

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

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

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**CALL TO ORDER: CALLED TO ORDER BY THE MAYOR**

**FLAG SALUTE: LED BY MAYOR**

**COUNCIL ROLL CALL:**

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

**PLANNING BOARD ROLL CALL:**

Councilman Howell	absent	Councilman Moskway	present	Chair Dhein	present
Councilman Milne	absent	Councilman Giordano	present	Mayor Desire	present
Councilman Walker	present	Councilman 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 16<sup>TH</sup>, 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: Lolocono, absent ; Shipp, 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: Shipp ;  
Roll call vote: Lolocono, absent ; Shipp, 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, Shipp;

Roll call vote: Lolocono, absent ; Shipp, yes ; Stemple, absent ; Strange, yes ; Hughes, yes ; Zappa, absent ;  
Motion passes. 3 yes, 3 absent

**Resolution 271-2017** – Resolution approving housing settlement: Hughes ; Second, Shipp ;

Roll call vote: Lolocono, absent ; Shipp, 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: Lolocono, 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: Lolocono, 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: Lolocono, 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: Lolocono, 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: Lolocono, 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: Lolocono, 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**

<b>Mayor, member, or official</b>	<b>Department</b>
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:**

Councilman Howell	absent	Councilman Moskway	present	Chair Dhein	present
Councilman Milne	absent	Councilman Giordano	present	Mayor Desire	present
Councilman Walker	present	Councilman 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 4<sup>th</sup>, 2018 – 7:30 pm – 7 Maryland Ave., High Bridge NJ

**UNAPPROVED  
BOROUGH OF HIGH BRIDGE  
COUNCIL REORGANIZATIONAL MEETING MINUTES**  
Date: January 4, 2018 – 7:30 p.m. – Location: High Bridge Firehouse, 7 Maryland Ave.

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**CALL TO ORDER: MEETING CALLED TO ORDER BY THE MAYOR**

**FLAG SALUTE: LED BY MAYOR**

**SWEARING IN OF ELECTED OFFICIALS:**

**A.** Councilwoman Natalie Ferry sworn in– Term expiring 12/31/2020

**B.** Councilman Chris Zappa sworn in– Term expiring 12/31/2020

**Resolution 046-2018** - Accept resignation of Councilman Michael Stemple – Motion: Strange ; Second: Hughes ; Roll call vote: Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ; Motion passes. 5 yes, 1 vacancy

**ROLL CALL:**

Councilwoman Ferry	present	Councilman Strange	present	Mayor Desire	present
Councilwoman Hughes	present	Councilman Zappa	present		
Councilman LoIacono	present	Council vacancy			

Councilman LoIacono was present by phone. Present were six public and members of the press. Also present were Police Chief Brett Bartman, Attorney Barry Goodman, Administrator Michael Pappas, and Acting Clerk Adam Young.

**COMMENTS OF COUNCIL:**

Council welcomed Natalie Ferry.

**NEW ORDINANCE:**

**A.** **Ordinance 2018-001:** Salary and Wage Ranges

Motion to introduce **Ordinance 2018-001**: Hughes ; Second: Zappa ; Roll call vote: Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ; Motion passes. 5 yes, 1 vacancy

Mayor Desire states that the **Ordinance 2018-001** shall be published in its entirety in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of January 25th, 2018.

**NEW BUSINESS:**

**A.** Nomination and Election of Council President – Mayor Desire asked to open nominations

Councilwoman Hughes nominates Chris Zappa for Council president.

