

# MEETING AGENDA OF MAYOR AND COUNCIL OF HIGH BRIDGE BOROUGH

**MEETING DATE**      **October 8, 2015**                      **REGULAR COUNCIL**      **7:30 PM**  
**MEETING PLACE**    **High Bridge Firehouse**    **7 Maryland Ave.**

**Actual meeting may contain discussion of items not mentioned on the agenda and alternatively any items specifically listed may be omitted.**

**1. CALL TO ORDER:**

Mayor calls meeting to order and makes the following statement: “Pursuant to the Open Public Meetings Act, notice of 2015 Meeting Dates was published in the Hunterdon County Democrat on January 1, 2015, Noticed in the Express Times on January 15, 2015, and posted on the bulletin board at Borough Hall. Action may be taken.”

**2. FLAG SALUTE:** Led by Mayor or Presiding Officer.

**3. ROLL CALL:**

Roll Call Vote						P=Present A=Absent							
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa		Mayor Desire	

**4. READING AND APPROVAL OF MINUTES: - .**  
**MOTION TO DISPENSE WITH THE READING OF PRIOR MEETING MINUTES FOR:**

Regular Meeting Minutes June 25, & September 24 2015

Motion to Approve:						Second:					
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent					
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa	

**MOTION TO APPROVE OR CORRECT PRIOR MEETING MINUTES:**

Regular Meeting Minutes June 25, & September 24 2015

Motion to Amend/Approve:						Second:					
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent					
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa	

Executive Session meeting minutes of September 24, 2015

Motion to Amend/Approve:						Second:					
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent					
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa	

**5. PROCLAMATION: -BREAST CANCER AWARENESS MONTH.**

**6. VISITORS:**

**7. 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 section of the agenda. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

**8. 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.

RESOLUTION #	TITLE	PURPOSE
198-2015	Authorizing Water Connection	Block 39.08 Lot 606 & 57 West Main St. to connect to High Bridge Water System
199-2015	Award of Contract Dosch King	For emulsion for the Pothole Patcher
200-2015	Water Utility Fines	Fines for failure to act once noticed for a faulty meter replacement
201-2015	Amend Capital Budget	To Update the Capital Budget for the water Utility to Fund Truck
202-2015	Issue RFP for Risk Manager	Seek proposals for a Risk Manager
203-2015	Approve Barbara Kinsky as regular employee	Remove Probationary Status
Motion to Approve Resolutions 198 – 203:		Second:
Roll Call Vote		Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Scarcia	Shippo
		Stemple
		Strange
		Zappa

**9. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Monthly Report**

Next reports due October 22, 2015

**10. WRITTEN COMMUNICATIONS:**

A. FEMA Approval Letter

**11. NEW BUSINESS:**

**12. UNFINISHED BUSINESS:**

**13. NEW ORDINANCES – Amendments to and Introduction of Ordinances**

A. Mayor Desire asks for a motion to introduce amendment to Ordinance #2015-31

<b><u>PURPOSE:</u></b>	<b><u>Provide increased overnight parking opportunities without permit but require removal of cars during snow events.</u></b>								
<u>Motion to Introduce:</u>					<u>Second:</u>				
Roll Call Vote					Y=Yes; N=No; A=Abstain; At=Absent				
Hughes		Scarcia		Shippo		Stemple		Strange	
								Zappa	

Mayor Desire states that the amendment to Ordinance #2015-31 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of October 24, 2015.

**B.** Mayor Desire asks for a motion to introduce amendment to Ordinance #2015-32

<b><u>PURPOSE:</u></b>		<b><u>Renew Cable Franchise Agreement for 15 years for the Borough of High Bridge</u></b>							
<b><u>Motion to Introduce:</u></b>						<b><u>Second:</u></b>			
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shipps		Stemple		Strange	Zappa

Mayor Desire states that the amendment to Ordinance #2015-32 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of October 24, 2015.

**C.** Mayor Desire asks for a motion to introduce amendment to Ordinance #2015-33

<b><u>PURPOSE:</u></b>		<b><u>Purchase truck for Water Utility Work and Maintenance due to catastrophic engine failure</u></b>							
<b><u>Motion to Introduce:</u></b>						<b><u>Second:</u></b>			
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shipps		Stemple		Strange	Zappa

Mayor Desire states that the amendment to Ordinance #2015-33 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of October 24, 2015.

**14. PUBLIC HEARING: 2<sup>ND</sup> READINGS.**

**A.** Mayor Desire asks for a motion to Open Public Hearing on Ordinance #2015-29

<b>Purpose</b>		<b><u>Amendment add to clarify application process per Planning Board Recommendation</u></b>							
<b>Motion to Open:</b>						<b>Second:</b>			
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shipps		Stemple		Strange	Zappa

Questions and Comments:

Mayor Desire asks for a motion to close the Public Hearing on Ordinance # 2015-29

<b>Motion to Close:</b>						<b>Second:</b>			
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shipps		Stemple		Strange	Zappa

Mayor Desire asks for a motion to adopt Ordinance# 2015-29.

<b>Motion to Adopt:</b>						<b>Second:</b>			
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shipps		Stemple		Strange	Zappa

Mayor Desire states that Ordinance # 2015-29 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law

**B.** Mayor Desire asks for a motion Open Public Hearing on Ordinance #2015-30

<b>Purpose</b>	<i>Amend Noise ordinance making it less restrictive but easier to enforce regarding engine braking</i>									
Motion to Open:						Second:				
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent				
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa

Questions and Comments:

Mayor Desire asks for a motion to close the Public Hearing on Ordinance # 2015-30

<b>Motion to Close:</b>						<b>Second:</b>				
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent				
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa

Mayor Desire asks for a motion to adopt Ordinance# 2015-30.

<b>Motion to Adopt:</b>						<b>Second:</b>				
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent				
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa

Mayor Desire states that Ordinance # 2015-30 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law.

**15. DISCUSSION ITEMS:**

**A.** New Jersey Best Practices

**B.** Resolution 196-2015 Authorization to sign Solitude Village Water Takeover Agreement

<b>Purpose</b>	<i>Authorize Administrator and Attorney to arrange for and sign Take Over of the Solitude Village Water Tower and Pump</i>									
Motion to Approve Resolutions 196-2015:						Second:				
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent				
Hughes		Scarcia		Shipps		Stemple		Strange		Zappa

**16. 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. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

**17. LEGAL ISSUES:**

NONE

**18. BILL LIST:**

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

**Total Amount: \$ \_\_\_\_\_**

Motion to Approve:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

**19. EXECUTIVE SESSION: Executive Session if Needed OR Move to Adjourn.**

**RESOLUTION # 198E-2015: Litigation Solitude Village, Attorney Client Defective Equipment**

Motion to Move into Executive Session:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

Motion to Return to Open Session:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

**20. ADJOURNMENT:**

Mayor Desire or presiding officer asks if there is any further business.

