

# MEETING AGENDA OF MAYOR AND COUNCIL OF HIGH BRIDGE BOROUGH

**MEETING DATE**            **May 28, 2015**                    **MEETING TIME**            **7:30PM**  
**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:**

<b>Roll Call Vote</b>						P=Present A=Absent							
Hughes		Scarcia		Shipp		Stemple		Strange		Zappa		Mayor Desire	

**4. READING AND APPROVAL OF MINUTES:**

**MOTION TO DISPENSE WITH THE READING OF PRIOR MEETING MINUTES FOR:**  
 January 5, 2015 January 8, 2015, and January 22, 2015 Regular Meeting

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

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

Regular meeting minutes of **January 5, 2015**

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

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

Regular meeting minutes of **January 8, 2015**

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

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

Regular meeting minutes of **January 22, 2015**

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

**5. VISITORS:**

- A.** Highlands to discuss the TDR (Transfer of Development Rights) program

**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.

**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.

<b><u>RESOLUTION #115-2015</u></b>	Amendment Professional Service Contract-HMM
<b><u>RESOLUTION #116-2015</u></b>	<b>Recognizing the Outstanding work by the Public Works Department for the winter of 2014-2015</b>
<b><u>RESOLUTION #117-2015:</u></b>	<b>Recognizing the High Bridge Police Department</b>
<b><u>RESOLUTION #118-2015:</u></b>	<b>Approval of Construction Fees for 2015</b>
<b><u>RESOLUTION #119-2015</u></b>	<b>Hunterdon County Open Space Grant Authorization</b>
<b><u>RESOLUTION #120-2015</u></b>	<b>Ch 159-Clean Communities Grant</b>

Motion to Approve Resolutions 115-120:		Second:	
Roll Call Vote	Y=Yes; N=No; A=Abstain; At=Absent		
Hughes	Scarcia	Shipp	Stemple
			Strange
			Zappa

**8. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT:**

Reports on May 28, 2015

Councilman Zappa	<b><u>PLANNING &amp; ENGINEERING</u></b>
Councilwoman Hughes	<b><u>PUBLIC HEALTH, ENVIRONMENTAL, SOLID WASTE / RECYCLING, OPEN SPACE, &amp; CULTURAL &amp; HERITAGE</u></b>
Councilwoman Scarcia	<b><u>INFORMATION, ECONOMIC DEVELOPMENT, EVENTS</u></b>
Councilman Strange	<b><u>EMERGENCY SERVICES, EDUCATION &amp; MUNICIPAL COURT-</u></b>
Councilwoman Shipp	<b><u>DEPARTMENT OF PUBLIC WORKS &amp; RECREATION</u></b>
Councilman Stemple	<b><u>FINANCE &amp; GOLF</u></b>
John Gregory	<b><u>ADMINISTRATOR'S REPORT:</u></b>
Mayor Mark Desire	<b><u>EXECUTIVE SERVICES</u></b>

**9. WRITTEN COMMUNICATIONS:**

- A.** 2014 Recycling Tonnage Report
- B.** Month end Tax/Finance Reports
- C.** Hunterdon County Grant Application

**10. NEW BUSINESS:**

**11. UNFINISHED BUSINESS:**

**12. NEW ORDINANCES - Introduction**

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

A. Mayor Desire asks for a motion to open the Public Hearing on Ordinance #2015-22

**Ordinance 2015-22  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**VACATE BOROUGH CODE SECTION 142-6 CONSTRUCTION PERMIT FEES**

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

Questions and Comments:

Mayor Desire asks for a motion to close the Public Hearing on Ordinance #2015-22

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

Mayor Desire asks for a motion to adopt Ordinance# 2015-22.

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

Mayor Desire states that Ordinance 2015-22 is hereby adopted and shall be published by title only in the Express Times and/or the Hunterdon County Democrat according to law

**13. DISCUSSION ITEMS:**

**14. PUBLIC COMMENTS:**

It is the policy of the Borough Council that all public comments on an issue shall be limited to one minute (1) per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

**15. LEGAL ISSUES:**

Resolution 121-2015 SETTLEMENT BY INSURANCE COMPANY WITH RAYMOND OLSEN

Motion to Approve Resolution 121-2015				Second:							
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent					
Hughes		Scarcia		Shippis		Stemple		Strange		Zappa	

**16. 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
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**17. EXECUTIVE SESSION:  
RESOLUTION # -2015:**

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

**18. ADJOURNMENT:**

Mayor Desire or presiding officer asks if there is any further business. If none,

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

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**Next Council Meeting, June 11, 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)

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## MEETING MINUTES OF MAYOR AND COUNCIL OF HIGH BRIDGE BOROUGH

**MEETING DATE**            **January 22, 2015**            **MEETING TIME**            **7:30PM**  
**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 Desire

**3. ROLL CALL:**

<b>Roll Call Vote</b>										P=Present A=Absent		
<b>Hughes</b>	<b>P</b>	<b>Scarcia</b>	<b>P</b>	<b>Shippo</b>	<b>P</b>	<b>Strange</b>	<b>P</b>	<b>Zappa</b>	<b>P</b>	<b>Mayor Desire</b>		<b>P</b>

**4. NOMINATION FOR VACANT COUNCIL SEAT:**

a. Motion for Nominations from the Three Names Provided by the Republican Committee (Alfred Schweikert, Brent Dugan, and Michael Stemple.)

b. Discussion if any

<b>Motion to close nominations for vacant Council seat.</b>		Hughes				<u><b>Second:</b></u>		Strange			
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent					
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shippo</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>		

5 ayes; Motion passed.

c. Councilwoman Hughes nominated Michael Stemple for the position of Councilman. Councilman Strange seconded the nomination.

<u><b>Motion to Adopt Resolution 34-2015 :</b></u>		Hughes				<u><b>Second:</b></u>		Strange			
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent					
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shippo</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>		

5 ayes. Motion to adopt passed.

c. Swearing in of New Council Member, Michael Stemple.

**5. VISITORS:** Forty-six members of the public were present including press. Also present were Attorney Barry Goodman, Administrator John Gregory and Deputy Clerk Young.

Green Awards: David Schweidenback  
High Bridge Elementary School Environmental Club

Eagle Scout Award - Proclamation - Zachary Fortier

Rescue Squad President – Jessica Luteran gave update on Fire victims. Cell phone # at the Resue Squad for just the fire victims and inquiries pertaining to that: 908-246-3218

Chief of Police Life Saving Award to Edward Schaeffer.

**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.

Tyler Zappa commented that he enjoyed working in the Environmental club this year.

John Johnson encouraged the Council to vote on the town to take over the water tower at Solitude village.

James Lucas presented Council with the damaged lamp that was dislocated onto his property. He also described a large truck that barreling over his property and knocked over a lamp. He presents the lamp and asked for more safety about this issue. He wants to talk to Council about this. Mayor Desire responded by talking about signs and ballasts on posts in town. Council also discussed using commercial GPS versus person GPS systems and possibly reaching out to Garmin.

**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.

a.	<b><u>RESOLUTION #35-2015</u></b>	Appoint Adam Young as Full Time Deputy Clerk
c.	<b><u>RESOLUTION #36-2015:</u></b>	Intent to take over Sol. Village Potable water System
d.	<b><u>RESOLUTION #37-2015:</u></b>	Adoption of Police Rules and Regulations
e.	<b><u>RESOLUTION #38-2015:</u></b>	New Hire Hein Lei for Part-time Finance Asst
f.	<b><u>RESOLUTION #39-2015:</u></b>	Authorization to utilize Solitude House for a C&H theater production
g.	<b><u>RESOLUTION #40-2015:</u></b>	Appointing Scott Hammel as Right To Know Coordinator
h.	<b><u>RESOLUTION #41-2015:</u></b>	Dedication by Rider to Set up a Recreation Trust Fund
i.	<b><u>RESOLUTION #42-2015:</u></b>	Authorization to switch Construction software to Permits NJ
<b><u>Motion to Adopt Resolutions 35-38, 40-42 :</u></b>		Hughes
		<b><u>Second:</u></b>
		Scarcia
<b>Roll Call Vote</b>		
Y=Yes; N=No; A=Abstain; At=Absent		
Hughes	Y	Scarcia Y
Shipp	Y	Strange Y/A
Zappa	Y	Stemple Y

6 ayes; Motion passed  
Councilwoman Shipp abstained from Resolution 37.

<b><u>Motion to Amend Resolution 39 to include funding through the crowd funding site indigogo.com</u></b>	Hughes
	<b><u>Second:</u></b>
	Strange
<b>Roll Call Vote</b>	
Y=Yes; N=No; A=Abstain; At=Absent	
Hughes	Y
Scarcia	Y
Shipp	Y
Strange	Y
Zappa	Y
Stemple	Y

6 ayes; Motion passed

**8. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Reports on January 22, 2015**

Councilman Zappa	<b><u>PLANNING &amp; ENGINEERING – Liaison to Planning Board/Bd of Adjustment</u></b>
Councilwoman Hughes	<b><u>PUBLIC HEALTH, ENVIRONMENTAL, SOLID WASTE / RECYCLING,</u></b>

	<b><u>OPEN SPACE, &amp; CULTURAL &amp; HERITAGE – Solid Waste/Recycling Liaison to State &amp; County</u></b>
Councilwoman Scarcia	<b><u>INFORMATION, ECONOMIC DEVELOPMENT, EVENTS – Liaison to OEM, Municipal Court &amp; Recreation</u></b>
Councilman Strange	<b><u>EMERGENCY SERVICES, EDUCATION &amp; MUNICIPAL COURT- Liaison to Cultural &amp; Heritage &amp; Events</u></b>
Councilwoman Shipp	<b><u>DEPARTMENT OF PUBLIC WORKS &amp; RECREATION</u></b>
VACANT	<b><u>FINANCE &amp; GOLF</u></b>
John Gregory	<b><u>ADMINISTRATOR’S REPORT</u></b>
Mayor Mark Desire	<b><u>EXECUTIVE SERVICES</u></b>

**9 WRITTEN COMMUNICATIONS:**

- a. Finance and Tax Monthly Reports

**10. UNFINISHED BUSINESS:**

**11. NEW ORDINANCES: NONE AT THIS TIME**

**12. PUBLIC HEARING: 2<sup>nd</sup> reading. NONE AT THIS TIME.**

**13. DISCUSSION ITEMS:**

- a. Linda Greta – Streetscape trees. Discussion with Council ensued regarding right of way and grates that will be placed around the trees.
- b. ORDINANCE 2015-3 Parking Issues Snow Emergency Route

**ORDINANCE 2015-03 (Edited)**

**AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE BOROUGH CODE TO REVISE CHAPTER 184 SUBSECTION 30 AND ADD SECTION 36.**

Mayor Desire asks for a motion to introduce Ordinance #2015-03

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

6 ayes; Motion passed

Mayor Desire states that Ordinance #2015-03 shall be published in summary in the Express Times along with the Public Hearing date of February 12, 2015.

- c. Staffing Issue in the Clerk’s Office

<b><u>RESOLUTION #43-2015</u></b>	Appointment Utility Collector
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<b><u>Motion to Adopt Resolutions 43 :</u></b>	Stemple	<b><u>Second:</u></b>	Zappa								
<b>Roll Call Vote</b>	Y=Yes; N=No; A=Abstain; At=Absent										
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipp</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>	<b>Stemple</b>	<b>Y</b>

6 ayes; Motion passed

- d. Resolution 44-2015 Salary Public Works CDL Employees

<b><u>RESOLUTION #44-2015</u></b>	Public Works
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<b><u>Motion to Adopt Resolutions 44 :</u></b>	Hughes				<b><u>Second:</u></b>				Zappa			
<b>Roll Call Vote</b>								Y=Yes; N=No; A=Abstain; At=Absent				
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipp</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>	<b>Stemple</b>	<b>Y</b>	

6 ayes; Motion passed

**14. PUBLIC COMMENTS:** It is the policy of the Borough Council that all public comments on an issue shall be limited to one minute (1) per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

Mike Gronsky had a question regarding who is responsible for the lights in the tunnel on Arch Street. Council responded that New Jersey Transit is responsible for the, Mr. Gronsky responded that the lights are very dim and there was a part of the tunnel roadway that has not been paved, he suggested that stripes be painted on there for pedestrians. He also expressed concerns regarding a yield sign in regards to pedestrian safety. Discussion with Council ensued regarding these issues.

Michelle Schwartz expressed concerns regarding the lights underneath the railroad trestle. She questioned whose responsibility these lights are. Council responded that they will look into this.

Kaitlyn Overton discussed the timeline for the theatre project. She proposed moving the project to late fall.

John Johnson had concerns regarding Resolution 36-1015 and differences in the current Resolution. A discussion ensued with Administrator Gregory and Council regarding these concerns.

**15. LEGAL ISSUES:** Attorney Barry Goodman reported on a development in the Lawsuit with the Town of Clinton. He stated that the lawsuit had been voluntarily dismissed in order to proceed in a more cost efficient manner.

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

**Total Amount: 2,040,451.91**

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

6 ayes; motion passes.

Councilwoman Shipp approves bill list with abstention from police related items.

**17. EXECUTIVE SESSION: RESOLUTION # 33 -2014:** Legal issues with the Town of Clinton, Appointment of Acting Clerk.

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

6 ayes; motion passes.

<b><u>Motion to Return to Open Session:</u></b>	Hughes				<b><u>Second:</u></b>				Strange			
<b>Roll Call Vote</b>								Y=Yes; N=No; A=Abstain; At=Absent				
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipp</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>	<b>Stemple</b>	<b>Y</b>	

6 ayes; Motion passed.

**18. ADJOURNMENT:** Mayor Desire or presiding officer asks if there is any further business. If none,

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

6 ayes: Motion to adjourn passed.

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**Next Council Meeting- February 12, 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)

**ADJOURNMENT: 10:50 PM**

Respectfully submitted,

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John Gregory, Acting Clerk

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**UNAPPROVED**

**MEETING MINUTES OF MAYOR AND COUNCIL  
OF HIGH BRIDGE BOROUGH**

**MEETING DATE**            **January 8, 2015**            **MEETING TIME**            **7:30PM**  
**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 2014 Meeting Dates was published in the Express Times on January 8, 2015 and posted on the bulletin board at Borough Hall. Action may be taken.”

**2. FLAG SALUTE:** Led by Mayor Desire

**3. ROLL CALL:**

<b>Roll Call Vote</b>							P=Present A=Absent				
<b>Hughes</b>	<b>P</b>	<b>Scarcia</b>	<b>P</b>	<b>Shipp</b>	<b>P</b>	<b>Strange</b>	<b>P</b>	<b>Zappa</b>	<b>Mayor Desire</b>	<b>P</b>	

**4. VISITORS:** Eleven members of the public were present including press. Also present were Attorney Barry Goodman, Administrator John Gregory and Deputy Clerk Young.

1. Kim Terzuolo, President, High Bridge Teachers' Association. On February 11, 2015 the High Bridge Teachers' Association is sponsoring a program called Optical Academy. Optical Academy is open to people of all ages and you do not have to be a High Bridge resident.
2. Kaitlin Overton – Presentation regarding theater at the Solitude House.

**5. 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.

Brent Dugan spoke as the E.D.C. chair thanked Councilwoman Adrienne Shipp for her time on the E.D.C.. Mr. Dugan also thanked Mayor Desire for reappointing him to the E.D.C..

**6. 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.

a.	<b><u>RESOLUTION #30-2015</u></b>	Time Limit For Planning Board Review								
b.	<b><u>RESOLUTION #31-2014</u></b>	Authorizing Redemption Of Tax Lien								
c.	<b><u>RESOLUTION #32-2014:</u></b>	Approval of Raffle License								
<b><u>Motion to Adopt Resolutions 30-32 :</u></b>		Shipp			<b><u>Second:</u></b>			Strange		
<b>Roll Call Vote</b>							Y=Yes; N=No; A=Abstain; At=Absent			
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipp</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>	

5 ayes; Motion passes.

**7. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Reports on January 22, 2015**  
**No reports at this time.**

Councilman Zappa	<b><u>PLANNING &amp; ENGINEERING</u> – Liaison to Planning Board/Bd of Adjustment</b>
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Councilwoman Hughes	<b><u>PUBLIC HEALTH, ENVIRONMENTAL, SOLID WASTE / RECYCLING, OPEN SPACE, &amp; CULTURAL &amp; HERITAGE</u></b> – Solid Waste/Recycling <b>Liaison to State &amp; County</b>
Councilwoman Scarcia	<b><u>INFORMATION, ECONOMIC DEVELOPMENT, EVENTS</u></b> – Liaison to OEM, Municipal Court & Recreation
Councilman Strange	<b><u>EMERGENCY SERVICES, EDUCATION &amp; MUNICIPAL COURT-</u></b> <b>Liaison to Cultural &amp; Heritage &amp; Events</b>
Councilwoman Shipps	<b><u>DEPARTMENT OF PUBLIC WORKS &amp; RECREATION</u></b>
VACANT	<b><u>FINANCE &amp; GOLF</u></b>
John Gregory	<b><u>ADMINISTRATOR’S REPORT</u></b>
Mayor Mark Desire	<b><u>EXECUTIVE SERVICES</u></b>

**10 WRITTEN COMMUNICATIONS:** None at this time.

**11. UNFINISHED BUSINESS:** None at this time.

**12. NEW ORDINANCES:**

**ORDINANCE #2015-01**

**AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE BOROUGH CODE TO REVISE CHAPTER 145, LAND USE AND DEVELOPMENT ORDINANCE, TO AMEND THE STANDARDS CONCERNING SIGNAGE.**

Mayor Desire asks for a motion to introduce Ordinance #2015-01

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

5 ayes; Motion passes.

Mayor Desire states that Ordinance #2015-01 shall be published in summary in the Express Times along with the Public Hearing date of February 12, 2015.

**ORDINANCE 2015-02**

**AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE BOROUGH CODE TO REVISE SECTION 601 ESTABLISHMENT OF PLANNING BOARD ADDING SUBSECTION K “TRAINING”.**

Mayor Desire asks for a motion to introduce Ordinance #2015-02

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

5 ayes; Motion passed.

Mayor Desire states that Ordinance #2015-02 shall be published in summary in the Express Times along with the Public Hearing date of February 12, 2015.

**13. PUBLIC HEARING: 2<sup>nd</sup> reading, NONE AT THIS TIME.**

**14. DISCUSSION ITEMS:**

a. Intent to renew Comcast Franchise Agreement. Public Hearing  
Charles Smith is the Senior Director of Government and Regulatory Affairs for Comcast in Northern New Jersey. Mr. Smith explained that we are in the final stages of the franchise renewal process. Brent Dugan asked a question regarding how this franchise operates. Mr. Smith answered that the cable franchise is non-exclusive. He also explained that an Ordinance would be necessary to finalize the franchise renewal process.

b. ORDINANCE 2015-3 Parking Issues Snow Emergency Route

**ORDINANCE 2015-03**

**AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING THE BOROUGH CODE TO REVISE CHAPTER 184 SUBSECTION 30 AND ADD SECTION 36**

**Questions and Comments:**

Administrator John Gregory explained the details of Ordinance 2015-03. Discussion with Council regarding this Ordinance ensued.

