

**BOROUGH OF METUCHEN COUNCIL SPECIAL MEETING MINUTES**  
**June 28, 2016**  
**7:30 PM**

The Special Meeting of the Borough Council was held in the Council Chambers of Borough Hall on Monday, June 28, 2016.

The Meeting was called to order at 7:30 p.m. by Mayor Cammarano.

Adequate notice of this meeting has been given in accordance with the Open Public Meeting Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the Home News Tribune and Star Ledger on June 24, 2016, posted in Borough Hall and on file in the Clerk's Office. All requirements of the "Open Public Meetings Act" have been satisfied.

The Invocation was given by Mayor Cammarano and followed by the Pledge of Allegiance.

Present were Councilmembers Muldoon, Rasmussen, Wallace, Council President Grayzel and Mayor Cammarano. Councilmembers Inserro and Leibfried were absent. Also present were Jennifer Maier, Borough Administrator, Denis Murphy, Esq. and Susan Jackson, Borough Clerk.

Mayor Cammarano stated that there would be no Agenda Session or Council reports this meeting. Public Comment period will still be held as well as the Public Hearing on the Budget.

**Public Comment**

Mayor Cammarano opened Public Comment to any members of the public wishing to speak.

Sondra Flite, 194 Highland Avenue, Metuchen currently is serving as President of the Friends of the Metuchen Library and spoke about the good job the Library Board has been making over the years which shows in the increased revenue, programs, operations and conditions at the Library and all the hard work the Metuchen departments do to help maintain the Library.

Seeing no one else wishing to speak, Mayor Cammarano closed the Public Comment.

**Budget Adoption**

Council President Grayzel asked for the presentation of Affidavit of Publication for R2016-124, 2016 Budget.

Borough Clerk presented the affidavit of publication stating that said R2016-124 has been published one time in the Home News Tribune according to law on June 6, 2016 and the Amended Budget was published one time in the Home News Tribune according to law on June 24, 2016.

Council President Grayzel moved that the affidavit of publications be received and filed, second by Councilwoman Rasmussen, with all favor, the motion carried, 4-0.

Council President Grayzel asked Borough Clerk to read the Budget Resolution 2016-124 by title.

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Borough Clerk read R2016-124 by title only

R2016-124                                  Municipal Budget for the Borough of Metuchen, County of Middlesex, for the Fiscal Year 2016

Mayor Cammarano asked that the Budget presentation be given at this time and then there will be a Public hearing for the Municipal Budget after the presentation.

Jennifer Maier, Administrator gave a Power Point presentation of the breakdown of the 2016 Municipal Budget (attached).

Mayor Cammarano asked Ms. Maier to clarify the Middlesex Utility Authority increase and the Tax Debt Service. Ms. Maier clarified the two for the public.

Ms. Maier stated that the Department Heads were present if any Councilmembers had any questions for them.

Mayor Cammarano asked Fred Hall, DPW Supervisor to talk about the issues that has plagued the Jersey Avenue Pump Station. Council President Grayzel asked that Mr. Hall also to explain what the Pump House does so that the public can fully understand the issues.

Mr. Hall explained what the Pump Stations do and the major issues that have plagued the Pump Station and how they are handling the issues temporarily. A conversation ensued on the Pump Stations and the current conditions.

Robert Donnan, Metuchen Fire Chief spoke on the challenges of getting and keeping volunteers, the Firehouse's deplorable conditions, with the new developments still be built and learning how to deal with the differences of each new building, the Bail Out system for each volunteer members, uniforms and stand pipe equipment.

Captain Kilker, Metuchen Police Department Captain stated that the 28<sup>th</sup> Officer is on the road with the Field Training Officer, one auxiliary member is out due to an accident and another auxiliary officer is retiring. They continue to work with all the new developments as building continues and the opening parking deck is running smoothly. There was a discussion about a "NO PARKING" ordinance by the entrance of the deck but it is still being looked at. Council President Grayzel thanked the Police Department for their stepped up enforcement of the Traffic-Pedestrian Safety Program.

