

## DRAFT

# BOROUGH OF HIGH BRIDGE – COUNCIL MEETING MINUTES

Date: March 26, 2020 – 7:30 p.m. – Location: WebEx Online Video Meeting

### CALL TO ORDER BY MAYOR LEE

### FLAG SALUTE: LEAD BY MAYOR LEE

### 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 Administrator/Tax Collector Bonnie Fleming, Attorney Barry Goodman, Municipal Clerk Adam Young and eighteen members of the public and press.

### ANNOUNCEMENT FROM MAYOR LEE

Good Evening everyone and thank you for joining us for our first ever live Council WebEx meeting. It seems like a lifetime since our last meeting two weeks ago at the firehouse. Together on this call we have all members of Council along with Borough Administrator Bonnie Fleming, Clerk Adam Young, Attorney Barry Goodman and Chief of Police Brett Bartman. I would like to give a special thanks to our Office of Emergency Management Coordinator Joe Trilone. Joe has been tremendously valuable for his leadership, knowledge and guidance over these last few weeks. On behalf of everyone in High Bridge I'd like to say we are safe in your hands Joe and lucky to have you. Joe and the team on the OEM, including Chief Brett Bartman of the PD, Chief Jeff Smith of the FD, Chief John Silliman of HB EMS have been providing daily updates. I would like to thank these men, our CERT team, and all of our first responders whose commitment to their work during this unprecedented public health emergency is not merely commendable, but heroic. I would also like to thank our Borough employees and Public Works department for their flexibility as we have closed Borough Hall and moved to remote operations. The daily tasks necessary and essential in running a municipal government continue to get done. The men of DPW remain on-call and ask for everyone's help to make sure only toilet paper is flushed... no wipes of any kind, even those that claim to be flushable. It is difficult to keep safe social distancing if you are working with a modified schedule and crew and have to clear a sewer line. We especially don't want to waste their limited resources to address a totally avoidable and costly issue. A couple of other announcements:

Spring and brush cleanup are suspended until further notice. The natural recycling center at the Commons will remain closed. Republic announced yesterday that bulk pickup is suspended, however they will continue to pick up garbage and recycling. The High Bridge annual Easter Egg hunt scheduled in April is cancelled. The Hunterdon energy co-op presentation is available on the website and I encourage everyone to watch it. We will schedule a virtual town hall in April so we have the opportunity to join the cooperative in May before the next auction. While this seems non-essential on the surface, it's an opportunity to save every resident in the Borough money on their electric bill. There is an urgent need for donations of Personal Protective Equipment, or PPE in Hunterdon County. Masks, eye protection, gloves, etc. You can visit the HB website for the form and contact information if you have items to donate. The state has established a website I encourage everyone to check daily for updates, information regarding testing and other resources available. The website is: <https://covid19.nj.gov/> As many people know I have tried to provide daily updates on my Facebook page regarding COVID-19 and the impact here in NJ and specifically High Bridge. We have made an urgent call to all residents to sign up for High Bridge email alerts through the website, [www.highbridge.org](http://www.highbridge.org). Important notices and Copies of the State's Executive order and Local State of Emergency are posted to the website and we will continue to send public service announcement on matters of critical importance. NJ has the second largest number of confirmed positive cases in the Nation, and as more testing becomes available these numbers will continue to grow exponentially. As of this evening, 6,876 Total NJ cases, 39 in Hunterdon County, 81 Covid-19 related deaths. Just before our meeting tonight I learned that High Bridge has its first confirmed case of COVID-19. We have taken aggressive measures to help flatten the curve, and yet it was inevitable. The playground, gazebos, basketball courts are all closed. The golf course is closed. Public benches are also off limits. This is not meant to punish anyone or inconvenience people it's too keep us safe and prevent the virus from being spread. People are encouraged to walk or run on our trails or on the streets while also practicing safe social distancing. Passive recreation is allowed, though no groups will be allowed to congregate. With that in mind, the Commons lot,

which serves as the entrance to the Columbia Trail has become grossly overcrowded and, unfortunately, we are currently exploring our options to ensure the safety and protection of all who visit the Borough. To be perfectly frank, it's best if we all just stay home. It's Spring and I understand how difficult this is on all of us, but as the numbers continue to increase, and our senior citizens and special needs residents' lives are on the line, we need to do our part to protect their health and safety. Make no mistake, this is going to get worse before it gets better. I say that not to scare people but to be realistic about the scale of this unprecedented situation. One thing I know with absolute certainty is that we will get through this together as a High Bridge community. Mayor and Council spoke about ideas to limit distance between people at the Commons parking lot and the methods of blocking the back parking lot of the Commons. Council agreed that something should be done.

## **READING AND APPROVAL OF MINUTES**

Motion to dispense with the reading of the March 12, 2020 regular minutes: Hughes / Zappa  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to approve the March 12, 2020 regular minutes: Hughes / Zappa  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes

## **PUBLIC COMMENTS: 5 MINUTES PER PERSON: NONE**

## **PUBLIC HEARINGS:**

- A. Ordinance 2020-011:** Ordinance confirming properties affected by vacations of portions of streets  
Motion to table the public hearing for Ordinance 2020-011: Zappa / Columbus  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- B. Ordinance 2020-012:** CAP bank  
Motion to open the public hearing for Ordinance 2020-012: Hughes / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Administrator Bonnie Fleming gave an overview of the Ordinance.  
Motion to close the public hearing for Ordinance 2020-012: Moore / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to adopt Ordinance 2020-012: Zappa / Moore  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- C. Ordinance 2020-013:** Water meters and equipment  
Motion to table the public hearing for Ordinance 2020-013: Moore / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- D. Ordinance 2020-014:** McDonald Street engineering - Current  
Motion to open the public hearing for Ordinance 2020-014: Zappa / Ferry  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to close the public hearing for Ordinance 2020-014: Strange / Moore  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to adopt Ordinance 2020-014: Moore / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes

- E.** **Ordinance 2020-015:** McDonald Street additional improvements and engineering - Water  
Motion to open the public hearing for Ordinance 2020-015: Strange / Columbus  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Councilman Zappa spoke about the intent of the Ordinance.  
Motion to close the public hearing for Ordinance 2020-015: Hughes / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to adopt Ordinance 2020-015: Zappa / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- F.** **Ordinance 2020-016:** Preliminary engineering - various road improvement  
Motion to open the public hearing for Ordinance 2020-016: Zappa / Moore  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to close the public hearing for Ordinance 2020-016: Hughes / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to adopt Ordinance 2020-016: Strange / Zappa  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- G.** **Ordinance 2020-017:** Purchase of 2020 Dodge Durango Police vehicle  
Motion to table the public hearing for Ordinance 2020-017: Moore / Columbus  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- H.** **Ordinance 2020-018:** Purchase of boom mower  
Motion to table the public hearing for Ordinance 2020-018: Moore / Ferry  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- I.** **Ordinance 2020-019:** Purchase of DPW Ford F250 Supercab truck  
Motion to table the public hearing for Ordinance 2020-019: Moore / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- J.** **Ordinance 2020-020:** Replace firehouse garage doors  
Motion to table the public hearing for Ordinance 2020-020: Strange / Zappa  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes
- K.** **Ordinance 2020-021:** Replacement of sewer pumps  
Motion to open the public hearing for Ordinance 2020-021: Hughes / Strange  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Mayor and Council spoke to the need of having replaced sewer pumps.  
Motion to close the public hearing for Ordinance 2020-021: Hughes / Columbus  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes  
Motion to adopt Ordinance 2020-021: Hughes / Ferry  
Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes

- L. Ordinance 2020-022:** Various road improvements  
 Motion to open the public hearing for Ordinance 2020-022: Zappa / Strange  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes  
 Motion to close the public hearing for Ordinance 2020-022: Hughes / Ferry  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes  
 Motion to adopt Ordinance 2020-022: Strange / Columbus  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes
- M. Ordinance 2020-023:** Golf course improvements and equipment  
 Motion to table the public hearing for Ordinance 2020-023: Columbus / Strange  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes

