

**BOROUGH OF RARITAN
AGENDA-WORKSHOP MEETING
February 8, 2011**

The Agenda Meeting of the Borough of Raritan Council was held on February 8, 2011 in the Municipal Building, 22 First Street, Raritan, NJ 08869 at 7:00 pm.

Mayor Jo-Ann Liptak presided and stated: Notice of this meeting has been made by advising The Courier News and the Star Ledger of the time, date and place of this meeting, posting a notice on the official bulletin board, on the Raritan Borough website, filing a copy in the Borough Clerk's office and including this statement in the minutes.

ROLL CALL

Present: Denise Carra, Stefanie Gara, Victor Laggini, Greg Lobell, and Anthony Soriano

Absent: Paul Giraldi and Mayor Jo-Ann Liptak

Also Present: Daniel Jaxel, Borough Administrator; Mark Anderson, Borough Attorney; Stanley J. Schrek, Borough Engineer and Rayna E. Harris, Borough Clerk

EXECUTIVE SESSION

Councilwoman Carra moved to enter Executive Session and was seconded by Councilman Soriano. Motion carried on the following roll call vote.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
X		Carra	X			
		Gara	X			
		Giraldi				X
		Laggini	X			
		Lobell	X			
	X	Soriano	X			

A motion was made by Councilwoman Gara and seconded by Councilwoman Carra to adjourn the Executive Session and to return to the normal order of business. Motion carried.

INTRODUCTION OF ORDINANCE

ORDINANCE 2011-01

Councilwoman Carra and Councilwoman Gara seconded the adoption of **Ordinance 2011-01** on First Reading. Motion carried on the following roll call vote.

**AN ORDINANCE PROVIDING FUNDING FOR COMPUTER EQUIPMENT FOR THE
BOROUGH OF RARITAN AND APPROPRIATING \$10,094.32 FROM THE CAPITAL
IMPROVEMENT FUND FOR SUCH PURPOSE**

Public Hearing will be held on February 22, 2011 at 7:00 pm.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
X		Carra	X			
	X	Gara	X			
		Giraldi				X
		Laggini	X			
		Lobell	X			
		Soriano	X			

ORDINANCE 2011-02

Councilwoman Gara and Councilwoman Carra seconded the adoption of **Ordinance 2011-02** on First Reading. Motion carried on the following roll call vote.

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF RARITAN BY REPLACING ARTICLE XX, WHICH ARTICLE IS ENTITLED “SNOW AND OTHER EMERGENCIES”

Public Hearing will be held on February 22, 2011 at 7:00 pm.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
	X	Carra	X			
X		Gara	X			
		Giraldi				X
		Laggini	X			
		Lobell	X			
		Soriano	X			

PURCHASE ORDER REQUESTS

Councilwoman Gara made a motion to approve the purchase order requests for Queues Enforth Development, Inc. in the amount of \$2,160.00. The motion to approve was seconded by Councilwoman Carra. Motion carried on the following roll call vote:

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
	X	Carra	X			
X		Gara	X			
		Giraldi				X
		Laggini	X			
		Lobell	X			
		Soriano	X			

DISCUSSION

ENGINEER’S REPORT

Stanley J. Schrek offered the Engineer’s Report below:

Orlando Drive

The final documents pertaining to the Orlando Drive route survey have been forwarded to the County Engineer's office. Additional reference maps were provided as requested by County. A meeting to review will be scheduled shortly.

Cardinal Woods I & I

We are continuing with field mapping of the sanitary sewers in the Cardinal Woods area. The field information is necessary to enable the preparation of a bid specification for video inspection. DPW is assisting in this mapping process as weather and schedule permits.

Johnson Drive Improvements

Field survey and base mapping is proceeding as the weather allows.

CDBG Applications

CDBG Applications will be available during the week of Feb 14th with applications due in March. I suggest continuing with our sanitary sewer rehab work on Canal Street and the lines feeding this trunk off Somerset Street. The Council will recall that all of the grant funding from 2009 was used to repair a partial collapse of the 18" line on Canal Street.

NJDOT Local Aid Grant

A letter formalizing the NJDOT grant award for improvements to LaGrange Street has been received. This grant is in the amount of \$175,000.

Discussion on the above Engineer's report followed.

Councilman Soriano expressed the Recreation Commission's concern about the status of the property adjacent on Orlando Drive regarding the property line.

Stanley J. Schrek responded that he submitted proofs on the property line to the Borough Attorney.

B-RHS PROJECT GRADUATION

Councilwoman Gara questioned if funds were allotted in the youth services account for items of this nature and asked what the historical monetary contribution from the Council was.

Daniel Jaxel confirmed that \$500 contribution was typical.

RIBBON AWARENESS CAMPAIGN IN RARITAN

Council President Lobell described the organization and its activities and noted that this activity was approved last year.

Councilman Laggini read a letter of request from Ms. Santos dated January 26, 2011.

