

**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 th Class	\$60,000 ----. \$65,000 per annum
Police Officer- 6 th Class	\$53,000----- \$58,000 per annum
Police Officer- 7 th Class	\$46,000----- \$51,000 per annum
Police Officer- 8 th 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.

JAN. 5, 2017 BILL LIST

1/5/2017	CURRENT FUND			
CHECK #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
	10522072	ASSURANT	DENTAL INSURANCE	\$ 1,476.21
	10522073	ASSURANT	LIFE INSURANCE	\$ 645.77
	10524520	FIRST HOPE BANK	POLICE VEHICLE PAYMENT	\$ 1,036.85
	101331	NORTH-VOORHEES SD	SCHOOL TAX LEVY	\$ 327,387.00
	10517129	PETTY CASH	POLICE AND BORO HALL	\$ 250.00
	10522074	VSP	VISION INSURANCE	\$ 243.28
		TOTAL CURRENT FUND		\$ 331,039.11
		CAPITAL IMP FUND		
CHECK #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
		TOTAL CAPITAL IMP FUND		\$ -
		WATER FUND		
CHECK #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
	60510040	ASSURANT	DENTAL/LIFE INSURANCE	\$ 439.81
	60510040	VSP	VISION INSURANCE	\$ 59.36
		TOTAL WATER FUND		\$ 499.17
		SEWER FUND		
CHECK #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
	62510040	ASSURANT	DENTAL/LIFE INSURANCE	\$ 331.80
	62510040	VSP	VISION INSURANCE	\$ 41.90
		TOTAL SEWER FUND		\$ 373.70
		SOLID WASTE		
CHECK #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
	64510040	ASSURANT	DENTAL/LIFE INSURANCE	\$ 213.16
	64510040	VSP	VISION INSURANCE	\$ 27.94
		TOTAL SOLID WASTE FUND		\$ 241.10
		GRAND TOTAL		\$ 332,153.08

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

ELECTION OF COUNCIL PRESIDENT FOR YEAR 2017

RESOLUTION 001-2017

ADOPTED: pending adoption

WHEREAS, the Borough of High Bridge Council takes nominations and elects a Council President annually; and

WHEREAS, having taken nomination at this Reorganization Meeting and votes were counted.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of High Bridge do hereby approve the nomination of _____ as Council President for the year 2017.

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

TEMPORARY BUDGET

RESOLUTION 002-2017

ADOPTED: pending adoption

WHEREAS, it is necessary for the Borough of High Bridge, in the County of Hunterdon and State of New Jersey to meet commitments and make payment of claims prior to the adoption of the 2017 Municipal Budget; and

WHEREAS, Title 40A: 4-19 of the New Jersey Statutes Annotated provides that temporary appropriations can be made to provide for the budget. Said appropriations shall not exceed 26.25% of the total of the appropriations made for all purposes in the budget for the preceding fiscal year excluding interest and debt redemption charges, capital improvement fund and public assistance.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the following temporary budget be adopted as provided for in the aforesaid Title 40A: 4-19:

<i>Administration-S&W</i>	\$14,500.00
<i>Administration-O/E</i>	\$300.00
<i>Mayor & Council-O/E</i>	\$750.00
<i>Advertising</i>	\$3,000.00
<i>Newsletter</i>	\$2,000.00
<i>Internet</i>	\$3,000.00
<i>Golf-O/E</i>	\$240,000.00
<i>Clerk-S&W</i>	\$8,000.00
<i>Clerk-O/E</i>	\$2,500.00
<i>Finance-S&W</i>	\$14,300.00
<i>Finance-O/E</i>	\$4,000.00
<i>Tax Assessor-S&W</i>	\$12,500.00
<i>Tax Assessor-O/E</i>	\$250.00
<i>Tax Collector-S&W</i>	\$14,300.00
<i>Tax Collector-O/E</i>	\$4,000.00
<i>Legal-O/E</i>	\$16,000.00

<i>Engineering-O/E</i>	\$3,500.00
<i>Buildings & Grounds-O/E</i>	\$5,000.00
<i>Bldgs & Grds-Office -O/E</i>	\$2,000.00
<i>Planning Board-S&W</i>	\$1,500.00
<i>Planning Board-O/E</i>	\$1,000.00
<i>Zoning-S&W</i>	\$1,500.00
<i>CCO Building Inspector-S&W</i>	\$1,500.00
<i>Economic Development-O/E</i>	\$250.00
<i>Environmental Commission-O/E</i>	\$500.00
<i>Insurance Group</i>	\$100,200.00
<i>Insurance-Workman's Comp</i>	\$11,200.00
<i>Insurance-O/E</i>	\$30,500.00
<i>Fire</i>	\$10,000.00
<i>LOSAP</i>	\$32,900.00
<i>Police-S&W</i>	\$265,500.00
<i>Police-O/E</i>	\$20,000.00
<i>Leased Vehicle</i>	\$4,150.00
<i>Emergency Mgmt-O/E</i>	\$1,000.00
<i>DPW-S&W</i>	\$35,000.00
<i>DPW-O/E</i>	\$25,000.00
<i>DPW - Field Maintenance</i>	\$1,500.00
<i>Board of Health-O/E</i>	\$1,600.00
<i>Special Events</i>	\$500.00
<i>Library-S&W</i>	\$6,000.00
<i>Construction Code-S&W</i>	\$9,500.00
<i>Construction Code-O/E</i>	\$200.00
<i>Electricity</i>	\$8,500.00
<i>Street Lighting</i>	\$9,000.00
<i>Telephone</i>	\$4,000.00

<i>Gasoline</i>	\$7,500.00
<i>Heating Fuel</i>	\$5,000.00
<i>PERS</i>	\$30,450.00
<i>PFRS</i>	\$170,132.00
<i>Social Security</i>	\$29,500.00
<i>Muni CT-O/E</i>	\$9,500.00
<i>Environmental Testing</i>	\$5,000.00
<i>Capital Lease</i>	\$31,224.00
<i>CIF</i>	\$150,000.00
<i>NJEIT</i>	\$10,808.00
<i>Dam Restoration Loan</i>	\$118,566.00
<i>Bond Principal</i>	\$30,000.00
<i>Bond Interest</i>	\$110,235.00
Total Temporary Budget – Current Fund	\$ 1,640,315.00

WATER UTILITY

<i>S&W</i>	\$48,000.00
<i>O/E</i>	\$43,700.00
<i>PERS</i>	\$17,238.00
<i>Social Security</i>	\$3,700.00
Total Temporary Budget - Water	\$ 112,638.00

SEWER UTILITY

<i>S&W</i>	\$35,000.00
<i>O/E</i>	\$166,700.00
<i>PERS</i>	\$14,210.00
<i>Social Security</i>	\$2,700.00
<i>Bond Principal</i>	\$20,000.00
<i>Bond Interest</i>	\$64,255.00
Total Temporary Budget - Sewer	\$ 302,865.00

SOLID WASTE UTILITY

<i>S&W</i>	\$17,000.00
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<i>O/E</i>	\$77,000.00
<i>PERS</i>	\$7,485.00
<i>Social Security</i>	\$1,300.00
Total Temporary Budget - Solid Waste	\$ 102,785.00

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

ANNUAL MEETING SCHEDULE

RESOLUTION: 003-2017

ADOPTED: pending adoption

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975) provides for the giving of annual notice by public bodies of the time, date and location of the regular meetings of such public body to be held during the succeeding year, and

WHEREAS, the Open Public Meetings Act (Ch. 231, P.L. 1975), hereinafter referred to as the Act, authorizes a public body to make certain other determinations and take certain other actions in conformance therewith.

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

1. Regular meetings of this council shall be held during the 2017 calendar year at 7:30 pm at the High Bridge Borough Hall, 97 West Main Street, High Bridge, New Jersey, on the following dates:

a. The second and fourth Thursdays of each and every month **except for** July, August, November, and December. Those meetings will be held on July 20th, August 17th, November 16th and December 14th.

2. Regular meetings of the Planning Board/Board of Adjustment shall be held during the 2017 calendar year at 7:30 pm at the High Bridge Emergency Squad, 95 West Main Street, High Bridge, New Jersey, on the following dates:

a. The third Mondays of each and every month **except for** January, February, November, and December. Those meetings will be held on January 23rd, February 27th, November 13th, and December 11th.