**PUBLIC HEARINGS: AMEND AND ADOPT BUDGET**

- A.** Motion to adopt Resolution 108-2020: Certification of compliance - civil rights: Zappa / Strange  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes
- B.** Motion to open public hearing on budget Resolution 85-2020: Hughes / Moore  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes  
 Motion to close the public hearing on budget Resolution 85-2020: Hughes / Moore  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes  
 Administrator Bonnie Fleming spoke about the amendments to the budget.  
 Motion to adopt Resolution 109-2020 amending the budget: Strange / Moore  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes  
 Motion to adopt budget Resolution 85-2020: Hughes / Ferry  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes

**CONSENT AGENDA**

RESOLUTION #	TITLE
Resolution - 110 - 2020	Sewer utility rates updated
Resolution - 111 - 2020	Guidance for leave and staffing - Covid-19
Resolution - 112 - 2020	Appropriation reserve transfers
Resolution - 113 - 2020	Refund for construction permit fee

Motion to approve the consent agenda: Zappa / Moore  
 Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
 Motion passes. 6 yes

**LEGAL ISSUES: NONE**

**BILL LIST**

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$228,791.53**  
 Motion to approve bill list: Strange / Moore  
 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: Moore / Strange

Roll call vote: Columbus, yes ; Ferry, yes ; Hughes, yes ; Moore, yes ; Strange, yes ; Zappa, yes ;  
Motion passes. 6 yes

**Next Council Meeting:** April 8, 2020 - 7:30 pm – Fire House, 7 Maryland Ave., High Bridge, NJ or online

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

**PROCLAIM SUPPORT FOR ARBOR DAY**

**PROCLAMATION: 001-2020**

**PROCLAIMED:**

**WHEREAS**, in 1872, J. Sterling Norton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community.

**NOW, THEREFORE, BE IT PROCLAIMED** by the Borough Council of the Borough of High Bridge that we do hereby proclaim Friday, April 24, 2020 as Arbor Day in the Borough of High Bridge, and we urge all citizens to celebrate Arbor Day by planting a tree to support efforts to protect our borough trees.



Introduction:  
Publication:  
Adoption:  
Publication:

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

**ORDINANCE #2020-024**

**ORDINANCE APPROPRIATING AN ADDITIONAL \$80,354  
FROM GRANT FUND FOR STREETScape PHASE 2, IN  
AND BY THE BOROUGH OF HIGH BRIDGE, IN THE  
COUNTY OF HUNTERDON, NEW JERSEY.**

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

Section 1. An additional \$80,354 is hereby appropriated from the Grant Fund by award from the Federal Highway Administration Transportation Assistance Program to provide to the Streetscape Phase II improvements, including all work and materials necessary therefore and incidental thereto, as described in Ordinance #2013-16, finally adopted August 15, 2013 appropriating \$215,000 from the New Jersey Department of Transportation Enhancement Program Grant (“Ordinance #2013-16”), and Ordinance #2014-04, finally adopted January 23, 2014 appropriating \$250,000 from the Capital Improvement Fund (“Ordinance #2014-04”), and Ordinance #2019-043, finally adopted December 19, 2019 appropriating \$102,510 from the Grant Fund (“Ordinance #2019-043”). The total appropriation for the project described in and authorized by Ordinance #2013-16, Ordinance #2014-04, Ordinance #2019-043, and Ordinance #2020-024 is now \$647,864.

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

the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

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

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

**ACCEPT RESIGNATION OF MICHAEL STEINWAND  
DEPARTMENT OF PUBLIC WORKS LABORER**

**RESOLUTION: 114-2020**

**ADOPTED:**

**WHEREAS**, the Borough received a resignation letter from Michael Steinwand, Department of Public Works Laborer, and

**WHEREAS**, this resignation is effective May 8, 2020; and

**WHEREAS**, Michael Steinwand has accrued sick time and reserve which he has elected to utilize prior to May 8;

**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 accepts the resignation of Michael Steinwand as a Department of Public Works Laborer as of May 8, 2020, including the use of sick time (80 hours) and reserve time (80 hours).

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

**RESOLUTION: 115-2020**

**ADOPTED:**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of High Bridge, in the County of Hunterdon, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2019 in the sum of \$80,354.00 which is now available as a revenue from Miscellaneous Revenues Section F: Public and Private Revenues Offset with Appropriations: Streetscape Phase 2 Additional Funding TAP Grant. Pursuant to the provision of the statute, and

**BE IT FURTHER RESOLVED** that the like sum of \$80,354.00 is hereby appropriated under the caption Public and Private Programs Offset by Revenues: Streetscape Phase 2 Additional Funding TAP Grant.

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

**AUTHORIZING THE SIGNING OF GOVERNMENT ENERGY AGGREGATION  
PROGRAM AGREEMENTS**

**RESOLUTION: 116-2020**

**ADOPTED:**

**WHEREAS**, the State of New Jersey has been engaged in a process to establish a competitive marketplace through deregulation and restructuring the electric and natural gas utility markets; and

**WHEREAS**, the establishment of a governmental energy aggregation program (“GEA Program”) to purchase electric generation service and natural gas pursuant to the Government Energy Act of 2003, *N.J.S.A. 48:3-93.1 et seq.* (“Act”) and the New Jersey Board of Public Utilities’ implementing rules at *N.J.A.C. 14:4-6.1 et seq.* (“Rules”) will increase competition for the provision of electric power and natural gas to residential and non-residential electricity and gas ratepayers, thereby increasing the likelihood of lower electric rates and natural gas rates for these users without causing an interruption in service; and

**WHEREAS**, under a GEA Program the residential ratepayers may have the opportunity to receive a direct reduction in their electric bills through the bulk purchase of energy from a third-party energy supplier; and

**WHEREAS**, pursuant to Ordinance #2020-006 adopted by the Council of the Borough of High Bridge (the “Borough”) on February 27, 2020, the Borough publicly declared its intent to commence a GEA Program; and

**WHEREAS**, the Borough of Califon is the Lead Agency for the Hunterdon Area Energy Cooperative (HAEC) and shall accept or reject pricing on behalf of the Cooperative and its participant members; and

**WHEREAS**, the Borough wishes to be a participating member of the HAEC and hereby agrees to proceed with the program, by signing the Supplier Agreement, should the Lead Agency accept pricing, which provides a savings on the supply portion of the electric bill for the residential energy aggregation program; and

**WHEREAS**, the Lead Agency for the HAEC appointed Commercial Utility Consultants, Inc. (CUC) and Concord Engineering dba Concord Energy Services (CES) for the HAEC to serve as the Energy Agents to assist and administer the GEA program at no cost to the Lead Agency or the HAEC or its participating members; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon, New Jersey, duly assembled in public session, as follows:

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Mayor is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

1. The Lead Agency for the HAEC shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
2. The Borough of High Bridge, as a participating member of the HAEC, hereby agrees to proceed with the program by signing the Supplier Agreement should the Lead Agency accept pricing which provides a reduction on the supply portion of the electric bill for the residential energy aggregation program.
3. The Mayor, Chief Financial Officer, Treasurer or other municipal officer is hereby authorized and directed to execute on behalf of the Borough of High Bridge any documents necessary to carry out the purpose of this Resolution including the Supplier Services Agreement providing a reduction is achieved at the time of auction.

