

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

Date: January 12, 2017 – 7:30 p.m. – Location: 97 West Main Street, High Bridge, NJ 08829

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

**CALL TO ORDER: THE MAYOR CALLED THE MEETING TO ORDER AT 7:30 PM.**

**FLAG SALUTE: LED BY MAYOR DESIRE.**

At this time the Mayor asked for a moment of silence for the passing of Barbara Repka.

## **ROLL CALL:**

Councilman Lolocono, present, Councilman Strange, present, Councilwoman Shipps, present, Councilwoman Hughes, present, Councilman Stemple, present, Council President Zappa, present, Mayor Desire, present. Also present were Attorney Barry Goodman, Administrator Michael Pappas, Acting Clerk Adam Young, three members of the Emergency Squad, and nine members of the public and press. Councilman Strange and Councilman Lolocono entered at 7:09 p.m.

## **READING AND APPROVAL OF MINUTES: MINUTES – DECEMBER 12<sup>TH</sup>, 2016 AND JANUARY 5<sup>TH</sup>, 2017**

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 December 12th, 2016 minutes: Hughes, Second: Strange  
Roll call vote: Lolocono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes.

Motion to approve the December 12th, 2016 minutes: Hughes, Second: Shipps  
Roll call vote: Lolocono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes.

Motion to dispense with the reading of the January 5th, 2017 minutes: Lolocono, Second: Strange  
Roll call vote: Lolocono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes.

Motion to approve the January 5th, 2017 minutes: Shipps, Second: Strange  
Roll call vote: Lolocono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes.

## **VISITORS:**

- A.** Brian Luteran – High Bridge Emergency Squad Presentation – Spoke to the changes in Emergency Squad coverage.
- B.** Nicole and Adam from Scout's – Discussed an organized skating event

## **PUBLIC COMMENTS: 5 MINUTES PER PERSON**

Todd Honeycutt spoke on behalf of the School Board about an upcoming meeting on Tuesday, January 31<sup>st</sup> at 7pm to discuss the school, businesses, residents, and emergency services working together for the future vision of the school.

## **PUBLIC HEARINGS: NONE**

**DISCUSSION ITEMS:**

**A.** TORT claim - Council discussed the request of Ms. Whited's TORT claim, the issue of setting precedent, and the need for further discussion.

**B.** Emergency Squad background check Ordinance - Council discussed the versions of the document created and the plan to move forward at the next meeting pending information from Chief Silliman.

**C.** Wildlife management Ordinance - Attorney Goodman updated Council about researching aspects of the State statues vs. changing our permits and Ordinances. Chief Bartman spoke to the possible changes necessary as it pertains to age, fee structure, background checks, as well as the Borough's ability to regulate hunting on Borough property.

**D.** Recreation background check Ordinance - Chief Bartman updated council on the proposed changes pertaining to the definition of "unsupervised" in the Ordinance.

**OLD BUSINESS: NONE**

**NEW BUSINESS / ORDINANCES:**

**A.** Resolution 058-2017 - Motion to add Resolution 058-2017 – Approve request for proposal for Solitude House caretaker: Zappa, Second: LoIacono  
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes.

Motion to adopt Resolution 058-2017 – Approve request for proposal for Solitude House caretaker:  
Shipps, Second: Hughes  
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes.

**B.** Mayor Desire updated Council and the public about a future meeting in February with some of the Freeholders to discuss the promotion of businesses in High Bridge.

**CONSENT AGENDA:**

RESOLUTION #	TITLE
Resolution 048-2017	Award of Contract – Borough Engineer – Maser, William Burr
Resolution 049-2017	Award of Contract – Borough Planner – Maser Consulting, Darlene Green
Resolution 050-2017	Award of Contract – Environmental Engineer – Quest Environmental
Resolution 051-2017	Borough Hall payment – Alna Construction
Resolution 052-2017	Ice Skating Rules and Regulations
Resolution 053-2017	Planning Board Professional Contracts
Resolution 054-2017	Utility Refund – 31 Mill Street
Resolution 055-2017	Award of Contract – Borough Risk Manager - Balkin
Resolution 056-2017	Award of Contract – Borough Auditor - BKC
Resolution 057-2017	Amend professional contract - Maser

Motion to approve the consent agenda items as amended: LoIacono, Second: Zappa,  
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;  
Vote results: 6 ayes. Motion passes

**A.** Motion to remove Resolution 052-2017 from the consent agenda for discussion: Zappa, Second: LoIacono  
Roll call vote: LoIacono, yes; Shipps, yes; Stemple, yes; Strange, yes; Zappa, yes; Hughes, yes;

Vote results: 6 ayes. Motion passes.

Council discussed the use of evening hours for the skating rink, the addition of a designee with the title “Lord of the Rink”, and Borough events regulations.

Motion to adopt Resolution 052-2017, Ice skating rules: Hughes, Second: Shipps

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

Vote results: 6 ayes. Motion passes.

#### **WRITTEN COMMUNICATIONS:**

A. Finance Department End of Month Reports

#### **PUBLIC COMMENTS: 1 MINUTE PER PERSON**

Nancy Hunt asked Council to consider how background checks may affect Cultural and Heritage Committee activities.

Pablo Delgado thanked Councilman LoIacono and other volunteers for their hard work with the skating rink.

Bruce Myhre discussed the caretaker lease and the possible need to bring the document up to date as it pertains to repairs on the Solitude House.

#### **LEGAL ISSUES: NONE**

#### **BILL LIST:**

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$247,555.92**

Motion to approve bill list: Zappa, Second: Hughes

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

Vote results: 6 ayes. Motion passes.

Councilwoman Shipps abstained from any Police Department related items.

Councilman Stemple abstained from any Fire Department related items.

#### **EXECUTIVE SESSION: NONE**

#### **ADJOURNMENT: PRESIDING OFFICER ASKS IF THERE IS ANY FURTHER BUSINESS.**

Motion to adjourn: LoIacono, Second: Shipps

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

Vote results: 6 ayes. Motion passes.

**Next Council Meeting:** January 26th, 2017 - 7:30 pm – Borough Hall, 97 West Main St., High Bridge, NJ

*BOROUGH OF HIGH BRIDGE*

# GREEN AWARD

*Laura Tullo*

Laura Tullo is hereby the recipient of the annual  
*Borough of High Bridge Environmental Commission 2016 Green Award* in  
recognition of her continuing dedication to promoting environmental preservation and  
supporting the beautification  
of the Borough of High Bridge.

Laura Tullo was “Caught Being Green”  
by fellow residents who nominated her for this award. An environmentally conscientious  
resident, Laura Tullo picks up litter daily as she walks around the borough streets and  
especially along the Columbia Trail. Laura makes her contribution to our town in a quiet  
way not looking for any recognition or thank you, just taking pride in our town and doing  
her part to keep  
High Bridge a nice place to live.

The High Bridge Environmental Commission recognizes  
Laura Tullo  
for her ongoing environmentally responsible actions.

The Mayor and Council of the Borough of High Bridge,  
County of Hunterdon and State of New Jersey,  
sincerely appreciate her commitment  
to the betterment of the citizens of the Borough of High Bridge.

Mark Desire, Mayor

**BOROUGH OF HIGH BRIDGE  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY  
ORDINANCE #2017-1  
AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE  
SETTING FORTH THE SALARY AND WAGE RANGE OF  
OFFICERS AND EMPLOYEES**

BE IT ORDAINED by the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the 2017 Salary Ordinance be adopted in the form following:

SECTION 1: The salary and wage for compensation of certain Officers and Employees of the Borough of High Bridge having a salary and wage range are as follows:

	SALARY AND WAGE RANGES
Chief of Police	\$101,000 ---- \$110,000 per annum
Sergeant of Police	\$94,000 ---- \$109,000 per annum
Police Officer - 1st Class	\$86,000 ---- \$99,000 per annum
Police Officer - 2nd Class	\$80,000 ---- \$85,000 per annum
Police Officer - 3rd Class	\$73,000 ---- \$78,000 per annum
Police Officer - 4th Class	\$66,000 ---- \$71,000 per annum
Police Officer- 5 <sup>th</sup> Class	\$60,000 ---- \$65,000 per annum
Police Officer- 6 <sup>th</sup> Class	\$53,000----\$58,000 per annum
Police Officer- 7 <sup>th</sup> Class	\$46,000----\$51,000 per annum
Police Officer- 8 <sup>th</sup> Class	\$40,000----\$45,000 per annum
Matrons - Police Dept.	\$8.44----- \$13.00 per hour
School Crossing Guards	\$4,000----- \$7,500 per annum
Substitute School/Special Event Crossing Guards	\$8.44 ----- \$13.00 per hour
Director of Public Works & Utilities	\$55,000 ---- \$100,000 per annum
Road Supervisor	\$40,000 ---- \$65,000 per annum
Laborer (CDL) - Public Works & Utilities	\$31,000 ---- \$50,000 per annum
Extra Laborer - Public Works & Utilities	\$8.44 ----- \$20.00 per hour
Water Supervisor	\$40,000---- \$65,000 per annum
Utility Collector	\$1,500 ----- \$5,000 per annum
Assistant Utility Collector	\$1,000----- \$4,500 per annum
Meter Reader	\$4,000----- \$6,000 per annum
Librarian	\$16,000----- \$25,000 per annum
Assistant Librarian	\$ 8.44 ----- \$15.00 per hour
Extra Clerical – All Depts. Not otherwise classified	\$ 8.44 ----- \$20.00 per hour
Temporary Part-Time Office Assistant	\$ 8.44----- \$12.00 per hour
Mayor	\$2,000 ---- \$3,500.00 per annum
Member of Common Council	\$2,000 ---- \$3,500.00 per annum
Municipal Administrator/Deputy Zoning Officer	\$85,000 ---- \$125,000 per annum
Zoning Officer	\$3,900----- \$6,000 per annum
CCO Officer	\$3,900----- \$6,000 per annum
Acting Clerk/Registrar	\$40,000----- \$50,000 per annum
Deputy Municipal Clerk	\$23,000----- \$35,000 per annum
Deputy Registrar	\$ 1,250..... \$2,500 per annum
Clerical Assistant	\$20,000----- \$30,000 per annum
Recycling Coordinator	\$500..... \$3,000 per annum
Assistant Recycling Coordinator	\$ 500..... \$3,000 per annum
Right to Know Coordinator	\$1,000----- \$2,500 per annum
Municipal Housing Liaison (COAH)	\$1,000----- \$5,000 per annum
Municipal Administrative Agent (COAH)	\$1,000----- \$3,000 per annum
Chief Financial Officer/Treasurer/Tax Collector	\$75,000 ---- \$105,000 per annum
Finance Assistant I	\$25,000----- \$45,000 per annum
Finance Assistant II	\$12.00----- \$25.00 per hour
Tax Assessor	\$10,000 ---- \$20,000 per annum
Annual Assessment Officer	\$50.00----- \$65.00 per hour

Planning Board Secretary	\$12.00-----	-\$20.00 per hour
Construction Sub-code Official	\$5,000 -----	\$7,500 per annum
Building Sub-code Official	\$5,000 -----	\$7,500 per annum
Plumbing Sub-code Official	\$5,000 -----	\$7,500 per annum
Electrical Sub-code Official	\$5,000 -----	\$7,500 per annum
Fire Sub-code Official	\$5,000 -----	\$7,500 per annum
Summer Recreation Counselor	\$8.44-----	\$10.00 per hour
Summer Recreation Director	\$1,000 -----	\$1,700 per annum
Summer Recreation Assistant Director	\$600-----	\$950 per annum

SECTION 2: All ordinance or sections of ordinances deemed to be inconsistent with the terms of this ordinance are hereby repealed.

