

UNAPPROVED

BOROUGH OF HIGH BRIDGE - COUNCIL MEETING MINUTES

Date: September 8, 2016, 7:30 p.m. - Location: High Bridge Firehouse, 7 Maryland Ave.

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

CALL TO ORDER:

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

The Mayor asked for a moment of silence in observance of September 11th, 2001 and members of the military no longer with us.

FLAG SALUTE: Led by Mayor or presiding officer

ROLL CALL:

Councilman LoIacono	present	Councilman Strange	present
Councilwoman Shipps	present	Councilman Zappa	present
Councilman Stemple	absent	Council Pres. Hughes	present
		Mayor Desire	present

Also present were Attorney Barry Goodman, Administrator Mike Pappas, Acting Clerk Adam Young, and Police Chief Brett Bartman. Nine members of the press and public were also in attendance.

READING AND APPROVAL OF MINUTES: Regular minutes – August 11th, 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 August 11th, 2016 minutes: Hughes, Second: Strange
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, absent; Strange, yes; Zappa, yes; Hughes yes
Vote results: 5 ayes, motion passes

Motion to approve the August 11th, 2016 minutes: Hughes, Second: Shipps
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, absent; Strange, yes; Zappa, yes; Hughes yes
Vote results: 5 ayes, motion passes

VISITORS: None

PROCLAMATIONS/AWARDS:

- A.** Proclamation 12-2016 – Turn the town teal
- B.** Proclamation 13-2016 – Drive Sober or Get Pulled Over 2016

PUBLIC COMMENTS: 5 minutes per person

It is the policy of the Borough Council that all public comments on an issue shall be limited to five (5) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

Robert Babriecki – Suggested alternate side parking on Main St., suggested trucks should be routed around Cregar in the future and that the Police Department should be present for speeders on Cregar more often. Asked when Cregar Road paving will be completed. Council explained how the sections of Cregar Road construction are planned and the truck use of Mill Street.

Alan Schwartz - 14 Thomas St. - Concerned about the operating procedure of the background check process for youth coaches. Council discussed suggested ordinance changes to help alleviate this issue and suggested that further discussion will happen during discussion item L on the agenda.

Christopher Grant: Wanted to know what can be done about a building that remains after a fire and asked what Council can do about this issue. Council explained the communication between the previous owner, his estate, and communication with the Zoning Officer.

Justin Seals: Requested that the Borough allow only residents to hunt on Borough property. Attorney Goodman explained that public property can't be exclusively utilized by town residents.

Neil Langenbech: Expressed favor to hunt in the Borough.

PUBLIC HEARINGS: None

DISCUSSION ITEMS:

- A.** Borough property letters of interest - Administrator Pappas gave an overview of the assessed values and prices on the undersized lots as it pertains to the property letters of interest. Mr. Pappas explained that if Council is comfortable with the process then he will proceed with getting the specifics of the bidding together.
- B.** Amend Ordinance 390-2 to include trailers and inoperable motor vehicles – No report at this time
- C.** New Borough Trail Plan - Councilwoman Shipps updated Council on the meeting about the trail plan with Pablo Delgado.
- D.** Sewer Hookup – 32 Silverthorne Rd. - Councilman Zappa updated Council that he currently doesn't see any reason to deny as there is sufficient capacity.
- E.** Sale of Current Borough Hall - Administrator Pappas and Mr. Goodman updated Council on the different comparative market analyses received and the process going forward.
- F.** Website and Newsletter - Councilwoman Shipps estimates that the contract, as it is, is the best based on the presented statistics.

Resolution 197-2016, Award of Contract – Website maintenance. Tabled from prior meeting.

Motion to approve: Shipps, Second: Strange

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

Vote results: 5 ayes, motion passes

Resolution 198-2016, Award of Contract – Newsletter production. Tabled from prior meeting.

Motion to approve: Strange, Second: Shipps

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

Vote results: 5 ayes, motion passes

- G.** Street sweeper repair – pending resolution update

Resolution 199-2016, Award of Contract – Repair. Tabled till next meeting.

Motion to table to next meeting: LoIacono, Second: Zappa

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

Vote results: 5 ayes, motion passes

- H.** Part-time Crossing Guard

Resolution 201-2016, Part-time crossing guard. Motion to approve: Zappa, Second: Hughes
 Roll call vote: LoIacono, yes; Shipps, yes; Stemple, absent; Strange, yes; Zappa, yes; Hughes yes
 Vote results: 5 ayes, motion passes

I. Recycling and trash schedule - Council discussed the requested change of pickup for recycling. Council believes that the vendor should alert the residents. The proposed full implementation is October 7th. It should also be put on the website, public service announcement, newsletter, etc. Mr. Goodman suggested having a contingency plan in place by the vendor during the scheduling change.

J. Wildlife management – Police Chief Bartman updated Council about the possible use, and enforcement differences, of State land versus municipal land. Council discussed the need for signage, background check issue in the application and other application updates.

K. Golf RFP - Council discussed the current golf contract and the need to get a new request for proposal and the need to get a similarly good company operating.

L. Recreation Program - Police Chief Bartman suggested changes to the current background check Ordinance to enable better utilization within the process, gave background on the history of the background check process and an overview of how the current Ordinance operates. Council discussed a number of possible amendments to the Ordinance pertaining to background check re-up timing, forms, lists to be kept, how the background check processes work, and how to operate currently under the standing Ordinance.

M. RFP for professionals for 2017 - Administrator Pappas asked how Council would like to proceed with preparing for 2017 as it pertains to proposals with professionals in 2017. Councilman Zappa stated that he would like to look into environmental professionals.

N. Sign trailer - Administrator Pappas updated Council on the sign trailer that is available for general usage or possibly for sale. Council expressed interest in selling this equipment.

O. Municipal court contract - Administrator Pappas updated Council on the current status of the contract

OLD BUSINESS: None

NEW BUSINES: None

CONSENT AGENDA:

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

RESOLUTION #	TITLE
Resolution 202-2016	Authorization to RFP Golf Management
Resolution 203-2016	Award of Contract – Ruberton – guard rail
Resolution 204-2016	Lien redemption
Resolution 205-2016	Refund of raffle permit
Resolution 206-2016	Amend professional contract - Quest
Resolution 207-2016	Temporary Food Handler permit – Salsa Night
Resolution 208-2016	Volunteer Fireman – Brandon Freer
Resolution 209-2016	Authorization for Social Affairs Permit - Califon Fire

Motion to approve the consent agenda items: Motion: Zappa, Second: Strange
 Roll call vote: LoIacono, yes; Shipps, yes; Stemple, absent; Strange, yes; Zappa, yes; Hughes yes
 Vote results: 5 ayes, motion passes

WRITTEN COMMUNICATIONS:

- A.** Monthly Tax/Finance reports
- B.** Results of bond refunding
- C.** Municipal court reference document
- D.** 32 Silverthorne Road sewer hookup request
- E.** Bond rating
- F.** Quest proposal
- G.** Wildlife management documents
- H.** Undersized Lots list
- I.** JDM information technology information

PUBLIC COMMENTS: 1 minute per person

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

Nancy Hunt: Has information about when the current Borough Hall was converted from a home into a Borough building. Council expressed interest in receiving this information. Nancy offered information to help with the sale of Borough Hall. Council discussed the usage and expectations of moving the Borough Hall.

LEGAL ISSUES: Attorney Goodman updated Council that the arbitration with Clinton is ongoing.

BILL LIST:

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$ 372093.87**

Motion to approve bill list: Shipps, Second: Strange

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

Vote results: 5 ayes, motion passes

Councilwoman Shipps abstained from any item police related.

