

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

ORDINANCE #2019-001

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

BE IT ORDAINED by the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the 2018 Salary Ordinance be adopted in the form following:

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

	SALARY AND WAGE RANGES
Chief of Police	\$105,000---- \$116,000 per annum
Sergeant of Police	\$99,000 ---- \$114,000 per annum
Police Officer - 1st Class	\$89,000 ---- \$105,000 per annum
Police Officer - 2nd Class	\$82,000 ---- \$88,000 per annum
Police Officer - 3rd Class	\$75,000 ---- \$81,000 per annum
Police Officer - 4th Class	\$68,000 ---- \$74,000 per annum
Police Officer- 5 th Class	\$61,000 ---- \$66,000 per annum
Police Officer- 6 th Class	\$55,000-----\$59,000 per annum
Police Officer- 7 th Class	\$48,000-----\$52,000 per annum
Police Officer- 8 th Class	\$41,000-----\$44,000 per annum
Matrons - Police Dept.	\$ 8.85----- \$13.00 per hour
School Crossing Guards	\$19.00.....\$25.00 per hour
Substitute School/Special Event Crossing Guards	\$ 8.85 ----- \$13.00 per hour
Director of Public Works & Utilities	\$55,000 ---- \$100,000 per annum
Road Supervisor	\$40,000 ---- \$65,000 per annum
Laborer (CDL) - Public Works & Utilities	\$31,000 ---- \$50,000 per annum
Extra Laborer - Public Works & Utilities	\$ 8.85 ----- \$16.00 per hour
Extra Laborer – (CDL)Public Works & Utilities	\$14.00 ----- \$20.00 per hour
Director of Public Works Supervisor	\$35,000 ---- \$65,000 per annum
Utility Collector	\$10,000 ---- \$15,000 per annum
Assistant Utility Collector	\$12.00.....\$20.00 per hour
Meter Reader	\$4,000-----\$6,000 per annum
Librarian	\$18,000----- \$25,000 per annum
Assistant Librarian	\$ 8.85 ----- \$15.00 per hour
Extra Clerical – All Depts. Not otherwise classified	\$ 8.85 ----- \$20.00 per hour
Temporary Part-Time Office Assistant	\$ 8.85----- \$15.00 per hour
Technical Assistant	\$ 8.85----- \$20.00 per hour
Mayor	\$2,000 ----- \$3,500.00 per annum
Member of Common Council	\$2,000 ----- \$3,500.00 per annum
Municipal Administrator/Deputy Zoning Officer	\$85,000 ---- \$125,000 per annum
Zoning Officer	\$3,900-----\$6,000 per annum
CCO Officer	\$3,900-----\$6,000 per annum
Clerk	\$40,000-----\$80,000 per annum
Acting Clerk/Registrar	\$40,000-----\$50,000 per annum
Deputy Municipal Clerk	\$25,000-----\$35,000 per annum
Deputy Registrar	\$ 1,250.....\$2,500 per annum
Clerical Assistant	\$20,000-----\$30,000 per annum
Recycling Coordinator	\$500..... \$3,000 per annum
Assistant Recycling Coordinator	\$500.....\$3,000 per annum
Right to Know Coordinator	\$1,000-----\$2,500 per annum
Municipal Housing Liaison (COAH)	\$1,000-----\$5,000 per annum
Municipal Administrative Agent (COAH)	\$1,000-----\$3,000 per annum
Chief Financial Officer/Treasurer/Tax Collector	\$75,000 ---- \$105,000 per annum
Finance Assistant I	\$25,000-----\$55,000 per annum

Finance Assistant II	\$ 12.00----- \$25.00 per hour
Tax Assessor	\$10,000 ----- \$20,000 per annum
Annual Assessment Officer	\$50.00----- \$65.00 per hour
Planning Board Secretary	\$12.00-----..-\$20.00 per hour
Construction Sub-code Official	\$5,000 ----- \$7,500 per annum
Building Sub-code Official	\$5,000 ----- \$7,500 per annum
Plumbing Sub-code Official	\$5,000 ----- \$7,500 per annum
Electrical Sub-code Official	\$5,000 ----- \$7,500 per annum
Fire Sub-code Official	\$5,000 ----- \$7,500 per annum
Summer Recreation Counselor	\$ 8.85----- \$11.00 per hour
Summer Recreation Director	\$1,000 ----- \$1,700 per annum
Summer Recreation Assistant Director	\$600----- \$950 per annum

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

SECTION 3: This ordinance shall become effective retroactively to January 1, 2019 upon passage and publication in accordance with the laws of the State of New Jersey.

Introduction 01/03/2019
Publication (summary)
Adoption
Publication (Title)

Ordinance 2019-002
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

Authorizing Sale of Borough Hall Property – 71 Main Street

WHEREAS, the Borough of High Bridge is the record owner of the property at 71 Main Street, Block 19.02, Lot 81, the former location of Borough Hall; and

WHEREAS, N.J.S.A. 40A:12-13(a) authorizes a municipality to enter into an open public sale at auction to the highest bidder for property that is not needed for public use; and

WHEREAS, the Borough has determined that the property at 71 Main Street, Block 19.02, Lot 81 is not needed for public use, and that the property should be sold by open public sale at auction to the highest bidder; and

WHEREAS, the Borough seeks to retain an interest in the property to secure the use of the Borough library at the property; and

WHEREAS, N.J.S.A. 40A:12-13(a) requires the Borough advertise the sale of the property.

NOW, THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of High Bridge:

1. The Mayor of the Borough of High Bridge and other necessary Borough officials are hereby authorized to enter into a public sale of the property owned by the Borough at 71 Main Street, Block 19.02, Lot 81 in accordance with N.J.S.A. 40A:12-13(a) and to take all reasonable, necessary and lawful steps to effectuate the sale of the property, including execution of the appropriate deed and transfer documents.
2. The Borough shall advertise the sale of the property in a newspaper circulating in the Borough by two insertions at least once a week during two consecutive weeks, the last publication to be not earlier than seven days prior to such sale.
3. The terms of sale shall be as follows:

- a. Minimum bid price of \$200,000.
 - b. Deposit of \$20,000
 - c. The sale shall be subject to restrictions of record and local ordinances.
 - d. The Borough shall consider two options for the sale. The first option shall be subject to the following condition and restriction: the successful bidder must enter into a lease with the Borough library at its existing location for a five-year term with a rental payment of \$1.00 per month plus payment of all utilities. The second option shall be a sale without this condition and restriction. The advertisement shall require each bidder to submit one bid under each option.
 - e. The Borough shall retain the right to reject all bids
4. The Borough is authorized to pay a commission to Weichert Realtors and any other real estate broker other than the purchaser actually consummating such sale, provided that the commissions shall not exceed, in the aggregate, five percent (5%) of the sale price in accordance with the requirements of N.J.S.A. 40A:12-13 and the commission shall be paid only in the event that the sum of the commission and the highest bid price does not exceed the next highest bid price exclusive of any real estate broker's commission.
 5. In the event that any portion of this Ordinance is found to be invalid for any reason by any court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.
 6. All ordinances or parts of ordinances deemed to be inconsistent with his ordinance are hereby repealed.
 7. This ordinance shall become effectively immediately upon final adoption and publication in accordance with the laws of the State of New Jersey.

Michele Lee, Mayor

ATTEST:

Adam Young, Municipal Clerk

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

ELECTION OF COUNCIL PRESIDENT FOR YEAR 2019

RESOLUTION: 001-2019

ADOPTED:

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

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

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of High Bridge do hereby approve the nomination of _____ as Council President for the year 2019.

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

TEMPORARY BUDGET

RESOLUTION: 002-2019

ADOPTED:

WHEREAS, it is necessary for the Borough of High Bridge, in the County of Hunterdon and State of New Jersey to meet commitments and make payment of claims prior to the adoption of the 2019 Municipal Budget; and

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

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

<i>Administration-S&W</i>	<i>\$16,000.00</i>
<i>Administration-O/E</i>	<i>\$500.00</i>
<i>Mayor & Council-O/E</i>	<i>\$500.00</i>
<i>Advertising</i>	<i>\$2,500.00</i>
<i>Internet</i>	<i>\$2,000.00</i>
<i>Golf-O/E</i>	<i>\$225,000.00</i>
<i>Clerk-S&W</i>	<i>\$8,500.00</i>
<i>Clerk-O/E</i>	<i>\$1,000.00</i>
<i>Finance-S&W</i>	<i>\$15,000.00</i>
<i>Finance-O/E</i>	<i>\$5,000.00</i>
<i>Tax Assessor-S&W</i>	<i>\$15,000.00</i>
<i>Tax Assessor-O/E</i>	<i>\$250.00</i>
<i>Tax Collector-S&W</i>	<i>\$15,000.00</i>
<i>Tax Collector-O/E</i>	<i>\$5,000.00</i>
<i>Legal-O/E</i>	<i>\$9,000.00</i>
<i>Engineering-O/E</i>	<i>\$5,000.00</i>

<i>Buildings & Grounds-O/E</i>	<i>\$13,000.00</i>
<i>Bldgs & Grds-Office –O/E</i>	<i>\$5,000.00</i>
<i>Planning Board-S&W</i>	<i>\$1,500.00</i>
<i>Planning Board-O/E</i>	<i>\$2,500.00</i>
<i>Zoning-S&W</i>	<i>\$1,600.00</i>
<i>CCO Building Inspector-S&W</i>	<i>\$1,600.00</i>
<i>Economic Development-O/E</i>	<i>\$200.00</i>
<i>Environmental Commission-O/E</i>	<i>\$150.00</i>
<i>Insurance Group</i>	<i>\$80,000.00</i>
<i>Insurance – WC</i>	<i>\$33,000.00</i>
<i>Insurance – Liability</i>	<i>\$28,000.00</i>
<i>Fire</i>	<i>\$10,000.00</i>
<i>LOSAP</i>	<i>\$32,900.00</i>
<i>Police-S&W</i>	<i>\$250,000.00</i>
<i>Police-O/E</i>	<i>\$20,000.00</i>
<i>Emergency Mgmt-O/E</i>	<i>\$500.00</i>
<i>DPW-S&W</i>	<i>\$60,000.00</i>
<i>DPW-O/E</i>	<i>\$20,000.00</i>
<i>Parks & Playgrounds – O/E</i>	<i>\$2,000.00</i>
<i>Special Events</i>	<i>\$2,500.00</i>
<i>Library-S&W</i>	<i>\$6,500.00</i>
<i>Construction Code-S&W</i>	<i>\$12,500.00</i>
<i>Electricity</i>	<i>\$6,000.00</i>
<i>Street Lighting</i>	<i>\$9,000.00</i>
<i>Telephone</i>	<i>\$5,000.00</i>
<i>Gasoline</i>	<i>\$7,500.00</i>
<i>Heating Fuel</i>	<i>\$15,000.00</i>
<i>Social Security</i>	<i>\$35,000.00</i>
<i>DCRP</i>	<i>\$1,500.00</i>
<i>Muni CT-O/E</i>	<i>\$10,000.00</i>
<i>Capital Lease</i>	<i>\$31,224.00</i>

<i>CIF</i>	\$100,000.00
<i>NJEIT</i>	\$9,403.00
<i>Dam Restoration Loan</i>	\$118,567.00
<i>Bond Principal</i>	\$25,000.00
<i>Bond Interest</i>	\$109,380.00
<i>Total Temporary Budget – Current Fund</i>	\$ 1,391,274.00

WATER UTILITY

<i>S&W</i>	\$45,000.00
<i>O/E</i>	\$75,000.00
<i>Social Security</i>	\$3,442.50
<i>CIF</i>	\$50,000.00
<i>Total Temporary Budget - Water</i>	\$ 173,442.50

SEWER UTILITY

<i>S&W</i>	\$35,000.00
<i>O/E</i>	\$150,000.00
<i>Social Security</i>	\$2,677.50
<i>Bond Principal</i>	\$25,000.00
<i>Bond Interest</i>	\$63,684.00
<i>Total Temporary Budget - Sewer</i>	\$ 276,361.50

SOLID WASTE UTILITY

<i>S&W</i>	\$24,500.00
<i>O/E</i>	\$81,500.00
<i>Social Security</i>	\$1,874.25
<i>Total Temporary Budget - Solid Waste</i>	\$ 107,874.25

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

UPDATED BOARDS AND COMMITTEE APPOINTMENTS

RESOLUTION: 003-2019

ADOPTED:

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

WHEREAS, these appointments provide necessary services to the community,

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

BOARD OF HEALTH (7 members) - 4 year term

MEMBER	TERM EXPIRATION
Vacant	12/31/2021
Nicole Cahill	12/31/2021
Damian Rigatti	12/31/2022
Tricia Curtin	12/31/2022
Donna Exley	12/31/2019
John Conant	12/31/2019
Vacant	12/31/2019
Lynn Hughes, Council Liaison	

CULTURAL & HERITAGE COMMITTEE (7 members) – 3 year term

MEMBER	TERM EXPIRATION
David Goessling	12/31/2020
Tom Wescoe	12/31/2020
Nancy Hunt	12/31/2021
Vacant	12/31/2021
James Harr	12/31/2021
Vacant	12/31/2019
Vacant	12/31/2019
ALTERNATES	
Vacant	12/31/2021
Vacant	12/31/2021
Natalie Ferry, Council Liaison	

ECONOMIC DEVELOPMENT COMMITTEE (7 members) - 3 year term

MEMBER	TERM EXPIRATION
Nicole Ericson	12/31/2020
Joseph Ahearn	12/31/2020
Pablo Delgado	12/31/2021
Vacant	12/31/2021
Richard Refalo	12/31/2019
Vacant	12/31/2019
Mike Darmstadt	12/31/2019
ALTERNATES	
Vacant	12/31/2020
Michele Lee, Mayor, Ex-Officio	
George Columbus, Council Liaison	

ENVIRONMENTAL COMMISSION: (7 members) - 3 year term

MEMBER	TERM EXPIRATION
Linda DeMarzo	12/31/2020
Crissy McConnell	12/31/2020
Jeanie Baker	12/31/2021
Coleen Conroy, Planning Board Liaison	12/31/2021
Mia Baldwin	12/31/2019
Sue Song	12/31/2019
Vacant	12/31/2019
ALTERNATES	
Eric Brodean	12/31/2019
Rob DeStefano	12/31/2019
Lynn Hughes, Council Liaison	

EVENTS COMMITTEE (8 Members) 3 year term

MEMBER	TERM EXPIRATION
Anthony Birriteri	12/31/2020
Yolanda Robinson	12/31/2020
Chrissy McConnell	12/31/2020
Vacant	12/31/2021
Erin Delgado	12/31/2021
Karen Gove	12/31/2021
Michele Davis	12/31/2019
Ruby Reuter	12/31/2019
Leigh Moore, Council Liaison	

GREEN TEAM: (7 members) - 1 year term

MEMBER	TERM EXPIRATION
Mia Baldwin	12/31/2019
Jeanie Baker	12/31/2019
Linda DeMarzo	12/31/2019
Chrissy McConnell	12/31/2019
Kirsten Norberg	12/31/2019
Vacant	12/31/2019
Vacant	12/31/2019
Lynn Hughes, Council Liaison	

PLANNING BOARD (9 members plus 2 alternates)

Class IV 4 years, Class I - term, Class II 1 year or 4, Class III 1 or 3 years, Alternates 2 years.
 (1 Class IV - member of Bd. of Adj., Environmental Comm., or School - 3 yrs/or term)

MEMBER	CLASS	TERM EXPIRATION
Michele Lee	Mayor - Class I	12/31/2022
Christopher Zappa	Council - Class III	12/31/2020
Coleen Conroy	Class II - Environmental Commission Liaison	12/31/2021
Steve Dhein	Class IV	12/31/2021
Tom Wescoe	Class IV	12/31/2021
William Giordano	Class IV	12/31/2020
Don Howell	Class IV	12/31/2020
Keith Milne	Class IV	12/31/2019
Pablo Delgado	Class IV	12/31/2019
Alternates		
Michael Darmstadt – Alt 1		12/31/2020
John Moskway – Alt 2		12/31/2019
Vacant – Alt 3		12/31/2020
Vacant – Alt 4		12/31/2019

RECREATION COMMITTEE (7 members) – 3 year term

MEMBER	TERM EXPIRATION
Barbara Kinsky	12/31/2020
Anthony Decanto	12/31/2020
Theresa Sostorecz	12/31/2021
Colleen Hann	12/31/2021
Will Musick	12/31/2019
Joe Campolattano	12/31/2019
Matt Henderson	12/31/2019
ALTERNATES	
Hiram Ortiz	12/31/2021

Michele Lee, Mayor Ex-Officio	
Stephen Strange, Council Liaison	

TREE BOARD (3 Environmental Commission members appointed annually) – 1 year term

MEMBER	TERM EXPIRATION
Jeanie Baker	December 31, 2019
Sue Song	December 31, 2019
Crissy McConnell	December 31, 2019
Lynn Hughes, Council Liaison	

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

ANNUAL MEETING SCHEDULE

RESOLUTION: 004-2019

ADOPTED:

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

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

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

1. Regular meetings of this council shall be held during the 2019 calendar year at 7:30 pm at the High Bridge Borough Hall, 97 West Main Street, High Bridge, New Jersey, on the following dates except where stated below:

a. The second and fourth Thursdays of each and every month **except for** February, March, July, August, November, and December. Those meetings will be held on February 7, February 21, March 7, March 21, July 18, August 15, November 14 and December 12, 2019. The full set of dates for the regular Council meetings is as follows:

January 10, January 24, February 7, February 21, March 7, March 21, April 11, April 25, May 9, May 23, June 13, June 27, July 18, August 15, September 12, September 26, October 10, October 24, November 14, and December 12, 2019.

b. The Annual Reorganizational meeting will be held on January 3, 2018 at 7:30 p.m. at the Fire House, 7 Maryland Ave., High Bridge NJ.

