committee of the Township of Raritan, Hunterdon County, State of New Jersey;

- 1) That the Administrator of the above-named Municipality is hereby authorized to execute any documents and agreements with the County of Hunterdon known as the Brownstein Property;
- 2) That the Municipality has its share of funds, if required, in the amount of \$ 273,456.00;
- 3) That, in the event the County of Hunterdon's funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project;
- 4) That the applicant agrees to comply with all the applicable federal, state and local laws, rules and regulations in its performance of the project; and
- 5) That this resolution shall take effect immediately.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 19-27

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

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

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

Description: Purchase of the Bronnstein Property, 39 and 37 Decker Road

Vendor: Glenn & Mary Bronnstein

Amount(s): \$273,456.00

P.O. No. _____ (if applicable)

2. Funds are available as follows:

Fund name: Current Capital Other

Budget year: 2019 Any contingency? No Yes funds only to be

used on the event the County of Hunterdon's funds are less than the total cost of \$273,456.00

Account title(s): Open Space

Resolution/Ordinance Date: October 01, 2019

Resolution/Ordinance Number: #19-228

Amounts

- Adopted budget
- Ordinance
- Trust fund
- Temporary budget

a. 03-286-10-110-011-000 \$273,456.00

b. _____

c. _____

William B. Pandos

William B. Pandos

9/25/19
Date

cc: Finance
C. Barbati

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

RESOLUTION #19-229

**A RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND
OPEN CONTRACT FOR GASB 75 ACTUARIAL SERVICES TO
AON CONSULTING WORLDWIDE, INC.**

WHEREAS, there exists a need for professional services for GASB 75 Actuarial Services for the year as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer recommends that AON Consulting Worldwide, Inc. be retained for GASB 75 Actuarial Services for a term of one year beginning October 1, 2019; and

WHEREAS, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law (N.J.S.A. 40A:11-11 et seq.) exempts such professional services from competitive bidding; and

WHEREAS, prior to the execution of a contract, AON Consulting Worldwide, Inc. will have completed and submitted a Business Entity Disclosure Certification which certifies that no individual with a 10% interest or larger has made any reportable contributions to a political party or candidate for the Township Committee of the Township of Raritan in the previous year, and that the contract will prohibit any individual with a 10% interest or larger in AON Consulting Worldwide, Inc., from making any reportable contributions through the term of the contract, however, this is not to be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during calendar year 2018, pursuant to N.J.S.A. 19:44A-20.4, et seq.; and

WHEREAS, this was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #19-28 for such professional actuarial services.

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

1. The Township of Raritan will enter into a contract with AON Consulting Worldwide, Inc., for a one-year term effective October 1, 2019.
2. That this contract be awarded without competitive bidding because the services in question are of a specialized, technical and professional nature, not reasonably capable of being reduced to specification.

3. The Business Disclosure Entity Certification shall be placed on file with this resolution.
4. The fees to be paid for such services not to exceed \$8,000.00.
5. A notice of this resolution shall be published in an official newspaper of the Township and in accordance with the Local Public Contracts Law.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 19-28

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

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

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

Description: Quinide fund GASB 75 Valuation
for fiscal year 2019.

Vendor: AON Consulting Worldwide, Inc

Amount(s): not to exceed \$8,000 P.O. No. _____
(if applicable)

2. Funds are available as follows:

Fund name: Current [] Capital [] Other _____

Budget year: 2019 Any contingency? No [] Yes _____

Account title(s): Consultants - Finance OE

Resolution/Ordinance Date: October 01, 2019

Resolution/Ordinance Number: #19-229

<u>Account no.(s):</u>	<u>Amounts</u>	
	<input type="checkbox"/> Adopted budget	<input type="checkbox"/> Ordinance
a. <u>01-201-20-130-215</u>	<u>\$8,000⁰⁰</u>	<input type="checkbox"/> Temporary budget
b. _____	_____	_____
c. _____	_____	_____

William B. Pandos
William B. Pandos

9/25/19
Date

cc: Finance
C. Barbati

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

RESOLUTION #19-235

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

BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Municipal Clerk be and is hereby authorized to certify that the Governing Body has reviewed the Completed Best Practices Inventory as prepared by the Chief Financial Officer at a public meeting held on October 1, 2019.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

