

Draft
BOROUGH OF HIGH BRIDGE
REGULAR COUNCIL MEETING MINUTES

Date: November 14, 2024 – 7:30 p.m. – Location: Fire House, 7 Maryland Ave., High Bridge NJ

CALL TO ORDER BY MAYOR LEE

FLAG SALUTE: LEAD BY MAYOR LEE

ROLL CALL

Councilman Doyle	present	Councilwoman Matos	present	Mayor Lee	present
Councilwoman Ferry	present	Councilman Nowell	present		
Councilman Graham	present	Councilman Silvestri	present		

Also present were Attorney Barry Goodman, Administrator Brett Bartman, Municipal Clerk Adam Young and six members of the public and press. Councilwoman Ferry joined by Zoom audio visual call.

READING OF PRIOR MINUTES: 10/24/2024

Motion to dispense with the reading of the October 24, 2024 regular minutes: Silvestri / Graham
Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;
Motion passes: 6 yes

APPROVAL OF PRIOR MINUTES: 10/24/2024

Motion to approve the October 24, 2024 regular minutes: Silvestri / Nowell
Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;
Motion passes: 6 yes

VISITORS: NONE

PUBLIC COMMENTS: 3 MINUTES PER PERSON

Mike Gronsky spoke about the idea of the Borough having an architectural review board, gauged interest, and spoke about the purpose. Councilman Silvestri asked what the purpose and the role would be. Discussion ensued between Mr. Gronsky and Councilman Silvestri.

PUBLIC HEARINGS:

A. Ordinance 2024-040: Amending Borough Code Chapter 380 - Trees

Motion to open the public hearing for Ordinance 2024-040: Nowell / Graham
Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;
Motion passes: 6 yes

Councilman Nowell and Administrator Bartman spoke about the minor amendments proposed.

Motion to close the public hearing for Ordinance 2024-040: Silvestri / Graham

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;
Motion passes: 6 yes

Motion to adopt Ordinance 2024-040: Silvestri / Nowell

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;
Motion passes: 6 yes

WRITTEN COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

A. Consent Agenda

RESOLUTION #	TITLE
Resolution - 266 - 2024	Application For Petition For Place-To-Place Transfer – Extension Of Premises

Resolution - 267 - 2024	Appointment of Special Counsel
Resolution - 268 - 2024	Approval of Fireman - Michael Kochick
Resolution - 269 - 2024	Approve Submission Of Proposal To The New Jersey Highlands Council To Update the Highlands Municipal Affordable Housing Buildout
Resolution - 270 - 2024	Year End Transfers
Resolution - 271 - 2024	Borough Event Exemptions To Provisions Of Chapter 268, Article 1
Resolution - 272 - 2024	Ch. 159 - 2023 NJDOT Municipal Aid
Resolution - 273 - 2024	Ch. 159 - 2023 Local Transportation Projects
Resolution - 274 - 2024	Hunterdon County Municipal Infrastructure Grant Program - Award Agreement
Resolution - 275 - 2024	Lien Redemption
Resolution - 276 - 2024	Requesting Permission For The Dedication By Rider For Lead Paint Hazard Inspection Proceeds Required By DLGS N.J.S.A. 52
Resolution - 277 - 2024	TISCO Winter Market Fees
Resolution - 278 - 2024	Updated Boards and Committees

Motion to approve the consent agenda: Silvestri / Graham

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;

Motion passes: 6 yes

INTRODUCTION OF NEW ORDINANCES:

A. Ordinance 2024-041: Amend Chapter 261 Parks and Playgrounds

Motion to introduce Ordinance 2024-041: Silvestri / Nowell

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;

Motion passes: 6 yes

Mayor Lee states that the Ordinance 2024-041 shall be published in the Hunterdon Review and/or the Hunterdon County Democrat along with the public hearing date of December 12, 2024.

B. Ordinance 2024-042: Vacate Borough Code Chapter 219 - Library

Motion to introduce Ordinance 2024-042: Silvestri / Graham

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;

Motion passes: 6 yes

Mayor Lee states that the Ordinance 2024-042 shall be published in the Hunterdon Review and/or the Hunterdon County Democrat along with the public hearing date of December 12, 2024.

COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT REPORTS: NONE

LEGAL ISSUES: NONE

APPROVAL OF BILL LIST:

Approval of Bills as signed and listed on the Bill Payment List. **Total Amount: \$1,475,272.02**

Motion to approve bill list: Nowell / Graham

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;

Motion passes: 6 yes

PUBLIC COMMENTS: 1 MINUTE PER PERSON

Mike Gronsky spoke about the proposed purpose and possible need of an architectural review board. Mayor Lee spoke about Planning Board operations.

EXECUTIVE SESSION: NONE

ADJOURNMENT:

Motion to adjourn: Nowell / Graham

Roll call vote: Doyle, yes ; Ferry, yes ; Graham, yes ; Matos, yes ; Silvestri, yes ; Nowell, yes ;

Motion passes: 6 yes

Next Council Meeting: December 12, 2024 - 7:30 pm – Fire House, 7 Maryland Ave., High Bridge, NJ

Introduction	11/14/2024
Publication	11/21/2024
Adoption	
Publication	

ORDINANCE: 2024-041

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

AMEND CHAPTER 261 PARKS AND PLAYGROUNDS

WHEREAS, Chapter 261-2. Hours, C, shall be updated to read as follows:

C. The recycling area at the rear of the Commons on the Wye Dewey Avenue located ~~on Main Street at the intersection of Dewey Avenue and Mac Arthur Street~~ shall be open to High Bridge residents two Saturdays per month from 9:00 a.m. through 1:00 p.m., March 15 through November 15. The area shall remain closed from November 16 through March 14. Council shall approve the Saturday schedule each February. Said schedule shall be posted on the Borough website and shall be published in the Borough newsletter if possible, ~~due to so~~.

Underlined text has been added.

~~Strikethrough~~ text has been deleted.

Introduction	11/14/2024
Publication	11/21/2024
Adoption	
Publication	

ORDINANCE: 2024-042

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

VACATE BOROUGH CODE CHAPTER 219 – LIBRARY

WHEREAS, Chapter 219 Library was adopted into the Borough code in 2006, and

WHEREAS, the Borough library has ceased operation in the Borough, and

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of High Bridge, in the County of Hunterdon, that Chapter 219 Library be vacated from the Borough code.



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:

November 2024

Zoning Permits – Residential Use:

1. Block 19 Lot 10.35	Above ground pool	Approved -11-5-2024
2. Block 33 Lot 5	Fence	Approved 11-13-2024
3. Block 30.02 Lot 459	Generator	Approved 11-13-2024
4. Block 20.01 Lot 23	Generator	Approved 11-18-2024
5. Block 20.06 Lot 5	Garage addition	Approved 11-29-2024

Zoning Permits- Commercial Use:

Zoning Signs:

General Inquiries/ Letters:

Complaints:

Warning & Violations:

Various Sign removal letters

Summons:

Land Use Board Referrals:

Respectfully submitted,
Allison Witt, Zoning Officer

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:

November 30, 2024

	QTR	CURRENT	YTD	YRLY
CURRENT 2024	97.44%	\$ 3,244,579.79	\$ 15,611,754.95	98.41%
TAXES YEAR 2023		-	153,082.83	
TAXES YEAR 2025		2,683.12	2,803.12	
MISC REV		9.10	109.10	
TAX SALE COST		-	781.43	
LIENS		370.90	45,035.87	
PILOT		2,556.07	31,622.28	
INTEREST/PENALTY		4,588.29	30,932.45	
PREMIUM		-	145,600.00	
DUE UTILITY COLLECTOR		-	14,113.81	
REDEMPTIONS - MUNI LIENS		-	-	
TOTAL		\$ 3,254,787.27	\$ 16,035,835.84	

Jennifer Harrington

Jennifer Harrington

Tax Collector

12/04/24

Date

HB

HIGH BRIDGE BOROUGH

Monthly Report – November 2024

Projects:

- Transit Village
 - No Update
- Elizabethtown Gas Line (Solitude Village)
 - Preparing closing

Grants/Funding:

- NJDOT FY24 Municipal Aid \$219,330
- NJTPA FY23 \$875K -
- NJ Transportation Alternatives Grant YF23 \$520K (Bridge Street Streetscape)
- Green Communities Grant (\$3,000 match).
- Stormwater assistance grant \$15,000
- SRTS22 (\$244,998.52)
 - Preliminary design
- FY18 SRTS
 - DEP Permits pending
- SRTS FY24
 - Awarded \$530k
- Water Improvement Infrastructure 2024
 - \$4M

Other:

- Insurance claim complete for Dog Park fence damaged by fallen tree limbs.
- Insurance claim processed for Police vehicle damaged in crash.
- Executed Safe Routes to School FY18 NJDEP Property Owner Certificate for Permit Process.
- Public Information Center for Safe Routes to School FY18 & FY22 as well as Transportation Alternative FY23 held at the Fire House.
- Hunterdon County Preservation Grant 2021 close out sent
- Hunterdon County Preservation Grant 2023 close out sent

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

ANNUAL MEETING SCHEDULE - 2025

RESOLUTION: 279-2024

ADOPTED:

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

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

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

1. Regular meetings of this council shall be held during the 2025 calendar year at 7:30 pm as live meetings at the Fire House, 7 Maryland Ave, High Bridge NJ as stated below:

a. The second, third, or fourth Thursdays of each and every month **except for** March, July, August, November, and December. Those meetings will be held on the following dates in 2025:

March 26, July 24, August 14, November 13, and December 18

The full set of dates for the regular Council meetings of 2025 is as follows:

January 2, January 23, February 13, February 27, March 13, March 26, April 10, April 24, May 8, May 22, June 12, June 26, July 24, August 14, September 11, September 25, October 9, October 23, November 13, and December 18

b. The Annual Reorganizational meeting will be held on January 2, 2025 at 7:30 p.m..

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

a. Posted and maintained throughout the 2025 calendar year on the bulletin board at the High Bridge Borough Hall.

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

c. Filed with the Clerk of this Municipality.

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

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

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

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

**RESOLUTION SUPPORTING AMENDMENT OF THE FAIR HOUSING ACT (FHA)
AS PROPOSED BY THE NEW JERSEY INSTITUTE OF LOCAL GOVERNMENT
ATTORNEYS (NJILGA)**

RESOLUTION: 280-2024

ADOPTED:

WHEREAS, the current standards embodied in the New Jersey Fair Housing Act (“FHA”) impose unrealistic burdens on municipalities as demonstrated by the fact that the FHA calls for the imposition of a statewide affordable housing obligation of 84,698 just for Round 4 on municipalities that issued only 99,956 Certificates of Occupancy for all housing units in the 2010-2020 period that was used to establish prospective need obligations for Round 4; and

WHEREAS, the imposition of unrealistic obligations does not advance the realistic opportunity for the construction of more affordable housing, but instead encourages opposition and litigation; and

WHEREAS, the imposition of excessive obligations disincentivizes municipalities to comply voluntarily with the Mount Laurel doctrine – an overarching goal of all three branches of government. Unrealistic housing obligations force municipalities to overdevelop inclusionary housing, thereby causing resistance to affordable housing.

