

**BOROUGH OF RARITAN  
AGENDA-WORKSHOP MEETING**

The Agenda-Workshop Meeting of the Borough of Raritan Council was held on May 14, 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 is 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 on January 6, 2013. 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, Anthony Soriano and Donald Tozzi

Absent: Greg Lobell

Also Present: Mayor Jo-Ann Liptak, Daniel Jaxel, Borough Administer; Stanley 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.

**PRESENTATION**

Mark Ciesla, Borough Chief of Police presented Michael Acquavivo, Borough Police Detective with the 2012 Officer of The Year Award. He read a letter from the Officers of the Borough and noted it is a great honor for Detective Michael Acquavivo to receive this award from his peers

Mayor Liptak congratulated Detective Michael Acquavivo on a job well done. She read a Commendation to Robert Jones, Borough Police Officer and David Malina, Borough Police Sargent.

Officer Robert Jones was present

**RESOLUTIONS**

**RESOLUTION 2013-05-062**

Council President Tozzi motioned to approve **Resolution 2013-05-062** seconded by Council Member Carra. Motion carried by the following roll call vote.

**SECTION 2 UPON ADOPTION FOR YEAR 2013**

**(ONLY TO BE INCLEDED IN THE BUDGET AS FINALLY ADOPTED)**

**BOROUGH OF RARITAN  
RESOLUTION 2013-05-062**

**BE IT RESOLVED** by Mayor and Council of the Borough of Raritan, County of Somerset that the Budget herein before set forth is hereby adopted and shall constitute an appropriation for the purpose of the sums therein as set forth as Appropriations, and Authorization of the amount of:

- (a) \$6,980.091.50 (Item 2 below) for Municipal Purposes.
- (b) \$ 0.00 (Item 3 below) for School Purposes in type 1 School Districts only (N.J.S.18A:9-2) to be raised by Taxation and,
- (c) \_\_\_\_\_(Item 4 below to be added to the certificate of amount to be raised by taxation for local school purposes in type 11 School Districts only (N.J.S. 18A:9-3) and certification to the County Board of Taxation of the following summary of General Revenues and Appropriations.
- (d) \_\_\_\_\_(Sheet 43) Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy
- (e) 394,276.00 (Item 5 below) Minimum Library Tax

**SUMMERARY OF REVENUES**

1. <u>General Revenues</u>		
<u>Surplus Anticipated</u>	08-100	1,040.000.00
<u>Miscellaneous Revenues Anticipated</u>	40004-10	1,541.812.93
<u>Receipts from Delinquent Taxes</u>	15-499	240.000.00
2. <u>Amount To Be Raised by Taxation for Municipal Purposes (item 6 (a), sheet11)</u>		
	<u>07-190</u>	<u>6,980.091.50</u>
3. <u>Amount To Be raided by Taxation For School</u>		
<u>Districts Only: Item 6, Sheet 41</u>		
	07-.195	
	<u>Item 6, (b) Sheet 11 ( N. J. S. 40 A: 4-14)</u>	<u>07-191</u>
<u>Total Amount to Be Raised by Taxation for Schools in Type 1 School</u>		
<u>Districts Only</u>		
		0.00
4. <u>To Be Added to the Certificate for Amount to be Raised by Taxation for Schools in Type II School Districts Only:</u>		
<u>Item 6(b), Sheet 11 (N.J, S, 40A:4-14)</u>		
5. <u>Minimum Library Tax (item 6 (c) Sheet 11)</u>		
		394,276.00
<u>Total Revenues</u>		<u>10,196.180.43</u>

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

**RESOLUTION 2013-05-063**

Council Member Carra motioned to approve **Resolution 2013-05-063** seconded by Council Giraldi. Motion carried by the following roll call vote.

