

BOROUGH OF HIGH BRIDGE

MAYOR AND BOROUGH COUNCIL

Meeting Date: December 19, 2013

CALL TO ORDER: The meeting of the Mayor and Council of the Borough of High Bridge came to order with Mayor Desire, 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 John Gregory, Municipal Clerk Diane Seals, Deputy Clerk Tara Riordan and 9 members of the general public and news media were also present.

Mayor Desire led a moment of silence for long time resident and volunteer Sharon Apperson, who passed away. She will be missed.

VISITORS: No visitors this meeting.

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 November 21, 2013. 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 November 21, 2013. 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 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.

Ron Huttermann stated that if the new Administrator is a CFO, then the current CFO should be made a part time position. Councilman Flynn stated that the current CFO position is part time and she is also the Tax Collector. Councilman Stemple mentioned that for auditors reasons, it's best to have one person doing the books. Dr. Brenden Coughlin expressed about the vendor paying sales tax. Dr. Coughlin also expressed his frustration at not being able to get exactly what he asked for. He also expressed concern about the Consumption License; he said he reported it to the state that the Golf Course was selling other merchandise within the licensed perimeter. Sally Ward did some research and quoted some positive poems by Barbara Sargent. She also thanked the Council for their vibrant and joyful years of service.

COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Monthly reports December 19, 2013

Councilman Flynn: **PLANNING & ENGINEERING**

1. Working on creating Hydropower at Lake Solitude Dam.
2. Cregar Rd project phase 3&4 will begin next year.
3. New Borough Hall funds are released and bidding process will start soon, meeting with the Rescue Squad in Jan. 2014.
4. Working to get generators for well #8 and golf irrigation.

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

1. Achieved Wildlife Habitat.
2. Tree grants – free trees at Golf Course.
3. Scouts help maintain the nursery.
4. Caught being green award.
5. High Bridge Elementary School vegetable garden for Boy Scout Eagle Project.
6. Received a grant for Constellation Energy for \$250.00
7. Created a garden in front of the Police Station with help from the Somerset Garden Club grant.
8. New Welcome to High Bridge signs with help from the Women's Club.
9. Updated web page, newsletter articles, now starting a history article.
10. Earth Day/ Arbor Day.
11. Removed trash & monitor the open space.
12. Watered Main Street planters.
13. Rick Koppe made up metal railings on gazebo.

PUBLIC HEALTH:

1. Met with the Red Cross and recertified three shelters.
2. Annual Rabies Clinic was held last spring.

SOLID WASTE/RECYCLING:

1. Commons recycling closed for the winter, Shredding Events, Rigid Plastic Events are being planned.

Councilwoman Scarcia: **EDUCATION & MUNICIPAL COURT**

EDUCATION:

MUNICIPAL COURT:

RECREATION: Liaison:

1. Summer Recreation, HBYS, HBYB, improved benches and hoops. 139 children attended Summer Rec.

2. Fundraiser for new scoreboard for High Bridge Middle School – Rec helped.
3. Soccer and Basketball volunteers very involved.
4. Improved fields from Hurricane Sandy damage, from cement block dugout to fenced dugout, Field #1 also has a new backstop. At Union Forge Park, some repair work on the gazebo and merry go round.

POLICE:

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

NEWSLETTER/INFORMATION:

1. No Facebook page will be done, due to Facebook regulations.
2. Website revamped, thanks to Patricia Birchenough for her hard work.
3. In 2014 there will only be three (3) newsletters instead of four (4).

CULTURAL & HERITAGE:

1. Historical signs - in progress.
2. Develop formal outreach program for schools.
3. 300 year anniversary for Hunterdon County.
4. Continuing the High Bridge heritage tourism.
5. Gayle Maher is writing script for January 1st Freeholders Meeting.

Events Committee:

1. Looking to keep events going, even if the event chair leaves.
2. Events are low cost and family friendly.
3. Improved stage in the Commons.

ECONOMIC DEVELOPMENT:

1. Distribution of retail brochures to local realtors.
2. Develop press contacts, want to bring larger events to High Bridge.
3. Joined Chamber of Commerce, new Main St. banners, input to Planning Board, marketing brochure.

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

PUBLIC WORKS:

1. DPW has not started to test sewer and water lines.
2. Repaired and replaced 30 storm basins through out the town.
3. Pads for the new gas tanks are poured. In January the gas tanks should be put in.
4. 203.5 man hours and 375 tons of salt used this year for the snow.
5. 5 people currently work for the DPW. Rick Koppe retiring on 12/31/2013.
6. 7 water main breaks.
7. Trailer office was removed.
8. Mowing open spaces.
9. Caring for 18 miles of roads.

