

**RARITAN TOWNSHIP COMMITTEE REGULAR MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
TUESDAY, SEPTEMBER 19, 2017**

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

ROLL CALL: The following were present: Mayor Karen Gilbert, Comm. Michael Mangin, Comm. Richard Chen, Comm. Craig O'Brien, Comm. Lou Reiner. Also present was Attorney Jeffrey Lehrer; Administrator Don Hutchins, Police Chief, Glenn Tabasko.

MEETING ADVERTISED: Mayor Gilbert advised that the meeting was advertised in accordance with the Open Public Meetings Act in the January 11, 2017 issue of the Hunterdon County Democrat and was posted on the office bulletin board and the Township Website.

Township Attorney Lehrer read Resolution #17-222 in full.

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

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-222

RESOLUTION RETIRING INTO EXECUTIVE SESSION

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

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

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

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:

- a. Contract Negotiations
- b. Personnel: Part-time Fire Prevention Inspector;
Planning/Zoning Board Secretary
- c. Attorney-Client Privilege: Fire Company Proposal
- d. Pending Litigation

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

3. The Committee will return to Regular Session and may take further action.
4. This Resolution shall take effect immediately.

The regular meeting reconvened at 7:07 p.m.

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

AMEND/APPROVE THE AGENDA

Mayor Gilbert asked for any amendments to the Agenda.

Mayor Gilbert advised of one additional item to the meeting agenda, a request from Greater Flemington Soccer Club for use of temporary lighting at Clover Hill Park. Mayor Gilbert asked that the Committee deviate from the meeting agenda and consider action on the request, as interested parties were in attendance.

Mayor Gilbert asked for a motion to amend the Agenda to include a discussion for temporary lighting at Clover Hill Park.

Motion by Reiner, seconded by Mangin to approve the Agenda as amended.

MOTION UNANIMOUSLY CARRIED

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.

Ira Rosenheim, a resident of 27 Patrick Henry Place, requested use of temporary portable lighting at Clover Hill Park by the Greater Flemington Soccer Club (GFSC) during the fall months until 8:00 p.m. He explained that the proposed lights are temporary and will be directed only at the soccer fields and not throughout the park. Mr. Rosenheim provided background on the GFSC including membership; number of participating teams; and levels of play and advised on current field usage and maintenance.

Regan Schubach, a resident of 27 Pine Hill Road, spoke on behalf of herself and her friends requesting temporary lighting at Clover Hill Park.

Committee Members raised comments and concerns regarding past temporary lighting use at Barley Sheaf School; zoning requirements; equipment rental; and insurance coverage.

Mr. Lehrer clarified that the proposed lighting is a temporary structure and therefore would not require zoning approval. Mr. Lehrer advised Committee Members that tonight's action is to authorize the use of portable lighting by the Greater Flemington Soccer Club during the months of September, October and November, to be turned off no later than 8:00 p.m. by a member of the GFSC and removed in the entirety on the last day of November; and adequate insurance provided to the Township.

It was the consensus of all Committee Members to authorize usage of temporary lighting at Clover Hill Park by the Greater Flemington Soccer Club during the months of September, October and November, to be turned off no later than 8:00 p.m. by a member of the GFSC and removed in entirety on the last day of November with the provision that neighboring property owners be notified of such usage and adequate insurance provided to the Township, to be memorialized by resolution at the October 3, 2017 meeting.

FINANCIAL ISSUES:

Payment of Bills as Listed for **Raritan Township: \$5,052,549.09**

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

ROLL CALL VOTE:

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

Payment of Bills as Listed for **Raritan Township Fire Company: \$6,163.86**

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

ROLL CALL VOTE:

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

REPORTS

The following August staff reports and the Parks and Recreation 2016 Audit Report were acknowledged by the Township Committee:

Tax Collector
 Court
 Animal Control
 Tax Attorney Billing Report
 Code Enforcement