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

a. Posted and maintained throughout the 2019 calendar year on the bulletin board at the High Bridge Borough Hall.

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

c. Filed with the Clerk of this Municipality.

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

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

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

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

DESIGNATION OF OFFICIAL BOROUGH NEWSPAPERS

RESOLUTION: 005-2019

ADOPTED:

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

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

PAYMENT OF TAXES AND UTILITIES

RESOLUTION 006-2019

ADOPTED:

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

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

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

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

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

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

SMALL BALANCES CANCELLATION

RESOLUTION 007-2019

ADOPTED:

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

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

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

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

AUTHORIZATION FOR CORRECTIVE TAX APPEAL

RESOLUTION 008-2019

ADOPTED:

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

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

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

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

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

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

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

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

DESIGNATION OF DEPOSITORIES & CASH MANAGEMENT PLAN

RESOLUTION: 009-2019

ADOPTED:

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

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

A. Designation of Depositories

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

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

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

B. Deposit of Funds

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

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

C. Investment Instruments and Procedures

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

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

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

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

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

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

D. Disbursement of Funds

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

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

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

E. Reporting

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

F. Bonding

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

- Chief Financial Officer
- Tax Collector
- Municipal Clerk

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

G. Compliance

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

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

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

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

NON-FAIR AND OPEN PROCESS FOR PROFESSIONAL CONTRACTS

RESOLUTION 010-2019

ADOPTED:

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

WHEREAS, the Borough of High Bridge has a need to award certain professional contracts for services required by the municipality in calendar year 2019; and

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

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

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

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

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

1. The following 2019 professional contracts shall be awarded under the “non-fair and open” process:
 - Continuing Disclosure Agent and Municipal Advisor-Sherry Tracey- Phoenix Advisors, LLC.
2. The said professionals, prior to securing such contract, shall execute and file with the Clerk of the municipality, a Business Entity Disclosure Certification pursuant to *N.J.S.A.* 19:44A-20.8 and the CFO shall provide a Determination of Value to be placed on file with this Resolution.
3. Each Contract is awarded without competitive bidding and the Mayor, Council President and Borough Clerk are authorized to execute Contracts for these professional services, and which Contracts are subject to review and approval by the Borough Attorney.
4. A notice of this action shall be published in the Borough’s legal newspaper.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available for this contract from: 2018 Temporary Budget



Bonnie Ann Fleming
Chief Financial Officer

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

SIGNATURES ON CHECKS

RESOLUTION 011-2019

ADOPTED:

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

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

- Mayor
- Acting Clerk, Clerk, or the Administrator
- Certified Municipal Finance Officer

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

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

2019 GENERAL APPOINTMENTS LIST

RESOLUTION: 012-2019

ADOPTED:

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

WHEREAS, these appointments provide necessary services to the community.

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

	OFFICE	APPOINTED
1.	Administrator	Michael Pappas
2.	Clerk	Adam Young
3.	Water, Sewer, Solid Waste Utilities Collector	Jennifer Harrington
4.	1 st Assistant Water, Sewer, Solid Waste Utilities Collector	Gabrielle Oliver
5.	Certified Recycling Professional	Jo Ann Fascenelli
6.	Assessment Search Officer	Bonnie Fleming
7.	Dog Licensing Agent	Adam Young
8.	Municipal Housing Liaison (COAH)	Michael Pappas
9.	Registrar of Vital Statistics	Adam Young
10.	Deputy Registrar of Vital Statistics	Michael Pappas
11.	Qualified Purchasing Agent	Bonnie Fleming
12.	Assistant Qualified Purchasing Agent	Jennifer Harrington
13.	Public Agency Compliance Officer (P.A.C.O.)	Michael Pappas
14.	Public Employees Occupational Safety and Health (PEOSH)	Michael Pappas
15.	Deputy Zoning Officer	TBD
16.	Somerset JIF Commissioner	Michael Pappas
17.	Construction Code Official, Building, Inspector	Ralph Price
18.	Electrical Inspector	Kevin Fleming
19.	Plumbing Inspector	Dan Niro
20.	Planning Board/Board of Adjustment Secretary	Barbara Kinsky
21.	Deputy Planning Board/Board of Adjustment Secretary	Adam Young
22.	Fire Official	State of NJ Fire Official
23.	Continuing Certificate of Occupancy (CCO) Officer	Frederick Roll
24.	Zoning Officer	Michael Pappas
25.	Coordinator to the Hunterdon County Office On Aging	Fred Loozen
26.	Librarian	Theresa Steets
27.	Librarian – Substitute	Patricia Bielcik
28.	Librarian - Substitute	Vacant

- | | | |
|-----|--------------------------------------|---|
| 30. | School Crossing Guards | Michelle Winzenried
Melissa Winzenried
Robert Bork
Sandy Banks |
| 31. | Substitute School Crossing Guards | Colleen Hann
Bonnie Pyke |
| 32. | Police Matron | TBD |
| 33. | Summer Recreation Co-Director | Barbara Kinsky |
| | Summer Recreation Co-Director | Tracy Denkovic |
| | Summer Recreation Assistant Director | TBD |
| | Summer Recreation Assistant Director | TBD |
| 34. | DPW Part Time | Jeff Smith-CDL
Robert Heitz-CDL
Sean Smith
David Banks - CDL
Timothy Hinson
William Harrington-CDL |
| 35. | Right to Know Coordinator | Scott Hammel |
| 36. | Deputy OEM Coordinators | Gabriele Oliver, Rick Roll |

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

2019 COUNCIL COMMITTEE ASSIGNMENTS

RESOLUTION: 013-2019

ADOPTED:

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

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

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

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

Cultural and Heritage

Natalie Ferry
Steve Strange
Lynn Hughes

Engineering

Chris Zappa
George Columbus
Lynn Hughes

Department of Works

Chris Zappa
Lynn Hughes
George Columbus

Environmental

Lynn Hughes
Chris Zappa
Leigh Moore

Economic Development Committee

George Columbus
Steve Strange
Natalie Ferry

Events

Leigh Moore
Natalie Ferry
Chris Zappa

Education

Natalie Ferry
Leigh Moore
Steve Strange

Finance

Leigh Moore
Lynn Hughes
Natalie Ferry

Emergency Services

Stephen Strange
George Columbus
Lynn Hughes

Golf

George Columbus
Natalie Ferry
Chris Zappa

Recreation

Stephen Strange
Chris Zappa
George Columbus

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

Adoption of Personnel Policy

RESOLUTION: 014-2019

ADOPTED:

WHEREAS, the prior Borough Personnel Policy was adopted as amended by Resolution 254-2018 on November 29, 2018; and

WHEREAS, the latest Borough Personnel Policy was adopted as amended by Resolution 268-2018 on December 13, 2018; and

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of High Bridge hereby adopts the Borough Personnel Policy for the year of 2019.

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

ANIMAL CONTROL SERVICES

RESOLUTION: 015-2019

ADOPTED:

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

WHEREAS, St. Hubert's Animal Welfare Center has agreed to provide the attached
Animal Control Services at a cost of \$10,623.00 throughout the contract period of two (2)
years; and

NOW, THEREFORE, BE IT RESOLVE that the Council of the Borough of High
Bridge, County of Hunterdon and State of New Jersey approves and executes the attached
animal control Agreement between the Borough of High Bridge and St. Hubert's Animal
Welfare Center, 575 Woodland Avenue, Madison, NJ 07940 effective for January 1,
2018 through December 31, 2019.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do
hereby certify funds are available for the 1st quarter of this contract from: 2019 - Dog
Fund -\$1,400.00.

Bonnie Ann Fleming
Chief Financial Officer

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

APPOINTMENT OF ANNUAL ASSESSMENT PROGRAM OFFICER

RESOLUTION: 016-2019

ADOPTED:

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

WHEREAS, three quotes were received for the completion of an annual reassessment program, over a five year period, as follows:

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

WHEREAS, forty percent of the inspections were completed in year one of the reassessment program, as directed by the State of New Jersey, and the remaining sixty percent of the inspections shall be completed between 2018 and 2020, resulting in an adjusted annualized amount of \$27,656.25 per annum over four years; and

WHEREAS, the Borough Council would like to continue to engage the services of High Bridge Borough Certified Tax Assessor, Ann Marie Obiedzinski to facilitate the third year of the reassessment program beginning January 1, 2019 through December 31, 2019, for inclusion in the 2020 Tax List; and

WHEREAS, in addition to an annual salary, Ann Marie Obiedzinski shall be compensated for her services associated with the reassessment program at an additional rate of \$60.78 per hour, not to exceed \$27,656.25 per annum; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, that Ann Marie Obiedzinski, be appointed the Annual Assessment Officer responsible for the services outlined in the proposal dated August 9, 2016 at an hourly rate of \$60.78, not to exceed \$27,656.25 per annum, effective January 1, 2019 through December 31, 2019.

I, Bonnie Ann Fleming, Chief Financial Officer of the Borough of High Bridge, do hereby certify funds are available from: 2019 Temporary Budget-Tax Assessor-S&W -\$15,000.00



Adam Young
Municipal Clerk

Michele Lee
Mayor

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

Open Public Records Act Request Processing Hours

RESOLUTION 017-2019

ADOPTED:

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

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

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

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

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

AUTHORIZATION TO BID

RESOLUTION: 018-2019

ADOPTED:

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

1. Street Scape Phase 2
2. MacDonald Street Improvements
3. Various Road Repairs
4. Washington Avenue Improvements
5. Town Hall Site work
6. Water System Improvements
7. Water System Studies and Assessments
8. Sewer system improvements, studies, and assessments
9. Borough website and newsletter

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

AUTHORIZATION TO PURCHASE FROM MEMBERSHIPS

RESOLUTION: 019-2019

ADOPTED:

WHEREAS, the Borough of High Bridge is a member of the Somerset County Cooperative Pricing System, #2-SOCCP, the Morris County Cooperative Pricing System, the Hunterdon County Cooperative Pricing System, the New Jersey State Contracts, DEPTCOR, the Educational Services Commission (ESC), HGAC, Middlesex Regional Educational Service Commission, Cranford Co-op, and Union County Co-op; and

WHEREAS, any contracts that are part of these pricing systems may be used by the members, and

WHEREAS, the Borough intends to utilize but not limiting itself to the following Cooperative Purchasing pricing:

- Rock Salt
- DPW Road Supplies
- Diesel and Gasoline
- Office Supplies
- Deer Carcass Removal
- Vehicles
- Police Supplies
- Copiers/Office Equipment
- Electric, Plumbing, HVAC Services

NOW, THEREFORE, BE IT RESOLVED, that the Borough of High Bridge is authorized to utilize the contracts set forth in the Somerset County Cooperative Pricing System, #2-SOCCP, the Morris County Cooperative Pricing System and the Hunterdon County Cooperative Pricing System, the New Jersey State Contracts, DEPTCOR, Educational Services Commission, HGAC, and Middlesex Regional Educational Service Commission, Cranford Co-Op and Union County Co-Op.

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

RESOLUTION AUTHORIZING PROFESSIONAL MEMBERSHIPS

RESOLUTION: 020-2019

ADOPTED:

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

Bonnie Fleming, CFO/CTC	GFOA of NJ
Bonnie Fleming, CFO/CTC	TCTA of NJ
Bonnie Fleming, CFO/CTC	Central Jersey TCTA
Jennifer Harrington, RPPO, CTC	Central Jersey TCTA
Bonnie Fleming, Jenn Harrington	NNJNIGP
Michael Pappas	NJMMA
Adam Young	Registrar's Association of NJ
Michael Pappas	Registrar's Association of NJ
Michael Pappas, Deputy Registrar	Mid-State Registrars Assoc.
Adam Young, Registrar	Mid-State Registrar Assoc.
Adam Young, Clerk	Hunterdon County Clerk Assoc.
Adam Young, Clerk	Municipal Clerks of NJ
Ann Marie Obiedzinski, CTA	Hunterdon County Assessor's
Police Department	NJ Police Traffic Officers Assoc.
Police Department	Hunterdon County Chief Assoc.
Police Department	NJ State Assoc. of Chiefs of Police
Police Department	L.E.A.D.
Police Department	NJ Gang Investigators
Police Department	International Chiefs of Police
Borough of High Bridge	League of Municipalities
Mayor	NJCM
Planning Board, Secretary, Zoning Officer	NJ Planning and Zoning Officials
Dept. of Public Works	NJ Water Association
Dept. of Public Works	Public Works Association of NJ
Municipal Housing Liaison	Affordable Housing Professionals of NJ
Environmental Commission	Association of New Jersey Environmental Commissions

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

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

ADOPT A GREEN PURCHASING POLICY

RESOLUTION: 021-2019

ADOPTED:

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

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

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

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

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

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

FEES AND LATE DATE FOR DOG LICENSES

RESOLUTION: 022-2019

ADOPTED:

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of High Bridge, County of Hunterdon and State of New Jersey hereby approves the fees and charges as outline above for dog licensing.

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

FEE FOR DUPLICATE TAX SALE CERTIFICATE

RESOLUTION: 023-2019

ADOPTED:

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

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

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

AWARD OF PROFESSIONAL CONTRACTS

RESOLUTION: 024-2019

ADOPTED:

WHEREAS, proposals have been received and reviewed for “Borough Engineer, Environmental Engineer, Auditor, Risk Manager, Bond Counsel, Planner and Attorney”, and

WHEREAS, such proposals have been reviewed to meet the necessary requirements of the Borough of High Bridge;

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

<u>Borough Engineer</u> Maser Consulting Perryville III Corporate Park 53 Frontage Road, Suite 110 Hampton, NJ 08827 Not to exceed: \$300,000.00	<u>Borough Environmental Engineer</u> Quest Environmental and Engineering Services, Inc. 1741 Route 31 Clinton, NJ 08809 Not to exceed: \$4,000.00
<u>Borough Auditor</u> Not to exceed: \$30,000.00	<u>Borough Attorney</u> Not to exceed: \$90,000.00
<u>Borough Bond Counsel</u> McManimon, Scotland & Baumann, LLC 75 Livingston Ave, 2 nd Floor Roseland, NJ 07068 Not to exceed: \$10,000.00	<u>Borough Planner</u> Maser Consulting Perryville III Corporate Park 53 Frontage Road, Suite 110 Hampton, NJ 08827 Not to exceed: \$9,000.00

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

**THE BRIDGE: 2019 NEWSLETTER ADVERTISING
RATES**

RESOLUTION: 025-2019

ADOPTED:

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

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

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

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

NSF CHECK FEE

RESOLUTION: 026-2019

ADOPTED:

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

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

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

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

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

POLICE DEPARTMENT RULES AND REGULATIONS

RESOLUTION: 027-2019

ADOPTED:

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

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

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

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

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

COMMISSIONER / ALTERNATE COMMISSIONER

RESOLUTION: 028-2019

ADOPTED:

RESOLUTION

WHEREAS as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Borough Official to serve as a Commissioner, to represent the Borough of High Bridge.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, that Michael Pappas be designated as the Commissioner for the Borough of High Bridge with Bonnie Fleming designated as Alternate Commissioner.

I hereby certify that the foregoing is a true copy of the Resolution adopted by the Mayor and Council of the Borough of High Bridge, at their meeting of January 3th, 2019.

Signature

Title

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

RISK MANAGER / CONSULTANT AGREEMENT

RESOLUTION: 029-2019

ADOPTED:

RESOLUTION

WHEREAS as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Risk Manager to represent the Borough of High Bridge.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, that David Balken from Balken Risk Management Services be designated as the Risk Manager for the Borough of High Bridge.

I hereby certify that the foregoing is a true copy of the Resolution adopted by the Mayor and Council of the Borough of High Bridge, at their meeting of January 3, 2019.

Signature

Title

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

**AUTHORIZATION EXECUTION OF AN AGREEMENT WITH THE MORRIS
COUNTY COOPERATIVE PRICING COUNCIL TO BECOME A MEMBER
FOR THE PERIOD OF OCTOBER 1, 2016-SEPTEMBER 30, 2021**

RESOLUTION: 030-2019

ADOPTED:

WHEREAS, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, the Borough of High Bridge desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency, to become a member of the MCCPC for the period of October 1, 2016 through September 30, 2021.

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 Mayor and Council of the Borough of High Bridge hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2016 pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is to become a member of the MCCPC for a five (5) year period from October 1, 2016 through September 30, 2021.
2. The Borough of High Bridge Clerk is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate Borough of High Bridge officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

ATTEST:

Adam Young
Municipal Clerk

Michele Lee
Mayor

CERTIFICATION

I, Adam Young, Acting Clerk of the Borough of High Bridge, hereby certify the foregoing to be a true copy of a Resolution adopted by the Borough of high Bridge at a duly convened meeting held on January 4th, 2018.

Adam Young, Municipal Clerk

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

MUNICIPAL ALLIANCE RENEWAL APPLICATION

RESOLUTION: 031-2019

ADOPTED:

**FORM 1B - Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 2014-June 2020**

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

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

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

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

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

1. The Borough Council does hereby authorize submission of a strategic plan for the Voorhees Municipal Alliance grant for fiscal year 2020 in the amount of:

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

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.
3. The Borough Council further acknowledges that the Hunterdon County Educational Services Commission shall act as Fiscal Agent to all Hunterdon County Municipal Alliance Consortiums to provide a streamlined process for the reimbursement of expenditures.

