

BOROUGH OF HIGH BRIDGE

MAYOR AND BOROUGH COUNCIL

Meeting Date: June 27, 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
Councilwoman Scarcia
Councilman Stemple

Councilman Rapp was excused.

Attorney Barry Goodman, Municipal Deputy Clerk MaryBeth Griffith and four members of the general public were also present.

VISITORS: Darlene Green, Borough Planner, explained the "Exemption Ordinance" giving an overview of the Ordinance and its exemptions. Mrs. Green stated "Highlands has asked Council to review their fee set at \$350". Discussion took place in regards to adjusting the fee. Barry Goodman recommended a flat fee rather than basing it on an hourly rate. Councilman Flynn suggested that since there is no range set nor other towns (municipalities) for comparison set the rate at \$300 then revisit it. Council amends the Ordinance to change the rate schedule from \$350 to \$300.

Councilwoman Hughes motioned to amend the Ordinance. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

ORDINANCE #2013-15

AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON AND STATE OF NEW JERSEY, HIGHLANDS AREA EXEMPTION ORDINANCE, A SUPPLEMENT TO THE BOROUGH OF HIGH BRIDGE LAND USE ORDINANCES, CHAPTER 145.

Mayor Desire asks for a motion to introduce Ordinance #2013-15

Councilwoman Hughes motioned to introduce the ordinance. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

Mayor Desire stated that Ordinance #2013-15 shall be published in its entirety in the Hunterdon County Democrat along with the Public Hearing date of July 18, 2013.

VISITORS: Part II: Elizabeth Curtin recipient of the "2013 Hunterdon County Mini Historian Award".

Councilwoman Hughes motioned to amend the agenda to include Resolution #135. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

MOTION TO ADOPT RESOLUTION # 135-2013: Recognizing Elizabeth Curtin, Recipient of the "2013 Hunterdon County Mini Historian Award":

Councilwoman Hughes motioned to adopt Resolution #135. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

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

Councilwoman Miller motioned to dispense with the reading of the Regular and Executive Session Meeting Minutes of June 13, 2013. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes abstained; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 4 ayes and 1 abstention.

APPROVAL OR CORRECTION OF PRIOR MEETING MINUTES:

Councilman Stemple motioned to approve the Regular and Executive Session Meeting Minutes of June 13, 2013. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes abstained; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 4 ayes and 1 abstention.

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.

Dr. Coughlin asked who was paying for the trailer at the golf course. Councilman Stemple confirmed that the title of the trailer will be titled to the Borough and listed on the Borough's books. In reference to Resolution #131-2013, Dr. Coughlin explained that severance is usually given when someone is dismissed from a position. Administrator, Doug Walker left on his own accord and therefore wonders why additional compensation is being extended to a salaried employee and why spending tax payer's money is being spent on this. In the past, there have been other individuals who have left and none have ever received severance pay. Councilman Flynn clarified that the reasons for this decision are listed in Resolution #131-2013. Ron Huttemann expressed his disapproval in giving severance pay to former Administrator, Doug Walker.

COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Monthly reports June 27, 2013

Councilman Flynn: **PLANNING & ENGINEERING** – No report.

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

The Environmental Committee apologizes to any residents who were inconvenienced trying to get to the Commons for recycling this past Saturday. There was a conflict with the Commons being opened during the Soap Box Derby. The committee will make certain not to schedule on the same day in the future. The Wildlife Habitat Community Project is very close to getting certified. There are only 12 more houses needed, please encourage your neighbors.

ENVIRONMENTAL: Farmer's Market held on Saturdays from 8:30 to noon on Main Street. First Shredding Event will be held this Sat., June 29th at Union Forge Park from 9 -11am.

PUBLIC HEALTH: Spread the word that standing water on your property, such as a bird bath, should be changed every 2-3 days to reduce the contamination of mosquitoes.

SOLID WASTE/RECYCLING:

SWAC:

Councilwoman Scarcia: **EDUCATION & MUNICIPAL COURT**

EDUCATION:

MUNICIPAL COURT:

RECREATION: Applications for Summer Rec. are continuing to come in. Expect enrollment to be 100-120 participants.