WHEREAS, compliance with the obligation proposed by the Department of Community Affairs places the cost of the obligation on the shoulders of municipal taxpayers to implement measures to address the secondary impacts of overdevelopment; and

WHEREAS, even-handed justice requires that the obligations imposed by our laws must be realistic in order to justify imposing an obligation of constitutional dimension on municipalities to create a realistic opportunity for affordable housing; and

WHEREAS, the unrealistic obligations imposed by the current laws can be easily addressed by redefining the manner in which the regional need is calculated to be faithful to a principle embodied in the FHA despite its many changes over almost forty years; and

WHEREAS, more specifically, the FHA has consistently defined the prospective need to include “a projection of housing needs based on development and growth which is *reasonably likely to occur* in a region or a municipality, as the case may be, as a result of actual determination of public and private entities” N.J.S.A. 52:27D-304 (j); and

WHEREAS, a determination of the number of new residential housing units, adjusted to remove tear down/rebuilds, represents a far more solid foundation to project “development and growth which is *reasonably likely to occur*” than the FHA’s current formula, which is based on “household change,” a nebulous and undefined term; and

WHEREAS, establishing prospective need for affordable units based on 20 percent of residential housing units *actually constructed* over a prior ten-year period accords with New Jersey's long-standing policies of empowering municipalities to cure the abuse of exclusionary zoning with traditional inclusionary zoning; and

WHEREAS, the demand for market-rate housing is a reasonable basis for determining whether and to what extent a realistic opportunity for the creation of affordable housing may exist, and the issuance of certificates of occupancy for new residential units is a reliable indicator of such demand; and

WHEREAS, a standard aimed at ensuring that the number of affordable housing units in our state will increase commensurately with the number of market units constructed will put the doctrine on a sustainable trajectory that will avoid the tendency of municipalities to oppose implementation of affordable housing obligations; and

WHEREAS, the New Jersey Institute of Local Government Attorneys ("NJILGA") has expressed its support for an amendment to the FHA by which "development and growth which is *reasonably likely to occur*" would be based upon the net number of new housing units constructed over each ten-year period for which the state's affordable housing rounds are established; and

WHEREAS, for the above reasons, the Borough of High Bridge has determined that its prospective need, and the prospective need for all New Jersey municipalities for the fourth round and all future rounds of affordable housing obligations, should be calculated using NJILGA's proposed net housing unit based on certificates of occupancy as a methodology rather than the current FHA methodology based on "household change;"

NOW, THEREFORE, BE IT RESOLVED, by the Borough of the High Bridge, in the County of Hunterdon, and State of New Jersey, that the New Jersey Legislature is hereby requested to enact the amendment to the Fair Housing Act that has been recommended by the New Jersey Institute of Local Government Attorneys; and

AND BE IT FURTHER RESOLVED that the Borough Clerk of the Borough of High Bridge is also hereby directed to send a copy of this signed, dated Resolution within five days after its adoption, by mail and email to the following additional listed persons and entities:

Governor Phil Murphy
Senator Douglas J. Steinhardt
Assemblyman John DiMaio
Assemblyman Erik Peterson
New Jersey Institute of Local Government Attorneys

The undersigned **Borough of High Bridge** hereby certifies the above as a true copy of a resolution adopted by the **Borough Council of High Bridge** on _____, 2024.

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

YEAR END BUDGET TRANSFERS

RESOLUTION: 281-2024

ADOPTED:

WHEREAS, N.J.S.A. 40A:4-58 provides that during the last two months of each fiscal year, when a municipality has expended an amount in excess of the respective sums appropriated for any given purpose, the municipality may transfer from accounts in which there are excess amounts of appropriations; and

WHEREAS, N.J.S.A. 40A:4-58 further provides that these amounts may be covered by a transfer from excess appropriations from any line item which has funds in excess of amounts deemed necessary to fulfill the purpose of the appropriation; and

WHEREAS, no transfers are made from appropriations for contingent expenses or deferred charges.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that the Chief Financial Officer is hereby authorized to make the following line-item transfers in the 2024 Budget:

<u>Account</u>	<u>Transfer Amount From:</u>	<u>Transfer Amount To:</u>
<u>Current Fund</u>		
Buildings & Grounds Office– O/E		\$6,000.00
Police – S&W	\$15,000.00	
Gen Admin – S&W		\$5,000.00
Tax Assessor – S&W		\$2,100.00
Tax Assessor – O/E		\$500.00
Clerk – S&W		\$1,500.00
Tax Collector – S&W	\$5,100.00	
Legal		\$5,000.00
Code Enforcement – S&W		\$100.00
CCO – S&W	\$100.00	
Finance – O/E		\$4,500.00
Gasoline	\$4,500.00	
TOTAL	\$24,700.00	\$24,700.00

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

**RESOLUTION TO ADOPT THE BOROUGH OF HIGH BRIDGE COMMUNITY
FORESTRY MANAGEMENT PLAN**

RESOLUTION: 282-2024

ADOPTED:

WHEREAS, the Borough of High Bridge has determined the need to develop a plan to guide the management of Borough-owned trees and Street trees in accordance with N.J.S.A. 13:1L-17.1 et seq; and

WHEREAS, through the assistance of Steven W. Kallesser of Gracie & Harrigan Consulting Foresters, Inc., the High Bridge Borough Environmental Commission has prepared such plan as amended (Exhibit A); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby adopts the Amended Community Forestry Management Plan.

ATTEST:

Adam Young
Municipal Clerk

Michele Lee
Mayor

INITIAL COMMUNITY FORESTRY MANAGEMENT PLAN

(Prepared in accordance with NJSA 13:1L-17.1 et seq.)

2025 TO 2029

High Bridge Borough Environmental Commission

**97 West Main Street
High Bridge, NJ 08829**

**Prepared: November 11, 2024
For the time period 1/1/2025 to 12/31/2029**

High Bridge Borough, Hunterdon County, New Jersey

Mayor and Council:

Michele Lee, Mayor

Curtis Nowell, Council President

Natalie Ferry, Kelly Matos, Kenneth Doyle, Christopher Graham, Steven Silvestri, *Councilmen/women*

Environmental Commission:

Curtis Nowell, Borough Council Representative

Alan Mart, Member & Planning Board Liaison

Linda DeMarzo, Ann Willard, Jeanie Baker, Lynn Hughes, Amanda Regan, Coleen Conroy,
Committee Members

Bob Haake, Mia Baldwin, Alternates

Prepared by:

Steven W. Kallesser, CF
Gracie & Harrigan Consulting Foresters, Inc.
210 Main Street; P.O. Box 492
Gladstone, NJ 07934
908-781-6711; steve@gracieharrigan.com

EXECUTIVE SUMMARY

This Plan seeks to guide management of Borough-owned trees and Street trees, in pursuit of compliance with best practices, in order to improve the quality of life within the Borough while reducing risk. This Plan analyzes the Borough's policies, structure, and resources (to the extent that quantitative information on Borough tree resources exist), ultimately recommending courses of action appropriate for the Borough and the scope of the challenges ahead.

Given the objectives provided by the Borough's Environmental Commission, most of the community forestry activities will focus on an increase of tree cover. This is not to be done in a haphazard approach. Ideally, planting of trees to grow the community forest would leverage the existing green spaces within the Borough – notably the river, the Columbia Trail, and the Nassau Tract – to create a continuity between living and working spaces and the natural world. Thus, this Plan details proven silvicultural/arboricultural techniques using best practices to mimic simplistic forest ecosystems (such as diversification of tree resources, and processes for selecting the right species of tree for the correct space), processes to manage and care for existing and future trees, as well as training protocols for Borough volunteers and staff. Conducting such activities will meet those objectives, which include the improvement of environmental quality and economic value. Whenever possible, efforts to engage with and educate the residents of the Borough have been recommended within this Plan, including efforts to educate private landowners on the myriad benefits of street trees. Opportunities for inventory have been included to ensure the proper feedback of data to implement true adaptive management.

This Plan takes a logical approach to reach its management recommendations. The history and geology of the Borough are considered, as are relevant laws and policies, including the NJ Shade Tree and Community Forestry Assistance Act. Secondly, an assessment of what limited qualitative inventory resources of the Borough has been conducted (of which none meet the standards of a tree inventory), and recommendations have been made to fill in critical data gaps for a tree inventory as well as an inventory of planting sites. This includes not only a list of trees and their species, but also a reasonable measurement of their size and maintenance needs for the purposes of informing related matters such as budgeting and stormwater management. Lastly, Borough procedures for reviewing service requests for both Borough-owned and street trees were examined for their thoroughness.

Specifically, this Plan recommends a tree inventory, as well as an inventory of planting sites, within the first two years of the term of this Plan. Following the completion of the tree inventory, goal-setting on future tree canopy and tree planting will be conducted based on that inventory. From a budgetary standpoint, much of the outlay for inventory and tree planting will be covered or supplemented by grants. Additional recommendations include community engagement activities and sharing of model ordinances and best practices created by outside agencies or organizations with the Mayor and Council.

These forestry activities demonstrate active management of the community forest resource for the economic and environmental benefit of residents and business-owners, as well as to manage associated tree risk at a minimum acceptable level.

Municipal/County Information Form

Municipality	High Bridge Borough
County	Hunterdon
Address	97 West Main Street High Bridge, NJ 08829
<hr/>	
Contact Name and Title	Brett Bartman, Borough Administrator
Phone #	908-638-6455
Fax # and E-mail	908-638-9374 administrator@highbridge.org
Organization Name	High Bridge Borough Environmental Commission
Mayor/County Freeholder's Signature	<hr/>
Date of Management Plan Submission	<hr/>
Time Period Covered in Management Plan	January 1, 2025 – December 31, 2029
Community Stewardship Incentive Program (CSIP) Practices Identified in Management Plan	<input checked="" type="checkbox"/> CSIP #1 Training <input checked="" type="checkbox"/> CSIP #2 Community Forestry Ordinance Establishment <input checked="" type="checkbox"/> CSIP #3 Public Education and Awareness <input checked="" type="checkbox"/> CSIP #4 Arbor Day <input checked="" type="checkbox"/> CSIP #5 Tree Inventory <input checked="" type="checkbox"/> CSIP #6 Hazard Tree Assessment <input checked="" type="checkbox"/> CSIP #7 Storm Damage Assessment <input checked="" type="checkbox"/> CSIP #8 Tree Maintenance and Removals <input checked="" type="checkbox"/> CSIP #9 Insect and Disease Management <input checked="" type="checkbox"/> CSIP #10 Wildfire Protection <input checked="" type="checkbox"/> CSIP #11 Tree Planting <input checked="" type="checkbox"/> CSIP #12 Tree Recycling <input checked="" type="checkbox"/> CSIP #13 Sidewalk Maintenance Program <input checked="" type="checkbox"/> CSIP #14 Storm Water Management <input checked="" type="checkbox"/> CSIP #15 Other

*Official Use Only
Certification*

The above named municipality/county has made formal application to the New Jersey Forestry Service. I am pleased to advise you that after our review, the NJ Forestry Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed

 State Forester

 Approved date

Section 2: Introduction

Mission Statement

The mission of the High Bridge Borough Environmental Commission is to aid in the protection, development, or use of natural resources and wildlife within the Borough, including water resources. As a result of managing Borough tree resources, the Borough and its residents will achieve a healthy, safe, biodiverse, and sustainable urban forest for the future. Such an urban forest will produce tangible environmental benefits and improve the quality of life for Borough residents.