LIAISON REPORTS

- Karen Gilbert: Historians, Finance, Personnel, Planning Board (Class I)
 No report.
- Michael Mangin: Planning Board (Class II, RTMUA)
 Deputy Mayor Mangin reported on a recent meeting of the Planning Board advising of the final approval for a small subdivision of Robin Hill and that a temporary use ordinance has been drafted regarding dealership parking. Deputy Mayor Mangin also announced the upcoming meeting of the Raritan Township Municipal Utilities Authority (RTMUA).
- Louis Reiner: Environmental Commission, Green Team, Fire/Rescue/OEM
 Committee Member Reiner acknowledged and thanked all participants of the 911 Stair Climb.
- Richard Chen: Finance, Open Space, Parks & Recreation
 No report.
- Craig O'Brien: Open Space
 Committee Member O'Brien reported on the first public hearing of the Open Space plan and announced that the second public hearing date is scheduled for October 11, 2017.
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UNFINISHED BUSINESS

Discussion – Bond Ordinances

Mayor Gilbert explained that the purpose of tonight's discussion is to decide whether or not to proceed with a bond ordinance for the acquisition of equipment for the Public Works Department consisting of a sander, mower, slab saw, mortar mixer, roller and multi-use mower/snow machine; the acquisition of a pick-up truck; the acquisition and installation of a pole building plus the Hampton Corner Road flood study project and road reconstruction in the area of Barton Estates, Rake and Hardscrabble Road as discussed at the regular meeting of the Township Committee on August 15, 2017. Mayor Gilbert recapped the following decisions concurred during said discussion:

From defeated Ordinance #17-10: Bond for all of the items except the self-contained breathing apparatus tanks (SCBA) for the First Aid Squad and Fire Company; and to fund the acquisition of a four-wheel drive sports utility vehicle for the police department by emergency appropriation.

From defeated Ordinance #17-12: Fund the guiderail program by emergency appropriation. No consensus was reached regarding the funding for the Hampton Corner Road flood study or road reconstruction in the area of Barton Estates, Rake and Hardscrabble Roads.

Use of Capital Fund Balance or Bonding: Task the Chief Financial Officer (CFO) and Administrator with reviewing the Capital Fund Balance and advise on use of surplus going forward. Mayor Gilbert reported that the CFO and Administrator's recommendation regarding capital fund balance was to fund the guiderail program and the four-wheel drive vehicle for the police department with no additional use of funds until after the 2018 budget process.

Discussion was held among Committee Members regarding anticipated 2018 expenses; debt service figures in the "user-friendly" budget; and the status of funding of the SCBA tanks.

During the discussion, Mr. Hutchins explained that this year's bond payment was offset with County Open Space funds and that those funds will not be available to offset the 2018 debt service payment. Mayor Gilbert added that discussion regarding the SCBA tanks has been tabled due to the lack of a consensus among Committee Members.

Deputy Mayor Mangin expressed support for using the \$90,000 from the Capital Fund Balance.

Committee Member Chen expressed support for bonding for the Hampton Corner Road flood study and road reconstruction.

Committee Member Reiner expressed support for using the \$90,000 from Capital Fund Balance and stated that he would advise on bonding for the remaining items at a future time but had no opposition to drafting a bond ordinance.

Committee Member O'Brien spoke in favor of using additional funds from the Capital Fund Balance vs. bonding.

Mayor Gilbert spoke in favor of drafting the bond ordinance including the remaining items (Hampton Corner Road flood study and road reconstruction) and removal of the items that were agreed to be funded from the Capital Fund Balance (four-wheel drive vehicle for police department and the guiderail program).

It was the consensus of Committee Members to proceed with a bond ordinance.

NEW BUSINESS

a. Pet Licensing Fees, Expenses and Policies

Mayor Gilbert advised that tonight’s discussion was at the request of Committee Member O’Brien. Mayor Gilbert explained pet licensing data provided by Township Clerk, Lisa Fania, including license fees, late fees, grace periods, number of pets licensed, and licensing periods from comparable and neighboring municipalities.

Committee Member O’Brien commented on the amount of surplus in the Animal Trust and proposed a reduction in license and late fees.

