

DRAFT

BOROUGH OF HIGH BRIDGE – COUNCIL MEETING MINUTES

Date: June 14, 2018 – 7:30 p.m. – Location: 97 West Main St., High Bridge, NJ 08829

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

CALL TO ORDER: BY MAYOR DESIRE

FLAG SALUTE: LED BY MAYOR

COUNCIL ROLL CALL:

Councilman Columbus present	Councilman LoIacono present	Mayor Desire present
Councilwoman Ferry present	Councilman Strange present	
Councilwoman Hughes present	Councilman Zappa present	

Attorney Barry Goodman, Administrator Michael Pappas, Acting Clerk Adam Young, Department of Work laborer Rick Roll, and eight other public and press attended the meeting.

READING AND APPROVAL OF MINUTES:

Motion to dispense with the reading of the regular May 24, 2018 minutes: Motion / Second: Zappa / Hughes
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;
Motion passes: 6 yes

Motion to approve the May 24, 2018 regular minutes: Motion / Second: Strange / Ferry
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;
Motion passes: 6 yes

Motion to approve the May 24, 2018 executive minutes: Motion / Second: Strange / Hughes
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;
Motion passes: 6 yes

Motion to approve the April 26, 2018 executive minutes: Motion / Second: Zappa / Strange
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, abstain ; Strange, yes ; Zappa, yes ;
Motion passes: 5 yes, 1 abstention

Motion to add Proclamation 005-2018 – LGBTQI pride Month to the agenda: Strange / Zappa
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;
Motion passes: 6 yes
Proclamation read by Councilwoman Natalie Ferry

Motion to add discussion item, Solitude House Annex lease agreement: Motion / Second: Strange / Zappa
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;
Motion passes: 6 yes

Motion to amend the agenda to add executive session, Resolution 172-2018: Motion / Second: Zappa / Strange
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;
Motion passes: 6 yes

APPOINTMENTS:

A. Resolution 156-2018 – Updated Committee appointments

Motion to adopt Resolution 156-2018: Motion / Second: Hughes / Strange

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

AWARDS:

A. Volunteer of the Year Award – presented to Nancy Hunt

PUBLIC COMMENTS: 5 MINUTES PER PERSON

Doug Walker spoke about having a golf committee meeting, asked about the B.A.N listed on the agenda, the reduction in the insurance costs with the JIF, and commented on the agendas being closed for additions on Fridays. Council spoke about an outline describing the B.A.N., the outline the Borough has for the costs of the JIF, and handling agendas on Fridays. Theresa Woods spoke about the paving and grass issues on Nassau Road. Council spoke about the condition of the grass on the road, the priority of the road for repairs, DPW cutting and other solutions to the mowing needed.

PUBLIC HEARINGS:

A. Ordinance 2018-023: Amending Borough Code, Chapter 303-7, C.(7), Sewer deduction for filling pool

Motion to open the public hearing for Ordinance 2018-023: Motion / Second: LoIacono / Hughes

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

Doug Walker asked why the Borough is considering the sewer deduction, stated that other water uses are going on during the pool fill, and that it should be considered a cost of owning a pool. Council discussed other methods of handling a pool liner change and methods of proof for the fill amount.

Motion to close the public hearing for Ordinance 2018-023: Motion / Second: LoIacono / Zappa

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

Motion to adopt Ordinance 2018-023: Motion / Second: Zappa / Columbus

Roll call vote: Columbus, Abstain ; Ferry, No ; Hughes, Abstain ; LoIacono, No ;

Strange, No ; Zappa, No ;

Motion does not pass: 4 no, 2 abstentions

DISCUSSION ITEMS:

A. Landlord registration – Council spoke about the handling of landlord registration late fees in previous years, hardships this year, and the idea of give 50% of late fees back as relief.

B. Solitude House Annex lease – Council discussed the topic of the Solitude House Annex lease, the intent of the use of the property, and the request for some changes to the lease. Michael Darmstadt spoke about the want to have an architect view the space. Discussion ensued.

Motion to add Resolution 173-2018 to consent agenda, accepting the amended lease agreement with Union Forge Spirits : Motion / Second: Columbus / Hughes

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

INTRODUCTION OF ORDINANCES:

A. Ordinance 2018-024: Chapter 145, Affordable housing regulations

Motion to introduce: Motion / Second: Strange / Zap

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

The presiding officer states that Ordinance 2018-024 shall be published in whole or summary in the Express Times and/or the Hunterdon County Democrat with the public hearing date of June 28, 2018.

B. Ordinance 2018-025: Chapter 145, Developer fee

Motion to introduce: Motion / Second: Strange / LoIacono

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

The presiding officer states that Ordinance 2018-025 shall be published in whole or summary in the Express Times and/or the Hunterdon County Democrat with the public hearing date of June 28, 2018.

C. Ordinance 2018-026: Chapter 145, Article 4, District regulations

Motion to introduce: Motion / Second: Strange / Zappa

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

The presiding officer states that Ordinance 2018-026 shall be published in whole or summary in the Express Times and/or the Hunterdon County Democrat with the public hearing date of June 28, 2018.

D. Ordinance 2018-027: Mason dump truck

Motion to introduce: Motion / Second: Zappa / Hughes

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

The presiding officer states that Ordinance 2018-027 shall be published in whole or summary in the Express Times and/or the Hunterdon County Democrat with the public hearing date of June 28, 2018.

CONSENT AGENDA:

RESOLUTION #	TITLE
Resolution – 157 - 2018	Authorization to go out to bid – Washington Ave.
Resolution – 158 - 2018	Authorize electronic third party receipts
Resolution – 159 - 2018	Award of contract – JTG – Hillcrest Lane
Resolution – 160 - 2018	Award of contract – Fire House improvement
Resolution – 161 - 2018	Landlord refund for overpayment
Resolution – 162 - 2018	Lien redemption
Resolution – 163 - 2018	Plenary license approval – Smoking Gun Enterprises, LLC.
Resolution – 164 - 2018	Plenary license approval – High Bridge Restaurant, LLC.
Resolution – 165 - 2018	Plenary license approval – Riverside Liquors
Resolution – 166 - 2018	Release of executive session minutes
Resolution – 167 - 2018	Sewer utility adjustment
Resolution – 168 - 2018	Solicitor permit approval – HBBA Farmer’s Market
Resolution – 169 - 2018	Municipal support for responsible pet ownership
Resolution – 170 - 2018	Safe routes to school

Resolution – 171 - 2018	Landlord refund for late fees
Resolution – 173 - 2018	Approve amended Solitude House Annex lease

Motion to approve the consent agenda items except Resolution 167-2018 and Resolution 171-2018:

Motion / Second: LoIacono / Hughes

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

Resolution 167-2018 and Resolution 171-2018 removed for discussion.

Discussion of Resolution 167-2018: Council discussed the location of the leak after the meter, removal of the sewer usage, still paying the water portion of the bill, the amount of the leak, and the request by Council to check the meter.

Motion to table Resolution 167-2018 to the next Council meeting: Motion / Second: LoIacono / Columbus

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

Discussion of Resolution 171-2018: Council discussed the prior notices being sent to residents, the fee structure, and prior refunds having been given for this issue.

Motion to approve Resolution 171-2018: Motion / Second: LoIacono / Zappa

Roll call vote: Columbus, no ; Ferry, no ; Hughes, no ; LoIacono, no ; Strange, no ; Zappa, no ;

Motion does not pass: 6 no

WRITTEN COMMUNICATIONS:

A. Certificate of determination of award – B.A.N. – Councilman Zappa discussed portions of the B.A.N. note.

PUBLIC COMMENTS: 3 MINUTES PER PERSON

Nancy Hunt spoke about the duties of Cultural and Heritage to oversee the history and buildings of the Borough, spoke about the Annex's history, doing archaeology on the surrounding grounds of the Annex. Council spoke that the Annex would not be affected, and that Council will seek input for the collaboration of the project.

LEGAL ISSUES:

Attorney Goodman updated the public about the history of the current litigation, the overcharging of improper items to High Bridge which should have been paid by the Town of Clinton, and the current stay of arbitration.

BILL LIST:

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$603,198.99**

Council discussed item 320 - Thompson Reuters, item 1135, and 2383 for irrigation. Acting Clerk Adam Young spoke about the Thompson Reuters pocket parts for code books. Administrator Pappas spoke about the irrigation items which were approved in a Capital Ordinance last year.

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

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

EXECUTIVE SESSION: LEGAL ADVICE FOR TOWN OF CLINTON ARBITRATION

Resolution 172-2018 - Motion to move into executive session: Motion / Second: Zappa / Strange

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes. Action may now be taken.

Motion to move into open session: Motion / Second: Zappa / Strange

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

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

Motion to adjourn: Motion / Second: Columbus / Zappa

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; LoIacono, yes ; Strange, yes ; Zappa, yes ;

Motion passes: 6 yes

Next regular meeting: June 28, 2018 – 7:30 pm – 97 West Main Street, High Bridge, NJ

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

**APPOINTMENT OF MATT HENDERSON
TO THE RECREATION COMMITTEE**

RESOLUTION: 174-2018

ADOPTED:

WHEREAS, there is a vacancy in the Recreation Committee, and

WHEREAS, the Mayor wishes to make an appointment of Matt Henderson to the Recreation Committee with a term expiring 12/31/2019, and

WHEREAS, Resolution 156-2018, Board and Committees, will be amended to reflect this appointment,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of High Bridge that Matt Henderson be appointed to the Recreation Committee, term expiring 12/31/2019.

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

**APPOINTMENT OF WILL MUSICK
TO THE RECREATION COMMITTEE**

RESOLUTION: 175-2018

ADOPTED:

WHEREAS, there is a vacancy in the Recreation Committee, and

WHEREAS, the Mayor wishes to make an appointment of Will Musick to the Recreation Committee with a term expiring 12/31/2019, and

WHEREAS, Resolution 156-2018, Board and Committees, will be amended to reflect this appointment,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of High Bridge that Will Musick is appointed to the Recreation Committee, term expiring 12/31/2019.

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

ENDORISING HOUSING ELEMENT AND FAIR SHARE PLAN

RESOLUTION: 176-2018

ADOPTED:

WHEREAS, on March 10, 2015, the New Jersey Supreme Court issued its decision in In the Matter of the Adoption of N.J.A.C. 5:96 and 5:97 by the New Jersey Council on Affordable Housing, 221 N.J. 1 (2015) (“Mount Laurel IV”). In that decision, the New Jersey Supreme Court transferred primary jurisdiction over affordable housing matters from the New Jersey Council on Affordable Housing (“COAH”) to the New Jersey Superior Court and established a transitional process for municipalities like the Borough of High Bridge to file declaratory judgment actions seeking to declare their Housing Element and Fair Share Plans to be constitutionally compliant and seeking similar protections to what they would have received if they had continued to proceed before COAH; and

WHEREAS, on July 7, 2015, in accordance with Mount Laurel IV, the Borough filed a declaratory judgment action captioned In re Borough of High Bridge Determination of Compliance with Affordable Housing Obligations, Docket Number HNT-L-310-15, in which it seeks a determination from the court that its proposed fair share plan complies with its Mt. Laurel obligation and a judgment of compliance and repose on the basis thereof; and

WHEREAS, the Borough executed a Settlement Agreement with Fair Share Housing Center (FSHC) on December 15, 2017 that identified the Borough’s affordable housing obligation and a preliminary indication of how the Borough would satisfy the affordable housing obligation; and

WHEREAS, the Settlement Agreement was subject to a Fairness Hearing on February 13, 2018 during which the Court considered whether the Settlement Agreement was fair to the interests of low and moderate income households; and

WHEREAS, the Court’s review and approval of the Settlement Agreement is reflected in an Order Approving Settlement Agreement signed by the Honorable Thomas C. Miller, P.J. Civ. and filed on February 13, 2018; and

WHEREAS, said Order requires the Borough to submit an adopted housing element and fair share plan that is consistent with the Settlement Agreement to the Court; and

WHEREAS, the Borough Planning Board adopted the Housing Element and Fair Share Plan at its meeting on June 25, 2018.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Borough of High Bridge, Hunterdon County, State of New Jersey, hereby endorses the Housing Element and Fair Share Plan as adopted by the Borough of High Bridge Planning Board; and

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of High Bridge, pursuant to the provisions of N.J.S.A. 52:27D-301 et seq. and N.J.A.C. 5:93-1 et seq., submits this Housing Element and Fair Share Plan to the Superior Court of New Jersey in a request for a Judgment of Compliance and Repose.

This Resolution shall take effect immediately.

ATTEST:

Adam Young, Acting Borough Clerk

Mark Desire, Mayor

CERTIFICATION

I, Adam Young, Acting Borough Clerk of the Borough of High Bridge, hereby certify that this resolution was duly adopted by the Borough of High Bridge Council at a meeting duly held on the ____ day of June, 2018; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Adam Young, Acting Borough Clerk

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

**APPROVING SPENDING PLAN AND CONFIRMING INTENT TO FUND
SPENDING PLAN SHORTFALL TO EFFECTUATE CERTAIN
AFFORDABLE HOUSING MECHANISMS IN THE BOROUGH'S
HOUSING ELEMENT AND FAIR SHARE PLAN**

RESOLUTION: 177-2018

ADOPTED:

WHEREAS, the Borough voluntarily brought a timely declaratory judgment action pursuant to the procedures set forth by the Supreme Court in *In Re Adoption of N.J.A.C. 5:96, 221 N.J. 1 (201)* (“*Mt. Laurel IV*”) seeking approval of a Housing Element and Fair Share Plan that satisfied the Borough’s obligation to provide for its fair share of the regional need of low and moderate income housing; and

WHEREAS, after a Fairness Hearing held on February 13, 2018, by Order dated February 13, 2018, Honorable Thomas C. Miller approved a settlement agreement between the Borough of High Bridge and Fair Share Housing Center that establish the Borough’s affordable housing obligations; and

WHEREAS, in accordance with the February 13, 2018 Order, the High Bridge Planning Board has adopted a Housing Element and Fair Share Plan on June 25, 2018 pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq., which addresses the requirements of N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C.5:80-26.1, et seq. as amended and supplemented, and the New Jersey Fair Housing Act of 1985; and

WHEREAS, the Housing Element and Fair Share Plan includes an Affordable Housing Trust Fund Spending Plan; and

WHEREAS, the Housing Element and Fair Share Plan provides for a municipally-sponsored Rehabilitation Program, in addition to other developer-funded mechanisms; and

WHEREAS, the Borough has adopted a Development Fee Ordinance in order to generate revenue for the Borough’s Affordable Housing Trust Fund; and

WHEREAS, the Borough of High Bridge anticipates that monies collected and deposited in the Affordable Housing Trust Fund, along with other permitted funding sources, will be sufficient to effectuate the above-referenced mechanism; and

WHEREAS, the Borough of High Bridge is committed to securing judicial approval of its Housing Element and Fair Share Plan; and

WHEREAS, the Borough of High Bridge acknowledges the COAH rules and regulations that provide that, although utilization of a mandatory development fee ordinance is an appropriate mechanism to raise money for the purpose of off-setting the expenses incurred in connection with the Housing Element and Fair Share Plan, there must be an alternative funding source in the event that insufficient monies are derived from the mandatory development fee ordinance or other resources, or the funds are not received in a timely fashion, for the purpose of effectuating the municipally-sponsored Rehabilitation Program; and

WHEREAS, the Borough of High Bridge wishes to express its commitment to cover such funding shortfalls and to fully implement the mechanisms set forth in its Housing Element and Fair Share Plan through appropriations, bonding or other lawful means.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge, County of Hunterdon, that the Borough of High Bridge approves the adoption of the Affordable Housing Trust Fund Spending Plan set forth in the Housing Element and Fair Share Plan; and

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of High Bridge does hereby confirm its intent that in the event that the projected funding from the Development Fee Ordinance the Borough has adopted is insufficient to complete the aforementioned affordable housing mechanism, it is the intention of the Borough Council of the Borough of High Bridge to provide the funding needed to cover any shortfall through appropriations in the Borough's annual budget, bonding, or any other legal means with the understanding that any future affordable housing funding which becomes available may be used to reimburse the Borough for the costs incurred.

This Resolution shall take effect immediately.

ATTEST:

Adam Young, Acting Borough Clerk

Mark Desire, Mayor

CERTIFICATION

I, Adam Young, Acting Borough Clerk of the Borough of High Bridge, hereby certify that this resolution was duly adopted by the Borough of High Bridge Council at a meeting duly held on the ____ day of June, 2018; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Adam Young, Acting Borough Clerk

DRAFT

Introduction: 06/14/2018
Publication: 06/21/2018
Planning Board:
Adoption:
Publication:

**BOROUGH OF HIGH BRIDGE
HUNTERDON COUNTY**

ORDINANCE NO. 2018-024

**AN ORDINANCE TO AMEND CHAPTER 145 “LAND USE AND DEVELOPMENT
ORDINANCE”, ARTICLE 5 “AFFORDABLE HOUSING REGULATIONS TO
ADDRESS THE REQUIREMENTS OF THE FAIR HOUSING ACT AND THE
UNIFORM HOUSING AFFORDABILITY CONTROLS (UHAC) REGARDING
COMPLIANCE WITH THE BOROUGH’S AFFORDABLE HOUSING OBLIGATIONS**

WHEREAS, the Borough of High Bridge has a constitutional obligation to create a realistic opportunity for the construction of its fair share of the region's need for affordable housing; and

WHEREAS, the Borough Council of the Borough of High Bridge desires to create a realistic opportunity for the creation of affordable housing within the Borough; and

WHEREAS, the Borough voluntarily brought a timely declaratory judgment action pursuant to the procedures set forth by the Supreme Court in In Re Adoption of N.J.A.C. 5:96, 221 N.J. 1 (2015) (“Mt. Laurel IV”) seeking approval of a Housing Element and Fair Share Plan that satisfies the Borough’s obligation to provide for its fair share of the regional need of low- and moderate-income housing; and

WHEREAS, after a Fairness Hearing held on February 13, 2018, by Order dated February 13, 2018, Hon. Thomas Miller, J.S.C. approved a settlement agreement between the Borough of High Bridge and Fair Share Housing Center, which established the Borough’s affordable housing obligations; and

WHEREAS, the High Bridge Planning Board has adopted a Housing Element and Fair Share Plan dated June 6, 2018 pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq., which addresses the requirements of N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq. as amended and supplemented, and the New Jersey Fair Housing Act of 1985; and

WHEREAS, the Borough is desirous of amending and supplementing the Borough Code to implement the above-referenced Housing Element and Fair Share Plan, which has been endorsed by the Governing Body, and include provisions addressing High Bridge’s constitutional obligation to provide for its fair share of low and moderate income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985; and

WHEREAS, this Ordinance is intended to provide assurances that low- and moderate-income units ("affordable units") are created with controls on affordability over time and that low- and moderate-income households shall occupy those units.

NOW, THEREFORE BE IT ORDAINED, that Article 5 "Affordable Housing Regulations" is hereby deleted in its entirety and replaced as follows:

Article 5. Affordable Housing Ordinance

Section 501. Title and Statutory Authorization.

