

**UNAPPROVED**

## **BOROUGH OF HIGH BRIDGE - COUNCIL MEETING MINUTES**

Date: July 14, 2016, 7:30 p.m. - Location: High Bridge Firehouse, 7 Maryland Ave.

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Please note: This meeting may contain discussion of items not mentioned on the agenda and, alternatively, any items specifically listed may be omitted.

### **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 now be taken.

**FLAG SALUTE:** Led by Mayor or presiding officer

### **ROLL CALL:**

Councilman LoIacono, present; Councilwoman Adrienne Shipps, present; Councilman Michael Stemple, present; Councilman Stephen Strange, present; Councilman Chris Zappa, present; Council President Lynn Hughes, present, Mayor Mark Desire, present.

Five members of the public were present including press. Also present were Attorney Barry Goodman, Chief Bartman, Administrator Mike Pappas, and Acting Clerk Young.

**READING AND APPROVAL OF MINUTES:** Regular and executive minutes – June 23<sup>rd</sup>, 2016

Mayor asks if any corrections necessary or for a motion to dispense with the reading of the prior meeting(s) minutes.

Motion to dispense with the reading of the June 9<sup>th</sup> minutes: Hughes; Second: Strange

Roll call vote: LoIacono, abstain: Shipps, yes; Stemple, yes; Strange, yes; Zappa, abstain; Hughes, yes;

Four ayes, two abstentions, motion passes.

Motion to approve the June 23<sup>rd</sup>, 2016 minutes: Hughes; Second: Shipps

Roll call vote: LoIacono, abstain: Shipps, yes; Stemple, yes; Strange, yes; Zappa, abstain; Hughes, yes;

Four ayes, two abstentions, motion passes.

Motion to amend the agenda to include visitors Nancy Hunt and Pablo Delgado: Hughes; Second: Strange

Roll call vote: LoIacono, yes: Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Six ayes, motion passes.

### **VISITORS:**

Nancy Hunt of 103 Fairview Ave spoke on behalf of the Cultural and Heritage Committee. Nancy presented information on documents generated for use in utilizing the solitude house for events, the criteria on which the documents were generated. Council discussed the possible need for having hot and cold running water, certified volunteers doing construction work for Borough projects.

Pablo Delgado spoke to creation of a new mountain bike trail between Cregar Road and the Commons/Main St. Discussion ensued about limitations with the New Jersey Water Authority, a revised plan for the trail, looking into wildlife management details in the area, bringing related business and riders to High Bridge with the planned expanded trail offerings, responsible trail use on past projects,

**PROCLAMATIONS/AWARDS:** None

### **PUBLIC COMMENTS: 5 minutes per person**

Eric Desanto of 8 West Main is interested in bringing bike rentals, services, bike maintenance training, etc. to the town and coordinating with the EDC with these services. Discussion ensued about presentation needs, future plans for a structure, and a review meeting.

Michele Schwartz, 18 Thomas St. - Question on Resolution 171-2016. Michele asked about the 20% increase against the total of the contract? Discussion ensued about the use of the foundry dirt and asked about the burned foundation of the old Pe King Wok site.

Discussion ensued on the status of the owner's holdings and the Borough's plan for it.

**DISCUSSION ITEMS:**

- A.** Borough property letters of interest - Borough Property letters of interest. Administrator Pappas spoke about the property assessment values as merged lots, administration of the process, costs to process these sales, the possible bidding processes available.
- B.** Cregar Road truck traffic - Mayor Desire gave an update on the information found about possibilities of truck restrictions, speed of trucks on the road, the possible future of the road with increased truck traffic. Council will keep this item open for discussion at the next meeting.
- C.** Amend Ordinance 390-2 to include trailers and inoperable motor vehicles – Council discussed getting more information from the Chief of Police.
- D.** New Borough Trail Plan – Discussed in visitor section.
- E.** Sewer Hookup – 32 Silverthorne Rd. - Discussed the requested sewer capacity, the current calculation and the present actual sewer capacity available, the possibility of the resident having other options to install another septic system, the hook-up cost verses the cost of a replaced system. Council discussed and decided to table the issue to find more information to make a decision.
- F.** Solitude House & Grounds Application Reservation – Discussed in visitor section

**OLD BUSINESS:** None

**NEW BUSINESS / NEW ORDINANCES:**

- A. Ordinance 2016-23** – An Ordinance providing for a special emergency appropriation in the amount of \$7,000.00 by the Borough of High Bridge to fund revision and codification of Ordinances

Motion to introduce Ordinance 2016-23: Hughes; Second: LoIacono  
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Six ayes, motion passes.

Mayor Desire states that Ordinance 2016-23 shall be published in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of August 11<sup>th</sup>, 2016.

**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>RESOLUTION #</b>	<b>TITLE</b>
Resolution 56-2016	Retroactive appointment, and completion of probation, Thomas Silvia, Zoning Officer
Resolution 171-2016	New Borough Hall change order exceeding 20%
Resolution 172-2016	Hazardous discharge acceptance
Resolution 173-2016	Summer recreation refund
Resolution 174-2016	Veteran deduction repayment
Resolution 175-2016	Non-profit organization refund of permit fee

Resolution 176-2016	2016 Salaries
Resolution 177-2016	Professional service contract award
Resolution 178-2016	41 Center St Recycling and Trash Agreement
Resolution 179-2016	Authorizing Saturday work on Cregar Rd improvements

Motion to remove Resolution 171-2016 and Resolution 169-2016 from the consent agenda: Strange;

Second: Shipps

Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Six ayes, motion passes

Motion to amend Resolution 173-2016 to \$60 instead of \$90: Shipps; Second Strange

Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Six ayes, motion passes.

Motion to approve the consent agenda items (add “as amended” if needed): Hughes Second: Strange

Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Six ayes, motion passes.

**COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT:**

<b>Mayor, member, or official</b>	<b>Department</b>
Councilman Zappa	Planning , Engineering, & Public Works
New Borough Hall finishing up, gas hookup, Cregar Road proceeding with phase 5 using money from phase 6 to cover the difference, Street Scape report needs more information for the Department of Transportation, walking path, County paving Rt. 513, Department of Works has been rebuilding storm water basins, DPW reading meters, cutting fields, pot holes, equipment repairs, trash pickup, recycling, getting ready for leaf pickup, PSA sign ups	
Councilwoman Hughes	Public Health, Environmental, Solid Waste / Recycling, & Open Space
Estimates for slate roof at Solitude House, C&H attending talks about preservation, Historic talks continuing, broken windows and a volunteer is available to fix them with supervision, Environmental Committee thanked for flower pots and getting certified, lost water jugs, Green Team award given for Hunterdon Sustainable New Jersey, 3000lbs shredded at document shredding event	
Councilman LoIacono	<del>Economic Development &amp; Cultural/Heritage</del>
Attended the Emergency Planning meeting, thanked Nancy for putting together the information for C&H, visited Lot 32 to visit residents	
Councilman Strange	Emergency Services, Municipal Court, & Recreation
F.D. statistics reviewed, hydrants being inspected, F.D. golf outing planned, P.D. statistics reviewed, misc. repairs completed, preventative maintenance completed, body worn cameras continue to be set up and grants sought for this, leaking air conditioning and mold testing has been repaired, summer recreation program ending with good success,	
Councilwoman Shipps	Golf and Special Events
No statistics for golf course at this time, Events Committee meeting held and Salsa Night has been rained out but will be rescheduled, movies in the park was a success, concert in the park had over 500 people, folk fest at the end of the month, Oz Mania and 5k in the future, 2016 Economic Development Committee goals, bike vendor, updating the website, solicitation brochure updates, newsletter planning for end of year and two newsletters for next year, RFP out for website vendor, newsletter cost and implementation	
Councilman Stemple	Finance, Utilities, & Education
Sale of water system, august 15th is limit to get question about sale of water system on to the ballot to be treated as a binding referendum	
Michael Pappas	Administrator
Water pre-bid meeting, Cregar Road pre-construction meeting attended, attended the meetings of EDC and Events	
Mayor Mark Desire	Executive Services
Final copy of the staffing study discussed, Cregar Road phase 5, Community Day	

**WRITTEN COMMUNICATIONS:**

- A.** Finance Recycling Tonnage Report
- B.** Sewer hookup request – 32 Silverthorne Rd.
- C.** Solitude House Reservation Application (draft) and Fee schedule (draft)
- D.** ALNA Construction communication
- E.** Phoenix Advisors proposal communication
- F.** Veteran’s property tax deduction letter
- G.** SoilSafe invoice

**H.** CDM Smith communication – 100 W Main soil and groundwater letter

**I.** County Engineer letter – bridge replacement

**PUBLIC COMMENTS: 1 minute per person - None**

**LEGAL ISSUES:** None

**BILL LIST:**

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$2,609,870.72**

Motion to approve bill list: LoIacono, Second: Strange

Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Councilwoman Shipps abstains from any Police Department related items.

Councilman Stemple

Six ayes, motion passes

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**

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

Motion to adjourn: Hughes, Second: LoIacono

Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Six ayes, motion passes.

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**Next Council meeting: August 11, 2016, 7:30 pm - Fire House, 7 Maryland Ave., High Bridge, NJ.**

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**Introduction** April 28, 2016  
**Publication (summary)**  
**Planning Board** May 16, 2016 - tabled  
**Possible Adoption** June 9, 2016 - tabled  
**Adoption** August 11, 2016 (*Tentative*)  
**Publication (Title)**

**Ordinance 2016-19 Amended  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**Amending Zoning Map and Land Use Ordinance  
To Extend Boundaries of R-4 High Density Residential Zone  
To Include Additional Lots**

**WHEREAS**, the Land Use Ordinance and Zoning Map designate certain properties in the “G” Permanently Dedicated Open Space zone and “DB” Downtown Business zone that neighbor the R-4 High Density Residential zone; and

**WHEREAS**, the properties are of a character that should be considered for inclusion in the R-4 zone.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey, as follows:

1. The Official Zoning Map of the Borough is hereby amended in order to remove the following properties from the “DB” zoning district and to include the properties in the “R-4” zoning district.

Block 7, Lots 1, 2, 3

Block 10, Lots 1, 2, 3, 4, 5

Block 19, Lots 62.01, 63, 66, 67, 69, 70, 71, 72, 73, 74

2. Chapter 145 of the Code of the Borough of High Bridge, “Land Use and Development” (2005), Section 202 entitled “Zoning Map,” is hereby amended and supplemented so that it shall now reference that an amendment to the Official Zoning Map of the Borough of High Bridge has been effectuated with the adoption of this Ordinance.

3. All other Ordinances or parts of Ordinances inconsistent herewith are hereby amended only as to such inconsistency.

4. In the event that any portion of this Ordinance is found to be invalid for any reason by any court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the

remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

5. This Ordinance shall take effect upon final passage and publication in accordance with the law, and upon filing a certified copy thereof with the Hunterdon County Planning Board.

Introduction  
Adoption

July 14, 2016 (tentative)  
August 11, 2016 (tentative)

**ORDINANCE #2016-23  
BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**ORDINANCE PROVIDING FOR A SPECIAL EMERGENCY APPROPRIATION IN THE AMOUNT OF \$7,000.00 BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, IN THE STATE OF NEW JERSEY, TO FUND REVISION AND CODIFICATION OF ORDINANCES**

WHEREAS, N.J.S.A. 40A:4-53 provides that it shall be lawful to make a special emergency appropriation to finance the cost of expenses associated with the codification of ordinances; and

WHEREAS, the amount of \$7,000.00 has been determined as the amount needed to pay for the costs for work to be performed by General Code in the revision and codification of ordinances;

WHEREAS, the special emergency appropriation shall be provided for in succeeding annual budgets by the inclusion of at least 1/5 of the amount authorized pursuant to this act (N.J.S. 40A:4-55)

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED, BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY AS FOLLOWS:** *(not less than two-thirds of all governing members thereof affirmatively concurring):*

- SECTION 1. Pursuant to N.J.S.A 40A:4-53, the Borough has determined and hereby authorizes a special emergency appropriation in the amount of \$7,000.00 for revision and codification of ordinances.
- SECTION 2. A certified copy of the Ordinance, as finally adopted, shall be filed with the Director of the Division of Local Government Services.
- SECTION 3. This Ordinance shall be effective upon adoption at the second reading, approval and publication in accordance with the law.

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

**Award of Contract – Street Sweeping**

**NUMBER: 180-2016**

**DATE: pending**

**WHEREAS**, the Borough of High Bridge is in need of Street Sweeping Services, and

**WHEREAS**, quotes were received as follows:

Reilly Sweeping	\$960.00 / per 8 hours
C&L Sweeper Services	\$1,038.33 / per 8 hours

**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 approve that the contract be awarded to Reilly Sweeping at a cost of \$960.00 per 8 hours.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: DPW – Road Materials. 10529052 – not to exceed \$3,000.00



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Authorize 92 Cregar to Connect to the Water System**

**NUMBER: 181-2016**

**ADOPTED: pending**

**WHEREAS**, a request has been made to connect to the High Bridge water system from the common address of 92 Cregar Road, and

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

**WHEREAS**, an initial review of the plan has been completed by the Director of Public works, and

**NOW, THEREFORE, BE IT REOLVED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby authorizes the owners of 92 Cregar Road to connect to the Borough's water system provided all permits are filed, fees paid, and application approved.

**ATTEST:**

Adam Young  
Acting Municipal Clerk

Mark Desire  
Mayor

Resolution 183-2016 in production.

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

**Amending Approval of Recreation fees: Resolution 38-2016**

**NUMBER: 184-2016**

**ADOPTED: pending**

**NOW THEREFORE BE IT RESOLVED** The Mayor and Council of the Borough of High Bridge set the fees for Recreation Field Usage, Programs, and Equipment as listed

Fee schedule.

A. All group organizations requesting use of the ball fields at Union Forge Park in the Borough of High Bridge will be charged a flat fee based on the following criteria:

- (1) Sport type (soccer, lacrosse, etc.).
- (2) Youth or adult.
- (3) Resident based, nonresident based, percentage of both.
- (4) Hours per day per week, per season.
- (5) Games and or practices.
- (6) Environmental type (large program compared to smaller venue, registration fees charged by organizations).
- (7) Spectator, audience, parking and garbage consideration.
- (8) Anticipated wear and tear of turf grass and surrounding park facilities.
- (9) Nonprofit vs. profit or private organizations.

B. Fees are based on the anticipated amount of use and abuse an organization will bring to the fields, replenishing materials and general maintenance of the existing turf grass:

- (1) Adult softball: \$3,750.
- (2) Huskie football: \$6,000.
- (3) Youth soccer: \$3,000.
- (4) Youth baseball: \$20 per field, per two hours.
- (5) Voorhees HS baseball: fees waived due to field prep agreement.
- (6) HB Middle School baseball/softball: fees waived.

C. Programs:

- (1) Summer recreation:
  - (a) One week: \$60.
  - (b) Two weeks: \$90.
  - (c) First two campers in family: full price; third camper and more: free.
- (2) Winter baseball:
  - (a) Per session: \$20.

D. Recreation Committee equipment, rental charges:

- (1) Popcorn machine – popcorn included up to 10 bags: \$40.
- (2) Snow cone machines: \$20.
- (3) Popcorn supplies: \$1.50 per bag of kernels.
- (4) Snow cone, cups and syrup range from: \$15 to \$25.

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

**NUMBER: 185-2016**

**ADOPTED: pending**

**Approval of Addition to Special Events fees for 2016**

**WHEREAS**, the Special Events Committee would like to have a Workshop during the Plein Air Paint Out in which a Registration fee would be required, and

**WHEREAS**, Section F, (2) (a) shall designate the fee to be collected for such event.

**NOW, THEREFORE BE IT RESOLVED** The Mayor and Council of the Borough of High Bridge set the fees for Special Events Programs as listed with the addition to **E. Community Day**

Fee schedule.

**Annual Sponsorship Packages**

Premier Sponsor: \$10,000

Gold Sponsor: \$5,000

Silver Sponsor: \$2,500

Bronze Sponsor: \$1,250

**F. Plein Air**

(1) Sponsorships

(a) Title Sponsor: \$3,000

(b) Gold Sponsor: \$200

(c) Silver Sponsor: \$100

(e) Bronze Sponsor: \$50

(2) Registration fees: \$25 per artist

(a) workshop: \$30 per artist

(3) Prize Sponsorships

(a) First Prize Sponsor \$1,000

(b) Second Prize Sponsor \$500

(c) Third Prize Sponsor \$300

**ATTEST:**

Adam Young  
Acting Municipal Clerk

Mark Desire  
Mayor

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

**NUMBER: 186-2016**

**ADOPTED: pending**

**RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$2,600,000 OF GENERAL OBLIGATION REFUNDING BONDS OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY OR SUCH OTHER AMOUNT AS DETERMINED BY THE CHIEF FINANCIAL OFFICER TO ACCOMPLISH THE REFUNDING ON THE TERMS REQUIRED BY THE LOCAL FINANCE BOARD PURSUANT TO *N.J.A.C. 5:30-2.5* AND CONSISTENT WITH THE REFUNDING PROVISIONS OF THE INTERNAL REVENUE CODE AND PROVIDE FOR THE SALE AND DELIVERY OF SUCH BONDS TO ROOSEVELT & CROSS, INCORPORATED.**

BE IT RESOLVED BY THE BOROUGH COMMON COUNCIL OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. An amount not to exceed \$2,600,000 General Obligation Refunding Bonds of the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough") (the "Bonds") (the specific par amount to be determined as provided herein) and as more fully described in a refunding bond ordinance, finally adopted by the Borough pursuant to the Local Bond Law on March 31, 2016, and entitled, "Refunding Bond Ordinance of the Borough of High Bridge, in the County of Hunterdon, New Jersey, Providing for the Current Refunding of All or a Portion of Certain General Obligation Refunding Bonds, Series 2006, Appropriating \$2,600,000 Therefor and Authorizing the Issuance of Not to Exceed \$2,600,000 General Obligation Refunding Bonds of the Borough for Financing the Cost Thereof" shall be issued in one series as designated above as "Refunding Bonds"

(the "Bonds"). (A single series is being authorized because the golf course no longer operates as a utility.)

Section 2. The Bonds are hereby authorized to be sold to Roosevelt & Cross, Incorporated (the "Underwriter") at a purchase price determined by the parameters set forth below and otherwise consistent with the parameters set by the Local Finance Board in the Department of Community Affairs, State of New Jersey (the "Local Finance Board") pursuant to *N.J.A.C. 5:30-2.5* (the "LFB Refunding Parameters"):

- (a) the principal amount of the aggregate amount of the Bonds does not exceed \$2,600,000;
- (b) the net present value savings is at least three percent;
- (c) the debt service on the Bonds shall be structured such that no annual debt service payment is more than the annual debt service payment on the Refunded Bonds (as defined herein) in the same year;
- (d) the final year of maturity of the Bonds does not exceed the final year of maturity of the Refunded Bonds (as defined herein);
- (e) the debt service savings are substantially level in each year across the life of the refunding;
- (f) the true interest cost of the Bonds does not exceed an interest rate that would enable the Borough to complete the refunding within the LFB Refunding Parameters; and
- (g) the Underwriter's discount does not exceed the amount referenced in Exhibit A attached hereto.

Section 3. The Chief Financial Officer is hereby authorized and directed, without further authorization, to enter into and execute a purchase contract (the "Purchase Contract") on behalf of

the Borough with the Underwriter in the form satisfactory to bond counsel to the Borough and upon terms consistent with the above parameters. Upon execution of the Purchase Contract, the signature of the Mayor and/or the Chief Financial Officer shall be conclusively presumed to evidence any necessary approvals for the sale of the Bonds. If the Chief Financial Officer, after consultation with the Underwriter, determines that the above parameters cannot be satisfied in the present market, the Bonds shall not be sold until such time as said parameters may be amended, in whole or in part, or a sale on different terms is otherwise approved by resolution of this Borough Common Council.

Section 4. (a) The Bonds shall be issued in the par amounts consistent with the parameters set forth in Section 2 hereof and determined by the Chief Financial Officer to be necessary to pay costs of issuance and to provide an escrow fund that, when invested, will be sufficient to provide for the timely payment of the principal and redemption premium, if any, and interest on the following:

(i) all or a portion of the \$550,500 of the outstanding principal amount of the Borough's General Improvement Refunding Bonds, Series 2006, dated February 8, 2006, originally issued in the aggregate principal amount of \$1,104,000, which outstanding principal amount matures on December 1 in each of the years 2017 through 2022, inclusive, (the "Refunded General Improvement Refunding Bonds"); and

(ii) all or a portion of the \$1,949,500 of the outstanding principal amount of the Borough's Golf Course Utility Refunding Bonds, Series 2006, dated February 8, 2006, originally issued in the aggregate principal amount of \$4,156,000, which outstanding principal amount matures on December 1 in each of the years 2017 through 2022, inclusive, (the "Refunded Golf Course Utility Refunding Bonds" and, together with the Refunded General Improvement Refunding Bonds, the "Refunded Bonds").

