

**RARITAN TOWNSHIP COMMITTEE SPECIAL MEETING
RARITAN TOWNSHIP MUNICIPAL BUILDING
THURSDAY, APRIL 18, 2019**

MEETING CALLED: Mayor Kuhl called the regular meeting to order at 8:01 a.m.

ROLL CALL: The following were present: Mayor, Jeff Kuhl; Deputy Mayor, Louis Reiner; Comm. Karen Gilbert; Comm. Michael Mangin

ABSENT: Comm. Gary Hazard

ALSO PRESENT: Administrator, Don Hutchins; Municipal Clerk, Lisa Fania; Township; Chief Financial Officer, Bill Pandos

MEETING NOTICED: Mayor Kuhl advised that the meeting was advertised in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975 in the March 13, 2019 issue of the Courier News and noticed to the Hunterdon County Democrat, Star Ledger, TapInto, Express Times and posted on the municipal bulletin board and the Township website.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE: Mayor Kuhl 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 Kuhl asked for a motion to amend or approve the Agenda.
Motion by Mangin, seconded by Gilbert to approve the Agenda.

ROLL CALL VOTE:

AYES: Gilbert, Mangin, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: Hazard

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

There were no members of the public present.

NON-CONSENT

Mayor Kuhl read Resolution #19-104 by title.

Mayor Kuhl asked for a motion to adopt Resolution #19-104.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

AYES: Gilbert, Mangin, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: Hazard

RESOLUTION #19-104

**A RESOLUTION AUTHORIZING THE 2019 MUNICIPAL BUDGET TO BE
READ BY TITLE ONLY**

WHEREAS, N.J.S.A. 40A:4-8 provides that the budget be read by title only at the time of the Public Hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of the hearing a complete copy of the approved budget, as advertised, has been posted in the Municipal Building and copies have been made available by the Clerk to persons requiring them; and

WHEREAS, these two conditions have been met.

NOW, THEREFORE, BE IT RESOLVED that the 2019 Municipal Budget shall be read by the Township Committee of the Township of Raritan at a meeting held on April 18, 2019.

Mayor Kuhl read Resolution #19-105 by title.

Mayor Kuhl asks for a motion to adopt Resolution #19-105.

Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Mangin, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: Hazard

RESOLUTION #19-105**A RESOLUTION AUTHORIZING SELF-EXAMINATION OF THE 2019 BUDGET**

WHEREAS, N.J.S.A. 40A:4-78b, has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 5:30-7.5, the Township of Raritan has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township meets the necessary conditions to participate in the program for the 2019 budget year.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that in accordance with N.J.A.C. 5:30-7.6a & b, and based upon the Chief Financial Officer's certification, the Raritan Township Committee has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated, pursuant to law, and appropriated as such in the budget:
 - Payment of interest and debt redemption charges;
 - Deferred charges and statutory expenditures;
 - Cash deficit of preceding year;
 - Reserve for uncollected taxes;
 - Other reserves and non-disbursement items; and
 - Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2, and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 *et seq.* (complies with the "CAP" law) are fully met.
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth; and
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised, in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

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

RESOLUTION #19-84 - 2019 MUNICIPAL BUDGET (FINAL ADOPTION/PUBLIC HEARING)

Mayor Kuhl read Resolution #19-84 by title.
Mayor Kuhl asked for motion to open the public hearing.
Motion by Reiner, seconded by Gilbert
MOTION UNANIMOUSLY CARRIED
No public comment.

