

BOROUGH OF RARITAN
REGULAR MEETING
TUESDAY, DECEMBER 19, 2017
6:30 P.M. – EXECUTIVE SESSION
7:00 P.M. – REGULAR SESSION

AGENDA

I. CALL TO ORDER

II. STATEMENT BY MAYOR MCMULLIN:

This Regular Meeting of the Governing Body was called pursuant to applicable portions of the Open Public Meetings Act. Adequate Notice of this meeting was posted in the Municipal Building, on the Borough website and communicated to *The Courier News* and *The Star Ledger* on January 5, 2017.

III. ROLL CALL

Councilman Bray, Council President Carra, Councilman Carra, Councilman Foohey, Councilman Giraldi, Councilman McGinley

IV. INVOCATION AND FLAG SALUTE

Council President Carra

V. EXECUTIVE SESSION

Resolution No. 2017-12-176

Executive Session

1. Personnel
2. Contract Negotiations

VI. PROCLAMATION

100th Anniversary – DeLucia's Pizza

VII. 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)

VIII. APPROVAL OF MINUTES

1. November 21, 2017 – Executive Session
2. November 21, 2017 – Regular Session

IX. WORK SESSION

1. Engineer's Report (SS)
2. Dog Signs in Parks (ZB)
3. Community Yard Sale 2018 (JF)

X. ORDINANCES – SECOND READING & PUBLIC HEARING

Ordinance No. 2017-20

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey, Amending Chapter 82, *Vehicles and Traffic*, Article II, *Prohibited Parking and Time Limit Parking*, In Order To Create A New Section 5.1, *Trailers*

Ordinance No. 2017-21

An Ordinance of the Borough of Raritan, County of Somerset, State of New Jersey, Amending Chapter 49, *Police Department*, Section 7, *Promotions Within the Police Department*, Subsection (E), *Regarding Promotions*

XI. CONSENT AGENDA

Resolution No. 2017-12-177
Resolution No. 2017-12-178

Approving Participation in Somerset County JIF
Appointing JIF Commissioner and Alternate Commissioner

Resolution No. 2017-12-179
Resolution No. 2017-12-180
Resolution No. 2017-12-181
Resolution No. 2017-12-182
Resolution No. 2017-12-183

Appointing Risk Manager
Approving Budget Transfers
Disposing of Surplus Equipment
Approving Participation in JIF Somerset County
Amending Police Department Rules and Regulations for Promotional Process

XII. BILL LIST

Resolution No. 2017-12-184

Approving Bill List

XIII. PURCHASE ORDER REQUESTS

1. Public Works – Bobcat Planer – Garden State Bobcat – \$20,257.43
2. Finance & Tax Collection – Software Packages – Edmunds & Associates – \$7,202.50
3. Fire – Repairs to Engine 52-1 – Absolute Apparatus Division – \$5,785.00
4. Police – New Booking Camera w/Interface – QED – \$7,300.00

XIV. OLD BUSINESS

None

XV. COMMITTEE AND LIAISON REPORTS

XVI. 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)

XVII. ADJOURNMENT

(Motion to Adjourn)

Next Regular Council Meeting
Annual Reorganization
Municipal Building
Monday, January 1, 2018
Noon

BOROUGH OF RARITAN
RESOLUTION NO. 2017-12-176

EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-7, et seq., commonly known as the Sunshine Law, requires Borough Council meetings be open to the public except for the discussion of certain subjects; and

WHEREAS, the Sunshine Law also requires an Executive Session be authorized by Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, that the following portion of this meeting shall be closed to the public and the Regular Session shall resume after the conclusion of the Executive Session.

BE IT FURTHER RESOLVED that the subjects listed for discussion in Executive Session shall be Personnel and Contract Negotiations.

BE IT FURTHER RESOLVED that the public release of these Minutes will occur at a time the Borough Attorney determines the information can be disclosed.

ATTEST:

Eric M. Colvin, RMC, CMR
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017

Eric M. Colvin, RMC, CMR
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
ORDINANCE NO. 2017-20

AN ORDINANCE OF THE BOROUGH OF RARITAN, COUNTY OF SOMERSET, STATE OF NEW JERSEY AMENDING CHAPTER 82, *VEHICLES AND TRAFFIC*, ARTICLE II, *PROHIBITED PARKING AND TIME LIMIT PARKING*, IN ORDER TO CREATE A NEW SECTION 5.1 ENTITLED *TRAILERS*

BE IT ORDAINED by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, that Chapter 82 of the Code of the Borough of Raritan is hereby amended by creating a new Section 5.1 as follows:

Section 1.

82-5.1 *Trailers*:

No person shall park any trailer, be it a landscape trailer, boat trailer, equipment trailer or the like, for longer than forty-eight (48) hours on any Borough street.

Section 2. Repealer.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 3. Severability

If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

Section 4.

This Ordinance shall take effect immediately upon final publication as provided by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was Adopted at a Regular Meeting of the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, in the Meeting Room of the Municipal Building, 22 First Street, Borough of Raritan on Tuesday, December 19, 2017 at 6:30 p.m. and will take effect upon proper publication, as required by law.

ADOPTION:

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

ATTEST:

APPROVED:

Eric M. Colvin, RMC, CMR
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Ordinance was Adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869 on December 19, 2017.

Eric M. Colvin, RMC, CMR
Borough Clerk

BOROUGH OF RARITAN
ORDINANCE NO. 2017-21

**AN ORDINANCE OF THE BOROUGH OF RARITAN,
COUNTY OF SOMERSET, STATE OF NEW JERSEY,
AMENDING CHAPTER 49, *POLICE DEPARTMENT*, SECTION
7, *PROMOTIONS WITHIN THE POLICE DEPARTMENT*,
SUBSECTION (E) REGARDING PROMOTIONS**

BE IT ORDAINED by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, that Chapter 49, Section 7(E) of the Code of the Borough of Raritan is hereby amended by deleting it in its entirety and replacing as follows:

Section 1.

