

**BOROUGH OF RARITAN
AGENDA-WORKSHOP MEETING**

The Agenda-Workshop Meeting of the Borough of Raritan Mayor and Council was held on January 8, 2013 in the Municipal Building, 22 First Street, Raritan, New Jersey 08869 at 7:00pm.

STATEMENT OF PUBLIC NOTICE

Mayor Jo-Ann Liptak read the following notice: This Meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were sent to The Courier News and the Star Ledger. In addition, copies of notices were posted on the bulletin board in the Municipal Building, on the Raritan Borough website and filed in the office of the Borough Clerk. Notices on the bulletin board have remained continuously posted. Proper notice having been given, the Borough Clerk is directed to include this statement in the minutes of this meeting.

ROLL CALL

Present: Denise Carra, Stefanie Gara, Paul Giraldi, Greg Lobell, Anthony Soriano and Donald Tozzi

Absent: None

Also Present: Mayor Jo-Ann Liptak; Daniel Jaxel, Borough Administrator; Stanley J. Schrek, Borough Engineer; Mark Anderson, Borough Attorney; Jolanta Maziarz, Alternate Borough Attorney and Rayna E. Harris, Borough Clerk

FLAG SALUTE

Mayor Jo-Ann Liptak led the flag salute.

PURCHASE ORDER REQUESTS

1. Automatic Communications Alarm in the amount of \$4,750.00

Council Member Gara made a motion to approve the above purchase order request seconded by Council President Tozzi. Motion carried by the following roll call vote.

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

2. Atlantic Tactical in the amount of \$1,992.48

Council Member Lobell made a motion to approve the above purchase order request seconded by Council Member Soriano. Motion carried by the following roll call vote.

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

DISCUSSION**River Fest Ad-Hoc Committee**

Council President Tozzi gave Mayor Liptak six names for appointments to the River Fest Committee.

Organizational Chart

The Raritan Borough Municipal Government Organizational Chart was reviewed. The following changes were suggested:

1. Borough Clerk-will be placed under Mayor and Council
2. Welfare Director- will be removed
3. Under Fire Chief- Fire Prevention, Fire Inspector and Assistance Fire Inspector Secretary will be moved to Construction.
4. Health Office- will be removed
5. Police, DPW and Finance- will be revised.
6. Clerk Typist-will be removed

Mayor Liptak asked Council Member Carra and Council Member Soriano to please review the suggested revisions further.

Redevelopment Services

Mayor Liptak asked Mayor Brian Gallagher, Borough of Somerville, if Mr. Colin Driver was an employee of Somerville Borough.

Mayor Gallagher replied he is a contractor.

Council Member Lobell commented we need someone spending more time projects in this area.

Council Member Giraldi and Council President Tozzi asked if the Borough could afford this and what will the costs be.

Council Member Lobell replied we can't afford not to do this.

Council Member Gara added we have sewer mapping and infrastructures all over town that need to be addressed. She expressed we need to work on the budget first.

Daniel Jaxel commented Mr. John Maddox may be someone who may be able to assist the Borough in this service.

Council Member Gara replied Mr. Colin has already laid all the ground work in Somerville Borough.

Council Member Giraldi added we need to make sure we have the money.

Council Member Lobell and Mayor Liptak will set up a meeting with Mr. Colin Driver.

Personnel Policies Ordinance Amendment Review Committee

Rayna Harris explained this has been discussed previously and a committee simple needs to be established. Mayor Liptak asked Council Member Gara if she would put together a committee.

Alcoholic Beverage Retail License Fees Ordinance Amendment Review Committee

Council Members Carra and Gara affirmed that she would continue with the committee for 2013.

Peddling and Soliciting Ordinance Amendment Review Committee

Council Member Lobell will continue with this review.

Main Street tree trimming

Council President Tozzi expressed he was unhappy with the bids that were reviewed. He added these bids should be looked at more closely. Mr. Jaxel replied to the best of his knowledge this has not been done yet.

Council Member Gara asked if Mr. LaVerde, Director of DPW could be made aware of this.

No smoking ordinance draft

Mayor Liptak commented this is just a draft and changes can be made if needed.

Council Member Gara questioned the location of the designated areas and commented on the need to designate an area to prevent littering.

Council Member Lobell asked what parks this applies to. Council Member Lobell asked who is going to enforce this. He added who is going to pay for the placement of cans and who will maintain them.

Council Member Soriano suggested that the smokers could go to the sidewalk.

