

# BOROUGH OF HIGH BRIDGE

# MAYOR AND BOROUGH COUNCIL

Meeting Date: March 14, 2013

**CALL TO ORDER:** The meeting of the Mayor and Council of the Borough of High Bridge came to order with Mayor Desire presiding, at 7:30 PM on the above date. "Pursuant to the Open Public Meetings Act, notice of 2013 meeting dates was published in the Hunterdon County Democrat, on January 10, 2013 and posted on the bulletin board in Borough Hall. The meeting was held in the Fire House, 7 Maryland Ave., High Bridge, NJ. Action may be taken."

Mayor Desire led those present in the salute to the Flag.

## MEMBERS PRESENT

Mayor Desire  
Councilman Flynn  
Councilwoman Hughes  
Councilwoman Miller  
Councilman Rapp  
Councilwoman Scarcia  
Councilman Stemple

Attorney Barry Goodman, Administrator Douglas Walker, Municipal Clerk Diane Seals and seven members of the general public and news media were also present.

## VISITORS:

### MOTION TO DISPENSE WITH THE READING OF MINUTES OF PRIOR MEETINGS:

Councilman Rapp motioned to dispense with the reading of the Regular and Executive Session Meeting Minutes of February 28, 2013. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

### APPROVAL OR CORRECTION OF PRIOR MEETING MINUTES:

Councilman Rapp motioned to approve the Regular and Executive Session Meeting Minutes of February 28, 2013. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

**PUBLIC COMMENTS:** It is the policy of the Borough Council that all public comments on an issue shall be limited to five (5) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. Comments pertaining to Public Hearings should be saved for that portion of the agenda. No debating between residents. Comments should be addressed to Mayor and Council.

Brent Dugan asked if we qualified for "Streetscapes". Administrator stated that we usually find out in April.

Sally Ward relayed that there has been a large amount of garbage along River Rd, that she has picked up on several occasions.

Brenden Coughlin asked why there was no "boil water" alert in 2011. The County is going to test the water in the Solitude water tank for copper and lead. Councilwoman Scarcia stated that in 2011 people were noticed with a "boil water alert" door to door.

Mr. Coughlin went on to say that the water tower is a business and the Borough should have "certified" golf financials

Mayor Desire shared the receipt of a "thank you" letter from Rick Hannigan for his 40 year Council recognition.

## COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT- MONTH END REPORTS: Goals for 2013.

### *Councilman Flynn:* **PLANNING & ENGINEERING**

1. Create hydro-power at the Solitude Dam. Do an RFP to see if it is viable by July .
2. Complete the next phase of Cregar Rd. reconstruction with new water main, storm water management improvements, and new surface. Completed by November. Submit another grant to NJDOT for next years funding.
3. Construction of an energy efficient and ADA Borough Hall at the Rescue Squad Building and award bid by November.
4. Improve the Borough's emergency preparedness with the installation of a generator at Well #8 and for irrigation at the golf course. Up and functioning by August.

### *Councilwoman Hughes:* **PUBLIC HEALTH, ENVIRONMENTAL, SOLID WASTE/RECYCLING, OPEN SPACE**

#### **PUBLIC HEALTH: Promote and monitor the Health and safety of all the residents.**

1. Report health hazards to the proper authorities for attention.
2. Continue to run a free Rabies Clinic. This year the clinic will be held on April 13th at Rescue Squad Building, 95 West Main St. 9:00AM to 11:00AM
3. Serve on OEM as Shelter Coordinator. Re-certify OEM shelter every three years by the "Red Cross".

#### **ENVIRONMENTAL: Increase environmental and open space awareness.**

1. Continue to make the public aware of the open spaces, update the web and articles in the newsletter.
2. Nominate worthy contributions to the County Planning Board Awards. Would like to nominate the Nassau Trail when the Board asks for nominations.
3. Continue to celebrate Arbor/Earth Day with the School Environmental Club. Part of Sustainable Jersey actions.