EXECUTIVE SESSION: None

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

Motion to adjourn: Shipps, Second: Strange

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

Vote results: 5 ayes, motion passes

Next Council Meeting: September 22nd, 2016, 7:30 pm – Fire House, 7 Maryland Ave., High Bridge, NJ

Respectfully submitted,

Adam Young
Acting Clerk

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
CURRENT FUND				
1331 - AMERIGAS	PO 23025 HEATING FUEL - PROPANE - FIRE HOUSE		31.40	
10545023	Propane - Firehouse	31.40		31.40
2140 - ASSURANT EMPLOYEE BENEFITS	PO 23230 GROUP INSURANCE - DENTAL & LIFE - P		2,124.46	
10522072	Employee Group Insurance:Dental	1,531.09		
10522073	Employee Group Insurance:Life Ins	593.37		2,124.46
2025 - BANK OF AMERICA	PO 23146 BUILDINGS & GROUNDS/WATER/SPECIAL E		40.23	
10518099	Planning Board-OE-Misc.	40.23		40.23
1530 - HIGH BRIDGE HILLS GOLF COURSE	PO 23160 GOLF - OE - SEPT		46,678.68	
10537620	GOLF-OTHER EXPENSES	46,678.68		46,678.68
46 - CALIFON LUMBER	PO 23279 DPW - OE - EQUIPMENT - INV 89279		168.65	
10529025	Dept. of Public Works-OE-Equipment/Hdwr	168.65		168.65
98 - CLINTON NAPA	PO 22983 DPW - OE - VEHICLE REPAIR		71.17	
10529028	Dept. of Public Works-OE-Vehicle Repair	71.17		71.17
508 - COMCAST OF NORTHWEST	PO 23010 DPW - INTERNET A/C 09574 832139-01-		230.84	
10510120	INTERNET	109.90		
10544122	Telephone - Garage	120.94		230.84
835 - CRISTAL ASSOCIATES LLC	PO 23089 BUILDNGS/GROUNDS - OE - MISC JANITO		172.50	
10517059	Buildings & Grounds - Janitorial	172.50		172.50
1349 - DEER CARCASS REMOVAL SERVICE LLC	PO 23184 BUILDINGS & GROUNDS - DEER CARCASS		57.00	
10517050	Buildings & Grounds - Deer Carcass Remv	57.00		57.00
2133 - FINCH FUEL OIL CO.	PO 23020 DPW - GASOLINE ACCT #45007-02		1,736.50	
10544621	Gas	1,736.50		1,736.50
2133 - FINCH FUEL OIL CO.	PO 23021 DIESEL - DPW - ACCT #45007		1,699.50	
10544630	DIESEL	1,699.50		1,699.50
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
190 - FRANK RYMON & SONS, INC	PO 23215 DPW - OE - VEHICLE REPAIR		185.41	
10529055	PARKS & PLAYGROUNDS - OTHER EXPENSES	185.41		185.41
2064 - IMAGE SYSTEMS FOR BUSINESS INC	PO 23088 BUILDINGS & GROUNDS - POLICE BLDG -		210.64	
10517123	BUILDINGS & GROUNDS-COPIER LEASE	210.64		210.64
90 - JCP&L	PO 23030 STREET LIGHTING - SHOP E - 1 WASHIN		18.52	
10543520	STREET LIGHTING	18.52		18.52

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
1398 - MASER CONSULTING PA 10518033	PO 23223 PLANNING BOARD - OE - ENGINEERING <i>Planning Board-OE-Engineering</i>		31.25	31.25
157 - NJ STATE LEAGUE OF MUNICIPALITIES 10511020	PO 23077 ADMIN - 2016 MEMBERSHIP / BULLETIN <i>MAYOR AND COUNCIL: OTHER EXPENSES</i>		14.00	14.00
2216 - REILLY SWEEPING, INC 10529052	PO 23587 DPW - OE - STREET SWEEPINGS <i>Dept. of Public Works-OE-Street Sweeping</i>		960.00	960.00
1797 - SAFETY DOWN UNDER, INC 10529060 10529055	PO 23608 FIELD MAINTENANCE - PARK MULCH <i>FIELD MAINTENANCE - OTHER EXPENSES</i> <i>PARKS & PLAYGROUNDS - OTHER EXPENSES</i>		6,725.00 5,925.00 800.00	6,725.00 6,725.00
1500 - VERIZON WIRELESS 10524030 10544127	PO 23005 POLICE - OE - WIRELESS DEVICES - A <i>Police Department-OE-Wireless Devices</i> <i>TELEPHONE-POLICE-CELL PHONES</i>		357.77 120.03 237.74	357.77 357.77
2141 - VSP VISION CARE 10522074	PO 23234 GROUP INSURANCE - VISION - ACCOUNT <i>Employee Group Insurance:Vision</i>		232.80 232.80	232.80 232.80
1606 - W.B. MASON COMPANY 10529021	PO 22987 OFFICE SUPPLIES <i>Dept. of Public Works-OE-Office supplies</i>		90.32 90.32	90.32 90.32
225 - W.E.TIMMERMAN CO., INC 10529028	PO 23602 DPW - OE - VEHICLE REPAIR - OLD LEA <i>Dept. of Public Works-OE-Vehicle Repair</i>		2,328.01 2,328.01	2,328.01 2,328.01
GENERAL CAPITAL FUND				
1398 - MASER CONSULTING PA 30940302	PO 23399 CAPITAL - CREGAR ROAD - HIB006 <i>SECT 20 COSTS-ENG/ARCH/LEG</i>		19,732.50 19,732.50	19,732.50 19,732.50
1398 - MASER CONSULTING PA 30920302	PO 23531 CAPITAL - STREETScape PHASE 2 - ENG <i>ENG/LEGAL SECTION 20 COSTS</i>		781.25 781.25	781.25 781.25
WATER UTILITY FUND				
2140 - ASSURANT EMPLOYEE BENEFITS 60510040	PO 23231 WATER - GROUP INSURANCE - DENTAL & <i>WATER - OE - INSURANCE - GROUP</i>		414.58 414.58	414.58 414.58
303 - FLEMINGTON SUPPLY CO., INC. 60510052	PO 23282 WATER - OE - HARDWARE <i>WATER - OE - HARDWARE & EQUIPMENT</i>		62.81 62.81	62.81 62.81
90 - JCP&L 60510098	PO 23334 WATER - ELECTRIC - SOLITUDE PUMP - <i>WATER - OE - ELECTRIC</i>		229.86 229.86	229.86 229.86
758 - MAGLIO ELECTRIC LLC 60510051	PO 23541 WATER - OE - REPAIRS <i>WATER - OE - REPAIRS/CONTRACTS</i>		1,235.00 1,235.00	1,235.00 1,235.00
1398 - MASER CONSULTING PA 60510042	PO 23536 WATER - OE - ENGINEERING <i>WATER - OE - ENGINEERING/LEGAL/PROF FEES</i>		1,803.75 1,803.75	1,803.75 1,803.75

List of Bills - (All Funds)