Best Practices Inventory

Raritan Township

Printable Current Answers

001	Core Competencies	Personnel	
<p>The "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9) modifies current law to strengthen protections against employment discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.). Have appropriate municipal officials (including labor counsel as necessary) evaluated whether your municipality is in compliance with this law?</p>			[1.00] Yes
002	Core Competencies	Personnel	
<p>P.L. 2017, c. 183, signed into law on August 7, 2017, amends the Local Budget Law to require municipal and county governing bodies to certify compliance with the following Federal civil rights requirements when submitting their approved budgets with DLGS: that their hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964." Local Finance Notice 2017-27 discusses this requirement in further detail. Has your governing body reviewed your municipality's policies on the use of criminal history when making personnel decisions, to ensure that those policies do not violate Title VII on the basis of either disparate treatment or disparate impact?</p>			[1.00] Yes
003	Core Competencies	Personnel	
<p>Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (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.</p>			[1.00] Yes
004	Core Competencies	Personnel	
<p>Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether a conflict of interest exists?</p>			[1.00] Yes
005	Core Competencies	Personnel	
<p>Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.</p>			[1.00] Yes

006	Core Competencies	Personnel
	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring 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 (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>	<p>[0.00] No</p>
007	Core Competencies	Personnel
	<p>Employee personnel manuals or handbooks 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 including, but not limited to: discrimination, harassment, personal days, use of municipal vehicles, and political activity. Has your municipality adopted an employee personnel manual/handbook by resolution or ordinance? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted. If not yes, please type "Did Not Answer Yes" into the comment box.</p>	<p>[1.00] Yes Comment: Raritan Township's personnel manual was adopted by resolution at a meeting on October 3, 2017</p>
008	Core Competencies	Personnel
	<p>Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>	<p>[1.00] Yes Comment: Resolution approving the last amendment to the personnel manual/handbook was at a Raritan Township Committee meeting on March 19,2019</p>
009	Core Competencies	Personnel
	<p>Does your municipality maintain centralized records for all time worked and all employee leave time earned and used?</p>	<p>[1.00] Yes</p>
010	Core Competencies	Personnel
	<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 contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?</p>	<p>[1.00] Yes</p>
011	Core Competencies	Budget
	<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>	<p>[1.00] Yes</p>

012	Core Competencies	Budget
<p>A formal policy regarding municipal budget surplus (i.e. fund balance) is crucial to making informed financial decisions, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy the CFO should analyze and explain at least a five (5) year trend of surplus, describing the factors causing each annual increase or decrease; to develop a realistic and sustainable surplus policy. Has your municipality adopted a written annual goal for the amount of surplus available in support of municipal operations?</p>	[1.00] Yes	
013	Core Competencies	Budget
<p>Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC enforcement. The amounts of UCC revenue generated and funds appropriated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Annual Report submitted to the Division of Codes and Standards. Does your municipality's construction code fee schedule comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2017-15, specifically does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office?</p>	[1.00] Yes	
014	Core Competencies	Budget
<p>Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?</p>	[1.00] Yes	
015	Core Competencies	Budget
<p>Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?</p>	[1.00] Yes	
016	Best Practices	Budget
<p>N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?</p>	[0.50] Yes	
017	Best Practices	Budget
<p>Does your current year annual budget appropriate an amount for snow removal based on, at minimum, an average of the municipality's snow removal expenses over the last three (3) years? A Yes answer is permitted where the budget appropriation is below the three-year average, but the balance remaining in a snow removal or storm recovery reserve trust fund would bring the total amount equal to or above the three-year average.</p>	[0.50] Yes	
018	Core Competencies	Financial Administration
<p>Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2017 audit been identified in a corrective action plan and not been repeated in the 2018 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2018 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box.</p>	<p>[1.00] Yes Comment: Did Not Answer No</p>	

019	Core Competencies	Financial Administration
	Effective for CY2019/SFY2020 and CY2020/SFY2021 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 \$154,518.75. 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 2019-01 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?	[0.00] No

020	Core Competencies	Financial Administration
	N.J.S.A. 40:5-2 limits to \$70,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$35,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-2?	[1.00] Yes

021	Core Competencies	Financial Administration
	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 utilize standard electronic funds transfer (EFT) technologies for payment of claims. Use of EFT technologies such as, but not necessarily limited to, Automated Clearing House (ACH) transactions, wire transfers and e-checks are subject to certain fiscal, operational, and technological control requirements as a condition of use. Has your municipality considered 1) where the use of electronic payment methods could benefit the municipality; and 2) where the adopted regulations may require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?	[1.00] Yes