(b) The Bonds shall be dated and shall bear interest at the rates per annum as the Chief Financial Officer shall determine.

(c) The Bonds shall be numbered and have such prefix or prefixes as determined necessary by the Chief Financial Officer and be sold and issued with such serial maturities or with such term bond maturities payable from mandatory sinking fund payments made by the Borough as determined in the Purchase Contract.

(d) The Bonds shall mature in each of the years 2016 to 2022, inclusive, or such other years deemed consistent with the LFB Refunding Parameters and in the principal amounts as may be determined by the Chief Financial Officer and shall bear interest on the dates as may be determined by the Chief Financial Officer.

(e) The Bonds shall have redemption provisions as are set forth in the Purchase Contract.

(f) The Bonds will be issued in fully registered form. One certificate shall be issued for the aggregate principal amount of each series of Bonds maturing in each year. Both principal of and interest due on the Bonds will be payable in lawful money of the United States of America. Each certificate will be registered in the name of CEDE & Co., as nominee of The Depository Trust Company, New York, New York, which will act as securities depository (the "Securities Depository"). The certificates will be on deposit with the Securities Depository. The Securities Depository will be responsible for maintaining a book-entry system for recording the interests of its participants or the transfers of the interests among its participants. The participants will be responsible for maintaining records recording the beneficial ownership interests in the Bonds on behalf of individual purchasers. Individual purchases may be made in the principal amount of \$5,000 or any integral multiple thereof through book-entries made on the books and the records of the Securities Depository and its participants except that an amount maturing in any one year in

excess of the largest principal amount thereof equaling a multiple of \$5,000 will be in the denominations of \$1,000 or any integral multiple thereof.

(g) The principal of and the interest due on the Bonds will be paid to the Securities Depository by the Borough on the respective maturity dates and due dates and will be credited on the respective maturity dates and due dates to the participants of the Securities Depository as listed on the records of the Securities Depository as of the 15th next preceding each maturity date (the "Record Dates" for the Bonds). The Bonds shall be executed by the manual or facsimile signatures of the Mayor and the Chief Financial Officer under the official seal of the Borough (or facsimile thereof) affixed, printed, engraved or reproduced thereon and attested by the manual signature of the Clerk.

Section 5. The Bonds shall be substantially in the following form with such additions, deletions and omissions as may be necessary for the Borough to market the Bonds:

**REGISTERED  
NUMBER \_\_\_ - \_\_\_\_\_**

**REGISTERED  
\$ \_\_\_\_\_**

**UNITED STATES OF AMERICA  
STATE OF NEW JERSEY  
COUNTY OF HUNTERDON**

**BOROUGH OF HIGH BRIDGE**

**\_\_\_\_\_ REFUNDING BOND**

PRINCIPAL AMOUNT:

DATED DATE:

MATURITY DATE:

INTEREST PAYMENT DATES:

INITIAL INTEREST PAYMENT DATE:

RATE OF INTEREST PER ANNUM:

CUSIP NUMBER:

BOROUGH OF HIGH BRIDGE, in the County of Hunterdon, New Jersey (the "Borough") hereby acknowledges itself indebted and for value received promises to pay to CEDE & Co., as nominee of The Depository Trust Company, which will act as Securities Depository, on the MATURITY DATE, the PRINCIPAL AMOUNT, and to pay interest on such sum from the DATED DATE of this bond until the MATURITY DATE at the RATE OF INTEREST PER ANNUM semiannually on the INTEREST PAYMENT DATES in each year until maturity, commencing on the INITIAL INTEREST PAYMENT DATE. Interest on this bond will be paid to the Securities Depository by the Borough and will be credited to the participants of the Securities Depository as listed on the records of the Securities Depository as of the 15<sup>th</sup> day prior to each INTEREST PAYMENT (the "Record Dates" for such payments). Principal of this bond, upon presentation and surrender to the Borough will be paid to the Securities Depository by the Borough and will be credited to the participants of The Depository Trust Company.

This bond is not transferable as to principal or interest. The participants are responsible for maintaining the records regarding the beneficial ownership interest in the bonds on behalf of the individual purchasers except to an authorized nominee of the Securities Depository. The Securities Depository shall be responsible for maintaining the book-entry system for recording the interests of its participants or the transfers of the interests among its participants.

[The bonds of this issue maturing prior to \_\_\_\_ \_\_, 20\_\_, are not subject to optional redemption prior to their stated maturities. The bonds of this issue maturing on or after \_\_\_\_ \_\_, 20\_\_ are redeemable at the option of the Borough in whole or in part on any date on or after \_\_\_\_ \_\_, 20\_\_ at 100% of the principal amount outstanding (the "Redemption Price") plus interest accrued to the date of redemption upon notice as required herein.

Notice of Redemption shall be given by mailing by first class mail in a sealed envelope with postage prepaid to the registered owners of the bonds not less than thirty (30) days, nor more than sixty (60) days prior to the date fixed for redemption. Such mailing shall be to the owners of such bonds at their respective addresses as they last appear on the registration books kept for that purpose by the Borough or a duly appointed Bond Registrar. Any failure of the depository to advise any of its participants or any failure of any participant to notify any beneficial owner of any Notice of Redemption shall not affect the validity of the redemption proceedings. If the Borough determines to redeem a portion of the bonds prior to maturity, the bonds to be redeemed shall be selected by the Borough; the bonds to be redeemed having the same maturity shall be selected by the Securities Depository in accordance with its regulations.

So long as CEDE & Co., as nominee of the Securities Depository, is the registered owner of the Bonds, the Borough shall send redemption notices only to CEDE & Co.

If Notice of Redemption has been given as provided herein, the bonds or the portion thereof called for redemption shall be due and payable on the date fixed for redemption at the Redemption Price, together with accrued interest to the date fixed for redemption. Interest shall cease to accrue on the bonds after the date fixed for redemption and no further interest shall accrue beyond the redemption date. Payment shall be made upon surrender of the bonds redeemed.

As long as The Depository Trust Company is the securities depository for the Bonds as provided herein, the procedures of The Depository Trust Company will determine the method of selection for redemption within a maturity. Otherwise, it will be by lot or by a similar method.]

[This bond is not subject to optional redemption prior to its stated maturity.]

This bond is one of an authorized issue of bonds and is issued pursuant to the Local Bond Law of the State of New Jersey, a refunding bond ordinance of the Borough, finally adopted March 31, 2016, and entitled, "Refunding Bond Ordinance of the Borough of High Bridge, in the County of Hunterdon, New Jersey, Providing for the Current Refunding of All or a Portion of Certain General Obligation Refunding Bonds, Series 2006, Appropriating \$2,600,000 Therefor and Authorizing the Issuance of Not to Exceed \$2,600,000 General Obligation Refunding Bonds of the Borough for Financing the Cost Thereof" and a resolution of the Borough adopted August 11, 2016.

The full faith and credit of the Borough are hereby irrevocably pledged for the punctual payment of the principal of and the interest on this bond according to its terms.

It is hereby certified and recited that all conditions, acts and things required by the constitution or the statutes of the State of New Jersey to exist, to have happened or to have been

performed precedent to or in the issuance of this bond exist, have happened and have been performed and that the issue of bonds of which this is one, together with all other indebtedness of the Borough, is within every debt and other limit prescribed by such constitution or statutes.

IN WITNESS WHEREOF, the Borough has caused this bond to be executed in its name by the manual or facsimile signatures of its Mayor and its Chief Financial Officer, its corporate seal to be hereunto imprinted or affixed, this bond and the seal to be attested by the manual or facsimile signature of its Clerk and this bond to be dated the DATED DATE as specified above.

BOROUGH OF HIGH BRIDGE

By \_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_  
Acting Clerk

By: \_\_\_\_\_  
Chief Financial Officer

Section 6. The law firm of McManimon, Scotland & Baumann, LLC is authorized to arrange for the printing of the Bonds. The proper officials of the Borough are hereby authorized and directed to execute the Bonds and to deliver them to the Underwriter upon receipt of payment therefor.

Section 7. The Bonds shall have printed thereon a copy of the written opinion with respect to the Bonds that is to be rendered by the law firm of McManimon, Scotland & Baumann, LLC, complete except for omission of its date. The Clerk is hereby authorized and directed to certify the truth and the correctness of the copy of such opinion by executing on each of the Bonds by facsimile signature a certificate in form satisfactory to that law firm and to file a signed duplicate of such written opinion in the Clerk's office. Alternatively, each Bond may be accompanied by the signed legal opinion or copy thereof.

Section 8. The Bonds are being issued to refund the Refunded Bonds. The Chief Financial Officer shall take all steps necessary to call the Refunded Bonds on the first available call date at the applicable redemption price, deposit the proceeds of the Bonds with a bank for the purpose of defeasing the Refunded Bonds, invest the proceeds of the Bonds for this purpose and assist with the redemption of the Refunded Bonds. The Chief Financial Officer is hereby authorized to enter into an agreement with a bank (the "Escrow Deposit Agreement") to effectuate the purpose of this Section 8.

Section 9. The Borough hereby approves the preparation and the distribution of the Preliminary Official Statement on behalf of the Borough in the form approved or to be approved by the Chief Financial Officer. Such Official Statement may be distributed in preliminary form and deemed final for purposes of Rule 15c2-12 of the Securities and Exchange Commission on behalf of the Borough by the Mayor or the Chief Financial Officer. The Preliminary Official Statement shall

be prepared in final form in connection with the issuance of the Bonds and the Mayor and/or the Chief Financial Officer of the Borough are authorized to execute any certificates necessary in connection with the distribution of the Official Statement. Final Official Statements shall be delivered to the Underwriter of the Bonds within the earlier of seven business days following the sale of the Bonds or to accompany the Underwriter's confirmations that request payment for the Bonds.

Section 10. The Chief Financial Officer is hereby authorized to make representations and warranties, to enter into agreements and to make all arrangements with the Securities Depository, as may be necessary in order to provide that the Bonds will be eligible for deposit with the Securities Depository and to satisfy any obligation undertaken in connection therewith.

Section 11. In the event that the Securities Depository may determine to discontinue providing its service with respect to the Bonds or is removed by the Borough and if no successor Securities Depository is appointed, the Bonds which were previously issued in book-entry form shall be converted to Registered Bonds (the "Registered Bonds") in denominations of \$5,000, or any integral multiple thereof, except that an amount maturing in any one year in excess of the largest principal amount thereof equaling a multiple of \$5,000 will be in denominations of \$1,000, or any integral multiple thereof. The beneficial owner under the book-entry system, upon registration of the Bonds held in the beneficial owner's name, will become the registered owner of such Registered Bonds. The Borough shall be obligated to provide for the execution and delivery of the Registered Bonds in certificate form.

Section 12. The Borough hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on Bonds, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Bonds, if necessary.

Section 13. Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the following requirements in accordance with paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the Borough shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof:

(a) On or prior to 270 days from the end of each fiscal year, beginning with the fiscal year ending December 31 of the year in which the Bonds are issued, to the Municipal Securities Rulemaking Board through the Electronic Municipal Market Access Dataport (the "MSRB") annual financial information with respect to the Borough consisting of the audited financial statements (or unaudited financial statements if audited financial statements are not then available, which audited financial statements will be delivered when and if available) of the Borough and certain financial information and operating data consisting of (i) Borough and overlapping indebtedness including a schedule of outstanding debt issued by the Borough, (ii) property valuation information, and (iii) tax rate, levy and collection data. The audited financial information will be prepared in accordance with modified cash accounting as mandated by State of New Jersey statutory principles in effect from time to time or with generally accepted accounting principles as modified by governmental accounting standards as may be required by New Jersey law and shall be filed electronically and accompanied by identifying information with the National Repository;

(b) in a timely manner not in excess of ten business days after the occurrence of the event, to the MSRB notice of any of the following events with respect to the Bonds (herein "Material Events"):

(1) Principal and interest payment delinquencies;

- (2) Non-payment related defaults, if material;
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) Substitution of credit or liquidity providers, or their failure to perform;
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (7) Modifications to rights of security holders, if material;
- (8) Bond calls, if material, and tender offers;
- (9) Defeasances;
- (10) Release, substitution, or sale of property securing repayment of the securities, if material;
- (11) Rating changes;
- (12) Bankruptcy, insolvency, receivership or similar event of the obligated person;
- (13) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subparagraph (12) above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

(c) in a timely manner to the MSRB notice of failure of the Borough to provide required annual financial information on or before the date specified in this resolution.

(d) If all or any part of the Rule ceases to be in effect for any reason, then the information required to be provided under this resolution, insofar as the provisions of the Rule no longer in effect required the provision of such information, shall no longer be required to be provided.

(e) The Chief Financial Officer shall determine, in consultation with Bond Counsel, the application of the Rule or the exemption from the Rule for each issue of obligations of the Borough prior to their offering. Such officer is hereby authorized to enter into additional written contracts or undertakings to implement the Rule and is further authorized to amend such contracts or undertakings or the undertakings set forth in this resolution, provided such amendment is, in the opinion of nationally recognized bond counsel, in compliance with the Rule.

(f) In the event that the Borough fails to comply with the Rule requirements or the written contracts or undertakings specified in this certificate, the Borough shall not be liable for monetary damages. The sole remedy is hereby specifically limited to specific performance of the Rule requirements or the written contracts or undertakings therefor.

(g) The undertaking may be amended by the Borough from time to time, without the consent of the Bondholders or the beneficial owners of the Bonds, in order to make modifications required in connection with a change in legal requirements or change in law, which in the opinion of nationally recognized bond counsel complies with the Rule.

Section 14. There can be no assurance that there will be a secondary market for the sale or purchase of the Bonds. Such factors as prevailing market conditions, financial condition or market position of firms who may make the secondary market and the financial condition of the Borough may affect the future liquidity of the Bonds.

Section 15. The Mayor, the Chief Financial Officer, the Clerk and other appropriate representatives of the Borough are hereby authorized to take all steps necessary to provide for the issuance of the Bonds and the refunding of the Refunded Bonds, including preparing and executing such agreements and documents on behalf of the Borough, satisfying in full the requirements of notice of redemption of the Refunded Bonds and taking all steps necessary or desirable to implement this resolution, such agreements and documents as may be necessary and appropriate and the transactions contemplated thereby.

Section 16. The Chief Financial Officer is hereby authorized and directed to submit to the Local Finance Board, within ten days of the issuance of the Bonds, the items set forth in section (b) of N.J.A.C. 5:30-2.5.

Section 17. The Mayor and/or Chief Financial Officer are each hereby authorized and directed to pay all costs of issuance in connection with the sale of the Bonds pursuant to a certificate of the Mayor and/or Chief Financial Officer to be executed upon delivery of the Bonds, each such cost in an amount not to exceed the amount set forth in Exhibit A attached hereto or, if in any greater amount, only upon the prior approval of the Borough in accordance with the customary procedure for approval and payment of bills.

Section 18. This resolution shall take effect immediately.

The foregoing resolution was adopted by the following vote:

AYES:

NAYS:

Exhibit A

Authorized Costs of Issuance

McManimon, Scotland & Baumann, LLC, as Bond Counsel	\$12,000.00
Roosevelt & Cross, Incorporated, as Underwriter	\$6.00/bond
Ardito & Co, LLP, as Auditor	\$5,000.00
Gibbons P.C., as Underwriter's Counsel	\$5,000.00
Phoenix Advisors, LLC, as Financial Advisor	\$12,500.00
Verification Agent (To Be Determined)	\$3,500.00
Standard & Poor's Ratings Services, as Rating Agency	\$11,000.00
McElwee & Quinn LLC, as Printer	\$2,500.00
Escrow Agent (To Be Determined)	\$2,500.00
Bond Insurance	*
Miscellaneous	\$5,000.00

\*To the extent the Underwriter determines that the purchase of a bond insurance policy results in a lower interest rate on the Bonds and produces a savings which is greater than the cost of such bond insurance policy, the Underwriter is authorized to purchase such bond insurance policy to raise the credit rating on the Bonds, lower the interest rate on the Bonds and increase the total net debt service savings produced by the refunding.

**CERTIFICATE**

I, Adam Young, Deputy Clerk of Borough of High Bridge, in the County of Hunterdon, State of New Jersey (the "Borough"), HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the governing body of the Borough duly called and held on August 11, 2016 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of the governing body and is a true, complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Borough this \_\_\_\_ day of August, 2016.

---

Adam Young, Acting Clerk

(SEAL)

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

**Approve High Bridge Youth Soccer Field Reservation**

**NUMBER: 187-2016**

**ADOPTED: pending**

**WHEREAS**, the High Bridge Youth Soccer program has made a request to use Union Forge Field from August 13<sup>th</sup>, 2016 to November 20<sup>th</sup>, 2016 for the youth soccer program,

**NOW, THEREFORE, BE IT REOLVED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby approves the use of Union Forge Field for the use stated above.

**ATTEST:**

Adam Young  
Deputy Municipal Clerk

Mark Desire  
Mayor

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

**NUMBER: 188-2016**

**ADOPTED: pending**

**APPROVAL OF TEMPORARY FOOD HANDLERS PERMIT FOR THE SPECIAL  
EVENTS COMMITTEE**

**WHEREAS**, the Special Events Committee has applied to the Borough of High Bridge for a Temporary Food Handlers permit to distribute food for the BBQ competition,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey approve of the Temporary Food Handlers permit for the High Bridge Special Events Committee for the BBQ competition to be held on September 17, 2016.

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Municipal Acting Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**NUMBER: 189-2016**

**ADOPTED: pending**

**WHEREAS**, Jonathan Leili of 33 Main St, Apt 2, High Bridge, NJ, has made application to be a member of the NJ. State Firemen's Association, and

**WHEREAS**, Jonathan Leili has undergone the required physical examination,

**NOW, THEREFORE, BE IT REOLVED** by the Council President and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey and approved by the Mayor, that Jonathan Leili be admitted to active membership in the NJ State Firemen's Association.

ATTEST:

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

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

**RESOLUTION 190-2016**

**ADOPTED: pending adoption**

**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 2016 in the sum of \$300.00, which is now available as a revenue from Miscellaneous Revenues Section F: Public and Private Revenues Offset with Appropriations: Click It or Ticket Grant Fund. Pursuant to the provision of the statute, and

**BE IT FURTHER RESOLVED** that the like sum of \$300.00 is hereby appropriated under the caption Public and Private Programs Offset by Revenues: Click It or Ticket Grant Fund.

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**FORM OF SPECIAL EMERGENCY RESOLUTION – NJS 4A:4-53, 54, 55.1  
AND 55.13**

**RESOLUTION 191-2016**

**ADOPTED: pending**

**WHEREAS**, it has been found necessary to make an Emergency Appropriation to meet certain extraordinary expenses incurred, or to be incurred, by Codification of Ordinances and,

**WHEREAS**, NJS40A:4-53 provides that it shall be lawful to make such appropriation, which appropriation shall be provided for in succeeding annual budgets by the inclusion of an appropriation of at least one-fifth of the amount authorized pursuant to this act.

**NOW, THEREFORE BE IT RESOLVED**, (by not less than two-thirds of all governing body members affirmatively concurring) that in accordance with the provisions of NJS 40A:4-55:

1. An emergency appropriation is hereby made for Codification of Ordinances in the total amount of \$7,000.00.
2. That the emergency appropriation shall be provided for in the budgets of the next succeeding years by the inclusion of not less than \$1,4000.00 (must be one-fifth of the total amount).
3. That the statement required by the Local Finance Board has been filed with the Clerk and a copy will be transmitted to the Director of the Division of Local Government Services.
4. That two (2) certified copies of this resolution will be filed with the Director of the Division of Local Government Services; however, no approval is required from the Division.

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

**AUTHORIZATION TO ACCEPT LAKE SOLITUDE DAM INSPECTION  
REPORT, OPERATION AND MAINTENANCE MANUAL AND  
EMERGENCY ACTION PLAN**

**RESOLUTION 192-2016**

**ADOPTED: pending**

**WHEREAS**, Resolution 96-2016 dated March 17, 2016 awarded a Professional Service Contract to French & Parello Associates-Adjunct Engineer, and;

**WHEREAS**, a proposal for 2016 Regular Inspection of Lake Solitude Dam and Updating of the Operation and Maintenance Manual and Emergency Action Plan for the Dam was signed by the Mayor on June 6, 2016; and

**WHEREAS**, a draft copy of the report has been made available to Mayor and Council, as well as the OEM Coordinator, DPW Director, and Chief of Police for review and found to be acceptable by all parties involved;

**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, to accept the Dam Inspection Report, and an updated Operation and Maintenance Manual and an updated Emergency Action Plan as prepared by Chris Marx, Adjunct Engineer for French & Parrello Associates, for submittal to the NJ Department of Environmental Protection-Bureau of Dam Safety and Flood Control.

