

This Regular Meeting of the Borough of Raritan Governing Body was called to order by Mayor Zachary Bray in the Meeting Room of the Raritan Municipal Building, 22 First Street, Raritan, NJ 08869 at 6:30 p.m. on Tuesday, May 3, 2022.

Mayor Bray announced this Regular Meeting was called pursuant to applicable portions of the Open Public Meetings Act. Adequate Notice was communicated to *The Courier News*, *The Star Ledger* and *The Breeze* on January 7, 2022, posted on the bulletin board in the Municipal Building, on the Borough website and made available in the Office of the Borough Clerk.

ROLL CALL

Present: Mayor Bray, Council President Carra, Councilman Fritzinger (entered at 6:33), Councilman Giraldi, Councilwoman Hutzler, Councilwoman Melitsky (via teleconference), Councilman Orozco

Also Present: Borough Administrator/Clerk Colvin, Borough Assistant Administrator/Assistant CFO Cook-Vitale, Borough Attorney Robertson (via teleconference), Borough Engineer Schrek

Absent:

INVOCATION AND FLAG SALUTE

Councilman Giraldi

EXECUTIVE SESSION

Resolution No. 2022-05-069

Entering Executive Session

1. Personnel
Administration, DPW, BOH
2. Attorney Client
Hidden Pond, Tillman, Public Buildings, Alpine Way, NJ Transit, LaGrange

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Enter Executive Session.

Recorded Vote

Yea: Carra, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 5-0

Council convened in Executive Session at 6:32 p.m.

EXECUTIVE SESSION ADJOURNMENT

On a motion by Councilman Carra, seconded by Councilman Orozco, Council moved to Reconvene in Regular Session.

Recorded Vote

All in Favor

Motion Carried: 5-0

Council exited Executive Session and resumed Regular Session at 7:09 p.m.

PROCLAMATION

Honoring World Falun Dafa Day

Mayor Bray stated that he would be delivering a proclamation honoring World Falun Dafa Day but first he invited the present representative to introduce herself and Falun Dafa.

Jessie Zao a representative from Falun Dafa Association of New Jersey introduced herself and stated that Falun Dafa is a spiritual practice based in truth, compassion and forbearance, including five exercises of meditation, adding that classes are taught for free. Mrs. Zao also mentioned that they participate in over 40 festivals, fairs, and parades a year in New Jersey, adding that they are very active in the community. Here in the United States, they can practice these believes freely, which they are very grateful of and cherish the freedom. Mrs. Zoa also mentioned that on May 12th, 2022, they will be doing a flag raising event in Trenton, NJ, adding that since 1999 they have received over 200 proclamations/resolutions from Government and Municipalities throughout New Jersey.

Mayor Bray then read allowed the proclamation honoring World Falun Dafa, delivering it to Mrs. Zao and the Falun Dafa Association of New Jersey.

PUBLIC COMMENT

(In accordance with Section 29-1 of the Code of the Borough of Raritan, there shall be a five-minute limit per speaker)

Mayor Bray opened Public Comment for any member of the Public wishing to be heard.

Joe Kempe, 114 Sherman Ave.: Mr. Kempe announced that National Bike to School Day is tomorrow (May 4th, 2022) and they are a go, adding that there are posts online or he is available to discuss. Mr. Kempe stated that the bike train will start at Frelinghuysen Park at 8am and then weave throughout the neighborhood heading to JFK, more information can be found on [Bike Raritan's Facebook page](#), along with Mr. Kempe's contact information.

Neither seeing nor hearing any additional member of the Public, Mayor Bray closed Public Comment.

OLD BUSINESS

None

NEW BUSINESS

1. Human Resources (NC)

Council President Carra stated that he spoke with the Manville Council President about shared services for a Human Resources person who was recommended to him by Bridgewater's Council President. Council President Carra wanted to bring the idea to Council's attention, he thinks this would be a good idea, since we do not have a dedicated HR person and it could be cost savings by not having to go to our labor attorney every time there is a labor issue. Councilman Giraldi stated that he doesn't believe this would be a necessary thing since the Borough is small but agreed to further research into the idea. Councilman Orozco confirmed with Borough Administrator/Clerk Colvin that he assists with the employees HR needs and

asked him if he thinks they should look into this shared service. Borough Administrator/Clerk Colvin stated that he and Borough Assistant Administrator/Assistant CFO Cook-Vitale have been sharing some HR responsibilities and if the Borough wishes to explore it, they can explore it.

2. Field Usage (WR)

Borough Attorney Robertson stated that he has received a number of field usage requests recently, adding that there are no ordinances or policies for the Recreation Department relating to field usage. Borough Attorney Robertson stated that he believes it's important to have a policy in place to regulate the fees and usage of the fields and their facilities. Borough Attorney Robertson requested a motion to start creating a field usage policy/ordinance with the help of Borough Administrator/Clerk Colvin and Recreation Director Sibilgia that would then be presented to the Council for approval. Councilman Giraldi questioned how this would affect the current people utilizing our fields, Borough Attorney Robertson responded that is why we need to have a policy in place. Mayor Bray added that for years it was a verbal agreement that Pop Warner could use our fields and in return they would reseed the fields, but along with many other things, this agreement needs to be updated into a policy.