Motion to Adjourn:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

**Next Council Meeting, October 22 2015 REGULAR MEETING, 7:30PM, Fire House, 7 Maryland Ave., High Bridge, NJ.**

**EXECUTIVE SESSION ITEMS:** (space for members of council and clerk to take notes on each item)

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**AUTHORIZATION TO TAKE OVER SOLITUDE VILLAGE WATER SYSTEM**

**NUMBER: 196-2015**

**ADOPTED: October 8, 2015**

**WHEREAS**, there is potable water supply system located at Solitude Village in the Borough of High Bridge, and

**WHEREAS**, an agreement has been drafted between the Solitude Village Homeowners Association and the Borough of High Bridge, and

**WHEREAS**, the Borough has received confirmation that grant funds have been approved through FEMA, and

**WHEREAS**, the Borough wishes to acknowledge the cooperation of the Solitude Village Homeowners Association to maintain the potable water system.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the Borough of High Bridge authorizes the Administrator to arrange for the transfer of the Solitude Village Potable Water System once the Association dismisses the lawsuit captioned "Solitude Village Condominium Assoc. v. Borough of High Bridge and John Gregory, Acting Clerk," Docket No. HNT-L-542-14 and pays to the Borough all attorneys' fees and costs incurred by the Borough in dealing with the lawsuit, , provides a release to the Borough with regard to any and all water tower and water supply issues, and turns over to the Borough all maintenance records for the last five (5) years for the water pump and tower.

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**Authorize Block 39.08 Lot 606 and 57 West Main St (Clinton Township) to Connect  
to the Water System.**

**NUMBER: 198-2015**

**ADOPTED: October 8, 2015**

**WHEREAS**, a request has been made to hook up water and sewer Block 39.08 Lot 606 and 57 West Main in Clinton Township, and

**WHEREAS**, the Borough has sufficient capacity to allow this property to connect to the system.

**NOW, THEREFORE, BE IT REOLVED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby authorizes the owners of Block 39.08 Lot 606 and 57 West Main St to connect to the Borough's Water utility provided all permits are filed and fees paid.

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**Award of Contract Emulsion**

**NUMBER: 199-2015**

**ADOPTED: September 10, 2015**

**WHEREAS**, the Borough of High Bridge Is in need of emulsion type CRS-2, and

**WHEREAS**, the Borough requested quotes and received one response, and

**WHEREAS**, Dosch-King 16 Troy Hills Rd. Whippany, N.J. 07054 has submitted all Pay to Play paperwork

**NOW, THEREFORE, BE IT REOLVED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby award a contract for the chip sealing of Silverthorne, Mine Rd. and Wilson Rd. to Dosch-King 16 Troy Hills Rd. Whippany, N.J. 07054 for an amount not to exceed \$18,000.00.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Capital Ord#18-2015/ #22-2014-Acct#309404/309304.



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Bonnie Ann Fleming  
Chief Financial Officer

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**Approval of Water Utility Fines for 2015**

**NUMBER: 201-2015**

**ADOPTED: October 8, 2015**

**NOW THEREFORE BE IT RESOLVED** The Mayor and Council of the Borough of High Bridge set the fees for Water Utility fines as listed;

These additional charges are and shall be imposed for the following related services:

Non-compliance for broken meter assessment and repairs including damaged wires and replacement of remote device:

In the event that an actual meter reading is not obtained by the meter reader due to technical difficulties, the owner of the property will be notified by regular mail at the address on file for the account that a problem exists that requires his/her immediate attention. If after 60 days from the initial mailing, no response is achieved, a second notice will be sent stating that a \$100/month fine will be assessed on the account on the first of the month following the second letter date. The fine shall continue to be assessed on a monthly basis until the necessary repairs are completed and an actual reading is obtained.

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**CAPITAL BUDGET AMENDMENT**

**NUMBER: 202-2015**

**ADOPTED: OCTOBER 8, 2015**

**WHEREAS**, the local capital budget for the year 2015 was adopted on the 7<sup>th</sup> day of May 2015;

**WHEREAS**, it is desired to amend said capital budget section;

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of High Bridge, County of Hunterdon, that the following amendment to the capital budget section of the Borough of High Bridge be made.

**BE IT FURTHER RESOLVED**, that two certified copies of this resolution be filed forthwith in the Office of the Director of the Local Government Services. It is hereby certified that this is a true copy of a resolution amending the capital budget section as previously adopted.

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**Authorize Issuance of an RFP for service(s)**

**NUMBER: 202-2015**

**ADOPTED: October 8, 2015**

**WHEREAS**, the Borough of High Bridge is in need of the following service(s), and

**WHEREAS**, the estimated cost of the service will be below bid threshold but could exceed the Pay to Play threshold, or is exempt from bidding in accordance with NJSA 40A:11-5

**NOW, THEREFORE, BE IT REOLVED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby authorizes the Administrator to issue Request for Proposals for the following service(s):

- Borough Risk Manager

**RESOLUTION  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**PERMANENT STATUS**

**NUMBER: 203-2015**

**ADOPTED: October 8, 2015**

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**WHEREAS**, Barbara Kinsky has Completed his Probationary Period, and

**WHEREAS**, Barbara has shown that he is a valuable member of the Borough Hall Staff.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that Barbara Kinsky is removed from Probationary Status and is hereby a Permanent Part-time Employee for the Borough of High Bridge.

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question		Comments
<b>General Management - GM</b>			
1	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u>	Hunterdon County
2	Yes	Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. <u>Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?</u>	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b>	
4	Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	No	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
7	Yes	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the " <u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u> " and " <u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u> "	
8	No	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a> , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a> . <u>Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</u>	
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?</u>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
<b>Answer</b>	<b>Question</b>	<b>Comments</b>	
11	N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u>	
<b>Finance &amp; Audit - FA</b>			
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u>	Finance Committee-March 2015

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
13	N/A	With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. <u>Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?</u>	
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? <b>If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</b>	9/24/2015
15	Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit?</u> <b>If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</b>	No Findings

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
16	Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm.</u> <i>Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</i></p>	
17	Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
18	Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division?</u> <b>You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</b>	
19	Yes	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
<b>Answer</b>	<b>Question</b>	<b>Comments</b>	
21	Yes	<u>Local Finance Notice 2014-09</u> contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u>	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
<b>Procurement - P</b>			
23	Yes	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at <a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a> . <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u>	
24	N/A	Changes in energy markets could potentially offer substantial savings for local governments. <u>Local Finance Notice 2012-12</u> provides important guidance on the competitive procurement of energy. <u>Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.</u>	April 10, 2014-Res#105-2014 to join NJ SEM

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
25	Yes	<p>The Local Finance Board recently adopted new rules, outlined in <u>Local Finance Notice 2013-17</u>, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? <b>If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.</b></p>	<p>April 24, 2014-Res#115-2014-FIA Card Services, N.A.</p>
26	N/A	<p>P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at <a href="http://www.state.nj.us/treasury/news-sandy.shtml">http://www.state.nj.us/treasury/news-sandy.shtml</a> for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. <u>Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to the State Treasurer?</u></p>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
27	Yes	N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u>	
<b>Budget Preparation and Presentation - BP</b>			
28	No	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u>	The un-written policy on surplus utilization is reviewed annually.
29	Yes	In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
30	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u>	
31	Yes	Do elected officials receive a <b>written</b> status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?	
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	Yes	<u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?	
34	Yes	<u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? <b>This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b>	

Best Practices Worksheet CY 2014/SFY2015

High Bridge Borough (Hunterdon)			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question		Comments
<b>Health Insurance - HI</b>			
35	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</b>	
36	Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
37	N/A	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
38	N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u>	
39	N/A	Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments? An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.</u>	In-lieu of benefit = \$0.00