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

**Award of Contract – Replacement of Dump Body**

**NUMBER: 193-2016**

**DATE: pending adoption**

**WHEREAS**, the Borough DPW is in need of repairing an F550 dump body, and

**WHEREAS**, quotes were received as follows:

Cliffside Body Corp	\$10,965.00
A & K Equipment Company	\$12,745.00
Tri-Star Truck Body	\$14,100.00

**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 approve that the contract be awarded to Cliffside Body Corp at a cost of \$10,965.00.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from:

<u>DPW – OE – Vehicle Repair #10529028</u>	<u>\$2,655.00</u>
<u>Water – OE – Vehicle Repair #60510028</u>	<u>\$2,655.00</u>
<u>Sewer – OE – Vehicle Repair #62510028</u>	<u>\$2,655.00</u>
<u>Reserve – Insurance Claims #10141008</u>	<u>\$3,000.00</u>



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Award of Contract – Academy St. Overlay**

**NUMBER: 194-2016**

**DATE: pending adoption**

**WHEREAS**, the Borough is in need of overlay on Academy Street, and

**WHEREAS**, quotes were received by the Engineer’s office as follows:

DeSantis	\$14,235.00
JTG	\$17,875.00
Top Line	unresponsive
Black Rock	unresponsive
S. Brothers	unresponsive

**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 approve that the contract be awarded to DeSantis at a cost of \$14,235.00.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Capital – General Road Repairs #309505 \$14,235.00



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Award of Contract – Police Vehicle Maintenance**

**NUMBER: 195-2016**

**DATE: pending adoption**

**WHEREAS**, the Borough of High Bridge went out to bid for Police Vehicle Maintenance, and

**WHEREAS**, the results of the bid opening were as follows:

Eastside Service	\$75.00/hr labor
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**WHEREAS**, Eastside Service had the lowest labor price per hour of \$75.00, and

**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 approve the award of contract to Eastside Service effective August 19, 2016.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Police – Vehicle Repairs #10524028 – not to exceed \$18,000.00



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Award of Contract – Excavation – As Needed**

**NUMBER: 196 -2016**

**DATE: pending adoption**

**WHEREAS**, the Borough of High Bridge went out to bid for As Needed Excavation Services, and

**WHEREAS**, the results of the bid opening were as follows:

Penn Bower	\$ 91.00/hr labor
Reivax	\$110.00/hr labor

**WHEREAS**, Penn Bower had the lowest labor price per hour of \$91.00, and

**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 approve the award of contract to Penn Bower effective August 19, 2016.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from:

Water-O/E-Repairs/Contracts # 60510051 – not to exceed \$12,000.00

Sewer-O/E-Repairs/Contracts # 62510051 – not to exceed \$10,000.00



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Award of Contract – Website Maintenance**

**NUMBER: 197-2016**

**DATE: pending adoption**

**WHEREAS**, the Borough of High Bridge requested for proposals for Website Maintenance, and

**WHEREAS**, the results of the bid opening were as follows:

Direct Development	\$ 510.00/month
Elwood Studio	\$ 720.00/month
Flanigan Productions	\$ 995.00/month
Hunterdon Business Services	\$1,210.00/month

**WHEREAS**, Direct Development had the lowest price per month of \$510.00, and

**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 approve the award of contract to Direct Development.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Website – Maintenance #10511524 – not to exceed \$2,040.00 (Sept-Dec 2016)



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Award of Contract – Newsletter**

**NUMBER: 198-2016**

**DATE: pending adoption**

**WHEREAS**, the Borough of High Bridge requested for proposals for Newsletter Production, and

**WHEREAS**, the results of the bid opening were as follows:

Direct Development	\$ 50.00/hr
Flanigan Productions	\$ 75.00/hr
Elwood Studio	\$ 90.00/hr
Hunterdon Business Services	\$125.00/hr

**WHEREAS**, Direct Development had the lowest price per hour of \$50.00, and

**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 approve the award of contract to Direct Development.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Newsletter – Production #10511521 – not to exceed \$1,100.00 (one remaining issue 2016)



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

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

**Award of Contract – U.S. Municipal**

**NUMBER: 199-2016**

**DATE: pending adoption**

**WHEREAS**, the Borough of High Bridge needs to repair the Johnston VT650 Street Sweeper, and

**WHEREAS**, due to the proprietary nature of the equipment, only one quote was received:

U.S. Municipal	\$11,392.95
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**WHEREAS**, U.S. Municipal had the lowest price of \$11,392.95, and

**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 approve the award of contract to U.S. Municipal.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: DPW – Vehicle Repairs #10529028 – not to exceed \$12,000.00



Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Acting Municipal Clerk

\_\_\_\_\_  
Mark Desire  
Mayor

Borough of High Bridge  
Residential Sewer/Water Connection Application and Permit  
Utility Connection Request

Application Date \_\_\_\_\_

Permit No. \_\_\_\_\_

Permit Date \_\_\_\_\_

Owner Interstate Builders LLC  
Last First

Address 92 Cregar Road  
No. Street

Block 2 Lot 77 Qualifyer \_\_\_\_\_

Connection Requested: Water  Sewer

Filing to reserve Capacity for a Development	Y	N	<i>Circle one</i>
Number of Bedrooms <u>3</u>		Unit's Required	<u>300</u>
		3 + Bedroom	300 units
		2 Bedroom	225 units
		1 Bedroom	150 units
Other forms may be required Please check with Building official for any additional required permits.			

**For Municipal Use Only**

Water Connection Fee	\$	-	
Sewer Connection Fee	\$	-	
Total	\$	-	

\$2,360 per single unit  
\$1,890 per single unit  
Cash or Check # \_\_\_\_\_

	Y/N
Road Opening Permit	
Plumbing Permit	

\_\_\_\_\_  
Authorized Signature

CERTIFICATE OF DETERMINATION AND AWARD

I, Bonnie Fleming, Chief Financial Officer of the Borough of High Bridge, in the County of Hunterdon, New Jersey (hereinafter referred to as the "Borough"), HEREBY CERTIFY as follows:

1. I hereby determine to issue the \$192,650 Notes, consisting of a \$173,000 Bond Anticipation Note (the "Bond Anticipation Note") and a \$19,650 Water Utility Bond Anticipation Note (the "Water Utility Bond Anticipation Note" and, together with the Bond Anticipation Note, the "Notes") hereinafter described by virtue of the authority conferred upon me by the bond ordinances of the Borough referred to in the attached chart by reference to number, date of adoption and amount of bonds or notes authorized, such Notes to be issued in the amounts indicated in the charts.

**\$173,000 Bond Anticipation Note**

<u>TOTAL</u>		<u>NUMBER</u>	<u>DENOMINATION</u>
<u>PRINCIPAL</u>			
<u>AMOUNT:</u>	\$173,000	2016-01	\$173,000
<u>DATE:</u>	6/24/16		
<u>MATURITY:</u>	6/23/17		
<u>INTEREST</u>			
<u>RATE PER</u>			
<u>ANNUM:</u>	2.00%, payable at maturity		
<u>NET</u>			
<u>INTEREST</u>			
<u>COST:</u>	1.311086%		
<u>PLACE OF</u>			
<u>PAYMENT:</u>	Borough of High Bridge, New Jersey		
<u>CUSIP NO.:</u>	429646 FP2		

**\$19,650 Water Utility Bond Anticipation Note**

<u>TOTAL</u>		<u>NUMBER</u>	<u>DENOMINATION</u>
<u>PRINCIPAL</u>			
<u>AMOUNT:</u>	\$19,650	2016-02	\$19,650
<u>DATE:</u>	6/24/16		
<u>MATURITY:</u>	6/23/17		
<u>INTEREST</u>			
<u>RATE PER</u>			
<u>ANNUM:</u>	2.00%, payable at maturity		

NET

INTEREST

COST: 1.311086%

PLACE OF

PAYMENT: Borough of High Bridge, New Jersey

CUSIP NO.: 429646 FP2

2. Pursuant to the authority so conferred upon me, I have awarded and sold the Notes to Janney Montgomery Scott, LLC, Philadelphia, Pennsylvania at the price of \$193,973.51.

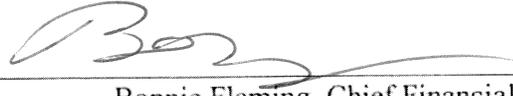
3. No bonds of the Borough have heretofore been issued pursuant to the bond ordinances referred to in Section 1 hereof, except as set forth in the attached charts.

4. The date of the first note or other obligation issued in anticipation of the issuance of the bonds that the Notes are issued in anticipation of, whether or not now outstanding, is as stated in the attached charts.

5. No grants have been received, no paydowns have been made and no cancellations have been enacted that would reduce the debt authorization below the amount of notes outstanding under the bond ordinances described in the attached charts except as set forth therein.

6. No notes or other obligation in anticipation of the issuance of bonds have heretofore been issued pursuant to the bond ordinances referred to in the attached charts and now remain outstanding and unpaid except as set forth in the attached charts.

IN WITNESS WHEREOF, I have hereunto set my hand as of June 24, 2016.

A handwritten signature in cursive script, appearing to read 'Bonnie Fleming', written in black ink. The signature is positioned above a horizontal line.

Bonnie Fleming, Chief Financial Officer

STATE OF NEW JERSEY

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
TRENTON, N.J.

EMERGENCY APPLICATION – N.J.S.A. 40A:4-46

Permission is hereby granted to the Borough of High Bridge in the County of Hunterdon under the provisions of N.J.S.A. 40A:4-46 to exclude from the CAP the following emergency appropriation in the amount of \$119,559.31 for the purpose of:

Improvement to Cregar Roade Phase V

The difference of \$105,440.69 is approved to be raised inside the CAP as this amount exceeds the 3% limitation.

The resolution authorizing the emergency appropriation was adopted at the meeting of the governing body on May 26, 2016 and a certified copy was filed with the Division on May 31, 2016.

Approved for:  
Director, Division of Local Government Services

By: Christine M. Zapicchi

Christine M. Zapicchi, Assistant Director  
Division of Local Government Services

Date: June 24, 2016

To: Adam Young, Deputy Municipal Clerk  
Borough of High Bridge  
71 Main Street  
High Bridge, New Jersey 08829

CC: Chief Financial Officer

STATE OF NEW JERSEY

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF LOCAL GOVERNMENT SERVICES  
TRENTON, N.J.

EMERGENCY APPLICATION – N.J.S.A. 40A:4-46

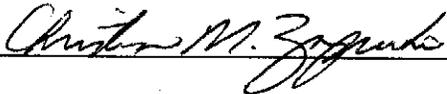
Permission is hereby granted to the Borough of High Bridge in the County of Hunterdon under the provisions of N.J.S.A. 40A:4-46 to exclude from the CAP the following emergency appropriation in the amount of \$119,559.31 for the purpose of:

Improvement to Cregar Roade Phase V

The difference of \$105,440.69 is approved to be raised inside the CAP as this amount exceeds the 3% limitation.

The resolution authorizing the emergency appropriation was adopted at the meeting of the governing body on May 26, 2016 and a certified copy was filed with the Division on May 31, 2016.

Approved for:  
Director, Division of Local Government Services

By: 

Christine M. Zapicchi, Assistant Director  
Division of Local Government Services

Date: June 24, 2016

To: Adam Young, Deputy Municipal Clerk  
Borough of High Bridge  
71 Main Street  
High Bridge, New Jersey 08829

CC: Chief Financial Officer

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

**EMERGENCY APPROPRIATION FOR IMPROVEMENTS TO CREGAR ROAD**  
**PHASE V**

**NO. 141-2016**

**ADOPTED: May 26, 2016**

**WHEREAS**, an emergency has arisen with respect to providing immediate funding of \$225,000 for Improvements to Cregar Road – Phase V appropriated in Ordinance #2016-9, as amended on May 12, 2016 and scheduled for adoption on May 26, 2016, and NJS 40A:4-46 provides for the creation on an emergency appropriation for the purpose mentioned above, and;

**WHEREAS**, the total amount of the prior emergency appropriations created is \$0, and the appropriation to be created by this resolution is \$225,000.00 and three (3) percent of the prior year total operating appropriations for CAP purposes is \$119,559 and three (3) percent of the current year expenditures is \$176,571 and;

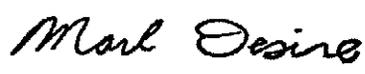
**WHEREAS**, the foregoing appropriation together with the prior appropriations does exceed three (3) percent of the total operating appropriations (including utility operation appropriations) in the budget for 2016;

**NOW, THEREFORE, BE IT RESOLVED**, (by not less than 2/3 of all governing body members affirmatively concurring) that in accordance with NJS 40A:4-49:

1. An emergency appropriation is hereby made for Improvements to Cregar Road Phase V in the amount of \$225,000
2. That said emergency appropriation shall be funded in full with the adoption of Ordinance #2016-9, and
3. That the statement required by the Local Finance Board has been filed with the Clerk and a copy transmitted to the Director of the Division of Local Government Services.
4. That two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Service.

**ATTEST:**

  
Adam Young  
Deputy Municipal Clerk

  
Mark Desire  
Mayor

**Borough of High Bridge  
County of Hunterdon  
State of New Jersey**

---

**CERTIFICATION FOR EMERGENCY APPROPRIATION FROM  
CHIEF FINANCIAL OFFICER**

Purpose of emergency appropriation: Appropriating \$225,000 for Improvements to Cregar Road-Phase V prior to Adoption of Ordinance #2016-9

The Borough of High Bridge was awarded \$160,000 from DOT for Improvements to Cregar Road – Phase V which requires award of a contract by June 1, 2016. The Borough accepted bids on May 12 for the completion of Phase V Improvements which exceeded the estimated appropriation. An Ordinance providing funding for Cregar Road Phase VI, scheduled for adoption on May 12, was amended to appropriate additional funding towards Phase V, in order to award the contract by June 1. Upon final adoption of the amended Ordinance, funding will be allocated from the Capital Improvement Fund to accommodate this expenditure.

Date of occurrence: May 12, 2016

Have any contracts been awarded or purchase orders been placed in connection with this emergency appropriation? No



---

Bonnie Ann Fleming  
Chief Financial Officer

Date 05/12/16

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Municipality: Borough of High Bridge

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

**EMERGENCY APPROPRIATION FOR IMPROVEMENTS TO CREGAR ROAD  
PHASE V**

**NO. 141-2016**

**ADOPTED: May 26, 2016**

<b>ROLL CALL VOTE</b>				
<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Councilman Lolocono	X			
Councilwoman Shipps	X			
Councilman Stemple	X			
Councilman Strange	X			
Councilman Zappa	X			
Councilwoman Hughes	X			
Mayor Desire	---	----	-----	-----

Vote passes, 6 ayes

<b>Introduction</b>	<b>March 17, 2016</b>
<b>Amended</b>	<b>March 31, 2016</b>
<b>Publication (summary)</b>	
<b>Amended</b>	<b>May 12, 2016</b>
<b>Adoption</b>	<b>May 26, 2016</b>
<b>Publication (Title)</b>	

**Ordinance 2016-9**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

AMENDMENT APPROPRIATING \$225,000 FROM CAPITAL  
IMPROVEMENT FUND FOR ROAD IMPROVEMENTS TO CREGAR ROAD,  
PHASE V, IN AND BY THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF  
HUNTERDON, NEW JERSEY.

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

Section 1. Ordinance #2016-9, introduced on March 17, 2016, appropriating \$325,000 from the Capital Improvement Fund, as well as \$160,000 from the New Jersey Department of Transportation Grant for the various road improvements to Cregar Road, Phase VI, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough"), amended on March 31, 2016 to appropriate \$385,000 in aggregate; \$225,000 from the Capital Improvement Fund and \$160,000 from the New Jersey Department of Transportation Grant for the various road improvements to Cregar Road, Phase VI, amended herein appropriating \$225,000 in aggregate from Capital Improvement Fund for the various road improvements to Cregar Road, Phase V, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough")

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the

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

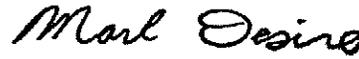
Section 3. An emergency resolution appropriating \$225,000 will be provided for awarding any contracts applicable to this Ordinance until funding shall become available through adoption.

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

**ATTEST:**



Adam Young  
Deputy Municipal Clerk



Mark Desire  
Mayor

ROLL CALL VOTE				
COUNCIL MEMBER	YES	NO	ABSTAIN	ABSENT
Councilman LoIacono	X			
Councilwoman Shipps	X			
Councilman Stemple	X			
Councilman Strange	X			
Councilman Zappa	X			
Councilwoman Hughes	X			
Mayor Desire	---	----	-----	-----

Vote passes, 6 ayes



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 800  
TRENTON, NJ 08625-0800  
(609) 292-6420

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHARLES A. RICHMAN  
*Commissioner*

July 11, 2016

The Honorable Mark Desire  
Mayor  
Borough of High Bridge  
71 Main Street  
High Bridge, New Jersey 08829-1905

Dear Mayor Desire:

We are in receipt of Adam Young's letter of June 29, 2016 and Resolution No. 166-2016 declaring Block 24 and Lot 16 as an Area in Need of Redevelopment.

The Department of Community Affairs has identified this parcel as situated within the Environmentally Sensitive Planning Area (PA5) and within the Highlands Planning Area. However, it is located in the in the Highlands Existing Community Zone, an area where redevelopment is encouraged pursuant to the Highlands Water Protection and Planning Act. These parcels have existing buildings and have been previously developed. The designation is approved. The Borough should continue to work with the Highlands Council as plans progress.

The Borough or redeveloper may also find the New Jersey Business Action Center (BAC), located in the Department of State, helpful in identifying other sources of state financing that might be available to facilitate the redevelopment of these properties. You may contact the BAC by calling (866) 534-7789.

This designation is a tribute to the work the High Bridge has done. Please feel free to contact Robert Tessier, Director, Special Projects, at (609) 292-1547 if you need further assistance.

Sincerely,

Charles A. Richman  
Commissioner

cc: Adam Young, Borough Acting Clerk  
Margaret Nordstrom, New Jersey Highlands Council  
Gerard Scharfenberger, Office of Planning Advocacy  
Sean Thompson, Local Planning Services





Adam Young &lt;ayoung@highbridge.org&gt;

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**Feasibility and request for possible hook up to city sewer @32 silverthorne rd.**

---

**CHRISTINE LAGARDE IMF DIRECTOR** <chief47@earthlink.net>

Mon, Jun 27, 2016 at 2:05 PM

Reply-To: CHRISTINE LAGARDE IMF DIRECTOR &lt;paymentoffice2011@qq.com&gt;

To: clerk@highbridge.org

Cc: chief47@earthlink.net

To High Bridge Town Hall and Council,

My name is Peter E. Benson. My wife's name is Dorise C. Benson. We own the property at 32 Silverthorne Rd. in High Bridge. (lot 1 block 15). It is an 1811 fieldstone and wood colonial and currently on the market. Prior to listing the property, we hired a company to do a diagnostic evaluation of the septic system, including the leach field. The technician informed us that the leach field failed inspection and was basically non-existent after 20 years of use. We have a narrow property and it's at the bottom of the hill. So we get all the water from the top of the hill in our yard everytime it rains, maxing out our leach field. He also said that in order to sell the house, we would need a new leach field and septic system, which would most likely have to be a turkey mound type. Not only is the cost prohibitive (35k to 55k) but it is also an eye sore that frankly no one wants in their backyard. This in turn will make selling the property much more difficult. Of course if that's the only option we have, then that's what we have to do.

I know it's not your problem, it's our problem, but we were hoping you might consider allowing us to hook up to city sewer. The right hand corner of the property is approximately 75 to 80 ft to the crest of the hill where city sewer is available. This would be a huge upgrade for the property and for the town as well. Making it easier to sell the house and for anyone in the future to purchase it. This is one of the oldest houses in the borough and it would bring a 19th century house (1811) into the 21st century. Really a septic system is nothing more than a time bomb that has to be addressed somewhere down the road.