On a motion by Councilman Orozco, seconded by Council President Carra, Council moved to Authorize Field Usage Policy Writeup.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

RESOLUTION

Resolution No. 2022-05-070

Requesting Permission of Director to Permit Three-Year Average Tax Collection Rate for 2022

Borough Administrator/Clerk Colvin stated that auditors requested this be put on the agenda, explain that last year the tax collection was a little less than expected so it allows us to use a whole year for our current budget.

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Approve Resolution No. 2022-05-070.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

ORDINANCE – SECOND READINGS & PUBLIC HEARING

Ordinance No. 2022-07

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Establishing A Cap Bank

On a motion by Council President Carra, seconded by Councilman Fritzinger, Council moved to Open Ordinance Public Hearing.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

Mayor Bray opened Public Hearing for any member of the Public wishing to speak on Ordinance No. 2022-07.

Neither seeing nor hearing any member of the Public, Mayor Bray closed Public Hearing.

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Adopt Ordinance No. 2022-07.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

2022 MUNICIPAL BUDGET

Public Hearing

Resolution No. 2022-05-071

Adopting 2022 Municipal Budget

On a motion by Council President Carra, seconded by Councilman Fritzinger, Council moved to Open Budget Public Hearing.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

Mayor Bray opened Public Hearing for any member of the Public wishing to speak on Resolution No. 2022-05-071.

Borough Administrator/Clerk Colvin stated that he wanted to give a wide share of the credit for this budget to Borough Assistant Administrator/Assistant CFO Cook-Vitale, adding that she did an

excellent job putting all this together and she deserves a lot of credit for this budget. The Governing Body thanked her and everyone else involved in the budget for their hard work.

Neither seeing nor hearing any member of the Public, Mayor Bray closed Public Comment.

On a motion by Council President Carra, seconded by Councilman Fritzinger, Council moved to Adopt Resolution No. 2022-05-071.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

CONSENT AGENDA

(Resolution Nos. 2022-05-072 – 2022-05-074)

Resolution No. 2022-05-072	Authorizing First Amendment to the Operating Agreement & Lease NJ Transit & Borough of Raritan
Resolution No. 2022-05-073	Authorizing Cancellation of Certain Capital & Bond Ordinances
Resolution No. 2022-05-074	Authorizing Municipal Services Agreement Hidden Pond Association & Borough of Raritan

Mayor Bray stated that Resolution No. 2022-05-072 and Resolution No. 2022-05-074 are being pulled off this agenda by the request of Borough Attorney Robertson.

Mayor Bray also thanked Borough Assistant Administrator/Assistant CFO Cook-Vitale for her work on Resolution No. 2022-05-073.

On a motion by Council President Carra, seconded by Councilman Orozco, Council moved to Approve the Consent Agenda – Absent of Resolution No. 2022-05-072 & Resolution No. 2022-05-074.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x

Abstain: x

Motion Carried: 6-0

BILL LIST

Resolution No. 2022-05-075 Approving Bill List

On a motion by Councilwoman Hutzler, seconded by Councilman Fritzinger, Council moved to Approve the Bill List.

Recorded Vote

Yea: Carra, Fritzinger, Giraldi, Hutzler, Melitsky, Orozco

Nay: x
Abstain: x
Motion Carried: 6-0

PURCHASE ORDER REQUESTS

None

COMMITTEE AND LIAISON REPORTS

Councilman Giraldi – Councilman Giraldi reported that on April 11th, 2022, representatives from New Jersey Association of Chiefs of Police conducted an onsite accreditation of our Police Department and on June 9th, 2022, members of the Raritan Borough Police Department will appear before the New Jersey Law Enforcement Accreditation Committee. Councilman Giraldi added that in April 2022, the Police Department participated in National Distracted Driver Enforcement Mobilization.

Councilman Orozco – Councilman Orozco stated that the Environmental Committee handed out saplings for Earth Day over at Nevius Street Bridge, which he thanked them for, adding that they will be having a meeting later on this month. Councilman Orozco reported that Board of Education is holding their meeting currently, adding that there is a reprimanded coming up, so make sure to come get educated on what's going on there as well.

Councilman Fritzing – Councilman Fritzing reported that the Construction Department had 6 building permits issued, 9 plumbing, 12 electrical, 4 fire and 1 mechanical, totaling in 32 permits, with a net revenue to the Borough of \$63,392.00 for the period of April 19 – May 2, 2022.

Councilman Fritzing stated that Historical and Cultural had a meeting at Borough Hall on April 20, 2022, all their projects are well underway, adding that the bench wraps are just about ready to be completed, once the weather allows for the final benches to be cleaned, that will be completed. Councilman Fritzing stated that the old mill sign is well on its way to being restored, and they are discussing where they will place it once completed. Councilman Fritzing stated that the budget has remained intact as of the meeting on April 20, 2022, their next meeting will be May 8, 2022, here at Borough Hall at 7pm.