§49-7(E) Eligibility criteria for promotion to positions above Sergeant, excluding Chief of Police. Only members of the Department holding the rank of, or a higher rank, shall be eligible for promotion to a rank higher than Sergeant. This requirement may be waived by the Raritan Borough Governing Body.

Section 2. Repealer.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 3. Severability

If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

Section 4.

This Ordinance shall take effect immediately upon final publication as provided by law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was Adopted at a Regular Meeting of the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, in the Meeting Room of the Municipal Building, 22 First Street, Borough of Raritan on Tuesday, December 19, 2017 at 6:30 p.m. and will take effect upon proper publication, as required by law.

ADOPTION:

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

ATTEST:

APPROVED:

Eric M. Colvin, RMC, CMR
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Ordinance was Adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869 on December 19, 2017.

Eric M. Colvin, RMC, CMR
Borough Clerk

BOROUGH OF RARITAN
RESOLUTION 2017-12-177

**APPROVING PARTICIPATION IN SOMERSET COUNTY JOINT
INSURANCE FUND**

WHEREAS, the Somerset County Joint Insurance Fund (“Fund”) is a joint insurance fund formed pursuant to N.J.S.A. 40A:10-36 et. seq., and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the Fund provides insurance coverage to its participating members consistent with its Bylaws, Risk Management Plan and the statutes and administrative regulations governing local unit insurance funds; and

WHEREAS, the statutes governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a fund; and

WHEREAS, the Fund’s Bylaws and Risk Management Plan have been reviewed and approved by the New Jersey Department of Banking and Insurance and the Department of Community Affairs; and

WHEREAS, the Borough of Raritan, (hereinafter referred to as “Local Unit”) has determined that membership in the Fund is in its best interest; and

WHEREAS, the Local Unit has never defaulted on claims if self-insured and has not been canceled for non-payment of insurance premiums for two (2) years prior to this Resolution, and;

WHEREAS, the Local Unit agrees to be a member of the Fund for a period of three (3) years, effective upon approval of the Fund, said membership to terminate on January 1, 2021 at 12:01 AM Standard Time;

NOW THEREFORE, BE IT RESOLVED on this 19th day of December, 2017, that the Local Unit does hereby resolve and agree to become a member in the Somerset County Joint Insurance Fund for the purpose of obtaining all types of coverage offered by the Fund, effective January 1, 2018:

- a. Commercial General Liability Insurance, including Law Enforcement Liability & Emergency Responder Liability; Employee Benefits Liability,
- b. Automobile Liability Insurance
- c. Workers' Compensation and Employer's Liability;
- d. Property, Inland Marine, Mobile Equipment, Boiler & Machinery, and Automobile Physical Damage (specified & scheduled vehicles);
- e. Educator’s Legal Liability or Public Entity Liability & Employment Practices Liability;
- f. Non-Owned Aircraft Liability (specified & scheduled drones);
- g. Crime Coverage

- h. Pollution Coverage
- i. Student Blanket and Educator’s Medical Professional Liability, if applicable

BE IT FURTHER RESOLVED THAT Local Unit is authorized and directed to execute any and all written agreements necessary for membership in the Fund, including but not limited to the Indemnity and Trust Agreement, in order to implement membership by the Local Unit in the Fund according to its Bylaws and the statutes and regulation governing joint insurance funds.

ATTEST:

Eric M. Colvin
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017.

Eric M. Colvin
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION NO. 2017-12-178

**APPOINTING FUND COMMISSIONER AND ALTERNATE –
SOMERSET COUNTY JOINT INSURANCE FUND**

WHEREAS, the Borough of Raritan (hereinafter “Local Unit”) has joined the Somerset County Joint Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council, of the Borough of Raritan, that Daniel Jaxel is hereby appointed Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED, that Eric Colvin is hereby appointed Alternate Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED, that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

ATTEST:

Eric M. Colvin
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017.

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION NO. 2017-12-179

APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Borough of Raritan (hereinafter “Local Unit”) has joined the Somerset County Joint Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Raritan in the County of Somerset and State of New Jersey, as follows:

1. The Borough of Raritan hereby appoints John Moore of Willis Towers Watson as its local Risk Management Consultant.
2. The Borough Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2018 in the form attached hereto.

ATTEST:

Eric M. Colvin
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017.

Eric M. Colvin
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION 2017-12-180

APPROVING BUDGET TRANSFERS

WHEREAS, the Local Budget Law, N.J.S.A. 40A:4, provides for the transfer of funds between current year budget appropriations, should it be deemed necessary, from November 1 of the current year through the first three months of the subsequent year; and

WHEREAS, it has become necessary for one such transfer to be made at this time.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, that the Chief Financial Officer is hereby authorized and directed to transfer the amounts listed below, to and from the appropriations listed hereafter:

<u>From Account</u>	<u>Account No</u>	<u>Amount</u>
Sanitation, OE	7-01-26-305-001-292	11,000.00

<u>To Account</u>	<u>Account No</u>	<u>Amount</u>
Finance, OE	7-01-20-130-001-292	5,000.00
Tax Collector, OE	7-01-20-145-001-109	2,000.00
Social Security	7-01-36-47-200-277	3,000.00
Municipal Court, OE	7-01-43-490-002-224	1,000.00
	Total	\$11,000.00

ATTEST:

Eric M. Colvin
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017.

