

## MINUTES

### BOROUGH OF RARITAN REGULAR MEETING

TUESDAY, APRIL 18, 2023  
7 P.M. – REGULAR SESSION

This Regular Meeting of the Governing Body was called to order by Mayor Bray in the Meeting Room of the Raritan Municipal Building, 22 First Street, Raritan, NJ 08869 at 7:00 p.m. Tuesday, April 18, 2023.

Mayor Bray announced the Regular Meeting was called to order by pursuant to applicable portions of the Open Public Meetings Act. Adequate Notice of this Regular Meeting was posted in Borough Hall, on the Borough website and communicated to *The Courier News*, *The Star Ledger* and *The Breeze* on January 5, 2023.

#### ROLL CALL

Present: Council President Carra, Councilman Armahizer, Councilman Fritzingler, Councilwoman Hutzler, Councilwoman Melitsky (via telephone), Councilman Orozco

Also Present: Administrator/Clerk Colvin, Assistant Administrator/CFO Cook-Vitale, Attorney William Robertson, Engineer Stanley Schrek, Assistant Engineer Joe Brosnin

#### INVOCATION AND FLAG SALUTE

Council President Carra

#### EXECUTIVE SESSION

None

#### PROCLAMATION

# Proclamation

CASA CHILD ADVOCATE MONTH - APRIL 2023

**WHEREAS**, the Borough of Raritan, in Somerset, New Jersey recognizes the problem of child abuse and neglect and is committed to helping its victims; and

**WHEREAS**, Court Appointed Special Advocates (CASA) of Somerset, Hunterdon and Warren Counties recruits, screens trains, supports and supervises community volunteers as advocates for children who have been removed from their homes due to neglect and abuse; and

**WHEREAS**, adverse childhood experiences and trauma, such as those caused by child abuse or neglect, can have long-lasting effects on a child's health, wellbeing, and success; and

**WHEREAS**, survivors of child abuse need people in their lives that will consider their best interests; and

**WHEREAS**, the Court Appointed Special Advocate programs have a record of public service, helping protect the safety and wellbeing of Raritan Borough's abused and neglected children; and

**WHEREAS**, Court Appointed Special Advocates (CASAs) are assigned by family court judges to champion the needs of child abuse victims; and

**WHEREAS**, CASAs are everyday people, with diverse backgrounds and professions, that go through very specialized training to be a volunteer voice for children in the child welfare system; and

**WHEREAS**, CASAs volunteers serve as the court's eyes and ears in a child's life, helping to improve the quality of information presented to the court and child welfare systems; and

**WHEREAS**, April 2023 is National Child Abuse Prevention and Awareness Month, an observance that reflects the purpose of CASA programs;

**NOW, THEREFORE**, I, Zachary Bray, Mayor of the Borough of Raritan, do hereby proclaim: April 2023 as CASA Child Advocate Month.

IN WITNESS WHEREOF, I have hereunto set my Hand and Affixed the Seal of the Borough of Raritan this Eighteenth Day of April in the year of our Lord, Two Thousand and Twenty-Three.

Attest:

\_\_\_\_\_  
ERIC M. COLVIN  
BOROUGH CLERK/ADMINISTRATOR

\_\_\_\_\_  
ZACHARY BRAY  
MAYOR

### **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.

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

### **MINUTES**

1. April 4, 2023

On a motion by Councilman Orozco, seconded by Council President Carra, Council moved to Approve the Minutes of April 4, 2023.

### **Recorded Vote**

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

## **OLD BUSINESS**

1. Recreation Strategic Plan (NC)  
On April 17, 2023, the Recreation Department, Council President Carra, and Councilwoman Hutzler toured Frelinghuysen Park. The budget has been prepared for 2023, additional items have been identified for improvement for the upcoming year, and future years. A tour of Washington School Park has been scheduled, with the intent to tour all the parks for the purpose of organizing a strategic plan.
2. Grant Update (NC)  
The Borough applied for a \$2.275 Million grant from Congressman Kean to retrofit the existing Borough Hall building to become Police Headquarters, it was announced today that it was awarded.