Brent Dugan questioned if the entrance to the back part of The Commons would be widened. Administrator Gregory and Councilwoman Hughes will look into this issue.

Christina Whited expressed concerns regarding Van Syckle as a snow emergency street. Administrator Gregory addressed these concerns.

Jim Rospoli expressed concerns of his tenants at 46-48 Main and 7 McDonald regarding limited parking. A discussion with Council ensued. Administrator Gregory will measure lines and look for a way to address these concerns. Mr. Rispoli also explained that nonresidents have been parking in his private lot on Main Street and requested signage to address this. Discussion with Council ensued.

Laura Rocca expressed concerns regarding lot enforcement of parking in the McDonald Street parking lot. Administrator Gregory has spoken to Chief Bartman and address this issue.

Denise Hicksow asked what part of Main Street would be affected by this Ordinance. Administrator Gregory responded that both sides are affected. She is also concerned that cars in the McDonald lot will not be towed. A discussion with Council regarding fine and towing ensued.

Mayor Desire asks for a motion to introduce Ordinance #2015-03

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

Ordinance 2015-03 tabled for future discussion.

Mayor Desire states that Ordinance #2015-03 shall be published in summary in the Express Times along with the Public Hearing date of January 22, 2015.

**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 and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

James Rispoli expressed concerns regarding a pole in front of his building. The pole are touching the roof of the building. He contacted JCP&L. A discussion with Council ensued. Mayor Desire said JCP&L will be contacted.

Eric Erb a member of the Cultural Heritage committee asked a question regarding what can be done regarding an upcoming event before a Resolution is passed. Administrator Gregory stated he would need more details because of overnight possibility and risk management.

**16. LEGAL ISSUES:** None at this time.

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

**Total Amount: \$430,912.39**

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

5 ayes, Motion passes.

Councilwoman Shippo approves bill list with abstention from police related items.

**17. EXECUTIVE SESSION:** None at this time.

<b><u>Motion to Move into Executive Session:</u></b>						<b><u>Second:</u></b>		_____	
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent			
<b>Hughes</b>		<b>Scarcia</b>		<b>Shippo</b>		<b>Strange</b>		<b>Zappa</b>	

<b><u>Motion to Return to Open Session:</u></b>		_____				<b><u>Second:</u></b>		_____	
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent			
<b>Hughes</b>		<b>Scarcia</b>		<b>Shippo</b>		<b>Strange</b>		<b>Zappa</b>	

**18. ADJOURNMENT:** Mayor Desire or presiding officer asks if there is any further business. If none,

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

5 ayes; Motion to adjourn passed.

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

**ADJOURNMENT: 9:00**

Respectfully submitted,

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John Gregory, Acting Clerk

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**ANNUAL RE-ORGANIZATION MEETING MINUTES  
MAYOR AND COUNCIL OF HIGH BRIDGE BOROUGH**

**MEETING DATE: January 5, 2015      MEETING TIME: 7:30PM**

**MEETING PLACE: High Bridge Fire House, 7 Maryland Ave., High Bridge, NJ**

**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: “Welcome to the Reorganization Meeting of January 5, 2015. Pursuant to the Open Public Meetings Act, notice of this meeting was published in the Hunterdon County Democrat issue of December 25, 2015 and posted on the bulletin board in Borough Hall. Action may be taken.”

**2. FLAG SALUTE:** Led by Mayor Desire

Administrator Gregory announced that Nancy Hunt’s (member of the Cultural and Heritage Committee) mother passed away. He informed Council of the information regarding viewing and funeral arrangements.

**3. SWEARING IN OF RE-ELECTED OFFICIALS:**

- a. Mark Desire – Mayor, Term Expiring December 31, 2018
- b. Adrienne Shipps – Councilwoman, term expiring December 31, 2017.
- c. Christopher Zappa - Councilman, term expiring December 31, 2017.

**4. ROLL CALL:**

Roll Call Vote							P=Present A=Absent			
<b>Hughes</b>	<b>P</b>	<b>Scarcia</b>	<b>P</b>	<b>Shipps</b>	<b>P</b>	<b>Strange</b>	<b>P</b>	<b>Zappa</b>	<b>Mayor Desire</b>	<b>P</b>

**5. VISITORS:** Sixteen members of the public were present including press. Also present were Assemblyman Eric Peterson, Administrator John Gregory, Chief Bartman and Deputy Clerk Young.

**6. COMMENTS OF COUNCIL:**

Mayor Desire thanked his family for their support. He said he does involve his family in many activities in High Bridge and he feels honored to live in this special place. He also thanked Council members for all their hard work and is looking forward to many more upcoming projects.

Councilwoman Hughes welcomed Mayor Desire back for another term. She commended Mayor Desire on all he does as Mayor.

Councilman Zappa thanked his family for their support. He also thanked Mayor Desire for his support and he is proud to live in High Bridge.

Councilwoman Shipps thanked Council for having her back. She also thanked her family for their support. She stated how she is really excited to be working with this team.

Councilman Strange stated that he appreciates the opportunity to get involved and contributing to our town. He commended the Mayor and Council members for being available in our town.

Councilwoman Scarcia welcomed all the new members stated she is excited to be working with this team.

7. **NEW ORDINANCE: Introduction 1<sup>st</sup> reading.**

8. **NEW BUSINESS:**

a. **NOMINATION & ELECTION OF COUNCIL PRESIDENT:**

Mayor Desire asks for nominations for Council President.

Councilwoman Scarcia nominated Councilwoman Lynn Hughes for Council President. Councilwoman Shipp seconded the nomination.

**RESOLUTION #1-2015.**

<b>Motion to Approve nomination and adopt Resolution #1-2015 :</b>		Scarcia		<b><u>Second:</u></b>		Shipp			
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent			
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipp</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>

5 ayes; Motion passes.

b. **RESOLUTION #2-2015:** Temporary Budget.

<b>Motion to Adopt Resolution #2-2015:</b>		Scarcia		<b><u>Second:</u></b>		Hughes			
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent			
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipp</b>	<b>Y</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>

5 ayes; Motion passes.

8. **CONSENT AGENDA:**

<b><u>RESOLUTION #3-2015</u></b>	Council Meeting Dates and Time for 2015
<b><u>RESOLUTION #4-2015</u></b>	Designation of Official Newspaper
<b><u>RESOLUTION #5-2015</u></b>	Payment of Taxes and Utilities
<b><u>RESOLUTION #6-2015</u></b>	Authorization to Cancel Small Tax & Utility Balances /Credits
<b><u>RESOLUTION #7-2015</u></b>	Authorization for Corrective Tax Appeals
<b><u>RESOLUTION #8-2015</u></b>	Cash Management Plan
<b><u>RESOLUTION #9-2015</u></b>	Non-fair and Open Contracts for the Retention of Municipal Professional Services
<b><u>RESOLUTION #10-2015</u></b>	Designation of Depositories
<b><u>RESOLUTION #11-2015</u></b>	Signature on Checks
<b><u>RESOLUTION #12-2015</u></b>	General Appointment List
<b><u>RESOLUTION #13-2015</u></b>	2015 Council Committee Assignments
<b><u>RESOLUTION #14-2015</u></b>	Approve Animal Control Service Contract
<b><u>RESOLUTION #15-2015</u></b>	Statewide Insurance Fund Resolution Appointing Fund Commissioner.
<b><u>RESOLUTION #16-2015</u></b>	Appointing Risk Management Consultant
<b><u>RESOLUTION #17-2015</u></b>	Authorizing Professional Memberships
<b><u>RESOLUTION #18-2015</u></b>	Boards and Committee List
<b><u>RESOLUTION #19-2015</u></b>	Approve Going Out to Bid for New Borough Hall, Street Scape, Cregar Rd section V
<b><u>RESOLUTION #20-2015</u></b>	Landlord Registration fee
<b><u>RESOLUTION #21-2015</u></b>	Duplicate Tax Sale Certificate
<b><u>RESOLUTION #22-2015</u></b>	Rabies Clinic
<b><u>RESOLUTION #23-2015</u></b>	Dog License Late Date
<b><u>RESOLUTION #24-2015</u></b>	Water Utility Rates

<b>RESOLUTION #25-2015</b>	Newsletter Rates								
<b>RESOLUTION #26-2015</b>	Fee Schedule For Police Outside Duty								
<b>RESOLUTION #27-2015</b>	NSF Check Fee								
<b>RESOLUTION #28-2015</b>	Public Relations Officers								
<b>RESOLUTION #29-2015</b>	Resolution to Renew Fund Membership								
<b>RESOLUTION #30-2015</b>									
<b>Motion to Adopt Resolutions 3-29 :</b>	Hughes			<b>Second:</b>			Shipps		
<b>Roll Call Vote</b>						Y=Yes; N=No; A=Abstain; At=Absent			
<b>Hughes</b>	<b>Y</b>	<b>Scarcia</b>	<b>Y</b>	<b>Shipps</b>	<b>Y/A</b>	<b>Strange</b>	<b>Y</b>	<b>Zappa</b>	<b>Y</b>

Councilwoman Shipps adopts Resolutions 3-29 with abstention from police related items.  
5 ayes; Motion to adopt passes.

**10. 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.

Logan Zappa commented that this Council is good for High Bridge and it helps our town.

Dominick Desire stated the same as Logan Zappa.

Sophia Desire says that this council is going to rock because you guys are super awesome. Keep up the good work.

Tyler Zappa stated that he feels the mayor deserved to get back into office.

**11. ADJOURNMENT:**

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

5 ayes; Motion to adjourn passes.

Mayor Desire asks if there is any further business. If no further business, meeting adjourned.

**ADJOURNMENT: 8:03 pm**

Respectfully submitted,

\_\_\_\_\_  
John Gregory, Acting Clerk

Next Regular Council Meeting-**January 8, 2015**, Fire House, 7 Maryland Ave. High Bridge, NJ 7:30PM

## List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
<b>CURRENT FUND</b>				
33 - ALLIED OIL LLC 10544621	PO 22262 DPW - GASOLINE ACCT # 171331 Gas		2,174.39	
10544630	PO 22263 DIESEL - DPW - ACCOUNT # 171330 DIESEL	2,174.39	2,038.30	4,212.69
1331 - AMERIGAS - CLINTON 7510 10545021	PO 22265 HEATING FUEL - PROPANE - RESCUE SQUAD Propane - Rescue Squad		151.46	151.46
1530 - HIGH BRIDGE HILLS GOLF COURSE 10537620	PO 22410 GOLF - OE - MAY GOLF-OTHER EXPENSES		28,584.09	28,584.09
46 - CALIFON LUMBER 10529055 10517090	PO 22354 BUILDINGS & GROUNDS / DPW / WATER PARKS & PLAYGROUNDS - OTHER EXPENSES Buildings & Grounds - Municipal Building		81.49 48.50 32.99	81.49
508 - COMCAST OF NORTHWEST 10510120 10544122	PO 22255 DPW - INTERNET A/C 09574 832139-01- INTERNET Telephone - Garage		412.49 109.90 302.59	412.49
987 - COMCAST 10510120 10544126	PO 22256 POLICE - INTERNET - 2015 - A/C 0957 INTERNET Telephone - Police		398.66 109.90 288.76	
10510120 10544121	PO 22609 INTERNET/PHONE - BOROUGH HALL - ACC INTERNET Telephone - Boro Hall		257.54 109.90 147.64	
10510120 10544124	PO 22610 INTERNET/PHONE - FIRE DEPT - ACCT # INTERNET Telephone - Fire		210.73 89.95 120.78	866.93
2061 - DIRECT DEVELOPMENT, LLC 10511524	PO 22418 WEBSITE MAINTENANCE 2015 Website Production		600.00	600.00
70 - DON LONGO, INC. 10529036	PO 22655 DPW - OE - VEHICLE MAINT - INV 15-3 Dept. of Public Works-OE-Vehicle Maintee		225.00	225.00
222 - THE EXPRESS-TIMES 10511032	PO 22239 ADVERTISING ADVERTISING		2,468.90	2,468.90
73 - EASTSIDE SERVICE, INC 10524028	PO 22231 POLICE - OE - VEHICLE REPAIR Police Department-OE-Vehicle Repair		152.95	152.95
160 - ELIZABETHTOWN GAS 10544721	PO 22257 HEATING - BOROUGH HALL - ACT#655639 Heating - Boro Hall		161.84	161.84
1538 - ENFORSYS POLICE SYSTEMS, INC 10524026	PO 22329 POLICE - OE - EQUIPMENT RPAIR - ANN Police Department-OE-Maintenance Contras		900.00	900.00
2014 - FIRST HOPE BANK 10524520	PO 22236 POLICE-2015 FORD INTERCEPTOR UTILIT LEASE/PURCHASE POLICE VEHICLES		1,036.85	1,036.85
714 - FLEMINGTON DEPARTMENT STORE 10524033	PO 22234 POLICE - OE - UNIFORMS Police Department-OE-Uniforms/Clothing		20.00	20.00

## List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
82 - FOSTER & COMPANY, INC. 10529025	PO 22481 DPW - OE - HARDWARE - ACCT # 08-595 Dept. of Public Works-OE-Equipment/Hdwr		137.28	137.28
190 - FRANK RYMON & SONS, INC 10529028	PO 22652 DPW - OE - MOWER PARTS Dept. of Public Works-OE-Vehicle Repair		125.68	125.68
92 - GREENBAUM ROWE SMITH & DAVIS LLP 10515560 10515566 10515576 10515593 10515569 10515583	PO 22397 LEGAL Legal-OE-Municipal Meetings Legal-OE-General Borough Matters Legal-Solitude Village LEGAL-OE-Personnel Issues Legal-OE-Solitude Dam Legal-OE-OPRA		2,871.00	2,871.00
92 - GREENBAUM ROWE SMITH & DAVIS LLP 10515562	PO 22464 LEGAL - TOC Legal-Town of Clinton		2,744.12	2,744.12
100 - HESCO, INC 10517029	PO 22535 BUILDINGS & GROUNDS - STREETS - LIG Buildings & Grounds - Streets		2,591.00	2,591.00
453 - HIGH BRIDGE FIRE DEPT. 10525520	PO 22456 FIRE DEPT - ANNUAL APPROPRIATION HIGH BRIDGE VOLUNTEER FIRE DEPT.		15,000.00	15,000.00
789 - HUNTERDON COUNTY 10533599	PO 22651 ENVIRONMENTAL COMMISSION - NATURE W Environmental Comm.-OE-Misc.		40.00	40.00
90 - JCP&L 10543035	PO 22429 ELECTRICITY - ACCT # 100 110 707 28 Electricity - Shop E		33.71	33.71
2046 - JOHNNY ON THE SPOT, LLC 10537099 10529055	PO 22369 RECREATION & SPECIAL EVENTS - PORTA Special Events-Misc. PARKS & PLAYGROUNDS - OTHER EXPENSES		210.00	210.00
131 - L&L LAWN & GARDEN EQUIPMENT, INC 10529025	PO 22538 DPW-EQUIPMENT MAINTENANCE Dept. of Public Works-OE-Equipment/Hdwr		26.00	26.00
2002 - MAACO AUTO PAINTING & BODYWORKS 10524099	PO 22656 POLICE - OE - MISC - PAINT 14-13 Police Department-OE-Misc.		1,032.50	1,032.50
1592 - MAJOR POLICE SUPPLY 10524031	PO 22659 POLICE - OE - EQUIPEMENT REPAIR - L Police Department-OE-Equipment Repair		165.36	165.36
1398 - MASER CONSULTING PA 10519020	PO 22391 AFFORDABLE HOUSING AFFORDABLE HOUSING APPROPRIATION		546.25	546.25
1398 - MASER CONSULTING PA 10518033	PO 22556 PLANNING BOARD - OE - ENGINEERING Planning Board-OE-Engineering		603.75	603.75
139 - MOTOROLA SOLUTIONS, INC 10524031	PO 22624 POLICE - OE - EQUIPMENT - BATTERIES Police Department-OE-Equipment Repair		192.00	192.00

## List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
67 - NJ DEPT OF CODES & STANDARDS 101405	PO 22676 4TH QUARTER 2014 DCA FEES RESERVE - DCA FEES	550.00	550.00	550.00
214 - NJN PUBLISHING 10511032	PO 22240 ADVERTISING ADVERTISING	645.76	645.76	645.76
1873 - AMERICAN GENERAL LIFE COMPANY 10522072 10522073	PO 22210 GROUP INSURANCE - DENTAL & LIFE Employee Group Insurance:Dental Employee Group Insurance:Life Ins	2,127.36 854.52	2,981.88	2,981.88
1765 - RUDERMAN & GLICKMAN, PC 10515565	PO 22665 LEGAL - OE - SPECIAL COUNSEL Legal-OE-Special Counsel	702.00	702.00	702.00
1595 - SAMR, INC 10141739	PO 22584 CLEAN COMMUNITIES - ELECTRONIC RECY CLEAN COMMUNITIES	2,290.00	2,290.00	2,290.00
169 - STATE OF NJ-DIV PENSIONS&BENE 10522071 101408	PO 22202 INSURANCE - GROUP HEALTH - MAY 2015 Employee Group Insurance:Health RESERVE - HEALTH BENEFITS	18,974.69 9,374.68	28,349.37	28,349.37
1397 - SUPLEE, CLOONEY & COMPANY 10513520	PO 22392 AUDIT SERVICES - OE - 2014 AUDIT/ L AUDIT SERVICES: OTHER EXPENSES	2,115.00	2,115.00	2,115.00
1586 - TIRPOK GROUP, INC 10524033	PO 22324 POLICE - OE - UNIFORM CLEANING Police Department-OE-Uniforms/Clothing	390.44	390.44	390.44
199 - VAN DOREN OIL COMPANY 10544726	PO 22260 HEATING FUEL - SOLITUDE HOUSE - INV Heating - Solitude House	486.60	486.60	486.60
1500 - VERIZON WIRELESS 10524030 10544127	PO 22246 POLICE - OE - WIRELESS DEVICES - A Police Department-OE-Wireless Devices TELEPHONE-POLICE-CELL PHONES	179.39 115.16	294.55	294.55
1606 - W.B. MASON COMPANY 10513021 10517121	PO 22228 OFFICE SUPPLIES Financial Admin-OE-Office Supplies BUILDINGS & GROUNDS-OFFICE SUPPLIES	62.04 12.07	74.11	74.11
1777 - WESTERN PEST SERVICES 10517091 10517098	PO 22402 BUILDINGS & GROUNDS - POLICE - RAT Buildings & Grounds - Police Bldg PO 22403 BUILDINGS & GROUNDS - RESCUE - RAT Buildings & Grounds - Rescue Squad	404.00 65.00	404.00 65.00	469.00
1148 - BUCKMAN'S INC. 60510053	PO 22361 WATER - OE - CHEMICALS - INV 563189 WATER - OE - CHEMICALS	674.85	674.85	674.85
1694 - ONE CALL CONCEPTS, INC 60510099	PO 22428 WATER - OE - MISC - ONE CALL MESSAG WATER - OE - MISCELLANEOUS	27.30	27.30	27.30
1873 - AMERICAN GENERAL LIFE COMPANY 60510040	PO 22211 WATER - GROUP INSURANCE - DENTAL & WATER - OE - INSURANCE - GROUP	268.27	268.27	268.27

