

PUBLIC PACKET – PLEASE DO NOT REMOVE
AGENDA

BOROUGH COUNCIL AGENDA
REGULAR MEETING JUNE 5, 2017
7:30 P.M.

Announcement of Meeting, Invocation, Pledge of Allegiance, and Roll Call.

AGENDA SESSION

REGULAR MEETING

- A. Metuchen Downtown Alliance – “MDA Minute” Report – Isaac Kremer
- B. Metuchen EMT Report – Peter Fairclough
- C. Approve Council Meeting Minutes of May 15, 2017

PUBLIC COMMENT

ORDINANCE – PUBLIC HEARING

- | | |
|--------------|--|
| Ord. 2017-10 | Calendar Year 2017 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A. 40A: 4-45.14) |
| Ord. 2017-11 | Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Metuchen |

COMMUNICATIONS CONSENT AGENDA – ITEM A - G

- A. Receive and Accept Metuchen Zoning Board of Adjustment Meeting Minutes of April 13, 2017
- B. Receive and Accept Metuchen Recreation Meeting Minutes of April 18, 2017
- C. Receive and Accept Metuchen Traffic & Transportation Meeting Minutes of April 12, 2017
- D. Receive and Accept Metuchen Environmental Commission Meeting Minutes of April 19, 2017
- E. Receive and Accept Metuchen Parking Authority Meeting Minutes of April 18, 2017-

R2017-140	Resolution Authorizing Renewal of Pocket Liquor License with Stipulations - Woodmont Properties
R2017-141	Resolution Authorizing Liquor License Renewal for SK & SK Inc. T/A Brown Stone Bar and Grill with Stipulations
R2017-142	Resolution Authorizing Renewal of Liquor Licenses for HHP Enterprises LLC with Stipulations
R2017-143	Resolution Authorizing Refund of 2016 Taxes
R2017-144	Resolution Authorizing Release of Performance Guarantee – 21 Lowell Avenue - Landscaping Only to Fox & Foxx Development, LLC
R2017-145	Resolution Authorizing the Award of a Contract to Coded Systems, LLC, to Codify, Print and Electronically Publish the Ordinances of the Borough of Metuchen
R2017-146	Resolution Creating the Borough of Metuchen Personnel Committee
R2017-147	Resolution Authorizing the Borough of Metuchen Tax Collector to Prepare and Mail Estimated Tax Bills in Accordance with P.L. 1994, C.72
R2017-148	Resolution Authorizing Refund of Escrow Balance
R2017-149	Resolution Authorizing Refund of Escrow Balance
R2017-150	Resolution Authorizing Refund of Escrow Balance
R2017-151	Resolution Authorizing Refund of Escrow Balance
R2017-152	Resolution Authorizing Refund of Escrow Balance
R2017-153	Resolution Authorizing Refund of Escrow Balance
R2017-154	Resolution Authorizing Refund of Escrow Balance
R2017-155	Resolution Authorizing Refund of Escrow Balance
R2017-156	Resolution Authorizing Refund of Escrow Balance

OTHER NEW BUSINESS – R2017-157

R2017-157

Resolution Authorizing the Payment of the Bill List
in the amount of \$3,799,369.16

COMMENTS FROM THE PUBLIC ON NEW BUSINESS MATTERS ONLY

APPOINTMENTS

ADJOURNMENT

The Borough of Metuchen does not discriminate against persons with disabilities. Those individuals requiring auxiliary aids and services were necessary must notify the ADA Coordinator of the Borough of Metuchen at least seventy-two (72) hours in advance of the meeting or scheduled activity.

ORDINANCE 2017-10

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

**CALENDAR YEAR 2017 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to .5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Council of the Borough of Metuchen in the County of Middlesex finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Council hereby determines that a 3.0% increase in the budget for said year, amounting to \$ 382,471.47 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Mayor and Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor & Council of the Borough of Metuchen, in the County of Middlesex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2017 budget year, the final appropriations of the Borough of Metuchen shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.0 %, amounting to \$ 382,471.47, and that the CY 2017 municipal budget for the Borough of Metuchen be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Introduction: April 11, 2017
Date of Publication: May 15, 2017

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB	
LEIBFRIED	X				KOSKOSKI	X				
GRAYZEL	X				MULDOON	X				
INSERRO	X				RASMUSSEN	X				
MOTION	GRAYZEL				SECOND			MULDOON		
X – INDICATES VOTE		AB- ABSENT			NV- NOT VOTING					

I hereby certify the foregoing to be a true copy of an ordinance introduced by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on April 11, 2017

 Susan D. Jackson, RMC
 Borough Clerk

Adopted:
 Date of Publication:

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB	
LEIBFRIED					KOSKOSKI					
GRAYZEL					MULDOON					
INSERRO					RASMUSSEN					
MOTION					SECOND					
X – INDICATES VOTE		AB- ABSENT			NV- NOT VOTING					

I hereby certify the foregoing to be a true copy of an ordinance adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

 Susan D. Jackson, RMC
 Borough Clerk

ATTEST:

BOROUGH OF METUCHEN

 Susan D. Jackson, RMC
 Borough Clerk

By: _____
 Peter Cammarano
 Mayor

ORDINANCE 2017-11

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

**AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS
AND EMPLOYEES OF THE BOROUGH OF METUCHEN**

**(STATEMENT OF PURPOSE: TO SET THE MINIMUM AND MAXIMUM WAGE
RANGES FOR CERTAIN BOROUGH EMPLOYEES)**

BE IT ORDAINED, by the Mayor and Council of the Borough of Metuchen that Ordinance No. 92-25 be repealed and replaced with this ordinance to set the salary authorizations for the calendar year 2017, effective January 1, 2017.