We are currently going through a divorce. The divorce is contingent upon the sale of the house. I was forced out 13 months ago and now reside at my parents' house in Morris Plains while paying 95% of the house infrastructure bills. It would help me enormously if I could get out from under the weight of my monthly financial obligations (\$3000.00), sooner rather than later. My relationship with my wife has become very difficult, hostile, uncivil and sadly clear that we need to get away from each other and move on. Please consider allowing us to hook up to city sewer, as this may be the difference between being able to sell the house easily or not. Thank you for your time and attention to this matter. We respectfully await your decision.

Peter E. Benson

41

Franklin Place

Morris Plains N.J. 07950

908 894-2268



Adam Young <ayoung@highbridge.org>

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## Water connection request

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**mhannhbdpw@comcast.net** <mhannhbdpw@comcast.net>  
To: Adam Young <ayoung@highbridge.org>

Mon, Jul 25, 2016 at 12:17 PM

Adam,

I think the elevation of the house is the same as the tank and they would have no water pressure . The road is only 3 years old so there would still be 4 years before they can dig up the road

Mike

---

**From:** "Adam Young" <ayoung@highbridge.org>  
**To:** "Mike Hann - DPW" <mhannhbdpw@comcast.net>  
**Sent:** Monday, July 25, 2016 11:28:49 AM  
**Subject:** Water connection request

[Quoted text hidden]

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

**REVIEW OF AMENDED ORDINANCE 2016-19**

**NUMBER: PB10-2016**

**ADOPTED: JULY 18, 2016**

**Whereas** the Planning Board has reviewed the amendment of Ordinance 2016-19,

**BE IT RESOLVED** by the Planning Board of the Borough of High Bridge, County of Hunterdon, in the State of New Jersey that the Planning accepts the amended Ordinance 2016-19.

\_\_\_\_\_  
Barbara Kinsky  
Planning Board Secretary

\_\_\_\_\_  
Chairman

**RESOLUTION NO. 2016-7.7  
OF THE GOVERNING BODY  
OF THE BOROUGH OF BLOOMINGDALE**

***RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF PASSAIC,  
STATE OF NEW JERSEY SUPPORTING SENATE BILL S2440 THAT EXEMPTS  
CONSTRUCTION, EXPANSION, OR RENOVATION OF BUILDING OR STRUCTURE  
OWNED AND USED BY MUNICIPALITY OR VOLUNTEER FIRE DEPARTMENT  
FROM “HIGHLANDS WATER PROTECTION AND PLANNING ACT”***

**WHEREAS**, Senator Joseph Pennacchio, has introduced legislation in the New Jersey State Senate on June 27, 2016 that would amend Section 30 of P.L.2004,c.120 (C.13:20-28); and

**WHEREAS**, Senate Bill No. S2440 would exempt construction, expansion or renovation of building or structure owned and used by municipality or volunteer fire department from “Highlands Water Protection and Planning Act”; and

**WHEREAS**, specifically, Senate Bill No. S2440 amends the “Highlands Water Protection and Planning Act” to add a new exemption for the construction, expansion or renovation of a building or structure owned by a municipality and used for the purposes of municipal government or a building or structure used for the purposes of a volunteer fire department; and

**WHEREAS**, these activities would be exempt from the provisions of the “Highlands Water Protection and Planning Act,” the regional master plan, any rules or regulations adopted by the Department of Environmental Protection pursuant thereto or any amendments to a master plan, development regulations or other regulations adopted by a local government unit to specifically conform them with the regional master plan; and

**WHEREAS**, Borough of Bloomingdale is located in excess of 60% in the Highlands Preservation Zone; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Bloomingdale, in the County of Passaic, hereby support the New Jersey State Senate Bill No. S2440; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Borough’s Legislative Representatives and the municipalities located in the Highlands Region.

**Record of Council Vote on Passage**

COUNCILMAN	AYE	NAY	Abstain	Absent	COUNCILMAN	AYE	NAY	Abstain	Absent
Sondermeyer	X				Dellaripa	X			
D’Amato	X				Costas	X			
Hudson	X				Yazdi	X			

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Governing Body of the Borough of Bloomingdale at an Official Meeting held on Tuesday, July 19, 2016

\_\_\_\_\_  
Jane McCarthy, R.M.C.  
Municipal Clerk, Borough of Bloomingdale



**HIGH BRIDGE BOARD OF EDUCATION**  
**Office of the Secretary of the Board/Business Administrator**  
**High Bridge Middle School – 40 Fairview Avenue**  
**High Bridge, NJ 08829**  
**Telephone: (908) 638-6552 / Facsimile: (908)-638-5770**

**EXECUTIVE MEETING NOTICE**

**TO: THE GENERAL PUBLIC OF HIGH BRIDGE**  
**ALL BOARD MEMBERS**  
**MUNICIPAL CLERK (PLEASE POST)**  
**MIDDLE SCHOOL ADMINISTRATOR (PLEASE POST)**  
**ELEMENTARY SCHOOL ADMINISTRATOR (PLEASE POST)**  
**HUNTERDON COUNTY DEMOCRAT (PLEASE PUBLISH ONE TIME ONLY)**

**FROM: HEATHER GOGUEN, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**DATE: TUESDAY, AUGUST 8, 2016**

The High Bridge Board of Education will convene at 6:00 pm for their Work Session Meeting on Tuesday, August 30, 2016. The board will immediately enter into Executive Session for the purpose of Building Security. The Board will reconvene at 7:00 pm for a Work Session Meeting – topics include the Mission Statement, Board Goals and Restructure of Board of Education Committees. No Action will be taken at this meeting.

# HIGH BRIDGE

## BOROUGH

*Hunterdon County, New Jersey*

### SOLITUDE HOUSE AND GROUNDS FEE SCHEDULE AND PAYMENT FORM

Check Item that applies		Enter amount that applies	For Borough Use Only
	<b>For Borough of High Bridge Committees, Commissions and Council:</b> Fee waived (but volunteer time helping at Solitude House would be appreciated.)	-- Fee waived --	
	<b>For Non-Profit organizations</b> (documentation showing 501c3 or similar status must be supplied):		
	For events (other than weddings) <b>for which no income is received</b> (in-kind volunteer work can be substituted for up to half the fee amount*): Per event day, up to 6 hours	\$500	
	For events <b>for which income is received</b> (in-kind volunteer work can be substituted for up to half the fee amount*) Per event day, up to 6 hours	\$800	
	<b>For other organizations, businesses, groups, individuals which are not non-profit:</b>		
	For events <i>for which no income is received</i> : Per event day, up to 6 hours	\$800	
	For events <b>for which income is received</b> Per event day, up to 6 hours	\$1000	
	<b>Weddings:</b>		
	<i>House and Grounds (includes up to 3 hours set up day before and up to 3 hours break down day after):</i>	\$1000	
	Grounds only: One day, up to 6 hours	\$800	
	One-half day, up to 3 hours	\$600	
	<b>Additional Days and Hours:</b>		
	For additional day for set-up or break-down, for up to 3 hours	\$300	
	Number of days _____ x \$300 =		
	Additional hours, scheduled in advance, per hour	\$100	



August 1, 2016

TO: Each Municipal Clerk and County  
Executive or Administrator of the  
Municipalities and Counties of  
New Jersey Served by Jersey  
Central Power & Light Company

**RE: In the Matter of the Proposed Transfer of Transmission  
Assets and Lease of Real Property Assets to  
Mid-Atlantic Interstate Transmission ("MAIT"), LLC  
BPU Docket No. EM15060733**

Dear Sir/Madam:

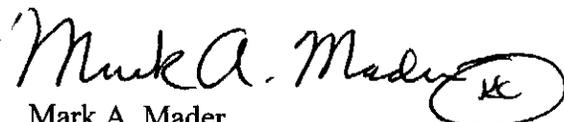
We herewith serve upon you a copy of the Notice of Filing and Public Hearings on the proposed transfer of Jersey Central Power & Light Company transmission assets and lease of real property assets to Mid-Atlantic Interstate Transmission, LLC.

**PLEASE TAKE NOTICE** that the New Jersey Board of Public Utilities has scheduled public hearings on the Petition at the times and locations set forth in the enclosed Public Notice.

Copies of the Petition, tariff and rate schedule are available for inspection at the offices of the Board of Public Utilities, 44 South Clinton Avenue, 3rd Floor, Suite 314, P.O. Box 350, Trenton, New Jersey.

We will be pleased to furnish you with any assistance or additional information that you may reasonably require.

Sincerely,



Mark A. Mader  
Director  
Rates & Regulatory Affairs-NJ

# PUBLIC NOTICE

## JERSEY CENTRAL POWER & LIGHT COMPANY

### NOTICE OF SUPPLEMENTAL FILING IN REGARD TO PROPOSED TRANSFER OF TRANSMISSION ASSETS AND CERTAIN DISTRIBUTION ASSETS, AND LEASE OF REAL PROPERTY ASSETS, TO MID-ATLANTIC INTERSTATE TRANSMISSION, LLC AND NOTICE OF PUBLIC HEARINGS THEREON

**TO OUR CUSTOMERS:** On June 12, 2015, Jersey Central Power & Light Company ("JCP&L" or the "Company") and Mid-Atlantic Interstate Transmission, LLC ("MAIT") filed a Verified Petition with the New Jersey Board of Public Utilities (the "Board"), under BPU Docket No. EM15060733, together with supporting attachments (the "June 19, 2015 Filing").

The Verified Petition requests Board approval of components of the proposed formation of a new entity, the aforementioned MAIT, which will own and operate the transmission assets of JCP&L. MAIT will also own and operate the transmission assets of Metropolitan Edison Company ("Met-Ed") and Pennsylvania Electric Company ("Penelec"), which are FirstEnergy subsidiaries and electric distribution companies in Pennsylvania.

As part of the formation of MAIT, JCP&L will contribute all of its transmission assets to MAIT, which will thereafter own and operate those assets. JCP&L will also lease the real estate and real property rights associated with such transmission assets to MAIT. MAIT will, in the future, also construct, own, and operate new transmission facilities that will be constructed in JCP&L's service territory. With respect to any JCP&L transmission projects that are currently in the planning or construction phase, MAIT will complete, own, and operate such new transmission facilities.

MAIT is a newly-formed subsidiary of FirstEnergy Transmission, LLC ("FET"). JCP&L, along with Met-Ed and Penelec, will have an ownership interest in MAIT. JCP&L's percentage ownership will be based on the value of its transferred assets. As part of the Verified Petition, JCP&L and MAIT also requested that the Board declare that MAIT will be a New Jersey public utility for certain purposes, and that MAIT be added to the FirstEnergy Intrasystem Utility Money Pool.

On October 26 and October 28, 2015, the Board held public hearings on the June 19, 2015 Filing.

On April 22, 2016, Petitioners filed a Supplemental Petition together with supporting attachments ("Supplemental Filing"). The purpose of the Supplemental Filing is to revise certain, limited aspects of the June 19, 2015 Filing. Specifically, Petitioners are modifying the proposed transaction so that JCP&L will also transfer certain distribution assets to MAIT. In addition, MAIT will provide retail service to five customers that are interconnected with the distribution facilities that it will own.

Copies of the Supplemental Petition, together with supporting attachments, are available for inspection at the Company's regional headquarters at 300 Madison Avenue, Morristown, New Jersey 07962 and 331 Newman Springs Road, Building 3, Red Bank, New Jersey 07701, and at the New Jersey Board of Public Utilities, 44 South Clinton Avenue, 3rd Floor, Ste. 314, P.O. Box 350, Trenton, New Jersey 08625-0350. A copy will also be posted on the JCP&L website at [https://www.firstenergycorp.com/jersey\\_central\\_power\\_light/regulatory.html](https://www.firstenergycorp.com/jersey_central_power_light/regulatory.html).

Notice of this filing is being served upon the clerk, executive or administrator of each municipality and county within the Company's service areas. Such notice has also been served, together with the supporting attachments, upon the Director of the Division of Rate Counsel, who will represent the interests of ratepayers in these proceedings.

**PLEASE TAKE NOTICE** that the Board has scheduled public hearings on the Supplemental Petition under BPU Docket No. EM15060733, at the following times and places:

**August 22, 2016, 6 p.m.**  
**Morris County Administration & Records Building**  
**Public Meeting Room**  
**5th Floor**  
**10 Court Street**  
**Morristown, New Jersey 07963**

**August 30, 2016, 6 p.m.**  
**Freehold Township**  
**Municipal Building**  
**One Municipal Plaza**  
**(Schanck Road at Stillwells Corner Road)**  
**Freehold, New Jersey 07728**

Members of the public will have an opportunity to be heard and/or to submit written comments or statements at the public hearing if they wish to do so. Persons requiring special accommodations because of disability should contact the Office of the Secretary of the Board at (609) 777-3300 at least 48 hours prior to the scheduled hearing so that appropriate arrangements can be made. Written comments or statements may also be submitted directly to the Board of Public Utilities at 44 South Clinton Avenue, 3rd Floor, Suite 314, P.O. Box 350, Trenton, New Jersey 08625-0350, Attn: Secretary of the Board.

**JERSEY CENTRAL POWER & LIGHT COMPANY**

Michael J. Darcy, CAE, EXECUTIVE DIRECTOR

Michael F. Cerra, ASSISTANT EXECUTIVE DIRECTOR

August 1, 2016

Dear Municipal Clerks:

RE: NJLM Annual Conference in Atlantic City November 15 – 17, 2016

NJLM annual conference Pre-registration begins August 1, for paper registrations and online registrations. Enclosed you will find NJLM annual pre-registration form. This form and the online registration link are located on our website [www.njslom.org](http://www.njslom.org) click on the tab "Conference" then click into "Conference 2016" scroll down and follow the links. Please distribute this letter and the enclosed form to all your municipal delegates/departments.

**PRE-REGISTRATION MUNICIPAL/DELEGATES FEE \$55.00 PER REGISTRANT**

This includes Municipalities, State, County, Local Governments, Municipal Utilities/Authorities (including State Authorities) and Non-Profits. Pre-registration Ends October 1, 2016. **WE DO NOT ACCEPT FAXED OR EMAILED REGISTRATIONS.** All Paper registrations must be postmark no later October 1, 2016 after this date paper registrations will be returned unprocessed.

**Spouse's badges are Complimentary** (for spouses who do not work for your organization)

Spouse's badges are not valid for CEU's.

Spouses who work for a Municipality, State, County, Local Government, Municipal Utilities/Authorities (including State Authorities) or Non-Profits must purchase a badge.

**Paper Registration Procedure:**

1. Complete the form in its entirety (all forms not completed properly will be returned unprocessed).
2. Submit to your finance department for the certified official signature and payment processing.
3. If registering with a check, send completed form back with the payment check.
4. If you registered by Purchase order/voucher complete the certification declaration section and send completed form back with a purchase order for signature (if applicable).
5. If your municipality requires a claimant's original signature, complete the certification declaration section and mail your PO/voucher back with the pre-registration form for signature and processing.

**Online Registration Procedure:**

1. To register online go to [www.njslom.org](http://www.njslom.org) click into the tab "Conference" then click into "Conference 2016" scroll down and follow the links.
2. After registering, you will immediately receive a remittance invoice form. Please print and
3. Submit the online remittance invoice form to your finance department to ensure payment. Your finance department should complete the certification portion of the invoice and return a copy of the remittance invoice with a check and or purchase order for signature (if applicable).

All completed paper registration forms or online remittance invoices should be mailed back to NJLM with a check or purchase order to: NJLM, 222 West State Street, Trenton, NJ 08608.

Please do not duplicate on-line registrations through the mail with paper registrations. Please note there are No Refunds after processing paper registrations or online registrations. A badge can be transferred to another see badge substitution/transfer policy on the next page.

**Badge Mailings:**

Pre-registration badge mailings will begin starting October 26, 2016.

## **WHEN YOU ARRIVE**

If you have your badge, you **do not** have to stop by the pre-registration counters. You will find conference programs & badge holders at the GRAB-n-GO Displays located throughout the second level of the Atlantic City convention center. No need to check in or stand in line just GRAB-n-GO. If you do not have your badge go the pre-registration counters 2<sup>nd</sup> floor of the Atlantic City Convention center, left of Hall C to receive your badge.

## **New for 2016 – The League is going mobile!**

Starting October 5, you can download the new official conference app. Access a fully searchable session schedule, interactive map of the exhibit floor, a thorough listing of exhibitors, and up-to-date event information. Do not miss important sessions, speakers or exhibits – create a personalized schedule before you arrive onsite to maximize your experience! Download day is October 5, 2016. Go to [www.njslom.org](http://www.njslom.org) and click on Download the Mobile App.

## **ONSITE REGISTRATION**

Municipal officials may register onsite with cash, a check or purchase order. Please note onsite registration fees are higher than pre-registration fees. We do not accept credit cards.

**Onsite registration fees are as follows: Government Fees: \$65.00 Spouse's badges are Complimentary** (*spouses who do not work for your organization*) Spouses who work for the Municipality, State, County, Local Government, Municipal Utilities/Authorities (including State Authorities) and Non-Profits must purchase a badge)

**The cut-off date for paper registrations and online registrations is October 1, 2016; paper registration with a postmark date of October 1, 2016 will be accepted.** All persons not pre-registered by that date must wait to register on site in the Atlantic City Convention Center, Tuesday, November 15, 2016 at 9:00 AM.

## **Badge Substitution/Transfer Policy**

There are NO REFUNDS. If an individual is unable to attend, he or she may give his or her badge to another person. The new person **MUST** bring the badge to the pre-registration counter at the Atlantic City Convention Center, 2<sup>nd</sup> floor where they may exchange a badge of the non-attende for a new badge in their name. **Please note** a badge substituted/transfer, will cause the non-attende name to be cancelled; no CEU's will attach to this non-attende. Therefore, do not give a badge to another person for the purposes of a substitution/transfer after the badge has been scanned at a session.

## **Refunds**

The League's Executive Board has established a NO REFUND POLICY ON CANCELED REGISTRATIONS. Upon completing a paper registration, an online registration, or receiving badges, there are NO REFUNDS.

## **Event Policy**

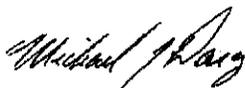
If an NJLM event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds.

**NJLM MEAL FUNCTIONS:** NJLM meal functions forms will be sent to you on August 31, 2016. NJLM meal function forms and information will also be available on NJLM website [www.njslom.org](http://www.njslom.org) on August 31, 2016. To attend **any of the meal functions a badge is required.** Badge registration fees are separate from NJLM meal function fees.

**Make all checks and purchase orders payable to: New Jersey State League of Municipalities (NJLM), 222 West State Street, Trenton, NJ 08608, Attention: Bookkeeping.**

If you have any questions regarding badge registrations or NJLM, meal functions, please contact Marie Johnson at [mjohnson@njslom.com](mailto:mjohnson@njslom.com), or Johnifer Harris at [jharris@njslom.com](mailto:jharris@njslom.com) 609-695-3481 x113, 119 or visit [www.njslom.org](http://www.njslom.org) August 1 for badge registration, August 31 for NJLM meal functions.

Sincerely,



Michael J. Darcy, CAE  
Executive Director

MJD/mlj  
Enclosures

2 of 2



**101<sup>st</sup> Annual League Conference**  
 (Voucher Certification and Pre-Registration Form)  
**Atlantic City Convention Center November 15-17, 2016**  
**PRE-REGISTRATION FEE**

**\$55.00**

**No Refunds, Cancellations, Faxes or Emails**  
**Registrations Must Be Postmarked by October 1, 2016**

**MAKE ALL CHECKS PAYABLE TO :**

NJLM, 222 West State Street, Trenton, NJ 08608

**Delegate/Municipal Registration Form Only**

(Delegates: Includes Municipalities, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits)

**Billing - Key Contact Information**

Municipality or Organization: \_\_\_\_\_ (Twp/Boro/City) \_\_\_\_\_ (County) \_\_\_\_\_

Check here if this is a  NJ State Agency/division/dept. \_\_\_\_\_ Or  Non-Profit Organization - Tax ID# \_\_\_\_\_

Key Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 (AS THE KEY CONTACT AND YOU REQUIRE A BADGE, PLEASE REGISTER YOUR NAME BELOW)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

(PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED)

**ATTENDEE INFORMATION**

\*(Print or Type Registrants Information Below)

Spouse badges are complimentary

Pre-Registrants Names <small>(required field)</small>	Title <small>(required field)</small>	Email Address <small>(required field)</small>	Spouse <small>First &amp; Last Name (No Titles allowed) Guest, TBA, Etc. (Not Acceptable) Valid Example: "Bob Smith"</small>
Jane Smith <small>(No Abbreviations)</small>	Business Administrator <small>(No Abbreviations)</small>	jsmith@yourmunicipality.com	<b>CEU'S NOT VALID FOR A SPOUSE BADGE: A spouse who is a government official must register as a government official!</b>
1			
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If More Room is Needed, See Other Side of this Form (This Form May be freely Reproduced)  Check If Additional Names on the Other Side

(PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED)

**CLAIMANTS' CERTIFICATION DECLARATION**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials/articles will be furnished or services rendered as stated herein and that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Date: **August 1, 2016**

Federal Identification: **21-6000935**

Michael J. Darcy, Executive Director:

**"NO REFUNDS/CANCELLATION ONCE ORDER IS PROCESSED/RECEIVED"** "If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."