Vendor	Description	Account	PO	Payment	Check	Total
1694 - ONE CALL CONCEPTS, INC	PO 23241 WATER - OE - MISC - ONE CALL MESSAG			36.25		
60510099	WATER - OE - MISCELLANEOUS	36.25				36.25
2141 - VSP VISION CARE	PO 23235 WATER - GROUP INSURANCE - VISION -A			53.54		
60510040	WATER - OE - INSURANCE - GROUP	53.54				53.54
SEWER UTILITY FUND						
2140 - ASSURANT EMPLOYEE BENEFITS	PO 23232 SEWER - GROUP INSURANCE - DENTAL &			306.97		
62510040	SEWER - OE - INSURANCE - GROUP	306.97				306.97
98 - CLINTON NAPA	PO 22985 SEWER - OE - VEHICLE REPAIR			148.32		
62510028	SEWER - OE - VEHICLE REPAIR	148.32				148.32
2141 - VSP VISION CARE	PO 23236 SEWER - GROUP INSURANCE - VISION -			36.08		
62510040	SEWER - OE - INSURANCE - GROUP	36.08				36.08
SOLID WASTE UTILITY FUND						
2140 - ASSURANT EMPLOYEE BENEFITS	PO 23233 SOLID WASTE - GROUP INSURANCE - DEN			205.61		
64510040	SOLID WASTE-OE-GROUP INSURANCE	205.61				205.61
1813 - PREMIER DISPOSAL, INC	PO 23205 SOLID WASTE - CONTRACTED HAULER- 20			19,978.00		
64510090	SOLID WASTE-OE-CONTRACTED HAULER	19,978.00				19,978.00
2141 - VSP VISION CARE	PO 23237 SOLID WASTE - GROUP INSURANCE - VIS			26.77		
64510040	SOLID WASTE-OE-GROUP INSURANCE	26.77				26.77
DEVELOPER ESCROW TRUST FUND						
1398 - MASER CONSULTING PA	PO 23573 ESCROW - ELIZABETHTOWN GAS - CREGAR			253.75		
711375	ELIZABETHTOWN GAS-STREET OPENINGS	253.75				253.75
RECREATION TRUST FUND-2015						
191 - S&S WORLDWIDE	PO 23499 RECREATION - OE - SUMMER REC PROGRA			152.90		
771001	SUMMER RECREATION PROGRAM	152.90				152.90
191 - S&S WORLDWIDE	PO 23511 RECREATION - OE - SUMMER REC PROGRA			54.61		
771001	SUMMER RECREATION PROGRAM	54.61				54.61
SPECIAL EVENTS						
2025 - BANK OF AMERICA	PO 23146 BUILDINGS & GROUNDS/WATER/SPECIAL E			187.95		
781009	PAINT OUT	187.95				187.95
2224 - BOSS EQUIPMENT INC	PO 23610 SPECIAL EVENTS - CONTAINER PURCHASE			1,400.00		
781001	COMMUNITY DAY	250.00				
781009	PAINT OUT	300.00				
781004	CONCERTS	200.00				
781005	MOVIES	200.00				
781010	SOAP BOX DERBY	450.00				1,400.00

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
2041 - CATHERINE WHITEHEAD 781009 PAINT OUT	PO 23629 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
2230 - DONNA LYNCH 781009 PAINT OUT	PO 23630 PAINT OUT 2016 - REFUND OF REGISTRA		55.00	55.00
		55.00		55.00
1944 - DORIS ETLINGER 781009 PAINT OUT	PO 23623 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
2226 - DOROTHY HOESCHEN 781009 PAINT OUT	PO 23624 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
2116 - EILEEN BONACCI 781009 PAINT OUT	PO 23622 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
2229 - EVELYN VOGET 781009 PAINT OUT	PO 23628 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
2231 - INGEBORG LINCOLN 781009 PAINT OUT	PO 23632 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
1910 - JAMIE TAYLOR 781001 COMMUNITY DAY	PO 23477 SOAP BOX / COMMUNITY DAY - REIMBURS		109.56	109.56
		109.56		109.56
1829 - MICHELE SCHWARTZ 781009 PAINT OUT	PO 23582 PAINT OUT 2016 - REIMBURSEMENTS		238.86	238.86
		238.86		238.86
2227 - NANCIE LUDWIG 781009 PAINT OUT	PO 23626 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
1920 - NJ SIGN STORE LLC 781001 COMMUNITY DAY	PO 23425 CONCERTS/POOCH/SBD 2016 - BANNERS		32.46	32.46
		32.46		32.46
1949 - PEGGY MOSKWAY 781009 PAINT OUT	PO 23631 PAINT OUT 2016 - REFUND OF REGISTRA		55.00	55.00
		55.00		55.00
1941 - PJ ADUSKEVICZ 781009 PAINT OUT	PO 23621 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00
181 - RENTAL CENTER USA OF HUNTERDON, LLC 781001 COMMUNITY DAY	PO 23385 COMMUNITY DAY 2016		1,745.00	1,745.00
		1,745.00		1,745.00
973 - SOMERSET SYRUP & CONCESSION SUPPLY 781001 COMMUNITY DAY	PO 23599 COMMUNITY DAY 2016		155.80	155.80
		155.80		155.80
2118 - TRICIA LOWREY LIPPERT 781009 PAINT OUT	PO 23625 PAINT OUT 2016 - REFUND OF REGISTRA		25.00	25.00
		25.00		25.00

List of Bills - (All Funds)

Vendor Description Account PO Payment Check Total

2228 - WILLIAM DAVID MARTIN PO 23627 PAINT OUT 2016 - REFUND OF REGISTRA 25.00
 781009 PAINT OUT 25.00 25.00

TOTAL 114,943.68

Total to be paid from Fund 10 CURRENT FUND 65,201.50
 Total to be paid from Fund 30 GENERAL CAPITAL FUND 20,513.75
 Total to be paid from Fund 60 WATER UTILITY FUND 3,835.79
 Total to be paid from Fund 62 SEWER UTILITY FUND 491.37
 Total to be paid from Fund 64 SOLID WASTE UTILITY FUND 20,210.38
 Total to be paid from Fund 71 DEVELOPER ESCROW TRUST FUND 253.75
 Total to be paid from Fund 77 RECREATION TRUST FUND-2015 207.51
 Total to be paid from Fund 78 SPECIAL EVENTS 4,229.63

 114,943.68

Checks Previously Disbursed

9999 HIGH BRIDGE BOROUGH-PAYROLL CASH 2,623.53 9/09/2016
 9999 HIGH BRIDGE BOROUGH-PAYROLL CASH 4,668.66 9/09/2016
 9999 HIGH BRIDGE BOROUGH-PAYROLL CASH 6,032.95 9/09/2016
 9999 HIGH BRIDGE BOROUGH-PAYROLL CASH 52,704.39 9/09/2016
 1787 STATE OF NEW JERSEY PO# 23634 COMMUNITY DAY 2016 - INSPECTION FO 168.00 9/14/2016

 66,197.53

Total paid from Fund 10 CURRENT FUND 52,704.39
 Total paid from Fund 60 WATER UTILITY FUND 6,032.95
 Total paid from Fund 62 SEWER UTILITY FUND 4,668.66
 Total paid from Fund 64 SOLID WASTE UTILITY FUND 2,623.53
 Total paid from Fund 78 SPECIAL EVENTS 168.00

 66,197.53

Total for this Bills List: 181,141.21

Borough of High Bridge 2016

	Tickets Issued 2016	Tickets Issued 2015	DWI's Issued 2016	DWI's Issued 2015	Criminal Complaints 2016	Criminal Complaints 2015	Total Monies Collected 2016	Total Monies Collected 2015	Monies to Town 2016	Monies to Town 2015
January	18	60	0	0	6	20	\$6,571.17	\$2,411.00	\$1,624.30	\$1,225.78
February	12	70	0	0	9	8	\$4,196.00	\$4,543.00	\$2,408.32	\$2,944.32
March	27	25	0	1	3	2	\$4,184.00	\$3,048.00	\$1,920.90	\$1,643.68
April	26	9	0	0	6	5	\$4,365.00	\$3,041.00	\$1,801.01	\$1,385.96
May	114	139	1	1	3	6	\$1,412.00	\$4,998.50	\$740.80	\$2,088.48
June	125	130	0	0	3	4	\$16,200.00	\$11,004.50	\$11,146.00	\$4,336.78
July	83	51	0	0	4	6	\$10,521.00	\$14,020.00	\$8,036.96	\$5,758.01
August		26		1		5		\$6,000.00		\$2,334.70
September		22		0		1		\$3,998.00		\$1,621.48
October		28		1		5		\$2,127.00		\$930.80
November		16		0		18		\$2,341.00		\$1,035.94
December		21		0		10		\$2,039.00		\$852.22
2015 Total		597		4		90		\$59,571.00		\$26,158.15
2016 Totals	405		1		34		\$47,449.17		\$27,678.29	

Memo

To: Mayor Desire
From: Bonnie Ann Fleming, CFO/CTC
CC: Borough Council
CC: Borough Administrator
Date: 09/15/16
Re: Monthly Report

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

WEEKLY MANAGEMENT REPORT- TAX AND FINANCE DEPARTMENT

08/26/16

TAX - The 2016 Tax Sale List was prepared. There are 69 properties on the list totaling \$128,222.45. 16 accounts have past due taxes. 62 accounts have past due utility balances and 9 accounts have both tax and utility balances. Letters were mailed to property owners on 08/22. The tax sale will take place on 10/28.