SECTION 3: This ordinance shall become effective retroactively to January 1, 2017 upon passage and publication in accordance with the laws of the State of New Jersey.

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

**ORDINANCE #2017-2**

REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGH BRIDGE  
AMENDING ORDINANCE CHAPTER 120 ANIMALS AND ADDING ARTICLE V  
WILDLIFE MANAGEMENT CHAPTER 120-40

**Whereas**, the Borough of High Bridge has the need to manage wildlife on Borough Property, and

**Whereas**, properties that shall be subject to wildlife management shall be: Dewey Avenue Block 31 Lot 14.02, the Pfauth Property Block 19 Lots 68 & 32, the Springside Farm Property Block 40 Lot 4, and the Nassau Property Blocks 37 & 40 Lots 1 & 11.01.

**Therefore**, Section 120-40 Wildlife Management is inserted to read:

**120-40 Wildlife Management on Borough-owned Property**

The Borough recognizes that wildlife cause an impact to public health, safety, and welfare and reserves exclusive rights to manage wildlife on Borough-owned property.

**120-41 Management of Wildlife**

Management of wildlife on Borough-owned property shall include all legal means, including but not limited to hunting, fencing, leasing of land to organizations for the purpose of wildlife management, or any other means approved by the New Jersey Division of Fish and Wildlife.

**120-42 Role of the Environmental Committee**

The Environmental Committee shall have the authority to recommend rules to the Mayor and Council for adoption.

**120-43 Discharge of Firearms within Borough Limits**

The discharge of firearms within Borough limits is strictly prohibited. A firearm is defined as any rifle, shotgun, pistol, or muzzle loader that uses an explosive agent to propel an object with or without a self-contained cartridge.

**120-44 Safety Zones**

The Borough adopts the New Jersey Division of Fish and Wildlife code regarding the safety zone but adds the provision that there shall be no discharge of any weapon or placement of tree stands within 450 feet of an active trail.

**120-45 Permit Required**

(A) No person shall hunt, shoot, kill or remove deer from any municipally-owned park, open space or wildlife management areas unless that person has first obtained a permit

issued by the Borough for any wildlife management activity. Permits shall be carried by such person while engaged in wildlife management activity on Borough-owned properties. That person shall also be issued a permit and shall display such permit on the dashboard of a parked vehicle and affix it to all stands.

(B) Individuals engaged in wildlife management shall produce a permit on demand to any law enforcement officer, Borough employee, or lessee of Borough-owned property.

#### 120-46 Eligibility for Permit

1. All individuals must be covered by insurance for a minimum of one million dollars of general liability
2. Permits shall be available to any holder of a valid State of New Jersey hunting license.
3. No person who is prohibited by law from possessing a firearm or who has been convicted of a felony shall be eligible for a permit.

#### 120-47 Application Process

1. All applications must be submitted in writing to the High Bridge Borough Clerk in person, by the applicant, on a form promulgated by the Clerk. Those not submitted in person will not be processed. The applicant shall provide the following information:
  - a. Name, address, phone number, date of birth and social security number.
  - b. Automobile license plate number, year, make, model and color.
  - c. A New Jersey Conservation Identification Number (CID) or proof of participation in a State hunter education course.
  - d. Copies of the applicant's current and valid New Jersey hunting license(s) attached to the application in addition to copies of any applicable state-issued deer hunting permit(s) (permit bow, permit shotgun, permit muzzleloader rifle and antlered buck permits which are available for sale beginning in early September) that are required of the applicant, once these state permits are issued which may be just prior to the start of the corresponding hunting season.
  - e. A signed certification that the applicant is not prohibited by law from possessing a firearm and has not been convicted of any felony.
  - f. A release authorizing the Borough to conduct a background check for violations of the New Jersey Fish and Game Code, N.J.A.C. 7:25-5 et seq., plus N.J.S.A. Title 23 and for violations of any local regulations pertaining to parks or to hunting. Any applicant who has violated any significant provision of the Fish and Game Code, Title 23 or has violated any local regulation pertaining to parks or to hunting within three (3) years of the date of the application shall not be eligible for a permit.
    - i. Background checks will be conducted as provided by N.J.A.C. 13:59-1. Applicants will submit to procedures as determined by the State and be responsible for applicable associated fees.

- g. A copy of a current certificate of insurance confirming general liability insurance with combined single limits coverage for bodily injury and property damage of at least one million (\$1,000,000.00) dollars per single occurrence and one million (\$1,000,000.00) dollars annual aggregate.
2. Applications shall be reviewed by the High Bridge Borough Clerk and Police Department for completeness and approval. After review, the Clerk shall either grant or deny the permit application.
3. All approved permits will be issued by the Borough Clerk.

120-48 Permit Fees

1. A permit fee of \$25 is herewith established. The applicant shall submit the required fee to the Borough with the completed application. Any application submitted without the required fee shall not be processed.

120-49 Duration of Permit

1. Permits shall be valid only during the applicable State-approved deer hunting season, as said dates may be amended by the New Jersey Division of Fish and Wildlife and the Fish and Game Council.

120-50 Rules and Regulations

1. The permittee is not permitted to have any non-permitted person other than their child with them while engaged in active hunting.
2. Wildlife management is restricted to the portions of the properties designated and site-specific non-transferable areas will be assigned.
3. Only deer may be hunted; any other hunting is prohibited.
4. All deer must be checked using the New Jersey Division of Fish and Wildlife's Automated Deer Check System.
5. Use or possession of alcoholic beverages or illegal substances while on the properties is prohibited.
8. All current New Jersey Division of Fish and Wildlife perimeter rules apply – 450 feet for firearm and 150 feet for bow. In addition, hunters shall consider all marked trails for recreation purposes as an occupied structure and subject to a 450 feet safety zone.
9. Harvesting shall be done from elevated tree stands only in accordance with State Wildlife Regulations, with harvesters shooting downward only, into a restricted perimeter (e.g., 40 yards maximum). Tree stands should be a minimum of ten feet above ground level. Only portable stands that do not harm trees will be permitted with each hunter. All stands will be removed within 14 days of the end of the season.
10. Hunters must use a safety harness or belt made for tree stand hunting.
11. Hunters will not be permitted to drive deer.
12. All State, County and Borough rules and regulations pertaining to parks and hunting apply.

13. Applicant agrees to abide by any additional rules, regulations and/or restraints set forth by the Borough and applicable County or State government.
14. Compliance with any additional conditions as may be deemed necessary to ensure the safety of residents or other people or of property by the Borough of High Bridge Chief of Police, Borough Clerk, or Borough Administrator after reasonable notification. Such conditions may include but are not limited to limiting the days and times during which the permittees may hunt and restricting the areas within the parks, open spaces and / or wildlife management areas where hunting is permitted.

120-51 Dates and Locations for Hunting

1. The number of permits issued each year, the properties for which the permits are issued and the dates on which those properties may be hunted, shall be determined annually by resolution of the Borough Council. Notice informing the public of said designated dates and locations shall be published on the Borough website.

120-52 Revocation of Permit

1. Violation of any special regulations or conditions or any applicable State, County, Borough law or regulation will result in the immediate loss of hunting privileges for the hunter on the properties and will also subject the hunter to applicable penalties.
2. The Borough Administrator or his designee, upon the advice and recommendation of the Clerk and Chief of Police, shall be authorized to revoke any permit issued at any time if the safety of any person or property, including but not limited to that of the Borough of High Bridge, is threatened by a permittee.

120-53 Violations and Penalties

1. All State and local regulations pertaining to parks and to hunting shall remain in full force and effect and nothing herein shall be construed to abrogate the same. Violations of this section, any special condition or any applicable State, County or local law or regulation will result in the immediate loss of hunting privileges on the property through the following permit year and will subject the hunter to any applicable penalties, including but not limited to the General Penalties set forth in Chapter 1, Article II of the High Bridge Borough Code.

120-54 Enforcement

1. The provisions of this section and provisions of any rules and regulations adopted by the Borough Council may be enforced by any member of the High Bridge Borough Police Department, Administrator or Clerk.

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

**ORDINANCE #2017-3**

**Emergency Squad Background Checks**

§ 29-14. Criminal history record background checks.

A. For purposes of this chapter, a "criminal history record background check" means a determination of whether a person has a criminal record by cross-referencing that person's name and fingerprints with those on file with the State Bureau of Identification in the Division of State Police and the Federal Bureau of Investigation.

B. The Borough requires that, as a condition of membership with the High Bridge Emergency Squad, all prospective members shall submit to being fingerprinted in accordance with applicable state, federal, county and local laws, rules and regulations.

C. As a further condition of membership with the High Bridge Emergency Squad, all prospective members shall authorize the Borough, through its duly authorized representative, to exchange fingerprint data with and receive criminal history record information from the State Bureau of Identification in the Division of State Police and the Federal Bureau of Investigation.

D. In order to obtain criminal history record information pursuant to this chapter and N.J.S.A. 40:48-1.4, the Borough shall submit the fingerprint data for prospective members of the High Bridge Emergency Squad to the State Bureau of Identification in the Division of State Police. The State Bureau of Identification shall receive all criminal history record information from the Federal Bureau of Investigation and shall disseminate that information to the Borough.

E. The Borough shall conduct a criminal history record background check of a prospective member of the High Bridge Emergency Squad only upon receipt of the written authorization and consent to the criminal history background check from the prospective member. A form for the authorization and consent to said background check shall be provided to each prospective member along with the application for membership with the High Bridge Emergency Squad. Failure to submit a fully signed and witnessed written authorization and consent form shall be grounds to reject an application for membership with the High Bridge Emergency Squad.

F. The Borough shall bear the costs associated with conducting criminal history record background checks in accordance with N.J.A.C. 13:59-1.3(c).

G. An individual shall be disqualified from serving as a member of the High Bridge Emergency Squad if that prospective member's criminal history record background check reveals a record of conviction of any of the following crimes and/or offenses as set forth in N.J.A.C. 8:40A-6.2(d), unless a waiver has been granted as provided in N.J.A.C. 8:40A-6.2(c)2::

- Any crime;
- Any disorderly persons offense; and/or
- A petty disorderly persons offense involving the possession, utilization, sale and/or distribution of any controlled dangerous substance; representing a risk of harm to the health, safety or welfare of patients; and/or involving patient abuse or patient neglect.

H. All prospective members, upon receiving a conditional offer of membership with the High Bridge Emergency Squad, shall submit their name, address, fingerprints and written consent to the Borough for the criminal history record background check to be performed. All conditional offers of membership with the High Bridge Emergency Squad shall be specifically subject to the prospective member passing the criminal history record background check, along with any other requirements as provided by law and/or requested by the Borough.

