

## List of Bills - (All Funds)

| Vendor                                 | Description                                  | Account   | PO Payment | Check Total |
|--|--|-----------|------------|-------------|
| <b>CURRENT FUND</b>                    |  |           |            |             |
| 2183 - ARF RENTAL SERVICES, INC        | PO 23382 RECREATION & SPECIAL EVENTS - PORTA |           | 208.58     |             |
| 10537099                               | Special Events-Misc.                         | 104.29    |            |             |
| 10529055                               | PARKS & PLAYGROUNDS - OTHER EXPENSES         | 104.29    |            | 208.58      |
| 1530 - HIGH BRIDGE HILLS GOLF COURSE   | PO 23156 GOLF - OE - MAY                     |           | 35,409.55  |             |
| 10537620                               | GOLF-OTHER EXPENSES                          | 35,409.55 |            | 35,409.55   |
| 506 - BILLY CASPER GOLF, LLC           | PO 23164 GOLF - OE - MANAGEMENT FEE          |           | 4,329.73   |             |
| 10537620                               | GOLF-OTHER EXPENSES                          | 4,329.73  |            | 4,329.73    |
| 894 - BONNIE FLEMING                   | PO 23464 TAX COLLECTOR - OE - CONFERENCE - R |           | 182.20     |             |
| 10514524                               | Tax Collector-Of-Conferences/Seminars        | 182.20    |            | 182.20      |
| 46 - CALIFON LUMBER                    | PO 23446 DPW - OE - PARKS & PLAYGROUNDS - IN |           | 280.74     |             |
| 10529055                               | PARKS & PLAYGROUNDS - OTHER EXPENSES         | 280.74    |            | 280.74      |
| 508 - COMCAST OF NORTHWEST             | PO 23010 DPW - INTERNET A/C 09574 832139-01- |           | 230.64     |             |
| 10510120                               | INTERNET                                     | 109.90    |            |             |
| 10544122                               | Telephone - Garage                           | 120.74    |            | 230.64      |
| 987 - COMCAST                          | PO 23011 POLICE - INTERNET - 2016 - A/C 0957 |           | 359.26     |             |
| 10510120                               | INTERNET                                     | 109.90    |            |             |
| 10544126                               | Telephone - Police                           | 249.36    |            |             |
| 10510120                               | INTERNET                                     | 89.95     | 209.09     |             |
| 10544124                               | Telephone - Fire                             | 119.14    |            | 569.35      |
| 73 - EASTSIDE SERVICE, INC             | PO 22989 POLICE - OE - VEHICLE REPAIR        |           | 474.94     |             |
| 10524028                               | Police Department-OE-Vehicle Repair          | 474.94    |            | 474.94      |
| 2014 - FIRST HOPE BANK                 | PO 22991 POLICE-2015 FORD INTERCEPTOR UTILIT |           | 1,036.85   |             |
| 10524520                               | LEASE/PURCHASE POLICE VEHICLES               | 1,036.85  |            | 1,036.85    |
| 714 - FLEMINGTON DEPARTMENT STORE      | PO 23214 POLICE - OE - UNIFORMS              |           | 230.90     |             |
| 10524033                               | Police Department-OE-Uniforms/Clothing       | 230.90    |            | 230.90      |
| 87 - GENERAL CODE LLC                  | PO 23432 CLERK - PRINTED MATERIAL            |           | 1,195.00   |             |
| 10512027                               | Municipal Clerk-OE-Printed Material          | 1,195.00  |            | 1,195.00    |
| 92 - GREENBAUM ROWE SMITH & DAVIS LLP  | PO 23175 LEGAL                               |           | 12,893.39  |             |
| 10515566                               | Legal-OE-General Borough Matters             | 7,833.89  |            |             |
| 10515589                               | Legal-OE-COAH                                | 1,280.00  |            |             |
| 10515569                               | Legal-OE-Solitude Dam                        | 192.00    |            |             |
| 10515583                               | Legal-OE-OPRA                                | 262.50    |            |             |
| 10515574                               | Legal-Tax Appeals                            | 2,240.00  |            |             |
| 10515560                               | Legal-OE-Municipal Meetings                  | 1,085.00  |            | 12,893.39   |
| 2192 - HEMS STUDENT ACTIVITY           | PO 23465 ENVIRONMENTAL COMMISSION - OE - MIS |           | 100.00     |             |
| 10533599                               | Environmental Comm.-OE-Misc.                 | 100.00    |            | 100.00      |
| 131 - L&L LAWN & GARDEN EQUIPMENT, INC | PO 23402 DPW - OE - VEHICLE MAINT            |           | 225.00     |             |
| 10529036                               | Dept. of Public Works-OE-Vehicle Maintee     | 225.00    |            | 225.00      |

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| 1398 - <b>MAJER CONSULTING PA</b><br>10518033               | PO 23223 PLANNING BOARD - OE - ENGINEERING<br>Planning Board-OE-Engineering             |           | 62.50      | 62.50       |
| 214 - <b>NJ ADVANCE MEDIA</b><br>10511032                   | PO 22995 ADVERTISING - ACCT #1160892<br>ADVERTISING                                     |           | 211.97     | 211.97      |
| 157 - <b>NJ STATE LEAGUE OF MUNICIPALITIES</b><br>10512032  | PO 23392 CLERK - OE - ADVERTISEMENT<br>Municipal Clerk-OE-advertising                   |           | 110.00     | 110.00      |
| 287 - <b>PERFORMANCE TIRE CO., INC.</b><br>10529028         | PO 23204 DPW - TIRES - INV 10224<br>Dept. of Public Works-OE-Vehicle Repair             |           | 94.00      | 94.00       |
| 2140 - <b>ASSURANT EMPLOYEE BENEFITS</b><br>10522072        | PO 23230 GROUP INSURANCE - DENTAL & LIFE - P<br>Employee Group Insurance:Dental         | 1,531.09  | 2,124.46   |             |
| 10522073  | Employee Group Insurance:Life Ins   | 593.37    |            | 2,124.46    |
| 2141 - <b>VSP VISION CARE</b><br>10522074                   | PO 23234 GROUP INSURANCE - VISION - ACCOUNT<br>Employee Group Insurance:Vision          |           | 232.80     | 232.80      |
| 1495 - <b>FRAXAIR DISTRIBUTION, INC</b><br>10529025         | PO 23347 DPW-OE-MISC- CUSTOMER #71761637 - 1<br>Dept. of Public Works-OE-Equipment/Hdwr |           | 388.56     | 388.56      |
| 1323 - <b>PROFESSIONAL GOVERNMENT EDUCATORS</b><br>10514524 | PO 23449 TAX COLLECTOR - OE - SEMINARS - BON<br>Tax Collector-OE-Conferences/Seminars   |           | 90.00      | 90.00       |
| 2186 - <b>SOMERSET HILLS TOWING</b><br>10524028             | PO 23412 POLICE - OE - VEHICLE REPAIR - TOW<br>Police Department-OE-Vehicle Repair      |           | 125.00     | 125.00      |
| 1543 - <b>U. S. POSTAL SERVICE</b><br>10513021              | PO 23457 CLERK/FINANCE - ENVELOPES - ACCT #P<br>Financial Admin-OE-Office Supplies      | 1,603.50  | 2,421.00   |             |
| 10512021  | Municipal Clerk-OE-Office Supplies  | 801.75    |            |             |
| 10517128  | BUILDINGS & GROUNDS-ENVELOPES   | 15.75     |            | 2,421.00    |
| 1225 - <b>NJMVC</b><br>10673720                             | PO 23462 FEMA GRANT - TITLE FOR TOWABLE GENE<br>FEMA GENERATOR GRANT                    |           | 60.00      | 60.00       |
| 169 - <b>STATE OF NJ-DIV PENSIONS&amp;BENE</b><br>10522071  | PO 22959 INSURANCE - GROUP HEALTH - MAY 2016<br>Employee Group Insurance:Health         | 16,076.41 | 24,052.15  |             |
| 101408  | RESERVE - HEALTH BENEFITS   | 7,975.74  |            | 24,052.15   |
| 2077 - <b>THE GRAND FALLOONS</b><br>10141739                | PO 23431 CLEAN COMMUNITIES - SCHOOL PRESENTA<br>CLEAN COMMUNITIES                       |           | 700.00     | 700.00      |
| 1586 - <b>TIRPOK GROUP, INC</b><br>10524033                 | PO 23068 POLICE - OE - UNIFORM CLEANING<br>Police Department-OE-Uniforms/Clothing       |           | 38.70      | 38.70       |
| 1500 - <b>VERIZON WIRELESS</b><br>10524030                  | PO 23001 POLICE - OE - WIRELESS DEVICES - A<br>Police Department-OE-Wireless Devices    | 120.05    | 357.65     |             |
| 10544127  | TELEPHONE-POLICE-CELL PHONES  | 237.60    |            | 357.65      |