Eric M. Colvin
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION NO. 2017-12-181

DISPOSING OF EQUIPMENT BY THE MUNICIPAL COURT

WHEREAS, the Borough Administrator has deemed certain property no longer needed for public use; and

WHEREAS, N.J.S.A. 40:11-36 provides that any contracting unit, by Resolution of its Governing Body, may authorize the disposition of personal property; and

WHEREAS, the following property is no longer needed by the Borough of Raritan:

1. Filing cabinets and underwriters lab
2. Miscellaneous furniture and desks

ATTEST:

Eric M. Colvin, RMC, CMR
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017

Eric M. Colvin, RMC, CMR
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION 2017-12-182

REFUNDING TAX OVERPAYMENT

WHEREAS, the Tax Collector has advised there exists a tax overpayment(s) within the Borough of Raritan; and

WHEREAS, the individual(s) that made payment(s) requested a refund; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Raritan, Somerset County, State of New Jersey that the Chief Financial Officer is directed to pay the following:

1. \$2,445.92 to Richard Toothill – Property owner of 15 Hidden Pond Court, Raritan, NJ – Block 1 Lot 1.20

ATTEST:

Eric M. Colvin
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017.

Eric M. Colvin
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION 2017-12-183

**AMENDING THE POLICE DEPARTMENT RULES AND REGULATIONS FOR
THE SERGEANTS PROMOTIONAL PROCESS**

WHEREAS, the Police Department's Rules and Regulations / Policies and Procedures addresses the Sergeants Promotional Process; and

WHEREAS, the Borough's Police Department desires to amend the Sergeants Promotional Process to reflect changes in the Promotional Board Process; and

WHEREAS, the Borough of Raritan believes it would be in the best interests of the Borough to approve said changes in the Police Departments Rules and Regulations / Policies and Procedures.

NOW THEREFORE BE IT RESOLVED by the Borough Council, Borough of Raritan, County of Somerset, State of New Jersey that the Sergeant's Promotional Process, Section (E) Entitled "Promotional Board Process", subsection (3) is amended as follows:

3. The Promotional Board will then perform a review of the accumulated information and establish a list with a numerical ranking of each candidate based upon the promotional scoring criteria.
 - a. The numerical ranking list shall be valid for one (1) year from the date it is first posted. Candidates should maintain good standing during the course of their promotional eligibility, and a candidate may be removed from the list for good cause.
 - b. The Chief of Police shall review the list and approve candidates for consideration of promotion to the rank of Sergeant. The approved list will then be forwarded to the Raritan Borough Mayor and Council as a recommendation for the promotion.

ATTEST:

Eric M. Colvin
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017.

Eric M. Colvin
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

BOROUGH OF RARITAN
RESOLUTION 2017-12-184

APPROVING BILL LIST

WHEREAS, the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, received certain claims in the amount of \$1,630,349.07 for the period November 20, 2017 through December 15, 2017; and

WHEREAS, the Chief Financial Officer and Borough Council have reviewed said claims; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, that said claims are listed on the Bill List and are hereby approved for payment.

ATTEST:

Eric M. Colvin, RMC, CMR
Borough Clerk

Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey at a Regular Meeting held in the Meeting Room of the Municipal Building, 22 First Street, Raritan, NJ 08869, on December 19, 2017

Eric M. Colvin, RMC, CMR
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray				
		D. Carra				
		N. Carra				
		Foohy				
		Giraldi				
		McGinley				

RARITAN BOROUGH PURCHASE ORDER REQUEST

DATE: 1.12.17

VENDOR & ADDRESS: Garden state Bobcat of Central Jersey
45 Rt. 22 East
Green Brook NJ 08812

PHONE: 732-752-0002

Item Description	Number of Items	Price per Item	Total Price
24" Planer, High Flow for Bobcat	1	20,257.43	20,257.43
C-04-55-877-107-106 - \$14,013			
7-01-26-290-001-292 # 6,244.43			
\$20,257.43			
The reason for taking money out of Roads is because I made a mistake on the final price.			

Briefly describe, if necessary, the purpose of the purchase (i.e. to repair vehicle #31, to repair sewer jet, etc.)

Department Head Signature  11/21/17

Vendor Code Number _____

Budget Account Number _____

Signature of Authorization by Administrator _____

Date _____

GARDEN STATE BOBCAT

BUILDING LIFELONG CUSTOMERS



Product Quotation

Quotation Number: 25624D026318

Ship to	Sales Representative	Dealer Contact
Borough of Raritan Department of Public Works 1 Busky Lane Raritan, NJ 08869	Bobcat of Central Jersey 45 ROUTE 22 EAST GREEN BROOK NJ 08812 Phone: (732) 752-0002 Fax: (732) 424-1440	Contact: Dale Hurd Cellular: 732-567-7796 E Mail: dhurd@bobcatnj.com

Description	Part No	Qty	Price Ea.	Total
24" Planer, High Flow	M7017	1	\$13,540.50	\$13,540.50
--- Drum 24 Fastcut	M7017-R01-C04	1	\$3,595.50	\$3,595.50
--- Weight Kit	7189709	1	\$536.62	\$536.62
--- Quick-Tach Water Kit	6813816	1	\$1,764.00	\$1,764.00
--- Nozzle Spray Kit for Water Kit	7113709	1	\$446.81	\$446.81
--- Quick-Tach Mounting Kit	7152508	1	\$374.00	\$374.00
				\$20,257.43

Total of Items Quoted

Pricing as per ESCNJ Grounds Equipment Bid

➤ **CO-OP #65MCESCCPS**

➤ **Bid #15/16-08**

➤ **Effective: 02/20/16 – 02/19/18**



All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: _____ **Purchase Order:** _____

Authorized Signature: _____

Print: _____ **Sign:** _____ **Date:** _____

BOROUGH OF RARITAN
RESOLUTION NO. 2016-11-172

**RESOLUTION AUTHORIZING THE BOROUGH TO ENTER INTO A
COOPERATIVE PRICING AGREEMENT**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on November 22, 2016 the governing body of the Borough of Raritan, County of Somerset, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE, BE IT RESOLVED, as follows:

TITLE

This Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Borough of Raritan

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5) the Chief Financial Officer is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This Resolution shall take effect immediately upon passage.