Motion to close nominations: Hughes ; Second: LoIacono  
Roll call vote: Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 5 yes, 1 vacancy

**Resolution 001-2018** - Motion to approve nomination and adopt **Resolution 001-2018**: Zappa ; Second: Strange ; Roll call vote: Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes. 5 yes, 1 vacancy

**B.** Temporary Budget

**Resolution 002-2018** – Motion to adopt the temporary budget: Zappa ; Second: Strange ;  
Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 5 yes, 1 vacancy

**DISCUSSION ITEMS:**

- A.** Halloween weekend 5k run - Councilwoman Ferry updated Council about the last 5k run during Halloween, about speaking with Chief Bartman pertaining to logistics and location of the race, sponsorships, and registration fees covering the event fully. Council discussed coverage with liability and the use of waivers, which Committee will be handling the events, and the addition of sponsorship information.
- B.** Water utility - Councilman Strange spoke about the process of selecting water utility rates, showed slides on water rate increases, the monies needed for the asset management plan development and engineering, and water main repairs. Council discussed funding strategies between rates and bonding, the historic ability for High Bridge to pay down debts, building up surplus, continuing with the Hillcrest project, provided operations that need to be covered
- C.** Estimated reading of utilities – Council discussed estimated reads being done due to inclement weather and the best way to proceed with this and a rate change.

Motion to amend **Resolution 047-2018** to the same rate calculations as **Resolution 107-2017:**

Motion: Strange ; Second: Hughes ;

Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ;

Motion passes. 5 yes, 1 vacancy

**Resolution 047-2018** – Set utility rates – Motion: Hughes ; Second: Lolocono ;

Council discussed the current and past rates of the utilities, planning to the future of the utility, adjusting rates, and effects on the budget.

Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ;

Motion passes. 5 yes, 1 vacancy

**D.** St. Hubert’s contract – Council discussed the contract and agreed that they are pleased with the services.

**CONSENT AGENDA:**

<b>RESOLUTION #</b>	<b>TITLE</b>
Resolution 003-2018	Council Meeting Dates
Resolution 004-2018	Newspapers
Resolution 005-2018	Tax and Utility delinquencies
Resolution 006-2018	Cancel small balances
Resolution 007-2018	Tax appeals
Resolution 008-2018	Depositories and Cash Management Plan
Resolution 009-2018	Non-fair and open process professional contracts
Resolution 010-2018	Signatures on Checks
Resolution 011-2018	Appointments
Resolution 012-2018	Council Committee Assignments
Resolution 013-2018	Boards and Committees
Resolution 014-2018	Adopt Personnel Policy

Resolution 015-2018	Animal Control
Resolution 016-2018	Appointment of Annual Assessment Officer
Resolution 017-2018	OPRA Hours
Resolution 018-2018	Authorization to bid
Resolution 019-2018	Authorize purchases from memberships
Resolution 020-2018	Authorizing professional memberships
Resolution 021-2018	Adopt green purchasing policy
Resolution 022-2018	Dog license late date and fees
Resolution 023-2018	Duplicate tax certificate
Resolution 024-2018	Fair and open professional awards
Resolution 025-2018	Fee schedule – Planning Board / Board of Adjustment
Resolution 026-2018	Meter charges
Resolution 027-2018	Newsletter rates
Resolution 028-2018	NSF Check charge
Resolution 029-2018	Authorization to advertise – Crossing Guard
Resolution 030-2018	Police outside duty
Resolution 031-2018	Police rules and regulations
Resolution 032-2018	Recycling grant
Resolution 033-2018	Grant application – Cregar Road improvements
Resolution 034-2018	Commissioner assignment
Resolution 035-2018	Risk Manager / Consultant agreement
Resolution 036-2018	Join Morris County Cooperative Pricing Council
Resolution 037-2018	Municipal alliance – Form 1B
Resolution 038-2018	Soil witness fees – PERC test
Resolution 039-2018	Recreation fees
Resolution 040-2018	Shared service agreement
Resolution 041-2018	Somerset County JIF Indemnity and Trust agreement
Resolution 042-2018	Somerset County JIF resolution to join
Resolution 043-2018	Special events fees
Resolution 044-2018	Authorizing Sunesys fiber optic line installation
Resolution 045-2018	Authorize part-time, temporary clerical assistant

Motion to remove **Resolution 011-2018** from the consent agenda: Appointments: Lolocono ; Second: Strange ; Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ; Motion passes. 5 yes, 1 vacancy

Motion to approve **Resolution 011-2018**: No motion made  
Motion does not pass.