A lien redemption check was received and posted. A resolution will be prepared for the Sept 8 Council meeting.

Several calls regarding questions on the upcoming tax sale were answered.

I reviewed a past due balance with a resident and provided a breakdown payments applied.

A payment history for 2014-2016 was emailed to a resident upon request.

An overpayment was returned to Wells Fargo with a letter stating the account was up to date. The property owner had already made a payment to bring the account current a few days earlier.

FINANCE – I reviewed the cost effectiveness of a 5 year reassessment program and provided findings to the Administrator.

A Due Diligence conference call was held on 08/23 in preparation for the upcoming bond refunding. The sale took place on Thursday following a pre-sale conference call anticipating a net savings of 7.04%. Our actual yield turned into a net savings of 7.36% or \$186,398 over the remaining life of the loan (2016-2022).

The UPS backup on the server was interrupted. Upon investigating, it was determined that the battery needs to be replaced. A new battery has been ordered.

The July financial reports for the Golf Course were reviewed and missing documents requested.

Twenty-seven Purchase Orders were processed and mailed.

A meeting was held with Groendyke to review any changes to our existing policy which is up for renewal.

I reviewed procedures for payment of vendors with the Borough Engineer.

The subsidiary payroll ledgers were updated, agency checks were processed and transfers completed for the 08/25 payroll.

Salaries for 2016 were updated on-line with Assurant for life and disability coverages.

The closing documents were submitted for the Lake Solitude Grant to the NJEDA.

After reviewing the documents recently received for the Trail Grant, I copied it to the Public Drive for access by Borough employees and e-mailed a copy to Councilwoman Hughes with instructions for labor and material purchases.

I reviewed the TOC rate history and current rate request and provided information to the Administrator regarding such.

I reviewed the possibility of hiring additional part time crossing guards with the Police Chief and Administrator.

MISCELLANEOUS – Tax and utility information was updated and submitted for inclusion in the Fall/Winter Newsletter.

Assistance was offered to an employee changing his health benefit coverage due to an eligible event. A COBRA notification letter and application for benefits was mailed with regard to this event. A change of status form was also completed and mailed to the Division of Pensions and Benefits. Dental and Vision benefit plans were also updated online.

An insurance census was completed and e-mailed to Peter Snedeker along with the current plan coverage in order for him to compile a quote for health insurance benefits.

A dental membership card was forwarded to an employee, upon request. Details on how to set up an account on-line were also provided.

A spot for the drop box at the new Borough Hall was chosen under the front window.

I contacted vendors for the phone, security system and copier to finalize our order for the new Borough Hall.

Coverage was provided to the Clerk's Office Monday, Tuesday, and Wednesday. 46 utility payments were posted and \$11,048.69 in deposits was scanned to the bank by the Assistant Utility Collector.

A LOSAP application for withdrawal of funds for a vested member was approved and submitted to VALIC.

I reviewed the escrow balance for 52 Fine Road and contacted the Borough Engineer and Zoning Officer to determine what is needed for completion.

I spoke with John Mount regarding Hazard Mitigation Time Sheet completion. I also reviewed the information I had in my file with the Administrator.

I followed up with the Mold inspector regarding the claim filed for the Police Building. Additional documentation was provided.

Monday, 8/22

Prepare deposit for carrier
Log utilities
Saturday mail
Chart for insurance
Monday mail
Print and mail tax sale notices
Cover downstairs 12-1
Printed and mail Clinton Twp tax sale - 4
Log construction
Post 46 payments in utilities - \$11,048.69

Tuesday, 8/23

Post utility from bank
Post cash utility
Void tax check & write letter
Log and process CCOs
Print 25 PO's 27
Finish Chart for insurance
Payroll PO
Order batteries and ink for DPW
Update 2 utility addresses
Process utility payments
Process tax payments
Log construction
Process bank utility
Prepare deposit for Wednesday

Wednesday, 08/24

Thursday, 08/25

Friday, 08/26

TAX- 118 delinquent notices were printed and mailed.

Three Redemption Certificates were prepared and mailed upon request. These are provided by the Tax Office when a lien has been redeemed but the original certificate has not been cancelled of record.

Subsequent payment amounts were calculated for three parcels and provided to the lien holders as requested.

FINANCE – A meeting was held with the Administrator and Acting Clerk to discuss the actions taken following the 08/11 Council Meeting.

Following last week's interview, Standard & Poor's issued their rating report, upgrading the Borough from AA- to AA status.

The Official Statement for the Bond Refunding was reviewed with Phoenix Advisors.

The 2016 NJ Body Armor Grant Application was completed and submitted on-line.

An initial vacant property registration application fee of \$500 was returned to the sender with a letter explaining that the property is now in its' second renewal, requiring a fee of \$3,000.

The payroll input sheets were prepared for 08/25 and forwarded to R&L for processing.

Twenty-nine Purchase Orders were prepared and mailed.

The Assistant Utility Collector posted and deposited receipts for 08/15-08/19 totaling \$51,735.

A utility account was updated to reflect new ownership after the resident provided a copy of the recorded deed.

A Supplemental Debt Statement was prepared and submitted to DLGS as requested by the NHVRHS School Board Attorney, for a resolution authorizing a \$9,743,000 referendum.

Resolution #192-2016 authorizing an additional \$300 for the Click it or Ticket Grant, was submitted electronically, as a Chapter 159 appropriation.

The July financial reports were reviewed. Receipts and expenses are on par with last year's results at this point. A meeting will be scheduled for September to review end of year projections.

A purchase of plaques through the Garden Grant proceeds was processed with the Procurement Card at the request of Councilwoman Hughes.

Costs for additional cleanings of the Porta potties prior to upcoming events was discussed with Jamie Taylor.

The Special Events spreadsheets were updated for the Wednesday Recreation Committee Meeting.

The Administrator and I met with Peter Snedeker, our insurance broker to discuss options for Health benefit coverage.

MISCELLANEOUS – Approximately 16 hours were spent gathering financial documents and scanning to the Clerk for fulfillment of an OPRA request.

I notified Chris Mark of French & Parrello that Council had accepted the Dam Inspection Report and updated Emergency Action Plan and Operations & Maintenance Manual. Chris advised me that after acceptance by the Bureau of Dam Safety, the EAP would need to be distributed to the ten entities listed in the Appendix. He will be sending us the extra copies for disbursement.

Tree trimming on Main Street was encumbered at Councilwoman Hughes' request and completed by the contractor.

A discussion was held with the DPW Director regarding vehicle maintenance and repairs.

I contacted Reilly Sweeping to schedule the street cleaning of Solitude Village for one day next week.

I contacted Sweeper Parts to get the name of an authorized service contractor in our area. I was told there is a mobile technician that will come to the site to make repairs. After the sweeper is picked up from US Municipal and returned to the DPW garage, I will schedule a visit to obtain an estimate for repairs.

Councilman Strange was contacted regarding the field usage receipts. We discussed how to change the current procedures to be more efficient. I suggested collecting the receipts upon submission of the application and prior to Council approval by Resolution. Councilman Strange was going to follow up with the known field users for applications and let me know who to contact for collection of the fees.

I emailed the Zoning Officer, Construction Official, and Borough Engineer regarding any outstanding permits for renovations at 11 Main Street.

Coverage of the Clerk's Office was provided on Friday in the absence of the Acting Clerk.

TAX-\$1.7M in tax payments were received and processed.

FINANCE – I reviewed the remaining expenses to be charged to the Borough Hall, including phone, security systems, and furniture. A breakdown was provided to the Administrator for review.