## List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
176 - QC LABORATORIES 60510045	PO 22401 WATER - OE - ANALYSIS WATER - OE - WATER ANALYSIS	211.80	211.80	211.80
327 - STATE OF NEW JERSEY - PWT 60510046	PO 22432 WATER - OE - PERMITS/FEES WATER - OE - PERMITS/FEES	175.58	175.58	175.58
169 - STATE OF NJ-DIV PENSIONS&BENE 60510040	PO 22202 INSURANCE - GROUP HEALTH - MAY 2015 WATER - OE - INSURANCE - GROUP	2,970.10	2,970.10	2,970.10
<b>SEWER UTILITY FUND</b>				
1873 - AMERICAN GENERAL LIFE COMPANY 62510040	PO 22212 SEWER - GROUP INSURANCE - DENTAL & SEWER - OE - INSURANCE - GROUP	268.27	268.27	268.27
169 - STATE OF NJ-DIV PENSIONS&BENE 62510040	PO 22202 INSURANCE - GROUP HEALTH - MAY 2015 SEWER - OE - INSURANCE - GROUP	3,098.45	3,098.45	3,098.45
686 - STATE OF NEW JERSEY 62510099	PO 22674 SEWER - OE - MISC - PERMIT RENEWAL SEWER - OE - MISC	1,050.00	1,050.00	1,050.00
<b>SOLID WASTE UTILITY FUND</b>				
1873 - AMERICAN GENERAL LIFE COMPANY 64510040	PO 22213 SOLID WASTE - GROUP INSURANCE - DEN SOLID WASTE-OE-GROUP INSURANCE	108.31	108.31	108.31
169 - STATE OF NJ-DIV PENSIONS&BENE 64510040	PO 22202 INSURANCE - GROUP HEALTH - MAY 2015 SOLID WASTE-OE-GROUP INSURANCE	1,606.00	1,606.00	1,606.00
<b>SPECIAL EVENTS</b>				
1984 - CROWN TROPHY 781010	PO 22650 SOAP BOX DERBY 2015 - AWARDS/SHIRTS SOAP BOX DERBY	157.20	157.20	157.20
1912 - DOCTOR D ENTERTAINMENT 781010	PO 22571 SOAP BOX DERBY 2015 - MC & HOST SOAP BOX DERBY	500.00	500.00	500.00
1829 - MICHELE SCHWARTZ 781009	PO 22647 PAINT OUT 2015 - REIMBURSEMENT PAINT OUT	377.77	377.77	377.77
1920 - NJ SIGN STORE LLC 781004 781010	PO 22654 SOAP BOX DERBY / CONCERTS 2015 - BA CONCERTS SOAP BOX DERBY	189.34 500.00	689.34	689.34
1914 - RILEY'S PUBLIC HOUSE 781010	PO 22572 SOAP BOX DERBY 2015 - FOOD SOAP BOX DERBY	413.00	413.00	413.00
TOTAL				----- 118,138.29

Total to be paid from Fund 10 CURRENT FUND	105,542.05
Total to be paid from Fund 60 WATER UTILITY FUND	4,327.90
Total to be paid from Fund 62 SEWER UTILITY FUND	4,416.72
Total to be paid from Fund 64 SOLID WASTE UTILITY FUND	1,714.31
Total to be paid from Fund 78 SPECIAL EVENTS	2,137.31

**List of Bills - (All Funds)**

Vendor	Description	Account	PO Payment	Check Total
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118,138.29

**Checks Previously Disbursed**

9999	HIGH BRIDGE BOROUGH-PAYROLL	CASH	1,049.08	5/22/2015
9999	HIGH BRIDGE BOROUGH-PAYROLL	CASH	4,312.40	5/22/2015
9999	HIGH BRIDGE BOROUGH-PAYROLL	CASH	4,875.75	5/22/2015
9999	HIGH BRIDGE BOROUGH-PAYROLL	CASH	50,236.94	5/22/2015
			-----	
			60,474.17	

Total paid from Fund 10 CURRENT FUND	50,236.94
Total paid from Fund 60 WATER UTILITY FUND	4,875.75
Total paid from Fund 62 SEWER UTILITY FUND	4,312.40
Total paid from Fund 64 SOLID WASTE UTILITY FUND	1,049.08
	-----
	60,474.17

**Total for this Bills List: 178,612.46**

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

**AMENDMENT OF PROFESSIONAL SERVICE CONTRACT**

**NUMBER: 115-2015**

**ADOPTED: May 28, 2015**

**WHEREAS**, a professional service contract was awarded to Hatch Mott MacDonald, by Resolution #9-2015 on Jan 5, 2015 in the amount of \$4,500.00, and;

**WHEREAS**, additional engineering services are to be incurred in the estimated amount of \$1,000.00 for matters related to the sewer infiltration study, and \$8,000 for the New Borough Hall site work; and

**WHEREAS**, a certification of funds available has been completed by the CFO for said project.

**NOW THEREFORE BE IT RESOLVED** that the Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey that the contract originally awarded to Hatch Mott MacDonald shall hereby be amended to not exceed \$13,500.00

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Acct#639126-Infiltration Study-Sewer Utility and Acc#309107-New Borough Hall-Capital Fund.



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Bonnie Ann Fleming  
Chief Financial Officer

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

**Recognizing the Outstanding Work Under Adverse Conditions by the  
Department of Public Works**

**NUMBER: 116-2015**

**ADOPTED: May 28, 2015**

**WHEREAS**, the winter of 2014/2015 the Borough of High Bridge received 55.4 inches of snow from 19 storms between November 2014 and April 2015, and

**WHEREAS**, these storms had a mix of ice of .01 to .25 of an inch, and

**WHEREAS**, February's average temperature of 22.0° (11.8° below average) made this month the 3rd coldest February and 6th coldest (tied) of any month since statewide records commenced in 1895, and

**WHEREAS**, the temperature dipped to -7 degrees and had wind chills in the double digits, and

**WHEREAS**, the State salt supply was at a critical level where at one time the Borough had less than 150 tons of salt on hand.

**NOW, THEREFORE, BE IT REOLVED** the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby recognize the work of the Department of Public Works for their dedication to the Borough of High Bridge during this past difficult winter of 2014/2015

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

**COMMENDING HIGH BRIDGE POLICE DEPARTMENT FOR AN  
OUTSTANDING JOB IN PROTECTING THE RESIDENTS OF  
HIGH BRIDGE**

**NUMBER: 117-2015**

**ADOPTED: May 28, 2015**

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**WHEREAS**, recent events that have received national attention have resulted in demonstrations and protests around the country regarding the use of force by law enforcement agencies; and

**WHEREAS**, these recent incidents highlight the dangers that are faced by all law enforcement professionals during the course of their regular duties each and every day; and

**WHEREAS**, the members of the High Bridge Police Department provide an essential function for our community, serving to protect life and property; and

**WHEREAS**, in light of recent negativity directed toward law enforcement nationally, there is a need to show law enforcement officers that our citizens recognize the difficult and sometimes impossible job they do, in public service to us all; and

**WHEREAS**, the Mayor and Council of the Borough of High Bridge wishes to formally express support of, and for, the High Bridge Police Department and all law enforcement agencies around the world;

**NOW, THEREFORE, BE IT RESOLVED** the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, hereby expresses support for the High Bridge Police Department and commends the Department for an outstanding job that they do upholding professional standards and protecting the life and safety of the residents of High Bridge.

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

**Approval of Construction Fees for 2015**

**NUMBER: 118 -2015**

**ADOPTED: May 28, 2015**

**NOW THEREFORE BE IT RESOLVED** The Mayor and Council of the Borough of High Bridge set the fees for Construction as listed:

**A. General.**

(1) The fee for plan review shall be a percentage of the fee for a construction permit and shall be paid at the time of submission of an application for a permit. The amount of this fee shall then be deducted from the amount of the fee due for a construction permit when the permit is issued. Plan review fees are not refundable.

(2) The fee to be charged for a construction permit will be the sum of the subcode fees plus all applicable special fees, such as elevator or sign fees. This fee shall be paid before a permit is issued. Fees for elevator device inspections and tests shall be as set forth in N.J.A.C. 5:23-12.

(3) The fee to be charged for a certificate of occupancy shall be paid before a certificate is issued. This fee shall be in addition to the construction permit fee.

(4) The fee for a mechanical inspection in a Use Group R-3 or R-4 structure by a mechanical inspector shall be \$85 for the first device and \$25 for each additional device. No separate fee shall be charged for gas, oil or water piping connections associated with the mechanical equipment inspected.

**B.** Plan review fees. Fees shall be computed as 20% of the fee for the construction permit.

**C.** Construction permit fees. The fee for a construction permit shall be the sum of all subcode fees, the required certificate fee, and the New Jersey training fee. A minimum construction permit fee for any one subcode shall be \$60.

**(1) Building Subcode Fees:**

**(a)** New construction and additions for all use groups:

[1] \$0.035 per cubic foot for buildings of R-1 to R-5 occupancy.

[2] \$0.015 per cubic foot of volume for Use Groups A1-4, F1-2, S1-2 and U.

[3] \$0.007 per cubic foot of volume for farm structures not to exceed \$1,145.

**(b)** Alteration work, including but not limited to roofing, siding, repairs and modifications to a structure:

<b>Estimated Cost</b>	<b>Fee (per \$1,000)</b>
Per \$1,000 up to \$50,000	\$30
\$50,001 to \$100,000	\$24
Over \$100,000	\$20

**(c)** Fees for minor work shall be based upon estimated cost of work. The fee shall be in the amount of \$24 per \$1,000 of the estimated cost or fraction thereof, except that the fee for residing or reroofing of Use Groups R-3 and U shall be in the amount of \$24 per \$1,000 of estimated cost or fraction thereof, or a minimum fee of \$60, whichever is greater.

**(d)** Removal permit fee, for moving a structure from one location to another, shall be \$20 per \$1,000 of all cost incurred in moving the structure plus the permit fee for the new foundation.

**(e)** Demolition permit fee (removal of structure or in-ground pool from property).

[1] One- and two-family dwellings, Use Group R3 and R4: \$100.

[2] Removal of accessory structures or miscellaneous structures, Use Group U: \$50.

[3] All other use groups: \$200.

**(f)** Demolition permit fee removal or abandonment of a tank.

[1] Tank located on Use Group R-3 and R-4 property: \$65.

[2] Tank located on all other use groups' property: \$120.

**(g)** Other fees.

[1] Fence permits for higher than 6': \$50.

[2] Signs: \$2.00 per square foot of surface area calculated on only one side, minimum fee is \$46.

[3] Swimming Pools:

[a] In-ground for Use Groups R-3 and R-4: \$200.

[b] Aboveground for Use Groups R-3 and R-4: \$75.

[c] All other use groups, in-ground pools: \$150.

[4] Asbestos abatement as per UCC 5:23.

[5] Open structural tower: cost of foundation \$24 per 1000.

[6] Tents in excess of 900 square feet or more than 30 feet in any dimension: \$92.

**(2) Plumbing Subcode Fees:**

(a) Fixtures which include water closet, urinal, bathtub, lavatory, shower, floor drain, sink, dishwasher, drinking fountain, washing machine, hose bib, garbage disposal, stacks, bidet, water heaters and fuel oil piping (each): \$20.

(b) Interceptor/Separator, grease traps, oil separators, water cooled or A/C, refrigeration unit, utility service connections, steam boilers, hot water boilers (non-domestic), back flow preventer, gas piping, gas service entrances, sewer pumps and active solar system (each): \$65.

(c) Backflow preventer when it is broken down and tested annually \$120.

(d) The fee for fuel oil piping, R-3 and R-4 use shall be \$65.

**(3) Electrical Subcode Fees shall be as follows:**

**(a) Electrical Fixtures and Devices:**

[1] From 1 to 20 receptacles, fixtures or switches: \$50.

[2] Increments of 25 additional items: \$20.

For the purposes of computing this fee, the term receptacles, fixtures or switches shall include: lighting outlets, smoke detectors, heat detectors, fluorescent fixture, burglar alarm devices, intercom devices, thermostats, telephone outlets, CRT outlets, light standards.

**(b) Motors:**

[1] Greater than one horsepower or less than or equal to 10 horsepower: \$20 each.

[2] Greater than 10 horsepower or less than or equal to 50 horsepower: \$60 each.

[3] Greater than 50 horsepower or less than or equal to 100 horsepower: \$120 each.

[4] Greater than 100 horsepower: \$600 each.

**(c) Electrical Devices ( includes transformers and generators):**

[1] Greater than one kilowatt or less than or equal to 10 kilowatt: \$20 each.

[2] Greater than 10 kilowatt or less than or equal to 45 kilowatt: \$60 each.

[3] Greater than 45 kilowatt or less than or equal to 112.5 kilowatt: \$120 each.

[4] Greater than 112.5 kilowatt: \$600 each.

**(d) Services Equipment ( includes service panel, service entrance and subpanels):**

- [1] Greater than 0 ampere or less than or equal to 200 ampere: \$75 each.
- [2] Greater than 200 ampere or less than or equal to 1,000 ampere: \$120 each.
- [3] Greater than 1,000 ampere: \$600 each.

**(e) Pool Permit:**

- [1] Spa/hot tub: \$75 each.
- [2] Above ground pool: \$75 each.
- [3] In ground pool: \$125 each.
- [4] Public pool: \$300 each.

**(f) Annual inspection for commercial pool: \$100 each.**

**(g) Photovoltaic Systems:**

- [1] One to 50 kilowatts: \$75 .
- [2] 51-100 kilowatts: \$150.
- [3] Greater than 100 kilowatts: \$576.

**(h) Minimum Fee on Electrical Subcode: \$60.**

**(4) Fire Subcode Fees:**

**(a) Sprinklers.**

<b>Number of Heads</b>	<b>Fee</b>
Up to 20	\$150
21 to 100	\$225
101 to 200	\$300
201 to 400	\$594
401 to 1,000	\$822
Over 1,000	\$1,050

**(b) Smoke and Heat Detectors.**

Quantity	Fee
1 to 10 for 110 V and low voltage	\$65
11 to 50, for each additional 10 low voltage	\$25
Over 50 for each additional 10 low voltage	\$200

**(c)** Pre-engineered systems which include CO<sub>2</sub> suppression, halon suppression, foam suppression wet chemical and dry chemical (each): \$200.

**(d)** Miscellaneous.

[1] Chimney liners (each): \$75.

[2] Stand pipes (each): \$229.

[3] Kitchen hood exhaust system (each): \$65.

[4] Incinerators (each): \$365.

[5] Crematoriums (each): \$365.

[6] Gas- and oil-fired appliances (each): \$65.

[7] Installation of underground storage tank:

[a] Use Groups R-3 and R-4 (each): \$100.

[b] All other use groups (each): \$200.

[8] Installation of aboveground storage tank:

[a] Up to 5,000 gallons (each): \$65.

[b] Over 5,000 gallons (each): \$250.

[9] Fireplaces, wood-burning stoves, etc.: \$65.

[10] Smoke control systems: \$200.

**(5) Certificate of Occupancy Fees:**

**(a)** For a certificate of occupancy (CO) indicating that construction authorized by a construction permit is completed in accordance with the approved plans and the Uniform Construction Code regulations. A certificate of occupancy is required when there are two or more subcodes and one of the subcodes is building. Prepayment at the time of issuing the construction permit is required; 10% of the total of all subcode fees, minimum fee: \$50.

**(6) Reinstatement of a Lapsed Construction Permit shall be:**

(a) Recalculation of the construction permit shall be required utilizing the most current Building Department fee schedule applied to all work which is to be performed.

(b) The reinstatement fee shall be 25% of the recalculated value.

(c) Minimum reinstatement fee: \$100.

**(7) Annual Construction Permit.**

(a) The fee for an annual construction permit shall be paid annually. This fee shall be first fee based on the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode.

(b) Fees shall be as follows:

<b>Number of Workers</b>	<b>Fee (per worker)</b>
1 to 25	\$667
Each over 25	\$232

(c) Training fee per subcode: \$140, payable to Treasurer, State of New Jersey or it's designee.

**(8) Application to the Construction Board of Appeals: \$100.**

**(9) Application for a variation: Class I & II \$150.**

**Class III - \$100.**

**D.** Exemption from fees. Any religious, charitable, benevolent, fraternal or nonprofit association, corporation, or organization shall be exempt from the payment of fees under this chapter.

**E.** The Construction Official shall, on or before February 10, of each year, with the advice of the subcode officials and in consultation with the Municipal Finance Officer, prepare and submit to the governing body a report recommending a fee schedule based on the operating expenses of the agency.

**F.** In order to provide for the certification and technical support programs required by the Uniform Construction Code, the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of \$0.00371 per cubic foot of volume of new construction. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. Also, a surcharge fee of \$1.90 per \$1,000 of alteration costs shall be collected by the enforcing agency. Said surcharge fees shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarter ending September 30, December 31, March 31 and June 30, and no later than one month next succeeding the end of the quarter for which it is due.

**H.** Fees for any other permits not specifically set forth herein shall be as established by the New Jersey Department of Community Affairs pursuant to the Uniform Construction Code Act, its amendments and supplements.

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

**Hunterdon County Open Space Authorization**

**NUMBER: 119 -2015**

**ADOPTED: May 28, 2015**

WHEREAS, The Hunterdon County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Grants Program to provide Program Funds in connection with municipal acquisition of lands for recreation, conservation and general open space purposes, farmland preservation, preparation of plan elements of a municipal Master Plan and/or restoration of county-owned historic facilities.

The Governing Body of Borough of High Bridge desires to obtain Open Space Trust Funds in the amount of \$10,418.32 to fund the following project(s):

Lake Solitude Financing.

Now Therefore the Governing Body resolves that:

1. Bonnie Ann Fleming is authorized to: (a) make an application to the County of Hunterdon for Open Space Trust Funds, (b) provide additional application information and furnish such documents as may be required for the Municipal Grants Program and (c) act as the principal contact person and correspondent of the above named municipality.
2. If the County of Hunterdon determines that the application is complete and in conformance with the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan and the Policies and Procedures Manual for the Municipal Grants Program adopted thereto, the municipality is willing to use the approved Open Space Trust Funds in accordance with such adopted policies and procedures, and applicable state and local government rules, regulations and statutes thereto.
3. The Honorable Mayor Mark Desire is hereby authorized to sign and execute any required documents and agreements with the County of Hunterdon for the approved Open Space Trust Funds.

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

**Resolution Requesting Approval of Items of Revenue Appropriation  
NJS 40A:4-87**

**NUMBER: 120-2015**

**ADOPTED: May 28, 2015**

**WHEREAS**, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an appropriation for the equal amount;

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of High Bridge, in the County of Hunterdon, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2015 in the sum of \$9,381.38, which is now available as a revenue from Miscellaneous Revenues Section F: Public and Private Revenues Offset with Appropriations: Clean Communities Grant Fund. Pursuant to the provision of the statute, and

**BE IT FURTHER RESOLVED** that the like sum of \$9,381.38 is hereby appropriated under the caption Public and Private Programs Offset by Revenues: Clean Communities Grant Fund.