## **NEW BUSINESS**

2. Engineer's Report SS

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

NV5 continues 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 the NJDOT continues. Upon review of the Preliminary Design submission dated October 2021 a suggestion of various cost saving measures have been suggested within the grant budget. The consultant will make a presentation dependent upon Council's schedule in November or December. The NJDOT advised the project remains in environmental review and anticipate completion of the CED by mid-May.

### Public Safety Building/DPW Building

The conceptual design for the Public Safety Building has been forwarded to the Police Department per Mayor and Council for review. Permit review is on hold awaiting the outcome of the Somerset Street property. The permit was submitted and was logged in prior to IBC Code migration.

### 2023 CDBG Applications

An application within the CDBG designated areas for sanitary sewer and storm sewer repair/maintenance has been submitted. The CBDG area has been reduced under new census data.

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

The design for Meehan and Helene has been completed, and the design process has begun for Arnold, Berwick and Colby and is currently under construction with all drainage, ADA compliant sidewalk, apron work complete. Final paving will commence on April 9, 2023, and continue throughout the week.

### 2023 NJDOT – Drainage Improvements

NJDOT Local Aid Applications are due July 1, 2023. Applications should be submitted for drainage improvements to the Richard Street section of the Borough to address the many complaints in the area. The NJDOT awarded the NJDOT Local Aid Grant in the amount of \$347,580.00 to the Borough and work has commenced, along with gathering of mapping data visa GIS and plan development.

Raritan Crossing Redevelopment

Preliminary approval for Raritan Crossing was granted on March 2, 2023.

Raritan Mall Redevelopment

The Planning Boards recommended the preparation of a Redevelopment Plan. Plans are being prepared with the Redevelopment Attorney, and the property owner has applied for a NJDEP Flood Determination.

Downtown Economic Development Planning

A grant application was submitted to the NJTPA for “Transit Hub” planning assistance. The grant is intended to enable a planning study with the assistance of NJTPA to develop improved circulation and business opportunities 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 stormwater conveyance assets, and the adoption of new ordinances, revisions to existing ordinances, public education, and outreach components. A report on the timeline and cost will be forthcoming. A \$25,000 grant will be issued in support.

Frelinghuysen and Basilone Pools

Research on available Construction provided little information therefore requiring detailed fieldwork to enable the projects to repair and provide improvements to Frelinghuysen Pool, the abandonment of Basilone Pool and installation of the Splash Park. The Borough has been advised that the 2023 Recreational Grant Program is no longer available for 2023.

Grant Application – Reconstruction Police Department

The Office of Congressman Tom Kean notified the Borough of its approval of its grant application and was awarded \$2.275 million for the utilization to retrofit Borough Hall for Police use. Council President Carra thanked Congressman Kean and Borough Engineer Stanley Schrek for assisting the Borough with his efforts.

3. Economic Development Committee Appointments – Jennifer & David Marder (ZB)

Mayor Bray asked for a motion to appoint Jennifer Marder and David Marder to the Economic Development Committee.

On a motion by Councilman Orozco, seconded by Councilman Armahizer, Council moved to Appoint Jennifer Marder and David Marder to the Economic Development Committee.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

3. Website Alterations (AA)

Councilman Armahizer gave an update on the proposed alternations to the Borough's website regarding his assigned positions as Council Liaison to the Economic Development Committee and Board of Health. Councilman Armahizer encouraged the Borough, Chairpersons and Committees to review, refresh and update their respective pages on their websites. Many residents utilize the Borough's website for valuable information, and he expressed that it is a direct reflection of its capabilities, limitations, and overall transparency. He asked that efforts be made to enhance the professionalism of the platform to ensure ease of use and provide timely information to Borough residents.

4. Outdoor Dining (EC)

Administrator/Clerk Colvin reminded Council of the Outdoor Dining protocol created amidst the Covid-19 Crisis and said several local restaurants would like to adhere to those protocols for the upcoming summer season. He asked the Council to approve the continuance of the regulations. The council concurred unanimously.

