

DRAFT
BOROUGH OF HIGH BRIDGE – COUNCIL MEETING MINUTES

Date: February 7, 2019 – 7:30 p.m. – Location: 97 West Main St., High Bridge, NJ 08829

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

CALL TO ORDER: CALLED TO ORDER BY THE MAYOR

FLAG SALUTE: LED BY MAYOR

COUNCIL ROLL CALL:

Councilman Columbus present	Councilwoman Moore present	Mayor Lee present
Councilwoman Ferry present	Councilman Strange present	
Councilwoman Hughes present	Councilman Zappa present	

Also present were Attorney Goodman, Police Chief Brett Bartman, Administrator Michael Pappas, Department of Public Works Director Rick Roll, Clerk Adam Young and twenty-one members of the public and press were present. Councilman Zappa entered at 8:11 p.m.

Mayor Lee asked for a moment of silence for the passing of Alan Dunford.

READING AND APPROVAL OF MINUTES:

Motion to dispense with the reading of the regular January 24, 2019 minutes: Hughes / Columbus
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

Motion to approve the January 24, 2019 regular minutes: Hughes / Strange
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

Motion to approve the January 24, 2019 executive minutes: Hughes / Strange
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

PUBLIC COMMENTS: 5 MINUTES PER PERSON: NONE

PUBLIC HEARINGS:

A. Ordinance 2019-003: Golf rates 2019

Motion to open the public hearing for Ordinance 2019-003: Columbus / Ferry
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

Councilman Columbus gave an overview of what is contained within the Ordinance as it pertains to the course working within monetary ranges to set rates as needed.

Mike Butkus asked how it is determined when the course is open and if multiple people are kept on staff for only one or two people to play golf. Councilman Columbus and Administrator Pappas spoke about staffing being done as necessary and the determination to keep staff working being done by course managers.

Motion to close the public hearing for Ordinance 2019-003: Columbus / Hughes

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

Motion to adopt Ordinance 2019-003: Columbus / Strange

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

DISCUSSION ITEMS:

- A.** Frenchtown Police Department - Councilman Strange gave an overview of Frenchtown's staffing being low and the idea to assist with having an Interlocal agreement in place. Mayor Lee spoke about the definition of an interlocal agreement as compared to a shared service agreement. Police Chief Brett Bartman spoke about the items of the agreement between Frenchtown Borough and the Borough of High Bridge. Attorney Barry Goodman stated the amounts of cost.
- B.** Commons Park/Pump Track/Dog Park water line - Councilman Strange spoke about the request and logistics to have a water source at the dog park and pump track, some concerns which were discussed in a meeting with the Department of Public Works Director Rick Roll to ensure longevity of the water line, construction of the line, who takes ownership of the project, how to fix the current spigot for use in this project, and the current challenges of digging in that area.
- C.** Ad-hoc Committee for Highlands Recreation Plan and Open Space Plan – Mayor Lee and Councilman Strange spoke about the appointments to the ad-hoc Committee and the intent to have the team do a study for the uses of Open Space in the Borough. Administrator Pappas spoke about Borough Planner Darlene Green being available as soon as the Committee is appointed.
- D.** Snow Ordinance – Director of DPW, Rick Roll, spoke about having an Ordinance for clearing snow in driveways and the hope to have an Ordinance introduced at the new few meetings.
- E.** Background checks – Councilman Strange gave background about the history of High Bridge using background checks with youth-serving Organizations, attempts to update the system for getting these background checks completed, an issue with the perception of having to get fingerprints done each year, and if the Ordinance allows for two years to pass without getting background checks. Discussion ensued with the Chief of Police of when, and how, background checks are needed, the need for clarification which was sought, and introducing an Ordinance for suggested changes at next meeting.

INTRODUCTION OF ORDINANCES:

- A.** **Ordinance 2019-004**: Salary and wage ranges

Motion to introduce **Ordinance 2019-004**: Hughes / Strange

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent

Mayor Lee states that the **Ordinance 2019-004** shall be published in its entirety in the Express Times and/or the Hunterdon County Democrat along with the public hearing date of February 21, 2019.

CONSENT AGENDA:

RESOLUTION #	TITLE
Resolution – 074 - 2019	Acceptance of Credit Card Reader for electronic receipts
Resolution – 075 - 2019	Ad-hoc Committee for the Open Space and Recreation Plan Element
Resolution – 076 - 2019	Approval of application for open space funds - Lake Solitude financing
Resolution – 077 - 2019	Authorization to advertise – Full-time / Part-time Department of Works
Resolution – 078 - 2019	Authorization of Social Affairs Permit – For High Bridge
Resolution – 079 - 2019	Authorization to bid – Borough website and newsletter

Resolution – 080 - 2019	Authorization to release tenant from Solitude House Annex lease
Resolution – 081 - 2019	Amend professional services contract - Maser
Resolution – 082 - 2019	Community Day Sub-Committee for 2019
Resolution – 083 - 2019	Director of the Department of Public Works - Probationary period end - Rick Roll
Resolution – 084 - 2019	Establishing the Creative team
Resolution – 085 - 2019	Frenchtown interlocal Police services agreement
Resolution – 086 - 2019	Professional Contracts - Borough Risk Manager - Balken
Resolution – 087 - 2019	Special Events Chair and Vice Chair Appointments for 2019

Motion to approve the consent agenda items (add as amended if necessary): Hughes / Ferry
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, absent ;
Motion passes: 5 yes, 1 absent
Councilman Strange abstains from Resolution 078-2019.

WRITTEN COMMUNICATIONS:

- A.** Dam report letter - Discussion of satisfactory report.
- B.** Roots to rivers reforestation grant letter - Councilwoman Lynn spoke about getting the Reforestation grant and what that means for the Borough.

PUBLIC COMMENTS: 3 MINUTES PER PERSON

Nicole Poko spoke about the parking lot on McDonald being dark in the morning for people parking in the lot.
Councilwoman Hughes spoke about having the beginning of a plan for getting lights on that lot.

Pablo Delgado asked if the Economic Development Committee would be represented for the ad-hoc Committee for Open Space, if there is a reason why fingerprinting must be done in a repeated fashion, and asked for clarification about what the Creative Team does. Councilman Strange spoke about the logistics of fingerprinting. Chief Brett Bartman spoke about the system for fingerprinting not retaining images for fingerprints, that it is a comparison of prints on file, and that it is a specific system for youth-serving organizations. Mayor Lee and Councilwoman Hughes spoke about the formation of the Creative Team which is a subset of the Green Team and will identify community assets and events.

Mike Gronsky asked if there will be a Committee set up to review the utilization of Old Borough Hall and other historic buildings in the case of house sales and stated that individuals with experience should assisting with items of this nature. Administrator Pappas spoke about how this item would be considered and that it is based on the bids received in the case of Old Borough Hall. Mr. Gronsky stated that it is urgent.

Nancy Hunt spoke about the concept of historic preservation in the Borough, about the review process needing to be addressed if the Borough has concerns about losing history, and that a conversation of preservation needs to be utilized.

LEGAL ISSUES: NONE

BILL LIST:

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$555,252.16**

Motion to approve bill list: Hughes / Strange

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

Motion passes: 5 yes, 1 absent

EXECUTIVE SESSION: LEGAL ADVICE FOR TOWN OF CLINTON MEDIATION AND PERSONNEL DEVELOPMENT, CONTRACTS, AND AVAILABLE HOURS

Resolution 088-2019 - Motion to move into executive session: Columbus / Strange

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

Motion passes: 5 yes, 1 absent

Action may now be taken.

Councilman Zappa enters at this time.

Motion to move into open session: Strange / Columbus

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

Motion passes: 6 yes

Resolution 089-2019 – Salary and wages

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

Motion passes: 6 yes

ADJOURNMENT: PRESIDING OFFICER ASKS IF THERE IS ANY FURTHER BUSINESS

Motion to adjourn: Columbus / Zappa

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

Motion passes: 6 yes

Next Council Meeting: February 21, 2019 - 7:30 pm - Borough Hall, 97 West Main Street, High Bridge, NJ

Introduction
Publication (summary)
Adoption
Publication (Title)

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

ORDINANCE #2019-004

**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	\$10.00 ----- \$20.00 per hour
Extra Laborer – (CDL)Public Works & Utilities	\$15.00 ----- \$25.00 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	\$6,000 ----- \$12,000 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.

ORDINANCE 2019-005

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

CALENDAR YEAR 2019

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK - (N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Borough Council of the Borough of High Bridge in the County of Hunterdon finds it advisable and necessary to increase its CY 2019 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the High Bridge Borough Council hereby determines that a 3.5 % increase in the budget for said year, amounting to \$38,827.07 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the High Bridge Borough Council hereby determines that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of High Bridge, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2019 budget year, the final appropriations of the Borough of High Bridge shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$135,894.76 and that the CY 2019 municipal budget for the Borough of High Bridge be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

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

ORDINANCE #2019-006

Recreation Volunteer Background Checks

Chapter 65: OFFICERS AND EMPLOYEES

Article III Criminal History Background Checks for Volunteers.

65-15. Definitions.

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

BOROUGH-SPONSORED PROGRAM

Any program sponsored or in any way supported by the Borough which provide and utilize Borough facilities and/or Borough property.

CRIMINAL HISTORY RECORD BACKGROUND CHECK

A determination of whether a person has a criminal record by cross-referencing that person's name and/or fingerprints with those on file with the Federal Bureau of Investigation, Identification Division and/or State Bureau of Identification of the New Jersey State Police.