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| <b>GENERAL CAPITAL FUND</b>                         |   |           |            |             |
| 130 - HATCH MOTT MACDONALD<br>30940102              | PO 22664 CAPITAL - CREGAR RD - SECTION 5/6 -<br>SECT 20 COSTS-ENG/LEGAL/ARCH    | 14,085.00 | 14,085.00  | 14,085.00   |
| <b>WATER UTILITY FUND</b>                           |   |           |            |             |
| 2140 - ASSURANT EMPLOYEE BENEFITS<br>60510040       | PO 23231 WATER - GROUP INSURANCE - DENTAL &<br>WATER - OE - INSURANCE - GROUP   | 414.58    | 414.58     | 414.58      |
| 2141 - VSP VISION CARE<br>60510040                  | PO 23235 WATER - GROUP INSURANCE - VISION -A<br>WATER - OE - INSURANCE - GROUP  | 53.54     | 53.54      | 53.54       |
| 1937 - ROLL, FREDERICK<br>60510024                  | PO 23466 WATER - OE - EDUCATION - REIMBURSEM<br>WATER - OE - EDUCATION/TRAINING | 140.00    | 140.00     | 140.00      |
| 331 - SAMUEL STOTHOFF CO., INC.<br>60510051         | PO 23408 WATER - OE - REPAIR<br>WATER - OE - REPAIRS/CONTRACTS                  | 580.50    | 580.50     | 580.50      |
| 169 - STATE OF NJ-DIV PENSIONS&BENE<br>60510040     | PO 22959 INSURANCE - GROUP HEALTH - MAY 2016<br>WATER - OE - INSURANCE - GROUP  | 5,825.72  | 5,825.72   | 5,825.72    |
| <b>SEWER UTILITY FUND</b>                           |   |           |            |             |
| 92 - GREENBAUM ROWE SMITH & DAVIS LLP<br>6251004201 | PO 23339 LEGAL - TOC<br>TOC-LEGAL-GREENBAUM                                     | 7,122.50  | 7,122.50   | 7,122.50    |
| 2140 - ASSURANT EMPLOYEE BENEFITS<br>62510040       | PO 23232 SEWER - GROUP INSURANCE - DENTAL &<br>SEWER - OE - INSURANCE - GROUP   | 306.97    | 306.97     | 306.97      |
| 2141 - VSP VISION CARE<br>62510040                  | PO 23236 SEWER - GROUP INSURANCE - VISION -<br>SEWER - OE - INSURANCE - GROUP   | 36.08     | 36.08      | 36.08       |
| 169 - STATE OF NJ-DIV PENSIONS&BENE<br>62510040     | PO 22959 INSURANCE - GROUP HEALTH - MAY 2016<br>SEWER - OE - INSURANCE - GROUP  | 4,445.48  | 4,445.48   | 4,445.48    |
| <b>SOLID WASTE UTILITY FUND</b>                     |   |           |            |             |
| 2140 - ASSURANT EMPLOYEE BENEFITS<br>64510040       | PO 23233 SOLID WASTE - GROUP INSURANCE - DEN<br>SOLID WASTE-OE-GROUP INSURANCE  | 205.61    | 205.61     | 205.61      |
| 2141 - VSP VISION CARE<br>64510040                  | PO 23237 SOLID WASTE - GROUP INSURANCE - VIS<br>SOLID WASTE-OE-GROUP INSURANCE  | 26.77     | 26.77      | 26.77       |
| 169 - STATE OF NJ-DIV PENSIONS&BENE<br>64510040     | PO 22959 INSURANCE - GROUP HEALTH - MAY 2016<br>SOLID WASTE-OE-GROUP INSURANCE  | 2,700.63  | 2,700.63   | 2,700.63    |
| <b>SPECIAL EVENTS</b>                               |   |           |            |             |
| 1912 - DOCTOR D ENTERTAINMENT<br>781010             | PO 23422 SOAP BOX DERBY 2016 - MC & HOST<br>SOAP BOX DERBY                      | 500.00    | 500.00     | 500.00      |
| 1916 - KRISTINE MURRAY<br>781010                    | PO 23366 SOAP BOX DERRY 2016 - FACE PAINTER<br>SOAP BOX DERBY                   | 375.00    | 375.00     | 375.00      |

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| 1914 - RILEY'S PUBLIC HOUSE<br>781010 SOAP BOX DERBY   | PO 23426 SOAP BOX DERBY 2016 - FOOD |         | 472.00     | 472.00      |
| 1911 - SWIFT FARMS<br>781010 SOAP BOX DERBY            | PO 23423 SOAP BOX DERBY 2016 - HAY  |         | 800.00     | 800.00      |
| TOTAL  |                                     |         |            | 126,525.04  |
| Total to be paid from Fund 10 CURRENT FUND             |                                     |         | 88,434.66  |             |
| Total to be paid from Fund 30 GENERAL CAPITAL FUND     |                                     |         | 14,085.00  |             |
| Total to be paid from Fund 60 WATER UTILITY FUND       |                                     |         | 7,014.34   |             |
| Total to be paid from Fund 62 SEWER UTILITY FUND       |                                     |         | 11,911.03  |             |
| Total to be paid from Fund 64 SOLID WASTE UTILITY FUND |                                     |         | 2,933.01   |             |
| Total to be paid from Fund 78 SPECIAL EVENTS           |                                     |         | 2,147.00   |             |
|  |                                     |         | 126,525.04 |             |

## Checks Previously Disbursed

|      |                             |      |            |           |
|------|-----------------------------|------|------------|-----------|
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 2,117.24   | 5/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 3,590.09   | 5/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 5,139.89   | 5/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 51,207.30  | 5/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 11,124.13  | 4/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 6,956.75   | 4/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 16,358.77  | 4/25/2016 |
| 9999 | HIGH BRIDGE BOROUGH-PAYROLL | CASH | 32,324.63  | 4/25/2016 |
|      |                             |      | 128,818.80 |           |

|  |            |
|--|------------|
| Total paid from Fund 10 CURRENT FUND             | 83,531.93  |
| Total paid from Fund 60 WATER UTILITY FUND       | 21,498.66  |
| Total paid from Fund 62 SEWER UTILITY FUND       | 10,546.84  |
| Total paid from Fund 64 SOLID WASTE UTILITY FUND | 13,241.37  |
|  | 128,818.80 |

Total for this Bills List: **255,343.84**

**Introduction**                      **May 26, 2016**  
**Publication (summary)**  
**Adoption**                              **June 09, 2016** (*Tentative*)  
**Publication (Title)**

**Ordinance 2016-21**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

ORDINANCE APPROPRIATING \$50,000 FROM CAPITAL IMPROVEMENT FUND FOR GENERAL ROAD IMPROVEMENTS, 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. \$50,000 is hereby appropriated from the Capital Improvement Fund for general road improvements, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the “Borough”).

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

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

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

Date: May 12, 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.

**1. CALL TO ORDER:**

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

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

**3. 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, (arrived at 7:53 p.m.) Mayor Mark Desire, present.

Seven members of the public were present including press. Also present were Attorney Barry Goodman, Deputy Clerk Young, and Chief Bartman.

**4. APPOINTMENT OF PLANNING BOARD/BOARD OF ADJUSTMENT ALTERNATE:**

A. Pablo Delgado appointed

**5. READING AND APPROVAL OF MINUTES:** Regular minutes April 28, 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 April 28<sup>th</sup> minutes: Zappa, Second: Shipps

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

Five ayes, one absent, motion passes.

Motion to approve the April 28<sup>th</sup> minutes: LoIacono Second: Zappa

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

Five ayes, one absent, motion passes.

**6. VISITORS:** None

**7. PROCLAMATION:**

A. Proclamation 10-2016 – Click it or ticket

**8. PUBLIC COMMENTS:** 5 minutes per person

Mr. Brent Dugan stated a property complaint and asked a question about soliciting.

Dr. Brendan Coughlin had concerns regarding paving, the street sweeper, new Borough Hall dirt and golf cart value. Councilman Zappa responded to the comment concerning the street sweeper and a brief discussion ensued.

**9. PUBLIC HEARINGS:** – Second readings

A. Resolution 134-2016 – Stating the law has been met to allow to be read by title only

Motion to adopt Resolution 134-2016: Stemple, Second: LoIacono

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

Five ayes, one absent, motion passes

Resolution 128-2016 – Resolution to budget amendment

Motion to adopt Resolution 128-2016: Stemple, Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes.  
Five ayes, one absent, motion passes

Motion to open Public Hearing for the Budget: Stemple, Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes.  
Six ayes, motion passes.

Public hearing: Councilman Stemple gave an overview of the budget. Michelle Schwartz asked how the surplus amount is grown. Mr. Stemple explained.

Motion to close Public hearing for the budget. : Stemple, Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes.  
Six ayes, motion passes.

**Resolution 89-2016** – Budget as amended

Motion to adopt the budget as amended: Zappa, Second: Shipps

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes yes,  
Six ayes, motion passes.

**B. Ordinance 2016-09** – Amendment appropriating \$225,000.00 from capital improvement fund for road improvements to Cregar Road, phase 5

Motion to open public hearing: Shipps Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to amend Ordinance 2016-09 to replace phase 6 with phase 5 and keep public hearing open to May 23<sup>rd</sup>, 2016: Shipps, Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Vote results: Six ayes, motion passes.