ATTEST:



Eric M. Colvin
Borough Clerk



Charles McMullin
Mayor

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Borough Council of the Borough of Raritan, County of Somerset, State of New Jersey, at a Regular Meeting held in the Courtroom of the Municipal Building, 22 First Street, Raritan, NJ 08869 on November 22, 2016.


Eric M. Colvin
Borough Clerk

MOTION	SECOND	MEMBER	YEA	NAY	ABSTAIN	ABSENT
		Bray	✓			
	✓	Carra	✓			
		Foohy	✓			
✓		Giraldi	✓			
		McGinley				✓
		Sibilia				✓

Dan Jaxel

From: Dan Jaxel
Sent: Friday, December 23, 2016 2:33 PM
To: 'Sonika Chhugani'
Cc: Karin E. Kneafsey; Public Works
Subject: RE: ESCNJ Co-op - Approval of Membership-Cooperative Purchase Agreement, Education Services Commission

Thank you Sonika. Appreciated. Daniel Jaxel, Raritan Borough Administrator, 908-231-1300, ext. 15.

-----Original Message-----

From: Sonika Chhugani [<mailto:schhugani@escnj.k12.nj.us>]
Sent: Friday, December 23, 2016 2:30 PM
To: Dan Jaxel
Subject: ESCNJ Co-op - Approval of Membership-Cooperative Purchase Agreement, Education Services Commission
Importance: High

Please be advised that the Borough of Raritan has been approved as a member of the ESCNJ Co-op. Please click on the link below to see the list, vendors and pricing of all approved bids. Also, please remember to put the ESCNJ Co-op # 65 MCECCPS and the bid number on all your purchase orders. A letter of approval of membership and the executed agreement will sent via mail.

http://www.mresc.k12.nj.us/pages/Middlesex_Regional/Cooperative_Pricing/Co_op/Members_Only/Current_Bid_Awards_2

WELCOME to the Co-op

Sonika Chhugani
Secretary to the Business Administrator
Educational Services Commission of New Jersey Business Office
1660 Stelton Road
Piscataway, NJ 08854
Phone:732.777.9848 x3580
Fax:732.777-9855

This e-mail and any attachments are for the sole use of the intended recipient(s) and may contain information that is confidential. If you are not the intended recipient(s) and have received this e-mail in error, please immediately notify the sender by return e-mail and delete this e-mail from your computer. Any distribution, disclosure or the taking of any other action by anyone other than the intended recipient(s) is strictly prohibited.

-----Original Message-----

From: Dan Jaxel [<mailto:DJaxel@raritan-nj.org>]
Sent: Tuesday, December 20, 2016 9:10 AM
To: Sonika Chhugani
Cc: Patrick Moran; Public Works; Karin E. Kneafsey; Eric Colvin
Subject: FW: Cooperative Purchase Agreement, Education Services Commission

Sonika: Sorry. Sending to your correct e-mail address. Daniel Jaxel, 908-231-1300, ext. 15.

-----Original Message-----

From: Dan Jaxel
Sent: Tuesday, December 20, 2016 9:03 AM
To: 'schhugani@escj.k12.nj.us'; pmoran@escnj.k12.nj.us
Cc: Public Works; Karin E. Kneafsey; Eric Colvin
Subject: FW: Cooperative Purchase Agreement, Education Services Commission

Sonika, Pat: Please see the attached, e-mailed on November 23, with original blue ink signatures on the Cooperative Pricing System Agreement. Please call me if you have any questions. We look forward to joining your Cooperative upon State approval. Daniel Jaxel, Raritan Borough Administrator, 908-231-1300, ext. 15.

-----Original Message-----

From: Dan Jaxel
Sent: Wednesday, November 23, 2016 1:26 PM
To: 'pmoran@escnj.k12.nj.us'
Cc: Eric Colvin; Karin E. Kneafsey
Subject: Cooperative Purchase Agreement, Education Services Commission

Patrick: Please see the attached certified Raritan Borough resolution and signed Agreement. We want to be a member of ESC-NJ to make a purchase. Please call me. Thanks. Daniel Jaxel, Raritan Borough Administrator, 908-231-1300, ext. 15.

-----Original Message-----

From: donotreply@raritan-nj.org [<mailto:donotreply@raritan-nj.org>]
Sent: Wednesday, November 23, 2016 12:57 PM
To: Dan Jaxel
Subject: Scanned image from MX-M364N

Reply to: Raritan Sharp <donotreply@raritan-nj.org> Device Name: Not Set Device Model: MX-M364N
Location: Not Set

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
Adobe(R)Reader(R) can be downloaded from the following URL:
Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>



BOROUGH OF RARITAN

Municipal Building
22 First Street
Raritan, NJ 08869-1809

Telephone: 908-231-1300
Fax: 908-231-0810
Website: www.raritanboro.org

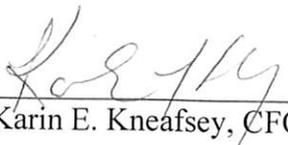
CERTIFICATION OF FUNDS AVAILABILITY CHIEF FINANCIAL OFFICER

To: Eric Colvin, Borough Clerk
Fr: Karin E. Kneafsey, CFO
Date: December 7, 2017
Re: Funds Certification

This is to certify that funds are available for an expenditure not to exceed \$20,257.43 for the purchase of a 24" Planer, High Flow for the BobCat Skid Steer Loader for the Department of Public Works.