Discussion was held among Committee Members regarding changing the licensing term from June 1 to May 31 to January to December; instituting a one-month grace period; late fee reduction to \$5.00 per month, up to three (3) months; capping the late fee at \$50.00 maximum per household; license fee reduction by \$3.00; the impact of proposed changes to the workload in the Clerk’s office; impact on compliance with a late fee reduction; wait time during rabies clinics; consequences of surplus utilization of the Animal Trust; and possible uses for said surplus.

Committee Member O’Brien proposed an ordinance reducing the license fee by \$3.00, instituting a one-month grace period; and a late fee reduction to \$5.00 per month, up to three (3) months, not exceeding \$50.00 per household. Committee Member O’Brien requested that Ms. Fania report the financial impacts at the next regular meeting.

At this time, Committee Member O’Brien made a motion to reduce the pet license fee by \$3.00. There was no second.

Committee Member Chen made a motion to implement a one-month grace period; reduce the late fee to \$5.00 per month for up to three (3) months with a \$50.00 maximum late fee per household; seconded by O’Brien.

ROLL CALL:

- AYES:** Chen, Mangin, O’Brien, Reiner, Mayor Gilbert
 - NAYES:** None
 - ABSTAIN:** None
 - ABSENT:** None
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b. Fire Company Command Vehicle Recommendation

Mayor Gilbert advised that tonight's discussion is to reach a consensus as to whether or not to bond for the replacement fire company command vehicle. Mayor Gilbert continued to advise that the insurance reimbursement could not be applied towards the purchase of the new command vehicle and that \$84,800 had to be funded.

Raritan Township Fire Chief, Douglas Day, explained specifications of the replacement fire command vehicle including the conversion component.

Committee Members raised questions and concerns regarding life expectancy of the vehicle including the conversion component; quotes requested; and funding through bonds.

During the discussion, Chief Day advised Committee Members that he was presently working with an additional vendor for another quote. Mr. Lehrer also advised that Deputy Mayor Mangin recuse himself due to a conflict of interest as a firefighter and past chief of the Raritan Township Fire Company. At this time, Deputy Mayor Mangin recused himself from the discussion.

Committee Member Chen expressed support in favor of a bond ordinance.

Committee Member Reiner voiced support for drafting a bond ordinance for introduction.

Mayor Gilbert spoke in favor of same.

Committee Member O'Brien voiced objection to bonding for the replacement command vehicle.

It was the consensus of the Committee to proceed with a bond ordinance for the replacement of the fire command vehicle.

c. Dr. Kelly proposals; Deer Exclosure Assessment; Baseline Forest Monitoring; and Deer Density Monitoring

Mr. Hutchins advised that the report proposals now include final cost figures which were unknown at the time the Committee agreed to proceed with the project. Committee Member Chen concurred.

ORDINANCES (PUBLIC HEARING, FINAL ADOPTION)

Mayor Gilbert read Ordinance #17-28 by title.

ORDINANCE APPROPRIATING \$90,000 FROM THE CAPITAL SURPLUS FUND FOR THE ACQUISITION OF A FOUR-WHEEL DRIVE VEHICLE FOR THE POLICE DEPARTMENT AND THE GUIDE RAIL REPLACEMENT PROGRAM IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

Mayor Gilbert asked for a motion to open public hearing.

Motion by Mangin, seconded by Reiner

MOTION CARRIED UNANIMOUSLY

No comments from the public.

Committee Member Chen asked for clarification of the purpose of Ordinance #17-28 and the two (2) proposed Emergency Appropriation resolutions on the meeting agenda.

Mr. Lehrer, explained that if Ordinance #17-28 is adopted appropriating the funding from the Capital Balance Fund for the acquisition of a four-wheel drive vehicle for the police department and the guide rail replacement program than the two (2) proposed Emergency Appropriation resolutions will not be needed. He further commented that if the Ordinance and both Resolutions are defeated, no authorization will exist for funding of the capital items.