Susanna Chan, Metuchen Library Director would like to expand their hours by opening on Sundays for special programs. She discussed the issues with keeping staff because of salaries and there is still a problem with the renovations of the lower lever at the Library. An architect looked at it and came back with a cost of \$6,500 to fix the problems. The newly paved parking lot is nice but the sidewalks are still in disrepair. Mr. Hall responded about the sidewalk at the Library and they are working on it.

Mr. Hall spoke about the needs of the Public Works. Mayor Cammarano told him that the items he has requested are in the capital budget.

Councilman Muldoon asked about the process and time frame of purchasing the Street Sweeper if the budget is passed. Ms. Maier responded that if one can be found on State Contract it will be quick but if it has to go out to bid there is a process and will take time. Mayor Cammarano stated that this sweeper will be utilized by both the Borough and the Parking Authority to maintain the streets and parking lots.

Mayor Cammarano opened the public hearing period for the Budget hearing. See no one wishing to speak; Mayor Cammarano closed the public hearing.

Council President Grayzel made a motion to move the 2016 Budget, R2016-124 be passed on second reading and published according to law, second by Councilwoman Rasmussen, with all in favor, motion passed, 4-0.

**New Business – Resolutions 2016-149 through 2016-153**

Council President Grayzel moved New Business Consent Agenda – Resolution 2016 -149 through R2016-153 subject to the review of the proposed contract by Borough Counsel and final approval by the Borough Administrator and Mayor as the form of contract for R2016-152 and R2016-153, second by Councilwoman Rasmussen, with all in favor, motion carried, 4-0

**RESOLUTION 2016-149**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING METUCHEN MUNICIPAL ALLIANCE TO PROCESS AND  
SUBMIT “SAMHSA’S COMMUNITIES TALK: TOWN HALL MEETINGS FOR THE  
PREVENTION OF UNDERAGE DRINKING”**

**WHEREAS**, the Borough of Metuchen, County of Middlesex, State of New Jersey desires to further the public interest by obtaining the following grants from the Substance Abuse and Mental Health Service Administration;

Communities Talk: Town Hall Meetings for the Prevention of Underage Drinking

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Metuchen as follows:

- 1) The Borough of Metuchen does hereby authorize Jodi Kopac, Metuchen Municipal Alliance Coordinator, to prepare and submit the grant application and if awarded, to execute all grant agreements of the following grants: Communities Talk: Town Hall Meetings for the Prevention of Underage Drinking Awards Program

**RESOLUTION 2016-150**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION “SUPPORT SUBMISSION OF APPLICATION FOR NEW JERSEY  
DEPARTMENT OF TRANSPORTATION SAFE ROUTES TO SCHOOL PROGRAM”**

**WHEREAS**, the Borough of Metuchen is applying for funding to construct a Safe Routes to School project along the school route for Campbell School within Borough of Metuchen; and

**WHEREAS**, the project will help to continue and improve the promotion and encouragement of pedestrian and bicycle access and safety for school children, and residents, as well as those walking or biking toward the commercial district; and

**WHEREAS**, maintenance of the facility, once constructed, will be assumed by the Borough of Metuchen with the exception of (1) local ordinances that places maintenance responsibility with each individual property owner, and (2) those crosswalks on State or County Highways;

**NOW, THEREFORE BE IT RESOLVED**, by the Council of Metuchen that it hereby supports the submission of a grant application for the Safe Routes to School Program within the State of New Jersey Department of Transportation and authorizes the Mayor, Borough Administrator and the Borough Clerk to execute any and all documents necessary and related to the submission of said grant application or grant agreement.

**RESOLUTION 2016-151**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION AUTHORIZING PROCESS AND SUBMISSION OF 2016 BIKE GRANT**

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Borough of Metuchen formally approves the grant application for the above stated program; and

**BE IT FURTHER RESOLVED** that the Mayor, Administrator and Clerk are hereby authorized to submit a grant application to the New Jersey Department of Transportation on behalf of the Borough of Metuchen.