**C. Ordinance 2016-12** - Amend Ordinance 261-5 (12) to include the removal of historic artifacts

Motion to reopen public hearing: Hughes, Second: Stemple

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes , yes;  
Six ayes, motion passes.

Questions and Comments: Nancy Hunt spoke about the importance of not removing artifacts from where they are found. Pablo Delgado spoke about club involvement with archaeological groups.

Motion to close public hearing: Stemple Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes , yes;  
Vote results: Six ayes, motion passes.

Motion to adopt Ordinance 2016-12: no motion. Vote fails.

**D. Ordinance 2016-13** – Appropriating \$60,000 from capital improvement fund for site work, soil removal, and furnishings for the new Borough Hall

Motion to open public hearing: Strange Second: Hughes

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to close public hearing: LoIacono Second: Hughes

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to adopt Ordinance 2016-13: Zappa Second: Hughes

Roll call vote: LoIacono , yes; Shipps , no; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Five ayes, one nay, motion passes.

Mayor Desire states that Ordinance 2016-13 is adopted and shall be published by title in the Express Times and/or the Hunterdon County Democrat in accordance with the law.

**E. Ordinance 2016-14** – Amend chapter 112-7, club licenses and social affair licenses, to have a set fee rather than an arbitrary fee range with no criteria for selecting fee

Motion to open public hearing: LoIacono Second: Shipps

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to close public hearing: Stemple Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to adopt Ordinance 2016-14: Stemple Second: Zappa

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Mayor Desire states that Ordinance 2016-14 is adopted and shall be published by title in the Express Times and/or the Hunterdon County Democrat in accordance with the law.

**F. Ordinance 2016-15** – Authorizing tax exemption and payment in lieu of taxes in connection with construction improvements at 41 Center Street, Block 29.02, Lot 12

Motion to open public hearing: Zappa Second: Hughes

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Questions and Comments:

Pablo Delgado made comments regarding tax abatement application. A discussion ensued.

Motion to close public hearing: Stemple Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to adopt Ordinance 2016-15: Stemple 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 2016-15 is adopted and shall be published by title in the Express Times and/or the Hunterdon County Democrat in accordance with the law.

**G. Ordinance 2016-16** – Amend Chapter 184-7 Schedule 6: Trucks Over Certain Weights Excluded

Motion to open public hearing: Zappa Second: Shipps

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to close public hearing: Zappa Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Six ayes, motion passes.

Motion to adopt Ordinance 2016-16: Zappa Second: Strange

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

Six ayes, motion passes.

Mayor Desire states that Ordinance 2016-16 is adopted and shall be published by title in the Express Times and/or the Hunterdon County Democrat in accordance with the law.

**H. Ordinance 2016-17** – Amend Chapter 120-6, Keeping of animals or fowl; coops and enclosures, subsection A.

Motion to open public hearing: Hughes Second: LoIacono

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

Motion to close public hearing: LoIacono Second: Shipps

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

Motion to adopt Ordinance 2016-17: Stemple 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 2016-17 is adopted and shall be published by title in the Express Times and/or the Hunterdon County Democrat in accordance with the law.

**I. Ordinance 2016-18** – Appropriating \$88,000 from capital improvement fund and \$45,000 from the capital fund surplus for Borough Hall modular building change orders

Motion to open public hearing: Zappa Second: Strange

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

Six ayes, motion passes.

Motion to close public hearing: Zappa Second: Strange

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

Six ayes, motion passes.

Motion to adopt Ordinance 2016-18: Zappa Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , no; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes

Five ayes, one nay, motion passes.

Mayor Desire states that Ordinance 2016-18 is adopted and shall be published by title in the Express Times and/or the Hunterdon County Democrat in accordance with the law.

**10. DISCUSSION ITEMS:**

**A. Resolution 135-2016** – Authorization to Issue Request for Proposal for Street Sweeping Service

Motion to adopt Resolution 135-2016: LoIacono Second: Stemple

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

Six ayes, motion passes.

**11. OLD BUSINESS:** None

**12. NEW BUSINESS:** None

**13. NEW ORDINANCES:**

**A. Ordinance 2016-20** – Amending Chapter 12-2 of the High Bridge Borough Code Book, claims

Motion to amend wording of Ordinance 2016-20 to switch the second and third sentence and add “or Mayor, as applicable”; Zappa, Second: Strange

Roll call vote: Lolocono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes  
Six ayes, motion passes.

Motion to introduce Ordinance 2016-20 amendment: Shipps Second: Strange

Roll call vote: Lolocono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes  
Six ayes, motion passes.

Mayor Desire states that Ordinance 2016- 20 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of May 28, 2016.

**14. 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>                                      |
|-----------------------------------|---|
| <b><u>Resolution 136-2016</u></b> | Change of public hours for Borough Hall           |
| <b><u>Resolution 137-2016</u></b> | Utility refund – 44 Taylor St.                    |
| <b><u>Resolution 138-2016</u></b> | Lien redemptions                                  |
| <b><u>Resolution 139-2016</u></b> | Adjustment for garbage charges – 23 Chestnut St.  |
| <b><u>Resolution 140-2016</u></b> | Enter County co-op and agreement for chip sealing |

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

Roll call vote: Lolocono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes  
Six ayes, motion passes.

**15. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT:** End of month items

**16. WRITTEN COMMUNICATIONS:** None

**17. PUBLIC COMMENTS:** 1 minute per person

Pablo Delgado made comments regarding the sale of the street sweeper and the transit lot.

Michelle Schwartz made comments regarding a sidewalk going down Route 513 and West Main Street.

**18. LEGAL ISSUES:**

Mr. Goodman updated Council that arbitration still continues with the town of Clinton. The CTSA has filed a motion to dismiss the lawsuit and compel the town of Clinton to arbitrate their claims in the same arbitration initiated by High Bridge. Discussion ensued.

**19. BILL LIST:**

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$573,791.51**

Motion to approve bill list: Hughes Second: Stemple

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

Six ayes, and Councilwoman Shipps abstained from any police related items and Councilman Stemple abstained from any fire department related items.

**20. EXECUTIVE SESSION:** Legal advice regarding golf course cart lease and the sale of Borough Hall

Motion to amend the agenda to add legal advice for the sale of Borough Hall, 71 Main St. to the agenda:

Motion: Zappa, Second: LoIacono

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

**RESOLUTION # 5E-2016** - Motion to move into executive session: LoIacono Second: Shipps

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes  
Six ayes, motion passes.

Motion to move into open session: Zappa, Second: LoIacono

Roll call vote: LoIacono , yes; Shipps , yes; Stemple , yes; Strange , yes; Zappa , yes; Hughes, yes;  
Vote results: six ayes, motion passes.

**21. ADJOURNMENT:**

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

Motion to adjourn: Zappa, Second: Strange

Voice vote: all ayes

Vote results: Six ayes, motion passes

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Next Council meeting: May 26, 2016, 7:30 pm - Fire House, 7 Maryland Ave., High Bridge, NJ.

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# Memo

**To:** Mayor Desire  
**From:** Bonnie Ann Fleming, CFO/CTC  
**CC:** Borough Council  
**Date:** 05/20/16  
**Re:** Monthly Report

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

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

**04/29/16**

TAX – Two PTR forms were completed this week. Payments were processed for 2<sup>nd</sup> quarter property tax due May 1. Drop boxes were set up in the downstairs hallway for tax and utility payments.

Month to date receipts were reconciled with the bank account in anticipation of month end close-out on Monday, May 2.

FINANCE-A budget amendment resolution was prepared to include capital expenditures such as the Borough Hall Change Orders and road improvements that were not noted on the introduced budget document.

A resolution was prepared allowing for an additional appropriation of funds through an emergency temporary budget appropriation to cover expenses until the adoption of the 2016 budget in May.

A resolution was prepared regarding the new golf cart lease to be entered into by HBHM LLC noting that the management company will not be responsible for paying the lease should their contract with the Borough be terminated. A copy was forwarded to the Borough Attorney for review. After Council approval, a certified copy was forwarded to Ryan Phelps, at BCG.

A resolution was prepared to cancel existing balances in capital appropriations for completed projects allowing these funds to be re-used in the 2016 budget.

An ordinance was prepared to allocate additional funding through the Capital Improvement Fund for change orders associated with the new Borough Hall. A resolution was prepared by the Administrator noting the Change Orders to the contract would not exceed 20% of the contract cost. Based on the original contract cost of \$482,000, 20% equals \$96,400. A discussion was held with the Finance Chair to determine what Change Orders from the Contractor's list were actually approved since they were not listed on the resolution.

The auditors completed their records review for 2015. Internal control issues were discussed including separation of duties and purchasing practices. Previously, the Administrator reviewed and signed all Purchase Orders prepared for approval. During 2015, a signature stamp for the Administrator was utilized at his request, to save time. Previously, the Clerk reviewed and signed the checks that were printed following the Council meeting. During 2015, to save time, the Clerk/Administrator requested the Finance Assistant sign the checks in his place. Moving forward, in place of the Administrator's signature, we have created a Requisition Form to be completed by all purchasers, requiring the Mayor's approval prior to creation of a Purchase Order (see attached). We will begin implementing this new policy on Monday. Checks will now be signed by the Deputy Clerk in place of the Finance Assistant. The Finance Assistant will remain as a check signer in case of the Deputy Clerk's absence.