RECREATION:

SWAC:

Councilman Stemple: **FINANCE & GOLF**

FINANCE:

1. Budget completed on time.
2. Met the budget for 2013.
3. Council Meetings are NOT going paperless. Would like to make paperless meetings.
4. Ladder truck has been ordered through coop, best price for truck.

POLICE DEPARTMENT: 737 calls, 185 hours and \$11,000.00 in overtime.

FIRE DEPARTMENT: New ladder truck.

EMERGENCY SQUAD:

OFFICE OF EMERGENCY MANAGEMENT:

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

1. Mayor Desire stated that he attended every meeting that was offered to him from Hunterdon County, State of New Jersey and FEMA.
2. Had OEM training, feels we are better prepared now.
3. Updated critical services list.
4. Solitude Dam received two awards this year.
5. New Construction on Main St., Blue Building at 38 Main St to be demolished and new building with storefronts & apartments to be built. Should be a positive opportunity for the Borough.
6. Continue to seek hydro-power for Solitude Dam.
7. NJ Transit looking to do something with the train station. We have already scheduled two tours to hopefully get some businesses to rent space.

PUBLIC HEARINGS: 2ND Reading.

**ORDINANCE #2013-22
AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE
SETTING FORTH THE SALARIES AND WAGES OF
OFFICERS AND EMPLOYEES FOR THE YEAR 2013**

Mayor Desire asks for a motion to open the Public Hearing on Ordinance #2013-22.

Councilman Rapp motioned to open the Public Hearing on Ordinance #2013-22. Councilwoman Miller seconded the motion. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes. Questions and Comments: None.

Mayor Desire asks for a motion to close the Public Hearing on Ordinance #2013-22.

Councilman Rapp motioned to close the Public Hearing on Ordinance #2013-22. Councilman Stemple seconded the motion. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Mayor Desire asks for a motion to adopt Ordinance #2013-22 and states that Ordinance #2013-22 shall be published by title only in the Hunterdon County Democrat according to law.

Councilwoman Miller motioned to adopt the Ordinance #2013-22. Councilman Rapp seconded the motion. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

ORDINANCE #2013-23
AN ORDINANCE TO AMEND CHAPTER 167, ARTICLE IV, OF THE CODE OF THE BOROUGH OF HIGH BRIDGE, ESTABLISHING HIGH BRIDGE HILLS GOLF RATES

Mayor Desire asks for a motion to open the Public Hearing on Ordinance #2013-23.

Councilman Rapp motioned to open the Public Hearing on Ordinance #2013-23. Councilwoman Miller seconded the motion. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Questions and Comments: None.

Mayor Desire asks for a motion to close the Public Hearing on Ordinance #2013-23.

Councilman Rapp motioned to close the Public Hearing on Ordinance #2013-22. Councilman Stemple seconded the motion. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Mayor Desire asks for a motion to adopt Ordinance #2013-23 and states that Ordinance #2013-23 shall be published by title only in the Hunterdon County Democrat according to law.

Councilwoman Miller motioned to adopt the Ordinance #2013-22. Councilman Rapp seconded the motion. 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.

None at this time.

WRITTEN COMMUNICATIONS:

1. Notice from Comcast regarding Cable Channel and Price Changes.
2. Resolution 2013-87 from Township of Franklin "Requesting that the County of Hunterdon Undertake the Animal Control Officer Responsibilities for Hunterdon County Municipalities".
3. Resolution 2013-85 from the Borough of Califon "Requesting that the County of Hunterdon Undertake the Animal Control Officer Responsibilities for Hunterdon County Municipalities".
4. Resolution #57-13 from the Borough of Bloomsbury "Requesting that the County of Hunterdon Undertake the Animal Control Officer Responsibilities for Hunterdon County Municipalities".
5. Utilities report for month of November, 2013.
6. Resolution 2013-002 from the Township of Alexandria Board of Health "Requesting that the County of Hunterdon Undertake the Animal Control Responsibilities for Hunterdon County Municipalities".
7. Resolution #179-2013 from West Amwell Township "Requesting that the County of Hunterdon Undertake the Animal Control Officer Responsibilities for Hunterdon County Municipalities".
8. Resolution 313-198 from Township of Raritan "Requesting that the County of Hunterdon Undertake the Animal Control Responsibilities for Hunterdon County Municipalities".
9. Resolution No. 2013-68 from Borough of Stockton "Requesting the County of Hunterdon Undertake Animal Control Responsibilities for Hunterdon County Municipalities".

UNFINISHED BUSINESS:

RESOLUTION 223-2013: Councilwoman Miller motioned to amend. Councilman Rapp seconded the motion. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes. Motion Carried: 6 ayes. Councilman Rapp motioned to adopt as amended a resolution to Appoint Criminal Background Check Appeals Committee. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

The committee will consist of Police Chief Bartman, Councilwoman Scarcia and Borough Administrator John Gregory.

