

MEETING MINUTES OF MAYOR AND COUNCIL OF HIGH BRIDGE BOROUGH

MEETING DATE **December 10, 2015** **REGULAR COUNCIL** **7:30 PM to 10:37 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	P	Scarcia	P	Shipp	P	Stemple	P	Strange	P	Zappa	P	Mayor Desire	P

Ten members of the public were present including press. Also present were Attorney Barry Goodman, Administrator John Gregory and Deputy Clerk Young.

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

Regular Meeting Minutes November 12, 2015

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

6 ayes, motion passes.

MOTION TO APPROVE OR CORRECT PRIOR MEETING MINUTES:

Regular Meeting Minutes November 12, 2015

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

5. VISITORS:

- A.** 2015-P3 Proclamation: Recognition of Lisa Zambito, Outstanding Work for the Environmental Commission and Green Team- read by Mayor
- B.** 2015-P4 Proclamation: Support Year End Drive Sober or Get Pulled Over.- read by Mayor
- C.** Darlene, Wayfinding Study presentation.- discussed plan, costs, and impacts.

Motion to Approve Resolutions 233-2015: Authorize Submittal of Wayfinding Study				Shipp				Second:				Scarcia			
Roll Call Vote								Y=Yes; N=No; A=Abstain; At=Absent							
Hughes	Y	Scarcia	Y	Shipp	Y	Stemple	Y	Strange	Y	Zappa	Y				

6. 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.

Sally Ward asked that any changes proposed to 2015 Borough Personnel Ordinance be submitted to Council two to three weeks in advance of the change. Mayor Desire stated that all resolutions are voted on by Council.

John Musnuff asked that zoning north of Main Street be rezoned to residential.

Mary Murdock asked the status of leaf pick-up. Council explained that leaf pic-up is still happening and that one of the leaf vacuums is not functioning. Ms. Murdock also updated Council about a down tree. Council stated that they are working on it.

Joe Breglia states he has similar concerns as John Musnuff and asks that zoning be changed to residential.

Stan Prater from Jersey Central Power and Light updated Council that he will be doing educational programs in the area and addressing dangerous trees. The Mayor thanked Mr. Prater for his good work and stated they would like information on the educational programs.

7. 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
216-2015	Refund Sewer Utility	Refund due to faulty meter
217-2015	Refund Tax Overpayment	Refund overpayment of property taxes
218-2015	Lien Redemption	Redemption of Tax Sale Lien
219-2015	Escrow Refunds	Close out and refund escrows
220-2015	Chapter 159 Year End Drive Sober	Budget amendment to reflect receipt of grant funds
221-2015	Chapter 159 DDEF	Budget amendment to reflect receipt of grant funds
222-2015	Chapter 159 Body Armor Grant	Budget amendment to reflect receipt of grant funds
223-2015	Refund Escrow Outside Duty	Close out and refund escrow
224-2015	Year End Transfers	Budget Transfers
225-2015	Professional Service	Amend Professional Service contract to reflect additional work required
226-2015	Cancel Capital	Close out Capital line items for completed projects
227-2015	Cancel LOSAP	Reflect change in non-vested membership in Emergency Services Volunteers
228-2015	Green Acres Grant	Accept Green Acres funding
229-2015	Field Usage Fee Adjustment	Reflect items purchased in lieu of fee charged
230-2015	Municipal Alliance	Authorize Acceptance of Municipal Alliance Grant
231-2015	Purchase of Generator	Authorize Purchase of Generator for the Solitude Village Pump Station
232-2015	Hire Temp Assistant Librarian	Hire temp to cover absences.
Motion to Approve Resolutions 216-2015 to 222-2015, 225-2015 to 227-2015, and 229-2015 to 232-2015		Hughes Second: Zappa
Roll Call Vote		Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Y	Scarcia Y Shipp Y Stemple Y Strange Y Zappa Y

Motion to Remove Resolutions 223-2015, 224-2015 and 228-2015 from the Consent agenda:	Strange	Second:	Zappa
Roll Call Vote			Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Y	Scarcia	Y
Shipp	Y	Stemple	Y
Strange	Y	Zappa	Y

Motion to Approve Resolution 223-2015	Zappa	Second:	Strange
Roll Call Vote			Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Y	Scarcia	Y
Shipp	Y	Stemple	Y
Strange	Y	Zappa	Y

Questions and Comments:

Councilman Zappa inquired about what police outside duty entails. Administrator Gregory discussed the traffic control escrow account and how it is refunded if not used. Councilwoman Scarcia inquired if it was a lottery. Administrator Gregory explained that this is decided by the officers and the Chief takes it if it is not wanted by the other officers.