Goals and Objectives

1. To monitor and promote Borough trees
 - A. Develop a current tree inventory in GIS (digital map) format
 - B. Establish an annual review by the Borough Forester and the Dept. of Public Works
 - C. Continually update the tree health portion of the tree inventory
 - D. Use aerial photography, LiDAR, tree inventory, and other resources to assess and track tree cover within the Borough
 - E. Establish and achieve yearly goals for planting new trees for both Borough-owned property and in shade tree or similar easements at residential properties
 - F. Obtain funding through grants and donations to purchase trees for the Borough
 - G. Identify locations of tree plantings, informed by both gaps in tree cover and constraints such as utilities
 - H. Provide for planting the right species for the right site in the right way, considering the overall diversity of the Borough tree cover resource
2. To promote public awareness and use of open space, and monitor and enhance Borough-owned property
 - A. Identify locations in need of tree removal, either through proactive identification or through resident feedback
 - B. Communicate takedown needs with Borough residents and landowners
 - C. Calculate and communicate annual budget needs for tree removals for Borough-owned trees, when needed
3. To effectively communicate science-based information to Borough residents regarding tree and forest health, environmental awareness, sustainable green actions, and environmentally-responsible solid waste management and recycling
 - A. Provide for training of both Borough employees and volunteers to meet the requirements of the Community Forestry Assistance Act
 - B. Provide community education through social media and programs to raise community awareness of High Bridge Borough's tree resources and why those tree resources are valuable to Borough residents and landowners
 - C. Act as a community resource in assisting residents with information related to trees
 - D. Communicate maintenance needs with Borough residents and landowners
 - E. Advise on matters relating to leaf mulching operations within the Borough

4. Act in an advisory capacity to the Mayor and Council in all matters related to trees, and collaborate on or assist with tree- and forest-related activities involving other agencies or organizations that affect Environmental Commission resources
 - A. Carry out duties assigned under Ordinance #2014-13 (§8-35 through §8-40)
 - B. Advise the Mayor and Council on matters related to tree- and forest-related aspects of the Borough Code¹
 - C. Advise the Mayor and Council on best practices for community forest management, including sample ordinances prepared by outside organizations
 - D. Communicate regularly with the Planning Board/Board of Adjustment, et al
 - E. Calculate and communicate annual budget needs for maintenance and spraying/feeding needs for Borough-owned trees to the Mayor and Council

Liability Statement

Although shade trees are an asset to the Borough, it is inevitable that they mature and require care, maintenance and eventually replacement. Care and maintenance, in addition to planting "the right tree in the right place," can help ensure that shade trees not only contribute to the environmental and economic vitality of the Borough, but also reduce the potential hazards to public safety. The Borough and its Environmental Commission must work within a reasonable budget that may not be able to meet each and every need of our community forest immediately. Therefore, it is the intent of this Plan to focus available resources to the greatest need and step-by-step work towards a healthy forest with commensurate reduced risks to public safety.

The Environmental Commission feels, by taking logical steps outlined in this Community Forestry Management Plan, we will garner public support for plan implementation and demonstrate the long-term benefits to the environment and public safety.

The Environmental Commission's overarching goal is to become more pro-active in the management and care of our trees. Through inventory and hazard assessment, we will position our Environmental Commission to take corrective action prior to structural tree failure and other hazardous tree related conditions. It is acknowledged that not all hazardous conditions will be predicted. Good maintenance and care will reduce the probability, but unexpected events may still occur.

Following this Community Forestry Management Plan will demonstrate that High Bridge Borough is devoting reasonable levels of resources in a planned manner to reduce the number of tree related accidents and thereby reduce its exposure to liabilities and increase public safety.

¹ Specifically, Chapter 275, Article III, Section 275-15 through 275-18 (Property Maintenance: Maintenance of Right of Way), Chapter 380 (Trees) and Section 85-74 (Land Use Procedures and Development Review: Preservation of natural resources), and Chapter 343, Article IV, Section 343-33 (Streets and Sidewalks: Sidewalk Construction, Maintenance and Use).

Section 3: Community Overview

History and Geography

The Borough of High Bridge is located in the northern portion of Hunterdon County. A small downtown area is the focal point of this primarily residential community. The Borough is bordered by Lebanon Township to the north and Clinton Township to the east, south and west. The South Branch of the Raritan River flows northeast to southwest through the Borough. High Bridge has a land area of 2.4 square miles and an estimated 3,546 residents according to the five-year 2017 American Community Survey. The Borough is traversed by County Road 513, which travels along Fairview Avenue, Church Street, Main Street, Bridge Street, and West Main Street. Access to State Route 31 is located to the southwest via West Main Street and west via Cregar Road. Interchange 17 (Clinton) and Interchange 18 (Annandale) along Interstate 78 are minutes away.

High Bridge encompasses roughly 1,555 acres. The State owns 151.55 acres, or 9.7%, of land within the Borough. The County owns the Columbia Trail and land along the South Branch of the Raritan River near Arch Street which comprise 12.94 acres. In 2010, the NJ Audubon Society purchased Block 30.02 Lot 6 (consisting of approximately 15 acres), but sold the lot in 2014 to two individuals. Therefore, the State and County own a total of 164.49 acres, or 10.5%, of the Borough's land area.

A timeline of the history of High Bridge can be found on the borough's website. The original area, known as West New Jersey, was inhabited by the Lenape Indians and settled around 1700. In 1742, William Allen leased a 3,000-acre site from the West Jersey Society. The area extended from present day Califon to Pattenburg. Allen and his partner, Joseph Turner, established the first ironworks in Philadelphia's colonial times. In 1752, Allen and Turner purchased 10,849 acres in Bethlehem and Lebanon Townships, which included our present-day High Bridge.

Solitude House, abutting Lake Solitude, was built in 1725 or earlier. During the American Revolution, the foundry cast cannonballs for the American Army. In the original portion of the homestead known as "Solitude," Robert Taylor was given the responsibility of holding John Penn, the last colonial Governor of Pennsylvania, and his attorney general, Mr. Chew. Penn and Chew were sent there as prisoners of war by the American Government.

High Bridge was named for a 1,300 foot-long, 112 foot-high bridge built by the Central Railroad Company across the South Branch of the Raritan River. It was too costly to maintain and was subsequently filled in with an earthen embankment, leaving a double-arch culvert through which the River and Arch Street pass through. Construction of the embankment began in 1859 and took five years to complete.

High Bridge Township was formed in 1871 and contained a large portion of what is now Lebanon and Tewksbury Townships as well as portions of Clinton Township. On February 19, 1898, the Borough of High Bridge, in its present form was established.

During its history, various businesses flourished in High Bridge to accommodate the needs of its residents. Settlers not engaged with the foundry were engaged in farming and support businesses.

Most of our non-farming history centers around the foundry. In 1912, Taylor Iron Works merged with the William Wharton Jr. Co. of Philadelphia and became Taylor-Wharton Iron and Steel Company. Taylor-Wharton built houses for their workers and company executives constructed lovely Victorian homes. When the foundry closed in the mid-1960's, High Bridge developed into a community of commuters and a number of developments have been constructed on the outskirts of the Borough's center.

Since 1898, High Bridge has operated under the Borough form of government which calls for a six-member council with three-year terms each that are staggered to provide two newly-elected council members each year.

The Borough prepared an Environmental Resource Inventory ("ERI") in March of 2011. The 62-page document provides a variety of information and maps regarding the Borough's natural resources. One of the primary natural resources in the Borough of High Bridge are open waters, which include rivers, streams, lakes and ponds, and wetlands. Open waters provide vital services such as flood and stormwater retention, filtration, water quality protections, and ecological habitats. The Highlands Regional Master Plan requires a 300-foot buffer of open waters, known as the Open Water Protection Area ("OWPA"). Similarly, Riparian Areas include open waters and their flood prone areas, riparian soils, wetlands, and wildlife habitats to protect important water resources and habitats.

According to the Borough's ERI, High Bridge contains eight miles of streams, 56 acres of wetlands, 29 acres of lakes and ponds, 627 acres of OWPA, and 672 acres of Riparian Areas. It should be noted that the OWPA and Riparian Area significantly overlap. The Borough contains areas of Moderate Constrained Slopes and Severely Constrained Slopes. Moderate Constrained slopes include grades between 15% and 20%, while Severely Constrained Slopes include grades of 20% or greater and lands within Riparian Areas with slopes of 10% to 20%. The ERI reports that the Borough contains 58 acres of Moderate Constrained slopes and 590 acres of Severely Constrained slopes. This totals 648 acres of constrained slope areas or 41.6% of the Borough's land.

High Bridge relies exclusively on ground water as the source of drinking water for residents. Therefore, it is of upmost importance to protect the Wellhead Protection Areas ("WHPA") around Public Community Well systems to ensure safe, clean, and healthful drinking water. According to the ERI there are no public wells within the Borough. However, the Tier 1, 2, and 3 WHPAs of two public well systems in Clinton Township encompass the southwestern area of the Borough. Tier 1 WHPAs indicate a two-year travel time of bacterial and/or viral contamination movement while Tier 2 and Tier 3 WHPAs reflect a five- and 12-year travel time, respectively.

Due to the community's abundance of natural resources, High Bridge offers suitable habitats for both flora and fauna. Critical Wildlife Habitats suitable for the growth of populations of rare, threatened, and endangered species are present on 42.6% of the Borough's land area. The ERI

reports that the Borough contains lands which support the Barred Owl, Cooper's Hawk, and Wood Turtle populations, which are State threatened species.

Urban & Community Forest Resource

The tree resource within the Borough is dealt with in two different ways within this Plan. First, there are Borough-owned trees, being those trees located on land owned by the Borough. Second there are Street trees, being those trees located in proximity to Borough roads but that are not owned by the Borough.

Although no formal or informal tree inventory is known to exist, several important observations can be made. (1) Tree lawn width varies dramatically throughout the Borough. (2) A significant percentage of the available tree easement planting sites appear to be occupied. (3) For its size, a large amount of forested open space exists within the Borough, most of which is Borough-owned.

The Borough has a total of about 21 miles of roadways running through it with about 19 miles being under Borough jurisdiction and 2 miles under County. In terms of street tree resources since each road runs in two directions, there would be 42 lane-miles total; 38 lane-miles are Borough and 4 lane-miles are County.

Political Structure

High Bridge is governed under the borough form of New Jersey municipal government, which is used in 218 municipalities (of the 564) statewide, making it the most common form of government in New Jersey. The governing body is comprised of the mayor and the six-member borough council. The mayor is elected directly by the voters to a four-year term of office. The borough council includes six members elected to serve three-year terms on a staggered basis, with two seats coming up for election each year in a three-year cycle. The borough form of government used by High Bridge is a "weak mayor / strong council" government in which council members act as the legislative body with the mayor presiding at meetings and voting only in the event of a tie. The mayor can veto ordinances subject to an override by a two-thirds majority vote of the council. The borough council decides committee and liaison assignments for council members. Appointments are made by the mayor with the advice and consent of the council.

Section 4: Community Forestry Program Administration

Summary

According to its enabling ordinance, the Environmental Commission's role is to (1) be responsible for the preparation and administration of a Shade Tree Plan that governs all shade trees situated on municipally owned lands and rights-of-way, (2) serve as a consultant to the Borough Council and the High Bridge Planning Board regarding the planting and/or replacement of shade trees in newly developed areas, and (3) study and make recommendations concerning open space preservation, water resources management, air pollution control, solid waste management, noise control, soil and landscape protection, environmental appearance, marine resources, wildlife management and protection of flora and fauna. As such, the High Bridge Borough Environmental Commission is responsible for carrying out this Community Forestry Management Plan.

As of the date of this Plan, the members of the Environmental Commission are:

1. Linda DeMarzo (Member)
2. Ann Willard (Member)
3. Jeanie Baker (Member)
4. Alan Mart (Member, Planning Board liaison)
5. Lynn Hughes (Member)
6. Amanda Regan (Member)
7. Coleen Conroy (Member)
8. Bob Haake (Alternate)
9. Mia Baldwin (Alternate)

The Environmental Commission described above is the same group identified on the Municipal/County Information Form in Section 1.

Administration of Borough-owned trees

As elaborated in Section 3, High Bridge Borough currently has management responsibility for trees on Borough-owned land. Given the charge of the Environmental Commission, it advises the Mayor and Council on issues related to trees and shrubs on Borough-owned land. Borough-owned land is generally categorized as a Borough park or open space area (generally under the jurisdiction of the Environmental Commission, although active recreation areas are managed by the Parks & Recreation Committee). The chair of the Environmental Commission is responsible for ensuring communication and coordination with any other interested parties.

The Chair of the Environmental Commission is responsible for communicating budget needs to the Mayor and Council, in the manner and form specified by the Mayor and Council.