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

**UPDATED BOARDS AND COMMITTEE APPOINTMENTS**

**RESOLUTION: 117-2020**

**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
Rose Trilone	12/31/2020
Mary Beth Strange	12/31/2021
Nicole Cahill	12/31/2021
Vacant	12/31/2022
Tricia Curtin	12/31/2022
Donna Exley	12/31/2023
John Conant	12/31/2023
Lynn Hughes, Council Liaison	

**HISTORICAL COMMITTEE (7 members) – 3 year term**

MEMBER	TERM EXPIRATION
David Goessling, Vice Chair	12/31/2022
Kelly Matos, Treasurer	12/31/2022
Nancy Hunt, Chair	12/31/2020
James Harr, Secretary	12/31/2020
Priscilla Racke	12/31/2021
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
Todd Honeycutt	12/31/2021
Mike Boettcher	12/31/2022
Craig Van Natta	12/31/2022
Sue Balsamello	12/31/2022
ALTERNATES	
Vacant	12/31/2021
Vacant	12/31/2020
Mayor or Council President, Ex-Officio	
George Columbus, Council Liaison	

**ENVIRONMENTAL COMMISSION: (7 members) - 3 year term**

MEMBER	TERM EXPIRATION
Linda DeMarzo	12/31/2020
Ann Willard	12/31/2020
Jeanie Baker	12/31/2021
Coleen Conroy, Planning Board Liaison	12/31/2021
Mia Baldwin	12/31/2022
Diane Drude	12/31/2022
Vacant	12/31/2022
ALTERNATES	
Vacant	12/31/2020
Vacant	12/31/2021
Lynn Hughes, Council Liaison	

**SPECIAL EVENTS COMMITTEE (8 Members) 3 year term**

MEMBER	TERM EXPIRATION
Natalie Ferry, Council Liaison	
Yolanda Robinson	12/31/2020
Vacant	12/31/2020
Sal Fasolino	12/31/2021
Erin Delgado	12/31/2021
Karen Gove	12/31/2021
Vacant	12/31/2022
Ruby Reuter	12/31/2022

**GREEN TEAM:** (7 members) - 1 year term

MEMBER	TERM EXPIRATION
Mia Baldwin	12/31/2020
Jeanie Baker	12/31/2020
Linda DeMarzo	12/31/2020
Vacant	12/31/2020
Kirsten Norberg	12/31/2020
Vacant	12/31/2020
Vacant	12/31/2020
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
John Musnuff	Class IV	12/31/2022
Pablo Delgado	Class IV	12/31/2022
<b><u>Alternates</u></b>		
Joseph Suozzo - Alt. 1		12/31/2020
Alan Mart – Alt. 2		12/31/2021
Vacant – Alt 3		12/31/2020
Vacant – Alt 4		12/31/2021

**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	12/31/2022
Joe Campolattano	12/31/2022
Matt Henderson	12/31/2022
Steve Strange, Council Liaison	

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

MEMBER	TERM EXPIRATION
Jeanie Baker	12/31/2020
Mia Baldwin	12/31/2020
Linda DeMarzo	12/31/2020
Lynn Hughes, Council Liaison	

**LIBRARY BOARD:** (8 members) - terms not set by Ordinance

MEMBER	TERM EXPIRATION
Michele Lee, Mayor	
Gregory Hobaugh, Superintendent	12/31/2020
Theresa Steets, Librarian	12/31/2020
Mary Branflick	12/31/2020
Emily Bruton	12/31/2020
Rosemarie Buza	12/31/2020
Donna Exley	12/31/2020
Margaret Lipani	12/31/2020
Bonnie Shafer	12/31/2020
Carole Wirtz	12/31/2020



State of New Jersey  
DEPARTMENT OF TRANSPORTATION  
1035 Parkway Avenue  
P.O. Box 600  
Trenton, New Jersey 08625

PHILIP D. MURPHY  
Governor

DIANE GUTIERREZ-SCACCETTI  
Commissioner

SHEILA Y. OLIVER  
Lt. Governor

March 6, 2020

Bonnie Fleming  
Borough Administrator/CFO  
Borough of High Bridge  
97 West Main Street  
High Bridge, NJ 08829



Re.: **AWARD CONCURRENCE LETTER**  
Main Street Streetscape - Phase 2  
Borough of High Bridge, Hunterdon County  
Federal Project No. TAP-0513(335)  
NJDOT Job No. 6414305

Dear Ms. Fleming:

The Department of Transportation hereby concurs with your recommendation to award a construction contract for the Main Street Streetscape - Phase 2 project to the lowest responsive bidder A.A. Berms, LCC, in the amount of \$411,064.00. Our concurrence in the award of contract is also subject to the following requirements:

**Civil Rights Requirements:** Please notify Anthony Ricciardi via email at [anthony.ricciardi@dot.nj.gov](mailto:anthony.ricciardi@dot.nj.gov) or phone (609) 963-2050 of NJDOT Division of Civil Rights and Affirmative Action when a pre-construction meeting is scheduled for this project.

- **DBE Goal:** The Division of Civil Rights and Affirmative Action assigned a DBE goal of 1% for this project. The low bidder has proposed a DBE goal of 3.2%. The Division of Civil Rights and Affirmative Action has reviewed the Form CR-266 provided by the low bidder, and concurred with the proposed DBE goal. Any revisions to the approved Form CR-266 will require the Department's prior approval.

**Responsible Charge:** 23 CFR 635.105 – "Supervising Agency" (<http://ecfr.gpoaccess.gov>): requires the State Transportation Department (STD) to be responsible for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency. The STD is also responsible for insuring that such projects receive adequate supervision and inspection to insure that projects are completed in conformance with approved plans and specifications. When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or

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**AWARD CONCURRENCE LETTER**

Main Street Streetscape – Phase 2  
Borough of High Bridge, Hunterdon County  
Federal Project No. 6414305  
Page 2

by contract under *certain* conditions. If a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project. Considering this federal requirement, please identify a person who is "Responsible Charge" for this project and provide contact information (including full name, title, address, phone/fax nos. and e-mail address, if known) to this office.

**Federal Aid Agreement:** Please note that a Federal Aid Agreement No. 2019-DT-BLA-304 has been executed on 12/6/2019, between New Jersey Department of Transportation and Borough of High Bridge, for this project and a cost ceiling in the amount of \$317,510.00 has been established. Both the agreements between FHWA and NJDOT and the agreement between NJDOT and LPA must be in place in order for costs to be eligible. Costs incurred prior to execution of both agreements would be ineligible.

The FHWA/Department's prior approval is required for all change orders and any modifications in the cost ceiling. Also, note that execution of a federal aid agreement modification adjusting the agreement amount to the award amount may be required as a condition of award. Please see the attached modification #1 to be signed and three (3) original copies are to be returned to our office for the additional authorization of \$80,354.00 for increased construction costs. The State will be participating in a total of \$397,864.00.

**Invoice Submission:** In accordance with the Division of Local Aid and Economic Development's Policy No. 006.00 dated 8/16/06, entitled: Quality Assurance measures prior to and after federal authorization to improve timely federal billing, Borough of High Bridge is required to submit invoices for this project **quarterly** at minimum. Failure to do so may result in withholding of authorization of other projects.

**Contractor-Subcontractor Agreements (FHWA-1273):** Borough of High Bridge will need to make sure the Federal government's requirements are included in the project contract between your agency and the contractor. To make it easy, the Federal Highway Administration (FHWA) has put these requirements into Form FHWA-1273. This document is often referred to simply as Form 1273 or "the 1273." It is to be inserted, intact, in all your Federal-aid contracts and subcontracts. This form contains several of the most common contract provisions mandated by various Federal agencies when Federal dollars are involved. An unaltered copy of the most recent version of Form 1273 must be physically incorporated in all contracts for a specific project regardless of the dollar value of the contract. Borough of High Bridge should make sure that Form 1273 is included in your primary contracts for your construction projects. Also ensure that your contractors are aware that if they subcontract any portion of the work out, Form 1273 is to be included in those contracts as well. This form must be incorporated at all levels of the contracting process and cannot be changed in any way. Please submit copies of the contract/subcontract to the Department for our review/approval prior to the start of work by the contractor/subcontractor.

A notice of pre-construction meeting must be sent to this office two (2) weeks prior to the date of the meeting so staff from this office can attend. Also, upon substantial completion of this project, please notify this office in writing to arrange for a construction inspection with your staff.

Should you have any questions regarding the above, please contact Kyle Skala at (609) 963-2011.

