

**BOROUGH OF RARITAN  
AGENDA-WORKSHOP MEETING**

The Agenda-Workshop Meeting of the Borough of Raritan Mayor and Council was held on Tuesday, December 18, 2012 in the Municipal Building, 22 First Street Raritan, New Jersey 08869 at 6:00pm.

**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: Stefanie Gara, Paul Giraldi, Greg Lobell, Anthony Soriano and Donald Tozzi

Absent: Denise Carra

Also Present: Mayor Jo-Ann Liptak; Daniel Jaxel, Borough Administrator; Shelly McGregor, Assistant to the 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

**DISCUSSION**

**Office of Emergency Management**

Council President Gara commented on the recent OEM meeting which was a wrap up of Hurricane Sandy. She expressed thanks to the Police Department, Robert Lisa, OEM Coordinator; and everyone who helped during this time. She offered with the length of the power outage there were so many of our residents that did not have power for many days. She expressed because of this a warming center should be here in the basement of the Municipal Building.

Robert Lisa, Coordinator of the Office of Emergency Management responded he will reach out to CERT members to staff the warming center.

Mayor Liptak asked if there was special training that would be needed.

Mr. Lisa replied there are a number of member that have been involved in CERT for many years.

Council President Gara noted OEM will need an office with a secure phone line for their headquarters. She added the small conference room would work and a phone line could be placed in this location. She remarked the County was unable to give Mr. Lisa's phone number to

residents because of downed phone lines. She added Mr. Lisa was using his own cell phone so he will need a cell phone in the near future. She suggested purchasing a prepaid phone for Mr. Lisa. She asked Mr. Jaxel to price an additional phone lines to one of the Borough mobile lines. She requested the purchase of tablet devices because the computers also when down.

Mayor Liptak suggested the use of conference calls so residents could call and receive important information. Council President Gara added doing a mass mailing to advise residents about Nixle.

Council Member Lobell remarked the Police Department is asking for new laptops for various users. He suggested these could be shared because they maybe only are use one or two times a year during an emergency. Council Member Lobell added the costs are adding up and we should have the total costs.

Lt. Kenneth J. McCormick, Deputy OEM Coordinator replied it is very important to view the Police Department and OEM not as a single unit but separate.

Council President Gara asserted we will need to increase the budget for OEM. She added this is not an option because Somerset County has closed their warming facilities so it is up to us to do what we need for our residents.

Mr. Lisa responded this is a convenience many towns have during these types of events and unfortunately these events are happening more frequently. He added I know it can be costly but worth the price to protect our residents.

Lt. McCormick added there is a need to have a dedicated OEM operations center with phone line. He added trying to plan for the next ten years you can't depend on borrowing equipment from the Police Department or the Fire Department. He suggested the need for more deputies because one person is unable to run everything 24/7.

Lt Kenneth McCormick noted the deputies would need ICS training in course 402.

Council President Gara added the Borough Engineer should also be an intricate part of the OEM system. She noted phone and internet access are important to communications. Council Member Giraldi added there are some limitations to the number of call participants.

## **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**

Per CO#1, approved at the last meeting, the contractor is completing drainage improvements at the intersection of LaGrange Street and Elmer Street.

Asphalt coring lab results indicate no penalties. Upon completion of the CO work we will recommend final payment and project closeout. Final NJDOT grant reimbursement will be subsequently requested.

### **2012 County Planning Grant**

Although we understand that the grant cannot be added to the current budget, we have proceeded with the design of the new park. 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**

The contractor, National Water Main, will begin work during the first week in January. 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 has started work to install new watermain, services and hydrants on Second Street. They have also requested a road opening permit to install the same items on Orlando Drive, from Thompson Street to Canal Road. The permits were approved with the understanding that both roadways will be milled and repaved, from curb to curb, in early 2013.

It was determined, during the course of the permit review, that the standing Ordinance does not allow sufficient bonding capability for a project of this scope. This will need to be addressed at a later date.

Discussion on the above Engineer’s report followed:

Ms. McGregor advised it would be best to wait until spring for the Orlando Drive project.

Mayor Liptak asked why the brush was removed near Orlando Drive. Ms. McGregor responded she did not know but they are still working on getting a bid for the spring.

Council President Gara asked if we were to receive additional grants, would that provide sidewalk and curbing on Victoria Street and others roads in that area.

Ms. McGregor replied if we get an additional grant from Somerset County we would want to extend Sherman Ave and 5<sup>th</sup> Street. She advised New Jersey American Water will start trench work after the holiday. Ms. McGregor added they are just saw cutting and will mill and pave the road in the spring. She commented they are trying to avoid incomplete work.