APPROVED: _____
(Name), Mayor

CERTIFICATION

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

(Name), Municipal Clerk

FORM 1A

For County Use Only
Approved: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO
Date: _____

STRATEGIC PLAN FOR FUNDING MUNICIPAL ALLIANCES

Grant Year: FY20
(July 1, 2019 – June 30, 2020)

APPLICANT MUNICIPALITY/IES: Borough of High Bridge	COUNTY: Hunterdon
ALLIANCE NAME: Voorhees Municipal Alliance	ALLIANCE WEBSITE: http://www.co.hunterdon.nj.us/humanservices.htm
ALLIANCE STREET ADDRESS: County of Hunterdon, Department of Human Services, PO Box 2900	
TOWN: Flemington STATE: NJ ZIP: 08822	
TELEPHONE: (908) 788-1253 Ext.	FAX: (908) 806-4204
ALLIANCE CHAIRPERSON: Jeffrey Hunt	ALLIANCE COORDINATOR: Irene Greulich
STREET ADDRESS: c/o Voorhees High School 256 Route 513	STREET ADDRESS: c/o Voorhees High School 256 Route 513
TOWN: Glen Gardner STATE: NJ ZIP: 08826	TOWN: Glen Gardner STATE: NJ ZIP: 08826
EMAIL: jhunt@nhvweb.net	EMAIL: igreulich@nhvweb.net
DATE OF RESOLUTION AUTHORIZING THE STRATEGIC PLAN (MM/DD/YYYY): / /	

A) Alliance DEDR Allocation	\$22,852.00
B) Cash Match (must be 25% of DEDR Allocation)	\$ 5,713.00
C) In-Kind Match (must be 75% of the DEDR Allocation)	\$ 17,139.00
TOTAL ALLIANCE BUDGET (add A+ B+C)	\$ 45,704.00

*MUNICIPALITY	NAME/ MAYOR	SIGNATURE
---------------	-------------	-----------

*MUNICIPALITY	NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	SIGNATURE
---------------	--	-----------

*MUNICIPALITY	NAME/TITLE OF GOVERNING BODY REPRESENTATIVE	SIGNATURE
---------------	--	-----------

ALLIANCE CHAIRPERSON	SIGNATURE	DATE
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*** If a municipality is part of a consortium, a signature and resolution is required from all participating municipalities entering into the agreement. Signatures hereby accept all components of this grant including membership terms, Statement of Assurances and Fiscal Requirements.**

FORM 1C

STATEMENT OF ASSURANCES

In accepting this grant it is understood that the grantee agrees to abide by the following rules and conditions:

1. The activities proposed herein will be conducted in compliance with the provisions of P.L. 1989,c. 51, and in accordance with state and Federal statutes, as well as regulations and policies promulgated by either the state or Federal government.
2. All proposed prevention/early intervention efforts have been coordinated with existing services and systems in the community and demonstrate strong linkages with existing alcoholism, drug abuse and related agencies and services.
3. The activities proposed herein identify and address identified logic model problem sequence.
4. The Municipal Alliance Committee has been consulted in the development of this strategic plan.
5. The proposed project is designed to be one component within a larger context of planning for alcoholism and drug abuse prevention, education and intervention in the community.
6. The proposal includes provisions for the training of key alliance members. The municipal alliance shall consult with the County Alliance Steering Subcommittee to plan such training.
7. The municipality has committed the necessary financial resources and administrative support to accomplish the activities proposed herein.
8. The municipality shall use the proposed funding to increase the level of funds that would, in the absence of such a grant, be made available by the municipality for the purposes described herein. In no case will funds supplant, or will efforts funded pursuant to section 2 of P.L. 1983, C.531 be duplicated.
9. The municipality shall provide data to the Governor's Council on Alcoholism and Drug Abuse for the purpose of evaluating the effectiveness of the projects funded by this grant program.
10. If the use of funds changes from the uses proposed herein, the municipality shall request a budget revision pursuant to guidelines established by its County Alliance Steering Subcommittee.
11. The municipality shall keep such records and provide such information to the Governor's Council on Alcoholism and Drug Abuse and/or the County Alliance Steering Subcommittee as may be required for fiscal audit.
12. The municipality shall provide a plan to the County Alliance Steering Subcommittee to the use of unused or accrued portions of the grant. If such a plan is not presented and accepted, the municipality shall return those funds to the Governor's Council on Alcoholism and Drug Abuse.
13. The facts, figures and representations made in this strategic plan, including exhibits and attachments hereto, are true and correct to the best of my knowledge.

FORM 1D

FISCAL REQUIREMENTS

In accepting this grant it is understood that the grantee agrees to abide by the following rules and conditions:

1. The applicant agrees to repay any portion of the amount granted which is not used for the purpose of the grant.
2. The applicant agrees to develop a comprehensive plan to provide matching funds equivalent to the amount of the award.
3. The applicant agrees to submit full and complete records on the manner in which the community intends to acquire matching funds in accordance with County Steering Subcommittee regulations.
4. The applicant agrees to submit detailed and accurate accounting of the expenditures to the funding source in accordance with County Steering Subcommittee regulations.
5. The applicant agrees to submit periodic reports of the progress made in accomplishing the purpose of the grant and the method adopted to satisfy the fundraising goals as requested by the County Alliance Steering Subcommittee.
6. The applicant agrees not to use any of the funds to directly influence legislation or the outcome of an election or to undertake any activity for any purpose foreign to the purpose of this grant.
7. In the event the applicant fails to generate matching funds at the end of the contract period, the applicant shall submit documentation explaining the failure.
8. At the end of the fiscal year in which this grant falls, the applicant shall submit a financial statement explaining its use as well as any statistics and narrative which will indicate what this grant has accomplished in accordance with County Alliance Steering Subcommittee regulations.
9. The municipality or lead municipality will maintain information required about cash and in-kind match.



COUNTY OF HUNTERDON NEW JERSEY

DEPARTMENT OF HUMAN SERVICES

Planning, Mental Health, Alcohol & Drug Abuse, Youth Services, Social Services,
Disability Services, Senior Services, Transportation, Housing

Christine Hammerstone, MPA
Administrator

P O Box 2900
Flemington, New Jersey 08822-2900
(Location: 8 Gauntt Place)

908-788-1253
908-788-1372
908-806-4204 FAX
humansvc@co.hunterdon.nj.us

MEMORANDUM

DATE: November 9, 2018

TO: Municipal Clerk

FROM: Dawn E. Paulmeno, County Alliance Coordinator *D.E.P.*

RE: Municipal Alliance Renewal Application - Grant Year: 2020 (July 1, 2019 to June 30, 2020)

I am pleased to notify you that the Municipal Alliance Program will continue to provide substance abuse prevention education to your schools and community. The grant cycle has been extended by the Governor's Council on Alcoholism and Drug Abuse to include **fiscal year 2020**.

Enclosed for your Committee's review and signature are the following:

- *Strategic Plan for Funding Municipal Alliances (Form 1A)*
Signature required
- *Municipal Resolution (Form 1B)*
Signature required
Please note the addition of #3 acknowledging the Hunterdon County Educational Services Commission as the Fiscal Agent for the Municipal Alliance Program.
- *Statement of Assurances (Form 1C)*
No signature is required but signing off on Form 1A acknowledges abiding by these requirements.
- *Fiscal Requirements (Form 1D)*
No signature is required but signing off on Form 1A acknowledges abiding by these requirements.

For your convenience, electronic copies of the above documents have been sent to you. Please return **signed, originals to the address below by Friday, January 18, 2019.**

County of Hunterdon – Department of Human Services
PO Box 2900
Flemington, NJ 08822
Attention: Dawn Paulmeno

***Retain copies of all documents for your records.**

If you have any questions, please contact me at the following address: dpaulmeno@co.hunterdon.nj.us.

Thank you for your continued support of the program.

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

APPROVAL OF SOIL WITNESS FEE

RESOLUTION: 032-2019 _____ ADOPTED:

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

WHEREAS, the ordinance has been vacated, and

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

I. Witness Fee

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

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

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

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

RESOLUTION: 033-2019

ADOPTED:

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

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

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

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

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

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

**APPOINTMENT OF A FULL- TIME DIRECTOR OF THE DEPARTMENT
OF PUBLIC WORKS**

RESOLUTION: 034-2019

ADOPTED:

WHEREAS, the previous High Bridge Department of Public Works Director retired from the High Bridge Department of Public Works effective October 1st, 2018; and

WHEREAS, there is a need for a Director of the Department of Public Works to direct the operations of the Department; and

WHEREAS, pursuant to N.J.S.A. 40A:9-154.6g, a Director of Public Works who does not have a Certificate may be appointed when a vacancy occurs for a period of one-year from the date of the vacancy, with a reappointment for a maximum of one additional year: and

WHEREAS, the applicant listed shall in good faith work to get a valid Certified Public Works Manager certificate as soon as possible:

Rick Roll

WHEREAS, the Director of the Department of Public works salary will be set to \$60,000 per year pending certification of the availability of funds by the Chief Financial Officer, and

WHEREAS, the position will begin, effective October 25th, 2018; and

WHEREAS, the position will have a probationary period of three (3) months which period may be continued or discontinued at the discretion of the Borough Administrator before the last day of the employee's probation;

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, hereby appoint Rick Roll to the position of Director of the Department of Public Works with a salary of \$60,000 per year pending certification of the availability of funds by the Chief Financial Officer, and shall in good faith work to get a valid Certified Public Works Manager certificate as soon as possible , with a probationary period of three (3) months which period may be continued or discontinued at the discretion of the Borough Administrator before the last day of the employee's probation.

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

UTILITY RATES

RESOLUTION: 035-2019

ADOPTED:

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

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

1. WATER UTILITY METERED RATES: Pursuant to Section 35, charges for the residential / commercial use of water in metered service shall be as follows:
 - (1) The base rate of water shall be \$50.00 per quarter.
 - (2) Any usage of water shall be \$6.25 per thousand gallons or any part thereof.
 - (3) The recreational water rate will continue to be \$0.00 per thousand gallons or any part thereof.

2. The Borough sees a need to update the Definitions listed in Article II. – Water Service, Section 407-16: Definitions, to include the following:

COMMERCIAL - All property designated as Real Property Class Codes 4A, 4B, and 4C in the annual tax list shall be billed at the commercial rate.

3. In accordance with Chapter 407-35 the Water Connection fee shall be as follows:
 1. The Water Connection Fee shall be set at \$2,370.00

4. Estimated usage to be charged to a utility account will be found by finding the average of up to four prior good usage readings, excluding estimated readings and 0 readings.

5. Overpayments to the account based on an estimated reading will be credited to the account. Refunds for these overpayments will be reconciled in December of the estimated billing year. A written request from the current owner of the account must be received by the Utility Collector to begin the refund process.

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

1. The fixed cost for sanitary sewer service shall be set at \$145.00 per quarter
2. The treatment rate per 1,000 gallons of water shall be \$5.38
3. The Sewer Connection fee shall be set at \$3,220.00

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

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

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

Cultural and Heritage Events 2019

RESOLUTION: 036-2019

ADOPTED:

WHEREAS, the Borough of High Bridge wishes to designate the Borough's Cultural and Heritage events, and:

WHEREAS, the Cultural and Heritage events are listed as follows:

Solitude Open House/Event Dates:

- May 12th
- June 9th
- August 12th
- September 8th
- October 13th
- November 10th
- Christmas Open House – December 1st
- Christmas Open House – December 8th
- Christmas Open House – December 15th
- Independence Day Event TBD – July 6th
- Antiques, Collectibles and Crafts Outdoor Market in The Commons, May 18th
- Solitude House Fundraiser Event, TBD, October 5th

Speaker Series:

4th Monday of each month.

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

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

DESIGNATION OF MUNICIPAL HUMANE LAW ENFORCEMENT OFFICER

RESOLUTION: 037-2019

ADOPTED:

WHEREAS, an application for designation as a municipal humane law enforcement officer shall be submitted by the governing body of a municipality to the chief law enforcement officer of the municipality, Police Chief Brett Bartman, as per P.L. 2017, CHAPTER 331, Section 25 and 26, and

WHEREAS, upon receipt of the application, the chief law enforcement officer of the municipality shall examine the character, competency, and fitness of the applicant for the position, including initiating a criminal background check, and

WHEREAS, Det. Matthew Lazier will be appointed the Municipal Humane Law Enforcement Officer title subject to successful completion of the background check the approval of the chief law enforcement officer,

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 Det. Matthew Lazier will be appointed the Municipal Humane Law Enforcement Officer subject to successful completion of a background check and approval by the chief law enforcement officer, Police Chief Brett Bartman.

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

Volunteer Tuition Credit Program participation

RESOLUTION: 038-2019

ADOPTED:

A Resolution for the Mayor and Common Council of the Borough of High Bridge to support and participate in the Volunteer Tuition Credit Program (P.L. 1998, c. 145)

WHEREAS, the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon, deems it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Borough of High Bridge, and

WHEREAS, the State of New Jersey has enacted P.L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c.145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in the municipality; and

BE IT FURTHER RESOLVED, that the Borough Administrator is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P.L. 1998, c. 145, a copy of which is herewith made part of this resolution.

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

**APPOINTMENT OF A TEMPORARY LICENSED OPERATOR FOR THE BOROUGH
WATER SYSTEM**

RESOLUTION: 039-2019

ADOPTED:

WHEREAS, there is a need for a temporary Licensed Operator for the Borough water system;
and

WHEREAS, the following applicant holds a valid water operator license:

Alan L. Brower

WHEREAS, the cost of Licensed Operator services will be \$750.00 per month from January 1, 2019 to December 31, 2019; and

WHEREAS, the position will be covered by the Borough's insurance while acting in official capacity; and

WHEREAS, the Borough requires 30 days' notice for the termination of this agreement; and

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 Alan L. Brower shall be hired to fill the position of temporary Licensed Operator for the Borough's water system from January 1, 2019 to December 31st, 2019, at the fee of \$750.00 per with the option to terminate this agreement given 30 days' notice.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, that the position will be covered by the Borough's insurance while dispensing duties in an official capacity.

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

**APPOINTMENT OF A TEMPORARY NJDEP C-2 LICENSED OPERATOR FOR
SEWER COLLECTION SYSTEM**

RESOLUTION: 040-2019

ADOPTED:

WHEREAS, there is a need for a temporary NJDEP C-2 Licensed Operator for the sewer collection system; and

WHEREAS, the following applicant holds a valid NJDEP C-2 license:

Gregory Dickinson

WHEREAS, the cost of Licensed Operator services will be \$150.00 per week and additional work such as emergency calls will be billed at \$75.00 per hour; and

WHEREAS, the position will begin January 1, 2019 to December 31, 2019, and

WHEREAS, the position will be covered by the Borough's insurance while acting in official capacity; and

WHEREAS, the Borough requires 30 days' notice for the termination of this agreement; and

WHEREAS, the Administrator is authorized to submit form DEP-065;

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 Gregory Dickinson shall be hired to fill the position of temporary NJDEP C-2 Licensed Operator for the sewer collection system, at the fee of \$150.00 per week and additional work such as emergency calls will be billed at \$75.00 per hour, with 30 days' notice required for the termination of this agreement, the position being covered under the Borough's insurance while acting in official capacity, and effective from January 1, 2019 to December 31, 2019.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, that the Administrator is authorized to submit form DEP-065.

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

ESTABLISH THE TREE BOARD FOR 2019

RESOLUTION: 041-2019

ADOPTED:

WHEREAS, the Mayor and Council of the Borough of High Bridge are interested in protecting and increasing the Borough's stock of trees; and

WHEREAS, it is the policy of the Borough to line its streets with trees and to conduct a consistent and adequate program for maintaining and preserving these trees; and

WHEREAS, it is the policy of the Borough to encourage new tree planting on public and private property and to cultivate the forested character of the Borough; and

WHEREAS, the Environmental Commission is charged with reviewing and commenting on all Borough plans that may affect protected trees; and

WHEREAS, the Environmental Commission is charged to consult the Borough on tree replacement and reforestation provisions in Landscaping plans submitted for proposed major subdivisions in the Borough that involve the destruction or removal of any tree; and

WHEREAS, the Environmental Commission is charged with collecting and maintaining all records and data necessary to objectively evaluate whether progress is being made toward the stated goals of the Borough Tree Protection Ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of High Bridge in the County of Hunterdon and in the State of New Jersey that we do hereby establish a Tree Board to formally conduct the Environmental Commission's tree-related duties specified above, and to recommend new initiatives to the Mayor and Borough Council for improving the Borough's stock of trees and forested character.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Borough Council of the Borough of High Bridge, in the County of Hunterdon and in the State of New Jersey that the Tree Board shall consist of 3 Environmental Commission members who shall be appointed annually, but whose initial term of appointment shall be through December 31, 2019, and that these three representatives shall be comprised of the following members of the High Bridge Environmental Commission:

Environmental Commission Chair (currently Jeanie Baker)

At-large members from Environmental Commission (Sue Song and Crissy McConnell)

Borough Council Environmental Commission liaison (currently Lynn Hughes)

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

**PLEDGE OF BOROUGH SUPPORT FOR
NEW JERSEY'S WILDLIFE ACTION PLAN**

RESOLUTION: 042-2019

ADOPTED:

The Mayor and Council of the Borough of High Bridge recognize that animals are an integral and valuable part of all communities and believing concern for the wellbeing of wild animals and wild species is a hallmark of a sustainable natural community, the Borough of High Bridge pledges its support for the New Jersey Wildlife Action Plan as outlined:

WHEREAS, New Jersey is home to a rich diversity of wildlife and ecologically significant natural communities; and

WHEREAS, New Jersey's wildlife and wild places are under threat from development, fragmentation, invasive species and the impacts of people; and

WHEREAS, the populations of mammals, birds, invertebrates, fish, reptiles and amphibians that live in and migrate through New Jersey find themselves clinging to smaller and smaller pieces of wild clean lands and aquatic habitats; and

WHEREAS, it is often more cost-effective to prevent species from becoming imperiled than it is to recover them once their populations have declined; and

WHEREAS, a naturally functioning and healthy ecosystem represents a healthy environment for NJ wildlife and our citizens; and

WHEREAS, the NJ Division of Fish and Wildlife, other state and federal agencies, and many partners in conservation have worked together to develop a state Wildlife Action Plan for the benefit of biologists, wildlife experts, municipal leaders, land stewards, non-profit organizations, educators, planners, researchers, outdoor recreation enthusiasts, landowners and all the people who know the wild places of New Jersey State; and

WHEREAS, the New Jersey Wildlife Action plan is a comprehensive action agenda for the conservation of native wildlife, the restoration of important lands and water, and public education targeting the needs of rare wildlife in New Jersey; and

WHEREAS, the residents of, and visitors to, New Jersey also enjoy and benefit from New Jersey's wildlife and wild spaces; and

WHEREAS, The New Jersey Wildlife Action Plan can be accessed for review at http://www.nj.gov/dep/fgw/ensp/wap/pdf/wap_booklet.pdf

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of High Bridge, in the County of Hunterdon and in the State of New Jersey, that we do hereby resolve to take the following steps with regard to our municipal land-use decisions with the intent of making High Bridge a more ecologically sustainable community. It is our intent to include these principles in our public lands management, our environmental resources inventory and to inform the next master plan revision and update our zoning accordingly.