DEPARTMENT

The Borough of High Bridge Police Department.

NONPROFIT YOUTH SERVING ORGANIZATION or ORGANIZATION

A corporation, association or other organization or other organization established pursuant to Title 15 or Title 15A of the New Jersey Statutes, or other law of this state, which provides recreational, cultural, charitable, social, or other activities or services for persons younger than 18 years of age, and is exempt from federal incomes taxes.

STATE BUREAU OF IDENTIFICATION

The entity located within the New Jersey State Police responsible for retrieving criminal background information on individuals as requested by state, local or private entities.

VOLUNTEER

Any unpaid person involved with the programs serving youths that are organized by the Borough or by any Borough-based organization that is involved with a Borough-Sponsored Program who has unsupervised direct access to youths under the age of 18 years as a result of their

involvement with the program or organization. Unsupervised direct access includes but is not limited to any situation where a reasonable person would believe that such an unpaid person has or should have responsibility while involved in a Borough-Sponsored Program to provide for the general care and control of a youth or youths under the age of 18 in the absence of their parent(s) or guardian(s).

VOLUNTEER REVIEW OPERATION (“VRO”)

The unit located within the State Bureau of Identification that is responsible for administering criminal background checks for volunteer coaches as specified in this article.

65-16. Borough Sponsored Programs – Background Checks.

- A. All adults, those persons 18 years or older at the time of commencement of participation, including but not limited to coaches, assistant coaches, or similar positions involved in educating, directing or supervising youth, and in any way assisting in a Borough-Sponsored Program participated in by children, shall submit sufficient information on forms supplied by the Department from the New Jersey State Police, for the purpose of obtaining a criminal history background check with the VRO. Applications for background checks shall be processed by the Department.
- B. Based upon the Memorandum of Understanding executed between the Borough of High Bridge and the New Jersey State Police, the individual applying for the background check shall authorize the Department to be the recipient of the affirmative or negative response from the State Police based upon the findings of the background check.
- C. All league / organization officers and/or those individuals in charge of each recreation program are required to ensure compliance with this chapter for that league or program. The President or leader of each recreation program shall file an annual roster of individuals that are required to participate in the background check procedures of this chapter. The roster shall be on forms supplied by the Department and shall contain a certification as to the accuracy and completeness of the roster and individual names. Any person who knowingly certifies a background check roster that excludes an individual required to be checked shall be in violation of this chapter and laws regarding false swearing.

65-17. Disqualification.

- A. Upon receipt of a completed background check conducted by the VRO and/or the Federal Bureau of Investigation, Identification Division, the Department shall notify the applicant and the President or leader of the recreation program whether the individuals were

recommended or not recommended. The determination of the Department shall be based upon section **65-17(B)1** of this chapter. Since details in the background check that result in a negative determination by the VRO are not provided to the Department, they only shall be available to the applicant upon making a formal request to the State Bureau of Investigation, whose rules for granting the request shall govern the request.

- B. In the event the criminal background check reveals any prior convictions for crimes or offenses and/or the VRO and/or the Federal Bureau of Investigation, Identification Division is unable to obtain a disposition for crimes or offenses which negatively impact the health, safety and welfare of children, said person shall not be qualified to participate in any official capacity in any Borough-Sponsored Program function involving persons under the age of 18 years. Such crimes and offenses shall include, but not be limited to :
1. In New Jersey, any crime or disorderly persons offense:
 - a) involving danger to the person, meaning those crimes or disorderly persons offenses set for the in N.J.S.A. 2C:11-1, et seq., N.J.S.A. 2C:12-1, et seq., N.J.S.A. 2C:13-1, et seq., N.J.S.A. 2C:14-1, et seq. or N.J.S.A. 2C:15-1, et seq.;
 - b) against the family, children or incompetents, meaning those crimes and disorderly persons offenses set forth in N.J.S.A. 2C:24-1, et seq.;
 - c) involving theft as set forth in chapter 230 of Title 2C of the New Jersey Statutes;
 - d) involving any controlled dangerous substance or controlled substance analog as set forth in chapter 35 of Title 2C of the New Jersey Statutes, except (4) of subsection a. of N.J.S.A. 2C:35-10.
 2. In any other state or jurisdiction, conduct which, if committed in New Jersey, would constitute any of the crimes or disorderly persons offenses described in subsection a) of this section.

65-18. Frequency of background checks.

- A. All Borough-Sponsored Programs that have individuals subject to this chapter shall require all of its participants to submit to background checks prior to the individuals being able to participate in any function to the extent covered by this chapter. Thereafter, every (2) years, a new background check shall be submitted to the Department. All background checks will remain valid based on a calendar year expiring on December 31st of the following year.
- B. Unless the Department receives prior notice of a negative criminal history background check result which would disqualify the volunteer, a current or prospective volunteer

may continue to volunteer or begin volunteering pending receipt of the results of the background check under a provisional status, provided that their access to youths is at all times supervised in person at the Borough-Sponsored Programs by another adult approved pursuant to this article. Provisional status shall not exceed two (2) weeks after the beginning of the season.

- C. All league officers and/or those individuals in charge of each recreation program are required to ensure compliance with this chapter for that program.

65-19. Privacy.

- A. The Department shall act as a clearinghouse for the collection and dissemination of information obtained as a result of conducting criminal history record background checks pursuant to this chapter.
- B. No criminal background check supplied to the Department shall be available to the public. The records shall be exempt from public disclosure under the common law and/or the Open Public Records Act.

65-20. Volunteer challenge to accuracy.

If this criminal history record may disqualify a volunteer for any purpose, the person making the determination shall provide the disqualified person with an opportunity to complete and challenge the accuracy of the information contained in the criminal history record. The disqualifying person shall be afforded up to thirty (30) days to challenge and complete this record. A person is not presumed guilty of any charges or arrests for which there are no final dispositions indicated on the record.

65-21 Appeal process; Criminal Background Check Appeal Panel.

- A. The composition of the Criminal Background Check Appeal Panel shall be the following:
 - 1. High Bridge Borough Chief of Police or his designee.
 - 2. High Bridge Borough Council Liaison to Recreation.
 - 3. High Bridge Borough Mayor.
 - 4. High Bridge Borough Administrator or his designee or Borough Clerk in their absence.
- B. Individuals who receive a letter of non-recommendation from the Department based on the VRO determination may be permitted to serve as a volunteer if they affirmatively demonstrate rehabilitation to the Appeal Panel. In determining whether a person has affirmatively demonstrated clear and convincing evidence of rehabilitation, the Appeal

Panel may consider the following factors in conjunction with the provisions of N.J.S.A. 15A:3A-1, et seq.:

1. The nature and responsibility of the position which the convicted person would hold or has held, as the case may be;
 2. The nature and seriousness of the offense;
 3. The circumstance under which the offense occurred;
 4. The date of the offense;
 5. The age of the person when the offense was committed;
 6. Whether the offense was an isolated or repeated incident;
 7. Any social conditions which may have contributed to the offense; and
 8. Any evidence of rehabilitation, including good conduct in prison or the community, counseling or psychiatric treatment received, acquisition of additional academic or vocational schooling, successful participation in correctional work release programs or the recommendation of those who have had the person under their supervision.
- C. In all instances, the final determination of whether an individual will be permitted to serve as a volunteer will lie in the sole discretion of the Appeal Panel, whose vote to grant an appeal must be unanimous. The Appeal Panel may, in its sole discretion, hold a hearing on the matter at which the volunteer shall have the right to appear and, at the Appeal Panel's sole discretion, may address the Appeal panel.
- D. The Appeal Panel shall promptly advise the volunteer whether he or she is qualified to serve as a volunteer.

65-22 Penalties; Severability:

- A. Any person who violates any provision of this chapter shall be subject to the penalties set forth in Chapter 1, Article 2 of the High Bridge Code.
- B. If the provisions of any section, subsection, paragraph, subdivision, or clause of this chapter is judged invalid by a court of competent jurisdiction, such order of judgement shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this chapter .

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

BUDGET INTRODUCTION

RESOLUTION: 090-2019

INTRODUCED:

WHEREAS, the local municipal budget is required to be introduced for the year of 2019; and

WHEREAS, the public hearing on the budget is to be held on March 21, 2019; and

WHEREAS, a complete copy of the approve budget shall be made available for public inspection,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey that the 2019 budget be introduced and read by title for 2019.

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

Utility Rates

RESOLUTION: 091-2019

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; and

WHEREAS, Chapter 303-7 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 sewer and incidental services from time to time; and

WHEREAS, Chapter 325-3 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 solid waste 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 Chapter 407-35, charges for the residential use and 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. SEWER UTILITY METERED RATES: Pursuant to Chapter 303-7, Section D. (6)(b)-(c), charges for the residential use and commercial use of sewer in metered service shall be as follows:
 - (4) The fixed cost for sanitary sewer service shall be set at \$145.00 per quarter.
 - (5) The treatment rate per 1,000 gallons of water shall be \$5.38.
3. The fixed cost for Solid Waste Disposal shall be set at \$60.00 per quarter.

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey in accordance with Chapter 303-7, Section D. (6)(a) the Sewer Connection fee shall be as follows:

4. The Sewer Connection Fee shall be set at \$3,260.00

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 that

1. 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.

2. 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.

3. 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.