Motion to add **Resolution 048-2018** to the consent agenda to approve request for proposal for expressions of interest for the Solitude House Annex and Garage: Lolocono ; Second: Strange ; Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ; Motion passes. 5 yes, 1 vacancy

Motion to approve the consent agenda items as amended: Hughes ; Second: Strange ; Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ; Motion passes. 5 yes, 1 vacancy

## OLD BUSINESS: NONE

## WRITTEN COMMUNICATIONS:

- A.** High Bridge Police Department Rules and Regulations – no updates
- B.** St. Hubert's Contract
- C.** Sunesys documents

**D.** 2017 – 2018 Rate change comparison

**BILL LIST:**

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$ 365,163.00**

Motion to approve bill list: Strange ; Second: Zappa ;

Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ;

Motion passes. 5 yes, 1 vacancy

**PUBLIC COMMENTS: 5 MINUTES PER PERSON**

Michael Darmstadt commented that he is pleased how the water referendum is being handled and recommended that the Borough leave the door open for future sales as it pertains to rates for the water utility, and the plan by Maser to have the Borough be within legality with the new legislation, the use of smaller style valves and how the Borough may be able to correct these on budget. Council commented that the rest of the utility projects will also need work with the funding from the Utility.

Pablo Delgado asked about the amount of water lost through non-revenue water and recommended to remember how that will affect bills in the future, and to be mindful of how raising rates will look to the public. Council commented that being mindful of bonding is important prior to knowing what work needs to be done and that the numbers proposed by the Borough Engineer take the work needed into consideration.

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

Motion to adjourn: Zappa ; Second: Strange ;

Roll call vote: Ferry, yes ; Hughes, yes ; Lolocono, yes ; Strange, yes ; Zappa, yes ;

Motion passes. 5 yes, 1 vacancy

**Next Council Meeting:** January 11th, 2018, 7:30 pm - Borough Hall, 97 West Main Street, High Bridge, NJ

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

**AMENDMENT OF PROFESSIONAL SERVICE CONTRACT**

**RESOLUTION: xxx-2018**

**ADOPTED:**

**WHEREAS**, a professional service contract was awarded to Maser Consulting P.A.. by Resolution #24-2018 on January 4, 2018, and

**WHEREAS**, a proposal to provide engineering services for the Streetscape-Phase 2 project totaling \$20,000.00 has been submitted; and

**WHEREAS**, a certification of funds available has been completed by the CFO for said project.

**NOW THEREFORE BE IT RESOLVED** that the Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey that the contract originally awarded to Maser Consulting P.A., shall hereby be amended to include an additional \$20,000.00 for the Streetscape Phase 2 project.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Acct #309203-Streetscape Phase 2.



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Bonnie Ann Fleming  
Chief Financial Officer

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

**APPROVAL FOR ADMISSION TO ACTIVE MEMBERSHIP  
IN THE STATE OF NEW JERSEY FIREMAN'S ASSOCIATION**

**RESOLUTION: xxx-2018**

**APPROVED: pending**

**WHEREAS**, George Lird of 24 Ridge Rd., High Bridge, NJ, has made application to be a member of the NJ. State Firemen's Association, and

**WHEREAS**, George Lird has undergone the required physical examination,

**NOW, THEREFORE, BE IT REOLVED** by the Council President and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey and approved by the Mayor, that George Lird be admitted to active membership in the NJ State Firemen's Association.

