BOROUGH OF HIGH BRIDGE – COUNCIL MEETING MINUTES

Date: December 14, 2017 – 6:30 p.m. – Location: 7 Maryland Ave., High Bridge, NJ 08829

CALL TO ORDER: CALLED TO ORDER BY THE MAYOR

FLAG SALUTE: LED BY MAYOR

COUNCIL ROLL CALL:

Councilman LoIacono	absent	Councilman Strange	present	Mayor Desire	present
Councilwoman Shipps	present	Councilwoman Hughes	present		
Councilman Stemple	arrived 8:07	Council Pres. Zappa	absent		

PLANNING BOARD ROLL CALL:

PB Member Howell	absent	PB Member Moskway	present	PB Mem. Chair Dhein	present
PB Member Milne	absent	PB Member Giordano	present	PB Member Desire	present
PB Member Walker	present	PB Member Zappa	absent		

Also present were Borough Planner Darlene Green, Attorney Barry Goodman, Chief Brett Bartman, Administrator Michael Pappas, Acting Clerk Adam Young, and 43 members of the public and press.

READING AND APPROVAL OF MINUTES: MINUTES – NOVEMBER 16TH, 2017

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

Motion to dispense with the reading of the November 16th, 2017 minutes: Hughes ; Second: Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, absent ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 3 yes, 3 absent

Motion to approve the November 16th, 2017 minutes: Hughes ; Second: Shipps ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, absent ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 3 yes, 3 absent

Motion to amend the agenda to move **Resolution 2017-271** before the Visitor section:
Motion, Hughes ; Second, Shipps;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, absent ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 3 yes, 3 absent

Resolution 271-2017 – Resolution approving housing settlement: Hughes ; Second, Shipps ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, absent ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 3 yes, 3 absent

Ms. Green discussed the history of the Affordable Housing actions and the obligations of the Borough being presented as a settlement, how the obligation units has been calculated, and how it will be met, the income requirements of an affordable unit, the future mechanisms of the agreement. Dr. Brenden Coughlin, asked about Roberts Rules of Order.

VISITORS / PROCLAMATIONS:

A. Darlene Green. 100 West Main redevelopment and David Balken, Balken Risk Management analysis
Darlene Green presented on the redevelopment plan for 100 West Main Street, proposed details of the plan, explained some of the conceptual plans. Douglas Walker asked about the site cleanup status. Darlene Green did not have any reports on if the contamination has crossed the stream. Mara Farmer asked what the site is contaminated with. Darlene Green cited groundwater contamination from 2014 from four solvents. Steve Dhein clarified that the reports are from the State and that they Board can only deal with the information when given. Mayor Desire explained why the Borough did not buy it and condemn it because the Borough would be

responsible for that cost. Christina Whited, HBBA, asked if a decision will be made about what a developer of the site must do, and the height restriction on Main St. in comparison, and the comments about 14,000 square feet of office space being substantial, asked about the conceptual plan images, and the possibility of a big box store, and if the current owner will meet the ideas of the price of the developer. Ms. Green explained the parameters that will be given and how height will be handled, the areas of the photos, the size not being large enough for a standard big box store, the difficult design due to the shape of the lot which may limit options. Paul Lipani asked if the conceptual plan is the maximum use of the gallonage. Ms. Green commented that there is still gallonage for this concept or another concept. Paul Brascot asked about the size of the lot and asked about the ratable analysis and if it has been done. 4.2 acres, a retail potential analysis was done in 2010. Council agreed that getting ratables, but also other considerations, for the project, are important. Mike Cassey of 8 Hillcrest asked if 6 foot samples have been taken from the site or any metal site containers and the disabled vehicles near that property. Mrs. Green explained that it is the water underground that is contaminated and that two different types of soil samplings are done, the surface remediation has been done, the timeframe that reports have been generated in, and that tests for areas of concern have been done which included waste drums, the DEP has been involved, Council noted that the neighboring business has their own property but that a zoning officer can always be called. Mayor Desire spoke about the steps to the process of having meetings for future development which the public is agreeable to and getting the tally for this on the website. Liz Murphy, thanked Council for considering the neighbors with the project and asked for further inclusion, asked about the old Pe King Wok status, the timeframe for the current project. Council agreed that inclusion is a great step, questions about the questionnaire. Old Pe King Wok just sold and will be discussed, and the timeframe for this project may be dictated somewhat by the builder and somewhat by the Highlands. Resolution 271 was discussed.

David Balken, Risk Manager of High Bridge presented on the state joint insurance fund and the savings / coverage which has been gained by the Borough, commented that High Bridge is a very good town to write insurance coverage for, the definition of non-owned aircraft coverage. Council commented about Mr. Balken's involvement with understanding of how volunteers are treated when working for the Borough, and how volunteers are covered, what non-owned aircraft coverage is. Paul Lipani asked if the Golf Course is covered by the policy and how much of the insurance bill is the Golf Course. Mr. Balken will provide the number to the Administrator.