A budget review with Robert Kennedy from DLGS was completed. Additional documentation was provided and the approval to adopt was granted, pending advertisement of the amendment.

MISCELLANEOUS-Three items were sold on line through GovDeals this week: Tamper=\$180, Pressure Washer = \$135 and chainsaws = \$60. No bids were received for the tires or 2008 Ford pick-up. However, I sent them back to auction for an additional week and currently have received one bid for the minimum value of \$6,000. The auction will close on 05/03.

The 2<sup>nd</sup> quarter billing file was reviewed with the Utility Collector and assistance stamping the printed bills for mailing was provided.

A check was received from Statewide Insurance for the 12/30/15 guardrail incident in the amount of \$5,000. The total estimated cost for replacement of the guardrail, for this particular incident was \$6,617. The \$1,117 difference is being pursued by Statewide from the trucking company responsible for the damage.

**BOROUGH OF HIGH BRIDGE  
PURCHASE REQUISITION FORM**

**INSTRUCTIONS: All purchases over \$500 MUST have the Mayor's approval. All purchases over \$6,000 MUST have written quotes attached. If using a new vendor, please attach a W-9 and BRC. Submit to Council for approval and then submit to finance for Purchase Order preparation. All original documentation will remain on file in the finance department.**

**DATE:** \_\_\_\_\_

**P.O. NUMBER:** \_\_\_\_\_

**VENDER NAME & ADDRESS:**

**ITEMS TO BE SHIPPED TO:**

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

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

**VENDER PHONE NUMBER:**

\_\_\_\_\_

| <b>QUANTITY</b> | <b><u>ITEMS ORDERED</u><br/>DESCRIPTION</b> | <b>TOTAL</b> |
|-----------------|---|--------------|
|                 |   |              |
|                 |   |              |
|                 |   |              |
|                 |   |              |
|                 |   |              |
|                 |   |              |
|                 |   |              |

**TOTALS**

\$ \_\_\_\_\_

**SUB-ACCOUNT NUMBER TO BE CHARGED:** \_\_\_\_\_

**DEPARTMENT SUPERVISOR SIGNATURE:** \_\_\_\_\_

**MAYOR / COUNCILMEMBER SIGNATURE:** \_\_\_\_\_

TAX-Payments for the May quarter have begun coming in.

A redemption check was received effective May 12. A redemption resolution will be prepared for the May Council Meeting.

FINANCE-The quarterly EMMA report concerning the generator grant was completed and filed.

The auditors began their review for 2015. They will be completing their work on Monday.

Payroll input sheets were prepared for the 04/25 payroll. The bank transfers were made and the agency checks were submitted for payment.

The ROSI and Declaration of Encumbrance were sent to Lisa Stern at DEP-Green Acres as required for payment of our grant proceeds.

The March golf financial reports were received, reviewed and forwarded to Councilwoman Shippis prior to posting on the website.

The monthly tax and finance reports were completed. A resolution was prepared to provide for additional appropriations until the final adoption scheduled for May 12. A budget amendment was prepared to include additional surplus funding not previously noted in the budget document prepared by the auditors.

Per the Administrator, performance evaluations were completed and submitted.

A meeting was held with the DPW Director and Deputy Clerk to review additional storm related charges associated with the January 22-24 snow storm for which we can seek FEMA funding.

A meeting was held with the DPW Director and Councilman Zappa to review various equipment repair estimates and how to incorporate them into the 2016 budget.

A discussion was held with the Administrator and Finance Chair regarding the payment of a recycling container at the 2016 rate and the internal controls involved in the payment process. It appears that after the third pick up in 2015 another empty container was dropped off. This container was retrieved in March. In December we received notification that the rates would be increasing in 2016. After advising Councilwoman Hughes of this, it was decided that we would not be renewing our contract in 2016. Mrs. Hughes is disputing the charge with the vendor. Since the amount of the invoice is under the quote threshold, a contract was not required to be approved by Council. The invoice was encumbered at the 2016 rate when the new container was filled and picked up by the vendor. I approved the Purchase order for payment based on this information and the Administrator initialed the PO acknowledging his approval as well.

After making several attempts to close out the Hazardous Discharge Site Remediation Grant, Kathy Junghans mailed to me directly the closing documents for signatures.

A discussion was held with the Administrator concerning the amount of surplus available in each fund that could be allocated toward Change Orders at the Borough Hall. A budget amendment would have to be prepared prior to adoption.

MISCELLANEOUS- The surplus items approved for sale were set up on GovDeals for auction beginning 04/19. The final day for bidding is set for Tuesday.

A check was received from Statewide for the estimated repairs to the F550 from the 01/27 incident. Based on our collision policy less deductible, the amount received was \$3,000.00.

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

**04/15/16**

TAX- The 2016-2017 tax bill proof was approved for printing. The State Aid calculation has been replaced this year with a website address which will eliminate the need to hold up the tax bill mailing until the State budget is approved.

Inquiries from various taxpayers regarding veteran's exemption eligibility, amount of taxes paid in 2015, and homestead benefit status were satisfied.

The Quarterly Survey of Property Tax Collections was submitted to the US Census Bureau.

Three residents were offered assistance with the completion of their Property Tax Reimbursement applications.

Information "From the Tax Office" was updated and submitted for the upcoming newsletter.

FINANCE – Reports were printed for 2015 for the auditors to review next Monday. THE GN6 Form was also requested from the State of NJ for the auditors to use in preparation of the Schedule of Expenditures of State Awards and Financial Assistance.

The bank account reconciliations for March were begun.

Escrow balances were provided to the Borough Planner and Planning Board Secretary to ensure proper funding was available in the accounts scheduled for review at the upcoming meeting.

I submitted the certified, updated ROSI to the DEP. Previously, per the Administrator, the Golf Course had been removed from the ROSI but the DEP insisted it be included with the list of lands held for recreation and conservation purposes. The updated ROSI is required by the DEP in order to receive our Green Acres funding.

I attended an on-line demonstration of employee reporting software held at the Police Department with two co-workers. Currently the Police department is utilizing this program to track time off and time worked for payroll processing. We will be getting a quote for a similar version to use for Borough Hall and DPW employees.

Another inquiry was sent to Kathy Junghans at the DEP regarding the Hazardous Site Remediation funding close out. I last submitted the second signed Notice of Approval letter on January 22 and have still not received a response.

I responded to questions from Councilwoman Hughes regarding an invoice to SAMR for electronic recycling. In January we were advised of the increase in rates for SAMR to \$1475. We did not renew the contract for 2016. Their last container swap for 2015 was in November. This container was removed on 3/21/16. The current invoice reflects the 2016 rate.

I contacted the DEP Commissioner's office regarding the Recreational Trails Program Grant Award. In order to proceed, the project agreement must be executed. To date, I have not received any paperwork on this Grant. I advised Councilwoman Hughes of this as well.

MISCELLANEOUS - As directed by the Borough Engineer(s), I updated the submission status of projects on SAGE for Cregar Road - Phase 5 and 6.

FM Generator was contacted to provide an updated quote on the generator for Grey Rock well and also to schedule a start-up for the generator recently installed at the Golf Course.

I received a request from the County to return the sign off sheet regarding the updated Hazard Mitigation Plan that was prepared earlier. The administrator responded that he would get signatures at the upcoming Council Meeting.

The amended guardrail quote for 09/30 and the 2<sup>nd</sup> quote for the 12/30 incident were received from Fletcher Creamer & Sons and submitted to Risk Solutions for completion of the insurance claim.

I attended a staff meeting on Wednesday, April 13, 2016

I attended a FEMA kick-off meeting with the Deputy Clerk at the County Emergency Management Office in Cherryville on Tuesday morning. The procedures for submitting final cost schedules for reimbursement (up to 75%) by FEMA were reviewed. Final submissions are required by June 30. I scheduled a meeting for 04/22 with the Police Chief, DPW Director and Deputy Clerk to discuss any additional costs that should be included in the final FEMA submission.

I received a Notice of Settlement form dated 03/24/16 from Barry Goodman's office requesting my determination as to whether High Bridge needs to file a Claim Form regarding the purchase of municipal derivatives between January 1, 1992 and August 18, 2011. I requested further information from the Attorney's office and also forwarded to Bond Counsel for review. Bond Counsel advised that we are not impacted by this settlement since we are not permitted to invest in these types of derivatives.

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

**04/08/16**

Tax – Completed three Property Tax Reimbursement Applications for residents.

One lien redemption was processed.

Finance – The 04/10 payroll input sheets were prepared and submitted for processing. Subsidiary ledgers were updated and bank transfers completed. Agency checks were also processed.

I updated the Fixed Assets Spreadsheets as well as the Vehicle and Equipment lists for Insurance purposes.

The Project status of Cregar Road Phase V was updated in the NJ SAGE program at the request of the administrator. The new Borough Engineer was also added to the staff listing for reporting purposes. Notifications that were received pertaining to project updates were forwarded to our new Borough Engineer, Bill Burr.