3. Copies of this Resolution and any revisions or modifications thereof, certified to be true copies by the Clerk of this municipality, will be disseminated and distributed as required by the Act as follows:

a. Posted and maintained throughout the 2017 calendar year on the bulletin board at the High Bridge Borough Hall.

b. Mailed, emailed, or hand delivered to the newspaper designated as the official newspaper of the Borough.

c. Filed with the Clerk of this Municipality.

d. Mailed, emailed, or hand delivered to such other persons as may be entitled thereto under the terms of the Act and this Resolution.

4. Pursuant to Section 14 of the Act, the Clerk of the Municipality is hereby authorized and directed to mail such notice as may be required and authorized under the Act to any person requesting the same providing that person has first complied with the following term and condition:

a. Any and all requests for notice under the Act shall be made in writing as an OPRA request.

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

DESIGNATION OF OFFICIAL BOROUGH NEWSPAPERS

RESOLUTION 004-2017

ADOPTED: pending adoption

BE IT RESOLVED by the mayor and Council of the Borough of High Bridge, County of Hunterdon, in the State of New Jersey that pursuant to the N.J.S.A. 40:53-1 et seq. the Hunterdon County Democrat and the Express Times be designated as the official Newspapers of the Borough.

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

PAYMENT OF TAXES AND UTILITIES

RESOLUTION 005-2017

ADOPTED: pending adoption

BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey and approved by the Mayor that taxes and utilities rent shall be collected quarterly. Taxes are due on February 1, May 1, August 1, and November 1, of the current year. Utilities will be billed quarterly and due by the due date printed on the bill.

BE IT FURTHER RESOLVED that interest will be charged at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the taxes were due until the date of actual payment. There will be a ten day (10) grace period after which unpaid taxes will be charged interest from the due date.

BE IT FURTHER RESOLVED that the utility payment shall be due within 25 days of the billing date. All unpaid balances after 25 days shall accrue interest at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the due date.

BE IT FURTHER RESOLVED that, pursuant to statute, if a tax and/or utilities rent delinquency is over \$10,000.00 at the end of the year, an additional flat penalty of 6% per annum shall be imposed on that delinquency.

BE IT FURTHER RESOLVED that, in the event that the Borough conducts a sale for unpaid municipal taxes, the interest rate on said tax certificate shall begin at a maximum of 18% per annum.

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

SMALL BALANCES CANCELLATION

RESOLUTION 006-2017

ADOPTED: pending adoption

WHEREAS, the Borough of High Bridge has, from time to time, certain minimal tax and utilities overpayments and delinquencies; and

WHEREAS, P.L. 1996, Chapter 113 amended P.L. 1983, Chapter 568 allows for cancellation of a refund or delinquency of less than ten dollars (\$10.00).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and in the State of New Jersey that the Tax Collector and Utilities Collector are hereby authorized to cancel tax and utilities overpayments or tax and utilities delinquencies of less than ten dollars (\$10.00) that occur during the current year.

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

AUTHORIZATION FOR CORRECTIVE TAX APPEAL

RESOLUTION 007-2017

ADOPTED: pending adoption

WHEREAS, the Revised Statutes of the State of New Jersey, more particularly N.J.S.A. 54:1 et seq., provides for the conferring of certain powers upon the Municipal Tax Assessor by Resolution; and

WHEREAS, the Mayor and Council of the Borough of High Bridge, County of Hunterdon and State of New Jersey, as said governing body believe that it is in the best interest of the Borough to confer certain powers upon the Municipal Tax Assessor.

WHEREAS, the conferring of said powers upon the Municipal Tax Assessor will result in greater efficiency in the operation of the office of the Municipal Tax Assessor; and

WHEREAS, the Mayor and Council of the Borough of High Bridge is desirous of conferring upon the Municipal Tax Assessor a general authorization for the correction and adjustment of errors; and

WHEREAS, the Mayor and Council of the Borough of High Bridge are of the opinion that said general authorization will promote greater efficiency while maintaining the integrity of the municipal assessment system.

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

1. The Council of the Borough of High Bridge confers upon Ann Marie Obiedzinski, the Municipal Tax Assessor, a general authorization whereby the Assessor shall be empowered to adjust and correct errors pursuant to N.J.S.A. 54:1 et seq.
2. The Municipal Tax Assessor shall, from time to time as required by the Mayor and Council, provide a written summary of any and all such actions taken pursuant to this grant of authority.
3. This Resolution shall take effect upon adoption and remain in full force and effect for the current year.
4. The Mayor and Council of the Borough of High Bridge shall in its discretion determine in January of each succeeding year whether or not this grant of general authorization shall be extended.

5. A certified copy of this Resolution shall be transmitted to the Municipal Tax Assessor and shall be maintained among the records thereof.

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

DESIGNATION OF DEPOSITORIES & CASH MANAGEMENT PLAN

RESOLUTION: 008-2017

ADOPTED: pending adoption

WHEREAS, N.J.S.A. 40A:5-14, Local Fiscal Affairs Law, requires that each municipality adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey and approved by the Mayor does hereby adopt the following Cash Management Plan:

A. Designation of Depositories

The following institutions are designated as permissible depositories for the deposit of Borough funds:

Investors Bank
TD Bank
Peapack Gladstone Bank
PNC
Provident Bank
Wells Fargo
Bank of America
NJ/Arm Assets and Rebate Management Program
and any other Federal and State Bank or Credit Union in the State of New Jersey

All depositories must conform to the Governmental Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit.

B. Deposit of Funds

All funds shall be deposited within forty eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored on a monthly basis by the CFO for the availability of funds being transferred into interest bearing accounts. Debt Service and Trust Accounts shall be maintained in accordance with Federal and State statutes regulating such funds. Payroll, Developers' Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the Borough, shall be deposited in regular, interest bearing accounts unless average daily balance is below \$1,000.00. Grant funds shall be deposited in accordance with regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided; an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

C. Investment Instruments and Procedures

The Borough may purchase those investments permitted in N.J.S.A. 40A:5-15.1, which include:

United States Treasury Bonds, Notes and Bills
U.S. Government Agency and Instrumentality Obligations
Bonds and other obligations of the Borough of High Bridge
Commercial Bank Deposits and Certificates of Deposit
Savings and Bank Deposits and Certificates of Deposit

State of NJ and the State of NJ Cash Management Plan

The Borough may purchase other obligations approved by the Division of Investment of the Department of Treasury for investment by local units.

Investments shall be limited to a maturity of not more than one year unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which extend beyond the end of the Borough's fiscal year shall be permitted only if interest accrued on the investment is credited to the Borough at the end of the fiscal year for the purpose of realizing budgetary revenue.

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for Certificates of Deposit will be solicited of at least three designated depositories only if the amount available for investment is \$100,000 or greater. Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest, rate and maturity of the investment and transmit such bid to the Borough by telefax. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded.

Where the return on a proposed investment does not exceed the cost of making such investment, the Chief Financial Officer will not make the investment. The Chief Financial Officer shall have the discretion of award an investment to the depository wherein the funds reside, should that institution's quoted interest rate be less than other quoted rates, and the differential in interest rates is not more than twenty-five (25) basis points (0.25%), providing that the term of the investment is thirty (30) days or less. The Chief Financial Officer shall have the discretion to reject all bids.

D. Disbursement of Funds

All funds shall be disbursed as authorized and directed by the Council. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service, principal and interest payments and, when available a schedule of School Tax payments for the upcoming fiscal year. Upon approval of the schedules of payments by the Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Salary and Wages
- Postage
- State/County Permit/Filing Fees

Disbursements shall be executed via electronic wire transfer of funds by the Chief Financial Officer, or designated staff member, when that method of payment is deemed necessary or preferable by the payee, or when the amount of such payment will result in a financial benefit of the Borough of High Bridge in the form of increased investment income.

E. Reporting

The Chief Financial Officer shall, prior to the last day of the month immediately following, present to the Mayor and Council a monthly report of cash receipts and disbursement, subject to reconciliation and periodic adjustments.