4. Continue to monitor open spaces, remove trash and check easements and take pictures.
5. Water and weed Main Street planters and Mini Park during summer months.
6. Need to reconfigure the Gazebo at the Commons as the spindles are constantly being destroyed.
7. Plans are in the works for landscaping at Police Headquarters with grant monies.
8. Achieve "Wildlife Habitat Community" town certification. Have not achieved the "Wildlife Habitat" certification of 100 properties yet.
9. Monitor Borough trees and notify DPW regarding issues. Identify areas in need of trees and apply for tree grants.
10. Maintain Tree Nursery. Some trees are ready for transplanting from the nursery.
11. In the process of "Tree City" Re-certification for third year.
12. Continue to write articles for the newsletter and on the web site regarding "Stormwater" awareness.
13. Organize locally and participate in the "Annual River Clean Up" on April 20<sup>th</sup>, 9:00AM to 12:00PM, meet at Union Forge Park
14. Promote and provide public awareness to sustainable green actions. Green Team continues to meet monthly, halfway to Silver Certification from Sustainable Jersey.
15. Continue the "Caught being Green Award".
16. Continue the "Bike Rodeo" during the Summer Recreation program.
17. Sponsoring the Farmer's Market. Mike Cedro owner of "Riverside Wines and Liquors" is assisting. It will be held in his parking lot from June 22<sup>nd</sup> through October.
18. Assist the PTO with plans to plant a vegetable garden at school for the children to eat and what is left will go to the Food Pantry.

**SOLID WASTE/RECYCLING: Monitor and promote environmentally responsible solid waste and recycling.**

1. Holding Annual Electronic Recycling Event, paid by Clean Communities money, and same day town wide litter clean up on April 27<sup>th</sup> from 8:30AM to 12:30PM at Union Forge Park.
2. Coordinate Clean Communities Grant Program.
3. Holding our first Document Shredding Event, paid by Clean Communities Money, on June 29<sup>th</sup> from 9:00AM to 11:00AM at Union Forge Park for Borough residents, businesses, those who work in the Borough, and Voorhees High School.
4. Continue to monitor solid waste/recycling program.

*Councilwoman Scarcia:*      **EMERGENCY SERVICES & EDUCATION**

1. **Continue to promote communication between all emergency services with regularly scheduled meetings and quarterly Chiefs Meetings. Look for grant opportunities. Initiate at least one application a year.**

**POLICE DEPARTMENT:**

1. Purchase remaining patrol rifle equipment and deploy for patrol.
2. Certify a patrol rifle instructor.
3. Outfit new vehicles with all remaining patrol related equipment.
4. Enhance preventative maintenance schedule for patrol vehicles.

**FIRE DEPARTMENT:**

1. Continue to provide excellent coverage to the Borough.
2. Finalize specification for a new ladder truck for next year.
3. Continue to apply for Federal and State grants.
3. Continue to provide fire prevention programs to the schools.
4. Implement new and update operating policies.
5. Ongoing upkeep and maintenance of the Fire House.
6. Continue the Fund raising events such as Annual Picnic and Golf Outing.

**EMERGENCY SQUAD: Continue to refine the skills of our members specifically around our core mission of providing EMS services.**

1. Work with Squad and Events Committee to have a major fundraiser for the Squad, perhaps a Circus or carnival. Project long term planning by September for 2014.
2. Continue training to provide EMS services.
3. Look for cost savings with shared services with mutual aid organizations.
4. Continue to give CPR and basic first aid training.
5. Install washer and dryer in building.
6. Create dorm rooms with shower.
7. More communications with other community organizations and perform cross-organizational training.
8. Recruit new members.
9. Focusing on holding a large fundraiser.

**OFFICE OF EMERGENCY MANAGEMENT:**

1. Continue to hold 4 meetings annually, attend County quarterly meetings, and submit quarterly articles for the newsletter to raise awareness regarding personal risk management.
2. Utilize the New Jersey (NJ-E-Team) data base documenting emergency events.
3. Encourage Department Heads to enter data into the NJ RDDB resource data base.
4. Maintain and grow CERT team with more resources. Train a Deputy OEM Coordinator to manage various responsibilities.
5. Participate in Community Day to educate residents on family emergency planning and readiness.

**RECREATION: Liaison Improve conditions of fields, park equipment, remaining backstops, and benches.**

1. Look for grants for equipment, benches, backstops.
2. Continue to support K through 7 Summer Recreation Program, High Bridge Youth Soccer, High Bridge Youth Basketball.
3. Support Fundraising Opportunities.
4. Expand Recreation Programs to reach a new age group.