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

**SETTLEMENT BY INSURANCE COMPANY WITH RAYMOND OLSEN**

**NUMBER: 121-2015**

**ADOPTED: May 28, 2015**

**WHEREAS**, Raymond Olsen of 25 Woodland Terrace, High Bridge, NJ, applied for the full-time laborers position in December 2013 that had been advertised by the Borough of High Bridge, and

**WHEREAS**, Raymond Olsen was then selected for an interview due to his part-time experience with the Borough of High Bridge and residency in the Borough, and

**WHEREAS**, Raymond Olsen was interviewed by the Borough on January 7, 2014, and

**WHEREAS**, Notices of not hiring were sent out on January 13, 2014, including to Raymond Olsen, and

**WHEREAS**, the Borough received a complaint filed by Raymond Olsen on March 27, 2014 alleging age discrimination (see attached complaint and document information request), and

**WHEREAS**, the Borough of High Bridge categorically denies the allegation made by Raymond Olsen since he was not hired for numerous bona fide reasons relating to his qualifications, demeanor, embellishment of his work experience, poor interview, etc., and his age never was a consideration (see attached answers to complaint and document information request), and

**WHEREAS**, the Borough's insurance company, Statewide Insurance Fund, has made a business decision to offer a settlement in an amount not to exceed \$15,000, despite the Borough's continued insistence that it has done nothing wrong, and

**WHEREAS**, the Borough of High Bridge strives to and hires the most qualified individuals regardless of age, gender, sexual orientation, nationality, religious preference, etc.,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, that they hereby authorize Statewide Insurance Fund to settle the complaint on behalf of the Borough in an amount not to exceed \$15,000 with Statewide Insurance Fund paying said settlement and the attorneys' fees of the law firm retained by the

insurance company to represent the Borough in this matter without any contribution from the Borough, and

**BE IT FURTHER RESOLVED** by the Mayor and Council of the Borough of High Bridge that the Borough continues to deny any wrongdoing by the Borough and its staff and that the settlement therefore is conditioned upon a statement being included in the settlement agreement that the Borough is not admitting any wrongdoing by authorizing the settlement.

Recycling Tonnage Report for High Bridge 2014

County Code	Town Code	TONS	SECTOR	MATERIAL	DEPID	County Name	Town Name	End Market
10	14	1.12	C	Corrugated	01	Hunterdon	High Bridge Boro	Garden State Waste
10	14	13.10	C	Corrugated	01	Hunterdon	High Bridge Boro	Republic Services
10	14	2.09	R	Corrugated	01	Hunterdon	High Bridge Boro	Republic Services
10	14	1.88	R	Corrugated	01	Hunterdon	High Bridge Boro	Mercer Group
10	14	61.24	R	Corrugated	01	Hunterdon	High Bridge Boro	Premier
10	14	5.85	R	Corrugated	01	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14	1.95	C	Mixed Office Paper	02	Hunterdon	High Bridge Boro	Assure Shred
10	14	6.24	C	Mixed Office Paper	02	Hunterdon	High Bridge Boro	Republic Services
10	14	0.80	C	Mixed Office Paper	02	Hunterdon	High Bridge Boro	Colgate
10	14	0.31	C	Mixed Office Paper	02	Hunterdon	High Bridge Boro	Mercer Group
10	14	0.60	R	Mixed Office Paper	02	Hunterdon	High Bridge Boro	Republic Services
10	14	29.16	R	Mixed Office Paper	02	Hunterdon	High Bridge Boro	Premier
10	14	2.79	R	Mixed Office Paper	02	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14	12.48	C	Newspaper	03	Hunterdon	High Bridge Boro	Republic Services
10	14	1.79	R	Newspaper	03	Hunterdon	High Bridge Boro	Republic Services
10	14	58.33	R	Newspaper	03	Hunterdon	High Bridge Boro	Premier
10	14	5.58	R	Newspaper	03	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14	12.48	C	Other Paper/Mag/JunkMail	04	Hunterdon	High Bridge Boro	Republic Services
10	14	1.49	R	Other Paper/Mag/JunkMail	04	Hunterdon	High Bridge Boro	Republic Services
10	14	58.33	R	Other Paper/Mag/JunkMail	04	Hunterdon	High Bridge Boro	Premier
10	14	4.25	R	Other Paper/Mag/JunkMail	04	Hunterdon	High Bridge Boro	Green Star Recycling
10	14	5.58	R	Other Paper/Mag/JunkMail	04	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14	4.37	C	Glass Containers	05	Hunterdon	High Bridge Boro	Republic Services
10	14	0.53	R	Glass Containers	05	Hunterdon	High Bridge Boro	Republic Services
10	14	20.41	R	Glass Containers	05	Hunterdon	High Bridge Boro	Premier
10	14	6.15	R	Glass Containers	05	Hunterdon	High Bridge Boro	Green Star Recycling
10	14	1.95	R	Glass Containers	05	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14	1.87	C	Aluminum Containers	06	Hunterdon	High Bridge Boro	Republic Services
10	14	0.04	R	Aluminum Containers	06	Hunterdon	High Bridge Boro	Republic Services

Recycling Tonnage Report for High Bridge 2014

10	14		8.75	R	Aluminum Containers	06	Hunterdon	High Bridge Boro	Premier
10	14		2.25	R	Aluminum Containers	06	Hunterdon	High Bridge Boro	Green Star Recycling
10	14		0.98	R	Aluminum Containers	06	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14		0.11	C	Steel Containers / Oil Filters	07	Hunterdon	High Bridge Boro	Safety-Kleen
10	14		1.87	C	Steel Containers	07	Hunterdon	High Bridge Boro	Republic Services
10	14		0.08	R	Steel Containers	07	Hunterdon	High Bridge Boro	Republic Services
10	14		8.75	R	Steel Containers	07	Hunterdon	High Bridge Boro	Premier
10	14		3.88	R	Steel Containers	07	Hunterdon	High Bridge Boro	Green Star Recycling
10	14		0.95	R	Steel Containers	07	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14		4.99	C	Plastic Containers	08	Hunterdon	High Bridge Boro	Republic Services
10	14		0.11	R	Plastic Containers	08	Hunterdon	High Bridge Boro	Republic Services
10	14		23.33	R	Plastic Containers	08	Hunterdon	High Bridge Boro	Premier
10	14		4.00	R	Plastic Containers	08	Hunterdon	High Bridge Boro	Green Star Recycling
10	14		2.23	R	Plastic Containers	08	Hunterdon	High Bridge Boro	WM RecycleAmerica
10	14		1.69	C	Heavy Iron	09	Hunterdon	High Bridge Boro	M&A Recycling
10	14		0.00	R	Heavy Iron	09	Hunterdon	High Bridge Boro	
10	14		0.00	C	NonFerrous/Aluminum Scrap	10	Hunterdon	High Bridge Boro	
10	14		0.23	R	NonFerrous/Aluminum Scrap	10	Hunterdon	High Bridge Boro	Mercer Group
10	14		3.93	C	White Goods & Light Iron	11	Hunterdon	High Bridge Boro	Mercer Group
10	14		1.27	R	White Goods & Light Iron	11	Hunterdon	High Bridge Boro	SAMR
10	14		0.08	C	Anti-freeze	12	Hunterdon	High Bridge Boro	Maumee Express
10	14		0.22	C	Anti-freeze	12	Hunterdon	High Bridge Boro	Safety-Kleen
10	14		0.00	R	Anti-freeze	12	Hunterdon	High Bridge Boro	
10	14		0.00	C	Batteries (Automobile)	13	Hunterdon	High Bridge Boro	
10	14		0.00	R	Batteries (Automobile)	13	Hunterdon	High Bridge Boro	
10	14		0.00	C	Automobile Scrap	14	Hunterdon	High Bridge Boro	
10	14		0.00	R	Automobile Scrap	14	Hunterdon	High Bridge Boro	
10	14		0.00	C	Tires	15	Hunterdon	High Bridge Boro	
10	14		0.00	R	Tires	15	Hunterdon	High Bridge Boro	
10	14		7.58	C	Used Motor Oil	16	Hunterdon	High Bridge Boro	Lorco
10	14		0.46	C	Used Motor Oil	16	Hunterdon	High Bridge Boro	Maumee Express
10	14		5.07	C	Used Motor Oil	16	Hunterdon	High Bridge Boro	Safety-Kleen

Recycling Tonnage Report for High Bridge 2014

10	14		0.00	R	Used Motor Oil	16	Hunterdon	High Bridge Boro	
10	14		0.00	C	Brush/Tree Parts	17	Hunterdon	High Bridge Boro	
10	14		0.00	R	Brush/Tree Parts	17	Hunterdon	High Bridge Boro	
10	14		0.00	C	Grass Clippings	18	Hunterdon	High Bridge Boro	
10	14		0.00	R	Grass Clippings	18	Hunterdon	High Bridge Boro	
10	14		0.00	C	Leaves	19	Hunterdon	High Bridge Boro	
10	14		886.99	R	Leaves	19	Hunterdon	High Bridge Boro	DPW - on site
10	14		19.10	C	Stumps	20	Hunterdon	High Bridge Boro	GreenRock Recycling 5913
10	14		0.00	R	Stumps	20	Hunterdon	High Bridge Boro	
10	14		2.70	R	Consumer Electronics	21	Hunterdon	High Bridge Boro	New-Tech Recycling
10	14		22.64	R	Consumer Electronics	21	Hunterdon	High Bridge Boro	SAMR
10	14		199.25	C	Concrete / Asphalt / Brick / Block	22	Hunterdon	High Bridge Boro	GreenRock Recycling 5913
10	14		611.28	C	Concrete / Asphalt / Brick / Block	22	Hunterdon	High Bridge Boro	Flemington Bituminous
10	14		285.80	C	Concrete / Asphalt / Brick / Block	22	Hunterdon	High Bridge Boro	Vollers - 1805001478
10	14		7.88	C	Concrete / Asphalt / Brick / Block	22	Hunterdon	High Bridge Boro	Mercer Group 132273
10	14		0.00	C	Food Waste	23	Hunterdon	High Bridge Boro	
10	14		0.00	R	Food Waste	23	Hunterdon	High Bridge Boro	
10	14		0.18	C	Other Material Not Listed/Mineral S	24	Hunterdon	High Bridge Boro	Safety-Kleen
10	14		0.00	R	Other Material Not Listed	24	Hunterdon	High Bridge Boro	
10	14		0.00	C	Fluorescent Lights	24	Hunterdon	High Bridge Boro	
10	14		0.00	R	Fluorescent Lights	24	Hunterdon	High Bridge Boro	
10	14		0.00	C	Batteries (Dry Cell)	24	Hunterdon	High Bridge Boro	
10	14		0.00	R	Batteries (Dry Cell)	24	Hunterdon	High Bridge Boro	
10	14		0.00	C	STREET SWEEPINGS	24	Hunterdon	High Bridge Boro	
10	14		0.00	R	STREET SWEEPINGS	24	Hunterdon	High Bridge Boro	
10	14		0.00	C	Other Glass	25	Hunterdon	High Bridge Boro	
10	14		0.00	R	Other Glass	25	Hunterdon	High Bridge Boro	
10	14		1.32	C	Other Plastic	26	Hunterdon	High Bridge Boro	Mercer Group 132273
10	14		0.39	R	Other Plastic	26	Hunterdon	High Bridge Boro	ReCommunity
10	14		0.00	C	Oil Contaminated Soil	27	Hunterdon	High Bridge Boro	
10	14		0.00	R	Oil Contaminated Soil	27	Hunterdon	High Bridge Boro	
10	14		0.00	C	Process Residue	28	Hunterdon	High Bridge Boro	

Recycling Tonnage Report for High Bridge 2014

10	14	0.00	R	Process Residue	28	Hunterdon	High Bridge Boro	
10	14	0.00	C	Textiles	29	Hunterdon	High Bridge Boro	
10	14	0.00	R	Textiles	29	Hunterdon	High Bridge Boro	
10	14	3.20	C	Wood Scraps	30	Hunterdon	High Bridge Boro	Vollers - 1805001178
10	14	26.98	C	Wood Scraps	30	Hunterdon	High Bridge Boro	Mercer Group 132273
10	14	2.89	C	Wood Scraps	30	Hunterdon	High Bridge Boro	Raritan Valley 132262
10	14	0.00	R	Wood Scraps	30	Hunterdon	High Bridge Boro	
		2,476.17						

**Introduction**                      **May 7, 2015**  
**Publication (summary)**  
**Adoption**                         **May 28, 2015 (*Tentative*)**  
**Publication (Title)**

**Ordinance 2015-22**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

**Vacate Borough Code Section Article II Chapter 146-2 Construction Permit Fees**

**WHEREAS**, the Construction Permit fee schedule is set by ordinance 146-2, and

**WHEREAS**, any changes to the fee schedule are required to go through the 2 meeting process, and

**WHEREAS**, the cost for items for which these fees cover are subject to the economy and may change without notice, and

**WHEREAS**, a fee resolution would be the best way to handle any increase or decrease of cost as they relate to Construction Permit Fees,

**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 146-2 is vacated and a resolution be adopted in its place at the May 28<sup>th</sup> meeting



**Hatch Mott  
MacDonald**

**Hatch Mott MacDonald**  
Perryville III  
412 Mt. Kemble Ave Suite G22  
Morristown, NJ 07960  
T 908.730.6000 www.hatchmott.com

May 21, 2015

John A. Gregory, Administrator  
Borough of High Bridge  
71 Main Street  
High Bridge, NJ 08829

**RE: Proposal for Engineering & Surveying Services  
High Bridge Borough  
Major Site Plan – New Borough Hall**

Dear John:

In accordance with your request, Hatch Mott MacDonald (HMM) is pleased to submit this proposal for professional engineering & surveying services for preparation of a site plan & County driveway application for the subject project.

The project involves the construction of a modular building on Block 30 Lot 12 to be situated between the existing police and rescue squad buildings.

HMM anticipates the following scope of service and associated fees:

Perform a partial topographic survey of the westerly portion of the site, which includes locating the police station, parking areas, existing grades in area of proposed modular unit, and County road in area of proposed driveway opening.

Lump Sum Fee..... \$3,600.00

Prepare a site plan showing the new modular unit, driveway access, utility connections, existing/proposed grading and restoration. Prepare application & plans necessary for submission to Hunterdon County for new driveway access to CR 513.

Lump Sum Fee..... \$3,900.00

Total: \$7,500.00



# Hatch Mott MacDonald

If this proposal is acceptable, written authorization is requested prior to initiating the work under our current municipal services agreement.

HMM appreciates this opportunity to provide continued professional services to the Borough.

If you have any questions concerning the scope of work and fees, please do not hesitate to contact me or John.

Very truly yours,

Hatch Mott MacDonald

Robert S. O'Brien, PE

Principal Engineer

[robert.obrien@hatchmott.com](mailto:robert.obrien@hatchmott.com)

T 908.238.5007 F 973.267.2890

John K. Ruschke, PE

Vice President

[john.ruschke@hatchmott.com](mailto:john.ruschke@hatchmott.com)

T 908.238.5000 F 973.267.2890

## MUNICIPAL GRANTS PROGRAM APPLICATION

### Applicant Information

1. Name of Municipality: High Bridge Borough

Mailing Address: 71 Main St., High Bridge, NJ 08829

Telephone No.: 638-6455

Telefacsimile No.: 638-4703

Email address: bfleming@highbridge.org

Chief Executive Officer: Mayor Mark Desire.

Principle contact person for this application: Bonnie Ann Fleming CFO/CTC

2. Has the municipality approved and implemented, and currently collecting revenue from an annual open space tax levy, pursuant to P.L. 1997, c. 24? [ ] Yes [ **X** ] No.

If yes, has a Recreation Plan, Conservation Plan or Farmland Preservation Plan or sub-element of the municipal Master Plan been prepared? [ ] Yes [ ] No

Indicate Name and date of Plan: \_\_\_\_\_

### Project Information

3. Type of Project Application

[ ] Acquisition of land for public *Recreation and Conservation Purposes*

[ ] Acquisition of land for *Farmland Preservation Purposes*

[x] Payment of *new* debt service or indebtedness incurred for eligible land acquisition

[ ] *Plan* element - indicate type: \_\_\_\_\_

[ ] Restoration of *County-owned historic facilities* - specify facility: \_\_\_\_\_

4. County Open Space Trust Funds requested: \$10,728.84

5. Refer to annual Open Space Trust Fund allocation(s), separately provided

Please indicate other funding sources for the project application in question

*Include all program sources and amount of funds:*

[x] other state funds: NJEIT / Green Acres

[ ] other county funds: \_\_\_\_\_

[ ] another municipality/municipalities: \_\_\_\_\_

[ ] federal funds: \_\_\_\_\_

[ ] private: \_\_\_\_\_

[ ] other: \_\_\_\_\_

6. Project Title: Lake Solitude Acquisition

7. Complete the following for Land Acquisition Projects

**Property location and description:**

Municipal location: River Road/Nassau Road

Block 4.07	Block 7	Block 40	Block 40
Lot 1	Lot 1	Lot 2	Lot 11.01
Acres	Acres	Acres	Acres

Total area (in acres): 128

Has this acquisition been completed?  Yes  No  
 If yes, indicate date of acquisition: June 26, 2008  
*Refer to page 12, Section II. 4.A.I.a) for payment conditions*

If no, indicate anticipated date of closing: \_\_\_\_\_  
*Refer to page 13, Section II, 4A.I.b) for payment conditions*

Do you intend to apply County Open Space Trust Funds toward the purchase of development rights through the SADC and/or CADB farmland preservation program?  
 Yes  No If yes, indicate program and review status: \_\_\_\_\_  
*Refer to page 10, Section II, 2.C.I. for submission requirement*

Do you intend to apply County Open Space Trust Funds toward the purchase of land through the Green Acres Program?  Yes  No If yes, has the project received funding approval?  Yes  No If yes, indicate the assigned Project #: 1014-03-075

Please use the space below to describe the project's site characteristics; existing and/or intended use; any public access limitations or restrictions; and method of acquisition, i.e. fee simple or lesser interests such as a perpetual easement or permanent deed restriction.  
*Attach easement or restriction – if applicable*

The Lake Solitude parcel consists of a man-made lake, earthen dam and two existing dwellings.

The property was acquired by taking in 2001. Appeals filed with the court have led to a settlement between the concerned parties. The property remains as open space. Remediation of the dam was completed in November 2012.

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**Complete the Following for Restoration of County-owned historic facilities**

**Facility location and description:**

Municipal location: \_\_\_\_\_

Block	Block	Block	Block
Lot	Lot	Lot	Lot
Acres	Acres	Acres	Acres

Description of facility

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Is the *County-owned historic facility* listed in Table 5 of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan? Refer to Section V, Exhibit C.  Yes  No

If no, does the facility in question meet the criteria for listing on the national or state register of historic places? Use the space below or use additional pages as needed & attach relevant documentation.

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Please describe the proposed restoration/rehabilitation undertaking below. Use the space below or use additional pages as needed. Refer to page 8, Section II, 1.C.III.

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**CERTIFICATION**

I, Mayor Mark Desire, hereby certify that the information provided within this Municipal Grants Program application is accurate and complete.