4. In accordance with Chapter 407-35 the Water Connection fee shall be as follows:

5. The Water Connection Fee shall be set at \$2,370.00

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

**APPOINTMENT OF TODD HONEYCUTT
TO THE ECONOMIC DEVELOPMENT COMMITTEE**

RESOLUTION: 092-2019

ADOPTED:

WHEREAS, there is a vacancy in the Economic Development Committee, and

WHEREAS, the Mayor wishes to make an appointment of Todd Honeycutt to the Economic Development Committee with a term expiring 12/31/2021, and

WHEREAS, Resolution 003-2019, Board and Committees, will be amended to reflect this appointment,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of High Bridge that Todd Honeycutt is appointed to the Economic Development Committee, term expiring 12/31/2021.

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

**APPOINTMENT OF CULTURAL AND HERITAGE CHAIR AND VICE CHAIR
FOR 2019**

RESOLUTION: 093-2019

ADOPTED:

WHEREAS, the Cultural and Heritage Committee wishes to have a Chairperson and Vice Chairperson, and

WHEREAS, the Borough code provides for these appointments by the Mayor with the advice and consent of the Council as per Ch. 8-9(B), and

WHEREAS, the Cultural and Heritage Committee has nominated Nancy Hunt to be the Chair for the year of 2019, and

WHEREAS, the Cultural and Heritage Committee has nominated David Goessling to be the Vice Chair for the year of 2019, and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of High Bridge that Nancy Hunt be appointed the Chair and David Goessling be appointed the Vice Chair of the Cultural and Heritage Committee for 2019.

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

APPOINT BACKUP LICENSED WATER SYSTEM OPERATOR

RESOLUTION: 095-2019

ADOPTED:

WHEREAS, the Department of Environmental Protection requires the Borough to have a backup licensed water system operator under part 141 of the National Primary Drinking Water Regulation and the New Jersey Safe Drinking Water Act (N.J.A.C 7:10), and

WHEREAS, the Borough wishes to utilize McGowan Well Water Compliance Management, LLC for this service of providing a qualified C-2 backup Licensed Operator who will be available in the absence of the current licensed operator in the event of an emergency in the year of 2019, and

WHEREAS, the Borough will pay \$400 per year including one site visit by McGowan's backup licensed operator and \$100 per additional site visit by the backup licensed operator if needed, and

WHEREAS, the Administrator will be authorized to sign the agreement between the Borough and McGowan Well Water Compliance Management, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of High Bridge that the Borough retain McGowan Well Water Compliance Management, LLC for the services listed above, at the price listed above, in the year 2019, and that the Administrator is authorized to sign the agreement.

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

CANCELLATION OF TAXES 2019

RESOLUTION: 096-2019

ADOPTED:

WHEREAS, the Tax Assessor has changed the status of the following parcels to exempt;

NOW THEREFORE BE IT RESOLVED by the High Bridge Borough Council in the County of Hunterdon, State of New Jersey that the Tax Collector shall cancel the property taxes due on the following parcels:

<u>Block</u>	<u>Lot</u>	<u>Issued To</u>	<u>Amount</u>
4.07	1	9 River Road	\$1,008.58
4.03	4 X	40 Church Street	\$1,727.87

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

DESIGNATION OF DEPOSITORY

RESOLUTION: 097-2019

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; and

WHEREAS, Resolution #009-2019 adopted on January 3, 2019 designated depositories for Borough funds; and

WHEREAS, FIRST BANK has requested inclusion on the Borough's list of designated depositories; and

WHEREAS, FIRST BANK, has provided a Notification of Eligibility from the State of New Jersey Department of Banking;

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 does hereby approve the addition of First Bank to the list of Borough designated depositories for Borough funds.

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

DOG PARK WATER LINE

RESOLUTION: 098-2019

ADOPTED:

WHEREAS, the Borough of High Bridge wishes to repair the spigot at the Commons on the Wye for use by the general public and install bollards to protect the spigot, and

WHEREAS, the Borough wishes to extend the water line to the pump track and dog park at the Commons on the Wye for use by the visitors and residents to have water near the pump track and dog park, and

WHEREAS, the Borough Department of Public Works Director and the Borough Engineer will review the work of those volunteers and contractors installing the water line at no expense to the Borough,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of High Bridge do approve of the installation of the water line with review and approval of the plan by the Borough Engineer at the Commons on the Wye for the pump track and dog park.

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

RESOLUTION: 099-2019

ADOPTED:

CONSENT TO ASSIGNMENT OF PREMIER DISPOSAL, INC. CONTRACT

WHEREAS, the Borough of High Bridge entered into a contract with Premier Disposal, Inc., dated February 22, 2018, for solid waste collection and removal services, recycling and related services; and

WHEREAS, Premier Disposal, Inc., has advised the Borough of High Bridge that it has sold substantially all of its assets to Republic Services of New Jersey, LLC (a/k/a Raritan Valley Disposal); and

WHEREAS, Premier Disposal, Inc., has requested that the Borough of High Bridge consent to the assignment of the February 22, 2018 contract to Republic Services of New Jersey, LLC; and

WHEREAS, approval from the New Jersey Department of Environmental Protection (NJDEP) is required in order for the assignment to proceed; and

WHEREAS, the Borough of High Bridge consents to the assignment of the February 22, 2018 contract.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Borough Council of the Borough of High Bridge, in the County of Hunterdon and in the State of New Jersey hereby consent to the assignment of the February 22, 2018 contract from Premier Disposal, Inc., to Republic Services of New Jersey, LLC, with Republic Services of New Jersey, LLC being fully responsible to provide all of the services and to satisfy all the other terms and conditions of the February 22, 2018 contract, pending approval of the take over of services by the NJDEP.

ATTEST:

Adam Young
Acting Municipal Clerk

Michele Lee
Mayor

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

RESOLUTION: 100-2019

ADOPTED:

HIGH BRIDGE HILLS GOLF RATES

WHEREAS, ranges for High Bridge Hills Golf Club In-Season rates were established in Ordinance 2019-003 and adopted by the High Bridge Borough Council; and

WHEREAS, the Off-season rates shall be effective 10/29/18-04/07/19 and 10/15/19-04/12/20 and shall be as follows:

A. General Public Golf Rates	Monday - Friday	Weekends & Holidays
18 Holes	\$42	\$55
9 Holes	\$27	\$30
Twilight	\$27	\$30
Senior (60+)**	\$34	\$45
B. Hunterdon County Residents	Monday - Friday	Weekends & Holidays
18 Holes	\$37	\$50
9 Holes	\$22	\$25
Twilight	\$22	\$25
Senior (60+)**	\$29	\$40
C. Borough of High Bridge Resident/Taxpayer Rates	Monday - Friday	Weekends & Holidays
18 Holes	\$32	\$45
9 Holes	\$20	\$25
Twilight	\$20	\$25
Senior (60+)**	\$25	\$35

WHEREAS, the In-season rates shall be effective 04/08/19-10/14/19 and shall be as follows:

A. General Public Golf Rates	Monday - Friday	Weekends & Holidays
Daily	\$50	\$65
Twilight	\$34	\$40
Super Twilight	\$22	\$24
Senior (60+)*	\$37	N/A
9 Holes	\$26	N/A
B. Hunterdon County Residents	Monday - Friday	Weekends & Holidays
Daily	\$45	\$60
Twilight	\$29	\$35
Super Twilight	\$20	\$22

Senior (60+)*	\$32	N/A
9 Holes	\$23	N/A

C. Borough of High Bridge

Resident/Taxpayer Rates	Monday - Friday	Weekends & Holidays
Daily	\$40	\$55
Twilight	\$24	\$30
Super Twilight	\$18	\$20
Senior (60+)*	\$27	N/A
9 Holes	\$20	N/A

Prices Include Green Fee, Cart Fee & any applicable taxes. Rates subject to change at any time without notice.

Valid ID must be presented at check-in for High Bridge Residents and Hunterdon County Residents.

**The Senior Special – Mon-Fri excluding Holidays – Includes lunch OR a select sleeve of golf balls. Senior Rates are honored for players over the age of 60+. Valid ID must be presented at check-in. Lunch served 11am-3pm daily and lunch vouchers must be redeemed same day of play. Cannot be combined with any other offer.

Replay Rates are available M-F for \$20 and Sat-Sun & Holidays for \$30 - includes Green Fee, Cart Fee, GPS & any applicable taxes. Replays are based on availability and cannot be booked in advance. Replays are valid for up to 18 holes.

Guests of Members pay the Hunterdon County Rate applicable for their tee time. Must be member-accompanied play. Active Duty Military and Active Duty Police or First Responders pay the Hunterdon County Rate applicable for their tee time.

Player Development Program Cards are \$299 and include unlimited Range Balls. Based on availability, PDP Card holders may also play after 5:00pm (after 3:00pm Off-Season) each day of the week for \$15 - includes Green Fee, Cart Fee, GPS & any applicable taxes. Benefits are non-transferable and expire on 12/31. Range is open weather permitting and may be restricted to mats only. Range Membership only is \$199.

Players must be at least 16 years of age and possess a valid driver license to drive a golf cart

***Junior Special (17 or younger) - \$8 anytime on a weekday or after 11:00am on Saturdays, Sundays or Holidays. Juniors must walk or be a passenger with a licensed driver – only 2 people per golf cart. Saturdays, Sundays & Holidays before 11am, Juniors must pay the prevailing rates. Juniors under the age of 14 must be accompanied by a paying adult.