1. . The following official employment designations are hereby confirmed and the range of compensation of each officer and employee of the Borough of Metuchen shall be:

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
Mayor	\$ 2,000.00	\$ 2,000.00	year
Councilmember	\$ 1,200.00	\$ 1,200.00	year
Borough Administrator	\$73,000.00	\$137,000.00	year
Borough Clerk	\$43,000.00	\$ 74,000.00	year
Chief Financial Officer/Tax Collector	\$58,000.00	\$134,400.00	year
Tax Assessor	\$48,000.00	\$ 84,000.00	year
Public Works Director	\$58,000.00	\$134,400.00	year
Public Works Supervisor	\$50,000.00	\$ 90,000.00	year
Chief of Police	\$68,000.00	\$144,500.00	year
Police Captain	\$58,000.00	\$134,400.00	year
Police Lieutenant	\$53,000.00	\$125,000.00	year
Court Administrator	\$43,000.00	\$ 74,000.00	year
Recreation Director	\$48,000.00	\$ 84,000.00	year
Senior Citizen Director	\$43,000.00	\$ 84,000.00	year
Administrative Secretary	\$30,000.00	\$ 52,000.00	year
Zoning Officer	\$30,000.00	\$ 54,000.00	year
Administrative Officer	\$32,000.00	\$ 63,000.00	year
Clerk Typist	\$18,000.00	\$ 42,000.00	year
Secretary	\$18,000.00	\$ 42,000.00	year
Deputy Court Administrator	\$18,000.00	\$ 42,000.00	year
Office Assistance	\$18,000.00	\$ 42,000.00	year
Head Telecommunications Operator	\$21,000.00	\$ 51,000.00	year
Telecommunications Operator	\$19,000.00	\$ 41,000.00	year
Accounting/Tax Clerk	\$20,000.00	\$ 50,000.00	year

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
Video Coordinator	\$ 10.00	\$ 30.00	hour
Asst. Video Coordinator	\$ 10.00	\$ 18.00	hour
Bus Drivers	\$ 10.00	\$ 17.00	hour
Part-Time Clerk and Secretaries	\$ 8.00	\$ 20.00	hour
Janitors, Firehouse	\$ 10.00	\$ 12.00	hour
Fire Official (Fire Prevention)	\$ 3,000	\$ 12,000	year
Fire Inspectors (Fire Prevention)	\$ 3,000	\$ 10,000	year
Office of Emergency Management Director	\$ 6,000	\$ 9,000	year
Registrar	\$ 3,000	\$ 12,000	year
Deputy Registrar	\$ 1,000	\$ 6,000	year
School Crossing Guards	\$ 10.00	\$ 18.00	hour
Municipal Alliance Coordinator	\$ 5,000	\$ 8,000	year
C-3 Sanitary Sewer Collection System Operator	\$ 6,000	\$ 8,000	year
Per Diem Dispatcher	\$ 12.00	\$ 12.00	hour
Public Works Summer Help	\$ 8.50	\$ 11.00	hour
Parking Enforcement Officer	\$ 12.00	\$ 15.00	hour

CONSTRUCTION INSPECTORS/OFFICIALS

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
Construction Official	\$ 50.00	\$110.00	day
Plumbing Subcode Official	\$ 30.00	\$ 50.00	day
Plumbing Inspector	\$ 90.00	\$120.00	day
Electrical Subcode Official	\$ 30.00	\$ 50.00	day
Electrical Inspector	\$ 90.00	\$120.00	day
Fire Subcode Official	\$ 28.00	\$ 48.00	day
Fire Inspector	\$ 86.00	\$114.00	day
Bulding Subcode Official	\$ 30.00	\$ 50.00	day
Building Inspector	\$ 90.00	\$120.00	day
Alternate Subcode Officials	\$ 28.00	\$ 50.00	day
Alternate Inspectors	\$ 86.00	\$120.00	day
Special Inspections	\$ 20.00		day

RECREATION SEASONAL

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
Tennis Instructor	\$ 9.00	\$15.00	hour
Tennis Director	\$75.00	\$85.00	hour
Art Director	\$50.00	\$75.00	hour

Cooking Director	\$40.00	\$50.00	hour
Field Hockey Director	\$30.00	\$40.00	hour
Field Hockey Coach	\$20.00	\$30.00	hour
Field Hockey Referees	\$10.00	\$15.00	game
Drama Director	\$50.00	\$75.00	hour
T-ball/Softball Instructor	\$15.00	\$30.00	hour
Field Hockey Instructors	\$ 8.00	\$20.00	hour
Recreation Specialist	\$ 7.25	\$10.00	hour
Senior Counselor	\$ 8.25	\$ 9.25	hour
Recreation Assistant	\$ 7.25	\$ 8.25	hour
Junior Counselor	\$ 7.25	\$ 8.25	hour
Camp Director	\$18.00	\$25.00	hour
Wrestling Counselor	\$200	\$300	week
Sports Program Director	\$600	\$700	week
Wrestling Trainer	\$300	\$350	week
Soccer Camp Director	\$725	\$850	week
Soccer Counselor	\$150	\$400	week
Soccer Trainer	\$350	\$550	week
Track Camp Director	\$550	\$800	week
Track Advisor	\$500	\$600	week
Track Specialist	\$300	\$500	week
Basketball Director	\$600	\$750	week
Umpires	\$30.00	\$ 50.00	game

POOL SEASONAL

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
Pool Manager	\$6,000	\$10,500	season
Assistant Managers	\$3,500	\$ 7,100	season
Assistant Managers (Experienced 3 rd year & up)	\$3,500	\$ 8,300.	season
Pre-Season Rate	\$ 5.75	\$ 5.75	hour
Aquatics Director	\$2,000	\$4,000	season
Head Swim Team Coach *	\$2,000	\$3,500	season
Assistant Swim Team Coach	\$1,000	\$3,000	season
Swim Team Assistant	\$ 300	\$1,300	season
Head Diving Coach	\$1,000	\$2,500	season
Assistant Diving Coach	\$1,000	\$2,000	season
Activities Director	\$1,000	\$2,000	season
Senior Lifeguard	\$7.75	\$10.00	hour
Head Lifeguard (1 st & 2 nd year)	\$8.50	\$10.50	hour
Head Lifeguard (3 rd year & up)	\$8.50	\$11.00	hour
Lifeguard (1 st year)	\$6.75	\$8.00	hour
Lifeguard (2 nd & 3 rd year)	\$6.75	\$8.25	hour
Lifeguard (4 th year and up)	\$6.75	\$9.00	hour
Head Gate Attendant (1 st & 2 nd year)	\$8.00	\$8.25	hour
Head Gate Attendant (3 rd year & up)	\$8.00	\$8.50	hour