**RESOLUTION AUTHORIZING PARTICIPATION IN THE  
REGIONAL CENTER PLANNING ASSISTANCE GRANT PROGRAM**

**WHEREAS**, the Regional Center Partnership of Somerset County, Inc. is making available up to \$26,000 per municipality in Planning Assistance grant funding to help Bridgewater, Raritan and Somerville complete Plan Endorsement through individual work plans prepared by each town describing how the planning support funding will be used to complete the remaining Plan Endorsement tasks; and to propose how any amount remaining after completing the remaining Plan Endorsement tasks would be used towards a Challenge Grant proposal consistent with the objectives of the Regional Center Strategic Master Plan; and

**WHEREAS**, Raritan Borough has prepared a Plan Endorsement/Challenge Grant application proposal dated May 30, 2013 outlining how the Borough will complete the remaining Plan Endorsement tasks; and

**WHEREAS**, Raritan Borough has estimated the cost to complete Plan Endorsement as outlined in the Raritan Borough Plan Endorsement/Challenge Grant application to total \$12,700, leaving a balance of \$13,300 in the total \$26,000 Planning Assistance grant program; and

**WHEREAS**, as outlined in said Plan Endorsement/Challenge Grant application, Raritan Borough proposes to utilize the \$13,300 balance to design a conceptual way finding system that links the proposed Raritan River Greenway to Somerset Street, Raritan train station and Duke Farms; and

**WHEREAS**, the Borough of Raritan desires to apply for a grant in the amount of \$26,000 for the purpose of preparing a Natural Resource Inventory, Open Space and Recreation Plan, Stream Corridor Protection Ordinance, and Wayfinding System to advance the broadly accepted goals and objectives of the State Strategic Plan, the Regional Center Partnership of Somerset County and the Regional Center Strategic Master Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough of Raritan hereby authorizes the submission of a program application for the Regional Center Plan Endorsement/Challenge Grant.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk of the Borough of Raritan are hereby authorized to sign a contract and such other documents which may be required between the Regional Center Partnership of Somerset County, Inc. and the Borough of Raritan.

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

**RESOLUTION 2013-05-064**

Council Member Giraldi motioned to approve **Resolution 2013-05-064** seconded by Council President Tozzi. Motion carried by the following roll call vote.

**AUTHORIZING AN AGREEMENT WITH THE JOHN BASILONE PARADE COMMITTEE TO PROVIDE A BASILONE PARADE IN THE BOROUGH OF RARITAN ON SEPTEMBER 22, 2013**

**WHEREAS**, the Borough of Raritan has hosted a parade for the last 31 years in honor of Marine Gunnery Sergeant John Basilone, a native of the Borough and the first enlisted Marine in World War II to earn the Congressional Medal of Honor and to posthumously earn the Navy Cross; and

**WHEREAS**, the Borough Council of the Borough of Raritan desires that this tradition continue; and

**WHEREAS**, the Borough Council wishes enter into an agreement with the John Basilone Parade Committee for the provision of the 32nd Basilone Parade in the Borough of Raritan on September 22, 2013 (“Agreement”), attached hereto;

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Raritan hereby authorizes the Mayor to enter into the Agreement on behalf of the Borough of Raritan.

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

**RESOLUTION 2013-05-065**

Council Member Gara motioned to approve **Resolution 2013-05-065** seconded by Council Member Soriano. Motion carried by the following roll call vote.

**TONNAGE GRANT APPLICATION**

**WHEREAS**, the Mandatory Source Separation and Recycling Act, P.L.1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

**WHEREAS**, the New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and

**WHEREAS**, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

**WHEREAS**, a resolution authorizing this municipality to apply for the 2012 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycling and to indicate the assent of Borough council of the Borough of Raritan to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

**WHEREAS**, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey that Raritan hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Robert Fulminante, Recycling Coordinator, to ensure that the application is properly filed; and

**BE IT FURTHER RESOLVED** that the monies received from the recycling tonnage grant will be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

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

**PURCHASE ORDER REQUESTS**

1. Screen Styles in the amount of \$3,115.75

Council Member Giraldi motioned to approve the above purchase order request for \$3,115.75 seconded by Council Member Gara. Motion carried by the following roll call vote.

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

2. Creative Product Sourcing in the amount of \$1,583.10

Council Member Soriano motioned to approve the above purchase order request for \$1,583.10 seconded by Council Member Carra. Motion carried by the following roll call vote.

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

3. Atlantic Tactical in the amount of \$4,077.00

Council Member Carra motioned to approve the above purchase order request for \$4,077.00 seconded by Council Member Gara. Motion carried by the following roll call vote.

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

**DISCUSSION**

**ENGINEER’S REPORT**

Stanley Schrek gave the following Engineer’s Report:

**Johnson Drive Improvements**

We are now working with the bonding company to resolve the Buckler Associates dispute.