- A. The title of this chapter shall be the "Affordable Housing Ordinance."
- B. The Legislature of the State of New Jersey has, in the Fair Housing Act, N.J.S.A. 52:27D-301 et seq., delegated the authority to local governments to adopt an ordinance to provide a realistic opportunity for sound shelter for low and moderate income households. Therefore, the Council of the Borough of High Bridge does ordain as follows:

Section 502. Monitoring and Reporting Requirements.

The Borough of High Bridge shall comply with the following monitoring and reporting requirements regarding the status of the implementation of its Court-approved Housing Element and Fair Share Plan:

- A. Beginning on the first anniversary of the Judgment of Compliance and Repose, and on every anniversary of that date through July 1, 2025, the Borough agrees to provide annual reporting of its Affordable Housing Trust Fund activity to the New Jersey Department of Community Affairs (DCA), Council on Affordable Housing (COAH) or Local Government Services (LGS), or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center (FSHC) and posted on the municipal website, using forms developed for this purpose by DCA, COAH or LGS. The reporting shall include an accounting of all Affordable Housing Trust Fund activity, including the source and amount of funds collected and the amount and purpose for which any funds have been expended.
- B. Beginning on the first anniversary of the Judgment of Compliance and Repose, and on every anniversary of that date through July 1, 2025, the Borough agrees to provide annual reporting of the status of all affordable housing activity within the municipality through posting on the municipal website with a copy of such posting provided to FSHC, using forms previously developed for this purpose by COAH or any other forms endorsed by the Special Master and FSHC.
- C. By July 1, 2020, as required pursuant to N.J.S.A. 52:27D-313, the Borough will post on its municipal website, with a copy provided to FSHC, a status report as to its implementation of its Plan and an analysis of whether any unbuilt sites or unfulfilled

mechanisms continue to present a realistic opportunity and whether any mechanisms to meet unmet need should be revised or supplemented. Such posting shall invite any interested party to submit comments to the Borough, with a copy to FSHC, regarding whether any sites no longer present a realistic opportunity and should be replaced and whether any mechanisms to meet unmet need should be revised or supplemented.

- D. Within 30 days of the third anniversary of the Judgment of Compliance and Repose, and every third year thereafter until July 1, 2025, as required by N.J.S.A. 52:27D-329.1, the Borough will post on its municipal website, with a copy provided to FSHC, a status report as to its satisfaction of its very-low income requirements, including its family very-low income requirements. Such posting shall invite any interested party to submit comments to the Borough and FSHC, regarding whether the Borough has complied with its very-low income housing obligation under the terms of the December 11, 2017 Settlement Agreement (executed on December 15, 2017).

Section 503. Definitions.

- A. The following terms when used in this Ordinance shall have the meanings given in this Section:

ACT - The Fair Housing Act of 1985, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.)

ADAPTABLE - Constructed in compliance with the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.

ADMINISTRATIVE AGENT - The entity designated by the Borough to administer affordable units in accordance with this Ordinance, N.J.A.C. 5:93, and UHAC (N.J.A.C. 5:80-26).

AFFIRMATIVE MARKETING - A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.15.

AFFORDABILITY AVERAGE - The average percentage of median income at which new restricted units in an affordable housing development are affordable to low and moderate income households.

AFFORDABLE - A sales price or rent level that is within the means of a low or moderate income household as defined within N.J.A.C. 5:93-7.4, and, in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.6, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.12, as may be amended and supplemented.

AFFORDABLE HOUSING DEVELOPMENT - A development included in or approved pursuant to the Housing Element and Fair Share Plan or otherwise intended to address the Borough's fair share obligation, and includes, but is not limited to, an inclusionary

development, a municipal construction project or a one hundred percent (100%) affordable housing development.

AFFORDABLE HOUSING PROGRAM(S) - Any mechanism in a municipal Fair Share Plan prepared or implemented to address a municipality's fair share obligation.

AFFORDABLE UNIT - A housing unit proposed or created pursuant to the Act and approved for crediting by the Court and/or funded through an affordable housing trust fund.

AGENCY - The New Jersey Housing and Mortgage Finance Agency established by P.L. 1983, c. 530 (N.J.S.A. 55:14K-1, et seq.).

AGE-RESTRICTED UNIT - A housing unit designed to meet the needs of, and exclusively for, the residents of an age-restricted segment of the population such that: 1) all the residents of the development wherein the unit is situated are sixty-two years of age or older; or 2) at least eighty percent (80%) of the units are occupied by one person who is fifty-five years of age or older; or 3) the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as "housing for older persons" as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

ALTERNATIVE LIVING ARRANGEMENT - A structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternative living arrangements include, but are not limited to: transitional facilities for the homeless; Class A, B, C, D and E boarding homes as regulated by the State of New Jersey Department of Community Affairs; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

ASSISTED LIVING RESIDENCE - A facility that is licensed by the New Jersey Department of Health and Senior Services to provide apartment-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor and that offers units containing, at a minimum, one unfurnished room, a private bathroom, a kitchenette and a lockable door on the unit entrance.

CERTIFIED HOUSEHOLD - A household that has been certified by an Administrative Agent as a low income household or moderate income household.

COAH - The Council on Affordable Housing, as established by the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301, et seq.), or any successor agency charged with the administration of the Act.

COURT – The Superior Court of New Jersey, Law Division, Hunterdon County.

DCA - The State of New Jersey Department of Community Affairs.

DEFICIENT HOUSING UNIT - A housing unit with health and safety code violations that requires the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load bearing structural systems.

DEVELOPER - Any person, partnership, association, company or corporation that is the legal or beneficial owner or owners of a lot or any land included in a proposed development including the holder of an option to contract to purchase, or other person having an enforceable proprietary interest in such land.

DEVELOPMENT - The division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any use or change in the use of any building or other structure, or of any mining, excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to N.J.S.A. 40:55D-1, et seq.

INCLUSIONARY DEVELOPMENT - A development containing both affordable units and market rate units. This term includes, but is not limited to: new construction, the conversion of a non-residential structure to residential use and the creation of new affordable units through the gut rehabilitation or reconstruction of a vacant residential structure.

LOW INCOME HOUSEHOLD - A household with a total gross annual household income equal to fifty percent (50%) or less of the regional median household income by household size.

LOW INCOME UNIT - A restricted unit that is affordable to a low income household.

MAJOR SYSTEM - The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and load bearing structural systems.

MARKET-RATE UNITS - Housing not restricted to low and moderate income households that may sell or rent at any price.

MEDIAN INCOME - The median income by household size for the applicable housing region, as adopted annually by COAH or a successor entity approved by the Court.

MODERATE INCOME HOUSEHOLD - A household with a total gross annual household income in excess of fifty percent (50%) but less than eighty percent (80%) of

the regional median household income by household size.

MODERATE INCOME UNIT - A restricted unit that is affordable to a moderate income household.

NON-EXEMPT SALE - Any sale or transfer of ownership other than the transfer of ownership between husband and wife; the transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary and the transfer of ownership by court order.

RANDOM SELECTION PROCESS - A process by which currently income-eligible households are selected for placement in affordable housing units such that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized affordable unit (e.g., by lottery).

REGIONAL ASSET LIMIT - The maximum housing value in each housing region affordable to a four-person household with an income at eighty percent (80%) of the regional median as defined by duly adopted Regional Income Limits published annually by COAH or a successor entity.

REHABILITATION - The repair, renovation, alteration or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

RENT - The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, rent does not include charges for food and services.

RESTRICTED UNIT - A dwelling unit, whether a rental unit or an ownership unit, that is subject to the affordability controls of N.J.A.C. 5:80-26.1, as amended and supplemented, but does not include a market-rate unit financed under UHORP or MONI.

UHAC - The Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26, et seq.

VERY-LOW INCOME HOUSEHOLD - A household with a total gross annual household income equal to thirty percent (30%) or less of the regional median household income by household size.

VERY-LOW INCOME UNIT - A restricted unit that is affordable to a very-low income household.

WEATHERIZATION Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm

doors, replacement windows and replacement doors, and is considered a major system for purposes of a rehabilitation program.

Section 504. Applicability.

- A. The provisions of this Ordinance shall apply to all affordable housing developments and affordable housing units that currently exist and that are proposed to be created within the Borough of High Bridge pursuant to the Borough's most recently adopted Housing Element and Fair Share Plan.
- B. Moreover, this Ordinance shall apply to all developments that contain low and moderate income housing units, including any currently unanticipated future developments that will provide low and moderate income housing units.
- C. Any property in the Borough of High Bridge that is currently zoned for non-residential uses and subsequently receives a zoning change or use variance or approval of a redevelopment plan to permit residential development, or that is currently zoned for residential uses and receives approval for residential development, shall provide an affordable housing set-aside of at least twenty percent (20%) of the residential units constructed, as required for developments located within the jurisdiction of the Highlands Water Protection and Planning Council, pursuant to N.J.S.A. 52:27D-329.9(a), whether the units will be for rent or will be for sale. No property shall be subdivided so as to avoid compliance with this requirement. All affordable units shall be governed by the provisions of this Ordinance.

Section 505. Rehabilitation Program.

- A. High Bridge's rehabilitation program shall be designed to renovate deficient housing units occupied by low- and moderate-income households such that, after rehabilitation, these units will comply with the New Jersey State Housing Code pursuant to N.J.A.C. 5:28.
- B. Both owner-occupied and renter-occupied units shall be eligible for rehabilitation funds.
- C. All rehabilitated units shall remain affordable to low and moderate income households for a period of ten (10) years (the control period). For owner-occupied units the control period will be enforced with a lien and for renter-occupied units the control period will be enforced with a deed restriction.
- D. The Borough of High Bridge shall dedicate \$10,000 for each unit to be rehabilitated (hard costs) through this program and shall maintain sufficient funds to implement the rehabilitation program for the Borough.
- E. The Borough of High Bridge shall designate, subject to the approval of the Court, one or more Administrative Agents to administer the rehabilitation program in accordance with N.J.A.C. 5:91 and N.J.A.C. 5:93. The Administrative Agent(s) shall provide a rehabilitation manual for the owner-occupancy rehabilitation program and a rehabilitation manual for the rental-occupancy rehabilitation program to be adopted by resolution of the governing body and subject to approval of the Court. Both rehabilitation manuals shall be available for public inspection in the Office of the Municipal Clerk and in the office(s) of the Administrative Agent(s).

- F. Units in a rehabilitation program shall be exempt from the Uniform Housing Affordability Controls (UHAC), but shall be administered in accordance with the following:
1. If a unit is vacant, upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the deed restriction shall require the unit to be rented to a low or moderate income household at an affordable rent and affirmatively marketed pursuant to UHAC.
 2. If a unit is renter-occupied, upon completion of the rehabilitation, the maximum rate of rent shall be the lesser of the current rent or the maximum permitted rent pursuant to UHAC.
 3. Rents in rehabilitated units may increase annually based on the standards in UHAC.
 4. Applicant and/or tenant households shall be certified as income-eligible in accordance with UHAC, except that households in owner occupied units shall be exempt from the regional asset limit.

Section 506. Alternative Living Arrangements.

- A. The administration of an alternative living arrangement shall be in compliance with N.J.A.C. 5:93-5.8 and Uniform Housing Affordability Controls (UHAC), with the following exceptions:
1. Affirmative marketing (N.J.A.C. 5:80-26.15), provided, however, that the units or bedrooms may be affirmatively marketed by the provider in accordance with an alternative plan approved by COAH or the Court;
 2. Affordability average and bedroom distribution (N.J.A.C. 5:80-26.3).
- B. With the exception of units established with capital funding through a twenty (20)-year operating contract with the Department of Human Services, Division of Developmental Disabilities, alternative living arrangements shall have at least thirty (30)-year controls on affordability in accordance with UHAC, unless an alternative commitment is approved by COAH or the Court.
- C. The service provider for the alternative living arrangement shall act as the Administrative Agent for the purposes of administering the affirmative marketing and affordability requirements for the alternative living arrangement.

Section 507. Inclusionary Zoning.

- A. To implement the fair share plan in a manner consistent with the terms of the December 11, 2017 Settlement Agreement (executed December 15, 2017), ensure the efficient use of land through compact forms of development and to create realistic opportunities for the construction of affordable housing, inclusionary zoning shall be permitted on the

following properties consistent with the provisions of High Bridge’s Housing Element and Fair Share Plan and the terms of the Settlement Agreement.

1. 100 West Main Street. This property is known as Block 24, Lot 16. A Redevelopment Plan has been adopted that permits inclusionary multi-family residential development as one of the permissible uses. The Redevelopment Plan permits eight (8) units per acre. A twenty percent (20%) affordable set-aside is required.
2. Downtown Business District. The Borough previously amended its Land Use Ordinance in 2014 to permit inclusionary residential development. The ordinance permits a maximum of six (6) residential units on lots between 5,000 and 10,000 square feet. A maximum of eight (8) residential units are permitted on lots greater than 10,000 square feet. A twenty percent (20%) affordable set-aside is required.
3. Mixed-Use Corridor District. The Borough will create a new conditional use within this zone that will permit inclusionary multi-family residential development on lots of at least 25,000 square feet. The maximum density will be fifteen (15) units per acre. The building height will be limited to three (3) stories and forty-five (45) feet. A minimum of twenty percent (20%) of the units shall be reserved for affordable housing. Finally, the ordinance will require the residential development to be a part of a mixed-use building where there are commercial uses on the ground floor.

Section 508. Phasing Schedule for Inclusionary Zoning.

In inclusionary developments the following schedule shall be followed:

Maximum Percentage of Market-Rate Units Completed	Minimum Percentage of Low and Moderate Income Units Completed
25	0
25+1	10
50	50
75	75
90	100

Section 509. Fractional Units and Payments-in-Lieu.

- A. Inclusionary developments that result in an affordable housing obligation fraction of 0.5 or more shall either round up and provide the extra affordable unit or pay an in-lieu fee.
- B. The payment-in-lieu for High Bridge shall be \$100,000 for 2018. The payment-in-lieu shall increase by 3% each year. To calculate the payment-in-lieu the developer shall multiply the fraction by the payment. For example, a fraction of 0.6 triggered in 2018

would require a payment of \$60,000. The payment shall be made to the Borough's Affordable Housing Trust Fund.

Section 510. New Construction.

A. Low/Moderate Split and Bedroom Distribution of Affordable Housing Units:

1. The fair share obligation shall be divided equally between low and moderate income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low income unit. At least thirteen percent (13%) of all restricted rental units shall be very-low income units (affordable to a household earning thirty percent (30%) or less of regional median income by household size). Fifty percent of the very-low income units shall be available to families. The very-low income units shall be counted as part of the required number of low income units within the development.
2. In each affordable development, at least fifty percent (50%) of the restricted units within each bedroom distribution shall be very-low or low income units.
3. Affordable developments that are not age-restricted shall be structured in conjunction with realistic market demands such that:
 - a. The combined number of efficiency and one-bedroom units shall be no greater than twenty percent (20%) of the total low and moderate income units;
 - b. At least thirty percent (30%) of all low and moderate income units shall be two bedroom units;
 - c. At least twenty percent (20%) of all low and moderate income units shall be three bedroom units; and
 - d. The remaining units may be allocated among two and three bedroom units at the discretion of the developer.
4. Affordable developments that are age-restricted shall be structured such that the number of bedrooms shall equal the number of age-restricted low and moderate income units within the inclusionary development. This standard may be met by having all one bedroom units or by having a two-bedroom unit for each efficiency unit. The Borough shall not be permitted to claim credit to satisfy its obligations under the Settlement Agreement for age-restricted units that exceed twenty-five percent (25%) of all units developed.

B. Accessibility Requirements:

1. The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the Barrier Free SubCode, N.J.A.C. 5:23-7 and the following:
2. All restricted townhouse dwelling units and all restricted units in other multistory buildings in which a restricted dwelling unit is attached to at least one other dwelling unit shall have the following features:
 - a. An adaptable toilet and bathing facility on the first floor; and
 - b. An adaptable kitchen on the first floor; and
 - c. An interior accessible route of travel on the first floor; and
 - d. An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and
 - e. If not all of the foregoing requirements in 2.a. through 2.d. can be satisfied, then an interior accessible route of travel must be provided between stories within an individual unit, but if all of the terms of paragraphs 2.a. through 2.d. above have been satisfied, then an interior accessible route of travel shall not be required between stories within an individual unit; and
 - f. An accessible entranceway as set forth at P.L. 2005, c. 350 (N.J.S.A. 52:27D-311a, et seq.) and the Barrier Free SubCode, N.J.A.C. 5:23-7, or evidence that High Bridge has collected funds from the developer sufficient to make ten percent (10%) of the adaptable entrances in the development accessible:
 - (1) Where a unit has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling unit, an accessible entrance shall be installed.
 - (2) To this end, the builder of restricted units shall deposit funds within the Borough of High Bridge's Affordable Housing Trust Fund sufficient to install accessible entrances in ten percent (10%) of the affordable units that have been constructed with adaptable entrances.
 - (3) The funds deposited under paragraph f.(2) above shall be used by the Borough of High Bridge for the sole purpose of making the adaptable entrance of an affordable unit accessible when requested to do so by a person with a disability who occupies or intends to occupy the unit and requires an accessible entrance.
 - (4) The developer of the restricted units shall submit a design plan and cost estimate to the Construction Official of the Borough of High Bridge for the conversion of adaptable to accessible entrances.

- (5) Once the Construction Official has determined that the design plan to convert the unit entrances from adaptable to accessible meet the requirements of the Barrier Free SubCode, N.J.A.C. 5:23-7, and that the cost estimate of such conversion is reasonable, payment shall be made to the Borough's Affordable Housing Trust Fund in care of the Borough Treasurer who shall ensure that the funds are deposited into the Affordable Housing Trust Fund and appropriately earmarked.
- (6) Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that it is "site impracticable" to meet the requirements. Determinations of site impracticability shall be in compliance with the Barrier Free SubCode, N.J.A.C. 5:23-7.

C. Design:

1. In inclusionary developments, to the extent possible, low and moderate income units shall be integrated with the market units.
2. In inclusionary developments, low and moderate income units shall have access to all of the same common elements and facilities as the market units.

D. Maximum Rents and Sales Prices:

1. In establishing rents and sales prices of affordable housing units, the Administrative Agent shall follow the procedures set forth in UHAC, utilizing the most recently published regional weighted average of the uncapped Section 8 income limits published by HUD and the calculation procedures set forth in the Settlement Agreement dated December 11, 2017 (executed December 15, 2017).
2. The maximum rent for restricted rental units within each affordable development shall be affordable to households earning no more than sixty percent (60%) of median income, and the average rent for restricted rental units shall be affordable to households earning no more than fifty-two percent (52%) of median income.
3. The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low income and moderate income units, provided that at least thirteen percent (13%) of all low and moderate income rental units shall be affordable to very-low income households, which very-low income units shall be part of the low income requirement.
4. The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than seventy percent (70%) of median income, and each affordable development must achieve an affordability average of fifty-five percent (55%) for restricted ownership units; in achieving this affordability average, moderate income ownership units must be

available for at least three different sales prices for each bedroom type, and low income ownership units must be available for at least two different sales prices for each bedroom type.