1. We will monitor the condition of imperiled species, critical habitat and unique ecosystems identified in our Environmental Resource Inventory.
2. Acknowledging that it is often more cost-effective to protect species than recover species, we will strive to protect populations of rare and imperiled species that live and breed in, and migrate through, the municipality and the habitats they depend upon.
3. Because habitat integrity is critical to healthy biodiversity we will strive to manage publicly owned lands in accordance with wild life management actions laid out in the New Jersey Wildlife Action Plan and will promote the management of all protected lands to promote biodiversity.
4. We will protect wildlife habitats and maintain connectivity of habitat when formulating an open space acquisition strategy, open space stewardship plans and through the municipal master plan including planning and zoning ordinances.
5. We will seek to minimize disturbance of critical wildlife populations and their habitats from human activities, subsidized predators and invasive species.
6. When possible and appropriate, we will work with neighboring municipalities to implement the aforementioned principles across municipal boundaries.
7. When possible and appropriate, we will strive to monitor and implement appropriate management of municipal easements to ensure native vegetation and wildlife takes precedence over invasive and/or exotic species.

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

**ENDORSEMENT OF THE MUNICIPAL RECYCLING
TONNAGE GRANT APPLICATION**

RESOLUTION: 043-2019

ADOPTED:

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

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

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

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

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

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

**APPROVE ENVIRONMENTAL COMMITTEE SPONSORSHIP OF SHREDDING,
ELECTRONICS RECYCLING, AND RIGID PLASTICS EVENT**

RESOLUTION: 044-2019

ADOPTED:

WHEREAS, the Environmental Committee wishes to sponsor a paper shredding, electronics recycling, and rigid plastics event at Union Forge Park, and

WHEREAS, the events will take place as follows:

Electronics Sat., April 27, at 8:30am -12:30 at Union Forge Park parking lot

WHEREAS, the electronics recycling event will take place from 8:30AM to12:30PM, and

WHEREAS the Borough wishes to enter into a contract with SAMR Services to recycle electronics for this one day event;

WHEREAS, there will be a \$10.00 charge for items containing Freon, and

WHEREAS, the cost will be \$3,250 that will be paid for by “Clean Communities” Grant monies.

WHEREAS, this event will be open to Borough residents and businesses, persons who work in the Borough, and Voorhees High School, and

Document Shredding and Rigid Plastic (at the same time)

Sat., June 29, 9am -11am at the Union Forge Park parking lot

WHEREAS, these events will be open to Borough residents and businesses, persons who work in the Borough, and Voorhees High School, and

WHEREAS, the cost for shredding is \$275.00 per hour provided by “Assure Shred” that will be paid for by “Clean Communities” Grant monies, and

WHEREAS, the rigid plastic collection and hauling will be provided by “Global Waste Industries, Inc.” and rigid plastic recycling provided by “ReCommunity of Morris” and

WHEREAS, the cost will be \$550.00 that will be paid for by “Clean Communities” Grant monies, and

WHEREAS, a town wide litter clean up day will be held in conjunction with each recycling event.

NOW, THEREFORE, BE IT RESOLVED BY Mayor and Council of the Borough of High Bridge, County of Hunterdon and State of New Jersey that the Environmental Committee may hold the above events.

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

Support Water Conservation

RESOLUTION: 045-2019

ADOPTED:

Whereas, the Mayor and Council wish to support water conservation within our Borough; and

Whereas, Water is a critical natural resource that supports essential human activities as well as ecological functions; and

Whereas, Shortages can have dangerous and significant implications for public health as well as for the local economy and for ecological integrity; and

Whereas, The state has been subject to periodic droughts and water shortages; and

Whereas, Water conservation is a prudent step for New Jersey's citizens year round; and

Now, therefore, be it resolved that the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and in the State of New Jersey hereby support water conservation in our Borough.

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

RESOLUTION TO APPLY for TREE CITY RE-CERTIFICATION

RESOLUTION: 046-2019

ADOPTED:

Whereas, the Mayor and Council of the Borough of High Bridge, interested in protecting and increasing the Borough's stock of trees, wish to pursue the re-certification of our designation as a "Tree City" community; and

Whereas, The High Bridge Environmental Committee has conveyed their willingness to undertake the activities necessary to obtain the re-certification of the designation of "Tree City" on behalf of the Borough; and

Whereas, these activities include;

Continuation of a comprehensive tree management program supported by \$2 per capita per year and an annual work plan for tree management, approximately \$7,400.00 annually.

Conduct an official Arbor Day ceremony and proclamation.

Whereas, The requirement of a "tree management program supported by \$2 per capita per year" requires that the Borough devote approximately \$7,400.00 annually towards tree-related expenses.

Whereas, it is expected that the Borough already meets this requirement; as the expenses that can be counted towards this requirement include salaries of borough personnel carrying out tree-related work, e.g., dead tree removal, pruning, leaf and brush pick-up, mulching, etc. Also, expenses related to equipment purchase, rental, and maintenance are to be included as well as volunteer expenses (e.g., EC member time for planting, watering, and maintaining trees).

Now, therefore, be it resolved by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and in the State of New Jersey that the Borough's Environmental Committee is directed to pursue re-certification of the designation of Tree City on behalf of the Borough of High Bridge.

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

Approval of Planning Board / Board of Adjustment Fees for 2018

RESOLUTION: 047-2019

ADOPTED:

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

Application Fees and Escrow

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

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

of \$2,000.00 shall be deposited

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

15) Soil Erosion and Sediment Control

Plan Certification and Inspections

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

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

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

17) Sign Permit \$70 None

18) Driveway Permit

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

19) Wireless telecommunications applications:

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

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

Approval of Water Utility Meter Charges

RESOLUTION: 048-2019

ADOPTED:

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

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

- (1) Water meter fee:
 - (a) Three-fourths-inch meter: \$250.00
 - (b) Five-eighths-inch meter: \$200.00
 - (c) One-inch meter: \$300.00
 - (d) All others shall be charged at cost
- (2) Shutoff fee: \$15.00
- (3) Turn on fee: \$15.00
- (4) Meter test: \$25.00
- (5) Meter Bottom Plate: \$30.00
- (6) Labor for items 1 and 4, shall be at the salary rate set by the annual salary resolution for the Department of Public Works Personnel. Emergency work shall be charged at the appropriate overtime rate.
- (7) Water meter couplings: \$35.00

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

Amendment of Recreation fees for 2019

RESOLUTION: 049-2019

ADOPTED:

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

Fee schedule.

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

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

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

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

C. Programs:

- (1) Summer recreation: (All fees non-refundable)
 - (a) One week: \$60.
 - (b) Two weeks: \$100.
 - (c) First two campers in family: full price; third camper and more: free.
 - (d) Drop in rate: \$20/day
 - (e) Extended School Year campers: One week \$30; two weeks \$50
- (2) Winter baseball:
 - (a) Per session: \$20.

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

Approval of Special Events fees for 2019

RESOLUTION: 050-2019

ADOPTED:

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

Fee schedule:

Annual Sponsorship Packages

Premier Sponsor: \$10,000

Gold Sponsor: \$5,000

Silver Sponsor: \$2,500

Bronze Sponsor: \$1,250

A. Soap Box Derby

(1) Sponsorships

(a) Gold Sponsor: \$300

(b) Silver Sponsor: \$200

(c) Bronze Sponsor: \$100

(d) Hay bale ad: \$50 each

(2) Race day program ads

(a) Back cover:

[1] Half page: \$300

[2] Full page: \$500

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

(c) Full page: \$150

(d) 2/3 page: \$100

(e) 1/3 page: \$50

(3) Registration fees

(a) Child: \$25

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

B. Pooch Parade

(1) Sponsorships

(a) Gold Sponsor: \$300

(b) Silver Sponsor: \$200

(c) Bronze Sponsor: \$100

(2) Registration fees: \$5 per pooch

C. Friday Night Flicks

(1) Sponsorships

(a) Premier Sponsor: \$500

(b) Gold Sponsor: \$300

(c) Silver Sponsor: \$200

(d) Bronze Sponsor: \$100

D. Concerts

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

E. Community Day

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

F. Plein Air – Paint Out

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

G. Salsa Night Sizzle: Dance and Live Orchestra

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

H. Commons and Community Day Banners

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

I. General Event Sponsorship

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

J. Trunk/ Treat and Easter

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

K. Holiday Planter Decorating Contest- 2019 Theme, Holidays Around the Globe (Gift Certificate or Cash Prize), December 7, 2019

- First Prize Sponsor: \$200
- Second Prize Sponsor: \$100
- Third Prize Sponsor: \$50

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

Approve 2019 Sponsorship Packages

RESOLUTION: 051-2019

ADOPTED:

WHEREAS, the Borough of High Bridge wishes to set the 2019 event sponsorship packages,
and

WHEREAS, the event sponsorship packages has been outlined as follows:

High Bridge Events Committee

2019 Annual Sponsorship Packages

☐ Premier Sponsor: \$10,000

- Title Sponsor naming rights to *all* 2019 Borough events
- First mention and logo placement in all media advertising including: Borough Website, Newsletter, posters, ads for specific events placed in the local and regional press, entry/registration forms for specific events, etc.
- Verbal acknowledgement of your sponsorship at the opening and closing of each event
- Large Banner display at all Borough events
- Logo or other graphic placement on the Commons Stage Banner (May - October)
- Large Logo placement on the event T-shirts

☐ Gold Sponsor: \$5,000

- Second Mention in all media advertising, as mentioned above
- Medium Banner display at all Borough events
- Verbal acknowledgement of your Sponsorship at each event
- Logo placement on event T-shirts

☐ Silver Sponsor: \$2,500

- Mention in all media advertising, as mentioned above
- Small Banner display at 3 Borough events of your choice
- Verbal acknowledgement of your Sponsorship at each event
- Logo placement on event T-shirts

☐ Bronze Sponsor: \$1,250

- Mention in all media advertising, as mentioned above
- Verbal acknowledgement of your Sponsorship at each event
- Logo placement on event T-shirts

High Bridge Events Committee

2019 Individual Event Sponsorships

General Sponsors will receive acknowledgement at start of event, mention in press releases and logo placement on all events that have t-shirts or program booklets.

Easter Egg Hunt, April 6, 2019 Union Forge Park

- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

Soap Box Derby, June 1, 2019 – Rain date of September 21, 2019 Main Street

- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Hay bale ad: \$50 each
- Other: \$ _____

Pooch Parade, June 8, 2019 Commons Park

- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

Salsa Night Sizzle: Dance and Live Orchestra, September 28, 2019 Commons Park

- Premier Sponsor: \$500 – be the Title Sponsor of this Event!
- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

Friday Night Flicks, June 7, July 12 & Aug 9 (Rain Dates: June 8, July 13, & Aug 10) Commons Park

- Premier Sponsor: \$500 – be the Title Sponsor of any 1 Movie!
- Gold Sponsor: \$300

- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

**Concerts in the Commons, June 1, July 6, August 3, August 31, October 5
(Rain Dates: June 2, July 7, August 4, September 1, October 6)**

Commons Park

- Premier Sponsor: \$1,000 – be the Title Sponsor of the July Jamboree!
- Gold Sponsor: \$500
- Silver Sponsor: \$250
- Bronze: \$ 100
- Other: \$ _____

Community Day, September 7, 2019

- Premier Sponsor: \$500 – be the Title Sponsor of this Event!
- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

**Trunk or Treat, October 26, 2019
Union Forge Park**

- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

**Paint Out, November 3, 2019
TBD**

- Gold Sponsor: \$300
- Silver Sponsor: \$200
- Bronze Sponsor: \$100
- Other: \$ _____

**Holiday Planter Decorating Contest- 2019 Theme, Holidays Around the Globe
(Gift Certificate or Cash Prize), December 7, 2019**

- First Prize Sponsor: \$200

- Second Prize Sponsor: \$100
- Third Prize Sponsor: \$50

High Bridge Cultural and Historical Committee

2019 Annual Sponsorship Packages

Historical Speaker Series

Held the 4th Monday evening of each month

The Cultural and Heritage (C & H) Committee is hereby established to advise the Borough Council on the cultural and historical needs of the Borough of High Bridge. Its responsibilities include the development of programs to promote interest and participation in and understanding of local history, arts, cultural values and goals of the community and state by working directly with arts and historical organizations, schools, religious organizations, service clubs, municipal governments, and other interested groups and individuals.

- Premier Sponsor: \$1000 (Be the Title Sponsor of the entire 2019 Speaker Series!)
- Platinum Sponsor: \$750
- Gold Sponsor: \$500
- Silver Sponsor: \$300
- Bronze Sponsor: \$200
- Other \$ _____

Historical Events and Demonstrations

- Premier Sponsor: \$1000 (All materials, press releases, publications, etc. will be titled “Event Name presented by (Your Company Name)”.
- Platinum Sponsor: \$750 (Company Name in all materials, press releases)
- Gold Sponsor: \$500 (Company Name in all materials and announcements)
- Silver Sponsor: \$300 (Company Name in all materials)
- Bronze Sponsor: \$200 (Company Name in all materials)
- Other \$ _____

Annual October Historical Event

- Title Sponsor: \$5,000 (All materials, press releases, publications, etc. will be titled “Event Name presented by (Your Company Name)”. Large Event Banner)
- Premier Sponsor: \$2,500 (Company Name in all materials, press releases, etc. Full page inside cover color ad in event booklet or full back cover ad if there is no Title Sponsor) Medium Event Banner)
- Gold Sponsor: \$1,000 (Company Name in all materials, press releases, etc. Full page inside cover color ad in event booklet) Small Event Banner)
- Silver Sponsor: \$500 (Company Name mention in all materials, press releases, etc. Full page color ad in event booklet)
- Bronze: \$ 250 (Full page color ad in event booklet)
- Other: \$ _____

High Bridge Events Committee

2019 Special Sponsorship Opportunities

Commons Stage Banner: Have your logo or other graphic displayed on the Commons Stage Banner all season (May through October). The Commons is the setting for the Saturday Night Flicks, Concerts, Pooch Parade and Salsa Night and is visited by hundreds of people every week hiking, biking or walking their dogs on the Columbia Trail.

Full Banner Sponsorship \$500 **Half Banner Sponsorship \$250**

General Event Sponsorships: If none of our Packages or Event Sponsorships appeal to you, please specify an amount, and your contribution will support as many events as possible. Your contribution will be acknowledged throughout the year.

\$2,500 **\$1,000** **\$500** **\$250** **\$125** **Other \$ _____**

Sponsorship In-Kind: Some of our event organizers welcome donations of product, materials or services. These can be in the form of printing services, signs, banners, food and beverages, or products that can be used as awards and trophies. If you would like to make an In-Kind Sponsorship donation, please indicate the event(s) you would like to support, and tell us what services or products you would like to contribute to that event:

Should you choose to make a Sponsorship In-Kind, the Event Coordinator will contact you to finalize your contribution, and assure proper recognition.

Payment Options: Please check the box(s) for the event(s) you would like to sponsor, provide your contact information, and select from the payment options below.

Contact Name/Company: _____

Street Address: _____

City/State/ZIP: _____

Phone: _____

Email: _____

Our check is enclosed for \$ _____

We pledge to contribute \$ _____. Please send us a reminder on this date: _____

We would like to make payments in equal amounts on these dates: _____ and _____

Checks should be made payable to the High Bridge Events Committee and mailed, with the appropriate forms, to Borough Hall. Have any questions? Feel free to email the Events Committee: events@highbridge.org, or call Borough Hall directly. Thank you in advance for your support!

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

Property Assessment Program Authorization

RESOLUTION: 052-2019

ADOPTED:

WHEREAS, the Borough of High Bridge has undertaken a property re-evaluation in 2015 to ensure that property assessments are current and,

WHEREAS, the Borough believes it is advantageous to initiate an annual assessment program that would ensure that property assessments remain current, and

WHEREAS, the State Division of Taxation permits municipalities to conduct annual assessment programs that require the reassessment of at least 20% of the properties in said municipality each year over a five year period, and

N OW THEREFORE, be it resolved that the Borough hereby authorizes the Tax Assessor to complete and submit the necessary form AFR-A, to the Hunterdon County Board of Taxation for their review, approval and subsequent submission to the State Division of Taxation

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

Setting Hourly Rate for School Crossing Guards

RESOLUTION: 053-2019

ADOPTED:

Be it resolved by the Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the salary and wages for compensation of Crossing Guards of the Borough of High Bridge shall be classified as part time employment with an hourly rate of **\$19.19** retroactive to January 1, 2019.

