BOROUGH OF RARITAN
AGENDA-WORKSHOP MEETING

The Agenda Meeting of the Borough of Raritan Council was held on March 8, 2011 in the Municipal Building, 22 First Street, Raritan, NJ 08869 at 7:06 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, Paul Giraldi, Victor Laggini (in at 7:07pm), Greg Lobell, and Anthony Soriano

Absent: None

Also Present: Mayor Jo-Ann Liptak; Daniel Jaxel, Borough Administrator; Mark Anderson, Borough Attorney (in at 7:07pm); Stanley J. Schrek, Borough Engineer and Rayna E. Harris, Borough Clerk

Mayor Liptak led the flag salute.

COMMUNITY DEVELOPMENT APPLICATIONS

Mayor Liptak opened the floor to comments on the Community Development Applications.

No one spoke.

Mayor Liptak directed Daniel Jaxel to submit the applications.

PURCHASE ORDER REQUESTS

Councilwoman Gara made a motion to approve the purchase order requests for First Priority Emergency Vehicles, Inc in the amount of $2,072.50. 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 was held, at the County offices whereby Right of Way issues were discussed. An Executive Session discussion is requested.

Johnson Drive Improvements
Base mapping is complete. Final plans and specifications are being developed. We expect to receive bids in April.

Roderer Drive
We are preparing a bid document for repair of the failed trench crossing the cul-de-sac of Roderer Drive. DPW will arrange for a video inspection of both the storm sewer and sanitary sewer.

CBDG Applications
The CDBG applications have been revised this year and are much more complicated and involved. The application deadline has been moved to March 23, from the original date of March 1. To reiterate our earlier discussion, we are applying for a $100k grant to continue work on our sanitary sewers in the vicinity of Orland Drive.

NJDOT Local Aid Grants
I attended a meeting, recently, with Mike Russo, the head of NJDOT Local Aid. He indicated that the Transportation Trust Fund will be fully funded this year to the level of 2010 which was about 200 million dollars. Several programs will again be available including Safe Routes to School, Safe Routes to Transit, Roadways and Bikeways. We will work with the Grants Committee to target projects. Applications will due in June.

ANJEC Grants
ANJEC grant applications are due later this month. These are matching grants available up to a total match of $10,000. ($20,000 project value). A possible project would be a Complete Streets program.

The Borough is currently putting the finishing touches on its environmental sustainability master plan element. The sustainability element will help lay the groundwork for its continued participation in and eventual certification by the Sustainable Jersey program (Raritan is already registered). To that end the sustainability element prioritizes Sustainable Jersey Action steps among its short term green strategies. One of those priorities is the adoption of a *Complete Streets* program.

A complete streets program can vary in scope ranging for the simple adoption of a resolution that incorporates and endorses NJDOT policies to specific guidelines, ordinances and targeted capital improvements. Raritan can initiate a complete streets program through the completion of the following tasks.

Primary Tasks

1. Establish and map street typologies using DOT classifications modified to fit local context, e.g., neighborhood, downtown, highway; and function, e.g. primary routes to schools or recreation facilities.
2. Create complete streets tool kit providing typical design features for various complete street elements such as sidewalks, crosswalks, bike lanes, transit stops, stormwater management, and preferred roadway cross sections.

3. Prepare a matrix linking complete streets elements to street typologies and outline when specific elements should be introduced, e.g., new construction or repaving projects, or when combined with new development that impacts the circulation system.
4. Incorporate complete streets program into the Borough's master plan as official Borough policy.

Deliverables
The result of this project will be the *Raritan Borough Complete Streets Program* that incorporates the individual products outlined in the tasks above – local street typology, complete streets tool kit/standards and implementation matrix.

Natural Resources and Sustainability
A complete streets program can have a positive impact on natural resources and sustainability through:

- Reduced VMT that reduces fuels consumption and auto emissions due to increased capacity for alternative modes of travel such as pedestrian, bicycle and transit.
- Reduced traffic congestion resulting in less idling time and the resulting smog and ground level ozone.
- Better water quality through the use of green/sustainable stormwater management techniques and functional landscaping.
- A generally healthier community due to increased opportunities for walking and biking.
- A healthier local economy due to more attractive "Main Street" environments in commercial districts.

A complete streets program, once adopted, will be a positive factor in the evaluation of submitted grant applications for related improvements.

Discussion on the above Engineer's report followed.

Stanley J. Schrek requested a resolution be prepared for the March 22, 2011 regular meeting.

Daniel Jaxel stated that a line for the matching $10,000 would have to be added to the 2011 budget.

There was general consent of the Governing Body.

Councilwoman Gara questioned if the Borough of Raritan was certified under Sustainable NJ.

Stanley J. Schrek stated that the Borough of Raritan is registered, but not yet certified.

