

BOROUGH OF HIGH BRIDGE

MAYOR AND BOROUGH COUNCIL

Meeting Date: January 23, 2014

CALL TO ORDER: The meeting of the Mayor and Council of the Borough of High Bridge came to order with Mayor Desire, at 7:35 PM on the above date. "Pursuant to the Open Public Meetings Act, notice of 2014 meeting dates was published in the Hunterdon County Democrat on January 9, 2014 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." Executive Session was held at 7:00PM.

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, Municipal Clerk Diane Seals and six members of the general public and news media were also present.

VISITORS: None at this time.

EXECUTIVE SESSION: RESOLUTION#34-2014: Councilwoman Miller motioned to adopt a resolution allowing an Executive Session to discuss the Solitude House Caretaker Lease, 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.

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

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 December 19, 2013 and Reorganization Meeting of January 2, 2014. Councilwoman Hughes 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 December 19, 2013 and Reorganization Meeting of January 2, 2014. 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.

Dr. Brenden Coughlin stated that if the revaluation people do the work then lay off the Assessor and OEM should get a gas line to Solitude Village.

Sally Ward said that the DPW were awesome clearing the roads during the snow storms.

Adrienne Shippo asked about condemned properties and frozen water lines. Administrator Gregory said that the Borough shuts the water off if it can find the shut offs. An Ordinance will be forthcoming to get banks to be responsible and get the properties sold.

COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Monthly reports January 23, 2014

Councilman Flynn: **PLANNING & ENGINEERING**

1. Moving forward on the plans for new Borough Hall and Cregar Rd.
2. Will be taking underground fuel tanks out at DPW.

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

ENVIRONMENTAL:

PUBLIC HEALTH:

SOLID WASTE/RECYCLING:

1. Thanks to "Premier Disposal" for their efforts to collect garbage and recycling with all the snow. They collected on Saturday, Sunday and Monday. They start to pick up garbage as early as possible when a snow storm is predicted.

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

NEWSLETTER/INFORMATION:

1. Spoke with Patricia Birchenough with the hopes to further condense the issues.

CULTURAL & HERITAGE:

Events Committee:

ECONOMIC DEVELOPMENT:

1. New member Linda Gretta has a background in design.

RECREATION:

1. Jason Bradow will be joining the Committee.

Councilwoman Miller: **EMERGENCY SERVICES, EDUCATION & MUNICIPAL COURT**

1. Emergency services will be meeting in the future.

POLICE:

RESCUE SQUAD:

FIRE DEPARTMENT:

EDUCATION:

COURT:

OFFICE OF EMERGENCY MANAGEMENT:

CULTURAL & HERITAGE:

1. Claire Knapp will be replacing Amy Boyce.
2. Clean up of Solitude House was scheduled for January 8th & 12th, attic and 2nd floor. Basement will be next.

EVENTS:

1. The Committee will be send out the new sponsor form.

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

PUBLIC WORKS:

1. Snow removal, part time help was called in.
2. Hiring a new DPW employee.
3. Underground tanks will be removed.
4. Talking with Dr. Bonnie Wagner-Westbrook regarding feral cats. According to “Animal Protection League of NJ”, there could be approximately 600 feral cats in the Borough. The “Trap, Neuter and /Release Program” may help. Administrator Gregory will start a canvass.

RECREATION:

SWAC:

Councilman Stemple: **FINANCE & GOLF**

FINANCE:

1. Met with Finance Committee and Administrator Gregory to ready the Budget for Introduction in February.

John Gregory: **ADMINISTRATORS REPORT**

1. With all the snow, a lot of salt has been used. Received 400 tons of salt.
2. Sidewalks need to be kept free of snow and ice.
3. Water meters need to be protected from freezing.

Mayor, Mark Desire: **EXECUTIVE SERVICES**

1. Hydro power will be discussed at the next meeting. Working on proposals, water rights, who does the work, easements.

PUBLIC HEARINGS: 2ND Reading.

ORDINANCE # 2014-01

ORDINANCE APPROPRIATING \$352,000 FROM CAPITAL IMPROVEMENT FUND FOR ROAD IMPROVEMENTS TO CREGAR ROAD, PHASE IV, IN AND BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

Mayor Desire asked for a motion to open the Public Hearing on Ordinance #2014-01.

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

Questions and Comments:

Councilman Flynn explained that Phase 3 & 4 are combined. Grants for \$352,000 were combined and Borough will add \$352,000 from Capital Improvement Funds.

Dr. Brenden Coughlin stated that High Bridge is the 11th highest taxes, stop spending, and can the residents’ assets sustain the spending.

Mayor Desire explained that the Borough received grants, bonding is not necessary.