F. Bonding

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Chief Financial Officer
- Tax Collector
- Municipal Clerk

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

G. Compliance

The Cash Management Plan of the Borough of High Bridge shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

As stated in N.J.S.A. 40A:5-14, the officials(s) charged with the custody of the Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If, at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

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

NON-FAIR AND OPEN PROCESS FOR PROFESSIONAL CONTRACTS

RESOLUTION 009-2017

ADOPTED: pending adoption

WHEREAS, on January 1, 2007, the “New Jersey Local Unit Pay-to-Play” Law, *N.J.S.A. 19:44A-20.5 et. seq.*, became effective; and

WHEREAS, the Borough of High Bridge has a need to award certain professional contracts for services required by the municipality in calendar year 2017; and

WHEREAS, the Pay-to-Play Law permits such services to be acquired through two processes, including the “non-fair and open” process as defined in *N.J.S.A. 19:44A-20.7* on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

WHEREAS, the public good and interest of the citizens of the Borough of High Bridge will best be served by the “non-fair and open” process to secure experienced professional services, rather than the “fair and open” process of awarding a contract to the lowest bidder; and

WHEREAS, the Borough C.F.O. has determined and certified in writing that the value of each of these professional services may, in the aggregate, exceed \$17,500.00; and

WHEREAS, each professional will be required to first complete and submit a Business Entity Disclosure Certification which will certify that the said professional consultant and their firm have not made any reportable contributions to a political or candidate committee in the previous one year, and that their contract will prohibit the said professional consultant and their firm from making any reportable contributions through the term of the contract.

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

1. The following 2017 professional contracts shall be awarded under the “non-fair and open” process:
 - Borough Attorney – Barry Goodman – Greenbaum, Rowe, Smith and Davis
 - Bond Counsel – Edward McManimon-McManimon & Scotland, and Baumann, LLC.
 - Continuing Disclosure Agent and Municipal Advisor-Sherry Tracey- Phoenix Advisors, LLC.
2. The said professionals, prior to securing such contract, shall execute and file with the Clerk of the municipality, a Business Entity Disclosure Certification pursuant to *N.J.S.A. 19:44A-20.8* and the CFO shall provide a Determination of Value to be placed on file with this Resolution.

3. Each Contract is awarded without competitive bidding and the Mayor, Council President and Borough Clerk are authorized to execute Contracts for these professional services, and which Contracts are subject to review and approval by the Borough Attorney.
4. A notice of this action shall be published in the Borough's legal newspaper.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: 2017 Temporary Budget



Bonnie Ann Fleming
Chief Financial Officer

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

SIGNATURES ON CHECKS

RESOLUTION 010-2017

ADOPTED: pending adoption

BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey that through the current year checks drawn or withdrawals from these accounts be signed as follows:

All Borough Accounts except for Payroll, Tax Collector, and Utility Collector by three of the following officials:

- Mayor
- Borough Clerk, Acting Clerk, Deputy Clerk, Finance Assistant Harrington or the Administrator
- Certified Municipal Finance Officer

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of High Bridge that checks drawn on the Payroll account require the signature of the Chief Financial Officer or the Mayor.

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

2017 GENERAL APPOINTMENTS LIST

RESOLUTION 011-2017

ADOPTED: pending adoption

WHEREAS, The Council of the Borough of High Bridge, Hunterdon County, New Jersey, wishes to make the General Appointments found below ; and,

WHEREAS, these appointments provide necessary services to the community.

NOW, THEREFORE, The Mayor and Council of the Borough of High Bridge, Hunterdon County, New Jersey, hereby approve the General Appointments as outlined below.

	OFFICE	APPOINTED
1.	Administrator	Michael Pappas
2.	Acting Clerk	Adam Young
3.	Water, Sewer, Solid Waste Utilities Collector	Adam Young
4.	1 st Assistant Water, Sewer, Solid Waste Utilities Collector	Jennifer Harrington
5.	Certified Recycling Professional	Jo Ann Fascenelli
6.	Assessment Search Officer	Bonnie Fleming
7.	Dog Licensing Agent	Adam Young
8.	Municipal Housing Liaison (COAH)	Barbara Kinsky
9.	Administrative Agent (COAH)	Barbara Kinsky
10.	Registrar of Vital Statistics	Adam Young
11.	Deputy Registrar of Vital Statistics	Michael Pappas
12.	Qualified Purchasing Agent	Bonnie Fleming
13.	Assistant Qualified Purchasing Agent	Jennifer Harrington
14.	Public Agency Compliance Officer (P.A.C.O.)	Michael Pappas
15.	Public Employees Occupational Safety and Health (PEOSH)	Michael Pappas
16.	Deputy Zoning Officer	Michael Pappas
17.	State Excess Liability Fund Commissioner (SELF)	Michael Pappas
18.	Statewide Insurance Fund Commissioner	Michael Pappas
19.	Safety and Loss Prevention Representative (Statewide)	Michael Pappas
20.	Construction Code Official, Building, Inspector	Ralph Price
21.	Electrical Inspector	Kevin Fleming
22.	Plumbing Inspector	Dan Niro
23.	Planning Board/Board of Adjustment Secretary	Barbara Kinsky
24.	Deputy Planning Board/Board of Adjustment Secretary	Adam Young
25.	Fire Official	State of NJ Fire Official
26.	Continuing Certificate of Occupancy (CCO) Officer	Thomas Silvia
27.	Zoning Officer	Thomas Silvia

29.	Coordinator to the Hunterdon County Office On Aging	Fred Loozen
30.	Librarian	Theresa Steets
31.	Librarian – Substitute	Patricia Bielicik
32.	Librarian - Substitute	Vacant
33.	School Crossing Guards	Mary Runyon
		Joan Sliker
		Melissa Winzenried
		Robert Bork
34.	Substitute School Crossing Guards	Michele Winzenried
35.	Police Matron	TBD
36.	Summer Recreation Assistant Director	Lisa Buckley
		Tracy Denkovic
		Carl Katzenberger
		Barbara Kinsky
37.	DPW Part Time	Brian Labuta-CDL
		Jeff Smith-CDL
		Robert Heitz-CDL
		Sean Smith
		William Pyke

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

2017 COUNCIL COMMITTEE ASSIGNMENTS

RESOLUTION 012-2017

ADOPTED: pending adoption

WHEREAS, The Council of the Borough of High Bridge, Hunterdon County, New Jersey wish to establish Council Committees to address the issues and business of the Borough of High Bridge; and,

WHEREAS, each committee will be charged with providing the full Council with recommendations regarding these issues; and,

WHEREAS, the Chair of each Committee is responsible to coordinate the activities of said committee members to include but not limited to, the scheduling of meetings and the dissemination of information,

NOW, THEREFORE BE IT RESOLVED, The Mayor and Council of the Borough of High Bridge, Hunterdon County, New Jersey, hereby establish the Current Year Council Committees as outlined below.

Emergency Services, Court

1. Stephen Strange – Chair
2. Lynn Hughes
3. Keir LoIacono

Public Health, Environmental, Solid Waste/Recycling, Open Space:

1. Lynn Hughes – Chair
2. Adrienne Shipps
3. Stephen Strange

Economic Development, Events:

1. Adrienne Shipps – Chair
2. Keir LoIacono
3. Christopher Zappa

Golf, Recreation

1. Keir LoIacono – Chair
2. Michael Stemple
3. Adrienne Shipps

Planning, Engineering; and Department of Public Works:

1. Christopher Zappa (Liaison to Planning Board/Board of Adjustment)
2. Michael Stemple
3. Lynn Hughes

Education, Finance, Utilities:

1. Michael Stemple – Chair
2. Christopher Zappa
3. Stephen Strange

Cultural and Heritage

1. Stephen Strange – Chair
2. Lynn Hughes
3. Adrienne Shipps

Executive Services

1. Mayor
2. Council President
3. Administrator

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

ANIMAL CONTROL SERVICES

RESOLUTION 013-2017

ADOPTED: pending adoption

WHEREAS, the Borough of High Bridge requires professional animal control services;
and

WHEREAS, The Animal Control and Investigative Services, LLC has agreed to provide
the attached Animal Control Services at a cost of \$6,400.00 annually; and

NOW, THEREFORE, BE IT RESOLVE that the Council of the Borough of High
Bridge, County of Hunterdon and State of New Jersey approves and executes the attached
animal control Agreement between the Borough of High Bridge and Animal Control and
Investigative Services, LLC 249 Goat Hill RD, Lambertville, NJ 08530 effective for the
current year.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do
hereby certify funds are available for the 1st qtr of this contract from: 2017 Temporary
Budget-\$1,600.00.