Debate continued as to whether or not an emergency situation existed. Mayor Gilbert advised of the State's response regarding the determination of an emergent situation and read the following statement into the record, "it seems that if you are going to pass a capital ordinance you no longer need the emergency. I guess it depends on the time of the project." Mr. Lehrer concurred that an emergency did not exist.

Motion by Reiner, seconded by Mangin to close public hearing and adopt Ordinance #17-28 on final consideration same to be published according to law.

ROLL CALL:

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

NAYES: None

ABSTAIN: None

ABSENT: None

ORDINANCE ADOPTED

Ordinance advertised September 8, 2017, The Courier News. Posted on municipal bulletin board as required by law.

ORDINANCE #17-28

ORDINANCE APPROPRIATING \$90,000 FROM THE CAPITAL SURPLUS FUND FOR THE ACQUISITION OF A FOUR-WHEEL DRIVE VEHICLE FOR THE POLICE DEPARTMENT AND THE GUIDE RAIL REPLACEMENT PROGRAM IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. \$90,000 is hereby appropriated from the Capital Surplus Fund for the acquisition of a four-wheel drive vehicle for the Police Department and the guide rail replacement program in and by the Township of Raritan, in the County of Hunterdon, New Jersey (the "Township").

Section 2. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by law.

ORDINANCES (INTRODUCTION AND FIRST READING)

Mayor Gilbert read by title Ordinance #17-29.

ORDINANCE ACCEPTING A SIGHT TRIANGLE EASEMENT FROM BEDFORD FALLS, LLC FOR LOT 31.02 IN BLOCK 63.14 AS SHOWN ON THE TAX MAP OF THE TOWNSHIP OF RARITAN

Mr. Lehrer explained that the proposed ordinance is a requirement of Board of Adjustment approval regarding a site triangle easement which allows for the proper site distance at an intersection.

Mayor Gilbert asked for a motion to introduce Ordinance #17-29 on first consideration same to be published according to law with a public hearing and a final vote scheduled for the meeting of October 3, 2017.

Motion by Chen, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for October 3, 2017.

Mayor Gilbert read by title Ordinance #17-30.

**ORDINANCE REAPPROPRIATING \$6,000 PROCEEDS OF OBLIGATIONS
NOT NEEDED FOR THEIR ORIGINAL PURPOSE IN ORDER TO PROVIDE
FOR THE MAJOR REPAIR OF THE 911 CLOCK AT THE MUNICIPAL
BUILDING IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY
OF HUNTERDON, NEW JERSEY**

Mayor Gilbert advised that the proposed ordinance fulfills a housekeeping requirement of the State, as the appropriation of funds were authorized by a voice vote of the Committee in October of 2016 and such authorization is required by ordinance.

Committee Member O'Brien raised concern regarding the language referring to the source of the unused funds.

Mr. Hutchins commented that he had advised Committee Members that \$6,000.00 of obligations for repair of the toilet fixtures in the court room from Ordinance #16-10 was no longer needed for its original purpose and could be used for repair of the 911 clock. He added that at that time, all Committee Members concurred to reappropriate such funds.

Committee Member O'Brien debated the language referring to the funding source for the clock repair, citing content from the October 18, 2016 meeting minutes.

Mr. Hutchins requested a verbatim transcript of the October 18, 2016 minutes at the next regular Township Committee meeting.

Mr. Lehrer advised that action on the Ordinance could be tabled.

Motion by Chen; seconded by Mayor Gilbert to table Ordinance #17-30.

ROLL CALL VOTE:

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

NOES: Reiner

ABSTAIN: None

ABSENT: None

ORDINANCE TABLED

Mayor Gilbert read by title Ordinance #17-31.