Council Member Lobell expressed concerns with the possibility of NJ American Water doing trenches and not just saw cutting.

Council President Gara commented the residents on Johnson Drive want the organic soil removed and not to have to walk through the mud to get in and out of their homes. She asked how we can get things moving there.

Mark Anderson replied he thought we were waiting for spring. He added he will speak with Stanley Schrek, Borough Engineer; and Shelly McGregor to see where the project stands at present.

#### **Basilone Statue**

Mayor Liptak commented the \$20,000 grant from the Regional Center Partnership to plan and develop the park area has been awarded to the Borough.

Daniel Jaxel replied we have a Resolution in the Regular Meeting this evening to appropriate that money and send it to Trenton.

Council President Gara added she has heard from a member of the family of the person who built the stature about a report that the statue will need repairs prior to being moved. She added as soon as she receives this report she will report back to Council with the information.

#### **Ordinance Review: Public Meetings**

It was decided Council President Gara, Council Member Soriano and Rayna Harris would form a committee to work on the reviews.

#### **Economic Development – Colin Driver**

It was decided Council Member Lobell would meet with Mr. Colin Driver.

#### **Ordinance Review: Sewer Charges**

It was decided Council Member Soriano would continue to work on the review.

#### **Governing Body Devices & Municipal Building Wi-Fi**

It was decided Council Member Lobell would look Wi-Fi. Mr. Jaxel offered the quotes from 2011 as reference.

**Review of the 2013 General Rules of Order**

It was decided Council President Gara and Council Member Soriano would meet with Mark Anderson to review his comments.

**Raritan Bike Race**

Council Member Tozzi replied the bike races will return to Raritan Borough on May 25, 2012. He added this will be the old route which starts at the Drug Store on Somerset and Doughty Street. He commented he will provide all the information to the Police Department and DPW.

Mr. Jaxel asked if all information could be available in advance.

Council Member Lobell and Shelly McGregor will coordinate with the milling on Second Street with New Jersey American Water. He suggested a place for a second sign.

**Bench Plaques**

Council Member Lobell commented a resident approached him asking if they could add a third line to the plaque on the bench they purchased on the bridge. He suggested this should be limited to military awards or residents that have served the Borough.

Mayor Liptak and Council Member Soriano commented there should be guidelines or set a criteria. There was general consent.

**Tree Pruning Quotes**

Mr. Jaxel stated that two quotes from Zedowski Tree Service Inc. and Absolute Tree Experts, LLC were received. He noted the quotes were obtained by Daniel LaVerde, DPW Superintendent.

Council Member Tozzi asked if Mr. Jaxel sent out a letter to McCabe, who does work all over and has been around for a while. He commented McCabe does a very professional job and the information was given to Mr. Jaxel last year.

Council Member Lobell replied he has used both of these companies. Mayor Liptak added she has been asked by residents not to plant "dirty trees" on Somerset Street. There was general consent.

**Somerville Compost Site Fees**

Mr. Jaxel commented Somerville wants us to sign that we agree to the fee of \$3.00 per cubic yard.

Mayor Liptak asked how many cubic yards have we dumped. Council Member Soriano replied 1,125 cubic yards have been dumped so far this year.

**Joint Insurance – Workmen's Compensation**

Mr. Jaxel commented there has been only one reportable incident for 2012 and we do have a safety meeting every year. He added we are getting a refund for 2011.

**Reserve for Repair to Public Properties – Hurricane Sandy**

Mr. Jaxel commented we will need to have Karen Kneafsey, Chief Finance Officer; reserve \$30,000 in a special account for repairs; we have quotes for the roof work and fence at the dog park. He added if this money is not used it becomes surplus.

**Ordinance Review: Utility Bonds**

No action taken.

**Catch Basin Repairs**

Mr. Jaxel stated this was sent in September and we have capital funds and estimates. He noted there are approximately 14 catch basins. There was general consent.

**CORRESPONDENCE**

None offered.

**PUBLIC COMMENTS**

Mayor Jo-Ann 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.

Anthony DeCicco, 10 Anderson Street, Raritan, New Jersey 08869: Commented about the ABC liquor license fees ordinance and stated his opposition to the increased to the maximum allowed by NJ statues. He added in these tough economic times we seem to be the only town that is increasing fees. Mr. DeCicco offered it is with pride and joy when Mayor and Council can say we have provided services without burden on the tax payers of the community.

Council President Gara replied the Council reviewed various fees and looked at other municipality fees and how the Borough compared to them.

**ADJOURNMENT**

Council Member Tozzi motioned to adjourn the meeting seconded by Council President Gara. Meeting adjourned at 7:01pm.

Respectfully submitted,

Rayna E. Harris, Borough Clerk

REH/cmd