Bonnie Ann Fleming
Chief Financial Officer

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

RESOLUTION AUTHORIZING PROFESSIONAL MEMBERSHIPS

RESOLUTION 014-2017

ADOPTED: pending adoption

WHEREAS, it is beneficial for the Borough to have a member of the following organizations:

Bonnie Fleming, CFO/CTC	GFOA of NJ
Bonnie Fleming, CFO/CTC	TCTA of NJ
Bonnie Fleming, CFO/CTC	Central Jersey TCTA
Jennifer Harrington, RPPO	Central Jersey TCTA
Bonnie Fleming, Jenn Harrington	NNJNIGP
Michael Pappas	NJMMA
Adam Young	Registrar's Association of NJ
Michael Pappas	Registrar's Association of NJ
Michael Pappas, Deputy Registrar	Mid-State Registrars Assoc.
Adam Young, Registrar	Mid-State Registrar Assoc.
Adam Young, Acting Clerk	Hunterdon County Clerk Assoc.
Adam Young	Municipal Clerks of NJ
Ann Marie Obiedzinski, CTA	Hunterdon County Assessor's
Police Department	NJ Police Traffic Officers Assoc.
Police Department	Hunterdon County Chief Assoc.
Police Department	NJ State Assoc. of Chiefs of Police
Police Department	Personal Protection Consult
Police Department	NJ Gang Investigators
Police Department	NJ Gang Investigators
Police Department	International Chiefs of Police
Borough of High Bridge	League of Municipalities
Mayor Desire	NJCM
Planning Board and Secretary	NJ Planning Officials
Dept. of Public Works	NJ Water Association
Dept. of Public Works	Public Works Association of NJ

NOW, BE IT RESOLVED, by the Council of the Borough of High Bridge, that these memberships are accepted.

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

AUTHORIZATION TO BID

RESOLUTION 015-2017

ADOPTED: pending adoption

BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge that authorization to bid, if required, for the following projects are hereby granted.

1. Street Scape Phase 2
2. Cregar Rd Phase VI
3. Various Road Repairs
4. Town Hall Site work
5. Mill Street Road Improvements

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

FEE FOR DUPLICATE TAX SALE CERTIFICATE

RESOLUTION 016-2017

ADOPTED: pending adoption

WHEREAS, N.J.S.A. 54:5-52.1 has been enacted giving a municipality the authority to impose a fee for duplicate tax sale certificates.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of High Bridge hereby authorizes the Tax Collector to charge the statutory maximum for any duplicate tax sale certificate.

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

FEES AND LATE DATE FOR DOG LICENSES

RESOLUTION 017-2017

ADOPTED: pending adoption

WHEREAS, the Borough of High Bridge is changing the date before late charges are assessed, and

WHEREAS, the cost of license is \$10.00 for a spayed/neutered dog and \$15.00 for an unsprayed/unneutered dog, and

WHEREAS, late charges will commence on February 1, of the licensing year at \$10.00 per month, and \$5.00 additional commencing on the first day of each month after February in addition to the license cost.

WHEREAS, after two (2) delinquent notices, a summons will be issued.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of High Bridge, County of Hunterdon and State of New Jersey hereby approves the changes to Dog Licensing.

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

ADOPT A GREEN PURCHASING POLICY

RESOLUTION 018-2017

ADOPTED: pending adoption

WHEREAS, the Borough of High Bridge is desirous of promoting the initiatives and benefits that can be achieved by building a green sustainable community; and

WHEREAS, the Borough is aware that using “green products, services, and practices” provides many benefits to community sustainability; and

WHEREAS, the High Bridge Borough Green Team has developed a Green Purchasing Policy, setting forth guidelines to use that encourage the best management practices to achieve environmentally sound and efficient results in the area of purchasing, maintaining and designing municipal buildings and property; and

WHEREAS, the Borough Council has determined that it is in the best interest of the public to formally adopt the Green Purchasing Policy as part of the Borough’s Sustainable Jersey initiative;

NOW, THEREFORE BE IT RESOLVED by the Council of the Borough of High Bridge that High Bridge Borough hereby adopts the Green Purchasing Policy developed by the High Bridge Borough Green Team and approves the continued implementation of same in an effort to support the Borough’s Sustainable Jersey initiative.

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

Approval of Construction Fees for 2017

RESOLUTION 019-2017

ADOPTED: pending adoption

NOW THEREFORE BE IT RESOLVED The Mayor and Council of the Borough of High Bridge set the fees for Construction as listed:

A. General.

(1) The fee for plan review shall be a percentage of the fee for a construction permit and shall be paid at the time of submission of an application for a permit. The amount of this fee shall then be deducted from the amount of the fee due for a construction permit when the permit is issued. Plan review fees are not refundable.

(2) The fee to be charged for a construction permit will be the sum of the subcode fees plus all applicable special fees, such as elevator or sign fees. This fee shall be paid before a permit is issued. Fees for elevator device inspections and tests shall be as set forth in N.J.A.C. 5:23-12.

(3) The fee to be charged for a certificate of occupancy shall be paid before a certificate is issued. This fee shall be in addition to the construction permit fee.

(4) The fee for a mechanical inspection in a Use Group R-3 or R-4 structure by a mechanical inspector shall be \$85 for the first device and \$25 for each additional device. No separate fee shall be charged for gas, oil or water piping connections associated with the mechanical equipment inspected.

B. Plan review fees. Fees shall be computed as 20% of the fee for the construction permit.

C. Construction permit fees. The fee for a construction permit shall be the sum of all subcode fees, the required certificate fee, and the New Jersey training fee. A minimum construction permit fee for any one subcode shall be \$60.

(1) Building Subcode Fees:

(a) New construction and additions for all use groups:

[1] \$0.035 per cubic foot for buildings of R-1 to R-5 occupancy.

[2] \$0.015 per cubic foot of volume for Use Groups A1-4, F1-2, S1-2 and U.

[3] \$0.007 per cubic foot of volume for farm structures not to exceed \$1,145.

(b) Alteration work, including but not limited to roofing, siding, repairs and modifications to a structure:

Estimated Cost	Fee (per \$1,000)
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Per \$1,000 up to \$50,000	\$30
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\$50,001 to \$100,000	\$24
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Over \$100,000	\$20
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(c) Fees for minor work shall be based upon estimated cost of work. The fee shall be in the amount of \$24 per \$1,000 of the estimated cost or fraction thereof, except that the fee for residing or reroofing of Use Groups R-3 and U shall be in the amount of \$24 per \$1,000 of estimated cost or fraction thereof, or a minimum fee of \$60, whichever is greater.

(d) Removal permit fee, for moving a structure from one location to another, shall be \$20 per \$1,000 of all cost incurred in moving the structure plus the permit fee for the new foundation.

(e) Demolition permit fee (removal of structure or in-ground pool from property).

- [1] One- and two-family dwellings, Use Group R3 and R4: \$100.
- [2] Removal of accessory structures or miscellaneous structures, Use Group U: \$50.
- [3] All other use groups: \$200.

(f) Demolition permit fee removal or abandonment of a tank.

- [1] Tank located on Use Group R-3 and R-4 property: \$65.
- [2] Tank located on all other use groups' property: \$120.

(g) Other fees.

- [1] Fence permits for higher than 6': \$50.
- [2] Signs: \$2.00 per square foot of surface area calculated on only one side, minimum fee is \$46.
- [3] Swimming Pools:
 - [a]** In-ground for Use Groups R-3 and R-4: \$200.
 - [b]** Aboveground for Use Groups R-3 and R-4: \$75.
 - [c]** All other use groups, in-ground pools: \$150.
- [4] Asbestos abatement as per UCC 5:23.
- [5] Open structural tower: cost of foundation \$24 per 1000.
- [6] Tents in excess of 900 square feet or more than 30 feet in any dimension: \$92.

(2) Plumbing Subcode Fees:

- (a)** Fixtures which include water closet, urinal, bathtub, lavatory, shower, floor drain, sink, dishwasher, drinking fountain, washing machine, hose bib, garbage disposal, stacks, bidet, water heaters and fuel oil piping (each): \$20.
- (b)** Interceptor/Separator, grease traps, oil separators, water cooled or A/C, refrigeration unit, utility service connections, steam boilers, hot water boilers (non-domestic), back flow preventer, gas piping, gas service entrances, sewer pumps and active solar system (each): \$65.
- (c)** Backflow preventer when it is broken down and tested annually \$120.
- (d)** The fee for fuel oil piping, R-3 and R-4 use shall be \$65.