I. Access to criminal history record background information of prospective members of the High Bridge Emergency Squad obtained under this chapter is restricted to authorized personnel of the Borough, who shall include the Borough Administrator, Police Chief, Mayor, Borough Attorney and such other personnel as are specifically designated in writing by the Mayor as having a need-to-know,, as may be authorized by federal or state statute, rule or regulation, executive order, administrative code, this chapter and/or resolution regarding obtaining and dissemination of criminal history record background information.

J. Criminal history record background information shall not be disseminated to persons or organizations not authorized to receive the records for authorized purposes. Use of this record shall be limited solely to the authorized purpose for which it was given and it shall not be disseminated to any unauthorized persons. Said records are not public records under the Open Public Records Act.

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

**ORDINANCE #2017-4**

**Recreation Volunteer Background Checks**

Chapter 65: OFFICERS AND EMPLOYEES

Article III Criminal History Background Checks for Volunteers.

**65-15. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**BOROUGH-SPONSORED PROGRAM**

Any program sponsored or in any way supported by the Borough which provide and utilize Borough facilities and/or Borough property.

**CRIMINAL HISTORY RECORD BACKGROUND CHECK**

A determination of whether a person has a criminal record by cross-referencing that person's name and/or fingerprints with those on file with the Federal Bureau of Investigation, Identification Division and/or State Bureau of Identification of the New Jersey State Police.

**DEPARTMENT**

The Borough of High Bridge Police Department.

**NONPROFIT YOUTH SERVING ORGANIZATION or ORGANIZATION**

A corporation, association or other organization established pursuant to Title 15 or Title 15A of the New Jersey Statutes, or other law of this state, which provides recreational, cultural, charitable, social, or other activities or services for persons younger than 18 years of age, and is exempt from federal incomes taxes.

**STATE BUREAU OF IDENTIFICATION**

The entity located within the New Jersey State Police responsible for retrieving criminal background information on individuals as requested by state, local or private entities.

**VOLUNTEER**

Any unpaid person involved with the programs serving youths that are organized by the Borough or by any Borough-based organization that is involved with a Borough-Sponsored Program who has unsupervised direct access to youths under the age of 18 years as a result of their

involvement with the program or organization. Unsupervised direct access includes but is not limited to any situation where a reasonable person would believe that such an unpaid person has or should have responsibility while involved in a Borough-Sponsored Program to provide for the general care and control of a youth or youths under the age of 18 in the absence of their parent(s) or guardian(s).

#### **VOLUNTEER REVIEW OPERATION (“VRO”)**

The unit located within the State Bureau of Identification that is responsible for administering criminal background checks for volunteer coaches as specified in this article.

#### **65-16. Borough Sponsored Programs – Background Checks.**

- A. All adults, those persons 18 years or older at the time of commencement of participation, including but not limited to coaches, assistant coaches, or similar positions involved in educating, directing or supervising youth, and in any way assisting in a Borough-Sponsored Program participated in by children, shall submit sufficient information on forms supplied by the Department from the New Jersey State Police, for the purpose of obtaining a criminal history background check with the VRO. Applications for background checks shall be processed by the Department.
- B. Based upon the Memorandum of Understanding executed between the Borough of High Bridge and the New Jersey State Police, the individual applying for the background check shall authorize the Department to be the recipient of the affirmative or negative response from the State Police based upon the findings of the background check.
- C. All league / organization officers and/or those individuals in charge of each recreation program are required to ensure compliance with this chapter for that league or program. The President or leader of each recreation program shall file an annual roster of individuals that are required to participate in the background check procedures of this chapter. The roster shall be on forms supplied by the Department and shall contain a certification as to the accuracy and completeness of the roster and individual names. Any person who knowingly certifies a background check roster that excludes an individual required to be checked shall be in violation of this chapter and laws regarding false swearing.

#### **65-17. Disqualification.**

- A. Upon receipt of a completed background check conducted by the VRO and/or the Federal Bureau of Investigation, Identification Division, the Department shall notify the applicant and the President or leader of the recreation program whether the individuals were

recommended or not recommended. The determination of the Department shall be based upon section **65-17(B)1** of this chapter. Since details in the background check that result in a negative determination by the VRO are not provided to the Department, they only shall be available to the applicant upon making a formal request to the State Bureau of Investigation, whose rules for granting the request shall govern the request.

- B. In the event the criminal background check reveals any prior convictions for crimes or offenses and/or the VRO and/or the Federal Bureau of Investigation, Identification Division is unable to obtain a disposition for crimes or offenses which negatively impact the health, safety and welfare of children, said person shall not be qualified to participate in any official capacity in any Borough-Sponsored Program function involving persons under the age of 18 years. Such crimes and offenses shall include, but not be limited to :
1. In New Jersey, any crime or disorderly persons offense:
    - a) involving danger to the person, meaning those crimes or disorderly persons offenses set for the in N.J.S.A. 2C:11-1, et seq., N.J.S.A. 2C:12-1, et seq., N.J.S.A. 2C:13-1, et seq., N.J.S.A. 2C:14-1, et seq. or N.J.S.A. 2C:15-1, et seq.;
    - b) against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.A. 2C:24-1, et seq.;
    - c) involving theft as set forth in chapter 230 of Title 2C of the New Jersey Statutes;
    - d) involving any controlled dangerous substance or controlled substance analog as set forth in chapter 35 of Title 2C of the New Jersey Statutes, except (4) of subsection a. of N.J.S.A. 2C:35-10.
  2. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in subsection a) of this section.

#### **65-18. Frequency of background checks.**

- A. All Borough-Sponsored Programs that have individuals subject to this chapter shall require all of its participants to submit to background checks prior to the individuals being able to participate in any function to the extent covered by this chapter. Thereafter, every (2) years, a new background check shall be submitted to the Department. All background checks will remain valid based on a calendar year expiring on January 1<sup>st</sup> of the following year.
- B. Unless the Department receives prior notice of a negative criminal history background check result which would disqualify the volunteer, a current or prospective volunteer

may continue to volunteer or begin volunteering pending receipt of the results of the background check under a provisional status, provided that their access to youths is at all times supervised in person at the Borough-Sponsored Programs by another adult approved pursuant to this article. Provisional status shall not exceed two (2) weeks after the beginning of the season.

- C. All league officers and/or those individuals in charge of each recreation program are required to ensure compliance with this chapter for that program.

**65-19. Privacy.**

- A. The Department shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history record background checks pursuant to this chapter.
- B. No criminal background check supplied to the Department shall not be available to the public. The records shall be exempt from public disclosure under the common law and/or the Open Public Records Act.

**65-20. Volunteer challenge to accuracy.**

If this criminal history record may disqualify a volunteer for any purpose, the person making the determination shall provide the disqualified person with an opportunity to complete and challenge the accuracy of the information contained in the criminal history record. The disqualifying person shall be afforded up to thirty (30) days to challenge and complete this record. A person is not presumed guilty of any charges or arrests for which there are no final dispositions indicated on the record.

**65-21 Appeal process; Criminal Background Check Appeal Panel.**

- A. The composition of the Criminal Background Check Appeal Panel shall be the following:
  1. High Bridge Borough Chief of Police or his designee.
  2. High Bridge Borough Council Liaison to Recreation.
  3. High Bridge Borough Mayor.
  4. High Bridge Borough Administrator or his designee or Borough Clerk in their absence.
- B. Individuals who receive a letter of non-recommendation from the Department based on the VRO determination may be permitted to serve as a volunteer if they affirmatively demonstrate rehabilitation to the Appeal Panel. In determining whether a person has affirmatively demonstrated clear and convincing evidence of rehabilitation, the Appeal

Panel may consider the following factors in conjunction with the provisions of N.J.S.A. 15A:3A-1, et seq.:

1. The nature and responsibility of the position which the convicted person would hold or has held, as the case may be;
  2. The nature and seriousness of the offense;
  3. The circumstance under which the offense occurred;
  4. The date of the offense;
  5. The age of the person when the offense was committed;
  6. Whether the offense was an isolated or repeated incident;
  7. Any social conditions which may have contributed to the offense; and
  8. Any evidence of rehabilitation, including good conduct in prison or the community, counseling or psychiatric treatment received, acquisition of additional academic or vocational schooling, successful participation in correctional work release programs or the recommendation of those who have had the person under their supervision.
- C. In all instances, the final determination of whether an individual will be permitted to serve as a volunteer will lie in the sole discretion of the Appeal Panel, whose vote to grant an appeal must be unanimous. The Appeal Panel may, in its sole discretion, hold a hearing on the matter at which the volunteer shall have the right to appear and, at the Appeal Panel's sole discretion, may address the Appeal panel.
- D. The Appeal Panel shall promptly advise the volunteer whether he or she is qualified to serve as a volunteer.

**65-22 Penalties; Severability:**

- A. Any person who violates any provision of this chapter shall be subject to the penalties set forth in Chapter 1, Article 2 of the High Bridge Code.
- B. If the provisions of any section, subsection, paragraph, subdivision, or clause of this chapter is judged invalid by a court of competent jurisdiction, such order of judgement shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this chapter .

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

**ORDINANCE #2017-1**

**AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE  
SETTING FORTH THE SALARY AND WAGE RANGE OF  
OFFICERS AND EMPLOYEES**

BE IT ORDAINED by the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the 2017 Salary Ordinance be adopted in the form following:

SECTION 1: The salary and wage for compensation of certain Officers and Employees of the Borough of High Bridge having a salary and wage range are as follows:

	SALARY AND WAGE RANGES
Chief of Police	\$101,000 ---- \$110,000 per annum
Sergeant of Police	\$94,000 ---- \$109,000 per annum
Police Officer - 1st Class	\$86,000 ---- \$99,000 per annum
Police Officer - 2nd Class	\$80,000 ---- \$85,000 per annum
Police Officer - 3rd Class	\$73,000 ---- \$78,000 per annum
Police Officer - 4th Class	\$66,000 ---- \$71,000 per annum
Police Officer- 5 <sup>th</sup> Class	\$60,000 ---- \$65,000 per annum
Police Officer- 6 <sup>th</sup> Class	\$53,000 ---- \$58,000 per annum
Police Officer- 7 <sup>th</sup> Class	\$46,000 ---- \$51,000 per annum
Police Officer- 8 <sup>th</sup> Class	\$40,000 ---- \$45,000 per annum
Matrons - Police Dept.	\$8.44 ---- \$13.00 per hour
School Crossing Guards	\$4,000 ---- \$7,500 per annum
Substitute School/Special Event Crossing Guards	\$8.44 ---- \$13.00 per hour
Director of Public Works & Utilities	\$55,000 ---- \$100,000 per annum
Road Supervisor	\$40,000 ---- \$65,000 per annum
Laborer (CDL) - Public Works & Utilities	\$31,000 ---- \$50,000 per annum
Extra Laborer - Public Works & Utilities	\$8.44 ---- \$20.00 per hour
Water Supervisor	\$40,000 ---- \$65,000 per annum
Utility Collector	\$1,500 ---- \$5,000 per annum
Assistant Utility Collector	\$1,000 ---- \$4,500 per annum
Meter Reader	\$4,000 ---- \$6,000 per annum
Librarian	\$16,000 ---- \$25,000 per annum
Assistant Librarian	\$ 8.44 ---- \$15.00 per hour
Extra Clerical – All Depts. Not otherwise classified	\$ 8.44 ---- \$20.00 per hour
Temporary Part-Time Office Assistant	\$ 8.44 ---- \$12.00 per hour
Mayor	\$2,000 ---- \$3,500.00 per annum
Member of Common Council	\$2,000 ---- \$3,500.00 per annum
Municipal Administrator/Deputy Zoning Officer	\$85,000 ---- \$125,000 per annum
Zoning Officer	\$3,900 ---- \$6,000 per annum
CCO Officer	\$3,900 ---- \$6,000 per annum
Acting Clerk/Registrar	\$40,000 ---- \$50,000 per annum
Deputy Municipal Clerk	\$23,000 ---- \$35,000 per annum
Deputy Registrar	\$ 1,250 ..... \$2,500 per annum
Clerical Assistant	\$20,000 ---- \$30,000 per annum
Recycling Coordinator	\$500 ..... \$3,000 per annum
Assistant Recycling Coordinator	\$ 500 ..... \$3,000 per annum
Right to Know Coordinator	\$1,000 ---- \$2,500 per annum
Municipal Housing Liaison (COAH)	\$1,000 ---- \$5,000 per annum
Municipal Administrative Agent (COAH)	\$1,000 ---- \$3,000 per annum
Chief Financial Officer/Treasurer/Tax Collector	\$75,000 ---- \$105,000 per annum
Finance Assistant I	\$25,000 ---- \$45,000 per annum
Finance Assistant II	\$12.00 ---- \$25.00 per hour

Tax Assessor	\$10,000 ----- \$20,000 per annum
Annual Assessment Officer	\$50.00----- \$65.00 per hour
Planning Board Secretary	\$12.00----- -\$20.00 per hour
Construction Sub-code Official	\$5,000 ----- \$7,500 per annum
Building Sub-code Official	\$5,000 ----- \$7,500 per annum
Plumbing Sub-code Official	\$5,000 ----- \$7,500 per annum
Electrical Sub-code Official	\$5,000 ----- \$7,500 per annum
Fire Sub-code Official	\$5,000 ----- \$7,500 per annum
Summer Recreation Counselor	\$8.44----- \$10.00 per hour
Summer Recreation Director	\$1,000 ----- \$1,700 per annum
Summer Recreation Assistant Director	\$600----- \$950 per annum

SECTION 2: All ordinance or sections of ordinances deemed to be inconsistent with the terms of this ordinance are hereby repealed.

SECTION 3: This ordinance shall become effective retroactively to January 1, 2017 upon passage and publication in accordance with the laws of the State of New Jersey.

# Memo

**To:** Mayor Desire  
**From:** Bonnie Ann Fleming, CFO/CTC  
**CC:** Borough Council  
**CC:** Borough Administrator  
**Date:** 01/20/17  
**Re:** Monthly Report

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Attached please find copies of the Weekly /Monthly Tax and Finance Department Reports for the month of December.

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

**12/22/16**

TAX -- Subsequent utility charges were emailed to a lien holder upon request.

Another round of delinquent notices was mailed to accounts with delinquencies over \$8,000.00 warning them of the 6% penalty to be applied.

Statements of outstanding tax and utility balances were sent to lien holders for payment.

FINANCE -- The November Golf Financials were received and reviewed.

Month end reports for November were completed.

Final payroll for 2016 was prepared and submitted to R&L for processing. Checks were distributed and subsidiary ledgers updated.

The 4<sup>th</sup> quarter Pension Report was completed.

Certification of employment was submitted to the Division of Pensions & Benefits.

I contacted Groendyke for 2017 liability and workers compensation rates and I also followed up with our broker on shopping of our dental plan for 2017.

I worked on the 2017 Budget and reviewed re-org resolutions.

Thirty-six Purchase Orders were prepared and mailed.

MISCELLANEOUS -- I met with our new VALIC representative, Tom Hannon. He provided me with new application booklets for interested parties.

Additional filing of Borough Hall records were sorted into new filing cabinets.

A contract was prepared and submitted to BCG for the Golf Course Management.

I discussed combining block and lot files with the Tax Assessor for space savings.

Continued work with MSI and Fuel Master to get program running on Borough Hall PC's.

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

**12/16/16**

TAX – Two separate redemption certificates were prepared and mailed upon request.

Two lien redemption calculations was prepared and submitted upon request.

One subsequent tax payment by a lien holder was posted to the lien.

Three letters of disallowances for senior/veteran deductions were mailed requesting re-payment.

One letter requesting repayment of a pro-rated senior deduction due to the sale of a property was prepared and mailed.

Four letters were prepared and mailed with the recently approved utility and tax refunds.

FINANCE – Escrow accounts were updated to include recent payments and a letter was prepared and mailed requesting the replenishment of an escrow account.

Statements of Ownership, and Political Disclosure forms were e-mailed to Professionals in order to qualify for award in 2017.

Year-end procedures for deposits were discussed with BCG staff. 2017 Meeting dates were also provided.

Financial records were updated to include recently cancelled capital appropriations, budget transfers, and tax refunds.

I issued a Purchase Order for the ice rink and contacted the vendor to review paperwork required and to request notification when shipped.

A new member was added to the Borough Vision and STD/LTD/Life plan.

Notification of CH 375 COBRA benefit availability was reviewed with an eligible employee. An application and rate chart was provided.

A reminder was sent to the Huskies regarding field usage fees for 2016.

I met briefly with the Rescue Squad President and Administrator to review changes to their prospective 2017 budget.

Borough Hall expenses were reviewed with the Administrator and Mayor.

Vacant property registrations received for pro-rated amounts from Wells Fargo were reviewed with the Administrator. Two checks were returned with a letter of explanation.

MISCELLANEOUS – A letter from the Planning Board Engineer was reviewed with the Planning Board Secretary concerning 20 Main Street.

A disability claim was filed with the State on the LWD website.

Conversations with Fuel Master, MSI and Comcast continued.

Punch list items for the new Borough Hall were reviewed with the contractor. Repairs were made and closing documents forwarded to the Borough Engineer for review.

Cleaning and re-finishing of the Borough Hall floors by the Contractor was scheduled for Saturday, Dec. 17. I also requested a quote for re-finishing the floors at the Police Building.

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

**12/09/16**

TAX – Updated senior deductions on tax records. Three deductions were removed due to deaths in 2016.

Two lien redemptions were calculated.

FINANCE – Payroll sheets were updated with overtime hours received from the PD and submitted for processing.

Dec invoices for payroll processing and armored car services were emailed to Investors for payment.

I received a request from Councilman Zappa concerning funding for engineering services to Maser Consulting for Mill Street road improvements. A resolution appropriating \$32,300 was prepared for the December Council meeting.

Payroll checks for December 9 were received and prepared for distribution. Bank transfers were completed and agency checks processed.

I spoke with the County Tax Administrator to confirm the chain of events for the upcoming reassessment program. An application needs to be filed by the Assessor with the County. Upon approval by the County Tax Board, the application is forwarded to the State for approval.

A second round of delinquent notices was mailed to seventy-six property owners advising them that a 6% year end penalty would be applied to outstanding balances over \$10,000.

Thirty-three new Purchase Orders were prepared and mailed. One hundred thirty-five checks were processed and mailed.

MISCELLANEOUS – Following the installation of the new network card by Independence Constructors, I spent several hours on the phone between Fuel Master and MSI trying to get the program to communicate with the database.

I attended an Executive Board meeting of the TCNJ in Eatontown on Wednesday where I reported on legislative matters concerning tax collectors.

I attended a Purchasing Seminar on Thursday where I received 5 c.e.u's for Tax Collector, CFO and QPA certifications.

I attended a Central Jersey Tax Collector Assoc. quarterly meeting on Friday, Dec 9.

I attended a Council Meeting wrap up with the Administrator and department heads on Friday.

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

**12/03/16**

TAX –Two lien redemptions were calculated for the 12/08/16 Council meeting. Funds were received and the lien holders notified of the redemptions.

A report of tax overpayments was compiled for 2016. A resolution was prepared for the 12/08 Council meeting to refund overpayments of quarterly taxes due to change of ownership. Small balances were credited towards the 2017 1<sup>st</sup> quarter payment.

FINANCE – Bank wires for the monthly pension payments were scheduled for November 30.

The remaining December debt service wire payments were scheduled and the December 1<sup>st</sup> wire payment to DTC was confirmed.

Month end Tax and Utility receipts were reconciled for November.

Fifty-eight Purchase Orders were prepared and mailed.

The October Tax and Finance Reports were prepared for the 12/08 Council Meeting.

The December Bill List was prepared.

A year end transfer resolution and Capital balance cancellation resolution was created for inclusion on the 12/08 agenda.

Invoices for completed portions of the Highlands Grant were copied for reimbursement submission.

A conference call with BCG, Borough Administrator, and Councilman Lolocono was held on 11/29. Questions were posed concerning YTD results and a follow-up meeting scheduled for 12/14.

A discussion was held with the Borough Engineer concerning the final payments for Cregar Phase V and Borough Hall as well as some invoicing issues for open escrow accounts and site plan for the Greyrock Well generator.

I updated the RFP Evaluation Criteria check list.

I contacted the DCA for clarification of a refund check received. After researching, it was determined that the refund was for a close out of a project for sanitary sewer lines from 1995.

A discussion was held with the Administrator concerning Borough hall staffing and various agenda items for the upcoming meeting.

The payroll input sheets for 12/09 payroll were prepared.

MISCELLANEOUS – I attended a demonstration by Gov Pilot for electronic forms and records management software. A separate module is also available for the Dog and Construction Department applications.

I attended a meeting with Foveonics to discuss scanning of construction documents and file storage options.

A completed STD Claim form was submitted to Assurant for processing.

A change of address form was completed and called into the IRS. A faxed confirmation was received to provide to the NJMVC in order to register the new Police Vehicle.

The deed filing for the new Borough Hall was discussed with the LSRP. A proposed driveway next to the Police Building will be included with the plan, in anticipation of future construction.

I contacted MSI to schedule updating of our antivirus software and also assisted with the preparation for syncing the Fuel Master system to the Boro Hall server. I assisted MSI with the troubleshooting and contacted Independence Constructors for a service call.

A copy of a Police Report for the 10/24/16 incident in the Commons was submitted to the insurance company upon request.

I contacted the Count Tax Administrator to confirm the requirements for undergoing a reassessment program. I also reviewed IRS regulations concerning awarding a contract to an existing employee.

I prepared a resolution for award of the listing agent for the former Borough Hall, to be decided at the December 9 Council Meeting.