Administration of Street trees

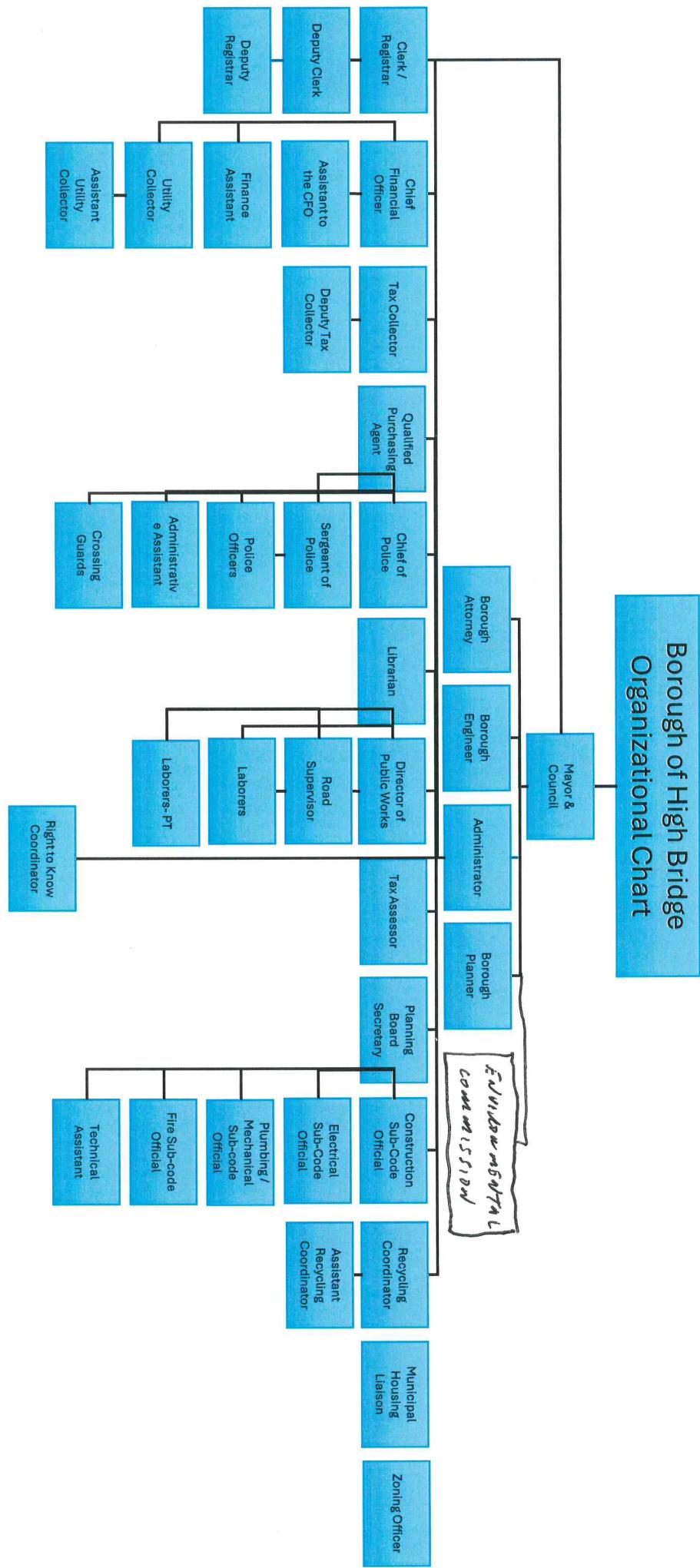
As elaborated in Chapter 275, Article III, Section 275-15 through 275-18 (Property Maintenance: Maintenance of Right of Way), High Bridge Borough currently does not have management responsibility for trees on private property, including trees within Borough easements such as pedestrian walkway rights-of-way, drainageway easements, street shade tree easements. Granted, other parts of the Borough code state that the Borough "...shall have control of all street trees, shrub, and other plantings now or hereafter in any street, park, public right-of-way or easement or other public place within the Borough limits or on property owned by the Borough..."². However, the Borough's position is that property owners within the municipal right of way have a duty to "Maintain and keep living trees and/or shrubbery in the road right of way or trees which threaten the road right of way of any road in the Borough in a manner so as to keep the right of way safe to preserve the public health, safety and general welfare and to remove dead or dying trees and/or branches³."

The responsibility for making such a determination (and communicating notice of said determination) rests with the Borough Zoning Officer and the Zoning Officer, although he or she may designate another person to make that determination, or consult with another person or the Environmental Commission on risk assessment.

² Chapter 380, Section 380-11 (Trees; Jurisdiction)

³ Chapter 275, Article III, Section 275-15 (Property Maintenance; Duties of Property Owner)

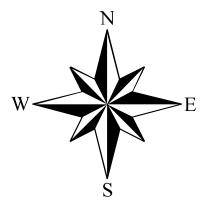
Borough of High Bridge Organizational Chart



Procedure for Responding to a Service Request

- 1) A request or complaint from a resident, Borough employee, or member of the public is fielded by the Borough Administrator (or a municipal employee or an elected official who then forwards the request or complaint to the Borough Administrator). The Borough Administrator collects the location of concern, the nature of the request or complaint, the requested action, and the contact information of the person requesting.
- 2) The Borough Administrator forwards the collected information to the Zoning Officer (as the Appointed Official under Chapter 380 of the Borough Code).
- 3) The Zoning Officer or his designee makes a site inspection in a timely manner, and generates a preliminary determination.
- 4) If the Zoning Officer requires additional information based on the preliminary determination, he may consult with the person making the request, the owner of the tree (if applicable), trained persons within the Dept. of Public Works or the Environmental Commission, or a Licensed Tree Expert.
- 5) Based on the consultation or the strength of the preliminary determination, the Zoning Officer or his designee shall make a final determination that shall include the findings of the site visit and any further consultations, desired abatement action (if any), and any mitigation actions to prevent harm to the public during the time between the issuance of the final determination and the abatement action.
- 6) For Borough-owned trees: The Zoning Officer or his designee shall communicate the final determination with the Borough Administrator, and generate an action plan based on the priority of that request compared to the ranked priorities of previous requests. Such action plan may involve the Dept. of Public Works taking direct action, or the contracting of the work with a private tree care firm.
- 7) For Street trees: The Zoning Officer or his designee shall communicate the final determination with the private property owner. Should the private property owner wish to engage a Licensed Tree Expert to contest the final determination, the Zoning Officer shall allow a reasonable period of time commensurate with the risk of the hazard. If the private landowner is unresponsive or otherwise refuses to address the risk, the Zoning Officer or his designee shall provide notice to remove or destroy the hazard, as provided for in the Borough Code. If upon receipt of that notice, the private landowner remains unresponsive or otherwise refuses to address the risk, the Zoning Officer or his designee shall refer the matter to the Borough Administrator to determine the correct course of action, which may include the Borough taking corrective action and assessing the private landowner for said costs.
- 8) The final determination shall be shared with the person making the request. The person making the request or the private landowner (if applicable) can request that the Environmental Commission or the Mayor and Council review the final determination, if they disagree with its findings. However, final determinations that involve a high or extreme risk rating and an imminent likelihood of failure will only be reviewable by the Borough Administrator or their designee.

SECTION 5: COMMUNITY MAP



High Bridge Borough
HUNTERDON COUNTY
NEW JERSEY

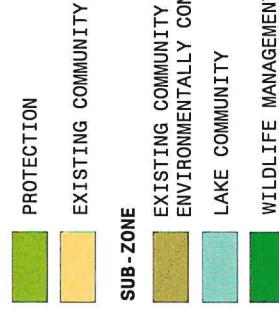
This map was developed using NJDEP GIS digital data, but this secondary product has not been verified by NJDEP and is not state-authorized.



ZONING CLASSIFICATION

MUC	MIXED-USE CORRIDOR
R-1	LOW DENSITY RESIDENTIAL
R-2	MODERATE DENSITY RESIDENTIAL
R-3	MEDIUM DENSITY RESIDENTIAL
R-4	HIGH DENSITY RESIDENTIAL
DB	DOWNTOWN BUSINESS
C	COMMERCIAL
ROM	RESEARCH/OFFICE / MANUFACTURING
G	PERMANENTLY DEDICATED OPEN SPACE
	WEST MAIN STREET REDEVELOPMENT PLAN
	WMSRP

HIGHLANDS LAND USE CAPABILITY OVERVIEW ZONES



ZONING MAP
HIGH BRIDGE BOROUGH
HUNTERDON COUNTY, NEW JERSEY
FEBRUARY 5, 2020

SCALE 1" = 600



REFERENCES:
ZONING MAP OF HIGH BRIDGE BOROUGH DATED
JANUARY 2015 PREPARED BY ROBERT S. O'BRIEN, P.E.
OF HATCH MOTT MACDONALD.

KEY

TOWNSHIP OF LEBANON – HUNTERDON COUNTY

TOWNSHIP OF CLINTON
HUNTERDON COUNTY

THIS MAP HAS BEEN REDRAWN USING COMPUTER AIDED
DRAFTING DESIGN (CADD) BASED ON TAX MAPS PREPARED BY
AMERICAN AIR SURVEYS, INC. IN ASSOCIATION WITH EDWARD B.
VAN NOTE, I.S.

THESE TAX MAPS SUPERSEDE THE TAX MAPS APPROVED
AUGUST 3, 1966.

THE AREAS, BOUNDARIES AND DIMENSIONS SHOWN ON THIS TAX MAP ARE DERIVED FROM GROUND SURVEYS, AERIAL SURVEYS, RECORDED PLANS, MAPS, DEEDS AND WILLS AND ARE TO BE USED FOR ASSESSMENT PURPOSES ONLY.

TAX MAP
TOWN OF HIGH BRIDGE

HUNTERDON COUNTY, NEW JERSEY

SCALE: 1" = 400'

OCTOBER 2013

OCTOBER 2013

TO SHOW CONDITIONS AS OF DECEMBER 2019

KEY

LEGEND

KEY SHEETS

- ① DETAIL SHEET NUMBER
- ③ BLOCK NUMBER

— — SHEET LIMIT

— — BLOCK LIMIT

DETAIL SHEETS

- ③ BLOCK NUMBER

2 LOT NUMBER

Section 6: Training Plan

Part One: CORE Training

The Borough understands that in order to gain and maintain Approved Status under the NJ Shade Tree and Community Forestry Assistance Act, it must have two (2) people who are CORE Trained. One of those people must be a Borough employee, and one of those people must be a volunteer. An elected official would qualify as either an employee or a volunteer. CORE Training topics include:

Background of Community Forestry and Shade Tree Commissions in New Jersey

- History and development in New Jersey
- Programs
- Technical resources available
- Local, state, and national organizations
- Community Forestry Program grant opportunities

Legal Aspects

- Tort Claims/New Jersey Shade Tree and Community Forestry Assistance Act
- Commissions vs. Advisory Boards
- State Statute governing municipal Shade Tree Commissions
- Sample ordinances for municipal Shade Tree Commissions
- Sample resolutions and regulations for County Commissions or County Boards
- Right of way issues

Hazardous Tree Situations

- Understanding target areas
- Recognizing common tree defects
- Recognizing tree species that are prone to problems
- Prioritizing problem trees for maintenance or removal
- Recognizing sight line problems

The Borough will ensure that at least two (2) people within the Borough are CORE-trained at all times. To the extent practical, the Borough will attempt to have a transition plan to ensure that a second CORE employee is being trained if the primary CORE employee announces the intent to retire or otherwise leave Borough service.

Part Two: Annual continuing education

The Borough understands that at least two persons must earn a total of at least 8.0 Continuing Education Units (CEU's) each year. Typically, trainings qualifying for CEU's are conducted at least annually by NJ Shade Tree Federation, NJ Division of the Allegheny Society of American Foresters, the Committee for the Advancement of Arboriculture, the NJ Chapter of the International Society of Arboriculture, and others.

Information regarding budget allocation for training is found in Section 8, and will be adequate to meet both parts of the training requirement.