Signature: \_\_\_\_\_ Attest: \_\_\_\_\_  
Mark Desire, Mayor Date : \_\_\_\_\_

✓ CHECKLIST OF ATTACHMENTS

- Completed application form
- Enabling resolution of the municipal Governing Body - see Attachment M-1
- Legible street map with site location clearly indicated (acquisition only)
- Copy of existing/current deed, including restrictions or encumbrances and utility easements, if any (acquisition only)
- Current owner(s) of record, including name and address (acquisition only)
- Existing/current land survey map, if available (acquisition only)
- Site location and explanation of any known environmental “areas of concern” (acquisition only)
- Copy of the Accepted Appraisal and summary review or certification by a governmental review agency, if available (acquisition only)
- Updated Open Space Inventory identifying all *Preserved Lands* in the municipality -see Attachment M-2\*
- Draft plan element of the municipal Master Plan, if available (plan projects only)
- Letter of support from the local historic preservation commission or committee (restoration of *County-owned historic facilities* only)
- Loan Repayment Refer to Section II. 1.,2, & 4 for other required submissions, as applicable

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\* Each municipality has been provided a regional Open Space map and a current Open Space Inventory (“OSI”) compiled by the County Planning Board identifying all *Preserved Lands*. The current inventory should be reviewed, updated and re-submitted to the County Open Space Trust Fund Program – whether or not it is part of a Municipal Grants Program application request. The OSI will be periodically updated and retransmitted for review.

# Memo

**To:** Mayor Desire

**From:** Bonnie Ann Fleming, CFO/CTC *Bjme*

**CC:** Borough Council

**Date:** 05/22/15

**Re:** Monthly Report

- 
1. Preparation of: Monthly Bill List, Interest report, Capital project balances Tax Collector's monthly report, YTD Revenues, YTD Receipts and Disbursements, Budget Balances YTD, Ch. 159-Clean Communities Resolution, Revised Construction Permit Fee Resolution, Hunterdon County Open Space Grant Resolution, and Amendment to Professional Service Contract Resolution.
  2. Attended Budget Introduction Council Meeting. Assisted with compilation of data for presentation. Prepared budget amendment resolution. Mailed Adopted Budget to DLGS and e-mailed copy to Hunterdon County Tax Board. Also made copy available for High Bridge Library and Website posting.
  3. Completed and submitted the User-Friendly Budget Worksheet as required by DLGS for all Adopted Calendar Year 2015 Budgets. Copy of the workbook is attached.
  4. Updated Fixed Assets Report.
  5. Assisted Auditors compile data for annual audit report.
  6. Assisted 57 residents with completion of PTR applications to date.
  7. Assisted Rescue Squad with voicemail set-up on new Comcast system.
  8. Opened 7 new LOSAP accounts for eligible Rescue Squad members.
  9. Completed annual application for Hunterdon County Open Space funds.
  10. The Durango was re-auctioned and sold for \$2,565.
  11. Mailed 113 delinquent tax notices.
  12. Completed Tax/Finance department employee evaluations and reviewed with employees.

HIGH BRIDGE INTEREST EARNED 2015

A/C #	CURRENT	GREEN ACRES	DOG	WATER		SEWER		SOLID WASTE		SW CAP	SUI	REHAB		REC TRUST	DEV ESC	SPECIAL EVENTS	TOTAL
				567+utility	575	492+util	508	516+utility	524			484	611				
JANUARY	943.02	2.63	1.09	32.63	11.64	191.41	33.49	38.22	1.35	25.39	11.51	0.06	1.53	1,293.97			
FEBRUARY	956.10	2.38	0.93	28.24	10.51	167.08	30.26	32.67	1.22	22.55	10.39	0.05	1.40	1,263.78			
MARCH	977.60	2.63	1.10	41.52	11.64	187.21	33.50	46.11	1.35	24.70	11.51	0.06	2.23	1,341.16			
APRIL	903.02	2.55	1.26	33.74	11.27	187.61	32.42	43.44	1.31	23.99	11.14	0.05	2.93	1,254.77			
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
JULY	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
AUGUST	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
SEPTEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
OCTOBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
NOVEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
DECEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
<b>TOTAL</b>	<b>3,779.74</b>	<b>10.19</b>	<b>4.38</b>	<b>136.13</b>	<b>45.06</b>	<b>733.31</b>	<b>129.67</b>	<b>160.44</b>	<b>5.23</b>	<b>96.63</b>	<b>44.55</b>	<b>0.22</b>	<b>8.09</b>	<b>5,153.68</b>			



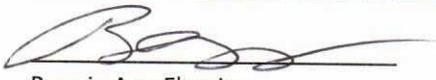
## COLLECTOR'S REPORT OF RECEIPTS

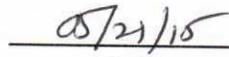
To the Borough of High Bridge Council:

I herewith submit to you my report of receipts for the Month ending:

**April 30, 2015**

	QTR	CURRENT	YTD	YRLY
CURRENT 2015	97.51%	\$ 834,940.54	\$ 3,809,121.01	
TAXES YEAR 2014		\$ 13,142.62	\$ 77,626.95	
TAXES YEAR 2016		\$ -	\$ -	
MISC REV		\$ -	\$ 319.70	
TAX SALE COST		\$ -	\$ -	
LIENS		\$ 44,028.78	\$ 118,673.39	
INTEREST/PENALTY		\$ 3,047.13	\$ 8,870.70	
PREMIUM		\$ -	\$ -	
DUE UTILITY COLLECTOR		\$ -	\$ 637.03	
REDEMPTIONS - MUNI LIENS		\$ -	\$ 3,279.63	
TOTAL		\$ 895,159.07	\$ 4,018,528.41	

  
 Bonnie Ann Fleming  
 Tax Collector

  
 Date

YEAR TO DATE REVENUE AS OF: APRIL 2015

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 12,484,322.75	\$ (3,809,121.01)	\$ 8,675,201.74	69.49%
Delinquent Taxes	\$ 200,000.00	\$ (77,626.95)	\$ 122,373.05	61.19%
<b>Local Revenues:</b>				
Alcoholic Bev	\$ 5,400.00	\$ -	\$ 5,400.00	100.00%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 985.00	\$ (480.00)	\$ 505.00	51.27%
Municipal Court	\$ 15,000.00	\$ (6,289.33)	\$ 8,710.67	58.07%
Interest and Costs on Taxes	\$ 33,000.00	\$ (8,870.70)	\$ 24,129.30	73.12%
Interest	\$ 10,000.00	\$ (3,779.74)	\$ 6,220.26	62.20%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 1,188,000.00	\$ (23,844.53)	\$ 1,164,155.47	97.99%
Misc Rev - Unanticipated	\$ -	\$ (20,080.25)	\$ (20,080.25)	#DIV/0!
<b>State Aid:</b>				
Consolidated Prop Tax Relief Aid	\$ 47,895.00	\$ -	\$ 47,895.00	100.00%
Energy Receipts Tax	\$ 244,014.00	\$ -	\$ 244,014.00	100.00%
Garden State Trust	\$ 12,931.00	\$ -	\$ 12,931.00	100.00%
<b>Fees &amp; Permits:</b>				
Uniform Construction Fees	\$ 23,000.00	\$ (9,183.00)	\$ 13,817.00	60.07%
<b>Public/Private Revenue Anticipated:</b>				
<b>Misc Revenues: Other</b>				
Recreation Fees	\$ -	\$ (3,000.00)	\$ (3,000.00)	#DIV/0!
Cable TV	\$ 11,000.00	\$ (11,639.40)	\$ (639.40)	-5.81%
Hunt Cty Open Space	\$ 10,418.00	\$ -	\$ 10,418.00	100.00%
Reserve Capital-Dam	\$ 18,592.36	\$ -	\$ 18,592.36	100.00%
Green Acres Grant	\$ 375,937.00	\$ -	\$ 375,937.00	100.00%
Reserve Debt Service	\$ 172,233.63	\$ -	\$ 172,233.63	100.00%
Reserve Insurance	\$ 6,061.80	\$ -	\$ 6,061.80	100.00%
DDEF	\$ -	\$ -	\$ -	#DIV/0!
Body Armor Fund	\$ 2,065.00	\$ -	\$ 2,065.00	100.00%
Clean Communities	\$ 7,720.33	\$ -	\$ 7,720.33	100.00%
Recycling Tonnage	\$ 3,892.77	\$ -	\$ 3,892.77	100.00%
<b>Surplus:</b>	\$ 602,000.00	\$ -	\$ 602,000.00	100.00%
<b>Total Revenue Anticipated&amp;MRNA</b>	\$ 2,990,145.89	\$ (164,793.90)	\$ 2,825,351.99	94.49%
<b>Amnt to be Raised - Municipal</b>	\$ 3,184,322.75	\$ -	\$ 3,184,322.75	100.00%
<b>Local/Reg/Cty/Lib/Open Taxes</b>	\$ 9,300,000.00	\$ (3,809,121.01)	\$ 5,490,878.99	59.04%
<b>Total Tax Levy</b>	\$ 12,484,322.75	\$ -	\$ -	

YEAR TO DATE REVENUE AS OF: APRIL 2015

**DETAIL:**

Misc Revenue : other

Parking Permits	\$	(430.00)
Certified Tax List	\$	(20.00)
Newsletter Ads	\$	(310.00)
CCO Permits	\$	(1,875.00)
Zoning	\$	(625.00)
Copies	\$	(39.05)
Driveway /Opening Permits	\$	-
Tree Removal Permits	\$	(90.00)
Planning Bd Applications	\$	-
Road Opening Permits	\$	-
Vender Permit - Franchise	\$	-
Towing Application	\$	-
Landlord Registration	\$	(250.00)
Vacant Property Registration	\$	(7,500.00)
Exemption Fee	\$	-
Misc-Police/Clerk/CFO/Tax Coll	\$	(983.54)
FEMA	\$	-
Misc-Workmans Comp Claim	\$	-
Insurance - Claim	\$	-
Misc-Board of Ed	\$	(7,421.66)
Recycling Day	\$	(400.00)
RMC Courses	\$	-
Tax/Lien Refunds	\$	-
Vital Statistics	\$	(136.00)
<b>Total</b>	<b>\$</b>	<b>(20,080.25)</b>

RECEIPTS AND DISBURSEMENTS APRIL 2015

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,233.31	2.55	0.00	12,235.86
Premium	88,424.36	17.95	4,624.36	83,817.95
Dog	5,807.10	678.86	112.80	6,373.16
Capital	1,296,737.61	257.70	15,488.84	1,281,506.47
Water Utility	109,347.19	47,971.76	26,968.76	130,350.19
Water Capital	54,077.43	11.27	11.64	54,077.06
Sewer Utility	829,341.28	107,840.97	114,213.80	822,968.45
Sewer Capital	155,620.79	32.42	33.50	155,619.71
Solid Waste Utility	144,301.53	48,828.37	4,594.15	188,535.75
Solid Waste Cap	6,282.13	1.31	1.35	6,282.09
Sui	115,461.70	368.98	0.00	115,830.68
Rehab Escrow	53,477.22	11.14	0.00	53,488.36
Recreation Trust	0.00	510.04	0.00	510.04
Special Events	12,194.80	3,732.93	50.00	15,877.73
Dev Escrow	32,196.46	625.69	1,053.81	31,768.34
Current	2,162,340.23	1,251,667.61	2,512,199.54	901,808.30
<b>TOTAL FUNDS</b>	<b>5,077,843.14</b>	<b>1,462,559.55</b>	<b>2,679,352.55</b>	<b>3,861,050.14</b>

**GOLF**

	P&L RECEIPTS	P&L EXP	DIFFERENCE
Jan	\$ 5,348.00	\$ 47,223.00	\$ (41,875.00)
Feb	\$ 1,002.00	\$ 50,946.00	\$ (49,944.00)
Mar	\$ 18,120.00	\$ 50,218.00	\$ (32,098.00)
Apr	\$ 107,514.00	\$ 82,711.00	\$ 24,803.00
May	\$ -		\$ -
Jun	\$ -		\$ -
Jul	\$ -		\$ -
Aug	\$ -		\$ -
Sep	\$ -		\$ -
Oct	\$ -		\$ -
Nov	\$ -		\$ -
Dec	\$ -		\$ -
<b>TOTAL</b>	<b>\$ 131,984.00</b>	<b>\$ 231,098.00</b>	<b>\$ (99,114.00)</b>

BUDGET BALANCES  
05/21/2015

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10510010	GENERAL ADMIN: SALARIES & WAGES	\$43,605.00	\$16,796.91	\$26,808.09	61%
10510020	GENERAL ADMIN: OTHER EXPENSES	\$2,500.00	\$580.79	\$1,919.21	77%
10510120	INTERNET	\$5,250.00	\$2,123.35	\$3,126.65	60%
10511010	MAYOR AND COUNCIL: SALARIES & WAGES	\$6,000.00	\$0.00	\$6,000.00	100%
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	\$1,760.00	\$1,063.00	\$697.00	40%
10511032	ADVERTISING	\$9,700.00	\$1,618.25	\$8,081.75	83%
10511520	NEWSLETTER/WEBSITE	\$13,915.00	\$3,966.50	\$9,948.50	71%
10512010	MUNICIPAL CLERK: SALARIES & WAGES	\$19,400.00	\$6,526.81	\$12,873.19	66%
10512020	MUNICIPAL CLERK: OTHER EXPENSES	\$9,925.00	\$2,558.29	\$7,366.71	74%
10512520	ELECTION EXPENSE	\$2,750.00	\$0.00	\$2,750.00	0%
10513010	FINANCIAL ADMIN: SALARIES & WAGES	\$40,435.58	\$14,755.29	\$25,680.29	64%
10513020	FINANCIAL ADMIN: OTHER EXPENSES	\$6,470.00	\$3,854.07	\$2,615.93	40%
10513520	AUDIT SERVICES: OTHER EXPENSES	\$25,865.00	\$0.00	\$25,865.00	100%
10514510	TAX COLLECTOR: SALARIES & WAGES	\$40,435.58	\$14,740.29	\$25,695.29	64%
10514520	TAX COLLECTOR: OTHER EXPENSES	\$6,065.00	\$3,032.08	\$3,032.92	50%
10515010	TAX ASSESSMENT: SALARIES & WAGES	\$16,445.46	\$6,046.11	\$10,399.35	63%
10515020	TAX ASSESSMENT: OTHER EXPENSES	\$2,600.00	\$355.84	\$2,244.16	86%
10515520	LEGAL: OTHER EXPENSES	\$67,000.00	\$5,531.86	\$61,468.14	92%
10516520	ENGINEERING SERVICES: OTHER EXPENSES	\$6,800.00	\$2,002.60	\$4,797.40	71%
10517020	BUILDINGS & GROUNDS	\$25,425.00	\$8,235.15	\$17,189.85	68%
10517120	BUILDINGS & GROUNDS-OFFICE	\$15,487.00	\$3,109.15	\$12,377.85	80%
10518010	PLANNING BOARD: SALARIES & WAGES	\$3,500.00	\$325.56	\$3,174.44	91%
10518020	PLANNING BOARD: OTHER EXPENSES	\$4,500.00	\$990.00	\$3,510.00	78%
10518510	ZONING OFFICER: SALARIES & WAGES	\$4,758.30	\$1,749.37	\$3,008.93	63%
10519020	AFFORDABLE HOUSING APPROPRIATION	\$2,000.00	\$172.50	\$1,827.50	91%
10519510	CONSTRUCTION OFFICIAL: SALARIES & WAGES	\$28,427.40	\$10,451.25	\$17,976.15	63%
10519520	CONSTRUCTION OFFICIAL: OTHER EXPENSES	\$375.00	\$130.00	\$245.00	65%
10520510	CCO-BLDG INSPECTION: SALARIES & WAGES	\$4,758.30	\$1,749.38	\$3,008.92	63%
10521020	LIABILITY INSURANCE	\$130,681.00	\$66,637.50	\$64,043.50	49%
10521520	WORKER S COMPENSATION INSURANCE	\$59,629.00	\$26,237.00	\$33,392.00	56%
10522020	EMPLOYEE GROUP INSURANCE	\$244,129.00	\$85,973.05	\$158,155.95	65%
10524010	POLICE DEPARTMENT: SALARIES & WAGES	\$768,064.00	\$291,437.12	\$476,626.88	62%
10524020	POLICE DEPARTMENT: OTHER EXPENSES	\$50,000.00	\$19,761.54	\$30,238.46	60%
10524520	LEASE/PURCHASE POLICE VEHICLES	\$39,422.76	\$16,398.65	\$23,024.11	58%
10525220	EMERGENCY MANAGEMENT: OTHER EXPENSES	\$3,000.00	\$320.28	\$2,679.72	89%
10525520	HIGH BRIDGE VOLUNTEER FIRE DEPT.	\$59,273.91	\$15,000.00	\$44,273.91	75%
10526020	RESCUE/FIRST AID	\$40,000.00	\$0.00	\$40,000.00	0%
10526520	LOSAP CONTRIBUTION	\$32,900.00	\$32,900.00	\$0.00	0%
10527020	ECONOMIC DEVELOPMENT	\$500.00	\$0.00	\$500.00	100%
10529010	DEPT.OF PUBLIC WORKS: SALARIES & WAGES	\$187,279.08	\$70,638.83	\$116,640.25	62%
10529020	DEPT.OF PUBLIC WORKS: OTHER EXPENSES	\$111,780.00	\$53,411.12	\$58,368.88	52%
10529055	PARKS & PLAYGROUNDS: OTHER EXPENSES	\$7,000.00	\$412.31	\$6,587.69	94%
10529060	FIELD MAINTENANCE: OTHER EXPENSES	\$14,000.00	\$0.00	\$14,000.00	100%
10533020	BOARD OF HEALTH: OTHER EXPENSES	\$5,340.00	\$1,600.00	\$3,740.00	70%