2019 High Bridge Hills Memberships

Public

Full Membership - \$2,500 (7 Day Access)

Weekday - \$1,375 (5 Day Access, M-F Excluding Holidays)

Weekday Plus - \$1,875 (Weekday Anytime Access, and after 12pm Weekends and Holidays)

Twilight - \$1,175 (7 Day Access after 2:00pm In-Season, 1:00pm Off-Season)

Borough of High Bridge Resident

Full Membership - \$2,250 (7 Day Access)

Weekday - \$1,175 (5 Day Access, M-F Excluding Holidays)

Weekday Plus - \$1,625 (Weekday Anytime Access, and after 12pm Weekends and Holidays)

Twilight - \$999 (7 Day Access after 2:00pm In-Season, 1:00pm Off-Season)

Benefits

- Unlimited Green & Cart Fees
 - 10 Day Advance Tee Times
 - Unlimited Range & Practice Facility Use
 - GHIN Handicap Service Included
 - 10% off all Golf Shop Merchandise (Excluding Clubs, Special Orders & Sale Merchandise)
 - Reduced Guest Fees (Guests will pay the applicable Hunterdon County Rate)
-
- Addition of a Spouse to any Membership - \$750
 - Addition of a Junior (17 & under) to any Membership - \$350
 - Addition of a Men's Locker - \$100
-
- All Memberships expire 12/31 of each year
 - Memberships are 50% off 07/15 of each year
 - Benefits are non-transferable and non-refundable

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, that the golf rates shall be approved and become effective immediately.

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

Lien Redemptions

RESOLUTION: 101-2019

ADOPTED:

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

WHEREAS, lien holders are entitled to payment for redemption of the Tax Lien(s) upon receipt of funds by the Tax Collector, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the High Bridge Tax Collector is hereby authorized to redeem said lien(s) and return applicable premiums in the following amount(s):

<u>TAX LIEN CERT NO.</u>	<u>BLOCK</u>	<u>LOT</u>	<u>LIEN HOLDER</u>	<u>AMOUNT</u>
#2018-003	39.07	710	Light Properties LLC	\$ 1,452.85
#2016-000	2	68	MTAG Cust Empire VII	\$47,041.44
Premium	2	68	MTAG Cust Empire VII	\$21,000.00

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

LENGTH OF SERVICE AWARD

RESOLUTION 102-2019

ADOPTED:

WHEREAS, a Length of Service Awards Program was created in accordance with Chapter 388 of the Laws of 1997 to reward members of the volunteer Fire Department and Rescue Squad of the Borough of High Bridge for their loyal, diligent, and devoted services to the residents of the Borough of High Bridge, and

WHEREAS, a LOSAP plan was approved by the voters of the Borough of High Bridge at the Nov. 6, 2001 general election and established by resolution #46-2003, and

WHEREAS, annual contributions are provided to eligible members based upon an accumulation of points as determined by the High Bridge Fire Department and Rescue Squad point system schedule as set forth in resolution # 46-2003; and

WHEREAS, the High Bridge Fire Department and Rescue Squad are responsible for maintaining records and providing certifications as required by N.J.S.A. 40A:14-190 and 14-191, and

WHEREAS, the High Bridge Fire Department and High Bridge Rescue Squad hereby does submit a list of qualified members for 2018,

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 2019 contributions shall be made in accordance with the List of Eligible Members provided by the High Bridge Fire Department and High Bridge Rescue Squad.

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

**RESOLUTION TO AUTHORIZE APPLICATION FOR
COMMUNITY GARDEN GRANT FOR MCDONALD ST. LOT**

RESOLUTION: 103-2019

ADOPTED:

WHEREAS, the Mayor and Council are desirous of beautification efforts for our town; and

WHEREAS, the McDonald St. lot beautification project meets one of the 2019 goals of the Environmental Commission; and

WHEREAS, the Environmental Commission will complete a garden grant application and submit to the Somerset Hills Garden Club Community Garden Grant program; and

WHEREAS, the grant will be a nonmatching grant for up to \$1000 for this project; and

WHEREAS, the grant money will be used to level the ground, for possible repair to the retaining wall, to purchase landscaping paper, stones, one park bench, two trees and three shrubs for the flat open areas along McDonald St. parking lot; and

WHEREAS, the Environmental Commission will be providing oversight over this project.

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 approves the McDonald St. lot beautification project application by the Borough Environmental Commission.

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

Refund of payments to the High Bridge Dog Fund

RESOLUTION: 104-2019

ADOPTED:

WHEREAS, the High Bridge Dog Fund has received \$20.00 more than required to register Mr. Erik Bachmann's dogs, and

WHEREAS, the High Bridge Dog Fund has received \$10.00 which is not required to license Ms. Teresa Tateossian's dog in High Bridge, and

WHEREAS, due to a duplicate payment and no payment being required a refund has been requested.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon that the CFO is hereby authorized to issue a refund agreed to as follows:

Payee	Refund Amount
Mr. Erik Bachmann	\$20.00
Ms. Teresa Tateossian	\$10.00

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

SALARY & WAGE AMENDMENT

RESOLUTION: 105-2019

ADOPTED:

WHEREAS, the High Bridge Borough Mayor and Council have reviewed various job descriptions and performances by the designated individuals and determined that salary amendments are in order, as follows:

Clerical Assistant/Assistant Utility Collector	\$18.00 per hour
Finance Assistant II	\$20.00 per hour
Construction Sub Code Official	\$11,093.00 per annum
COAH Housing Liaison	\$ 2,500.00 per annum
Extra Laborer-Public Works & Utilities	\$18.00 per hour
Extra Laborer-Public Works & Utilities (CDL)	\$20.00 per hour

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, State of New Jersey, that the salaries for the positions noted be amended retroactive to January 1, as defined above.

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

Authorization of Utility Adjustment

RESOLUTION: 106-2019

APPROVED:

WHEREAS, due to a meter failure, a minimum charge was assessed to Account 2632 for the 4th quarter of 2018; and

WHEREAS, once the meter was corrected, the 1st quarter 2019 bill included the 4th quarter usage; and

WHEREAS, the owner has requested a recalculation of his 4th quarter usage at the rate in effect at the time of usage;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of High Bridge, in the County of Hunterdon and State of New Jersey approve the adjustment of sewer treatment charge for 22 units at \$5.38 equaling \$118.36.



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

Date: February 4, 2019

To: Ms. Bonnie Fleming, Chief Financial Officer

From: Jeffrey Smith, Chief *Smith*

Re: LOSAP for 2018

The following is a list of the members that attained the mandated 50 points that makes them eligible for LOSAP for the year 2018.

1. Arnett, Cornelius
2. Banks, David
3. Brong, Mark
4. Burd, Scott
5. Crampton, Michael
6. Crampton, Thomas
7. Dietz, James
8. Doyle, Kenneth
9. Eustis, Mitch
10. Finer, Andrew
11. Frech, Brandon
12. Hann, Michael
13. Hinson, Timothy
14. Labuta, Brian
15. Leask, Arthur
16. Ritz, Kevin
17. Sciacca, Andrew
18. Smith, Jeffrey
19. Smith, Sean
20. Steinwand, Michael
21. Stemple, Timothy
22. Stephens, Drew
23. VanNatta, Craig

High Bridge Fire Department 2018 LOSAP

	Courses under 20 hrs.	Courses 25 to 40 hrs.	Courses over 40 hrs.	Work Detail / drill	Meetings	Fund Raising	Elected or appoint	Stand - by	Fire calls	Points for call	Other Activity	5 Years of service	Total
Arnett, C.	5			11	3			5	74	20	6		50
Banks D.	5			2	3		25	6	157	20	9	17	87
Brong, M	5			15	11	5	25	10	169	20	10	8	109
Burd P.	5								0			17	22
Burd S.	5						25		2			17	47
Crampton, M	5			2	4			2	93	20	1	17	51
Crampton, T	5			13	8	4	25	6	189	20	9	3	93
Dietz, C	5				1				46	20		7	33
Dietz, J	5			13	12		25	2	117	20	4	11	92
Doyle, K	5			2	5			1	45	20	2	15	50
Eustis, M	5			10	8	4	25	5	51	20	2	3	82
Finer, A.	5			11	11		25	1	49	20	1	0	74
Fiorella, V	5			1	3		10		3			6	25
Frech, B	5			15	11	4	10	8	146	20	3	0	76
Hann, M	5			12	11			2	164	20	9	16	75
Hannigan, M	5							1	49	20		13	39
Hannon, W	5			1	3		25	1	11			4	39
Hinson, T	5	7		19	12	5	25	10	213	20	10	0	113
Kneafsey, K	5				1				2			9	15
Labuta, B	5			16	10	4	15	1	103	20	4	17	92
Leask, A	5			6	8	4	10	2	29	10	2	17	64
Miller, F	5				2				3			17	24
Regan, J	5			2	3				45	20	2	0	24
Ritz, K	5			18	11	5	25	10	177	20	3	2	99
Roll, R	5											0	5
Sciacca, A	5			12	9			4	88	20	2	8	60
Smith, J	5			19	11	5	25	5	229	20	6	17	113
Smith, S	5			19	11	5	25	10	182	20	4	3	102
Steinwand, M	5			7	8		10	1	77	20	5		56
Stemple, T	5			15	12	5	15	10	115	20	2	2	86
Stephens, D	5			13	8		25	1	34	10	1	17	80
VanNatta, C	5			5	8		25	5	103	20	7	17	92

Memo

To: Mayor Lee

From: Bonnie Ann Fleming, CFO/CTC *BFL*

CC: Borough Council

CC: Borough Administrator

Date: 02/20/19

Re: **Monthly** Report-Jan

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

Including:

- Tax Collector's Monthly Receipts
- Capital Project Balances
- YTD Interest
- YTD Revenues
- Monthly Receipts and Disbursements
- YTD Budget Balances

During the first week of January, the year-end records were finalized, and temporary budgets inserted into the system to begin 2019. The Annual Debt Statement was filed with DLGS. Despite the deficit in operations in the Sewer Utility, our surplus utilized as revenue allowed us to consider the Utility as self-liquidating. This brought our debt ratio below our 3.50% level to 3.029%.