Borough Engineer Schrek recommended the parking ordinance be updated to reflect the increase in outdoor seating.

**ORDINANCE – SECOND READING & PUBLIC HEARING**

Ordinance No. 2023-05

A Multi-Purpose Bond Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Providing for the Various Capital Improvements Appropriating \$4,990,000.00 therefor and Authorizing the Issuance of \$4,740,000.00 Bonds and Notes to Finance Portion of the Costs therefor, Authorized in and by the Borough of Raritan, County of Somerset, State of New Jersey

Mayor Bray asked for a motion to open Public Hearing to any member(s) of the Public wishing to speak concerning Ordinance No. 2023-05.

On a motion by Councilman Fritzingler, seconded by Council President Carra, Council moved to Open Public Hearing on Ordinance No. 2023-05.

Neither seeing nor hearing any member of the Public. Mayor Bray Closed Public Hearing on Ordinance No. 2023-05.

Mayor Bray asked for a motion to Adopt Ordinance No. 2023-05.

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Adopt Ordinance No. 2023-05.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

Ordinance No. 2023-06

A Capital Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Providing for Various Capital Improvements and Appropriating \$50,000.00 therefor from the Borough General Capital Fund Balance and \$1,220,750.00 from the Borough Capital Improvement Fund

Mayor Bray asked for a motion to open the Public Hearing to any member(s) of the Public wishing to speak concerning Ordinance No. 2023-06.

On a motion by Council President Carra, seconded by Councilwoman Melitsky, Council moved to Open Public Hearing on Ordinance No. 2023-06.

Neither seeing nor hearing any member of the Public, Mayor Bray closed Public Hearing on Ordinance No. 2023-06.

Mayor Bray asked for a motion to Adopt Ordinance No. 2023-06.

On a motion by Council President Carra, seconded by Councilman Fritzingler, Council moved to Adopt Ordinance No. 2023-06.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

Ordinance No. 2023-07

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Authorizing the Raritan Borough to Purchase the Property Identified on the Raritan Borough Tax Map as 9 West Somerset Street, Block 107 Lot 3

Mayor Bray asked for a motion to open the Public Hearing to any member(s) of the Public wishing to speak concerning Ordinance No. 2023-07.

On a motion by Councilman Orozco, seconded by Council President Carra, Council moved to Open Public Hearing on Ordinance No. 2023-07.

Cathy Debilis, Doughty Street - Ms. Debilis asked what specific building was to be purchased and the location. Administrator/Clerk Colvin answered the Borough is identified as the former PNC Bank located on Main Street.

Michelle Sibiyia, 1022 Helene Place - Ms. Sibiyia asked what the Borough's reasons were for purchasing the property and its purpose. Mayor Bray said after much deliberation and careful research it was concluded the Police Department and Borough offices have outgrown the original

footprint. The cost for new construction was found to be exorbitant in comparison to the purchase of an existing building, therefore it was realized to be the most cost-effective decision to purchase the property as the new Borough Hall.

Neither seeing nor hearing any additional member of the Public, Mayor Bray Closed Public Hearing on Ordinance No. 2023-07.

Mayor Bray asked for a motion to Adopt Ordinance No. 2023-07.

On a motion by Council President Carra, seconded by Council Orozco, Council moved to Adopt Ordinance No. 2023-07.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

Ordinance No. 2023-08

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Amending Chapter 82, Vehicles and Traffic, Part 4 (Handicapped Parking), Section 82-71.1D of the Revised General Ordinances of the Borough of Raritan

Mayor Bray asked for a motion to open the Public Hearing to any member(s) of the Public wishing to speak concerning Ordinance No. 2023-08.

On a motion by Councilman Fritzinger, seconded by Councilwoman Melitsky, Council moved to Open Public Hearing on Ordinance No. 2023-08.

