

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

1. CALL TO ORDER:

Mayor calls meeting to order and makes the following statement: “Pursuant to the Open Public Meetings Act, notice of 2016 Meeting Dates was published in the Hunterdon County Democrat and Express Times on December 24, 2015, and posted on the bulletin board at Borough Hall. Action may be taken.”

2. FLAG SALUTE: LED BY MAYOR OR PRESIDING OFFICER.

The Mayor asked for a moment of silence for Mr. Mark Banks.

3. ROLL CALL: P=PRESENT; A=ABSENT

Governing Body Member	P or A	Time Arrived if Late
Councilwoman Scarcia	P	
Councilwoman Shipps	P	
Councilman Stemple	P	
Councilman Strange	P	
Councilman Zappa	P	
Council President Hughes	P	
Mayor Desire	P	

There were ten members of the public including press were present at this meeting. Also present were Administrator John Gregory, Attorney Barry Goodman, Police Chief Bartman and Deputy Clerk Adam Young.

4. READING AND APPROVAL OF MINUTES: - REGULAR MEETING MINUTES JANUARY 14, 2016, EXECUTIVE MEETING MINUTES JUNE 25, SEPTEMBER 10, AND OCTOBER 8, 2015

Mayor asks if there are any corrections to the prior meeting minutes. Mayor asks for a motion to dispense with the reading of the prior meeting(s) minutes and to approve minutes *(or corrected minutes)*

Motion to Dispense w/Reading of Minutes				Hughes				Second		Strange	
Roll Call Vote				Y=Yes; N=No; Ab=Abstain,A= Absent							
Hughes	Y	Scarcia	Y	Shipps	Ab	Stemple	Y	Strange	Y	Zappa	Y
Motion to Approve (corrected)Minutes				Zappa				Second		Stemple	
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent							
Hughes	Y	Scarcia	Y	Shipps	Ab	Stemple	Y	Strange	Y	Zappa	Y

Councilwoman Shipps abstains from reading and approval of the January 14, 2016.

Five ayes, one abstention; motion passed.

5. VISITORS:

A. Green Award – Daniel Pavan

6. PUBLIC COMMENTS: 5 MINUTES PER PERSON

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.

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

Dr. Brenden Coughlin asked about the cash handling and recording of receipts at the golf course and why the auditor was changed. Council responded that they will look into the cash handling at the golf course and that the auditor was changed out of good accounting practice.

Karen Van Blarcum recounted issues with plowing her road due to the vacated ally ordinance. Discussion ensued on fire hydrant placement, ability of health and safety personnel to respond in an emergency, and land ownership. Council decided they will look into the matters to see what they can do to help resolve the issue.

Public Hearing Ordinances – Second reading

A. Ordinance 2016-1 Salary and Wage ranges

**ORDINANCE 2016-01
SET THE SALARY AND WAGE RANGE FOR VARIOUS POSITIONS**

Purpose	<i>To set Salary and Rate ranges only for positions, this is not for raises</i>										
Motion to Open Public Hearing	Hughes			Second			Strange				
Roll Call Vote	Y=Yes; N=No; A=Abstain or Absent										
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passes.

Motion to Close Public Hearing	Stemple			Second			Shipps				
Roll Call Vote	Y=Yes; N=No; A=Abstain or Absent										
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passes.

Motion to Adopt 2016-1	Hughes			Second			Stemple				
Roll Call Vote	Y=Yes; N=No; A=Abstain or Absent										
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passed.

Ordinance # 2016-01 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law

B. Ordinance 2016-2 fees for Request for Copies

**Ordinance 2016-2
Borough of High Bridge
County of Hunterdon
State of New Jersey**

Vacating ordinance 280-3 (A) The following fees shall be charged for copies of public documents and records:

Purpose	<i>Vacate section 280-3 subsection A to Set fees to correspond with State regulations regarding the production of copies via fee resolution</i>										
Motion to Open Public Hearing	Shipps			Second			Stemple				
Roll Call Vote	Y=Yes; N=No; A=Abstain or Absent										
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passes.

Questions and Comments: Councilman Stemple asked about the State costs. Administrator Gregory stated the prices.

Next Council Meeting, February 11, 2016, 7:30 pm, Fire House, 7 Maryland Ave., High Bridge, NJ.

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

Motion to Close Public Hearing				Stemple		Second			Strange			
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent								
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y	

Six ayes, motion passes.

Motion to Adopt 2016-2				Stemple		Second			Shipps			
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent								
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y	

Six ayes, motion passed.

Ordinance # 2016-02 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law

C. Resolution 57-2016 Sets fees for copies to the State Maximum in accordance with the Open Public Records Act

Motion to Approve Resolutions 57-2016:				Hughes		Second:			Shipps			
Roll Call Vote				Y=Yes; N=No; A=Abstain/Absent								
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y	

Six ayes, motion passed.