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question		Comments
	<b>Personnel - PE</b>		
40	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> <i>In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</i></p>	
41	Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>. <u>Has your municipality filed all current contracts with PERC?</u></p>	
42	Yes	<p>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</p>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
47	N/A	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$595 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b>	covered under Private Plan
48	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
<b>Answer</b>	<b>Question</b>	<b>Comments</b>	
50	Yes Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	updated 10/22/09, 09/22/11, 10/13/11, 11/17/11, 01/01/13, and 08/14/14	
0	Select		
36	Yes		
4	No		
10	N/A		
0	Prospective		
50	<b>Total Answered:</b>		
46	Score (Yes + N/A + Prospective)		
92%	Score %		
0%	Percent Withheld		
	<b>Chief Administrative Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s) <b>N-0785, T-1549, Q-0670</b>	
	<b>Name &amp; Title</b>	<b>Date</b>	
	<b>John Gregory, Administrator</b>	<b>10/8/2015</b>	
	<b>Chief Financial Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s) <b>N-0524, T-1483, Q-1097</b>	
	<b>Name</b>	<b>Date</b>	

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	<b>Answer</b>	<b>Question</b>	<b>Comments</b>
		<b>Bonnie Ann Fleming, CMFO/CTC</b>	<b>10/8/2015</b>
		<b>Municipal Clerk's Certification</b>	
		I hereby certify that the Governing Body of the <insert Municipality> in the County of	
		<insert County> discussed/will discuss the CY 2014/SFY 2015 Best Practice Inventory as	
		completed herein at a public meeting on <insert date>, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	
			Certification #(s)
		be stated in the minutes of said public meeting.	
		<b>Name</b>	<b>Date</b>
		<b>John Gregory, Acting Clerk</b>	<b>10/8/2015</b>

**Best Practices Worksheet CY 2014/SFY2015**

<b>High Bridge Borough (Hunterdon)</b>			
1014	<i>Please see Color Key at bottom of sheet for limits on answers</i>		
<b>Answer</b>	<b>Question</b>		<b>Comments</b>
	Red = Repeat Question; Prospective answers not permitted		
	Blue = Questions where neither "not applicable" nor "N/A" answers are permitted		
	Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted		
	No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers		
	<b># of Questions scored yes, prospective, or "not applicable"</b>	<b>Amount of Aid Disbursed</b>	<b>Impact on final 5% aid payment/impact on total aid</b>
	41-50	100%	No penalty
	33-40	80%	Lose 20% which equals 1% of total aid
	25-32	60%	Lose 40% which equals 2% of total aid
	17-24	40%	Lose 60% which equals 3% of total aid
	9-16	20%	Lose 80% which equals 4% of total aid
	0-8	0%	Lose 100% which equals 5% of total aid
<b>Question</b>	<b>Table of Weblinks</b>		
4	<a href="http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf">http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf</a>		
7	<a href="http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example_.pdf">http://www.state.nj.us/perc/Collective Bargaining Agreement Summary Form Police and Fire 2012.04.02 Instructions and Example .pdf</a>		
7	<a href="http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02_Instructions_and_Example_.pdf">http://www.state.nj.us/perc/Collective Bargaining Agreement Summary Form Non-Police and Non-Fire 2012.04.02 Instructions and Example .pdf</a>		
8	<a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a>		
8	<a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>		
20	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf</a>		
21	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf</a>		
23	<a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>		
24	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-12.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-12.pdf</a>		
25	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-17.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-17.pdf</a>		
26	<a href="http://www.state.nj.us/treasury/news-sandy.shtml">http://www.state.nj.us/treasury/news-sandy.shtml</a>		



**FEMA**

September 29, 2015

SFC Michael Gallagher  
State Hazard Mitigation Officer  
New Jersey Office of Emergency Management  
Post Office Box 7068  
West Trenton, NJ 08628-0068

RE: FEMA- DR-4086-NJ  
Hazard Mitigation Grant Program  
Project Number: FEMA-DR-4086-NJ-468-R  
New Jersey Office of Emergency Management  
**Hunterdon County, High Bridge Borough Generator Emergency Service,  
Infrastructure Program Generator Project Approval Letter**

Dear Sgt. Gallagher:

Please be informed that approval has been granted for the New Jersey Office of Emergency Management (NJOEM) Hazard Mitigation Grant Program (HMGP) project number FEMA-DR-4086-NJ-468-R for the Infrastructure Program. Funding has been made available in an amount not to exceed the total project cost of \$155,765 with a Federal share of \$147,689 and the non-Federal share of \$8,076, which will be provided by Subgrantee.

The approved proposed Scope of Work (SOW) consists of purchasing and installing three (3) generators to provide backup power for the water system and emergency services to prevent loss of water service. The critical facilities locations are listed in the table below. The generators will be installed and maintained according to all applicable state and local building codes and standards.

No.	Sites	Address	Equipment
1	Wastewater Lift Station	New Street High Bridge, NJ	Diesel Generator
2	Potable Well 8	Grayrock Road High Bridge, NJ	Diesel Generator
3	Potable Well Pump Solitude Village	Access from Deer Run for tank and Overlook for pump High Bridge, NJ	Diesel Generator

Any change to the approved Scope of Work must be submitted to FEMA for consideration and approval prior to implementation. Implementation of any modifications to the approved Scope of Work without prior FEMA approval may jeopardize funding for the project as a whole. The approval of this project is contingent upon fulfillment of all conditions identified in the attached *Conditions of Approval*, which must be communicated with the Subgrantee either directly through the *Conditions of Approval* or by incorporating the *Conditions of Approval* document into State Subgrantee agreements. In accordance to 44 CFR Part 13.37 (2), the Grantee must ensure that Subgrantees are aware of requirements imposed upon them by Federal Statute and regulations.

The Period of Performance (POP) for FEMA-DR-4086-NJ-468-R is September 23, 2015 to September 23, 2018. This deadline provides ample time for the Subgrantee to complete all activities identified within the approved Scope of Work, and to address any potential delays that may arise due to permitting requirements, weather conditions, or other unforeseen circumstances. It also includes sufficient time for the Grantee to conclude its administrative requirements after the project is completed. The Grantee is authorized to change the timeline for this subgrant to ensure these and other administrative requirements are met within the regulatory performance period for this project.

We request that your office immediately notify the Subgrantee of this approval and review with them the required project conditions (see attached *Conditions of Approval*). This would afford the Grantee the opportunity to establish a follow-up schedule/expectation of project implementation, monthly reports information, and fiscal documentation requirements. Copies of all contracts entered into through this project shall be provided to and maintained by the Grantee.