Neither seeing nor hearing any member of the Public, Mayor Bray Closed Public Hearing on Ordinance No. 2023-08.

Mayor Bray asked for a motion to Adopt Ordinance No. 2023-08.

On a motion by Councilwoman Hutzler, seconded by Council President Carra, Council moved to Adopt Ordinance No. 2023-08.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

Ordinance No. 2023-09

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Amending the Code of the Borough of Raritan to Adopt Flood Hazard

Maps to Designate a Floodplain Administrator and  
Providing for Severability and an Effective Date

Mayor Bray asked for a motion to open the Public Hearing to any member(s) of the Public wishing to speak concerning Ordinance No. 2023-09.

On a motion by Council President Carra, seconded by Councilwoman Hutzler, Council moved to Open Public Hearing on Ordinance No. 2023-09.

Neither seeing nor hearing any member of the Public, Mayor Bray Closed Public Hearing on Ordinance No. 2023-09.

Mayor Bray asked for a motion to Adopt Ordinance No. 2023-09.

On a motion by Councilman Fritzingler, seconded by Councilman Armahizer, Council moved to Adopt Ordinance No. 2023-09.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

**CONSENT AGENDA**

*(Resolution Nos. 2023-04-064 – 2023-04-071)*

Resolution No. 2023-04-064	Amending Personnel Handbook – DCR Requirements
Resolution No. 2023-04-065	Authorizing CGP&H Annual Agreement 2023
Resolution No. 2023-04-066	Refunding Baseball Registration
Resolution No. 2023-04-067	Authorizing Submission of FY 2023-2024 Bridgewater/Raritan Municipal Alliance Request
Resolution No. 2023-04-068	Hiring Part-Time Fire Subcode Official – Edward Allatt
Resolution No. 2023-04-069	Cancellation of Capital and Bond Ordinances
Resolution No. 2023-04-070	Authorizing Pitney Bowes Lease Renewal Agreement
Resolution No. 2023-04-071	Authorizing Extension of 90-Day Due Diligence

Mayor Bray asked for a motion to Adopt the Consent Agenda. Councilman Orozco motioned to Amend Adoption of the Consent Agenda Removing Resolution No. 2023-04-066 for separate consideration. Council concurred unanimously.

On a motion by Council President Carra, seconded by Councilman Fritzingler, moved to Adopt Resolution No. 2023-04-066.

Recorded Vote

Yea: Armahizer, Carra, Fritzingler, Hutzler, Melitsky

Nay: x

Abstain: Orozco  
Absent: x  
Motion Carried: 5-0

Mayor Bray asked for a motion to Adopt Resolution Numbers 2023-04-064, 065, 067, 068, 069, 070, 071 of the CONSENT AGENDA.

On a motion by Council President Carra, seconded by Councilwoman Hutzler, moved to Adopt Resolution Numbers 065, 067, 068, 069, 070, 071 of the CONSENT AGENDA.

Recorded Vote

Yea: Armahizer, Carra, Fritzinger, Hutzler, Melitsky, Orozco  
Nay: x  
Abstain: x  
Absent: x  
Motion Carried: 6-0

**BILL LIST**

Resolution No. 2023-04-072                      Approving Bill List

Mayor Bray asked for a motion to approve Resolution No. 2023-04-072 Approving the Bill List.

Councilman Orozco moved to Approve Resolution No. 2023-04-072 – Bill List. The motion was seconded by Councilman Armahizer and carried unanimously.

Recorded Vote

Yea: Armahizer, Carra, Fritzinger, Hutzler, Melitsky, Orozco  
Nay: x  
Abstain: x  
Absent: x  
Motion Carried: 6-0

**CERTIFICATION OF FUNDS**

1. Lincoln Financial Group – \$14,400.32 – 2022 LOSAP Payments
2. Sterling DiSanto & Associates – \$10,000.00 – Appraisal Services

On a motion by Council President Carra, seconded by Councilman Orozco, Council moved to Approve the Certification of Funds for Lincoln Financial Group for 2022 LOSAP Payments.