BUDGET BALANCES  
05/21/2015

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10533520	ENVIRONMENTAL COMMISSION:OTHER EXPENSES	\$1,500.00	\$0.00	\$1,500.00	100%
10537020	SPECIAL EVENTS: OTHER EXPENSES	\$2,750.00	\$315.00	\$2,435.00	89%
10537520	RECREATION - OTHER EXPENSES	\$2,000.00	\$2,000.00	\$0.00	0%
10537620	GOLF-OTHER EXPENSES	\$1,194,000.00	\$322,261.03	\$871,738.97	73%
10539010	LIBRARY: SALARIES & WAGES	\$21,041.34	\$7,343.89	\$13,697.45	65%
10539020	LIBRARY - OTHER EXPENSES	\$200.00	\$50.00	\$150.00	75%
10543020	ELECTRICITY	\$31,800.00	\$12,196.09	\$19,603.91	62%
10543520	STREET LIGHTING	\$40,000.00	\$15,038.30	\$24,961.70	62%
10544020	TELEPHONE	\$20,600.00	\$7,145.37	\$13,454.63	65%
10544620	GASOLINE	\$54,300.00	\$7,818.06	\$46,481.94	86%
10544720	HEATING FUEL	\$47,325.00	\$21,398.29	\$25,926.71	55%
10545520	HIGH BRIDGE UTILITIES	\$6,130.00	\$2,464.19	\$3,665.81	60%
10545720	GROUP INSURANCE -OUTSIDE CAP CALC	\$7,726.00	\$0.00	\$7,726.00	100%
10547120	CONTRIBUTION TO PERS	\$62,748.00	\$62,748.00	\$0.00	0%
10547220	SOCIAL SECURITY SYSTEM(OASI)	\$90,587.48	\$31,560.91	\$59,026.57	65%
10547520	CONTRIBUTION TO PFRS	\$131,443.00	\$131,443.00	\$0.00	0%
10629021	ENVIRONMENTAL TESTING	\$53,630.00	\$2,760.00	\$50,870.00	95%
10649020	MUNICIPAL COURT: OTHER EXPENSES	\$37,000.00	\$9,103.50	\$27,896.50	75%
10651020	STORMWATER MANAGEMENT	\$500.00	\$0.00	\$500.00	100%
10670520	CLEAN COMMUNITITES GRANT	\$7,720.33	\$7,720.33	\$0.00	0%
10671520	BODY ARMOR FUND	\$2,065.00	\$2,065.00	\$0.00	0%
10670620	RECYCLING GRANT - SOL WS ADMIN	\$3,892.77	\$3,892.77	\$0.00	0%
10688020	EMERGENCY APPROPRIATIONS	\$9,500.00	\$9,500.00	\$0.00	0%
10687120	SPECIAL EMERGENCY - 5 YEARS	\$30,000.00	\$30,000.00	\$0.00	0%
10689920	RESERVE FOR UNCOLLECTED TAXES	\$399,498.35	\$399,498.35	\$0.00	0%
10690020	CAPITAL IMPROVEMENT FUND	\$343,000.00	\$0.00	\$343,000.00	100%
10692020	BOND PRINCIPAL	\$385,000.00	\$5,000.00	\$380,000.00	99%
10692520	NOTE PRINCIPAL	\$140,700.00	\$0.00	\$140,700.00	100%
10693020	BOND INTEREST	\$360,000.00	\$179,406.88	\$180,593.12	50%
10693520	NOTE INTEREST	\$32,000.00	\$0.00	\$32,000.00	100%
10694020	GREEN ACRES-LK SOLITUDE-#1014-01-008	\$11,660.00	\$0.00	\$11,660.00	100%
10694120	GREEN ACRES-LK SOLITUDE-#1014-95-128	\$86,292.00	\$43,145.63	\$43,146.37	50%
10694220	NJEIT - LK SOLITUDE	\$55,508.00	\$12,207.91	\$43,300.09	78%
10694220	DAM RESTORATION LOAN	\$237,200.00	\$118,564.80	\$118,635.20	50%
10694520	CAPITAL LEASE	\$96,000.00	\$39,027.40	\$56,972.60	59%
	<b>TOTAL</b>	<b>\$6,174,468.64</b>	<b>\$2,278,866.50</b>	<b>\$3,895,602.14</b>	<b>63%</b>



## USER FRIENDLY BUDGET SECTION - PROPERTY TAX BREAKDOWN

### 2014 Calendar Year Property Tax Levies - ALL entities levying property taxes

	Calendar Year	Calendar Year	% of	Avg Residential
	Tax Rate	Tax Levy	Total Levy	Taxpayer Impact
Municipal Purpose Tax	0.875	\$3,149,833.10	25.54%	\$2,001.48
Municipal Library			0.00%	\$0.00
Municipal Open Space			0.00%	\$0.00
Fire Districts (avg. rate/total levies)			0.00%	\$0.00
Other Special Districts (total levies)			0.00%	\$0.00
Local School District	1.595	\$5,736,139.00	46.52%	\$3,648.40
Regional School District	0.602	\$2,163,708.00	17.55%	\$1,377.01
County Purposes	0.298	\$1,070,361.62	8.68%	\$681.65
County Library	0.030	\$107,146.81	0.87%	\$68.62
County Board of Health			0.00%	\$0.00
County Open Space	0.029	\$104,183.15	0.84%	\$66.33
Other County Levies (total)			0.00%	\$0.00
<b>Total (Calendar Year 2014 Budget)</b>	<b>3.429</b>	<b>\$12,331,371.68</b>	<b>100.00%</b>	<b>\$7,843.49</b>

Total Taxable Valuation as of October 1, 2014 \$330,466,854.00  
 (To be used to calculate the current year tax rate)  
 Current Year Average Residential Assessment \$228,740.00

#### Prior Year to Current Year Comparison

Comparison - Municipal Purposes Tax Rate		
Prior Year	Current Year	% Change (+/-)
0.875	0.965	10.29%

#### Comparison - Municipal Purposes Tax Levy

Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)
\$3,149,833.10	\$3,184,322.74	1.09%	\$34,489.64

#### Comparison - Impact on Avg. Residential Tax Payment (Municipal Purposes Only)

Prior Year	Current Year	% Change (+/-)	\$ Change (+/-)
\$2,001.48	\$2,207.34	10.29%	\$205.87

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### Current Year 2015 Budget

Taxes	Actual/Estimated	Tax Levy
Municipal Purpose Tax	ACTUAL	\$3,184,322.74
Municipal Library		
Municipal Open Space		
Fire Districts (total levies)		
Other Special Districts (total levies)		
Local School District	ESTIMATED	\$5,800,000.00
Regional School District	ESTIMATED	\$2,200,000.00
County Purposes	ESTIMATED	\$1,100,000.00
County Library	ESTIMATED	\$100,000.00
County Board of Health		
County Open Space		
Other County Levies (total)	ESTIMATED	\$100,000.00
<b>Total ESTIMATED amount to be raised by taxes</b>		<b>\$12,484,322.74</b>

Revenue Anticipated, Excluding Tax Levy 2,990,145.89  
 Budget Appropriations, before Reserve for Uncollected Taxes 5,774,970.30  
 Total Non-Municipal Tax Levy \$9,300,000.00  
 Amount to be Raised by Taxes - Before RUT \$12,084,824.41  
 Reserve for Uncollected Taxes (RUT) \$399,498.33  
 Total Amount to be Raised by Taxes \$12,484,322.74

% of Tax Collections used to Calculate RUT 96.80%

If % used exceeds the actual collection % then reference the statutory exception used

**Tax Collections - ACTUAL as of Prior Year**  
 Total Tax Revenue, Collections CY 2014 12,080,503.00  
 Total Tax Levy, CY 2014 12,331,371.68  
 % of Taxes Collected, CY 2014 97.97%

Delinquent Taxes - December 31, 2014 \$226,031.64

USER FRIENDLY BUDGET SECTION - ANTICIPATED REVENUE SUMMARY (ALL OPERATING FUNDS)

FCOA		% Difference Current vs. Prior Year	\$ Difference Current vs. Prior Year	Total Realized Revenue (Prior Year)	Total Anticipated Revenue (Current Year)	General Budget	Open Space Budget	Water Utility	Sewer Utility	Solid Waste Utility	Utility	Utility	Utility
08	Surplus	2.38%	\$16,780.00	\$705,620.00	\$722,400.00	\$602,000.00		\$20,400.00	\$100,000.00	\$0.00			
08	Local Revenue	-9.45%	(\$276,968.75)	\$2,911,353.75	\$2,634,385.00	\$1,252,385.00		\$322,000.00	\$735,000.00	\$325,000.00			
09	State Aid (without offsetting appropriation)	0.00%	\$0.00	\$304,840.00	\$304,840.00	\$304,840.00							
08	Uniform Construction Code Fees	-63.20%	(\$39,505.15)	\$62,505.15	\$23,000.00	\$23,000.00							
	<i>Special Revenue Items w/ Prior Written Consent</i>												
11	Shared Services Agreements	#DIV/0!	\$0.00		\$0.00								
08	Additional Revenue Offset by Appropriations	#DIV/0!	\$0.00		\$0.00								
10	Public and Private Revenue	-93.25%	(\$188,985.36)	\$202,663.46	\$13,678.10	\$13,678.10							
08	Other Special Items	17.54%	\$88,680.20	\$305,562.99	\$394,242.79	\$394,242.79							
15	Receipts from Delinquent Taxes	0.65%	\$1,287.95	\$198,712.05	\$200,000.00	\$200,000.00							
	<i>Amount to be raised by taxation</i>												
07	Local Tax for Municipal Purposes	1.09%	\$34,489.65	\$3,149,833.10	\$3,184,322.75	\$3,184,322.75							
07	Minimum Library Tax	#DIV/0!	\$0.00		\$0.00								
54	Open Space Levy Tax	#DIV/0!	\$0.00		\$0.00								
07	Addition to Local District School Tax	#DIV/0!	\$0.00		\$0.00								
08	Deficit General Budget	#DIV/0!	\$0.00		\$0.00								
	Total	4.52%	(\$364,221.46)	\$8,061,090.10	\$7,696,868.64	\$6,174,468.64	\$0.00	\$342,400.00	\$855,000.00	\$325,000.00	\$0.00	\$0.00	\$0.00

USER FRIENDLY BUDGET SECTION - APPROPRIATIONS SUMMARY (ALL OPERATING FUNDS)

FCOA	Budgeted Positions Full-Time	Budgeted Positions Part-Time	% Difference Current v. Prior Year	\$ Difference Current v. Prior Year	Total Modified Appropriation for Service Type (Prior Year)	Total Appropriation for Service Type (Current Year)	General Budget	Public/Private Offsets	Open Space Budget	WATER Utility	SEWER Utility	SOLID WASTE Utility	Utility	Utility	Utility
20	General Government	4	9	\$586,705.71		\$586,705.71	\$367,833.62			\$	\$	\$			
21	Land Use Administration		2	\$75,646.60		\$75,646.60	\$75,646.60								
22	Uniform Construction Code		3	\$28,802.40		\$28,802.40	\$28,802.40								
23	Insurance			\$568,530.00		\$568,530.00	\$442,165.00			\$49,783.00	\$48,211.00	\$28,571.00			
25	Public Safety		4	\$994,725.67		\$994,725.67	\$994,725.67								
26	Public Works		1	\$485,609.03		\$485,609.03	\$320,029.08			\$110,292.36	\$55,257.39				
27	Health and Human Services			\$477,953.00		\$477,953.00	\$5,340.00				\$472,613.00				
28	Parks and Recreation			\$1,223,632.85		\$1,223,632.85	\$1,210,568.10					\$13,269.75			
29	Education (including Library)		1	\$21,241.34		\$21,241.34	\$21,241.34								
30	Unclassified			\$0.00		\$0.00									
31	Utilities and Bulk Purchases			\$368,655.00		\$368,655.00	\$200,155.00			\$30,500.00	\$18,000.00	\$240,000.00			
32	Landfill / Solid Waste Disposal			\$240,000.00		\$240,000.00									
35	Contingency			\$0.00		\$0.00									
36	Statutory Expenditures			\$305,058.69		\$305,058.69	\$284,778.48			\$9,237.38	\$8,334.65	\$2,708.18			
37	Judgements			\$0.00		\$0.00									
42	Shared Services			\$0.00		\$0.00									
43	Court and Public Defender			\$37,000.00		\$37,000.00	\$37,000.00								
44	Capital			\$383,000.00		\$383,000.00	\$383,000.00								
45	Debt			\$1,561,310.00		\$1,561,310.00	\$1,404,360.00			\$6,950.00	\$150,000.00				
46	Deferred Charges			\$39,500.00		\$39,500.00	\$39,500.00								
48	Debt - Type I School District			\$0.00		\$0.00									
50	Reserve for Uncollected Taxes			\$399,498.35		\$399,498.35	\$399,498.35								
55	Surplus General Budget			\$0.00		\$0.00									
	Total	16.00	20.00	\$7,696,868.64		\$7,696,868.64	\$6,174,468.64	\$0.00	\$0.00	\$342,400.00	\$855,000.00	\$325,000.00	\$0.00	\$0.00	\$0.00



## ASSESSED PROPERTY VALUATIONS - EXEMPT PROPERTY - PROPERTY TAX APPEAL DATA

Property Tax Assessments - Taxable Properties (October 1, 2014 Value)				Property Tax Assessments - Exempt Properties (October 1, 2014 Value)			
	# of Parcels	Assessed Value	% of Total		# of Parcels	Assessed Value	% of Total
1 Vacant Land	82	\$1,392,500.00	0.42%	15A Public Schools	3	\$5,681,938.00	22.21%
2 Residential	1,334	\$305,140,100.00	92.34%	15B Other Schools	0	\$0.00	0.00%
3A/3B Farm	12	\$1,362,954.00	0.41%	15C Public Property	71	\$15,575,618.00	60.88%
4A Commercial	35	\$12,732,800.00	3.85%	15D Church and Charities	10	\$3,636,174.00	14.21%
4B Industrial	7	\$8,751,500.00	2.65%	15E Cemeteries & Graveyards	0	\$0.00	0.00%
4C Apartments	3	\$1,087,000.00	0.33%	15F Other Exempt	8	\$691,937.00	2.70%
5A/5B Railroad	10	\$0.00	0.00%				
6A/6B Business Personal Property	1	\$0.00	0.00%				
<b>Total</b>	<b>1,484</b>	<b>\$330,466,854.00</b>	<b>100.00%</b>	<b>Total</b>	<b>92</b>	<b>\$25,585,667.00</b>	<b>100.00%</b>
Average Ratio (%), Assessed to True Value				Percentage of Exempt vs.			
Equalized Valuation, Taxable Properties				Non-Exempt Properties			
\$357,764,267.62				5.84%			
Total # of property tax appeals filed in 2014				County Tax Board			
45.00				State Tax Court			
1.00				1.00			
Number of 2014 County Tax Board decisions appealed to Tax Court				1.00			
Number of pending property tax appeals in State Tax Court				1.00			
Amount paid out by municipality for tax appeals in 2014				<b>\$58,341.00</b>			

### Prior Budget Year's Payments in Lieu of Tax (PILOT) - 5 Year Exemptions/Abatements

	# of Parcels	PILOT		Assessed Value	Taxes if Billed in Full 2014 Total Tax Rate
		Billing/Revenue	Assessed Value		
G Commercial/Industrial Exemption					
I Dwelling Exemption					
J Dwelling Abatement					
K New Dwelling/Conversion Exemption					
L New Dwelling/Conversion Abatement					
N Multiple Dwelling Exemption					
O Multiple Dwelling Abatement					
<b>Total 5 Yr Exemptions/Abatements</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



**USER FRIENDLY BUDGET SECTION  
BUDGETED PERSONNEL COSTS**

Organization / Individuals Eligible for Benefit	# of Full-Time Employees	# of Part-Time Employees	Total Personnel Cost	Base Pay	Overtime and other Compensation	Pension (Estimate)	Health Benefits Net of Cost Share	Employment Taxes and Other Benefits
Governing Body		7.00	12,918.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$918.00
Supervisory Staff (Department Heads & Managers)	3.00		431,346.00	\$301,616.00	\$0.00	\$31,374.00	\$75,310.00	\$23,046.00
Police Officers (Including Superior Officers)	6.00		1,069,850.00	\$678,983.00	\$62,316.00	\$131,443.00	\$140,399.00	\$56,709.00
Fire Fighters (Including Superior Officers)			0.00					
All Other Union Employees not listed above			0.00					
All Other Non-Union Employees not listed above	7.00	13.00	591,884.00	\$366,459.00	\$27,877.00	\$31,374.00	\$135,980.00	\$30,194.00
Totals	16.00	20.00	2,105,998.00	\$1,359,058.00	\$90,193.00	\$194,191.00	\$351,689.00	\$110,867.00

Is the Local Government required to comply with NJSA 11A (Civil Service)? - YES or NO

**No**

Note - Base Pay is the annualized rate of pay to which overtime (if eligible) and/or pension is calculated. Either calculation is fine at the discretion of the Local Unit. Overtime and other compensation is any other item that is charged as a salary and wage expense but not included in Base Pay.

**USER FRIENDLY BUDGET SECTION - HEALTH BENEFITS**

	Current Year # of Covered Members (Medical & Rx)	Current Year Annual Cost Estimate per Employee	Total Current Year Cost
<b>Active Employees - Health Benefits - Annual Cost</b>			
Single Coverage	1.00	\$918.01	\$918.01
Parent & Child	3.00	\$1,592.27	\$4,776.81
Employee & Spouse (or Partner)			\$0.00
Family	11.00	\$2,522.62	\$27,748.82
Employee Cost Sharing Contribution (enter as negative - )			(\$7,016.07)
Subtotal	15.00	\$5,032.90	\$26,427.57
<b>Elected Officials - Health Benefits - Annual Cost</b>			
Single Coverage			\$0.00
Parent & Child			\$0.00
Employee & Spouse (or Partner)			\$0.00
Family			\$0.00
Employee Cost Sharing Contribution (enter as negative - )			
Subtotal	0.00	\$0.00	\$0.00
<b>Retirees - Health Benefits - Annual Cost</b>			
Single Coverage			\$0.00
Parent & Child			\$0.00
Employee & Spouse (or Partner)			\$0.00
Family			\$0.00
Employee Cost Sharing Contribution (enter as negative - )			
Subtotal	0.00	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>15.00</b>	<b>\$5,032.90</b>	<b>\$26,427.57</b>

Note - other health insurances such as dental and vision are not included in this analysis unless included in the employees total premium. Therefore, the total from this sheet may not agree with the budgeted appropriation.