Gate Attendant (1 st year)	\$5.15	\$6.25	hour
Gate Attendant (2 nd & 3 rd year)	\$5.15	\$6.50	hour
Gate Attendant (4 th year & up)	\$5.15	\$7.50	hour
Head Maintenance	\$8.00	\$11.00	hour
Maintenance (1 st year)	\$5.75	\$6.50	hour
Maintenance (2 nd & 3 rd year)	\$5.75	\$6.75	hour
Maintenance (4 th year & up)	\$5.75	\$7.50	hour
Swim Instructor (1 st year)	\$5.75	\$7.00	hour
Swim Instructor (2 nd & 3 rd year)	\$5.75	\$7.25	hour
Swim Instructor (4 th year & up)	\$5.75	\$7.50	hour

*Position not filled when Aquatics Director position is filled and acts as Head Coach.

COURT ADMINISTRATION

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
Municipal Court Judge	\$15,000	\$30,000	Yearly
Municipal Public Defender	\$ 7,500	\$19,000	Yearly

LIBRARY PERSONNEL-SALARY ADJUSTMENT AND INCREASE PER LIBRARY BOARD OF TRUSTEES

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>PER</u>
FT Library Assistant	\$ 23,000.00	\$ 33,000.00	year
FT Senior Library Assistant	\$ 23,000.00	\$ 33,000.00	year
FT Principal Library Assistant	\$ 35,000.00	\$ 55,000.00	year
FT Librarian (Youth Services)	\$ 48,000.00	\$ 64,000.00	year
FT Senior Librarian (Youth Services)	\$ 48,000.00	\$ 64,000.00	year
FT Librarian	\$ 48,000.00	\$ 64,000.00	year
FT Senior Librarian	\$ 48,000.00	\$ 64,000.00	year
FT Principal Librarian	\$ 55,000.00	\$ 72,000.00	year
FT Library Director	\$ 70,000.00	\$ 95,000.00	year
Library Bookkeeper	\$ 20.50	\$ 30.00	hour
PT Library Assistant	\$ 12.50	\$ 18.00	hour
Senior Library Assistant	\$ 12.50	\$ 18.00	hour
PT Library Page	\$ 8.52	\$ 10.00	hour
PT Librarian	\$ 26.00	\$ 35.00	hour
PT Senior Librarian	\$ 26.00	\$ 35.00	hour
PT Librarian (Youth Services)	\$ 26.00	\$ 35.00	hour
PT Senior Librarian	\$ 26.00	\$ 35.00	hour

A. The hourly range of compensation for the public works positions hereinafter named shall be as follows, all payable in bi-weekly installments except as otherwise provided

for:

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Pump Operator	\$ 27.40	\$ 28.61
Maintenance Repairman	\$ 27.20	\$ 28.39
Master Mechanic	\$ 26.98	\$ 28.17
Heavy Equipment Operator	\$ 26.98	\$ 28.17
Head Forestry	\$ 26.56	\$ 28.17
Assistant Equipment Operator	\$ 26.05	\$ 27.20
Forestry	\$ 26.05	\$ 27.20
Assistant Mechanic	\$ 26.05	\$ 27.20
Assistant Pump Operator	\$ 26.05	\$ 27.20
Parks Worker	\$ 26.05	\$ 27.20
Drivers	\$ 25.21	\$ 26.32
Custodian	\$ 24.86	\$ 25.97
Laborer	\$ 24.47	\$ 25.56

Additional compensation by way of holiday pay, longevity, overtime, sick days, personal days, insurance benefits and other matters related thereto are fully set forth in the collective bargaining agreement and are hereby incorporated in this ordinance.

A The salary range of compensation of all officers of the police department hereinafter named shall be as follows, all payable in equal bi-weekly installments except as otherwise provided for:

POSITION	MINIMUM	MAXIMUM
Sergeant	\$100,575.00	\$105,947.00
Detective	\$ 94,983.00	\$100,057.00
Patrolman	\$ 44,259.00	\$ 96,992.00
Academy	\$ 25,000.00	\$ 25,000.00

Additional compensation by way of Corporal assignment, holiday pay, longevity, overtime, sick days, personal days, insurance benefits and other matters related are fully set forth in the collective bargaining agreement and are hereby incorporated in this ordinance.

2. Additional compensation by way of holiday pay, longevity, overtime, sick days, personal days, insurance benefits for full time employees not covered in collective bargaining agreements are fully set forth in the Personnel Resolution and amendments thereto previously adopted by the Borough Council and are hereby incorporated in this Ordinance.

3. No officer or employee shall be paid at a base rate which is above the maximum rate for any salary range in any of the aforementioned groups. Unless otherwise provided for all new employees or newly promoted employees shall be paid at the minimum rate of the salary range for the position to which they are hired. However, the Borough Administrator may hire a prospective employee

who possesses qualifications that are greater than the minimum qualifications for the position at a rate above the minimum rate, but in no case shall a new employee be hired at a rate which is greater than that of a current employee in the same group.

4. This Ordinance shall supersede and replace any and all prior Salary Ordinances and Amendments thereto. Upon the effective date of this Ordinance, any and all prior Salary Ordinances and Amendments thereto and all salaries and compensation authorized therein shall have no further effect. The within Ordinance represents the salaries and compensation to be received by all current, exiting employees and offices or those anticipated to be filled in the near future. In the event that an existing office or position is currently vacant and a salary or compensation is not set forth in this Ordinance, this Salary Ordinance shall be amended to create a salary and/or salary range for such position or office prior to said position or office being filled.

5. If any portion of this ordinance is in conflict with any portion of a collective bargaining agreement, then the collective bargaining agreement shall take precedence.

6. All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

7. This ordinance shall take effect after its publication according to law and the amendments contained herein shall be retroactive to January 1, 2017.

