

## MINUTES

### BOROUGH OF RARITAN REGULAR MEETING

**TUESDAY, AUGUST 15, 2023**  
**6:30 P.M. – EXECUTIVE SESSION**  
**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 6:30 p.m. Tuesday, August 15<sup>th</sup>, 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

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

Absent: Councilman Orozco

#### INVOCATION AND FLAG SALUTE

Councilman Armahizer

#### EXECUTIVE SESSION

Resolution No. 2023-08-129

Entering Executive Session

1. Personnel  
Police, Administration, Public Works
2. Contract Negotiations  
Reimer Street, Hidden Pond, 9 West  
Somerset Street, Shared Court,  
Raritan Library Lease

On a motion by Councilwoman Melitsky, seconded by Councilwoman Hutzler, Council moved to Approve Resolution No. 2023-08-129.

#### Recorded Vote

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

Nay: x

Abstain: x

Absent: Orozco

Motion Carried: 5-0

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

**EXECUTIVE SESSION ADJOURNMENT**

Council moved to Reconvene in Regular Session unanimously.

Council exited Executive Session, and resumed Regular Session at 7:01 p.m.

**RESOLUTION & OATH OF OFFICE**

Resolution No. 2023-08-130

Appointing Probationary Patrol Officer –  
Adam Ruiz

**Borough of Raritan  
Oath of Office**

State of New Jersey }            ss.  
County of Somerset }

I, ADAM RUIZ, DO SOLEMNLY SWEAR, THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND OF THE STATE OF NEW JERSEY, AND THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME, AND TO THE GOVERNMENTS ESTABLISHED IN THE UNITED STATES, AND IN THIS STATE, UNDER THE AUTHORITY OF THE PEOPLE, AND THAT I WILL FAITHFULLY, IMPARTIALLY, AND JUSTLY, PERFORM ALL OF THE DUTIES, OF BOROUGH OF RARITAN POLICE PATROL OFFICER, TO THE BEST OF MY ABILITY.

On a motion by Councilwoman Melitsky, seconded by Councilman Armahizer, Council moved to Approve Resolution No. 2023-08-130

**Recorded Vote**

Yea: Carra, Armahizer, Fritzinger, Hutzler, Melitsky

Nay: x

Abstain: x

Absent: Orozco

Motion Carried: 5-0

## **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 additional members of the Public. Mayor Bray closed Public Comment.

## **OLD BUSINESS**

1. Public Buildings (NC)- Council President Carra said he met August 14<sup>th</sup> with the administrator, engineer, and Councilman Fritzinger to speak with architects for the floor plan they're working on for the new municipal building, they're hoping to have a more concrete design in two weeks. The longest wait time for moving into the new building would be the elevator. They are anticipating early 2024 for opening the building.

2. Street Signs (AA)- Councilman Armahizer said the Department of Public Works got back to them with the updated estimates regarding the replacement of all the street signs throughout the borough, the cost would be approximately \$30,000, with DPW employees installing the signs and posts. The time estimate for it would probably take a whole year to execute.

Mayor Bray said he wanted to see if they can get a quote maybe in September from an external company to compare the pricing and so it could be done in a timelier manner.

3. Habitat for Humanity (NC)- Council President Carra said he couldn't make the meeting with Habitat for Humanity, but Administrator/Clerk Colvin met with them on Friday, he doesn't know if they've located any properties they were interested in, but they did offer to help with Park maintenance by pulling weeds and replacing woodchips sometime in late September. They also wanted to donate a few benches to the town.

## **NEW BUSINESS**

1. Engineer's Report (SS)

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

NV5 is continuing to 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 this process. We have reviewed the Preliminary Design Submission as dated October 2021 and have suggested various cost savings measures to bring the project within the grant budget. The consultant will be making a presentation in November/December meeting depending on Council's schedule. NJDOT has advised that the project remains in environmental review. Per NJDOT:

Our local aid unit is working on this, and they anticipate completion of the CED by mid-May 2023. Cultural Resources that are on or eligible for inclusion in the National Register of Historic Places are located within the project study area. Coordination with the NJDEP's - Historic Preservation Office has been initiated. We will continue to work with the Borough and the HPO to ensure the proposed design/aesthetic will not result in an Adverse Effect to the Cultural Resources and the process is completed expeditiously.

Once the environmental review is completed, Final design documents must be prepared by the consulting engineering firm. We're pushing for construction in 2023.

**Update:** As of June 29, the Borough is now permitted to move to the next stages, which will include a final FD proposal which should be prepared by NV5. Our office is coordinating with NV5 to make sure there will be an actionable item at the August meeting. Resolution authorizing final plans should be on the 8/15 Agenda.