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

**Borough Special Events 2018**

**RESOLUTION: xxx-2018**

**ADOPTED:**

**WHEREAS**, the Borough of High Bridge wishes to designate the Borough's special events, and:

**WHEREAS**, a list has been provided as follows:

1. Town Wide Yard Sale (Women's Club) - Saturday, May 19
2. Easter Egg Hunt - Union Forge Park - Saturday, March 24
3. Soap Box Derby - Saturday, June 2
4. Pooch Parade - The Commons - Saturday, June 9
5. Saturday Night Flicks - The Commons - June 8, July 13 & Aug 10 (Rain Dates: June 9, July 14, & Aug 11)
6. Concerts in the Commons – May 26, July 7, August 4 & September 1
7. Community Day - Union Forge Park - September 22
8. Salsa Night Sizzle - The Commons -September 29
9. Halloweekend -Trunk or Treat and Halloween movie/concert in The Commons  
October, Saturday, October 27 - 5K October 28, Sunday
10. Plein Air Paint Out - Main Street - November 3 - 11

**NOW THEREFORE BE IT RESOLVED** that the Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey that the above event list is approved.

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

**CANCELLATION OF CAPITAL APPROPRIATION BALANCES**

**RESOLUTION: xxx-2018**

**ADOPTED:**

**WHEREAS**, the following capital budget appropriation balance(s) remain unexpended and:

**WHEREAS**, the capital project(s) for which these funds were originally appropriated have been completed and no further expenditures are anticipated and:

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be credited to fund balance or to the capital improvement fund from which the appropriation originated:

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, that the listed unexpended balances shall be canceled.

<b>Name:</b>	<b>Funding:</b>	<b>Ord#</b>	<b>Amount</b>
Golf – Prelim Well Permits	CIF	2002-07	\$4,350.50
New Borough Hall	CIF	2012-05	\$9,974.97
Police Vehicle	CIF	2016-06	\$23.68
General Road Imp	CIF	2016-21	\$22,472.75
Asphalt Hot Patcher	CIF	2017-21	\$7,338.00
Brush Chipper	CIF	2017-15	\$3,333.00
Snow Plow	CIF	2017-24	\$150.00

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

**AUTHORIZATION TO REFUND ESCROW**

**RESOLUTION: xxx-2018**

**ADOPTED: pending**

**WHEREAS**, the applications before the Zoning and Construction Departments have been finalized, and;

**WHEREAS**, a balance remains in the escrow account of this applicant, for which no further action is required and;

**WHEREAS**, the Borough Engineer has acknowledged the work has been completed as directed;

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, that the monies held shall be refunded as follows:

<b>APPLICANT</b>	<b>ACCOUNT #</b>	<b>AMOUNT</b>
Gateway at High Bridge	7118538	\$72.50

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

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE  
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment  
Decisions Under Title VII of the Civil Rights Act of 1964"**

**RESOLUTION: xxx-2018**

**ADOPTED:**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the High Bridge Borough Council of the *Borough of High Bridge*, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON *January 11, 2018*.

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Clerk

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

**Amending 048-2018 - Approval of Special Events fees for 2018**

**RESOLUTION: xxx-2018**

**ADOPTED: pending**

**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: \$30 per team

**F. Plein Air – Paint Out**

- (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. Salsa Night Sizzle: Dance and Live Orchestra**

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

**H. Fine Arts Sponsorship: \$3,000**

**I. Commons Stage Banner**

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

**J. General Event Sponsorship**

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

## **K. 5k Fun Run, Trick or Trot - Race Course Advertising**

- (1) Title Sponsor: \$5,000 All materials, press releases, publications, etc. will be titled "XXXXX" 5K, presented by (Your Company Name)". You will also be entitled to the Finish Line Banner (material supplied by sponsor) to be hung over Main Street.
- (2) Premier Sponsor: \$3000
- (3) Platinum Sponsor: \$2000
- (4) Gold Sponsor: \$1500
- (5) Silver Sponsor: \$750
- (6) Bronze Sponsor: \$500

### **Race day Program Advertising**

Back Cover, full color ad:

- (1) Full Page \$ 500
- (2) Inside Back or Front Cover, full color: \$300
- (3) Full Page Ad, color: \$150
- (4) 2/3 Page Ad, color: \$100
- (5) 1/3 Page Ad, color: \$50

### **5k Registration fee**

- (1) \$25 for age 18 and older
- (2) \$20 for age 17 and under



**NEW JERSEY GENERAL ASSEMBLY**

ERIK PETERSON  
ASSEMBLYMAN, DISTRICT 23  
HUNTERDON, SOMERSET AND  
WARREN COUNTIES

178 CENTER STREET, SUITE 2B  
CLINTON, NEW JERSEY 08809  
TELEPHONE: (908) 238-0251  
FAX: (908) 238-0256  
ELECTRONIC MAIL: [AsmPeterson@njleg.org](mailto:AsmPeterson@njleg.org)

December 13, 2017

Municipal Clerk Adam Young  
97 West Main St  
High Bridge, NJ 08829

Dear Municipal Clerk Young:

Thank you for contacting my office to express the Borough of High Bridge's opposition to Senate Bill No. 1045 and 1046 and Assembly Bill Nos. 2697 and 2699, which amend the Open Public Meetings Act and the Open Public Records Act. I appreciate learning the Town's thoughts on this matter.

While I understand your reservations with Senate Bill No. 1045 and 1046 in regards to the supposed difficulty of enacting these changes for the benefit of the public. I am of the opinion that transparency in our municipalities is vital to ensuring that our constituents maintain their right of access to our meetings and records. It is with is mind that I have decided to become a co-sponsor of Assembly Bill Nos. 2697 and 2699.

I hope this information was helpful.

Best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read "E.P.", written over a horizontal line.

Erik Peterson



Adam Young &lt;ayoung@highbridge.org&gt;

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## Municipal & County Budgets: Certifying Compliance with Federal Civil Rights Requirements

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egg@dca.state.nj.us <egg@dca.state.nj.us>  
To: ayoung@highbridge.org

Mon, Dec 18, 2017 at 2:39 PM

Dear Municipal Clerk:

P.L. 2017, c. 183, recently signed into law by Governor Christie, amends the Local Budget Law to require municipal and county governing bodies to certify compliance with certain Federal civil rights requirements before approved budgets can be submitted to the Division. Specifically, the governing body must certify that their municipal or county hiring practices comply with United States Equal Employment Opportunity Commission (EEOC) official guidance on the use of arrest and conviction records when making employment decisions. The law is effective commencing with 2018 municipal and county budgets.

Please review Local Finance Notice 2017-27, located at <http://www.nj.gov/dca/divisions/dlgs/lfn/17/2017-27.pdf>, for further details. A model group affidavit and resolution can be found at [http://www.nj.gov/dca/divisions/dlgs/programs/mc\\_budgets.html](http://www.nj.gov/dca/divisions/dlgs/programs/mc_budgets.html) under the Sample Resolutions heading. The EEOC guidance at issue can be reviewed at [https://www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](https://www.eeoc.gov/laws/guidance/arrest_conviction.cfm). These materials should be reviewed with labor counsel and human resources personnel to ensure compliance.

THIS NOTICE HAS BEEN SENT TO THE FOLLOWING OFFICIALS: Municipal Clerk, Chief Financial Officer / County Freeholder Board Clerk, Chief Financial

**GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 OF COMPLIANCE  
WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in  
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES  
NO PHOTO COPIES OF SIGNATURES**

STATE OF NEW JERSEY  
COUNTY OF *HUNTERDON*

We, members of the governing body of the *Borough of High Bridge* being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the *High Bridge Borough Council* of the *Borough of High Bridge* in the county of *Hunterdon*;
2. Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012);
3. We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
4. We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_  
Notary Public of New Jersey

\_\_\_\_\_  
Clerk

-----  
The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be executed before a municipality or county can submit its approved budget to the Division of Local Government Services. The executed certificate and the adopted resolution must be kept on file and available for inspection.