Introduction: May 15, 2017

Date of Publication: May 1/, 2017

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED	X				KOSKOSKI	X								
GRAYZEL	X				MULDOON	X								
INSERRO	X				RASMUSSEN	X								
MOTION	GRAYZEL				SECOND				MULDOON					
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of an ordinance introduced by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on May 15, 2017

 Susan D. Jackson, RMC
 Borough Clerk

Adopted:
Date of Publication:

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB	
LEIBFRIED					KOSKOSKI					
GRAYZEL					MULDOON					
INSERRO					RASMUSSEN					
MOTION					SECOND					
X – INDICATES VOTE				AB- ABSENT			NV- NOT VOTING			

I hereby certify the foregoing to be a true copy of an ordinance adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC
Borough Clerk

ATTEST:

BOROUGH OF METUCHEN

Susan D. Jackson, RMC
Borough Clerk

By: _____
Peter Cammarano
Mayor

RESOLUTION 2017-134

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

RESOLUTION APPROVING PLACE TO PLACE TRANSFER OF PLENARY RETAIL CONSUMPTION LIQUOR LICENSE NO. 1210-33-006-007 – WHOLE FOODS MARKET GROUP, INC.

WHEREAS, application has been made by Whole Foods Market Group, Inc., for a place-to-place transfer of Plenary Retail Consumption License #1210-33-006-007, for premises located at 645 Middlesex Avenue, Metuchen, NJ 08840; and

WHEREAS, public notice of this transfer has been published in The Home News Tribune, twice on May 10, 2017 and May 17, 2017; and

WHEREAS, no legally valid written objections have been received concerning said transfer; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Metuchen, that the application of Whole Foods Market Group, Inc., 550 Bowie Street, Austin, TX 78703, for a place-to-place transfer of Plenary Retail Consumption License #1210-33-006-007, for premises now to be located at 645 Middlesex Avenue, Metuchen, NJ is hereby granted, effective immediately.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
CAMMARANO					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-135

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

**RESOLUTION AMENDING RESOLUTION 2017-102 BOND REDUCTION FOR
DISTRICT OF METUCHEN, LLC – PHASE 1 AND BLUESTONE 31ST STREET, LLC –
PHASE I - BLOCK 110 LOT 39.01 - THE DISTRICT OF METUCHEN**

WHEREAS, District of Metuchen, LLC and Bluestone 31st Street, LLC has requested a partial release of the performance bond for various site improvements for Block 110, Lot 39.01 – District of Metuchen – Phase I; and

WHEREAS, the Borough Engineer in a letter dated February 28, 2017 has agreed to a partial reduction of the original performance guaranty amount as the improvements which has been performed have been completed in an acceptable manner; and

WHEREAS, on July 8, 2015, District of Metuchen, LLC and Bluestone 31st Street, LLC posted a 10% Cash Portion in the amount of \$235,851.03 and a Surety Performance bond in the amount of 2,122,659.27; and

WHEREAS, the Borough Engineer recommends a 70% reduction of the original performance guaranty bond, with the cash portion to be reduced to \$70,755.30 and the surety bond to be reduced to \$636,797.78 for a new total Performance Guarantee of \$707,553.08; and

WHEREAS, District of Metuchen, LLC and Bluestone 31st Street, LLC must post an amended Performance Bond in the amount of \$636,797.78 as a condition to be met prior to the release of the 10% cash portion amount of \$165,095.73.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the Chief Financial Officer is hereby authorized and directed to refund \$165,095.73 (cash portion) to: District of Metuchen, LLC and Bluestone 31st Street, LLC, 3663 Route 9, Suite 202, Old Bridge , NJ 08857.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at the regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-136

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

**RESOLUTION AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE –
21 BARNSTABLE STREET - MONUMENT & IRON PINS ONLY TO FOX &
FOXX DEVELOPMENT, LLC**

WHEREAS, the Borough Engineer in a letter dated May 17, 2017 has reported that the on-site improvements associated with the referenced property has been completed in an acceptable manner; and

WHEREAS, Maser Consulting, P.A. recommended the full release of the Performance Guarantee in the amount of a cash bond of \$600.00, for the Monument & Iron Pins only, which had been posted on April 8, 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the Borough Clerk is hereby authorized and directed to release said Performance Bonds of a cash bond in the amount \$600.00 as recommended and directed by the Borough Engineer to Fox & Foxx Development, LLC, 940 Amboy Avenue, Suite 101, Edison, NJ 08837.

BE IT FURTHER RESOLVED that no maintenance bond is required to be posted.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE				AB- ABSENT		NV- NOT VOTING			

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-137

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

**RESOLUTION AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE –
SPEX SAMPLE PREP – BLOCK 46, LOT 57 –65 LIBERTY STREET**

WHEREAS, Spex Sample Prep, in a letter dated, August 22, 2016 has requested the release of the remaining balance of their performance bond; and

WHEREAS, a partial release in the amount of \$32,807.04 was granted by the Borough Council on March 3, 2014 by Resolution 2014-52; and

WHEREAS, the Metuchen Borough Engineer in a letter dated May 18, 2017 has reported that the on-site improvements associated with the referenced property has been completed in an acceptable manner; and

WHEREAS, Maser Consulting, P.A. recommended the full release of the remaining balance of the Performance Guarantee in the amount of a cash bond of \$14,060.16 plus interest; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the Borough Clerk is hereby authorized and directed to release said remaining Performance Bonds of a cash bond in the amount \$14,060.16 plus interest as recommended and directed by the Borough Engineer to Spex Sample Prep, 65 Liberty Street, Metuchen, NJ 08840.

BE IT FURTHER RESOLVED that no maintenance bond is required to be posted.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-138

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

**RESOLUTION AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE –
DAG HOLDINGS, LLC – BLOCK 114, LOT 11 – 457 & 459 MAIN STREET**

WHEREAS, DAG Holdings, LLC, in a letter dated, February 9, 2015 has requested the release of their performance bond; and

WHEREAS, the Metuchen Borough Engineer and Zoning Officer, in an email dated June 11, 2015, has reported that the contract for the referenced property has been completed in an acceptable manner; and

WHEREAS, Maser Consulting, P.A. recommended the full release of the Performance Guarantee in the amount of a cash bond of \$3,969.60 and surety bond in the amount of \$35,726.40 which had been posted on April 27, 2012; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the Borough Clerk is hereby authorized and directed to release said Performance cash bond in the amount \$3,969.60 and the surety bond in the amount of \$35,726.40 as recommended and directed by the Borough Engineer to DAG Holdings, 67 Center Street, Metuchen, NJ 08840.