5. Have at least one grant application initiated.
6. Continue K-7 Summer Recreation Program.
7. Continue Youth Soccer and Basketball.
8. Fund raising.
9. Expand to include seniors, teens and adults, maybe volleyball, lacrosse, Rummy or Scrabble.
10. Basketball league raised \$3,000 in one day for a new scoreboard by holding foul and ½ court shots.
11. Continue to investigate, prepare and present a plan to solve the problem of baseballs going into the river, repair/upgrade field #3, upgrade of electrical supply to the Gazebo in Union Forge Park, stop river erosion of the river banks adjacent to the fields and repair/replacement of field #1 backstop.
12. On a personal note: As Basketball Coach, the team won 2<sup>nd</sup> place.

*Councilwoman Miller:*        **INFORMATION, ECONOMIC DEVELOPMENT, CULTURE & HERITAGE**  
**NEWSLETTER/INFORMATION:**

1. Web site continues to be updated.

**CULTURAL & HERITAGE:**

1. Interpretive historic signs project for Solitude Dam.
2. Continue to realize more stabilization projects for Historic properties.
3. The Committee won an Historic Block Grant for 2013 that will be used to present a Lecture Series to the public.
4. Continue to develop a collaborative relationship with the Historic Society.
5. Develop a formal Educational Outreach program for schools.
6. Devise a formal "Event" unique to the Borough as part of Hunterdon County-wide 300<sup>th</sup> Anniversary in 2014.
7. Assist Mayor and Council with the process to obtain Municipal Historic District designations that will further enable the Borough to directly obtain funds through more State and Federal avenues.
8. Focus on how to build High Bridge Heritage Tourism destination on the merit of the entire Borough's historic and key legacy in the American heritage.
9. Assist with nomination for National and State Register of Historic Places.

**10. Events Committee:**

- a. Run all existing Borough Events through administration of Event Coordinators.
- b. Produce Event Project Manuals, detailing process and timelines for ongoing use.
- c. Devise a streamlined approach to fund, promote and execute all Events.
- d. Improve the Commons stage and park areas to facilitate the Community and Public enjoyment of events and the safety and presentation of performers.
- e. Serve the Community through resident volunteerism for events that are family-friendly, low or no cost to the public and will encourage visitors to High Bridge to patronize local businesses.

**ECONOMIC DEVELOPMENT: The EDC's 2013 overall mission concentrates on supporting objectives and activities in the following key areas:**

1. Define and support the Borough's vision for Main St., promote Borough economic development, develop friendly policies, establish a cohesive working relationship with neighboring communities and promote tourism.
2. Distributing Brochures to realtors, landlords, potential new businesses and organizations.
3. Increase awareness of Borough through press releases, articles, interviews, and meetings.
4. Updating web page.
5. Member of Chamber of Commerce for events and networking.
6. Develop a list of available properties.
7. Re-focus on the Sustainable Economic Development Plan; determine goals and next steps.
8. Model a workable Facebook page based on other municipalities and research avoidance of liabilities; scope out potential implementation; present to Council.
9. Educate selves on additional ways to attract potential investors.
10. Track ELAT and redevelopment.
11. Include Adam Ambielli, Jr. as honorary EDC member; issue standing invite to HBBA and non-HBBA business owners.
12. Develop Borough Business Insight Group and a shared direction with the HBBA.
13. Relationship building with HBBA, Planning Board, Chamber, towns, zoning & building inspectors, press and NJTransit.
14. Questions and answers from Zoning and Code Enforcement.

*Councilman Rapp:*        **DEPARTMENT OF PUBLIC WORKS & RECREATION**

**SWAC:**

**PUBLIC WORKS:**

1. Test sanitary sewers for infiltration.
2. Repair/replace five stormwater basins each year.
3. Test waterlines for leaks.
4. Remove trailer from DPW yard.

**RECREATION:**

**BIKE RACE:**

*Councilman Stemple:*        **FINANCE & GOLF**

1. Put together the 2013 Budget that falls within mandated 2% & 3.5% CAP with adequate funding for Council approved projects and address major concerns.
2. Investigate paperless meetings, at new Borough Hall could have a wireless system.
3. Replacing golf maintenance equipment.

4.