**Orlando Drive Improvements**

Construction is continuing. As of this date, all curbing sidewalk and drainage has been installed. Reconstruction of the roadway will proceed this week.

**2012 County Planning Grant**

I will present a concept plan at the meeting.

**2011 Sanitary Sewer Project**

Video inspection of the sewer main has been completed. We are reviewing the tapes and will advise of necessary repairs.

**Sherman Avenue Sidewalks**

As of date, the project is complete with the exception of landscape and site restoration.

**2013 CBDG Applications**

The Mayor and I presented our application this past Wednesday. The full grant request was awarded. This is for curb and sidewalk on Fifth Street which ties into the new sidewalks on Sherman.

**DISCUSSION**

Discussion on the above Engineer's Report followed

Stanley Schrek presented a plan for the Basilone Statue to remain where it is at present and have a cross walk to the river, which will provide access to the Somerset County Park. He suggested also moving the monuments from the Municipal Building to the Park and adds 12 parking spaces. He added he will need permission to bring this plan to Somerset County. He commented there would be a low cost for construction.

Council Member Gara noted only one tree needs to be removed. She suggested adding two tables and commented this is a better design for the area.

Stanley Schrek suggested privacy screening, no access after dark, and no access from Somerset Street.

Council Member Giraldi asked could a traffic signal be placed there.

Mayor Liptak suggested placing a flasher.

Stanley Schrek replied this will need to be reviewed. He added this is only a concept at this time.

No objection for plan to be presented to Somerset County by Council Member Gara and Stanley Schrek, Borough Engineer.

Stanley Schrek noted Sherman Ave project was completed on May 15, 2013.

Council Member Soriano asked the amount of funds requested for Orlando Drive phase II.

Stanley Schrek replied \$438,000 which is the Engineer's estimate and we received \$200,000.

Mayor Liptak asked if the VFW and other Vet groups were aware of the moving of the statue.

Council Member Gara replied after the meeting with Somerset County the intention is to meet with the Vets to inform them of the project and answer any questions they may have.

**St. Ann's Festa – block access request**

Mayor Liptak noted a letter of request from St. Ann's Church.

No Objections

**Shrine Chapel – procession request**

Mayor Liptak noted a request from St. Ann's Church for June 2, 2013

No Objections

**Raritan and Millstone Flood Commission**

Daniel Jaxel commented he attended a meeting and commented on an internship program the Borough Engineer could think about maybe a small scale. He noted perhaps neighboring towns may circulate a petition to ask assistance from the Army Corp of Engineers. He added letters were sent out and copies in email.

**Flea Market**

Council President Tozzi noted there is no ordinance needed do this because the Borough owns the property where the event will be held. He suggested \$10.00 per table space, there would be no food or beverages sold. He asked for permission to purchase a banner and would like to have a meeting with Daniel Jaxel and Karen Kneafsey, Borough CFO.

Council Member Soriano asked is there a set number of spaces. He suggested allotting space for Borough Commissions at no charge.

Council President Tozzi replied that would be looked into.

Council Member Carra asked if there would be closures of any roads

Council President Tozzi noted no road closures and no Police Officers would be needed.

No Objection

**Yoga on the Bridge**

Council Member Gara noted the Girl Scouts have done yoga on the bridge with Little Young and Tall Yoga and now others would like to do this too. She added it would be on a Saturday from 9:00am-10:00 am in June. She noted there would be a \$5.00 fee.

Council President Tozzi asked if the bridge would need to be closed for that hour.

Mayor Liptak replied do we need to have a release because the bridge belongs to the County.

Daniel Jaxel responded Somerset County Park Commission gave approval if the Borough was also in approval.

Stanley Schrek suggested there may also be an insurance issue.

Council Member Gara noted information was given for a Summer Sunflower Growing Contest which could be partnered with EDC. She suggested a price of \$2.00 which would cover the purchase of the seeds. She read a flyer explaining the contest and asked Mayor and Council's approval.

Further discussion would be in Executive Session

### **Employee I.D. Cards**

Council Member Gara commented the Police Department does not have a machine as we previously thought.