(3) Electrical Subcode Fees shall be as follows:

(a) Electrical Fixtures and Devices:

- [1] From 1 to 20 receptacles, fixtures or switches: \$50.
- [2] Increments of 25 additional items: \$20.

For the purposes of computing this fee, the term receptacles, fixtures or switches shall include: lighting outlets, smoke detectors, heat detectors, fluorescent fixture, burglar alarm devices, intercom devices, thermostats, telephone outlets, CRT outlets, light standards.

(b) Motors:

- [1] Greater than one horsepower or less than or equal to 10 horsepower: \$20 each.
- [2] Greater than 10 horsepower or less than or equal to 50 horsepower: \$60 each.
- [3] Greater than 50 horsepower or less than or equal to 100 horsepower: \$120 each.
- [4] Greater than 100 horsepower: \$600 each.

(c) Electrical Devices (includes transformers and generators):

- [1] Greater than one kilowatt or less than or equal to 10 kilowatt: \$20 each.
- [2] Greater than 10 kilowatt or less than or equal to 45 kilowatt: \$60 each.
- [3] Greater than 45 kilowatt or less than or equal to 112.5 kilowatt: \$120 each.
- [4] Greater than 112.5 kilowatt: \$600 each.

(d) Services Equipment (includes service panel, service entrance and subpanels):

- [1] Greater than 0 ampere or less than or equal to 200 ampere: \$75 each.
- [2] Greater than 200 ampere or less than or equal to 1,000 ampere: \$120 each.
- [3] Greater than 1,000 ampere: \$600 each.

(e) Pool Permit:

- [1] Spa/hot tub: \$75 each.
- [2] Above ground pool: \$75 each.
- [3] In ground pool: \$125 each.
- [4] Public pool: \$300 each.

(f) Annual inspection for commercial pool: \$100 each.

(g) Photovoltaic Systems:

- [1] One to 50 kilowatts: \$75 .
- [2] 51-100 kilowatts: \$150.
- [3] Greater than 100 kilowatts: \$576.

(h) Minimum Fee on Electrical Subcode: \$60.

(4) Fire Subcode Fees:

(a) Sprinklers.

Number of Heads	Fee
Up to 20	\$150
21 to 100	\$225
101 to 200	\$300
201 to 400	\$594
401 to 1,000	\$822
Over 1,000	\$1,050

(b) Smoke and Heat Detectors.

Quantity	Fee
1 to 10 for 110 V and low voltage	\$65
11 to 50, for each additional 10 low voltage	\$25
Over 50 for each additional 10 low voltage	\$200

(c) Pre-engineered systems which include CO₂ suppression, halon suppression, foam suppression wet chemical and dry chemical (each): \$200.

(d) Miscellaneous.

- [1] Chimney liners (each): \$75.
- [2] Stand pipes (each): \$229.
- [3] Kitchen hood exhaust system (each): \$65.
- [4] Incinerators (each): \$365.
- [5] Crematoriums (each): \$365.
- [6] Gas- and oil-fired appliances (each): \$65.
- [7] Installation of underground storage tank:
 - [a]** Use Groups R-3 and R-4 (each): \$100.
 - [b]** All other use groups (each): \$200.
- [8] Installation of aboveground storage tank:

[a] Up to 5,000 gallons (each): \$65.

[b] Over 5,000 gallons (each): \$250.

[9] Fireplaces, wood-burning stoves, etc.: \$65.

[10] Smoke control systems: \$200.

(5) Certificate of Occupancy Fees:

(a) For a certificate of occupancy (CO) indicating that construction authorized by a construction permit is completed in accordance with the approved plans and the Uniform Construction Code regulations. A certificate of occupancy is required when there are two or more subcodes and one of the subcodes is building. Prepayment at the time of issuing the construction permit is required; 10% of the total of all subcode fees, minimum fee: \$50.

(6) Reinstatement of a Lapsed Construction Permit shall be:

(a) Recalculation of the construction permit shall be required utilizing the most current Building Department fee schedule applied to all work which is to be performed.

(b) The reinstatement fee shall be 25% of the recalculated value.

(c) Minimum reinstatement fee: \$100.

(7) Annual Construction Permit.

(a) The fee for an annual construction permit shall be paid annually. This fee shall be first fee based on the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode.

(b) Fees shall be as follows:

Number of Workers	Fee (per worker)
1 to 25	\$667
Each over 25	\$232

(c) Training fee per subcode: \$140, payable to Treasurer, State of New Jersey or it's designee.

(8) Application to the Construction Board of Appeals: \$100.

(9) Application for a variation: Class I & II \$150.

Class III - \$100.

D. Exemption from fees. Any religious, charitable, benevolent, fraternal or nonprofit association, corporation, or organization shall be exempt from the payment of fees under this chapter.

E. The Construction Official shall, on or before February 10, of each year, with the advice of the subcode officials and in consultation with the Municipal Finance Officer, prepare and submit to the governing body a report recommending a fee schedule based on the operating expenses of the agency.

F. In order to provide for the certification and technical support programs required by the Uniform Construction Code, the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of \$0.00371 per cubic foot of volume of new construction. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. Also, a surcharge fee of \$1.90 per \$1,000 of alteration costs shall be collected by the enforcing agency. Said surcharge fees shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarter ending September 30, December 31, March 31 and June 30, and no later than one month next succeeding the end of the quarter for which it is due.

H. Fees for any other permits not specifically set forth herein shall be as established by the New Jersey Department of Community Affairs pursuant to the Uniform Construction Code Act, its amendments and supplements.

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

Adoption of Personnel Policy

RESOLUTION 020-2017

ADOPTED: pending adoption

WHEREAS, the Borough Personnel Policy was adopted via resolution 122-2016 on April 28, 2016; and

WHEREAS, the Holidays listed in the Borough Personnel Policy include the following:

Christmas Eve

Christmas Day

If the holiday falls on a Sunday, Monday shall be the day off. If the holiday falls on a Saturday, the Friday preceding shall be the day off.

WHEREAS, in 2017 the Christmas Eve holiday would fall on Friday, December 22; and

WHEREAS, an amendment to the Holidays listed without creating additional time off is requested, as follows;

Christmas Day

December 26

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of High Bridge hereby adopts the Borough Personnel Policy with the changes to the Holiday Schedule as set forth herein for 2017.

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

Authorization to take Certification Courses

RESOLUTION 021-2017

ADOPTED: pending adoption

WHEREAS, acquiring certifications will increase the efficiency, professionalism, and effectiveness of Borough Hall staff,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of High Bridge hereby approves:

1. Adam Young to take classes for the certification of Registered Municipal Clerk
2. QPA Review Course for Jennifer Harrington
3. Technical Assistant Courses for Barbara Kinsky
4. Michael Pappas to take courses for certification of Registrar of Vital Statistics

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

APPOINTMENT OF ANNUAL ASSESSMENT PROGRAM OFFICER

RESOLUTION: 022-2017

ADOPTED: pending adoption

WHEREAS, Resolution #250-2016 adopted on December 8, 2016 by the High Bridge Borough Council approved the undertaking of an Annual Property Reassessment Program in accordance with N.J.A.C. 18:12a-1.14; and

WHEREAS, three quotes were received for the completion of an annual reassessment program, as follows:

Appraisal Systems Inc.	\$25,000/year
Realty Appraisal Co.	\$30,000/year
Ann Marie Obiedzinski	\$22,125/year

WHEREAS, the Borough of High Bridge would like to engage the services of the High Bridge Borough Certified Tax Assessor, Ann Marie Obiedzinski to facilitate the reassessment program beginning January 1, 2017 and expiring December 31, 2017 for inclusion in the 2018 Tax List.

WHEREAS, in addition to an annual salary, Ann Marie Obiedzinski shall be compensated for her services associated with the reassessment program at an additional rate of \$60.78 per hour, not to exceed \$22,125 per annum;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, that Ann Marie Obiedzinski, be appointed the Annual Assessment Officer responsible for the services outlined in the proposal dated August 9, 2016 at an hourly rate of \$60.78, not to exceed \$22,125 per annum, effective January 1, 2017 through December 31, 2017.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available from: 2017 Temporary Budget-Tax Assessor-S&W -\$7,000.00



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

**APPOINTMENT OF GEORGE COLUMBUS TO SECOND ALTERNATE
MEMBER OF THE PLANNING BOARD**

NUMBER: 023-2017

ADOPTED: pending adoption

WHEREAS, The Council of the Borough of High Bridge, Hunterdon County, New Jersey, wishes to make the General Appointments for the vacant position of Planning Board Member and,

WHEREAS, George Columbus has been nominated and has accepted to fill the vacant second alternate seat on the Planning Board / Board of Adjustment,

NOW, THEREFORE, The Mayor and Council of the Borough of High Bridge, Hunterdon County, New Jersey, hereby approve George Columbus to the vacant full time seat on the Planning Board expiring December 31, 2017.