## 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:

**December 31, 2016**

	QTR	CURRENT	YTD	YRLY
CURRENT 2016	97.27%	\$ 63,045.12	\$ 12,100,585.22	98.35%
TAXES YEAR 2015		\$ -	\$ 176,272.97	
TAXES YEAR 2017		\$ 19,943.99	\$ 51,185.63	
MISC REV		\$ 40.00	\$ 16,494.21	
TAX SALE COST		\$ -	\$ 1,451.53	
LIENS		\$ 366.13	\$ 64,916.46	
INTEREST/PENALTY		\$ 2,493.73	\$ 39,619.41	
PREMIUM		\$ -	\$ 65,800.00	
DUE UTILITY COLLECTOR		\$ 679.88	\$ 12,781.45	
REDEMPTIONS - MUNI LIENS		\$ -	\$ -	
TOTAL		\$ 86,568.85	\$ 12,529,106.88	

  
 Bonnie Ann Fleming  
 Tax Collector

01/17/17  
 Date

YEAR TO DATE TAX COLLECTOR'S CASH BOOK TOTALS 2016

	Amnt Rec	Mtrm Liens	Int	2016	2017	2015	Tax Liens	Misc	Yr End Pen	Premiums	Util Rev	Cost Sale	Total
Jan	382,856.06	-	558.98	340,844.84	-	16,855.81	24,596.43	-	-	-	-	-	382,856.06
<b>YTD Total</b>	<b>382,856.06</b>	<b>-</b>	<b>558.98</b>	<b>340,844.84</b>	<b>-</b>	<b>16,855.81</b>	<b>24,596.43</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>382,856.06</b>
Feb	2,613,656.68	-	2,703.22	2,575,001.56	-	27,792.12	8,159.78	-	-	-	-	-	2,613,656.68
<b>YTD Total</b>	<b>2,996,512.74</b>	<b>-</b>	<b>3,262.20</b>	<b>2,915,846.40</b>	<b>-</b>	<b>44,647.93</b>	<b>32,756.21</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,613,656.68</b>
Mar	79,361.63	-	771.51	69,570.92	-	7,693.51	1,225.69	-	-	-	-	-	79,361.63
<b>YTD Total</b>	<b>3,075,874.37</b>	<b>-</b>	<b>4,033.71</b>	<b>2,985,417.32</b>	<b>-</b>	<b>52,341.44</b>	<b>33,981.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79,361.63</b>
Apr	862,548.62	-	2,879.63	830,414.64	-	19,788.40	9,465.95	-	-	-	-	-	862,548.62
<b>YTD Total</b>	<b>3,938,422.99</b>	<b>-</b>	<b>6,913.34</b>	<b>3,815,831.96</b>	<b>-</b>	<b>72,129.84</b>	<b>43,447.85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>862,548.62</b>
May	1,905,536.80	-	2,311.14	1,898,270.38	-	4,955.28	-	-	-	-	-	-	1,905,536.80
<b>YTD Total</b>	<b>5,843,959.79</b>	<b>-</b>	<b>9,224.48</b>	<b>5,714,102.34</b>	<b>-</b>	<b>77,085.12</b>	<b>43,447.85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,905,536.80</b>
June	45,165.31	-	2,065.00	34,032.75	-	9,067.56	-	-	-	-	-	-	45,165.31
<b>YTD Total</b>	<b>5,889,125.10</b>	<b>-</b>	<b>11,289.48</b>	<b>5,748,135.09</b>	<b>-</b>	<b>86,152.68</b>	<b>43,447.85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,165.31</b>
July	563,144.46	-	303.36	555,958.58	5,984.36	898.16	-	-	-	-	-	-	563,144.46
<b>YTD Total</b>	<b>6,452,269.56</b>	<b>-</b>	<b>11,592.84</b>	<b>6,304,103.67</b>	<b>5,984.36</b>	<b>87,050.84</b>	<b>43,447.85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>563,144.46</b>
Aug	2,649,602.15	-	4,864.88	2,591,080.90	7,170.52	15,747.98	16,316.34	14,421.53	-	-	-	-	2,649,602.15
<b>YTD Total</b>	<b>9,101,871.71</b>	<b>-</b>	<b>16,467.72</b>	<b>8,895,274.57</b>	<b>13,154.88</b>	<b>102,798.82</b>	<b>59,764.19</b>	<b>14,421.53</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,649,602.15</b>
Sept	91,527.07	-	5,964.46	51,379.68	617.31	31,073.50	-	2,037.68	-	-	-	459.44	91,527.07
<b>YTD Total</b>	<b>9,193,398.78</b>	<b>-</b>	<b>22,432.18</b>	<b>8,946,654.25</b>	<b>13,772.19</b>	<b>133,872.32</b>	<b>59,764.19</b>	<b>16,454.21</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>459.44</b>	<b>91,527.07</b>
Oct	996,945.14	-	11,788.51	865,191.09	403.40	42,400.65	-	-	-	65,800.00	10,369.40	992.09	996,945.14
<b>YTD Total</b>	<b>10,190,343.92</b>	<b>-</b>	<b>34,220.69</b>	<b>9,811,845.34</b>	<b>14,175.59</b>	<b>176,272.97</b>	<b>59,764.19</b>	<b>16,454.21</b>	<b>-</b>	<b>65,806.00</b>	<b>10,369.40</b>	<b>1,451.53</b>	<b>996,945.14</b>
Nov	2,252,194.11	-	2,914.99	2,225,694.76	17,066.05	-	4,786.14	-	-	-	1,732.17	-	2,252,194.11
<b>YTD Total</b>	<b>12,442,538.03</b>	<b>-</b>	<b>37,135.68</b>	<b>12,037,540.10</b>	<b>31,241.64</b>	<b>176,272.97</b>	<b>64,550.33</b>	<b>16,454.21</b>	<b>-</b>	<b>65,806.00</b>	<b>12,101.57</b>	<b>1,451.53</b>	<b>2,252,194.11</b>
Dec	86,568.85	-	2,493.73	63,045.12	19,943.99	-	366.13	40.00	-	-	679.88	-	86,568.85
<b>YTD Total</b>	<b>12,529,106.88</b>	<b>-</b>	<b>39,629.41</b>	<b>12,100,585.22</b>	<b>51,185.63</b>	<b>176,272.97</b>	<b>64,916.46</b>	<b>16,494.21</b>	<b>-</b>	<b>65,806.00</b>	<b>12,781.45</b>	<b>1,451.53</b>	<b>86,568.85</b>



RECEIPTS AND DISBURSEMENTS DECEMBER 2016

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,285.25	5,069.74	5,067.10	12,287.89
Premium	189,339.59	39.43	6,739.59	182,639.43
Dog	9,812.20	252.04	928.09	9,136.15
Capital	691,226.03	5,912.54	70,927.77	626,210.80
Water Utility	93,779.02	61,079.98	41,280.95	113,578.05
Water Capital	4,061.02	0.87	0.85	4,061.04
Sewer Utility	709,889.13	123,443.41	25,574.61	807,757.93
Sewer Capital	164,249.76	35.36	34.22	164,250.90
Solid Waste Utility	191,320.35	57,387.43	31,435.55	217,272.23
Solid Waste Cap	6,282.09	1.35	1.31	6,282.13
Sui	109,094.62	88.77	0.00	109,183.39
Historic Preservation	614.74	96.14	0.00	710.88
Rehab Escrow	53,704.20	11.56	0.00	53,715.76
Recreation Trust	4,451.41	0.96	0.00	4,452.37
Special Events	10,051.39	2.13	126.68	9,926.84
Dev Escrow	99,241.86	5,089.35	5,370.00	98,961.21
Current	3,685,317.83	369,339.46	792,553.15	3,262,104.14
<b>TOTAL FUNDS</b>	<b>6,034,720.49</b>	<b>627,850.52</b>	<b>980,039.87</b>	<b>5,682,531.14</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	\$ 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	\$ 139,537.00	\$ 91,779.00	\$ 47,758.00	
Sep	\$ 106,049.00	\$ 93,035.00	\$ 13,014.00	
Oct	\$ 86,077.00	\$ 76,165.00	\$ 9,912.00	
Nov	\$ 88,579.53	\$ 58,574.50	\$ 30,005.03	
Dec			\$ -	
<b>TOTAL</b>	<b>\$ 984,956.53</b>	<b>\$ 858,860.50</b>	<b>\$ 126,096.03</b>	

HIGH BRIDGE INTEREST EARNED 2016

AC #	CURRENT ACRES	GREEN ACRES	DOG	WATER	WATER CAP	SEWER	SEWER CAP	SOLID WASTE	SW CAP	SUI	HISTORIC PRESTVN	REHAB ESC	REC TRUST	DEV ESC	SPECIAL EVENTS	TOTAL
	417	441	433	567+utility	575	492+util	508	516+utility	524	591	954	484	611	425	583	
JANUARY	1,023.88	2.64	1.30	37.55	24.28	206.41	27.71	94.84	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	896.90	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	896.79	2.56	2.01	32.13	19.18	163.70	34.22	55.84	1.31	22.66	0.09	11.18	0.96	0.05	3.35	1,246.03
OCTOBER	918.44	2.64	2.09	31.26	0.88	178.67	35.36	51.42	1.35	23.44	0.12	11.56	0.96	0.06	2.41	1,260.66
NOVEMBER	1,127.86	2.56	2.04	31.20	0.85	175.48	34.22	50.68	1.31	22.71	0.12	11.19	0.93	0.05	2.09	1,463.29
DECEMBER	1,041.25	2.64	2.04	35.92	0.87	181.31	1.36	57.42	1.35	23.49	0.14	11.56	0.96	0.06	2.13	1,362.49
<b>TOTAL</b>	<b>11,539.64</b>	<b>31.19</b>	<b>22.19</b>	<b>418.69</b>	<b>190.70</b>	<b>2,147.71</b>	<b>331.90</b>	<b>644.28</b>	<b>15.96</b>	<b>274.90</b>	<b>0.93</b>	<b>136.33</b>	<b>18.37</b>	<b>0.87</b>	<b>42.05</b>	<b>15,816.51</b>