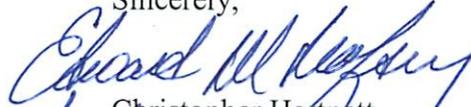
At closeout, the Grantee will ensure they provide the following for every property included in the grant:

- A front, rear, and side photograph of each installed generator in the project
- Proof that the Subgrantee obtained all required air quality permits and/or permit modifications. Applicant should contact the New Jersey Environmental Protection (NJDEP) Air Quality Permitting Program (609-292-0834) for generator-specific requirements
- Verification of at least minimum flood insurance for either “Building” or “Personal” property coverage, if the equipment will be permanently located in or around a building sited in a FEMA designated Special Flood Hazard Area (SFHA)
- Certification by an Engineer, floodplain manager, or senior local official that the completed project is in compliance with the National Flood Insurance Program (NFIP) regulations, local ordinances, state building code, and that the installation complies with the generator manufacturer’s recommendation for wind protection or related state or local code

- A certification that the critical facility located in a Special Flood Hazard Area complies with flood proofing measures at/or exceeding the 500-year event in accordance with NFIP standards and New Jersey State Law

As always, the NJ Sandy Recovery Office staff is available to meet with the Grantee to provide technical assistance upon request. Should you have any questions, please contact Claude Hyacinthe, NJ-SRO Hazard Mitigation Director at (202) 805-9419.

Sincerely,



Christopher Hartnett  
Director, NJ Sandy Recovery Office

CC: Terrence S. Brody  
Governor's Authorized Representative

Attachments: *Conditions of Approval*  
*Obligation Report*

September 29, 2015

**CONDITIONS OF APPROVAL**

HMGP Project # FEMA-DR-4086-NJ-468-R  
New Jersey Office of Emergency Management

FEMA Region II approval is contingent upon fulfillment of all of the following conditions:

### 1. Approved Scope of Work

Program approval is granted for the New Jersey Office of Emergency Management (NJOEM) Hazard Mitigation Grant Program (HMGP) Infrastructure Program. The approved proposed Scope of Work (SOW) consists of purchasing and installing three (3) generators to provide backup power for the water system and emergency services to prevent loss of water service. The critical facilities locations are listed in the table below. The generators will be installed and maintained according to all applicable state and local building codes and standards.

No.	Sites	Address	Equipment
1	Wastewater Lift Station	New Street High Bridge, NJ	Diesel Generator
2	Potable Well 8	Grayrock Road High Bridge, NJ	Diesel Generator
3	Potable Well Pump Solitude Village	Access from Deer Run for tank and Overlook for pump High Bridge, NJ	Diesel Generator

### 2. Scope of Work Changes

In accordance with 44 CFR Section 13.30, Grantees must obtain FEMA's prior approval whenever there is a proposed SOW change. Requests for SOW changes to the SOW after award are permissible as long as they are consistent with the intent of the program. Requests must be made in writing and demonstrate the needs for the scope change. The request should also include a revised scope, schedule, and budget. Any SOW changes are subject to all programmatic requirements. All approvals will be at FEMA's discretion.

### 3. Budget Changes

Grantees and Subgrantee are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved budget. For more information on direct cost categories, please see 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments. Unless expressly waived by FEMA, post-award changes to budgets of construction projects will require the prior written approval of FEMA as follows:

- ❖ All construction cost adjustments that lead to the need for additional funds. When budget changes are made, all programmatic requirements continue to apply. Additional information regarding budget adjustments and revisions can be found in 44 CFR Section 13.30.
- ❖ Cost overrun and underruns can result from a scope, schedule or budget change.

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- ❖ Grantees must notify FEMA prior to redirecting funds from an underrun to other approved subgrants for which an overrun has been requested. The subgrant must continue to meet programmatic eligibility requirements to include cost share.

**4. Period of Performance**

The Grantee Period of Performance (POP) is the period during which the Grantee is expected to ensure all grant activities are complete and to incur costs. The POP for this project is September 23, 2015 to September 23, 2018.

**5. Period of Performance Extensions**

FEMA will not establish activity completion timelines for individual subgrants. Grantees are responsible for ensuring that all approved activities are completed by the end of the grant POP. When considering period of performance extensions, FEMA encourages Grantee to ensure the Subgrantee submits a formal written request no later than 60 days prior to the expiration of the Grantee established period of performance. The request should include:

- A justification for the extension to include reasons for the delay
- Demonstration that work is in progress and that it will be completed within the requested extension period (including a description of measures necessary to complete the project and a summary of remaining funds available for completion of these measures)
- A revised budget information form (even if there are no changes to the budget)
- A description and percentage of all work completed to-date

**6. Requests for Advances and Reimbursements**

FEMA does not dictate whether the Grantee should provide advances to Subgrantees. However, if the Grantee elects to process advances, then the Grantee's responsibility of a Hazard Mitigation Assistance (HMA) grant is to process such requests by establishing accounting procedures to disburse money to Subgrantees in a timely manner. The Grantee should also provide Subgrantees with a Point of Contact (POC) for information on requesting and receiving the funds, records that must be maintained, forms to be used, and timeliness of requesting the funds. The Grantee must provide a copy of the SF-425.

**7. Strategic Funds Management**

In accordance with the needs of the Disaster Relief Fund as well as Grantee priorities and ability to execute the project in a timely manner, FEMA may elect to provide funding for certain projects in incremental amounts, including advance payments. Strategic Funds Management (SFM) allows FEMA to schedule obligations to be available when the State is ready to execute a HMGP subgrant or components of a subgrant. SFM also allows for incremental obligations as needed within the 3-year POP requirements to support project activities as described in the project work schedule. SFM does not allow funds to be advanced for a HMGP project that is not

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approved and eligible. This project has been funded at the requested Federal share; therefore, FEMA has not established SFM for this project.

**8. Duplication of Benefits**

In accordance with 44 CFR Part 206.434 (f), Section 404 funds cannot be used as a substitute or replacement to fund projects or programs that are available under other Federal authorities, except under other limited circumstances in which there are extraordinary threats to lives, public health or safety or improved property. Furthermore, 44 CFR Part 206.191(c) (1) states, it is FEMA policy to prevent Duplication of Benefits (DOB) between its own programs and insurance benefits, and between its own programs and other disaster assistance.

**9. Principles of Cost Determination (2 CFR Part 225)**

In general, governmental units are responsible for the efficient and effective administration of Federal awards through the application of sound management practices. Governmental units assume responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

**Allowability:** To be allowable under Federal awards, costs must be necessary and reasonable for proper and efficient performance and administration of Federal awards. Be allocable to Federal awards under the provisions of 2 CFR Part 225.

Be authorized or not prohibited under State or local laws or regulations. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit and be accorded consistent treatment.

A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost. Except as otherwise provided for in 2 CFR Part 225, be determined in accordance with generally accepted accounting principles.

A cost may not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specially provided by Federal law or regulation. A cost must be a net of all applicable credits, and must be adequately documented.

**Reasonableness:** A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration shall be given to: 1) whether the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit or the performance of the Federal award. 2) The

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restraints or requirements imposed by such factors as: Sound business practices; arm's-length bargaining; Federal, State and other laws and regulations, terms and conditions of the Federal award and market prices for comparable goods or services. 3) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government. 4) Significant deviations from the established practices of the governmental unit which may unjustifiably increase the Federal award's cost.

**Allocability:** A cost is allocable to a particular cost objective, if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received. All activities which benefit from the governmental unit's indirect cost, including unallowable activities and services donated to the governmental unit by third parties, will receive an appropriate allocation of indirect costs.

Any cost allocable to a particular Federal award or cost objective under the principles provided for in 2 CFR Part 225 may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. Where an accumulation of indirect costs will ultimately result in charges to a Federal award, a cost allocation plan will be required as described in Appendices C, D, and E of 2 CFR Part 225.