BE IT FURTHER RESOLVED that no maintenance bond is required to be posted.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-139

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

RESOLUTION AUTHORIZING RENEWAL OF LIQUOR LICENSES

WHEREAS, the following applicants for Plenary Retail Consumption, Plenary Retail Distribution, and Club licenses have complied with the provisions of R.S. Title 33, Intoxicating Liquors, C.L., Alcoholic Beverage Law; and

WHEREAS, these applicants will have been investigated by the Chief of Police, Fire Inspector and Health Inspector by May 31, 2017; and

WHEREAS, the proper application has been filed with New Jersey State Alcoholic Beverage Control, Tax Clearance Certificate issued and municipal fees have been received; and

WHEREAS, no legally valid objections have been made as to why these applications should not be approved.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Metuchen, that pursuant to the statute in such case made and provided that the following Plenary Retail Consumption, Plenary Retail Distribution and Club Licenses for the period July 1, 2017 to June 30, 2018, be and the same are hereby granted to said applicants.

State License No.	Licensee & Licensed Premises	Fee Paid
<u>PLENARY RETAIL CONSUMPTION</u>		
1210-32-002-003	Metuchen Inn A Corp, T/A Metuchen Inn 424 Middlesex Avenue	\$2,200
1210-33-006-007	Whole Foods Market 645 Middlesex Avenue 550 Bowie Street Austin, TX 78703 (Licensing Team)	\$2,200
1210-33-012-010	CGC Café LLC T/A Novita 25 New Street	\$2,200

PLENARY RETAIL DISTRIBUTION

R2017-XX
06/05/2017

1210-44-003-002	Great Atlantic and Pacific Tea Co.Inc. (In Pocket) 45 Pearl Street	\$1,550
1210-44-007-007	Sunny & Shivani T/A Metuchen Liquor and Delicatessen 431 Main Street	\$1,550
1210-44-011-009	Abrol T/A Wine Chateau 85 Central Avenue	\$1,550

CLUBS

1210-31-014-002	American Legion Fugle Hummer Post 65 Corner of Lake and Holly Street Post Office Box 365	\$ 150
1210-31-017-002	Metuchen Elks #1914 87 Middlesex Avenue	\$ 150

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-140

RESOLUTION AUTHORIZING RENEWAL OF POCKET LIQUOR LICENSE WITH STIPULATIONS - WOODMONT PROPERTIES

WHEREAS, the following applicant for Plenary Retail Consumption has complied with the provisions of R.S. Title 33, Intoxicating Liquors, C.L., Alcoholic Beverage Law; and

WHEREAS, these applicants will have been investigated by the Chief of Police, Fire Inspector and Health Inspector by May 31, 2017; and

WHEREAS, the proper application has been filed with New Jersey State Alcoholic Beverage Control, Tax Clearance Certificate issued and municipal fees have been received; and

WHEREAS, no legally valid objections have been made as to why these applications should not be approved.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Metuchen, that pursuant to the statute in such case made and provided that the following Plenary Retail Consumption for the period July 1, 2017 to June 30, 2018, be and the same are hereby granted to said applicants with the following stipulation:

1. The Governing Body of the Borough of Metuchen can renew the subject license for the 2016-17 and 2017-18 license term(s), but no further renewals of this license shall be granted unless the license is being actively used at an approved site on or before June 30, 2018, except if good cause for reconsideration is shown.

State License No.	Licensee & Licensed Premises	Fee Paid
<u>PLENARY RETAIL CONSUMPTION</u>		
1210-33-009-009	Woodmont Properties (in Pocket)	\$2,200

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC/CMR
Borough Clerk

RESOLUTION 2017-141

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

**RESOLUTION AUTHORIZING LIQUOR LICENSE RENEWAL FOR SK & SK
INC. T/A BROWN STONE BAR AND GRILL WITH STIPULATIONS**

WHEREAS, the following applicants for Plenary Retail Consumption, Plenary Retail Distribution, and Club licenses have complied with the provisions of R.S. Title 33, Intoxicating Liquors, C.L., Alcoholic Beverage Law; and

WHEREAS, these applicants have been investigated by the Chief of Police, Fire Inspector and Health Inspector by May 31, 2017; and

WHEREAS, the proper application has been filed with New Jersey State Alcoholic Beverage Control, Tax Clearance Certificate issues and municipal fees have been received; and

WHEREAS, while at this stage, no legally valid objections have been made as to why these applications should not be approved, the Borough has received and reviewed complaints relating to the operation of the establishment; and

WHEREAS, the Borough of Metuchen has chosen to impose special conditions on the following license for the period July 1, 2017 to June 30, 2018 due to past repeated disturbances and nuisances.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Metuchen, that pursuant to the statute in such case made and provided that the following Plenary Retail Consumption License for the period July 1, 2017 to June 30, 2018 be and the same are hereby granted to said applicant.

State License No.	Licensee & Licensed Premises	Fee Paid
--------------------------	---	-----------------

PLENARY RETAIL CONSUMPTION

1210-33-010-006	Sk & Sk Inc. T/A Brown Stone Bar and Grill 932 Middlesex Avenue	\$2,200
-----------------	---	---------

Special Conditions:

1. Unless the Council adopts a Resolution to permit a subsequent or permanent amendment to the License; the permission to use the outdoor area for service/consumption of alcohol shall expire on June 30, 2018.
2. Any music live or recorded shall cease in the outdoor area at 10:00 p.m., seven days a week. After 10:00 p.m., the Applicant shall keep the doors shut in order to ensure compliance with the Borough's concerns related to the outdoor area's

use.