There was general consent of the Governing Body.

SNOW REMOVAL

Councilwoman Gara stated that there were some displeased residents in regards to the parking in conjunction the snow removal. She noted her displeasure with the snow piles at corners and bus stops. Councilwoman Gara expressed her concern with the hazardous situation the snow piles may cause and noted that she brought this to the attention of the Department of Public Works (DPW). She showed pictures of various snow piles to her Council colleagues and stated that there should be a different way to plow to avoid the build up at the curbs.

Council President Lobell stated that the DPW always plows curb to curb, the DPW is doing the best job possible under the conditions, and this is an uncommon amount of snow, but it has to go somewhere.

Stanley J. Schrek noted that in his experience Raritan DPW is doing the best job possible considering the staff size and volume of snow.

SALARY ORDINANCE AND RESOLUTION

Councilwoman Gara stated that the Board and Commission secretaries are being paid throughout the year, even when no meetings are held. She would like to change the structure of pay for the Board and Commission secretaries to a per meeting basis, therefore only paying when meetings are held. Councilwoman Gara proposed \$125 per meeting for the Planning and Zoning Board secretaries and \$50 per meeting for all other secretaries, noting this reduction would be a cost savings to the community.

Council President Lobell and Councilwoman Carra had no objections to the change.

Councilman Soriano cautioned the Council, noting the work performed by Board and Commission secretaries in addition to meeting attendance and Minute preparation. He stated that this issue requires further evaluation.

Councilman Laggini wanted to have a minimum and maximum salary, agreed to the need for any cost savings, but would not commit to any changes immediately. He suggested holding a meeting with the Board and Commission secretaries to discussion the issue.

Daniel Jaxel noted the preparation work done by the Board and Commission secretaries. He also noted the change to the salaries could be done in different ways, suggesting either an overall reduction or a reduction per meeting after July.

This item was referred to the Human Resources Committee.

COMMUNITY DEVELOPMENT - COMMITTEE APPOINTMENTS

Daniel Jaxel noted that John Orecchio and he have been the appointed as the Community Development representatives for many years and requested Council approval to continue.

There was general consent of the Governing Body.

COMMUNITY DEVELOPMENT - 2011 HOUSING REHABILITATION PROGRAM

Daniel Jaxel noted that the Borough has participated in the program that provides rehabilitation assistance for many years.

There was general consent of the Governing Body.

WIRELESS FACILITY BID

Rayna E. Harris stated that a resolution to award was on the agenda for consideration.

Mark Anderson noted that there was only one bidder, T-Mobile; it was a conforming bid and matches all the Borough requirements and specifications.

PART TIME POLICE DISPATCHER

Tabled

COMMITTEE/LIAISON DISCUSSION

Councilwoman Gara stated that the Standard Operating Procedures (SOP) for the Police Department were recently updated and asked for Council's consent to have the Borough Attorney review the draft document.

There was general consent of the Governing Body.

Councilwoman Gara stated her concern with the current ordinance regulating the use of Borough vehicles and noted that the Police, Fire and Public Works Departments currently take Borough vehicles home after hours. She expressed her specific concern with the Police lieutenants and Public Works supervisor's use of the vehicles. Councilwoman Gara noted that the Public Safety Committee discussed this issue after the County stated that the ordinance is ineffective. She held that reduced use of Borough vehicles would lead to a cost savings on mileage, fuel, insurance and maintenance.

Councilman Soriano questioned the specific need to take the vehicles outside of the Borough.

Daniel Jaxel stated that the vehicles are taken incase the personnel need to return for an emergency situation such as a sewer issue, snow emergency or to go directly to a crime scene.

Councilman Laggini directed his question to Police Chief Ciesla, asking how often he and his staff return to the Borough for an emergency situation.

Chief Ciesla noted that it was minimal, but each scenario is different.

Councilman Laggini directed his question to the Borough Attorney, questioned the liability faced by the Borough if staff respond in their personal vehicles.

Mark Anderson noted that the exposure to the Borough would be the same as if on duty and using a Borough car.

Daniel Jaxel noted that he has always been told the insurance goes with the vehicle.

Council President Lobell stated that with the rising cost of fuel and maintenance, he doesn't see the need to take Borough vehicle home.

Councilman Soriano felt it was ok if the chief is out sick or on vacation, but he only uses a municipal vehicle during business hours.

Councilwoman Carra thinks times have changed and need to tighten our belts.

Councilman Laggini has a concern about the safety of the residents in the event of an emergency, but would like Mayor Liptak and Councilman Giraldi's opinions.

Mark Anderson noted that Council identified all the pros and cons of the issue. Councilwoman Gara stated that the existing ordinance needs to be amended.

The Council agreed to list the item on the February 22, 2011 meeting agenda as Old Business.

Stanley J. Schrek requested that the payment of the escrow fees be a condition of the award of the T-Mobile bid.