I attempted to update the project status of Cregar Road Phase VI with the instructions of Brian Shiels but was unable to save the changes on line. I contacted the DOT for assistance.

The CAP Bank Ordinance and the Refunding Bond Ordinance adopted at the 03/31/ Council Meeting were mailed to DLGS as required.

I reviewed the Summer Recreation budget with Barb Kinsky in answer to questions that came up at their Committee Meeting. We reviewed the cost of counselors and balances in the existing expense account.

I signed and forwarded the contract approved at the March 17 Council Meeting for shredding event scheduled for June 25 to Assure Shred.

I reviewed and updated employee benefit eligibility status.

The escrow fees collected for the 20 Main Street project were reviewed with the Planning Board secretary for completeness. The summary page noting what was being applied for was omitted from the original package. Additional information was requested from the applicant and upon receipt, additional fees were collected .

Requests for reserve sewer capacity requirements per Ordinance 2015-4 were reviewed with the Utility Collector and Planning Board Secretary. These charges will need to be collected on new development projects that will be using more than 600 daily units of sewer capacity. This will apply to the new developments on Center Street and Main Street and the proposed development on North Main. The Planning Board Secretary will note the receipt of the request with required fees prior to being heard by the Board. The Utility Collector will be responsible for billing the reserve capacity annually.

Miscellaneous – I contacted HMM regarding a refund due on an escrow account.

Quotes were received by Mike Hann from Penn Bower for performing sewer hook-ups authorized by Council In October 2015. The work will be performed upon receipt of the hook-up fees.

I completed a tax exempt certification for Atlantic Tactical and also requested they change their shipping address to the HB Police Department for all ammo and rifle deliveries.

I completed an OPRA request and forwarded to the Clerk.

I reviewed the list of contracts received to date for the Summer Concert series with the Events Committee. An accounting was also provided of the funding received to date.

I attended a NJ League of Municipalities Legislative Committee Meeting on 04/08 in Princeton.

I reviewed the Town of Clinton escrow accounting held by the Borough Attorney.

Monthly invoices for payroll and armored car services were submitted to Investors Bank for payment.

I received the corrected quote for the guardrail repair for Incident #2 – 12/30/15 and forwarded it to the insurance company. I also contacted the insurance company regarding the payment we recently received for Incident #1. It appears the original quote utilized for Incident #1 was only for 50' and the damage reported was 75'. A conference call was held between the two adjusters and me to review these cases. A second quote was requested from another contractor for Incident #2 as well as an itemized quote for Incident #1. There is a \$5,000 limit on the amount paid by our insurer for outdoor property. We received \$5,000 for Incident #1 and Risk Solutions is currently seeking reimbursement from the other insurance company for \$2,065, which would equal the amount of the original quote from Fletcher. The final cost of the project may be less if the two projects are awarded to one contractor.

Pictures and inspection reports for the 2008 Ford 350 Utility Truck and miscellaneous non-working equipment were received from the DPW in preparation to sell at auction, with Council approval. A resolution was prepared for the upcoming meeting.

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

**04/01/16**

TAX – Printed and mailed 330 adjusted 2<sup>nd</sup> quarter property tax bills reflecting the approved Homestead benefit credits.

Two redemption calculations were prepared for May.

Three separate redemption certificates were issued and mailed to Cortes & Hay for Block 33 Lot 55.

Three Property Tax Reimbursement applications were completed for residents this week.

The Tax and Utility Collector accounts were closed for March and reports printed.

Finance – The month end reports were completed and the final bill list was prepared for the 03/31 Council meeting. Resolutions were prepared for a lien redemption, a utility refund and an amendment to the Professional Service Contract for Quest Environmental Engineering Services. Due to the timing of the request, I was unable to provide an additional appropriation to the temporary budget to address this. The final date to make amendments to the temporary budget was 03/18. An ordinance to appropriate additional funding to the Borough Hall project for site work, soil removal, and furnishings was prepared for introduction on March 31. Funds from this appropriation would not be available until ten days following adoption. The estimated cost of the Cap disturbance monitoring and reporting by Quest was therefore split between existing balances in the original Borough Hall Capital Ordinance and the temporary appropriation for environmental testing.

Bank transfers for bill list payments were completed.

LOSAP contributions were distributed to individual applicants through electronic transfer to VALIC. I notified Brian Luteran and Jeff Smith to remind their newly eligible members to pick up an application packet from Borough Hall as soon as possible in order to set up an account.

I received the approval from HUD of the close-out documentation I provided them for the New Borough Hall Grant Award of \$245,000. The funds were drawn down in 2015 and final paperwork submitted in February.

The 1<sup>st</sup> quarter Pension contributions report was completed for PERS and PFRS. The quarterly report was filed and payments submitted.

At the Administrator's request, I forwarded a payment history for the Town of Clinton sewerage treatment charges to the Borough Attorney's office.

Miscellaneous – Provided coverage on Monday for the Clerk's office from 1:30-4:00 due to absence of Clerk and Deputy Clerk. Also, provided coverage on Tuesday from 12:30 -4:00 when the Deputy Clerk left due to illness.

Attended part two of a Pensions and Benefits webinar on payroll certifications and reporting methods.

I re-contacted two vendors for quotes on repair/replacement of the guard rail that was damaged in December. We received a partial payment of \$5,000 for the guardrail that was damaged in September. The balance, according to Risk Solutions, is being pursued through subrogation with the other carrier. It is uncertain how quickly this will be finalized.

A new porta-potty vendor, A Royal Flush, was found through the NJ State Contracts listing that will provide handicap units for \$68/month and regular units for \$48/month. Our current costs are \$105/month and \$60/month respectively. As previously discussed with the Recreation Committee, a second unit was ordered for the Commons and the Park for April through November.

I completed and returned to Assurant, our new disability provider, an authorization form for reporting taxable benefits for disability payments made under the policy. After contacting R&L payroll, our payroll processor, I confirmed that the reporting would be done through R&L on the employee W'2s and the employer 941 filing as long as we provide them with the quarterly benefit report of disability payments made by Assurant.

I reviewed the Highlands exemption ordinance referenced by our planner as Ordinance 2013-20, after receiving an application for an exemption for Planning Board application #01-2016-20 Main Street. The Ordinance is listed as 2013-15 in our files and shown as a draft. I asked the Planning Board Secretary to look into this matter to determine if the correct document was adopted. After reviewing the minute book, it appears that this version was the adopted version but only the draft copy was available for viewing.

At the Administrator's request, I added William Burr as the Borough Engineer to the NJDOT SAGE (System for Administering Grants Electronically) account.

I followed up with the Clerk for certification of minutes and advertisement pertaining to the Refunding Bond Ordinance adopted on March 31. These certifications must be provided to our Bond Counsel in order to perform the refunding in December.

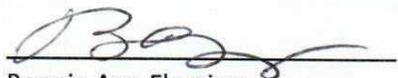
## COLLECTOR'S REPORT OF RECEIPTS

To the Borough of High Bridge Council:

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

**April 30, 2016**

|                          | QTR    | CURRENT       | YTD             |
|--------------------------|--------|---------------|-----------------|
| CURRENT 2016             | 34.93% | \$ 830,414.64 | \$ 3,815,931.96 |
| TAXES YEAR 2015          |        | \$ 19,788.40  | \$ 72,129.84    |
| TAXES YEAR 2017          |        | \$ -          | \$ -            |
| MISC REV                 |        | \$ -          | \$ -            |
| TAX SALE COST            |        | \$ -          | \$ -            |
| LIENS                    |        | \$ 9,465.95   | \$ 43,447.85    |
| INTEREST/PENALTY         |        | \$ 2,879.63   | \$ 6,913.34     |
| PREMIUM                  |        | \$ -          | \$ -            |
| DUE UTILITY COLLECTOR    |        | \$ -          | \$ -            |
| REDEMPTIONS - MUNI LIENS |        | \$ -          | \$ -            |
| TOTAL                    |        | \$ 862,548.62 | \$ 3,938,422.99 |

  
Bonnie Ann Fleming  
Tax Collector

05/20/16  
Date



HIGH BRIDGE INTEREST EARNED 2016

| A/C #        | CURRENT<br>417  | GREEN<br>ACRES<br>441 | DOG<br>433  | WATER<br>567+utility | WATER<br>CAP<br>575 | SEWER<br>482+util | SEWER<br>CAP<br>508 | SOLID<br>WASTE<br>516+utility | SW<br>CAP<br>524 | SUI<br>591   | HISTORIC<br>PRESVTN<br>954 | REHAB<br>ESC<br>484 | REC<br>TRUST<br>611 | DEV<br>ESC<br>425 | SPECIAL<br>EVENTS<br>583 | TOTAL           |
|--------------|-----------------|-----------------------|-------------|----------------------|---------------------|-------------------|---------------------|-------------------------------|------------------|--------------|----------------------------|---------------------|---------------------|-------------------|--------------------------|-----------------|
|              |                 |                       |             |                      |                     |                   |                     |                               |                  |              |                            |                     |                     |                   |                          |                 |
| JANUARY      | 1,023.88        | 2.64                  | 1.30        | 37.55                | 24.28               | 206.41            | 27.71               | 54.84                         | 1.35             | 22.98        | 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                     | 1,262.88        |
| MAY          | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| JUNE         | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| JULY         | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| AUGUST       | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| SEPTEMBER    | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| OCTOBER      | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| NOVEMBER     | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| DECEMBER     | -               | -                     | -           | -                    | -                   | -                 | -                   | -                             | -                | -            | -                          | -                   | -                   | -                 | -                        | -               |
| <b>TOTAL</b> | <b>3,954.73</b> | <b>10.31</b>          | <b>6.00</b> | <b>157.53</b>        | <b>81.82</b>        | <b>749.78</b>     | <b>105.36</b>       | <b>224.20</b>                 | <b>5.28</b>      | <b>90.03</b> | <b>0.20</b>                | <b>45.03</b>        | <b>6.11</b>         | <b>0.22</b>       | <b>13.02</b>             | <b>5,449.62</b> |