### **10. National Flood Insurance Program**

The Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994 mandate the purchase of Flood Insurance as a condition of Federal financial assistance for construction activities in the Special Flood Hazard Areas (SFHAs) of any community. All generators located in the SFHA must be protected to the 500 year floodplain, consistent with the critical facilities standard. An adequate policy must be obtained from the NFIP.

To discuss criteria and procedures, policy holders should contact their insurance agent or call the NFIP toll-free at 1-800-427-4661.

### **11. Regulatory Compliance**

#### **Permitting**

Prior to the commencement of work, the Subgrantee is responsible for obtaining all Federal, State, and/or local permits that are required. The Subgrantee shall consult with the local floodplain administrator and obtain any necessary floodplain development permits prior to the implementation of this project. A copy of all permits must be submitted to and maintained by NJOEM. Failure of the Subgrantee to obtain all required permits associated with the approved Scope of Work violates the conditions of this project approval, and could result in a determination that no Federal funding is eligible to be reimbursed for this project.

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National Environmental Policy Act Compliance

The approved property has been determined by FEMA to be Categorical Excluded from Environmental review in accordance with 44 CFR Part 10.8 (c). Therefore, no environmental assessment or environmental impact statement will be prepared. Any change to the approved Scope of Work should be submitted to FEMA prior to commencement of construction and will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

Clean Water Act/Executive Order 11990: Wetlands

The applicant shall ensure best management practices are implemented to prevent erosion and sedimentation to surrounding, nearby or adjacent wetlands. This includes equipment storage and staging of construction to prevent erosion and sedimentation to ensure that wetlands are not adversely impacted per the Clean Water Act and Executive Order 11990.

State Hazardous Materials and Solid Waste Laws

Solid and hazardous waste including, but not limited to, asphalt for driveways, roof shingles, sheetrock, lead paint and asbestos materials must be properly handled and disposed in a waste disposal facility approved by the State.

Applicant must comply with all laws and regulations concerning the proper handling, removal and disposal of hazardous materials (i.e. asbestos, lead-based paint) or household hazardous waste. Applicant must comply with all applicable districts solid waste management plans, solid waste and recycling regulations.

Special Environmental Conditions

The Environmental & Historic Preservation (EHP) has issued the following Special Conditions for sites included in this project.

The Subgrantee shall comply with all conditions of the permit.

**Clean Air Act:**

The applicant must obtain all applicable air quality permits and/or permit modifications. The applicant should contact the NJDEP Air Quality Permitting Program (609-292-0834) for project-specific requirements.

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**Executive Order 11988 Floodplain:**

Project, Site II, Potable Well 8, shall elevate critical infrastructure to above the 500-Year floodplain. Review implementation and post-implementation phases to insure compliance with EO 11988.

**Archaeological Review Project Conditions**

If potential historic properties are encountered during project implementation, the contractor shall cease all ground-disturbing activities and contact FEMA at 732-804-9269 and the New Jersey Historic Preservation Office at 609-292-0061.

If potential human burials or skeletal remains are encountered, all ground disturbing activities in the vicinity shall cease immediately. The potential burial shall be left in place unless imminently threatened by human or natural displacement. Reversible actions such as careful obscuring and/or securing the burial(s) through backfilling of soils or other means shall be undertaken. FEMA at 732-804-9269 and the New Jersey Historic Preservation Office at 609-292-0061 shall be contacted immediately.

**12. Financial Reporting Requirements**

Grantees shall submit a quarterly Federal Financial Report (FFR). Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which is due to FEMA within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the POP, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the POP.

OMB has directed that the FFR (SF425) replace the use of the SF-269, SF-269A, SF-272, and SF-272-A. The SF-425 consolidates the Federal Status Report and the Federal Cash Transaction Report into a single report. The SF-425 is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements. FEMA may suspend drawdowns from SMARTLINK if quarterly reports are not submitted on time.

**13. Performance Reporting Requirements**

The Grantee shall submit a quarterly performance report for each grant award. Performance reports should include:

- ❖ Reporting period, date of report, and Grantee POC name and contact information
- ❖ Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), Subgrantee, and project type using standard NEMIS project type codes

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- ❖ Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the grant
- ❖ Percent of work completed and whether completion is on schedule, a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the grant, and anticipated completion date
- ❖ Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change
- ❖ A statement of whether a request to extend the grant POP is anticipated
- ❖ FEMA may require additional information as needed to assess the progress of a grant

Requests for additional project time extensions would only be considered in instances where the Subgrantee has provided the Grantee with accurate quarterly status reports. FEMA may suspend drawdowns from SMARTLINK if quarterly reports are not submitted on time.

**14. Closeout**

At closeout, the Grantee will ensure they provide the following for every property involved in this grant:

- A front, rear, and side photograph of each installed generator in the project
- Proof that the Subgrantee obtained all required air quality permits and/or permit modifications. Applicant should contact the New Jersey Environmental Protection (NJDEP) Air Quality Permitting Program (609-292-0834) for generator-specific requirements
- Verification of at least minimum flood insurance for either “Building” or “Personal” property coverage, if the equipment will be permanently located in or around a building sited in a FEMA designated Special Flood Hazard Area (SFHA)
- Certification by an Engineer, floodplain manager, or senior local official that the completed project is in compliance with the National Flood Insurance Program (NFIP) regulations, local ordinances, state building code, and that the installation complies with the generator manufacturer’s recommendation for wind protection or related state or local code
- A certification that the critical facility located in a Special Flood Hazard Area complies with flood proofing measures at/or exceeding the 500-year event in accordance with NFIP standards and New Jersey State Law

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Grantee
4086	468-R	0	471	1	995	NJ	Statewide

Subgrantee: High Bridge

Project Title : INF - Generators to Support Water System and Emergency Services

Subgrantee FIPS Code: 019-31320

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation	Project Amount	Grantee Admin Est	Subgrantee Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$147,689	\$147,689	\$0	\$0	\$147,689	\$0	\$0	\$147,689	09/23/2015	Accept	2015

**Comments**

Date: 09/23/2015 User Id: GDACOSTA

Comment: High Bridge Borough's approved Scope of Work (SOW) consists of purchasing and installing three (3) generators for three (3) critical facilities to provide backup power for the water system and emergency services. The generators will be installed and maintained according to applicable state and local building codes and standards. This project is not subject to Strategic Funds Management.