Council President Carra – Council President Carra stated that the Planning Board met last Wednesday, reporting that they received 3 applications from J&J, which had slight changes from original approvals, they were all approved, Middle Valley Partners had a couple variances that were approved, along with their site plan, Planning Board's next meeting will be Wednesday, May 25, 2022, at 6:30pm.

Council President Carra stated that the EDC would like to reiterate that they are planning the third annual Discovering Raritan Event, Raritan businesses have received their registration forms and they hope that more businesses will participate this year than last year. Council President Carra stated that the EDC has been continuing to find ways to communicate and support our businesses and create more opportunities to draw the public to Raritan, they also wanted to know if they needed approval from Council to add more planters on Somerset Street or if they could just do this out of their budget.

Borough Clerk/Administrator Colvin stated that EDC can use their budget to add more planters if Council approves, to which Council unofficially approved.

Council President Carra relayed a report from Department of Public Works Director LoMedico, they have been working hard on initiatives such as, patching potholes, chipping and picking up brush/trees, they did maintenance on the tractors and lawn equipment, they put a speed indicator sign on Lynwood, put up a pedestrian crosswalk sign on Somerset Street, numbered daily parking spots at the train station, swept the whole town. Council President Carra reported that for sewer, DPW has performed general maintenance at pump stations, checked generators, they did a sewer job on Wall Street, they repaired and reconstructed a catch basin near Hidden Pond. Council President Carra reported that for parks and athletic fields DPW has been picking up garbage at the parks, which they continue to do routinely, they started cutting the Municipal lot, looking for bases for the baseball fields, grass drop off started on Saturday, April 23rd, 2022, they are repairing the bathrooms in Washington School, they are weed-whacking throughout the town and in general they have cleaned their shop and office, greased the garbage trucks, started to service grass cutting equipment, they trimmed trees at the dog park and at Frelinghuysen Park, they did more maintenance on their sweeper and they filed the recycling report with the state.

Council President Carra thanked Borough Administrator/Clerk Colvin, Borough Assistant Administrator/Assistant CFO Cook-Vitale and the auditors for a good job on the budget.

Mayor Bray stated that he has a request he needs run by DPW, the family of Malathi Kanche would like permission to add a small brick circle around the tree that was planted in her memory, Mayor Bray is requesting DPW Director LoMedico's permission for the family to do so.

Councilwoman Hutzler – Councilwoman Hutzler reported that for Recreation, baseball is in full swing, they hired their summer staff and have opened up summer camp sign-ups, the forms for summer camp can be found on the Borough website, adding that the cost for camp is \$140 per week. Councilwoman Hutzler reported that Municipal Court's April 2022 totals were as follows, total cases filed 160, total cases disposed 169, total amount collected was \$18,381.49, with a total amount to the Borough of \$8,730.79.

SECOND PUBLIC COMMENT

(In accordance with Section 29-1 of the Code of the Borough of Raritan, there shall be a five-minute limit per speaker)

Mayor Bray opened Public Comment for any member of the Public wishing to be heard.

Joe DeVito, 710 Columbus Ave.: Mr. DeVito stated that he didn't hear anything about storm sewer or sewer planning as far as the issues they are having on Riverside and Columbus in tonight's meeting. Mr. DeVito stated he knows there has been some work done there but he wants to know if there is an on plan or action item that Council will address on a regular basis. Mayor Bray stated that topic was covered during executive session and brought Borough Attorney Robertson into the conversation. Borough Attorney Robertson stated that there have been discussions, he even took part in a site-walk so he could better understand what the issues were, he met with Borough Engineer Schrek and is continuing to work with him to prepare a response stating what they believe is the problem and a comment. Borough Attorney Robertson assured Mr. DeVito that this is being looked at and he will receive communications from Borough professionals shortly.

Mr. DeVito then states that this plan has been under review for 3-4 years and asks if there isn't a current plan in place for the storm drain systems. Mr. DeVito states that he has spoke with Shelly from VanCleeef Engineering about some mid-term and long-term plans that the Borough is making with the County and neighboring towns, Mr. DeVito states that he knows they are preparing it but he would like to know some more information. Borough Engineer Schrek stated that he didn't want to go into long-term solutions but short-term they located the drainage swale, but it is located on private property, so they are investigating how that happened and ways to correct it. Borough Engineer Schrek stated that when they work on their capital projects for this year, they will be looking into repairing some of the storm inlets that are missing the bypass mark, to which Mr. DeVito stated these plans were in place last May when he came to Council, he wants to know how this information can get out to the residents and if there is something he can do, or the town can do to help this move along. Mr. DeVito expressed that he doesn't understand why this is taking so long and would like an answer as to why.

Neither seeing nor hearing any additional member of the Public, Mayor Bray closed Public Comment.

REGULAR MEETING ADJOURNMENT

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Adjourn the Regular Meeting.

Recorded Vote:

All in Favor

Motion Passed: 6-0

Regular Meeting adjourned at 7:52 p.m.

Alyssa Cornella
Administrative Assistant
Office of the Borough Clerk

Approved: _____
Eric M. Colvin
Borough Clerk/Administrator

Date: _____