PUBLIC COMMENTS: 5 MINUTES PER PERSON

Doug Walker commented about doubling the water rates, why the rates were increased without a plan, that the roads should be done with the water, that 82 fire hydrants need to be replaced, and that doubling the water rates does not need to be done on such a quick timeline. Mayor Desire commented that this will be discussed tonight. Council discussed that the hydrants will be on a replacement schedule and that a plan is being put in place for the water system and the road replacement plan has been done.
Dr. Brenden Coughlin - 44 Mark drive - Asked why 82 hydrants would be needed, why an asphalt it would not be going into the current fund, what is in the legal bills for the sewer utility for $400,000, and if interest will be charged on the amount held in escrow. Council and Attorney Goodman commented that the $400,000 number is not correct and that an audit of the books has been done, and that interest will not be paid on that escrow amount.
Mara Farmer - Commented that the Borough appears to be conventionally bonding for funds for the water system and suggested taking from the environmental infrastructure initially, and asked what percentage of the DPW salaries comes from the water utility, and that continued litigation with Clinton Town is not good. Council corrected a misunderstanding in the amount needed and that Council has been working with the environmental infrastructure and that there is not a substantial savings by going one route or another, and that only a percentage of the DPW salary comes from the water utility. Attorney Goodman explained how the Borough has reached out to Clinton Town and that they have not cooperated on numerous attempts.
Leah Epstein asked for an explanation on the Clinton sewer issue and asked what the actual dispute entails. The Mayor and Council discussed the history of the current litigation and that numerous attempts have been made to contact Mayor Kovach to sit down and speak.
Jane Karp 83 Church - Asked Council if they are pursuing grant writing options for upgrading utilities, if a letter has been received about grant writing, and if we are looking for grant writers. Council commented that they are looking into grant writing and looking into funding processes.

Tom Wescoe asked how the numbers for repair costs are being arrived at without an analysis. Council spoke about our Borough Engineer doing the initial analysis and the need to have a professional get a more detailed plan done.

PUBLIC HEARINGS:

A. **Ordinance 2017-31**: An Ordinance to confirm the vacation of alley located in the Borough as shown on sheet 6 of the Borough tax map

Motion to open the public hearing for **Ordinance 2017-31**: Shipps ; Second, Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

Motion to close the public hearing for **Ordinance 2017-31**: Strange ; Second, Stemple ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

Motion to adopt **Ordinance 2017-31**: Stemple ; Second, Shipps ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

B. **Ordinance 2017-32**: Ordinance to Amend Ordinance Chapter 184-17: Municipal parking lots

Motion to open the public hearing for **Ordinance 2017-32**: Hughes ; Second, Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

Motion to close the public hearing for **Ordinance 2017-32**: Shipps ; Second, Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

Motion to adopt **Ordinance 2017-32**: Hughes ; Second, Shipps ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

DISCUSSION ITEMS:

A. Water Utility - Councilman Stemple discussed the timing of adopting the Resolution for the new water rates. Councilman Strange and Councilwoman Shipps discussed that the new rates were requested by the public and that starting sooner than later begins the necessary changes of funding the project. Discussion ensued about spending for meters being a priority, quotes for meters, possible funding opportunities.

B. Real Estate Listing Agreement - Administrator Pappas updated Council on the listing of old Borough Hall and the benefits of having someone listing the building actively, if the property is, or can be, established as a redevelopment zone.

C. Out of state OPRA request processing – Held for the next meeting

D. Hold harmless agreement for equipment - Administrator Pappas updated Council about having language and a form created for volunteers who wish to operate their equipment in the Borough. Attorney Goodman explained how it will be utilized.

E. Expressions of interest - Council discussed the process of getting expressions of interest and receiving two expressions of interest, and that putting out RFPs would be the next step for moving forward. Discussion of utilization for the garage from Coldwater Creek Fishing Company and Union Forge Spirits in the Annex ensued. Discussion ensued about parking and the benefits of increased security.

F. Veteran’s exemption - Attorney Goodman explained the veteran's exemption for property taxes

Resolution 272-2017 – Motion to adopt Resolution 272-2017, cancelation of taxes:
Motion: Hughes ; Second, Shipps ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

Resolution 273-2017 – Motion to adopt Resolution 273-2017, refund of taxes:
Motion: Hughes ; Second, Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