Councilman Flynn stated that the needs to use the grant or loose it, need to keep up with the roads. Councilman Stemple spoke to the fact that it is a responsibility to upkeep the infrastructure of the Borough.

Mayor Desire asked for a motion to close the Public Hearing on Ordinance #2014-01.

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

Mayor Desire asked for a motion to adopt Ordinance #2014-01 and stated that Ordinance #2014-01 shall be published by title only in the Hunterdon County Democrat according to law.

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

ORDINANCE # 2014-02

ORDINANCE APPROPRIATING \$59,000 FROM WATER CAPITAL IMPROVEMENT FUND FOR ROAD IMPROVEMENTS TO CREGAR ROAD, PHASE IV, IN AND BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

Mayor Desire asked for a motion to open the Public Hearing on Ordinance #2014-02.

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

Questions and Comments:

Councilman Flynn explained that the water main will be replaced during Cregar Road reconstruction.

Mayor Desire asked for a motion to close the Public Hearing on Ordinance #2014-02.

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

Mayor Desire asked for a motion to adopt Ordinance #2014-02 and stated that Ordinance #2014-02 shall be published by title only in the Hunterdon County Democrat according to law.

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

ORDINANCE #2014-03

ORDINANCE APPROPRIATING \$50,000 FROM THE CAPITAL IMPROVEMENT FUND FOR THE REMOVAL OF UNDERGROUND FUEL TANKS IN THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

Mayor Desire asked for a motion to open the Public Hearing on Ordinance #2014-03.

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

Questions and Comments:

No comments nor questions.

Mayor Desire asked for a motion to close the Public Hearing on Ordinance #2014-03.

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

Mayor Desire asked for a motion to adopt Ordinance #2014-03 and stated that Ordinance #2014-03 shall be published by title only in the Hunterdon County Democrat according to law.

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

ORDINANCE # 2014-04

ORDINANCE APPROPRIATING AN ADDITIONAL \$250,000 FROM CAPITAL IMPROVEMENT FUND FOR STREETScape PHASE 2, IN AND BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

Mayor Desire asked for a motion to open the Public Hearing on Ordinance #2014-04.

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

Questions and Comments:

Councilwoman Miller asked if this \$250,000 included engineering and what was the time line as the Soap Box Derby is scheduled for June 7th.

Councilman Flynn said it covered the engineering and will not begin until after the Derby.

Mayor Desire asked for a motion to close the Public Hearing on Ordinance #2014-04.

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

Mayor Desire asked for a motion to adopt Ordinance #2014-04 and stated that Ordinance #2014-04 shall be published by title only in the Hunterdon County Democrat according to law.

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

ORDINANCE #2014-5

ORDINANCE PROVIDING FOR A SPECIAL EMERGENCY APPROPRIATION IN THE AMOUNT OF \$275,000.00 BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, IN THE STATE OF NEW JERSEY, TO FUND PREPARATION AND EXECUTION OF A COMPLETE REVALUATION PROGRAM.

Mayor Desire asked for a motion to open the Public Hearing on Ordinance #2014-05.

Councilwoman Rapp motioned to open. Councilwoman Miller seconded. Roll Call Vote:

Questions and Comments:

Councilwoman Miller asked if this would affect 2015. Yes.

Dr. Brenden Coughlin asked why not hire a few additional Assessors to do the reval. There needs to be a consistent approach.

Mayor Desire asked for a motion to close the Public Hearing on Ordinance #2014-05.

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

Mayor Desire asked for a motion to adopt Ordinance #2014-05 and stated that Ordinance #2014-05 shall be published by title only in the Hunterdon County Democrat according to law.

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

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.

1. **RESOLUTION #26-2014:** Approve the hire of Scott Hammel as DPW probationary laborer at an annual salary of \$29,000.00.
2. **RESOLUTION #27-2014:** Proclaim Arbor Day on April 25, 2014.
3. **RESOLUTION #28-2014:** Approve the Endorsement of the Municipal Recycling Tonnage Grant Application and designate Municipal Clerk Seals as Recycling Coordinator for 2014.
4. **RESOLUTION #29-2014:** Approve Establishment of an Annual Landlord Registration Fee of \$50.00 per rental unit.
5. **RESOLUTION #30-2014:** Approve Fee for Tax Sale Duplicate.
6. **RESOLUTION #31-2014:** Approve the 2014 Running of the Soap Box Derby on June 7, 2014.
7. **RESOLUTION #32-2014:** Approve the Board of Health Sponsorship of a Free Rabies Clinic on March 29, 2014 at a cost of \$280.00.
8. **RESOLUTION #33-2014:** Refund DCA fees.
9. **RESOLUTION #34-2014:** Early Executive Session.
10. **RESOLUTION #36-2014:** Approval of Knights of Columbus Off-Premise 50/50 Raffle to be held on June 29, 2014 at 3:00PM.
11. **RESOLUTION #37-2014:** Approve of Award of Contract for Cleaning Services to Molly Maids for \$192.00 per week.
12. **RESOLUTION #41-2014:** Approve of the Appointment of Claire Knapp to the Cultural and Heritage Committee.
13. **RESOLUTION #42-2014:** Approve the Appointment of Ruby Reuter to the Events Committee.
14. **RESOLUTION #43-2014:** Approve Appointment of Michele Davis to the Events Committee.