**CERTIFICATION BY APPROVAL OFFICIAL**

**1. Registering with Purchase order/Voucher**

I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim.

Payment chargeable to Account(s): \_\_\_\_\_ In House PO# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please do not fax back we need original form with original signature CFO, Finance Director

**2. Registering with Enclosed Check #** \_\_\_\_\_ In The Amount of \$ \_\_\_\_\_

<b>NJLM USE (ONLY)</b> Date rec'd _____ chk rec'd _____
<b>FOR DATA ENTRY PERSONNEL USE (ONLY)</b>
Check all that apply to confirm accuracy of this Order
Registration Type: _____ Municipal _____
Registering by: _____ Check _____ PO/Voucher _____ \$

SEE THE OTHER SIDE OF THIS FORM TO COMPLETE YOUR REGISTRATION AND TO REVIEW ADDITIONAL INFORMATION



Municipality or Organization: \_\_\_\_\_  
 (Twp/Boro/City) (County)  
 Check here if this is a  NJ State Agency/division/dept.  Non-Profit Organization – Tax ID# \_\_\_\_\_

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CONTINUE**

**ATTENDEE INFORMATION**

\*(Print or Type Registrants Information Below)

Spouse badges are complimentary

Pre-Registrants Names (required field)	Title (required field)	Email Address (required field)	Spouse First & Last Name (No Titles allowed) Guest, TBA, Etc. (Not Acceptable) Valid Example: "Bob Smith"
Jane Smith (No Abbreviations)	Business Administrator (No Abbreviations)	jsmith@yourmunicipality.com	CEU'S NOT VALID FOR A SPOUSE BADGE - A spouse who is a government official must register as a government official
11			
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This form was approved by the Local Finance Board and meets the requirements for certification of performance of service (See Certification, On the Front of This Form). Since the Local Finance Board has approved this form your purchase order/ voucher for separate signature is not required unless your municipality requires a signature. Please note, for tracking inquires on pre-registration(s) please insert in-house purchase order # where indicated within the certification section.

**Billing Address** (if different from address on front of form)

**Shipping Address** (if shipping address different from billing enter below)

Address: \_\_\_\_\_ (required)

Address: \_\_\_\_\_ (required)

Address Continue \_\_\_\_\_

Address Continue \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ (required)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ (required)

**\* PAPER REGISTRATIONS MUST BE POST MARKED BY OCTOBER 1, 2016**

**\* WE DO NOT ACCEPT FAX REGISTRATIONS – THEY WILL NOT BE ACKNOWLEDGED OR PROCESSED**

**\*NO REFUNDS OR CANCELLATIONS\***

(YOU MAY TRANSFER A BADGE TO ANOTHER\* BADGE TRANSFERS MUST BE PRESENTED AT THE PRE-REGISTRATION COUNTER )

"If an NJLM event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."

**\* IF REGISTERING ONLINE DO NOT USE THIS PAPER REGISTRATION**

# Memo

**To:** Mayor Desire

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

**CC:** Borough Council

**CC:** Borough Administrator

**Date:** 08/05/16

**Re:** Monthly Report

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Attached please find copies of the Weekly Tax and Finance Department Reports for the month of June.

**WEEKLY MANAGEMENT REPORT- TAX AND FINANCE DEPARTMENT**

**06/30/16**

TAX-A resolution was prepared to accept a resident's request to relinquish his veteran property tax deduction. The tax record was also updated to reflect the receipt of \$2,500 for tax year 2006-2015.

A PTR application was completed for a resident for 2014 and 2015. She needed to re-establish her base year for the program.

I met with a taxpayer concerned about her assessment. I confirmed that the assessor had reduced her assessment for 2016 and explained to her how the billing would reflect the adjustment in the 3<sup>rd</sup> and 4<sup>th</sup> quarter amount due.

The Block and Lot files are being sorted through to dispose of outdated correspondence.

FINANCE-The Annual Audit and 2016 Budget were forwarded to Investors Bank as requested.

End of month bank transfers were completed.

The 2<sup>nd</sup> quarter Pension Report was completed and payment submitted.

The bid documents were prepared for vehicle maintenance, newsletter/website and excavation contracts.

Special Events logs and Summer Rec registration logs were updated.

Thirty two purchase orders were processed.

The payroll for week ending July 8 was submitted for processing, including the changes for salary adjustments to the Acting Clerk, DPW employee and new Administrator.

I contacted General Code to get an updated quote for codification of the Code Book and also providing an electronic version of the Land Use Code Book. The previous request had been sent to John Gregory and I was not copied on the response. A special emergency appropriation can be adopted by Council if the decision is made to proceed this year.

I spoke with ALNA Construction regarding the statement required for the soil removal change order. Due to the fact that the change orders will exceed 20% of the original contract awarded, Local Public Contract Law requirements must be adhered to. A resolution was prepared for Council Approval on July 14.

I left a message with Lisa Stern from Green Acres Grant regarding the status of our Grant payment. The payment voucher was submitted in February and the updated ROSI submitted in April. I am awaiting her response.

MISCELLANEOUS-I contacted Nicole from Groendyke to provide a Certificate of Insurance to the Board of Education for the upcoming Summer Recreation program. The other required documents had already been filed by the Committee members. The completed COI was submitted to Heather Goguen, HB BOE Business Administrator on June 28.

The trailer sign has been repaired and picked up. I confirmed with Statewide that the repair would be covered by the SIF Grant as long as the expense was incurred and paid by June 30. After approval by the Administrator, a check was cut and a copy submitted to Statewide. We should receive a check from Statewide next month.

I processed a roll-over distribution request for a LOSAP recipient that moved out of state and wishes to transfer his funds into a new account.

A reminder was sent to the Rescue Squad Chief regarding LOSAP recipients that have not submitted their completed applications. The applications from the three new members in the Fire Department were forwarded to our Valic Account Representative.

A letter was created in response to a request from Charles Smith, Director of Government and Regulatory Affairs at Comcast to provide confirmation of a line extension policy inclusion in the recent renewal application with the BPU.

A copy of our concert contract was forwarded to Califon Councilman Jason Beard upon request. Earlier this year I had offered my assistance in how to set up a Special Events Trust Account.

A representative from Office Concepts prepared a furniture lay-out for the new Borough Hall for our review. After meeting with her on Wednesday, we requested some changes be done to better fit our needs. We also reviewed the size and number of file cabinets we could fit.

A larger window shelf was requested from the Contractor to allow us to fit a file cabinet below and flush with the shelf.

I contacted a local phone contractor to request a quote on a new phone system at the new building. An appointment was set up for Friday, July 8.

A representative from Coldwell Banker was shown around Borough Hall on Wednesday.

Coverage for the Clerk's office was provided on Wednesday from 1:45-2:15. We also provided witnesses for signatures for the notary.

The Summer Rec Director was contacted with the names of two Counselors that have not yet returned their working papers. She was advised that they would not be able to begin work on Tuesday without filing their working papers with us first.

**WEEKLY MANAGEMENT REPORT- TAX AND FINANCE DEPARTMENT**

**06/24/16**

TAX- I received a request from a resident who is currently receiving a Veteran's deduction, to relinquish his deduction. He is currently residing in Florida and can receive a larger homestead credit there if he does not accept assistance from any other state. Therefore, he is willing to give up his Veteran's deduction in NJ. He is requesting approval to pay-back ten years' worth of the deduction (\$250/yr.). I contacted the Division to confirm this is permissible. As there are currently no laws addressing this circumstance, it would be permissive. I requested the property owner submit a written request which I will submit to Council in the form of a resolution to approve the pay back of the Veteran's Deduction from 2006 through the present.

Two Property Tax Reimbursement applications were completed.

Upon request, an original tax sale certificate was returned for cancellation. We have been holding the original tax sale certificates for properties that have been foreclosed since we do not have anyone specific to send it to for cancellation. This avoids us having to prepare a separate Redemption Resolution in the future.

I responded to a request for information concerning the 2016 Tax Sale from an interested bidder.

Finance- The Golf financial reports for May were reviewed and copied to Councilwoman Shipps. Questions concerning the funding request were addressed to Jay and Ryan.

Sixty five checks were written and mailed for the June 23 Bill List. Bank transfers were completed.

The month end tax and finance reports were finalized and submitted for Council review.

The Audit Acceptance Resolution approved by Council on 06/23 was submitted to the Bureau of Financial Regulation and Assistance. I requested the auditor provide the audit advertisement for publication.

I contacted Councilman Zappa to review a Change Order submittal for the new Borough Hall. Council will need to approve this at the July 11 meeting.

I received a notice from the DEP regarding the Remedial Action Plan. I requested documentation from the contractor to submit to our LSRP, Darin Vogel for follow up.

Wire transfers were confirmed for our Note Closing on 06/24 and for the Green Acres loan due 06/27.

Payroll checks were distributed for P/R #12. Bank transfers were completed and agency checks processed.

Meeting dates for July and August were provided to the Borough Hall Contractor for submission of Payment applications.

Miscellaneous -The Annual Recycling Tonnage Report was submitted to the County. Totals are lower this year due to the broken leaf vacuum.

I contacted Traffic Safety to inquire on the status of the traffic sign that was removed for repairs. The solar regulator was replaced. Due to the damaged regulator, the batteries could not re-charge. The sign is ready to be picked up in South Plainfield. I requested DPW Director Hann to schedule a pick-up for next week.

I also contacted the SIF regarding the Grant we are scheduled to receive for replacing the batteries. They agreed to include the repair cost in the reimbursement. The cost of the repair was \$717.

The EMMA Grant for \$7,000 was discussed with the Administrator and Police Chief to determine eligibility and feasibility.

The Summer Recreation supply orders have been placed. A log of the camper registrations is being kept for the Committee. There are currently 119 campers signed up for the program. Last year our total was 162.

**TAX-** A request for a redemption certificate for a Block 29.02 Lot 6 was received and processed.

A Resolution to refund overpayment of property taxes was prepared and approved by Council on June 9. A refund check was processed and mailed with a cover letter. The tax account was adjusted to reflect the overpayment had been refunded. The Deputy Clerk verified the amount of the refund paid.

**FINANCE-** Correspondence from Charles Smith of Comcast was forwarded to the Borough Attorney. A letter was sent to the Administrator, by the BPU in April, requesting acknowledgement of the changes in the line extension policy with Comcast in the renewal agreement. Mr. Smith was following up on the acknowledgement.

I contacted Ver-Mac regarding the traffic sign battery hook-up. After Rich Drift reviewed the schematic they sent us last week, it appeared the batteries were connected properly yet the computer screen was still not responding. After doing some troubleshooting with the Ver-Mac Rep, it was determined that a service call would be necessary to determine why the screen display is not functioning. I requested a listing of vendors in our area to contact. I scheduled a service call with Traffic Safety on 06/08. The technician attempted to get the sign working but it appears there is a problem with the mother board. The sign was transported to their shop for a closer look.

The paperwork was submitted to Statewide for the Traffic Sign battery Grant reimbursement.

The monthly invoices for June for payroll processing and armored car services were submitted to Investors Bank for payment.

Records for the upcoming bond refunding issue were forwarded to the Deputy Clerk. The former Clerk was sent these documents for signature on April 1, the day following adoption of the Ordinance authorizing the sale, but never returned. Certification of meeting minutes, ordinance introduction and adoption are all required by the Borough Clerk prior to refunding.

A pay-down schedule was submitted to bond council for the upcoming note sale. Our existing note is maturing on June 24. The current note holder, Janney, Montgomery & Scott offered a renewal rate of 2%/1.311% net. This is a net increase of .41% over the prior transaction. After printing the closing documents, I asked the Deputy Clerk to take them to the Council meeting on Thursday night, for the Mayor and Borough Attorney to sign. On Friday the documents were returned to the Bond Council for the closing on 06/24.

The wire transfer for notes maturing on 06/24 was scheduled with Investors Bank.

Ten Purchase Orders were processed, and four new requisitions prepared for the Mayor's approval.

A letter requesting additional escrow fees for a soil witnessing permit was sent to the applicant. An e-mail was also sent to the Borough Engineer clarifying the amount to be charged for soil witnessing fees. In 2015, the ordinance was vacated by the Acting Clerk and the fee set at \$400 by resolution. A new

resolution will be prepared for the next Council meeting in June to set the 2016 rate, as it does not appear this was done at the re-org meeting.

The Clean Communities Statistical Report was filed for 2015.

The Bill List for the 06/09 Council meeting was prepared and reviewed. Seventy-three checks were printed, signed and mailed. All bank transfers were completed on June 10.

I contacted Vasanthi regarding questions on the February report of Golf reconciliations.

The payroll for 06/10 was processed and submitted to R&L for completion. Checks were distributed and bank transfers were completed.

MISCELLANEOUS- I forwarded copies of the contracts for prior engineering services for Streetscape Phase 2 to Bill Burr for review. He was trying to determine what RBZ was contracted to provide in comparison with the HMM contract.

I obtained a Police Report from Brett for the 05/19/16 incident with the parked F550 and forwarded it to the insurance company for settlement.

I sent an email to the Summer Recreation director requesting all payroll documents and working papers for Counselors be submitted by June 27 in order to be cleared to begin work on July 5. I also questioned whether the certificate of insurance had been obtained for the School yet or if they needed my assistance. I was advised that Councilman Zappa was taking care of this. I also left a message with the School Board Administrator to confirm the paperwork had been received. I have not heard back from her yet.

Councilman Lolocono was sent new employee paperwork to complete for payroll purposes. New employee paperwork was also provided to the new Administrator for completion.

I forwarded information on the Vision Service Plan to an employee, upon request.

Reviewed an OPRA request from the Administrator from the Town of Clinton requesting financial records from 2005-2016 to determine the amount of time that will be required to provide such information.

On June 9, I attended a Northern NJ Purchasing seminar in Somerset and received 5 CEU credits towards my CFO/CTC and QPA licenses.

Chris Marx from French & Parrello emailed me to find out the status of his proposal to perform the required DEP inspection of the Solitude Dam. I advised him that the proposal was approved at the March 17 meeting. I prepared a requisition for the Mayor's signature and forwarded a copy to Chris letting him know he could begin work. A Professional Service Contract will be forwarded to him along with a Purchase Order for \$7,950.00.

The Annual Audit was received and a Corrective Action Plan completed.

I will be on vacation June 13-June21. I will return to the office on Wednesday, June 22.

**WEEKLY MANAGEMENT REPORT- TAX AND FINANCE DEPARTMENT**

**06/03/16**

TAX- I assisted a senior citizen uncertain if she had filed a Property Tax Reimbursement Application, by calling the State Division of Taxation. They determined that she had not filed since 2013. A duplicate application was requested to be mailed to the applicant for completion.

Four PTR applications were completed this week. A fifth applicant was offered assistance completing the income verification section of the PTR application.

The website was updated with the PTR extension date of October 17 and information regarding the recent Homestead Benefit credit was noted.

On Thursday, I attended a seminar in East Brunswick on Tax Collector Reporting and obtained four CEU's towards my upcoming license renewal.

A request for a refund of an overpayment on a tax account, due to a recent re-financing, was received. A resolution was prepared for the upcoming Council Meeting to approve the refund.

FINANCE- Close out functions for the month of May for Tax and Utilities were performed. The receipts were reconciled with bank balances and month end reports were run.

Debt service wire payments scheduled for June 1 were confirmed.

I spoke with Borough Engineer, Bill Burr about the submittal to SAGE for the Cregar Road bid award of Phase 5. I requested that he inquire about getting a voucher for our 75% payment, which is normally due upon award of contract.

Forty-six purchase orders were processed and prepared for the Mayor's review prior to preparation of the bill list.

A resolution was prepared for the upcoming Council Meeting for a request for proposals for website and newsletter production. Previously, these had been bid together. We will be requesting these quotes be separated, in order to open the bidding to more vendors.

A resolution for the inclusion of a Click it or Ticket Grant award and appropriation, was also prepared. This will cover Police overtime expenses incurred for this program.

After receiving information from the Special Events Committee regarding the new Community Day Bar-be-cue contest, a resolution was prepared to include the new registration fee in our fee schedule for this event.

I researched an invoice from Quest for work performed in 2015 that had not been paid. The invoice was never submitted from the vendor, but was for work previously authorized by Council. The bill will be paid from an open Purchase Order that existed for this expense.

I attended a League of Municipalities Tax/Finance Committee Meeting on Friday.

MISCELLANEOUS – The final paperwork, detailing costs incurred during the January 22-24 snowstorm (Jonas), totaling \$54,650, was submitted to the County and the Federal FEMA administrator.

Charles Smith from Comcast was contacted, at the request of the Deputy Clerk, to discuss the line extension policy for their BPU application. The ordinance which was adopted in 2015 for the cable franchise renewal included the line extension policy but the BPU application did not. BPU wants to confirm the Borough is in agreement to the clause prior to their approval of the Comcast application. I requested Mr. Smith forward me the BPU email he received in order for the Borough to respond.

I also discussed with Charles, the extension of the WIFI area to a broader range around Main Street. He asked that I send him a map of the proposed area, to determine if they could provide this expanded service.

After conferring with MSI, our IT provider, about the upcoming move to the new Borough Hall, they advised me to ensure that Comcast would allow us to maintain our current IP address. If the address could not be retained, additional work would need to be done changing the address in our system for all the services we utilize. I questioned Charles Smith about this and he assured me we would be able to keep our IP address when we move. He also stated we would only need to schedule this 1-2 weeks before the actual move was to take place.

Back up coverage was provided on Monday for the Clerk's office, due to the absence of Barb and Jenn.

The new batteries for the traffic sign were delivered and installed. The batteries will be paid for through a SIF Grant. The sign was not responding, after the batteries were installed. I contacted the sign company and got schematics for troubleshooting.

The Borough Hall staff visited the new Borough Hall on Thursday afternoon, to review the desk and file cabinet lay-out. We will be reviewing State contracts and CoOp's for office furniture pricing. I contacted Councilman Zappa regarding an offer received from our current janitorial supply contractor for bathroom dispensers. I also inquired about the installation of a lock box for tax and utility payments that was supposed to be included with the current plans, per the former administrator.