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

BOARDS AND COMMITTEE APOINTMENTS

RESOLUTION: 024-2017

ADOPTED: pending adoption

WHEREAS, The Council of the Borough of High Bridge, Hunterdon County, New Jersey, wishes to make the Board and Committee Appointments found below ; and,

WHEREAS, these appointments provide necessary services to the community,

NOW, THEREFORE, The Mayor and Council of the Borough of High Bridge, Hunterdon County, New Jersey, hereby approve the Board and Committee Appointments as outlined below.

PLANNING BOARD (9 members plus 2 alternates)

Class IV 4 years, Class I - term, Class II 1 year or 4, Class III 1 or 3 years, Alternates 2 years.

(1 Class IV - member of Bd. of Adj., Environmental Comm., or School - 3 yrs/or term)

<u>Member</u>	<u>Class</u>	<u>Term Expiration</u>
Mark Desire	Mayor - Class I	12/31/2018
Christopher Zappa	Council - Class III	12/31/2017
John Moskway	Class II - Environmental Commission Liaison	12/31/2018
Steve Dhein	Class IV	12/31/2017
Keith Milne	Class IV	12/31/2019
Doug Walker	Class IV	12/31/2017
William Giordano	Class IV	12/31/2020
Don Howell	Class IV	12/31/2020
Brent Dugan	Class IV	12/31/2019
<u>Alternates</u>		
Pablo Delgado – Alternate 1		12/31/2018
George Columbus – Alternate 2		12/31/2017

BOARD OF HEALTH (7 members) - 4 year term

<u>Member</u>	<u>Term Expiration</u>
Vacant	12/31/2017
Nicole Cahill	12/31/2017
Vacant	12/31/2018
Tricia Curtin	12/31/2018
Donna Exley, Chair	12/31/2019
John Conant	12/31/2019
Vacant	12/31/2019
Lynn Hughes, Council Liaison	12/31/2017

ECONOMIC DEVELOPMENT COMMITTEE (7 members) - 3 year term

<u>MEMBER</u>	<u>TERM EXPIRATION</u>
Joseph Ahern, Chair	12/31/2017
Jim Rispoli	12/31/2017
Pablo Delgado	12/31/2018
Adam Ambielle, Honorary Member	12/31/2018
Richard Refalo	12/31/2019
Kristen Poe	12/31/2019
Mike Darmstadt	12/31/2019
<u>ALTERNATES</u>	
Vacant	xxx
Mark Desire Mayor, Ex-Officio	12/31/2018
Adrienne Shipp, Council Liaison	12/31/2017

ENVIRONMENTAL COMMITTEE: (7 members) - 3 year term

<u>MEMBER</u>	<u>TERM EXPIRATION</u>
Audry Burnett, Chair	12/31/2017
Diane Seals	12/31/2017
Vacant	12/31/2018
John Moskway, Planning Board Liaison	12/31/2018
Sarah Ongaro	12/31/2019
Sue Song	12/31/2019
Vacant	12/31/2019
<u>ALTERNATES</u>	
Eric Brodean	12/31/2019
Rob DeStefano	12/31/2019
Lynn Hughes, Council Liaison	12/31/2017

EVENTS COMMITTEE (8 Members) 3 year term

<u>MEMBER</u>	<u>TERM EXPIRATION</u>
John Moskway?	12/31/2017
Maryann Hagan?	12/31/2017
Anthony Birritteri	12/31/2017
Jaime Taylor, Chair	12/31/2018
Vacant	12/31/2018
Michele Schwartz?	12/31/2018
Michele Davis?	12/31/2019
Ruby Reuter?	12/31/2019
Natalie Ferry	xxx
Erin Delgado	xxx
Karen Gove	xxx
	(8 member committee has 11 members)
Adrienne Shipps, Council Member	12/31/2017

Green Team: (7 members) - 1 year term

<u>MEMBER</u>	<u>TERM EXPIRATION</u>
Audry Burnett, Chair	12/31/2017
Linda Lucas	12/31/2017
Kirsten Norberg	12/31/2017
Sarah Ongaro	12/31/2017
Diane Seals	12/31/2017
Vacant	12/31/2017
Vacant	12/31/2017
Lynn Hughes, Council Liaison	12/31/2017

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

Approval of Planning Board / Board of Adjustment Fees for 2017

RESOLUTION 025-2017

ADOPTED: pending adoption

NOW THEREFORE BE IT RESOLVED The Mayor and Council of the Borough of High Bridge set the fees for Construction as listed

Application Fees and Escrow

The following schedule of fees and escrow deposits for filing applications shall be paid to the Borough. Such Payment shall be made in two separate checks made payable to the Borough of High Bridge and shall be submitted to the Administrative Officer at the time of filing the application, unless exempted as provided elsewhere in this Application.

<u>Type of Application</u>	<u>Application Charge</u>	<u>Initial Deposit to Escrow Account</u>
Concept plans:	\$250	\$500.00
1) Subdivisions:		
a. Minor Plat	\$1000.00	\$1,200
b. Major Preliminary Plat	\$950 plus \$250 per lot provided a minimum \$1,000 shall be deposited	\$400.00 for each of lot, first 10 lots; \$75 per of lot thereafter; minimum deposit of \$2000.00
c. Major Final Plat	\$700 plus \$100 per lot	\$100.00 per lot; minimum deposit of \$600.00
2) Informal Review		
a. Without Professional 1 appearance only 30 min max	\$50	\$0
b. With Professional		
1. Minor Plat	\$160 (to be credited to Application fee for Minor Plat Subdivision)	\$600
2. Major Plat	\$200 (to be credited to Application fee for Major Plat Subdivision)	\$1000 Minimum
3) Lot Line Adjustment	\$200	\$600
4) Site Plans:		
a. Minor Plans For Change of use only	\$250.00	\$600
b. All other Minor Plans	\$700	\$1000
c. Preliminary Plan	\$250.00	\$150 per acre or part thereof and \$5 per dwelling, provided a minimum of \$2,000 shall be deposited
d. Final Plan	\$200.00	\$25 per acre or part thereof and \$3 per dwelling, provided a minimum

of \$2,000.00 shall be deposited

5) Major Site Plans		
a. Preliminary Plan	\$900	\$1000 or \$2000 if > 5000 sq ft G.F.A.
b. Final Plan	\$600.00	\$500 or \$1000 if > 5000 sq ft G.F.A
6) Informal Review		
a. Without Professional 1 appearance only 30 min max	\$50	\$0
b. With Professional		
1. Minor Plat	\$160 (to be credited to Application fee for Minor Plat Subdivision)	\$600
2. Major Plat	\$200 (to be credited to Application fee for Major Plat Subdivision)	\$1000 Minimum
7) Variances		
a. Appeals (40:55D-70a)	\$200.00	\$600.00
Appeal of Tree Removal Permit	\$100	\$600
b. Interpretation (40:55D-70b)	\$50.00	\$600.00
c. "c" variance (40:55D-70c)	\$150.00	\$400.00
New Construction	\$120.00	\$800 or \$2,000 if engineering review required
Existing Single Family	\$70.00	
d. "d" variance (40:55D-70d)	\$220.00	\$1,500.00
e. Conditional Use Permit (40:55D-34 & 35)	\$200.00	\$2000.00
8) Appeals to Borough Council	\$200.00	\$1000
9) Proof of Nonconformity	\$150.00	\$500.00
10) Certified list of property owners	\$.025 per name or \$10, whichever is greater	None required
11) Copy of transcripts	As provided in resolution or ordinance adopted pursuant to N.J.S.A. 47:1A-1	None required
12) Copy of minutes or decision	N.J.S.A. 47:1A-1	None required
13) Zoning Permits		
a. For principle structure or retaining wall	\$70	\$1000 for retaining walls > 4ft
b. for a use	\$50	
C. For an accessory Structure, fence, or deck	\$40	
14) Special Meeting (2hrs) if scheduled by the Board at the request of the applicant in addition to a regular meeting	\$300	\$1200

15) Soil Erosion and Sediment Control

Plan Certification and Inspections

a. Single or two family dwellings on single lot	\$50	\$1000*
b. Single Family Sub-Division	\$50	\$1000 plus \$300 per Lot*
c. Multi-Family Dwellings	\$50	\$1200 plus \$170 per ½ acre disturbed*
d. Commercial Site Plans	\$50	\$1200 plus \$170 per ½ acre disturbed*

* Includes Inspection Fees. Additional Escrow may be requested when more inspections or recertification is required.