*Mr. Douglas Walker:*        **ADMINISTRATOR'S REPORT**

1. Provide support to Mayor and Council in the completion of their 2013 Goals.
2. Successfully Bid and complete Cregar Rd Phase III by September 13<sup>th</sup>.
3. Continue to address Highlands initiatives, work through punch list of activities and completion of additional Modes by December 13<sup>th</sup>.
4. Develop plan for installation of emergency generators for water system and golf course, work with DPW, Vendors and Council. Have generators installed by December 13<sup>th</sup>.
5. Develop plan for water system value testing, after review of water system "as built" plans develop a testing protocol and plan schedule. Plan established and put in motion by December 13<sup>th</sup>.
6. Develop plan for proactively testing water mains for leaks. After review of water system "as built" plans, develop a testing protocol and plan schedule. Purchase leak detection equipment. Plan established and put in motion, equipment purchased by December 13<sup>th</sup>.
7. Repair five stormwater basins. Select and repair/rebuild, functioning by September 13<sup>th</sup>.
8. Review Current contract awards and dates to determine possible cost savings, such as field maintenance, cleaning services, electrical and plumbing, and heating oil. Explore contracting option through State and County Co-ops by December 13<sup>th</sup>.
9. Explore opportunities, identify and address sanitary sewer infiltration, contact contractors and state agencies. Prepare report of findings for Council review by November 13<sup>th</sup>.

*Mayor, Mark Desire:*        **EXECUTIVE SERVICES**

1. Continue to visit homeowners with issues.
2. Enhance the Borough's OEM policies and procedures. Encourage everyone to sign up for NIXLE and update the web.
3. High Bridge will be involved with a Mass Disaster Federal Plan Exercise to be held at "Metlife Stadium" in June.
4. Continue to work with representatives of surrounding communities and County officials for the purposes of identifying cost savings opportunities. Work with County and State on housing, jobs, and transportation issues.
5. Continue to work with EDC and HBBA, to foster a business friendly environment with the goal of attracting new businesses.
6. Create Environmental, Cultural and Historic tourism. Hydro-power with a learning center for green energy would be of great interest.
7. Working with NJTransit and Raritan Valley Rail Coalition to increase service with a train direct to Manhattan, weekend and express trains.

**PUBLIC HEARINGS: 2<sup>ND</sup> Reading. None at this time.**

**CONSENT AGENDA:** All matters listed under the Consent Agenda are considered to be routine by the Borough Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

**None at this time.**

**WRITTEN COMMUNICATIONS:**

1. Letter from Hunterdon County Dept of Public Safety, Division of Public Health Services regarding mosquito control program.
2. Resolution#60-13 from the Town of Clinton "Opposing Senate Bill 2511 Amendments to Open Public Meetings Act".
3. Utilities Report for the month of February, 2013.
4. Notice of Public Hearing from New Jersey Clean Water Council regarding "A Resilient New Jersey: Adapting Water Infrastructure to the "New Normal" on April 9, 2013 in Trenton, NJ.
5. A letter of thanks from Rick Hannigan for the Recognition of his forty years of service to the Borough at the February 28, 2013 Council Meeting.

**UNFINISHED BUSINESS: None at this time.**

**NEW ORDINANCES: Introduction 1<sup>st</sup> reading.**

**ORDINANCE #2013-5**

**AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE VIII, HIGH BRIDGE HILLS GOLF CLUB, OF THE CODE OF THE BOROUGH OF HIGH BRIDGE, ESTABLISHING GOLF RATES**

Mayor Desire asked for a motion to introduce Ordinance #2013-5.

Councilman Rapp motioned to introduce. Councilwoman Scarcia seconded Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Mayor Desire stated that Ordinance #2013-5 shall be published in its entirety in the Hunterdon County Democrat along with the Public Hearing date of March 28, 2013 according to law.

**ORDINANCE #2013-6**  
**ORDINANCE APPROPRIATING \$14,000.00 FROM THE CAPITAL IMPROVEMENT FUND**  
**FOR REPLACEMENT OF DUGOUT FENCING IN UNION FORGE PARK IN THE**  
**BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.**

Mayor Desire asked for a motion to introduce Ordinance #2013-6.

Councilman Rapp motioned to introduce. Councilwoman Scarcia seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Mayor Desire stated that Ordinance #2013-6 shall be published in its entirety in the Hunterdon County Democrat along with the Public Hearing date of March 28, 2013 according to law.