Section 7: Public Education, Awareness, and Outreach

Summary

The Borough acknowledges that the community's willingness to participate in the shade tree program is the greatest opportunity to improve the greening of the Borough. This is simply a reflection of the reality of limited fiscal resources in a challenging budgetary environment. In order to encourage additional buy-in by residents, the Borough seeks to communicate the following:

- Large, mature trees can remove more than 3 lbs. of non-carbon pollution annually, mostly through leaves acting as air filters
- Trees in urban & community forest settings in the US produce 67 million tons of oxygen each year – enough for 2/3 of the population of the United States
- Trees, especially large trees, reduce both the amount of runoff and peak stormwater flows by intercepting rainfall, and providing pathways for evaporating, transpiration, or delayed infiltration
- Urban & community forest trees capture and convert phosphorus and nitrogen in soils and prevent them from becoming pollutants downstream during stormwater events
- Trees provide cool spaces during summer months through shade and transpiration, reducing air temperatures by up to 10 degrees, and surface temperatures by about 30 degrees.
- **It is widely believed that well-maintained street trees can add between 3-15% to home values in their neighborhood.**

Strategies

The Borough intends to use a combination of strategies to conduct outreach and education to borough residents and the community at large. This shall include programs, media communications, and outreach to community groups.

In terms of programs, the Borough will continue participation in the Tree City USA program, and will explore utilizing adopt-a-tree style programs in both Borough-owned and street tree situations, Arbor Day celebrations, and presence at community events.

In terms of media communications, the Borough intends to utilize its current newsletter, as well as recent and upcoming updates to the Borough website, Public Service Announcement emails, and social media resources.

In terms of outreach to groups, the Borough intends to leverage its Environmental Commission to communicate the value and benefits of trees to youth groups (Scouting, etc.), school groups, faith-based groups, other community organizations, and local business organizations. In terms of resources, the Borough will leverage existing relationships with adjacent municipalities,

Sustainable New Jersey (and its local units), NJDEP Urban & Community Forestry Program, ISA, NJ Shade Tree Federation, NJ Tree Foundation, and the NJ Division of the Allegheny Society of American Foresters.

Section 8: Statement of Tree Budget

Most Recent Fiscal Year

Expense line item	Expenses	Type
Tree Inventory/Assessment	\$ -0-	N/A
Hazard Tree Identification and Management		
Tree removal/Removal of tree	\$ 2,300	Budget funds
Tree Planting	\$ -0-	N/A
Tree Maintenance and Care		
Pruning and trimming (45 hours)	\$ 2,025	DPW in-kind services
Leaf pickup (300 hours)	\$13,500	DPW in-kind services
Street sweeping/Brush pickup (200 hours)	\$ 9,000	DPW in-kind services
Other		
Environmental Commission meetings/admin. services	\$ 2,030	Volunteer in-kind
Community Forestry Management Plan	\$ 3,000	Grant ⁴
	TOTAL:	\$31,855

Projected/Proposed Next Fiscal Year

Expense line item	Expenses	Type
Tree Inventory/Assessment	\$10,000	80% grant/20% in-kind
Hazard Tree Identification and Management		
Tree removal/Removal of tree	\$ 1,500	Budget funds
Tree Planting	\$ 1,000	80% grant/20% in-kind
Tree Maintenance and Care		
Pruning and trimming (45 hours)	\$ 2,025	DPW in-kind services
Leaf pickup (300 hours)	\$13,500	DPW in-kind services
Street sweeping/Brush pickup (200 hours)	\$ 9,000	DPW in-kind services
Other		
Environmental Commission meetings/admin. services	\$ 2,030	Volunteer in-kind
Training	\$ 250	Budget funds ⁵
Community Forestry Management Plan	\$ -0-	N/A
	TOTAL:	\$39,305

⁴ A significant number of volunteer hours, as well as some professional hours contributed to the development of this Plan, however for the purposes of this section we have only presented the amount of the grant.

⁵ Does not include the time value for the volunteers or staff during training.

Section 9: Statement of Plan Implementation

Year 1: (CY 2025)

- Contract for a tree inventory that will result in a GIS data layer and will quantify the existing tree cover within the Borough (Objectives 1A & 1B)
- Following the completion of the tree inventory, set a 4-year goal for tree planting within the Borough (Objective 1C)
- Identify funding sources for tree planting (Objective 1D)
- Establish a regular schedule for content creation for the Borough's newsletter, website, and social media, with emphasis on the value of Street trees to private landowners (Objectives 2C, 4B & 4C)
- Review the tree inventory results, previous budget, and projected expenditures to communicate budget needs to the Mayor and Council (Objectives 2D & 3C)
- Continue to follow procedures for handling service requests (Objectives 3A & 3B)
- Continue to meet training requirements for accreditation (Objective 4A)
- Continue to hold regular Environmental Commission meetings (Objectives 4C, 5A, 5B, & 5C)
- Communicate regularly with the Buildings & Grounds Committee, Green Team, and others (Objective 5D)

Year 2: (CY 2026)

- Conduct an inventory of planting sites (both tree lawns and Borough-owned lands) and their constraints (such as overhead lines, and width of tree lawns) that will result in a GIS data layer (Objective 1E)
- Following the inventory of planting sites, develop a list of suitable/preferred tree species based on the constraints/classifications of each type of planting site (Objective 1F)
- Perform an annual review of trees within the Borough to update the tree inventory (Objectives 1B, 2A, & 2B)
- Identify funding sources for tree planting (Objective 1D)
- Conduct tree planting in accordance with the annual or multi-year goal for tree planting set during Year 1 (Objective 1C)
- Follow the regular schedule for content creation for the Borough's newsletter, website, and social media set during Year 1, with emphasis on communicating the results of the tree inventory and inventory of planting sites (Objectives 2C, 4B & 4C)
- Attempt to expand upon the communication and outreach efforts of the previous year (Objective 4C)
- Review the tree inventory results, previous budget, and projected expenditures to communicate budget needs to the Mayor and Council (Objectives 2D & 3C)
- Continue to follow procedures for handling service requests (Objectives 3A & 3B)
- Continue to meet training requirements for accreditation (Objective 4A)

- Continue to hold regular Environmental Commission meetings (Objectives 4C, 5A, 5B, & 5C)
- Communicate regularly with the Buildings & Grounds Committee, Green Team, and others (Objective 5D)

Year 3: (CY 2027)

- Perform an annual review of trees within the Borough to update the tree inventory (Objectives 1B, 2A, & 2B)
- Follow the regular schedule for content creation for the Borough's newsletter, website, and social media set during Year 1, with emphasis on persuading private landowners to coordinate with the Borough on the planting of additional Street trees (Objectives 2C, 4B & 4C)
- Attempt to expand upon the communication and outreach efforts of the previous year (Objective 4C)
- Identify funding sources for tree planting (Objective 1D)
- Conduct tree planting in accordance with the annual or multi-year goal for tree planting set during Year 1 (Objective 1C)
- Review the tree inventory results, previous budget, and projected expenditures to communicate budget needs to the Mayor and Council (Objectives 2D & 3C)
- Continue to follow procedures for handling service requests (Objectives 3A & 3B)
- Continue to meet training requirements for accreditation (Objective 4A)
- Continue to hold regular Environmental Commission meetings (Objectives 4C, 5A, 5B, & 5C)
- Communicate regularly with the Buildings & Grounds Committee, Green Team, and others (Objective 5D)

Year 4: (CY 2028)

- Perform an annual review of trees within the Borough to update the tree inventory (Objectives 1B, 2A, & 2B)
- Follow the regular schedule for content creation for the Borough's newsletter, website, and social media set during Year 1, with emphasis on persuading private landowners to coordinate with the Borough on the planting of additional Street trees (Objectives 2C, 4B & 4C)
- Attempt to expand upon the communication and outreach efforts of the previous year (Objective 4C)
- Identify funding sources for tree planting (Objective 1D)
- Conduct tree planting in accordance with the annual or multi-year goal for tree planting set during Year 1 (Objective 1C)
- Conduct a review of best practices for community forest management, including sample ordinances prepared by outside organizations, and advise the Mayor and Council (Objective 5C)
- Review the tree inventory results, previous budget, and projected expenditures to communicate budget needs to the Mayor and Council (Objectives 2D & 3C)

- Continue to follow procedures for handling service requests (Objectives 3A & 3B)
- Continue to meet training requirements for accreditation (Objective 4A)
- Continue to hold regular Environmental Commission meetings (Objectives 4C, 5A, 5B, & 5C)
- Communicate regularly with the Buildings & Grounds Committee, Green Team, and others (Objective 5D)

Year 5: (CY 2029)

- Perform an annual review of trees within the Borough to update the tree inventory (Objectives 1B, 2A, & 2B)
- Follow the regular schedule for content creation for the Borough's newsletter, website, and social media set during Year 1, with emphasis on persuading private landowners to coordinate with the Borough on the planting of additional Street trees (Objectives 2C, 4B & 4C)
- Attempt to expand upon the communication and outreach efforts of the previous year (Objective 4C)
- Identify funding sources for tree planting (Objective 1D)
- Conduct tree planting in accordance with the annual or multi-year goal for tree planting set during Year 1 (Objective 1C)
- Review the tree inventory results, previous budget, and projected expenditures to communicate budget needs to the Mayor and Council (Objectives 2D & 3C)
- Continue to follow procedures for handling service requests (Objectives 3A & 3B)
- Continue to meet training requirements for accreditation (Objective 4A)
- Continue to hold regular Environmental Commission meetings (Objectives 4C, 5A, 5B, & 5C)
- Communicate regularly with the Buildings & Grounds Committee, Green Team, and others (Objective 5D)
- Prepare to produce a new 5-year Community Forestry Management Plan (Objective 4A)

Section 10: Community Stewardship Incentive Program (CSIP)

CSIP #1: Training

- Funds could be used for CORE training, annual (CEU) training, and/or other elective training above and beyond the minimum required for accreditation.
- This would assist the Borough in meeting Objectives 1F, 4A, and 4C.
- Please refer to Section 2, Page 2; Section 6, Page 13; Section 8, Page 16; and Section 9, Pages 17-19.

CSIP #2: Community Forestry Ordinance Establishment

- Funds could be used for volunteer, staff, Zoning Officer, and legal counsel time to review the existing Borough Code to determine if it would be prudent to suggest a supplemental ordinance to further define or clarify the powers of the Environmental Commission, and the need (if any) for a tree preservation ordinance. Such ordinances would be informed by model ordinances and best practices published by outside organizations.
- This would assist the Borough in meeting Objectives 5B and 5C.
- Please refer to Section 2, Page 3; and Section 9, Page 18.

CSIP #3: Public Education and Awareness

- Funds could be used for printed or digital materials to promote the benefits of Street trees to public landowners.
- This would assist the Borough in meeting Objectives 1C, 1F, 4B, and 4C.
- Please refer to Section 2, Pages 2 & 3; Section 7, Page 14; and Section 9, Pages 17-19.

CSIP #4: Arbor Day

- Funds could be used to establish an Arbor Day Celebration, as part of a public education and awareness program.
- This would assist the Borough in meeting Objectives 4B and 4C.
- Please refer to Section 2, Page 3; Section 7, Page 14; and Section 9, Pages 17-19.

CSIP #5: Tree Inventory

- Funds could be used to contract a comprehensive inventory of Street and Borough-owned trees.
- This would assist the Borough in meeting Objectives 1A and 1B
- Please refer to Section 2, Pages 2 and 3; Section 3, Page 4; Section 8, Page 16; and Section 9, Page 17.

CSIP #6: Hazard Tree Assessment

- Funds could be used to contract with a Licensed Tree Expert (LTE) to conduct either a Level 2 Basic Assessment and/or a Level 3 Advanced Assessment if the annual review or a service request identifies a tree situation that is beyond the assessment abilities of the Borough staff or Environmental Commission.
- This would assist the Borough in meeting Objectives 2A and 3A.
- Please refer to Section 2, Pages 2 and 3; and Section 4, Page 9.

CSIP #7: Storm Damage Assessment

- Funds could be used to conduct a pre-storm assessment of potential damage to tree resources after a severe storm
- This would assist the Borough in meeting Objectives 2B, 2C, and 2D
- Please refer to Section 2, Page 2.