D. Ordinance 2016-3 Capital Request for Rescue Squad Equipment

**Ordinance 2016-3
Borough of High Bridge
County of Hunterdon
State of New Jersey**

**APPROPRIATING \$40,000 FROM CAPITAL IMPROVEMENT FUND TOWARDS THE
PURCHASE OF AMBULANCE EQUIPMENT BY THE RESCUE SQUAD**

Purpose	<i>Provide for the purchase of equipment for ambulances for the High Bridge Rescue Squad</i>											
Motion to Open Public Hearing				Stemple		Second			Strange			
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent								
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y	

Six ayes, motion passes.

Discussion: Councilman Strange explained that this is for a new, universal stretcher. Council discussed the details of how it is used, state regulations on equipment, and situations requiring stretcher use.

Brent Dugan asked about emergency squad purchases and how the funds will be handled. Administrator Gregory stated that the purchasing goes through the P.O. process.

Motion to Close Public Hearing				Stemple		Second			Strange			
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent								
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y	

Six ayes, motion passes.

Motion to Adopt 2016-3				Stemple		Second			Strange				
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent									
Hughes	Y	Scarcia	N	Shipps	N	Stemple	Y	Strange	Y	Zappa	N	Mayor Desire	Y

Next Council Meeting, February 11, 2016, 7:30 pm, Fire House, 7 Maryland Ave., High Bridge, NJ.

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

Four ayes, three nays, motion passes.

Ordinance # 2016-03 is adopted shall be published by title only in the Hunterdon County Democrat and/or Express Times according to law.

**E. Ordinance 2016-4 Capital Ordinance for Solitude Generator
Ordinance 2016-4
Borough of High Bridge
County of Hunterdon
State of New Jersey
APPROPRIATING \$10,000 FROM WATER CAPITAL IMPROVEMENT FUND TOWARDS
THE PURCHASE OF A GENERATOR AND ASSOCIATED WORK**

Motion to table Ordinance 2016-4 until February 11, 2016				Stemple		Second		Shipps			
Roll Call Vote						Y=Yes; N=No; A=Abstain or Absent					
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passed.

7. UNFINISHED BUSINESS; NEW BUSINESS; DISCUSSION ITEMS:

A. Personnel Policy
Council discussed how chain of command is handled with Borough work requests and the responsibilities of the Administrator, previous practices with communication, how to operate in emergency or daily circumstances, and the need to take time with policy changes. Councilwoman Scarcia stated that she doesn't agree with some of the changes with how to communicate in the chain of command. Attorney Goodman suggested that any product that is produced out of the discussion and policy changes be passed by the Borough's labor council. Councilman Zappa volunteered for a subcommittee position on this.

B. Discussion Abatement Ordinance Chapter 365 <http://ecode360.com/14104408>
Administrator Gregory gave Council an overview of the abatement ordinance, the intended use, and that this helps to comply to state law. Mr. Goodman suggested that a synopsis of this ordinance be made up for Council by any involved professionals.

8. NEW ORDINANCES – IF ANY,

**A. Ordinance 2016-5 Renew Chapter 365 with modifications
Ordinance 2016-5
Borough of High Bridge
County of Hunterdon
State of New Jersey**

**RENEWING BOROUGH OF HIGH BRIDGE CODE CHAPTER 365 WITH AMENDMENTS TO
CHAPTER 365-6**

Purpose	<i>Renew the tax abatement ordinance with amendments to allow for new multi</i>										
Motion to Introduce	Stemple			Second			Strange				
Roll Call Vote						Y=Yes; N=No; A=Abstain or Absent					
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passes

Next Council Meeting, February 11, 2016, 7:30 pm, Fire House, 7 Maryland Ave., High Bridge, NJ.

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

Mayor Desire states that the amendment to Ordinance #2016-05 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of February 11, 2016

9. CONSENT AGENDA:

All matters listed under the Consent Agenda are considered to be routine by the Borough Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.

RESOLUTION #	TITLE	PURPOSE
58-2016	Redemption of Liens	Redeem tax sale certificates held by outside lienholder
59-2016	Refund of Utility Overpayment	Refund of Overpayment of Utilities
60-2016	Award of Contract	Mott MacDonald Cregar Rd Section 6
61-2016	Meter replacement and repair charges	Meter costs of repair
62-2016	Purchase from Co-op	Authorize purchases from State and County Co-ops
63-2016	Sewer Charges	Authorize fees for Sewer Witness and other Department of Health fees
64-2016	Rehire of Temp Part-time DPW Employees	Rehire Brian Labuta and Jeff Smith

Motion to Approve 2016 Resolutions 58 – 64:				Stemple	Second:	Shippo					
Roll Call Vote				Y=Yes; N=No; A=Abstain or Absent							
Hughes	Y	Scarcia	Y	Shippo	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passed.

10. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: MONTHLY REPORT

<u>Mayor, Council Member, or Official</u>	<u>DEPARTMENT</u>
Councilman Zappa	Planning, Engineering, & Public Works
Borough Hall ground breaking 3/1/16, in by 6/16, update on Phase 6 Cregar Road, For Streetscape, waiting for DOT, Water tower takeover completed, Planning Board update from Reorganizational meeting, 100 West Main declared area of redevelopment, affordable housing numbers are in, DPW storm report, Thanked DPW and Joe Trilone and Police Department, CERT and John Gregory, new DPW truck due in soon, doing trees, meter reads, utility issues and drains.	
Councilwoman Hughes	Public Health, Environmental, Solid Waste / Recycling, & Open Space
Environmental Green team meeting, planning events, electronics container will be halted, still have April event.	
Councilwoman Scarcia	Economic Development & Cultural/Heritage
Newsletter in production-Mid-February, EDC new member Pablo Delgado, Cultural and Heritage new members met, thanked Nancy Hunt for her information on the growth of Cultural and Heritage. Culture and Heritage lecture series rescheduled.	
Councilman Strange	Emergency Services, Municipal Court, & Recreation-
Thanked emergency services for their storm handling, F.D. answered 20 alarms, roof replaced SCBA packs replaced as planned, Police Department 1411 maintenance and rear, 14-15 heat repair, Headquarters light repair, transitioned from shotguns to rifles, provided idling survey information L.E.A.D. information, fleet/asset management software, working with DPW to implement ideas, information on summer recreation development of programs, quotes for hydro power on the dam.	
Councilwoman Shippo	Golf and Events
Events scheduled for 2016, new events members, events generate enough fundsto pay for themselves, Christina	

Next Council Meeting, February 11, 2016, 7:30 pm, Fire House, 7 Maryland Ave., High Bridge, NJ.

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

Whited looked to confirm OZ-mania, fly-fishing event coming up, Golf, no finance reports yet, overview of golf financials	
Councilman Stemple	Finance, Utilities, & Education
Finance committee meeting update, worked on setting goals	
John Gregory	Administrator's Report:
Website contract ends May 22, 2016- Parking Ordinance, First application of the Snow Emergency Route was a success- High Bridge PSA's, Almost to 200 accounts - Snow 30 inches received, visibility was down to a few yards at time, Thanks for everyone's cooperation during this event - FEMA Declaration Preliminary Damage Assessment has been filed Main Street Snow we will be out to remove the snow on Main Street and we continue to clean all the other intersections on a crosswalk. Council Approval to seek Community Service probationers to due various work on a regular basis. trash collection, shoveling of snow, etc.	
Mayor Mark Desire	Executive Services
Scouts will be thanked, Huskies will be thanked, State of emergency, Highlands for 100 West Main, real estate and talk about future, HBPSA available to Mayor and Councilwoman Hughes, went to Clinton meeting and Planning Board meeting, CERT volunteers are doing well.	

11. WRITTEN COMMUNICATIONS:

- A.** Tax/Finance Monthly Reports
- B.** Apgar Letter
- C.** Elizabethtown Gas Notice
- D.** Assignment of LMR Contract

12. PUBLIC COMMENTS: 1 MINUTE PER PERSON

It is the policy of the Borough Council that all public comments on an issue shall be limited to one minute (1) per person. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

Michele Schwartz thanked Council for the PSAs during the winter storm. She noted that intersections may need better plow attention for any school issues. Administrator Gregory noted that a post-storm wrap up meeting will be happening.

13. LEGAL ISSUES: NONE AT THIS TIME

14. BILL LIST:

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

Total Amount: \$ 1,930,564.08

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

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

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

15. EXECUTIVE SESSION: EXECUTIVE SESSION IF NEEDED OR MOVE TO ADJOURN.

RESOLUTION # 1E-2016: Litigation Town of Clinton

Motion to Move into Executive Session:	Stemple	Second:	Zappa
--	---------	---------	-------

Next Council Meeting, February 11, 2016, 7:30 pm, Fire House, 7 Maryland Ave., High Bridge, NJ.

**MAYOR & COUNCIL OF THE BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
BOROUGH COUNCIL MEETING MINUTES**

Date: January 28, 2016: 7:30 PM Meeting Place: High Bridge Firehouse 7 Maryland Ave.

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

Roll Call Vote						Y=Yes; N=No; Ab=Abstain or A=Absent					
Hughes	Y	Scarcia	Y	Shipps	Y	Stemple	Y	Strange	Y	Zappa	Y

Six ayes, motion passed.

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

Six ayes, motion passed.

16. ADJOURNMENT:

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

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

Six ayes, motion passed.

17. LOOKING FORWARD – FEBRUARY 11, 2016 MEETING

A. Public Hearing Abatement Ordinance

Respectfully submitted,

John Gregory, Municipal Clerk

Next Council Meeting, February 11, 2016, 7:30 pm, Fire House, 7 Maryland Ave., High Bridge, NJ.