3. All of the prior conditions of approval for the use of the outdoor area shall be strictly complied with.
4. The speakers utilized for live or recorded music for the outdoor area shall be re-positioned to face highway 287.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB	
LEIBFRIED					KOSKOSKI					
GRAYZEL					MULDOON					
INSERRO					RASMUSSEN					
MOTION					SECOND					
X – INDICATES VOTE				AB- ABSENT			NV- NOT VOTING			

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC
 Borough Clerk

RESOLUTION 2017-142

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

RESOLUTION AUTHORIZING RENEWAL OF LIQUOR LICENSES FOR HHP ENTERPRISES LLC WITH STIPULATIONS

WHEREAS, the following applicants for Plenary Retail Consumption, Plenary Retail Distribution, and Club licenses have complied with the provisions of R.S. Title 33, Intoxicating Liquors, C.L., Alcoholic Beverage Law; and

WHEREAS, these applicants have been investigated by the Chief of Police, Fire Inspector and Health Inspector by May 31, 2017; and

WHEREAS, the proper application has been filed with New Jersey State Alcoholic Beverage Control, Tax Clearance Certificate issued and municipal fees have been received; and

WHEREAS, no legally valid objections have been made as to why these applications should not be approved,

WHEREAS, the Borough of Metuchen has chosen to impose special conditions on the following licenses for the period July 1, 2017 to June 30, 2018 due to past repeated disturbances and nuisances.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Metuchen, that pursuant to the statute in such case made and provided that the following Plenary Retail Consumption License for the, period July 1, 2017 to June 30, 2018 be and the same are hereby granted to said applicant.

State License No.	Licensee & Licensed Premises	Fee Paid
--------------------------	---	-----------------

PLENARY RETAIL CONSUMPTION

1210-33-008-008	HHP Enterprises LLC T/A Hailey's Harp & Pub 400 Main Street	\$2,200
-----------------	---	---------

Conditions:

1. Unless the Council adopts a Resolution to permit a subsequent or permanent amendment to the License; the within permission to use the outdoor area for service/consumption of alcohol shall expire on June 30, 2018.

2. The 36” rail separating the licensed area from the public sidewalk shall be maintained at all times to prevent passage. Access to the outdoor licensed area shall be solely from within the licensed establishment.
3. No service shall be made in the outdoor area after 10:00 P.M. on weekdays, 11:00 P.M. on Friday and Saturday.
4. Tables shall be a maximum of 36” in diameter, or 36” square, and shall be no higher than 30”.
5. Service in the outside area shall be limited to seated customers. No standing service shall be permitted.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC/ CMR
 Borough Clerk

RESOLUTION 2017-143

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

RESOLUTION AUTHORIZING REFUND OF 2016 TAXES

WHEREAS, the following has made an overpayment of taxes,

Name	Block/Lot	Address	Amount		Year
Thomas & Kathryn Boyd	138/44	226 High Street	2,169.35	Overpayment at time of property sale	1 st qtr 2016

NOW, THEREFORE, BE IT RESOLVED, that the above listed property owner or agent be refunded property taxes as described in the amount of \$2,169.35.

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-144

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

**RESOLUTION AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE –
21 LOWELL AVENUE - LANDSCAPING ONLY TO FOX & FOXX
DEVELOPMENT, LLC (PG16-1116L)**

WHEREAS, the Borough Zoning Official in a email dated May 31, 2017 has reported that the on-site landscaping improvements associated with the referenced property has been completed in an acceptable manner; and

WHEREAS, Patricia Cullen, Zoning Official has recommended the full release of the Landscaping Performance Guarantee in the amount of a cash bond of \$1,704.00, for the landscaping only, which had been posted on May 22, 2017; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the Borough Clerk is hereby authorized and directed to release said Landscaping Performance Bonds of a cash bond in the amount \$1,704.00 as recommended and directed by the Borough Engineer to Fox & Foxx Development, LLC, 940 Amboy Avenue, Suite 101, Edison, NJ 08837.

BE IT FURTHER RESOLVED that no maintenance bond is required to be posted.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE				AB- ABSENT		NV- NOT VOTING			

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-145

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

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO
CODED SYSTEMS, LLC, TO CODIFY, PRINT AND ELECTRONICALLY
PUBLISH THE ORDINANCES OF THE BOROUGH OF METUCHEN**

WHEREAS, the Borough of Metuchen is in need of having the Borough Ordinances codified, printed and electronically published; and

WHEREAS, contracts for these services may, pursuant to N.J.S.A. 40A:11-5(1)(x) of the Local Public Contracts Law, be awarded without public advertising for bids and bidding therefor and shall be awarded by Resolution of the Borough Council; and

WHEREAS, the Borough solicited and received proposals from two different companies for the provision of said services; and

WHEREAS, Coded Systems, LLC, submitted a proposal dated February 16, 2017, to provide Supplementation Services and the Codification of Ordinances through December 31, 2016 and to publish the updated Code on the Internet for the estimated amount of Six Thousand Dollars, (\$6,000.00), to provide an Editorial and Statutory Review of the Code of the Borough of Metuchen in the amount of Five Thousand Two Hundred Dollars (\$5,200.00) and to Annually Host and Maintain the Borough Code on the Internet, at a cost of five hundred fifty dollars (\$550.00), this cost would be waived by Coded System through December 31, 2017 for a total cost in the amount of Eleven Thousand Two Hundred Dollars (\$11,200.00); and

WHEREAS, after review of both proposals, the Borough has determined that the proposal submitted by Coded Systems is most advantageous to the Borough with all factors considered; and

WHEREAS, the amount of \$11,200.00 does not exceed the bid threshold and does not exceed the \$17,500.00 pay-to-play requirements; and

WHEREAS, the Chief Financial Officer determined that sufficient funds are available in the 2017 Borough budget for these services.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Metuchen in the County of Middlesex, State of New Jersey, as follows:

1. That a contract is awarded to Coded Systems, LLC, on the basis of the proposal dated February 16, 2017, to provide Supplementation Services and Codification of Ordinances through December 31, 2016 and publish

the updated Code on the Internet for the estimated amount of Six Thousand Dollars, (\$6,000.00), to provide an Editorial and Statutory Review of the Code of the Borough of Metuchen in the amount of Five Thousand Two Hundred Dollars (\$5,200.00) and to Annually Host and Maintain the Borough Code on the Internet, at a cost of five hundred fifty dollars (\$550.00), this cost would be waived by Coded System through December 31, 2017 for a total cost in the amount of Eleven Thousand Two Hundred Dollars (\$11,200.00) for services through December 31, 2017.

