

## MINUTES

### **BOROUGH OF RARITAN REGULAR MEETING**

**TUESDAY, FEBRUARY 21, 2023**  
**6:30 P.M. – EXECUTIVE SESSION**  
**7:00 P.M – REGULAR SESSION**

This Regular Meeting of the Governing Body was called to order by Mayor Anthony Bray in the Meeting Room of the Raritan Municipal Building, 22 First Street, Raritan, NJ 08869 at 6:30 p.m. Tuesday, February 21, 2023.

The Mayor announced the 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 5, 2023, 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: Council President Carra, Councilman Armahizer, Councilman Fritzinger, Councilwoman Hutzler, Councilwoman Melitsky (via telephone), Councilman Orozco  
Also Present: Administrator/Borough Clerk Colvin, Assistant Administrator/Chief Financial Officer Cook-Vitale, Borough Engineer Stanley Schreck

### **INVOCATION AND FLAG SALUTE**

Councilman Fritzinger

### **EXECUTIVE SESSION**

Resolution No. 2023-02-036

#### Entering Executive Session

1. Personnel  
Administration, Police
2. Contract Negotiations  
NJ Transit, Brink's Company, Library, Shared Service, Road Opening Permit

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Approve Resolution No. 2023-02-036.

#### Recorded Vote

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

Nay: x

Abstain: x

Motion Carried: 6-0

Council convened in Executive Session at 6:31 p.m.

**EXECUTIVE SESSION ADJOURNMENT**

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

Council exited Executive Session, and resumed Regular Session at 7:00 p.m.

**PRESENTATION**

Raritan Food Pantry Secretary Colleen Kempe informed the Council on the expiration of the CBDG Grant and requested the Council's permission to apply for an upcoming grant to subsidize continued operations. Ms. Kempe said they continue to see visitors on Wednesdays and Saturdays, with an average of 50 people per week. They serve 796 families with more than half residing in the Borough of Raritan. The Council granted permission to apply for application unanimously.

**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 the Public Comment portion of the meeting for members of the public to wishing to speak.

Seeing and hearing no additional members of the public, Mayor Bray closed Public Comment.

**MINUTES**

February 7, 2023

On a motion by Councilman Fritzinger, seconded by Councilwoman Hutzler, Council moved to Approve the Minutes of February 7, 2023.

**OLD BUSINESS**

1. Recreation Master Plan  
Council President Carra, Councilwoman Hutzler, Borough Clerk/Administrator Colvin, Assistant Administrator Cooke-Vitale, Assistant Director to Recreation Cesario and the Finance Committee met on Thursday, February 23, 2023, to create and discuss a Recreation Master Plan. The goal is to upgrade facilities and parks. There will be two separate public hearings to outline the plan, and public input.
2. Third Grade Class Trip  
Mayor Bray stated the Students from the JFK Intermediate School have asked to change the date of their class trip to Borough Hall from May 5, 2023, to June 6, 2023. Mayor Bray asked the Council for agreement of the tour. The Council concurred.

## NEW BUSINESS

### 1. ENGINEER'S REPORT

#### NJTPA/NJDOT Transportation Alternatives Program (TAP)

NV5 continued work on the Preliminary Design Drawings for the Thompson/Anderson pedestrian routes from the NJ Transit Station to the Riverfront.

Project. Coordination between, NV5, VCEA and NJDOT will continue throughout the process. Review of the Preliminary Design submitted in October 2021 had suggested various cost savings measures to bring the project within budget.

The NJDOT advised the project remains in environmental review. Upon completion final design documents will be prepared by the Consulting Engineering firm. Expectation of construction on the project is 2023.

#### Public Safety Building/ DPW Building

The Public Safety Building for the Police Department was reviewed by Chief Nolte, Architect, Department of Corrections and the Department of Justice met in December to review the Police Department design in relation to the processing and holding. Minor revisions were suggested, and now incorporated into the design documents. Submission of building permit is expected in February. The project is ready for bid upon authorization by Mayor and Council.

#### 2022 CDBG Applications

An application for sanitary sewer, storm sewer repairs and maintenance within the CDBG designated areas have been submitted. The Borough was awarded \$100,000.00 for the project.

#### 2021 NJDOT – Meehan and Helene 2022 NJDOT- Arnold, Berwick and Colby

The design for Meehan, Helene, Arnold, Berwick and Colby has been completed and now under construction. All drainage, curbing, ADA compliant sidewalk work and apron work is complete. The project has been stabilized and shut down for the winter months. Final paving work will proceed once asphalt plants reopen in Spring.

#### 2023 NJDOT – Drainage Improvements

The Borough was awarded a NJDOT Local Aid Grant in the amount of \$347,580.00 for drainage improvements to the Richard Street section of the Borough. Field work has commenced, and the gathering of mapping data of assets has commenced.

#### Raritan Crossing Redevelopment

The continuation of the Public Hearing is scheduled for Feb. 22, 2023.

#### Raritan Mall Redevelopment

The Planning Board recommended the preparation of a Redevelopment Plan and is working with the Redevelopment Attorney on the process.

Downtown Economic Development Planning

A grant application has been submitted to the NJTPA for Transit Hub Planning Assistance. The grant is intended to enable the development of improved circulation and business opportunity related to the rail hub.