**Authorization**

Preparer Name: GUILLERMO DA COSTA GOMEZ

Preparation Date: 09/23/2015

HMO Authorization Name: FRANCIS AIHE

HMO Authorization Date: 09/23/2015

Introduction August 13, 2015  
Publication (summary)  
Planning Board August 17, 2015 (*Tentative*)  
Adoption September 10, 2015 (*Tentative*)  
Publication (Title)

**Ordinance 2015-29**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

**Amend Ordinance 2014-16 Section 405. Regulations for DB, Downtown Business**

**WHEREAS**, Ordinance 2014-16 Section 405; (B), subsection 11 allows for; *mixed use structures with a combination of two (2) or more of the permitted principal uses within the DB Zone.* and

**WHEREAS**, this section presently does not provide for mixed use Owner-Occupied in the DB Zone;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that Subsection 12 Live-Work Units be added to section 405.B. to include Section 12 as follows:

12. *Live-work units, which are buildings that provide residential and work space within the same structure typically with work space on the ground floor and residential above.*
  - a) *The work space shall comprise of no less than Fifteen percent (15%) of the principal building's 1<sup>st</sup> floor square footage.*
  - b) *The building shall be owner-occupied. Employees shall include the property owner and may include non-residents.*
  - c) *The owner shall file a Continuing Certificate of Occupancy application with the Planning Board Zoning Official prior to converting to a Live-Work unit. (Changes are Underlined)*
  - d) *The owner shall comply with all current Borough and State; land, building, and fire codes.*
  - e) *The "work" portion of the unit shall contain permitted non-residential uses listed under Section 405.B. Uses not mentioned in Section 405.B. are strictly prohibited.*

Introduction	August 13, 2015
Publication (summary)	August 20, 2015
Introduction of Amendment	September 24, 2014
Adoption	October 8, 2015 ( <i>Tentative</i> )
Publication (Title)	

**Ordinance 2015-30**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

**Amend Chapter 244-7 Section 1 (B) Subsection (2) (c) and 244-9 Section A  
Enforcement, Violations etc. (Note new amendment is underlined)**

**WHEREAS**, Chapter 244-7 Section 1 (B) Subsection (2) (c) states: No vehicle should brake or downshift to produces a sound level in excess of 100 dBA at 25 feet

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby amends Chapter 244-7 Section 1 (B) Subsection (2) (c) to read: *Engine Braking is Strictly Prohibited on all Borough Maintained roads with the exception of Mill Street which is the designated truck route.*

**BE IT FURTHER RESOLVED** new subsection Chapter 244-7 Section 1 (B) Subsection (2) (d) is added to read: *Provision 2.c shall not be enforced when required for emergency braking assistance.*

**BE IT FURTHER RESOLVED** that Chapter 244-9 Section A is amended to include 244-7: 1(B) Subsection 2 (c) as enforceable by the High Bridge Borough Police Department.

**Introduction**                      **October 8, 2015**  
**Publication (summary)**  
**Adoption**                              **October 24, 2015 (Tentative)**  
**Publication (Title)**

**Ordinance 2015-31**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

**Amend Ordinance 184-18 and 184-30 designating the Borough a Snow Emergency**  
**Route and vacate ordinance 184-19 and 184-36 subsection**

**WHEREAS**, Ordinance 184-18 (A) states. No vehicle shall be parked on either side of any street(s) or parts thereof from November 15 through April 1, with the exception of Church Street between Fairview Avenue and Taylor Street. Those parking in the Church Street area between Fairview Avenue and Taylor Street will be required to obtain a parking permit, and

**WHEREAS**, Ordinance 184-30 States: In accordance with the provisions of § **184-12**, no person shall park a vehicle between the times specified upon any of the following described streets or parts thereof:

<b>Name of Street</b>	<b>Side</b>	<b>Hours/Days</b>	<b>Location</b>
All Borough streets and roads	Both	2:00 a.m. to 6:00 a.m. from November 15 through April 1, inclusive	All locations within the Borough
Church Street	Both	Overnight parking by permit only between 2:00 a.m. and 6:00 a.m. from November 15 through April 1	Church St. both sides East of Fairview Ave. aka County Rt 513 to Seal St., MacDonald St. (6 Permits) both sides; and Main Street (6 Permits, 13 total spots), East Side between Bridge and Van Syckle Place.
MacDonald St.	Both		
Main Street	Both		
High Bridge Elementary School		7:30 a.m. to 3:30 p.m., school days only	Lower Lot (near Thomas Street)

**WHEREAS**, Ordinance 184-19 states: Posting of signs. *A. Upon the declaration of an emergency, there shall be no parking upon streets or parts of streets where temporary emergency no parking signs are displayed. The Chief of Police, or in his absence, the ranking police officer, is authorized to declare an emergency and to direct the posting of said emergency no parking signs when weather conditions, accidents, fires or public celebrations dictate or require the avoidance of hazards or other conditions which interfere with the free flow of traffic. B. Notification that the emergency no-parking signs are being or will be posted shall be given to the operator or owner of any vehicle which has been parked prior to the posting of the signs.*

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby amend Ordinance 184-18 (A) to read: *No vehicle shall be parked on either side of any street(s) or parts thereof from November 15 through April 1 when Road is Snow Covered as defined by section 184-36 (1)(a); with the exception of Church Street between Fairview Avenue and Taylor Street. Those parking in the Church Street area between Fairview Avenue and Taylor Street will be required to obtain a parking permit, and (\*\*note removal of items is crossed out in text\*\*)*

**BE IT FURTHER ORDAINED**, that the following section of Ordinance 184-30 shall be amended to:

Name of Street	Side	Hours/Days	Location
All Borough streets and roads	Both	2:00 a.m. to 6:00 a.m. from November 15 through April 1, inclusive	All locations within the Borough
Church Street	Both	Overnight parking by permit only between 2:00 a.m. and 8:00 a.m. from November 15 through April 1	Church St. both sides East of Fairview Ave. aka County Rt 513 to Seal St.,
MaeDonald St.	Both		MaeDonald St. (6 Permits) both sides; and Main Street (6 Permits, 13 total spots); East Side between Bridge and Van Syckle Place.
Main Street	Both		
High Bridge Elementary School		7:30 a.m. to 3:30 p.m., school days only	Lower Lot (near Thomas Street)

and,

**BE IT FURTHER ORDAINED**, Ordinance 184-19 and Ordinance 184-36 subsection 1. d&e are hereby vacated and Ordinance 184-36 subsections 2, 4, 5, 6, 7 are amended to read:

184-36. Snow Emergency Routes (SER) Subsections 1.b., 2, 4, 5, 6, 7

- 1.b. Snow Covered shall mean snow accumulation >2 inches as measured at the High Bridge Police Department*
- 2. All roads in the Borough of High Bridge are hereby designated as SER*
- 4. ~~Permitted~~ Vehicles parked on SER shall remove their vehicles from the designated route within 2 hours of the start of a snow event.*
- 5. ~~Permitted~~ Vehicle owners are hereby put on notice they are responsible for their vehicle and to be aware of any potential snow events.*
- 6. ~~Permitted~~ Vehicles may park in the Commons Parking lot, if parking spaces are available, for the duration of the snow event and shall be removed within 36hrs from the end of the event..*
- 7. Failure to remove ~~permitted~~ vehicle in compliance with this section shall result in the vehicle being deemed a nuisance vehicle under subsection 184-20; and*

**BE IT FURTHER ORDAINED**, Ordinance 184-28 “Schedule; Parking Prohibited at all Times” shall continue to be enforced

**Introduction**                    **October 8, 2015**  
**Publication (summary)**  
**Adoption**                        **October 24, 2015 (Tentative)**  
**Publication (Title)**

**Ordinance 2015-32**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

**AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO  
COMCAST TO CONSTRUCT, CONNECT, OPERATE AND MAINTAIN A  
CABLE TELEVISION AND COMMUNICATIONS SYSTEM IN THE BOROUGH  
OF HIGH BRIDGE, NEW JERSEY.**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF HIGH BRIDGE, AS FOLLOWS:

**SECTION 1.                    PURPOSE OF THE ORDINANCE**

The municipality hereby grants to Comcast renewal of its non-exclusive Municipal Consent to place in, upon, across, above, over and under highways, streets, alleys, sidewalks, easements, public ways and public places in the municipality, poles, wires, cables, underground conduits, manholes and other television conductors, fixtures, apparatus and equipment as may be necessary for the construction, operation and maintenance in the Municipality of a cable television and communications system.