5. In determining the initial sales prices and rent levels for compliance with the affordability average requirements for restricted units other than assisted living facilities and age-restricted developments, the following standards shall be used:
 - a. A studio shall be affordable to a one (1) person household;
 - b. A one-bedroom unit shall be affordable to a one and one-half (1.5) person household;
 - c. A two-bedroom unit shall be affordable to a three (3) person household;
 - d. A three-bedroom unit shall be affordable to a four and one-half (4.5) person household; and
 - e. A four-bedroom unit shall be affordable to a six (6) person household.
6. In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted units in assisted living facilities and age-restricted developments, the following standards shall be used:
 - a. A studio shall be affordable to a one (1) person household;
 - b. A one-bedroom unit shall be affordable to a one and one-half (1.5) person household; and
 - c. A two-bedroom unit shall be affordable to a two (2) person household or to two one (1) person households.
7. The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to ninety-five percent (95%) of the purchase price and the Federal Reserve H.15 rate of interest), taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed twenty-eight percent (28%) of the eligible monthly income of the appropriate size household as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.
8. The initial rent for a restricted rental unit shall be calculated so as not to exceed thirty percent (30%) of the eligible monthly income of the appropriate size household, including an allowance for tenant paid utilities, as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however,

that the rent shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.

9. The price of owner-occupied low and moderate income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the Administrative Agent be lower than the last recorded purchase price.
10. The rents of very-low, low and moderate income units may be increased annually based on the permitted percentage increase in the Housing Consumer Price Index for the Northeast Urban Area. This increase shall not exceed nine percent in any one year. Rent increases for units constructed pursuant to low income housing tax credit regulations shall be indexed pursuant to the regulations governing low income housing tax credits.

Section 511. Utilities.

- A. Affordable units shall utilize the same type of heating source as market units within an inclusionary development.
- B. Tenant-paid utilities included in the utility allowance shall be set forth in the lease and shall be consistent with the utility allowance approved by HUD for the Section 8 program.

Section 512. Occupancy Standards.

In referring certified households to specific restricted units, the Administrative Agent shall, to the extent feasible and without causing an undue delay in the occupancy of a unit, strive to:

- A. Provide an occupant for each bedroom;
- B. Provide children of different sexes with separate bedrooms;
- C. Provide separate bedrooms for parents and children; and
- D. Prevent more than two (2) persons from occupying a single bedroom.

Section 513. Control Periods for Restricted Ownership Units and Enforcement Mechanisms.

- A. Control periods for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.5, as may be amended and supplemented, and each restricted ownership unit shall remain subject to the requirements of this Ordinance for a period of at least thirty (30) years, until High Bridge takes action to release the unit from such requirements; prior to such action, a restricted ownership unit must remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented.

- B. The affordability control period for a restricted ownership unit shall commence on the date the initial certified household takes title to the unit.
- C. Prior to the issuance of the initial certificate of occupancy for a restricted ownership unit and upon each successive sale during the period of restricted ownership, the Administrative Agent shall determine the restricted price for the unit and shall also determine the non-restricted, fair market value of the unit based on either an appraisal or the unit's equalized assessed value without the restrictions in place.
- D. At the time of the initial sale of the unit, the initial purchaser shall execute and deliver to the Administrative Agent a recapture note obligating the purchaser (as well as the purchaser's heirs, successors and assigns) to repay, upon the first non-exempt sale after the unit's release from the restrictions set forth in this Ordinance, an amount equal to the difference between the unit's non-restricted fair market value and its restricted price, and the recapture note shall be secured by a recapture lien evidenced by a duly recorded mortgage on the unit.
- E. The affordability controls set forth in this Ordinance shall remain in effect despite the entry and enforcement of any judgment of foreclosure with respect to restricted ownership units.
- F. A restricted ownership unit shall be required to obtain a Continuing Certificate of Occupancy or a certified statement from the Construction Official stating that the unit meets all Code standards upon the first transfer of title following the removal of the restrictions provided under N.J.A.C. 5:80-26.5(a), as may be amended and supplemented.

Section 514. Price Restrictions for Restricted Ownership Units, Homeowner Association Fees and Resale Prices.

Price restrictions for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.1, as may be amended and supplemented, including:

- A. The initial purchase price for a restricted ownership unit shall be approved by the Administrative Agent.
- B. The Administrative Agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the foregoing standards.
- C. The master deeds of inclusionary developments shall provide no distinction between the condominium or homeowner association fees and special assessments paid by low and moderate income purchasers and those paid by market purchasers.
- D. The owners of restricted ownership units may apply to the Administrative Agent to increase the maximum sales price for the unit on the basis of anticipated capital

improvements. Eligible capital improvements shall be those that render the unit suitable for a larger household or the addition of a bathroom. See Section 517.

Section 515. Buyer Income Eligibility.

- A. Buyer income eligibility for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.1, as may be amended and supplemented, such that low income ownership units shall be reserved for households with a gross household income less than or equal to fifty percent (50%) of median income and moderate income ownership units shall be reserved for households with a gross household income less than eighty percent (80%) of median income.
- B. Notwithstanding the foregoing, the Administrative Agent may, upon approval by the Borough Council, and subject to the Court's approval, permit a moderate income purchaser to buy a low income unit if and only if the Administrative Agent can demonstrate that there is an insufficient number of eligible low income purchasers in the housing region to permit prompt occupancy of the unit and all other reasonable efforts to attract a low income purchaser, including pricing and financing incentives, have failed. Any such low income unit that is sold to a moderate income household shall retain the required pricing and pricing restrictions for a low income unit.
- C. A certified household that purchases a restricted ownership unit must occupy it as the certified household's principal residence and shall not lease the unit; provided, however, that the Administrative Agent may permit the owner of a restricted ownership unit, upon application and a showing of hardship, to lease the restricted unit to another certified household for a period not to exceed one (1) year.
- D. The Administrative Agent shall certify a household as eligible for a restricted ownership unit when the household is a low income household or a moderate income household, as applicable to the unit, and the estimated monthly housing cost for the particular unit (including principal, interest, taxes, homeowner and private mortgage insurance and condominium or homeowner association fees, as applicable) does not exceed thirty-three percent (33%) of the household's eligible monthly income.

Section 516. Limitations on Indebtedness Secured by Ownership Unit; Subordination.

- A. Prior to incurring any indebtedness to be secured by a restricted ownership unit, the owner shall apply to the Administrative Agent for a determination in writing that the proposed indebtedness complies with the provisions of this Section, and the Administrative Agent shall issue such determination prior to the owner incurring such indebtedness.
- B. With the exception of First Purchase Money Mortgages, neither an owner nor a lender shall at any time cause or permit the total indebtedness secured by a restricted ownership unit to exceed ninety-five percent (95%) of the maximum allowable resale price of the

unit, as such price is determined by the Administrative Agent in accordance with N.J.A.C.5:80-26.6(b).

Section 517. Capital Improvements to Ownership Units.

- A. The owners of restricted ownership units may apply to the Administrative Agent to increase the maximum sales price for the unit on the basis of capital improvements made since the purchase of the unit. Eligible capital improvements shall be those that render the unit suitable for a larger household or that add an additional bathroom. In no event shall the maximum sales price of an improved housing unit exceed the limits of affordability for the larger household.
- B. Upon the resale of a restricted ownership unit, all items of property that are permanently affixed to the unit or were included when the unit was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall carpeting) shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the Administrative Agent at the time of the signing of the agreement to purchase. The purchase of central air conditioning installed subsequent to the initial sale of the unit and not included in the base price may be made a condition of the unit resale provided the price, which shall be subject to ten (10) year, straight-line depreciation, has been approved by the Administrative Agent. Unless otherwise approved by the Administrative Agent, the purchase of any property other than central air conditioning shall not be made a condition of the unit resale. The owner and the purchaser must personally certify at the time of closing that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at the time of or as a condition of resale.

Section 518. Control Periods for Restricted Rental Units.

- A. Control periods for restricted rental units shall be in accordance with N.J.A.C. 5:80-26.11, as may be amended and supplemented, and each restricted rental unit shall remain subject to the requirements of this Ordinance for a period of at least thirty (30) years, until High Bridge takes action to release the unit from such requirements. Prior to such action, a restricted rental unit must remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented.
- B. Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property, and the deed restriction shall be filed by the developer or seller with the records office of the County of Hunterdon. A copy of the filed document shall be provided to the Administrative Agent within thirty (30) days of the receipt of a Certificate of Occupancy.
- C. A restricted rental unit shall remain subject to the affordability controls of this Ordinance despite the occurrence of any of the following events:
 - 1. Sublease or assignment of the lease of the unit;

2. Sale or other voluntary transfer of the ownership of the unit; or
3. The entry and enforcement of any judgment of foreclosure on the property containing the unit.

Section 519. Rent Restrictions for Rental Units; Leases.

- A. A written lease shall be required for all restricted rental units and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental unit shall be provided to the Administrative Agent.
- B. No additional fees or charges shall be added to the approved rent (except, in the case of units in an assisted living residence, to cover the customary charges for food and services) without the express written approval of the Administrative Agent.
- C. Application fees (including the charge for any credit check) shall not exceed five percent (5%) of the monthly rent of the applicable restricted unit and shall be payable to the Administrative Agent to be applied to the costs of administering the controls applicable to the unit as set forth in this Ordinance.
- D. No rent control ordinance or other pricing restriction shall be applicable to either the market units or the affordable units in any development in which at least fifteen percent (15%) of the total number of dwelling units are restricted rental units in compliance with this Ordinance.

Section 520. Tenant Income Eligibility.

- A. Tenant income eligibility shall be in accordance with N.J.A.C. 5:80-26.13, as may be amended and supplemented, and shall be determined as follows:
 1. Very-low income rental units shall be reserved for households with a gross household income less than or equal to thirty percent (30%) of the regional median household income by household size.
 2. Low income rental units shall be reserved for households with a gross household income less than or equal to fifty percent (50%) of the regional median household income by household size.
 3. Moderate income rental units shall be reserved for households with a gross household income less than eighty percent (80%) of the regional median household income by household size.
- B. The Administrative Agent shall certify a household as eligible for a restricted rental unit when the household is a very-low income household, low income household or a

moderate income household, as applicable to the unit, and the rent proposed for the unit does not exceed thirty-five percent (35%) (forty percent (40%) for age-restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.16, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:

1. The household currently pays more than thirty-five percent (35%) (forty percent (40%) for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;
 2. The household has consistently paid more than thirty-five percent (35%) (forty percent (40%) for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
 3. The household is currently in substandard or overcrowded living conditions;
 4. The household documents the existence of assets with which the household proposes to supplement the rent payments; or
 5. The household documents reliable anticipated third-party assistance from an outside source such as a family member in a form acceptable to the Administrative Agent and the owner of the unit.
- C. The applicant shall file documentation sufficient to establish the existence of the circumstances in A.1. through B.5. above with the Administrative Agent, who shall counsel the household on budgeting.

Article 5.1. Municipal Housing Liaison.

Section 521. Purpose

The purpose of this article is to create the administrative mechanisms needed for the execution of the Borough of High Bridge's responsibility to promote and oversee the provision of affordable housing pursuant to the Fair Housing Act of 1985.

Section 522. Definitions.

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

ADMINISTRATIVE AGENT - The entity duly designated and responsible for administering the affordability controls on low and moderate income units created in the Borough of High Bridge to ensure that the restricted units are affirmatively marketed and sold or rented, as applicable, only to very-low, low and moderate income households.

MUNICIPAL HOUSING LIAISON - The municipal employee duly designated by the governing body with the responsibility for monitoring, reporting oversight and general administration of the affordable housing program for the Borough of High Bridge.

Section 523. Establishment of position and compensation; powers and duties.

- A. Establishment of position of Municipal Housing Liaison. There is hereby established the position of Municipal Housing Liaison for the Borough of High Bridge.
- B. Subject to the approval of the Court, the Municipal Housing Liaison shall be appointed by the governing body and may be a full- or part-time municipal employee.
- C. The Municipal Housing Liaison shall be responsible for monitoring, reporting, oversight and general administration of the affordable housing program for the Borough of High Bridge, including the following responsibilities which may not be contracted out to an Administrative Agent:
 - 1. Serving as the Borough of High Bridge's primary point of contact for all inquiries from the state, affordable housing providers, administrative agents, and interested households;
 - 2. Monitoring the status of all restricted units in the Borough of High Bridge's Housing Element and Fair Share Plan;
 - 3. Compiling, verifying and publishing on the Borough's website all referenced monitoring reports as required by the Court;
 - 4. Coordinating meetings with affordable housing providers and the administrative agent(s) as applicable; and
 - 5. Attending continuing education programs as required to obtain and maintain certification as a Municipal Housing Liaison.
- D. Subject to approval by the Court, the Borough of High Bridge may contract with or authorize a consultant, authority, government or any agency charged by the governing body, which entity shall have the responsibility of administering the affordable housing program of the Borough of High Bridge. If the Borough of High Bridge contracts with another entity to administer all or any part of the affordable housing program, including the affordability controls and affirmative marketing plan, the Municipal Housing Liaison shall supervise the contracting administrative agent.
- E. Compensation. Compensation shall be fixed by the governing body at the time of the appointment of Municipal Housing Liaison.

Article 5.2. Administrative Agent

Section 524. Purpose.

The purpose of this article is to create the administrative mechanisms needed for the execution of the Borough of High Bridge's responsibility to promote and oversee the provision of affordable housing pursuant to the Fair Housing Act of 1985.

Section 525. Establishment of position; powers and duties.

An Administrative Agent may be an independent entity serving under contract to and reporting to the municipality. The fees of the Administrative Agent shall be paid by the owners of the affordable units for which the services of the Administrative Agent are required. The Administrative Agent shall perform the duties and responsibilities of an Administrative Agent as set forth in UHAC, including those set forth in Sections 5:80-26.14, 16 and 18 thereof, which includes:

A. Affirmative Marketing:

1. Conducting an outreach process to affirmatively market affordable housing units in accordance with the Affirmative Marketing Plan of the Borough of High Bridge and the provisions of N.J.A.C. 5:80-26.15; and
2. Providing counseling or contracting to provide counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

B. Household Certification:

1. Soliciting, scheduling, conducting and following up on interviews with interested households;
2. Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low or moderate income unit;
3. Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
4. Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et seq.;
5. Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located;

6. Employing a random selection process as provided in the Affirmative Marketing Plan of the Borough of High Bridge when referring households for certification to affordable units; and
7. Notifying the following entities of the availability of affordable housing units in the Borough of High Bridge: Fair Share Housing Center, the New Jersey State Conference of the NAACP, the Latino Action Network, NAACP New Brunswick Main Branch and Youth Council Branch, the Plainfield Area Branch and the Central Jersey Housing Resource Center.

C. Affordability Controls:

1. Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
2. Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
3. Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the Hunterdon County Register of Deeds or Hunterdon County Clerk's office after the termination of the affordability controls for each restricted unit;
4. Communicating with lenders regarding foreclosures; and
5. Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10.

D. Resales and Re-rentals:

1. Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or re-rental; and
2. Instituting and maintaining an effective means of communicating information to low (or very-low) and moderate income households regarding the availability of restricted units for resale or re-rental.

E. Processing Requests from Unit Owners:

1. Reviewing and approving requests for determination from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership that the amount of indebtedness to be incurred will not violate the terms of this Ordinance;

2. Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the depreciated cost of central air conditioning systems;
3. Notifying the municipality of an owner's intent to sell a restricted unit; and
4. Making determinations on requests by owners of restricted units for hardship waivers.

F. Enforcement:

1. Securing annually from the municipality a list of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
2. Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
3. Posting annually, in all rental properties (including two-family homes), a notice as to the maximum permitted rent together with the telephone number of the Administrative Agent where complaints of excess rent or other charges can be made;
4. Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;
5. Establishing a program for diverting unlawful rent payments to the municipality's Affordable Housing Trust Fund; and
6. Creating and publishing a written operating manual for each affordable housing program administered by the Administrative Agent, to be approved by the Borough Council and the Court, setting forth procedures for administering the affordability controls.

G. Additional Responsibilities:

1. The Administrative Agent shall have the authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.

2. The Administrative Agent shall prepare monitoring reports for submission to the Municipal Housing Liaison in time to meet the Court-approved monitoring and reporting requirements in accordance with the deadlines set forth in this Ordinance.
3. The Administrative Agent shall attend continuing education sessions on affordability controls, compliance monitoring, and affirmative marketing at least annually and more often as needed.

Article 5.3. Affirmative Marketing Requirements.

Section 526. Affordable Marketing Requirements.

- A. The Borough of High Bridge shall adopt by resolution an Affirmative Marketing Plan, subject to approval of the Court, that is compliant with N.J.A.C. 5:80-26.15, as may be amended and supplemented.
- B. The Affirmative Marketing Plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The Affirmative Marketing Plan is intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs marketing activities toward Housing Region 3 and is required to be followed throughout the period of restriction.
- C. The Affirmative Marketing Plan shall provide a regional preference for all households that live and/or work in Housing Region 3, comprised of Hunterdon, Middlesex and Somerset Counties.
- D. The municipality has the ultimate responsibility for adopting the Affirmative Marketing Plan and for the proper administration of the Affirmative Marketing Program, including initial sales and rentals and resales and re-rentals. The Administrative Agent designated by the Borough of High Bridge shall implement the Affirmative Marketing Plan to assure the affirmative marketing of all affordable units.
- E. In implementing the Affirmative Marketing Plan, the Administrative Agent shall provide a list of counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
- F. The Affirmative Marketing Plan shall describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Plan, the Administrative Agent shall consider the use of language translations where appropriate.

- G. The affirmative marketing process for available affordable units shall begin at least four (4) months or one hundred twenty (120) days prior to the expected date of occupancy.
- H. Applications for affordable housing shall be available in several locations, including, at a minimum, the Middlesex County Administration Building, Somerset County Administration Building, Somerset County Library Headquarters, Hunterdon County Library Headquarters, Borough Hall and the municipal library in the municipality in which the units are located; and the developer's rental office. Applications shall be mailed to prospective applicants upon request.
- I. In addition to other affirmative marketing strategies, the Administrative Agent shall provide specific notice of the availability of affordable housing units in High Bridge to the following entities: Fair Share Housing Center, the New Jersey State Conference of the NAACP, the Latino Action Network, NAACP New Brunswick Main Branch, Youth Council Branch and Plainfield Area Branch, and the Central Jersey Housing Resource Center.
- J. The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner.

Section 527. Enforcement of Affordable Housing Regulations.

