

**BOROUGH OF RARITAN
AGENDA-WORKSHOP MEETING**

The Agenda-Workshop meet of the Borough of Raritan Council was held on November 20, 2012 in the Municipal Building, 22 First Street, Raritan, New Jersey 08869 at 6:00 pm.

STATEMENT OF PUBLIC NOTICE

Mayor Jo-Ann Liptak presided and stated: 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 on aforementioned date. 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, Paul Giraldi, Greg Lobell and Donald Tozzi

Absent: Stefanie Gara and Anthony Soriano

Also Present: Mayor Jo-Ann Liptak, Daniel Jaxel, Borough Administrator; Shelly McGregor, Assistant to the Borough Engineer; Jolanta Maziarz, Alternate Borough Attorney and Rayna E. Harris, Borough Clerk

FLAG SALUTE

Mayor Jo-Ann Liptak led the flag salute

DISCUSSION

ENGINEER'S REPORT

Shelly McGregor gave the Engineer's Report below:

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

We are requesting that Change Order #1 be issued to Crossroads Construction in the amount of \$13,707.00 for additional drainage improvements at the corner of LaGrange Street and Elmer Street. The grade of the roadway, in conjunction with the required ADA ramps, is creating an area of ponding which is very slow to drain. The work will involve installation of a Type "A" inlet along with 30 LF of 15"RCP, Class V pipe, including full pavement restoration.

As this is an NJDOT funded project, pavement coring and laboratory analysis is required for grant reimbursement. We recommend that a PO be issued to Key Tech Laboratories in the amount of \$1550.00.

Both Change Order# 1 and the coring/lab work is funded through the original grant.

2012 County Planning Grant

The County has advised that we have been awarded a Planning Grant, in the amount of \$20,000, to enable the design of the new Basilone Memorial Park (suggested name at this time) to be located on County property across from the present statue location at the corner of Old York Road and Canal Road. Although we understand that the grant cannot be added to the current budget, we will proceed with the design. Having the design "in-hand" over the winter will better afford the opportunity to target potential funding sources for construction in the spring/summer of next year.

2011 Sanitary Sewer Project

A preconstruction meeting was held October 18, at 2pm, in the Municipal Building. The contractor, National Water main, will begin work during December. The work will involve video in section of the existing sewer line, accurate mapping (because there is none), grouting repairs and manhole repairs.

Additional CBDG Opportunity

On November 14, we made a presentation, to Somerset County CBDG, for additional 2012 grant funding. We suggested that the Sherman Sidewalk project be extended to allow for sidewalk installation on Fifth Street. There is presently no sidewalk or curb on Fifth Street. This work will be adjacent to the present project and will offer economy of scale if added to the current project. We requested an additional \$100,000 in grant funding.

Discussion on the above Engineer's Report followed:

Daniel Jaxel noted the contract for the relocation of the Basilone Memorial Park was just received and would not be awarded because this is in the 2013 budget. He added it may not be awarded until the summer of 2013.

Shelly McGregor replied Stanley Shrek, Borough Engineer is aware of this and just wanted the preparations to be done.

Mayor Liptak asked what the status of Johnson Drive was.

Shelly McGregor responded still working with the attorney on this.

Council Member Giraldi asked if the concrete work on Orland Drive is still on schedule for next year. He added is there a preliminary schedule as far as time is concerned.

Shelly McGregor replied the concrete work will be on schedule for 2013. She added we will have to work out an entire project schedule. She noted no concrete work will be going on until spring, but the project will be completed next year.

Council Member Carra asked will there be another preconstruction meeting.

Shelly McGregor responded she did not believe there would be one.

Council Member Lobell asked where are we at with the pump stations

Shelly McGregor replied with effects of Hurricane Sandy impacting response times, maybe in December.

Council Member Lobell advised we are running on just one pump.

Shelly McGregor replied yes, aware of running on one pump, will need a facility to dump into.

Parking Permit Ordinance

Mayor Liptak responded this Ordinance is still being worked on. She added hopefully the Introduction will be in January 2013.

No Smoking Ordinance

Mayor Liptak asked to have the Ordinance re- sent and then reviewed.

Fee Schedule Ordinance

It was decided Council Member Carra will work with Mark Anderson and Rayna Harris on this Ordinance.

Regulations for the Use of the Municipal Building Policy

It was decided Council Member Tozzi will work with Daniel Jaxel and Mayor on this Policy.

Handicapped Space Approval Policy

It was decided Council Member Lobell will work with Rayna Harris on this Policy.

2013 Meeting Dates

General consent was given for the 2013 meeting dates.

Official Borough Website Redesign

Meeting is scheduled for Tuesday, November 27, 2013

Training Seminar Topics

General consent scheduling seminars with Jersey Professionals.

Shade Tree Advisory Committee

Mayor Liptak noted after the hurricane we had a lot of trees down. She added should this be part of the Environmental Commission or should this be a separate committee.

Shelly McGregor replied this has been done both ways. She added but would be better with the Environmental Commission.

Council Member Lobell asked what the scope of their work was.

Shelly McGregor replied they will monitor selection of species of trees that will work in this Borough. She added they will advise DPW with maintenance.

Council Member Lobel replied not seeing a lot of tree planting.

Daniel Jaxel expressed the practice of the Borough is to maintain trees that have been planted by the Borough or on Borough property.