2023 CDBG Applications

We have submitted an application for sanitary sewer and storm sewer repairs and maintenance within the CDBG designated areas. The CDBG area has been reduced under new census data.

**Update:** Received a grant for a sewer study in the above-referenced area, field work is being planned.

On a motion by Council President Carra, seconded by Councilwoman Hutzler for the investigation of the pool leak.

Recorded Vote

Yea: Carra, Armahizer, Fritzingler, Hutzler, Melitsky

Nay: x

Abstain: x

Absent: Orozco

Motion Carried: 5-0

2. New Parking Lot (NC)- Council President Carra said regarding the new municipal building there is a parking lot they want to open to the public for when they visit their businesses. DPW already did new striping. He said they're going to introduce an ordinance sometime in September for lighting and signage, they will probably amend the ordinance next year when the building is open and are going to adjust the hours. They were thinking hours would be 6:00 am to 11:00pm but they're going to speak with the Police about it. He also said they're not looking into metered parking right now. He also said once it opens, they're going to do a ribbon cutting with the business owners and the public.

3. NJDOT Info Session (NC)- Council President Carra said he heard for the 202 and First Avenue jug handle, they're going to have a public information session in the Community room of the Borough from 6:00pm to 8:00pm on Thursday, August 31<sup>st</sup>. They're also going to do a two-week online presentation as well for people who aren't available to attend the in-person meeting. There is no specific date for that presentation at this time.

4. Online Licensing (EC)- Administrator/Clerk Colvin said the public wanted access to do animal licensing, railroad parking, and off-street parking online for a while now. He said they met with Spatial Data Logic and completed training with them and so did other Borough employees, and they have another informational session with them later in August. He is hoping sometime in September they'll have everything set up for online licensing.

5. General Ledger (EC)- Administrator/Clerk Colvin said they have a working general ledger that's also balancing. After many hours of work Catherine Cook- Vitale Chief Financial Officer / Assistant Administrator has it up and working.

6. New Junior Fire Department Member- Paul Loschiavo (JM)- Councilwoman Melitsky said the fire chef reached out to her and Administrator/Clerk Colvin and there is a new junior firefighter, Paul Loschiavo.

On a motion by Councilman Fritzingler seconded by Council President Carra to recruit Paul Loschiavo as a new junior firefighter

Recorded Vote

Yea: Carra, Armahizer, Fritzingler, Hutzler, Melitsky

Nay: x

Abstain: x

Absent: Orozco

Motion Carried: 5-0

Mayor Bray requested a motion to approve the \$2,000 increase for the Finance Assistant and the personnel matter from the Police department

On a motion made by Councilwoman Malitsky seconded by Councilwoman Hutzler

Recorded Vote

Yea: Carra, Armahizer, Fritzingler, Hutzler, Melitsky

Nay: x

Abstain: x

Absent: Orozco

Motion Carried: 5-0

**ORDINANCE – SECOND READINGS & PUBLIC HEARING**

Ordinance No. 2023-15

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey Authorizing a Special Emergency Appropriation Pursuant to N.J.S.A. 40A:4-53 to Fund a Revaluation of Real Property

Mayor Bray asked for a motion to open public comment.

On a motion made by Council President Carra, seconded by Councilwoman Melitsky the Council opened public comment to anyone wishing to speak on behalf of Ordinance No. 2023-15

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

Mayor Bray asked for a motion to Adopt Ordinance No. 2023-15.

On a motion by Council President Carra, seconded by Councilman Fritzingler Council moved to Adopt Ordinance No. 2023-15.

Recorded Vote

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

Nay: x

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

**CONSENT AGENDA**

*(Resolution Nos. 2023-08-131 – 2023-08-145)*

Resolution No. 2023-08-131	Extending Grace Period – Third Quarter Property Tax Payments
Resolution No. 2023-08-132	Authorizing Lien Redemption – B1 L1.04
Resolution No. 2023-08-133	Authorizing Lien Redemption – B29 L2
Resolution No. 2023-08-134	Authorizing Lien Redemption – B41 L5
Resolution No. 2023-08-135	Awarding Contract – Basketball Court Renovations – Ben Shaffer Recreation, Inc. – NJ Purchasing Alliance
Resolution No. 2023-08-136	Approving the 2022 Audit Corrective Action Plan
Resolution No. 2023-08-137	Certifying Annual Report of Audit – 2022
Resolution No. 2023-08-138	Authorizing Abatement & Lien – Nuisance Property
Resolution No. 2023-08-139	Authorizing Shared Service Agreement – Street Sweeping Facility – Somerset County
Resolution No. 2023-08-140	Providing for Special Emergency Appropriation & Financing by the Issuance of Special Emergency Notes of the Borough
Resolution No. 2023-08-141	Supporting Somerset County for Local Efficiency Achievement Program (LEAP) Grant Application
Resolution No. 2023-08-142	Authorizing Consent of TWA for Raritan Crossing, LLC. – Block 112, Lot 3 & Block 116.01, Lots 25, 26.01, 27 & 27.01
Resolution No. 2023-08-143	Accepting NV5's Final Design Phase Proposal
Resolution No. 2023-08-144	Authorizing Execution of Memorandum of Understanding & Associated Exhibits – New Jersey State Police, Office of Emergency Management – Application for Grants under the Federal Emergency Management Agency
Resolution No. 2023-08-145	Authorizing Refund – Unused Daily Parking