A conference call was held on Wednesday with the Standard & Poor analyst, Phoenix Advisors, and me for the purpose of updating our bond rating prior to the upcoming refunding bond issue. A presentation was prepared by Phoenix Advisors which included a 10 year revenue and expenditure history and 3 year revenue and expenditure projection that I prepared. After reviewing the financial data, a rating report will be completed by August 22.

Pricing from Comcast for upgrading the phone/internet service at the new Borough Hall was reviewed. The upgrades consisted of a Business Class Trunking System that would allow us to merge phone and internet with the Police. This option would include upgrading the Police phone system at the same time as the Borough Hall is wired. Since it does not appear that we will have the extra money available this year, this conversion would not be feasible at this time. I did start the order for transferring the existing phone/internet lines to the new building. After meeting with the technician at the site, he advised me to schedule the change-over now for a Friday afternoon or Saturday. The appointment can then be pushed back to whenever we actually make the move. I contacted my Comcast rep to schedule for Sept 19-20.

Payroll transfers were completed, agency checks were processed and subsidiary ledgers were updated for the August 10 payroll.

Questions regarding entries on the Golf financial reports were sent to the BCG Accounting Department for review and responses.

A breakdown of the DPW budget was provided to Councilman Zappa upon request.

The final bill list was prepared for the Thursday Council meeting. Ten new purchase orders and three requisitions were processed.

I spoke with Bill Burr, Borough Engineer regarding the chip seal and milling projects to confirm quotes received and Purchase Orders issued. I also reminded him to get me the siting for the generator pad for Well #8. We also discussed the driveway escrow for 52 Fine Road and remaining balance needed to complete the inspections.

MISCELLANEOUS – I attended a review of the upcoming agenda with the Administrator and Acting Clerk which took place on Monday.

A breakdown of FEMA equipment rates was downloaded in order to prepare a billing for time spent by the DPW department for debris removal on Cregar Road caused by runoff from new construction. A letter was then prepared and mailed with an invoice to the builder.

I received confirmation from FM generator on the start-up of the golf course generator. The start-up report was provided and forwarded to the Construction Official, as requested.

I contacted M.L. Ruberton for an updated guardrail replacement quote for Jerricho Road. After conferring with the Police Chief regarding traffic control, it was determined that the road could be closed during the installation of the guardrail, preventing the need for extra charges for traffic control on the site. Upon receipt of the revised quote, a resolution will be prepared for Council approval to award the job.

I forwarded a copy of the DEP Inspection Report for 97 West Main to Tom Foster of Quest for review. He contacted the person who handles deed notice/permitting oversight to determine if a permit modification is sufficient or if they will require anything additional.

I followed up with Independence Constructors regarding the repair of the Veeder Root System which is the electronic gas tank computer module. According to the DPW director they cannot read the amount of fuel in the tank because the system trips after the weekly generator start up test is performed. A new part was installed on Wednesday to prevent this from occurring in the future.

I contacted the Statewide Risk Manager to request a copy of the most recent Safety Report and forwarded it to the Administrator.

I provided an address to Phyllis Chappell for finding the Borough Commons. Her band is scheduled to appear on 08/13 and they needed to get directions.

An extra cleaning of the porta-potties in the Commons was scheduled for Friday prior to the weekend band event.

I discussed the website and newsletter bid with Councilwoman Shipp.

I discussed the possibility of hiring an assistant for the Acting Clerk. Limited funding is available for this purpose based on current budget expenditures and anticipated costs through the end of the year.

Coverage was provided to the Clerk's office Tuesday and Wednesday afternoon. Utility deposits totaling \$47,611 were posted and deposited by the Assistant Utility Collector on Monday, Tuesday and Wednesday.

TAX-Month end tax and utility receipts for July were reconciled with the bank and a new month was started.

Two utility accounts were updated with new owner and address information.

Tax payments totaling \$851,815 were posted and deposited.

FINANCE – A copy of Res#176-2016 and a chart outlining the employees receiving retroactive salary adjustments was submitted to Pensions and Benefits for processing of the retroactive pension payment due. After submitting the report I was told to re-submit this information in September after they have finished reconciling the 2nd quarter report in their system.

The bank wires for August 1 debt service payments were confirmed as sent and received by the recipients.

Forty-six Purchase Orders were processed.

The August 10th payroll input sheets were prepared and submitted to R&L for processing. Adjustments were made to the department YTD totals to match the adopted budget apportionments.

MISCELLANEOUS – I reviewed the year to date expenses for the road referendum to determine if enough remained in the account to provide repairs to the section of Cregar Road that would not be covered in this year's Capital project. An accounting of expenditures to date was provided to Councilman Zappa, the Borough Engineer and the Administrator for review.

I completed an OPRA request regarding terminated employees and forwarded to the Clerk.

August Invoices for payroll processing and armored car services were forwarded to Investors Bank for processing.

I received quotes from two Security vendors regarding monitoring of the new Borough Hall and fitting the Police Building with cameras. After reviewing and comparing the two, it appears that SMS Security Systems has the lowest price. Our current cost with Vector is \$70/month plus the cost of a dedicated phone line (\$25/month). SMS will offer service at \$60/month for each building using cellular service, which will eliminate the cost of the extra phone line. In comparison, Vector can provide the cellular service as well, but the monthly cost would be \$93/month.

I placed a follow-up call to Mike Chen to check the computer system on the gas tanks that is malfunctioning.

Agenda items were reviewed with the Acting Clerk and Administrator. Thirteen Resolutions were prepared for the meeting on 08/11.

After receiving the Draft Inspection Report on the Dam from Chris Marx of French & Parrello, I forwarded a copy to the DPW Director, OEM Director and Chief of Police for review and amendments, if

necessary. I then prepared a resolution to present to Council to accept the report once the review was completed.

In response to an email from Councilman Zappa regarding the Street Sweeper I prepared two resolutions: one to award an hourly contract for street sweeping services and one to award a contract for repairs to the existing street sweeper. This will allow Council to vote on either version after discussion at the upcoming Council meeting.

A resolution to appropriate funds for the codification of ordinances in the Borough Code Book was prepared for approval following the Public Hearing of the Ordinance. The total contract amount to update the Code Book is \$7,000, which will be budgeted over the next five years.

After reviewing quotes received to repair the Ford F550 dump body with the DPW director, I prepared a resolution awarding the contract to the lowest bidder for \$10,965. This amount will be split between the Water Sewer and DPW departments. \$3,000 received from an insurance claim will offset the amount owed.

Four resolutions were prepared after bids were received on Thursday, approving award of contracts to vendors for excavation services, vehicle maintenance, and website and newsletter production. In each case our current vendors proved to be the low bidders.

A voucher from Somerset County was received for the Click it or Ticket program in the amount of \$4,800.00. Originally, the amount of reimbursement was anticipated to be \$4,500.00. A Chapter 159 resolution to amend the budget was adopted for this amount in June. A resolution was prepared for the August 11 meeting to add \$300 to the total.

A breakdown of expenses for 2015 paid by the Borough was provided to the accountant preparing the Rescue Squad Form 990.

After submitting new applications for eligible LOSAP members, I was told an updated application form needed to be submitted. The forms we had received for distribution were not for the LOSAP program. The new forms were mailed to the applicants with a cover letter explaining the reason for the request.

I submitted an estimated rock salt quantity of 600 tons to the Somerset County CoOp for bidding purposes.

PDF files were saved for transmittal to the Clerk in response to an OPRA request concerning files dated 2005-2016. Email files were also reviewed for relevant items.

I spoke with the Construction Official about what is required to be completed by the contractor before we can move into the new Borough Hall. He stated that the contractor needs to request an inspection which will allow him to determine the status of the building. He also mentioned that on his last inspection he noted the piping for the gas line inside the building was done incorrectly. This will need to be addressed when final connections are made following the gas line hook-up.

I also asked the Construction Official if he had inspected the generator at the Golf Course. He said it did pass inspection but he had not yet received a start-up report from the vendor. I then contacted the vendor to request the report.