CSIP #8: Tree Maintenance and Removals

- Funds could be used to conduct maintenance activities, such as pruning, root collar excavation, fertilization, watering, mulching, or other maintenance activities, or for tree removals.
- This would assist the Borough in meeting Objectives 2D, 3A, and 3C.
- Please refer to Section 2, Pages 2 & 3; Section 4, Pages 6, 7 & 9; Section 8, Page 16; and Section 9, Pages 17-19.

CSIP #9: Insect and Disease Management

- Funds could be used to manage insect and disease problems, especially within a community forest health paradigm.
- This would assist the Borough in meeting Objectives 2C and 2D.
- Please refer to Section 2, Page 2.

CSIP #10: Wildfire Protection

- The Borough is highly urbanized, with extremely low wildfire risk. Therefore CSIP #10 activities are believed to be of low priority, and might not be addressed during this Plan.

CSIP #11: Tree Planting

- Funds could be used to plant quality growing stock that is well-suited to the planting site, using good planting methods to include removal of wire baskets, etc.
- This would assist the Borough in meeting Objectives 1C, 1D, and 1F.
- Please refer to Section 2, Page 2; Section 8, Page 16; and Section 9, Pages 17-19.

CSIP #12: Tree Recycling

- Funds could be used to institute a tree recycling program within the Borough or in cooperation with adjacent municipalities that could include provisions for mulch to Borough residents, Christmas tree recycling, or other manners of tree utilization.

- This would assist the Borough in meeting Objectives 2D and 3D.
- Please refer to Section 2, Page 2.

CSIP #13: Sidewalk Maintenance Program

- Funds could be used to inventory potential planting sites, with an eye towards proper species selection and prevention of sidewalk issues. Funds could also be used to curve and replace sidewalks, particularly as an alternative to tree removal.
- This would assist the Borough in meeting Objectives 1E, 1F, 2C, 3A and 3B.
- Please refer to Section 2, Pages 2 & 3; Section 3, Page 4; Section 4, Page 7; and Section 9, Page 17.

CSIP #14: Storm Water Management

- Funds could be used to fund innovative approaches to storm water management (potentially including leaf pickup programs) as it relates to Community Forestry.
- This would assist the Borough in meeting Objectives 5A, 5B, 5C, and 5D.
- Please refer to Section 2, Page 3; Section 7, Page 14; and Section 8, Page 16.

CSIP #15: Other

- Funds could be used to fund other community forestry activities that do not fit easily into one of the above practices, but can be justified as a valid community forestry practice. If the inventory of potential planting sites is not a valid activity under CSIP #13, it should be considered here.
- This would assist the Borough in meeting Objectives 1E, 1F, 2C, 3A and 3B.
- Please refer to Section 2, Pages 2 & 3; Section 3, Page 4; Section 4, Page 7; and Section 9, Page 17.

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

**RESCINDING SALARY RESOLUTION NO. 185-2024 AND REPLACING IT WITH A
NEW SALARY RESOLUTION**

RESOLUTION: 283-2024

ADOPTED:

WHEREAS, High Bridge Borough previously adopted Resolution No. 185-2024 establishing the salaries and compensation for certain employees of High Bridge Borough; and

WHEREAS, upon further review, the governing body has determined that amendments to the salary structure are necessary to better align with current financial, operational, and organizational considerations; and

WHEREAS, it is in the best interest of High Bridge Borough to rescind Resolution No. 185-2024 and adopt a new salary resolution reflecting the updated salary structure and rates;

WHEREAS,

Mayor	\$0.00	Per annum
Council Members	\$2,000.00	Per annum
Administrator	\$52,000.00	Per Annum
Police Chief – effective Jan 1-per contract	\$150,000.00	Per annum
Police Chief – effective June 1-per contract	\$155,000.00	Per annum
School Crossing Guards	\$21.84	Per Hour
Director of Public Works & Utilities/ACO Officer/RTK Officer/Recycling Coordinator	\$96,493.49	Per annum
Fire/CCO/Code Enforcement Officer	\$19,573.00	Per annum
Assistant Animal Control Officer	\$1,545.00	Per annum
Laborer #1	\$54,095.60	Per annum
Laborer #2	\$56,516.10	Per annum
Laborer #3	\$54,095.60	Per annum
Laborer #4	\$49,440.00	Per annum
Laborer #5	\$39,250.00	Per annum
Seasonal Laborer	\$15.50	Per hour
Road Supervisor	\$59,245.60	Per annum
Asst. Utility Collector	\$24.72	Per hour
Municipal Clerk	\$73,918.00	Per annum
Deputy Clerk	\$55,000.00	Per Annum
Tax Assessor	\$25,000.00	Per annum

Construction Sub-Code Official	\$10,000.00	Per annum
Building Sub-Code Official	\$5,000.00	Per annum
Fire Sub-Code Official	\$7,500.00	Per annum
Electrical Sub-Code Official	\$6,000.00	Per annum
Plumbing/Mechanical Sub-Code Official - Plans	\$5,000.00	Per annum
COAH Housing Liaison	\$2,731.56	Per annum
Zoning Officer	\$8,740.58	Per annum
CFO	\$36,050.00	Per annum
Tax Collector/Finance Asst./Utility Collector/Asst. Recycling Coordinator/Acting QPA	\$90,000.00	Per annum
Finance Assistant II	\$24.72	Per hour
Planning Board Secretary	\$24.72	Per hour
Matrons – Police Department	\$14.13	Per hour
Summer Recreation Counselor – 1 st year	\$14.13	Per hour
Summer Recreation Counselor – 2 nd year	\$14.23	Per hour
Summer Recreation Counselor – 3 rd year	\$14.33	Per hour
Summer Recreation Director#1	\$1,196.00	Per annum
Summer Recreation Director#2	\$1,196.00	Per annum
Summer Recreation Assistant Director#1	\$663.00	Per annum
Summer Recreation Assistant Director#2	\$663.00	Per annum
Assessment Program Inspector	\$24.00	Per hour
ReAssessment Officer	\$20,000.00	Per Annum
Extra Clerical-Administration	\$24.72	Per hour
Extra Laborer-Public Works & Utilities	\$20.50	Per hour
Extra Laborer-Public Works & Utilities w/CDL	\$25.25	Per hour
Water Operator	\$11,641.00	Per Annum
Backup Water Operator	\$3,000.00	Per Annum

The Rate for mileage reimbursements shall be at the current federal limit.

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

1. Rescission of Resolution No. 185-2024

Resolution No. 185-2024 is hereby rescinded in its entirety.

2. Adoption of New Salary Resolution

The new salary schedule is hereby adopted and shall govern the salaries and compensation for the designated positions effective January 01, 2024.

3. Distribution

A copy of this resolution, along with the attached salary schedule, shall be provided to the Municipal Clerk, Finance Department, and all affected employees.

4. Effective Date

This resolution shall take effect immediately upon adoption.

BE IT FURTHER RESOLVED that the Borough Clerk is directed to take all necessary steps to implement this resolution.

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH COLLIER'S
ENGINEERING & DESIGN INC. FOR ENGINEERING SERVICES FOR THE
2024 GIS SERVICES - DATA COLLECTION AND UPDATED WATER SYSTEM MAP**

RESOLUTION: 284-2024

ADOPTED:

WHEREAS, High Bridge Borough ("Borough") has requested a proposal for GIS services to perform data collection (ie. curb boxes and water valves) and preparation of an updated water system map; and

WHEREAS, the Borough was previously awarded a NJDCA Water System Improvement 2024 Grant (Grant# 2024-04962-0039-00) in the amount of \$4,000,000.00; and

WHEREAS, Colliers Engineering & Design has provided an agreement for professional services in the amount of \$58,020.00; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of High Bridge, in the County of Hunterdon and in the State of New Jersey does hereby approves the execution of this agreement by the Borough Administrator.

Certified as a true copy of the Resolution adopted by the Mayor and Council
On this 12th day of December 2024.

Adam Young, RMC, Borough Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

November 6, 2024

Borough of High Bridge
Department of Public Works
97 West Main Street
High Bridge, NJ 08829
Attn: Brandon Metz, DPW Manager

Proposal for Professional Services
Water Assets Map Preparation
Colliers Engineering & Design Proposal No.: HIB0179P

Dear Mr. Metz,

Colliers Engineering & Design, Inc. (DBA Maser Consulting) (CED) is pleased to submit this proposal to provide professional services for performing data collection and preparing a water system map for the Borough of High Bridge ("Borough"). We have generated this proposal based on existing information regarding water assets and Borough owned resources. This proposal is divided into four sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

Section IV – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

Task 1: Field Data Collection

CED will perform field work to capture the location of water assets that are part of the water system. Specific features and the attribute data, when evident in the field, that will be collected include:

<u>Asset Type</u>	<u>Asset Attributes</u>
Curb Boxes	Owner, Facility ID, Photograph, Comments
Water Valves	Facility ID, Valve Type, Photograph, Material (if visible), Comments

The location of these features will be collected in the field by our team using centimeter-grade GNSS equipment. Centimeter-grade GNSS equipment typically yields horizontal coordinates accurate to within a few centimeters of the actual location of the feature being collected. However, some locations in sub-optimal areas with tall buildings or dense tree canopy may result in less accurate coordinates. GNSS metadata, such as Receiver Type, Estimated Horizontal and Vertical Accuracy, PDOP, etc., will be collected for each point and stored as attribute data for each GIS feature. This data will be collected in the field and integrated into a GIS geodatabase for the Borough.

In addition to the attributes listed above, our team will take a photograph of each asset and add a general comment, as necessary. Our field team will be on the lookout for issues or defects that are associated with the assets that are being mapped. These comments will be stored as an attribute for that specific feature within the GIS geodatabase and a summary will be provided to the Borough for review.

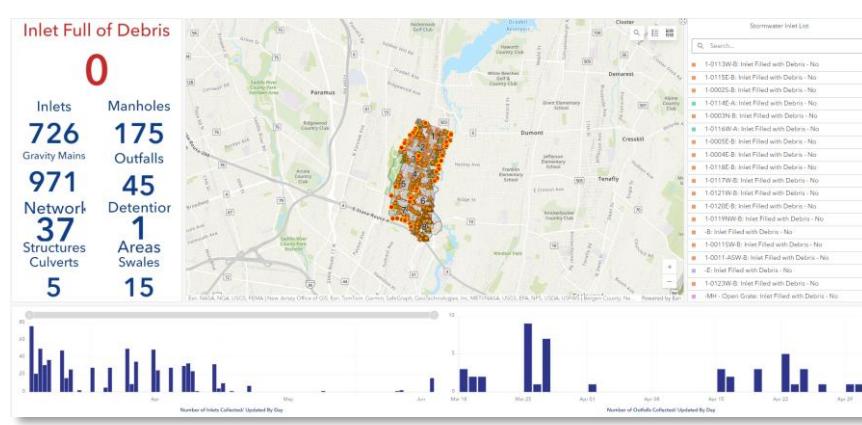
Our general approach will be to travel the rights-of-way of each street within the Borough and capture the location of each surface asset. We will also map the location of assets located within municipal or utility easements. We have reviewed the Borough's current number of water assets and our team will use this information as a reference when planning and executing the field work for this project.

CED's GIS staff has assumed the following when estimating the work to be completed in this phase:

- We will collect up to 2,000 curb boxes and water vales in this task;
- These features are accessible in the public right-of-way or a municipal easement and can be seen from the surface (i.e. not paved over or buried underground);
- The Borough will assist our team by coordinating access to assets that are within easements on public or private property;
- The Borough DPW will support CED where possible;

Our team will utilize a laser rangefinder to collect the location of features that are in high-traffic roadways or hazardous areas with steep terrain, etc. Data collected with the laser rangefinder will have similar accuracy to data collected with only GNSS equipment. The data collection method will be noted within the GIS geodatabase as an attribute.