Councilwoman Miller: **INFORMATION, ECONOMIC DEVELOPMENT, CULTURE & HERITAGE & EVENTS**

NEWSLETTER/INFORMATION: Publishing date being moved up a month. The next 2 issues of the newsletter will be consolidated and number of pages will be reduced in order to save money.

CULTURAL & HERITAGE: Lectures are being held the 4th Tues. of every month, 7pm at the Reformed Church on Church Street.

EVENTS: Thank you to all those involved with making the 2013 Soap Box Derby such a huge success. There was an amazing team of volunteers! Friday night will be the last movie night. Concerts in the park will begin July 6th at 4pm. Community Day Parade and Picnic is in the planning stages being coordinated by Karen Scarcia. The first organizational meeting is scheduled for July 8th.

ECONOMIC DEVELOPMENT: A Borough Face Book page has been initiated. A meeting with Main Street business owners was held on June 10th, more details to follow. New banners for Main Street have been ordered. There was an article in the paper about Carl & Co. celebrating his 50 year Anniversary.

Councilman Rapp: **DEPARTMENT OF PUBLIC WORKS & RECREATION** - No report.

PUBLIC WORKS:

RECREATION:

Councilman Stemple: **FINANCE & GOLF AND EMERGENCY SERVICES**

The Borough maintained a credit rating of AA-. 2012 Auditor report contains no recommendations from the Auditors. A meeting is scheduled with Bonnie the week of July 15th. The High Bridge Golf Course was rated 34th top public golf course in the state by New Jersey Monthly. A meeting is set up with Ryan Phelps, Regional Director of Billy Casper Golf for July 8th. Plan to do a drive thru at the golf course with Jay within the next couple weeks.

POLICE DEPARTMENT: 89 overtime hours in May: 40 hours - sick time, 12 hours - shift coverage, 18.5 hours – training, 11 hours - special detail. A total of 821 calls: 82 motor vehicle stops, 2 assault arrests, 3 criminal mischief, 2 domestic violence, 4 follow up investigations, 6 motor vehicle crashes, 2 thefts, and 4 adult arrests. No juvenile arrests.

FIRE DEPARTMENT:

EMERGENCY SQUAD:

OFFICE OF EMERGENCY MANAGEMENT

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

Mayor Desire reported the resignation of DPW employee, Kenny Hoy.

Councilman Flynn motioned to amend the agenda to accept the resignation of Kenny Hoy (Resolution#137) and to authorize publication of the position for a new DPW employee. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

Councilman Stemple motioned to adopt the Resolution #137. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

Mayor Desire stated there were 30 applications received for the Administrator position. The applicant acceptance has been closed. Council is asked to review applications. The selection committee will review and start interviewing applicants next week. They will also discuss topics of a part time Administrator as well as the possibility of a shared service with another town. Committee will report back to Council at the next meeting.

PUBLIC HEARING: 2ND 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:

- a. Resolution No. 2013-72 from Township of Kingwood "Opposing Jersey Central Power and Light Company's Petition for a Rate Increase".
- b. Month end Tax/Finance Reports.
- c. Certification of funds.
- d. Certification of determination ad award.

UNFINISHED BUSINESS: None at this time.

NEW ORDINANCES:

NEW BUSINESS:

- a. **RESOLUTION #130-2013:** Approval Audit for 2012 and Certification of Governing Body of the Annual Audit, Group Affidavit.

Councilman Stemple motioned to adopt Resolution #130. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

- b. **RESOLUTION #131-2013:** Authorization of Administrator's Severance Pay.

Councilman Flynn motioned to adopt Resolution #131. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

- c. **RESOLUTION #132-2013:** Authorize Refund of Escrow Monies.

Councilwoman Hughes motioned to adopt Resolution #132. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

- d. **RESOLUTION #133-2013:** Authorize Redemption of Tax Lien.

Councilman Stemple motioned to adopt Resolution #133. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

- e. **RESOLUTION #134-2013:** Approve Initiation of Face Book page by EDC.