Motion to Amend Resolution 224-2015	Scarcia	Second:	Strange
Roll Call Vote			Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Y	Scarcia	Y
Shipp	Y	Stemple	Y
Strange	Y	Zappa	Y

Questions and Comments:

Councilman Strange inquired about the typographical error in this Resolution. The Resolution was then amended to reflect the proper amounts.

Motion to Approve Resolution 224-2015	Strange	Second:	Zappa
Roll Call Vote			Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Y	Scarcia	Y
Shipp	Y	Stemple	Y
Strange	Y	Zappa	Y

Motion to Approve Resolution 228-2015	Strange	Second:	Hughes
Roll Call Vote			Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Y	Scarcia	Y
Shipp	Y	Stemple	Y
Strange	Y	Zappa	Y

Questions and Comments:

Administrator Gregory explained that this is a resolution to accept grant funds plus the match for Green Acres. Councilman Zappa asked if the match amount is the debt service repayment. Administrator Gregory confirmed that it is.

8. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Monthly Report

<u>Governing Body Member or Appointed Official</u>	<u>DEPARTMENT</u>
Councilman Zappa	<u>Planning & Engineering</u>
RFP's, Cregar Road update, New Borough Hall Construction update, Road Classification, referendum, Solitude water tower.	
Councilwoman Hughes	<u>Public Health, Environmental, Solid Waste / Recycling, Open Space, & Cultural & Heritage</u>
Bronze Level Award, Anti-Idling program, High Bridge Mural, Tree Nursery, Recycling events, Solitude house events.	
Councilwoman Scarcia	<u>Information, Economic Development, Events</u>
Events successful and good survey for events, newsletter update, website update, Marketing for EDC, property study seminar, EDC evaluated parking, HBBA bike racks.	
Councilman Strange	<u>Emergency Services, Education & Municipal Court-</u>
Maintaining and replacing emergency service equipment, acquisition of ambulance, Chief and St. Balderick's event, server update, OEM and CERT drills, monthly stats: Fire Department had 27 alarms, 3 drills for High Bridge Elementary, staff hours 366, 215 alarms to date and 5000 staff hours. Police	

Department vehicle maintenance, emergency light repair, exterior headquarters needs repair, snow plowing, selection/quotes to replace aging shotguns with rifles, drunk driving enforcement	
Councilwoman Shipps	<u>Department Of Public Works & Recreation</u>
Leaves, Maintenance and repair of equipment and shared services, pot hole fixes, summer recreation program.	
Councilman Stemple	<u>Finance & Golf</u>
Budget under cap and in on time. Assessment of land use, feasibility of selling utility, alleviating stray golf ball issue, preparation for the 2016 budget	
John Gregory	<u>Administrator's Report:</u>
Hill Street Vacation, Termination of Animal Control Shared service with Hunterdon County zoning officer retiring, passed clerk exam	
Mayor Mark Desire	<u>Executive Services</u>
Tour of 100 Main Street by developer, adaptive reuse of buildings, summer theatre camp, golf course expansion, Shop E lease possibilities, hydro power use with Custom Alloy, Clinton sewer issue, employee evaluations.	

9. WRITTEN COMMUNICATIONS:

- A.** Month end Tax/Finance Reports
- B.** Mediation Settlement, Coughlin v Borough
- C.** Wayfinding Signage report
- D.** Animal Control Report
- E.** Municipal Alliance Letter
- F.** November Leaf Collection
- G.** Hill Street Vacation
- H.** TDR Grant Feasibility Study

10. NEW BUSINESS: None at this time.

11. UNFINISHED BUSINESS:

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

Motion to Amend Resolution 196-2015: Authorization to sign Solitude Village Take Over Agreement		Strange	Second:	Zappa							
Roll Call Vote			Y=Yes; N=No; A=Abstain; At=Absent								
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Questions and Comments: Attorney Goodman updated Council on newly proposed indemnification conditions. Mr. Goodman recommended three amendments to the Resolution. Discussion with Council and residents ensued about maintenance records, newly proposed conditions, and possible outcomes of moving forward. John Musnuff recommended Council not agree to the currently proposed agreement. Pablo Lagado asked if these conditions would have an impact on the sale of the water system and if proper reserves will be included for the replacement of the pump and other things. Council believes it could have significant impact to the system.