HIGH BRIDGE INTEREST EARNED 2016

A/C #	CURRENT 417	GREEN ACRES 441	DOG 433	WATER 567+utility 575	WATER CAP 575	SEWER 492+util 508	SEWER CAP 508	SOLID WASTE 516+utility 524	SW CAP 524	SUI 591	HISTORIC PRESVTN 954	REHAB ESC 484	REC TRUST 611	DEV ESC 425	SPECIAL EVENTS 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	996.90	2.64	1.91	33.88	18.10	181.07	26.74	48.90	1.35	23.27	0.05	11.54	1.50	0.06	5.31	1,353.22
JUNE	879.47	2.56	1.95	42.69	17.52	173.35	25.88	57.93	1.31	22.57	0.06	11.17	1.80	0.05	5.37	1,243.68
JULY	763.11	2.64	2.08	29.42	24.77	178.26	33.41	49.99	1.35	23.35	0.07	11.55	2.78	0.06	4.37	1,127.21
AUGUST	961.09	2.64	2.07	25.66	26.71	166.09	35.36	47.90	1.35	23.38	0.08	11.55	2.37	0.06	4.00	1,310.31
SEPTEMBER	-															-
OCTOBER	-															-
NOVEMBER	-															-
DECEMBER	-															-
TOTAL	7,555.30	20.79	14.01	289.18	168.92	1,448.55	226.75	428.92	10.64	182.60	0.46	90.84	14.56	0.45	32.07	10,484.04

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:

August 31, 2016

	QTR	CURRENT	YTD	YRLY
CURRENT 2016	96.43%	\$ 2,591,080.90	\$ 8,895,274.57	72.84%
TAXES YEAR 2015		\$ 15,747.98	\$ 102,798.82	
TAXES YEAR 2017		\$ 7,170.52	\$ 13,154.88	
MISC REV		\$ 14,421.53	\$ 14,421.53	
TAX SALE COST		\$ -	\$ -	
LIENS		\$ 16,316.34	\$ 59,764.19	
INTEREST/PENALTY		\$ 4,864.88	\$ 16,457.72	
PREMIUM		\$ -	\$ -	
DUE UTILITY COLLECTOR		\$ -	\$ -	
REDEMPTIONS - MUNI LIENS		\$ -	\$ -	
TOTAL		\$ 2,649,602.15	\$ 9,101,871.71	


 Bonnie Ann Fleming
 Tax Collector

09/15/16
 Date

YEAR TO DATE REVENUE AS OF: AUGUST 2016

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 12,422,338.00	\$ (8,895,274.57)	\$ 3,527,063.43	28.39%
Delinquent Taxes	\$ 174,000.00	\$ (102,798.82)	\$ 71,201.18	40.92%
Local Revenues:				
Alcoholic Bev	\$ 5,400.00	\$ (5,400.00)	\$ -	0.00%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 580.00	\$ (1,980.00)	\$ (1,400.00)	-241.38%
Municipal Court	\$ 20,000.00	\$ (28,607.97)	\$ (8,607.97)	-43.04%
Interest and Costs on Taxes	\$ 33,000.00	\$ (16,457.72)	\$ 16,542.28	50.13%
Interest	\$ 10,000.00	\$ (7,555.30)	\$ 2,444.70	24.45%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 1,188,000.00	\$ (561,988.88)	\$ 626,011.12	52.69%
Misc Rev - Unanticipated	\$ -	\$ (74,352.19)	\$ (74,352.19)	#DIV/0!
State Aid:				
Consolidated Prop Tax Relief Aid	\$ 47,895.00	\$ (21,552.75)	\$ 26,342.25	55.00%
Energy Receipts Tax	\$ 244,014.00	\$ (113,854.85)	\$ 130,159.15	53.34%
Garden State Trust	\$ 12,931.00	\$ -	\$ 12,931.00	100.00%
Fees & Permits:				
Uniform Construction Fees	\$ 23,000.00	\$ (28,150.00)	\$ (5,150.00)	-22.39%
Public/Private Revenue Anticipated:				
Misc Revenues: Other				
Recreation Fees	\$ -	\$ (6,450.00)	\$ (6,450.00)	#DIV/0!
Cable TV	\$ 11,000.00	\$ (12,497.27)	\$ (1,497.27)	-13.61%
Hunt Cty Open Space	\$ 10,785.00	\$ (10,785.97)	\$ (0.97)	-0.01%
Green Acres Grant	\$ 373,766.00	\$ (373,766.00)	\$ -	0.00%
Clean Community Grant	\$ 10,727.59	\$ (10,727.59)	\$ -	0.00%
NJDEP Fed.Hwy Adm-Recreation Trail Grant	\$ 11,300.00	\$ -	\$ 11,300.00	100.00%
FEMA Generator Grant	\$ 147,689.00	\$ -	\$ 147,689.00	100.00%
Body Camara Grant	\$ 2,500.00	\$ (2,500.00)	\$ -	0.00%
NJEM Grant	\$ 7,000.00	\$ -	\$ 7,000.00	100.00%
Click It or Ticket Grant-Somerset County	\$ 4,800.00	\$ (4,800.00)	\$ -	0.00%
SIF-Sign Trailer Grant	\$ 1,942.00	\$ (1,931.00)	\$ 11.00	0.57%
SIF Radar Sign Grant	\$ 2,028.00	\$ -	\$ 2,028.00	100.00%
Recycling Tonnage	\$ 3,694.00	\$ (3,694.01)	\$ (0.01)	0.00%
Surplus:	\$ 726,000.00	\$ -	\$ 726,000.00	100.00%
Total Revenue Anticipated&MRNA	\$ 2,346,051.59	\$ (1,389,850.32)	\$ 956,201.27	40.76%
Amnt to be Raised - Municipal	\$ 3,344,688.00	\$ -	\$ 3,344,688.00	100.00%
Local/Reg/Cty/Lib/Open Taxes	\$ 9,077,650.00	\$ (8,895,274.57)	\$ 182,375.43	2.01%
Total Tax Levy	\$ 12,422,338.00	\$ -	\$ -	

RECEIPTS AND DISBURSEMENTS AUGUST 2016

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,274.85	2.64	0.00	12,277.49
Premium	125,126.94	26.94	26.94	125,126.94
Dog	9,626.19	37.07	4.80	9,658.46
Capital	1,101,400.25	236.59	5,091.01	1,096,545.83
Water Utility	98,408.28	3,615.12	32,641.32	69,382.08
Water Capital	124,084.94	26.71	24.77	124,086.88
Sewer Utility	810,998.64	17,558.81	175,725.20	652,832.25
Sewer Capital	164,248.95	35.36	33.41	164,250.90
Solid Waste Utility	202,587.45	8,616.05	35,477.45	175,726.05
Solid Waste Cap	6,282.13	1.35	1.35	6,282.13
Sui	108,587.25	174.11	0.00	108,761.36
Historic Preservation	328.29	75.08	0.00	403.37
Rehab Escrow	53,658.72	11.55	0.00	53,670.27
Recreation Trust	4,831.83	32.37	208.13	4,656.07
Special Events	18,459.08	294.00	0.00	18,753.08
Dev Escrow	45,981.13	4,012.05	6,146.25	43,846.93
Current	956,390.38	2,445,416.92	1,236,647.75	2,165,159.55
TOTAL FUNDS	3,843,275.30	2,480,172.72	1,492,028.38	4,831,419.64
GOLF				
	P&L Receipts	P&L Exp	Difference	
Jan	\$ 12,058.00	\$ 50,439.00	\$ (38,381.00)	
Feb	\$ 23,655.00	\$ 52,197.00	\$ (28,542.00)	
Mar	\$ 56,935.00	\$ 56,808.00	\$ 127.00	
Apr	\$ 83,104.00	\$ 76,028.00	\$ 7,076.00	
May	\$ 111,725.00	\$ 91,028.00	\$ 20,697.00	
Jun	\$ 143,475.00	\$ 105,617.00	\$ 37,858.00	
Jul	\$ 133,762.00	\$ 107,190.00	\$ 26,572.00	
Aug			\$ -	
Sep			\$ -	
Oct			\$ -	
Nov			\$ -	
Dec			\$ -	
TOTAL	\$ 564,714.00	\$ 539,307.00	\$ 25,407.00	