These funds are provided in the following accounts:

C-04-55-877-107-106	\$14,013.00
7-01-26-290-001-292	\$ 6,244.43


Karin E. Kneafsey, CFO

BOROUGH OF RARITAN

MUNICIPAL BUILDING
22 FIRST STREET
RARITAN, NEW JERSEY 08869
(908) 231-1300

VOUCHERS MUST BE SUBMITTED 7 DAYS PRIOR TO THE FOURTH TUESDAY
OF EACH MONTH FOR PAYMENT

05210

TO Edmunds & Assoc
ADDRESS _____

ITEMIZE FULLY AND CERTIFY BEFORE PRESENTING FOR PAYMENT

DATE OF DELIVERY OR SERVICE	DESCRIPTION OF GOODS OR SERVICE RENDERED. ITEMIZE FULLY	AMOUNT	TOTAL
	2018 Software/Hardware Maint		
	Finance	3308 ⁰⁰	
	Electronic Registrars	750 ⁰⁰	
	Hardware Maint	106 ⁰⁰	
	Maintenance Adj	- 236 ²⁵	
			3927 ⁷⁵
	Tax	2205 ⁰⁰	
	Online Payments	1200 ⁰⁰	
	Hardware Maint	106 ⁰⁰	
	Maintenance Adj	- 236 ²⁵	
			3274 ⁷⁵

Date:	Check No.
Voucher No.	
Title	Budget Number
Administration	100-292
Borough Clerk	120-292
Finance	130-292
Tax Collection	145-292
Tax Assessment	150-292
Legal	155-299
Planning Board	180-292
Building Inspections	195-292
Insurance	210-299
Group Insurance	220-299
Police	240-223
Fire	265-001-292
Fire Prevention	265-003-292
Fire - Rent	265-209
Engineering	275-299
Streets	290-001-292
Snow	290-002-292
Sanitation	305-292
Public Buildings	310-292
Public Grounds	310-299
Health	330-292
Dog Regulations	340-299
Recreation	370-292
Public Events	420-299
Sewerage Authority	455-299
Municipal Court	490-292

OFFICER'S OR EMPLOYEES CERTIFICATION

I, have knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

[Signature]
(Signature)

[Signature]
(Title)

CLAIMANT'S CERTIFICATION AND DECLARATION

I, do solemnly declare and certify under the penalties of the Law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

(Date)

(Signature)

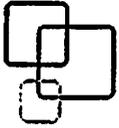
(Title)

The above claim was approved and ordered paid.

The above is approved as correct.

(Date)

(Clerk or Administrator)



Edmunds & Associates, Inc.
 301 A Tilton Road
 Northfield, NJ 08225

INVOICE #
18-01169

INVOICE DATE: 10/06/17
 DUE DATE: 01/03/18

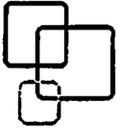
Raritan Borough
 Attn: Accounts Payable
 22 First Street
 Raritan, NJ 08869

Thank you for your business!
 Please contact us at (609) 645-7333
 with questions regarding this invoice.
 Visit our support site www.EA411.com

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
2018 Hardware Maintenance				
1.0000	MHWHEAD	2018 Hardware Maintenance	0.00000	0.00
1.0000	M-NJH-S	Maintenance Scanner	212.00000	212.00
			TOTAL DUE:	\$ 212.00

MCSJ License & Maintenance fees cover services from January 1, 2018 thru December 31, 2018.

Simple. Effective. Solutions.



Edmunds & Associates, Inc.
 301 A Tilton Road
 Northfield, NJ 08225

INVOICE #
18-00502

INVOICE DATE: 10/05/17
 DUE DATE: 01/03/18

Raritan Borough
 Attn: Accounts Payable
 22 First Street
 Raritan, NJ 08869

Thank you for your business!
 Please contact us at (609) 645-7333
 with questions regarding this invoice.
 Visit our support site www.EA411.com

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
2018 Software Maintenance				
1.0000	MHEAD	2018 Software Maintenance	0.00000	0.00
1.0000	M-NJ-TX1	SS Property Tax Billing I	2,205.00000	2,205.00
1.0000	M-NJ-FN1	SS Financial Accounting I	3,308.00000	3,308.00
1.0000/YR	M-NJ-WPT	WIPP Tax Annual Fee	1,200.00000	1,200.00
1.0000	M-NJ-ER1	SS Electronic Requisitions I	750.00000	750.00
0.5000	M-NJ-ADJ	Maintenance Adjustment	945.00000-	-472.50
		Pro-Rated Discount: Req 50%		
			TOTAL DUE:	\$ 6,990.50

MCSJ License & Maintenance fees cover services from January 1, 2018 thru December 31, 2018.

Simple. Effective. Solutions.



BOROUGH OF RARITAN

Municipal Building
22 First Street
Raritan, NJ 08869-1809

Telephone: 908-231-1300
Fax: 908-231-0810
Website: www.raritanboro.org

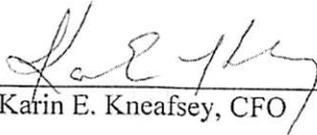
CERTIFICATION OF FUNDS AVAILABILITY CHIEF FINANCIAL OFFICER

To: Eric Colvin, Borough Clerk
Fr: Karin E. Kneafsey, CFO
Date: November 16, 2017
Re: Funds Certification

This is to certify that funds are available for an expenditure not to exceed \$7,202.50 for the 2018 Software/Hardware Licensing and Support for the Finance and Tax Collection Departments.