022	Core Competencies	Financial Administration
	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?	[1.00] Yes

023	Core Competencies	Capital Projects
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?	[1.00] Yes

024	Core Competencies	Capital Projects
	Is your municipality appropriating sufficient funding for maintenance, repair, and replacement of environmental and transportation infrastructure?	[1.00] Yes

025	Core Competencies	Capital Projects	
	Does your municipality evaluate the age and condition of municipally-owned underground infrastructure (e.g. water and sewer mains) to determine whether age or condition necessitate repair or replacement before performing needed repairs or replacement in conjunction with a road resurfacing or road reconstruction project and coordinate with owners of non-municipally owned underground infrastructure to avoid having to redo a recently-completed road project? Only answer N/A if there is no underground infrastructure underneath any municipally-owned roads or your municipality does not own any roads.		[1.00] Yes
026	Core Competencies	Capital Projects	
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.		[1.00] Yes
027	Core Competencies	Transparency	
	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file annual Financial Disclosure Forms. Have all of your local elected officials filed their Financial Disclosure Form in 2019 that covers the 2018 calendar year?		[1.00] Yes
028	Core Competencies	Transparency	
	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year 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?		[1.00] Yes
029	Core Competencies	Transparency	
	Has your municipality recodified its ordinances within the past five (5) years?		[1.00] Yes
030	Core Competencies	Transparency	
	Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?		[1.00] Yes
031	Best Practices	Transparency	
	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?		[0.50] Yes
032	Best Practices	Transparency	
	Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?		[0.50] Yes

033	Core Competencies	Authorities
	<p>Note: The following question does not apply to authorities with more than one member municipality. For those which this question does not apply, please type "N/A" into the comment box. Municipalities should annually evaluate the authority or authorities they created and publicly discuss their findings and conclusion. Findings and conclusions should address whether existing authorities continue to serve the public interest and are more efficient than other potential alternatives in providing services and financing public facilities. Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date(s) under "Comments". Those that answer No should type "Answered No" into the comment box.</p>	<p>[1.00] Yes Comment: Raritan Township Committee Meeting on July 17, 2018</p>
034	Best Practices	Authorities
	<p>Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. Does your municipality have a single fire district or, if your municipality has multiple fire districts, is it reviewing the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district.</p>	<p>[0.50] N/A</p>
035	Core Competencies	Procurement
	<p>Do your municipality's professional services contracts include a "not to exceed" amount?</p>	<p>[1.00] Yes</p>
036	Best Practices	Procurement
	<p>If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?</p>	<p>[0.50] Yes</p>
037	Best Practices	Procurement
	<p>Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?</p>	<p>[0.50] Yes</p>
038	Core Competencies	Cybersecurity
	<p>A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?</p>	<p>[1.00] Yes</p>
039	Core Competencies	Cybersecurity
	<p>Does your municipality perform daily computer backups to off-network devices for all data files and operating application software?</p>	<p>[1.00] Yes</p>
040	Core Competencies	Cybersecurity
	<p>Does your municipality employ defensive software to protect its network and data from cyberattacks, including an email anti-virus filter and a firewall designed to block unauthorized network access?</p>	<p>[1.00] Yes</p>

041	Core Competencies	Cybersecurity	
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?			[1.00] Yes
042	Unscored Survey	Shared Services	
Has your municipality explored new or expanded shared service opportunities with other local governments (including boards of education) within the past year?			[0.00] Yes
043	Unscored Survey	Shared Services	
If no shared services agreement was reached, please set forth under Comment the shared service considered, the local unit with whom it was considered, and the reason(s) why an agreement was not reached. If you did not answer yes to Question 42, please type "NA" into the Comment Box.			Comment: A Shared Service Agreement was finalized between Raritan Township and the Flemington Raritan Board of Education
044	Best Practices	Shared Services	
Has your municipality entered to a new or expanded shared services agreement this year with another local government entity?			[0.00] No
045	Best Practices	Shared Services	
Does another government entity handle all public safety and emergency dispatch functions for your municipality or, if your municipality has its own dispatch (whether directly staffed or outsourced to a private entity), has it explored having another government entity perform all dispatch functions? If the answer is Yes, please state in the Comment Box the government entity that provides the entirety your municipality's dispatch functions; or, if your municipality has its own dispatch, when discussions with other entities have occurred, with which entities, whether an agreement resulted and, where no agreement was reached, the reason(s) why. If you did not answer Yes, please type "Did Not Answer Yes" into the Comment Box.			[0.50] Yes, Comment: Hunterdon County
046	Best Practices	Shared Services	
Does your municipality have another government entity fulfilling all local public health functions; or if your municipality has its own health department or board of health, has it explored having another government entity perform all local public health functions? If the answer is Yes, please enter into the Comment Box the government entity that performs your municipality's public health functions; or, if your municipality has its own health department or board of health, when discussions with other entities have occurred, with which entities, whether an agreement resulted and, where no agreement was reached, the reason(s) why. If you did not answer Yes, please type "Did Not Answer Yes" into the Comment Box.			[0.50] Yes Comment: Hunterdon County
047	Core Competencies	Miscellaneous Operations	
Municipalities are encouraged to investigate all available grant opportunities; however, certain grants have conditions that pose additional budgetary costs (e.g. match dollars, hiring requirements). For all grants accepted within the past year, has your municipality evaluated whether the grant's benefits exceed the actual and/or potential costs associated with the grant?			[1.00] Yes
048	Best Practices	Miscellaneous Operations	
Does your municipality regularly evaluate opportunities for alternate revenue streams to help offset its property tax levy?			[0.50] Yes