**NEW BUSINESS:**

1. **RESOLUTION #56-2013:** Councilman Rapp motioned to adopt a resolution Approving Plenary Special Permit for Social Affair for Fire Department on June 17, 2013 at the High Bridge Hills Golf Club, from 8:00AM to 1:00PM, a copy of which is attached hereto and made a part hereof these minutes. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
2. **RESOLUTION #57-2013:** Councilman Rapp motioned to adopt a resolution Authorizing Redemption of Tax Lien, a copy of which is attached hereto and made a part hereof these minutes. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
3. **RESOLUTION #58-2013:** Councilwoman Hughes motioned to adopt a resolution Authorizing the Environmental Commission to Sponsor the Open Air (Farmer's) Market on Saturdays from June 22 through October, a copy of which is attached hereto and made a part hereof these minutes. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
4. **RESOLUTION #59-2013:** Councilman Rapp motioned to adopt a resolution Supporting Implementation of One Seat Ride Service on the Raritan Valley Line, a copy of which is attached hereto and made a part hereof these minutes. Councilwoman Scarcia seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
5. **RESOLUTION #60-2013:** Councilman Rapp motioned to adopt a resolution Opposing Senate Bill 2511 Amendments to the Open Public Meetings Act, a copy of which is attached hereto and made a part hereof these minutes. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
6. **RESOLUTION #61-2013:** Councilwoman Miller motioned to adopt a resolution Rejecting Bids for Annex Roof Project, a copy of which is attached hereto and made a part hereof these minutes. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
7. **RESOLUTION #62-2013:** Councilman Stemple motioned to adopt a resolution Opposing Senate Bill 2364 and Assembly Bill 3553 Early Voting, a copy of which is attached hereto and made a part hereof these minutes. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
8. **RESOLUTION #63-2013:** Councilwoman Hughes motioned to adopt a resolution Approving Shredding Event on June 29, 2013 from 9:00AM to 11:00AM at Union Forge Park, sponsored by the Environmental Commission, a copy of which is attached hereto and made a part hereof these minutes. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
9. **RESOLUTION #64-2013:** Councilman Rapp motioned to adopt a resolution Authorizing Re-Bid of Annex Roof Project, a copy of which is attached hereto and made a part hereof these minutes. Councilwoman Scarcia seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
10. **RESOLUTION #65-2013:** Councilwoman Hughes motioned to adopt a resolution Approving Electronics Recycling Event April 27, 2013 from 8:30AM to 12:30PM at Union Forge Park, a copy of which is attached hereto and made a part hereof these minutes. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
11. **RESOLUTION #66-2013:** Councilwoman Hughes motioned to adopt a resolution Approving Free Rabies Clinic for Dogs and Cats on April 13, 2013 from 9:00AM to 11:00AM at the Rescue Squad Building, 95 West Main St., High Bridge, a copy of which is attached hereto and made a part hereof these minutes. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
12. **RESOLUTION #67-2013:** Councilwoman Hughes motioned to adopt a resolution Approving Making Application for an Association of New Jersey Environmental Commissions Grant, a copy of which is attached hereto and made a part hereof these minutes. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

**PUBLIC COMMENTS:** It is the policy of the Borough Council that all public comments on an issue shall be limited to one minute (1) per person and no person may make more than one (1) comment per subject at this second Public Comment section. Comments may be made on any subject pertaining to Borough issues. No debating between residents. Comments should be addressed to Mayor and Council.

Sally Ward suggested selling flower bulbs (flower power) to raise money as did Burlington, VT.

**LEGAL ISSUES:** None at this time.

**BILL LIST:**

Councilman Rapp motioned to approve and direct payment of all vouchers as they appear on the Bill List in the total amount of **\$597,893.33** a copy of which is attached hereto and made a part hereof these minutes. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

**EXECUTIVE SESSION: None at this time.**

Mayor Desire asked if there was any further business. There was none at this time. Mayor Desire asked for a motion to close. Councilman Rapp motioned to close. Councilwoman Miller seconded. Vote: 6 ayes.

**ADJOURNMENT: 8:41 PM**

Respectfully submitted,

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Diane L. Seals, Municipal Clerk, RMC