MS4 Compliance

NJDEP promulgated new rules effecting the Borough's MS4 permit requiring additional GIS mapping, inspection, and monitoring of our stormwater conveyance assets. Adoption of ordinances and revision to existing ordinances, as well as public education and outreach components. An update on timeline and costs will be forthcoming.

Frelinghuysen and Basilone Pools

Research provided limited information on the two projects. Detailed field work is required for the repair and improvements of the Frelinghuysen Pool, abandonment of the Basilone Pool and installation of the new Splash Park.

2. Historical & Cultural Appointment

Councilman Fritzingler announced the application of Dawn Wilde for a seat on the Raritan Historical and Cultural Society Committee.

On a motion from Councilman David Fritzingler, seconded by Council President Carra to Accept the Application of Dawn Wilde to the Raritan Historical and Cultural Society.

Recorded Vote

Yea: Carra, Fritzingler, Hutzler, Melitsky, Orozco, Armahizer

Nay: x

Abstain: x

Motion Carried: 6-0

3. Meeting Room Audio & Video Improvements

Council President Carra updated the Council of needed improvements to Borough Hall's Audio and Video Equipment. Council President Carra said due to the age of the camera, and audio/video equipment, the process for editing and uploading the Borough's Meetings have become outdated and laborious. Administrator/Borough Clerk Colvin and Deputy Clerk/HR Coordinator Gravatt have researched a company that will handle the installation and yearly subscription to provide the needed process of live broadcasting on television via Comcast or computer, recording, video editing, uploading, and archival maintenance of Council Meetings and other meetings within the Borough. Microphone, speakers, installation, and additional audio equipment is being explored with more information to follow.

4. Raritan Train Station Parking

Administrator/Borough Clerk Colvin informed Council that Transit was last week. Previous use of monthly parking has slowed for Raritan Train Station with requests for daily spaces more common. An additional 12 to 30 spaces have been identified bringing additional revenue and ease of use for daily users.

**CONSENT AGENDA**

*(Resolution No. 2023-02-037 – Resolution No. 2023-02-038)*

Resolution No. 2023-02-037

Approving Promotion – DPW Equipment Operator

Resolution No. 2023-02-038

Authorizing Execution of Agreement – Brink’s  
Company

Council President Carra moved to adopt the **CONSENT AGENDA**. The motion was seconded by Councilman Orozco and carried unanimously.

Recorded Vote

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

Nay: x

Abstain: x

Motion Carried: 6-0

**BILL LIST**

Resolution No. 2023-02-039

Approving Bill List

On a motion by Councilwoman Melitsky, seconded by Council Fritzinger, Council moved to Approve Resolution No. 2023-02-039 – Bill List.

**CERTIFICATION OF FUNDS**

None

**COMMITTEE & LIAISON REPORTS**

Councilman Armahizer – The Environmental Committee met on February 16, 2023. The items discussed were public outreach, community involvement, the launch of a community page and returning to Facebook. The Environmental Committee asked to be considered in cross collaboration with other standing Committees that are interested. The Board of Health met on February 8<sup>th</sup>, 2023, and chose Nina Dorey as President, and focused on transference of service to their platforms.

Councilman Orozco – The John Basilone Committee chose their Grand Marshall for the 2023 parade. The Parade will be held the last Sunday in September.

Councilman Fritzinger – Reported on the Building Permit Activity for January 17, 2023, through January 27, 2023. The Public Works Department continues routine maintenance in the Borough, with a focus on maintenance and painting at the Public Works Building.

Council President Carra – The Planning Board will meet at 6:30 p.m. on February 22, 2023, at Borough Hall. Items to be discussed are areas of redevelopment on Tillman Street between Quick Avenue and First Avenue. Applications on the Agenda are Raritan Crossings, LLC, Char Steakhouse, and Middle Valley Partners. The Regional Center Partnership will not meet in February, the next meeting will be held at 5:00 p.m. on March 15, 2023. The Finance Committee will meet at Borough Hall on February 28, 2023, at 6:00 p.m. to review the 2023 Budget.

Councilwoman Hutzler – Councilwoman Hutzler announced the return of most in person Municipal Court Sessions. The State of New Jersey is allowing attorneys and defendants that request virtual appearances scheduling at the beginning or end of sessions. Recreation’s registration for Baseball and T-Ball continues, with work on Summer Camp and pool opening planned. The Committee held its first Arts and Crafts Event on February 19, 2023, and will continue offering the event monthly. The next Arts and Crafts Event will be themed in the spirit of Easter and held at the end of March. The Annual Easter Egg Hunt will be held tentatively Saturday, April 1, 2023, with a Rain Date planned for April 8, 2023. The Economic Development Committee cancelled their meeting due to the Valentine’s Day Holiday.

Councilwoman Melitsky – Councilwoman Melitsky gave a Property Maintenance Report for January 27, 2023, to February 21, 2023.

**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 the Public Comment portion of the meeting for members of the public to wishing to speak.

Seeing and hearing no additional members of the public, Mayor Bray closed Public Comment.

**ADJOURNMENT**

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

Regular Meeting adjourned at 7:22 p.m.

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Patricia Gravatt  
Deputy Clerk/HR Coordinator

Approved: \_\_\_\_\_  
Eric M. Colvin  
Borough Clerk/Administrator

Date: \_\_\_\_\_