BUDGET BALANCES
08/31/2016

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10510010	GENERAL ADMIN: SALARIES & WAGES	\$40,241.00	\$18,331.51	\$21,909.49	54%
10510020	GENERAL ADMIN: OTHER EXPENSES	\$6,300.00	\$1,978.46	\$4,321.54	69%
10510120	INTERNET	\$5,850.00	\$3,677.10	\$2,172.90	37%
10511010	MAYOR AND COUNCIL: SALARIES & WAGES	\$4,000.00	\$1,422.30	\$2,577.70	0%
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	\$1,760.00	\$996.00	\$764.00	43%
10511032	ADVERTISING	\$11,700.00	\$2,939.09	\$8,760.91	75%
10511520	NEWSLETTER/WEBSITE	\$12,455.00	\$5,073.41	\$7,381.59	59%
10512010	MUNICIPAL CLERK: SALARIES & WAGES	\$13,074.00	\$21,489.57	(\$8,415.57)	-64%
10512020	MUNICIPAL CLERK: OTHER EXPENSES	\$9,925.00	\$5,211.65	\$4,713.35	47%
10512520	ELECTION EXPENSE	\$2,750.00	\$2,454.95	\$295.05	0%
10513010	FINANCIAL ADMIN: SALARIES & WAGES	\$41,330.00	\$26,974.00	\$14,356.00	35%
10513020	FINANCIAL ADMIN:OTHER EXPENSES	\$6,470.00	\$4,786.70	\$1,683.30	26%
10513520	AUDIT SERVICES: OTHER EXPENSES	\$25,865.00	\$23,000.00	\$2,865.00	11%
10514510	TAX COLLECTOR: SALARIES & WAGES	\$41,330.00	\$27,004.60	\$14,325.40	35%
10514520	TAX COLLECTOR: OTHER EXPENSES	\$6,065.00	\$4,168.70	\$1,896.30	31%
10515010	TAX ASSESSMENT: SALARIES & WAGES	\$16,609.00	\$11,073.36	\$5,535.64	33%
10515020	TAX ASSESSMENT: OTHER EXPENSES	\$2,600.00	\$982.88	\$1,617.12	62%
10515520	LEGAL: OTHER EXPENSES	\$114,036.00	\$48,598.95	\$65,437.05	57%
10516520	ENGINEERING SERVICES: OTHER EXPENSES	\$14,800.00	\$1,653.75	\$13,146.25	89%
10517020	BUILDINGS & GROUNDS	\$33,022.00	\$4,754.79	\$28,267.21	86%
10517120	BUILDINGS & GROUNDS-OFFICE	\$12,890.00	\$4,540.78	\$8,349.22	65%
10518010	PLANNING BOARD: SALARIES & WAGES	\$5,152.00	\$2,532.17	\$2,619.83	51%
10518020	PLANNING BOARD: OTHER EXPENSES	\$10,000.00	\$4,914.44	\$5,085.56	51%
10518510	ZONING OFFICER: SALARIES & WAGES	\$5,000.00	\$2,916.62	\$2,083.38	42%
10519020	AFFORDABLE HOUSING APPROPRIATION	\$2,000.00	\$0.00	\$2,000.00	100%
10519510	CONSTRUCTION OFFICIAL: SALARIES & WAGES	\$28,708.00	\$19,140.00	\$9,568.00	33%
10519520	CONSTRUCTION OFFICIAL: OTHER EXPENSES	\$1,550.00	\$107.50	\$1,442.50	93%
10520510	CCO-BLDG INSPECTION:SALARIES & WAGES	\$5,000.00	\$2,916.62	\$2,083.38	42%
10521020	LIABILITY INSURANCE	\$113,500.00	\$106,537.32	\$6,962.68	6%
10521520	WORKER S COMPENSATION INSURANCE	\$43,500.00	\$43,166.92	\$333.08	1%
10522020	EMPLOYEE GROUP INSURANCE	\$223,482.00	\$136,239.45	\$87,242.55	39%
10524010	POLICE DEPARTMENT: SALARIES & WAGES	\$777,314.00	\$518,458.43	\$258,855.57	33%
10524020	POLICE DEPARTMENT: OTHER EXPENSES	\$50,000.00	\$31,731.99	\$18,268.01	37%
10524520	LEASE/PURCHASE POLICE VEHICLES	\$14,742.00	\$11,584.12	\$3,157.88	21%
10525220	EMERGENCY MANAGEMENT: OTHER EXPENSES	\$3,000.00	\$560.22	\$2,439.78	81%
10525520	HIGH BRIDGE VOLUNTEER FIRE DEPT.	\$126,274.00	\$59,273.91	\$67,000.09	53%
10526020	RESCUE/FIRST AID	\$40,000.00	\$0.00	\$40,000.00	0%
10526520	LOSAP CONTRIBUTION	\$32,900.00	\$29,400.00	\$3,500.00	11%
10527020	ECONOMIC DEVELOPMENT	\$500.00	\$271.00	\$229.00	46%
10527510	MUNICIPAL PROSECUTOR: SALARIES & WAGES	\$0.00	\$0.00	\$0.00	0%
10529010	DEPT.OF PUBLIC WORKS: SALARIES & WAGES	\$114,868.00	\$62,595.91	\$52,272.09	46%
10529020	DEPT.OF PUBLIC WORKS: OTHER EXPENSES	\$151,780.00	\$34,669.32	\$117,110.68	77%
10529050	DPW - ROAD REFERENDUM	\$49,000.00	\$0.00	\$49,000.00	100%
10529055	PARKS & PLAYGROUNDS: OTHER EXPENSES	\$6,000.00	\$1,344.46	\$4,655.54	78%
10529060	FIELD MAINTENANCE: OTHER EXPENSES	\$6,000.00	\$0.00	\$6,000.00	100%