AN ORDINANCE AUTHORIZING ACCEPTANCE OF CONSERVATION EASEMENTS, LAND MAINTENANCE COVENANT AND TEMPORARY RESTRICTIV COVENANT APPLICABLE TO BLOCK 86, LOT 10.01 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC; CONSERAVTON EASEMENTS APPLICABLE TO BLOCK 86, LOT 26 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND ESTATE OF BRUCE A. BLUMBERG; CONSERVATION EASEMENTS, FIRE SUPPRESSION EASEMENT AND ACCESS EASEMENT APPLICABLE TO BLOCK 86, LOT 26.02 FROM LANDMARK INFRASTRUCTURE HOLDING COMPAN Y LLC AND ESTATE OF BRUCE A. BLUMBERG; AND CONSERVATON EASEMENTS AND TEMPORARY RESTRICTIVE COVENANT APPLICABLE TO BLOCK 86, LOTS 100.01 AND 100.02 FROM LANDMARK INFRASTRUCTURE HOLDING COMPANY LLC AND BURENGA FAMILY PARTNERSHIP, L.P.

Mayor Gilbert asked for a motion to introduce Ordinance #17-31 on first consideration same to be published according to law with a public hearing and a final vote scheduled for the meeting of October 3, 2017.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for October 3, 2017.

CORRESPONDENCE

*New Jersey League of Municipalities Updates

*Thank-you letter from Raritan Headwaters regarding the Township's donation

NON-CONSENT AGENDA

Mayor Gilbert read Resolution #17-220 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-220.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-220

**RESOLUTION CANCELING FUNDED AND UNFUNDED BALANCES IN CAPITAL
ORDINANCES OF THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON,
NEW JERSEY**

**BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:**

Section 1. The highlighted funded and unfunded balances for the capital ordinances of the Township of Raritan, in the County of Hunterdon, New Jersey (the "Township") described in the chart attached hereto as Exhibit A are hereby cancelled in the amounts set forth therein.

Section 2. The highlighted funded balances in the aggregate amount of \$350,696.65 shall be transferred to capital surplus. The unfunded balances in the aggregate amount of \$862,904.62 shall be cancelled. The aggregate amount of the cancellations total \$1,213,601.27.

Section 3. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this resolution to the extent of any inconsistency herewith. To the extent that the purposes or amounts authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 4. This resolution shall take effect immediately.

Mayor Gilbert read Resolution #17-210 by title.

**A RESOLUTION AUTHORIZING AN EMERGENCY APPROPRIATION
FOR THE PURCHASE OF A FOUR-WHEEL DRIVE SPORTS UTILITY
VEHICLE FOR THE POLICE DEPARTMENT**

Mayor Gilbert asked for a motion to defeat Resolution #17-210.

Motion by Chen, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION DEFEATED

Mayor Gilbert read Resolution #17-212 by title.

**A RESOLUTION AUTHORIZING AN EMERGENCY APPROPRIATION
FOR GUIDERAIL REPLACEMENT**

Mayor Gilbert asked for a motion to defeat Resolution #17-212.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION DEFEATED

Mayor Gilbert read Resolution #17-226 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-226.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

RESOLUTION #17-226

**A RESOLUTION AWARDING A CONTRACT TO
AWT ENVIRONMENTAL SERVICES, INC. FOR
POLICE DEPARTMENT REFUELING AREA REMEDIATION**

WHEREAS, the Township of Raritan advertised for Police Department refueling area remediation services; and

WHEREAS, the Township received four (4) bids on August 31, 2017; and

WHEREAS, the bids were reviewed, and recommendation has been made by the Township Engineer, Antoine Hajjar, for award to AWT Environmental Services, Inc., P.O. Box 128, Sayreville,

New Jersey, 08871, the lowest responsive, responsible bidder as outlined in the attached which is annexed hereto and made part of this Resolution; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #17-15 for this purpose.

NOW, THEREFORE, BE IT RESOLVED, on this 19th day of September 2017, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey:

- 1) That a contract be and is hereby awarded to AWT Environmental Services, Inc., P.O. Box 128, Sayreville, New Jersey, 08871.
- 2) That the contract does not exceed \$339,063.20.
- 3) That the Mayor and Township Clerk are hereby authorized and directed to execute contracts with AWT Environmental Services, Inc. in accordance with the specifications and bid documents.

Mayor Gilbert read Resolution #17-227 by title.