Sincerely,



Arun Kumar  
Project Management Specialist 3  
Local Aid District 3

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF LOCAL AID & ECONOMIC DEVELOPMENT  
TRENTON, NEW JERSEY**

Contract ID: 19 70999

**FEDERAL AID COST REIMBURSEMENT AGREEMENT MODIFICATION**

MODIFICATION NO.	1	FEDERAL PROJECT NO.	TAP-0513 (335)	DATE	03/06/2020
PROJECT	Main Street Streetscape – Phase 2				
LOCATION	Main Street				
LPA (Subrecipient)	Borough of High Bridge				
AGREEMENT DATE	12/06/2019	AGREEMENT NO.	19-DT-BLA-304		

IN ACCORDANCE WITH THE PROVISIONS OF THE ABOVE NOTED AGREEMENT, THE SPONSOR AND THE STATE AGREE TO THE CHANGES TO THE AGREEMENT AS FOLLOWS:

3.1 The State hereby awards a Grant of federal funds, available on a reimbursement basis, in the amount of \$317,510.00 for the period of performance (“Project Fund”). Neither the State, FHWA, nor USDOT shall provide funding greater than this amount under this Agreement. The Subrecipient acknowledges that neither the State, FHWA nor USDOT are liable for payments that exceed this amount.

**CHANGE TO:**

3.1 The State hereby awards a Grant of federal funds, available on a reimbursement basis, in the amount of \$397,864.00 for the period of performance (“Project Fund”). Neither the State, FHWA, nor USDOT shall provide funding greater than this amount under this Agreement. The Subrecipient acknowledges that neither the State, FHWA nor USDOT are liable for payments that exceed this amount.

Original Agreement Amount	\$ 317,510.00	<b>CERTIFICATION OF FUNDS</b>	
Modified Agreement Amt. (Mod. Nos. ___ )	\$ n/a	_____	
This Modification Amount (No. 1 )	\$ 80,354.00	Director of Accounting and External Auditing	Date
Present Agreement Total Amt.	\$ 397,864.00	_____	
Original Agreement Completion Date	12/31/2024	<b>FOR PROGRAM USE ONLY:</b>	
Revised Agreement Completion Date	12/31/2024	Document No. _____	
ACCEPTED		Registration No. _____	
_____	Date	<b>CERTIFICATION ACCEPTANCE PROJECTS</b>	
RECOMMENDED		This Mod. is approved for Federal participation	
(Kyle Skala, Project Management Specialist 2, District 3 Local Aid)	Date	_____	
_____	Date	Director, Division of Local Aid & Economic Development	Date
(Arun Kumar, Project Management Specialist 3, District 3 Local Aid)	Date		



110 Fieldcrest Avenue, #8  
6<sup>th</sup> Floor  
Edison, New Jersey 08837  
tel: 732 225-7000  
fax: 732 225-7851

March 25, 2020

VIA CERTIFIED MAIL

Borough of High Bridge  
97 West Main Street  
High Bridge, NJ 08829

**Subject:** General Permit 14 for Offsite Sentinel Well Installation  
Exact Level and Tool Inc., 100 West Main Street, High Bridge, New Jersey  
NJDEP Program Interest Number G000001912

Dear Sir or Madam:

This letter is to provide you with legal notification that an application for an authorization under freshwater wetlands general permit 14 will be submitted to the New Jersey Department of Environmental Protection (NJDEP) Division of Land Use Regulation (DLUR) for the development shown on the enclosed plan(s). A brief description of the proposed project follows: installation of two sentinel monitoring wells on public property along Jerricho Road, that is on or within 200 feet of your properties on Arch Street, Jerricho Road and/or at 95-99 West Main Street, High Bridge, New Jersey.

The complete permit application package can be reviewed at either the High Bridge, New Jersey municipal clerk's office, or by appointment at the NJDEP DLUR Trenton Office. The NJDEP welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 calendar days of receiving this letter to:

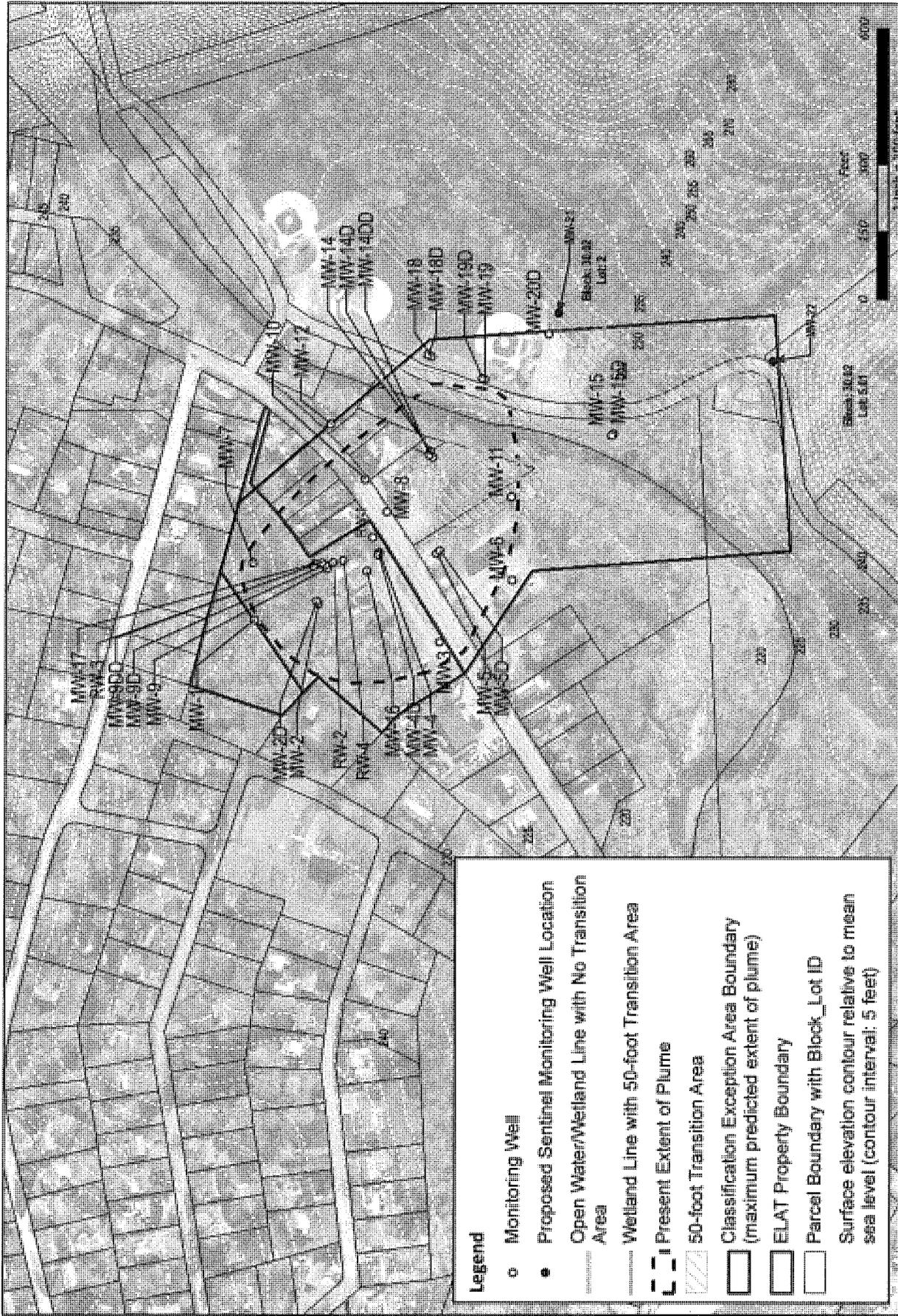
New Jersey Department of Environmental Protection  
Division of Land Use Regulation  
P.O. Box 420, Code 501-02A  
Trenton, New Jersey 08625  
Attention: High Bridge, New Jersey Supervisor

Thank you.

Very truly yours,

A handwritten signature in cursive script that reads "Ross Trube".