Councilwoman Carra noted that the Environmental Commission has concerns regarding Willow Walk and documentation in the Construction Office and questioned going green with the Borough lighting.

Stanley J. Schrek approved the review of the Willow Walk documents and noted that the Borough lighting and landscaping ordinance is very comprehensive.

SALE OF REGULATIONS FOR MAINTENANCE OF HOTELS & MULTIPLE DWELLINGS
Rayna E. Harris stated that Lou Gara requested Council approval to sell the regulations in his office.

There was general consent of the Governing Body.

CODIFICATION UPDATE
Rayna E. Harris stated that the professionals are nearing the end of the recodification process and currently completing the review of the manuscript.

There was general consent of the Governing Body to allow the professionals to complete the review of the manuscript.

CHAPTER 83: VEHICLES FOR HIRE
Rayna E. Harris stated that the ordinance is outdated and several areas of concern have been noted by Chief Ciesla and Mark Anderson.

There was general consent of the Governing Body to allow the Borough Attorney to review and draft an amendment of the Vehicles for Hire ordinance.

ORDINANCE – DOGS AND CATS
Jolanta Maziarz noted that after review, the many discrepancies within the ordinance have been addressed in this draft amended version.

Rayna E. Harris inquired as to what year the Council would like the fees to increase.

There was general consent of the Governing Body to increase the fees to $9 for altered animals and $12 for unaltered animals.

ORDINANCE – GAMES OF CHANCE: RAFFLES AND BINGOS
Rayna E. Harris stated this ordinance would decrease the fee for pull tab raffles by half to $375 per yearly license and $10 per daily license for charitable organizations and authorizes the Borough Clerks to issue raffle and bingo licenses.

ORDINANCE – ESTABLISHING A NON-RESIDENTIAL MAINTENANCE CODE
Councilwoman Gara stated that the subcommittee reviewed this ordinance and Mark Anderson noted terms that required defining by the Governing Body.

Mark Anderson noted that the items in need of definition could raise questions in terms of enforcement and Council should explore this further.

Councilwoman Gara requested that the housing subcommittee meet with Mark Anderson and the Construction Official.

Mayor Liptak questioned the section on signs.

Stanley J. Schrek and Mark Anderson advised that any questions should refer to the sign ordinance.

Mayor Liptak commended Officers Jones and Drews for their efforts on a medical and read a letter from the Rescue Squad.

BOARD SECRETARIES SALARIES
Councilwoman Gara stated that the Human Resources Committee with hold a meeting on March 9th with the secretaries and chairpersons to discuss changing to a per meeting payment from a salary.

Councilman Soriano questioned what provisions are included for substitute secretaries.

Councilwoman Gara noted that Mark Anderson addressed this item and it remains solely the responsibility of the secretary.

Councilwoman Carra inquired about what knowledge the secretaries have about the nature of the March 9th meeting.

Councilman Laggini stated his concerns about reducing the pay of part-time employees and did not want to make a decision immediately.

Council President Lobell, Councilman Giraldi and Councilwoman Carra agreed with paying per meeting.

Councilman Soriano questioned what happens with boards that typically do not meet in certain months.

Mayor Liptak question the payment to secretaries for boards that meet more than once per month and directed Councilwoman Gara to provide the Governing Body with the secretaries' feedback after the March 9th meeting.

STAFF USE OF BOROUGH VEHICLES
This item moved to Executive Session.

DISPATCHERS & RADIOS WITH SOMERSET COUNTY
Councilwoman Gara noted that the Public Works Committee still needs to meet to discuss.

Daniel Jaxel stated that a separate capital ordinance can be approved just for this purchase, noted that Denise Carra and Paul Giraldi met with Karin Kneafsey and Suplee Clooney on the budget and referenced the February 9th budget memorandum.

Councilwoman Gara would like this ordinance considered in April to expedite the process.

Council President Lobell noted that he went to DPW to discuss the radios, but would like to review further.

Mayor Liptak directed the Public Works Committee to further discuss this issue.

WATER COOLER
Daniel Jaxel requested permission to dispose of an old water cooler.

There was general consent of the Governing Body.

MUNICIPAL BUDGET
A special budget meeting was scheduled for Tuesday, March 15, 2011 at 6:00pm.

ELECTRICITY PURCHASE
Councilman Laggini requested that the Governing Body review an informational packet from Viridian.

Daniel Jaxel cautioned the Council about a switch from PSE&G and noted the possibility of cooperative purchase with the County.

Council President Lobell noted that it is in the best interest of the Borough to explore all options.

COUNTY AUCTION: DPW DUMP TRUCK
Daniel Jaxel requested permission to send one dump truck to the County Auction at the recommendation of Daniel LaVerde, Public Works Supervisor.

Council President Lobell agreed to consult DPW on this issue.

SYSTEM-WIDE FRANCHISE CABLEVISION
Mark Anderson stated that the company applied for a system-wide franchise, similar to the Verizon Fios arrangement. He noted that theoretically there is no cost to the Borough and no change.