- A. Upon the occurrence of a breach of any of the regulations governing an affordable unit by an Owner, Developer or Tenant, the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, a requirement for household recertification, acceleration of all sums due under a mortgage, recuperation of any funds from a sale in violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.
- B. After providing written notice of a violation to an Owner, Developer or Tenant of a low or moderate income unit and advising the Owner, Developer or Tenant of the penalties for such violations, the municipality may take the following action(s) against the Owner, Developer or Tenant for any violation that remains uncured for a period of sixty (60) days after service of the written notice:
 - 1. The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation or violations of the regulations governing the affordable housing unit. If the Owner, Developer or Tenant is adjudged by the Court to have violated any provision of the regulations governing affordable housing units the Owner, Developer or Tenant shall be subject to one or more of the following penalties, at the discretion of the Court:
 - a. A fine of not more than five hundred dollars (\$500.00) per day or imprisonment for a period not to exceed ninety (90) days, or both, provided that each and every day that the violation continues or exists shall be

considered a separate and specific violation of these provisions and not a continuation of the initial offense;

- b. In the case of an Owner who has rented a low or moderate income unit in violation of the regulations governing affordable housing units, payment into the Borough of High Bridge Affordable Housing Trust Fund of the gross amount of rent illegally collected;
 - c. In the case of an Owner who has rented a low or moderate income unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the Court.
2. The municipality may file a court action in the Superior Court seeking a judgment that would result in the termination of the Owner's equity or other interest in the unit, in the nature of a mortgage foreclosure. Any such judgment shall be enforceable as if the same were a judgment of default of the First Purchase Money Mortgage and shall constitute a lien against the low or moderate income unit.
- a. The judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the Sheriff, at which time the low and moderate income unit of the violating Owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any First Purchase Money Mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality, including attorney's fees. The violating Owner shall have his right to possession terminated as well as his title conveyed pursuant to the Sheriff's sale.
 - b. The proceeds of the Sheriff's sale shall first be applied to satisfy the First Purchase Money Mortgage lien and any prior liens upon the low and moderate income unit. The excess, if any, shall be applied to reimburse the municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the municipality in full as aforesaid, the violating Owner shall be personally responsible for the full extent of such deficiency, in addition to any and all costs incurred by the municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus, if any, shall be placed in escrow by the municipality for the Owner and shall be held in such escrow for a maximum period of two (2) years or until such earlier time as the Owner shall make a claim with the municipality for such. Failure of the Owner to claim such balance within the two (2) year period shall automatically result in a forfeiture of such balance to the municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the Owner or forfeited to the municipality.

- c. Foreclosure by the municipality due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as the same apply to the low and moderate income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing unit. The Owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.
- d. If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the First Purchase Money Mortgage and any prior liens, the municipality may acquire title to the low and moderate income unit by satisfying the First Purchase Money Mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the First Purchase Money Mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the low and moderate income unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess which would have been realized from an actual sale as previously described.
- e. Failure of the low and moderate income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the Owner to accept an offer to purchase from any qualified purchaser which may be referred to the Owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low and moderate income unit as permitted by the regulations governing affordable housing units.
- f. The Owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the Owner.

Section 528. Appeals.

Appeals from all decisions of an Administrative Agent appointed pursuant to this Ordinance shall be filed in writing with the Court.

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Repealer. Any Ordinances or parts thereof in conflict with the provisions of these Ordinance are hereby repealed as to their inconsistencies only.

Effective Date. This Ordinance shall not take effect until approved by the Court.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Council of the Borough of High Bridge held on June 14, 2018, and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Borough Council to be held on _____, 2018 at 7:30 p.m. or as soon thereafter as the Borough Council may hear this Ordinance at the _____, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

Adam Young
Borough Clerk

Adopted:

Mark Desire, Mayor
Borough Council

Attest:

Adam Young
Borough Clerk

Introduction: 06/14/2018
Publication: 06/21/2018
Planning Board:
Adoption:
Publication:

**BOROUGH OF HIGH BRIDGE
HUNTERDON COUNTY**

ORDINANCE NO. 2018-025

AN ORDINANCE TO AMEND CHAPTER 145 “LAND USE AND DEVELOPMENT FEE ORDINANCE”, ARTICLE 7 “FEES, GUARANTEES, INSPECTIONS AND OFF-TRACT IMPROVEMENTS”, SECTION 704 “DEVELOPER FEES” TO PROVIDE FOR THE COLLECTION OF DEVELOPMENT FEES AS PERMITTED BY THE FAIR HOUSING ACT

WHEREAS, In Holmdel Builder’s Association v. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985, N.J.S.A. 52:27d-301, *et seq.*, and the State Constitution, subject to the adoption of Rules by the Council on Affordable Housing (COAH); and

WHEREAS, pursuant to P.L. 2008, c. 46, Section 8 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7), COAH was authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that were under the jurisdiction of COAH and that are now before a court of competent jurisdiction and have a Court-approved Spending Plan may retain fees collected from non-residential development; and

WHEREAS, by the Council of the Borough of High Bridge, Hunterdon County, New Jersey, that Chapter 145, Article 7, Section 704 is hereby to include the following provisions regulating the collection and disposition of mandatory development fees to be used in connection with the Borough's affordable housing programs, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985.

NOW, THEREFORE BE IT ORDAINED, that Article 7, Section 704 “Developer Fees” is hereby deleted in its entirety and replaced as follows:

Section 704. Affordable Housing Development Fees.

A. Purpose.

1. This Ordinance establishes standards for the collection, maintenance, and expenditure of development fees that are consistent with COAH's regulations developed in response to P.L. 2008, c. 46, Sections 8 and 32-38 (C. 52:27D-329.2) and the Statewide Non-Residential Development Fee Act (C. 40:55D-8.1 through 8.7). Fees collected pursuant to this Ordinance shall be used for the sole purpose of providing very-low, low and moderate income housing in accordance with a Court-approved Spending Plan.

B. Basic Requirements.

1. This Ordinance shall not be effective until approved by the Court.
2. The Borough of High Bridge shall not spend development fees until the Court has approved a plan for spending such fees (Spending Plan).

C. Definitions.

1. The following terms, as used in this Ordinance, shall have the following meanings:

AFFORDABLE HOUSING DEVELOPMENT - Development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a one hundred percent (100%) affordable housing development.

COAH or the COUNCIL - The New Jersey Council on Affordable Housing established under the Fair Housing Act.

DEVELOPMENT FEE - Money paid by a developer for the improvement of property as authorized by Holmdel Builder's Association v. Holmdel Township, 121 N.J. 550 (1990) and the Fair Housing Act of 1985, N.J.S.A. 52:27d-301, *et seq.*, and regulated by applicable COAH Rules.

DEVELOPER - The legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

EQUALIZED ASSESSED VALUE - The assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with Sections 1, 5, and 6 of P.L. 1973, c.123 (C.54:1-35a through C.54:1-35c).

GREEN BUILDING STRATEGIES - Those strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

D. Residential Development Fees

1. Imposition of Fees

- a. Within the Borough of High Bridge, all residential developers, except for developers of the types of developments specifically exempted below and developers of developments that include affordable housing, shall pay a fee of one and a half percent (1.5%) of the equalized assessed value for all new residential development provided no increased density is permitted. Development fees shall also be imposed and collected when an additional dwelling unit is added to an existing residential structure; in such cases, the fee shall be calculated based on the increase in the equalized assessed value of the property due to the additional dwelling unit.
- b. When an increase in residential density is permitted pursuant to a “d” variance granted under N.J.S.A. 40:55D-70d(5), developers shall be required to pay a “bonus” development fee of six percent (6%) of the equalized assessed value for each additional unit that may be realized, except that this provision shall not be applicable to a development that will include affordable housing. If the zoning on a site has changed during the two (2)-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two (2)-year period preceding the filing of the variance application.

2. Eligible Exactions, Ineligible Exactions and Exemptions for Residential Developments

- a. Affordable housing developments and/or developments where the developer has made a payment in lieu of on-site construction of affordable units, if permitted by Ordinance or by Agreement with the Borough of High Bridge, shall be exempt from the payment of development fees.
- b. Developments that have received preliminary or final site plan approval prior to the adoption of this Ordinance shall be exempt from the payment of development fees, unless the developer seeks a substantial change in the original approval. Where site plan approval is not applicable, the issuance of a Zoning Permit and/or Construction Permit shall be synonymous with preliminary or final site plan approval for the purpose of determining the right to an exemption. In all cases, the applicable fee percentage shall be determined based upon the Development Fee Ordinance in effect on the date that the Construction Permit is issued.
- c. Improvements or additions to existing one and two-family dwellings on individual lots shall not be required to pay a development fee, but a development fee shall be charged for any new dwelling constructed as a replacement for a previously existing dwelling on the same lot that was or will be demolished, unless the owner resided in the previous dwelling for a period of one (1) year or more prior to obtaining a demolition permit. Where a development fee is charged for a replacement dwelling, the development fee shall be calculated on the increase in the equalized assessed value of the new structure as compared to the previous structure.

- d. Homes replaced as a result of a natural disaster (such as a fire or flood) shall be exempt from the payment of a development fee.

E. Non-Residential Development Fees.

1. Imposition of Fees

- a. Within all zoning districts, non-residential developers, except for developers of the types of developments specifically exempted below, shall pay a fee equal to two and one-half percent (2.5%) of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.
- b. Within all zoning districts, non-residential developers, except for developers of the types of developments specifically exempted below, shall also pay a fee equal to two and one-half percent (2.5%) of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.
- c. Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fee of two and a half percent (2.5%) shall be calculated on the difference between the equalized assessed value of the pre-existing land and improvements and the equalized assessed value of the newly improved structure, i.e. land and improvements, and such calculation shall be made at the time a final Certificate of Occupancy is issued. If the calculation required under this Section results in a negative number, the non-residential development fee shall be zero.

2. Eligible Exactions, Ineligible Exactions and Exemptions for Non-residential Development

- a. The non-residential portion of a mixed-use inclusionary or market rate development shall be subject to a two and a half percent (2.5%) development fee, unless otherwise exempted below.
- b. The two and a half percent (2.5%) development fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within the existing footprint, reconstruction, renovations and repairs.
- c. Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to the Statewide Non-Residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 8.7), as specified in Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption". Any exemption claimed by a developer shall be substantiated by that developer.
- d. A developer of a non-residential development exempted from the non-residential development fee pursuant to the Statewide Non-Residential Development Fee Act shall be subject to the fee at such time as the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that

event, within three years after that event or after the issuance of the final Certificate of Occupancy for the non-residential development, whichever is later.

- e. If a property which was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this Section within forty-five (45) days of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the Borough of High Bridge as a lien against the real property of the owner.

F. Collection Procedures.

1. Upon the granting of a preliminary, final or other applicable approval for a development, the approving authority or entity shall notify or direct its staff to notify the Construction Official responsible for the issuance of a Construction Permit.
2. For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" to be completed as per the instructions provided. The developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The Construction Official shall verify the information submitted by the non-residential developer as per the instructions provided in the Form N-RDF. The Tax Assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.
3. The Construction Official responsible for the issuance of a Construction Permit shall notify the Borough Tax Assessor of the issuance of the first Construction Permit for a development which is subject to a development fee.
4. Within ninety (90) days of receipt of such notification, the Borough Tax Assessor shall prepare an estimate of the equalized assessed value of the development based on the plans filed.
5. The Construction Official responsible for the issuance of a final Certificate of Occupancy shall notify the Borough Tax Assessor of any and all requests for the scheduling of a final inspection on a property which is subject to a development fee.
6. Within ten (10) business days of a request for the scheduling of a final inspection, the Borough Tax Assessor shall confirm or modify the previously estimated equalized assessed value of the improvements associated with the development; calculate the development fee; and thereafter notify the developer of the amount of the fee.
7. Should the Borough of High Bridge fail to determine or notify the developer of the amount of the development fee within ten (10) business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount

consistent with the dispute process set forth in Subsection b. of Section 37 of P.L. 2008, c.46 (C.40:55D-8.6).

8. Except as provided in Section E.1.c. hereinabove, fifty percent (50%) of the initially calculated development fee shall be collected at the time of issuance of the Construction Permit. The remaining portion shall be collected at the time of issuance of the Certificate of Occupancy. The developer shall be responsible for paying the difference between the fee calculated at the time of issuance of the Construction Permit and that determined at the time of issuance of the Certificate of Occupancy.
9. Appeal of Development Fees
 - a. A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by the Board, collected fees shall be placed in an interest bearing escrow account by the Borough of High Bridge. Appeals from a determination of the Board may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S. 54:48-1, *et seq.*, within ninety (90) days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.
 - b. A developer may challenge non-residential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within forty-five (45) days of receipt of the challenge, collected fees shall be placed in an interest bearing escrow account by the Borough of High Bridge. Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, R.S.54:48-1, *et seq.*, within ninety (90) days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

G. Affordable Housing Trust Fund.

1. There is hereby created a separate, interest-bearing Affordable Housing Trust Fund to be maintained by the Chief Financial Officer of the Borough of High Bridge for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls.
2. The following additional funds shall be deposited in the Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:
 - a. Payments in lieu of on-site construction of a fraction of an affordable unit, where permitted by Ordinance or by Agreement with the Borough of High Bridge;

- b. Funds contributed by developers to make ten percent (10%) of the adaptable entrances in a townhouse or other multistory attached dwelling unit development accessible;
 - c. Rental income from municipally operated units;
 - d. Repayments from affordable housing program loans;
 - e. Recapture funds;
 - f. Proceeds from the sale of affordable units; and
 - g. Any other funds collected in connection with High Bridge's affordable housing program.
3. In the event of a failure by the Borough of High Bridge to comply with trust fund monitoring and reporting requirements or to submit accurate monitoring reports; or a failure to comply with the conditions of the judgment of compliance or a revocation of the judgment of compliance; or a failure to implement the approved Spending Plan and to expend funds within the applicable required time period as set forth in In re Tp. of Monroe, 442 N.J. Super. 565 (Law Div. 2015) (aff'd 442 N.J. Super. 563); or the expenditure of funds on activities not approved by the Court; or for other good cause demonstrating the unapproved use(s) of funds, the Court may authorize the State of New Jersey, Department of Community Affairs, Division of Local Government Services (LGS), to direct the manner in which the funds in the Affordable Housing Trust Fund shall be expended, provided that all such funds shall, to the extent practicable, be utilized for affordable housing programs within the Borough of High Bridge, or, if not practicable, then within the County or the Housing Region.
- a. Any party may bring a motion before the Superior Court presenting evidence of such condition(s), and the Court may, after considering the evidence and providing the municipality a reasonable opportunity to respond and/or to remedy the non-compliant condition(s), and upon a finding of continuing and deliberate non-compliance, determine to authorize LGS to direct the expenditure of funds in the Trust Fund. The Court may also impose such other remedies as may be reasonable and appropriate to the circumstances.
4. Interest accrued in the Affordable Housing Trust Fund shall only be used to fund eligible affordable housing activities approved by the Court.

H. Use of Funds.

- 1. The expenditure of all funds shall conform to a Spending Plan approved by the Court. Funds deposited in the Affordable Housing Trust Fund may be used for any activity approved by the Court to address the Borough of High Bridge's fair share obligation and may be set up as a grant or revolving loan program. Such activities include, but are not

limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls; housing rehabilitation; new construction of affordable housing units and related costs; accessory apartments; a market to affordable program; Regional Housing Partnership programs; conversion of existing non-residential buildings to create new affordable units; green building strategies designed to be cost saving and in accordance with accepted national or State standards; purchase of land for affordable housing; improvement of land to be used for affordable housing; extensions or improvements of roads and infrastructure to affordable housing sites; financial assistance designed to increase affordability; administration necessary for implementation of the Housing Element and Fair Share Plan; and/or any other activity permitted by the Court and specified in the approved Spending Plan.

2. Funds shall not be expended to reimburse the Borough of High Bridge for past housing activities.
3. At least thirty percent (30%) of all development fees collected and interest earned on such fees shall be used to provide affordability assistance to low and moderate income households in affordable units included in the municipal Fair Share Plan. One-third (1/3) of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to those households earning thirty percent (30%) or less of the median income for Housing Region 3, in which High Bridge is located.
 - a. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, and assistance with emergency repairs. The specific programs to be used for affordability assistance shall be identified and described within the Spending Plan.
 - b. Affordability assistance to households earning thirty percent (30%) or less of median income may include buying down the cost of low or moderate income units in the municipal Fair Share Plan to make them affordable to households earning thirty percent (30%) or less of median income. The specific programs to be used for very-low income affordability assistance shall be identified and described within the Spending Plan.
 - c. Payments in lieu of constructing affordable housing units on site, if permitted by Ordinance or by Agreement with the Borough of High Bridge, and funds from the sale of units with extinguished controls shall be exempt from the affordability assistance requirement.
4. The Borough of High Bridge may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan, including its programs for affordability assistance.
5. No more than twenty percent (20%) of all revenues collected from development fees may be expended on administration, including, but not limited to, salaries and benefits for

municipal employees or consultants' fees necessary to develop or implement a new construction program, prepare a Housing Element and Fair Share Plan, and/or administer an affirmative marketing program or a rehabilitation program.

- a. In the case of a rehabilitation program, the administrative costs of the rehabilitation program shall be included as part of the twenty percent (20%) of collected development fees that may be expended on administration.
- b. Administrative funds may be used for income qualification of households, monitoring the turnover of sale and rental units, and compliance with COAH's monitoring requirements.

I. Monitoring.

The Borough of High Bridge shall provide annual reporting of Affordable Housing Trust Fund activity to the State of New Jersey, Department of Community Affairs, Council on Affordable Housing or Local Government Services or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center and posted on the municipal website, using forms developed for this purpose by the New Jersey Department of Community Affairs, Council on Affordable Housing or Local Government Services. The reporting shall include an accounting of all Affordable Housing Trust Fund activity, including the sources and amounts of funds collected and the amounts and purposes for which any funds have been expended. Such reporting shall include an accounting of development fees collected from residential and non-residential developers, payments in lieu of constructing affordable units on site (if permitted by Ordinance or by Agreement with the Borough), funds from the sale of units with extinguished controls, barrier free escrow funds, rental income from Borough owned affordable housing units, repayments from affordable housing program loans, and any other funds collected in connection with High Bridge's affordable housing programs, as well as an accounting of the expenditures of revenues and implementation of the Spending Plan approved by the Court.

J. Ongoing Collection of Fees.

1. The ability for the Borough of High Bridge to impose, collect and expend development fees shall be permitted through the expiration of the repose period covered by its Judgment of Compliance and shall continue thereafter so long as the Borough of High Bridge has filed an adopted Housing Element and Fair Share Plan with the Court or with a designated State administrative agency, has petitioned for a Judgment of Compliance from the Court or for Substantive Certification or its equivalent from a State administrative agency authorized to approve and administer municipal affordable housing compliance and has received approval of its Development Fee Ordinance from the entity that will be reviewing and approving the Housing Element and Fair Share Plan.
2. If the Borough of High Bridge is not pursuing authorization to impose and collect development fees after the expiration of its Judgment of Compliance, it may be subject to forfeiture of any or all funds remaining within its Affordable Housing Trust Fund. Any

funds so forfeited shall be deposited into the "New Jersey Affordable Housing Trust Fund" established pursuant to Section 20 of P.L. 1985, c. 222 (C. 52:27D-320).

3. After the expiration of the Judgment of Compliance, if the Borough does not pursue or obtain continued authorization, the Borough of High Bridge shall not impose a residential development fee on a development that receives preliminary or final site plan approval, retroactively impose a development fee on such a development, or expend any of its collected development fees.