Mayor Bray asked for a motion to Approve the Consent Agenda – Resolution Nos. 2023-08-131 – 2023-08-145

Council President Carra moved to adopt the consent agenda. The motion was seconded by Councilwoman Melitsky and carried unanimously.

**Recorded Vote**

Yea: Carra, Fritzingler, Armahizer, Hutzler, Melitsky, Orozco  
Nay: x  
Abstain: x  
Absent: Orozco  
Motion Carried: 5-0

**BILL LIST**

Resolution No. 2023-08-146

Approving Bill List

Mayor Bray asked for a motion to Approve Resolution No. 2023-08-146- Approving Bill List.

On a motion by Councilwoman Hutzler, seconded by Councilman Armahizer, Council moved to Approve Resolution No. 2023-08-146 Approving Bill List.

**Recorded Vote**

Yea: Carra, Armahizer, Fritzingler, Hutzler, Melitsky

Nay: x

Abstain: x

Absent: Orozco

Motion Carried: 5-0

**PURCHASE ORDER REQUESTS**

None

**CERTIFICATION OF FUNDS**

1. Evolve Bank & Trust – Cert #22-00008 Lien Redemption – \$1,076,882.92
2. Van Cleef Engineering – Various Engineering Services – \$10,598.003.
3. Bridgewater Resources, Inc. – July Dumping Fees – \$23,536.27
4. Bala Partners – Cert #22-00009 Lien Redemption – \$111,043.29
5. NCL Government Capital – Lease Payment for PD Interceptor – \$15,708.54
6. Christiana Trust – Cert #20-00003 Lien Redemption – \$107,744.56
7. NJ Transit – 2023 Parking Lot Lease – \$55,000.00 (previous and current)
8. NV5 – FED Project# TAP-DOOS (345) – \$10,025.74
9. Suplee, Clooney & Co. – 2022 Audit Services – \$69,225.00
10. Van Cleef Engineering – Architectural Plans for Police OEM Building – \$11,981.25
11. Somerset Raritan Valley Sewerage Authority – August Estimated Charges – \$102,021.89
12. Skylands Energy Service – Diesel Fuel and Heating Oil – \$23,376.76 (previous and current)
13. Pumping Services, Inc. – Cardinal Woods & Ortho Pumps – \$20,577.62 (previous and current)
14. KRS IT Services – June thru December Monthly IT Services – \$27,555.50
15. KRS IT Services – January thru May Monthly IT Services – \$19,692.82 (previously paid)
16. Bridgewater Resources, Inc. – Dumping Fees – \$114,383.74 (previously paid)
17. Ben Shaffer Recreation, Inc. – Basketball Court Renovation – \$168,858.44.

Mayor Bray asked for a motion for certification of funds.

On a motion by Councilwoman Malitsky, seconded by Councilman Hutzler, Council moved to Approve Somerset Raritan Valley Sewerage Authority–August Estimated Charges \$102,021.89

**Recorded Vote**

Yea: Armahizer, Fritzingler, Hutzler, Melitsky

Nay: x

Abstain: Carra

Absent: Orozco  
Motion Carried: 4-0-1

On a motion by Councilman Fritzingler, seconded by Councilman Armahizer. Council moved to Approve the reminding sixteen items under the certification of funds.

Recorded Vote

Yea: Carra, Armahizer, Fritzingler, Hutzler, Melitsky  
Nay: x  
Abstain: x  
Absent: Orozco  
Motion Carried: 5-0

**COMMITTEE & LIAISON REPORTS**

Councilman Armahizer- The Environmental Commission will be conducting a rain workshop Saturday August 26<sup>th</sup> starting at 10:00am located at the Old Washington School location. The next Board of Health meeting will be September 13<sup>th</sup>, 2023, located in the Municipal building.