These funds are provided in the following accounts:

7-01-22-195-001-292	\$3,200.00
7-01-22-200-001-292	\$3,200.00
7-01-25-265-003-292	\$3,200.00


Karin E. Kneafsey, CFO



BOROUGH OF RARITAN

Municipal Building
22 First Street
Raritan, NJ 08869-1809

Telephone: 908-231-1300
Fax: 908-231-0810
Website: www.raritanboro.org

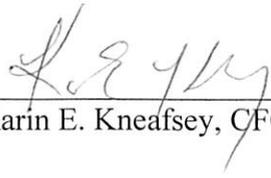
CERTIFICATION OF FUNDS AVAILABILITY CHIEF FINANCIAL OFFICER

To: Eric Colvin, Borough Clerk
Fr: Karin E. Kneafsey, CFO
Date: November 16, 2017
Re: Funds Certification

This is to certify that funds are available for an expenditure not to exceed \$7,202.50 for the 2018 Software/Hardware Licensing and Support for the Finance and Tax Collection Departments.

These funds are provided in the following accounts:

7-01-20-130-001-292	\$3,927.75
7-01-20-145-001-292	\$3,274.75



Karin E. Kneafsey, CFO

Raritan Borough Purchase Order Request

Date: December 3, 2017

Vendor and Address: Absolute Apparatus Division
2800 Hamilton Boulevard
South Plainfield, NJ 08070
P: 908-575-3600

Item Description	Number of Items	Price per Item	Total Price
Repairs To Engine 52-1 Shop Order 14817	1	\$5,785.00	\$5,785.00
		Total	\$5,785.00

Briefly describe, if necessary, the purpose of the purchase (i.e. to repair vehicle #31, to repair sewer jet, etc.)

Repairs to Engine 52-1 including window crank, air condition fans, alternator and Engine Compartment Insulation.

*****CONFIRMING*****

Department Head
Signature



Vendor Code Number

01130

Budget Account Number

265-00229

Signature of Authorization by Administrator

Date



ABSOLUTE

ALWAYS ON GUARD®

APPARATUS DIVISION

2800 Hamilton Boulevard, South Plainfield, N.J. 07080
908-757-3600 FAX 908-757-3616

APPARATUS REPORT

SERVICE
 WARRANTY

JOB# 27535 DATE 11/20/17
 NAME Roman
 ADDRESS _____
 CITY Brandon STATE N.J.
 PHONE _____ ZIP _____
 MODEL Pumper HOURS 3226.5
 SERIAL # _____ MILEAGE 22797
 PUMP # _____ MODEL _____
 PUMP # _____ MODEL _____

P.O. OR VOUCHER # _____
 WARRANTY # _____
 SHOP ORDER # 14817 APPARATUS # 52-103
 MAKE Cone YEAR 1995

DESCRIPTION OF WORK

1) Remove front part & center front chassis mount section of front intake. Prep bucket cut ~~above~~ in both sections. Weld patches on both pieces. Reinstall piping. Change front intake with wheel no leak. Seal.

2) Roof condenser fan gets hot while running. Fan spin slow, up also fan 2nd fan spinning but not freely. A. it should be replaced & replace both condenser fans.

3) Connect Air Conditioning machine to system. Min. for 1 hour. Turn fan system on. Overcharged 9/16 of 134A Recharge system to 7lb. 134 A Rpt System tank.

LABOR

MATERIALS USED

DATE	HOURS LABOR TRAVEL	QTY	PART NUMBER	EACH	AMOUNT
		2	Fan motors 498339 Condenser	375.71	751.42
		1	Shop Supply W/1/2" x 1/2" x 1/4" ASC		45.00
		1	320 amp W/2" x 1/2" x 1/4" ASC		992.86
		1	Paint Black		10.00
		20	Wire ties		10.00
		1	2.00 Wire Lug	1.59	1.59
		1	10 Gauge Wire Lug		1.26
		5	Misc W/1/2" Connectors		5.00
		33	Super' Grade Insulation		479.80
		40	Insulation Stud Caps	2.95	118.00
		10	Misc Electrical Connectors H/1s		10.00

TOTAL HOURS 317

WORK PERFORMED BY _____

AUTHORIZED BY _____

TITLE _____ DATE _____

BILL TO E-1 CUSTOMER ABSOLUTE

TOTAL P.M. _____
 TOTAL PARTS 2500.75
 TOTAL LABOR 3281.25
 TRAVEL TIME _____
 PUMP TEST _____
 HAZARDOUS WASTE _____
 SUBTOTAL _____
 N.J. TAX _____
 TOTAL 5782.00



ABSOLUTE

Invoice

FIRE PROTECTION CO., INC.