RECEIPTS AND DISBURSEMENTS APRIL 2016

| FUND                  | BEGIN BALANCE        | RECEIPTS             | DISBURSEMENTS         | END BALANCE         |
|-----------------------|----------------------|----------------------|-----------------------|---------------------|
| Green Acres           | 12,264.45            | 2.56                 | 0.00                  | 12,267.01           |
| Premium               | 138,429.99           | 28.63                | 1,029.99              | 137,428.63          |
| Dog                   | 8,015.31             | 856.74               | 66.00                 | 8,806.05            |
| Capital               | 1,381,459.54         | 243,288.64           | 68,074.23             | 1,556,673.95        |
| Water Utility         | 173,482.19           | 27,961.28            | 62,905.89             | 138,537.58          |
| Water Capital         | 84,078.27            | 17.52                | 18.10                 | 84,077.69           |
| Sewer Utility         | 864,154.31           | 60,166.13            | 74,783.55             | 849,536.89          |
| Sewer Capital         | 124,242.29           | 25.88                | 26.75                 | 124,241.42          |
| Solid Waste Utility   | 248,661.53           | 16,452.20            | 68,195.25             | 196,918.48          |
| Solid Waste Cap       | 6,282.13             | 1.31                 | 1.35                  | 6,282.09            |
| Sui                   | 107,624.65           | 376.48               | 0.00                  | 108,001.13          |
| Historic Preservation | 237.96               | 0.05                 | 0.00                  | 238.01              |
| Rehab Escrow          | 53,613.29            | 11.17                | 0.00                  | 53,624.46           |
| Recreation Trust      | 9,157.45             | 2,774.77             | 0.00                  | 11,932.22           |
| Special Events        | 21,162.89            | 1,759.13             | 2,358.40              | 20,563.62           |
| Dev Escrow            | 47,615.62            | 8,144.56             | 3,443.37              | 52,316.81           |
| Current               | 2,586,982.79         | 1,276,352.54         | 2,862,423.76          | 1,000,911.57        |
| <b>TOTAL FUNDS</b>    | <b>5,867,464.66</b>  | <b>1,638,219.59</b>  | <b>3,143,326.64</b>   | <b>4,362,357.61</b> |
| <b>GOLF</b>           |                      |                      |                       |                     |
|                       | 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                   |                      |                      | \$ -                  |                     |
| Jun                   |                      |                      | \$ -                  |                     |
| Jul                   |                      |                      | \$ -                  |                     |
| Aug                   |                      |                      | \$ -                  |                     |
| Sep                   |                      |                      | \$ -                  |                     |
| Oct                   |                      |                      | \$ -                  |                     |
| Nov                   |                      |                      | \$ -                  |                     |
| Dec                   |                      |                      | \$ -                  |                     |
| <b>TOTAL</b>          | <b>\$ 175,752.00</b> | <b>\$ 235,472.00</b> | <b>\$ (59,720.00)</b> |                     |



YEAR TO DATE REVENUE AS OF: APRIL 2016

|  | Estimated        | Received          | Bal Due         | Receivable |
|--|------------------|-------------------|-----------------|------------|
| Amount to be Raised by Taxation            | \$ 12,422,338.00 | \$ (3,815,931.96) | \$ 8,606,406.04 | 69.28%     |
| Delinquent Taxes                           | \$ 175,000.00    | \$ (72,129.84)    | \$ 102,870.16   | 58.78%     |
| <b>Local Revenues:</b>                     |                  |                   |                 |            |
| Alcoholic Bev                              | \$ 5,400.00      | \$ -              | \$ 5,400.00     | 100.00%    |
| Other (Amuse/Food/Handlers/Raffle/Vendor)  | \$ 580.00        | \$ (525.00)       | \$ 55.00        | 9.48%      |
| Municipal Court                            | \$ 20,000.00     | \$ (6,862.96)     | \$ 13,137.04    | 65.69%     |
| Interest and Costs on Taxes                | \$ 33,000.00     | \$ (6,913.34)     | \$ 26,086.66    | 79.05%     |
| Interest                                   | \$ 10,000.00     | \$ (3,954.73)     | \$ 6,045.27     | 60.45%     |
| Utility Surplus                            | \$ -             | \$ -              | \$ -            | #DIV/0!    |
| Golf Revenues                              | \$ 1,188,000.00  | \$ (89,921.27)    | \$ 1,098,078.73 | 92.43%     |
| Misc Rev - Unanticipated                   | \$ -             | \$ (46,175.78)    | \$ (46,175.78)  | #DIV/0!    |
| <b>State Aid:</b>                          |                  |                   |                 |            |
| Consolidated Prop Tax Relief Aid           | \$ 47,895.00     | \$ -              | \$ 47,895.00    | 100.00%    |
| Energy Receipts Tax                        | \$ 244,014.00    | \$ -              | \$ 244,014.00   | 100.00%    |
| Garden State Trust                         | \$ 12,931.00     | \$ -              | \$ 12,931.00    | 100.00%    |
| <b>Fees &amp; Permits:</b>                 |                  |                   |                 |            |
| Uniform Construction Fees                  | \$ 23,000.00     | \$ (9,282.00)     | \$ 13,718.00    | 59.64%     |
| <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     | \$ -              | \$ 10,785.00    | 100.00%    |
| Green Acres Grant                          | \$ 373,766.00    | \$ -              | \$ 373,766.00   | 100.00%    |
| 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%    |
| SIF Risk Control Grant                     | \$ 1,942.00      | \$ -              | \$ 1,942.00     | 100.00%    |
| Recycling Tonnage                          | \$ 3,694.00      | \$ -              | \$ 3,694.00     | 100.00%    |
| <b>Surplus:</b>                            | \$ 602,000.00    | \$ -              | \$ 602,000.00   | 100.00%    |
| <b>Total Revenue Anticipated&amp;MRNA</b>  | \$ 2,930,496.00  | \$ (251,712.19)   | \$ 2,678,783.81 | 91.41%     |
| <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  | \$ (3,815,931.96) | \$ 5,261,718.04 | 57.96%     |
| <b>Total Tax Levy</b>                      | \$ 12,422,338.00 | \$ -              | \$ -            |            |