049	Unscored Survey	Miscellaneous Operations
Have all professional appointments requiring governing body approval been approved within 30 days after the municipality's annual reorganization meeting?		[0.00] Yes
050(a)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Financial Administration?		[0.00] Yes
050(b)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Capital Improvements?		[0.00] Yes
050(c)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Asset Management?		[0.00] Yes
050(d)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Tax Incentives?		[0.00] No
050(e)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Procurement?		[0.00] No
050(f)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Training and Support for Elected Officials?		[0.00] No
050(g)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Management Training?		[0.00] No
050(h)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Shared Services?		[0.00] No
050(i)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Risk Management?		[0.00] No
050(j)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Ethics?		[0.00] No

050(k)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS in any other area? If you answered Yes, please fill in under Comments what area or areas your municipality would like assistance.		[0.00] No
051	Unscored Survey	Miscellaneous Operations
Has your municipality converted all mechanical parking meters (analog or digital display) to an electronic parking system (e.g. pay-and-display, numbered spaces, license plate)?		[0.00] N/A Comment: The municipality does not have any parking meters
052	Unscored Survey	Miscellaneous Operations
Have public electric vehicle charging stations been installed on municipal property?		[0.00] No
053	Unscored Survey	Miscellaneous Operations
Has your municipality implemented a web application that allows residents to submit service requests to municipal departments?		[0.00] Yes
054	Unscored Survey	Miscellaneous Operations
Has your municipality implemented an emergency communication system that encompasses cell phones?		[0.00] No
055	Unscored Survey	Miscellaneous Operations
How is residential garbage collected?		[0.00] Private hauler contracted directly by resident
056	Unscored Survey	Miscellaneous Operations
If your residential garbage is collected through a private hauler contracted by the municipality, did your municipality receive at least two bids in its latest procurement?		[0.00] N/A
057	Unscored Survey	Miscellaneous Operations
If your municipality's residential garbage pickup is done through a private hauler contracted directly by residents, does your municipality know the number of hauler services servicing residents? If yes, please state in the Comments how many garbage haulers service your municipality's residents. If you did not answer yes, please type "Did Not Answer Yes" into the Comment Box.		[0.00] Yes Comment: There are 30 hauler services servicing the Township of Raritan.
058	Best Practices	Miscellaneous Operations
If your municipality provides residential garbage pickup or contracts with a private hauler to do so, is garbage pickup scheduled for no more than once-per-week?		[0.50] N/A
059	Unscored Survey	Miscellaneous Operations
Does your municipality have a revenue-generating residential recycling program?		[0.00] Yes