16) Grading Permit \$80 \$1000 if required

17) Sign Permit \$70 None

18) Driveway Permit

a. Repave Existing Driveway	\$0	
b. Modification to Existing Driveway	\$50	\$300 (if required)
c. New Driveway	\$150	\$600

19) Wireless telecommunications applications:

a. No tower proposed	\$5,000.00	\$2,500.00
b. Tower proposed	\$10,000.00	\$5,000.00

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

RESOLUTION 026-2017

ADOPTED: pending adoption

Approval of Water Utility Meter Charges

NOW THEREFORE BE IT RESOLVED The Mayor and Council of the Borough of High Bridge set the fees for Water Utility charges as listed

A. The following additional charges are and shall be imposed for the following related services:

(1) Water meter fee:

(a) Three-fourths-inch meter: \$250.00

(b) Five-eighths-inch meter: \$200.00

(c) One-inch meter: \$300.00

(d) All others shall be charged at cost

(2) Shutoff fee: \$15.00

(3) Turn on fee: \$15.00

(4) Meter test: \$25.00

(5) Meter Bottom Plate: \$30.00

(6) Labor for items 1 and 4, shall be at the salary rate set by the annual salary resolution for the Department of Public Works Personnel. Emergency work shall be charged at the appropriate overtime rate.

(7) Water meter couplings: \$35.00

BE IT FURTHER RESOLVED these fees shall be in effect until amended.

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

RESOLUTION 027-2017

ADOPTED: pending adoption

**Governor's Council on Alcoholism and Drug Abuse Fiscal Grant Cycle July 2014-
June 2019 - FORM 1B**

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Borough Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Hunterdon;

NOW, THEREFORE, BE IT RESOLVED by the Borough of High Bridge, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of a strategic plan for the Voorhees Municipal Alliance grant for fiscal year 2018 in the amount of:

DEDR	\$ <u>22,852.00</u>
Cash Match	\$ <u>5,713.00</u>
In-Kind	\$ <u>17,139.00</u>

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: _____
(Name), Mayor

CERTIFICATION

I, Adam Young, Acting Municipal Clerk of the Borough of High Bridge, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this _____ day of _____, _____.

(Name), Municipal Clerk

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

**THE BRIDGE: 2017 NEWSLETTER ADVERTISING
RATES**

RESOLUTION 028-2017

ADOPTED: pending adoption

NOW THEREFORE BE IT RESOLVED The Mayor and Council of the Borough of High Bridge set the rates for advertising in the Borough Newsletter as listed

TOWN RESIDENT AND "RESIDENT BUSINESS RATE"			
<u>DESCRIPTION</u>	<u>DIMENSION</u>	ONE TIME RATE	THREE TIME RATE
Full Page	7.5' x 10"	\$106	\$270
Half Page	7.5' x 4.5"	\$79	\$205
Third of a Page	7.5' x 3.25'	\$68	\$175
Quarter Page	3.75' x 4.5'	\$57	\$145
Business card	3.5'x2'	\$41	\$105

"NON-RESIDENT RATE"			
<u>DESCRIPTION</u>	<u>DIMENSION</u>	ONE TIME RATE	THREE TIME RATE
Full Page	7.5' x 10"	\$139	\$356
Half Page	7.5' x 4.5'	\$103	\$264
Third of a Page	7.5' X 3.25'	\$88	\$225
Quarter Page	3.75' x 4.5'	\$73	\$187
Business card	3.5'x2'	\$54	\$140

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

NSF CHECK FEE

RESOLUTION 029-2017

ADOPTED: pending adoption

WHEREAS, NJSA 40:5-19 has been enacted giving a municipality the authority to impose a service charge to be added on an account where payment by check other written instrument was returned for insufficient funds.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of High Bridge hereby authorizes the Chief Financial Officer, Tax Collector and any other Borough Official to charge \$20.00 per check or other written instrument for all checks returned for insufficient funds; and

BE IT FURTHER RESOLVED that the Chief Financial Officer, Tax Collector and any other Borough Official may require future payments to be tendered in certified check, cashier's check or cash; and

BE IT FURTHER RESOLVED that multiple bounced checks shall be referred to the Police Department for further action.

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

Open Public Records Request Hours

RESOLUTION 030-2017

ADOPTED: pending adoption

WHEREAS, the Borough of High Bridge has limited staffing to handle the volume of Open Public Records Requests, and

WHEREAS, *NJSA 47:1A-5 allows times during which records may be inspected, examined, copied; access; copy fees; in the case of a municipality having a population of 5,000 or fewer according to the most recent federal decennial census, during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, and*

NOW, THEREFORE, BE IT REOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby sets the hours for review and processing Open Public Records Requests for the following days and times:

Tuesday, Wednesday and Thursday from 2:00 pm to 4:00pm

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

FEE SCHEDULE FOR POLICE OUTSIDE DUTY

RESOLUTION 031-2017

ADOPTED: pending adoption

WHEREAS, the ordinance entitled “Contracted Off-Duty Police” was created with the understanding that the rate could be changed according to 2:60.5-4 Rates of Compensation; Administrative Fee; Payment for Services; and

WHEREAS, the Borough of High Bridge sets the fee schedule for Police Outside Duty with the rates as follows:

2015 = \$76.50

2016 = \$78.00

2017 = \$79.60

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, this resolution shall be effective upon passage.

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

POLICE DEPARTMENT RULES AND REGULATIONS

RESOLUTION 032-2017

ADOPTED: pending adoption

WHEREAS, the Chief of Police has assisted and prepared changes to the rules and regulations of the Police Department to be consistent with the current PBA Local #188 contract, laws, rules and regulations; and

WHEREAS, Ordinance 2014-21 officially designated the Administrator as the “appropriate authority” pursuant to N.J.S.A. 40A:14-118; and

WHEREAS, Pursuant to N.J.S.A. 40A:14-118 the Appropriate Authority hereby issues and promulgates the rules and regulations for the government of the force and the discipline of its members.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that effective immediately hereby adopt the rules and regulations of the police department.

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

Approval of Recreation fees for 2017

RESOLUTION 033-2017

ADOPTED: pending adoption

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

Fee schedule.

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

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

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

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

C. Programs:

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

D. Recreation Committee equipment, rental charges:

- (1) Popcorn and snowcone machines: \$40, includes supplies.
- (2) Extra Popcorn supplies: \$1.50 per bag of kernels.
- (3) Snowcone, cups and syrup range from: \$15 to \$25.

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

ENDORSEMENT OF THE MUNICIPAL RECYCLING TONNAGE GRANT APPLICATION

RESOLUTION 034-2017

ADOPTED: pending adoption

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c. 102, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection is promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment of this municipality to recycling and indicate the assent of the Borough Council of the Borough of High Bridge to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey, that the Borough of High Bridge hereby endorses the submission of a Municipal Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection, Office of Recycling.

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

APPOINTMENT RIGHT TO KNOW COORDINATOR

RESOLUTION 035-2017

ADOPTED: pending adoption

WHEREAS, the Borough has the need to appoint a Right to Know Coordinator, and

WHEREAS, Scott Hammel has the knowledge and experience through Hazardous Substances, Community Awareness and OSHA training

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the Borough appoints Scott Hammel as the Right to Know Coordinator and receive at his current compensation as the Right To Know Coordinator effective immediately.

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

**RENEWAL OF SHARED SERVICES AGREEMENT, HIGH BRIDGE SCHOOL
DISTRICT**

RESOLUTION 036-2017

ADOPTED: pending adoption

WHEREAS, a Shared Services Agreement pursuant to N.J.S.A. 40A:65-1 et seq., entered into on February 13, 2014 between the High Bridge School District, a body politic and corporate of the State of New Jersey with offices located at 50 Thomas Street, High Bridge, NJ 08829, and the Borough of High Bridge a municipal corporation of the State of New Jersey with offices located at 97 West Main St, High Bridge NJ 08829.