Discussion was held regarding completion of Fire Inspector certification. It was the consensus of the Committee that certification be attained by September 30, 2018 and made part of this resolution.

Mayor Gilbert asked for a motion to adopt Resolution #17-227 as amended.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

RESOLUTION #17-227

RESOLUTION AUTHORIZING THE EMPLOYMENT OF ADAM CESARIO AS PART-TIME FIRE PREVENTION INSPECTOR

WHEREAS, there is a vacancy in the position of Part-time Fire Prevention Inspector; and
WHEREAS, the Mayor and Township Committee of the Township of Raritan desire to fill this position; and

WHEREAS, the Township Administrator has conducted interviews and recommends that Adam Cesario be employed as Raritan Township Part-time Fire Prevention Inspector.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, in the County of Hunterdon, State of New Jersey, that Adam Cesario is hereby employed as Raritan Township Part-time Fire Prevention Inspector at an hourly rate of \$24.00 for 28 hours per week effective September 19, 2017 and that he attain Fire Inspector certification by September 30, 2018.

Mayor Gilbert requested that the Committee consider bundling the following resolutions increasing the monetary amount in the petty cash funds. The majority of the Committee Members concurred.

Mayor Gilbert read Resolutions #17-228 through 231 by title.

Mayor Gilbert asked for a motion to combine and adopt Resolutions #17-228 through 231.

Motion by Mangin, seconded by Chen

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

RESOLUTION #17-228

A RESOLUTION INCREASING THE MONETARY AMOUNT IN THE PETTY CASH FUND FOR THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Petty Cash Fund for the Department of Public Works be increased from \$150.00 to \$750.00.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-229

A RESOLUTION INCREASING THE MONETARY AMOUNT IN THE PETTY CASH FUND FOR THE BUILDING DEPARTMENT

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Petty Cash Fund for the Building Department be increased from \$100.00 to \$250.00.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-230

A RESOLUTION INCREASING THE MONETARY AMOUNT IN THE PETTY CASH FUND FOR THE POLICE DEPARTMENT

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Petty Cash Fund for the Police Department be increased from \$100.00 to \$200.00.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-231

A RESOLUTION INCREASING THE MONETARY AMOUNT IN THE PETTY CASH FUND FOR THE FINANCE DEPARTMENT

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, that the Petty Cash Fund for the Finance Department be increased from \$100.00 to \$1,000.00.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Mayor Gilbert read Resolution #17-232 by title.

Mayor Gilbert asked for a motion to adopt Resolution #17-232.

Motion by Chen, seconded by Mangin

ROLL CALL VOTE:

AYES: Chen, Mangin, Reiner, Mayor Gilbert

NOES: O'Brien

ABSTAIN: None

ABSENT: None

RESOLUTION #17-232

A RESOLUTION RESCINDING THE PETTY CASH FUND FOR THE PLANNING DEPARTMENT

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, to rescind the Petty Cash Fund for the Planning Department.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Mayor Gilbert requested that the Committee consider bundling the following resolutions authorizing a change in custodian of the petty cash fund. The majority of the Committee Members concurred.

Mayor Gilbert read Resolutions #17-233 through 236 by title.

Mayor Gilbert asked for a motion to adopt Resolutions #17-233 through 236.

Motion by Chen, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-233

A RESOLUTION AUTHORIZING A CHANGE IN CUSTODIAN OF THE PETTY CASH FUND FOR THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, D. Struening was custodian of the Public Works Department's Petty Cash Fund; and

WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township of Raritan, County of Hunterdon, State of New Jersey is changing custodian to Brion Fleming; and

WHEREAS, Brion Fleming is bonded under the Township's General Employee Liability Insurance Policy.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-234

A RESOLUTION AUTHORIZING A CHANGE IN CUSTODIAN OF THE PETTY CASH FUND FOR THE BUILDING DEPARTMENT

WHEREAS, P. Ball was custodian of the Building Department's Petty Cash Fund; and

WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township of Raritan, County of Hunterdon, State of New Jersey is changing custodian to Hans Warnebold; and