BUDGET BALANCES  
04/30/2016

| Account  | Description                             | APPROPRIATION | DISBURSED    | BALANCE      | % REMAINING |
|----------|---|---------------|--------------|--------------|-------------|
| 10510010 | GENERAL ADMIN: SALARIES & WAGES         | \$44,241.00   | \$15,225.84  | \$29,015.16  | 66%         |
| 10510020 | GENERAL ADMIN: OTHER EXPENSES           | \$6,300.00    | \$672.92     | \$5,627.08   | 89%         |
| 10510120 | INTERNET                                | \$5,850.00    | \$2,038.40   | \$3,811.60   | 65%         |
| 10511010 | MAYOR AND COUNCIL: SALARIES & WAGES     | \$0.00        | \$0.00       | \$0.00       | 0%          |
| 10511020 | MAYOR AND COUNCIL: OTHER EXPENSES       | \$1,760.00    | \$996.00     | \$764.00     | 43%         |
| 10511032 | ADVERTISING                             | \$11,700.00   | \$637.22     | \$11,062.78  | 95%         |
| 10511520 | NEWSLETTER/WEBSITE                      | \$12,455.00   | \$1,350.00   | \$11,105.00  | 89%         |
| 10512010 | MUNICIPAL CLERK: SALARIES & WAGES       | \$13,074.00   | \$8,499.92   | \$4,574.08   | 35%         |
| 10512020 | MUNICIPAL CLERK: OTHER EXPENSES         | \$9,925.00    | \$1,648.90   | \$8,276.10   | 83%         |
| 10512520 | ELECTION EXPENSE                        | \$2,750.00    | \$0.00       | \$2,750.00   | 0%          |
| 10513010 | FINANCIAL ADMIN: SALARIES & WAGES       | \$41,330.00   | \$14,181.50  | \$27,148.50  | 66%         |
| 10513020 | FINANCIAL ADMIN: OTHER EXPENSES         | \$6,470.00    | \$2,791.95   | \$3,678.05   | 57%         |
| 10513520 | AUDIT SERVICES: OTHER EXPENSES          | \$25,865.00   | \$0.00       | \$25,865.00  | 100%        |
| 10514510 | TAX COLLECTOR: SALARIES & WAGES         | \$41,330.00   | \$14,189.00  | \$27,141.00  | 66%         |
| 10514520 | TAX COLLECTOR: OTHER EXPENSES           | \$6,065.00    | \$3,127.76   | \$2,937.24   | 48%         |
| 10515010 | TAX ASSESSMENT: SALARIES & WAGES        | \$16,609.00   | \$5,428.00   | \$11,181.00  | 67%         |
| 10515020 | TAX ASSESSMENT: OTHER EXPENSES          | \$2,600.00    | \$365.00     | \$2,235.00   | 86%         |
| 10515520 | LEGAL: OTHER EXPENSES                   | \$114,036.00  | \$15,723.00  | \$98,313.00  | 86%         |
| 10516520 | ENGINEERING SERVICES: OTHER EXPENSES    | \$14,800.00   | \$616.25     | \$14,183.75  | 96%         |
| 10517020 | BUILDINGS & GROUNDS                     | \$33,022.00   | \$2,410.36   | \$30,611.64  | 93%         |
| 10517120 | BUILDINGS & GROUNDS-OFFICE              | \$12,890.00   | \$2,203.63   | \$10,686.37  | 83%         |
| 10518010 | PLANNING BOARD: SALARIES & WAGES        | \$5,152.00    | \$1,427.29   | \$3,724.71   | 72%         |
| 10518020 | PLANNING BOARD: OTHER EXPENSES          | \$10,000.00   | \$919.74     | \$9,080.26   | 91%         |
| 10518510 | ZONING OFFICER: SALARIES & WAGES        | \$5,000.00    | \$1,249.98   | \$3,750.02   | 75%         |
| 10519020 | AFFORDABLE HOUSING APPROPRIATION        | \$2,000.00    | \$0.00       | \$2,000.00   | 100%        |
| 10519510 | CONSTRUCTION OFFICIAL: SALARIES & WAGES | \$28,708.00   | \$9,381.68   | \$19,326.32  | 67%         |
| 10519520 | CONSTRUCTION OFFICIAL: OTHER EXPENSES   | \$1,550.00    | \$0.00       | \$1,550.00   | 100%        |
| 10520510 | CCO-BLDG INSPECTION: SALARIES & WAGES   | \$5,000.00    | \$1,249.98   | \$3,750.02   | 75%         |
| 10521020 | LIABILITY INSURANCE                     | \$113,500.00  | \$57,135.16  | \$56,364.84  | 50%         |
| 10521520 | WORKER S COMPENSATION INSURANCE         | \$43,500.00   | \$21,583.46  | \$21,916.54  | 50%         |
| 10522020 | EMPLOYEE GROUP INSURANCE                | \$223,482.00  | \$65,745.41  | \$157,736.59 | 71%         |
| 10524010 | POLICE DEPARTMENT: SALARIES & WAGES     | \$777,314.00  | \$257,994.72 | \$519,319.28 | 67%         |
| 10524020 | POLICE DEPARTMENT: OTHER EXPENSES       | \$50,000.00   | \$16,101.99  | \$33,898.01  | 68%         |
| 10524520 | LEASE/PURCHASE POLICE VEHICLES          | \$14,742.00   | \$7,436.72   | \$7,305.28   | 50%         |
| 10525220 | EMERGENCY MANAGEMENT: OTHER EXPENSES    | \$3,000.00    | \$240.10     | \$2,759.90   | 92%         |
| 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      | \$106.00     | \$394.00     | 79%         |
| 10527510 | MUNICIPAL PROSECUTOR: SALARIES & WAGES  | \$0.00        | \$0.00       | \$0.00       | 0%          |
| 10529010 | DEPT.OF PUBLIC WORKS: SALARIES & WAGES  | \$114,868.00  | \$44,575.71  | \$70,292.29  | 61%         |
| 10529020 | DEPT.OF PUBLIC WORKS: OTHER EXPENSES    | \$200,780.00  | \$26,143.60  | \$174,636.40 | 87%         |
| 10529055 | PARKS & PLAYGROUNDS: OTHER EXPENSES     | \$6,000.00    | \$389.50     | \$5,610.50   | 94%         |
| 10529060 | FIELD MAINTENANCE: OTHER EXPENSES       | \$6,000.00    | \$0.00       | \$6,000.00   | 100%        |

BUDGET BALANCES  
04/30/2016

| 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 | \$1,500.00            | \$53.89               | \$1,446.11            | 96%         |
| 10537020 | SPECIAL EVENTS: OTHER EXPENSES          | \$3,750.00            | \$375.00              | \$3,375.00            | 90%         |
| 10537120 | CULTURAL & HERITAGE                     | \$2,000.00            | \$0.00                | \$2,000.00            | 0%          |
| 10537620 | GOLF-OTHER EXPENSES                     | \$1,194,000.00        | \$289,145.02          | \$904,854.98          | 76%         |
| 10539010 | LIBRARY: SALARIES & WAGES               | \$21,070.00           | \$6,763.18            | \$14,306.82           | 68%         |
| 10539020 | LIBRARY - OTHER EXPENSES                | \$200.00              | \$0.00                | \$200.00              | 0%          |
| 10543020 | ELECTRICITY                             | \$36,100.00           | \$6,756.48            | \$29,343.52           | 81%         |
| 10543520 | STREET LIGHTING                         | \$42,000.00           | \$9,061.76            | \$32,938.24           | 78%         |
| 10544020 | TELEPHONE                               | \$18,600.00           | \$3,785.95            | \$14,814.05           | 80%         |
| 10544620 | GASOLINE                                | \$40,520.00           | \$5,421.94            | \$35,098.06           | 87%         |
| 10544720 | HEATING FUEL                            | \$44,525.00           | \$10,936.85           | \$33,588.15           | 75%         |
| 10547120 | CONTRIBUTION TO PERS                    | \$32,848.00           | \$32,848.00           | \$0.00                | 0%          |
| 10547220 | SOCIAL SECURITY SYSTEM(OASI)            | \$85,489.00           | \$26,917.09           | \$58,571.91           | 69%         |
| 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              | 0%          |
| 10672620 | RECYCLING GRANT - SOL WS ADMIN          | \$3,694.00            | \$0.00                | \$3,694.00            | 0%          |
| 10673120 | SIF GRANT - SIGN TRAILER                | \$1,942.00            | \$0.00                | \$1,942.00            | 0%          |
| 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          | \$53,112.46           | \$94,576.54           | 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          | \$243,000.00          | \$75,000.00           | 0%          |
| 10694520 | CAPITAL LEASE                           | \$96,000.00           | \$31,221.92           | \$64,778.08           | 67%         |
| 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          | \$0.00                | \$114,000.00          | 0%          |
| 10693020 | BOND INTEREST                           | \$340,000.00          | \$110,594.38          | \$229,405.62          | 67%         |
| 10693520 | NOTE INTEREST                           | \$3,600.00            | \$0.00                | \$3,600.00            | 0%          |
| 10694020 | GREEN ACRES-SPRINGSIDE-#1014-01-008     | \$11,660.00           | \$0.00                | \$11,660.00           | 0%          |
| 10694120 | GREEN ACRES-LK SOLITUDE-#1014-95-128    | \$86,292.00           | \$0.00                | \$86,292.00           | 0%          |
|          | <b>TOTAL</b>                            | <b>\$6,401,212.00</b> | <b>\$1,806,741.50</b> | <b>\$4,594,470.50</b> | <b>72%</b>  |

**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: pending adoption**

**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.

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

**NUMBER: 142-2016**

**ADOPTED: pending adoption**

**Award of Contract**

**WHEREAS**, Borough of High Bridge (“Borough”) was awarded two (2) grants from the Municipal Aid portion of the Transportation Trust Fund in the amount of \$160,000.00 each from the NJDOT for the Improvements to Cregar Road, Sections 5 and 6 Project as part of the FY 2014 and FY 2015 grant programs, respectively; and

**WHEREAS**, Mott MacDonald has prepared plans and specifications for the Improvements to Cregar Road, Sections 5 and 6 Project, and published the appropriate advertisement to enable the Borough to seek bids for the project; and

**WHEREAS**, two (2) bids were received and opened on Thursday, May 12, 2016, in accordance with the advertised date for acceptance of bids from the following contractors:

| Contractor                             | Base Bid<br>(Section 5) | Alternate Bid<br>(Section 6) | Total Bid<br>(Combined Sec. 5 & 6) |
|--|-------------------------|------------------------------|------------------------------------|
| JTG Construction Inc.<br>Newark, NJ    | \$590,153.00            | \$723,575.00                 | \$1,313,728.00                     |
| Reivax Contracting Corp.<br>Newark, NJ | \$660,529.00            | \$816,330.00                 | \$1,476,859.00                     |

and;

**WHEREAS**, the Borough Engineer has reviewed the bids and recommended award of the low bid for the base bid (Section 5) from JTG Construction Inc. of Newark, NJ; and

**WHEREAS**, the Borough Attorney has also reviewed the bids; 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 awards JTG Construction Inc., 188 Jefferson Street, Suite 387, Newark, NJ 07105 a contract for the base bid (Section 5) in the amount of \$590,153.00.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Cregar Phase V-#16-2015-309403, Cregar Phase V-#17-2015-615226, Cregar Phase V-#9-2016 (as amended)-#309503.