Mayor Kuhl asked for a motion to close the public hearing and adopt Resolution #19-84, a Resolution Adopting the Budget for the Year 2019.
Motion by Mangin, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Reiner, Mangin, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: Hazard

BUDGET ADOPTED

(A COPY OF BUDGET RESOLUTION #19-84 IS HEREWITH ATTACHED AND MADE A PART OF THESE MINUTES)

Mayor Kuhl read Resolution #19-106 by title.
Mayor Kuhl asks for a motion to adopt Resolution #19-106.
Motion by Gilbert, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Mangin, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: Hazard

RESOLUTION #19-106

A RESOLUTION PROVIDING SALARY INCREASE AND APPOINTMENT EXTENSION FOR TOWNSHIP ADMINISTRATOR

WHEREAS, Donald Hutchins was appointed February 7, 2017 as Township Administrator by Resolution #17-53 for a three-year term effective January 1, 2017 and terminating December 31, 2019; and

WHEREAS, the terms and conditions of the Administrator's employment include an annual salary increase of not less than 1.95% in 2019 to be determined by the Township Committee based on an annual performance review; and

WHEREAS, in conducting its annual performance review, the Township Committee finds that Mr. Hutchins has exceeded expectations and has been a significant asset to the Township in his capacity as Township Administrator; and

WHEREAS, in light of Mr. Hutchins' outstanding job performance, the Township Committee desires to extend Mr. Hutchins' term of appointment through December 31, 2020 and provide a 1.95% salary increase for 2019 and 2020 plus an additional \$2,500.00 salary increase for 2019 and 2020 beyond the 1.95% salary increase mentioned previously subject to an annual performance review.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that, in addition to the 1.95% salary increase mentioned above for 2019 and 2020, Mr. Hutchins is hereby afforded an additional \$2,500.00 salary increase for the years 2019 and 2020 subject to an annual performance review.

BE IT FURTHER RESOLVED that this salary increase and appointment extension is separate and apart from the terms of Resolution #17-53 and that all terms and conditions of Mr. Hutchins' employment as set forth in Resolution #17-53 are not amended by this resolution and shall remain in full force and effect.

ORDINANCES (INTRODUCTION/FIRST READING)

Mayor Kuhl read by title Ordinance #19-13.

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE TOWNSHIP OF RARITAN, IN THE COUNTY OF HUNTERDON, NEW JERSEY, APPROPRIATING \$2,395,206.73 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$2,275,446.39 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF

Mayor Kuhl asked for a motion to introduce Ordinance #19-13 on first consideration.

Motion by Gilbert, seconded by Reiner

ROLL CALL VOTE:

AYES: Gilbert, Mangin, Reiner, Mayor Kuhl

NOES: None

ABSTAIN: None

ABSENT: Hazard

ORDINANCE INTRODUCED

Second reading and public hearing date scheduled for May 7, 2019.

CONSENT AGENDA

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

Mayor Kuhl asked for a motion to approve the Consent Agenda.

Motion by Reiner, seconded by Mangin

ROLL CALL VOTE:

AYES: Gilbert, Mangin, Reiner, Mayor Kuhl
NOES: None
ABSTAIN: None
ABSENT: Hazard

RESOLUTION #19-107

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO
 GENERAL CODE FOR THE REVISION AND CODIFICATION
 OF ORDINANCES OF THE TOWNSHIP OF RARITAN**

WHEREAS, the Township of Raritan is in need of having the Township Ordinances codified, printed and electronically published; and

WHEREAS, contracts for these services may, pursuant to N.J.S.A. 40A:11-5(1)(x) of the Local Public Contracts Law, be awarded without public advertising for bids and bidding therefor and shall be awarded by Resolution of the Township Committee; and

WHEREAS, the Township solicited and received a proposal from General Code dated November 2, 2018, to codify, print and electronically publish the Township's Ordinances in an amount of \$14,500.00, exclusive of shipping and handling, through December 31, 2018 with a \$5,200.00 estimated annual charge thereafter for supplementation, printing and publishing; and

WHEREAS, the amount of \$14,500.00 does not exceed the bid threshold and does not exceed the \$17,500.00 pay-to-play requirements; and

WHEREAS, the Chief Financial Officer has certified that funds are available through Certificate of Availability of Funds #19-10.