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

Extension of contract for Borough Professionals, 30-days – Attorney and Auditor

RESOLUTION: 055-2019

ADOPTED:

WHEREAS, the Borough of High Bridge held a contract for service with Suplee, Clooney, & Co. for the service of Borough Auditor, and

WHEREAS, the Borough of High Bridge held a contract for service with Greenbaum, Rowe, Smith, and Davis LLP. for the service of Borough Attorney, and

WHEREAS, new proposals for Borough Attorney and Borough Auditor have been received but require further review, and

WHEREAS, Council offers to extend the contracted services of Borough Attorney to Greenbaum, Rowe, Smith, and Davis LLP. and Borough Auditor to Suplee, Clooney, & Co. up to thirty days;

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 contracted services for Borough Attorney and Borough Auditor be extended for up to thirty days to Greenbaum, Rowe, Smith, and Davis LLP. and Suplee, Clooney, & Co. respectively.

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

APPOINTING A MUNICIPAL COURT JUDGE

RESOLUTION: 056-2019

ADOPTED:

WHEREAS, the Borough of High Bridge Shared court requires the services of a Municipal Court Judge, and;

WHEREAS, Judge Eric Perkins' three-year term comes to an end at the end of 2018.

WHEREAS, the Borough of High Bridge has adopted a shared court service agreement as per Resolution 265-2017, and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge, Hunterdon County, State of New Jersey, that Eric Perkins, Esq., be appointed Municipal Court Judge for a three-year term ending 12/31/2021, according to N.J.S.A. 2B:12-4 at a salary set by the agreement adopted by Borough Council in Resolution 265-2017.



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

December 17, 2018

Frederick C. Roll
24 Colonial Court
High Bridge, NJ 08829

Dear Mr. Roll:

Congratulations on having successfully completed the examination for a Public Works Manager Certificate that was administered on October 24, 2018. Your grade for the examination is 80.

Upon receipt of your check or money order in the amount of \$50 drawn to the order of the State Treasurer and forwarded to the Certification Unit, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803, your Public Works Manager 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 may be aware, your Public Works Manager Certification is subject to renewal every three 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 December 31, 2021. 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 form 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.



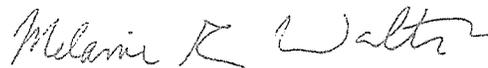
Also found on the Division's website is a list of continuing education sponsors the Division has approved for past sessions. You may wish to contact these organizations to be placed on a mailing list for future continuing education seminars. In addition, if you are attending a course/seminar for which 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>.

Any notifications from the Division as to changes in certification requirements will be done by email, not regular mail. Licensees must subscribe to the Division's **DLGS News** email notification system (list serve) to receive such notices. This is a semi-monthly e-mail sent to any interested person. You can subscribe to DLGS News by entering an e-mail address on the DLGS News web page at: http://www.nj.gov/dca/divisions/dlgs/uptodate/dlgs_email_news.html.

The forms noted herein and information regarding continuing education sessions may also be obtained by contacting the Certification Unit at (609) 292-4656, or via email at: shannon.hudak@dca.nj.gov.

My best wishes are extended for your future success.

Sincerely,



Melanie Walter, Director
Division of Local Government Services

MW:dr

Borough of High Bridge Police Department



Rules and Regulations

Borough of High Bridge Police Department – Rules and Regulations

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Article I Establishment of police department rules and regulations

Section 1:

1:1.1 Police department authority

The Police Department of the High Bridge Borough is established pursuant to N.J.S.A. 40A:14-118 and High Bridge Borough Ordinance 75-1. The High Bridge Borough Police Department shall after this be called the "department."

Section 2

Department rules

1:2.1 Rules and Regulations Established

The appropriate authority of the Borough of High Bridge hereby adopts and promulgates the department Rules and Regulations, known as the High Bridge Borough Police Department Rules and Regulations and after this called the "rules."

1:2.2 Right to Amend or Revoke

In accordance with N.J.S.A. 40A:14-118, the right is reserved by the appropriate authority to amend or to revoke any of the rules contained herein.

1:2.3 Previous Rules, Policies and Procedures

All rules previously issued, and policies and procedures that are contrary to the rules contained herein, are hereby revoked to the extent of any inconsistency. All other policies and procedures shall remain in force.

1:2.4 Application

These rules are applicable to all police officers of the department and to all civilian employees of the department where appropriate.

1:2.5 Distribution

One copy of these rules shall be distributed to each employee of the department.

1:2.6 Responsibility for Maintenance

It is the continuing responsibility of each employee to maintain a current copy of the rules, including all additions, revisions and amendments as issued.

1:2.7 Familiarization

Employees shall thoroughly familiarize themselves with the provisions of the rules. Ignorance of any provision of these rules will not be a defense to a charge of a violation of these rules. It is the continuing responsibility of each employee to seek clarification through the chain of command for any rule which is not fully understood.

Article II. Definitions

Section 1

- 2:1.1 Authority** - The right to issue orders, give commands, enforce obedience, initiate action and make necessary decisions commensurate with rank or assignment as provided for in the department rules, policies and procedures. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered to be in violation of the rules.
- 2:1.2 Appropriate Authority** – As established in High Bridge Borough 75-1. Statutory authorization, in accordance with N.J.S.A. 40A:14-118.
- 2:1.3 Chain of command** - Vertical lines of communication, authority and responsibility within the organizational structure of the department.
- 2:1.4 Day Off** - Those days determined by the appropriate supervisor on which a given employee is excused from duty.
- 2:1.5 Detective** – A police officer, designated by the title of detective, assigned to conduct criminal and other investigations while in civilian clothes. The assignment of detective in the High Bridge Borough Police Department is not a rank, but an assignment made and changed at the will of the Chief of Police.
- 2:1.6 Department** – High Bridge Borough Police Department.
- 2:1.7 Detail** – A temporary assignment of personnel for a specialized activity.
- 2:1.8 Directive** - A document detailing the performance of a specific activity or method of operation.
- 2:1.9 Employee** – All Employees of the Police Department whether sworn police officers, crossing guards or civilian employees.

- 2:1.10 Function** – The general activity of a subdivision of the department.
- 2:1.11 General order** - Broadly based directive dealing with policy and procedure and affecting one or more organizational subdivisions of the department.
- 2:1.12 Headquarters** – The police building(s) that houses the staff and members of the department.
- 2:1.13 Incompetence** – The inability to satisfactorily perform police duties.
- 2:1.14 Insubordination** – Failure or deliberate refusal of any member or employee to obey a lawful order given by a superior officer. Ridiculing a superior officer of his order, whether in or out of his presence. Disrespectful, insolent, or abusive language directed toward a superior officer.
- 2:1.15 Lawful Order** – Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or department rule or regulation.
- 2:1.16 Leave of absence** – The period of time an officer is excused from working, either with or without pay.
- 2:1.17 May/Should** - As used herein words "may" and "should" mean that the action indicated is permitted.
- 2:1.18 Member** – All employees of the police department, including sworn regular police officers, special law enforcement officers (SLEO), and civilian employees.
- 2:1.19 Memorandum** – Written directive designed to facilitate and provide direction for the operation of the department.
- 2:1.20 Military Leave** – The period of time during which an officer is excused from duty by reason of serving in the armed forces of the United States in an active capacity as provided by law.
- 2:1.21 Misconduct** – Any conduct which violates any department rule or regulation, ordinance of the Borough, or any State or Federal law or statute of a criminal or quasi-judicial nature.
- 2:1.22 Neglect of Duty** – Failure to perform or give suitable attention to the performance of duty.
- 2:1.23 Off Duty** – The status of a member during the period he is free from the performance of specified duties.

- 2:1.24 Officer** – Any duly appointed Police Officer or Special Law Enforcement Officer (SLEO) of the department.
- 2:1.25 Officer-in-Charge** – Any member designated by the Chief of Police or his designee to assume a leadership role in the absence of the appointed leader. In the absence of such specific designation, the senior member on duty by virtue of rank or seniority.
- 2:1.26 On Call** – That period of time when an officer has been officially notified that he must be available in a reasonable period of time for active duty, upon call from headquarters, on duty officer(s) and/or superior officer(s).
- 2:1.27 On Duty** – The status of a member during the period of the day when he is actively engaged in the performance of his duties.
- 2:1.28 Order** - Any written or oral directive issued by a supervisor to any subordinate or group of subordinates in the course of duty.
- 2:1.29 Personnel order** - A directive initiating and announcing a change in the assignment, rank or status of personnel.
- 2:1.30 Police Vehicle** – All vehicles under the control of the department whether marked or unmarked, with or without radio equipment.
- 2:1.31 Policy** - A statement of department principles that provides the basis for the development of procedures and directives.
- 2:1.32 Probationary Patrolman** – any member of the department serving for a time period prior to permanent appointment.
- 2:1.33 Procedure** - A written statement providing specific direction for performing department activities. Procedures are implemented through policies, directives and memorandums.
- 2:1.34 Rules and Regulations** – Department legislation consisting of detailed directives binding members and employees of all ranks in terms of authority, responsibility and conduct.
- 2:1.35 Seniority** – Seniority in the department is established first by rank and second by date of rank. Members having identical dates of rank, seniority shall be determined by the lower badge number. In situations requiring decision or control, where the officers are of equal rank, the senior will make the decision and exercise control unless, directed otherwise by a higher ranking superior or supervisory officer.

- 2:1.36 Shall/Will** - The words "shall" and "will" as used herein, shall indicate that the action required is mandatory.
- 2:1.37 Sick Leave** – The period of time when an employee is excused from active duty by reason of illness or injury.
- 2:1.38 Special order** - A directive dealing with a specific circumstance or event that is usually self-canceling.
- 2:1.29 Special Law Enforcement Officers (SLEO)** – Person vested with special police authority and hired pursuant to N.J.S.A. 40A:14-146.10 also designated as Class II officers and special officers.
- 2:1.40 Standard Operating Procedure (SOP)** – Written directive issued by the Chief of Police. Standard Operating Procedures remain in full force and effect until amended, superseded, or canceled by the Chief of Police. Department Standard Operating Procedures establish policy and procedure governing matters which have broad application and usually affect the entire department. They are the most authoritative directive issued in the department and may be used to amend, supersede or cancel any other order.
- 2:1.41 Special Duty** – Police service, the nature of which requires that the member be excused from the performance of his regular duties.
- 2:1.42 Subordinate** – A member holding a lower supervisory, command rank or position.
- 2:1.43 Superior Officer** – A member holding a higher supervisory, command rank or position.
- 2:1.44 Supervisor** - Employee assigned to a position requiring the exercise of immediate supervision over the activities of other employees.
- 2:1.45 Training Bulletin** – Documents published and designed to keep employees of the department abreast of current police techniques and procedures. The bulletins and their presentation act as a continuous training program and as stimulus for further study.

Article III. General duties and responsibilities

Section 1: Code of Ethics

3:1.1 AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL maintain courageous calm in the face of danger, scorn, or ridicule; develop self-recording; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.... law enforcement.

3:1.2 Law enforcement is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to service above self are the motives which compel a police officer to discharge his or her responsibility in full measure. A police officer's life is one of self-sacrificing service to a high ideal, based upon his or her recognition of the responsibilities entrusted to him or her and the belief that law enforcement is an honorable vocation.

3:1.3 A police officer fully accepts his or her responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law in public and in private living. A police officer accepts the obligation to report facts truthfully and to testify without bias or display of emotion, and to consider all information coming to his or her knowledge by virtue of his or her position as a sacred trust, to be used for official purposes only.

3:1.4 A police officer gives his or her loyal and faithful attention to the identification and apprehension of criminals, being equally alert to protect the innocent and prosecute the guilty. He or she performs the function of his or her office without fear, favor, or prejudice and does not engage in unlawful or improper practices. He or she does not disclose to unauthorized person any information concerning pending matters which might be prejudicial to the interests to the State, Borough of High Bridge, or the department.

- 3:1.5** A police officer does not seek to benefit personally by any confidential information which has come by virtue of his or her assignment. He or she is respectful and courteous to all citizens. He or she is faithful and loyal to his or her organization, constantly striving to cooperate with and to promote better relations with all regularly constituted law enforcement agencies and their respective in matters of mutual interest and obligation.
- 3:1.6** Rigid adherence to the principles set out above is mandatory for anyone accepting a position with the High Bridge Police Department. Acceptance of these principles should not be perfunctory, it should be weighed carefully. Citizens are quick to criticize any misconduct of members of the department; the community places a trust in police officers and expects them to conduct themselves as to merit this trust. Members should be proud to hold a position that demands so much.
- 3:1.7** There must be a moral philosophy and strong appreciation of the need for service in any profession. Unwavering adherence to such a moral philosophy will earn for police officers the respect and support of the public. Each member of the High Bridge Police Department shall conform to the Law Enforcement Code of Ethics, as contained herein.

Section 2: Job Descriptions

- 3:2.1 Chief of Police** – Pursuant to **N.J.S.A. 40A:14-118** and municipal ordinance, the Chief of Police shall be the head of the Police Department and shall be directly responsible to the Appropriate Authority for the efficiency and day to day operations of the department. Pursuant to policies established by the Appropriate Authority, the Chief of Police will adhere to the duties detailed in the established job description of his position:
- 3:2.2 Sergeant of Police** – Refer to established job description.
- 3:2.3 Detective** – Refer to established job description.
- 3:2.4 Police Officer** – Refer to established job description.
- 3:2.5 Special Law Enforcement Officer (SLEO)** – Refer to established job description.
- 3:2.6 Crossing Guard** – Refer to established job description.
- 3:2.7 Civilian Employee** – Refer to established job description.

Article IV Rules of Conduct:

Section 1:

4:1.1 Loyalty – (Class 3 Violation)

Loyalty to the department and to associates is an important factor in department morale and efficiency. Employees shall maintain loyalty to the department and their associates consistent with the law and personal ethics.

4:1.2 Truthfulness – (Class 1 Violation)

All employees shall be completely truthful at all times.

4:1.3 Abuse of Authority – (Class 1 Violation)

Willful misuse of police powers or authority, in any manner, is prohibited.

4:1.4 Conduct unbecoming a police officer (Class 2 Violation)

Due to the nature of police work, the need for organizational cohesion and cooperation, the awesome power of public trust granted police officers, the autonomy they often work under the credibility needed to sustain effective law enforcement; police officers must be held to the highest standard in order for a police department to carry out its law enforcement mission.

Accordingly, police officers shall conduct themselves at all times, both on and off duty, with high ethical standards, so as not to bring discredit upon themselves as police officers or upon the Police Department. Conduct unbecoming a police officer is grounds for disciplinary action and shall be defined as any improper conduct which tends to weaken public respect or confidence in the police department or which adversely impacts the confidence amongst fellow officers. This conduct includes but is not limited to:

- Unlawful, disorderly, immoral, deceitful, dishonest or unethical conduct by a police officer that adversely affects the morale, efficiency, or good order of the police department or damages the reputation of the officer or department.
- Cowardly or other dishonorable conduct by a police officer that injures or puts at risk any person or which tends to lower public confidence in the officer or police department or the mutual confidence among police officers.
- Slander, false reporting or any means of retaliation by a police officer against any department employee for their official acts.
- The willful violation of the code of conduct as set forth in the Police Department manual including the Law Enforcement Code of Ethics.

4:1.5 Conduct unbecoming an employee in the public service (Class 2 Violation)

Civilian employees shall conduct themselves at all times, both on and off duty, with high ethical standards so as not to bring discredit upon themselves as employees of the Police Department or upon the department itself.

- Unlawful, disorderly, immoral, deceitful, dishonest or unethical conduct by a civilian employee that adversely affects the morale, efficiency or good order of the police department, or that damages the reputation or credibility of the police department, is conduct unbecoming an employee in the public service and shall constitute grounds for disciplinary action.
- Slander, false reporting or any means of retaliation by an employee against any employee for their official acts is conduct unbecoming an employee in the public service and shall constitute grounds for disciplinary action.

4:1.6 Assistance – (Class 2 Violation)

All employees shall assist members of this and other law enforcement agencies in with official law enforcement agency duties and objectives in accordance with these rules and regulations.

4:1.7 Chain of Command – (Class 4 Violation)

1. All employees shall be aware of their relative position within the department, to whom they are immediately responsible, and who is accountable to them. The Chain of Command of the High Bridge Police Department shall be as follows:
 - a. Chief of Police
 - b. Sergeant
 - c. Police Officer / Detective
 - d. Special Law Enforcement Officer (SLEO)
 - e. Civilian Employees
 - e. Crossing Guards

4:1.8 Supervision of Subordinates (Class 3 Violation)

Employees shall properly monitor, instruct, counsel, supervise, direct, and discipline the personnel assigned to their command and enforce all department rules, regulations, policies, procedures, directives, and orders issued by competent authority. Employees are required to promptly report any unsatisfactory performance or violations through official channels. Employees are responsible for attempting to create a positive attitude among their subordinates and, in so doing, must endorse the policies, directives, and decisions of their superiors.

4:1.9 Responsibilities – (Class 3 Violation)

Members of the department are always subject to duty. They shall at all times respond to the lawful orders of superior or supervisory officers and other proper authorities, as well as to calls for assistance from citizens. Proper police action must be taken whenever required. The administrative delegation of the enforcement of certain laws and ordinances to particular subdivisions of the department does not relieve members of other subdivisions from the responsibility of taking prompt effective police action within the scope of those laws and ordinances when the occasion requires. Members assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment.

4:1.10 Neglect of Duty – (Class 2 Violation)

Employees shall faithfully and diligently carry out all of the duties and fulfill all of the obligations of their office. Failure to take appropriate action on the occasion of a crime, disorder, or other incident or condition deserving of police attention, or any other omission in which an employee represents an abandonment of their duties, obligations, or assignments, constitutes neglect of duty. Employees shall not commit any act, nor shall they be guilty of any omission, that constitutes neglect of duty.