2. That a copy of this Resolution be forwarded to Coded Systems, LLC, with the direction that the work on the codification shall commence immediately.
3. That the Mayor and Clerk are authorized to sign a contract with Coded Systems, LLC.
4. A notice of this action shall be printed once in the official newspaper of the Borough of Metuchen.
5. This Resolution shall take effect immediately.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-146

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

**RESOLUTION CREATING THE BOROUGH OF METUCHEN
PERSONNEL COMMITTEE**

WHEREAS, pursuant to N.J.S.A. 40A:60-7 (d) the Council of the Borough of Metuchen may create advisory councils or committees to the Borough to serve such purposes as it deems appropriate; and

WHEREAS, the Mayor and Borough Council deems it in the best interest of the Borough to formulate a committee to assist, review and report to the Borough Council regarding various matters pertaining to Personnel of the Borough of Metuchen.

NOW THEREFORE BE IT RESOLVED, by the Council of the Borough of Metuchen that there is hereby established a Council Personnel Committee as follows:

Membership:

The Council Personnel Committee shall be composed of two (2) council members of the Borough, one of which shall be designated as the Chairperson, who shall be annually appointed by the Mayor. The Chairperson shall preside over all of the meetings and set the agenda and topics of discussion therefore.

Meetings:

The Personnel Committee shall meet, at least, quarterly with the Borough Administrator and the Department Heads to review, discuss and report to the entire Council on issues related to Personnel of the Borough. The Personnel Committee may meet with other Borough officers, employees and/or officials on matters directly related to the organization, management and needs of Personnel of the Borough as it deems appropriate upon notice and approval of the Borough Administrator, the Mayor or a majority vote of the Council. The Committee, to the maximum possible extent possible, shall meet with Borough officers, officials and employees during normal business hours or at another mutually convenient date and time. The Committee shall provide notice of its meetings to the Mayor and Council. The Mayor and/or the Borough Administrator is permitted, but not required, to attend all of the meetings of the Personnel Committee, except that the Borough Administrator is required to attend the quarterly meetings set forth above.

Powers, Duties and Responsibilities:

The Personnel Committee may:

- A. Review and report on any personnel related issue at the request of the Mayor and/or by vote by a majority of the Council.
- B. Make recommendations to the Mayor, Council and Administrator with respect to any matters relating to the Personnel of the Borough of Metuchen.
- C. Review, report and recommend, if appropriate, changes to current personnel policies and procedures for all of the Borough Employees.
- D. Review current collective bargaining agreements of Borough employees prior to their expiration to assist in the negotiation process and to serve as a liaison to the Council relating to recommendations and reporting of the status of same.
- E. Review the Borough's employment practices, including but not limited to the hiring and termination procedures and explore methods to retain Borough employees.
- F. Request reports from the Borough Administrator and/or the Borough Department Heads relating to the personnel matters of the Borough.
- G. Request reports from the Borough Administrator and/or Department Heads relating to the organization, management, staffing levels, vacancies and personnel of each Department.
- H. Review organizational charts and organizational structures of the different Departments within the Borough and, if appropriate, make recommendations of changes as permitted by law.
- I. Review current job description of Borough employees and, if appropriate make recommendations of changes as permitted by law.
- J. Review and make recommendations relating to staffing levels of the Borough's Departments.
- K. Meet with the Borough Administrator and Department Heads in an effort to maximize the Borough's efficiency and level of services provided to the residents of the Borough of Metuchen
- L. Make recommendations for the control of salary expenses and benefits and to assist the Council in controlling increases in property taxes.
- M. Recommend to the Mayor and Council the adoption of legislation designed to maximize the efficiency and level of services to the Borough residents and to promote the efficient use of the Borough's resources.
- N. Meet with Legal Counsel, and/or Special Legal Counsel when necessary, however such meeting shall be upon prior notice and approval by the Borough Administrator, Mayor or the majority of the entire Council.
- O. Undertake such additional duties and responsibilities as directed by the Mayor or Council.
- P. The Personnel Committee shall be advisory in nature, neither it, nor its members, have the authority to contract, bind or act on behalf of the Borough of Metuchen. Its sole function is to assist the Mayor, Council and Administration of the Borough of Metuchen in the effective management of personnel of the Borough to the maximum extent permitted by law.

BE IT FURTHER RESOLVED, that the establishment of the within Personnel Committee shall not be construed to usurp the authority of, or relieve, the Borough Administrator, Chief Financial Officer, Tax Collector, Tax Assessor, Borough Treasurer or any Department Head of any power, duty, obligation and/or function designated by law and/or prior Ordinances. It shall be the sole function of this Personnel Committee is to report and make recommendations to the Mayor and Council

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
CAMMARANO					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-147

**RESOLUTION AUTHORIZING THE BOROUGH OF METUCHEN
TAX COLLECTOR TO PREPARE AND MAIL ESTIMATED
TAX BILLS IN ACCORDANCE WITH P.L. 1994, c.72**

WHEREAS, the Middlesex County Board of Taxation has not adopted the Middlesex County Budget for 2017, and the Borough of Metuchen Tax Collector will be unable to mail the Borough's 2017 tax bills on a timely basis,

WHEREAS, the Borough of Metuchen Tax Collector/Chief Finance Officer has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and has signed a certification showing the tax levies for the previous year, the tax range and the range of permitted estimated tax levies:

NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF METUCHEN, IN THE COUNTY OF MIDDLESEX, AND STATE OF NEW JERSEY on the 5th of June, 2017, as follows:

1. The Metuchen Borough Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the Borough for the third installment of 2017 taxes. The Tax Collector shall proceed on June 6th, 2017 and take such actions as are permitted and required by P.L. 1994, c.72 (N.J.S.A. 54:4-66.2 and 54:4-66.3).
2. The entire regular estimated tax levy for 2017 is hereby set at \$59,210,181.81.
3. The Special Improvement District tax rate is 3.2% of the estimated property taxes for those properties designated as in the Special Improvement District in the amount of \$108,033.61.
4. In accordance with law the third installment of 2017 taxes shall not be subject to interest until the later of August 10 or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
CAMMARANO					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-148