Councilman Rapp motioned to amend agenda to include Resolution #45-2014. Councilwoman Scarcia seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Councilman Rapp motioned to amend the agenda to remove Resolution #35-2014 and put at New Business. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

15. **RESOLUTION #45-2014:** Approve Appointment of Linda Gretta to the Economic Development Committee. Councilwoman Hughes motioned to adopt resolutions #26, 27, 28, 29, 30, 31, 32, 33, 36, 37, 41, 42, 43, & 45 Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

WRITTEN COMMUNICATIONS:

1. Letter from Union Forge Heritage Association requesting termination of the TISCO Office Lease.
2. Utilities Report for the month of December, 2014.
3. Comcast notice regarding Limited Basic Channels Encryption.
4. Notice from Hunterdon County regarding their "Household Hazardous Waste Cleanup Day" on March 8, 2014 from 9:00AM to 1:00PM at the County Complex on Route 12.
5. Notice from Hunterdon County regarding their "Computer & Electronics Collection Day" on April 12, 2014 from 9:00AM to 1:00PM at the County Complex on Route 12.
6. Letter from New Jersey Senator Stephen M. Sweeney requesting contact information for Mayor and Council.
7. Letter from Attorney J.Peter Jost requesting hook up to the water and sewer for a vacant property on Dennis Ave., Block 24, Lot 22 owned by Pauline Apgar-Ajamian.

UNFINISHED BUSINESS: None at this time.

NEW ORDINANCES: Introduction 1st reading. None at this time.

NEW BUSINESS:

1. **RESOLUTION #35-2014:** Councilman Rapp motion to **table** resolution Awarding Newsletter/Web Site Maintenance. Councilwoman Scarcia seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
2. **RESOLUTION #38-2014:** Councilwoman Miller motioned to adopt a resolution Awarding Solitude House Caretaker Lease. Councilman Rapp seconded. Roll Call Vote: Flynn, nay; Hughes, nay; Miller, nay; Rapp, nay; Scarcia, nay; Stemple, nay. Motion Defeated: 6 nays.
3. **RESOLUTION #39-2014:** Councilman Rapp motioned to adopt a resolution Approving the Establishment of a Form for Special Events Donations, 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.
4. **RESOLUTION #40-2014:** Councilman Rapp motioned to adopt a resolution Approving Change of Date for Dog Licenses, 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.

At this time Councilman Rapp motioned to amend agenda to include Resolution #46-2014. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes

5. **RESOLUTION #46-2014:** Councilman Rapp motioned to adopt a resolution reinstating Officer Shipps' vacation time, 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.

At this time Councilwoman Miller motioned to amend the agenda to include Resolution #47-2014. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

6. **RESOLUTION #47-2014:** Councilman Stemple motioned to adopt a resolution approving the Termination of the T.I.S.CO. lease with Union Forge Heritage Association, 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.

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.

LEGAL ISSUES: Attorney Goodman stated that there were no legal issues at this time.

BILL LIST:

Councilman Stemple motioned to approve and direct payment of all vouchers as they appear on the Bill List in the total amount of **\$1,676,410.88** 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.

EXECUTIVE SESSION: RESOLUTION #44-2014: Legal advice regarding, personnel Michael Hann.

Councilman Rapp motioned to adopt a resolution allowing Executive Session, a copy of which his 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.

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

Councilman Rapp motioned to amend the agenda to include Resolution #48-2014. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

RESOLUTION #48-2014: Councilman Rapp motioned to adopt a resolution Approving the Suspension of Michael Hann for 30 days and a year Probation for Creating a Hostile Work Environment, 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.

Mayor Desire asked if there was any further business. There was none at this time. Mayor Desire asked for a motion to adjourn. Councilman Rapp motioned and Councilman Stemple seconded. Vote: 6 ayes. Motion Carried.

ADJOURNMENT: 10:05 PM

Respectfully submitted,

Diane L. Seals, Municipal Clerk, RMC