**Is medical coverage provided by the SHBP (Yes or No)?**

yes
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**Is prescription drug coverage provided by the SHBP (Yes or No)?**

yes
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## USER FRIENDLY BUDGET SECTION - OUTSTANDING DEBT; PER CAPITA AND BUDGET IMPACT

	Gross		Deductions		Net		Current Year				2016				2017				All Additional Future			
	Debt		Debt		Debt		Budget		Budget		Budget		Budget		Budget		Budget		Budget		Budget	
Local School Debt	\$4,695,000.00		\$4,695,000.00		\$0.00		\$26,550.00	\$26,550.00	\$26,550.00	\$26,550.00	\$2,840,100.00											
Regional School Debt	\$191,232.30		\$191,232.30		\$0.00		\$130,400.00	\$129,150.00	\$128,640.00	\$2,047,575.00												
Utility Fund Debt							\$140,700.00	\$119,600.00	\$104,600.00	\$62,800.00												
Water	\$152,001.74		\$152,001.74		\$0.00		\$32,000.00	\$16,310.00	\$10,330.00	\$9,750.00												
Sewer	\$2,887,000.00		\$2,887,000.00		\$0.00		\$385,000.00	\$420,000.00	\$420,000.00	\$6,858,000.00												
Solid Waste					\$0.00		\$360,000.00	\$358,770.00	\$339,400.00	\$3,426,940.00												
Municipal Purposes					\$0.00		\$301,317.00	\$305,427.00	\$310,040.00	\$3,637,110.00												
Debt Authorized	\$0.00				\$0.00		\$85,514.00	\$79,845.00	\$60,055.00	\$462,475.00												
Notes Outstanding	\$427,693.00				\$427,693.00																	
Bonds Outstanding	\$8,083,000.00				\$8,083,000.00																	
Loans and Other Debt	\$4,553,893.73		\$172,233.63		\$4,381,660.10																	
Total (Current Year)	\$20,989,820.77		\$8,097,467.67		\$12,892,353.10		\$1,461,481.00	\$1,455,652.00	\$1,399,615.00	\$19,344,750.00												
Population (2010 census)	3,776																					
Per Capita Gross Debt	\$5,558.74																					
Per Capita Net Debt	\$3,414.29																					
3 Yr. Average Property Valuation	\$357,084,880.33																					
Net Debt as % of 3 Year Avg Property Valuation	3.61%																					

	Total Principal		Total Interest		% of Total Current Year Budget		
	Total	Debt Not Listed Above	Total	Debt Not Listed Above	Total	Debt Not Listed Above	
Utility Fund - Principal	\$26,550.00	\$26,550.00	\$26,550.00	\$26,550.00	\$2,840,100.00	\$2,840,100.00	
Utility Fund - Interest	\$130,400.00	\$129,150.00	\$128,640.00	\$128,640.00	\$2,047,575.00	\$2,047,575.00	
Bond Anticipation Notes - Principal	\$140,700.00	\$119,600.00	\$104,600.00	\$104,600.00	\$62,800.00	\$62,800.00	
Bond Anticipation Notes - Interest	\$32,000.00	\$16,310.00	\$10,330.00	\$10,330.00	\$9,750.00	\$9,750.00	
Bonds - Principal	\$385,000.00	\$420,000.00	\$420,000.00	\$420,000.00	\$6,858,000.00	\$6,858,000.00	
Bonds - Interest	\$360,000.00	\$358,770.00	\$339,400.00	\$339,400.00	\$3,426,940.00	\$3,426,940.00	
Loans & Other Debt - Principal	\$301,317.00	\$305,427.00	\$310,040.00	\$310,040.00	\$3,637,110.00	\$3,637,110.00	
Loans & Other Debt - Interest	\$85,514.00	\$79,845.00	\$60,055.00	\$60,055.00	\$462,475.00	\$462,475.00	
Total	\$1,461,481.00	\$1,455,652.00	\$1,399,615.00	\$1,399,615.00	\$19,344,750.00	\$19,344,750.00	
Total Principal	\$853,567.00	\$871,577.00	\$861,190.00	\$861,190.00	\$13,398,010.00	\$13,398,010.00	
Total Interest	\$607,914.00	\$584,075.00	\$538,425.00	\$538,425.00	\$5,946,740.00	\$5,946,740.00	
% of Total Current Year Budget					18.99%		

Description	Total Guarantees - Governmental		Total Guarantees - Other		Total Capital/Equipment Leases		Total Other	
	Total	Debt Not Listed Above	Total	Debt Not Listed Above	Total	Debt Not Listed Above	Total	Debt Not Listed Above
Total Guarantees - Governmental								
Total Guarantees - Other								
Total Capital/Equipment Leases	\$96,000.00	\$96,000.00	\$96,000.00	\$96,000.00	\$388,000.00	\$388,000.00		
Total Other								

Bond Rating	Moody's	Standard & Poors	Fitch	Year of Last Rating	
				Rating	Year
				AA-	2014

Mark "X" if Municipality has no bond rating





USER FRIENDLY BUDGET SECTION - Notes

(Press ALT-Enter to go to a new line in each cell)

Between 2008-2014 Property Valuations dropped \$23M. In 2015, values dropped by an additional \$29M resulting in an 8 cent increase to the tax rate.

The average residential assessment for 2014 was \$251,152. The average residential assessment for 2015 is \$228,740.

The Municipal Budget reflects an effective increase of one cent on the tax rate for 2015.




Verified Complaint, but it does not waive the right to enforce the New Jersey Law Against Discrimination regarding similar alleged conduct if the need should arise in the future; and WHEREAS, both parties desire to resolve the matter without the necessity of further litigation;

NOW THEREFORE, it is agreed between the parties heretofore mentioned that:

1. Respondent shall continue to comply with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 to -49.

2. Respondent, as settlement in this matter, agrees to provide Complainant a check in the full amount of \$15,000.00 (FIFTEEN THOUSAND DOLLARS EXACTLY).

3. Respondent agrees to deliver the full settlement payment to the Trenton office of the Division on Civil Rights, in the form of a check payable to "Raymond Olsen," within ten business days after the receipt by counsel for Borough of High Bridge of this fully-executed Negotiated Settlement Agreement.

4. The above shall represent full satisfaction of all claims arising out of this matter, as well as all claims filed with the Equal Employment Opportunity Commission ("EEOC") under Federal Charge No. 17E-2014-00241. Mr. Olsen agrees that he will take any and all action necessary and required to terminate any such proceedings before the EEOC related to this matter.

5. Respondent and Complainant agree not to engage in any retaliatory conduct against each other or any participant in these proceedings, nor will Respondent allow any of its employees to engage in any such conduct.

6. Complainant agrees and covenants not to sue, and shall not institute or pursue any suit, action or proceeding against, nor make any claim against, Respondent in any court or before

any agency, tribunal or other decision maker, for legal or equitable relief in connection with or arising out of the allegations which were asserted in Complainant's Verified Complaint with the Division on Civil Rights.  
This Negotiated Settlement Agreement shall operate as a full and final disposition with prejudice of the allegations set forth in the Verified Complaint and any Equal Employment Opportunity Commission charge which may be pending subject only to the fulfillment of all the foregoing provisions.

*Raymond R. Olsen*  
Raymond Olsen, Complainant  
DATED 5-20-15

\_\_\_\_\_  
For Respondent, Borough of High Bridge  
DATED \_\_\_\_\_

Greenbaum Rowe  
Smith & Davis LLP

COUNSELORS AT LAW

METRO CORPORATE CAMPUS ONE  
P.O. BOX 5600  
WOODBIDGE, NJ 07095-0988  
(732) 549-5600 FAX (732) 549-1881

DELIVERY ADDRESS: 99 WOOD AVENUE SOUTH, ISELIN, NJ 08830-2712

INFO@GREENBAUMLAW.COM  
WWW.GREENBAUMLAW.COM

**BARRY S. GOODMAN**  
(732) 476-2560 - DIRECT DIAL  
(732) 476-2561 - DIRECT FAX  
BGOODMAN@GREENBAUMLAW.COM

ROSELAND OFFICE:  
75 LIVINGSTON AVENUE  
SUITE 301  
ROSELAND, NJ 07068-3701  
(973) 535-1600  
FAX (973) 535-1698

April 15, 2014

**VIA FEDERAL EXPRESS**

Atley R. Tyler, Regional Manager  
New Jersey Division on Civil Rights  
Trenton, NJ 08625-0089

**Re: Olsen v. Borough of High Bridge  
Docket No. EK14AM-64412-A**

Dear Mr. Tyler:

Please be advised that my firm represents the Borough of High Bridge with regard to the above-referenced matter. In connection with this matter, enclosed please find an original and one copy of the following:

- Answer to Verified Complaint;
- Answer to Document Information Request; and
- Affidavit of Mailing.

Please mark the copy "filed" and return to me in the enclosed envelope.

Very truly yours,

Barry S. Goodman

sp  
enc.

cc: Raymond Olsen (w/enc. via Regular Mail and Certified Mail R.R.R.)



GREENBAUM, ROWE, SMITH & DAVIS LLP  
99 Wood Avenue South  
Iselin, New Jersey 08830-2712  
(732) 549-5600  
Attorneys for Borough of High Bridge

Raymond Olsen,

COMPLAINANT,

v.

BOROUGH OF HIGH BRIDGE,

RESPONDENT.

Department of Law and Public Safety

Division on Civil Rights

Docket No. EK14AM-64412-A

EEOC CHARGE NO. 17E-2014-00241

**ANSWER TO VERIFIED COMPLAINT**

Respondent, Borough of High Bridge, by and through its attorneys, hereby responds to the Verified Complaint in this matter as follows:

1. Admitted.
2. Admitted.
3. Denied. Complainant was not hired because of reasons totally unrelated to his age.

It is admitted that Complainant was not hired for a full-time position but that decision had nothing to do with his age.

4.1. Respondent has no reason not to believe that Complainant is 54 years old. However, at the time of his interview, the persons interviewing him were not aware of his age. They learned of his age after the Complaint was filed.

- 4.2. Admitted.

4.3. Denied. Complainant's performance record did not meet Respondent's legitimate expectations. For example, the Borough Administrator saw Complainant operating a snow plow at excessive speeds and had to request that the Director of the Department of Public Works speak to Respondent about such irresponsible driving.

4.4. Respondent admits that Complainant applied for a full-time position with Respondent and was not hired on a full-time basis.

5.1 Respondent admits that Respondent's Municipal Clerk and Respondent's Administrator did not provide Complainant with any reason for the fact that he was not hired. It is the Borough's policy not to provide such reasons to any applicant. Respondent denies that the Director of Public Works made the alleged comments about Complainant being too old. Respondent further answers that age in no way was a factor in deciding not to hire Complainant on a full-time basis.

6.1 Respondent admits that it has hired other persons on a full-time basis but denies that age was in any way a factor concerning hiring those persons. Complainant's age was not a factor and not considered by Respondent in hiring other persons on a full-time basis.

7. Respondent denies that there was any discrimination in this matter.

8. Respondent denies that Complainant is entitled to any relief with regard to this matter since there was no discrimination in this matter.

9. Respondent has no knowledge as to whether or not Complainant has instituted any action in any Court regarding this matter.

WHEREFORE, Respondent Borough of High Bridge respectfully requests that the Complaint be dismissed with prejudice.

GREENBAUM, ROWE, SMITH & DAVIS  
LLP  
Attorneys for Respondent Borough of High  
Bridge

---

Barry S. Goodman

Dated: April \_\_\_\_, 2014



GREENBAUM, ROWE, SMITH & DAVIS LLP  
99 Wood Avenue South  
Iselin, New Jersey 08830-2712  
(732) 549-5600  
Attorneys for Borough of High Bridge

Raymond Olsen,  
COMPLAINANT,

v.

BOROUGH OF HIGH BRIDGE,  
RESPONDENT.

Department of Law and Public Safety

Division on Civil Rights

Docket No. EK14AM-64412-A

EEOC CHARGE NO. 17E-2014-00241

**ANSWER TO DOCUMENT AND  
INFORMATION REQUESTS**

Respondent, Borough of High Bridge, by and through its attorneys, hereby respond to the Document and Information Requests as follows:

A. See Respondent's Answer to Verified Complaint.

B.2. The position Complainant applied for was for Labor/Truck Driver with a Commercial Driver's License ("CDL") preferred but not required.

B.3. A copy of the New Employee Process from the Borough's Ordinance dealing with Personnel Policies is attached.

C.1. Complainant was granted an interview for the position for which it appeared he was qualified. However, upon further examination of Complainant's resume, it was determined that Complainant overstated his qualifications and work experience with the Borough of High Bridge in his resume. Complainant claimed in his resume that he had experience in

Road Repairs, Recyclable Collection, Brush and Leaf Collection, Snow Plowing and other duties as needed. However, Complainant's job duties as they relate to the matters specified was limited to truck driving. At no time did Complainant receive direction to accomplish any task other drive the truck to the locations specified. Complainant never worked at Respondent's recycling center in any other capacity than dropping off recyclables. Complainant did not operate the leaf vacuum or chipper and Complainant's only duty was to move material from Point A to Point B.

When Complainant showed up for his interview, he was dressed in jeans and a flannel shirt. Respondent interviewed four candidates. Two candidates showed up in jeans and flannel or sweatshirt, one showed up in slacks, shirt and tie, and one showed up in a suit. The latter two applicants showed that they put care into their appearance and were striving to make a favorable impression.

Furthermore, Respondent was going through one of its snowstorms when the interviews with the candidates were scheduled and all the interviews therefore were moved to the next possible date. The other three candidates accepted the date change with no issue. However, Complainant refused to meet on that date without providing an explanation why that date was unacceptable for him. While these two incidents do not directly reflect on Complainant's job skills, it does set an expectation level lower than what we would like to see in the personnel hired to represent the Borough.

In addition, during Complainant's interview, when he was asked about his work experience and questioned about the job duties he performed, Complainant became argumentative with the Director of Public Works. Complainant did not handle the interview well and, during the interview, started to drop the names of the Mayor and Council members

that he knew and was friends with. Such name dropping was inappropriate and irrelevant to the Borough's decision who to hire.

Finally, Complainant's work ethic as a part-time employee, while not rising to the level of requiring him to be disciplined, has caused the Director to have concerns that Complainant is not a team player and would not be suited for full-time employment with the Borough.

C.2. The main reason Complainant was granted an interview was due to his being a resident in the Borough. Respondent also considered his CDL license and the fact that he was a part-time employee with the Borough. As stated before, Complainant's lack of being a team player, along with his argumentative nature on the job and during his interview, was a serious concern.

C.3. The following persons interviewed Complainant and the other applicants: (1) Councilman Dean Rapp, age 76; 21 Woodland Terrace, High Bridge, NJ; 908-638-4653; (2) Public Works Director Mike Hann, age 54; 52 Thomas Street, High Bridge, NJ; 908-892-7218; and (3) Administrator John Gregory, age 45; 708 Beacon Street, Stewartsville, NJ, 08886; 908-638-6455 (ext. 26).

C.4. Criteria for the position required a valid driver's license, a team player attitude, the physical ability to do the work, ability to read and write, and a high school diploma. While not required, the possession of a CDL license was considered an important bonus.

C.5. Questions:

1. Tell us about yourself.
2. Explain your work experience, if any, dealing with Public Works.
3. Explain what you would do if the Mayor or a Councilperson directed you to do a job which was not on your items to do.
4. Some certification training may be involved in the future. How do you feel about schooling and becoming certified with different licenses?
5. Explain what you would do if you had an irate resident complaining about a problem and not backing down.

6. Tell me about what is not in your application/resume that makes (insert name) the right candidate for the job.

C.6. No. There was no other position available.

C.7. Scott Hammel; his age was unknown at date of hire; hire date of January 23, 2014. Mr. Hammel demonstrated he had a CDL, had an Associate's degree, was a team player, had field work experience, had supervisory experience and appeared capable of directing and prioritizing tasks. Mr. Hammel's work experience with High Bridge Emergency Management also made him a desirable candidate since the High Bridge Public Works Department works with the Borough office of Emergency Management, and with the Police Department, Fire Department, and First Aid Squad.

C.8. The attached ad was published in The Hunterdon County Democrat on July 13, 2013.

C.9. Borough of High Bridge. The Borough does not have any registered agent.

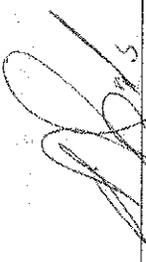
Greenbaum, Rowe Smith & Davis, LLP  
Attorneys for Respondents

Dated \_\_\_\_\_

\_\_\_\_\_  
Barry S. Goodman, Esq.

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

I, *Diane L. Seals*, Municipal Clerk of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey, do hereby swear that the attached notice was published in the July 18, 2013 issue of The Hunterdon County Democrat



*Diane L. Seals*  
Municipal Clerk, RMC  
Date: July 18, 2013

(Seal)

**Attach Notice**

 **FULL TIME LABORER / TRUCK DRIVER**  
BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON, STATE OF NEW JERSEY  
Candidate must possess a valid CDL with Airbrake Endorsement, must be available in emergency situations; i.e. (snow, floods, water-main breaks) at all hours. Have the ability to perform heavy physical labor for extended periods of time, often in adverse conditions. Knowledge of care, maintenance and safe operation of trucks, snow plowing and salt spreaders; EOE. Please send resumes to: Borough Hall, 71 Main St., High Bridge, NJ 08829. Resumes accepted until August 9, 2013  
*Diane L. Seals, Municipal Clerk, RMC*

*Borough of High Bridge, NJ  
Tuesday, April 15, 2014*

## Chapter 73. PERSONNEL

### Part 1. Personnel Policies

#### Article II. General Employment Practices

##### § 73-7. New employee process.

- A. Supervisors have been delegated the authority to orient and direct the work of others and are responsible for work output of those employees. After the initial probationary period, the new employee will accrue seniority and service credit retroactive to the date of hire. All personnel and benefit forms must be completed during the first week of hire.
- B. An applicant for a position requiring physical exertion will be required to pass a post-offer, preemployment physical examination by the Borough's physician, at the Borough's expense. An offer of such employment is contingent upon satisfactory completion of this examination and a determination by the Borough that the applicant is capable of performing the essential functions of the position, with or without reasonable accommodation.
- C. The Mayor and Council, with the advice of the Borough Administrator, shall approve any new position and shall make final appointments to positions.
- D. Applicants selected by the Mayor and Council to fill a position will receive a copy of the Borough's Personnel Manual, and are expected to read, agree to conform to these policies and return signed from page 1 acknowledging receipt of manual. If clarification is necessary, the supervisor should be consulted.







CHRIS CHRISTIE  
GOVERNOR

KIM GUADAGNO  
LT. GOVERNOR

STATE OF NEW JERSEY  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION ON CIVIL RIGHTS  
TRENTON, NJ 08625-0089  
March 27, 2014

JOHN J. HOFFMAN  
ACTING ATTORNEY GENERAL

CRAIG SASHIHARA  
DIRECTOR

John Gregory, Administrator  
Borough of High Bridge  
71 Main Street  
High Bridge, NJ 08829

Re: OLSEN vs. BOROUGH OF HIGH BRIDGE  
Docket Number: EK14AM~64412~A

Dear Mr. Gregory:

Enclosed is a formal complaint setting forth alleged discriminatory practices in violation of the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq., which is served upon you in accordance with N.J.A.C. 13:4-2.8 of the Division on Civil Rights' Rules of Practice and Procedure.

N.J.A.C. 13:4-3 Service, Form and Content of Answers

The Rules of Practice and Procedure require that the respondents serve upon the Division on Civil Rights a written explanatory answer to the complaint within twenty (20) days after receipt of the verified complaint (N.J.A.C. 13:4-3.1). The respondent shall serve a copy of the answer on the complainant(s) within three days of filing of the answer (N.J.A.C. 13:4-3.3).

The answer to the verified complaint shall fully and completely advise the parties and the Division as to the nature of the respondent's defenses to each claim asserted, and shall admit or deny the allegations set forth in the verified complaint. Denials shall fairly meet the substance of the allegations denied. A respondent who intends in good faith to deny only part of an allegation shall specify so much of it as is true and material and deny only the remainder.