Mayor Liptak suggested we need a firm written policy.

Rayna Harris advised the reason to go towards a committee or commission would be to do this by ordinance. She added so you would establish their duties, their boundaries, activities and policy.

Council Member Lobell expressed this is over management.

No action was taken.

Raritan Municipal Alliance Representatives

Mayor Liptak asked for an appointment for this Committee.

Council Member Carra will be the representative for the Borough of Raritan.

Raritan and Millstone Rivers Flood Control Commission

No action taken.

16 Anderson Street Restoration – Painting

Daniel Jaxel commented this is the exterior that will be painted. He added the paint needs to be matched, we have quotes and this should be done after the winter.

DPW Brochure

Mayor Liptak responded this was modeled after Manville Borough. It was decided Council Member Soriano and Council Member Tozzi would continue to work with Robert Fullimante, DPW Supervisor.

Youth on Main Street

Council Member Carra offered Lisa Simonetti is stepping down, so they will need someone to head this committee. She noted she is working with Council President Gara on a flyer.

Council Member Tozzi suggested going to Middle Earth, there are a lot of kids that will go where you need them.

Municipal Building Landscaping

No action taken.

Basilone Parade Committee/ Ed Danberry

Mayor Liptak asked if Mr. Danberry received a letter of content.

Jolanta Maziarz replied Mark Anderson is working with Mr. Danberry to draft a contract.

Bicycle Race - May 2013

Council Member Tozzi commented he met with representatives this will be a three days in May and will be four races. He added this will start in Raritan and end here. He offered we are still working with sponsors for the flyers and also the route for the races. He added Mark Ciesla, Chief of Police will be contacted and the proposal will be review.

Pumping Services - Monthly Charges: Cardinal Woods Pump Station

Daniel Jaxel offered we have been given a proposal from Pumping Services for ten months \$260.00 they have outlined their services and \$400.00 for two months which is pipe preventive services. He added they are highly recommended by Borough Engineer.

Council Member Lobell commented it seems every year a big capital project.

Council Member Giraldi asked if they have a little more comprehensive plan that may cost a few more dollars.

Garden Club Expenses

Mayor Liptak stated the Garden Club is very generous; they have planted near the Basilone Statue and near the Parks. She added but they should have told us before they planted what the prices would be.

Jolanta Maziarz replied if the Borough enters into a contract then they could be paid but if they are doing this of their own volition expecting to be paid the Borough cannot pay them.

Daniel Jaxel this bill was sent to Council on October 10, 2012.

Council Member Carra responded she would rather see a contract.

Daniel Jaxel noted he will e-mail them.

Santa Coming to Town Banner

Council Member Giraldi offered a meeting was to be scheduled but didn't have one not sure what the specifics are.

Council Member Carra added two new printers have been purchased,

Council Member Lobell advised the printers have been given to Richard Bartolucci, Director of Recreation Committee.

Mayor Liptak added this is for Sunday December 2, 2012 at 2:00pm. She added the event will be at the Borough parking lot.

Recreation Toy Collection for the United Way

Daniel Jaxel commented this was requested by Mr. John Volosh who is partnering with United Way.

Rayna Harris added this request was made for several different location in the Borough.

Mayor Liptak suggested if Recreation is doing this why not put the receptacles out when the Santa Coming to Town event is going on.

Council Member Giraldi replied he would speak with Richard Bartolucci.

Displaced Employees

Daniel Jaxel commented on the program to have four displaced employees to help DPW. He added there is a twenty-four page contract but thought we might get permission to jump into the contract with the County.

Council Member Giraldi asked if this was free.

Council Member Lobell asked what they able to do are.

Daniel Jaxel replied they will be able to rake leaves, carry brush and do this type of work.

Jolanta Maziarz replied before anything can be done the contract will need to be reviewed. She added this will need to be approved by Council by Resolution.

CORRESPONDENCE DISCUSSION

None offered

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.

Richard Yadlosky, 267 Weiss Terrace, and Raritan, New Jersey 08869: A small town in Southern New Jersey awarded their Clerk a \$700,000 severance package which did not include the retirement package. He added it was not approved it is beyond bizarre.

Michael D'Angelo, Shell Gas Station, and Somerset Street, Raritan, New Jersey 08869: Offered Praise for the wonderful work the Police and DPW did during the hurricane and the power outages.

Richard Bartolucci, 12 Second Street, and Raritan, New Jersey 08869: remarked Council Member Giraldi contacted him regarding the changes to the structure of the Commission to a Committee. He asked for clarification and an explanation.

Mayor Liptak responded a Commission by statutes can purchase land. She added we want to keep the group as it but transition from Commission to Committee. She added the only other difference would be the term would change from five years to a three year term.

Council Member Lobell asked if a banner would be placed on Somerset Street for the Santa Coming to Town event.

Richard Bartolucci replied no, there is not enough time, but will be looking into this for next year.

Lawrence Powers, Hoagland, Longo, Moran, Dunst and Doukas, Route 28 Associates:
Mayor Liptak advised the Borough Engineer will speak with Engineer for Route 28 Associates to discuss a recent e-mail.

ADJOURNMENT

Council Member Tozzi motioned to adjourn the meeting seconded by Council Member Giraldi.
Meeting adjourned at 6:56 pm.

Respectfully submitted,

Rayna E. Harris, Borough Clerk

REH/cmd