Request for municipal consent, right-of-way

Mr. Jaxel explained right-of-way.

Mark Anderson remarked that request is to add on to existing poles. He clarified that the request is only authorizing access of use of right of way.

There was general consent to introduce an ordinance at the January 22, 2013 regular meeting.

Dog park fence

Mr. Jaxel commented the quotes have been given to Mayor and Council and noted that both quotes were sent to the Insurance and FEMA.

Council Member Lobell informed that there are trees down in the Canal Street Park.

Council Member Gara commented at this time DPW is unable to get trucks into that area because the ground is still very soft. She added DPW will get back there as soon as the ground freezes.

Council Member Lobell asked did the adjustors go out to the parks.

Mr. Jaxel replied Lou Gara, Borough Construction Official, was sent out to take pictures and we are continuing to work with Bob Lisa, OEMC.

Cutting of two trees after hurricane

Bids need to be adjusted for Raritan Borough, no action taken.

Department Head Budget Meeting date

Meeting scheduled for January 15, 2013 at 6pm.

Sustainable Jersey/ Green Team

Council Member Gara commented the need to budget funds for Sustainable Jersey. She added we are getting a certification which will allow us to receive grants. She noted the green checklist sub-committee may be able to act as the Green Team.

Survey and Property Line Definition

Council Member Gara suggested not spending the money on this when the DPW staff can perform the task. She proposed Stanley Schrek, Borough Engineer to guide and help the staff and she volunteered to follow up with Mr. Schrek.

CORRESPONDENCE

Council Member Lobell noted Bound Brook Borough will be having a meeting on January 22, 2013 to discuss direct line into Manhattan with electric lines.

Council Member Gara noted Economic Development Committee will be hosting a meeting reimagining our Water Shed on Thursday January 10, 2013, 6-8pm, Ortho McNeill Pharmaceutical Auditorium. She added on December 22, 2012 there was a house fire on Second Street. She expressed Officer Robert Jones was amazing in his professionalism and his quick actions. She added a commendation from Mayor and Council should be placed in his file. No objections.

Mayor Liptak commented there is a group of Marines from Iowa, which want to move the remains of Lena Basilone to Arlington Cemetery and place her next to her husband John Basilone. She added I emailed James Dearheart from 101.5 asking him when a good time would be to speak with him on the air. She noted if 3,000 Marines were each to donate a \$1.00 there would be enough money to put this in place.

Council President Tozzi offered a thank you for the Police Department from a resident in reference to a mobile home that was blocking. He added a check was received from the Library for \$257,794.00. He noted the reason we put together a River Fest Committee was for more volunteers and less problematic.

Council Member Lobell suggested to Lieutenant Robert Ludwig the need of stop signs on Tillman Street and Raritan Ave and Tillman and Quick Ave.

Lt. Ludwig replied Stanley Schrek would be the one to authorize that.

PUBLIC COMMENTS

Mayor Liptak read the following:

At this point the Borough Council welcomes comments from any member of the public. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a written copy and email a copy to the Borough Clerk's Office after making your comments.

Mayor Brian Gallagher, Somerville Borough, and New Jersey 08876: expressed his apologies for missing the Reorganizational Meeting and thanked the Borough for being good neighbors to Somerville Borough. He also wished everyone a Happy New year.

Barry F. Weaver, 789 Farnsworth Avenue, Bordentown, New Jersey 08505: He informed the Governing Body that he represents United Federal Data. Mr. Weaver stated that the area of subject is near Rt. 202 and consent is a requirement of the Municipalities or County whichever is needed. He noted that the company has received other governmental approvals to access the right-of-way.

Council Member Soriano motioned to recess seconded by Council President Tozzi. Motion carried.

Council President Tozzi motioned to return to the normal order of business, seconded by Council Member Gara. Motion carried.

EXECUTIVE SESSION

In public, Mayor Liptak read the following resolution to enter an Executive Session.

RESOLUTION 2013-01-020

Council member Lobell moved to approve the following Resolution 2013-01-020 seconded by Council Member Gara. Motion carried by 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. Personnel: Department of Public Works
2. Litigation
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		Lobell	X			
		Soriano	X			
		Tozzi	X			

Council President Tozzi motioned to adjourn the Executive Session and to return to the normal order of business, seconded by Council Member Giraldi. Motion carried.

Stanley Schrek returned to meeting at 9:37pm. Council Member Giraldi left meeting at 9:37pm.