\_\_\_\_\_  
Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young, Deputy Clerk

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

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

**NUMBER: 143-2016**

**ADOPTED: pending adoption**

**Award of Contract**

**WHEREAS**, the Borough has prepared bid specifications for the Reclamation of Various Roads and published the appropriate advertisement to enable the Borough to seek bids for the project; and

**WHEREAS**, one (1) bid was received and opened on Thursday, April 28, 2016, in accordance with the advertised date for acceptance of bids from the following contractor:

| Contractor   | Bid                                  | Unit Price    |
|--|--------------------------------------|---------------|
| Reclamation Inc.<br>292 Van Dale Rd<br>West Hurley, NY 12491 | Base Bid<br>(Mine Road)              | \$7.65/S.Y.   |
|  | Alternate 1<br>(Hillcrest Avenue)    | \$6.00/S.Y.   |
|  | Alternate 2<br>(Academy Road)        | \$7.45/S.Y.   |
|  | Alternate 3<br>(Prospect Road)       | \$7.45/S.Y.   |
|  | Item B1<br>(Type II Portland Cement) | \$185.00/Ton  |
|  | Item B2<br>(Liquefied Asphalt)       | \$2.00/gallon |

and;

**WHEREAS**, the Borough Engineer has reviewed the bids and recommends award of the low bid from Reclamation Inc. of , 292 Van Dale Rd, West Hurley, NY; and

**WHEREAS**, the Borough Attorney has also reviewed the bids; 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 awards Reclamation Inc., 292 Van Dale Rd, West Hurley, NY a contract for the Base Bid, Alternate Bids 2 & 3, and Items B1 & B2 in accordance with the above referenced table.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: DPW-Streets and Roads Maintenance-#10529050.

\_\_\_\_\_  
Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

\_\_\_\_\_  
Adam Young, Deputy Clerk

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

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

**NUMBER: 144-2016**

**ADOPTED: pending adoption**

**Hillcrest Water Main Relining Project**  
**Rejection of Bids**

**WHEREAS**, the Borough had prepared bid specifications for the Hillcrest Water Main Relining Project and published the appropriate advertisement to enable the Borough to seek bids for the project; and

**WHEREAS**, two (2) bids were received and opened on Tuesday, May 17, 2016, in accordance with the advertised date for acceptance of bids from the following contractors:

| Contractor                          | Base Bid<br>(Reline the Water Main) | Alternate Bid<br>(Replace with HDPE) |
|-------------------------------------|-------------------------------------|--------------------------------------|
| Dewcon, Inc.<br>Basking Ridge, NJ   | \$323,000.00 L.S.                   |                                      |
| Penn Bower, Inc.<br>High Bridge, NJ |                                     | \$89.00/L.F.                         |

and;

**WHEREAS**, the Mayor and Council find and declare that all bids received exceed the cost estimate for the project, as well as, the amount budgeted towards this project by the Borough; and

**WHEREAS**, it is the recommendation of the Borough Engineer that the bids be rejected;

**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, that for the reasons set forth above, all bids received in response to the Notice to Bidders be and the same are hereby rejected.

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Bonnie Ann Fleming  
Chief Financial Officer

**ATTEST:**

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Adam Young, Deputy Clerk

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Mark Desire, Mayor

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

**APPOINTMENT OF ACTING MUNICIPAL CLERK**

**NO. 145-2016**

**ADOPTED: pending adoption**

**WHEREAS**, there is a vacancy in the position of Borough Clerk that was created as of April 29, 2016, and

**WHEREAS**, N.J.S.A. 40A:9-133 provides that the governing body may appoint as an Acting Clerk a person who does not hold a Registered Municipal Clerk certificate for a period not to exceed one year; and

**WHEREAS**, Adam Young, the Borough's Deputy Clerk, is taking the courses to become a Registered Municipal Clerk, and has successfully completed the Municipal Registrar Course, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of High Bridge, that Adam Young is appointed Acting Municipal Clerk for a period of one year effective as of April 29, 2016; and

**BE IT FURTHER RESOLVED** that Adam Young's salary as Acting Clerk will be \$52,000.00 per year.

**ATTEST:**

\_\_\_\_\_  
Adam Young  
Deputy Municipal Clerk

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

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

**JEFF SMITH TO A DEPARTMENT OF WORKS FULL TIME EMPLOYEE**

**NUMBER: 146-2016**

**ADOPTED:** pending adoption

**WHEREAS**, a CDL is desirable for public works employees to obtain and maintain, and

**WHEREAS**, the Borough agrees that, knowledge, experience, and certifications are desirable in its Public Works employees and deserve to be compensated, and

**WHEREAS**, Jeff Smith is currently a part-time employee, and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby set Jeff Smith to a full time position with the Department of Works at an annual salary of \_\_\_\_\_ per year, effective immediately.

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Adam Young  
Deputy Municipal Clerk

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Mark Desire  
Mayor

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

**NUMBER: E6-2016**

**ADOPTED: pending adoption**

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**AUTHORIZATION TO MEET IN EXECUTIVE SESSION**

**WHEREAS**, the Mayor and Council of the Borough of High Bridge seek to discuss the appointment of the Acting Clerk and discussion of the part-time Administrator position, discussion of Department of Works employee position, and such other issues as are announced during the open session of the Council Meeting on May 23rd, 2016 that can be discussed in Executive Session; and

**WHEREAS**, pursuant to the provisions of N.J.S.A. 10:4-12b, matters concerning personnel, pending litigation, contracts and land acquisition may be discussed in sessions from which members of the public may be excluded; and

**WHEREAS**, the Mayor and Council are of the opinion that such discussions should, in the best interest of the citizens of the Borough of High Bridge, be held in Executive Session.

**WHEREAS**, the executive session minutes will be released if and as required by law, including as to (1) pending or anticipated contract negotiations in which the Borough is or may become a party, the purchase, lease or acquisition of real property, and the setting of banking rates or investment of public funds, after the contract is signed or it is clear that negotiations will not resume, (2) pending or anticipated litigation, after the conclusion of the lawsuit in which the Borough is or may become a party, including the time for any appeals, or, if no lawsuit is filed, after the statute of limitations has run on the issue or it is otherwise clear that no lawsuit will be filed, (3) tactics and techniques utilized in protecting the safety and property of the public, if the disclosure would not impair such protection, and (4) matters that would impair the right to receive funds from the US Government if and when the impairment no longer exists. The Borough does not anticipate that executive session minutes covered by the following sections of the Open Public Meetings Act will be released: N.J.S.A. 10:4-12b(1)(information rendered confidential by State or Federal statute), b(3)(material constituting an unwarranted invasion of privacy), b(7)(advice falling within the attorney-client privilege), b(8)(certain employment matters, unless the affected employees or appointees request the release in writing) and b(9)(deliberations regarding the imposition of specific civil penalties)."

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

1. The general public shall be excluded from the discussions in these matters pursuant to the provisions of N.J.S.A. 10:4-12B.
2. Matters discussed in Executive Session shall, when appropriate, be made public.
3. It is anticipated that formal action may be taken following this Executive Session.

**Introduction**                    **March 17, 2016**  
**Amended**                        **March 31, 2016**  
**Publication (summary)**  
**Amended**                        **May 12, 2016**  
**Adoption**                        **May 26, 2016 (Tentative)**  
**Publication (Title)**

**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.

**Introduction**                      **May, 12, 2016**  
**Publication (summary)**  
**Adoption**                              **May 26, 2016 (Tentative)**  
**Publication (Title)**

**Ordinance 2016-20**  
**BOROUGH OF HIGH BRIDGE**  
**COUNTY OF HUNTERDON**  
**STATE OF NEW JERSEY**

**Ordinance Amending Chapter 12-2 of the High Bridge Borough Code Book**

**WHEREAS**, Ordinance 2007-2, dated January 25, 2007 subsection 12-2 reads:

Approval of claim by Chairman

Claims shall then be presented to the Administrator who, if satisfied the claims are proper, shall approve the same. After such approval is given, the Administrator shall then present these claims to the governing body in the form of a bill list for formal approval at a regular meeting.

And;

**WHEREAS**, provisions need to be made to maintain internal controls regarding claims approval in the absence of an Administrator,

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, that Chapter 12, Section 2 of the Borough Code Book is amended to read:

Approval of Claims

Claims shall be presented to the Department Supervisor or Committee Chairperson responsible for placing the order, or the Administrator who, if satisfied the claims are proper, shall approve the same. In the absence of an Administrator, the Mayor shall be responsible for approving same. After such approval is given, the Administrator or Mayor, as applicable, shall then present these claims to the governing body in the form of a bill list, for formal approval at a regular meeting. In the absence of an Administrator, the Mayor shall be responsible for approving same.