ADDRESS REPLY TO:

Bureau of Enforcement

Atlantic City Office  
1325 Boardwalk  
Tennessee Ave. & Boardwalk  
Atlantic City, NJ 08401  
609-441-3100

Camden Office  
One Port Center  
2 Riverside Drive  
Suite 402  
Camden, NJ 08103  
856-614-2550

Newark Office  
P.O. Box 46001  
Newark, NJ 07102  
973-648-2700

Trenton Office  
PO Box 090  
Trenton, NJ 08625-0090  
609-292-4605

Housing Investigations Unit  
PO Box 090  
Trenton, NJ 08625-0090  
609-292-4605

Bureau of Prevention, Outreach  
Public Education

P.O. Box 089  
Trenton, NJ 08625-0089  
609-292-2918

Office of the Director

P.O. Box 46001  
Newark, NJ 07102  
973-648-2700

Conciliation Unit  
P.O. Box 46001  
Newark, NJ 07102  
973-648-2700

Mediation Unit  
P.O. Box 46001  
Newark, NJ 07102  
973-648-2700



*The respondent may not generally deny all the allegations but shall make the denials as specific denials of designated allegations. Any answer setting forth an affirmative defense to an allegation shall be taken as denying the allegation (N.J.A.C. 13:4-3.2). Correspondence should be directed to the attention of the Regional Manager.*

*A respondent may submit in writing any other relevant evidence with respect to this complaint including a proposal for settlement. Such information will be made part of the file and will be considered by the Division during the course of this investigation.*

#### Document & Information Requests

*In addition to said answer, you are required to respond to the enclosed Document & Information Request within twenty (20) days. You are also required to retain all information pertinent to this complaint until the file is closed by the Division. Further, if requested documents and responses are not received within twenty (20) days, the Division may issue a subpoena for recovery of the information.*

#### Extensions

*Any respondent seeking an extension to file an answer or other information may request an extension of no more than ten days from the assistant director of the office from which the complaint emanated. The request must be in writing and must be received before the original due date.*

*Requests for any additional extension must be addressed to Atley R. Tyler, Regional Manager, of the Bureau of Enforcement, and will be granted only in extraordinary circumstances.*

#### N.J.A.C 13:4-1 Notice of Appearance

*Additionally, respondents who obtain legal representation are advised to inform their representative that the Division on Civil Rights requires a Notice of Appearance to be submitted to the office handling the complaint. Failure to comply with this requirement will preclude your attorney from representing your interest before this agency.*

#### Mediation

*Upon receipt and review of the Explanatory Answer to the Verified Complaint and completed Document & Information Request, the Division may identify the above captioned matter as*

*Mediation is a process used by the*

*Division to resolve complaints to the satisfaction of all parties in as brief a time and with the expenditure of the fewest resources as possible.*

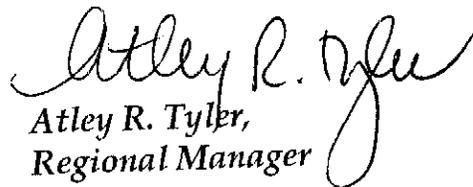
*If the above captioned matter is selected for mediation, the mediation coordinator will contact you to schedule a date for the conference.*

*Respondents shall promptly notify the Division of any change in address or other material change in status of the respondent (such as a bankruptcy filing or ceasing to operate as an on-going concern) at all times while the verified complaint is pending.*

*In further correspondence regarding this matter, please use the docket number set forth in the caption.*

*Thank you for your prompt attention in this matter.*

*Very truly yours,*

  
Atley R. Tyler,  
Regional Manager

ART:kr/C046

- Enc: (x) Verified Charge Complaint  
(x) Method of Pleadings  
(x) Document & Information Request  
(x) Notice of Amendment  
(x) EEO~1 Report

Certified Mail R.R.R.# 7005 1820 0003 1161 3781



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Philadelphia District Office**

801 Market Street, Suite 1300

Philadelphia, PA 19107-3127

Intake Information Group: (800) 669-4000

Intake Information Group TTY: (800) 669-6820

Philadelphia Status Line: (866) 408-8075 Philadelphia Direct Dial: (215) 440-2602

TTY (215) 440-2610 FAX (215) 440-2632, 2848 & 2604

NAME OF CASE:

*Wlsen v. Borough of High Bridge*

EEOC Charge No:

*17E-2014-00241*

Date:

*3/27/14*

**NOTICE OF CHARGE OF DISCRIMINATION:**

You are hereby notified that the above-referenced charge of employment discrimination has been received by the New Jersey Division on Civil Rights (NJDCR) and sent to the U.S. Equal Employment Opportunity Commission (EEOC) for dual-filing purposes. This Notice is being sent to you by the NJDCR, on behalf of EEOC, simultaneously with NJDCR's notification to you of the filing of the charge with NJDCR. The charge has been assigned the EEOC and NJDCR charge numbers shown above. A copy of the charge is included with these Notices.

While EEOC has jurisdiction (upon the expiration of any 60-day deferral requirement if this is a Title VII or ADA charge) to investigate this charge, EEOC will refrain from beginning an investigation and await the issuance of NJDCR's final findings and orders. These final findings and orders will be given weight by EEOC in making its own determination as to whether or not reasonable cause exists to believe that there has been a violation of the statute(s) administered by EEOC.

You are therefore urged to cooperate fully with the NJDCR. All facts and evidence provided by you to the NJDCR in the course of its proceedings will be considered by EEOC when it reviews the NJDCR's final findings and orders. In many instances the EEOC will take no further action, thereby avoiding the necessity of an investigation by both the NJDCR and the EEOC. This likelihood is increased by your full cooperation with the NJDCR. Unless you are notified that EEOC has initiated an investigation, do not submit position statements, letters of representation, documents, or other types of evidence to EEOC since EEOC will not maintain a case file. As a party to the charge, you may request that EEOC review the NJDCR's final decision and order. For such a request to be honored, you must notify the EEOC in writing within 15 days of your receipt of NJDCR's final closure notification. Such a request should be forwarded to EEOC at the address shown in the letterhead above, to the attention of the State and Local Unit. If the NJDCR terminates its processing without issuing a final finding and order or the charge is otherwise one which requires further EEOC processing, you will be contacted further by EEOC. Regardless of whether the NJDCR or EEOC processes the charge, the record keeping and non-retaliation provisions of Title VII, the ADA and the ADEA as explained in the "EEOC Rules and Regulations" apply.

Sincerely,

Spencer H. Lewis, Jr.

STATE OF NEW JERSEY  
DEPARTMENT OF LAW & PUBLIC SAFETY  
DIVISION ON CIVIL RIGHTS  
DOCKET NUMBER: EK14AM-64412-A  
EEOC CHARGE NO.: 17E-2014-00241

Raymond Olsen )

COMPLAINANT )

-vs- )

Borough Of High Bridge )

RESPONDENT )

VERIFIED COMPLAINT

Received and Recorded

Date: 02/27/2014

Department of Law and Public Safety

Division on Civil Rights

By: L. R. Johnson

1. The Complainant resides at:

25 Woodland Terrace  
High Bridge, NJ 08829  
Hunterdon County

2. To the best of Complainant's knowledge and belief, the Respondent is known as:

Borough Of High Bridge

and is located at:

Borough Hall  
71 Main Street  
High Bridge, NJ 08829  
Hunterdon County

3. Charge of Discrimination.

The above named Respondent is hereby charged with unlawful employment discrimination in violation of the named statutes with respect to the following charges:

3.1 Denied employment based on **Age** in violation of the New Jersey Law Against Discrimination 10:5-12(a)..

3.2 Denied employment based on **Age** in violation of the Age Discrimination in Employment Act (ADEA) of 1967.

4. PERSONAL HARM:

Complainant was denied employment.

The charge is based on the following:

4.1 Complainant belongs to a protected class, in that he is **54** years old.

4.2 Complainant alleges that since **2012** he has done seasonal work for Respondent as a **Laborer/Truck Driver** duties for Respondent. Complainant further alleges that since that time he has also done work for them "as needed."

4.3 Complainant performs to a level that meets Respondent's legitimate expectations.

4.4 Complainant alleges that around **July 2013** and in **December 2013** he applied for full time **Laborer/Truck Driver** positions with Respondent, but in **August 2013** and **January 2014** respectively he was informed that he would not be hired on a full time basis.

RESPONDENT'S REASON FOR ADVERSE ACTION:

5.1 Respondent's Municipal Clerk, RMC, Diane L. Seals and John Gregory, Administrator, respectively gave Complainant no reason for him not being hired on a full time basis. On January 10, 2014, Respondent's Director Of Public Works, Michael Hamm, asked Complainant if he didn't think he was too old to being doing Laborer/Truck Driver work on a full time basis.

6. DISCRIMINATION STATEMENT:

6.1 Complainant alleges that he was discriminated against based on his age. Specifically, Complainant alleges that since August 2013 Respondent has hired only younger, less qualified, individuals such as Frederick Roll and Rick "Doe" (Last Name Being Fictitious) to full time Laborer/Truck Driver positions. Complainant further alleges that based on the question posed to him by Mr. Hann on January 10, 2014, which is referred to above, he believes that his age factored into Respondent's decision not employ him as a full time Laborer/Truck Driver.

7. Said acts of discrimination occurred in the County of **Hunterdon** in the State of New Jersey.
8. The Complainant requests whatever relief is provided by law including, but not limited to, compensatory damages for economic loss, humiliation, mental pain and suffering.
9. The Complainant has not instituted action in any court, either criminal or civil, regarding this matter.

Raymond R. Olsen  
COMPLAINANT

STATE OF NEW JERSEY        )  
  ) SS:  
COUNTY OF MERCER         )

Raymond Olsen, of full age, being duly sworn according to law deposes and says; that he is the Complainant herein; that he has read the foregoing Complaint and knows the content thereof; that to the best of his knowledge, information and belief, the facts alleged therein are true.

Raymond R. Olsen  
COMPLAINANT

STATE OF NEW JERSEY  
DEPARTMENT OF LAW & PUBLIC SAFETY  
DIVISION ON CIVIL RIGHTS  
DOCKET NUMBER: EK14AM-64412-A

Raymond Olsen )

Complainant )

-vs- )

Borough Of High Bridge )

Respondent )

**DOCUMENT AND INFORMATION  
REQUEST**

TO: John Gregory, Administrator  
Borough Of High Bridge  
71 Main Street  
High Bridge, NJ 08829

PLEASE TAKE NOTICE that you are hereby required, pursuant to N.J.S.A. 10:5-8 (i), to supply one (1) original of the following to the Division on Civil Rights:

A. **RESPONDENT'S WRITTEN EXPLANATORY ANSWER TO THE VERIFIED COMPLAINT** (admit or deny and set forth the defense or response to each allegation).

B. **DOCUMENT REQUEST**

2. Job description for the following position:

a. Position(s) Complainant Sought

3. Company Personnel Policy Manual, specifically section(s) which relate to

hiring.

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C. INFORMATION REQUEST

1. State the specific reason(s) why the Complainant was not hired for the position(s) referenced in the Verified Complaint. (Attach additional sheets, if necessary).
2. State the qualifications for the positions for which Complainant applied or was considered.
3. State the a) name b) **age** c) address d) telephone number e) job title and f) length of service of each person who participated in the decision not to hire Complainant. Indicate the role that each person played in the decision.
4. Indicate all criteria which are considered in determining whether a person is to be hired for the positions Complainant sought.
5. List all questions or provide documents containing the questions used in interviews during the hiring process.
6. Indicate whether the Complainant was considered for any position(s) other than the ones in question. If yes, state the title(s) of the alternate position(s); if no, explain why Complainant was not considered for any other position(s).
7. State the a) name b) **age** and c) date of hire of the individual(s) who were hired into the position(s) Complainant sought and include the effective date(s) of hire. Indicate qualifications of the person(s) hired which were superior to those of Complainant.
8. If the position(s) for which Complainant applied was advertised/posted, indicate the source and date(s) of the advertisement/job posting. Attach a copy of the advertisement/job posting.
9. Provide the Respondent's proper business or corporate name and the name and address of Respondent's Registered Agent.

NUMBER OF EMPLOYEES

JOB CATEGORIES	FEMALE										
	OVERALL TOTALS (SUM OF COL. B THRU K)	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
TOTAL	10										
11											
12											
13											

(The trainees below should also be included in the figures for the appropriate occupational categories above)

White collar  
Production

NOTICE

METHOD OF SERVICE OF PLEADINGS

PLEASE BE ADVISED OF THE FOLLOWING RULES GOVERNING SERVICE OF PLEADINGS IN MATTERS PENDING BEFORE THE DIVISION ON CIVIL RIGHTS.

The Division on Civil Rights' rules of practice and procedure provide that:

(a) Prior to transmittal to OAL, unless otherwise instructed by the Director, every order and subsequent pleading to the original complaint, every motion and every written notice, brief or memorandum of law shall be served by mailing copies to all parties, by registered or certified mail, return receipt requested, within three days of said filing.

(b) Such document shall not be deemed served until an affidavit of mailing to all other parties is filed with the Division at the time of or subsequent to filing the pleading.

(c) When any party has appeared through or is represented by an attorney, service upon such attorney shall be deemed valid service upon the party in all cases unless timely written notice of withdrawal or substitution of such attorney is served upon the Director and all other parties.

N.J.A.C. 13:4-7.1. Pleadings include "complaints, answers, amendments to complaints and answers, motions and orders of the Director." N.J.A.C. 13:4-5.1.

Therefore, all parties, upon filing with the Division any complaint, answer, amendment to a complaint and answer, motion, brief or memorandum of law, must adhere to the above service requirements, including but not limited to mailing copies to all parties to the proceedings by registered or certified mail. In the interest of justice, including when a party is unrepresented by counsel, these requirements may be relaxed. N.J.A.C. 13:4-1.2(b).

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## MOTION PRACTICE

Except where provided by the Division's rules of practice and procedure, N.J.A.C. 13:4-1.1 et seq., motion practice before the Division is governed by the Rules Governing the Courts of New Jersey. N.J.A.C. 13:4-6.2. The Division's rules also provide that:

(a) Prior to transmittal to OAL, unless otherwise instructed by the Director, every order and subsequent pleading to the original complaint, every motion and every written notice, brief or memorandum of law shall be served by mailing copies to all parties, by registered or certified mail, return receipt requested, within three days of said filing.

(b) Such document shall not be deemed served until an affidavit of mailing to all other parties is filed with the Division at the time of or subsequent to filing the pleading.

(c) When any party has appeared through or is represented by an attorney, service upon such attorney shall be deemed valid service upon the party in all cases unless timely written notice of withdrawal or substitution of such attorney is served upon the Director and all other parties.

### N.J.A.C. 13:4-7

Therefore, if a party wishes to seek relief before the Director, the party must file a notice of motion, letter brief, affidavit of mailing and if facts are being relied upon in support of the motion, affidavits. Upon receipt of moving papers by a party, the Director's office or regional offices shall immediately send the papers to the Assistant Director, Bureau of Policy. The party's adversary will be given a reasonable amount of time within which to respond to the motion and the moving party will also be provided with a reasonable amount of time within which to reply.

In the interest of justice, including when a party is unrepresented by counsel, these rules may be relaxed. N.J.A.C. 13:14-1.2 (b), R. 1:1-2.

If legal staff within the Bureau of Policy determines that the moving papers have been adequately filed, a confirming letter will be sent to the moving party. If the papers are inadequate, the moving party is requested to submit any of the following: notice of motion, letter brief, affidavit of mailing, affidavit. Unless these pleadings are filed with the Director within 10 days from the moving party's receipt of this letter, the case file will be forwarded to the regional office for further investigation.

Once the bureau has reviewed all of the relevant information pertaining to the motion, the party will be provided with a written determination.

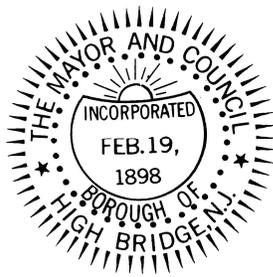


NOTICE OF AMENDMENT TO THE NEW JERSEY LAW  
AGAINST DISCRIMINATION REGARDING PENALTIES

Please take notice that effective January 4, 1984 the New Jersey Law Against Discrimination was amended to allow the imposition of penalties in addition to any other relief or affirmative action provided by law.

10:5-14.1 now gives the Director of the New Jersey Division on Civil Rights the power to assess a penalty of not more than \$2,000.00 for the first offense and not more than \$5,000.00 for a second and subsequent offense following a finding of unlawful discrimination. The penalties shall be determined by the Director in such amounts as the Director deems proper with due process limitations.

rcp19  
(R 10/85)



# Borough of High Bridge

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OFFICE OF THE ADMINISTRATOR

March 31, 2014

Atley R. Tyler  
Regional Manager  
New Jersey Division on Civil Right  
Trenton NJ 08625-0089

Mr. Tyler;

Please find enclosed the Borough of High Bridge's answers and supporting documentation regarding Docket Number EK14AM-64412-A Raymond Olsen vs. the Borough of High Bridge. Raymond Olsen's interview was conducted by the Director of Public Works, Councilman Rapp the Council Liaison for Public Works, and the Borough Administrator. Questions were based from the resumes and applications submitted.

The position Mr. Olsen applied for was Laborer/Truck Driver (CDL preferred but not required).

C.1. Mr. Olsen was granted an interview for the position for which it appeared he was qualified. However, upon further examination of Mr. Olsen's resume it was determined that Mr. Olsen overstated his resume and work experience with the Borough of High Bridge. *Mr. Olsen claimed that he has experience in Road Repairs, Recyclable Collection, Brush and Leaf Collection, Snow Plowing and other duties as needed.* However, Mr. Olsen's job duties as they relate to the matters specified was limited to truck driving. At no time did Mr. Olsen receive direction to accomplish any task other than drive the truck to the locations specified. Mr. Olsen never worked at our recycling center in any other capacity then dropping off recyclables. Mr. Olsen did not operate the leaf vacuum or chipper and Mr. Olsen's only duty was to move material from point A to point B.

Mr. Olsen when he showed up for his interview was dressed in jeans and a flannel shirt. We interviewed four candidates two showed up in jeans and flannel or sweatshirt, one showed up in slacks shirt and tie, and one showed up in a suit. Showing that they put care into appearance and striving to make favorable impression. Furthermore, Mr. Olsen moved his interview date, we were going through one of the snow storms and all interviews were moved to the next possible date. The other three candidates accepted the date change with no issues; Mr. Olsen requested a new date, no explanation given. While these two incidences do not reflect on Mr. Olsen's job skills, it does however set an expectation level lower than what we would like to see in the ideal candidate.

During the interview, when asked about his work experience and questioning the job duties he performed. Mr. Olsen became argumentative with the Director of Public Works when the Director notified him that all he did was drive truck. Mr. Olsen did not handle the discussion and



during the interview started to name drop the Mayor and Council members names that he knew and was friends with.

Finally, Mr. Olsen's work ethic as a part-time employee, while not rising to the level of discipline has caused the Director to have concerns that Mr. Olsen is not a team player and would not be suited for full time employment with the Borough.

C.2 Mr. Olsen was granted an interview due to his residency status with the Borough, his CDL license, and experience as a part time employee with the Borough. It should be noted that the main reason he was given the opportunity to interview was his residency status. As stated before, Mr. Olsen's lack of being a team player along with his argumentative nature on the job was a serious concern.

C.3 The interviewers for Mr. Olsen were:  
Councilman Rapp, 76, 21 Woodland Terrace High Bridge NJ 908-638-4653  
Public Works Director Mike Hann, 54, 52 Thomas St. High Bridge, NJ 908-892-7218  
Administrator, John Gregory, 45, 708 Beacon St. Stewartsville, NJ 08886

C.4 Criteria for the position required a valid driver's license, a team player attitude, the physical ability to do the work, ability to read and write, a High School Diploma. While not required the possession of a CDL license was considered a bonus.

#### C.5 Questions

1. Tell us about yourself
2. Explain your work experience if any dealing with Public Works
3. Explain what you would do if the Mayor or Council person directed you to do a job which was not on your items to do.
4. Some certification training may be involved in the future. How do you feel about schooling and becoming certified with different licenses?
5. Explain what you would do if you had an irate resident complaining about a problem and not backing down.
6. Tell me about what is not in your application/resume that makes (insert name) the right candidate for the job.

C.6 There was no other position available.

C.7 Scott Hammel, Age was unknown at date of hire, Hire date of January 23, 2014. Mr. Hammel demonstrated he had a CDL, he had an Associate's degree, was a team player with his field work experience, had supervisory experience indicating he knew how to direct and prioritize tasks. Mr. Hammel's work experience with Emergency Management also made him a desirable candidate as the Public Works Department works with the Borough office of Emergency Management with the Police, Fire, and First Aid agencies.

Sincerely,



John A. Gregory Jr.  
Administrator