060	Unscored Survey	Miscellaneous Operations
What is the primary reason your municipality has not established a SALT charitable fund?		[0.00] IRS regulations
061	Unscored Survey	Miscellaneous Operations
P.L. 2017, c.266, enacted in January 2018, permits municipalities to establish by ordinance a list of residents identifying themselves as needing special assistance in an emergency. This list, which can only be used for public safety purposes, is maintained by the municipal clerk and shall be cross-indexed by the name and address of each resident opting in to the list, identifying the special circumstances for each. Please review Local Finance Notice 2018-17 for further information. Has your municipality adopted an ordinance pursuant to P.L. 2017, c.266 to establish a special needs assistance list? If yes, please list in the Comments which type of assistance is predominantly needed. If you did not answer yes, please type "Did Not Answer Yes" into the Comment Box.		[0.00] No Comment: Did not answer yes.
062	Core Competencies	Ratables/PILOTs
If your municipality's Director's Ratio (defined as the ratio of assessed values to true market values) is less than 85%, your municipality needs to undertake a reassessment/revaluation. Have at least 20% of properties in your municipality been inspected? Please state the percentage of properties inspected in the Comments. If you answered No or NA, type in the Comment Box "Answered No" or "Answered NA"		[1.00] N/A Comment: Answered N/A
063	Core Competencies	Ratables/PILOTs
Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?		[1.00] Yes
064	Core Competencies	Ratables/PILOTs
Payments In Lieu of Taxes (PILOTs) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?		[1.00] Yes
065	Best Practices	Planning and Economic Development
Does your municipality actively maintain an inventory of buildings and vacant properties that would benefit from redevelopment? If yes, state how in the Comment Box or, if no, state "Did not answer Yes"		[0.00] No Comment: Did not answer yes
066	Unscored Survey	Planning and Economic Development
Is your municipality presently considering establishing a land bank entity pursuant to P.L. 2019, c.159 and, if so, which entity (if any) is being considered to operate the land bank?		[0.00] Not considering land bank
067	Unscored Survey	Planning and Economic Development
Does your municipality have a current community and/or economic development plan in place with established metrics, and regularly review and measure progress toward development goals set forth in the plan(s)?		[0.00] No
068	Unscored Survey	Planning and Economic Development
Does your municipality either employ or contractually retain a licensed professional planner?		[0.00] Yes

069	Unscored Survey	Planning and Economic Development
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Does your municipality either employ an economic development staff person or contractually retain an economic development consultant?	[0.00] No
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070(a)	Unscored Survey	Planning and Economic Development
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The Office of Local Planning Services (LPS) in the Department of Community Affairs works with communities to achieve local land use and planning goals. As part of DCA's commitment to provide technical assistance to municipalities, our professional planning staff offers comprehensive planning services at no-cost to eligible local governments. Would your municipality benefit from assistance with respect to its Master Plan?	[0.00] No
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070(b)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Redevelopment Plans?	[0.00] No
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070(c)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Land Use Ordinances?	[0.00] No
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070(d)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Land Use Mapping?	[0.00] No
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070(e)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Economic Development Plans?	[0.00] No
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070(f)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Storm and Natural Disaster Resiliency?	[0.00] No
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071	Unscored Survey	Planning and Economic Development
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P.L. 2017, c.253 permits a municipality to authorize its parking authority to serve as a redevelopment entity, subject to Local Finance Board approval. A parking authority so authorized may exercise redevelopment powers within an area in the municipality designated as in need of redevelopment or rehabilitation; however, revenue from fees charged for parking shall be utilized solely for the purposes set forth in N.J.S.A. 40:11A-6. Is your municipality considering seeking Local Finance Board approval to authorize its parking authority to serve as a redevelopment entity?	[0.00] N/A
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072	Unscored Survey	Planning and Economic Development
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The New Jersey Redevelopment Authority (NJRA) provides financial and technical resources into urban redevelopment projects in eligible municipalities throughout the State. A list of eligible municipalities can be found at https://www.njra.us/maps . Is NJRA providing redevelopment financing to your municipality? Answer "NA" if your municipality is not on the list of eligible municipalities.	[0.00] N/A
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073	Unscored Survey	Planning and Economic Development
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Have officials from your municipality participated in one or more workshops offered by NJRA's Redevelopment Training Institute (RTI)?	[0.00] No
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074	Unscored Survey	Planning and Economic Development	<p>If your municipality has one or more opportunity zones, have you been actively marketing your zones to investors and developers? If yes, please state in the Comments whether this has resulted in one or more projects coming before your municipality for approval. If you did not answer Yes, please provide an explanation in the Comment Box.</p>	<p>[0.00] No Comment: Answered no because the Township of Raritan does not have any opportunity zones.</p>
075	Unscored Survey	Planning and Economic Development	<p>Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?</p>	<p>[0.00] No</p>
076	Unscored Survey	Planning and Economic Development	<p>If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.</p>	<p>Comment: N/A</p>
077	Best Practices	Environment	<p>Has your municipality changed its master plan and zoning ordinances within the past two years to improve resiliency in the face of extreme weather events? Only answer NA if your municipality has determined, after a review of its master plan and zoning ordinances within the past two years, that no such changes are necessary.</p>	<p>[0.50] N/A</p>
078	Best Practices	Environment	<p>If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.</p>	<p>[0.00] No</p>
079	Unscored Survey	Affordable Housing	<p>Does your municipality currently have an affordable housing element and fair share housing plan? If so, please state in the Comments section whether or not the fair share housing plan is on your municipality's website. If you did not answer Yes, please provide an explanation in the Comment Box.</p>	<p>[0.00] Yes Comment: The fair share housing plan is on Raritan Township's website.</p>
080	Unscored Survey	Affordable Housing	<p>If your municipality has an affordable housing element and fair share housing plan, has the element and plan been approved by the Superior Court?</p>	<p>[0.00] Yes</p>