The 1099 MISC for vendors and 1099 Interest for lien holders, were prepared and mailed. The 1096 Summary was also filed with State and Federal offices, as required.

The preliminary budget for 2019 was reviewed with the Finance Committee.

Information for preparation of the Annual Financial Statement was shared with the Borough Auditors for completion.

Resolutions were prepared for the re-org meeting as well as the two subsequent Council Meetings.

Salaries set by the PBA contract were adjusted for payroll processing. The percentage of health benefits paid by the employee were also adjusted based on the salary increases.

The new time off and sick leave policies were incorporated into the software program for tracking purposes.

The quarterly NJEM Grant report was filed on-line.

Price quotes for HVAC maintenance of Borough buildings were solicited and reviewed. Davis Heating & Cooling was the lowest quote.

A price quote for generator maintenance was also solicited from P3 Generator Service for replacement of our existing contract with FM Generator which is expiring in June.

The provision of adding a credit card reader at the Borough Hall counter was investigated with our current vendor MuniPay. With Council approval, a unit will be provided, free of charge to give the public an additional payment option for municipal taxes, utilities, fees, permits, etc.

Prospective costs of environmental testing required in 2019 was requested from Quest Environmental Engineers for budgeting purposes.

Tracking of the payments due from DEP for the completed Cregar Road projects led to the re-filing of paperwork by the Borough Engineers.

Options for applying for additional Green Acres funding through the NJDEP were investigated. Without an open space tax in place, we are currently eligible for 25% funding. With an open space tax, the funding match increases to 50%.

In-season and Off-Season golf rates for 2019 were proposed. An ordinance was prepared for adoption.

Payments of debt service due in January were set up on-line.

The Cyber Policy was reviewed with our IT consultant from Municipal Software.

Bid documents for the newsletter and website production were edited prior to distribution.

Documents required from bidders were sent to Republic LLC in anticipation of the assignment from Premier Disposal for garbage hauling services.

Insurance policies were reviewed, and a determination was made to drop policies with Groendyke that provided coverage already provided through the SCJIF.

Application to the NJIB for funding of the Asset Management Plan was reviewed with Erin Law from McManimon's office.

A meeting was held with the Borough Engineers and Administrator to review on-going projects, including the Asset Management Plan.

COLLECTOR'S REPORT OF RECEIPTS

To the Borough of High Bridge Council:

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

January 31, 2019

	QTR	CURRENT	YTD
CURRENT 2019	28.50%	\$ 916,749.88	\$ 916,749.88
TAXES YEAR 2018		\$ 31,231.85	\$ 31,231.85
TAXES YEAR 2020		\$ -	\$ -
MISC REV		\$ -	\$ -
TAX SALE COST		\$ -	\$ -
LIENS		\$ 17,302.88	\$ 17,302.88
PILOT		\$ -	\$ -
INTEREST/PENALTY		\$ 1,761.85	\$ 1,761.85
PREMIUM		\$ -	\$ -
DUE UTILITY COLLECTOR		\$ -	\$ -
REDEMPTIONS - MUNI LIENS		\$ -	\$ -
TOTAL		\$ 967,046.46	\$ 967,046.46


 Bonnie Ann Fleming
 Tax Collector

02/19/19
 Date

HIGH BRIDGE INTEREST EARNED 2019

A/C #	CURRENT	GREEN ACRES	DOG	WATER		SEWER		SOLID WASTE		SW CAP	SUI	HISTORIC PRESVTN		REHAB ESC	REC TRUST	DEV ESC	SPECIAL EVENTS	TOTAL
				WATER+utility	CAP	WATER	CAP	SEWER+util	CAP			WASTE	516+utility					
JANUARY	417	441	433	567+utility	575	492+util	508	516+utility	524	591	954	484	611	425	583			
FEBRUARY	4,677.54	13.33	10.75	246.07	106.28	455.92	129.50	156.56	6.67	118.12	3.91	58.25	8.42	0.28	8.52			6,000.12
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JULY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AUGUST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEPTEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCTOBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NOVEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DECEMBER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	4,677.54	13.33	10.75	246.07	106.28	455.92	129.50	156.56	6.67	118.12	3.91	58.25	8.42	0.28	8.52			6,000.12

YEAR TO DATE REVENUE AS OF: JANUARY 2019

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 12,877,549.26	\$ (916,749.88)	\$ 11,960,799.38	92.88%
Delinquent Taxes	\$ 174,000.00	\$ (31,231.85)	\$ 142,768.15	82.05%
PILOT	\$ -	\$ -	\$ -	#DIV/0!
Local Revenues:				
Alcoholic Bev	\$ 5,400.00	\$ -	\$ 5,400.00	100.00%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 580.00	\$ -	\$ 580.00	100.00%
Municipal Court	\$ 20,000.00	\$ (1,154.15)	\$ 18,845.85	94.23%
Interest and Costs on Taxes	\$ 35,000.00	\$ (1,761.85)	\$ 33,238.15	94.97%
Interest	\$ 10,000.00	\$ (4,677.54)	\$ 5,322.46	53.22%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 950,000.00	\$ -	\$ 950,000.00	100.00%
Misc Rev - Unanticipated	\$ -	\$ (26,619.02)	\$ (26,619.02)	#DIV/0!
State Aid:				
Consolidated Prop Tax Relief Aid	\$ 46,322.00	\$ -	\$ 46,322.00	100.00%
Energy Receipts Tax	\$ 245,587.00	\$ -	\$ 245,587.00	100.00%
Garden State Trust	\$ 12,931.00	\$ -	\$ 12,931.00	100.00%
Fees & Permits:				
Uniform Construction Fees	\$ 40,000.00	\$ (8,823.00)	\$ 31,177.00	77.94%
Public/Private Revenue Anticipated:				
Misc Revenues: Other				
Recreation Fees	\$ -	\$ (2,000.00)	\$ (2,000.00)	#DIV/0!
Cable TV	\$ 13,000.00	\$ -	\$ 13,000.00	100.00%
Hunt Cty Open Space	\$ 10,920.00	\$ -	\$ 10,920.00	100.00%
Green Acres Grant	\$ 97,952.00	\$ -	\$ 97,952.00	100.00%
Body Armor Fund	\$ 1,136.99	\$ -	\$ 1,136.99	100.00%
Clean Community Grant	\$ -	\$ -	\$ -	#DIV/0!
Body Camara Grant	\$ -	\$ -	\$ -	#DIV/0!
Click It or Ticket Grant-Somerset County	\$ -	\$ -	\$ -	#DIV/0!
Driver Sober Grant	\$ -	\$ -	\$ -	#DIV/0!
Distracted Driving Grant	\$ -	\$ -	\$ -	#DIV/0!
DWI Grant - somerset County	\$ -	\$ -	\$ -	#DIV/0!
Safe Passage Grant - Somerset County	\$ -	\$ -	\$ -	#DIV/0!
Recycling Tonnage	\$ 1,759.61	\$ (1,759.61)	\$ -	0.00%
Open Space & Rec Plan	\$ 25,000.00	\$ -	\$ 25,000.00	100.00%
Surplus:	\$ 800,000.00	\$ -	\$ 800,000.00	100.00%
Total Revenue Anticipated&MRNA	\$ 2,489,588.60	\$ (78,027.02)	\$ 2,411,561.58	96.87%
Amnt to be Raised - Municipal	\$ 3,453,104.09	\$ -	\$ 3,453,104.09	100.00%
Local/Reg/Cty/Lib/Open Taxes	\$ 9,733,000.00	\$ (916,749.88)	\$ 8,816,250.12	90.58%
Total Tax Levy	\$ 13,186,104.09	\$ -	\$ -	

RECEIPTS AND DISBURSEMENTS JANUARY 2019

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,545.33	13.33	0.00	12,558.66
Premium	75,000.00	79.67	79.67	75,000.00
Dog	10,051.32	1,270.75	1,515.28	9,806.79
Capital	933,836.37	970.22	70,062.43	864,744.16
Water Utility	237,194.59	346.48	38,833.41	198,707.66
Water Capital	100,833.58	106.28	2,509.28	98,430.58
Sewer Utility	433,721.77	579.55	37,696.36	396,604.96
Sewer Capital	123,195.54	129.50	4,081.50	119,243.54
Solid Waste Utility	157,518.91	157.37	38,791.62	118,884.66
Solid Waste Cap	6,280.78	6.67	6.67	6,280.78
Sui	111,219.45	118.12	0.00	111,337.57
Historic Preservation	3,594.27	303.91	0.00	3,898.18
Rehab Escrow	54,841.26	58.25	0.00	54,899.51
Recreation Trust	7,929.55	8.42	0.00	7,937.97
Special Events	8,194.40	8.52	530.75	7,672.17
Dev Escrow	76,995.36	519.33	4,508.75	73,005.94
Current	3,330,035.00	51,495.96	2,135,469.20	1,246,061.76
TOTAL FUNDS	5,682,987.48	56,172.33	2,334,084.92	3,405,074.89
GOLF				
	P&L Receipts	P&L Exp	Difference	
Jan	\$ 18,203.00	\$ 51,552.00	\$ (33,349.00)	
Feb			\$ -	
Mar			\$ -	
Apr			\$ -	
May			\$ -	
Jun			\$ -	
Jul			\$ -	
Aug			\$ -	
Sep			\$ -	
Oct			\$ -	
Nov			\$ -	
Dec			\$ -	
TOTAL	\$ 18,203.00	\$ 51,552.00	\$ (33,349.00)	