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Metuchen and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

**RESOLUTION 2016-152**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPROVING PRESCRIPTION INSURANCE ADMINISTRATOR**

**WHEREAS**, the Borough Council of Metuchen adopted a self-insurance program for the Borough's Group Prescription Coverage which shall take effect on **July 1, 2016**; and

**WHEREAS**, this prescription insurance program shall require a new contract with ProAct, Inc, the vendor; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Metuchen do hereby authorize the appointment of the above stated for all currently existing prescription

program offered for Borough employees and retirees with ProAct, Inc, 6333 Route 298, East Syracuse, New York, 13057.

**RESOLUTION 2016-153**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**RESOLUTION APPROVING HEALTH INSURANCE THIRD PARTY ADMINISTRATOR**

**WHEREAS**, the Borough Council of Metuchen adopted a self-insurance program for the Borough's Group Medical and Dental Coverage which shall take effective on **July 1, 2016**; and

**WHEREAS**, this self-insurance program shall require a contract with Qualcare, Inc. as the Third Party Administrator; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Metuchen do hereby authorize the appointment of the above stated for all currently existing medical and dental programs offered for Borough employees and retirees.

**Ordinance-Introduction**

Ordinance 2016-16

Council President Grayzel moved Ordinance 2016-16 to be introduced and be taken up on first reading, second by Councilwoman Rasmussen, with all in favor, motion carried, 4-0.

Council President Grayzel asked that the Ordinance be read by title only.

Borough Clerk read the Ordinance by title only:

Ordinance 2016-16	Bond Ordinance Providing for Pool Improvements in, by and for the Borough of Metuchen, New Jersey, Appropriating \$111,000 Therefor and Authorizing the Issuance of \$111,000 Bonds or Notes of the Borough for Financing Part of Such Appropriation.
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Council President Grayzel moved Ordinance 2016-16 be passed on first reading, be published according to law and a public hearing be set down for Monday, July 18, 2016, second by Councilwoman Rasmussen.

Mayor Cammarano asked for a roll call vote.

Roll Call: Muldoon, Rasmussen, Wallace and Grayzel voted yes.

Ordinance 2016-16 was passed on first reading and be published according to law, 4-0.

**BOND ORDINANCE 2016-16**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**BOND ORDINANCE PROVIDING FOR POOL IMPROVEMENTS IN, BY AND FOR THE BOROUGH OF METUCHEN, NEW JERSEY, APPROPRIATING \$111,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$111,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF SUCH APPROPRIATION.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF METUCHEN, IN THE COUNTY OF MIDDLESEX, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

Section 1. The Borough Council of the Borough of Metuchen, New Jersey (the "Borough") has ascertained and hereby determines that it is necessary and desirable to raise money to finance the cost of the improvements described in Section 3 of this bond ordinance, which improvements are hereby authorized to be made or acquired by the Borough. For said improvements or purposes stated in said Section 3, there is hereby appropriated the sum of \$111,000, said sum being inclusive of all appropriations heretofore made therefor. No down payment is required for said improvements or purposes in accordance with Section 7(h) of the Local Bond Law, constituting Chapter 2 of Title 40A of the New Jersey Revised Statutes (the "Local Bond Law").

Section 2. For the financing of said improvements or purposes, negotiable bonds of the Borough are hereby authorized to be issued in the principal amount of \$111,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Borough in the principal amount not exceeding \$111,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvements hereby authorized and the purposes for the financing of which said obligations are to be issued are improvement of the Borough pool, including, without limitation, improvements to the building and grounds of the pool, acquisition and installation of pool playground equipment and resurfacing of the kiddie pool deck, together with all other work, materials and appurtenances necessary therefore or incidental thereto.

(b) The estimated maximum amount of bonds or notes of the Borough to be issued for said purposes is \$111,000.

(c) The estimated cost of said purposes is \$111,000.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and are properties or improvements which the Borough may lawfully acquire or make as general improvements, and no part of the cost thereof has been or shall be specially benefited thereby.