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Repealer. Any Ordinances or parts thereof in conflict with the provisions of these Ordinance are hereby repealed as to their inconsistencies only.

Effective Date. This Ordinance shall not take effect until approved by the Court.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Council of the Borough of High Bridge held on June 14, 2018, and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Borough Council to be held on _____, 2018 at 7:30 p.m. or as soon thereafter as the Borough Council may hear this Ordinance at the _____, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

Adam Young
Borough Clerk

Adopted:

Mark Desire, Mayor
Borough Council

Attest:

Adam Young
Borough Clerk

Introduction: 06/14/2018
Publication: 06/21/2018
Planning Board:
Adoption:
Publication:

**BOROUGH OF HIGH BRIDGE
HUNTERDON COUNTY**

ORDINANCE NO. 2018-026

**AN ORDINANCE OF THE BOROUGH OF HIGH BRIDGE AMENDING AND
SUPPLEMENTING CHAPTER 145, “LAND USE AND DEVELOPMENT
ORDINANCE”, ARTICLE 4 “DISTRICT REGULATIONS” TO ADD CERTAIN
CONDITIONALLY-PERMITTED USES TO THE MIXED-USE CORRIDOR ZONE
AND TO SET FORTH THE STANDARDS AND CRITERIA APPLICABLE THERETO**

WHEREAS, the Borough Council of the Borough of High Bridge desires to create a realistic opportunity for the creation of affordable housing within the Borough; and

WHEREAS, the Borough voluntarily brought a timely declaratory judgment action pursuant to the procedures set forth by the Supreme Court in *In Re Adoption of N.J.A.C. 5:96, 221 N.J. 1 (201)* (“*Mt. Laurel IV*”) seeking approval of a Housing Element and Fair Share Plan that satisfied the Borough’s obligation to provide for its fair share of the regional need of low and moderate income housing; and

WHEREAS, after a Fairness Hearing held on February 13, 2018, by Order dated February 13, 2018, Hon. Thomas C. Miller, approved a settlement agreement between the Borough of High Bridge and Fair Share Housing Center; and

WHEREAS, pursuant to the requirements of the February 13, 2018 Order, the Borough of High Bridge intends to supplement its Zoning Ordinance to include provisions addressing High Bridge’s constitutional obligation to provide for its fair share of low and moderate income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C. 5:80-26.1, et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985; and

WHEREAS, the High Bridge Planning Board has adopted a Housing Element and Fair Share Plan dated June 6, 2018 pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq., which addresses the requirements of N.J.A.C. 5:93-1, et seq., as amended and supplemented, N.J.A.C.5:80-26.1, et seq. as amended and supplemented, and the New Jersey Fair Housing Act of 1985; and

WHEREAS, this Ordinance is intended to implement the above-referenced Housing Element and Fair Share Plan, which has been endorsed by the Governing Body.

NOW, THEREFORE BE IT ORDAINED, by the Governing Body of the Borough of High Bridge that Chapter 145 “Land Use and Development Ordinance”, Article 4 “District Regulations”, Section 406.1, “Regulations for MUC, Mixed-Use Corridor Zone”, is hereby amended and supplemented by the underlined as follows:

5. Clubs, lodges and fraternal organizations, conditions as follows:
 - a. The minimum lot area shall be one-half (0.5) acres.
 - b. Parking facilities must be provided at a rate of one (1) space per one hundred (100) square feet of gross floor area.
6. Multi-family residential above non-residential uses, conditions as follows:
 - a. The minimum lot area shall be 25,000 square feet.
 - b. The minimum front yard setback shall be fifteen (15) feet.
 - c. The maximum front yard setback shall be forty (40) feet.
 - d. The minimum side yard setback shall be ten (10) feet, but in the case where the adjacent use is a single-family home, the side yard setback shall be twenty (20) feet.
 - e. The minimum rear yard setback shall be thirty (30) feet.
 - f. The maximum lot coverage shall be eighty (80%) percent.
 - g. The maximum building height shall be three (3) stories and forty-five (45) feet.
 - h. The maximum density shall be fifteen (15) units per acre.
 - i. Ground floor uses shall be permitted MUC non-residential uses, however, a maximum of one (1) handicapped adaptable residential unit may be permitted on the ground floor, so long as the unit is located to the rear of the non-residential use(s) and is accessed from the side or rear of the building.
 - j. A minimum of 20% of the units shall be reserved for affordable housing. All affordable units shall be deed restricted for a minimum of 30 years. The developer shall be responsible for retaining a qualified Administrative Agent.
 - k. The following parameters shall not be considered a condition of the use and if they cannot be met, shall be deemed a design waiver:
 - (1) Where the property abuts an existing single-family home, a solid screen comprised of either a six (6) foot-tall fence or evergreen shrubs six (6) feet in height shall be installed to screen the parking area and any visible trash areas.
 - (2) No dumpster or trash facilities shall be located within twenty (20) feet of a property line shared with an existing single-family home.
 - (3) Off-street parking shall be provided for the residential units in accordance with the Residential Site Improvement Standards. All required residential parking shall be provided on-site. Off-street parking for non-residential uses shall comply with Section 306.B.

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Repealer. Any Ordinances or parts thereof in conflict with the provisions of these Ordinance are hereby repealed as to their inconsistencies only.

Effective Date. This Ordinance shall not take effect until approved by the Court.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Council of the Borough of High Bridge held on June 14, 2018, and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Borough Council to be held on _____, 2018 at 7:30 p.m. or as soon thereafter as the Borough Council may hear this Ordinance at the _____, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

Adam Young
Borough Clerk

Adopted:

Mark Desire, Mayor
Borough Council

Attest:

Adam Young
Borough Clerk

Introduction: 06/14/2018
Publication: 06/21/2018
Adoption:
Publication:

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

ORDINANCE #2018-027

ORDINANCE APPROPRIATING \$120,000.00 FROM THE CAPITAL IMPROVEMENT FUND FOR A 19,500 GVW MASON DUMP TRUCK WITH PLOW ATTACHMENT IN THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

BE IT ORDAINED BY THE BOROUGH COMMON COUNCIL OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. \$120,000.00 is hereby appropriated from the Capital Improvement Fund for 19,500 GVW Mason Dump truck with plow attachment, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough").

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect as provided by the law.

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

RESOLUTION: 167-2018

TABLED TO NEXT MEETING: 06/14/2018

ADOPTED: pending

Adjustment of Sewer Usage Amount for Leak

WHEREAS, Mr. Stephen Sheriff of 17 Watergate Drive was charged for 1,235 units of usage on the 2nd quarter utility bill, and

WHEREAS, the Department of Public Works confirmed that there was a leak at the home and that the water has not been processed as sewerage, 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 hereby authorize an adjustment of \$6,644.30, the value of 1,235 units of sewer usage from Mr. Sheriff's account.

Introduction:
Publication:
Adoption:
Publication:

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

ORDINANCE #2018-028

ORDINANCE APPROPRIATING \$9,200.00 FROM THE CAPITAL IMPROVEMENT FUND FOR A ZERO TURN MOWER IN THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

BE IT ORDAINED BY THE BOROUGH COMMON COUNCIL OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. \$9,200.00 is hereby appropriated from the Capital Improvement Fund for a zero turn mower, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough").

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect as provided by the law.

Introduction:
Publication:
Adoption:
Publication:

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

ORDINANCE #2018-029

ORDINANCE APPROPRIATING \$25,000.00 FROM THE WATER CAPITAL IMPROVEMENT FUND FOR A WATER MAIN BYPASS ON MINE ROAD IN THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

BE IT ORDAINED BY THE BOROUGH COMMON COUNCIL OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. \$25,000.00 is hereby appropriated from the Water Capital Improvement Fund for a water main bypass on Mine Road, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the "Borough").

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect as provided by the law.

Introduction:
Publication:
Adoption:
Publication:

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

ORDINANCE #2018-030

ORDINANCE APPROPRIATING \$32,000.00 FROM THE CAPITAL IMPROVEMENT FUND FOR PRELIMINARY ENGINEERING FOR WASHINGTON AVENUE ROAD IMPROVEMENTS-PHASE II IN THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY.

BE IT ORDAINED BY THE BOROUGH COMMON COUNCIL OF THE BOROUGH OF HIGH BRIDGE, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. \$32,000.00 is hereby appropriated from the Capital Improvement Fund for preliminary engineering for Washington Avenue Road Improvements – Phase II, including all work and materials necessary therefore and incidental thereto in and by the Borough of High Bridge, in the County of Hunterdon, New Jersey (the “Borough”).

Section 2. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect as provided by the law.

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

AMENDMENT OF PROFESSIONAL SERVICE CONTRACT

RESOLUTION: 178-2018

ADOPTED:

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

WHEREAS, a proposal to prepare the Safe Routes to Schools Grant application not to exceed \$3,500.00 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 \$3,500.00 for the preparation of the Safe Routes to Schools Grant application.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Acct #10516565-O/E-Engineering.



Bonnie Ann Fleming
Chief Financial Officer

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

AMENDMENT OF PROFESSIONAL SERVICE CONTRACT

RESOLUTION: 179-2018

ADOPTED:

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

WHEREAS, a proposal to prepare the NJDOT Roadway Improvement Grant application not to exceed \$1,000.00 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 \$1,000.00 for the preparation of the NJDOT Roadway Improvement Project Grant Application.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: Acct #10516565-O/E-Engineering.



Bonnie Ann Fleming
Chief Financial Officer

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

AUTHORIZATION TO DEACTIVATE UTILITY ACCOUNT

RESOLUTION 180-2018

ADOPTED: pending

WHEREAS, the property owner of 1 Main Street has requested for the 3rd utility account to be deactivated, and

WHEREAS, the water main has been capped and the meter has been removed, and

WHEREAS, an inspection of the property has been completed by the tax assessor, resulting in only a 2 unit property.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, that the utility account of 1 Main Street, ID #25 is deactivated and no further charges.

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

Award of Contract – New Carpet at Firehouse

RESOLUTION: 181-2018

DATE: pending adoption

WHEREAS, the Borough of High Bridge wishes to replace the carpet inside the Firehouse, and

WHEREAS, two quotes were received:

Mill Direct Flooring, Inc	\$4,970.00
The Rug Mart-Carpet One Floor & Home	\$5,352.85

WHEREAS, Mill Direct Flooring, Inc had the lowest price of \$4,970.00, and

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey approve the award of contract to Mill Direct Flooring, Inc.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: High Bridge Fire Dept - OE – Misc - #10525599.



Bonnie Ann Fleming
Chief Financial Officer

CAPITAL BUDGET AMENDMENT

FROM
Capital Budget (Current Year Action)
2018

Planned Funding Services for
Current Year 2018

1 Project	2 Project Number	3 Estimated Total Cost	4 Amounts Reserved in Prior Years	5 Planned Funding Services for Current Year 2018						To be Funded in Future Years
				5a 2018 Budget Appropriations	5b Capital Improvement Fund	5c Capital Surplus	5d Grants in Aid and Other Funds	5e Debt Authorized		
		\$ 140,000			\$ 140,000			\$ -	\$ -	
Subtotal Current Fund		\$ 5,619,000	\$ 11,000	# \$ 35,000	\$ 458,000	\$ -	\$ 180,000	\$ 387,000	\$ 4,548,000	
Total All Projects		\$ 6,664,000	\$ 11,000	\$ 35,000	\$ 533,000	\$ -	\$ 180,000	\$ 1,357,000	\$ 4,548,000	

FROM
5 YEAR CAPITAL PROGRAM 2018-2022
Anticipated Project Schedule
and Funding Requirement

1 Project	2 Project Number	3 Estimated Total Cost	4 Estimated Completion Time	5 Funding Amounts Per Year					
				Budget Year 2018	2019	2020	2021	2022	2023-2025
		\$ 140,000	2018	\$ 140,000	\$ -				
Subtotal Current Fund		\$ 5,619,000	-	\$ 1,031,800	\$ 124,200	\$ 138,000	\$ 300,000	\$ 4,025,000	-
Total All Projects		\$ 6,664,000		\$ 2,076,800	\$ 124,200	\$ 138,000	\$ 300,000	\$ 4,025,000	

CAPITAL BUDGET AMENDMENT

From
5 YEAR CAPITAL PROGRAM 2018-2022
Summary of Anticipated
Funding Sources and Amounts

1 Project	2 Estimated Total Cost	3 Budget Appropriations		4 Capital Improvement Fund	5 Capital Surplus	6 Grants in Aid and Other Funds	7 Bonds and Notes				
		Current Year 2018	Future Years				General	Self Liquidating	Assessment	School	
Current Fund											
Roadside Mower	\$ 140,000		\$ -	\$ 140,000				\$ -			
Subtotal Current Fund	\$5,619,000	\$ -	\$ 4,548,000	\$ 504,000	\$ -	\$ 180,000	\$ 387,000	\$ -	\$ -	\$ -	\$ -
Total All Projects	\$ 6,664,000		\$ 4,548,000	\$ 579,000	\$ -	\$ 180,000	\$ 387,000	\$ 970,000	\$ -	\$ -	\$ -

CAPITAL BUDGET AMENDMENT

TO
Capital Budget (Current Year Action)
2018

Planned Funding Services for
Current Year 2018

1 Project	2 Project Number	3 Estimated Total Cost	4 Amounts Reserved in Prior Years	5a 2018 Budget Appropriations	5b Capital Improvement Fund	5c Capital Surplus	5d Grants in Aid and Other Funds	5e Debt Authorized	To be Funded in Future Years
Current Fund									
Roadside Mower		\$ 108,000			\$ 108,000			\$ -	\$ -
Washington Ave-Ph 2-Pre Eng		\$ 32,000			\$ 32,000				
Subtotal Current Fund		\$ 5,619,000	\$ 11,000	\$ 35,000	\$ 458,000	\$ -	\$ 180,000	\$ 387,000	\$ 4,548,000
Total All Projects		\$ 6,664,000	\$ 11,000	\$ 35,000	\$ 533,000	\$ -	\$ 180,000	\$ 1,357,000	\$ 4,548,000

TO
5 YEAR CAPITAL PROGRAM 2018--2022
Anticipated Project Schedule
and Funding Requirement

1 Project	2 Project Number	3 Estimated Total Cost	4 Estimated Completion Time	5 Funding Amounts Per Year					
				Budget Year 2018	2019	2020	2021	2022	2023-2025
Current Fund									
Roadside Mower		\$ 108,000	2018	\$ 108,000	\$ -				
Washington Ave-Ph 2-Pre Eng		\$ 32,000	2018	\$ 32,000					
Subtotal Current Fund		\$ 5,619,000	-	\$ 1,031,800	\$ 124,200	\$ 138,000	\$ 300,000	\$ 4,025,000	\$ -
Total All Projects		\$ 6,664,000		\$ 2,076,800	\$ 124,200	\$ 138,000	\$ 300,000	\$ 4,025,000	\$ -

CAPITAL BUDGET AMENDMENT

TO
5 YEAR CAPITAL PROGRAM 2018-2022
Summary of Anticipated
Funding Sources and Amounts

1 Project	2 Estimated Total Cost	3 Budget Appropriations		4 Capital Improvement Fund	5 Capital Surplus	6 Grants in Aid and Other Funds	7 Bonds and Notes				
		Current Year 2018	Future Years				General	Self Liquidating	Assessment	School	
Current Fund											
Roadside Mower	\$ 108,000	\$ -		\$ 108,000	\$ -			\$ -			
Washington Ave-Ph 2-Pre Eng	\$ 32,000			\$ 32,000							
Subtotal Current Fund	\$ 5,619,000	\$ -	\$ 4,548,000	\$ 504,000	\$ -	\$ 180,000	\$ 387,000	\$ -	\$ -		
Total All Projects	\$ 6,664,000	\$ -	\$ 4,548,000	\$ 579,000	\$ -	\$ 180,000	\$ 387,000	\$ 970,000	\$ -	\$ -	

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

RESOLUTION: 183-2018

ADOPTED: Pending

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of High Bridge, in the County of Hunterdon, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2018 in the sum of \$8,718.19, which is now available as a revenue from Miscellaneous Revenues Section F: Public and Private Revenues Offset with Appropriations: Clean Communities. Pursuant to the provision of the statute, and

BE IT FURTHER RESOLVED that the like sum of \$8,718.19 is hereby appropriated under the caption Public and Private Programs Offset by Revenues: Clean Communities.

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

**APPOINTMENT FOR PART-TIME, TEMPORARY HYDRANT TESTING
PERSONNEL**

RESOLUTION: 184-2018

ADOPTED:

WHEREAS, there is a need for part-time, temporary laborer(s) for the hydrant testing program;
and

WHEREAS, the following applicant list has been deemed eligible in meeting the requirements
for the position:

- Mark Brong
- Sean Smith
- Tim Stemple
- Timothy Hinson
- Kevin Ritz
- Thomas Crampton
- Richard Pearce
- Drew Stephens
- James Crampton
- Richard Roll
- Jeffrey Smith
- Devin Strange

WHEREAS, the position(s) will not exceed twenty-nine (29) hours per week;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, that the above listed individuals shall be hired to fill the position of part-time, temporary personnel for hydrant testing at the hourly rate of \$14.50, effective immediately.

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

RESOLUTION: 185-2018

ADOPTED: pending

Lien Redemptions

WHEREAS, the High Bridge Tax Collector has received funds from a property owner(s) or other party of interest for redemption of a Tax Sale Lien(s), and

WHEREAS, lien holders are entitled to payment for redemption of the Tax Lien(s) upon receipt of funds by the Tax Collector, 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 High Bridge Tax Collector is hereby authorized to redeem said lien(s) and return applicable premiums in the following amount(s):

<u>TAX LIEN CERT NO.</u>	<u>BLOCK</u>	<u>LOT</u>	<u>LIEN HOLDER</u>	<u>AMOUNT</u>
2016-004	6	1	PC6 Sterling	\$ 1,104.34
Premium	6	1	PC6 Sterling	\$ 300.00

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

Approval to Submit NJDOT Grant Application

RESOLUTION: 186-2018

ADOPTED:

WHEREAS, approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Mc Donald Street Roadway Improvements project is requested;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of High Bridge formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Acting Clerk are hereby authorized to submit an electronic grant application identified as LAIF-High Bridge Borough-00154 to the New Jersey Department of Transportation on behalf of the Borough of High Bridge.