High Bridge Hills - HBH
For the Month Ending January 31st, 2019

	January			YTD		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Rounds						
Rounds - Member	179	0	51	179	0	51
Rounds - Outing	0	0	0	0	0	0
Rounds - Public	290	0	287	290	0	287
Total Rounds	469	0	338	469	0	338
Revenue						
Green Fees	5,729	0	6,859	5,729	0	6,859
Cart Fees	1,284	0	1,387	1,284	0	1,387
Driving Range	692	0	1,446	692	0	1,446
Golf Cards/Passes	0	0	221	0	0	221
Other Golf Revenues (Club Rent, Handi	40	0	100	40	0	100
Initiation Fee Income / Annual Member	10,090	0	500	10,090	0	500
Miscellaneous Income and Discounts	369	0	87	369	0	87
Total Revenue	18,203	0	10,600	18,203	0	10,600
GROSS INCOME	18,203	0	10,600	18,203	0	10,600
Expenses						
Labor						
Golf Operation Labor	6,445	0	4,499	6,445	0	4,499
General and Administrative	6,813	0	6,233	6,813	0	6,233
Maintenance and Landscaping	13,189	0	14,334	13,189	0	14,334
Total Direct Labor	26,447	0	25,066	26,447	0	25,066
Payroll Burden						
Total Payroll Taxes	3,302	0	3,681	3,302	0	3,681
Total Medical/Health Benefits	163	0	1,257	163	0	1,257
Total Workmans Comp	1,157	0	1,300	1,157	0	1,300
Total Payroll Burden	5,553	0	6,237	5,553	0	6,237
Total Labor	32,000	0	31,303	32,000	0	31,303
Other Operational Expenses						
Golf Ops	0	0	110	0	0	110
G&A	12,460	0	11,178	12,460	0	11,178
Maintenance	2,280	0	2,981	2,280	0	2,981
Sales and Marketing	2,390	0	2,125	2,390	0	2,125
Insurance - P&C	2,422	0	2,531	2,422	0	2,531
Total Other Operational Expenses	19,553	0	18,925	19,553	0	18,925
Total Expenses	51,552	0	50,228	51,552	0	50,228
EBITDAR	(33,349)	0	(39,628)	(33,349)	0	(39,628)
EBITDA	(33,349)	0	(39,628)	(33,349)	0	(39,628)
Net Income	(33,349)	0	(39,628)	(33,349)	0	(39,628)

Expenditure Budget CURRENT FUND Activity to 1/31/2019

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

Account Number	Description	Budget	Activity	Encumbered	Balance
10510010	GENERAL ADMIN: SALARIES & WAGES	16,000.00	4,447.50	-	11,552.50
10510020	GENERAL ADMIN: OTHER EXPENSES	500.00	250.00	195.02	54.98
10510120	INTERNET	2,000.00	535.55	1,014.45	450.00
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	500.00	463.00	0.02	36.98
10511032	ADVERTISING	2,500.00	132.15	1,867.85	500.00
10512010	MUNICIPAL CLERK: SALARIES & WAGES	8,500.00	2,127.34	-	6,372.66
10512020	MUNICIPAL CLERK: OTHER EXPENSES	1,000.00	138.00	416.00	446.00
10513010	FINANCIAL ADMIN: SALARIES & WAGES	15,000.00	3,314.38	-	11,685.62
10513020	FINANCIAL ADMIN:OTHER EXPENSES	5,000.00	-	1,446.00	3,554.00
10514510	TAX COLLECTOR: SALARIES & WAGES	15,000.00	3,322.38	-	11,677.62
10514520	TAX COLLECTOR: OTHER EXPENSES	5,000.00	175.00	250.00	4,575.00
10515010	TAX ASSESSMENT: SALARIES & WAGES	15,000.00	4,965.24	-	10,034.76
10515020	TAX ASSESSMENT: OTHER EXPENSES	250.00	-	150.00	100.00
10515520	LEGAL: OTHER EXPENSES	9,000.00	-	9,000.00	-
10516520	ENGINEERING SERVICES: OTHER EXPENSES	5,000.00	-	5,000.00	-
10517020	BUILDINGS & GROUNDS	13,000.00	323.00	5,731.02	6,945.98
10517120	BUILDINGS & GROUNDS-OFFICE	5,000.00	2,205.78	2,717.80	76.42
10518010	PLANNING BOARD: SALARIES & WAGES	1,500.00	346.50	-	1,153.50
10518020	PLANNING BOARD: OTHER EXPENSES	2,500.00	-	1,550.00	950.00
10518510	ZONING OFFICER: SALARIES & WAGES	1,600.00	433.50	-	1,166.50
10519510	CONSTRUCTION OFFICIAL: SALARIES & WAGES	12,500.00	2,903.18	-	9,596.82
10520510	CCO-BLDG INSPECTION:SALARIES & WAGES	1,600.00	433.50	-	1,166.50
10521020	LIABILITY INSURANCE	28,000.00	26,286.90	-	1,713.10
10521520	WORKER'S COMPENSATION INSURANCE	33,000.00	26,594.70	-	6,405.30
10522020	EMPLOYEE GROUP INSURANCE	80,000.00	14,671.92	21,420.81	43,907.27
10524010	POLICE DEPARTMENT: SALARIES & WAGES	250,000.00	67,626.23	-	182,373.77
10524020	POLICE DEPARTMENT: OTHER EXPENSES	20,000.00	1,780.60	13,624.49	4,594.91
10525220	EMERGENCY MANAGEMENT: OTHER EXPENSES	500.00	-	300.00	200.00
10525520	HIGH BRIDGE VOLUNTEER FIRE DEPT.	10,000.00	10,000.00	-	-
10526520	LOSAP CONTRIBUTION	32,900.00	-	-	32,900.00
10527020	ECONOMIC DEVELOPMENT	200.00	-	-	200.00
10529010	DEPT.OF PUBLIC WORKS: SALARIES & WAGES	60,000.00	12,979.46	-	47,020.54
10529020	DEPT.OF PUBLIC WORKS: OTHER EXPENSES	20,000.00	-	13,701.00	6,299.00
10529055	PARKS & PLAYGROUNDS - OTHER EXPENSES	2,000.00	-	-	2,000.00
10533520	ENVIRONMENTAL COMMISSION:OTHER EXPENSES	150.00	-	-	150.00
10537020	SPECIAL EVENTS: OTHER EXPENSES	2,500.00	-	695.64	1,804.36
10537620	GOLF-OTHER EXPENSES	225,000.00	35,392.59	154,030.50	35,576.91
10539010	LIBRARY: SALARIES & WAGES	6,500.00	1,733.34	-	4,766.66
10543020	ELECTRICITY	6,000.00	1,867.28	3,886.18	246.54
10543520	STREET LIGHTING	9,000.00	2,296.78	6,479.35	223.87
10544020	TELEPHONE	5,000.00	916.44	2,435.87	1,647.69
10544620	GASOLINE	7,500.00	-	6,000.00	1,500.00
10544720	HEATING FUEL	15,000.00	-	13,000.00	2,000.00
10547220	SOCIAL SECURITY SYSTEM(OASI)	35,000.00	7,659.72	-	27,340.28
10547521	DEFINED CONTRIBUTION RETIREMT PL	1,500.00	396.22	-	1,103.78
10649020	MUNICIPAL COURT: OTHER EXPENSES	10,000.00	-	-	10,000.00
10672620	RECYCLING TONNAGE GRANT	1,759.61	176.92	1,365.00	217.69
10690020	CAPITAL IMPROVEMENT FUND	100,000.00	-	-	100,000.00
10692020	BOND PRINCIPAL	25,000.00	-	-	25,000.00
10693020	BOND INTEREST	109,380.00	-	-	109,380.00
10694220	NJEIT-LK SOLITUDE	9,403.00	-	-	9,403.00
10694320	DAM RESTORATION LOAN	118,567.00	-	-	118,567.00
10694520	CAPITAL LEASE	31,224.00	7,805.48	-	23,418.52
TOTALS		1,393,033.61	244,700.58	266,277.00	882,056.03