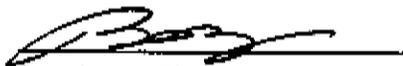
## COLLECTOR'S REPORT OF RECEIPTS

To the Borough of High Bridge Council:

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

**June 30, 2016**

	QTR	CURRENT	YTD
CURRENT 2016	97.11%	\$ 34,032.75	\$ 5,748,235.09
TAXES YEAR 2015		\$ 9,067.56	\$ 86,152.68
TAXES YEAR 2017		\$ -	\$ -
MISC REV		\$ -	\$ -
TAX SALE COST		\$ -	\$ -
LIENS		\$ -	\$ 43,447.85
INTEREST/PENALTY		\$ 2,065.00	\$ 11,289.48
PREMIUM		\$ -	\$ -
DUE UTILITY COLLECTOR		\$ -	\$ -
REDEMPTIONS - MUNI LIENS		\$ -	\$ -
TOTAL		\$ 45,165.31	\$ 5,889,125.10

  
Bonnie Ann Fleming  
Tax Collector

07/29/16  
Date

HIGH BRIDGE INTEREST EARNED 2016

A/C #	CURRENT	GREEN ACRES	DOG	WATER		SEWER		SOLID WASTE		SW CAP	HISTORIC PRESV/TN		REHAB		REC TRUST	DEV ESC	SPECIAL EVENTS	TOTAL
				567+utility	575	482+util	508	518+utility	524		591	954	484	811				
JANUARY	1,023.88	2.64	1.30	37.56	24.28	206.41	27.71	54.84	1.35	22.88	0.05	11.53	0.97	0.06	2.38	1,417.93		
FEBRUARY	1,034.59	2.47	1.33	38.17	21.92	177.83	25.02	53.18	1.27	21.52	0.05	10.79	1.04	0.05	2.60	1,391.83		
MARCH	991.35	2.64	1.63	47.27	18.10	182.20	26.75	64.99	1.35	23.09	0.05	11.54	2.05	0.06	3.91	1,376.98		
APRIL	904.91	2.56	1.74	34.54	17.52	183.34	25.88	51.19	1.31	22.44	0.05	11.17	2.05	0.05	4.13	1,282.88		
MAY	996.90	2.64	1.91	33.88	18.10	181.07	26.74	48.90	1.35	23.27	0.05	11.54	1.50	0.06	5.31	1,353.22		
JUNE	879.47	2.56	1.95	42.69	17.52	173.35	25.88	57.93	1.31	22.57	0.05	11.17	1.80	0.05	5.37	1,243.68		
JULY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AUGUST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEPTEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCTOBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NOVEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DECEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	5,831.10	15.51	9.86	234.10	117.44	1,104.20	157.96	331.03	7.94	135.87	0.31	67.74	9.41	0.33	23.70	8,046.52		



YEAR TO DATE REVENUE AS OF: JUNE 2016

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 12,422,338.00	\$ (5,748,235.09)	\$ 6,674,102.91	53.73%
Delinquent Taxes	\$ 174,000.00	\$ (86,152.68)	\$ 87,847.32	50.49%
<b>Local Revenues:</b>				
Alcoholic Bev	\$ 5,400.00	\$ (5,400.00)	\$ -	0.00%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 580.00	\$ (1,940.00)	\$ (1,360.00)	-234.48%
Municipal Court	\$ 20,000.00	\$ (9,408.38)	\$ 10,591.62	52.96%
Interest and Costs on Taxes	\$ 33,000.00	\$ (11,289.48)	\$ 21,710.52	65.79%
Interest	\$ 10,000.00	\$ (5,831.10)	\$ 4,168.90	41.69%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 1,188,000.00	\$ (284,751.20)	\$ 903,248.80	76.03%
Misc Rev - Unanticipated	\$ -	\$ (54,729.09)	\$ (54,729.09)	#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	\$ (19,103.00)	\$ 3,897.00	16.94%
<b>Public/Private Revenue Anticipated:</b>				
<b>Misc Revenues: Other</b>				
Recreation Fees	\$ -	\$ (3,450.00)	\$ (3,450.00)	#DIV/0!
Cable TV	\$ 11,000.00	\$ (12,497.27)	\$ (1,497.27)	-13.61%
Hunt Cty Open Space	\$ 10,785.00	\$ (10,785.97)	\$ (0.97)	-0.01%
Green Acres Grant	\$ 373,766.00	\$ -	\$ 373,766.00	100.00%
Clean Community Grant	\$ 10,727.59	\$ (10,727.59)	\$ -	0.00%
NJDEP Fed.Hwy Adm-Recreation Trail Grant	\$ 11,300.00	\$ -	\$ 11,300.00	100.00%
FEMA Generator Grant	\$ 147,689.00	\$ -	\$ 147,689.00	100.00%
Body Camara Grant	\$ 2,500.00	\$ -	\$ 2,500.00	100.00%
NJEM Grant	\$ 7,000.00	\$ -	\$ 7,000.00	100.00%
Click It or Ticket Grant-Somerset County	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%
SIF-Sign Trailer Grant	\$ 1,942.00	\$ -	\$ 1,942.00	100.00%
SIF Radar Sign Grant	\$ 2,028.00	\$ -	\$ 2,028.00	100.00%
Recycling Tonnage	\$ 3,694.00	\$ -	\$ 3,694.00	100.00%
<b>Surplus:</b>	\$ 726,000.00	\$ -	\$ 726,000.00	100.00%
<b>Total Revenue Anticipated&amp;MRNA</b>	\$ 2,345,751.59	\$ (516,065.76)	\$ 1,829,685.83	78.00%
<b>Amnt to be Raised - Municipal</b>	\$ 3,344,688.00	\$ -	\$ 3,344,688.00	100.00%
<b>Local/Reg/Cty/Lib/Open Taxes</b>	\$ 9,077,650.00	\$ (5,748,235.09)	\$ 3,329,414.91	36.68%
<b>Total Tax Levy</b>	\$ 12,422,338.00	\$ -	\$ -	



RECEIPTS AND DISBURSEMENTS JUNE 2016

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,269.65	2.56	0.00	12,272.21
Premium	125,127.96	26.07	27.96	125,126.07
Dog	9,193.76	471.95	32.60	9,633.11
Capital	1,354,424.86	274.34	160,262.68	1,194,436.52
Water Utility	107,779.41	70,431.42	25,947.28	152,263.55
Water Capital	84,078.27	17.52	18.10	84,077.69
Sewer Utility	731,958.96	139,288.78	32,938.48	838,309.26
Sewer Capital	124,242.28	25.88	26.74	124,241.42
Solid Waste Utility	191,621.81	60,609.13	33,342.60	218,888.34
Solid Waste Cap	6,282.13	1.31	1.35	6,282.09
Sui	108,312.19	138.91	0.00	108,451.10
Historic Preservation	259.06	44.16	0.00	303.22
Rehab Escrow	53,636.00	11.17	0.00	53,647.17
Recreation Trust	4,563.72	7,958.80	369.08	12,141.44
Special Events	27,770.90	530.37	5,746.43	22,554.84
Dev Escrow	52,779.02	1,611.08	7,570.74	46,819.36
Current	2,266,895.68	133,779.96	937,464.08	1,463,211.56
<b>TOTAL FUNDS</b>	<b>5,261,185.66</b>	<b>415,221.41</b>	<b>1,203,748.12</b>	<b>4,472,658.95</b>

**GOLF**

	P&L Receipts	P&L Exp	Difference
Jan	\$ 12,058.00	\$ 50,439.00	\$ (38,381.00)
Feb	\$ 23,655.00	\$ 52,197.00	\$ (28,542.00)
Mar	\$ 56,935.00	\$ 56,808.00	\$ 127.00
Apr	\$ 83,104.00	\$ 76,028.00	\$ 7,076.00
May	\$ 111,725.00	\$ 91,028.00	\$ 20,697.00
Jun	\$ 143,475.00	\$ 105,617.00	\$ 37,858.00
Jul			\$ -
Aug			\$ -
Sep			\$ -
Oct			\$ -
Nov			\$ -
Dec			\$ -
<b>TOTAL</b>	<b>\$ 430,952.00</b>	<b>\$ 432,117.00</b>	<b>\$ (1,165.00)</b>

**High Bridge Hills - HBH**  
For the Month Ending June 30th, 2016

				June		YTD		Last Year	
Actual	Budget	Budget Variance	Last Year	Actual	Budget	Budget Variance	Last Year	Actual	Last Year Variance
336	290	36	259	1,254	1,105	149	827	427	
537	450	87	718	1,393	1,225	168	1,972	(579)	
3,800	3,623	177	3,308	10,622	10,523	97	9,257	1,365	
4,663	4,361	302	4,285	13,269	12,855	414	31,056	1,213	
<b>Revenue</b>									
109,017	117,456	(8,439)	111,480	295,296	372,746	(77,451)	318,863	(23,567)	
21,576	22,626	(1,050)	23,556	58,677	64,782	(6,104)	61,780	(3,102)	
5,492	6,616	(1,124)	5,252	27,287	30,298	(3,011)	32,531	(5,244)	
627	855	(228)	484	3,928	3,420	408	3,295	593	
470	670	(200)	640	2,788	3,430	(642)	3,495	(707)	
0	2,500	(2,500)	3,450	0	30,900	(30,900)	19,608	(19,608)	
1,274	0	1,274	0	31,994	0	31,994	0	31,994	
5,019	4,535	484	4,842	11,084	11,254	(170)	14,583	(3,509)	
143,475	175,257	(31,782)	149,704	430,954	516,859	(85,877)	454,164	(23,211)	
<b>EXPENSES</b>									
143,475	175,257	(31,782)	149,704	430,954	516,859	(85,877)	454,164	(23,211)	
<b>LABOR</b>									
19,889	31,131	(16,798)	17,220	69,974	53,966	(16,008)	51,097	(18,877)	
5,856	5,897	41	5,741	35,219	35,578	359	34,989	(290)	
21,443	20,133	1,310	20,367	97,187	103,041	5,855	97,618	432	
47,167	57,161	(9,977)	43,328	202,380	192,585	(9,795)	183,705	(18,675)	
6,031	4,895	1,136	5,478	28,067	24,073	(3,993)	25,278	(2,789)	
3,493	2,466	973	1,539	6,512	14,796	6,284	9,027	515	
726	1,102	376	979	4,354	6,612	2,258	5,872	1,517	
8,250	8,463	213	7,995	40,933	45,481	4,548	40,176	(757)	
55,437	47,524	(7,813)	51,323	243,313	238,066	(5,246)	223,881	(19,432)	
<b>OPERATIONAL EXPENSES</b>									
940	3,600	2,660	2,486	6,723	15,000	8,277	9,854	3,131	
33,459	14,964	1,905	15,977	71,089	76,439	5,351	78,211	7,122	
22,210	21,193	1,017	8,847	64,217	67,896	3,769	48,729	(15,489)	
640	1,400	760	1,233	593	6,350	(642)	5,003	(2,028)	
10,529	2,961	(7,568)	4,991	25,334	17,766	(7,568)	29,975	4,641	
2,401	3,225	824	3,043	14,409	19,350	4,941	18,255	3,846	
58,180	47,343	(10,837)	36,576	168,804	201,891	36,087	190,827	1,238	
109,617	94,967	(14,650)	87,899	432,216	440,957	8,741	413,907	(18,209)	
37,859	80,290	(42,432)	61,805	(1,163)	75,873	(77,036)	40,257	(41,420)	
37,859	80,290	(42,432)	61,805	(1,163)	75,873	(77,036)	40,257	(41,420)	
37,859	80,290	(42,432)	61,805	(1,163)	75,873	(77,036)	40,257	(41,420)	

BUDGET BALANCES  
06/30/2016

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10510010	GENERAL ADMIN: SALARIES & WAGES	\$40,241.00	\$15,928.57	\$24,312.43	60%
10510020	GENERAL ADMIN: OTHER EXPENSES	\$6,300.00	\$672.92	\$5,627.08	89%
10510120	INTERNET	\$5,850.00	\$2,657.90	\$3,192.10	55%
10511010	MAYOR AND COUNCIL: SALARIES & WAGES	\$4,000.00	\$1,422.30	\$2,577.70	0%
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	\$1,760.00	\$996.00	\$764.00	43%
10511032	ADVERTISING	\$11,700.00	\$1,230.19	\$10,469.81	89%
10511520	NEWSLETTER/WEBSITE	\$12,455.00	\$3,715.91	\$8,739.09	70%
10512010	MUNICIPAL CLERK: SALARIES & WAGES	\$13,074.00	\$14,239.56	(\$1,165.56)	-9%
10512020	MUNICIPAL CLERK: OTHER EXPENSES	\$9,925.00	\$4,554.65	\$5,370.35	54%
10512520	ELECTION EXPENSE	\$2,750.00	\$0.00	\$2,750.00	0%
10513010	FINANCIAL ADMIN: SALARIES & WAGES	\$41,330.00	\$21,373.50	\$19,956.50	48%
10513020	FINANCIAL ADMIN: OTHER EXPENSES	\$6,470.00	\$4,640.73	\$1,829.27	28%
10513520	AUDIT SERVICES: OTHER EXPENSES	\$25,865.00	\$6,875.00	\$18,990.00	73%
10514510	TAX COLLECTOR: SALARIES & WAGES	\$41,330.00	\$21,381.00	\$19,949.00	48%
10514520	TAX COLLECTOR: OTHER EXPENSES	\$6,065.00	\$3,887.96	\$2,177.04	36%
10515010	TAX ASSESSMENT: SALARIES & WAGES	\$16,609.00	\$8,142.00	\$8,467.00	51%
10515020	TAX ASSESSMENT: OTHER EXPENSES	\$2,600.00	\$587.88	\$2,012.12	77%
10515520	LEGAL: OTHER EXPENSES	\$114,036.00	\$38,821.15	\$75,214.85	66%
10516520	ENGINEERING SERVICES: OTHER EXPENSES	\$14,800.00	\$616.25	\$14,183.75	96%
10517020	BUILDINGS & GROUNDS	\$33,022.00	\$3,123.94	\$29,898.06	91%
10517120	BUILDINGS & GROUNDS-OFFICE	\$12,890.00	\$3,398.21	\$9,491.79	74%
10518010	PLANNING BOARD: SALARIES & WAGES	\$5,152.00	\$1,955.29	\$3,196.71	62%
10518020	PLANNING BOARD: OTHER EXPENSES	\$10,000.00	\$2,925.24	\$7,074.76	71%
10518510	ZONING OFFICER: SALARIES & WAGES	\$5,000.00	\$2,083.30	\$2,916.70	58%
10519020	AFFORDABLE HOUSING APPROPRIATION	\$2,000.00	\$0.00	\$2,000.00	100%
10519510	CONSTRUCTION OFFICIAL: SALARIES & WAGES	\$28,708.00	\$14,072.52	\$14,635.48	51%
10519520	CONSTRUCTION OFFICIAL: OTHER EXPENSES	\$1,550.00	\$0.00	\$1,550.00	100%
10520510	CCO-BLDG INSPECTION: SALARIES & WAGES	\$5,000.00	\$2,083.30	\$2,916.70	58%
10521020	LIABILITY INSURANCE	\$113,500.00	\$81,836.24	\$31,663.76	28%
10521520	WORKER S COMPENSATION INSURANCE	\$43,500.00	\$32,375.19	\$11,124.81	26%
10522020	EMPLOYEE GROUP INSURANCE	\$223,482.00	\$118,247.47	\$105,234.53	47%
10524010	POLICE DEPARTMENT: SALARIES & WAGES	\$777,314.00	\$384,037.31	\$393,276.69	51%
10524020	POLICE DEPARTMENT: OTHER EXPENSES	\$50,000.00	\$27,181.17	\$22,818.83	46%
10524520	LEASE/PURCHASE POLICE VEHICLES	\$14,742.00	\$9,510.42	\$5,231.58	35%
10525220	EMERGENCY MANAGEMENT: OTHER EXPENSES	\$3,000.00	\$400.14	\$2,599.86	87%
10525520	HIGH BRIDGE VOLUNTEER FIRE DEPT.	\$126,274.00	\$10,000.00	\$116,274.00	92%
10526020	RESCUE/FIRST AID	\$40,000.00	\$0.00	\$40,000.00	0%
10526520	LOSAP CONTRIBUTION	\$32,900.00	\$27,300.00	\$5,600.00	17%
10527020	ECONOMIC DEVELOPMENT	\$500.00	\$271.00	\$229.00	46%
10527510	MUNICIPAL PROSECUTOR: SALARIES & WAGES	\$0.00	\$0.00	\$0.00	0%
10529010	DEPT.OF PUBLIC WORKS: SALARIES & WAGES	\$114,868.00	\$62,576.75	\$52,291.25	46%
10529020	DEPT.OF PUBLIC WORKS: OTHER EXPENSES	\$151,780.00	\$32,342.32	\$119,437.68	79%
10529050	DPW - ROAD REFERENDUM	\$49,000.00	\$0.00	\$49,000.00	100%
10529055	PARKS & PLAYGROUNDS: OTHER EXPENSES	\$6,000.00	\$874.11	\$5,125.89	85%
10529060	FIELD MAINTENANCE: OTHER EXPENSES	\$6,000.00	\$0.00	\$6,000.00	100%

BUDGET BALANCES  
06/30/2016

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10533020	BOARD OF HEALTH: OTHER EXPENSES	\$5,340.00	\$1,599.99	\$3,740.01	70%
10533520	ENVIRONMENTAL COMMISSION:OTHER EXPENSES	\$1,600.00	\$645.89	\$854.11	57%
10537020	SPECIAL EVENTS: OTHER EXPENSES	\$3,750.00	\$584.29	\$3,165.71	84%
10537120	CULTURAL & HERITAGE	\$2,000.00	\$0.00	\$2,000.00	0%
10537620	GOLF-OTHER EXPENSES	\$1,194,000.00	\$502,643.56	\$691,356.44	58%
10539010	LIBRARY: SALARIES & WAGES	\$21,070.00	\$10,157.52	\$10,912.48	52%
10539020	LIBRARY - OTHER EXPENSES	\$200.00	\$29.24	\$170.76	0%
10543020	ELECTRICITY	\$36,100.00	\$8,759.89	\$27,340.11	76%
10543520	STREET LIGHTING	\$42,000.00	\$14,686.09	\$27,313.91	65%
10544020	TELEPHONE	\$18,600.00	\$5,529.98	\$13,070.02	70%
10544620	GASOLINE	\$40,520.00	\$10,531.71	\$29,988.29	74%
10544720	HEATING FUEL	\$44,525.00	\$12,089.72	\$32,435.28	73%
10547120	CONTRIBUTION TO PERS	\$32,848.00	\$32,848.00	\$0.00	0%
10547220	SOCIAL SECURITY SYSTEM(OASI)	\$85,489.00	\$40,191.40	\$45,297.60	53%
10547520	CONTRIBUTION TO PFRS	\$166,710.00	\$166,710.00	\$0.00	0%
10629021	ENVIRONMENTAL TESTING	\$121,775.00	\$0.00	\$121,775.00	100%
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 COMMUNITIES	\$10,727.59	\$0.00	\$10,727.59	100%
10672620	RECYCLING GRANT - SOL WS ADMIN	\$3,694.00	\$0.00	\$3,694.00	0%
10672820	CLICK IT GRANT	\$4,500.00	\$4,800.00	(\$300.00)	-7%
10673120	SIF GRANT - SIGN TRAILER	\$1,942.00	\$1,931.00	\$11.00	100%
10673220	SIF GRANT - RADAR SPEED SIGN	\$2,028.00	\$0.00	\$2,028.00	0%
10673320	TRAIL GRANT	\$11,300.00	\$0.00	\$11,300.00	0%
10673420	TRAIL GRANT - MATCH	\$11,300.00	\$0.00	\$11,300.00	0%
10673520	NJEM GRANT	\$7,000.00	\$0.00	\$7,000.00	0%
10673620	BODY CAMERA GRANT	\$2,500.00	\$0.00	\$2,500.00	0%
10673720	FEMA GENERATOR GRANT	\$147,689.00	\$53,172.46	\$94,516.54	0%
10689120	DECLARED STATE OF EMERGENCY SNOW REMO	\$19,200.00	\$0.00	\$19,200.00	0%
10688020	EMERGENCY APPROPRIATIONS	\$0.00	\$0.00	\$0.00	0%
10672720	GAZEBO REPAIRS - CH 159	\$0.00	\$0.00	\$0.00	0%
10687120	SPECIAL EMERGENCY - 5 YEARS	\$30,000.00	\$0.00	\$30,000.00	0%
10687420	DEF CHARGES -EMERG APPROP-OUTSIDE CAPS	\$0.00	\$0.00	\$0.00	0%
10689920	RESERVE FOR UNCOLLECTED TAXES	\$395,030.00	\$0.00	\$395,030.00	0%
10690020	CAPITAL IMPROVEMENT FUND	\$318,000.00	\$318,000.00	\$0.00	0%
10694520	CAPITAL LEASE	\$96,000.00	\$46,832.88	\$49,167.12	51%
10694220	NJEIT - LK SOLITUDE	\$55,508.00	\$9,682.60	\$45,825.40	83%
10694220	DAM RESTORATION LOAN	\$237,200.00	\$118,564.80	\$118,635.20	50%
10692020	BOND PRINCIPAL	\$420,000.00	\$30,000.00	\$390,000.00	93%
10692520	NOTE PRINCIPAL	\$114,000.00	\$114,000.00	\$0.00	0%
10693020	BOND INTEREST	\$340,000.00	\$169,856.88	\$170,143.12	50%
10693520	NOTE INTEREST	\$3,600.00	\$3,587.49	\$12.51	0%
10694020	GREEN ACRES-SPRINGSIDE-#1014-01-008	\$11,660.00	\$5,829.67	\$5,830.33	50%
10694120	GREEN ACRES-LK SOLITUDE-#1014-95-128	\$86,292.00	\$43,145.63	\$43,146.37	50%
		\$6,416,439.59	\$2,703,851.58	\$3,712,588.01	58%



**COUNTY OF HUNTERDON NEW JERSEY**  
**DEPARTMENT OF HUMAN SERVICES**

Planning, Mental Health, Alcohol & Drug Abuse, Youth Services, Social Services,  
Disability Services, Senior Services, Transportation, Housing

Christine Hammerstone, MPA  
Administrator

P.O. Box 2900  
Flemington, New Jersey 08822-2900  
(Location: 8 Gauntt Place)

908-788-1253 V/TDD  
908-788-1372 V/TDD  
908-806-4204 FAX  
humansvc@co.hunterdon.nj.us

**TO:** Hunterdon County Municipal Clerks

**FROM:** Christine Hammerstone, MPA, Administrator *CH*  
Hunterdon County Department of Human Services

**DATE:** August 1, 2016

**RE:** Notice of Public Hearing

Enclosed please find a Notice of Public Hearing for the Department's SFY2017 Senior Citizen and Disabled Resident Transportation Assistance Program grant application.