(b) The period of usefulness of said purposes within the limitations of the Local Bond Law, according to the reasonable lives thereof computed from the date of said bonds or notes authorized by this bond ordinance, is 15 years.

- (c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the office of the Borough Clerk and a complete duplicate thereof has been electronically filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs in the State of New Jersey (the "Division"), and such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$111,000, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by the Local Bond Law.
- (d) The said purposes described in Section 3 of this bond ordinance constitute improvements to the Borough's pool, which is self-liquidating pursuant to Section 45 of the Local Bond Law. The obligations authorized herein are, therefore, not includable within the net debt of the Borough, as defined in the Local Bond Law, and no down payment is required to be made by the Borough.
- (e) An aggregate amount not exceeding \$10,000 for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of the Local Bond Law is included in the estimated cost of said improvements.

Section 5. Any funds from time to time received by the Borough as contributions-in-aid of financing the improvements or purposes described in Section 3 of this bond ordinance shall be used for financing said improvements or purposes by application thereof either to direct payment of the cost of said improvements or purposes, or to payment or reduction of the authorization of the obligations of the Borough authorized therefor by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of the cost of said improvements or purposes shall, be held and applied by the Borough as funds applicable only to the payment of obligations of the Borough authorized by this bond ordinance.

Section 6. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct and unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all of the taxable property within the Borough for the payment of said obligations and interest thereon without limitation as to rate or amount.

Section 7. The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board of the Division showing all detail of the amended capital budget and capital program as approved by the Director of the Division, are on file with the Borough Clerk and are available for public inspection.

Section 8. The Borough intends to issue bonds or notes to finance the cost of the improvements or purposes described in Section 3 of this bond ordinance. The Borough expects that the maximum principal amount of bonds or notes which will be issued to finance the cost of the improvements or purposes described in Section 3 of this bond ordinance is \$111,000. If the Borough incurs any such costs prior to the issuance of the bonds or notes, the Borough intends to reimburse itself for such expenditures with the proceeds of the bonds or notes.

Section 9. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption as provided by the Local Bond Law.

Ordinance 2016-17

Council President Grayzel moved Ordinance 2016-17 to be introduced and be taken up on first reading, second by Councilwoman Rasmussen, with all in favor, motion carried, 4-0.

Council President Grayzel asked that the Ordinance be read by title only.

Borough Clerk read the Ordinance by title only:

Ordinance 2016-17                                      Bond Ordinance Appropriating 2,823,000 and Authorizing 2,301,850 Bonds or Notes of the Borough for Various Improvements and Purposes Authorized to be Undertaken by the Borough of Metuchen, in the County of Middlesex, New Jersey

Council President Grayzel moved Ordinance 2016-17 be passed on first reading, be published according to law and a public hearing be set down for Monday, July 18, 2016, second by Councilwoman Rasmussen.

Mayor Cammarano asked for a roll call vote.

Roll Call: Muldoon, Rasmussen, Wallace and Grayzel voted yes.

Ordinance 2016-17 was passed on first reading and be published according to law, 4-0.

**BOND ORDINANCE 2016-17**

*Borough of Metuchen  
County of Middlesex  
State of New Jersey*

**BOND ORDINANCE APPROPRIATING \$2,823,000 AND AUTHORIZING \$2,301,850 BONDS OR NOTES OF THE BOROUGH FOR VARIOUS IMPROVEMENTS AND PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE BOROUGH OF METUCHEN, IN THE COUNTY OF MIDDLESEX, NEW JERSEY**

**BE IT ORDAINED BY THE BOROUGH OF METUCHEN, IN THE COUNTY OF MIDDLESEX, NEW JERSEY** (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

**Section 1.** The improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by the Borough of Metuchen, New Jersey (the “Borough”). For the said improvements or purposes stated in said Section 3, there is hereby appropriated the sum of \$2,823,000, said sum being inclusive of all appropriations heretofore made therefor and including (i) the sum of \$121,150 as the down payment for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the Borough for down payment or for capital improvement purposes and (ii) a grant from the New Jersey Department of Transportation totaling the amount of \$400,000 (the “Grant”).