4:1.11 Performance of Duty – (Class 3 Violation)

All employees shall perform their duties as required or directed by law, department rule, policy, directive, or by order of a superior or supervisory officer. All lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.

4:1.12 Questions Regarding Assignment – (Class 5 Violation)

Employees in doubt as to the nature or detail of their assignment or order shall seek clarification from their immediate supervisor.

4:1.13 Insubordination – (Class 2 Violation)

Members and employees shall promptly obey any lawful orders of a superior, supervisory officer or another person in lawful authority. Members and employees shall not make any disrespectful, insolent, or abusive language or action toward a superior or supervisory officer.

4:1.14 Circulating False Information – (Class 3 Violation)

Employees shall not make false or misleading statements about department activities, including, but not limited to, policies, investigations, disciplinary actions and personnel decisions; when such statements are intended to or may tend to adversely affect the morale or good order of the department, or undermine the authority of any supervisory officer.

4:1.15 Knowledge of Laws and Regulations – (Class 4 Violation)

Every employee is required to thoroughly familiarize themselves with their current assignment and is required to establish and maintain a working knowledge of all laws, ordinances, rules and regulations, policies, and procedures of the High Bridge Police Department. Employees shall observe and obey all. In the event of improper action or breach of discipline, it will be presumed that the employee was familiar with the law, rule, or written directive in question.

4:1.16 Criticism of Official Acts or Orders – (Class 3 Violation)

Employees shall not criticize the official actions, instructions, or orders of any other employee in a manner which is defamatory, obscene, unlawful, or which tends to impair the efficient operation, image, authority, or reputation of the department.

4:1.17 Conduct Toward Members and Employees – (Class 4 Violation)

All employees shall treat all other employees with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty, and particularly in the presence of others, employees shall demonstrate a positive attitude, refrain from using sarcastic remarks of any kind, and shall address members by rank.

4:1.18 Reasonable caution in performance of duty – (Class 3 Violation)

Employees shall exercise reasonable and prudent judgment and care in the performance of duty so as to minimize the risk of injury and / or damage to all persons and / or property.

4:1.19 Manner of Issuing Orders

1. Orders from superior or supervisory officers to subordinates shall be in clear, understandable language, civil in tone, and issued in pursuit of department business. **(Class 5 Violation)**
2. When conveying policies, directives, orders, etc., superiors and supervisors shall adopt a positive approach and impart the information in a manner most likely to gain acceptance and compliance. **(Class 4 Violation)**

4:1.20 Unlawful Orders – (Class 2 Violation)

No superior or supervisory officer shall knowingly issue any order that is in violation of any law, ordinance, or departmental directive.

4:1.21 Obedience of Unlawful Orders – (Penalty based of offense/violation)

Obedience to an unlawful order is never a defense of an unlawful action. Therefore, no employee is required to obey an order that is contrary to federal, state, or local law. Responsibility for refusal to obey rests with the employee. He or she shall be required to justify his or her actions.

4:1.22 Obedience to Unjust or Improper Orders

Employees who are given orders that they feel to be unjust or contrary to the rules and regulations or written directives of the High Bridge Police Department, but not unlawful, **must** first obey the order to the best of their ability. They then may proceed to appeal as provided below. Failure to follow the order prior to appeal may result in a charge of insubordination.

4:1.23 Conflicting Orders – (Class 5 Violation)

Upon receipt of an order conflicting with any previous order or instruction, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded, or conflicting orders will be issued, only when reasonably necessary for the good of the department. Notice of countermanded or conflicting order is to be given to the officer issuing the original order by the countermanding officer.

4:1.24 Reports and Appeals – (Class 5 Violation)

An employee who has received an unlawful, unjust, or improper order shall, at first opportunity report in writing to the Chief of Police through official channels. This report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time.

4:1.25 Soliciting Gifts, Gratuities, Fees, Loans, etc. – (Class 3 Violation)

Employees shall not under any circumstances, directly or indirectly, solicit any gift, gratuity, loan, discount or other fee for their own personal gain where there is any connection between the solicitation and their department membership or employment.

4:1.26 Acceptance of Gifts, Gratuities, Fees, Loans, etc. – (Class 2 Violation)

1. Pursuant to the provisions of N.J.S.A. 2C:27-10, employees shall not accept, either directly or indirectly under the color of their office, any gift, gratuity, loan, fee, or any other object of value arising from or offered because of police employment.
2. No employee shall receive any gift or gratuity from other members or employees junior in rank, the acceptance of which might tend to influence, directly or indirectly, the actions of said employee or other employee in any matter of police business; without the expressed permission of the Chief of Police.
3. Any employee who is found to have accepted money or any other thing of value to influence his actions in connection with his employment will be subject to termination of employment.

4:1.27 Rewards – (Class 4 Violation)

Employees shall not accept any reward in money or other compensation for services rendered in the line of duty except lawful salary and any other compensation that may be authorized by law.

4:1.28 Other Transactions – (Class 4 Violation)

Employees are prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention or which arose out of their department employment except as may be specifically authorized by the Chief of Police.

4:1.29 Disposition of Unauthorized Gifts, Gratuities – (Class 4 Violation)

Any unauthorized gift, gratuity, loan, fee, reward, or other object coming into the possession of any employee shall be forwarded to the office of the Chief of Police together with a written report explaining the circumstances.

4:1.30 Intercession – Soliciting – (Class 4 Violation)

Employees shall not seek influence or intervention with the Chief of Police, Mayor, Borough Administrator, or members of the Borough Council in relation to promotion, assignments, disposition of pending charges, or findings in a department hearing or other related matter.

4:1.31 Persons and Places of Bad Reputation – (Class 4 Violation)

Employees shall not frequent places of bad reputation, nor associate with persons of bad reputation, except as may be required in the course of police duty.

4:1.32 Withholding Information – (Class 2 Violation)

Employees shall not, at any time, withhold from the proper law enforcement authorities any police-related information which the employee knows, or should know, would be desired or needed by those authorities.

4:1.33 Reporting Violations of Laws and Ordinances – (Class 3 Violation)

Members who have been cited for violating criminal, quasi-criminal (ordinances and all regulations, including but not limited to housing code violations, health regulations, New Jersey Administrative Code regulations, etc.), and motor vehicle laws shall report same in writing to the Chief of Police through official channels.

Non-member employees who have been cited for violating criminal, quasi-criminal (ordinances and all regulations, including but not limited to housing code violations, health regulations, New Jersey Administrative Code regulations, etc.), or any other law that has bearing upon their association with the High Bridge Police Department shall report same in writing to the Chief of Police through official channels. Non-member employees who are in doubt as to whether the citation requires notification shall report same.

4:1.34 Reporting Violations of Laws, Ordinances, Rules, or Orders of Others (Class 3 Violation)

Employees knowing of other employees violating criminal, quasi-criminal (ordinances and all regulations, including but not limited to housing code violations, health regulations, New Jersey Administrative Code regulations, etc.), and motor vehicle laws shall report same in writing to the Chief of Police through

the Chain of Command. If the employee believes the information is of such gravity that it must be brought to the immediate personal attention of the Chief of Police, official channels may be by-passed.

4.1.35 Driver's License – (Class 2 Violation)

Employees required to operate department vehicles in the performance of their duty shall maintain a valid New Jersey Driver's License. Whenever an employee's driver's license has been suspended or revoked, the employee shall immediately notify their immediate supervisor and give a full account of the reason for the suspension or revocation in writing.

4.1.36 Address and Telephone Numbers – (Class 5 Violation)

1. Employees shall record their correct residence addresses and telephone numbers with the Chief of Police or, the officer designated to collate such information.
2. Employees are required to have telephone contact available in the place where they reside. The availability can be either land line or cellular means.
3. Changes in address or telephone number shall be reported to the appropriate officer within twenty-four (24) hours of the change. This notification shall occur in writing and within the specified time, whether the employee is working or on leave.
4. Employees shall not disclose the phone number or address of other employees.

4.1.37 Drug Testing; Attorney General's Law Enforcement Drug Testing Policy

1. The Attorney General's Law Enforcement Drug Testing Policy, last revised May 2012, and as from time to time may be further revised or amended, is hereby adopted in its entirety as if set forth at length herein.
2. This policy applies to:
 - a. All applicants for a position as a law enforcement officer who, if appointed, will be responsible for the enforcement of the criminal laws of this State and will be authorized to carry a firearm under N.J.S.A. 2C:39-6;
 - b. Law enforcement officer trainees subject to the Police Training Act while they attend a mandatory basic training course; and

- c. Sworn law enforcement officers who are responsible for the enforcement of the criminal laws of this State, come under the jurisdiction of the Police Training Act and are authorized to carry a firearm under N.J.S.A. 2C:39-6;

3. Copies of the policy are available from the Chief of Police.

4:1.38 Actions While Off-Duty – (Class 3 Violation)

While off duty, members shall take appropriate action in any police matter that comes to their attention within their jurisdiction as authorized by New Jersey law and departmental policy.

4:1.39 Payment of Debts (Class 5 Violation)

Employees shall promptly pay all debts and legal liabilities incurred by them.

Section 2:

GENERAL CONDUCT ON DUTY

4:2.1 Prohibited Activity on Duty

Employees are prohibited from engaging in the following activities while on duty and are not directly related to their official duties:

1. Sleeping, loafing, or idling. **(Class 2 Violation)**
2. Recreational reading (except at meals). **(Class 5 Violation)**
3. Conducting private business. **(Class 2 Violation)**
4. Gambling, unless to further a law enforcement purpose. **(Class 2 Violation)**
5. Smoking in non-designated areas. **(Class 5 Violation)**
6. Sexual activity of any kind. **(Class 2 Violation)**
7. Leaving the Borough without justification. **(Class 3 Violation)**

4:2.2 Alcoholic Beverages and Drugs

1. No employee shall appear for duty, or be on duty, under the influence of alcohol or drugs to any degree or be unfit for duty because of their use. No employee shall report for duty with the odor of an alcoholic beverage on their breath or emanating from their person. **(Class 2 Violation)**

2. Employees shall refrain from drinking intoxicating beverages for a reasonable period of time prior to going on duty in order to eliminate odors, impairment, or any other effect an intoxicating beverage may create. **(Class 2 Violation)**
3. Employees shall not drink any kind of intoxicating beverage while on duty, nor take any drugs not duly prescribed and necessary for health while on duty, except on special assignment authorized by the Chief of Police. **(Class 2 Violation)**
4. No employee shall operate a Borough vehicle after having consumed alcoholic beverages. **(Class 2 Violation)**
5. Intoxicating beverages shall not be consumed on police department property. **(Class 3 Violation)**
6. No member of the department shall, at any time when in uniform or any part thereof, except in the performance of his or her duty, enter any place in which intoxicating liquor is served or sold, unless authorized by a superior or supervisory officer. This prohibition includes meal breaks at licensed liquor establishments *unless* the area in which the intoxicating liquors are served is separated from the dining area by a physical partition which blocks the view between the two areas. **(Class 3 Violation)**
7. Members shall not bring any intoxicating liquor or illicit drugs onto department property except when necessary in the performance of a police task. Liquor or drugs brought onto department premises in the furtherance of a police task shall be properly identified and stored according to department policy. Non-member employees shall not bring any intoxicating liquor or illicit drugs onto department property. **(Class 3 Violation)**
8. Superior officers shall not assign to duty any employee who is in an unfit condition due to the use of intoxicants. Superior officers shall immediately relieve of duty any employee and remove the service weapon of any member found on duty in such condition. The superior officer shall then submit a written report of the incident to the Chief of Police. **(Class 2 Violation)**
9. Any employee who has a reasonable suspicion to believe that a fellow employee is under the influence of an intoxicating liquor or drugs must immediately report such fact to his or her immediate supervisor. **(Class 2 Violation)**
10. Employees shall not take any medication which may diminish their alertness or impair their senses prior to or after reporting for duty. An employee taking a prescription drug, and later, while on duty, suffers

illness, may at the discretion of the superior or supervisory officer, be excused without disciplinary action. **(Class 3 Violation)**

4:2.3 Reporting For, and Absence From, Duty- (Class 3 Violation)

Any member who, without proper authorization, fails to appear for duty at the date, time, and place required is “absent without leave.” Such absence shall be reported in writing to the superior or supervisory officer immediately. Absences without leave must also be reported in writing to the Chief of Police.

4:2.4 Fitness for Duty - (Class 5 Violation)

Members shall maintain good physical and mental condition so that they can handle the physical and mental situations often required of a law enforcement officer.

4:2.5 Loitering – (Class 5 Violation)

Members on duty or in uniform shall not loiter at a public establishment unless in furtherance of a police-related task. Loitering in such locations is forbidden.

4:2.6 Use of Tobacco Products – (Class 5 Violation)

Use of all tobacco products, including non-traditional devices such as e-cigarettes, personal vaporizers, electronic nicotine delivery systems and other similar devices, are prohibited in all Borough facilities. Borough owned vehicles and public and private places within the Borough Facilities are tobacco free environments. Employees may only use tobacco products in authorized areas. Employees shall not use tobacco products while in direct contact with the public.

4:2.7 Relief – (Class 3 Violation)

Employees are to remain at their assignments and on duty until properly relieved by other employees or until dismissed by competent authority.

4:2.8 Suspending Patrol for Meal or Coffee Break – (Class 4 Violation)

1. Members will be permitted to suspend patrol, subject at all times to immediate call for duty for the purpose of having a(n) meal break(s) during their shift.
2. Only that amount of time reasonably necessary to have a meal is allowed to be taken for a meal break.
3. Members shall have their portable radios turned on, and shall monitor the radio at all times, while taking a meal break.

4. Members shall arrange meal and coffee breaks at times when not more than one unit is at any one location at the same time, unless authorized by a superior or supervisory officer.

4:2.9 Training – (Class 3 Violation)

Members shall attend in-service training in the theory and practice of law enforcement at the direction of the Chief of Police or his designee. Such attendance is a duty assignment and is therefore mandatory.

4:2.10 Inspections – (Class 4 Violation)

The Chief Executive Officer may call for dress inspections. Members directed to attend such inspections shall report in the uniform prescribed and carrying the equipment specified. Unauthorized absence from such inspection is chargeable as “absence without leave.”

4:2.11 Courtesy – (Class 5 Violation)

When meeting in public while on duty, members shall conform to normal courtesy standards and refer to each other by rank.

4:2.12 Harassment in the Work Place – (Class 3 Violation)

Employees are prohibited from any acts in the workplace that would constitute harassment, sexual or otherwise (*see policy V06C05*).

Section 3:

UNIFORMS, EQUIPMENT, AND APPEARANCE

4:3.1 Regulation Uniforms Required – (Class 4 Violation)

Members shall maintain regulation uniforms, which shall be neat, clean, and well-pressed at all times.

4:3.2 Manner of Dress on Duty – (Class 4 Violation)

Members shall wear the duty uniform during their tour of duty. However, superior or supervisory officers may permit other uniforms/clothing as required by the nature of the duty to which a particular member is assigned or based upon authority given to the superior or supervisor by the Chief of Police, such as during inclement weather, the night shift, etc.

4:3.3 Alternating Style of Uniform – (Class 4 Violation)

Uniforms shall be made of the material and style prescribed in relevant High Bridge Police Department directives. Such style shall not be altered or changed in any manner whatsoever unless authorized by the Chief of Police.

4:3.4 Civilian Clothing - Manner of Dress – (Class 4 Violation)

1. Male employees permitted to wear civilian clothing during a tour of duty shall wear either a business suit or sport coat and slacks. A dress-type shirt with tie shall be worn. Other clothing when necessary to meet a particular police objective may be permitted by the Chief of Police.
2. Female employees permitted to wear civilian clothing shall conform to standards normally worn by office personnel in private business firms, unless otherwise directed. Any exceptions must be authorized by the Chief of Police.

4:3.5 Equipment – (Class 3 Violation)

Employees are responsible for the proper care of department equipment assigned to them. All equipment must be clean, in good working order, and conform to department specifications. Employees are prohibited from using department equipment for personal business. Department equipment is the property of the Borough of High Bridge and is therefore subject to inspection without notice.

4:3.6 Uniform and Equipment Damage Claim

Any claims for damage to clothing and equipment caused in the performance of duty shall be made in accordance with current department procedures and current collective bargaining agreements. An employee's failure to promptly and in accordance with this procedure may cause for such claim to be denied.

4:3.7 Damaged or Inoperative Equipment – (Class 4 Violation)

Employees shall immediately report in writing, any loss of or damage to department property assigned to or used by them. The immediate supervisory officer shall be notified of any defects or hazardous conditions existing in any department equipment or property. Damaged or lost property may subject the responsible employee to reimbursement charges and disciplinary action.

4:3.8 Personal Appearance – (Class 5 Violation)

Every employee of the department, while on duty, must at all times be neat and clean in person, their clothes cleaned and pressed, and their uniform in conformity

with the Rules and Regulations of this department. The Grooming Standards will not be deviated from without the written permission of the Chief of Police.

1. **Male Employees**

- a. Hair shall be neatly trimmed, combed, or brushed. It shall be cut to present a tapered appearance and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal position. The hair shall not interfere with the proper wearing of any authorized uniform headgear. Unusual, outrageous, faddish haircut is strictly prohibited. Unnatural hair coloring is prohibited.
- b. Mustaches shall be trimmed and clean. No portion shall extend below the corners of the mouth, or one-half inch beyond the corners of the mouth. Mustaches shall not be twirled or curled.
- c. Sideburns shall be straight and of even width (not flared) and end in a clean-shaven horizontal line. The sideburns shall not extend below a point level with the middle of the ear opening.
- d. Other Facial Hair – Facial hair below the top lip, on the chin, or below the sideburns on the jaw, is not permitted.