Ross Trube, PG, PMP, LSRP  
Senior Project Manager



- Legend**
- Monitoring Well
  - Proposed Sentinel Monitoring Well Location
  - Open Water/Wetland Line with No Transition Area
  - Wetland Line with 50-foot Transition Area
  - Present Extent of Plume
  - 50-foot Transition Area
  - Classification Exception Area Boundary (maximum predicted extent of plume)
  - ELAT Property Boundary
  - Parcel Boundary with Block\_Lot ID
- Surface elevation contour relative to mean sea level (contour interval: 5 feet)

**Figure 5.2**  
**Wetland Transition Area**  
 Former Exact Level & Tool Inc. (ELAT) Site  
 100 West Main Street  
 High Bridge, NJ

New Jersey Licensed Professional Engineer  
 Dana Boyadjian  
 NJ#2415E02936300

Prepared by: Jennifer Angell

This map was developed using New Jersey Department of Environmental Protection Geographic Information System digital data, but this secondary product has not been verified by NDEP and is not state-authorized.

**CDM Smith**

# Memo

**To:** Mayor Lee  
**From:** Bonnie Ann Fleming, Administrator/CFO/CTC *BAF*  
**CC:** Borough Council  
**Date:** 04/06/2020  
**Re:** Monthly Report-February

---

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

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

Meetings were held with the Finance Committee to finalize the 2020 Budget for introduction on February 27.

The CAP Bank Ordinance was prepared for introduction, reserving unused spending capacity to a CAP bank to be utilized in future years, if necessary.

Property Tax Reimbursement Applications were completed for several taxpayers. Additional booklets were ordered from the State.

The assessor and I met with residents on Fine Road regarding their assessment and tax history.

Application was made to the County for the annual Open Space Grant allotment.

Resolutions were prepared for a lien redemption, refunds of two tax overpayments and an escrow balance. Additionally, resolutions were prepared for a change order on McDonald Street and a new golf cart lease.

Ordinances were prepared for the purchase of cameras and an alarm system for the Sewer Utility. An ordinance was also prepared for purchase of a bucket truck and a re-allocation of grant funds received for McDonald Street Improvements was transferred to the Capital Ordinance.

A second quote for a copier for the Police department was received and a contract awarded.

Certificates of Insurance were requested for the Bike Race and C.K. Hoffman Veterans Park.

Pricing for field maintenance was sought from three different vendors and a resolution prepared for award of contract.

Census Map Boundaries were confirmed with the Borough engineer for filing with US Census.

Work to repair the Borough Hall/Rescue Generator, covered by insurance, was scheduled.

#### Administrator Duties:

Meetings were held with three engineering firms competing for the design work for the Safe Routes to School project. A resolution was prepared for appointment of GPI.

I attended the Town of Clinton Council Meeting with the Mayor to review the 2020 Sewer Budget in compliance with the new contract terms.

Dennis Bertland was consulted regarding application to the Historic Registry of the Solitude House.

A pre-construction meeting was held with Black Rock Construction, the Borough Engineers, and DPW Director regarding the McDonald Street Project, scheduled to begin early March.

Fees and scheduling for the 2020 season were discussed with the Huskies.

Options for Shop E were discussed with an interested party.

The fence installation at the Dog Park was coordinated with the HBBA and NJ Transit.

A Department head meeting was held on February 5 and a Water Department Meeting was held on February 7 to discuss on-going projects, procedures for water main breaks and reporting responsibilities.

A Staff meeting was held on February 6. Document storage and the Summer Recreation program were discussed.

A quarterly Safety Meeting was held on February 28, led by Rick Roll, reviewing the use of fire extinguishers with Borough Hall staff.

I attended a meeting at the County with the Mayor concerning Highlands funding.

I have been in contact with the County and Green Acres trying to confirm the use of the Catanzaretti property for a natural recycling center.

I met with Gary Smalley of Republic Services to review upcoming changes to expect in pricing for recycling. Possible options for cost savings include automated pick-up and better education of residents concerning what's recyclable to keep down contamination levels.

I attended Coffee with the Mayor on February 22.

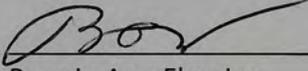
## COLLECTOR'S REPORT OF RECEIPTS

To the Borough of High Bridge Council:

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

**February 29, 2020**

	QTR	CURRENT	YTD
CURRENT 2020	94.96%	\$ 2,156,209.59	\$ 3,218,816.92
TAXES YEAR 2019		\$ 24,898.34	\$ 25,314.13
TAXES YEAR 2021		=	\$ -
MISC REV		\$ -	\$ -
TAX SALE COST		\$ -	\$ -
LIENS		\$ 6,388.29	\$ 18,816.05
PILOT		\$ 20,347.86	\$ 20,347.86
INTEREST/PENALTY		\$ 1,707.16	\$ 1,507.25
PREMIUM		\$ -	\$ -
DUE UTILITY COLLECTOR		\$ -	\$ -
REDEMPTIONS - MUNI LIENS		\$ -	\$ -
TOTAL		\$ 2,209,551.24	\$ 3,284,802.21

  
\_\_\_\_\_  
Bonnie Ann Fleming  
Tax Collector

02/07/2020  
Date

2014 - 2020 CAPITAL PROJECT BALANCES

ORD	PROJECT	TOTAL APPROPRIATED	CASH ON HAND-CIF	TOTAL COST	BORROWED	CANCELLED	GRANTS	BALANCE
#10-2020	Bucket Truck	\$ 16,000.00	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00
#8-2020	Sewer Alarm	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
#7-2020	Sewer Camera	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
#42-2019	Golf Improvements	\$ 62,800.00	\$ 62,800.00	\$ 14,600.00	\$ -	\$ -	\$ -	\$ 48,200.00
#38-2019	McDonald Street Improvements	\$ 365,000.00	\$ 20,000.00	\$ 362,653.00	\$ -	\$ -	\$ 345,000.00	\$ 2,347.00
#30-2019	Pole Lighting	\$ 35,000.00	\$ 50,000.00	\$ 33,450.00	\$ -	\$ -	\$ -	\$ 1,550.00
#26-2019	Water Meters & Equipment	\$ 50,000.00	\$ 50,000.00	\$ 32,240.00	\$ -	\$ -	\$ -	\$ 17,760.00
#17-2019	Water System Improvements	\$ 1,000,000.00	\$ -	\$ 6,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 994,000.00
#14-2019	LiveScan Equipment	\$ 26,000.00	\$ 26,000.00	\$ 23,953.00	\$ -	\$ -	\$ -	\$ 2,047.00
#11-2019	McDonald St-Water Main	\$ 121,000.00	\$ 121,000.00	\$ 120,540.00	\$ -	\$ -	\$ -	\$ 460.00
#10-2019	Sewer Pump	\$ 20,000.00	\$ 20,000.00	\$ 19,324.00	\$ -	\$ -	\$ -	\$ 676.00
#9-2019	Washington Ave-Phase II	\$ 360,000.00	\$ 112,500.00	\$ 356,176.88	\$ -	\$ -	\$ 247,500.00	\$ 3,823.12
#35-2018	Surveillance Equipment	\$ 65,000.00	\$ 65,000.00	\$ 62,328.81	\$ -	\$ -	\$ -	\$ 2,671.19
#29/#33-2018	Mine Rd-Bypass	\$ 135,000.00	\$ 135,000.00	\$ 104,884.00	\$ -	\$ -	\$ -	\$ 30,116.00
#13-2018	Asset Management Plan	\$ 100,000.00	\$ -	\$ 80,000.00	\$ 100,000.00	\$ -	\$ -	\$ 20,000.00
#06-2018	Washington Ave -Phase I	\$ 421,000.00	\$ -	\$ 398,660.92	\$ 175,000.00	\$ -	\$ 180,000.00	\$ 22,339.08
#16-2013/#4-2014	Streetscape Phase 2	\$ 567,510.00	\$ 250,000.00	\$ 484,407.45	\$ -	\$ -	\$ 317,510.00	\$ 83,102.55