ENGINEER’S REPORT

Stanley Schrek gave the Engineer’s Report. Discussion on the report followed.

Johnson Drive Improvements

We are still awaiting a determination from the bonding company as to how dismissal of Buckler Associates will be resolved. The Borough Attorney may offer comment on this.

Orlando Drive Improvements

Construction was originally scheduled to commence on November 5 with the installation of curbing. This is now delayed as the contractor’s yard was flooded by storm surge associated with Hurricane Sandy. At this time, we do not have a new schedule from the contractor however, due to the time of year as related to both weather and the holiday shopping season, it may be an option to delay the start until spring. We will advise once we have more information from the contractor.

The NJDEP has issued a Sanitary Landfill Disruption Approval which will allow construction to proceed within the defined areas of the old landfill.

LaGrange Street Improvements

CO#1, which enabled additional drainage work, has been satisfactorily completed. We have requested a maintenance bond from the contractor. Once in receipt, we will recommend final payment.

2012 County Planning Grant

Our survey crew will be starting field work later this week. We are targeting a preliminary design of the Basilone Park within the next few weeks.

2011 Sanitary Sewer Project

The contractor, National Water main, will begin during the week of January 21. The work will involve video in section of the existing sewer line, accurate mapping (because there is none), grouting repairs and manhole repairs.

Sherman Avenue Sidewalks

We are proceeding with plans and specifications for sidewalk and curb improvements on Sherman Avenue. Completion of the project is pending approval, from CDBG, of the requested \$100k additional grant. If the grant is approved, the project will be extended to include the additional curb and sidewalks.

New Jersey American Water Company

NJAC is completing installation of the new water main on Second Street. The water main will be disinfected, flushed and recharged whereupon installation of new service connections will start. The contractor is excellent. Trench disturbance has been minimal and neatly saw-cut. Backfill has been to specifications. They clean up neatly at the end of the workday. They safely store their equipment and material and they have been cooperative with Police traffic control as well as this office. Too bad they work exclusively for NJAC.

NJAC will begin their water main replacement, on Orlando Drive, starting the week of 1/14. You will see some work this week as their contractor digs test pits to locate the pipe and he begins to deliver equipment and material. The project limits are between Thompson Street and Canal Street. New 8" water main will be replacing pipe that last saw daylight in the 1890s.

Property Dispute at Block 116.02, Lot 7 and 12.01

Apparently the dispute over the location of the property line separating the above referenced parcels continues. The Police have requested that the property line be located in the field. I suggest that this be done once and that iron pins (rebar) be placed that will be difficult to remove. The cost to set these pins will be \$1300.

Sewer Backup at Kennedy School

On Christmas Eve, we received notice of a sanitary sewer backup behind Kennedy School. DPW was able to locate and remove the blockage which was a mop head and bundles of rubber gloves. The blockage was upstream of the school, so we can leave their janitor be at this time. Ortho, Janssen, NJ Transit is possible contributors to the flow area, but Borough mapping of the area is non-existent. We are, accordingly, preparing mapping by visual inspection of the manholes. DPW is assisting in the effort.

Council Member Soriano exited and Council Member Giraldi returned to meeting at 9:39pm.

Mr. Schrek imparted that he would research reinstating his Certified Public Works Manager Certificate (CPWM). Council Member Giraldi expressed his concerns at the efficiency and management of the Department of Public Works (DPW) and offered his suggestions for increasing productivity and accountability with the department.

Council Member Soriano returned to meeting at 9:42pm.

Mayor Liptak read the current job description. Mr. Schrek offered to meet with Mr. Laverde and Mr. Jaxel to review and offer assistance. There were no objections to scheduling a meeting.

Survey and Property Line Definition

Mr. Schrek remarked Shelly McGregor, Assistant to Borough Engineer; took photos of cars parked. He added a rough line to designate property can be done. Mayor Liptak replied can you place a fence down the property line.

Mr. Schrek remarked that the fence specifications must be in compliance with DEP regulations because the area is designated as wetlands. He advised the Governing Body to have an official survey before the installation of fencing.

Mr. Anderson conveyed the ticketing should be to the home owners and car owners not necessarily to the tenant.

ADJOURNMENT

Council Member Gara made a motion to adjourn the meeting seconded by Council Member Lobell. Motion was carried at 9:53pm.

Respectfully submitted,

Rayna E. Harris, Borough Clerk

REH/cmd