BE IT FURTHER RESOLVED that the Mayor and Acting Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of High Bridge and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

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

**A RESOLUTION APPOINTING MICHAEL PAPPAS AS THE MUNICIPAL
HOUSING LIAISON FOR THE BOROUGH OF HIGH BRIDGE**

RESOLUTION: 187-2018

DATE: pending adoption

WHEREAS, the Borough of High Bridge has petitioned the Superior Court of New Jersey for a Declaratory Judgment that its adopted 2018 Housing Element and Fair Share Plan is compliant with its constitutional obligation to provide its fair share of the regional need for very-low, low, and moderate income housing; and

WHEREAS, the Borough's adopted 2018 Housing Element and Fair Share Plan will result in the creation of housing units affordable to and intended for occupancy solely by qualified very-low, low, and moderate income households; and

WHEREAS, Mr. Pappas shall be required to complete all training to achieve an Affordable housing Professional Certificate, which is provided by the Affordable Housing Professionals of New Jersey and the Center for Government Services at Rutgers. This Certificate will serve as the qualification to serve as the Borough's Municipal Housing Liaison. Mr. Pappas shall obtain said Certificate by December 31, 2018; and

WHEREAS, the Borough Council of the Borough of High Bridge has determined to appoint and designate Michael Pappas as its Municipal Housing Liaison, to fulfill the duties set forth in Ordinance 2018-024, creating the position of Municipal Housing Liaison; and

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of High Bridge, County of Hunterdon, that the Borough of High Bridge hereby appoints Michael Pappas as its designated Municipal Housing Liaison.

Approved this ____ day of _____, 2018

Mark Desire, Mayor
Borough Council

Attest:

Adam Young
Municipal Clerk

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

ADOPTING AFFIRMATIVE MARKETING PLAN

RESOLUTION: 188-2018

ADOPTED: _____

WHEREAS, in accordance with the New Jersey Uniform Housing Affordability Controls (“UHAC”) pursuant to N.J.A.C. 5:80-26-1, *et seq.*, the Borough of High Bridge is required to adopt an Affirmative Marketing Plan to ensure that all affordable housing units created within the Borough of High Bridge are affirmatively marketed to low and moderate income households, particularly those living and/or working within Housing Region 3, the COAH Housing Region encompassing the Borough of High Bridge; and

WHEREAS, an Affirmative Marketing Plan has been prepared for the Borough; and

WHEREAS, the Affirmative Marketing Plan details the mechanisms to be employed in advising the public of the availability of affordable units within the Borough, which include advertising within the print media as well as the contacting of companies and firms; and

WHEREAS, the Affirmative Marketing Plan complies with the Borough’s Affordable Housing Ordinance, specifically, Chapter 145, Article 5.3 entitled “Affirmative Marketing Requirements” and the Operating Manual for the administration of affordable units in compliance with the Uniform Housing Affordability Controls; and

WHEREAS, the Affirmative Marketing Plan also includes notifying community groups and organizations within the Housing Region pertaining to the availability of affordable housing units; and

WHEREAS, the Mayor and Council of the Borough of High Bridge has reviewed the Affirmative Marketing Plan and determined same to be consistent with the requirements of UHAC.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge, County of Hunterdon, that the Mayor and Council has hereby determined that the Affirmative Marketing Plan is in accordance with the applicable requirements and does hereby adopt the attached Affirmative Marketing Plan.

This Resolution shall take effect immediately.

ATTEST:

Adam Young, Acting Borough Clerk

Mark Desire, Mayor

CERTIFICATION

I, Adam Young, Acting Borough Clerk of the Borough of High Bridge, hereby certify that this resolution was duly adopted by the Borough of High Bridge Council at a meeting duly held on the ____ day of June, 2018; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Adam Young, Acting Borough Clerk

DRAFT

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

**RESOLUTION ADOPTING THE ‘SALES AND OPERATING MANUAL’ AND
‘REHABILITATION OPERATING MANUAL’
FOR THE BOROUGH OF HIGH BRIDGE**

RESOLUTION: 189-2018

DATE: pending adoption

WHEREAS, in accordance with the New Jersey Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26-1, *et seq.*, the Borough of High Bridge is required to adopt all program operating manuals, which set forth the procedures for administering the program(s) and their associated affordability controls for affordable housing units created within the Borough of High Bridge.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of High Bridge, that the Borough does hereby adopt the following attached operating manuals, subject to final approval as to form by the Borough Planner and Borough Attorney:

1. Sales and Rental Operating Manual
2. Rehabilitation Operating Manual

ATTEST:

Adam Young, Acting Borough Clerk

Mark Desire, Mayor

CERTIFICATION

I, Adam Young, Acting Borough Clerk of the Borough of High Bridge, hereby certify that this resolution was duly adopted by the Borough of High Bridge Council at a meeting duly held on the ____ day of June, 2018; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Adam Young, Acting Borough Clerk

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

**AUTHORIZATION TO ADVERTISE FOR A PART-TIME, TEMPORARY
DPW LABORER(S)**

RESOLUTION: 190-2018

ADOPTED:

WHEREAS, from time to time there is a need for a part-time, temporary Department of Works laborer; and

WHEREAS, the position is required to be advertised;

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 advertises for the above position.

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

AUTHORIZATION TO BID

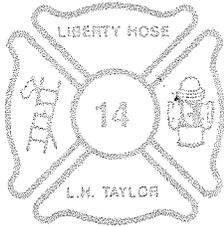
RESOLUTION: 191-2018

ADOPTED:

WHEREAS, Resolution 157-2018 was adopted on June 14 authorizing bids to be solicited for Washington Avenue Phase I; and

WHEREAS, the Borough would like to solicit combined bids for the proposed work for Phase I and Phase II which does not include replacing water mains or individual service connections;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon that authorization to solicit bids for Washington Avenue Phase I and Phase II is hereby granted.



HIGH BRIDGE FIRE DEPARTMENT
P.O. BOX 232 • HIGH BRIDGE, N.J. 08829
ORGANIZED 1899 INCORPORATED 1902

Date: May 30, 2018

To: Michael Pappas, Administrator

From: Jeffrey Smith, Chief *JS*

Re: Hydrant Testing

As discussed the following members would like to participate in the Hydrant Testing Program.

1. Mark Brong
2. Sean Smith
3. Tim Stemple
4. Timothy Hinson
5. Kevin Ritz
6. Thomas Crampton
7. Richard Pearce
8. Drew Stephens
9. James Crampton
10. Richard Roll
11. Jeffrey Smith
12. *Devon Strazee*

In closing, I would like to take this opportunity to thank you for your assistance with starting this program. If you have any questions feel free to contact me.

C: file

Memo

To: Mayor Desire

From: Bonnie Ann Fleming, CFO/CTC

CC: Borough Council

CC: Borough Administrator

Date: 06/22/18

Re: Monthly Report-May

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

Including:

- Weekly Management Reports 05/04-05/25/18
- Tax Collector's Monthly Receipts
- Capital Project Balances
- YTD Interest
- YTD Revenues
- Monthly Receipts and Disbursements
- YTD Budget Balances

TAX – Two redemption calculations for open liens were prepared and confirmed with the lien holder.

A Tax Search request was received and processed. Memos were submitted to the Construction Official, Tax Assessor, and Utility Collector to confirm status.

FINANCE – Two copies of the Adopted Budget document were mailed to Trenton and one copy was mailed to the County, as required. The user-friendly budget was submitted on-line.

The existing sewer contract formulas with Spruce Run and Voorhees were reviewed for billing updating due to the new rate increase.

A copy of the AFS was sent to Investors Bank upon request.

Two signed copies of the agreement with Base Camp 31 for the Halloween 5K event were sent to the vendor.

The month of April close-out reports were prepared for Tax and Utility accounts.

The annual usage and billing for sewer and water was updated and provided to Councilman Zappa in response to a request regarding sewer flow readings.

Finance Assistant Harrington attended the annual purchasing conference Tuesday and Wednesday.

Finance Assistant Lai attended a free Excel workshop at RVCC.

Payroll input sheets for 05/10 were prepared and submitted for processing.

A meeting was held with the Administrator and Borough Engineer to discuss on-going projects.

The Historic Preservation Plan invoices were submitted to the Highlands Council for reimbursement.

The upcoming BAN sale was discussed with Bond Counsel.

Tax payments totaling \$250,000 were receipted for the 2nd quarter.

MISCELLANEOUS – An electronic flyer was passed out to borough employees regarding a meeting with our Valic representative to learn about the deferred compensation program available. The meeting was held at Borough Hall on Thursday.

A meeting was held with the Summer Recreation Director to discuss applicants for Assistant Director.

A request for a Certificate of Insurance was made for the Summer Rec program at the school.

I reviewed boxes of old records for submission to destroy.

The summer recreation registration form was sent to Seamless.Docs to format into an on-line fillable form.

TAX – A lien redemption calculation was provided upon response.

FINANCE – Chapter 159 resolutions were prepared to amend the budget for a Safe Passage Grant received, and additions to the Plan Conformance Grant awarded by the Highlands Council.

The salary and wage resolution was prepared for Council approval on May 10.

Two Ordinances appropriating capital funding for engineering expenses associated with the completion of Mill Street and Hillcrest Road were prepared for Council approval on May 10.

Resolutions were prepared awarding a contract to Maser Consulting for implementation of the Housing Element and Fair Share Plan and for an appraisal of the Town of Clinton sewerage treatment plant.

A resolution to award the contract for the Solitude roof repair was prepared for Council approval. A grant from the County had been awarded in 2017 for \$3,316. This was based on the price given by another contractor who has since decided not to perform the services as quoted. Due to the cost estimate being higher than the grant for the subsequent quotes received, the Administrator contacted the County to apply for the difference. We are awaiting final approval from the County for the revised cost. If denied, the additional funding will be charged to the Cultural & Heritage budget for 2018.

Draft guidelines for Committee Liaisons were created for Council review.

The Golf Fee Ordinance was reviewed and amended.

Invoice for May payroll and armored car services were submitted to Investors Bank for payment.

Costs for a new patrolman for school security were prepared for Chief Bartman.

A conference call with Seamless Docs was held on Wednesday. A new summer recreation form was finalized for uploading to the website. The new form offers combined electronic registration and payment. The vacant property registration form was also reviewed and amended prior to finalizing.

Payroll checks were disbursed, transfers were completed on-line, and agency checks were processed.

Thirty-three Purchase Orders were prepared and mailed.

Sixty-eight checks were processed for vendors following approval of the Bill List.

The Special Events budget was reviewed with the Committee Liaison.

MISCELLANEOUS – I submitted the Certificate of Insurance to the High Bridge Board of Education for the Summer Recreation Program.

I attended the League of Municipalities Legislative Committee Meeting on Friday, May 11.

WEEKLY MANAGEMENT REPORT- TAX AND FINANCE DEPARTMENT

05/18/18

TAX – A Tax Sale Certificate and a Redemption Certificate were prepared and mailed upon request.

Delinquent tax notices were prepared and mailed totaling \$349,290.

I attended the annual Tax Collector's and Treasurer's Association Conference on 05/15 and 05/16. On Tuesday morning, I was a speaker in the Legislative Update Session. I accumulated 16 continuing education credits toward my CFO/CTC/QPA license renewals.

FINANCE – A conference call with the auditor was scheduled with the Finance Committee Chairman.

The schedule for the upcoming note sale was reviewed with the Bond Counsel's office.

The DPW overtime budget was analyzed and reviewed with the Administrator.

New pay rates were calculated for the 05/25 payroll in accordance with the recently adopted salary and wage resolution. The input sheets were prepared and submitted for processing.

An employment verification form was completed, upon request.

I attended a meeting with the Borough Engineer and Administrator to review on-going and up-coming projects.

The Fixed Assets Report was updated.

Monthly reports were completed for April.

MISCELLANEOUS – The emergency contact numbers were updated with our alarm company.

I assisted a LOSAP member with a distribution application.

Wildlife Control was contacted regarding the skunk issue at the Rescue Squad building.

I requested a Certificate of Insurance be prepared and submitted to the County for the Soap Box Derby event on June 2.

WEEKLY MANAGEMENT REPORT- TAX AND FINANCE DEPARTMENT

05/25/18

TAX – I reviewed the balance due on certain financial agreements with the property owner.

Two Property Tax Reimbursement applications were completed, upon request.

Subsequent tax payments totaling \$11,057 were received and posted to open liens.

Proof of lien redemption was provided, upon request.

FINANCE – Records were provided to the Auditors for the preparation of the Annual Audit Report.

Month end reports were finalized for the 05/24 Council Meeting.

A resolution was prepared to allow Council to cancel a tax balance that the Tax Collector is bound to collect by State Statute.

After meeting with Councilman Columbus, a resolution authorizing a minor change to the golf fee schedule was prepared for the 05/24 Council meeting. Capital projects at the Golf course were discussed with the course Manager. An ordinance was prepared for introduction. Pricing for various projects were to be obtained by the course Manager.

Payroll records were copied and mailed by order of the Domestic Relations Court.

Fifty-four Purchase Orders were processed and mailed.

Over \$100K in utility receipts were received and posted.

Costs for the Administrative agent for COAH were discussed with the Administrator.

Costs for counselors was discussed with the Summer Recreation Director and Borough Administrator. A resolution was prepared to offer a stipend to a third -year counselor for extra work duties.

A sewer audit performed by our auditors was forwarded to Councilman Lolocono for review.

Memos were prepared to distribute with 05/25 paychecks noting the new pay rates for each employee. Payroll checks were distributed, agency checks processed, and on-line transfers were completed.

Following the Council Meeting, back up data was provided to the Borough Administrator regarding the invoices pulled from the Bill List.

A resolution authorizing the water system regulatory audit to be performed by Maser Consulting was prepared following approval at the 05/24 Council meeting.

Seventy-one checks were prepared and mailed following the Bill List approval.

Wire transfers for June 1 and June 8 debt service payments were scheduled on-line.

MISCELLANEOUS – I responded to two OPRA requests.

I submitted a police report regarding a damaged street sign from a motor vehicle accident to the risk manager. Due to the anticipated cost of repairs being under our deductible amount of \$1,000, a claim was not filed.

The Certificate of Insurance for the Soap Box Derby was received and forwarded to the County, as required.

Pictures of a drywell completed at 6 Driftway were received by the contractor and submitted to the Borough Engineer, Zoning Officer and Construction Official for approval prior to issuance of a Certificate of Occupancy.

A check for \$23,275.00 was received from the insurance claim filed for the work performed by Pumping Services to replace damaged equipment at the Solitude Pump House. Invoices for additional expenses incurred for generator rental, pump replacement/refurbishment were re-submitted to the insurance adjuster totaling \$21,362.43.

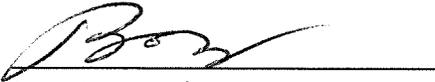
COLLECTOR'S REPORT OF RECEIPTS

To the Borough of High Bridge Council:

I herewith submit to you my report of receipts for the Month ending:

May 31, 2018

	QTR	CURRENT	YTD
CURRENT 2018	96.55%	\$ 717,399.45	\$ 5,779,096.93
TAXES YEAR 2017		\$ 10,675.77	\$ 72,847.80
TAXES YEAR 2019		\$ -	\$ -
MISC REV		\$ -	\$ -
TAX SALE COST		\$ -	\$ -
LIENS		\$ 740.51	\$ 40,384.88
PILOT		\$ 7,103.89	\$ 14,207.78
INTEREST/PENALTY		\$ 2,180.19	\$ 9,696.36
PREMIUM		\$ -	\$ -
DUE UTILITY COLLECTOR		\$ -	\$ 244.50
REDEMPTIONS - MUNI LIENS		\$ -	\$ -
TOTAL		\$ 738,099.81	\$ 5,916,478.25



 Bonnie Ann Fleming
 Tax Collector

05/22/18

 Date

HIGH BRIDGE INTEREST EARNED 2018

A/C #	CURRENT	GREEN ACRES	DOG	WATER		SEWER	SOLID WASTE	SW CAP	SUI	HISTORIC PRESVTN	REHAB		REC TRUST		DEV ESC	SPECIAL EVENTS	TOTAL
				567+utility	575						492+util	508	516+utility	524			
JANUARY	4,860.93	13.07	11.96	189.07	37.96	497.15	206.92	6.63	114.68	3.46	57.16	8.08	0.28	11.81	0.28	11.81	6,150.25
FEBRUARY	4,540.87	11.90	10.54	152.30	42.92	387.52	177.74	6.03	104.50	2.37	52.01	7.36	0.25	10.68	0.25	10.68	5,626.16
MARCH	4,619.42	13.19	12.35	235.23	47.52	368.81	252.34	6.67	115.94	2.65	57.65	8.15	0.28	15.91	0.28	15.91	5,888.05
APRIL	4,466.69	12.77	12.25	211.59	45.99	360.65	195.17	6.46	112.16	2.66	55.84	7.90	0.27	20.53	0.27	20.53	5,638.61
MAY	4,772.48	13.21	12.20	192.54	54.21	373.37	177.52	6.67	116.42	2.81	57.77	8.52	0.28	26.74	0.28	26.74	5,946.68
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JULY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AUGUST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEPTEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCTOBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NOVEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DECEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	23,260.39	64.14	59.30	980.73	228.60	1,987.50	1,009.69	32.46	563.70	13.95	280.43	40.01	1.36	85.67	1.36	85.67	29,249.75

YEAR TO DATE REVENUE AS OF: MAY 2018

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 12,737,553.47	\$ (5,779,096.93)	\$ 6,958,456.54	54.63%
Delinquent Taxes	\$ 174,000.00	\$ (72,847.80)	\$ 101,152.20	58.13%
PILOT	\$ -	\$ (14,207.78)	\$ (14,207.78)	#DIV/0!
Local Revenues:				
Alcoholic Bev	\$ 5,400.00	\$ (1,800.00)	\$ 3,600.00	66.67%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 580.00	\$ (80.00)	\$ 500.00	86.21%
Municipal Court	\$ 20,000.00	\$ (11,273.89)	\$ 8,726.11	43.63%
Interest and Costs on Taxes	\$ 33,000.00	\$ (9,696.36)	\$ 23,303.64	70.62%
Interest	\$ 10,000.00	\$ (23,260.39)	\$ (13,260.39)	-132.60%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 1,100,000.00	\$ (137,466.57)	\$ 962,533.43	87.50%
Misc Rev - Unanticipated	\$ -	\$ (58,690.00)	\$ (58,690.00)	#DIV/0!
State Aid:				
Consolidated Prop Tax Relief Aid	\$ 38,429.00	\$ -	\$ 38,429.00	100.00%
Energy Receipts Tax	\$ 253,480.00	\$ -	\$ 253,480.00	100.00%
Garden State Trust	\$ 12,931.00	\$ -	\$ 12,931.00	100.00%
Fees & Permits:				
Uniform Construction Fees	\$ 40,000.00	\$ (15,843.00)	\$ 24,157.00	60.39%
Public/Private Revenue Anticipated:				
Misc Revenues: Other				
Recreation Fees	\$ -	\$ (3,500.00)	\$ (3,500.00)	#DIV/0!
Cable TV	\$ 13,000.00	\$ (13,666.95)	\$ (666.95)	-5.13%
Boro Hall Sign Grant	\$ -	\$ -	\$ -	#DIV/0!
NJ EDA Reimbursement	\$ 196,612.59	\$ -	\$ 196,612.59	100.00%
Hunt Cty Open Space	\$ 10,782.00	\$ (10,782.15)	\$ (0.15)	0.00%
Green Acres Grant	\$ 97,952.00	\$ -	\$ 97,952.00	100.00%
CH 159 - HEFSP	\$ 2,898.00	\$ -	\$ 2,898.00	100.00%
CH 159 Drunk Driving Enfrmnt Fund	\$ -	\$ -	\$ -	#DIV/0!
Body Armor Fund	\$ -	\$ -	\$ -	#DIV/0!
Clean Community Grant	\$ -	\$ -	\$ -	#DIV/0!
Body Camara Grant	\$ -	\$ -	\$ -	#DIV/0!
Click It or Ticket Grant-Somerset County	\$ -	\$ -	\$ -	#DIV/0!
Driver Sober Grant	\$ 660.00	\$ (660.00)	\$ -	0.00%
Distracted Driving Grant	\$ 5,500.00	\$ -	\$ 5,500.00	100.00%
DWI Grant - somerset County	\$ -	\$ -	\$ -	#DIV/0!
Safe Passage Grant - Somerset County	\$ 480.00	\$ (960.00)	\$ (480.00)	-100.00%
SIF Radar Sign Grant	\$ 2,090.31	\$ (2,090.31)	\$ -	0.00%
Recycling Tonnage	\$ 2,891.06	\$ -	\$ 2,891.06	100.00%
Historic Preservation Grant	\$ -	\$ -	\$ -	#DIV/0!
Surplus:	\$ 500,000.00	\$ (500,000.00)	\$ -	0.00%
Total Revenue Anticipated&MRNA	\$ 2,520,685.96	\$ (876,825.20)	\$ 1,643,860.76	65.21%
Amnt to be Raised - Municipal	\$ 3,382,553.47		\$ 3,382,553.47	100.00%
Local/Reg/Cty/Lib/Open Taxes	\$ 9,355,000.00	\$ (5,779,096.93)	\$ 3,575,903.07	38.22%
Total Tax Levy	\$ 12,737,553.47	\$ -	\$ -	