Our progress and the status of our field work will be tracked in real-time using a GIS dashboard view that is built with Esri's ArcGIS Dashboards. This dashboard view will include an interactive map that displays the collected



assets and key metrics such as number of assets located, number of issues, and more. The dashboard will be generated in the CED ArcGIS Online site and shared with the Borough during the project to view our team's progress and the draft data that has been collected in the field. Please note that field data is considered draft until our team has had the opportunity to complete our formal quality review.

Lump Sum Fee: \$50,540.00

Task 2: Map Preparation

Once the data is collected in the field, our team will complete the subsurface mapping of the water assets from the office. Unique identifiers for features will be assigned using an incremental numbering scheme and entered to the GIS system as attribute data associated with each feature.

Once GIS data has been finalized, our team will prepare one 24x36 map showing all features. We will additionally provide a color map book showing mapped features at 11x17 for a zoomed in view of mapped features. This map and map book will be provided digitally to the Borough for printing. In-house printing can be completed for an additional fee. Refer to printing reimbursable rates.

Lump Sum Fee: \$4,965.00

Task 3: Web Application Design

CED proposes to generate one web-GIS applications of the Borough's curbs boxes and water valves. The application will include the layers that were generated previously and collected in the field. The web-GIS applications will be generated using the Borough's ArcGIS Online organizational account.

Once finalized the web-GIS application will be visible only to internal Borough and CED staff, allowing for data security. This can be modified to generate a public-facing web-GIS application, if requested by the Borough. Specific layers, attributes, and other information can be omitted or added, based on the need of the user viewing the application.

The web-GIS applications will additionally include 'widgets', otherwise known as tools, to help users utilize the web-GIS applications. Some proposed widgets can be found below.

Widget	Functionality
Location	Allows the user to bring the map to their specific location, using the device GPS. This would be useful for individuals currently utilizing the applications in the field to help bring the map to where they are and show features and facilities nearby.
Bookmarks	Specific areas of the Borough can be saved to allow users to navigate to them faster. These locations could include pump houses, critical chambers, stormwater outfalls, or locations such as frequent problem areas.
Print	The end-user will have the ability to print what they see on the screen with a map legend. The print tool could benefit people who are working to map out

	changes or would like to plan a site visit. This could also benefit anyone who might have limited or no service outdoors.
Basemap Changer	Modify the base of the map to allow for easier visualization of features. Vector, aerial, navigation, and simple maps can be provided, based on the need of the users.

Lump Sum Fee: \$2,515.00

Project Deliverables

The following digital deliverables will be transmitted to the Borough via a file sharing site:

- GIS geodatabase including the water assets GIS data;
- One web map, one web mapping application, and one hard copy map book for the water assets;
- One 24x36 map of the water asset system;
- Field data collection status dashboard – for use during field data collection only.

Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
Task 1: Field Data Collection	\$ 50,540.00
Task 2: Map Preparation	\$ 4,965.00
Task 3: Web Application Design	\$ 2,515.00
Total	\$ 58,020.00

This Contract and Fee Schedule are based upon the acceptance of Colliers Engineering & Design's Business Terms and Conditions contained in Section II of this Contract. Delivery, mileage, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice. **Payment terms are NET30 of receipt of invoice.**

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Services not specifically outlined in Section I;
- Revisits will be additional collection at an hourly rate;
- Our proposal cost reflects only the total structure counts listed in Section I;

- Feature counts were obtained from documentation that was provided by the Borough to CED;
- Features provided are understood to be non-accurate;
- No County assets will be added or collected in this project, a cost can be provided, additionally, for this;
- Private assets collected will be defined by the Borough prior to data collection.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

Section II – Business Terms and Conditions

Colliers Engineering & Design agrees to provide professional services under the following terms and conditions:

The term Client referenced herein is the person, persons, corporation, partnership, or organization referenced in the proposal between Colliers Engineering & Design and said Client.

1.0 SCOPE OF SERVICES:

A description of the services to be provided by Colliers Engineering & Design will be presented and agreed to in written form, whenever possible. Services not set forth in the Scope of Services, are excluded from the Scope of Services, and Colliers Engineering & Design will assume no responsibility to perform such services under the base contract. In situations where a written contract is not executed or where additional services becomes necessary during the course of the project, Colliers Engineering & Design may provide such services using our Technical Staff Hourly Rate Schedule in effect at the time of services (Note: Current Rate Schedule as set forth in Section III is attached hereto and made part hereof).

The proposed fees set forth in this Agreement shall be open for acceptance for sixty (60) days from the proposal date. If the Agreement is signed after that date, the proposed fees may be adjusted prior to commencement of services, subject to agreement by the Client and Colliers Engineering & Design.

Where Lump Sum or Unit Price Contracts are signed, and services provided by Colliers Engineering & Design extend beyond a date 12 months after the date of execution of this Agreement, Colliers Engineering & Design reserves the right to increase such contract amounts in accordance with the Regions Consumer Price Index. In the event that a Lump Sum or Unit Price Contract is partially completed at such time that the price is to be adjusted, Colliers Engineering & Design reserves the right to increase the balance of the fee still to be billed as of the anniversary date. Since there are substantial costs to stop and restart a project once it is underway, should a project's progress be halted at any time by the client, for any reason, Colliers Engineering & Design reserves the right to charge a restart fee and/or to renegotiate the remaining fees within the contract.

The hourly rates listed in our Technical Staff Hourly Rate Schedule are adjusted semi-annually and the Client shall be billed at the rates that are in effect at the time of service.

These Business Terms and Conditions are applicable for any additional professional services rendered for this project including, but not limited to, change orders, client service authorization forms, etc.

2.0 STANDARD OF CARE:

In performing services, we agree to exercise professional judgment, made on the basis of the information available to us, and to use the same degree of care and skill ordinarily exercised in similar circumstances and conditions by reputable consultants performing comparable services in the same locality. This standard of care shall be judged as of the time the services are rendered, and not according to later standards. Reasonable people may disagree on matters involving professional judgment and, accordingly, a difference of opinion on a question of professional judgment shall not excuse a Client from paying for services rendered. NO OTHER REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE.

3.0 INVOICES:

Colliers Engineering & Design bills its Clients on a monthly basis using a standard invoice format. This format provides for a description of services performed and a summary of professional fees, expenses, and other charges. For more detailed invoicing requests, Colliers Engineering & Design reserves the right to charge for invoice preparation time by staff members. Monthly invoices will be submitted based upon percentage of services completed and reimbursable expenses. Any comments or discrepancies, relative to invoices shall be submitted in writing within fourteen (14) days or the account will be considered correct.

For professional services billed on an hourly basis, Colliers Engineering & Design reserves the right to invoice all overtime services performed by our employees using our Technical Staff Hourly Rate Schedule in effect at the time of services at ONE AND ONE-HALF TIMES our standard hourly rate for those employees.

Expenses incurred for services, equipment, and facilities not furnished by Colliers Engineering & Design are charged to the Client at cost plus an up-charge not to exceed 15 percent of the invoice for said services.

Client shall pay Colliers Engineering & Design for reimbursable expenses, including, but not limited to, application fees, printing and reproduction, mileage, courier and express delivery service, special/overnight mailings, facsimile transmissions, specialized equipment and laboratory charges, and costs of acquiring materials specifically for the Client. Reimbursable charges will be added to each monthly invoice and are part of Client's responsibility.

4.0 PAYMENT:

Colliers Engineering & Design bills are payable in full UPON RECEIPT and **payment is expected within thirty (30) days**. We reserve the right to assess a late charge of 1.5 percent per month for any amounts not paid within 45 days of the billing date. In the event payment is not made according to the terms and conditions herein, the matter may proceed to a collections agency or to an attorney for collection. Client shall be

responsible for fees charged by the collections agency and/or attorney's fees incurred to collect the monies owed. Should the matter proceed to court, client shall also be responsible for court costs.

In addition, where payment is not received in accordance with the terms of this contract, Colliers Engineering & Design reserves the right to withdraw any applications to federal, state, or local regulatory agencies / boards filed on behalf of the client with the understanding that these applications are the property of Colliers Engineering & Design. Colliers Engineering & Design will provide you with written notification two (2) weeks prior to taking any action to withdraw an application submitted on behalf of the client. If payment of all outstanding invoices is not received within two (2) weeks of receipt of this letter, Colliers Engineering & Design will withdraw all pending applications for the project.

5.0 RETAINER:

Colliers Engineering & Design reserves the right to request a retainer from the Client prior to the commencement of services on a project. While retainers are collected prior to the start of a project, the retainer is held to the end of the project, and will be applied to the final invoices. Retainers are not applied to the beginning of the project.

6.0 RIGHT OF ENTRY/JOB SITE:

Client will provide for right of entry for Colliers Engineering & Design personnel and equipment necessary to complete our services. While Colliers Engineering & Design will take all reasonable precautions to minimize any damage to the property, it is understood by the Client that in the normal course of our services, some damage may occur, the correction of which is not part of this Agreement.

Client shall furnish or cause to be furnished to Colliers Engineering & Design all documents and information known to the Client that relate to the identity, location, quantity, nature or characteristics of any hazardous or toxic substances at, on, or under the site. In addition, the Client will furnish or cause to be furnished such other information on surface and subsurface site conditions required by Colliers Engineering & Design for proper performance of its services. Colliers Engineering & Design shall be entitled to rely on the accuracy and completeness of Client provided documents and information in performing the services required under this Agreement and Colliers Engineering & Design assumes no responsibility or liability for their accuracy or completeness.

Colliers Engineering & Design will not direct, supervise, or control the work of Client's contractors or their subcontractors. Colliers Engineering & Design shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures and Colliers Engineering & Design's services will not include a review or evaluation of the contractors (or subcontractor's) safety precautions, programs or measures. Colliers Engineering & Design does not guarantee the performance of the construction contract by the Client's contractors or the subcontractors and Colliers Engineering & Design does not assume responsibility for the Client's contractors' or subcontractors' failure to furnish and perform their work in accordance with the Contract Documents.

Colliers Engineering & Design shall be responsible only for its activities and that of its employees on any site. Neither the professional activities nor the presence of Colliers Engineering & Design or its employees or subcontractors on a site shall imply that Colliers Engineering & Design controls the operations of others, nor shall this be construed to be an acceptance by Colliers Engineering & Design of any responsibility for jobsite safety.

7.0 UTILITIES:

In the execution of our services Colliers Engineering & Design will take reasonable precautions in accordance with the professional standard of care to avoid damage or injury to subterranean structures or utilities. The Client agrees to hold Colliers Engineering & Design harmless and defend and indemnify Colliers Engineering & Design for any claims or damages to subterranean structures or utilities, which have not been marked-out under the One-Call system or are not shown or are incorrectly shown on the plans furnished.

8.0 TERMINATION OR SUSPENSION OF SERVICES:

Should Client fail to make payments when due or is otherwise in material breach of this Agreement, Colliers Engineering & Design at their election may suspend services at any time after PROVIDING WRITTEN NOTICE TO THE CLIENT until payments are brought current. Colliers Engineering & Design shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension and the Client agrees to indemnify and hold Colliers Engineering & Design harmless from any claim or liability resulting from such suspension.

This Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Colliers Engineering & Design shall be paid for service performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all services contemplated by the Agreement, Colliers Engineering & Design may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of Colliers Engineering & Design in completing such analyses, records and reports.

9.0 SUBCONSULTANTS/SUBCONTRACTORS:

Colliers Engineering & Design prefers that its Clients directly retain others whose services are required in connection with a project (e.g., drillers, analytical laboratories, transporters, other experts, etc.), except in unusual circumstances. As a service, we will advise Clients with respect to selecting other such subconsultants/subcontractors and will assist Clients in coordinating and monitoring their performance. In no event will we assume any liability or responsibility for the work performed by other subconsultants/subcontractors, or for their failure to perform any work,

regardless of whether we hire them directly as subconsultants/subcontractors, or only coordinate and monitor their work. When Colliers Engineering & Design does engage a subconsultant/subcontractor on behalf of the Client, the expenses incurred, including rental of special equipment necessary for the work, will be billed as they are incurred, at cost plus an up-charge not to exceed 20 percent of the invoice. By engaging us to perform services, you agree to defend, indemnify and hold Colliers Engineering & Design its directors, officers, employees, and other agents harmless from and against any and all claims, losses, liabilities, damages, demands, costs, or judgments arising out of or relating in any way to the performance or non-performance of work by another subconsultant/subcontractor. In addition, Client agrees to pursue recovery of and assert any claims based upon its loss, expenses and/or damages solely and directly against those subconsultants/subcontractors. In consideration of such indemnity and waiver, Colliers Engineering & Design agrees to assign its rights and/or claims against those subconsultants/subcontractors pursuant to the subconsultants/subcontractors agreements with Colliers Engineering & Design to the Client.