WHEREAS, Hans Warnebold is bonded under the Township's General Employee Liability Insurance Policy.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-235

A RESOLUTION AUTHORIZING A CHANGE IN CUSTODIAN OF THE PETTY CASH FUND FOR THE POLICE DEPARTMENT

WHEREAS, D. Montross was custodian of the Police Department's Petty Cash Fund; and
WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township of Raritan, County of Hunterdon, State of New Jersey is changing custodian to Glenn Tabasko; and
WHEREAS, Glenn Tabasko is bonded under the Township's General Employee Liability Insurance Policy.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-236

A RESOLUTION AUTHORIZING A CHANGE IN CUSTODIAN OF THE PETTY CASH FUND FOR THE FINANCE DEPARTMENT

WHEREAS, L. Kutter was custodian of the Finance Department's Petty Cash Fund; and
WHEREAS, in accordance with N.J.S.A. 40:5-21, the Township of Raritan, County of Hunterdon, State of New Jersey is changing custodian to William Pandos; and
WHEREAS, William Pandos is bonded in the amount of \$100,000.00 by virtue of a surety bond.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Mayor Gilbert requested that the Committee consider bundling the following resolutions establishing a petty cash fund. The majority of the Committee Members concurred

Mayor Gilbert read Resolutions #17-237 through 239 by title.

Mayor Gilbert asked for a motion to adopt Resolutions #17-237 through 239.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-237

**A RESOLUTION ESTABLISHING A PETTY CASH FUND FOR THE ENGINEERING,
PLANNING & ZONING DEPARTMENT**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, to establish a Petty Cash Fund for the Engineering, Planning and Zoning Department in the amount of \$250.00; and

WHEREAS, the custodian for this fund is Antoine Hajjar, who is bonded under the Township's General Employee Liability Insurance Policy; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-238

**A RESOLUTION ESTABLISHING A PETTY CASH FUND
FOR THE MUNICIPAL CLERK'S OFFICE**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, to establish a Petty Cash Fund for the Municipal Clerk's Office in the amount of \$300.00; and

WHEREAS, the custodian for this fund is Lisa Fania, who is bonded under the Township's General Employee Liability Insurance Policy; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing purposes.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

RESOLUTION #17-239

**A RESOLUTION ESTABLISHING A PETTY CASH FUND
FOR THE FIRE PREVENTION DEPARTMENT**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, it is the desire of the Township of Raritan, County of Hunterdon, State of New Jersey, to establish a Petty Cash Fund for the Fire Prevention Department in the amount of \$200.00; and

WHEREAS, the custodian for this fund is Dennis Concannon, who is bonded under the Township's General Employee Liability Insurance Policy; such custodian shall maintain records for

this fund in a manner conducive to proper accounting and auditing purposes.

NOW, THEREFORE BE IT RESOLVED, that the Township of Raritan, County of Hunterdon, State of New Jersey, hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Mayor Gilbert read Resolution #17-242 by title.

Mayor Gilbert asked for a motion to adopt Resolutions #17-242.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

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

NOES: None

ABSTAIN: None

ABSENT: None

RESOLUTION #17-242

**RESOLUTION AUTHORIZING THE EMPLOYMENT OF
AMY FLEMING AS ENGINEERING AND PLANNING/ZONING BOARDS
SECRETARY**

WHEREAS, a vacancy has been created in the Planning/Zoning and Engineering Office for the position of Engineering and Planning/Zoning Boards Secretary; and

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

WHEREAS, the Township Administrator has conducted interviews and recommends that Amy Fleming be employed as Raritan Township Engineering and Planning/Zoning Boards Secretary.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan, in the County of Hunterdon, State of New Jersey, that Amy Fleming is hereby employed as Raritan Township Engineering and Planning/Zoning Boards Secretary at an annual salary of \$40,000, effective September 19, 2017.

CONSENT AGENDA

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

At this time, Mayor Gilbert requested Resolution A. Authorizing a Towing Application Fee Refund (Hineline's Mobile) be removed from the Consent Agenda and tabled.