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

1. That a contract is awarded to General Code, on the basis of its November 2, 2018 proposal, to codify, print and electronically publish the Township of Raritan's Ordinances through December 31, 2018 for an amount not to exceed \$14,500.00.
2. That subsequent annual supplementations be awarded separately provided that there are sufficient funds in the budget.
3. That a copy of this Resolution be forwarded to General Code with the direction that the work on the codification shall commence immediately.

4. That the Mayor and Clerk are authorized to sign a contract with General Code.
5. This Resolution shall take effect immediately.

PRIVILEGE OF THE FLOOR

There were no members of the public present.

ADJOURNMENT

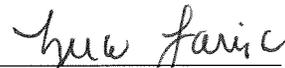
Mayor Kuhl asked for a motion to adjourn.

Motion by Reiner, seconded by Gilbert

MOTION UNANIMOUSLY CARRIED

Meeting adjourned at 8:10 a.m.

Respectfully submitted,



Lisa Fania, RMC
Township Clerk

SECTION 2 - UPON ADOPTION FOR YEAR 2019
(ONLY TO BE INCLUDED IN THE BUDGET AS FINALLY ADOPTED)

RESOLUTION #19-84

BE IT RESOLVED BY THE HUNTERDON TOWNSHIP OF THE COUNTY OF RARITAN GOVERNING BODY THAT THE BUDGET HEREIN BEFORE SET FORTH IS HEREBY ADOPTED AND SHALL CONSTITUTE AN APPROPRIATION FOR THE PURPOSES OF THE SUMS THEREIN AS SET FORTH AS APPROPRIATIONS, AND AUTHORIZATION OF THE AMOUNT OF:

(a) \$ 12,524,247.51 (ITEM 2 BELOW) FOR MUNICIPAL PURPOSES,
 (b) \$ 0.00 (ITEM 3 BELOW) FOR SCHOOL PURPOSES IN TYPE I SCHOOL DISTRICTS ONLY (N.J.S. 18A:9-2) TO BE RAISED BY TAXATION AND,
 (c) \$ (ITEM 4 BELOW) TO BE ADDED TO THE CERTIFICATE OF AMOUNT TO BE RAISED BY TAXATION FOR LOCAL SCHOOL PURPOSES IN TYPE II SCHOOL DISTRICTS ONLY (N.J.S. 18A:9-3) AND CERTIFICATION TO THE COUNTY BOARD OF TAXATION OF THE FOLLOWING SUMMARY OF GENERAL REVENUES AND APPROPRIATIONS:
 OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION TRUST FUND LEVY
 (d) \$ 328,329.35 (ITEM 5) MINIMUM LIBRARY LEVY
 (e) \$ 0.00

RECORDED VOTE
 (insert last name)
 Karen Gilbert *[Signature]* AYES { Gilbert
 Gary Hazard *[Signature]* NAYS { NONE
 Michael Mangin *[Signature]* REINER { Reiner
 Louis Reiner *[Signature]* MAYOR { Mayor Kuhl
 Mayor Jeff Kuhl *[Signature]*

ABSTAINED { NONE
 ABSENT { Hazard

1. General Revenues

Surplus Anticipated		08-100	1,424,050.00
Miscellaneous Revenues Anticipated		13-099	4,788,585.40
Receipts from Delinquent Taxes		15-499	505,000.00
2. AMOUNT TO BE RAISED BY TAXATION FOR MUNICIPAL PURPOSES (Item 6(a), Sheet 11)		07-190	12,524,247.51
Item 6, Sheet 41		07-195	
Item 6(b), Sheet 11 (N.J.S. 40A:4-14)		07-191	0.00
Total Amount to be Raised by Taxation for Schools in Type I School Districts Only			0.00
4. To Be Added To the Certificate for Amount to be Raised by Taxation for Schools in Type II School Districts Only:		07-191	
Item 6(b), Sheet 11 (N.J.S. 40A:4-14)			0.00
5. AMOUNT TO BE RAISED BY TAXATION FOR MINIMUM LIBRARY TAX (Item 6(c), Sheet 11)		13-299	19,241,882.91
TOTAL REVENUES			