**SECTION 2.                    DEFINITIONS**

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. Such meaning or definition of terms is supplemental to those definitions of the Federal Communications Commission ("FCC") rules and regulations, 47 C.F.R. Subsection 76.1 et seq., and the Cable Communications Policy Act, 47 U.S.C. Section 521 et seq., as amended, and the Cable Television Act, N.J.S.A. 48:5A-1 et seq., and shall in no way be construed to broaden, alter or conflict with the federal and state definitions:

- a. "Town" or "Municipality" is the Borough of High Bridge, County of Hunterdon, State of New Jersey.
- b. "Company" is the grantee of rights under this Ordinance and is known as Comcast of Northwest NJ, LLC.
- c. "Act" or "Cable Television Act" is Chapter 186 of the General Laws of New Jersey, and subsequent amendments thereto, N.J.S.A. 48:5A-1, et seq.

- d. "FCC" is the Federal Communications Commission.
- e. "Board" or "BPU" is the Board of Public Utilities, State of New Jersey.
- f. "Office" or "OCTV" is the Office of Cable Television of the Board.
- g. "Basic Cable Service" means any service tier, which includes the retransmission of local television broadcast signals as defined by the FCC.
- h. "Application" is the Company's Application for Renewal of Municipal Consent.
- i. "Primary Service Area" or "PSA" consists of the area of the Municipality currently served with existing plant as set forth in the map annexed to the Company's Application for Municipal Consent.

### **SECTION 3. STATEMENT OF FINDINGS**

Public hearings conducted by the municipality, concerning the renewal of Municipal Consent herein granted to the Company were held after proper public notice pursuant to the terms and conditions of the Act and the regulations of the Board adopted pursuant thereto. Said hearings, having been fully open to the public, and the municipality, having received at said public hearings all comments regarding the qualifications of the Company to receive this renewal of Municipal Consent, the Municipality hereby finds that the Company possesses the necessary legal, technical, character, financial and other qualifications and that the Company's operating and construction arrangements are adequate and feasible.

### **SECTION 4. DURATION OF FRANCHISE**

The non-exclusive Municipal Consent granted herein shall expire 15 years from the date of expiration of the previous Certificate of Approval issued by the Board.

In the event that the Municipality shall find that the Company has not substantially complied with the material terms and conditions of this Ordinance, the Municipality shall have the right to petition the OCTV, pursuant to N.J.S.A. 48:5A-47, for appropriate action, including modification and/or termination of the Certificate of Approval; provided however, that the Municipality shall first have given the Company written notice of all alleged instances of non-compliance and an opportunity to cure same within ninety (90) days of that notification.

### **SECTION 5. FRANCHISE FEE**

Pursuant to the terms and conditions of the Act, the Company shall, during each year of operation under the consent granted herein, pay to the Municipality two percent (2%) of

the gross revenues from all recurring charges in the nature of subscription fees paid by subscribers for cable television reception service in the Municipality or any higher amount required by the Act or otherwise allowable by law, whichever is greater.

**SECTION 6. FRANCHISE TERRITORY**

The consent granted under this Ordinance to the renewal of the franchise shall apply to the entirety of the Municipality and any property subsequently annexed hereto.

**SECTION 7. EXTENSION OF SERVICE**

The Company shall be required to proffer service to any residence or business along any public right-of-way in the Primary Service Area, as set forth in the Company's Application. The Company's Line Extension Policy, as set forth in the Company's Application, shall govern any extension of plant beyond the Primary Service Area.

**SECTION 8. CONSTRUCTION REQUIREMENTS**

Restoration: In the event that the Company or its agents shall disturb any pavement, street surfaces, sidewalks, driveways, or other surface in the natural topography, the Company shall, at its sole expense, restore and replace such places or things so disturbed in as good a condition as existed prior to the commencement of said work.

Relocation: If at any time during the period of this consent, the Municipality shall alter or change the grade of any street, alley or other way or place the Company, upon reasonable notice by the Municipality, shall remove, re-lay or relocate its equipment, at the expense of the Company.

Removal or Trimming of Trees: During the exercise of its rights and privileges under this franchise, the Company shall have the authority to trim trees upon and overhanging streets, alleys, sidewalks or other public places of the municipality so as to prevent the branches of such trees from coming in contact with the wires and cable of the Company. Such trimming shall be only to the extent necessary to maintain proper clearance of the Company's wire and cables.

**SECTION 9. CUSTOMER SERVICE**

In providing services to its customers, the Company shall comply with N.J.A.C. 14:18-1, et seq. and all applicable state and federal statutes and regulations. The Company shall strive to meet or exceed all voluntary company and industry standards in the delivery of customer service and shall be prepared to report on it to the municipality upon written request of the Municipality Administrator or Clerk.

- a. The Company shall continue to comply fully with all applicable state and federal statutes and regulations regarding credit for outages, the reporting of same to regulatory agencies and notification of same to customers.
- b. The Company shall continue to fully comply with all applicable state and federal statutes and regulations regarding the availability of devices for the hearing impaired and the notification of same to customers.
- c. The Company shall use every reasonable effort to meet or exceed voluntary standards for telephone accessibility developed by the National Cable Television Association (NCTA).
- d. Nothing herein shall impair the right of any subscriber or the Municipality to express any comment with respect to telephone accessibility to the Complaint Officer, or impair the right of the Complaint Officer to take any action that is permitted under law.

**SECTION 10. MUNICIPAL COMPLAINT OFFICER**

The Office of Cable Television is hereby designed as the Complaint Officer for the Municipality pursuant to N.J.S.A. 48:5A-26(b). All complaints shall be received and processed in accordance with N.J.A.C. 14:17-6.5. The Municipality shall have the right to request copies of records and reports pertaining to complaints by Municipality customers from the OCTV.

**SECTION 11. LOCAL OFFICE**

During the term of this franchise, and any renewal thereof, the Company shall maintain a business office or agent in accordance with N.J.A.C. 14:18-5.1 for the purpose of receiving, investigating and resolving all local complaints regarding the quality of service, equipment malfunctions, and similar matters. Such a business office shall have a publicly listed toll-free telephone number and be open during standard business hours, and in no event (excepting emergent circumstances) less than 9:00 A.M. to 5:00 P.M., Monday through Friday.

**SECTION 12. PERFORMANCE BONDS**

During the life of the franchise the Company shall give to the municipality a bond in the amount of twenty-five thousand (\$25,000.00) dollars. Such bond shall be to insure the faithful performance of all undertakings of the Company as represented in its application for municipal consent incorporated herein.

**SECTION 13. SUBSCRIBER RATES**

The rates of the Company shall be subject to regulation as permitted by federal and state law.