2800 Hamilton Blvd, South Plainfield, NJ07080
Phone: 908-757-3600 FAX: 908-757-3616
www.absolutefire.com

Invoice Number: 0078518-IN
Invoice Date: 11/21/2017

Order Number:
Order Date

Sold To: 03-0130700
RARITAN BOROUGH
22 FIRST STREET
RARITAN, NJ 08869

Ship To:
RARITAN FIRE DEPT.
611N. THOMPSON ST.
RARITAN, NJ 08869

Attention:

Customer P.O.	Ship VIA	F.O.B.	Terms	Ship / Rcpt Date	Sales Rep:	
				11/20/17	0401	
Item Code	Unit	Ordered	Shipped	Back Ordered	Price	Amount

**NO RETURNS ON ELECTRICAL ITEMS.
25% RESTOCKING FEE ON ALL RETURNED ITEMS.
Hours: Monday - Friday 8 am to 4:00 pm
"ABSOLUTE IS CELEBRATING 71 YEARS, 1946 - 2017"**

PLEASE SEE ATTACHED APPARATUS SERVICE REPORT/JOB#217535 FOR DETAILS

SHOP ORDER#14817

1995 E-ONE PUMPER (TRUCK 52-102)

FAP	EACH	1	1	0	2,500.75	2,500.75
FIRE APPARATUS PARTS AS LISTED ON ATTACHED APPARATUS SERVICE REPORT Whse:000						
APPLABOR	EACH	1	1	0	3,281.25	3,281.25
FIRE APPARATUS LABOR CHARGE Whse:000 31.25 HOURS LABOR @ \$105.00/HOUR						

NOTE: THERE IS A SERVICE CHARGE OF 1.75% PER MONTH (21% ANNUM) ON ALL DELINQUENT INVOICES BEYOND OUR NORMAL 30 DAYS DATE OF INVOICE TERMS

REMIT TO:
PO BOX 497
SO. PLAINFIELD, NJ
07080-0497

Net Invoice:	5,782.00
Less Discount	0.00
Freight	0.00
Sales Tax:	0.00
Invoice Total:	5,782.00



BOROUGH OF RARITAN

Municipal Building
22 First Street
Raritan, NJ 08869-1809

Telephone: 908-231-1300
Fax: 908-231-0810
Website: www.raritanboro.org

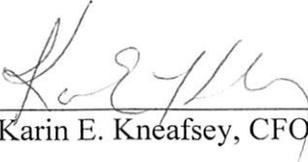
CERTIFICATION OF FUNDS AVAILABILITY CHIEF FINANCIAL OFFICER

To: Eric Colvin, Borough Clerk
Fr: Karin E. Kneafsey, CFO
Date: December 6, 2017
Re: Funds Certification

This is to certify that funds are available for an expenditure not to exceed \$5,785.00 for Repairs to Engine 52-1 for the Fire Department.

These funds are provided in the following accounts:

7-01-25-265-001-292	\$5,785.00
---------------------	------------


Karin E. Kneafsey, CFO

Raritan Borough Purchase Order Request

Date 12/1/17

Vendor and Address QUEVES Enfort Development
14 Summer St.
Malden, MA 02148

Item Description	Number of Items	Price per Item	Total Price
Booking Camera	1	\$ 1900	\$ 1900
Data Transfer Interface	1	5400	5400
			Total \$ 7300 -
25-240-001-227			\$ 5300 -
25-240-001-275			\$ 500 -
25-240-001-223			\$ 1,500 -

Briefly describe, if necessary, the purpose of the purchase (i.e., to repair vehicle #31, to repair sewer jet, etc.)

New Booking camera w/ Interface

Department Head Signature [Signature]

Vendor Code Number _____

Budget Account Number See above.

Signature of Authorization by Administrator _____

Date _____



RARITAN BOROUGH POLICE DEPARTMENT

20 First Street • Raritan, New Jersey 08869



RAYMOND A. NOLTE
CHIEF OF POLICE

TEL: 908-725-6700
FAX: 908-707-1027

To: Raritan Borough Mayor and Council

From: Chief Raymond A. Nolte

Date: December 1, 2017

A handwritten signature in black ink, appearing to read "RANOLTE", enclosed within a hand-drawn oval.

Re: New booking camera

Dear Mayor and Council,

Attached is a purchase order request for a new booking camera that will interface between our QED in-house booking system and our Safran Morpho Trak live scan electronic fingerprint system.

We currently have (2) booking cameras, one for the QED booking system and a camera for the live scan system (electronic fingerprint machine).

Currently, when a defendant is arrested, our officers have to take (2) sets of photographs and manually enter their pedigree information into both systems.

With the new camera, the required information will get entered into QED and one set of photos will be taken. The information and photos will then auto populate into the live scan fingerprint system. This will save time allow our officers to be efficient.

The interface is proprietary.

The cost is \$7,300.00 for the camera, interface and 1 year warranty. Annual maintenance will be \$810.00 per year at the start of the second year.

A second purchase order request is attached in the amount of \$370.00 so a second network card can be added to our live scan fingerprint machine.

Raritan Borough
 State of New Jersey
 Price Quote
 Date: Sep 12, 2017



(Quote valid 90 days)

Acuity Booking Camera

<u>Description</u>	<u>Net</u>	<u>Maint</u>
Booking Camera	\$1,900	N/A
Pan/Tilt/Zoom Remotely Controlled Camera		
Includes control and integration software		

Acuity Livescan Interface

Acuity Booking -Livescan Data Transfer Interface	\$5,400	\$810
* one-way interface from Acuity Booking to the Live Scan Device		
* additional software or hardware may be required from livescan provider, please be sure to check with them directly.		

Total Software: \$7,300

Installation, Configuration, Training

Does not include physically mounting the camera to the wall, ceiling, desk or other physical mounting point.

Project Cost: \$7,300

Payment Terms: 100% due upon delivery \$7,300.00

Maintenance due at the start of year 2 of after installation 810
 1st year maintenance is free

November 16, 2017

Chief Raymond Nolte
Raritan Borough Police Department
20 First St.
Raritan, NJ 08869
Tel: (908)725-6864
E-mail: nolter@raritanpd.org

Reference No. RMS Interface

Dear Chief Nolte:

MorphoTrak, LLC is pleased to provide the Raritan Borough Police with the following Professional Services proposal.