COUNCIL COMMITTEE ASSIGNMENTS: END OF YEAR

Mayor, member, or official	Department
Councilman Zappa	Planning , Engineering, Department of Public Works No report at this time
Councilwoman Hughes	Public Health, Environmental, Solid Waste / Recycling, & Open Space StreetScapes, walking/biking lane along 513, working with Committees to make a walk-way to Main St., reviewing parking in Borough Lots, assisting with rabies clinic, shelter recertification, environmental public awareness articles, open space monitoring, parks and gardens maintained, maintain Wildlife Habitat Community, working with bike club, identifying Borough tree issues, storm water management, Green Team activities, shredding
Councilman LoIacono	Golf, Recreation No report at this time
Councilman Strange	Emergency Services, Municipal Court, Cultural and Heritage Police Department and equipment updates, Fire Department goal stats were read, Emergency Squad goals were to recruit, do a joint drill with interagency collaboration, continued to work toward a lease agreement for the building, Cultural and Heritage goals given.
Councilwoman Shipps	Special Events, Economic Development, Newsletter, Website Events Committee accomplishments of running the events as no cost, assisting other events throughout the year, highlights of the 2017 events, Economic Development Committee recap of accomplishments, newsletter and information overview and future plans discussed.
Councilman Stemple	Finance, Utilities, & Education Getting budget done within caps, getting Borough owned properties back on the tax rolls, put the water utility referendum on the ballot, administrative efficiencies.
Michael Pappas	Administrator Mill Street and Cregar Road have been completed, Hillcrest Ln. final design is nearly completed, Mine Road calls for sewer connections and some logistics for handle the request.
Mayor Mark Desire	Executive Services Discussed the decrease in cost of running the Borough through grants, negotiations, permit fees, and debt reduction, New Borough Hall VFW post, new recruits for public positions, internship opportunities, response to residents, 100 West Main St and old Pe King Wok updates, public involvement with referendum, Coffee with the Mayor, growing the PSA list, bringing business to the golf course, Main Street openings, transit village, West Main St. properties, increase ratables using borough owned lots, High Bridge Sewer Authority communication

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 257-2017	Acceptance of resignation – Brent Dugan
Resolution 258-2017	Amend Professional Contract – Maser 3
Resolution 259-2017	Amend Professional Contract – Maser 4
Resolution 260-2017	Amend Professional Contract – Maser – Cregar 6
Resolution 261-2017	Annual 2018 Meeting Dates
Resolution 262-2017	Appointment of Michelle Winzenried
Resolution 263-2017	Appropriation for funding of engineering expenses
Resolution 264-2017	Approval of hold harmless equipment form
Resolution 265-2017	Authorization to enter into shared municipal court agreement
Resolution 266-2017	Authorize Union County co-op
Resolution 267-2017	Real estate listing agreement extension – Sale of 71 Main St.
Resolution 268-2017	Refund of tax overpayment
Resolution 269-2017	Authorize water connection – 159 West Main St. - Congleton
Resolution 274-2017	End of year transfers
Resolution 275-2017	Appropriation for funding of litigation
Resolution 276-2017	Amend professional contract - McManimon
Resolution 277-2017	Amend professional contract - Greenbaum
Resolution 278-2017	Appropriation for funding the 513 pump house

Motion to approve the consent agenda items (add "as amended" if needed): Hughes ; Second: Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

WRITTEN COMMUNICATIONS:

A. End of month Tax and Finance reports
B. Water rate resolutions
C. Fair Share housing letter
D. Hold harmless equipment agreement

PUBLIC COMMENTS: 3 MINUTES PER PERSON

Michelle Lee thanked Council for their comments and asked about who administers the Unofficial Facebook page. Borough Council commented that they do not run the Facebook page.
Nancy Hunt asked where patterns and materials will be put which are stored in the garage bays of the Solitude House. Council asked where the items should be stored and that the individuals involved with the RFEI were not opposed to having some of those items on display in particular areas.
Councilman Strange thanked Adrienne Shipps for all of her hard work on Council.

LEGAL ISSUES:

BILL LIST:

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: $1,516,774.69**
Motion to approve bill list: Strange ; Second: Shipps ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent
Councilwoman Shipps abstained from anything Police related.
Councilman Stemple abstained from anything Fire Department or Department of Works related.

ADJOURNMENT OF PLANNING BOARD MEETING
PLANNING BOARD ROLL CALL:

PB Member Howell	absent	PB Member Moskway	yes	PB Mem. Chair Dhein	yes
PB Member Milne	absent	PB Member Giordano	yes	PB Member Desire	yes
PB Member Walker	yes	PB Member Zappa	absent		

Meeting adjourned.

EXECUTIVE SESSION: LEGAL ADVICE FOR FAIR SHARE HOUSING – NOT UTILIZED

Resolution 270-2017 - Motion to move into executive session: No motion ; Second, No second ; No motion, no second. No executive session utilized.

ADJOURNMENT: PRESIDING OFFICER ASKS IF THERE IS ANY FURTHER BUSINESS

Motion to adjourn: Shipps ; Second: Strange ;
Roll call vote: LoIacono, absent ; Shipps, yes ; Stemple, yes ; Strange, yes ; Hughes, yes ; Zappa, absent ;
Motion passes. 4 yes, 2 absent

Reorganizational meeting: January 4th, 2018 – 7:30 pm – 7 Maryland Ave., High Bridge NJ