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow accounts be closed and the balance be refunded to the depositors,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the projects are closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow projects are complete and can be closed, and that no further billing from the professionals for these projects will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector be instructed to refund, in the amount indicated, the following escrow balances to the depositors, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
16-1104 I	95.00	Robert O’Neill 173 Maple Avenue
16-1113 E	398.00	Eosso Rentals 277 Durham Avenue

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-149

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow accounts be closed and the balance be refunded to the depositors,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the projects are closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow projects are complete and can be closed, and that no further billing from the professionals for these projects will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balances to the depositors, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
15-1085 E	868.75	QuickChek Corporation 909 Middlesex Avenue
16-1108 I	95.00	Seasonal World 90 Spear Street
16-1109 E	494.00	Martin Brennan 31 Beacon Hill Drive

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-150

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow accounts be closed and the balance be refunded to the depositors,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the projects are closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow projects are complete and can be closed, and that no further billing from the professionals for these projects will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balances to the depositors, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
15-1074 E	2,000.00	Realty Investment Capital NJX 552-564 Middlesex Avenue
15-1080 I	50.00	Thomas Raimondo 7 Ivy Court
16-1091 E	430.75	Rajeev Aggarwal 119 Center Street
16-1094 I	215.00	Suburban Development LLC 52 Kempson Place

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB	
LEIBFRIED					KOSKOSKI					
GRAYZEL					MULDOON					
INSERRO					RASMUSSEN					
MOTION					SECOND					
X – INDICATES VOTE					AB- ABSENT			NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-151

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow accounts be closed and the balance be refunded to the depositors,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the projects are closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow projects are complete and can be closed, and that no further billing from the professionals for these projects will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balances to the depositors, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
14-1042 I	352.75	Fox & Foxx Development LLC 42 Voorhees Place
14-1052 I	176.25	Fox & Foxx Development LLC 208 Harvard Avenue
14-1054 I	300.50	Fox & Foxx Development LLC 208 Columbia Avenue
15-1075 I	338.50	Fox & Foxx Development LLC 29 Hickory Street
15-1090 I	137.5	Fox & Foxx Development LLC 168 Christol Street
15-1096 I	188.75	Fox & Foxx Development LLC 105 Columbia Avenue

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-152

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow account be closed and the balance be refunded to the depositor,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the project is closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow project is complete and can be closed, and that no further billing from the professionals for this project will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balance to the depositor, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
13-1003 E	29.00	LaPorta Builders Inc. 7 W. Cedar Street

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-153

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow account be closed and the balance be refunded to the depositor,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the project is closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow project is complete and can be closed, and that no further billing from the professionals for this project will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balance to the depositor, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
14-1048 E	550.50	Priti Parikh 4 Wadsworth Avenue

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-154

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

RESOLUTION – REFUND ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow account be closed and the balance be refunded to the depositor,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the project is closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow project is complete and can be closed, and that no further billing from the professionals for this project will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector be instructed to refund, in the amount indicated, the following escrow balance to the depositor, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
10-892 E	82.60	Thomas Romond 130 Hollywood Avenue

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-155

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

RESOLUTION – REFUND ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow account be closed and the balance be refunded to the depositor,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the project is closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow project is complete and can be closed, and that no further billing from the professionals for this project will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balance to the depositor, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
09-8692 I	1,500.00	Suburban Square, LLC 85/95 Central Avenue

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB					
LEIBFRIED					KOSKOSKI									
GRAYZEL					MULDOON									
INSERRO					RASMUSSEN									
MOTION					SECOND									
X – INDICATES VOTE					AB- ABSENT					NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-156

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

RESOLUTION AUTHORIZING REFUND OF ESCROW BALANCE

WHEREAS, the Planning Office has requested that the following escrow accounts be closed and the balance be refunded to the depositors,

WHEREAS, the Planning Office has contacted the Board Engineer, Planner and Attorney for authorization to release the funds and determine the projects are closed,

WHEREAS, the Planning Office has provided a list to the Chief Finance Officer with a sign-off from the Board Professionals, that the following escrow projects are complete and can be closed, and that no further billing from the professionals for these projects will be paid.

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, in the amount indicated, the following escrow balances to the depositors, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
07-791 E	168.75	Vogel, Chait, Collins & Schneider c/o Verizon Communications, Inc. 44 Jersey Avenue
11-922 E	1,844.96	MetroPCS New York LLC Middlesex Avenue
11-922 I	1,860.00	MetroPCS New York LLC Middlesex Avenue

WHEREAS, project 07-791 I for this release is an interest bearing-split escrow account,

WHEREAS, the payment for release for project 07-791 I will include interest in addition to the amount shown in the chart below:

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen for the Chief Financial Officer/Tax Collector is instructed to refund, including interest, in the amount indicated, the following escrow balance to the depositor, as the project has been determined to be closed:

ESCROW ACCOUNT	AMOUNT	DEPOSITOR
07-791 I	5,548.75	Vogel, Chait, Collins & Schneider c/o Verizon Communications, Inc. 44 Jersey Avenue

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE					AB- ABSENT		NV- NOT VOTING		

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk

RESOLUTION 2017-157

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

RESOLUTION AUTHORIZING THE PAYMENT OF THE BILL LIST

BE IT RESOLVED by the Mayor and Council of the Borough of Metuchen that the proper warrants be drawn and all bills be paid totaling **\$3,799,369.16**

I, Rebecca Cuthbert, Chief Financial Officer of the Borough of Metuchen do hereby certify that funds are available for the payment of bills for the Borough of Metuchen.

Rebecca Cuthbert, CFO

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
LEIBFRIED					KOSKOSKI				
GRAYZEL					MULDOON				
INSERRO					RASMUSSEN				
MOTION					SECOND				
X – INDICATES VOTE		AB- ABSENT			NV- NOT VOTING				

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on June 5, 2017.

Susan D. Jackson, RMC
Borough Clerk