RECEIPTS AND DISBURSEMENTS MAY 2018

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,440.52	13.21	0.00	12,453.73
Premium	121,300.00	128.85	128.85	121,300.00
Dog	12,297.40	257.20	1,357.88	11,196.72
Capital	302,942.75	318.39	6,849.17	296,411.97
Water Utility	160,190.19	14,056.55	60,742.99	113,503.75
Water Capital	44,050.92	23,329.21	350.21	67,029.92
Sewer Utility	279,147.82	14,085.03	34,969.23	258,263.62
Sewer Capital	124,215.54	131.94	131.94	124,215.54
Solid Waste Utility	152,023.12	6,749.06	41,312.36	117,459.82
Solid Waste Cap	6,280.78	6.67	6.67	6,280.78
Sui	109,572.91	383.44	299.85	109,656.50
Historic Preservation	2,647.39	34.81	0.00	2,682.20
Rehab Escrow	54,383.03	57.77	0.00	54,440.80
Recreation Trust	7,693.20	1,183.52	0.00	8,876.72
Special Events	20,724.15	7,391.74	3,211.00	24,904.89
Dev Escrow	61,437.76	14.93	3,559.75	57,892.94
Current	2,707,188.62	1,196,749.71	410,830.47	3,493,107.86
TOTAL FUNDS	4,178,536.10	1,264,892.03	563,750.37	4,879,677.76
GOLF				
	P&L Receipts	P&L Exp	Difference	
Jan	\$ 10,600.00	\$ 50,228.00	\$ (39,628.00)	
Feb	\$ 20,732.00	\$ 53,626.00	\$ (32,894.00)	
Mar	\$ 23,436.00	\$ 58,965.00	\$ (35,529.00)	
Apr	\$ 84,464.00	\$ 89,948.00	\$ (5,484.00)	
May	\$ 112,284.00	\$ 98,542.00	\$ 13,742.00	
Jun			\$ -	
Jul			\$ -	
Aug			\$ -	
Sep			\$ -	
Oct			\$ -	
Nov			\$ -	
Dec			\$ -	
TOTAL	\$ 251,516.00	\$ 351,309.00	\$ (99,793.00)	

Expenditure Budget CURRENT FUND Activity to 5/31/2018

* ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
10510010	GENERAL ADMIN: SALARIES & WAGES	53,415.00	21,304.90	-	32,110.10
10510020	GENERAL ADMIN: OTHER EXPENSES	6,500.00	732.67	1,922.33	3,845.00
10510120	INTERNET	6,700.00	2,633.30	4,016.70	50.00
10511010	MAYOR AND COUNCIL: SALARIES & WAGES	6,000.00	-	-	6,000.00
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	1,300.00	548.90	264.01	487.09
10511032	ADVERTISING	7,000.00	2,754.15	3,245.85	1,000.00
10511520	NEWSLETTER	7,500.00	2,550.00	1,020.01	3,929.99
10512010	MUNICIPAL CLERK: SALARIES & WAGES	26,623.34	8,097.74	-	18,525.60
10512020	MUNICIPAL CLERK: OTHER EXPENSES	5,925.00	2,140.53	1,505.47	2,279.00
10512520	ELECTION EXPENSE	2,750.00	-	-	2,750.00
10512720	CODIFICATION OF ORDINANCES	5,500.00	-	-	5,500.00
10513010	FINANCIAL ADMIN: SALARIES & WAGES	43,900.53	17,478.59	-	26,421.94
10513020	FINANCIAL ADMIN:OTHER EXPENSES	7,470.00	4,517.89	114.56	2,837.55
10513520	AUDIT SERVICES: OTHER EXPENSES	30,865.00	-	-	30,865.00
10514510	TAX COLLECTOR: SALARIES & WAGES	43,801.24	17,499.92	-	26,301.32
10514520	TAX COLLECTOR: OTHER EXPENSES	7,265.00	3,630.17	266.59	3,368.24
10515010	TAX ASSESSMENT: SALARIES & WAGES	47,280.84	24,882.09	-	22,398.75
10515020	TAX ASSESSMENT: OTHER EXPENSES	8,000.00	140.00	117.15	7,742.85
10515520	LEGAL: OTHER EXPENSES	80,000.00	11,943.42	68,021.58	35.00
10516520	ENGINEERING SERVICES: OTHER EXPENSES	35,500.00	7,838.00	17,162.00	10,500.00
10517020	BUILDINGS & GROUNDS	93,757.00	19,528.01	38,881.47	35,347.52
10517120	BUILDINGS & GROUNDS-OFFICE	28,100.00	12,971.62	14,928.48	199.90
10518010	PLANNING BOARD: SALARIES & WAGES	5,616.00	1,530.00	-	4,086.00
10518020	PLANNING BOARD: OTHER EXPENSES	18,000.00	3,863.75	786.25	13,350.00
10518510	ZONING OFFICER: SALARIES & WAGES	5,202.00	2,125.00	-	3,077.00
10519510	CONSTRUCTION OFFICIAL: SALARIES & WAGES	36,422.70	13,981.50	-	22,441.20
10519520	CONSTRUCTION OFFICIAL: OTHER EXPENSES	3,577.30	-	217.00	3,360.30
10520510	CCO-BLDG INSPECTION:SALARIES & WAGES	5,202.00	2,125.00	-	3,077.00
10521020	LIABILITY INSURANCE	64,800.00	44,860.75	1.00	19,938.25
10521520	WORKER'S COMPENSATION INSURANCE	55,500.00	55,412.75	-	87.25
10522020	EMPLOYEE GROUP INSURANCE	178,800.00	75,568.13	94,998.51	8,233.36
10524010	POLICE DEPARTMENT: SALARIES & WAGES	835,033.89	328,260.42	-	506,773.47
10524020	POLICE DEPARTMENT: OTHER EXPENSES	65,000.00	24,203.92	34,641.50	6,154.58
10525220	EMERGENCY MANAGEMENT: OTHER EXPENSES	3,000.00	320.10	691.05	1,988.85
10525520	HIGH BRIDGE VOLUNTEER FIRE DEPT.	79,538.00	69,538.00	-	10,000.00
10526020	RESCUE/FIRST AID	29,000.00	-	-	29,000.00
10526520	LOSAP CONTRIBUTION	26,600.00	26,600.00	-	-
10527020	ECONOMIC DEVELOPMENT	500.00	165.00	-	335.00
10529010	DEPT.OF PUBLIC WORKS: SALARIES & WAGES	121,694.91	63,745.18	-	57,949.73
10529020	DEPT.OF PUBLIC WORKS: OTHER EXPENSES	203,800.00	42,824.33	26,622.77	134,352.90
10529055	PARKS & PLAYGROUNDS - OTHER EXPENSES	7,000.00	1,934.60	-	5,065.40
10529060	FIELD MAINTENANCE - OTHER EXPENSES	8,000.00	-	-	8,000.00
10533020	BOARD OF HEALTH: OTHER EXPENSES	2,000.00	-	1.00	1,999.00
10533520	ENVIRONMENTAL COMMISSION:OTHER EXPENSES	1,500.00	-	139.00	1,361.00
10537020	SPECIAL EVENTS: OTHER EXPENSES	3,500.00	579.40	2,085.84	834.76
10537120	CULTURAL & HERITAGE	2,000.00	-	585.00	1,415.00
10537620	GOLF-OTHER EXPENSES	1,100,000.00	349,506.11	657,978.70	92,515.19
10539010	LIBRARY: SALARIES & WAGES	22,240.86	8,752.74	-	13,488.12
10539020	LIBRARY - OTHER EXPENSES	200.00	-	200.00	-
10543020	ELECTRICITY	30,000.00	7,400.77	408.63	22,190.60
10543520	STREET LIGHTING	39,500.00	11,352.35	5,265.97	22,881.68
10544020	TELEPHONE	14,600.00	5,432.12	10,907.88	(1,740.00)
10544620	GASOLINE	38,520.00	14,770.46	21,729.54	2,020.00
10544720	HEATING FUEL	28,000.00	17,394.36	10,405.64	200.00
10547120	CONTRIBUTION TO PERS	26,000.00	25,832.55	-	167.45
10547220	SOCIAL SECURITY SYSTEM(OASI)	95,811.18	39,059.87	-	56,751.31
10547520	CONTRIBUTION TO PFRS	185,996.00	185,996.00	-	-
10547521	DEFINED CONTRIBUTION RETIREMT PL	12,000.00	1,880.26	95.88	10,023.86
10629021	ENVIRONMENTAL TESTING	4,000.00	-	-	4,000.00
10649020	MUNICIPAL COURT: OTHER EXPENSES	39,000.00	9,660.75	-	29,339.25
10651020	STORMWATER MANAGEMENT	3,000.00	-	-	3,000.00
10672620	RECYCLING TONNAGE GRANT	2,891.06	348.59	-	2,542.47
10673220	SIF GRANT-RADAR SPEED SIGN	2,090.31	-	-	2,090.31
10675920	DISTRACTED DRIVING GRANT	5,500.00	2,585.00	-	2,915.00
10676020	DWI GRANT-SOMERSET COUNTY	660.00	-	-	660.00
10676120	SAFE PASSAGE GRANT-SOMERSET CTY	480.00	480.00	-	-
10676220	HEFSP-HIPO25B	2,898.00	-	2,898.00	-
10687020	EMERGENCY APPROPRIATIONS:	35,000.00	-	-	35,000.00
10687120	SPECIAL EMERGENCY-5 YEARS	35,000.00	-	-	35,000.00
10689920	RESERVE FOR UNCOLLECTED TAXES	254,752.27	-	-	254,752.27
10690020	CAPITAL IMPROVEMENT FUND	300,000.00	-	-	300,000.00
10692020	BOND PRINCIPAL	405,000.00	30,000.00	-	375,000.00

Expenditure Budget

CURRENT FUND

Activity to 5/31/2018

*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
10692520	NOTE PRINCIPAL	115,000.00	-	-	115,000.00
10693020	BOND INTEREST	293,000.00	109,829.38	-	183,170.62
10693520	NOTE INTEREST	9,000.00	-	-	9,000.00
10694020	GREEN ACRES-SPRINGSIDE-#1014-01-008	11,660.00	-	-	11,660.00
10694120	GREEN ACRES-LK SOLITUDE-#1014-95-128	86,292.00	-	-	86,292.00
10694220	NJEIT-LK SOLITUDE	55,508.00	10,009.50	-	45,498.50
10694320	DAM RESTORATION LOAN	237,200.00	118,564.80	-	118,635.20
10694520	CAPITAL LEASE	96,000.00	39,027.40	-	56,972.60
TOTALS		5,903,239.43	1,906,712.74	1,022,125.36	2,974,401.33



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 800
TRENTON, NJ 08625-0800
(609) 292-6420

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

June 8, 2018

Adam W. Young
7 Grandin Road
Annandale, NJ 08801

Dear Mr. Young:

Congratulations on having successfully completed the examination for a Registered Municipal Clerk Certificate administered on April 11, 2018. Your grade for this examination is 80.

Upon receipt of your check in the amount of \$50.00 made payable to "State Treasurer" and forwarded to the attention of the Certification Unit at the Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803, your Registered Municipal Clerk Certificate will be issued. Unless you instruct otherwise, your name will appear on the Certificate as it does in the heading of this letter.

As you are aware, your Registered Municipal Clerk Certification is subject to renewal every two years. Renewal requires completion of 20 contact hours of continuing education credit. A "Record of Continuing Education/Certification Renewal" form to be used for tracking your continuing education credits may be obtained from the Division's website at <http://www.nj.gov/dca/divisions/dlgs/programs/certification.html>. Subject areas and minimum hours required are noted on the form. **The first renewal of your certificate is due April 30, 2020. This will be the only notice you will receive from the Division as to when you are due for renewal.**

Upon completion of a seminar, or shortly thereafter, the sponsor will issue you some proof of attendance that you must retain as your personal record. The information required on the record and renewal should be noted on the proof of attendance. As you complete a course/seminar, transfer the information to the form. Once you have completed all necessary credits, total the columns, complete the bottom portion, and mail with the requisite renewal fee to the Division. Upon receipt, your certification will be renewed. Do not send any proofs of attendance with your form.

The Division will randomly audit applications prior to issuing renewals. If you are contacted for an audit, you must produce your proofs of attendance to verify the information on the form. If you are not contacted within six months of submitting your renewal, you may discard the proofs of attendance.



Also found on the Division's website is a list of continuing education sponsors the Division has approved for past sessions. You may wish to contact these organizations to be placed on a mailing list for future continuing education seminars. In addition, if you are attending a course/seminar for which the sponsor has not requested approval for credit from the Division, but which you believe is applicable for credit, there is an application available from the Division for such individual requests. Information on sessions approved for credit, and any of the forms noted herein, may be obtained at the Division's website at: <http://www.nj.gov/dca/divisions/dlgs/>.

The forms noted herein and information regarding continuing education sessions may also be obtained by contacting Certification Unit at (609) 292-4656.

My best wishes are extended for your future success.

Sincerely,



Timothy J. Cunningham, Director
Division of Local Government Services

TJC:eb:mr

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
CURRENT FUND				
33 - ALLIED OIL LLC	PO 24769 DPW - GASOLINE ACCT #171331/001		3,738.56	
10544621 Gas		3,738.56		
10544630 DIESEL	PO 24770 DIESEL - DPW - ACCT #171330/001		3,058.30	
		3,058.30		6,796.86
950 - AMERICAN WEAR, INC	PO 25027 DPW - OE - UNIFORMS - 66% OF MONTHL		102.63	
10529029 Dept. of Public Works-OE-Uniforms		102.63		102.63
1331 - AMERIGAS	PO 24855 HEATING FUEL - PROPANE - FIRE HOUSE		182.21	
10545023 Propane - Firehouse		182.21		182.21
2183 - ARF RENTAL SERVICES, INC	PO 24976 RECREATION & SPECIAL EVENTS - PORTA		231.76	
10537099 Special Events-Misc.		231.76		231.76
1903 - ASSURE SHRED	PO 25022 CLEAN COMMUNITY- SHRED 06/30/18		550.00	
10141739 CLEAN COMMUNITIES		550.00		550.00
1123 - BARTMAN, BRETT	PO 25229 POLICE- OE - SEMINAR - HOTEL DEPOSI		246.38	
10524024 Police Department-OE-Seminars/Dues/Membr		246.38		246.38
2397 - UNUM	PO 24826 GROUP INSURANCE - LTD - POLICY #06		135.06	
10522073 Employee Group Insurance:Life Ins		135.06		135.06
1530 - HIGH BRIDGE HILLS GOLF COURSE	PO 24196 GOLF - OE - DEC		12,339.79	
10537620A (2017) GOLF-OTHER EXPENSES		12,339.79		12,339.79
1530 - HIGH BRIDGE HILLS GOLF COURSE	PO 24917 GOLF - OE - JUNE		34,182.98	
10537620 GOLF-OTHER EXPENSES		34,182.98		34,182.98
46 - CALIFON LUMBER	PO 24834 BUILDINGS & GROUNDS / DPW - OE -		238.88	
10517081 Buildings & Grounds - Solitude House		238.88		238.88
769 - CINTAS CORPORATION #101	PO 24904 BUILDINGS & GROUNDS - PD & BH - WEE		486.90	
10517091 Buildings & Grounds - Police Bldg		243.45		
10517040 Buildings & Grounds - New Boro Hall		243.45		486.90
987 - COMCAST	PO 24761 DPW - INTERNET A/C 09574 832139-01-		298.05	
10510120 INTERNET		129.90		
10544122 Telephone - Garage		168.15		298.05
213 - COUNTY OF HUNTERDON	PO 25201 BUILDINGS & GROUNDS - FIXED ASSETS		321.50	
10517040 Buildings & Grounds - New Boro Hall		321.50		321.50
213 - COUNTY OF HUNTERDON	PO 25202 CONSTRUCTION - OE - PRINTED FORMS		108.00	
10519521 Construction Official-OE-Office Supplies		108.00		108.00