HIGH BRIDGE INTEREST EARNED 2020

A/C #	CURRENT	GREEN ACRES	DOG	WATER		SEWER		SEWER		WASTE		SW	SUI	HISTORIC PRESVTN	REHAB		REC TRUST	DEV ESC	SPECIAL EVENTS	TOTAL
				WATER	WATER	SEWER	SEWER	WASTE	WASTE	ESC	ESC									
	417	441	433	567+utility	575	492+util	508	516+utility	524	591	954	484	611	425	583					
JANUARY	4,493.33	11.58	8.18	258.15	82.52	649.88	99.13	101.24	5.72	104.75	3.95	50.62	4.36	0.25	7.00					5,880.66
FEBRUARY	4,534.25	7.25	7.25	235.09	60.24	810.63	92.74	71.14	5.35	98.09	3.70	47.40	4.08	0.23	6.66					5,984.10
MARCH	-																			-
APRIL	-																			-
MAY	-																			-
JUNE	-																			-
JULY	-																			-
AUGUST	-																			-
SEPTEMBER	-																			-
OCTOBER	-																			-
NOVEMBER	-																			-
DECEMBER	-																			-
<b>TOTAL</b>	<b>9,027.58</b>	<b>18.83</b>	<b>15.43</b>	<b>493.24</b>	<b>142.76</b>	<b>1,460.51</b>	<b>191.87</b>	<b>172.38</b>	<b>11.07</b>	<b>202.84</b>	<b>7.65</b>	<b>98.02</b>	<b>8.44</b>	<b>0.48</b>	<b>13.66</b>					<b>11,864.76</b>

YEAR TO DATE REVENUE AS OF: FEBRUARY 2020

	Estimated	Received	Bal Due	Receivable
Amount to be Raised by Taxation	\$ 13,983,900.34	\$ (3,218,816.92)	\$ 10,765,083.42	76.98%
Delinquent Taxes	\$ 163,900.00	\$ (25,314.13)	\$ 138,585.87	84.56%
PILOT	\$ -	\$ (20,347.86)	\$ (20,347.86)	#DIV/0!
<b>Local Revenues:</b>				
Alcoholic Bev	\$ 5,400.00	\$ -	\$ 5,400.00	100.00%
Other (Amuse/Food/Handlers/Raffle/Vendor)	\$ 580.00	\$ (70.00)	\$ 510.00	87.93%
Municipal Court	\$ 20,000.00	\$ (5,799.48)	\$ 14,200.52	71.00%
Interest and Costs on Taxes	\$ 35,000.00	\$ (1,507.25)	\$ 33,492.75	95.69%
Interest	\$ 40,000.00	\$ (9,027.58)	\$ 30,972.42	77.43%
Utility Surplus	\$ -	\$ -	\$ -	#DIV/0!
Golf Revenues	\$ 1,000,000.00	\$ (44,585.01)	\$ 955,414.99	95.54%
Misc Rev - Unanticipated	\$ -	\$ (27,549.67)	\$ (27,549.67)	#DIV/0!
<b>State Aid:</b>				
Consolidated Prop Tax Relief Aid	\$ 17,579.00	\$ -	\$ 17,579.00	100.00%
Energy Receipts Tax	\$ 274,330.00	\$ -	\$ 274,330.00	100.00%
Garden State Trust	\$ 19,947.00	\$ -	\$ 19,947.00	100.00%
<b>Fees &amp; Permits:</b>				
Uniform Construction Fees	\$ 70,000.00	\$ (11,666.00)	\$ 58,334.00	83.33%
<b>Public/Private Revenue Anticipated:</b>				
<b>Misc Revenues: Other</b>				
Recreation Fees	\$ -	\$ -	\$ -	#DIV/0!
Cable TV	\$ 11,177.00	\$ -	\$ 11,177.00	100.00%
Hunt Cty Open Space	\$ 10,920.00	\$ -	\$ 10,920.00	100.00%
Green Acres Grant	\$ 30,483.00	\$ -	\$ 30,483.00	100.00%
Body Armor Fund	\$ 1,087.54	\$ (1,087.54)	\$ -	0.00%
CH 159 Drunk Driving Enfrmnt Fund	\$ -	\$ -	\$ -	
Clean Community Grant	\$ -	\$ -	\$ -	#DIV/0!
County Economic Development Grant	\$ 4,500.00	\$ -	\$ 4,500.00	#DIV/0!
Distracted Driving Grant	\$ -	\$ -	\$ -	#DIV/0!
DWI Grant - somerset County	\$ -	\$ -	\$ -	#DIV/0!
Sustainable Jersey Grant -	\$ -	\$ -	\$ -	#DIV/0!
Recycling Tonnage	\$ 3,046.05	\$ -	\$ 3,046.05	100.00%
Open Space & Rec Plan	\$ -	\$ -	\$ -	#DIV/0!
Highlands - WWMP	\$ -	\$ -	\$ -	#DIV/0!
Highlands - Master Plan	\$ -	\$ -	\$ -	#DIV/0!
<b>Surplus:</b>	\$ 900,000.00	\$ -	\$ 900,000.00	100.00%
<b>Total Revenue Anticipated&amp;MRNA</b>	\$ 2,607,949.59	\$ (146,954.52)	\$ 2,460,995.07	94.37%
<b>Amnt to be Raised - Municipal</b>	\$ 3,484,068.46	\$ -	\$ 3,484,068.46	100.00%
<b>Local/Reg/Cty/Lib/Open Taxes</b>	\$ 10,500,000.00	\$ (3,218,816.92)	\$ 7,281,183.08	69.34%
<b>Total Tax Levy</b>	\$ 13,984,068.46	\$ -	\$ -	

YEAR TO DATE REVENUE AS OF: FEBRUARY 2020

**DETAIL:**

Misc Revenue : other

Parking Permits	\$	300.00
Certified Tax List	\$	20.00
Newsletter Ads	\$	105.00
CCO Permits	\$	1,280.00
Zoning	\$	440.00
Copies	\$	-
Driveway /Opening Permits	\$	-
Tree Removal Permits	\$	-
Planning Bd Applications	\$	300.00
Road Opening Permits	\$	-
Vender Permit - Franchise	\$	-
Towing Application	\$	-
Landlord Registration	\$	7,700.00
Vacant Property Registration	\$	15,000.00
Exemption Fee	\$	-
Misc F&P-Hunting Lease/Permit	\$	-
Misc-Police/Clerk/CFO/Tax Coll	\$	2,348.67
FEMA	\$	-
Misc-Workmans Comp Claim	\$	-
Insurance - Claim	\$	-
Misc-Board of Ed	\$	-
Recycling Day	\$	-
RMC Courses	\$	-
Tax/Lien Refunds	\$	-
Vital Statistics	\$	56.00
<b>Total</b>	<b>\$</b>	<b>27,549.67</b>



RECEIPTS AND DISBURSEMENTS FEBRUARY 2020

FUND	BEGIN BALANCE	RECEIPTS	DISBURSEMENTS	END BALANCE
Green Acres	12,724.66	10.84	0.00	12,735.50
Premium	53,400.00	44.74	13,044.74	40,400.00
Dog	9,140.17	52.25	468.60	8,723.82
Capital	754,738.36	641.90	13,190.08	742,190.18
Water Utility	249,267.57	12,524.76	50,093.06	211,699.27
Water Capital	70,831.00	60.24	312.74	70,578.50
Sewer Utility	695,904.41	442,787.16	262,873.47	875,818.10
Sewer Capital	108,826.99	92.74	92.74	108,826.99
Solid Waste Utility	57,794.63	5,502.46	40,377.49	22,919.60
Solid Waste Cap	6,280.78	5.35	5.35	6,280.78
Sui	115,101.45	287.67	0.00	115,389.12
Historic Preservation	4,338.55	3.70	0.00	4,342.25
Rehab Escrow	55,625.14	47.40	0.00	55,672.54
Recreation Trust	4,793.71	4.08	0.00	4,797.79
Special Events	7,385.97	1,606.66	24.00	8,968.63
Dev Escrow	82,083.12	606.67	1,344.75	81,345.04
Current	894,273.92	3,083,508.17	942,546.70	3,035,235.39
<b>TOTAL FUNDS</b>	<b>\$ 3,182,510.43</b>	<b>\$ 3,547,786.79</b>	<b>\$ 1,324,373.72</b>	<b>\$ 5,405,923.50</b>

**GOLF**

	P&L Receipts	P&L Exp	Difference
Jan	\$ 50,470.00	\$ 56,805.00	\$ (6,335.00)
Feb	\$ 31,002.00	\$ 50,200.00	\$ (19,198.00)
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sep			\$ -
Oct			\$ -
Nov			\$ -
Dec			\$ -
<b>TOTAL</b>	<b>\$ 81,472.00</b>	<b>\$ 107,005.00</b>	<b>\$ (25,533.00)</b>

February 28, 2020

Bonnie Fleming  
Administrator/CFO  
High Bridge Borough

Rick Roll  
CPWM  
High Bridge Borough

Dear Bonnie and Rick,

This letter is my official notification to you that my last day of work at High Bridge Borough will be May 8, 2020. On that day I will be retiring and am looking forward to this next chapter.