YEAR TO DATE REVENUE AS OF: DECEMBER 2016

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 12,422,338.00	\$ (12,100,585.22)	\$ 321,752.78	2.59%
Delinquent Taxes	\$ 174,000.00	\$ (176,272.97)	\$ (2,272.97)	-1.31%
<b>Local Revenues:</b>				
Alcoholic Bev	\$ 5,400.00	\$ (5,400.00)	\$ -	0.00%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 580.00	\$ (1,990.00)	\$ (1,410.00)	-243.10%
Municipal Court	\$ 20,000.00	\$ (61,481.85)	\$ (41,481.85)	-207.41%
Interest and Costs on Taxes	\$ 33,000.00	\$ (39,619.41)	\$ (6,619.41)	-20.06%
Interest	\$ 10,000.00	\$ (11,539.34)	\$ (1,539.34)	-15.39%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 1,188,000.00	\$ (1,105,096.40)	\$ 82,903.60	6.98%
Misc Rev - Unanticipated	\$ -	\$ (122,816.06)	\$ (122,816.06)	#DIV/0!
<b>State Aid:</b>				
Consolidated Prop Tax Relief Aid	\$ 47,895.00	\$ (47,895.00)	\$ -	0.00%
Energy Receipts Tax	\$ 244,014.00	\$ (244,014.00)	\$ -	0.00%
Garden State Trust	\$ 12,931.00	\$ (12,931.00)	\$ -	0.00%
<b>Fees &amp; Permits:</b>				
Uniform Construction Fees	\$ 23,000.00	\$ (58,904.00)	\$ (35,904.00)	-156.10%
<b>Public/Private Revenue Anticipated:</b>				
<b>Misc Revenues: Other</b>				
Recreation Fees	\$ -	\$ (12,450.00)	\$ (12,450.00)	#DIV/0!
Cable TV	\$ 11,000.00	\$ (12,497.27)	\$ (1,497.27)	-13.61%
Comcast Tech Grant	\$ 15,000.00	\$ (15,000.00)	\$ -	0.00%
Forfeiture Funds	\$ 4,605.26	\$ (4,605.26)	\$ -	0.00%
Pedestrian Safety - Ch 159	\$ 6,000.00	\$ (6,000.00)	\$ -	0.00%
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%
Body Armor Fund	\$ 1,061.39	\$ (1,061.39)	\$ -	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)	\$ -	0.00%
FEMA Generator Grant	\$ 147,689.00	\$ (147,689.00)	\$ -	0.00%
Body Camara Grant	\$ 2,500.00	\$ (2,500.00)	\$ -	0.00%
NJEM Grant	\$ 7,000.00	\$ (7,000.00)	\$ -	0.00%
Click It or Ticket Grant-Somerset County	\$ 4,800.00	\$ (4,800.00)	\$ -	0.00%
Driver Sober Grant	\$ 2,700.00	\$ (2,700.00)	\$ -	0.00%
SIF-Sign Trailer Grant	\$ 1,942.00	\$ (1,942.00)	\$ -	0.00%
SIF Radar Sign Grant	\$ 2,028.00	\$ (2,028.16)	\$ (0.16)	-0.01%
Recycling Tonnage	\$ 3,694.00	\$ (3,694.01)	\$ (0.01)	0.00%
<b>Surplus:</b>	\$ 726,000.00	\$ (726,000.00)	\$ -	0.00%
<b>Total Revenue Anticipated&amp;MRNA</b>	\$ 2,375,418.24	\$ (2,518,506.68)	\$ (143,088.44)	-6.02%
<b>Amnt to be Raised - Municipal</b>	\$ 3,344,688.00	\$ (3,022,935.22)	\$ 321,752.78	9.62%
<b>Local/Reg/Cty/Lib/Open Taxes</b>	\$ 9,077,650.00	\$ (9,077,650.00)	\$ -	0.00%
<b>Total Tax Levy</b>	\$ 12,422,338.00	\$ -	\$ -	



BUDGET BALANCES  
12/31/2016

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10510010	GENERAL ADMIN: SALARIES & WAGES	\$30,241.00	\$29,817.76	\$423.24	1%
10510020	GENERAL ADMIN: OTHER EXPENSES	\$6,300.00	\$2,474.48	\$3,825.52	61%
10510120	INTERNET	\$5,850.00	\$5,595.60	\$254.40	4%
10511010	MAYOR AND COUNCIL: SALARIES & WAGES	\$4,000.00	\$3,844.60	\$155.40	0%
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	\$1,760.00	\$1,050.00	\$710.00	40%
10511032	ADVERTISING	\$11,700.00	\$4,174.93	\$7,525.07	64%
10511520	NEWSLETTER/WEBSITE	\$12,455.00	\$8,611.30	\$3,843.70	31%
10512010	MUNICIPAL CLERK: SALARIES & WAGES	\$29,074.00	\$28,099.24	\$974.76	3%
10512020	MUNICIPAL CLERK: OTHER EXPENSES	\$7,925.00	\$6,587.05	\$1,337.95	17%
10512520	ELECTION EXPENSE	\$2,750.00	\$2,454.95	\$295.05	0%
10513010	FINANCIAL ADMIN: SALARIES & WAGES	\$42,330.00	\$40,684.21	\$1,645.79	4%
10513020	FINANCIAL ADMIN: OTHER EXPENSES	\$6,470.00	\$5,114.11	\$1,355.89	21%
10513520	AUDIT SERVICES: OTHER EXPENSES	\$25,865.00	\$23,000.00	\$2,865.00	11%
10514510	TAX COLLECTOR: SALARIES & WAGES	\$42,330.00	\$40,714.81	\$1,615.19	4%
10514520	TAX COLLECTOR: OTHER EXPENSES	\$6,065.00	\$4,937.89	\$1,127.11	19%
10515010	TAX ASSESSMENT: SALARIES & WAGES	\$16,610.00	\$16,610.00	\$0.00	0%
10515020	TAX ASSESSMENT: OTHER EXPENSES	\$2,599.00	\$1,139.37	\$1,459.63	56%
10515520	LEGAL: OTHER EXPENSES	\$114,036.00	\$83,296.16	\$30,739.84	27%
10516520	ENGINEERING SERVICES: OTHER EXPENSES	\$19,800.00	\$11,591.25	\$8,208.75	41%
10517020	BUILDINGS & GROUNDS	\$33,022.00	\$17,917.95	\$15,104.05	46%
10517120	BUILDINGS & GROUNDS-OFFICE	\$12,890.00	\$9,294.74	\$3,595.26	28%
10518010	PLANNING BOARD: SALARIES & WAGES	\$5,152.00	\$4,488.42	\$663.58	13%
10518020	PLANNING BOARD: OTHER EXPENSES	\$10,000.00	\$6,913.49	\$3,086.51	31%
10518510	ZONING OFFICER: SALARIES & WAGES	\$5,000.00	\$4,583.26	\$416.74	8%
10519020	AFFORDABLE HOUSING APPROPRIATION	\$2,000.00	\$0.00	\$2,000.00	100%
10519510	CONSTRUCTION OFFICIAL: SALARIES & WAGES	\$28,710.00	\$28,710.00	\$0.00	0%
10519520	CONSTRUCTION OFFICIAL: OTHER EXPENSES	\$1,548.00	\$690.05	\$857.95	55%
10520510	CCO-BLDG INSPECTION: SALARIES & WAGES	\$5,000.00	\$4,583.26	\$416.74	8%
10521020	LIABILITY INSURANCE	\$113,500.00	\$106,631.82	\$6,868.18	6%
10521520	WORKER S COMPENSATION INSURANCE	\$43,500.00	\$43,166.92	\$333.08	1%
10522020	EMPLOYEE GROUP INSURANCE	\$223,482.00	\$220,276.07	\$3,205.93	1%
10524010	POLICE DEPARTMENT: SALARIES & WAGES	\$777,314.00	\$771,355.73	\$5,958.27	1%
10524020	POLICE DEPARTMENT: OTHER EXPENSES	\$50,000.00	\$38,171.48	\$11,828.52	24%
10524520	LEASE/PURCHASE POLICE VEHICLES	\$14,742.00	\$14,694.67	\$47.33	0%
10525220	EMERGENCY MANAGEMENT: OTHER EXPENSES	\$3,000.00	\$1,065.90	\$1,934.10	64%
10525520	HIGH BRIDGE VOLUNTEER FIRE DEPT.	\$115,274.00	\$70,892.18	\$44,381.82	39%
10526020	RESCUE/FIRST AID	\$40,000.00	\$40,000.00	\$0.00	0%
10526520	LOSAP CONTRIBUTION	\$32,900.00	\$29,400.00	\$3,500.00	11%
10527020	ECONOMIC DEVELOPMENT	\$500.00	\$330.00	\$170.00	34%
10529010	DEPT. OF PUBLIC WORKS: SALARIES & WAGES	\$114,868.00	\$92,401.91	\$22,466.09	20%
10529020	DEPT. OF PUBLIC WORKS: OTHER EXPENSES	\$151,780.00	\$80,921.00	\$70,859.00	47%
10529050	DPW - ROAD REFERENDUM	\$49,000.00	\$47,680.10	\$1,319.90	3%
10529055	PARKS & PLAYGROUNDS: OTHER EXPENSES	\$6,000.00	\$3,028.10	\$2,971.90	50%
10529060	FIELD MAINTENANCE: OTHER EXPENSES	\$6,000.00	\$5,925.00	\$75.00	1%
10533020	BOARD OF HEALTH: OTHER EXPENSES	\$5,340.00	\$5,333.30	\$6.70	0%
10533520	ENVIRONMENTAL COMMISSION: OTHER EXPENSES	\$1,500.00	\$461.78	\$1,038.22	69%

BUDGET BALANCES  
12/31/2016

Account	Description	APPROPRIATION	DISBURSED	BALANCE	% REMAINING
10537020	SPECIAL EVENTS: OTHER EXPENSES	\$3,750.00	\$1,279.57	\$2,470.43	66%
10537120	CULTURAL & HERITAGE	\$2,000.00	\$100.00	\$1,900.00	0%
10537620	GOLF-OTHER EXPENSES	\$1,194,000.00	\$1,069,032.84	\$124,967.16	10%
10539010	LIBRARY: SALARIES & WAGES	\$21,070.00	\$20,493.00	\$577.00	3%
10539020	LIBRARY - OTHER EXPENSES	\$200.00	\$101.51	\$98.49	0%
10543020	ELECTRICITY	\$36,100.00	\$23,852.46	\$12,247.54	34%
10543520	STREET LIGHTING	\$42,000.00	\$31,479.10	\$10,520.90	25%
10544020	TELEPHONE	\$16,600.00	\$12,441.08	\$6,158.92	33%
10544620	GASOLINE	\$40,520.00	\$24,071.21	\$16,448.79	41%
10544720	HEATING FUEL	\$44,525.00	\$15,537.40	\$28,987.60	65%
10547120	CONTRIBUTION TO PERS	\$32,848.00	\$32,848.00	\$0.00	0%
10547220	SOCIAL SECURITY SYSTEM(OASI)	\$85,489.00	\$82,220.31	\$3,268.69	4%
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	\$37,000.00	\$0.00	0%
10651020	STORMWATER MANAGEMENT	\$500.00	\$500.00	\$0.00	0%
10670520	CLEAN COMMUNITIES	\$10,727.59	\$10,727.59	\$0.00	0%
10671520	BODY ARMOR FUND	\$1,061.39	\$1,061.39	\$0.00	0%
10672620	RECYCLING GRANT - SOL WS ADMIN	\$3,694.00	\$3,694.00	\$0.00	0%
10672820	CLICK IT GRANT	\$4,800.00	\$4,800.00	\$0.00	0%
10673020	DRIVE SOBER GRANT	\$2,700.00	\$2,700.00	\$0.00	0%
10673120	SIF GRANT - SIGN TRAILER	\$1,942.00	\$1,942.00	\$0.00	0%
10673220	SIF GRANT - RADAR SPEED SIGN	\$2,028.00	\$2,028.00	\$0.00	0%
10673320	TRAIL GRANT	\$11,300.00	\$11,300.00	\$0.00	0%
10673420	TRAIL GRANT - MATCH	\$11,300.00	\$11,300.00	\$0.00	0%
10673520	NJEM GRANT	\$7,000.00	\$7,000.00	\$0.00	0%
10673620	BODY CAMERA GRANT	\$2,500.00	\$2,500.00	\$0.00	0%
10673720	FEMA GENERATOR GRANT	\$147,689.00	\$147,689.00	\$0.00	0%
10673820	COMCAST TECH GRANT	\$15,000.00	\$15,000.00	\$0.00	0%
10674920	FORFETURE FUNDS	\$4,605.26	\$4,605.26	\$0.00	0%
10675020	PEDESTRIAN SAFETY	\$6,000.00	\$6,000.00	\$0.00	0%
10689120	DECLARED STATE OF EMERGENCY SNOW REMO	\$19,200.00	\$19,200.00	\$0.00	0%
10687120	SPECIAL EMERGENCY - 5 YEARS	\$30,000.00	\$30,000.00	\$0.00	0%
10689920	RESERVE FOR UNCOLLECTED TAXES	\$395,030.00	\$395,030.00	\$0.00	0%
10690020	CAPITAL IMPROVEMENT FUND	\$318,000.00	\$318,000.00	\$0.00	0%
10694520	CAPITAL LEASE	\$96,000.00	\$96,000.00	\$0.00	0%
10694220	NJEIT - LK SOLITUDE	\$55,508.00	\$55,508.00	\$0.00	0%
10694220	DAM RESTORATION LOAN	\$237,200.00	\$237,200.00	\$0.00	0%
10692020	BOND PRINCIPAL	\$420,000.00	\$420,000.00	\$0.00	0%
10692520	NOTE PRINCIPAL	\$114,000.00	\$114,000.00	\$0.00	0%
10693020	BOND INTEREST	\$340,000.00	\$340,000.00	\$0.00	0%
10693520	NOTE INTEREST	\$3,600.00	\$3,600.00	\$0.00	0%
10694020	GREEN ACRES-SPRINGSIDE-#1014-01-008	\$11,660.00	\$11,660.00	\$0.00	0%
10694120	GREEN ACRES-LK SOLITUDE-#1014-95-128	\$86,292.00	\$86,292.00	\$0.00	0%
		\$6,446,106.24	\$5,845,218.56	\$600,887.68	9%