2. **Female Employees**

- a. Hair length, bulk, or appearance of natural hair shall not be excessive, ragged, or unkempt. The hairs shall be neatly groomed and shall not be worn longer than the bottom of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair shall be groomed in front so that it does not fall below the band of properly worn uniform headgear. The hair may be worn over the ears, but in no case shall the bulk or length of the hair interfere with the proper wearing of authorized uniform headgear. Long ponytails or platted hair is not permitted. A bun or twist will be permitted on the top or back of the head provided it is worn in a neat manner and does not interfere with the wearing of uniform headgear. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes which blend with the hair color. Hair coloring, if used, must appear natural.

3. **All Personnel**

- a. Cosmetics, if worn, cosmetics shall be subdued. False eyelashes are not permitted.

b. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers. Fingernail polish, if worn, shall be clear or pale. French manicure is permitted.

c. Tattoos, Scarifications, Branding – Definitions

- Tattoo – the act or practice of marking the skin with designs, forms, figures or art.
- Scarification – the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- Branding – the act of intentional burning of the skin for the purpose of creating a design, form, figure or art.

The following tattoos, scarifications and brands are prohibited:

- Any tattoo, scarification or brand located on the head, face or neck.
- Depictions of nudity or violence; sexually explicit or vulgar art work, phrases or profane language; symbols likely to offend other members, employees, or members of the public, e.g., swastikas, pentagrams or similar symbols; initials, acronyms or numbers that represent criminal or historically oppressive organizations, or any street gang names, numbers and/or symbols; or, any language or depiction that may impair or disrupt the operations of the department, or is inconsistent with the mission of the department.

The Chief of Police retains the right to have any employee cover visible tattoos while on duty.

d. Eyeglasses worn by sworn police personnel while on duty or in uniform shall be conservative in design. The wearing of any adornments attached to any part of the head, with the exception of eyeglasses is prohibited. Sunglasses may be worn providing they are not extra ornamental.

e. Employees will not wear wigs or hairpieces in uniform except for cosmetic reasons to cover natural baldness or physical disfiguration.

Section 4:

DEPARTMENT PROPERTY AND VEHICLES

4:4.1 Control of Property and Vehicles

Employees are responsible for the proper care of department property and vehicles. Damaged or lost property and damaged vehicles may subject the responsible individual to reimbursement charges and appropriate disciplinary action.

All department property, including but not limited to computers, email systems, lockers, work areas, and vehicles are the property of the Borough of High Bridge and are therefore subject to inspection without notice.

4:4.2 Care of Department Buildings – (Class 3 Violation)

Employees shall not mar, mark, or deface any surface in any police department building or property. No material shall be affixed in any way to any wall in department buildings without specific authorization from the Chief of Police.

4:4.3 Notices – (Class 3 Violation)

Employees shall not mark, alter, or deface any posted notice of the department. Notices or announcements shall not be posted on bulletin boards without permission of the Chief of Police, except those areas designated as Police Union bulletin boards. Under no circumstances will notices, pictures, etc. be posted that are degrading, obscene, or considered detrimental to the good order.

4:4.4 Use of Department Vehicles While Off Duty - (Class 4 Violation)

Employees shall not use any department vehicle while off duty without the permission of the Chief of Police.

4:4.5 Operation of Motor Vehicles – (Class 4 Violation)

1. Employees shall not violate the traffic laws when operating any vehicle, departmental, personal, or otherwise. They shall set an example for other persons in the operation of their vehicles.
2. It shall be the responsibility of any member operating a departmental vehicle to properly park the vehicle off of the traveled portion of the roadway at a crime scene, fire, etc., unless such vehicle is being used to light the scene, in a roadblock, or other extenuating circumstances.

4:4.6 Emergency Calls and Use of Emergency Lights and Siren – (Class 3 Violation)

Members driving any department vehicle shall exercise judgment and care, with due regard for safety and property, when responding to emergency calls. They shall slow down at all street intersections to such degree that when crossing same they are certain that the motoring public and pedestrian traffic are not placed at risk. They shall follow department procedure when responding to emergency calls or when engaged in a pursuit.

4:4.7 Transporting Citizens – (Class 5 Violation)

Citizens shall be transported in department vehicles only when necessary to accomplish a police purpose. Such transportation shall be performed in conformance with department procedure or at the direction of a Chief of Police or immediate supervisor.

4:4.8 Reporting Crashes – (Class 3 Violation)

On-duty crashes involving department personnel and property/equipment shall immediately be reported to the superior or supervisory officer, in accordance with applicable procedures and law. It shall be the duty of the supervisor to investigate the crash and notify the Chief of Police.

4:4.9 Presumption of Responsibility

When Borough property or vehicles are found bearing evidence of damage which has not been reported, it shall be prima-facie evidence that the last person using the property or vehicle was responsible.

4:4.10 Responsibility for Appearance and Maintenance – (Class 5 Violation)

An employee shall be responsible for the general appearance and maintenance of the vehicle assigned to him or her. This responsibility includes, but is not limited to, ensuring that the vehicle is cleaned inside and out and that the Chief of Police or his designee is made aware of all maintenance issues.

4:4.11 Surrender of Property Upon Resignation or Termination

Employees are required to surrender all department property in their possession upon separation from the department. Failure to return all department property as requested may result in the filing of criminal charges.

4:4.12 Surrender of Property While Under Suspension

Any member under suspension shall immediately surrender their badge, handgun, and all other department equipment to the Chief of Police pending disposition of the case. Any employee under suspension shall immediately surrender all department or Borough property in their possession to the Chief of Police.

4:4.13 Firearms – (penalty dependent upon offense / violation)

All members shall strictly adhere to all applicable laws, New Jersey Attorney General Guidelines and High Bridge Police Department policies and procedures (*see policy V04C02*).

Section 5:

COMMUNICATIONS AND CORRESPONDENCE

4:5.1 Restrictions – (Class 3 Violation)

Employees shall not:

1. Use department letterhead stationery for private correspondence.
2. Send correspondence on behalf of the department without proper authorization.

4:5.2 Forwarding Communications to Higher Commands – (Class 3 Violation)

Any employee receiving a written communication for transmission to a higher command, shall, in every case, forward such communication.

4:5.3 Private Use of Department Address – (Class 4 Violation)

Employees shall not use the department as a mailing address for private purposes.

4:5.4 Telephones – (Class 4 Violation)

Department telephone equipment may not be used for the transmission of messages involving toll charges unless the Chief of Police promulgates other regulations.

4:5.5 Radio Discipline – (Class 4 Violation)

All members of the department operating police radios shall strictly observe regulations for such operation as set forth in department orders and by the Federal Communications Commission.

Section 6:

PUBLIC ACTIVITIES

4:6.1 Conduct Toward the Public – (Class 4 Violation)

Employees shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding harsh, violent, profane, or insolent language and shall always remain calm regardless of provocation. They shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other parts of the department.

4:6.2 Professional Demeanor – (Class 4 Violation)

Employees shall avoid giving the appearance that they are evading the performance of their duty or are disinterested in problems of persons who may be referred for service. Employees shall not belittle a seemingly trivial request, complaint, or piece of information.

4:6.3 Impartiality – (Class 3 Violation)

All members, even though charged with vigorous and unrelenting enforcement of the law, must remain completely impartial toward all persons coming to the attention of the department. Violations of the law are against the people of the state and not against the individual officer. All citizens are guaranteed equal protection under law. Exhibiting partiality for or against a person because of race, creed, or influence is conduct unbecoming an officer. Unwarranted interference in the private business of others when not in the interests of justice is conduct unbecoming an officer.

4:6.4. Request for Identification – (Class 5 Violation)

Upon request, and as soon as practical, employees are required to provide their name and badge numbers, if applicable, in a courteous manner.

4:6.5 Disparaging Comments – (Class 3 Violation)

Employees shall not use words which humiliate, disparage, demean, degrade, ridicule, or insult a person because of race, creed, color, national origin, ancestry, disability, sex, marital status, sexual orientation, gender identity, or expression.

4:6.6 Use of Derogatory or Antagonizing Language – (Class 3 Violation)

Employees shall not:

1. Speak disparagingly of any person based on membership or perceived membership in any of the groups listed above in section 4:6.5, nor refer to

them in insolent or insulting terms of speech, whether prisoners or otherwise.

2. Use uncomplimentary terms of speech when referring to any prisoner or other person or willfully antagonize any person with whom the member or employee comes in contact.

4:6.7 Public Statements – (Class 2 Violation)

Employees shall not make public statements concerning the work, plans, policies, or affairs of the department that may impair or disrupt the department's operation. Employees shall not make public statements that are obscene, unlawful, defamatory, or otherwise prohibited by rule or written directive.

4:6.8 Subversive or Radical Organizations – (Class 3 Violation)

No employee shall knowingly become connected with any subversive or radical organization or any person or organization which advocates or which is instrumental in fostering hatred, prejudice, or oppression against any racial, religious, or government group, except when necessary in the performance of duty and then only under the direction of the Chief of Police.

4:6.9 Affiliation with Certain Organizations Prohibited – (Class 3 Violation)

1. Members may become a member of an organization such as a fire company, auxiliary corps, or a first aid unit provided such membership does not interfere with their obligation as a police officer.
2. Members shall not affiliate themselves with any organizations whose constitutions impose provisions that might in any way exact prior consideration and prevent the proper and efficient functioning of the High Bridge Police Department. This prohibition does not apply to the active military or naval services of the United States or of this State, in time of war, in an emergency, or during any period of training, or pursuant to or in conjunction with the operation of any system of selective service.
3. Members shall not affiliate themselves with any organization or activity that would create a conflict of interest with the officer's sworn duties or the mission of the High Bridge Police Department.

4:6.10 Commercial Testimonials – (Class 4 Violation)

1. No employees shall use High Bridge uniforms, names, equipment, or insignias to endorse any product or service without permission of the Chief of Police.

2. No employees shall endorse any product or service in their capacity as a High Bridge Police employee without permission of the Chief of Police.

4:6.11 Public Appearance Requests – (Class 4 Violation)

All requests for public speeches, presentations, and the like will be routed to the Chief of Police for approval and processing. Employees directly approached for this purpose shall suggest that a party submit his or her request to the Chief of Police.

4:6.12 Publicity – (Class 5 Violation)

Employees shall not seek personal publicity in the course of their employment.

4:6.13 Preferential Treatment – (Class 2 Violation)

No employee shall seek the influence or intervention of any person, either outside of the High Bridge Police Department or inside of the High Bridge Police Department, for purposes of preferential treatment, advantage, transfer, or advancement.

4:6.14 Availability – (Class 3 Violation)

Employees on duty shall not conceal themselves except pursuant to a bona fide law enforcement purpose. Employees on duty shall be immediately and readily available to the public when on duty.

4:6.15 Responding to Calls – (Class 3 Violation)

Members shall respond without delay to all calls for assistance from citizens or other members. Emergency calls take precedence. However, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Failure to answer a call for police assistance promptly, without justification, will be considered misconduct. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any call directed to them. The member will inform the radio dispatcher when the member is off of the airwaves or when the member returns to duty status.

Section 7:

POLITICAL ACTIVITIES

4:7.1 Participating In Political Activities – (Class 2 Violation)

1. No member shall, at any time when in uniform or any part thereof, except in the performance of duty, participate in any form of political activity or display any political material on any government property or on their person.
2. No member shall directly or indirectly use or seek to use their authority or official influence to control or modify the political actions of another person.
3. No member shall use the influence of their status as a law enforcement officer for political reasons.

4:7.2 Election to Public Office – (Class 2 Violation)

Members shall not be candidates for or hold office in elective public positions or political organizations within or inclusive of the Borough of High Bridge unless authorized to do so by the county prosecutor.

4:7.3 Off Duty Political Activities – (Class 3 Violation)

Members may engage in off duty political activities except when such activities will harm or impair the operation or discipline of the department, or where it undermines the public's confidence in their professional objectivity, and the objectivity of the police department.

4:7.4 Soliciting Prohibited – (Class 2 Violation)

Employees shall not solicit contributions for political purposes while on duty, nor shall they interfere with or use the influence of their office for political reasons.

4:7.5 Contributions – (Class 3 Violation)

Employees may contribute funds or any other thing of value to candidates for public office subject to the provisions of law governing such contributions.

4:7.6 Polling Duties – (Class 3 Violation)

Members shall not engage in any polling duties while on-duty. Any member working at a polling place while off duty shall not have an exposed firearm or exhibit ANY evidence of his employment as a police officer.

4:7.7 Displaying of Political Material – (Class 3 Violation)

Employees shall not display any political material on any government property or on their person while on duty or in uniform.

Article X RESPONSIBILITIES OF OFFICERS ASSIGNED TO SPECIAL DUTIES:

Section 1:

5:1.1 Assignments

The Chief of Police may at any time reassign officers from special duties to other duties or regular patrol duties.

5:1.2 Duties and Responsibilities

The duties and responsibilities of members assigned to special duties shall be outlined and explained to the member prior to the officer being assigned to such duties. The Chief of Police may from time to time modify the duties and responsibilities as they deem necessary.

5:1.3 Compensation

There shall be no additional compensation for members assigned to special duties, unless specified in the current collective bargaining agreement.

Section 2:

INVESTIGATIONS

5:2.1 Investigations – (Class 3 Violation)

All employees involved in any official investigation will adhere to any and all policies and procedures of the High Bridge Police Department.

5:2.2 Release of Information at Crime Scene – (Class 3 Violation)

Unauthorized persons, including members of the press, shall be excluded from crime scenes. Information which will not hinder or nullify an investigation may be given to the press by the Chief of Police or his designee, in accordance with department procedures.

5:2.3 Confidential Information – (Class 2 Violation)

1. Employees shall not reveal any confidential business of the department. They shall not impart confidential information to anyone except those for whom it is intended or as directed by a superior or supervisory officer.
 - a. “Information” as used herein shall include, but is not limited to, technical, economic, private, or personal data within the custody and/or control of the High Bridge Police Department, data and/or details pertaining to all forms and types of financial, business, criminal, and civil actions, strategic and department plans, financial information, records, reports, recommendations, police procedures, findings, evaluations, forms, computer programs and data, specifications, methods, processes, research and development efforts, and all other “information” in the broadest sense of the word, whether stored, compiled, or memorialized physically, electronically, digitally, photographically, or in writing.
 - b. “Information” as used herein shall be interpreted broadly.
2. Employees shall not make known to any person any department order that they may receive unless so required by the nature of the order.
3. Contents of any record or report filed with the High Bridge Police Department shall not be exhibited or divulged to any person other than a duly authorized police officer, except on approval of the Chief of Police, or under due process of law, or as permitted under department regulations.
4. Employees shall not take photographs or films of any kind (cell phone camera, personal camera, etc.) of any person or any scene encountered on duty and/or during official business unless such photographs or films are made strictly in furtherance of an official duty.
5. Employees shall not disseminate photographs or films of any kind (cell phone camera, personal camera, etc.) of any person or any scene encountered on duty and/or while on official business unless such photographs or films are disseminated strictly in furtherance of an official duty.

5:2.4 Compromising Criminal Cases – (Class 2 Violation)

Employees shall not interfere with the proper administration of criminal justice.

1. Employees shall neither attempt to interrupt the legal process, except where a manifest injustice might otherwise occur, nor participate in or be concerned with any activity that might interfere with the process of law.

2. Employees shall not attempt to have any traffic summons or notice to appear voided or stricken from the calendar except in accordance with established court procedures.
3. Any employee having knowledge of such action, and who fails to inform a superior or supervisory officer of it, shall be subject to disciplinary action.

Section 3:

ARRESTS AND PRISONERS

5:3.1 Arrests – (Class 1 Violation)

In making arrests, members shall strictly observe the laws of arrest and the following provisions:

5:3.2 Assisting Criminals – (Class 1 Violation)

Employees shall not communicate any information which might assist persons guilty of criminal or quasi-criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity or money, merchandise, or other property unlawfully obtained.

5:3.3 Reports and Bookings – (Class 1 Violation)

No employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false, or improper information on records of the department.

5:3.4 Recommending Attorneys and Bail Bond Brokers Prohibited – (Class 3 Violation)

Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney or bail bond broker to any person coming to their attention as a result of police business. Any person requesting this information shall be referred to the telephone directory.

5:3.5 Acting as Bailor Prohibited – (Class 2 Violation)

Employees shall not act as bailors for any person in custody except immediate relatives and in no case where any fee, gratuity, or reward is solicited or accepted.

Section 4:

JUDICIAL AND INVESTIGATIVE ACTIONS, APPEARANCES, AND TESTIFYING

5:4.1 Court Appearance – (Class 3 Violation)

Attendance at a court or quasi-judicial hearing as required by subpoena, resulting from department employment, is an official duty assignment. Permission to suspend, delay, or vacate this duty must be obtained from the prosecuting attorney handling the case or other authorized court official.

5:4.2 Testifying for the Defendant – (Class 3 Violation)

Any employee subpoenaed to testify for the defense in any trial, hearing, or against the Borough of High Bridge or department in any hearing or trial, shall notify Chief of Police upon receipt of the subpoena.

5:4.3 Truthfulness – (Class 1 Violation)

Employees are required to be truthful at all times, whether or not under oath.

5:4.4 Civil Action, Acting As An Expert Witness, Court Appearance – Subpoena – (Class 4 Violation)

An employee shall not volunteer to testify as an expert witness in civil actions and shall not testify unless legally subpoenaed. Employees shall accept all subpoenas legally served. If the subpoena arises out of department employment, or if the member or employee is informed that they are a party to a civil action arising out of department employment, they shall immediately notify the Chief of Police. Employees shall not enter into any financial understanding for appearances as witnesses prior to any trial, except in accordance with current procedure.