WHEREAS, the High Bridge School Board seeks to provide for the efficient and effective removal of snow, ice, and other minor construction projects on School drives and parking lots and throughout the High Bridge School District; and

WHEREAS, the School recognizes that Borough of High Bridge is in the position to remove snow and ice from designated School lots at the earliest possible time, during the course of or immediately following a winter storm and provide other minor construction repair services; and

WHEREAS, the High Bridge School Board is desirous of entering into a Shared Services Agreement with the Borough of High Bridge for the provision of snow removal, deicing from designated School roads in exchange for compensation of \$120.00 per hour and the prorated share for materials used for deicing and minor Construction work at the current FEMA equipment rate, the hourly rate of the employee(s), any material cost, and a 10% administrative fee.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby renews the current Shared Services agreement between the Borough of High Bridge and the High Bridge School District.

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

RESOLUTION: 037-2017

ADOPTED: pending adoption

APPROVAL OF SOIL WITNESS FEE

WHEREAS, the Borough of High Bridge had a fee schedule for Sewer rates and charges under Chapter 303-39, and

WHEREAS, the ordinance has been vacated, and

WHEREAS, the following are the charges for the Sewer Fees and Charges.

I. Witness Fee

(A) Witness fee payable to the Borough of High Bridge in advance \$500.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby make said charges in accordance with the law.

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

Approval of Special Events fees for 2017

RESOLUTION 038-2017

ADOPTED: pending adoption

NOW, THEREFORE BE IT RESOLVED The Mayor and Council of the Borough of High Bridge set the fees for Special Events Programs as listed

Fee schedule.

Annual Sponsorship Packages

Premier Sponsor: \$10,000

Gold Sponsor: \$5,000

Silver Sponsor: \$2,500

Bronze Sponsor: \$1,250

A. Soap Box Derby

(1) Sponsorships

(a) Title sponsor: \$5,000

(b) Finish line tower:

[1] Each: \$500

[2] Pair: \$850

(c) Start line:

[1] Each: \$500

[2] Pair: \$850

(d) Hay bale ad: \$50 each

(2) Race day program ads

(a) Back cover:

[1] Half page: \$300

[2] Full page: \$500

(b) Inside front/inside back cover: \$300 full page

(c) Full page: \$150

(d) 2/3 page: \$100

(e) 1/3 page: \$50

(3) Registration fees

(a) Child: \$25

(b) Child (families with two or more entrants): \$20

B. Pooch Parade

(1) Sponsorships

(a) Gold Sponsor: \$300

(b) Silver Sponsor: \$200

(c) Bronze Sponsor: \$100

(2) Registration fees: \$5 per pooch

C. Friday Night Flicks

(1) Sponsorships

- (a) Premier Sponsor: \$500
- (b) Gold Sponsor: \$300
- (c) Silver Sponsor: \$200
- (d) Bronze Sponsor: \$100

D. Concerts

- (1) Sponsorships
 - (a) Premier Sponsor: \$1,000
 - (b) Gold Sponsor: \$500
 - (c) Silver Sponsor: \$250
 - (d) Patron: \$100

E. Community Day

- (1) Sponsorships
 - (a) Title Sponsor: \$5,000
 - (b) Game/Attraction Sponsor: \$2,500
 - (c) Gold Sponsor: \$1,000
 - (d) Silver Sponsor: \$500
 - (e) Bronze Sponsor: \$250
- (2) BBQ Registration: \$25 per team

F. Plein Air

- (1) Sponsorships
 - (a) Title Sponsor: \$3,000
 - (b) Gold Sponsor: \$200
 - (c) Silver Sponsor: \$100
 - (e) Bronze Sponsor: \$50
- (2) Registration fees: \$25 per artist
 - (a) workshop: \$30 per artist
- (3) Prize Sponsorships
 - (a) First Prize Sponsor \$1,000
 - (b) Second Prize Sponsor \$500
 - (c) Third Prize Sponsor \$300

G. Fine Arts Sponsorship: \$3,000

H. Commons Stage Banner

- (1) Sponsorships
 - (a) Full Banner Sponsor: \$500
 - (b) Half Banner Sponsor: \$250

I. General Event Sponsorship

- (a) \$2,500 (b) \$1,000 (c) \$500 (d) \$250 (e) \$125

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

UTILITY RATES

RESOLUTION 039-2017

ADOPTED: pending adoption

WHEREAS, Chapter 407-35 of the Code of the Borough of High Bridge The Mayor and Council is hereby authorized to establish by resolution the charges and fees for water and incidental services from time to time.

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

1. **WATER UTILITY METERED RATES:** Pursuant to Section 35, charges for the residential use of water in metered service shall be as follows:
 - (1) Up to the first 1,000 gallons: \$15.00 per thousand gallons or any part thereof.
 - (2) Next 14,000 gallons: \$4.32 per thousand gallons or any part thereof.
 - (3) Next 35,000 gallons: \$7.40 per thousand gallons or any part thereof.
 - (4) Over 50,000 gallons: \$9.40 per thousand gallons or any part thereof.

2. **WATER UTILITY METERED RATES:** Pursuant to Section 35, charges for the commercial use of water in metered service shall be as follows:
 - (1) Up to the first 5,000 gallons: \$10.00 per thousand gallons or any part thereof.
 - (2) Next 10,000 gallons: \$5.53 per thousand gallons or any part thereof.
 - (3) Next 15,000 gallons: \$6.92 per thousand gallons or any part thereof.
 - (4) Over 30,000 gallons: \$5.13 per thousand gallons or any part thereof.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey in accordance with Ordinance 325-3 the solid waste rate shall be as follows:

1. The fixed cost for Solid Waste Disposal shall be set at \$60.00 per quarter

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey in accordance with Ordinance 303-7 the Sewer Rates shall be as follows:

1. The fixed cost for sanitary sewer service shall be set at \$80.00 per quarter
2. The treatment rate per 1,000 gallons of water shall be \$4.45

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

Authorization of Stipend-Borough Administrator

RESOLUTION: 040-2017

ADOPTED: pending

WHEREAS, the compensation for Borough Administrator adopted by Resolution #263-2016 on December 8, 2016, was set at \$105,000 per annum; and

WHEREAS, it is the intent of the Borough Council to adjust the annual salary in 2017 to \$110,000 per annum upon adoption of Ordinance#1-2017 and subsequent 2017 salary and wage resolution; and

WHEREAS, until a salary adjustment can be adopted, a stipend shall be made in the amount of \$208.00 per pay period;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, that a salary adjustment and stipend be authorized to Michael Pappas, Borough Administrator as stated above.

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

APPOINTMENT OF PART TIME TEMPORARY CLERICAL ASSISTANT

RESOLUTION: 041-2017

ADOPTED: pending adoption

WHEREAS, the hiring of a Temporary Part-time Office Assistant at a rate of \$10.00 per hour was approved by Resolution #123-2016 on April 28, 2016; and

WHEREAS, an applicant has proven eligible, meeting the requirements of the position,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, that Stephen Marsh shall be hired to fill this position, immediately, as an employee at the hourly rate of \$10.00 with a term ending December 31, 2017.

BE IT FURTHER RESOLVED, Stephen Marsh has applied for an employment background check.

ATTEST:

Adam Young
Acting Municipal Clerk

Mark Desire
Mayor

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

AWARD OF CONTRACT – LISTING OF BOROUGH HALL-71 MAIN STREET

RESOLUTION: 042-2017

ADOPTED: pending

WHEREAS, proposals have been received and reviewed for the sale of Borough Hall, 71 Main Street, High Bridge, and

WHEREAS, such proposal has been reviewed to meet the necessary requirements of the Borough of High Bridge;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge, that a contract to provide the above services be awarded to:

Weichert Realtors
Robert Beatty
9 West Main St.
Clinton, NJ 08809

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

AWARD OF PROFESSIONAL CONTRACTS

RESOLUTION 043-2017

ADOPTED: pending adoption

WHEREAS, proposals have been received and reviewed for “Borough Engineer, Auditor, Risk Manager and Environmental Engineer, and

WHEREAS, such proposal has been reviewed to meet the necessary requirements of the Borough of High Bridge;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge, that a contract to provide the above services be awarded to:

Borough Engineer

Information pending

Borough Auditor

Information pending

Borough Risk Manager/Insurance Broker

Information pending

Borough Environmental Engineer

Information pending