

**BOROUGH OF RARITAN
AGENDA-WORKSHOP MEETING
OCTOBER 8, 2013 ~ 7:00 PM**

The Agenda-Workshop Meeting of the Borough of Raritan Council was held on October 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 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, Greg Lobell, Andrew Sibilica, Donald Tozzi

Absent: None

Also Present: Jo-Ann Liptak, Daniel Jaxel; Borough Administrator, Stanley Schrek; Borough Engineer, Mark Anderson; Borough Attorney; Karen E. Kneafsey, Borough Finance Officer and Purchasing Agent, Rayna E. Harris, Borough Clerk

FLAG SALUTE

Mayor Jo-Ann Liptak led the flag salute

RESOLUTIONS

RESOLUTION 2013-10-122

Council Member Gara motioned to adopt Resolution 2013-10-122, seconded by Council President Tozzi. Motion carried by the following roll call vote.

ADMINISTRATIVE ASSISTANT TO PROPERTY MAINTENANCE

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Raritan that Donna M. Sartori of Raritan, NJ is hereby hired in the position of Administrative Assistant to Property Maintenance at a base salary of \$11.00 per hour, not to exceed 20 hours per week, effective October 7, 2013.

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

RESOLUTION 2013-10-123

Council Member Lobell motioned to adopt Resolution **2013-10-123**, seconded by Council Member Gara. Motion carried by the following roll call vote.

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPROVEMENTS TO ORLANDO DRIVE, PHASE 3 PROJECT

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Raritan formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2014-Raritan Borough-00518 to the New Jersey Department of Transportation on behalf of Borough of Raritan.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Borough of Raritan and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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

RESOLUTION 2013-10-124

Council Member Carra motioned to adopt Resolution **2013-10-124**, seconded by Council Member Gara. Motion carried by the following roll call vote.

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE AGRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE SAFE STREET TO TRANSIT PROJECT

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Raritan formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as SST-2014-Raritan Borough-00079 to the New Jersey Department of Transportation on behalf of Borough of Raritan.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Borough of Raritan and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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

PURCHASE ORDER REQUEST

1. Jeff Alte Roofing, Inc. in the amount of \$6,777.00

Council Member Lobell motioned to approve the above Purchase order request for \$6,777.00, seconded by Council President Tozzi. Motion carried by the following roll call vote.

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

**DISCUSSION
ENGINEER REPORT**

NJDOT Local Aid Grants

We have prepared and have submitted two Local Aid Grant applications: one for Orlando Drive, Phase 3 and the other is for the Wayfinding Plan Implementation. These applications are actually submitted under two separate grant programs: Municipal Aid & Safe Routes to Transit. As one application will not dilute the chances for funding of the other, we have a good chance in receiving grants for both projects.

The Council authorized both applications, however the Resolutions, memorializing the applications will be voted at the meeting.

2012 County Planning Grant

The final design of the park is on hold pending comment and/or approval from the County.

Orlando Drive, Phase 2

As of this date, we are awaiting the return of contract paperwork from the low bidder, Black Rock Enterprises. The last schedule discussion placed the start of work at the second week in November.

We will proceed as weather permits. I expect to have all the paperwork in place by week's end.

Orlando Drive Planning Implementation

We have a meeting scheduled, with NJDEP, to discuss the process to enable permitting of the proposed covered pavilion within the published floodway. Further evaluation of the site indicates the existence of wetlands. A wetlands delineation will need to be prepared at a cost of \$900. The evaluation will also determine the transition requirements as well as documenting any E & T species. The NJDEP will need that information for review and we will require it to fully understand the usable area of Block 116.2, Lot 11.

Stanley Schrek review the purpose of Resolution 2013-10-123 and 2013-10-124. He expressed his eagerness to complete the Canal Park so that the grant with Somerset County could be closed out. He added the contractor has been very responsible, about three more weeks till completion. He noted a meeting with DEP on November 6th at 10am for discussion of the driving range property. He suggested a buffer permit is needed, the cost about \$900-\$950 for the consultation.

Council Member Lobell asked if this is the procedure that needs to be done before we go to Trenton.

Stanley Schrek replied This is something that we are going to need. He added Wetlands are not precisely mapped out and we have the burden of proof. He noted we're not disturbing the existing habitat which may be wetlands.

Handicapped Parking Policy

Mayor Jo-Ann Liptak noted she received a repeated request for a handicapped space on Thompson Street. She added the resident has joint access of a driveway with a neighbor that he doesn't get along with.