5:4.5 Civil Depositions and Affidavits – (Class 4 Violation)

Employees shall confer with the Chief of Police before honoring a deposition or affidavit in a civil case. .

5:4.6 Civil Cases

Members shall not serve civil process or assist in civil cases unless the specific consent of the Chief of Police is obtained. They shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.

Section 5:

PERSONNEL REGULATIONS

5:5.1 OATH OF OFFICE

All members, before their assignment to duty and prior to their promotion to higher ranks, shall be required to take an oath of office as follows:

“I, (state name), do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people; and that I will faithfully, impartially, and justly perform all the duties of the office of (name office) according to the best of my ability. (So help me God).”

The individual taking oath may include or exclude the phrase “So help me God” as desired.

5:5.2 PROBATIONARY PERIOD

Appointment of a Patrolman to the High Bridge Police Department is for a probationary period of one (1) year from the date of appointment in accordance with High Bridge Borough Ordinance **75-19**.

5:5.3 OUTSIDE EMPLOYMENT – (Class 3 Violation)

Employees may engage in secondary or outside employment consistent with department and the current collective bargaining agreement. (*see policy V01C15*).

5:5.4 Hours of Duty

1. Members of the department shall have regular hours assigned to them for active duty. When off duty, they shall, nevertheless, be subject to duty as needed.
2. The fact that members may technically be off duty shall not relieve members from the responsibility of taking proper police action on any matter coming to their attention at any time.

5:5.5 Scheduled Days Off

Employees are entitled to days off which are pursuant to the current collective bargaining agreement and are taken according to a schedule established by the Chief of Police or his designee.

5:5.6 Vacation Leave

Employees are entitled to vacation days off pursuant to the current collective bargaining agreement, department policy and procedure, and approval of the vacation schedule established by the Chief of Police or his designee.

5:5.7 Sick Leave / Workman's Compensation – (Class 2 Violation)

- A. Employees are entitled to sick days off pursuant to the current collective bargaining agreement and department policy and procedures.
- B. Employees will adhere to department policy and procedure regarding attendance.
- C. Employees will not exceed their allotted sick leave.
- D. Employees who exceed their allotted leave are absent without leave.
- E. Employees will not pretend illness or injury, falsely report themselves or a family member to be injured or ill, or otherwise deceive or attempt to deceive a supervisor or the Borough physician as to their health or the health of any other person.

5:5.8 Other Leave

Employees are entitled to other leave as provided for in the current collective bargaining agreement, by law and by department policy and procedures, subject to approval of the schedule established by the Chief of Police or his designee.

5:5.9 Suspension of Leave

Any vacation leave, scheduled day off, or other leave of absence may be suspended when an emergency which reasonably could not have been foreseen is declared by the Chief of Police or his designee and which unduly disrupts the operations of the agency.

5:5.10 Absence from Duty for Five Days Continuously – (Class 1 Violation)

Except as otherwise provided by law, any permanent member who shall be absent from duty without just cause or leave of absence for a continuous period of five (5) days shall cease to be a member of the High Bridge Police Department. (*See N.J.S.A. 40A:14-122*).

5:5.11 Sick or Injured on Duty – (Class 2 Violation)

Employees who fall sick or become injured on duty shall report this to the Chief of Police and shall remain on duty until relieved, unless otherwise excused by a superior officer. The exception to this rule would be where the sickness or injury is disabling to the point of preventing compliance.

5:5.12 Unauthorized Absence –(Class 2 Violation)

Employees who absent themselves in an improper manner shall be subject to disciplinary action. Unauthorized absence occurs when employees:

1. Feign illness or injury.
2. Deceive the physician in any way as to their true condition.
3. Are injured or become sick as a result of improper conduct.
4. Violate any provisions concerning the reporting of sickness or injury.

5:5.13 Grievance Procedures

The Chief of Police shall recognize and deal with the members of the police department for the adjustment of any grievances which may arise in accordance with the appropriate contract. Those employees not subject to contract guidelines shall be governed in accordance with Borough policy.

5:5.14 Resignations

Resignations of employees must be in writing and bear the signature of the person resigning. Employees shall provide the Chief of Police not less than fourteen (14) days written notice of their resignation.

5:5.15 Resignation Prohibited While Charges are Pending

Employees are prohibited from resigning while charges are pending against them unless permission is granted by the Chief of Police.

ARTICLE XI DISCIPLINARY REGULATIONS

Section 1:

DISCIPLINARY ACTION

6:1.1 Disciplinary Action

Members, regardless of rank, shall be subject to disciplinary action for:

- 1) Violating their oath and trust by committing an offense punishable under the laws or statutes of the United States, the State of New Jersey, or municipal ordinances; or
- 2) Failure, either willfully or through negligence or incompetence, to perform the duties of their rank or assignment; or
- 3) For violation of any special order, general order, or rule of the department; or
- 4) For failure to obey any lawful instruction, order, or command of a superior or supervisory officer. Disciplinary action in all cases shall be decided on the merits of each case.

6:1.2 Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance, or rule is all that is necessary to support any allegation of such a basis for disciplinary action. Nothing in these Rules and Regulations prohibits disciplining employees or charging members merely because the alleged act or omission does not appear herein.

6:1.3 Penalties

The following penalties may be assessed against any member of the department as disciplinary action:

- A. Minor Discipline – no entitlement to a hearing
 1. Training
 2. Counseling
 3. Oral reprimand
 4. Written reprimand

B. Major Discipline – entitlement to hearing

1. Voluntary surrender of time off in lieu of other action
2. Monetary fine
3. Suspension with pay
4. Suspension without pay
5. Loss of promotion opportunity
6. Demotion
7. Dismissal

6:1.4 Grading of Violations

The following information is intended assisting in administering fair and uniform punishment for all employees of the department. The recommended penalties shall not limit the penalty that the Appropriate Authority may impose.

- A. Class 1 Violation - Violation of any rule designated as a Class 1 Violation may result in the following disciplinary action:
- 1st Violation - Dismissal
- B. Class 2 Violation - Violation of any rule designated as a Class 2 Violation may result in the following disciplinary action:
- 1st Violation – 3 Day suspension to Dismissal
2nd Violation – 10 Day suspension to Dismissal
3rd Violation or subsequent - Dismissal
- C. Class 3 Violation - Violation of any rule designated as a Class 3 Violation may result in the following disciplinary action:
- 1st Violation – reprimand to 6 months suspension
2nd Violation – 3 Day suspension to Dismissal
3rd Violation or subsequent - Dismissal

- D. Class 4 Violation - Violation of any rule designated as a Class 4 Violation may result in the following disciplinary action:
- 1st Violation – reprimand to 30 day suspension
 2nd Violation – reprimand to 6 months suspension
 3rd Violation or subsequent – 20 day suspension to Dismissal
- E. Class 5 Violation - Violation of any rule designated as a Class 5 Violation may result in the following disciplinary action:
- 1st Violation – reprimand to 5 day suspension
 2nd Violation – reprimand to 30 day suspension
 3rd Violation or subsequent - 5 day suspension to Dismissal

Section 2

DEPARTMENT AUTHORITY TO DISCIPLINE

6:2.1 Oversight By Chief of Police

Within the limitations set forth in N.J.S.A. 40A:14-147 through 151 as well as applicable Borough ordinances and the New Jersey Attorney General’s Guidelines, department disciplinary authority and responsibility rest with the Chief of Police. All department discipline shall be reviewed and approved by the Chief of Police.

6:2.2 Counseling Not To Be Considered Discipline

Superior or supervisory officers may, when necessary, “counsel” a subordinate for any reason in an effort to improve the subordinate’s knowledge and/or performance. Although counseling is a component of the disciplinary process, it shall not be considered a disciplinary measure *per se*. Counseling shall be documented on a Performance Notice.

6:2.3 Authorized Actions of Superior or Supervisory Officers

Superior or supervisory officers may independently take the following disciplinary measures. Final disposition shall be subject to the Chief of Police’s approval.

1. Oral Reprimand

A verbal admonishment given to a subordinate by a superior or supervisory officer. Written documentation is to be made and forwarded to the Chief of

Police via the normal chain of command. This form of discipline shall remain in the member's file for a period of six (6) months unless another oral reprimand is given that member during this six-month period.

2. Written Reprimand

A written notice of violation of rules, regulation, policies, procedures or special orders given to a subordinate by a superior or supervisory officer. It is to be written on an official police department disciplinary form and forwarded to the Chief of Police via the normal chain of command. This form of discipline shall permanently remain in the file.

3. Emergency Suspension

4. Written Recommendations for Other Penalties

6:2.4 Emergency Suspensions

- A. Any superior officer shall have the authority to impose emergency suspension against a member until the next business day when the superior officer determines one of the following exist:
1. The employee is unfit for duty; or
 2. The employee is a hazard to any person if permitted to remain on the job; or
 3. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services; or
 4. The member has been formally charged with a crime of the first, second or third degree, or a crime of the fourth degree on the job or directly related to the job.
- B. In Accordance with N.J.S.A. 40A:14-149.1 Notwithstanding any other law to the contrary, whenever any municipal police officer is charged under the law of this State, another state, or the United States, with an offense, said police officer may be suspended from performing his duties, with pay, until the case against said officer is disposed of at trial, until the complaint is dismissed, or until the prosecution is terminated; provided, however, that if a grand jury returns an indictment against said officer, or said officer is charged with an offense which is a high misdemeanor or which involves moral turpitude or dishonesty, said officer may be suspended from his duties, without pay, until the case against him is disposed of at trial, until the complaint is dismissed or until the prosecution is terminated. The Chief

of Police shall immediately submit a report explaining such action to the Appropriate Authority.

6:2.5 Follow-up After Emergency Suspensions

A member receiving an emergency suspension shall be required to report to the Chief of Police on the next business day at 0900 unless otherwise directed by competent authority. The superior or supervisory officer imposing the suspension shall also report to the Chief of Police at the same time.

6:2.6 Reports of Disciplinary Action Taken or Recommended

Whenever disciplinary action is taken or recommended, a written report must be submitted immediately containing the following information:

1. The name, rank, badge number of the member being disciplined, along with their signature of notification.
2. The date and time of the misconduct.
3. The location of the misconduct.
4. The section number of the violated rule and common name of the infraction.
5. A complete statement of the facts of the misconduct.
6. The punishment imposed or recommended.
7. The written signature, badge number, and rank of the preparing officer and their position in relation to the member being disciplined.

6:2.7 Distributions of Reports of Disciplinary Action

Reports shall be distributed as follows by the officer imposing or recommending the disciplinary action:

1. Original to the Chief of Police through the chain of command.
2. Copy retained by officer imposing or recommending the action.

6:2.8 Endorsement and Forwarding of Disciplinary Reports

Each level in the chain of command must endorse and forward reports bearing on disciplinary matters. Such endorsement may be one of approval, disapproval, or modification. No member shall alter or cause to be altered or withdrawn any disciplinary report except by the officer initiating the report. The initiating officer shall have the affected member initial the report, indicating they have full knowledge of the change or withdrawal as soon as practical. Disciplinary reports in transit through the chain of command shall not be delayed, but must be reviewed, endorsed, and forwarded as soon as possible. Disciplinary reports shall be filed in accordance with current department directives.

6:2.9 Informing the Person Being Disciplined

The member being disciplined shall be informed of the charges, in writing, as provided by N.J.S.A. 40A:14-147.

6:2.10 Hearing

- A. The disciplinary hearing shall be scheduled during the business day, but no sooner than ten (10) days and no later than thirty (30) days after said notice is personally served upon said member, subject of course to the granting of reasonable requests for postponements.
- B. Where a disciplinary hearing has been postponed pending the determination of criminal or quasi-criminal charges filed on the basis of the same factual situation which gave rise to the departmental charges, said departmental hearing must be held within thirty (30) days after the department receives notice of such disposition. The duty to advise the department that said judicial determination has been made is that of the respective member.
- C. Personal service is actual service upon any employee as well as actual service upon any member of the employee's household over eighteen (18) years of age residing in the residence of said employee.
- D. All disciplinary hearing shall be closed to the public unless the defendant officer requests an open hearing. In such case, the department reserves the right to petition the hearing officer to conduct a closed hearing if a legitimate reason exists for such request.
- E. Every member formally charged with a violation of department rules and regulations shall have the opportunity to testify in his own defense, produce relevant evidence in support of his defense, produce competent witnesses to testify to relevant matters in support of his defense and cross-examine any witness who has testified against him.

- F. The Chief of Police may prosecute the complaint himself or request the Borough to appoint a qualified representative to present the case.
- G. The Appropriate Authority shall be the hearing officer charged with the responsibility of conducting the necessary hearings with respect to the aforementioned charges. The Appropriate Authority may appoint a qualified representative to serve as hearing officer to prepare findings of fact and recommendations as to violations and quantum and type of punishment, if any.
- H. In order that all parties may be afforded a fair and equal opportunity to be heard and that the hearing officer may be completely informed in the matter and enabled to render a proper determination based on all the facts and applicable laws and rules, all hearings shall be conducted in an informal manner, without reference to any formal rules and procedure.
- I. The hearing officer may, at their discretion, clear the hearing room of all persons, including witnesses not under examination or testifying. When the evidence pertains to scandalous or indecent conduct of any sort, or is such that its public disclosure would not be in the best interest of the public and might do irreparable harm to any person or persons not a party to the hearing, the hearing officer may exclude all person not having a direct interest in the matter being heard.
- J. The hearing officer shall admit all testimony having reasonable, probative value, but shall exclude immaterial, irrelevant or unduly cumulative testimony.
- K. The hearing officer shall give effect to the rules of privilege as provided by law, but no person shall be excused from testifying or presenting evidence on the ground of possible self-incrimination with regard to an administrative disciplinary matter.
- L. The member is presumed innocent and the burden of proof is upon the department to prove the member's guilt by a preponderance of the credible evidence presented during said hearing.
- M. All hearings may (in the discretion of the respective hearing officer) be recorded by:
 - 1. A certified shorthand report; or
 - 2. Stenographers, duly sworn to make an accurate stenographic recording of the proceeding; or

3. Sound recording device to be operated under the supervision and direction of the hearing officer.
- N. After considering all the evidence in support and in defense of the particular charge of misconduct, the respective hearing officer shall consider same and render his verdict as soon as practical thereafter.
- O. Although the verdict may be verbal at the time of the hearing, the determination must be reflected upon a finale notice of disciplinary action that must be personally served upon the respective member as soon as practical after the termination of said disciplinary hearing.

6:2.11 Appeals from Penalties

Appeals from penalties imposed as disciplinary measures may be taken as provided in N.J.S.A. 40A:14-147 to 151 inclusive, the New Jersey Attorney General's Guidelines, and department procedures.

1. Any officer who has had a sustained finding of any disciplinary charge or charges may obtain review in the Superior Court of Hunterdon County.
2. Such review shall be obtained by serving a written notice of the application therefore upon the Appropriate Authority within ten (10) days after the written notice to the member of the sustained finding. The Appropriate Authority shall transmit to the court a copy of the record of such sustained finding and of the charge or charges from which the matter stems.
3. The court shall hear the case *de novo* on the record below and may either affirm, reverse, or modify such conviction. If the member shall have been removed from his position, the court may direct that they be restored to such position along with all their rights pertaining thereto, and may issue such other orders or judgments as said court shall deem proper.
4. Either the Borough or the member may supplement the record with additional testimony subject to the rules of evidence.
5. Members shall also have the rights conferred by N.J.S.A. 40A:14-209 et seq., including but not limited to arbitration.

6:2.12 Misconduct Observed by Police Personnel

Whenever any superior or supervisory officer observes or is informed of the misconduct of another member which indicates the need for disciplinary action they shall take authorized and necessary action.

6:2.13 Polygraphs

No employee shall be ordered or asked to submit to a polygraph (lie detector) test for any reason. Such test may be given, however, if requested by the employee. If an employee demands a polygraph test, and the Borough of High Bridge agrees to permit a polygraph test, both entities must agree prior to the test that the results of such test will be used during the disciplinary action.

Section 3:

CITIZEN COMPLAINTS AGAINST POLICE PERSONNEL

Complaints by citizens against members of the department shall be processed in accordance with the following rules:

6:3.1 Channeling of Complaints

All complaints shall be forwarded to the Internal Affairs Officer. Investigation of complaints shall be conducted as outlined in the department's Internal Affairs Investigation directive.

6:3.2 Internal Complaint Form

The Internal Complaint Form shall be completed by all officers who field complaints.

6:3.3 Serious Complaints or Allegations

If, in the opinion of the supervisory officer, the incident is of sufficient gravity, they shall notify the Internal Affairs Officer and Chief of Police regardless of the hours. In addition, they shall take any immediate action necessary to preserve the integrity of the department until the arrival of the Internal Affairs Officer or Chief of Police.

6:3.4 Investigation of Alleged Misconduct

1. The member assigned to the investigation of an alleged act of misconduct on the part of a member shall conduct a thorough and accurate investigation with due regard to the procedures set forth in the New Jersey Attorney General's Guidelines.
2. Such investigation shall include signed statements from all parties concerned when necessary and pertinent, the gathering and preservation of any physical evidence pertaining to the case, and all other information bearing on the matter.

6:3.5 Reports and Investigation of Alleged Acts of Misconduct

An alleged act of misconduct shall be investigated and the results of the investigation shall be submitted in a written report. The investigating member shall summarize the pertinent facts including:

1. A summary of the complaint or alleged act of misconduct.
2. Pertinent portions of the statements of all parties to the incident.
3. A description of the incident, physical evidence, and other evidence important to the case.
4. The observations and conclusions of the investigating member.

All police procedures heretofore employed by the High Bridge Borough Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the High Bridge Borough Police Department are required to follow this order as applicable. Violations of this order subject members to disciplinary action.