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
CURRENT FUND				
480 - NJ OFFICE WEIGHTS & MEASURES	PO 25850 POLICE - OE - EQUIPMENT REPAIR		90.00	
10524026	Police Department-OE-Maintenance Contras	90.00		90.00
301 - A&S HYDRAULICS, INC.	PO 25892 DPW - OE - VEHICLE MAINT - REPAIRS		330.51	
10529036	Dept. of Public Works-OE-Vehicle Maintee	330.51		330.51
2020 - ADAM YOUNG	PO 25879 CLERK - OE - MILEAGE		18.56	
10512099	Municipal Clerk-OE-Misc.	18.56		18.56
2411 - AHPNJ	PO 25855 ADMIN - OE - MEMBERSHIP - MICHAEL P		150.00	
10512023	Municipal Clerk-OE-Dues/Membership	150.00		150.00
36 - AMBASSADOR MEDICAL SERVICES	PO 25844 DPW - OE - MISC - RANDOM DRUG/ALCOH		56.00	
10529099	Dept. of Public Works-OE-Misc.	56.00		56.00
1331 - AMERIGAS	PO 25709 HEATING FUEL - PROPANE - FIRE HOUSE		165.92	
10545023	Propane - Firehouse	165.92		165.92
2257 - B&B PRESS	PO 25573 DPW - OE - OFFICE SUPPLIES - BUSINE		188.33	
10529021A	(2018) Dept. of Public Works-OE-Office s	188.33		188.33
2257 - B&B PRESS	PO 25810 ADMIN - OE - SUPPLIES - BUSINESS CA		116.29	
10510021	General Admin-OE-Office Supplies	116.29		116.29
2397 - UNUM	PO 25598 GROUP INSURANCE - LTD - POLICY #06		124.59	
10522073	Employee Group Insurance:Life Ins	124.59		124.59
1530 - HIGH BRIDGE HILLS GOLF COURSE	PO 24923 GOLF - OE - DEC		679.16	
10537620A	(2018) GOLF-OTHER EXPENSES	679.16		679.16
1530 - HIGH BRIDGE HILLS GOLF COURSE	PO 25814 GOLF - OE - FEB		23,412.26	
10537620	GOLF-OTHER EXPENSES	23,412.26		23,412.26
46 - CALIFON LUMBER	PO 25732 BUILDINGS & GROUNDS / SEWER - OE -		37.77	
10517081	Buildings & Grounds - Solitude House	37.77		37.77
52 - CERTIFIED SPEEDOMETER SERVICE, INC	PO 25795 POLICE - OE - MAINTENANCE CONTRACTS		100.00	
10524026A	(2018) Police Department-OE-Maintenance	100.00		100.00
769 - CINTAS CORPORATION #101	PO 25715 BUILDINGS & GROUNDS - PD & BH - WEE		331.14	
10517091	Buildings & Grounds - Police Bldg	165.57		
10517040	Buildings & Grounds - New Boro Hall	165.57		331.14
987 - COMCAST	PO 25638 DPW - INTERNET A/C 09574 832139-01-		262.58	
10510120	INTERNET	109.90		
10544122	Telephone - Garage	152.68		262.58

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
213 - COUNTY OF HUNTERDON	PO 25868 NEWSLETTER - PRINTING		879.00	
10141739 CLEAN COMMUNITIES		879.00		879.00
2061 - DIRECT DEVELOPMENT, LLC	PO 25706 WEBSITE MAINTENANCE 2019		510.00	
10141739 CLEAN COMMUNITIES		510.00		510.00
73 - EASTSIDE SERVICE, INC	PO 25899 POLICE - OE - VEHICLE REPAIR 14-10		976.75	
10524028 Police Department-OE-Vehicle Repair		976.75		
	PO 25900 POLICE - OE - VEHICLE REPAIR 14-10		397.64	
10524028 Police Department-OE-Vehicle Repair		397.64		1,374.39
2422 - GREATAMERICA FINANCIAL SVCS.	PO 25753 BUILDINGS & GROUNDS - OFFICE EQUIPM		142.00	
10517125 BUILDINGS & GROUNDS-OFFICE EQUIPMENT		142.00		142.00
92 - GREENBAUM ROWE SMITH & DAVIS LLP	PO 24862 LEGAL		2,670.49	
10515566A (2018) Legal-OE-General Borough Matters		1,042.99		
10515593A (2018) Legal-OE-Personnel Issues		332.50		
10515560A (2018) Legal-OE-Municipal Meetings		350.00		
10515589A (2018) Legal-OE-COAH		35.00		
10515583A (2018) Legal-OE-OPRA		787.50		
10515574A (2018) Legal-OE-Tax Appeals		122.50		2,670.49
1206 - HUNTERDON CO. MUNICIPAL CLERK'S AS.	PO 25871 CLERK - OE - DUES - ADAM YOUNG		15.00	
10512023 Municipal Clerk-OE-Dues/Membership		15.00		15.00
2488 - IDEMIA	PO 25759 POLICE - OE - MAINTENACE CONTRACTS		1,097.00	
10524026 Police Department-OE-Maintenance Contras		1,097.00		1,097.00
2296 - WELLS FARGO VENDOR FIN	PO 25714 BUILDINGS & GROUNDS - COPIER LEASE		338.89	
10517123 BUILDINGS & GROUNDS-COPIER LEASE		338.89		338.89
2312 - IMPERIAL COPY PRODUCTS, INC	PO 25713 BUILDINGS & GROUNDS - COPIER LEASE		36.17	
10517123 BUILDINGS & GROUNDS-COPIER LEASE		36.17		36.17
1465 - LIFE SAVERS, INC	PO 25860 POLICE - OE - SAFETY EQUIPMENT / VE		467.12	
10524032 Police Department-OE-Safety Eqpmt/Vests		467.12		467.12
2491 - LIGHT PROPERTIES, LLC	PO 25869 OUTSIDE LIEN REDEMPTION-CERT #2018-		1,452.85	
104156 REVENUE - O/S LIEN REDEMPTION		1,452.85		1,452.85
1398 - MASER CONSULTING PA	PO 25792 PLANNING BOARD - OE - ENGINEERING -		290.00	
10518033 Planning Board-OE-Engineering		290.00		290.00
2300 - MAXX'S FLEET REPAIRS	PO 25837 POLICE - OE - VEHICLE REPAIR		320.00	
10524028 Police Department-OE-Vehicle Repair		320.00		320.00
426 - MCMANIMON ,SCOTLAND, & BAUMANN LLC	PO 25132 LEGAL - OE - BOND COUNSEL		1,053.50	
10515579A (2018) Legal-OE-Bond Counsel		1,053.50		1,053.50

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
146 - MGL PRINTING SOLUTIONS 10513021	PO 25870 FINANCE - OE - OFFICE SUPPLIES - 10 <i>Financial Admin-OE-Office Supplies</i>		134.75	134.75
2233 - MICHAEL PAPPAS 10512099	PO 25878 ADMIN - MILEAGE <i>Municipal Clerk-OE-Misc.</i>		17.40	17.40
2243 - MTAG CUST- EMPIRE VIII NJ PORTFOLIO 104156	PO 25901 OUTSIDE LIEN REDEMPTION-CERT #2016- <i>REVENUE - O/S LIEN REDEMPTION</i>		47,041.44	47,041.44
214 - NJ ADVANCE MEDIA 10511032	PO 25640 ADVERTISING - ACCT #1160892 / 11648 <i>ADVERTISING</i>		308.15	308.15
217 - NO HUNT-VOORHEES REG HS BD ED 101331	PO 25580 MARCH 2019 - REGIONAL HIGH SCHOOL <i>REGIONAL SCHOOL TAX LEVY PAYABLE</i>		288,826.50	288,826.50
101 - PETTY CASH - HIGH BRIDGE BORO 100031	PO 25858 POLICE - PETTY CASH <i>PETTY CASH - POLICE</i>		200.00	200.00
2492 - PH&S PRODUCTS, LLC 10524032	PO 25845 POLICE - OE - SAFETY EQUIPMENT / VE <i>Police Department-OE-Safety Eqpmt/Vests</i>		114.00	114.00
1495 - PRAXAIR DISTRIBUTION, INC 10529025	PO 25728 DPW-OE-MISC- CUSTOMER #71761637 - 1 <i>Dept. of Public Works-OE-Equipment/Hdwr</i>		28.28	28.28
2463 - SALVATORI'S PLUMBING & HEATING 10517091A	PO 25438 BLDGS & GRDS-REPAIRS <i>(2018) Buildings & Grounds - Police Bldg</i>		209.00	209.00
519 - STATE OF NEW JERSEY 10517092	PO 25872 BUILDINGS & GROUNDS - MULTI-LINE - <i>Buildings & Grounds - DPW</i>		769.50	769.50
519 - STATE OF NEW JERSEY 10517098	PO 25880 BUILDINGS & GROUNDS - RESCUE SQUAD <i>Buildings & Grounds - Rescue Squad</i>		250.00	250.00
169 - STATE OF NJ-DIV PENSIONS&BENE 10522071 101408	PO 25607 INSURANCE - GROUP HEALTH - FEB 2019 <i>Employee Group Insurance:Health</i> <i>RESERVE - HEALTH BENEFITS</i>		10,183.68 5,968.64	16,152.32 16,152.32
2396 - THE STANDARD INSURANCE CO 10522072	PO 25590 GROUP INSURANCE - DENTAL - POLICY # <i>Employee Group Insurance:Dental</i>		1,521.38	1,521.38
2438 - STANDARD INSURANCE CO 10522073	PO 25594 GROUP INSURANCE - LIFE - POLICY #00 <i>Employee Group Insurance:Life Ins</i>		377.99	377.99
199 - VAN DOREN OIL COMPANY 10544724	PO 25690 HEATING FUEL - FIREHOUSE - ACCT # 0 <i>Heating Fuel-Firehouse</i>		1,369.41	1,369.41