081	Unscored Survey	Affordable Housing
<p>If you answered "Yes" to either of the above questions, fill in under Comments the number of affordable housing unit obligations for the following periods: Prior Round (1987-1999); Present Need (Rehabilitation Share); and Third Round (Prospective Need 1999-2025), as well as the number of units that have been constructed and are ready for occupancy that count toward the affordable housing obligations in your municipality's affordable housing element and fair share housing plan. If you did not answer yes to either question 80 or 81, please type "NA" into the Comment Box.</p>		<p>Comment: Prior Round (1987-1999) prospective need of 360 Units Present need (Rehabilitation share per Kinsey report) 16 Units Third Round (1999-2025) Calculated need 396 Units Units constructed as part of the third round 364 Units</p>
082	Unscored Survey	Affordable Housing
<p>Does your municipality collect a non-residential development fee?</p>		<p>[0.00] No</p>
083	Unscored Survey	Affordable Housing
<p>Does your municipality have a municipal housing liaison?</p>		<p>[0.00] Yes Comment: Yes, the municipal housing liaison is the Township Administrator, Donald Hutchins</p>
084	Unscored Survey	Affordable Housing
<p>Does your municipality have an affordable housing trust fund?</p>		<p>[0.00] Yes</p>

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

RESOLUTION #19-227

**A RESOLUTION AWARDING A CONTRACT TO BAKER CONSTRUCTION INC. FOR
CONCRETE AND SIDEWALK REPAIRS AT THE RARITAN TOWNSHIP
ADMINISTRATION BUILDING AND POLICE STATION**

WHEREAS, the Township of Raritan is in need of concrete and sidewalk repairs at the Township Administration Building and the Police Station; and

WHEREAS, the Township of Raritan received quotes at New Jersey prevailing wage; and

WHEREAS, Baker Construction Inc., 188 Thatchers Hill Road, Flemington NJ, 08822 submitted the lowest quote and has been awarded the contract to do the sidewalk repairs at the Township Administration Building and the Police Station; and

WHEREAS, the Superintendent of Public Works recommends that Baker Construction Inc. be awarded the contract to do the sidewalk repairs at the Township Administration Building and the Police Station; and

WHEREAS, the cost of this will be at the New Jersey prevailing wage rate and appropriated through Ordinance #19-13 and Ordinance #18-20 for the amount of \$25,000.00; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #19-26 for sidewalk repairs at the Township Administration Building and the Police Station.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the contract for sidewalk repairs at the Township Administration Building and the Police Station be awarded to Baker Construction Inc., 188 Thatchers Hill Road, Flemington NJ, 08822 in the amount of \$25,000.00.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

CERTIFICATION OF AVAILABILITY OF FUNDS

No. 19-26

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

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

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

Description: Repair of existing sidewalks at the Administration Building and at the Police Department

Vendor: Baker Construction, Inc Flemington NJ 08822

Amount(s): \$25,000 P.O. No. (if applicable)

2. Funds are available as follows:

Fund name: [] Current [X] Capital [] Other

Budget year: 2018-2019 Any contingency? [X] No [] Yes

Account title(s): Ordinance # 18-20 Varied Capital Expenditures
Ordinance # 19-13 Varied Capital Expenditures

Resolution/Ordinance Date: October 01, 2019
Resolution/Ordinance Number: 19-227

Account no.(s):	Amounts	
	<input type="checkbox"/> Adopted budget	<input type="checkbox"/> Temporary budget
a. 04-215-56-306-501	\$10,000	
b. 04-215-56-311-501	\$15,000	
c. _____	_____	_____