Rayna Harris noted we are waiting for a new proposal and quote from the vendor that was used in the past. She noted other quotes would be obtained as well. She suggested going with a similar design the Police Department is using with less information for security reasons.

Council Member Giraldi suggested getting quotes from vendors to purchase a machine which may be less expensive.

### **Parking of large construction vehicles in residential areas**

Council Member Giraldi questioned the parking of a very large truck parked in the driveway of a residence. He added he spoke with Frank Taeddo, Property Maintenance/Housing Inspector and was told there was nothing he could do about this

Mark Anderson replied there was no ordinance he could recall the Borough currently having for this type of parking.

Mark Ciesla added there is a four ton limit on the roadway.

Mark Anderson suggested the Council can adopt a limitation ordinance.

Council Member Giraldi suggested an ordinance should be drafted.

### **2013 Capital Budget**

Daniel Jaxel noted the Capital budget has been sent to Council for your considerations. He added Council may want to have a special meeting or discuss at the next meeting.

Stanley Schrek noted just one grant will have a final number next week may be able to be moved to next phase of project.

Mayor Liptak read the list from the email of May 10, 2013. She suggested investigating buying a pumper with Somerville.

Stanley Schrek commented on Capital Budget items that he recommended. He noted \$50,000 for sanitary sewer repairs and will spend all of that. He added \$158,000 plus the DOT grant for 200,000 will be used for Orland Drive Phase II and may have left over funds from Phase I. He suggested \$45,000 for curbs and sidewalks adding New Jersey Water is resurfacing Second Street and Thompson Street. He added then goes back to address the ADA ramps.

Daniel Jaxel replied he will send a revised Capital List out.

Stanley Schrek suggested the 40-45 year old Library roof needs to be replaced too.

Further discussion on June 11, 2013 at 6:30pm

**Annual NJ League of Municipalities Conference**

Rayna Harris asked Council for emails for registration by May 16, 2013.

**CORRESPONDENCE**

Council Member Gara asked for an authorization for the Police Department to start looking for a new vehicle.

Daniel Jaxel noted the plan is to either auction or dispose of two vehicles after the new one has been purchased.

Mark Ciesla responded he will be working on this.

Council Member Gara noted an e-mail sent by the Eagle Scouts commented on finding a number of tires in the Raritan River. He added they are proposing a project to retrieve the tires from the river. He added there would be a designated drop for each Municipality to dispose of their own tires. She noted more information will be sent to us as the project date nears.

No Objections

Council Member Gara commented on the budget for the landscaping at the Municipal Building. She suggested additional landscaping to the back of the Municipal Building with the remaining \$1,400.00-\$1,500.00 of the budget.

Council Member Gara motioned for an additional budget of \$500.00-\$800.00 to finish the landscaping of the Municipal Building 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			

Council Member Soriano commented on the meeting of Somerville Rescue Squad. He added cadets from a Somerset County leadership group were awarded for a video they made. He suggested having the video presented to Mayor and Council on May 28<sup>th</sup> with a Proclamation to commemorate Emergency Medical Services.

No Objections

Council President Tozzi noted on May 25<sup>th</sup> the Bike Races back in the Borough of Raritan.

### **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.

James Foohey, 710 Rhine Boulevard, Raritan, New Jersey 08869: Suggested a number of advertising ideas for the Flea Market including sandwich board signs. He commented it would be nice to have marigolds planted in Canal Street Park. He added he was willing to plant them or perhaps the Boy/Girl Scouts troops.

### **EXECUTIVE SESSION**

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

#### **EXECUTIVE 2013-05-066**

Council Member Gara motioned to approve Resolution 2013-05-067 seconded by Council President Tozzi. 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 the meeting shall be resumed at the end of the 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 Negotiation – Civic Duty Partners, Cell Tower Lease and Housing Rehabilitation
2. Personnel – Police and Library
3. Litigation – Members of the Library Board of Trustees, Gannett and Buckler
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
		Carra	X			
X		Gara	X			
		Giraldi	X			
		Lobell				X
		Soriano	X			
	X	Tozzi	X			

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

**ADJOURNMENT**

Council Member Soriano motioned to adjourn seconded by Council Member Gara. Motion carried at 9:03pm.

Respectfully submitted,

Rayna E. Harris, Borough Clerk

REH/cmd