Councilman Fritzingler- From the public works reports, the streets were routinely patched with potholes as needed, chip brushed around the section of town, performed maintenance on all our vehicles, hung banner for a police night out, cleaned the retention area at Cardinal Woods, cleaned and weed wacked Somerset Street. They painted the crosswalks at Thompson Street, Orlando and Loomis. All sewer work was routinely done. They raked the baseball fields on Sherman, weed whacked all town properties, stumped and grinded multiple trees in municipal parks, filled and tested the water of the pool, trimmed the tree in front of the new municipal complex, painted striking at the new parking lot in municipal complex, picked up and dropped off electronics at the county, fixed and painted the walls in the municipal building, started recurring Washington School monument window for the Historical society. Bulk pickup was done on August 10<sup>th</sup>, next bulk pickup is September 14<sup>th</sup>.

From the building department activity report from 7/20-8/14 includes eleven building permits, eight plumbing, eighteen electrical, and four fire which totals forty-four with the fees collected in total \$5,337. The Historical Society met on July 19th their current budget is \$3,639. One expense from June and July \$250 for the storage unit, trust fund in the amount of \$ 833.15. Two more benches have been completed in the borough totaling 19 which completes the bench project and there are appropriate plaques to put out. They will be selling ornaments at music in the park on August 26<sup>th</sup>. They will be meeting August 16<sup>th</sup> 6:30pm at the Raritan Library.

Council President Carra- Regional center meeting will take place September 20<sup>th</sup> at 5:00 p.m. on Zoom. For the municipal land use board at the last meeting the resolution was passed for 3 Wall Street which was for both variances, there were three items listed under their applications, the Colfax apartment was adjourned, subject to a new notice. 31 Freeland Heisen Avenue was carried to August 23<sup>rd</sup> without further notice. For 45 East Somerset Street, the application was heard, the board had requested the applicant to come back with better professional plans and a better understanding of the project before making a determination., as their engineer had some concerns as well. The next land use board meeting will be August 23<sup>rd</sup> at 6:30pm. For agenda items, there is Janssen Pharmaceuticals, for completeness only, Colfax Street had their notices sent out, but they are pending the engineer's departments review. For finance committee, tax bills are mailed out at the end of July, but the Grace period's been extended so they must be paid by August 28<sup>th</sup>,

August 15, 2023

Regular Meeting

if they're no paid by then interest charges will start from August 1<sup>st</sup>. The municipal tax rate increased by 0.009 or from 6.645 to 6.654 which equates to a \$24 increase on the average household. The school rate increased by 0.054. from 1.653 to 1.707 and that equates to \$144 per household. The county tax rate increased by 0.013 which is from 0.388 to 0.401 which is a \$35 increase per household. Block 81, crossings at Raritan or the third street development, they are a piolet, so they don't technically pay taxes, but the town has received \$886,756.13 and that covers payments for 2021, and they got their certificate of occupancy towards the end of the year. For 2022 they received \$686,756.13 and \$34,337.81 went to Somerset County. For 2023 they've received about \$100,00.

Councilwoman Melitsky- The fire department went on 24 calls during the month of July. Year to date they responded to 157 calls and the members are working on training and the use of their new ladder truck. Any Thursday evening at 6:30 go to North Thompson Street Firehouse if you're interested in joining. During the month of July, the police department participated again and in the "put it down" cell phone enforcement campaign. The Raritan police department would like to thank the sponsors for helping with National Night out. For property maintenance from July 14<sup>th</sup> from August 11<sup>th</sup>, thirty-seven inspections were down. Twenty-five violations were issued, and eight fines were given for a total of \$6,500.

Councilwoman Hutzler- For National Night out the recreation committee handed out 400 cotton candies. The pools last day is Friday August 18<sup>th</sup>. They had almost 100 children sign up for camp this year. Recreation will be teaming up with Pioneer Family to offer a free movie night at Freeling Heisen Park at the Little League Field on Thursday August 24<sup>th</sup>. The recreation department is also planning on painting baseball dugouts at FRA Heisen with Hummingbird studio, more details to come. For economic development, the EDC is hosting Waterfront music nights on August 26<sup>th</sup> from 6:00pm to 9:00pm in the green space by the river along Colest and Eada Way. For the municipal court July 2023 there were 184 total cases files and 282 disposed. The total amount collected was \$25,439.23. The total amount to the Borough was \$10,225.71.

## **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 members of the Public. Mayor Bray closed Public Comment.

## **ADJOURNMENT**

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

Recorded Vote:

All in favor

Motion Passed: 5-0

Regular Meeting adjourned at 8:09 p.m.

\_\_\_\_\_  
Allorah Zigray  
Administrative Assistant

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

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