12. NEW ORDINANCES – Introduction of Ordinances

13. PUBLIC HEARING: 2ND READINGS.

ORDINANCE 2015-34
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

AMEND CHAPTER 120-10 FEES; EXPIRATION OF LICENSE SECTIONS (A) & (C)

- A.** Mayor Desire asks for a motion to Open the Public Hearing amendment to Ordinance #2015-34

Purpose	<u>Set the cost for Dog Licenses reducing the cost for spay and neutered dogs, increasing the cost for nonspayed or neutered dogs to encourage the spaying and neutering of dogs and incorporating the State fee in the license amount</u>
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Motion to Open:			Hughes			Second:			Zappa		
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent					
Hughes	Y	Scarcia	Y	Shipp	Y	Stemple	Y	Strange	Y	Zappa	Y

Questions and Comments

Mayor Desire asks for a motion to close the Public Hearing on Ordinance # 2015-34

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

Mayor Desire asks for a motion to adopt Ordinance# 2015-34.

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

Mayor Desire states that Ordinance # 2015-34 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law

ORDINANCE 2015-35
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

VACATE CHAPTERS 65 AND 73 REGARDING BOROUGH PERSONNEL

B. Mayor Desire asks for a motion Open Public Hearing on Ordinance #2015-35

Purpose	<i><u>Vacate Personnel Ordinances to adopt Personnel Policy by Resolution to facilitate the ease of changes to the policy as required</u></i>										
Motion to Open:	Hughes			Second:			Strange				
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent					
Hughes	Y	Scarcia	Y	Shipp	Y	Stemple	Y	Strange	Y	Zappa	Y

Questions and Comments: Administrator John Gregory noted that this will reduce cost and will not ever be changed through the consent agenda, with plenty of time to review by Council. Council noted that this will be good for yearly review. Councilwoman Scarcia noted a missing fingerprint section and suggested tabling for thorough review. Discussion ensued about converting ordinances to resolutions, document control initiatives, resolution tracking, future codification, and ordinance verses resolution expiration similarities and differences. Sally Ward asked if this resolution will expire each year. Attorney Goodman replied that it would. Ms. Ward also suggested that Council keep the ordinances as they are, fix all changes, and only then vacate the ordinances when the resolutions are ready. Joe Breglia does not support moving this policy to resolution format. Councilman Stemple stated that it gives the Borough an opportunity for annual review and updating of policy.

Mayor Desire asks for a motion to close the Public Hearing on Ordinance # 2015-35

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

Mayor Desire asks for a motion to adopt Ordinance# 2015-35.

Motion to Adopt Ordinance 2015-35:				Zappa				Second:				Hughes			
Roll Call Vote								Y=Yes; N=No; A=Abstain; At=Absent							
Hughes	Y	Scarcia	N	Shipp	Y	Stemple	Y	Strange	Y	Zappa	Y				

Mayor Desire states that Ordinance # 2015-35 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law.

Motion to Adopt Resolution 234-2015: Adoption of Personnel Policy						Zappa				Second:				Hughes			
Roll Call Vote								Y=Yes; N=No; A=Abstain; At=Absent									
Hughes	Y	Scarcia	N	Shipp	Y	Stemple	Y	Strange	Y	Zappa	Y						

14. DISCUSSION ITEMS: None at this time

15. 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.

Sally Ward asked Council to make sure this decision for the personnel policy is followed through with. The Mayor stated that he would make sure of this. Joe Breglia asked if a resolution holds as much weight as an ordinance. Attorney Barry Goodman replied that it does with the difference of expiration and ease to change during the year.

16. LEGAL ISSUES:

- A. Clinton sewer issue – Attorney Goodman reviewed the issue as it stands and informed Council that the judge ruled that the case is to be arbitrated.

17. BILL LIST:

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

Total Amount: \$894, 261.68

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

Councilwoman Shipp approves bill list with abstention from police related items. Councilman Stemple approves bill list with abstention from fire department related items.

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

Motion to amend executive session business to include Contract Discussion Engineering RFP Report, Risk Manager, and Auditor:						Strange				Second:				Stemple			
Roll Call Vote								Y=Yes; N=No; A=Abstain; At=Absent									
Hughes	Y	Scarcia	Y	Shipp	Y	Stemple	Y	Strange	Y	Zappa	Y						

RESOLUTION # 234E-2015: Contract Discussion Engineering RFP Report, Risk Manager, & Auditor

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

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

19. ADJOURNMENT:

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

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

Next Council Meeting, January 4, 2016 REORGANIZATIONAL MEETING, 7:00PM, Fire House, 7 Maryland Ave., High Bridge, NJ.

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

Meeting concluded at 10:37 PM.

Respectfully submitted,

John Gregory, Acting Clerk