Discussion: Councilman Stemple questioned if the administrator of the site needs to be a Borough employee or a Council person being that the site is representing the Borough. Concerns that someone not affiliated with the Borough would be making decisions and posts could potentially reflect the Borough negatively. Councilwoman Miller explained that the website is maintained by a paid professional and that no public posts can be accepted. After much discussion, Council agreed that all Face book updates will be required to go through a Council liaison to the EDC to assure that all posts are appropriate. The wording of the resolution will be revised.

Motion to amend Resolution #134 stating that all posts must be approved through a Council liaison to the EDC before content is posted.

Councilwoman Miller motioned to amend Resolution #134. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

Councilwoman Miller motioned to approve Resolution #134 as amended. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

- f. **RESOLUTION#138-2013:** Approval to attend seminar.

Mayor Desire asked for a motion to amend Resolution#135 to make it Resolution#138: Approval to attend seminar.

Councilwoman Hughes motioned to amend Resolution #138: Approval to attend seminar.

Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

Councilman Flynn stated the Borough was awarded a \$250,000 transportation enhancement grant for Main Street Streetscape Phase 2. He explained someone is needed to attend these sessions in the absence of Administrator, Walker. The Borough Engineer will be given \$600 for the cost of his time dividing it 50/50 between us and his company with the cost not to exceed \$600.00.

Councilwoman Hughes motioned to adopt Resolution #138 as amended. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

- g. **RESOLUTION#136-2013:** Award of contract for website maintenance.

Councilwoman Miller clarified Hunterdon Business Services will be billed hourly therefore the cost could be less than \$450/month. Councilman Flynn stated the importance of being aware of all costs.

Councilwoman Hughes motioned to adopt Resolution #136. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia; aye, Stemple, aye. Motion Carried: 5 ayes.

h. **RESOLUTION#137-2013:** Acknowledge Kenny Hoy's resignation and advertise position.

Councilman Stemple motioned to adopt Resolution #137. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia; aye, Stemple, aye. Motion Carried: 5 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.

Mr. Huttemann asked if an open golf meeting is scheduled. Councilman Stemple replied that no time or date is set up as of yet but he plans to speak with the golf course manager. It will most likely be held some time this Fall. Sally Ward commented how awesome the Soap Box Derby was and the amazing job performed by the DJ. Adrienne Shipps thanked Council for approving Face Book page and said a draft will be available shortly for review. She assured Council the policy was written with the proper amount of restrictions on postings. As advances in technology arise, EDC will accommodate necessary changes. Dr. Coughlin asked where the money would be coming from to pay Doug Walker's severance. Councilman Flynn stated it is budgeted in payroll/salary line.

LEGAL ISSUES: Attorney Barry Goodman said there are no legal issues.

BILL LIST: Approval of Bills as signed and listed on the Bill Payment List.

Councilwoman Hughes motioned to approve and direct payment of all vouchers as they appear on the Bill List in the total amount of \$568,306.99. 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; Scarcia, aye; Stemple, aye. Motion Carried: 5 ayes.

i. **RESOLUTION#139-2013:** Approval to discuss legal advice about ADA compliance and to remove the topic of personnel.

Councilwoman Miller motioned to amend Resolution #139. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia; aye, Stemple, aye. Motion Carried: 5 ayes.

EXECUTIVE SESSION: Resolution#139-2013: Legal advice about ADA compliance.

Councilwoman Miller motioned to adopt Resolution#139 as amended which is to only include discussion on ADA compliance. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia; aye; Stemple, aye. Motion Carried: 5 ayes.

Councilwoman Hughes motioned to return to Open Session. Councilman Flynn seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Scarcia; aye; Stemple, aye. Motion Carried: 5 ayes.

Mayor Desire asked if there was any further business. There was none at this time. Mayor Desire asked for a motion to adjourn. Councilwoman Hughes motioned and Councilwoman Miller seconded. Vote: 5 ayes. Motion Carried.

ADJOURNMENT: 9:14 PM

Respectfully submitted,

MaryBeth Griffith, Municipal Deputy Clerk