**Section 2.** For the financing of said improvements or purposes and to meet the part of said



\$2,823,000 appropriation not provided for by application hereunder of said down payment and the Grant, negotiable bonds of the Borough are hereby authorized to be issued in the principal amount of \$2,301,850 pursuant to the Local Bond Law of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes (the "Local Bond Law"). In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Borough in a principal amount not exceeding \$2,301,850 are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

**Section 3.**

(a) The improvements hereby authorized and the purposes for the financing of which said obligations are to be issued are: (i) the acquisition of a street sweeper and garbage truck; (ii) improvements to sewers, including flow meter infiltration study and Jersey Avenue pump station repairs; (iii) Oakland Park repairs, including acquisition of composite play structure; and (iv) overlay, drainage improvement and reconstruction of Durham Avenue and curb/sidewalk repair, including all materials necessary for or incidental to each of the foregoing purposes and improvements.

(b) The estimated maximum amount of bonds or notes to be issued for said purposes is \$2,301,850.

(c) The estimated cost of said purposes is \$2,823,000 which represents the initial appropriation made by the Borough and includes the Grant. The excess of the appropriation of \$2,823,000 over the estimated maximum amount of bonds or notes to be issued therefor and the Grant is the amount of the down payment for said purposes.

**Section 4.** The following matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and are a property or improvement which the Borough may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes, within the limitations of the Local Bond Law and taking into consideration the respective amounts of said obligations authorized for the purposes, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 27.3 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the office of the Borough Clerk and a complete duplicate thereof has been electronically filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$2,301,850, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by the Local Bond Law.

(d) Amounts not exceeding \$343,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of the Local Bond Law are included as part of the estimated costs of said improvements.

**Section 5.** Any funds from time to time received by the Borough as grants in aid of financing the improvements or purposes described in Section 3 of this bond ordinance, including the Grant, shall be used for financing said improvements or purposes by application thereof either to direct payment of the costs of said improvements or purposes, or to payment or reduction of the authorization of the obligations of the

Borough authorized therefor by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of the costs of said improvements or purposes shall, be held and applied by the Borough as funds applicable only to the payment of obligations of the Borough authorized by this bond ordinance.

**Section 6.** The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Borough for the payment of said obligations and interest thereon without limitation as to rate or amount.

**Section 7.** The capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services, are on file with the Borough Clerk and are available for public inspection.

**Section 8.** The Borough intends to issue bonds or notes to finance the cost of the improvements described in Section 3 of this bond ordinance. The Borough expects that the maximum principal amount of bonds or notes that will be issued to finance the cost of the improvements described in Section 3 of this bond ordinance is \$2,301,850. If the Borough incurs any such costs prior to the issuance of its bonds or notes, the Borough intends to reimburse itself for such expenditures with the proceeds of such bonds or notes.

**Section 9.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

### **Public Session**

Mayor Cammarano opened Public Session to anyone wishing to speak on new items only.

Kathy Glaser, 14 Halsey Street, Metuchen spoke about the condition of the sidewalk at the Library. She stated that Main Street is very dirty and made a suggestion to have the street sweeper go through at night when there are minimal cars parked. Mayor Cammarano stated that the sweeper typically goes out in the early morning when there aren't any cars parked and generally sweeps every day during the early morning. She also spoke about the dirty conditions of the sidewalks along Main Street from the restaurant having seating outside. She would like to see something in place that would require the stores to maintain the sidewalks daily. Councilman Muldoon said that with the MDA is working with DPW and other departments to improve the conditions of the downtown area.

Seeing no one else wishing to speak, Mayor Cammarano closed the Public Session.

### **Adjournment**

Council President Grayzel made a motion to adjourn the meeting, second by Councilwoman Rasmussen, with all in favor; the meeting was adjourned at 8:30 pm, 4-0.

Respectfully Submitted,

Susan D. Jackson, RMC  
Metuchen Borough Clerk