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
1776 - CUSTOM BANDAG INC	PO 25162 POLICE - OE - VEHICLE REPAIR		1,017.10	
10524028	Police Department-OE-Vehicle Repair	1,017.10		1,017.10
2291 - DYNA KLEEN	PO 25237 BUILDINGS & GROUNDS - SOLITUDE HOUS		1,135.00	
10517081	Buildings & Grounds - Solitude House	1,135.00		1,135.00
2086 - E-Z PASS	PO 25173 POLICE - OE - MISC - ACCT #2000 122		25.00	
10524099	Police Department-OE-Misc.	25.00		25.00
73 - EASTSIDE SERVICE, INC	PO 25249 POLICE - OE - VEHICLE REPAIR		120.07	
10524028	Police Department-OE-Vehicle Repair	120.07		120.07
160 - ELIZABETH TOWN GAS	PO 24851 HEATING - BOROUGH HALL - ACT#655639		73.26	
10544721	Heating - Boro Hall	73.26		
10544725	PO 24852 HEATING - RESCUE SQUAD - ACT# 71679		27.66	
10544725	Heating - Squad Bldg	27.66		
10544721	PO 24853 HEATING - BOROUGH HALL - ACT#779535		32.21	
10544721	Heating - Boro Hall	32.21		
10544722	PO 24854 HEATING - BORO GARAGE - ACCTS # 503		74.69	
10544722	Heating - Garage	74.69		207.82
452 - ERCOLANO'S NURSEY, LLC	PO 25147 ENVIRONMENTAL COMM - OE - TREE		139.00	
10533599	Environmental Comm.-OE-Misc.	139.00		139.00
2422 - GREATAMERICA FINANCIAL SVCS.	PO 25080 BUILDINGS & GROUNDS - OFFICE EQUIPM		142.00	
10517125	BUILDINGS & GROUNDS-OFFICE EQUIPMENT	142.00		142.00
92 - GREENBAUM ROWE SMITH & DAVIS LLP	PO 24862 LEGAL		10,925.01	
10515566	Legal-OE-General Borough Matters	3,423.65		
105155615	Legal-OE-Redevelopment Plan	1,242.50		
105155616	Legal-OE-Sale of Borough Hall	315.00		
10515594	Legal-OE-Public Contracts Law	603.75		
10515581	Legal-OE-Solitude House	1,557.50		
10515583	Legal-OE-OPRA	402.50		
10515560	Legal-OE-Municipal Meetings	2,870.00		
10515593	Legal-OE-Personnel Issues	35.00		
10515589	Legal-OE-COAH	315.00		
10515574	Legal-OE-Tax Appeals	160.11		10,925.01
449 - HUNTERDON COUNTY CLERK	PO 25260 ELECTIONS EXPENSE - 2018		2,469.19	
10512520	ELECTION EXPENSE	2,469.19		2,469.19
2064 - IMAGE SYSTEMS FOR BUSINESS INC	PO 24754 BUILDINGS & GROUNDS - POLICE BLDG -		144.00	
10517123	BUILDINGS & GROUNDS-COPIER LEASE	144.00		144.00
90 - JCP&L	PO 24776 ELECTRIC - SPRINGSIDE - ACCT#100050		15.78	
10543520	STREET LIGHTING	15.78		15.78
131 - L&L LAWN & GARDEN EQUIPMENT, INC	PO 24934 DPW - OE - VEHICLE MAINT		100.00	
10529055	PARKS & PLAYGROUNDS - OTHER EXPENSES	100.00		100.00

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
1398 - MASER CONSULTING PA 10516560	PO 24865 ENGINEERING - OE Engineering Services-Municipal Issues		2,867.00	2,867.00
426 - MCMANIMON ,SCOTLAND, & BAUMANN LLC 10515579	PO 25132 LEGAL - OE - BOND COUNSEL Legal-OE-Bond Counsel		3,892.84	3,892.84
146 - MGL PRINTING SOLUTIONS 10514527	PO 25066 TAX COLLECTOR - OE - FORMS Tax Collector-OE-Tax Bills/Forms		654.00	654.00
2233 - MICHAEL PAPPAS 10510099	PO 25093 ADMIN - OE - MISC - MILEAGE General Admin-OE-Misc.		28.34	28.34
149 - MUNICIPAL SOFTWARE, INC 10517040	PO 25231 BUILDINGS & GROUNDS - BORO HALL - N Buildings & Grounds - New Boro Hall		759.00	759.00
1495 - PRAXAIR DISTRIBUTION, INC 10529025	PO 24955 DPW-OE-MISC- CUSTOMER #71761637 - 1 Dept. of Public Works-OE-Equipment/Hdwr		26.40	26.40
1412 - QUEST ENVIRONMENTAL & ENG SVCS, INC 101110	PO 23619 ENVIRONMENTAL TESTING - #080916 - K ACCOUNTS PAYABLE		720.00	720.00
2293 - ST. HUBERT'S ANIMAL WELFARE CENTER 10533022	PO 25078 BOARD OF HEALTH - DOG Board of Health-OE-Data Processing-Dog		1,327.88	1,327.88
825 - STATE OF NJ - DIVISION OF ABC 10512027	PO 25221 ALCOHOLIC BEV LICENCE RENEWAL Municipal Clerk-OE-Printed Material		9.00	9.00
1226 - STATE TREASURER-NJ 10513025	PO 25264 FINANCE - OE - LICENSE RENEWAL FOR Financial Admin-OE-Education/Training		50.00	50.00
169 - STATE OF NJ-DIV PENSIONS&BENE 10547521	PO 24951 DCRP BILLING 2018 DEFINED CONTRIBUTION RETIREMT PL		192.73	192.73
169 - STATE OF NJ-DIV PENSIONS&BENE 10522071 101408	PO 25117 INSURANCE - GROUP HEALTH - JUNE 201 Employee Group Insurance:Health RESERVE - HEALTH BENEFITS		5,582.39 5,604.25	11,186.64 11,186.64
169 - STATE OF NJ-DIV PENSIONS&BENE 10547120	PO 25261 PERS PENSION BILLING 2017 CONTRIBUTION TO PERS		295.60	295.60
169 - STATE OF NJ-DIV PENSIONS&BENE 10547520	PO 25262 PFRS PENSION BILLING 2017 CONTRIBUTION TO PFRS		156.78	156.78
1978 - STAVOLA 10529039	PO 24905 DPW - OE - BLACKTOP Dept. of Public Works-OE-Blacktop		643.08	643.08
2438 - STANDARD INSURANCE CO 10522073	PO 24822 GROUP INSURANCE - LIFE - POLICY #00 Employee Group Insurance:Life Ins		331.42	331.42

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
2396 - THE STANDARD INSURANCE CO 10522072	PO 25223 GROUP INSURANCE - DENTAL - POLICY # <i>Employee Group Insurance:Dental</i>		1,066.81	1,066.81
466 - TOWNSHIP OF CLINTON 10649021	PO 25050 QTRLY 2018 COURT SERVICES RENDERED <i>Municipal Court-OE-Court Services Fee</i>		9,660.75	9,660.75
2244 - US BANK CUST-PC6 STERLING NATIONAL 104156	PO 25245 OUTSIDE LIEN REDEMPTION-CERT #2016- <i>REVENUE - O/S LIEN REDEMPTION</i>		1,104.34	1,104.34
2141 - VSP VISION CARE 10522074	PO 24731 GROUP INSURANCE - VISION - ACCOUNT <i>Employee Group Insurance:Vision</i>		178.10	178.10
1777 - WESTERN PEST SERVICES 10517091	PO 24859 BUILDINGS & GROUNDS - POLICE - RAT <i>Buildings & Grounds - Police Bldg</i>		92.50	92.50
10517098	PO 24860 BUILDINGS & GROUNDS - RESCUE - RAT <i>Buildings & Grounds - Rescue Squad</i>		92.50	92.50
10517040	PO 24861 BUILDINGS & GROUNDS - BORO HALL - A <i>Buildings & Grounds - New Boro Hall</i>		42.00	227.00
PREMIUM FUND				
2244 - US BANK CUST-PC6 STERLING NATIONAL 221400	PO 25246 PREMIUM-OUTSIDE LIEN REDEMPTION-CER <i>TAX SALE PREMIUMS</i>		300.00	300.00
GENERAL CAPITAL FUND				
1398 - MASER CONSULTING PA 30970002	PO 24315 CAPITAL - ENGINEERING - HILLCREST - <i>ARCH/ENG/LEGAL-SECTION 20 COSTS</i>		225.00	225.00
1398 - MASER CONSULTING PA 30970102	PO 24673 CAPITAL - MILL ST ENGINEERING - HIB <i>ARCH/ENG/LEGAL-SECTION 20 COSTS</i>		297.50	297.50
1398 - MASER CONSULTING PA 30920302	PO 24939 CAPITAL - STREETScape PHASE 2 ENGIN <i>ENG/LEGAL SECTION 20 COSTS</i>		222.00	222.00
1398 - MASER CONSULTING PA 30980102	PO 24958 CAPITAL - WASHINGTON AVE IMP - HIBO <i>SECT 20 COSTS-ENG/ARCH/LEGAL</i>		3,662.00	3,662.00
1398 - MASER CONSULTING PA 309804	PO 25240 CAPITAL - HILLCREST LANE ENGINEERIN <i>HILCREST LANE-ENGINEERING-#2018-020\$27K</i>		5,607.25	5,607.25
WATER UTILITY FUND				
950 - AMERICAN WEAR, INC 60510034	PO 25028 WATER - OE - UNIFORMS - 22% OF MONT <i>WATER - OE - UNIFORMS/CLOTHING</i>		34.21	34.21
2397 - UNUM 60510040	PO 24827 WATER - GROUP INSURANCE - LTD - POL <i>WATER - OE - INSURANCE - GROUP</i>		42.29	42.29

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
249 - CENTURYLINK	PO 24816 WATER - 2018 - TELEPHONE CUST # 908			48.29
60510097	WATER - OE - TELEPHONE	48.29		48.29
176 - EUROFINS QC, INC	PO 24717 WATER - OE - ANAYLSIS			2,526.60
60510045	WATER - OE - WATER ANAYLSIS	2,526.60		2,526.60
230 - FLYNN'S TRUCK REPAIR INC.	PO 25113 DPW - OE - VEHICLE MAINT			55.47
60510028	WATER - OE - VEHICLE REPAIR	55.47		55.47
2394 - GARDEN STATE LABORATORIES, INC	PO 24718 WATER - OE - ANAYLSIS			330.00
60510045	WATER - OE - WATER ANAYLSIS	330.00		330.00
426 - MCMANIMON ,SCOTLAND, & BAUMANN LLC	PO 25241 WATER - LEGAL - BOND COUNSEL			600.00
60510042	WATER - OE - ENGINEERING/LEGAL/PROF FEES	600.00		600.00
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 25117 INSURANCE - GROUP HEALTH - JUNE 201			8,715.52
60510040	WATER - OE - INSURANCE - GROUP	8,715.52		8,715.52
2438 - STANDARD INSURANCE CO	PO 24823 WATER - GROUP INSURANCE - LIFE - PO			103.95
60510040	WATER - OE - INSURANCE - GROUP	103.95		103.95
2396 - THE STANDARD INSURANCE CO	PO 25224 WATER - GROUP INSURANCE - DENTAL -			704.94
60510040	WATER - OE - INSURANCE - GROUP	704.94		704.94
2141 - VSP VISION CARE	PO 24732 WATER - GROUP INSURANCE - VISION -A			100.10
60510040	WATER - OE - INSURANCE - GROUP	100.10		100.10
WATER CAPITAL FUND				
1398 - MASER CONSULTING PA	PO 24940 WATER CAPITAL - ENGINEERING - ASSET			5,454.00
615329	ASSET MANAGEMENT PLAN-ORD#2018-13-\$70,000	5,454.00		5,454.00
SEWER UTILITY FUND				
950 - AMERICAN WEAR, INC	PO 25029 SEWER - OE - UNIFORMS - 12% OF MONT			18.66
62510034	SEWER - OE - UNIFORMS/CLOTHING	18.66		18.66
2397 - UNUM	PO 24828 SEWER - GROUP INSURANCE - LTD - POL			37.81
62510040	SEWER - OE - INSURANCE - GROUP	37.81		37.81
92 - GREENBAUM ROWE SMITH & DAVIS LLP	PO 24863 LEGAL - TOC			1,627.50
6251004201	TOC-LEGAL-GREENBAUM	1,627.50		1,627.50
1453 - PUMPING SERVICES, INC	PO 25198 SEWER - OE - REPAIRS			1,840.84
62510051	SEWER - OE - REPAIRS/CONTRACTS	1,840.84		1,840.84
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 25117 INSURANCE - GROUP HEALTH - JUNE 201			7,336.66
62510040	SEWER - OE - INSURANCE - GROUP	7,336.66		7,336.66

List of Bills - (All Funds)

Vendor	Description	Account	PO	Payment	Check	Total
2438 - STANDARD INSURANCE CO 62510040	PO 24824 SEWER - GROUP INSURANCE - LIFE -POL SEWER - OE - INSURANCE - GROUP	92.88			92.88	92.88
2396 - THE STANDARD INSURANCE CO 62510040	PO 25225 SEWER - GROUP INSURANCE - DENTAL - SEWER - OE - INSURANCE - GROUP	614.51			614.51	614.51
686 - STATE OF NEW JERSEY 62510099	PO 25253 SEWER - OE - MISC - PERMIT RENEWAL SEWER - OE - MISC	1,050.00			1,050.00	1,050.00
2141 - VSP VISION CARE 62510040	PO 24733 SEWER - GROUP INSURANCE - VISION - SEWER - OE - INSURANCE - GROUP	82.64			82.64	82.64
SOLID WASTE UTILITY FUND						
2397 - UNUM 64510040	PO 24829 SOLID WASTE - GROUP INSURANCE - LTD SOLID WASTE-OE-GROUP INSURANCE	4.05			4.05	4.05
169 - STATE OF NJ-DIV PENSIONS&BENE 64510040	PO 25117 INSURANCE - GROUP HEALTH - JUNE 201 SOLID WASTE-OE-GROUP INSURANCE	629.63			629.63	629.63
2438 - STANDARD INSURANCE CO 64510040	PO 24825 SOLID WASTE - GROUP INSURANCE - LI SOLID WASTE-OE-GROUP INSURANCE	10.00			10.00	10.00
2396 - THE STANDARD INSURANCE CO 64510040	PO 25226 SOLID WASTE - GROUP INSURANCE - DEN SOLID WASTE-OE-GROUP INSURANCE	53.00			53.00	53.00
2141 - VSP VISION CARE 64510040	PO 24734 SOLID WASTE - GROUP INSURANCE - VIS SOLID WASTE-OE-GROUP INSURANCE	11.64			11.64	11.64
DEVELOPER ESCROW TRUST FUND						
1398 - MASER CONSULTING PA 7118552	PO 25250 ESCROW - ELIZABETHTOWN GAS - CHURCH E'TOWN-CHURCH/SEAL-ST OPEN	370.00			370.00	370.00
1398 - MASER CONSULTING PA 7118551	PO 25251 ESCROW - ELIZABETHTOWN GAS - CREGAR E'TOWN-LARRISON/CREGAR-ST OPEN	370.00			370.00	370.00
1398 - MASER CONSULTING PA 711375	PO 25252 ESCROW - ELIZABETHTOWN GAS - MACART ELIZABETHTOWN GAS-STREET OPENINGS	270.00			270.00	270.00
130 - MOTT MACDONALD 7118550	PO 25239 ESCROW - FLOREZ FLOREZ-DENNIS AVE-PB#02-2017	1,683.00			1,683.00	1,683.00
RECREATION TRUST FUND-2015						
1785 - ANY EXCUSE FOR A PARTY, INC. 771001	PO 25230 RECREATION - OE - SUMMER REC - FRID SUMMER RECREATION PROGRAM	650.00			650.00	650.00

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
1964 - MARY RAEFSKI	PO 25259 SUMMER REC 2018			40.66
771001 SUMMER RECREATION PROGRAM		40.66		40.66
SPECIAL EVENTS				
2436 - MICHAEL FLYNN	PO 25233 CONCERTS 2018 - JULY 7, 2018			300.00
781004 CONCERTS		300.00		300.00
2290 - ROSS GRISWOLD	PO 25232 CONCERTS 2018 - JULY 7, 2018			700.00
781004 CONCERTS		700.00		700.00
1437 - RUBY REUTER	PO 25258 POOCH PARADE 2018			1,595.70
781006 POOCH PARADE		1,595.70		1,595.70
TOTAL				156,456.98

Total to be paid from Fund 10 CURRENT FUND	108,038.68
Total to be paid from Fund 22 PREMIUM FUND	300.00
Total to be paid from Fund 30 GENERAL CAPITAL FUND	10,013.75
Total to be paid from Fund 60 WATER UTILITY FUND	13,261.37
Total to be paid from Fund 61 WATER CAPITAL FUND	5,454.00
Total to be paid from Fund 62 SEWER UTILITY FUND	12,701.50
Total to be paid from Fund 64 SOLID WASTE UTILITY FUND	708.32
Total to be paid from Fund 71 DEVELOPER ESCROW TRUST FUND	2,693.00
Total to be paid from Fund 77 RECREATION TRUST FUND-2015	690.66
Total to be paid from Fund 78 SPECIAL EVENTS	2,595.70

	156,456.98

Checks Previously Disbursed

60118	INVESTORS BANK	CASH	8,036.58	6/01/2018
60118	INVESTORS BANK	CASH	7,805.48	6/01/2018
62618	NJ DEPT OF TREASURY	CASH - TREASURER	5,829.68	6/26/2018
9999	PASSAIC VALLEY WATER COMM	CASH - TREASURER	6,792.35	6/22/2018
9999	PASSAIC VALLEY WATER COMM	CASH - TREASURER	123,953.90	6/22/2018
62518	HIGH BRIDGE BOROUGH-PAYROLL	CASH	2,868.56	6/25/2018
62518	HIGH BRIDGE BOROUGH-PAYROLL	CASH	6,416.72	6/25/2018
62518	HIGH BRIDGE BOROUGH-PAYROLL	CASH	7,874.52	6/25/2018
62518	HIGH BRIDGE BOROUGH-PAYROLL	CASH	55,576.51	6/25/2018

				225,154.30

Total paid from Fund 10 CURRENT FUND	201,202.15
Total paid from Fund 60 WATER UTILITY FUND	14,666.87
Total paid from Fund 62 SEWER UTILITY FUND	6,416.72
Total paid from Fund 64 SOLID WASTE UTILITY FUND	2,868.56

	225,154.30

Total for this Bills List: **381,611.28**

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

AUTHORIZATION TO MEET IN EXECUTIVE SESSION

RESOLUTION: 192-2018

ADOPTED:

WHEREAS, the Mayor and Council of the Borough of High Bridge seek to discuss legal advice for the Town of Clinton arbitration, and such other issues as are announced during the open session of the Council Meeting on June 28, 2018 that can be discussed in Executive Session; and

WHEREAS, pursuant to the provisions of N.J.S.A. 10:4-12b, matters concerning personnel, pending litigation, contracts and land acquisition may be discussed in sessions from which members of the public may be excluded; and

WHEREAS, the Mayor and Council are of the opinion that such discussions should, in the best interest of the citizens of the Borough of High Bridge, be held in Executive Session.

WHEREAS, the executive session minutes will be released if and as required by law, including as to (1) pending or anticipated contract negotiations in which the Borough is or may become a party, the purchase, lease or acquisition of real property, and the setting of banking rates or investment of public funds, after the contract is signed or it is clear that negotiations will not resume, (2) pending or anticipated litigation, after the conclusion of the lawsuit in which the Borough is or may become a party, including the time for any appeals, or, if no lawsuit is filed, after the statute of limitations has run on the issue or it is otherwise clear that no lawsuit will be filed, (3) tactics and techniques utilized in protecting the safety and property of the public, if the disclosure would not impair such protection, and (4) matters that would impair the right to receive funds from the US Government if and when the impairment no longer exists. The Borough does not anticipate that executive session minutes covered by the following sections of the Open Public Meetings Act will be released: N.J.S.A. 10:4-12b(1)(information rendered confidential by State or Federal statute), b(3)(material constituting an unwarranted invasion of privacy), b(7)(advice falling within the attorney-client privilege), b(8)(certain employment matters, unless the affected employees or appointees request the release in writing) and b(9)(deliberations regarding the imposition of specific civil penalties)."

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 general public shall be excluded from the discussions in these matters pursuant to the provisions of N.J.S.A. 10:4-12B.
2. Matters discussed in Executive Session shall, when appropriate, be made public.
3. It is anticipated that formal action may be taken following this Executive Session.