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
1500 - VERIZON WIRELESS	PO 25641 POLICE - OE - WIRELESS DEVICES -			351.38
10524030	Police Department-OE-Wireless Devices	160.06		
10544127	TELEPHONE-POLICE-CELL PHONES	191.32		351.38
202 - VITAL COMMUNICATIONS, INC	PO 25589 TAX ASSESSOR - DATA PROCESSING			100.00
10515033	Tax Assessment - Date Processing	100.00		100.00
2141 - VSP VISION CARE	PO 25602 GROUP INSURANCE - VISION - ACCOUNT			226.98
10522074	Employee Group Insurance:Vision	226.98		226.98
1606 - W.B. MASON COMPANY	PO 25738 OFFICE SUPPLIES			150.25
10512021	Municipal Clerk-OE-Office Supplies	74.78		
10529021	Dept. of Public Works-OE-Office supplies	75.47		150.25
1606 - W.B. MASON COMPANY	PO 25827 POLICE - OE - OFFICE SUPPLIES			19.74
10524021	Police Department-OE-Office Supplies	19.74		19.74
PREMIUM FUND				
2243 - MTAG CUST- EMPIRE VIII NJ PORTFOLIO	PO 25902 PREMIUM-OUTSIDE LIEN REDEMPTION-CER			21,000.00
221400	TAX SALE PREMIUMS	21,000.00		21,000.00
DOG FUND				
951 - BACHMANN, ERIK J.	PO 25903 DOG FUND - REFUND BY RESOLUTION			20.00
230210	RECEIVABLE - DOG FEES	20.00		20.00
153 - NJ DEPT OF HEALTH & SENIOR SERVICES	PO 25752 JAN 2019 DOG FEES			235.20
231320	RESERVE FOR STATE DEPT OF HEALTH FEES	235.20		235.20
2496 - TERESA TATEOSSIAN	PO 25904 DOG FUND - REFUND BY RESOLUTION			10.00
230210	RECEIVABLE - DOG FEES	10.00		10.00
GENERAL CAPITAL FUND				
2472 - JOHNSTON COMMUNICATIONS VOICE & DAT	PO 25477 CAPITAL - SURVEILLANCE EQUIPMENT -			1,117.49
30981101	CONTRACT AMOUNT	1,117.49		1,117.49
WATER UTILITY FUND				
2397 - UNUM	PO 25599 WATER - GROUP INSURANCE - LTD - POL			23.24
60510040	WATER - OE - INSURANCE - GROUP	23.24		23.24
1381 - CORE & MAIN	PO 25742 WATER - OE - REPAIRS - REPAIR PARTS			2,503.70
60510051	WATER - OE - REPAIRS/CONTRACTS	2,503.70		2,503.70
111 - HUNTERDON MILL & MACHINE	PO 25711 WATER - OE - PARTS - CUST #3410318			24.36
60510052	WATER - OE - HARDWARE & EQUIPMENT	24.36		24.36
590 - PENN BOWER, INC	PO 24711 WATER - OE - REPAIRS/CONTRACTS - RE			4,916.75

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
60510051A	(2018) WATER - OE - REPAIRS/CONTRACTS	4,916.75		4,916.75
590 - PENN BOWER, INC	PO 25700 WATER - OE - REPAIRS/CONTRACTS - RE		7,086.00	
60510051	WATER - OE - REPAIRS/CONTRACTS	7,086.00		7,086.00
331 - SAMUEL STOTHOFF CO.,INC.	PO 25692 WATER - OE - REPAIRS -		3,885.00	
60510051	WATER - OE - REPAIRS/CONTRACTS	3,885.00		3,885.00
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 25607 INSURANCE - GROUP HEALTH - FEB 2019		4,127.38	
60510040	WATER - OE - INSURANCE - GROUP	4,127.38		4,127.38
2396 - THE STANDARD INSURANCE CO	PO 25591 WATER - GROUP INSURANCE - DENTAL -		396.36	
60510040	WATER - OE - INSURANCE - GROUP	396.36		396.36
2438 - STANDARD INSURANCE CO	PO 25595 WATER - GROUP INSURANCE - LIFE - PO		57.15	
60510040	WATER - OE - INSURANCE - GROUP	57.15		57.15
2141 - VSP VISION CARE	PO 25603 WATER - GROUP INSURANCE - VISION -A		58.20	
60510040	WATER - OE - INSURANCE - GROUP	58.20		58.20
SEWER UTILITY FUND				
2397 - UNUM	PO 25600 SEWER - GROUP INSURANCE - LTD - POL		18.76	
62510040	SEWER - OE - INSURANCE - GROUP	18.76		18.76
92 - GREENBAUM ROWE SMITH & DAVIS LLP	PO 24863 LEGAL - TOC		10,710.00	
6251004201A	(2018) TOC-LEGAL-GREENBAUM	10,710.00		10,710.00
122 - MSI PLUMBING, INC	PO 25846 SEWER - OE - METER CALIBRATION - BA		125.00	
62510051	SEWER - OE - REPAIRS/CONTRACTS	125.00		125.00
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 25607 INSURANCE - GROUP HEALTH - FEB 2019		2,722.38	
62510040	SEWER - OE - INSURANCE - GROUP	2,722.38		2,722.38
2396 - THE STANDARD INSURANCE CO	PO 25592 SEWER - GROUP INSURANCE - DENTAL -		301.40	
62510040	SEWER - OE - INSURANCE - GROUP	301.40		301.40
2438 - STANDARD INSURANCE CO	PO 25596 SEWER - GROUP INSURANCE - LIFE -POL		46.09	
62510040	SEWER - OE - INSURANCE - GROUP	46.09		46.09
2141 - VSP VISION CARE	PO 25604 SEWER - GROUP INSURANCE - VISION -		40.74	
62510040	SEWER - OE - INSURANCE - GROUP	40.74		40.74
SOLID WASTE UTILITY FUND				
2397 - UNUM	PO 25601 SOLID WASTE - GROUP INSURANCE - LTD		8.42	
64510040	SOLID WASTE-OE-GROUP INSURANCE	8.42		8.42

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
169 - STATE OF NJ-DIV PENSIONS&BENE 64510040	PO 25607 INSURANCE - GROUP HEALTH - FEB 2019 SOLID WASTE-OE-GROUP INSURANCE		1,765.57	1,765.57
2396 - THE STANDARD INSURANCE CO 64510040	PO 25593 SOLID WASTE - GROUP INSURANCE - DEN SOLID WASTE-OE-GROUP INSURANCE		151.18	151.18
2438 - STANDARD INSURANCE CO 64510040	PO 25597 SOLID WASTE - GROUP INSURANCE - LI SOLID WASTE-OE-GROUP INSURANCE		20.73	20.73
2141 - VSP VISION CARE 64510040	PO 25605 SOLID WASTE - GROUP INSURANCE - VIS SOLID WASTE-OE-GROUP INSURANCE		23.28	23.28
DEVELOPER ESCROW TRUST FUND				
1398 - MASER CONSULTING PA 7118564	PO 25857 ESCROW - RIVERVIEW VILLAGE - 81 WES RIVERVIEW VILLAGE-81 WEST MAIN-#18-001		398.75	398.75

TOTAL

456,671.12

Total to be paid from Fund 10 CURRENT FUND	394,877.99
Total to be paid from Fund 22 PREMIUM FUND	21,000.00
Total to be paid from Fund 23 DOG FUND	265.20
Total to be paid from Fund 30 GENERAL CAPITAL FUND	1,117.49
Total to be paid from Fund 60 WATER UTILITY FUND	23,078.14
Total to be paid from Fund 62 SEWER UTILITY FUND	13,964.37
Total to be paid from Fund 64 SOLID WASTE UTILITY FUND	1,969.18
Total to be paid from Fund 71 DEVELOPER ESCROW TRUST FUND	398.75

	456,671.12

Checks Previously Disbursed

215193	CHASE MANHATTAN BANK	CASH - TREASURER	88,683.13	2/15/2019
215192	CHASE MANHATTAN BANK	CASH - TREASURER	134,379.37	2/15/2019
208191	POSTMASTER	CASH-TREASURER	500.00	2/08/2019
20819	HIGH BRIDGE BOROUGH-PAYROLL	CASH	3,122.27	2/08/2019
20819	HIGH BRIDGE BOROUGH-PAYROLL	CASH	5,125.71	2/08/2019
20819	HIGH BRIDGE BOROUGH-PAYROLL	CASH	5,655.31	2/08/2019
20819	HIGH BRIDGE BOROUGH-PAYROLL	CASH	59,161.78	2/08/2019
12519	HIGH BRIDGE BOROUGH-PAYROLL	CASH	3,106.12	1/25/2019
12519	HIGH BRIDGE BOROUGH-PAYROLL	CASH	4,775.85	1/25/2019
12519	HIGH BRIDGE BOROUGH-PAYROLL	CASH	5,369.95	1/25/2019
12519	HIGH BRIDGE BOROUGH-PAYROLL	CASH	57,986.37	1/25/2019

			367,865.86	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 10 CURRENT FUND	251,527.52	394,877.99	646,405.51
Fund 22 PREMIUM FUND		21,000.00	21,000.00
Fund 23 DOG FUND		265.20	265.20
Fund 30 GENERAL CAPITAL FUND		1,117.49	1,117.49
Fund 60 WATER UTILITY FUND	11,525.26	23,078.14	34,603.40
Fund 62 SEWER UTILITY FUND	98,584.69	13,964.37	112,549.06

List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
Fund 64 SOLID WASTE UTILITY FUND	6,228.39		1,969.18	8,197.57
Fund 71 DEVELOPER ESCROW TRUST FUND			398.75	398.75

BILLS LIST TOTALS	367,865.86		456,671.12	824,536.98 =====

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

AUTHORIZATION TO MEET IN EXECUTIVE SESSION

RESOLUTION: 107-2019

ADOPTED:

WHEREAS, the Mayor and Council of the Borough of High Bridge seek to discuss legal advice for the Town of Clinton mediation and such other issues as are announced during the open session of the Council Meeting on February 21, 2019 that can be discussed in Executive Session; and

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

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

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

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

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