**SECTION 14. PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS**

- a. The Company shall continue to provide residents with a system-wide public access channel maintained by the Company. Qualified individuals and organizations may utilize public access for the purpose of cablecasting non-commercial access programming in conformance with the Company's published public access rules.
- b. The Company shall continue to provide a system-wide leased access channel maintained by the Company for the purpose of cablecasting commercial access programming in conformance with the Company's guideline and applicable state and federal statutes and regulations.
- c. The Company shall take any steps that are necessary to ensure that the signals originated on the access channels are carried without material degradation, and with a signal whose quality is equal to that of the other standard channels that the Company transmits.
- d. The Communications Act of 1934, as amended (47 U.S.C. §543(b)(4)), allows the Company to itemize and/or identify the amount on the monthly bill assessed to satisfy any requirements imposed on the Company by the cable franchise to support public, educational, and governmental channels, or the use of such channels or any other services required under the franchise. The Company reserves its external cost, pass-through rights to the extent permitted by law.

**SECTION 15. COMMITMENTS BY THE COMPANY**

- a. The Company shall provide standard installation and basic cable television service to each classroom and instructional space in the Borough's elementary school at no cost. The school must be within 200 feet of active cable distribution plant. Each additional outlet installed, if any, shall be paid for on a material plus labor basis. Monthly service charges shall be waived on all additional outlets except for equipment.
- b. The Company and will continue to provide basic cable television service on one (1) outlet each at no cost, to the municipal building, fire department facility, first aid squad, library, community or senior center and public works facility, provided each facility is within 200 feet of active cable distribution plant. Each additional outlet installed, if any, shall be paid for on a materials plus labor basis by the school requesting service. Monthly service charges shall be waived on all additional outlets except for equipment.

- c. The Company shall provide free Internet service, via high speed cable modem, to one (1) non-networked personal computer in each school and public library in the Borough, provided the facility receiving service is located within 200' of active cable distribution plant.
- d. Within 6 months of the issuance of the Certificate of Approval (COA) by the Board, the Company shall provide to the municipality a one-time grant in the amount of fifteen thousand dollars (\$15,000.00) for access related and technology needs.

**SECTION 16. EMERGENCY USES**

The Company will comply with the Emergency Alert System (“EAS”) rules in accordance with applicable state and federal statues and regulations.

The Company shall in no way be held liable for any injury suffered by the municipality or any other person, during an emergency, if for any reason the municipality is unable to make full use of the cable television system as contemplated herein.

**SECTION 17. LIABILITY INSURANCE**

The Company shall at all times maintain a comprehensive general liability insurance policy with a single limit amount of \$1,000,000 covering liability for any death, personal injury, property damages or other liability arising out of its construction and operation of the cable television system, and an excess liability (or "umbrella") policy in the amount of \$5,000,000.

**SECTION 18. INCORPORATION OF THE APPLICATION**

All of the statements and commitments contained in the Application or annexed thereto and incorporated therein, and any amendment thereto, except as modified herein, are binding upon the Company as terms and conditions of this consent. The Application and other relevant writings submitted by the Company shall be annexed hereto and made a part hereof by reference provided same do not conflict with applicable State or Federal law.

**SECTION 19. COMPETITIVE EQUITY**

Should the Municipality grant a franchise to construct, operate and maintain a cable television system to any other person, corporation or entity on terms materially less burdensome or more favorable than the terms contained herein, the Company may substitute such language that is more favorable or less burdensome for the comparable provision of this Ordinance subject to the provisions of N.J.A.C. 14:17-6.7.

**SECTION 20. SEPARABILITY**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and its validity or unconstitutionality shall not affect the validity of the remaining portions of the Ordinance.

**SECTION 21.           THIRD PARTY BENEFICIARIES**

Nothing in this Franchise or in any prior agreement is or was intended to confer third-party beneficiary status on any member of the public to enforce the terms of such agreements or Franchise.

**SECTION 22.           EFFECTIVE DATE**

This Ordinance shall take effect immediately upon issuance of a Renewal Certificate of Approval from the BPU.

**Introduction**                      **October 8, 2015**  
**Publication (summary)**  
**Adoption**                              **November 12, 2015 (*Tentative*)**  
**Publication (Title)**

**Ordinance 2015-**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

ORDINANCE APPROPRIATING \$29,000 FROM WATER CAPITAL  
IMPROVEMENT FUND FOR THE PURCHASE OF A 2016 FORD F-250, IN AND  
BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW  
JERSEY.

BE IT ORDAINED BY THE BOROUGH COMMON COUNCIL OF THE  
BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY  
AS FOLLOWS:

Section 1. \$29,000 is hereby appropriated from the Water Capital Improvement Fund for the purchase of a 2016 Ford F-250, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough").

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall effect as provided by the law.

CAPITAL BUDGET AMENDMENT

1 Project	2 Project Number	3 Estimated Total Cost	4 Amounts Reserved in Prior Years	FROM Capital Budget (Current Year Action) 2015						To be Funded in Future Years
				Planned Funding Services for Current Year 2015						
				5a 2015 Budget Appropriations	5b Capital Improvement Fund	5c Capital Surplus	5d Grants in Aid and Other Funds	5e Debt Authorized		
<b>General Capital</b>		\$ -			\$ -					
<b>Subtotal General Capital</b>		<b>\$ 1,562,200</b>	<b>\$ -</b>	<b># \$ -</b>	<b>\$ 340,200</b>	<b>\$ 106,000</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ 956,000</b>	
<b>Total All Projects</b>		<b>\$ 1,702,200</b>	<b>\$ -</b>		<b>\$ 480,200</b>	<b>\$ 106,000</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ 956,000</b>	

1 Project	2 Project Number	3 Estimated Total Cost	4 Estimated Completion Time	FROM 5 YEAR CAPITAL PROGRAM 2015-2020 Anticipated Project Schedule and Funding Requirement					
				5 Funding Amounts Per Year					
				Budget Year 2015	2016	2017	2018	2019	2020
<b>General Capital</b>		\$ -		\$ -					
<b>Subtotal General Capital</b>		<b>\$ 1,562,200</b>		<b>\$ 606,200</b>	<b>\$ 565,000</b>	<b>\$ 191,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	
<b>Total All Projects</b>		<b>\$ 1,702,200</b>		<b>\$ 746,200</b>	<b>\$ 565,000</b>	<b>\$ 191,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	

CAPITAL BUDGET AMENDMENT

From  
5 YEAR CAPITAL PROGRAM 2015-2020  
Summary of Anticipated  
Funding Sources and Amounts

1 Project	2 Estimated Total Cost	3 Budget Appropriations		4 Capital Improvement Fund	5 Capital Surplus	6 Grants in Aid and Other Funds	7 Bonds and Notes				
		Current Year 2015	Future Years				General	Self Liquidating	Assessment	School	
<b><u>General Capital</u></b>	\$ -			\$ -							
<b><u>Subtotal General Capital</u></b>	<b><u>\$1,562,200</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 956,000</u></b>	<b><u>\$ 340,200</u></b>	<b><u>\$ 106,000</u></b>	<b><u>\$ 160,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b><u>Total All Projects</u></b>	<b><u>\$ 1,702,200</u></b>		<b><u>\$ 956,000</u></b>	<b><u>\$ 480,200</u></b>	<b><u>\$ 106,000</u></b>	<b><u>\$ 160,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>