Recorded Vote

Yea: Armahizer, Carra, Fritzinger, Hutzler, Melitsky, Orozco  
Nay: x  
Abstain: x  
Absent: x  
Motion Carried: 6-0

On a motion by Council President Carra, seconded by Councilman Fritzinger, Council moved to Approve the Certification of Funds for Sterling DiSanto & Associates for Appraisal Services.

Recorded Vote

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

Nay: x

Abstain: x

Absent: x

Motion Carried: 6-0

**COMMITTEE & LIAISON REPORTS**

Councilman Armahizer

The Board of Health meeting for April 12, 2023, was cancelled. The next meeting is scheduled for May 10, 2023 in Borough Hall. The Environmental Commission will meet April 20, 2023 in Borough Hall.

Councilman Orozco

The Basilone Committee will meet at 7:00 p.m. on April 19, 2023 at the Raritan Library.

Councilman Fritzingler

Councilman Fritzingler gave the Building Report for April 5 through April 14, 2023. The Public Works Department reported Bulk Pick-up was a success, street sweeping began and re-vegetation procedures at Washington School have begun. The Historical and Cultural Committee will meet at the Raritan Library on April 19, 2023 at 6:30 p.m.

Council President Carra

The Regional Center Partnership did not meet this month. The next meeting will be via Zoom on May 10, 2023. The Planning Board will meet Wednesday, April 26, 2023, at 6:30 p.m. at Borough Hall. Council President Carra commended Administrator/Clerk Colvin and Assistant Administrator/CFO Cook-Vitale on their efforts regarding the timely completion of the budget.

Councilwoman Hutzler

Councilwoman Hutzler reported the Recreation Committee's Annual Easter Egg Hunt was a success and thanked the Council and Committee for their participation. Summer Camp will run from the end of June until August. Those interested can find information and sign up on the Borough's website. The Economic Development Committee postponed their previous meeting due to Spring Break. The meeting has been rescheduled for April 18, 2023.

Councilwoman Melitsky

Councilwoman Melitsky gave the Property Maintenance Report for March 6, 2023 through April 14, 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.

Mike Pepe, Old York Road - Mr. Pepe stated he is a member of the Board of Education and informed the Council that the next the Board of Education will meet to review and finalize the budget for the upcoming year on April 25, 2023. Mr. Pepe said the budget is posted and can be viewed on the Board of Education's website and those interested can send comments and

questions ahead of the meeting. The Board is discussing moving their meetings to their previous schedule and location.

Mayor Bray said the Board of Education previously held one meeting a year at the JFK School and asked if that would continue. Mr. Pepe answered that he could not recall if it had, but there is positive interest in returning to previous meeting schedules and locations. The Senior Open Campus began Monday, April 17, 2023 for lunch break with positive feedback from local restaurants and students.

Joyce Fritchie, Vanderveer Road - asked what the Borough planned to do with the Washington School property should the Borough's offices be moved to Somerset Street. Mayor Bray answered considerations regarding property continue to be discussed.

Michelle Sibiga, Helene Place - Ms. Sibiga relayed her comments on the increase of residential construction, traffic congestion, and the Route 202 u turn crossover to First Street. She asked for Police assistance to control traffic at the location. Borough Engineer Stanley Schrek said the u turn crossover is progressing but a few years away from completion. Assistant Engineer Joseph Brosnan said he has asked the County for plans on the u turn as is awaiting a response. Mayor Bray said that he can commiserate with comments regarding the increase in residential construction, however the Borough must comply with State requirements.

Cathy Debilis, Doughty Street - Ms. Debilis asked for enforcement of the speed limit at Route 202 u turn crossover to First Street. Borough Engineer Schrek asked Council President Carra to contact Congressional Offices to receive a status report on the project.

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

## II. ADJOURNMENT

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

Regular Meeting adjourned at 7:37 p.m.

---

Patricia Gravatt  
Deputy Clerk/HR Coordinator

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

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