BUDGET BALANCES
08/31/2016

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10533020	BOARD OF HEALTH: OTHER EXPENSES	\$5,340.00	\$3,733.31	\$1,606.69	30%
10533520	ENVIRONMENTAL COMMISSION:OTHER EXPENSES	\$1,500.00	\$345.89	\$1,154.11	77%
10537020	SPECIAL EVENTS: OTHER EXPENSES	\$3,750.00	\$816.05	\$2,933.95	78%
10537120	CULTURAL & HERITAGE	\$2,000.00	\$0.00	\$2,000.00	0%
10537620	GOLF-OTHER EXPENSES	\$1,194,000.00	\$685,378.42	\$508,621.58	43%
10539010	LIBRARY: SALARIES & WAGES	\$21,070.00	\$13,685.68	\$7,384.32	35%
10539020	LIBRARY - OTHER EXPENSES	\$200.00	\$29.24	\$170.76	0%
10543020	ELECTRICITY	\$36,100.00	\$15,613.95	\$20,486.05	57%
10543520	STREET LIGHTING	\$42,000.00	\$19,776.99	\$22,223.01	53%
10544020	TELEPHONE	\$18,600.00	\$7,663.50	\$10,936.50	59%
10544620	GASOLINE	\$40,520.00	\$13,791.48	\$26,728.52	66%
10544720	HEATING FUEL	\$44,525.00	\$13,164.22	\$31,360.78	70%
10547120	CONTRIBUTION TO PERS	\$32,848.00	\$32,848.00	\$0.00	0%
10547220	SOCIAL SECURITY SYSTEM(OASI)	\$85,489.00	\$54,325.46	\$31,163.54	36%
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	\$18,499.00	\$18,501.00	50%
10651020	STORMWATER MANAGEMENT	\$500.00	\$500.00	\$0.00	0%
10670520	CLEAN COMMUNITIES	\$10,727.59	\$0.00	\$10,727.59	100%
10672620	RECYCLING GRANT - SOL WS ADMIN	\$3,694.00	\$0.00	\$3,694.00	0%
10672820	CLICK IT GRANT	\$4,800.00	\$4,800.00	\$0.00	0%
10673120	SIF GRANT - SIGN TRAILER	\$1,942.00	\$1,931.00	\$11.00	100%
10673220	SIF GRANT - RADAR SPEED SIGN	\$2,028.00	\$0.00	\$2,028.00	0%
10673320	TRAIL GRANT	\$11,300.00	\$0.00	\$11,300.00	0%
10673420	TRAIL GRANT - MATCH	\$11,300.00	\$0.00	\$11,300.00	0%
10673520	NJEM GRANT	\$7,000.00	\$0.00	\$7,000.00	0%
10673620	BODY CAMERA GRANT	\$2,500.00	\$0.00	\$2,500.00	0%
10673720	FEMA GENERATOR GRANT	\$147,689.00	\$53,172.46	\$94,516.54	0%
10689120	DECLARED STATE OF EMERGENCY SNOW REMO	\$19,200.00	\$19,200.00	\$0.00	0%
10688020	EMERGENCY APPROPRIATIONS	\$0.00	\$0.00	\$0.00	0%
10672720	GAZEBO REPAIRS - CH 159	\$0.00	\$0.00	\$0.00	0%
10687120	SPECIAL EMERGENCY - 5 YEARS	\$30,000.00	\$0.00	\$30,000.00	0%
10687420	DEF CHARGES -EMERG APPROP-OUTSIDE CAPS	\$0.00	\$0.00	\$0.00	0%
10689920	RESERVE FOR UNCOLLECTED TAXES	\$395,030.00	\$0.00	\$395,030.00	0%
10690020	CAPITAL IMPROVEMENT FUND	\$318,000.00	\$318,000.00	\$0.00	0%
10694520	CAPITAL LEASE	\$96,000.00	\$62,443.84	\$33,556.16	35%
10694220	NJEIT - LK SOLITUDE	\$55,508.00	\$49,135.35	\$6,372.65	11%
10694220	DAM RESTORATION LOAN	\$237,200.00	\$237,129.60	\$70.40	0%
10692020	BOND PRINCIPAL	\$420,000.00	\$30,000.00	\$390,000.00	93%
10692520	NOTE PRINCIPAL	\$114,000.00	\$114,000.00	\$0.00	0%
10693020	BOND INTEREST	\$340,000.00	\$280,091.26	\$59,908.74	18%
10693520	NOTE INTEREST	\$3,600.00	\$3,587.49	\$12.51	0%
10694020	GREEN ACRES-SPRINGSIDE-#1014-01-008	\$11,660.00	\$5,829.67	\$5,830.33	50%
10694120	GREEN ACRES-LK SOLITUDE-#1014-95-128	\$86,292.00	\$43,145.63	\$43,146.37	50%
		\$6,416,739.59	\$3,558,820.44	\$2,857,919.15	45%

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

NUMBER: P14-2016

ADOPTED: pending

Put the Brakes on Fatalities Day®
October 10, 2016

October 10, 2016, has been declared Put the Brakes on Fatalities Day® by the Borough of High Bridge.

- WHEREAS, Across the nation, traffic crashes caused 35,092 fatalities in 2015, and are the leading cause of death for young people ages 15 to 34; and,
- WHEREAS, In New Jersey, 562 individuals lost their lives in traffic crashes in 2015; and,
- WHEREAS, Alcohol-related crashes accounted for 28.0 percent of the State's traffic fatalities, while 26 percent of all fatal crashes involved traveling at unsafe speeds; and,
- WHEREAS, Motorcyclists, bicycle riders and pedestrians face increased risks on New Jersey's roadways, as people opt for alternative modes of transportation; and,
- WHEREAS, 50 motorcyclists, 17 bicyclists and 173 pedestrians were killed in New Jersey in traffic-related crashes in 2015; and,
- WHEREAS, Safer driving behaviors such as buckling up, every ride; obeying posted speed limits; stopping for pedestrians in crosswalks and using crosswalks when walking; avoiding aggressive driving behaviors; never driving impaired; wearing proper safety gear while riding a motorcycle or bicycle; and, focusing solely on driving by avoiding distractions, can dramatically reduce the number of traffic-related injuries and deaths;

Now, therefore, the High Bridge Borough Council, in the Borough of High Bridge, does hereby proclaim October 10, 2016, Put the Brakes on Fatalities Day®, and call upon everyone to put these lifesaving behaviors into practice to improve safety on the roadways in our community and throughout the State.

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

Award of Contract – U.S. Municipal

NUMBER: 199-2016

DATE: pending adoption

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey approve the award of contract to U.S. Municipal.

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



Bonnie Ann Fleming
Chief Financial Officer

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

AUTHORIZING REFUND OF PAINT OUT REGISTRATION

NUMBER: 210-2016

DATE: pending

WHEREAS, the Special Events Committee has received funds in the amount of \$25.00 for each registrant and/or \$30.00 for each workshop, and

WHEREAS, this represents payment for participation in the Paint Out events, and

WHEREAS, refund is due for each registrant due to cancellation of the event.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon that the CFO is hereby authorized to issue a refund agreed to as follows:

PJ Anduskevicz	\$25.00	Eileen Bonacci	\$25.00
Doris Ettlinger	\$25.00	Dorothy Hoeschen	\$25.00
Tricia Lippert	\$25.00	Nancie Ludwig	\$25.00
William Martin	\$25.00	Evelyn Voget	\$25.00
Catherine Whitehead	\$25.00	Donna Lynch	\$55.00
Peggy Moskway	\$55.00	Ingeborg Lincoln	\$25.00

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this refund from: Special Events – Paint Out #781009

Bonnie Ann Fleming
Chief Financial Officer

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

**RESOLUTION FOR SHARED SERVICES AGREEMENT WITH
CLINTON TOWNSHIP FOR MUNICIPAL COURT SERVICES**

NUMBER: 211-2016

DATE: pending adoption

WHEREAS, the Borough of High Bridge adopted Resolution #193-2012 on September 13, 2012 to enter a shared services agreement for Municipal Court Services with the Township of Clinton beginning January 1, 2013 through December 31, 2015, and;

WHEREAS, the Borough of High Bridge wishes to enter into a subsequent shared service agreement for sharing of facilities, personnel and resources by their municipal courts with the Township of Clinton for a three year term, retroactive to January 1, 2016 through December 31, 2018, and;

WHEREAS, the Borough of High Bridge will compensate the Township of Clinton as follows:

2016 = \$37,000-Year One

2017 = \$37,900-Year Two

2018 = \$38,600-Year Three

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey that the shared service agreement between the Township of Clinton and the Borough of High Bridge to provide sharing of facilities, personnel and resources by their Municipal Courts be approved and that the Mayor be designated as the signatory on the contract document.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Municipal Court #10649020-\$37,000.00 Year One



Bonnie Ann Fleming
Chief Financial Officer

Mark Desire, Mayor

ATTEST:

Adam Young, Acting Municipal Clerk

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

NUMBER: 212-2016

ADOPTED: pending

AUTHORIZE THE SOLICITATION OF REQUEST FOR PROPOSALS (RFP)
FOR AN ENVIRONMENTAL CONSULTANT

BE IT RESOLVED that the Council of the Borough of High Bridge, County of Hunterdon and State of New Jersey, authorizes the solicitation of Request for Proposals (RFP) for an Environmental Consultant.

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

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

NUMBER: 213-2016

ADOPTED: pending

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of High Bridge, in the County of Hunterdon, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2016 in the sum of \$2,700.00, which is now available as a revenue from Miscellaneous Revenues Section F: Public and Private Revenues Offset with Appropriations: Drive Sober Grant Fund. Pursuant to the provision of the statute, and

BE IT FURTHER RESOLVED that the like sum of \$2,700.00 is hereby appropriated under the caption Public and Private Programs Offset by Revenues: Drive Sober Grant Fund.