NEW ORDINANCES: None at this time.

NEW BUSINESS:

1. **RESOLUTION #232-2013:** Councilwoman Hughes motioned to adopt a resolution Requesting that the County of Hunterdon take over animal control. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
2. **RESOLUTION #233-2013:** Councilwoman Miller motioned to adopt a resolution Authorizing the Solicitation of Request for Proposals (RFP) for the Publishing of the Newsletter and Website Development and Maintenance. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
3. **RESOLUTION #234-2013:** Councilman Rapp motioned to adopt a resolution to Approve Year End Transfers. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
4. **RESOLUTION #235-2013:** Councilman Rapp motioned to adopt a resolution to Approve Cancellation of Capital Appropriation Balances. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
5. **RESOLUTION #236-2013:** Councilman Rapp motioned to adopt a resolution to Amend Professional Service Contract for Hatch Mott MacDonald. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
6. **RESOLUTION #237-2013:** Councilman Rapp motioned to adopt a resolution to adopt a resolution to Authorize Redemption of Tax Lien. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
7. **RESOLUTION #238-2013:** Councilman Rapp motioned to Authorize Reimbursement for Background Check for Administrator John Gregory. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
8. **RESOLUTION #239-2013:** Councilman Rapp motioned to Authorize Reimbursement for Background Check and Driver Abstract for Greg VanHassel, part-time DPW laborer. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.
9. **RESOLUTION #240-2013:** Councilman Rapp motioned to adopt a resolution to Authorize Refund of Escrow Monies to Jody Huxter. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

10. **RESOLUTION #241-2013:** Councilwoman Hughes motioned to adopt a resolution Requesting Approval of Items of Revenue Appropriation, Chapter 159, Recycling Tonnage Grant. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

11. **RESOLUTION #242-2013:** Councilman Rapp motioned to adopt a resolution Requesting Approval of Items of Revenue Appropriation Chapter 159, Body Armor. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

12. **RESOLUTION #243-2013:** Councilman Rapp motioned to adopt a resolution to Approve Award of Contract for Emergency Generator Purchase. Councilwoman Hughes seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

13. **RESOLUTION #244-2013:** Councilman Rapp motion to adopt a resolution to Approve Award of Contract for Emergency Generator Installation. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

14. **RESOLUTION #245-2013:** Councilman Rapp motioned to amend. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Councilwoman Miller motioned to adopt as amended to Mine Rd, not Mine St. a resolution to Approve Sewer Hook up for 61 Mine Rd. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

If High Bridge took over Mine Rd. would the resident still be responsible for the pipe? Resident owns the pipe and has full responsibility from the house to the street. If it expands then the Borough will take responsibility of that portion.

15. **RESOLUTION #246-2013:** Councilman Rapp motioned to amend the Lot from 16 to 66. 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 adopt a resolution to Approve Sewer Hook up for Block 19, Lot 66, 100 Main St. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

16. Town Administrator, John Gregory stated the Town of Clinton sewer rates will be raised by 43%. He is looking to join up with Clinton Twp. Sewer Authority, Franklin and Union Twps are in on this. Looking to gather information and come up with a unified response.

17. **RESOLUTION #247-2013:** Councilman Rapp motioned to adopt a resolution for Authorization to go out to bid for the New Borough Hall. Councilwoman Miller seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

18. **RESOLUTION #248-2013:** Councilwoman Scarcia motioned to adopt a resolution to Remove Officer Shipps from Probationary status. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

19. **RESOLUTION #249-2013:** Councilman Rapp motioned to adopt a resolution to Authorize the Issuance of a Duplicate Tax Sale Certificate Pursuant to N.J.S.A. 54:5-52.1. Councilwoman Scarcia 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.

Ron Hutterman asked about getting rid of the Utilities and put the money into a general fund to get a tax deduction. Dr. Brenden Coughlin recommended making the golf course vendor put in for a refund.

LEGAL ISSUES: Attorney Goodman stated that there were no legal issues 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 **\$796,166.62** 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.

EXECUTIVE SESSION:

RESOLUTION # 250 -2013: Legal advice regarding Caretaker Lease.

Councilman Stemple motioned to amend to take off Chief of Police duties. Councilman Rapp seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes. Councilman Rapp motion to adopt as amended. Councilman Stemple seconded. Roll Call Vote: Flynn, aye; Hughes, aye; Miller, aye; Rapp, aye; Scarcia, aye; Stemple, aye. Motion Carried: 6 ayes.

Councilman Rapp motion to return to Open Session. Councilwoman Miller seconded the motion. 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: 10:09 PM

Respectfully submitted,

Tara Riordan, Deputy Municipal Clerk