Construction / Zoning  
As of December 31, 2016

2016	BUILD	ELECT	PLUMB	FIRE	MISC	TOTAL	SALARY	O/E	TOTAL	# OF PERMITS
1ST QTR	\$ 3,083.00	\$ 1,700.00	\$ 1,505.00	\$ 425.00	\$ -	\$ 6,713.00	\$ 7,036.24		\$ (323.24)	1-37
2ND QTR	\$ 5,808.00	\$ 3,487.00	\$ 2,295.00	\$ 800.00		\$ 12,390.00	\$ 7,036.26		\$ 5,353.74	38-89
3RD QTR	\$ 14,292.00	\$ 3,124.00	\$ 2,610.00	\$ 920.00		\$ 20,946.00	\$ 7,459.98	\$ 107.50	\$ 13,378.52	90-157
4TH QTR	\$ 6,965.00	\$ 5,665.00	\$ 4,220.00	\$ 1,915.00	\$ 90.00	\$ 18,855.00	\$ 7,177.50	\$ 1,144.81	\$ 10,532.69	158-212
<b>TOTALS</b>	<b>\$30,148.00</b>	<b>\$13,976.00</b>	<b>\$10,630.00</b>	<b>\$ 4,060.00</b>	<b>\$ 90.00</b>	<b>\$58,904.00</b>	<b>\$28,709.98</b>	<b>\$1,252.31</b>	<b>\$28,941.71</b>	

2016	CCO	# OF CCO	ZONING	DRIVEWAY	TREE	TOTAL	SALARY	O/E	TOTAL
1ST QTR	\$ 1,920.00	25	\$ 200.00	\$ -	\$ 30.00	\$ 2,175.00	\$ 1,666.64		\$ 508.36
2ND QTR	\$ 2,400.00	30	\$ 230.00	\$ -	\$ 30.00	\$ 2,690.00	\$ 2,499.96		\$ 190.04
3RD QTR	\$ 1,955.00	24	\$ 430.00	\$ 150.00	\$ 60.00	\$ 2,619.00	\$ 2,499.96		\$ 119.04
4TH QTR	\$ 1,680.00	20	\$ 230.00	\$ -	\$ 30.00	\$ 1,960.00	\$ 2,499.96		\$ (539.96)
<b>TOTALS</b>	<b>\$ 7,955.00</b>	<b>99</b>	<b>\$ 1,090.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 9,444.00</b>	<b>\$ 9,166.52</b>	<b>\$ -</b>	<b>\$ 277.48</b>

2015	BUILD	ELECT	PLUMB	FIRE	MISC	TOTAL	SALARY	O/E	TOTAL	# OF PERMITS
1ST QTR	\$ 3,000.00	\$ 1,785.00	\$ 1,980.00	\$ 1,072.00	\$ -	\$ 7,837.00	\$ 6,967.50	\$ 130.00	\$ 739.50	1-44
2ND QTR	\$ 4,653.00	\$ 2,000.00	\$ 1,145.00	\$ 900.00	\$ 2.00	\$ 8,700.00	\$ 6,967.50	\$ -	\$ 1,732.50	45-93
3RD QTR	\$ 9,178.00	\$ 3,370.00	\$ 4,320.00	\$ 2,005.00	\$ -	\$ 18,873.00	\$ 7,173.74	\$ 37.60	\$ 11,661.66	94-159
4TH QTR	\$ 8,142.00	\$ 4,175.00	\$ 4,695.00	\$ 1,474.00	\$ -	\$ 18,486.00	\$ 7,036.26	\$ 148.00	\$ 11,301.74	160-209
<b>TOTALS</b>	<b>\$24,973.00</b>	<b>\$11,330.00</b>	<b>\$12,140.00</b>	<b>\$ 5,451.00</b>	<b>\$ 2.00</b>	<b>\$ 53,896.00</b>	<b>\$28,145.00</b>	<b>\$ 315.60</b>	<b>\$25,435.40</b>	

2015	CCO	# OF CCO	ZONING	DRIVEWAY	TREE	TOTAL	SALARY	O/E	TOTAL
1ST QTR	\$ 1,280.00	16	\$ 355.00	\$ -	\$ -	\$ 1,635.00	\$ 2,332.50	\$ -	\$ (697.50)
2ND QTR	\$ 2,300.00	27	\$ 630.00	\$ -	\$ 390.00	\$ 3,320.00	\$ 2,332.50	\$ -	\$ 987.50
3RD QTR	\$ 2,470.00	30	\$ 850.00	\$ -	\$ 30.00	\$ 3,350.00	\$ 2,402.46	\$ -	\$ 947.54
4TH QTR	\$ 1,795.00	22	\$ 275.00	\$ -	\$ 30.00	\$ 2,100.00	\$ 2,355.84	\$ -	\$ (255.84)
<b>TOTALS</b>	<b>\$ 7,845.00</b>	<b>95</b>	<b>\$ 2,110.00</b>	<b>\$ -</b>	<b>\$ 450.00</b>	<b>\$ 10,405.00</b>	<b>\$ 9,423.30</b>	<b>\$ -</b>	<b>\$ 981.70</b>

Construction / Zoning  
As of December 31, 2016

2016	BUILD	ELECT	PLUMB	FIRE	MISC	TOTAL	SALARY	O/E	TOTAL	# OF PERMITS
1ST QTR	\$ 3,083.00	\$ 1,700.00	\$ 1,505.00	\$ 425.00	\$ -	\$ 6,713.00	\$ 7,036.24		\$ (323.24)	1-37
2ND QTR	\$ 5,808.00	\$ 3,487.00	\$ 2,295.00	\$ 800.00		\$ 12,390.00	\$ 7,036.26		\$ 5,353.74	38-89
3RD QTR	\$ 14,292.00	\$ 3,124.00	\$ 2,610.00	\$ 920.00		\$ 20,946.00	\$ 7,459.98	\$ 107.50	\$ 13,378.52	90-157
4TH QTR	\$ 6,965.00	\$ 5,665.00	\$ 4,220.00	\$ 1,915.00	\$ 90.00	\$ 18,855.00	\$ 7,177.50	\$ 1,144.81	\$ 10,532.69	158-212
<b>TOTALS</b>	<b>\$30,148.00</b>	<b>\$13,976.00</b>	<b>\$10,630.00</b>	<b>\$ 4,060.00</b>	<b>\$ 90.00</b>	<b>\$ 58,904.00</b>	<b>\$28,709.98</b>	<b>\$1,252.31</b>		

2016	CCO	# OF CCO	ZONING	DRIVEWAY	TREE	TOTAL	SALARY	O/E	TOTAL
1ST QTR	\$ 1,920.00	25	\$ 200.00	\$ -	\$ 30.00	\$ 2,175.00	\$ 1,666.64		\$ 508.36
2ND QTR	\$ 2,400.00	30	\$ 230.00	\$ -	\$ 30.00	\$ 2,690.00	\$ 2,499.96		\$ 190.04
3RD QTR	\$ 1,955.00	24	\$ 430.00	\$ 150.00	\$ 60.00	\$ 2,619.00	\$ 2,499.96		\$ 119.04
4TH QTR	\$ 1,680.00	20	\$ 230.00	\$ -	\$ 30.00	\$ 1,960.00	\$ 2,499.96		\$ (539.96)
<b>TOTALS</b>	<b>\$ 7,955.00</b>	<b>99</b>	<b>\$ 1,090.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 9,444.00</b>	<b>\$ 9,166.52</b>	<b>\$ -</b>	<b>\$ 277.48</b>