As per this Department's grant requirements, we ask that you please post the Notice in your office until close of Business on Friday, September 2, 2016.

Thank you in advance for your assistance.

Enc. (1)

**SENIOR CITIZEN AND DISABLED RESIDENTS  
TRANSPORTATION ASSISTANCE PROGRAM  
NOTICE OF PUBLIC HEARING**

The County of Hunterdon, Department of Human Services, will hold a Public Hearing to offer senior citizens, residents with disabilities, their advocates, and other interested individuals the opportunity to be heard regarding the County's Plan for Fiscal Year 2017 funding from the Senior Citizen and Disabled Residents Transportation Assistance Program (SCDRTAP), also known as Casino Revenue, administered by the New Jersey Transit Corporation.

The Public Hearing will be held on Friday, September 2, 2016, at 11:00 am at the Department of Human Services, Community Services Annex (Bldg #3), Route 31, Flemington, New Jersey.

The Plan calls for utilizing the FY2017 allocation of \$327,180.00 between January 1, 2017 and December 31, 2017 for transportation services to senior citizens and disabled residents, which is provided through the County's Consolidated Transportation System "The LINK."

A summary of proposed activities and proposed budget will be available for review and comment at the Public Hearing.

The Public Hearing location is ADA accessible. Members of the public in need of transportation to the Public Hearing may call "The LINK," at 1-800-842-0531 at least 24 hours in advance.

It is the policy of the County of Hunterdon to provide reasonable accommodations for persons with disabilities with advance notification of need. If an accommodation is needed, please contact Kay Strain at (908) 788-1253 (Voice/TDD) 10 days prior to the meeting date.

Interested persons may submit oral or written recommendations on or before August 22, 2016 to the County of Hunterdon, Department of Human Services, attention Erin Neukum @ (908) 788-1368 or Email to [eneukum@co.hunterdon.nj.us](mailto:eneukum@co.hunterdon.nj.us) .

# HIGH BRIDGE

## BOROUGH

*Hunterdon County, New Jersey*

## SOLITUDE HOUSE AND GROUNDS

### Reservation Application

We appreciate your interest in holding your event at Solitude House. Solitude House and its grounds are treasured by the residents of High Bridge as the home of the Taylor family, who owned and managed the Taylor-Wharton Iron and Steel Company, which was central to the development of High Bridge. We hope it will provide a great setting for your event and that this place will become as special to you as it is to us.

In your planning, please take note that Solitude House and its outbuildings are a historic site. These buildings and structures are old and in some respects, fragile. While the Borough is striving to maintain the historic character of the buildings by ensuring repairs preserve the historic materials and qualities of the buildings, your careful and considerate use of the buildings and property can help as well.

To assist with your preliminary planning, a representative of the Cultural and Heritage Committee will meet with you on site, to walk through Solitude House and provide specific information on the opportunities and constraints in using the Solitude House complex. To schedule this, please contact the Cultural and Heritage Committee three months (90 days) before the event you are planning.

A Cultural and Heritage Committee representative will be on site throughout your event and during set-up and break-down.

Please complete the following application as fully as possible. Kindly include information about your organization and other events it has held.

## Application for use of Solitude House and Grounds

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Is the organization non-profit? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, documentation showing 501c3 or similar status must be supplied)

Type of Organization: \_\_\_\_\_

Please provide copies of brochures (if available) about the organization with your application.

Authorized Contact for the organization:

Name: -----

Address: -----

Phone: -----

Cell: -----

Fax Number: -----

Email Address: -----

Authorized Alternate Contact for the organization:

Name: -----

Address: -----

Phone: -----

Cell: -----

Fax: -----

Email Address: -----

### Event Information

Name of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Requested date(s) of event: \_\_\_\_\_ (include set-up and break-down dates and times)

Rain date(s): \_\_\_\_\_

Number of persons expected: \_\_\_\_\_

Number of vehicles expected: \_\_\_\_\_

Do you plan to charge for this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Admission fees for event: \_\_\_\_\_

Are you planning to sell items at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, a Food Handler Permit may be required. Contact the Borough for details.)

Are you planning to serve or sell food at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the organization wishes to serve alcoholic beverages, contact the Borough Clerk for information on obtaining a liquor permit well in advance. Alcoholic beverages cannot be served on Borough property without a permit

Which floor(s) of Solitude House does the organization wish to use?

First floor (main exhibit floor) \_\_\_\_\_ Yes \_\_\_\_\_ No

Second floor \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your organization also plan to use the grounds and lawns around Solitude House?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which ones?

\_\_\_\_\_ South Lawn (Sundial Walk)

\_\_\_\_\_ North Lawn (Back of Solitude House)

\_\_\_\_\_ West Lawn (alongside driveway)

\_\_\_\_\_ Annex Lawn (between garage and Annex)

Will you be renting a port-a-john for this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, the vendor the Borough currently uses is ARF Rental Services 877-234-6545

Will your organization be advertising this event to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how will this be done? \_\_\_\_\_

\_\_\_\_\_

May C&H advertise your event to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your organization wish to have C&H members available to give house tours or grounds tours on the day(s) of your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you permit the Borough of High Bridge and its volunteers to take photographs and videos during your event, for use by the Borough? \_\_\_\_\_ Yes \_\_\_\_\_ No



## INSURANCE

All organizations which are not a Commission, Committee or other part of the Borough of High Bridge are required to hold \$1 million dollars in liability insurance and to provide a certificate of insurance listing the “Borough of High Bridge” as “also insured” prior to any event held at any part of the Solitude House Complex.

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Liability insurance amount: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Insurance Company Phone Number: \_\_\_\_\_

## FEES

Fees are listed on the fee schedule.

A \$100 reservation/security deposit is required three months (90 days) before the planned event to reserve the site. This amount is in addition to the event fee, and will be returned all, in part or not at all depending on the outcome of the check-out inspection after the event. If repair or clean-up costs by the Borough exceed that amount, your organization will be billed for the additional amount.

If the event is canceled, the reservation/security deposit fee is not refundable.

## CHECK-IN and CHECK-OUT

When your organization arrives to begin set-up for the event, an authorized representative of the organization must be available to walk through the site with a C&H representative to check the conditions of the grounds and the house, room-by-room, before the set-up.

After the end of the event, when the organization has completed their clean-up and the house is “broom clean”, a representative of the organization must be available to walk through the site with a C&H representative to check the conditions of the grounds and the house, room-by-room. Ideally, this should be the same person who did the check in.

All trash must be removed from the grounds and the rooms before check-out.

If the organization assisted C&H with moving any furnishings for the event, these items are to be returned to the locations indicated by C&H before the organization leaves.

If any damages are observed, they will be noted for possible remediation, depending on the extent of the damage and the cost of restoration.

## **SECURITY**

Although Solitude House and the Annex are locked when not in use, there is no security system at the Solitude House Complex and the Borough of High Bridge is not responsible for items left in the house, other buildings, or on the grounds, regardless of their value.

If your organization wishes to leave items of value in any part of the Solitude House Complex overnight or any other time when the complex is unattended, the Borough shall require the organization to sign a waiver releasing the Borough from for liability for these items.

## **OPEN SPACE AND TRAIL USES**

The Solitude House Complex is on open space property purchased with the help of the New Jersey Green Acres Program and is therefore open to the public.

A popular walking trail, the Taylor SteelWorkers Historic Greenway, goes through the property and past the buildings is also open to the public.

## **RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT IN FAVOR OF THE BOROUGH OF HIGH BRIDGE**

The Borough of High Bridge requires all individuals working at the Solitude House Complex to sign the Borough's "Release, Waiver of Liability, Assumption of Risk and Indemnity Agreement in Favor of the Borough of High Bridge" form.

A copy of the adult and youth versions of this form are at the end of this document.

The organizer of your event is responsible to ensure that all individuals involved in running your event sign this form and that the original signed copies are submitted to the Borough thirty (30) days before your event.

## **BOROUGH OF HIGH BRIDGE CONTACTS**

Cultural and Heritage Committee:

Nancy Hunt  
email: [heritage@highbridge.org](mailto:heritage@highbridge.org)

Phone: 908-323-3626; 908-638-0375

High Bridge Borough Administrator:

Michael Pappas  
email: [administrator@highbridge.org](mailto:administrator@highbridge.org)

Phone: 908-638-6455

All Solitude House Complex Reservation applicants MUST make prior contact with the High Bridge Emergency Services to provide adequate event information and any additional information that the Emergency Services may require.

High Bridge Police Department:  
Contact Name: Chief Brett Bartman  
Phone: 908-638-6957  
email: [hpbdbartman@comcast.net](mailto:hpbdbartman@comcast.net)

High Bridge Emergency Squad:  
Contact Name: John Silliman  
Phone: 732-522-7328  
email: [jt@silliman.net](mailto:jt@silliman.net)

High Bridge Fire Department:  
Contact Name: Jeffrey Smith  
Phone: 908-285-1318  
email: [jeffreysmith14@msn.com](mailto:jeffreysmith14@msn.com)

I hereby agree that all information above is true to the best of my knowledge and understand that the Borough of High Bridge may require additional information on which to base a satisfactory approval.

Event fees for use of the Solitude House Complex and a certificate of insurance showing \$1 million in liability insurance, with the Borough of High Bridge listed as also insured, must be received by the Borough of High Bridge prior to the issuance of a permit to use any part of the Solitude House Complex.

Authorized signature for Organization: \_\_\_\_\_ Date \_\_\_\_\_

Authorized signature for Organization (printed): \_\_\_\_\_

Title: \_\_\_\_\_

**Three months (90 days) before your event or earlier, please submit:**

Completed reservation application form  
Documentation showing 501c3 or other non-profit status (if applicable)  
Organization flyer (if available)  
\$100 reservation deposit

to:

**Borough of High Bridge  
71 Main Street  
High Bridge, NJ 08829**

**One month (30 days) before your event or earlier, please submit:**

“Solitude House and Grounds Fee Schedule and Payment Form” with appropriate use fee for your event  
Copies of all permits received  
Schedule and program for your event  
Roster of your individuals who will be running your event  
Original copies of the “Release, Waiver of Liability, Assumption of Risk and Indemnity Agreement in Favor of the Borough of High Bridge” form signed by each individual involved in running your event

to:

**Borough of High Bridge  
71 Main Street  
High Bridge, NJ 08829**

**For Borough use only:**

## SOLITUDE HOUSE AND GROUNDS

### Reservation Application

#### **checklist**

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Organization representative on-site meeting and tour at Solitude House with C&H representative:

Name of Organization representative: \_\_\_\_\_

Name of C&H representative: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Reservation deposit amount, if applicable: \_\_\_\_\_

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Use Fee amount, if applicable: \_\_\_\_\_

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

In-kind volunteer completed, if applicable: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_  
(for Cultural and Heritage Committee)

Copy of insurance certificate naming Borough of High Bridge as also insured received:

Date: \_\_\_\_\_

Emergency Services: \_\_\_\_\_ Date: \_\_\_\_\_

Police: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Special permits:**

Alcoholic Beverages \_\_\_\_\_ Date: \_\_\_\_\_

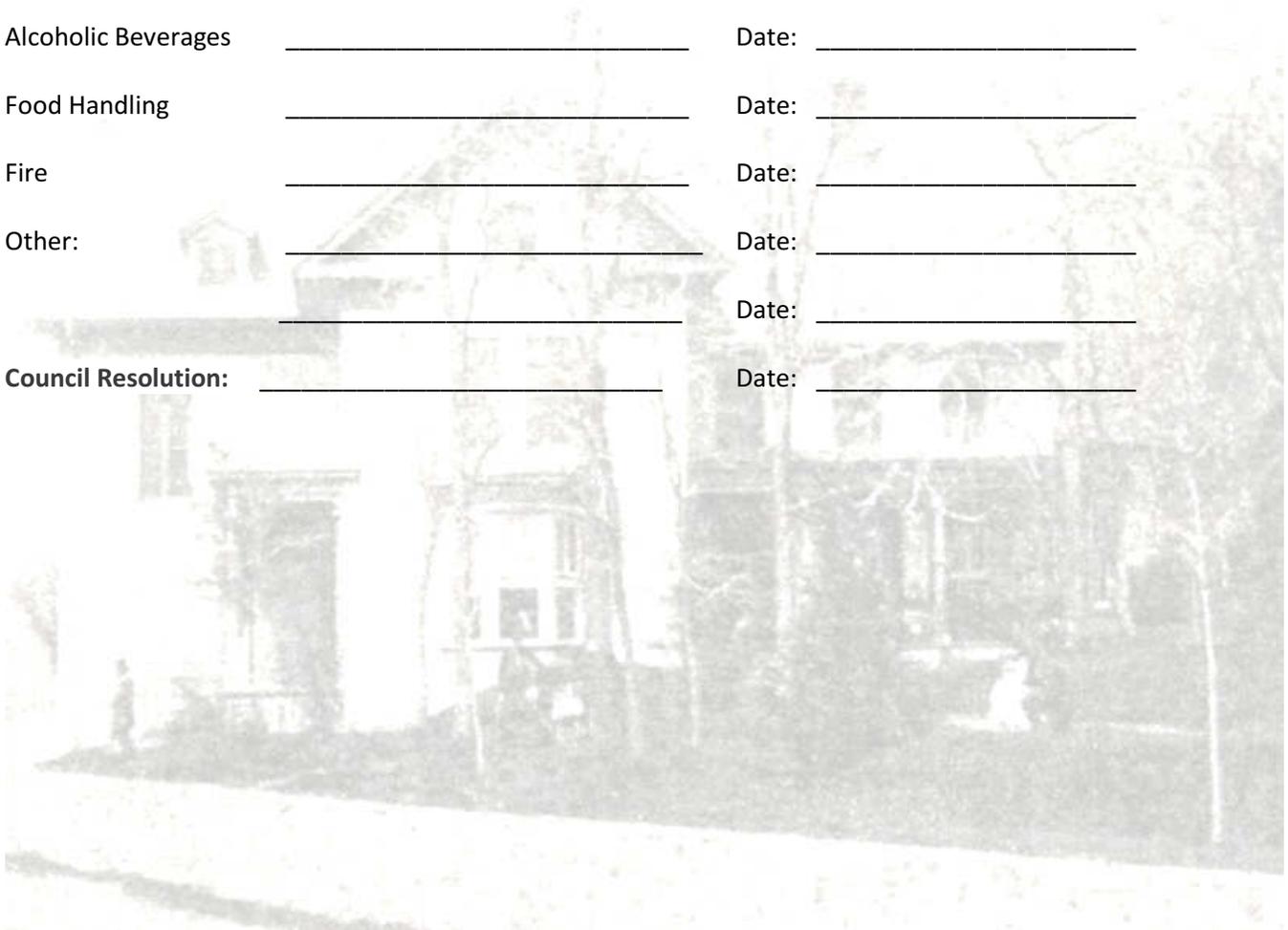
Food Handling \_\_\_\_\_ Date: \_\_\_\_\_

Fire \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Council Resolution:** \_\_\_\_\_ Date: \_\_\_\_\_



## Approval for Use of Solitude House Complex

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Rain date(s): \_\_\_\_\_

If a Resolution is required,

Resolution Number: \_\_\_\_\_

Resolution Approval date: \_\_\_\_\_

\_\_\_\_\_ The above application is approved for use as submitted

\_\_\_\_\_ The above application is approved WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_

\_\_\_\_\_ The above application is NOT APPROVED. REASONS for denial: \_\_\_\_\_

Borough of High Bridge Administrator:

\_\_\_\_\_

\_\_\_\_\_

Date

# THINGS TO KNOW ABOUT WHEN PLANNING TO USE THE SOLITUDE HOUSE COMPLEX

## **Parking**

Parking space at Solitude House itself is limited. Outlying parking areas within walking distance are generally available.

## **ADA Accessibility**

Solitude House is not ADA accessible.

## **Utilities and Appliances – Solitude House**

Electricity is available.

There is running water in the house, but no hot water.

There is one rest room on the first floor (the main exhibit floor). There are two rest rooms on the second floor.

There is a refrigerator available on the second floor.

Although Solitude House is locked when not in use, there is no security system and the Borough is not responsible for items left in the house, regardless of their value.

## **The Third Floor (Attic)**

The Third Floor (Attic) is not available for use.

## **The Annex**

The Annex is generally not available for use.

## CAUTIONS FOR USING SOLITUDE HOUSE AND GROUNDS

### **The Rooms**

Each of the rooms in Solitude House has its idiosyncrasies.

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, these will be discussed.

A floorplan will also be provided.

### **The Furnishings**

The furniture currently in Solitude House has been provided on loan or as donations. Most of the pieces are antique, though none of them were owned by the Taylor family.

C&H considers it important that these items are not damaged and that their historic condition is maintained.

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the furnishings will be discussed.

### **Exhibit Items**

The exhibit items in Solitude House are owned by the Borough of High Bridge or on loan from private collections. Many of these items are irreplaceable antiques.

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, it will be discussed whether these items are to remain on display during your event or put in storage for that period.

### **The Floors**

The floors are old, and some are ornate, such as the train track parquet in the entry hall. Please help us preserve these floors by avoiding new scratches from moving furniture or other items across them.

### **The Display Cases**

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the display cases will be discussed.

If the display cases need to be moved for your event, this will be worked out with C&H.

Some of the exhibit items currently in the cases – especially the iron and slag pieces – are quite heavy. To avoid scratching the floor, these items should be removed from the display case before attempting to move this case.

## **Consumable Goods**

Supplies such as paper towels, hand soap and bath tissue are provided.

## **The Peg Board Display Panels**

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the 5' by 7' hinged display panels will be discussed.

Peg board brackets are available.

If the display panels need to be moved for your event, this will be worked out with C&H.

## **Framed Items; other C&H Display Items; Household Items**

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, exhibit items, framed items, other C&H display Items and household items will be discussed.

If any of these need to be moved or removed for your event, this will be worked out with C&H.

## **Hiking Trail and Open Space Public Access**

The Solitude House Complex is on open space property owned by the Borough of High Bridge which was purchased with the help of the New Jersey Green Acres Program. The property is therefore open to the public.

A popular walking trail, the Taylor SteelWorkers Historic Greenway, goes through the property and past the buildings.

This trail route needs to be kept open throughout your event. When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the trail route will be discussed.

## **Stone retaining walls**

The stone walls along the driveway and walkways are part of the historic image and landscape of Solitude House, and are shown in old drawings and photos of Solitude House.

These walls are about 100 years old and the mortar is beginning to fail.

PLEASE KEEP OFF THESE WALLS. They are not safe. PLEASE ensure no one climbs on, walks on or jumps off these walls.

Please leave the stones in these walls and along these walls in place.

## **The Ground and Artifacts**

The Solitude House Complex is a historic site. Preliminary investigations have demonstrated archaeological potential to reveal unique information about early settlement, iron working and family life at this site, especially as it relates to the Union Iron Works and the Taylor family.

To preserve this data intact, until such time as funding becomes available for a scientific archaeological examination of the site, excavation, digging, gardening and other ground-disturbing activities are not allowed on this site.

If any artifacts are accidentally found, prior to moving them, contact the C&H member on duty who will record and manage the artifact(s).