Thank you for the support and opportunities you have given me the past several years.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Steinwand", with a stylized flourish at the end.

Mike Steinwand



**BOROUGH OF HIGH BRIDGE**  
97 WEST MAIN STREET, HIGH BRIDGE NJ 08829-1900

E: ZONING@HIGHBRIDGE.ORG

OFFICE OF THE ZONING OFFICER

## Monthly Zoning Officer's Report:

March 2020

### Zoning Permits – Residential Use:

1. Block 22 Lot 6	Home Occupation -Bookkeeping	Approved 2-11-2020
2. Block 39.02 Lot 455	Dead tree removal	Approved 3-6-2020
3. Block 19 L. 6	Tree removal (repair sewer line)	Approved 3-10-2020
4. Block 4.06 Lot 23	6-foot stockade fence	Denied 3-17-2020
5. Block 4 Lot 7	Dead tree removal	Approved 3-17-2020
6. Block 35 Lot 5	Tree damaged removal	Approved 3-17-2020
7. Block 35 Lot 5	Deck & Privacy Fence	Approved 3-17-2020
8. Block 25 L. 16	Diseased tree removal	Approved 3-18-2020
9. Block 4.06 Lot 23	Rebuild retaining wall & add shrubby	Approved 3-18-2020
10. Block 33 Lot 44	Tree removal within 20 feet of structure	Approved 3-19-2020
11. Block 3 Lot 13	304 SF Deck replacement	Approved 3-25-2020

### Zoning Permits- Commercial Use:

### Zoning Signs:

### General Inquiries/ Letters:

### Complaints:

Property Maintenance

### Violations:

1. Violation- Property Maintenance –B. 6 L. 2

### Land Use Board Referrals:

1. Block 4.06 L. 23- Setback Variance

Respectfully submitted

Allison Witt  
Zoning Officer

### List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
CURRENT FUND				
950 - AMERICAN WEAR, INC	PO 26550 DPW - OE - UNIFORMS - 66% OF MONTHLY TOT		108.64	
10529029	Dept. of Public Works-OE-Uniforms	108.64		108.64
1331 - AMERIGAS	PO 26575 HEATING FUEL - PROPANE - FIRE HOUSE - AC		231.72	
10545023	Propane - Firehouse	231.72		231.72
2025 - BANK OF AMERICA	PO 26595 BUILDINGS & GROUNDS/WATER/SPECIAL EVENTS		1,291.48	
10517121	BUILDINGS & GROUNDS-OFFICE SUPPLIES	384.00		
10510021	General Admin-OE-Office Supplies	80.00		
10517040	Buildings & Grounds - New Boro Hall	527.60		
10512028	Municipal Clerk-OE-Office Equipment	299.88		
	PO 26857 POLICE - OE - OFFICE SUPPLIES		79.40	
10524021	Police Department-OE-Office Supplies	79.40		1,370.88
46 - CALIFON LUMBER	PO 26518 DPW - OE - HARDWARE		62.95	
10529025	Dept. of Public Works-OE-Equipment/Hdwr	62.95		62.95
987 - COMCAST	PO 26536 POLICE - INTERNET - 2020 - A/C 8499-0527		590.58	
10510120	INTERNET	169.94		
10544126	Telephone - Police	420.64		
	PO 26537 INTERNET/PHONE - BOROUGH HALL - ACCT #84		488.16	
10510120	INTERNET	169.94		
10544121	Telephone - Boro Hall	318.22		
	PO 26538 INTERNET/PHONE - FIRE DEPT - ACCT # 8499		446.68	
10510120	INTERNET	149.99		
10544124	Telephone - Fire	296.69		1,525.42
213 - COUNTY OF HUNTERDON	PO 26884 MAYOR & COUNCIL - OE - BROCHURES		126.00	
10511020	MAYOR AND COUNCIL: OTHER EXPENSES	126.00		126.00
2596 - ECONO-SIGNS	PO 26840 DPW - OE - EQUIPMENT/HARDWARE - SIGNS		435.72	
10529025	Dept. of Public Works-OE-Equipment/Hdwr	435.72		435.72
160 - ELIZABETHTOWN GAS	PO 26565 HEATING - RESCUE SQUAD - ACT# 7167962582		236.03	
10544725	Heating - Squad Bldg	236.03		
	PO 26566 HEATING - BOROUGH HALL - ACT#7795355339		255.85	
10544721	Heating - Boro Hall	255.85		
	PO 26567 HEATING - BORO GARAGE - ACCTS # 50386045		895.05	
10544722	Heating - Garage	895.05		1,386.93
2519 - ELWOOD STUDIO	PO 26559 WEBSITE MAINT		525.00	
10511524	Website Production	525.00		
	PO 26880 WEBSITE MAINT		4,000.00	
10511524	Website Production	3,500.00		
10676920	HUNT CTY-ECON DEV GRANT-WEBSITE	500.00		4,525.00
714 - FLEMINGTON DEPARTMENT STORE	PO 26856 POLICE - OE - UNIFORMS / CLOTHING		47.85	
10524033	Police Department-OE-Uniforms/Clothing	47.85		47.85
90 - JCP&L	PO 26620 SOLITUDE HOUSE - 7 & 9 RIVER ROAD ACCT #		17.18	
10543027	Electricity - Solitude Museum/Garage	17.18		
	PO 26621 ELECTRIC - SPRINGSIDE - ACCT#10005093819		13.35	
10543520	STREET LIGHTING	13.35		