Council Member Giraldi suggested since the resident does have access to a parking area there is no need for a handicapped space. He added if that changes we could revisit the request at that time.

Best Practices Inventory 2013**Procurement Cards**

Karen Kneafsey offered the procurement card would be a Visa card and would be used as a credit card. She noted the card would give the ability to purchase online, taking purchasing out of local areas and giving more flexibility. She suggested limiting the number of cards and excess to the cards.

Council Member Lobell suggested Karen Kneafsey would have the only card and secondary access would be given to Daniel Jaxel.

No objections

Pay to Play Ordinances

Draft for Ordinance Pay to Play for discussion November 12, 2013 Agenda-workshop session.

Temporary Disability

Karen Kneafsey provided information and quotes for paid employees to receive Temporary Disability.

Council Member Gara suggested waiting until after the PBA meeting to discuss this issue further.

Karen Kneafsey will research the additional questions regarding Temporary Disability which will be discussed at a later date.

Payroll Services

Rayna Harris noted that after researching a number of companies she and Karen Kneafsey would recommend Action Data Search or Paylocity.

Karen Kneafsey noted Paylocity is less than the current company being used. She added Paylocity also provides a number of reports our current company and ADS does not. She noted they offer state pension reports and the state health benefit contributions calculations that are done every year. She added Bound Brook Borough, Summit City and Hunterdon County currently use Paylocity.

Property Tax Payment Direct Withdrawal

Karen Kneafsey noted Edmonds the company that we already use for tax programs provide this service. She added residents would be able to go online and use credit cards, e-checks or ACH payments. She noted the residents would be responsible for any fees except for \$100.00 a month for the use of the program.

Start January 2014 need to get information out to residents.

Request to use lower level of Municipal Building, Girl Scout Troop # 60279

Mayor Jo-Ann Liptak noted the Girl Scouts have used the building before.

Daniel Jaxel added this group is not from Raritan they are from Bridgewater.

No objections were noted.

Department head budget submittals

Daniel Jaxel suggested doing this in January when the CAP amount information would be available. He added the deadline is the first week of January 2014.

Mayor Jo-Ann Liptak asked that the rough numbers be provide as soon as possible.

Council Member Gara asked Mark Anderson if the two Police Officers can have the academy physicals instead of the Borough paying.

Mark Anderson replied it wouldn't hurt to ask, but is not familiar with the academy policy.

No objections

CORRESPONDENCE

Council Member Carra read the flu clinic dates provided by Somerset County Health Department.

Council Member Lobell noted leaf removal will be provided to seniors through the Office of Aging.

Mayor Jo-Ann Liptak noted the Resource Center will sponsor a candle light vigil for Domestic Violence on October 17, 2013 at 6:00pm at the Bridgewater Municipal Complex.

PUBLIC COMMENTS

Mayor Jo-Ann 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, Raritan, New Jersey 08869: Commented on the possibility of the Legislation for gay marriages being passed in the State of New Jersey. He asked if the Mayor will perform marriages. Asked about the Federal Steel project (the large apartment project) the sound barrier wall there or have they eliminated this from their plans.

Mayor Liptak noted she has not performed this service since 2006 and has no plans to make any changes.

Stanley Schrek replied not the original plan but some form of sound barrier.

Thomas Brown, 12 Elmer Street, Raritan, New Jersey 08869: Commented on the Basilone Statue enhancement drawings from Rutgers. He asked the status of having the statue moved to another location.

Council Member Gara noted she spoke with individuals affiliated with the Smithsonian who are concerned the integrity of the statue may be compromised if moved. She added the integrity of the statue at present is sound.

Stanley Schrek the location is ancillary to the redesign of the park we are creating a centerpiece that will honor all Veterans at the park.

Thomas Brown asked about the tax maps on the Borough’s website and was concerned with the dated information.

Stanley Schrek updated yearly based on assessor information. He added he will check.

EXECUTIVE SESSION II

In public Mayor Jo-Ann Liptak read the following Resolution to enter an Executive Session

RESOLUTION 2013-10-122

Council Member Giraldi motioned to adopt Executive Session II, seconded by Council President Tozzi. Motion carried by the following roll call vote at 8:17 pm.

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 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. Personnel –Police
- 2. Public Safety
- 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			
		Gara	X			
X		Giraldi	X			
		Lobell	X			
		Sibilia	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 Giraldi. Motion carried.

ADJOURNMENT

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

Respectfully submitted,

Rayna E. Harris, Borough Clerk

REH/cmd