COUNTY HISTORIC GRANT
Daniel Jaxel requested permission to apply for the annual County Historic Grant for the 16 Anderson Street site by resolution because the elevator may be funded in this cycle. The cost to prepare would not exceed $6,000.

Mayor Liptak noted the only way to make the building ADA compliant would be to install the elevator.

Stanley J. Schrek would check on the available funds to address the drainage issue at the building.

There was general consent of the Governing Body.

TRANSMISSION REPAIR PUBLIC WORKS VEHICLE
Daniel Jaxel noted that this truck is driven by the Public Works foreman.

Councilman Laggini made a motion to approve the purchase requests for Fleet Tech in the amount of $2,950.00. The motion to approve was seconded by Council President Lobell. Motion carried on the following roll call vote:

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

MUNICIPAL LAND USE BOARD
Mayor Liptak noted that the Borough is permitted to create a Municipal Land Use Board, combining Planning and Zoning Boards, due to the population under 15,000. She noted there would be an approximate savings of $7,100.00, but two additional members would need to be added to the Planning Board. Mayor Liptak distributed the recently passed Bedminster ordinance.

Mark Anderson noted that the attorney's fees are based on the total amount of work.

Stanley J. Schrek noted that the attorney's fees are often set and paid out of escrow.

There was general consent of the Governing Body to continue evaluating this process.

BULK REFUSE PICK-UP
Mayor Liptak suggested suspending Bulk Pick-up from December through March except for emergency requests, at the proposal of Daniel LaVerde.

Council President noted that the tonnage is decreased in those months.

FLEX TIME
Mayor Liptak read some of the employee responses to the flex scheduling question. She noted that after reviewing the responses from the employees, a better Borough website with online forms would be more useful to the residents. Mayor Liptak expressed concerns with implementation after the installation of the new security system.

Council President Lobell would consider a six month trial period of the flex schedule, but wondered if there is a need.

JPM PROPOSAL FOR DPW
Council President Lobell agreed to review the DPW proposal with the Public Works Committee and Stanley J. Schrek.

Stanley J. Schrek expressed that the committee could ask the necessary questions.

ALTERNATIVE BOND COUNSEL
Rayna E. Harris noted that the Bond Counsel, John Draikiwicz has a conflict and can not represent the Borough presently.

Councilwoman Carra made a motion to approve the appointment of John L. Kraft, Esq. of Lomurro, Davidson, Eastman & Muñoz, P.A. as Alternate Bond Counsel. The motion to approve was seconded by Council President Lobell. Motion carried on the following roll call vote:

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

COMMITTEE/LIAISON DISCUSSION
Councilman Laggini reported for the Board of Health and the Board of Education.

Councilman Giraldi reported for the Basilone Committee, the Library and building safety.

PUBLIC COMMENTS
Gualberto Malave, 605 Leland Street, Raritan, NJ 08869: He stated that he is with the Viridian Association and noted the organization's commitment to green energy.

Tom Klauas, 3 N. Brook Avenue, Basking Ridge: He spoke briefly on the organizations current initiatives and the various government entities utilizing the 20% green product. He noted that you stay with your utility, PSE&G.

Marguerite Caruso, 73 Second Avenue, Raritan, NJ 08869: She questioned the status parking restrictions during snow conditions and up coming community meetings. Ms. Caruso also questioned the posting of agendas and minutes on the website.

Mike Patente, 30 Glaser Avenue, Raritan, NJ 08869: He spoke on behalf the work performed by the board secretaries and he noted that many combined boards meet twice per month.

Anthony De Cicco, 10 Anderson Street, Raritan, NJ 08869: He commented on the bulk pick-up suspension during the winter months, noting the merit of the idea and also referenced an article in the paper about consolidated garbage collection.

Mayor Liptak responded to his comments.

Marie Vale, 1087 Bell Avenue, Raritan, NJ 08869: She commented on the bulk pick-up suspension during the winter months and also referenced an article in the paper about consolidated garbage collection. Ms. Vale did not think Bulk Pick-up should be suspended in March.

EXECUTIVE SESSION
RESOLUTION 2011-03-048
Councilwoman Gara moved to approve the following Resolution 2011-03-048 and was seconded by Councilman Laggini. Motion carried on the following roll call vote.

EXECUTIVE SESSION II

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. Contract Negotiations
2. Personnel
3. 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
		Carra	X			
X		Gara	X			
		Giraldi	X			
	X	Laggini	X			
		Lobell	X			
		Soriano	X			

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

ADJOURNMENT
Councilwoman Gara moved to adjourn the meeting and seconded by Councilman Laggini. Motion carried. Meeting adjourned at 10:04 p.m.

Respectfully submitted,

Rayna E. Harris,
Borough Clerk