William B. Pandos

9/25/19 Date

cc: Finance
C. Barbati

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

RESOLUTION #19-230

**A RESOLUTION AUTHORIZING A REDUCTION IN SURETY AND CASH
PERFORMANCE GUARANTEES FOR FALLONE GROUP, LLC
(BLOCK 79, LOT 18, MEADOWBROOK ESTATES)**

WHEREAS, Fallone Group, LLC posted a surety bond in the amount of \$367,231.53 and a cash performance bond in the amount of 40,803.50; and

WHEREAS, Fallone Group, LLC has requested a reduction of its surety and cash bonds; and

WHEREAS, Township Engineer, Antoine Hajjar, has performed a site inspection and recommends a reduction of the surety bond from \$367,231.53 to \$128,241.50 and a reduction in cash performance bond from \$40,803.50 plus any accrued interest to \$14,249.06.

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 surety bond is reduced to \$128,241.50 and the cash performance bond is reduced to \$14,249.06.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

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

RESOLUTION #19-231

A RESOLUTION AUTHORIZING SEWER REFUNDS FROM 2019 TAX SALE

WHEREAS, on September 17, 2019, Tax Collector, Ann Marie Silvia held the 2019 Tax Sale and sold liens for 2018 delinquent taxes and utilities; and

WHEREAS, the Tax Collector received payments totaling \$1,217.17 for unpaid 2018 sewer charges as per Schedule "A."

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 Tax Collector is authorized and directed to refund the Raritan Township Municipal Utilities Authority in the amount of \$1,217.17 as per Schedule "A" attached to this resolution.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

SCHEDULE A

2018 SEWER CHARGES

Assessed Owners	Block	Lot & Qualifier	Amount (\$)
Green, David & Kristin	36	32	373.28
Schneider, Nicholas	58	1	181.20
Arteaga, Dagoberto & Mariela F.	71.13	90	163.06
Mitchko, Jeffrey & Dawn	72.23	1, C0807	102.24
Scuderi, Lisa	72.07	46	225.76
Montross, Shirley	72.08	1, C0255	171.63

Total: \$1,217.17

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

RESOLUTION #19-232

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, ADOPTING A CHANGE TO AN EXISTING DEFERRED COMPENSATION PLAN

WHEREAS, the Township of Raritan (hereinafter referred to as the "Employer") by resolution adopted a Deferred Compensation Plan (hereinafter referred to as the "Plan") effective June 28, 2019, for the purpose of making available to eligible employees the accrual of tax benefits under a Section 457 Deferred Compensation Plan; and

WHEREAS, the Employer desires to provide for Designated Roth Contributions and/or In-plan Roth Conversions under its Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby authorizes the adoption and execution of Amendment, attached hereto as Exhibit "A" by the Mayor, once approved by the Division of Local Government Services which will then assign identifier 83-PD-VALIC-061912 to Deferred Compensation Plan Document, identifier 81-PD-VALIC-103111, to be part of and incorporated into its existing Deferred Compensation Plan Document.

BE IT FURTHER RESOLVED that the Mayor and Township Administrator are authorized to execute any other documents necessary to carry out the intent of this resolution.

LASTLY, BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the Director of the Division of Local Government Services.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

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

RESOLUTION #19-233

**A RESOLUTION AUTHORIZING THIRD QUARTER 2019
TAX REFUND (SCHEMBRE)**

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; and

WHEREAS, the Township Tax Collector has recommended the refund of an overpayment.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the following receive a refund in the amount specified due to duplicate payments for third quarter 2019 taxes.

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>	<u>Qualifier</u>
Frank Schembre 134 Pennsylvania Ave.	\$2,423.16	35	6	
TOTAL:	\$2,423.16			

ATTEST: **TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk

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

RESOLUTION #19-234

**A RESOLUTION AUTHORIZING THE CANCELLATION OF FOURTH
QUARTER 2019 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 for 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 2019 tax payments as listed.

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 fourth quarter 2019 taxes be cancelled due to one-hundred percent (100%) disabled veteran exemption.

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>
Rahmat Ghafoor (11 Carmen Lane)	\$4,402.55	63	5.07
Martin Grossman (10 Trotter Lane)	\$2,695.90	53.04	13
Joseph Gill (1 West View Drive)	\$3,579.73	25	3.08
Total:	\$10,678.18		

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 October 1, 2019.

Lisa Fania, RMC
Township Clerk