Motion by Mangin, seconded by Reiner to table Resolution A. (#17-221)

MOTION UNANIMOUSLY CARRIED

Mayor Gilbert read the following resolutions by title.

Mayor Gilbert asked for a motion to adopt the Consent Agenda as amended with the removal of Resolution A. #17-221.

Motion by Reiner, seconded by Chen

ROLL CALL VOTE:

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

RESOLUTION #17-224

A RESOLUTION AUTHORIZING REDUCTION OF CASH PERFORMANCE GUARANTEES AND SURETY BONDS FOR TOLL BROTHERS AT MOUNTAINVIEW

WHEREAS, Toll Brothers/Mountain View at Hunterdon FKA Hilltop, Phase I and Phase II, has requested the reduction of Performance Guarantees for Block 44, Lot 24 and Lot 24.45; and

WHEREAS, Township Engineer, Antoine Hajjar, has submitted a letter dated September 14, 2017, a copy of which is made part of this resolution, recommending a reduction in lieu of release of the Cash Performance Guarantees and Surety Bonds; and

WHEREAS, the records indicate that the Township is holding a Surety Bond in the amount of \$1,612,060.96 and a cash bond in the amount of \$179,117.88 plus any accrued interest for Phase 1; and

WHEREAS, the records indicate that the Township is holding a Surety Bond in the amount of \$874,278.68 and a cash bond in the amount of \$97,142.08 plus any accrued interest for Phase II.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Township Committee of the Township of Raritan that the reduction of the Performance Guarantees and Surety Bonds will be as follows:

PHASE 1:

- 1) The Surety Bond be reduced to \$1,238,615.80.
- 2) The retention of \$137,623.98 in cash and the release of cash in the amount of \$41,493.90 plus any accrued interest.

PHASE II:

- 1) The Surety Bond be reduced to \$565,323.53.
 - 2) The retention of \$62,813.73 in cash and the release of cash in the amount of \$34,328.35 plus any accrued interest.
-

RESOLUTION #17-225**AUTHORIZING THIRD QUARTER 2017 TAX REFUNDS**

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 duplicate payments for Third Quarter, 2017 taxes.

<u>Taxpayer</u>	<u>Amount</u>	<u>Block</u>	<u>Lot</u>
CORELOGIC			
Jeong M. Choi & Suk I. Ghong (3 Robin Hill Way)	\$4,948.22	63	70.32
CHASE BANK			
Todd Yazujian (14 Plennert Road)	\$4,133.15	78	1

RESOLUTION #17-240**A RESOLUTION AUTHORIZING SEWER REFUNDS FROM 2016 TAX SALE**

WHEREAS, on September 12, 2017, Tax Collector, Sharon Brown held the 2016 Tax Sale and sold liens for 2016 delinquent taxes and utilities; and

WHEREAS, the Tax Collector received payments totaling \$11,093.39 for unpaid 2016 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 \$11,093.39 as per Schedule "A" attached to this resolution.

SCHEDULE A

RESOLUTION #17-243**AUTHORIZING THE RETURN OF
DEVELOPER'S ESCROW (HUNTERDON ORTHOPAEDIC INSTITUTE)**

WHEREAS, Hunterdon Orthopaedic Institute (HOI) has requested the return of its Developer's Escrow; and

WHEREAS, Kristi Gano, Payroll/HR Coordinator, has submitted a memo dated September 15, 2017 and recommended the return of the following Developer's Escrows:

Hunterdon Orthopaedic Institute SP-615-PF \$2,659.82

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan that the Developer's Escrow in the amount of \$2659.82 posted by HOI is hereby refunded.

PRIVILEGE OF THE FLOOR

There was no public comment.

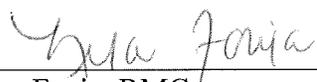
ADJOURNMENT

Mayor Gilbert asked for a motion to adjourn the meeting.

Motion by Mangin, seconded by Reiner
MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 9:00 p.m.

Respectfully Submitted,



Lisa Fania, RMC
Township Clerk