Table 1. Professional Services – Raritan Borough Police Department

BASE PROPOSAL	UNIT PRICE
Professional services and parts replacement on the Livescan (NJLS-RARITAN) located in Raritan Borough Police Department include:	
❖ Labor and Travel • 2 hours @ \$160 per hour	\$320.00 USD
❖ Parts Replacement • Netgear PCI Desktop Adapter *Note: Any additional parts required shall be quoted separately at an additional cost and will require an amendment to your purchase order before services can be continued and completed.	\$50.00 USD
❖ Hours of service: 8 a.m. – 5 p.m. Monday - Friday	
Grand Total* <small>*Exclusive of taxes if applicable</small>	\$370.00 USD

Services shall be scheduled after receipt of order or as otherwise determined

Additional engineering effort by MorphoTrak beyond the scope of the above description will be quoted at a firm fixed price based on our current service rates in effect at the time of the change, plus any related travel or administrative expenses.

*Purchase shall be governed by the attached Time and Materials Policy, a copy of which is attached for your convenience. Prices are exclusive of any and all state, or local taxes, or other fees or levies. Customer payments are due to MorphoTrak within twenty days after the date of the invoice.

Proposal Expiration: February 15, 2018

Purchase orders should be sent to MorphoTrak by facsimile or United States mail. Please direct all order correspondence, including Purchase Order, to: Susan Noisseau, MorphoTrak, LLC, 14 Columbia Circle Drive, Suite 102, Albany, NY 12203, Tel: (253)798-5168, Fax: (518)608-4879, E-mail: Susan.Noisseau@morpho.com.

We look forward to working with you.

Sincerely,



Susan Noisseau
Contracts Administration Specialist II
MorphoTrak, LLC

By signing this signature block below, Raritan Borough agrees to the terms and pricing stated in this proposal for the services as referenced on page 1. My signature below constitutes the acceptance of this order and authorizes MorphoTrak, LLC to provide these products and services:

Signature Authorization for Order:

Signature

Name

Date

Total Purchase Price (including any Options): _____

Please provide Billing Address:

Check if Billing Address is same as Shipping Address:

Please provide Shipping Address (if different from Billing Address):

TIME & MATERIALS POLICY

In the absence of a fully-executed Maintenance Service Agreement with MORPHOTRAK, LLC, ("MORPHOTRAK"), the customer identified below ("Customer") acknowledges that the following Terms and Conditions apply to support services for the Equipment and Software listed below.

TERMS AND CONDITIONS

Time & Materials Coverage	Effective Start Date: _____
<p>1. Customer's Site(s): _____</p>	
<p>2. Fees: A fee of \$320/hr for regular business hours, and \$480/hr for applicable evenings/weekends/holidays, will apply to all services provided under this Time & Materials Agreement. A minimum of 2 hours of service (8 hours if customer site is outside the contiguous 48 states) is required for all service visits. A purchase order for this minimum amount must be submitted by Customer prior to a service visit by MORPHOTRAK technicians. Customer will be invoiced for any additional service hours provided and will be responsible for all other expenses related to this service including, but not limited to, materials, equipment, portal to portal travel time, airfare, mileage or rental car, hotel, and per diem expenses.</p>	
<p>3. Exclusions: MORPHOTRAK will not provide uptime guarantees, response guarantees, or return to service time guarantees. In addition, there will be no software upgrades or updates, and no support for resolution of pre-existing or new issues. MORPHOTRAK will not provide consulting services, attend Customer meetings, or provide any account management services. MORPHOTRAK will not sponsor customer attendance at the Users Group conference.</p>	
<p>4. MorphoTrak Customer Support Center: Ph: 1-800-734-6241. Regular business hours are 8:00 am – 5:00 pm, local time at the Customer site. Calls after regular business hours will receive a response on the next business day. All calls received by the Customer Support Center will be relayed to the appropriate MORPHOTRAK personnel. MORPHOTRAK will use commercially reasonable efforts to address all service requests in a timely manner.</p>	
<p>5. Payment: Customer shall pay each MORPHOTRAK invoice within twenty (20) days after the date of invoice. Any amount not paid when due will be subject to a finance charge equal to one and one-half percent (1.5%) per month or the highest rate allowable by applicable law, whichever is less, and said finance charge shall be determined and compounded daily from the date due until the date paid.</p>	
<p>6. Notice of Change: All Time & Materials charges, procedures, and minimums are subject to change without notice.</p>	
<p>7. Term: This Time & Materials Agreement shall remain in effect until Customer establishes a Maintenance Services Agreement with MORPHOTRAK.</p>	

DESCRIPTION OF SUPPORTED EQUIPMENT AND SOFTWARE

<p>The Equipment shall consist of: _____</p>
<p>The Software shall consist of: _____</p>



BOROUGH OF RARITAN

Municipal Building
22 First Street
Raritan, NJ 08869-1809

Telephone: 908-231-1300
Fax: 908-231-0810
Website: www.raritanboro.org

CERTIFICATION OF FUNDS AVAILABILITY CHIEF FINANCIAL OFFICER

To: Eric Colvin, Borough Clerk
Fr: Karin E. Kneafsey, CFO
Date: December 6, 2017

Re: Funds Certification

This is to certify that funds are available for the expenditure of \$7,300.00 for the purchase of Booking Camera and Data Transfer Interface for the Police Department.

These funds are provided in the following account:

7-01-25-240-001-227	\$5,300.00
7-01-25-240-001-275	\$ 500.00
7-01-25-240-001-223	\$1,500.00



Karin E. Kneafsey, CFO