### List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
10543520	STREET LIGHTING	PO 26622 STREET LIGHTING - MAIN STREET - STREETSC	34.69	65.22
10524026	2472 - JOHNSTON COMMUNICATIONS VOICE & DAT Police Department-OE-Maintenance Contras	PO 26851 POLICE - OE - MAINTENANCE CONTRACT	2,880.00	2,880.00
10141748	1398 - MASER CONSULTING PA FEMA-GENERATOR GRANT-NJ4086-468R	PO 25415 FEMA GENERATOR GRANT - HIB062	263.50	263.50
10676420A	1398 - MASER CONSULTING PA (2019) OPEN SPACE & REC PLAN ELEMENT	PO 26046 OPEN SPACE REC PLAN ELEMENT - HIB073	1,053.75	1,053.75
10518033	1398 - MASER CONSULTING PA Planning Board-OE-Engineering	PO 26786 PLANNING BOARD - OE - ENGINEERING - HIPO	412.50	412.50
10511020	1616 - NEW JERSEY CONFERENCE OF MAYORS MAYOR AND COUNCIL: OTHER EXPENSES	PO 26757 MAYOR & COUNCIL - OE - DUES	295.00	295.00
10511032	214 - NJ ADVANCE MEDIA ADVERTISING	PO 26542 ADVERTISING - ACCT #1160892 / 1164892	94.65	94.65
10517121	1659 - NJ LABOR LAW POSTER SERVICE BUILDINGS & GROUNDS-OFFICE SUPPLIES	PO 26860 BUILDING - OE - 2020 LABOR POSTERS - CU	254.50	254.50
10529036	171 - POWERCO, INC. Dept. of Public Works-OE-Vehicle Maintee	PO 26873 DPW - OE - VEHICLE MAINT	197.73	197.73
10429005	2362 - R&L DATA CENTERS, INC MISC. REVENUE - MISC	PO 26874 MISC REV - PAYROLL PAYMENTS	1,443.00	1,443.00
10529026	1825 - RUTGERS, THE STATE UNIVERSITY OF NJ Dept. of Public Works-OE-Education	PO 26825 DPW - OE - EDUCATION - RICK ROLL/SCOTT H	380.00	380.00
10547520	169 - STATE OF NJ-DIV PENSIONS&BENE CONTRIBUTION TO PFRS	PO 26882 PFRS ESTIMATED PENSION BILLING 2020	211,578.00	211,578.00
10547120	169 - STATE OF NJ-DIV PENSIONS&BENE CONTRIBUTION TO PERS	PO 26883 PERS ESTIMATED PENSION BILLING 2019	26,547.30	26,547.30
101405	67 - TREASURER - STATE OF NEW JERSEY RESERVE - DCA FEES	PO 26886 QUARTERLY 2020 DCA FEES	818.00	818.00
101404	1789 - TREASURER, STATE OF NEW JERSEY RESERVE - VITAL STATS	PO 26887 RESERVE - VITAL STATS - MARRIAGE REPORT	50.00	50.00
10524030	1500 - VERIZON WIRELESS Police Department-OE-Wireless Devices	PO 26664 POLICE - OE - WIRELESS DEVICES -	190.05	368.37
10544127	TELEPHONE-POLICE-CELL PHONES		178.32	368.37
1500 - VERIZON WIRELESS	1500 - VERIZON WIRELESS	PO 26665 EMERGENCY MANAGEMENT - OE - AIRCARD - 20	78.02	

### List of Bills - (All Funds)

Vendor	Description	Account	PO Payment	Check Total
10525230	EMERGENCY MANAGEMENT: WIRELESS DEVICES		78.02	78.02
1500 - VERIZON WIRELESS	PO 26666 TELEPHONE - DPW - CELL PHONES ACCT #		157.03	
10544128	TELEPHONE-DPW-CELL PHONES		157.03	157.03
1500 - VERIZON WIRELESS	PO 26667 TELEPHONE - ADMIN/ASSESSOR CELL PHONE -		80.35	
10544129	TELEPHONE-ADMIN-CELL PHONE		42.34	
10544130	TELEPHONE-ASSESSOR-CELL PHONE		38.01	80.35
2427 - WHIBCO OF NEW JERSEY INC	PO 26847 FIELD MAINTENANCE - INFIELD MIX		772.75	
10529060	FIELD MAINTENANCE - OTHER EXPENSES		772.75	772.75
<b>GENERAL CAPITAL FUND</b>				
1398 - MASER CONSULTING PA	PO 25110 CAPITAL - WASHINGTON AVE - ENGINEERING -		435.00	
30980302	SECT 20 COSTS-ENG/ARCH/LEGAL		435.00	435.00
1398 - MASER CONSULTING PA	PO 26204 CAPITAL - WASHINGTON AVE - SECTION 2 ENG		108.75	
30981302	SECT 20 COSTS-ARCH/LEGAL/ENG		108.75	108.75
1398 - MASER CONSULTING PA	PO 26205 CAPITAL - McDONALD ST IMPROVEMENTS - OE		1,681.21	
30981202	ARCH/ENG/LEGAL-SECTION 20 COSTS		1,681.21	1,681.21
<b>WATER UTILITY FUND</b>				
950 - AMERICAN WEAR, INC	PO 26551 WATER - OE - UNIFORMS - 22% OF MONTHLY T		36.21	
60510034	WATER - OE - UNIFORMS/CLOTHING		36.21	36.21
2598 - DAVE HEINER ASSOCIATES, INC	PO 26523 WATER - OE - REPAIRS		1,597.53	
60510051	WATER - OE - REPAIRS/CONTRACTS		1,597.53	1,597.53
2589 - SHORELINE EQUIPMENT SERVICE	PO 26861 WATER/SEWER - OE - REPAIRS		255.00	
60510051	WATER - OE - REPAIRS/CONTRACTS		255.00	255.00
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 26883 PERS ESTIMATED PENSION BILLING 2019		18,688.04	
60547120	STATUTORY EXPENSE - CONTRIB. TO P.E.R.S.		18,688.04	18,688.04
<b>SEWER UTILITY FUND</b>				
950 - AMERICAN WEAR, INC	PO 26552 SEWER - OE - UNIFORMS - 12% OF MONTHLY T		19.75	
62510034	SEWER - OE - UNIFORMS/CLOTHING		19.75	19.75
987 - COMCAST	PO 26541 SEWER - 2020 - TELEPHONE - ACCT# 8499 05		53.47	
62510097	SEWER - OE - TELEPHONE		53.47	53.47
2589 - SHORELINE EQUIPMENT SERVICE	PO 26861 WATER/SEWER - OE - REPAIRS		600.00	
62510051	SEWER - OE - REPAIRS/CONTRACTS		600.00	600.00
169 - STATE OF NJ-DIV PENSIONS&BENE	PO 26883 PERS ESTIMATED PENSION BILLING 2019		12,940.90	
62547120	STATUTORY EXPENSE - CONTRIB. TO P.E.R.S.		12,940.90	12,940.90

### List of Bills - (All Funds)

Vendor Description Account PO Payment Check Total

SOLID WASTE UTILITY FUND

476 - REPUBLIC SERVICES OF NJ LLC PO 26516 SOLID WASTE - CONTRACTED HAULER- 2020 - 21,956.00 21,956.00  
 64510090 SOLID WASTE-OE-CONTRACTED HAULER 21,956.00 21,956.00

169 - STATE OF NJ-DIV PENSIONS&BENE PO 26883 PERS ESTIMATED PENSION BILLING 2019 7,852.76 7,852.76  
 64547120 STATUTORY EXPENSE-P.E.R.S. 7,852.76 7,852.76

DEVELOPER ESCROW TRUST FUND

1398 - MASER CONSULTING PA PO 26885 ESCROW - RIVERVIEW VILLAGE - 81 WEST MAI 187.50 187.50  
 7118564 RIVERVIEW VILLAGE-81 WEST MAIN-#18-001 187.50 187.50

130 - MOTT MACDONALD PO 26823 ESCROW - ANGSTADT - 38 MAIN ST 382.50 382.50  
 7118586 AANGSTADT- PB#03-2019 382.50 382.50

TOTAL 324,405.40

Total to be paid from Fund 10 CURRENT FUND 257,610.78  
 Total to be paid from Fund 30 GENERAL CAPITAL FUND 2,224.96  
 Total to be paid from Fund 60 WATER UTILITY FUND 20,576.78  
 Total to be paid from Fund 62 SEWER UTILITY FUND 13,614.12  
 Total to be paid from Fund 64 SOLID WASTE UTILITY FUND 29,808.76  
 Total to be paid from Fund 71 DEVELOPER ESCROW TRUST FUND 570.00  
 =====  
 324,405.40

Checks Previously Disbursed

4012020 INVESTORS BANK CASH 7,805.48 4/01/2020  
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 7,805.48

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 10 CURRENT FUND	7,805.48	257,610.78	265,416.26
Fund 30 GENERAL CAPITAL FUND		2,224.96	2,224.96
Fund 60 WATER UTILITY FUND		20,576.78	20,576.78
Fund 62 SEWER UTILITY FUND		13,614.12	13,614.12
Fund 64 SOLID WASTE UTILITY FUND		29,808.76	29,808.76
Fund 71 DEVELOPER ESCROW TRUST FUND		570.00	570.00
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BILLS LIST TOTALS	7,805.48	324,405.40	332,210.88
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