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
<b>CURRENT FUND</b>				
950 - AMERICAN WEAR, INC 10529029A	PO 23082 DPW - OE - UNIFORMS - 66% OF MONTHL (2016) Dept. of Public Works-OE-Uniforms		126.06	126.06
2183 - ARF RENTAL SERVICES, INC 10537099A 10529099A	PO 23105 RECREATION & SPECIAL EVENTS - PORTA (2016) Special Events-Misc. (2016) Dept. of Public Works-OE-Misc.		231.76	231.76
963 - CLIFFSIDE BODY CORP. 10529028A 10141008	PO 23584 DPW - INS - WATER- SEWER - REPAIRS (2016) Dept. of Public Works-OE-Vehicle RESERVE - F550-TRUCK BODY-01/27/16		5,405.00	5,405.00
987 - COMCAST 10510120 10544122	PO 23848 DPW - INTERNET A/C 09574 832139-01- INTERNET Telephone - Garage		230.53	230.53
382 - COUNTY OF HUNTERDON 101320 101332	PO 24001 1ST QTR 2017 COUNTY TAX - A&O COUNTY TAX PAYABLE DUE TO COUNTY-ADD/OMIT TAXES		268,821.29	268,821.29
382 - COUNTY OF HUNTERDON 101321 101332	PO 24002 1ST QTR 2017 LIBRARY TAX - A&O LIBRARY TAX PAYABLE DUE TO COUNTY-ADD/OMIT TAXES		26,944.36	26,944.36
382 - COUNTY OF HUNTERDON 101325 101332	PO 24003 1ST QTR 2017 COUNTY OPEN SPACE TAX COUNTY OPEN SPACE TAX PAYABLE DUE TO COUNTY-ADD/OMIT TAXES		25,575.84	25,575.84
2061 - DIRECT DEVELOPMENT, LLC 10511524	PO 23847 WEBSITE MAINTENANCE 2017 Website Production		510.00	510.00
2246 - DOWN 2 EARTH FARMS 10529048A	PO 23724 DPW - OE - RECYCLING - LEAVES (2016) Dept. of Public Works-OE-Recyclin		8,715.00	8,715.00
160 - ELIZABETHTOWN GAS 10544721A	PO 23015 HEATING - BOROUGH HALL - ACT#655639 (2016) Heating - Boro Hall		303.72	303.72
1444 - FASTSIGNS 10517095	PO 24000 BUILDINGS & GROUNDS - PARKS Buildings & Grounds - Parks		70.00	70.00
608 - G.F.O.A OF NJ 10513023	PO 23946 FINANCIAL ADMIN - MEMBERSHIPS - DUE Financial Admin-OE-Dues/Membership		90.00	90.00
97 - HIGH BRIDGE BD OF ED 101330	PO 23802 FEB 2017 - LOCAL SCHOOL TAX LEVY LOCAL SCHOOL TAX - PAYABLE		1,374,063.00	1,374,063.00
759 - HUNTERDON COUNTY CHAMBER OF COMMERC 10510024	PO 24004 ADMIN - OE - SEMINAR - MICHAEL PAPP General Admin-OE-Conferences/Seminars		35.00	35.00

## List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
2064 - IMAGE SYSTEMS FOR BUSINESS INC 10517123	PO 23924 BUILDINGS & GROUNDS - POLICE BLDG - BUILDINGS & GROUNDS-COPIER LEASE	288.00	288.00	288.00
2256 - KNOX COMPANY 10517040A	PO 23778 BUILDINGS & GROUNDS - NEW BORO HALL (2016) Buildings & Grounds - New Boro Ha	352.00	352.00	352.00
140 - MACMILLAN OIL CO. OF ALLENTOWN, INC 10529025A	PO 23270 DPW - OE - REPAIRS/EQUIPMENT (2016) Dept. of Public Works-OE-Equipmen	348.00	348.00	348.00
2258 - MARSH, STEPHEN 10510099	PO 23997 GENERAL ADMIN - OE - MISC - MILEAGE General Admin-OE-Misc.	3.85	3.85	3.85
1398 - MASER CONSULTING PA 10516560A	PO 23337 ENGINEERING - OE (2016) Engineering Services-Municipal Is	3,741.25	3,741.25	3,741.25
146 - MGL PRINTING SOLUTIONS 10513021A	PO 23777 FINANCE DEPT.- PRINTED MATERIALS - (2016) Financial Admin-OE-Office Supplie	145.97	145.97	145.97
146 - MGL PRINTING SOLUTIONS 10511020 10512021	PO 23911 MUNICIPAL CLERK - OE - OFFICE SUPPL MAYOR AND COUNCIL: OTHER EXPENSES Municipal Clerk-OE-Office Supplies	198.00 179.00	377.00	377.00
67 - TREASURER - STATE OF NEW JERSEY 101405	PO 24007 4TH QUARTER 2016 DCA FEES RESERVE - DCA FEES	801.00	801.00	801.00
157 - NJ STATE LEAGUE OF MUNICIPALITIES 10510025	PO 23845 ADMIN - OE - EDUCATION - 01/19/17 - General Admin-OE-Education/Training	35.00	35.00	35.00
1495 - PRAXAIR DISTRIBUTION, INC 10529025A	PO 23347 DPW-OE-MISC- CUSTOMER #71761637 - 1 (2016) Dept. of Public Works-OE-Equipmen	25.30	25.30	25.30
169 - STATE OF NJ-DIV PENSIONS&BENE 10522071 101408	PO 23828 INSURANCE - GROUP HEALTH - JAN 2017 Employee Group Insurance:Health RESERVE - HEALTH BENEFITS	14,743.04 7,093.25	21,836.29	21,836.29
199 - VAN DOREN OIL COMPANY 10544724	PO 23857 HEATING FUEL - FIREHOUSE - ACCT # 0 Heating Fuel-Firehouse	963.23	963.23	963.23
1500 - VERIZON WIRELESS 10524030A 10544127A	PO 23009 POLICE - OE - WIRELESS DEVICES - D (2016) Police Department-OE-Wireless Dev (2016) TELEPHONE-POLICE-CELL PHONES	120.03 237.52	357.55	357.55
1580 - VISUAL COMPUTER SOLUTIONS, INC 10524026	PO 23907 POLICE - OE - MAINTENANCE CONTRACT Police Department-OE-Maintenance Contras	825.00	825.00	825.00
1606 - W.B. MASON COMPANY 10517121A 10518021A 10514521A 10512021A 10515021A	PO 22987 OFFICE SUPPLIES (2016) BUILDINGS & GROUNDS-OFFICE SUPPLI (2016) Planning Board-OE-Office Supplies (2016) Tax Collector-OE-Office Supplies (2016) Municipal Clerk-OE-Office Supplie (2016) Tax Assessment-OE-Office Supplies	631.43 9.94 204.08 265.45 65.27	1,564.24	

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
10513021A	(2016) Financial Admin-OE-Office Supplie	71.35		
10539020A	(2016) LIBRARY - OTHER EXPENSES	34.92		
10529021A	(2016) Dept. of Public Works-OE-Office s	34.92		
10517124A	(2016) BUILDINGS & GROUNDS-COPY PAPER	110.95		
10517059A	(2016) Buildings & Grounds - Janitorial	26.70		
10510021A	(2016) General Admin-OE-Office Supplies	73.41		
10519520A	(2016) CONSTRUCTION OFFICIAL: OTHER EXPE	35.82		1,564.24
<b>DOG FUND</b>				
146 - MGL PRINTING SOLUTIONS	PO 23912 DOG FUND - 2017 LICENSE TAGS		186.00	
231315	RESERVE FOR ANIMAL CONTROL EXPENSES	186.00		186.00
<b>GENERAL CAPITAL FUND</b>				
2108 - ALNA CONSTRUCTION CORP	PO 22813 CAPITAL - NEW BOROUGH HALL - ORD 20		12,500.44	
30910701	CONTRACT AMOUNT	12,500.44		12,500.44
1398 - MASER CONSULTING PA	PO 23399 CAPITAL - CREGAR ROAD - HIB006		72.50	
30950301	CONTRACT AMOUNT	72.50		72.50
1398 - MASER CONSULTING PA	PO 23445 CAPITAL - ENGINEERING - NEW BORO HA		181.25	
30910702	SECTION 20 COSTS-ENG/LEGAL	181.25		181.25
1398 - MASER CONSULTING PA	PO 23531 CAPITAL - STREETScape PHASE 2 - ENG		217.50	
30920302	ENG/LEGAL SECTION 20 COSTS	217.50		217.50
1398 - MASER CONSULTING PA	PO 23535 CAPITAL - RECLAMATION - ENGINEERING		181.25	
30950502	SECT 20 COSTS-ARCH/ENG/LEGAL	181.25		181.25
2261 - TREASURER - STATE OF NEW JERSEY	PO 24012 CAPITAL - BORO HALL - G000028790		1,175.00	
30910703	ADDT'L COSTS	1,175.00		1,175.00
<b>WATER UTILITY FUND</b>				
950 - AMERICAN WEAR, INC	PO 23083 WATER - OE - UNIFORMS - 22% OF MONT		42.02	
60510034A	(2016) WATER - OE - UNIFORMS/CLOTHING	42.02		42.02
1148 - BUCKMAN'S INC.	PO 23092 WATER - OE - CHEMICALS		912.72	
60510053A	(2016) WATER - OE - CHEMICALS	912.72		912.72
963 - CLIFFSIDE BODY CORP.	PO 23584 DPW - INS - WATER- SEWER - REPAIRS		2,655.00	
60510028A	(2016) WATER - OE - VEHICLE REPAIR	2,655.00		2,655.00
146 - MGL PRINTING SOLUTIONS	PO 23777 FINANCE DEPT.- PRINTED MATERIALS -		145.97	
60510031A	(2016) WATER - OE - DATA PROCESSING	145.97		145.97
1694 - ONE CALL CONCEPTS, INC	PO 23241 WATER - OE - MISC - ONE CALL MESSAG		37.50	
60510099A	(2016) WATER - OE - MISCELLANEOUS	37.50		37.50
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 23828 INSURANCE - GROUP HEALTH - JAN 2017		5,130.47	
60510040	WATER - OE - INSURANCE - GROUP	5,130.47		5,130.47

List of Bills - (All Funds)

Vendor Description Account PO Payment Check Total

SEWER UTILITY FUND

950 - AMERICAN WEAR, INC	PO 23084 SEWER - OE - UNIFORMS - 12% OF MONT		22.92	
62510034A	(2016) SEWER - OE - UNIFORMS/CLOTHING	22.92		22.92
963 - CLIFFSIDE BODY CORP.	PO 23584 DPW - INS - WATER- SEWER - REPAIRS		2,655.00	
62510028A	(2016) SEWER - OE - VEHICLE REPAIR	2,655.00		2,655.00
146 - MGL PRINTING SOLUTIONS	PO 23777 FINANCE DEPT.- PRINTED MATERIALS -		145.96	
62510031A	(2016) SEWER - OE - DATA PROCESSING	145.96		145.96
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 23828 INSURANCE - GROUP HEALTH - JAN 2017		3,751.60	
62510040	SEWER - OE - INSURANCE - GROUP	3,751.60		3,751.60

SOLID WASTE UTILITY FUND

169 - STATE OF NJ-DIV PENSIONS&BENE	PO 23828 INSURANCE - GROUP HEALTH - JAN 2017		2,560.04	
64510040	SOLID WASTE-OE-GROUP INSURANCE	2,560.04		2,560.04

DEVELOPER ESCROW TRUST FUND

130 - MOTT MACDONALD	PO 24008 ESCROW - FERNANDES - HIGH BRIDGE GA		810.00	
7118538	20 MAIN-FERNANDES-PP01-2016	810.00		810.00

SPECIAL EVENTS

2260 - HIGH BRIDGE PTO	PO 24005 PAINT OUT - WORKSHOP		175.00	
781009	PAINT OUT	175.00		175.00

TOTAL 1,776,343.38

Total to be paid from Fund 10 CURRENT FUND	1,742,785.24
Total to be paid from Fund 23 DOG FUND	186.00
Total to be paid from Fund 30 GENERAL CAPITAL FUND	14,327.94
Total to be paid from Fund 60 WATER UTILITY FUND	8,923.68
Total to be paid from Fund 62 SEWER UTILITY FUND	6,575.48
Total to be paid from Fund 64 SOLID WASTE UTILITY FUND	2,560.04
Total to be paid from Fund 71 DEVELOPER ESCROW TRUST FUND	810.00
Total to be paid from Fund 78 SPECIAL EVENTS	175.00
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	1,776,343.38