Mark Anderson stated that payment of the escrow fees is a separate issue.

Daniel Jaxel agreed to follow-up on the payment.

Councilwoman Gara discussed the use of shotguns and rifles by the Police Department and requested the discontinuance of the use of shotguns.

Chief Ciesla noted that this item is still in an exploratory phase, requires further examination and a report of the findings will be prepared.

Councilman Soriano reported for the recreation commission.

Councilman Laggini reported for the Board of Health and the Board of Education.

PUBLIC COMMENTS

Liz Hoffman, 81 Second Avenue, Raritan, NJ 08869: She read a letter to the Governing Body and distributed a signed petition relating her concerns on the enforcement of the snow-parking ordinance.

Councilman Laggini and Stanley J. Schrek responded.

Marguerite Caruso, 73 Second Avenue, Raritan, NJ 08869: She commented on the parking restrictions during snow conditions, noted that during the last storm she left town and expressed her frustration. Ms. Caruso noted that Councilman Laggini did contact her to try to find a solution.

Councilman Laggini suggested reexamining alternate side of the street parking for certain areas of the town to accommodate the residents.

Councilwoman Gara agreed to further review.

Edward Celardo, 1035 Tysley Place, Raritan, NJ 08869: He commented on the parking restrictions during snow conditions, noted that other towns pre-salt. Mr. Celardo also stated that he called DPW to voice his opinion.

Council President Lobell and Councilwoman Gara responded to his comments and noted the limited space for salt storage.

Richard Yadlosky, 267 Weiss Terrace, Raritan, NJ 08869: He commented on the use of Borough vehicles by staff and stated that only the Police and Fire departments staff should have 24-7 access to vehicles.

Jim Foohey, 710 Rhine Boulevard, Raritan, NJ 08869: He commented on the NJ Department of Environmental Protection's (DEP) proposed removal of damns and fish ladders. Mr. Foohey expressed his strong feelings of opposition regarding the removal of damns.

EXECUTIVE SESSION II

Council President read the Resolution to enter Executive Session.

RESOLUTION 2011-02-034

Councilwoman Carra moved to enter executive session and was seconded by Councilwoman Gara. Motion carried on the following roll call vote.

EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-7, et seq., commonly known as the "Sunshine Law", requires that Borough Council meetings be open to the public except for the discussion of certain subjects; and

WHEREAS, the "Sunshine Law" requires that a closed session be authorized by Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Raritan that the following portion of this meeting shall be closed to the public; and

BE IT FURTHER RESOLVED that the meeting shall be resumed at the end of closed session; and

BE IT FURTHER RESOLVED that the subjects to be discussed and the time of public release of the minutes of the closed session are indicated below:

SUBJECT MATTER

1. Litigation
2. Collective Bargaining Agreement – PBA
3. Personnel - Police
4. Attorney-Client Privilege

TIME WHEN AND THE CIRCUMSTANCES UNDER WHICH THE SUBJECT MATTER CAN BE DISCLOSED:

Upon authorization by the Borough Attorney

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
X		Carra	X			
	X	Gara	X			
		Giraldi				X
		Laggini	X			
		Lobell	X			
		Soriano	X			

A motion was made by Councilman Victor Laggini and seconded by Councilman Anthony Soriano to adjourn the Executive Session and to return to the normal order of business. Motion carried.

RESOLUTION

RESOLUTION 2011-02-035

Councilwoman Gara moved to approve the following Resolution 2011-01-035 and was seconded by Councilwoman Carra. Motion carried on the following roll call vote.

AWARD OF CONTRACT FOR WIRELESS TELECOMMUNICATIONS SITE LEASE – DPW FACILITY

BE IT RESOLVED by the Borough Council of the Borough of Raritan that the contract for Wireless Telecommunications Site Lease – DPW Facility is awarded to T-Mobile Northeast, LLC.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized and directed to sign and execute a contract with T-Mobile Northeast, LLC in a form recommended by the Borough Attorney.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
	X	Carra	X			
X		Gara	X			
		Giraldi				X
		Laggini	X			
		Lobell	X			
		Soriano	X			

RESOLUTION 2011-02-036

Councilwoman Gara moved to approve the following Resolution 2011-01-036 and was seconded by Councilman Soriano. Motion carried on the following roll call vote.

BE IT RESOLVED by the Borough Council of the Borough of Raritan that it hereby approves the Settlement Agreement and General Release in the matter of Hess v. Raritan, et als. in the form recommended by the attorneys representing the Borough.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized and directed to sign and execute said agreement.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		Carra	X			
X		Gara	X			
		Giraldi				X
	X	Laggini	X			
		Lobell	X			
		Soriano			X	

ADJOURNMENT

Council President Lobell moved to adjourn the meeting and seconded by Councilwoman Gara. Motion carried. Meeting adjourned at 10:28 p.m.

Respectfully submitted,

Rayna E. Harris,
Borough Clerk