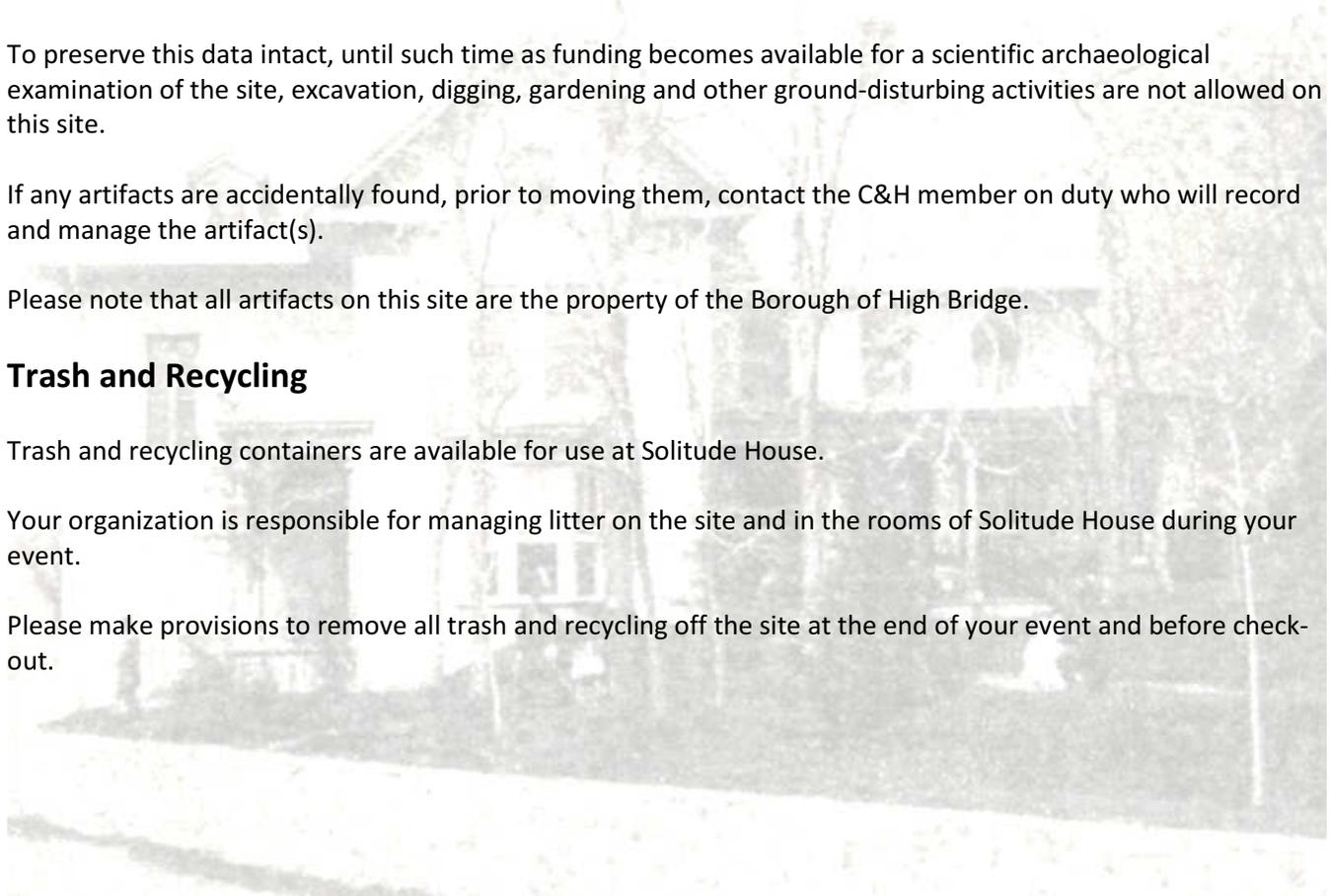
Please note that all artifacts on this site are the property of the Borough of High Bridge.

## **Trash and Recycling**

Trash and recycling containers are available for use at Solitude House.

Your organization is responsible for managing litter on the site and in the rooms of Solitude House during your event.

Please make provisions to remove all trash and recycling off the site at the end of your event and before check-out.



**RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT IN FAVOR OF THE BOROUGH OF HIGH BRIDGE**

This AGREEMENT ("AGREEMENT") is being made in consideration for my being permitted to participate in any way in the construction, maintenance and/or use of Solitude House and Property ("Activities" or "Activity"). I enter into this Agreement with the Borough of High Bridge ("High Bridge") for myself, and on behalf of my personal representatives, assigns, heirs and next of kin.

1. I ACKNOWLEDGE, agree and represent that I understand the nature of Solitude House Tour Activities that I am qualified, in good health, and in proper physical condition to participate in such Activities. I further acknowledge that such Activities will be conducted on public property and facilities open to the public during the Activity and upon which the traveling and other hazards are to be expected. I further agree and warrant that, if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. I FULLY UNDERSTAND that: (a) SUCH ACTIVITIES INVOLVE RISK AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING BUT NOT LIMITED TO DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" NAMED IN PARAGRAPH 3 BELOW, OR FOR ANY OTHER REASON; and (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time. I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activity.
3. I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE HIGH BRIDGE, or its elected officials, administrators, directors, agents, officers, members, volunteers, and/or employees, other participants, any sponsors, advertisers, and/or, if applicable, owners and lessors of premises on which the ACTIVITY takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" OR FOR ANY OTHER REASON, INCLUDING BUT NOT LIMITED TO NEGLIGENT RESCUE OPERATIONS. I FURTHER AGREE that if, despite this AGREEMENT, I, or anyone on my behalf, makes a claim against any of the RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation and other expenses, attorneys fees, losses, liabilities, damages, and costs which any of them may incur as a result of such a claim.
4. I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS AND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, HAVE SIGNED FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE, INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW, AND AGREE THAT, IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE REMAINING PORTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature : \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of Birth (Must Be 18 or Older): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT IN FAVOR OF THE BOROUGH OF HIGH BRIDGE - YOUTH**

This AGREEMENT ("AGREEMENT") is being made in consideration for my child, \_\_\_\_\_, being permitted to participate in any way in the construction, maintenance and/or use of Solitude House and Property ("Activities" or "Activity"). I enter into this Agreement with the Borough of High Bridge ("High Bridge") for myself, my child and on behalf of my personal representatives, assigns, heirs and next of kin.

4. I ACKNOWLEDGE, agree and represent that I understand the nature of Solitude House Tour and Service Activities and that my child is qualified, in good health, and in proper physical condition to participate in such Activities. I further acknowledge that such Activities will be conducted on public property and facilities open to the public during the Activity and upon which the traveling and other hazards are to be expected. I further agree and warrant that, if at any time I believe conditions to be unsafe, I will immediately discontinue my child's further participation in the Activity.

5. I FULLY UNDERSTAND that: (a) SUCH ACTIVITIES INVOLVE RISK AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING BUT NOT LIMITED TO DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my child's own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" NAMED IN PARAGRAPH 3 BELOW, OR FOR ANY OTHER REASON; and (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time. I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my child's participation in the Activity.

6. I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE HIGH BRIDGE, or its elected officials, administrators, directors, agents, officers, members, volunteers, and/or employees, other participants, any sponsors, advertisers, and/or, if applicable, owners and lessors of premises on which the ACTIVITY takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" OR FOR ANY OTHER REASON, INCLUDING BUT NOT LIMITED TO NEGLIGENT RESCUE OPERATIONS. I FURTHER AGREE that if, despite this AGREEMENT, I, or anyone on my behalf or for my child, makes a claim against any of the RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation and other expenses, attorneys fees, losses, liabilities, damages, and costs which any of them may incur as a result of such a claim.

5. I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS AND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, HAVE SIGNED FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE, INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW, AND AGREE THAT, IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE REMAINING PORTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature of parent or legal guardian: \_\_\_\_\_ Date \_\_\_\_\_

Print Name of parent or legal guardian: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone/emergency contact: \_\_\_\_\_

Print name of youth participant: \_\_\_\_\_

Date of birth of youth participant: \_\_\_\_\_

COPY OF CURRENT MEDICAL INSURANCE CARD COVERING THIS YOUTH PARTICIPANT.MUST BE PROVIDED

C&L Sweeper Service  
 350 Faraday Avenue  
 Jackson, NJ 08527  
 Phone: (732) 886-1940

# Sweeping Solution

Date	Estimate #
7/21/2016	16-13867



Bill To:  
 Borough of High Bridge  
 Chris Zappa  
 71 Main St,  
 High Bridge, NJ, 08829

TO PROVIDE THE BEST EXPERIENCE POSSIBLE TO OUR CUSTOMERS

Project			
Description	Qty	Cost	Total
Borough of High Bridge, NJ- 71 Main St, High Bridge, NJ, 08829 Price is a Day Rate for 6HR of Sweeping Time			
C&L Sweeper Service will provide a large mechanical broom sweeper and an experienced operator to clean all pavement areas as per our discussion. The sweeper will be responsible for removing sand/debris/dirt from blacktop areas.		890.00	890.00
Sales Tax		7.00%	0.00

Please authorize and return  
 Sincerely,  
 Gabe ir

	<b>Total</b> \$890.00
--	-----------------------

Phone #	Fax #
732 886 1940	732 886 6401



Customer Signature \_\_\_\_\_

**Contract**  
ACCEPTANCE/AGREEMENT



**Reilly Sweeping Inc.**  
10 Kresge Road  
Fairless Hills, PA 19030  
Ph. 215/736-1556  
Fx. 215/736-1070  
[www.reillysweeping.com](http://www.reillysweeping.com)

<b>High Bridge Borough</b>	Attn: Chris Zappa	Date: 7/19/2016
71 Main Street	Phone: 908-638-6588 908-391-9155	Email: <a href="mailto:czappa@highbridge.org">czappa@highbridge.org</a>
High Bridge, NJ 08829	Site: <b>High Bridge Borough</b> <b>Non-Prevailing Wage, 15 Road Miles</b>	

**Road sweeping services with operator to sweep High Bridge Borough municipal streets.**

Daily Rate (8 hours)	\$ 960.00
Each Additional Hour (over 8 hours)	\$ 140.00
Saturday Premium Per Hour	\$ 20.00

Eight Hour Minimum For Night Work

- \* **Charges Include One Way Travel from the closest available office.**
- \* **Sweepers are scheduled upon receipt of completed, signed contract.**

**High Bridge Borough will provide a dumpsite for material collected and a water supply for the sweepers dust control.**

**Water Fill Location:** \_\_\_\_\_

**Dumpsite Location:** \_\_\_\_\_

The parties agree that liability hereunder is and shall be limited to the time period that contractor's Reilly Sweeping, Inc. vehicle (s) and equipment are actually on the property performing services and not prior or subsequent thereto since the same is beyond contractor's control. A Two-Million Dollar liability insurance certificate with an additional Ten Million-umbrella coverage would be provided.

High Bridge Borough agrees to secure all necessary approvals for use of water source to be provided at the High Bridge Borough's sole cost and expense in addition to contract prices stipulated herein. High Bridge Borough agrees to save harmless and indemnify Reilly Sweeping, Inc., including reasonable attorney's fees and court costs, should Reilly Sweeping, Inc. in any way be responsible and/or held liable for said water charges used in conjunction herein.

We hereby propose to furnish the above service for the sum of

**As stated above ( New Jersey Contract plus NJ State Sales Tax)**

Payment to be made as follows:

**Net 10 days**

Authorized Signature:

*Vincent Sibel*

*Acceptance of Proposal:* The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. If payment is not received by the 30<sup>th</sup> day following completion of the invoiced work, RSI will commence litigation to collect any such delinquent payments. We agree to pay all reasonable attorneys' fees incurred by RSI in such collection efforts. The parties also agree to the jurisdiction of venue the Bucks County Court of Common Pleas for all litigation matters arising from this agreement.

Signature X \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*This proposal may be withdrawn by us if not accepted within: 30 days*



July 21, 2016

Mr. Michael Pappas  
Administrator  
Borough of High Bridge  
71 Main Street  
High Bridge, NJ 08829

Dear Mr. Michael Pappas:

We are pleased to quote you for the rental of a 2005 ELGIN Pelican P Street Sweeper. The cost of the rental is \$2,500.00 per week or \$7800.0 per month. We will deliver to and pick up at your location. Please note that rental sweepers are provided on an "as available" basis, meaning both the sweeper and the requested rental period are subject to prior rental or sale. Upon receipt of the documents below, Timmerman will then schedule the rental unit based on availability.

The sweeper will have W.E. Timmerman, Co., Inc. license plates. You will be responsible for the daily cleaning and maintenance of the sweeper, weekly maintenance, broom replacements (if necessary), and any physical damage to the sweeper during the time the sweeper is in your possession.

A Certificate of Insurance (as detailed in the agreement), a signed Rental Agreement and a Purchase Order Voucher must be executed before the release of the rental unit. We have enclosed a Rental Agreement for your review.

We look forward to serving your needs

Sincerely yours,  
W.E. Timmerman Co., Inc.

A handwritten signature in blue ink, appearing to read "Jay J. Chardoussin".

Jay J. Chardoussin  
Service Manager





**U.S. MUNICIPAL**

SERVING THOSE WHO SERVE THE PUBLIC

461 GLENNIE CIRCLE  
KING OF PRUSSIA, PA 19406

Ph: 610-292-9450

**Bill To:**

HIGH BRIDGE BOROUGH  
26 WEST MAIN STREET  
HIGH BRIDGE, NJ 08829

908-638-6588

**SERVICE QUOTATION**

Service Order Number	
1087827	
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Quote Expires On 5/7/2016

**Ship To:**

HIGH BRIDGE BOROUGH  
40 FAIRVIEW AVENUE  
HIGH BRIDGE, NJ 08829

*Atten:  
Rick*

Requested By: MIKE HANN

Customer ID: 10968

<b>PO Number</b>					<b>Taker</b>				
SWEEPER REPAIR - 4/6/16					DBT				
Quantities					ItemID Item Description	Pricing UOM Unit Size	Unit Price	Exented Price	
To Service	Requested	Allocated	UOM Unit Size	Disp					

Order Note: HOURS: MILEAGE:

1. IGNITION SWITCH FOR CHASSIS IS BROKEN
2. MAIN WATER PUMP CRACKED
3. POWER WASHER NOT WORKING
4. SUPER WINCH NOT WORKING
5. CENTER BROOM ADJUSTMENT - CHECK OVER
6. WATER TANK LEAKING AT R/S OF FRONT BODY
7. AIR LEAK
8. VACUUM FLAPS IN BODY NOT WORKING
9. ACTUATOR AT L/S FRONT OF BODY NOT WORKING
10. CHECK OPERATION OF WANDERHOSE
11. WATER MANIFOLD VALVES ALWAYS NEED TO BE CLEANED
12. CHECK ALL WATER FILTERS AND SCREENS
13. CHECK SCREENS ON TOP OF SWEEPER
14. A/C NOT WORKING
15. SERVICE AUX. ENGINE
16. CHANGE HYDRAULIC OIL FILTER
17. CHECK OVER SWEEPER AND NOTE ALL OTHER ISSUES

CHECKED OVER REPAIR ISSUES ON SWEEPER. REPAIRS LISTED BELOW:

REPLACE BOTH VACUUM FLAPS AND SHAFT INSIDE HOPPER FOR GUTTER



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## SERVICE QUOTATION

Service Order Number	
1087827	
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Quote Expires On 5/7/2016

Quantities					ItemID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
To Service	Requested	Allocated	UOM Unit Size	Qty				
					BROOM TUBES REPLACE BOTH VACUUM TUBES FOR GUTTER BROOMS REPLACE R/S VACUUM TRUNKING REPLACE BOTH RUBBER TIRES ON L/S GUTTER BROOM NOZZLE REPLACE WORN RUBBER SEALS ON R/S GUTTER BROOM NOZZLE INSTALL MISSING BROOM FOR L/S GUTTER BROOM MAIN BROOM TURNS BACKWARDS - REPAIR WANDER BOOM DOES NOT TURN OR RAISE - REPAIR TUB SEAL LOOSE - REATTACH CONTROL MOUNT ON WANDER BROOM IS TURNED BACKWARDS - REPAIR GRATE LIFTER WINCH NOT WORKING - REPLACE WITH NEW WINCH WATER SPRAY NOZZLES CLOGGED - CLEAN / REPAIR WATER VALVES STUCK AND DIRTY - CLEAN / REPAIR BOTTOM OF WATER TANK COVERED IN SAND - CLEAN OUT TANK SPRAY NOZZLES MISSING FROM PRESSURE WAS DOWN GUN - BUY NEW TIPS REPLACE BOTH WATER FILTERS MAIN BROOM WILL NOT SLEW - REPAIR REPLACE LEAKING WATER PUMP AND RELIEF VALVE SERVICE AUX. ENGINE - REPLAC OIL AND ALL FILTERS CHANGE HYDRAULIC OIL FILTER  CUSTOMER WILL RESOLVE ISSUES WITH A/C NOT WORKING AND IGNITION SWITCH ON CHASSIS			

\*\*\*\*\*Service Item\*\*\*\*\*

1			EA		JNA VT650		11,392.950	11,392.95
				1.0	JOHNSTON STREET SWEEPER VT650			

Serial Number: 1FVAB6BV95DN91847

\*\*\*\*\*Service Part\*\*\*\*\*

	1.000		0.000 EA		MISC SHOP MATLS	EA	106.310	106.31
				1.0	MISC		1.0	



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## SERVICE QUOTATION

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Quote Expires On 5/7/2016

Quantities					ItemID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
To Service	Requested	Allocated	UOM Unit Size	Disp				
	2.000	0.000	EA	1.0	29128-2-B BUSH - ID38.2 OD42.2 20LG	EA 1.0	7.870	15.74
	2.000	0.000	EA	1.0	282577-1 INTAKE FLAP WAS 200056-1	EA 1.0	117.650	235.30
	4.000	0.000	EA	1.0	40516-1-B SPRING CLIP - DOUBLE WOUND , ?19MM	EA 1.0	6.750	27.00
	1.000	0.000	EA	1.0	40442-12 SHAFT W/A-DIM A 1393 (9)	EA 1.0	319.270	319.27
	2.000	0.000	EA	1.0	280694-1 DUCT - INTAKE W/ASSY 260 DIA	EA 1.0	277.420	554.84
	2.000	0.000	EA	1.0	93404-1 SEAL - RUBBER NOZZLE TO BODY WAS 217-65	EA 1.0	75.070	150.14
	2.000	0.000	EA	1.0	7039700 NOZZLE TYRE WAS 16752	EA 1.0	55.750	111.50
	1.000	0.000	EA	1.0	GBJ063 BROOM GUTTER JNA ( VT,WW HD) 2 PC	EA 1.0	80.000	80.00
	1.000	0.000	EA	1.0	MBJ069 BROOM MAIN JNA POLY VT650 NEW STYLE 1PC	EA 1.0	315.000	315.00
	1.000	0.000	EA	1.0	94992-2 TRUNKING - 250DIA INTAKE (HD)	EA 1.0	486.580	486.58
	1.000	0.000	EA	1.0	282538-1-SP REPLACED BY 282538-1-SP	EA 1.0	179.670	179.67
	1.000	0.000	EA	1.0	1110 EX1 SERIES SUPERWINCH	EA 1.0	392.580	392.58
	1.000	0.000	EA	1.0	22599-1-B PUMP - WATER	EA 1.0	874.550	874.55
	1.000	0.000	EA	1.0	21-69 WATER JET- PENCIL TIP (8)	EA 1.0	22.920	22.92
	1.000	0.000	EA	1.0	21-70 FAN JET NOZZLE, 1/4" BSPT	EA 1.0	27.270	27.27
	1.000	0.000	EA	1.0	277-247 WATER FILTER MESH WITH O RINGS	EA 1.0	47.670	47.67
	1.000	0.000	EA	1.0	6974-1-C FILTER - WATER TANK	EA 1.0	51.750	51.75
	1.000	0.000	EA	1.0	284150-1 VALVE - RELIEF G3/4"XR3/4" WAS 3698-11	EA 1.0	232.950	232.95
	1.000	0.000	EA	1.0	MISCINVENTORY MISC	EA 1.0	341.280	341.28



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Service Order Number	
1087827	
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Quote Expires On 5/7/2016

Quantities					ItemID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
To Service	Requested	Allocated	UOM Unit Size	Disp.				
					STROBE LIGHT BULB, BRAKE LIGHTS, HYDRAULIC HOSES			
	1.000	0.000	EA	1.0	848-23 FILTER - FUEL (JOHN DEERE) T2 99 HP	EA 1.0	181.940	181.94
	1.000	0.000	EA	1.0	848-22 FILTER - OIL (JOHN DEERE)	EA 1.0	171.870	171.87
	1.000	0.000	EA	1.0	61026-3 SAFETY ELEMENT	EA 1.0	22.720	22.72
	1.000	0.000	EA	1.0	94954-2 MAIN ELEMENT FOR 95454/1	EA 1.0	54.480	54.48
	1.000	0.000	EA	1.0	282852-3 FILTER ELEMENT VT RANGE USED ON 282852-1	EA 1.0	56.620	56.62
	4.000	0.000	GAL	1.0	SUNOCO 1540 55 OIL 15W/40 SUNOCO SUPER C *****Service Labor*****	GAL 1.0	15.250	61.00
	64.000	64.000	HR	1.0	LABOR KOP SERVICE LABOR - KING OF PRUSSIA SERVICE	HR 1.0	98.000	6,272.00

Total Lines: 1

**SUB-TOTAL:** 11,392.95  
**TAX:** 0.00  
**AMOUNT DUE:** 11,392.95