10.0 AGREED REMEDY:

Colliers Engineering & Design shall be liable to the Client only for direct damages to the extent caused by Colliers Engineering & Design's negligence in the performance of its services. UNDER NO CIRCUMSTANCES SHALL COLLIERS ENGINEERING & DESIGN BE LIABLE FOR INDIRECT, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR EXEMPLARY DAMAGES, OR FOR DAMAGES CAUSED BY THE CLIENT'S FAILURE TO PERFORM ITS OBLIGATIONS. With regard to services involving hazardous substances, Colliers Engineering & Design has neither created nor contributed to the creation or existence of any actually or potentially hazardous, radioactive, toxic, or otherwise dangerous substance or condition at any site, and its compensation is in no way commensurate with the potential liability that may be associated with a substance or site.

To the fullest extent permitted by law, the total liability, in the aggregate, of Colliers Engineering & Design and Colliers Engineering & Design's officers, directors, employees, agents and consultants to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of in any way related to Colliers Engineering & Design's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by Colliers Engineering & Design under this Agreement, not including reimbursable expenses and any subconsultant/subcontractor fees rendered on the project.

It is intended by the parties to this Agreement that Colliers Engineering & Design's services in connection with the project shall not subject Colliers Engineering & Design's individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and /or asserted only against Colliers Engineering & Design, a New Jersey corporation, and not against any of Colliers Engineering & Design's employees, officers or directors.

11.0 LIABILITY TO THIRD PARTIES:

The Client agrees to be solely responsible for, and to defend, indemnify, and hold Colliers Engineering & Design harmless from any and all liabilities, claims, damages and costs (including reasonable attorney's fees and defense costs) by third parties arising out of, or in any way related to, our performance or non-performance of services, except claims for personal injury, death, or personal property damage to the extent caused by the sole negligence, gross negligence or willful misconduct of employees of Colliers Engineering & Design.

12.0 INDEMNIFICATION:

Colliers Engineering & Design shall maintain, at its own expense, Workers Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance at all times and will, upon request, furnish insurance certificates to the Client.

To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Colliers Engineering & Design and its agents, officers, directors and employees, subcontracts or consultants (herein for the remainder of this section collectively referred to as Colliers Engineering & Design) from and against all claims, damages, losses and expenses, whether direct, indirect or consequential or punitive, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the services of Colliers Engineering & Design or any claims against Colliers Engineering & Design arising from the acts, omissions or work of others, unless it is proven in a court of competent jurisdiction that Colliers Engineering & Design is guilty of negligence, gross negligence, or willful misconduct in connection with the services and such negligence, gross negligence, or willful misconduct was the sole cause of the damages, claims, and liabilities.

Client agrees to defend, indemnify and hold harmless Colliers Engineering & Design from and against all claims, damages, losses and expenses, direct or indirect, and consequential damages, including but not limited to fees and charges of attorneys and court, and arbitration costs, brought by any person or entity, or claims against Colliers Engineering & Design which arise out of, are related to, or are based upon, the actual or threatened dispersal, discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemical, radioactive materials, liquids, gases, or any other material, upon it or into the surface or subsurface soil, water or watercourse, objects, or any tangible or intangible matter.

To the fullest extent permitted by law, such indemnification shall apply regardless of the fault, negligence breach of warranty or contract, or strict liability of Colliers Engineering & Design. This indemnification shall not apply to claims, damages, losses, or expenses which are determined by a court of competent jurisdiction to be the sole result of negligence or willful misconduct by Colliers Engineering & Design of obligations under this Agreement.

13.0 ASSIGNS:

The Client may not delegate, assign, sublet, or transfer his duties or interest in the Agreement without written consent of Colliers Engineering & Design.

Colliers Engineering & Design shall not, in connection with any such assignment by the Client, be required to execute any documents that in any way might, in the sole judgment of Colliers Engineering & Design, increase Colliers Engineering & Design's contractual or legal obligations or risks, or the availability or costs of its professional or general liability insurance.

The Agreement shall not create any rights or benefits to parties other than the Client and Colliers Engineering & Design, and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or Colliers Engineering & Design. Colliers Engineering & Design's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against Colliers Engineering & Design because of this Agreement of Colliers Engineering & Design's performance or nonperformance of services hereunder.

14.0 OWNERSHIP AND RESTRICTION ON REUSE OF DOCUMENTS:

All drawings, calculations, reports, plans, specifications, computer files, field data, notes, and other documents and instruments ("Documents") prepared by Colliers Engineering & Design are and remain the property of Colliers Engineering & Design as instruments of service. The Documents may not be copied by the Client or others on extensions of this project or on any other project. The Client agrees not to use Colliers Engineering & Design's Documents for marketing purposes, for projects other than the project for which the Documents were prepared by Colliers Engineering & Design, or for future modifications to this project, without Colliers Engineering & Design's express written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by Colliers Engineering & Design will be at the Client's sole risk and without liability to Colliers Engineering & Design or its employees, subsidiaries, independent professional associates, sub consultants, and subcontractors. The Client shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless Colliers Engineering & Design from and against any and all expenses, fees, demands, liabilities, suits, actions, claims, damages or losses including attorneys' fees and costs, arising out of or resulting from such unauthorized distribution or reuse of Documents.

Computer files are not considered part of deliverables unless specifically requested or required by the signed contract. If computer files are required, Colliers Engineering & Design shall provide Client files subject to the following conditions:

The Client must execute our standard Electronic Media Release form prior to any distribution of files. The Client recognizes that data, plans, specifications, reports, documents or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, it is understood that electronic files provided to the Client are for informational purposes only and are not intended as an end-product. Colliers Engineering & Design makes no representation of any warranties, either expressed or implied, regarding the fitness or suitability of the electronic documents. Accordingly, the Client agrees to waive any and all claims against Colliers Engineering & Design and Colliers Engineering & Design's consultants relating in any way to the unauthorized use, reuse or alteration of the electronic documents. Any unlicensed use or reuse of the documents without our written consent will constitute a violation of our copyright. Only original plans and reports of the most recent date bearing the signature and the embossed seal of the professional will be considered documents of record.

Colliers Engineering & Design, shall maintain in its storage facility, samples collected as part of their services provided for a period of three (3) months after issuance of final reports. After the three (3) month time limit, all samples will be disposed of in accordance with appropriate regulations at the time. Extended storage of samples can be arranged at an additional cost to be established on a project by project basis.

15.0 GENERAL CONDITIONS:

Colliers Engineering & Design shall not be responsible for the delays caused by factors beyond its reasonable control, including but not limited to delay due to accidents, an act of God, fire, hurricane, flood, explosions, strike, boycott or other labor dispute, failure of the Client to furnish timely information or approve or disapprove of Colliers Engineering & Design's services or work product, delays caused by faulty performance by the Client or contractors of any level, or by acts of Government, which, in the opinion of Colliers Engineering & Design, could not have been reasonably foreseen and provided for, such delay will entitle Colliers Engineering & Design to an extension of time in performing its Services. If there is any increase in the total cost of providing Services by reason of any such delay, Colliers Engineering & Design will notify Client of particulars, and Client will pay for such increase. When such delays beyond Colliers Engineering & Design's reasonable control occur, the Client agrees that Colliers Engineering & Design shall not be responsible for damages, nor shall Colliers Engineering & Design be deemed in default of this Agreement.

The fees quoted in this proposal assume that upon authorization, this project will commence through to completion without a stop work order from the Client. Should a stop work order be received from the Client before completion of the project or any task, additional fees may be required to restart the project.

16.0 CONSTRUCTION OBSERVATION SERVICES:

If the Scope of Services for this Agreement includes construction observation services, then the following provisions shall apply:

During the project construction phase, Colliers Engineering & Design shall consult with and advise Client and act as Client's representative as provided in the Scope of Services provided in Colliers Engineering & Design's Proposal. The extent and limitations of the duties, responsibilities

and authority of Colliers Engineering & Design as outlined in the Scope of Services provided in Colliers Engineering & Design's Proposal shall not be modified, except as Colliers Engineering & Design and Client may otherwise agree in writing.

Colliers Engineering & Design services during the construction phase are intended to provide Client a greater degree of confidence that the completed work of Contractor will conform in general to the approved plans and related documents. Colliers Engineering & Design shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work and Colliers Engineering & Design shall not, during visits to the project site or as a result of observation of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall Colliers Engineering & Design have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, Colliers Engineering & Design neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish or perform its work in accordance with the Contract Documents.

If the Scope of Services for this Agreement includes Design Services but does not include Construction Phase Services, then the following provisions shall apply:

It is understood and agreed that Colliers Engineering & Design's services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that the Client will provide such services. The Client assumes all responsibility for any interpretation of the Contract Documents or construction observation and supervision performed by others and expressly waives any claims against Colliers Engineering & Design that may be in any way connected thereto.

In addition the Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold Colliers Engineering & Design harmless from any loss, claim or cost, including reasonable attorney's fees and cost of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the design plans, reports, or any other documents produced by Colliers Engineering & Design.

If the Client requests in writing that Colliers Engineering & Design provide any specific construction phase services and if Colliers Engineering & Design agrees in writing to provide such services, Colliers Engineering & Design shall be compensated in accordance with a written Agreement between the Client and Colliers Engineering & Design.

17.0 OPINIONS OF PROBABLE COST:

In reviewing Colliers Engineering & Design's opinions of probable construction cost, the Client understands that Colliers Engineering & Design has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that any opinions of probable construction costs provided by Colliers Engineering & Design are to be made based on Colliers Engineering & Design's judgment, qualifications and experience as a design professional familiar with the construction industry. Colliers Engineering & Design makes no representation or warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

18.0 HAZARDOUS MATERIALS:

If the Scope of Services for this Agreement does not include services related to hazardous materials, then the following provision shall apply:

It is acknowledged by both parties that Colliers Engineering & Design's Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event Colliers Engineering & Design or any other party encounters asbestos or hazardous or toxic materials at the project site, or should it become known in any way that such materials may be present at the project site or any adjacent areas that may affect the performance of Colliers Engineering & Design's services, Colliers Engineering & Design may, at its sole option and without liability for consequential or any other damages, suspend performance of services on the project until the Client takes steps to identify, abate and/or remove the asbestos or hazardous or toxic materials, and to warrant that the project site is in full compliance with applicable laws.

If the Scope of Services for this Agreement includes services related to hazardous materials, then the following provision shall apply:

In consideration of the substantial risks to Colliers Engineering & Design posed by the presence or suspected presence of asbestos or hazardous or toxic materials on or about the project site, the Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Colliers Engineering & Design, its officers, directors, employees, agents and independent consultants and any of them from all claims and losses, including reasonable attorney's fees and defense costs, arising out of, or in any way connected with, the performance or nonperformance of the obligations under this Agreement unless and until there has been an adjudication by a court or forum of competent jurisdiction that the claims at issue are a direct result of sole negligence of Colliers Engineering & Design.

19.0 TOPOGRAPHIC MAPPING:

If the Scope of Services for this Agreement includes topographic mapping, then the following provisions shall apply:

Colliers Engineering & Design shall perform the services necessary to produce the required topographic mapping and/or shall retain an independent sub consultant to perform topographic mapping services. The topographic mapping shall be prepared in conformance with generally accepted standards for aerial mapping services. Colliers Engineering & Design's sole responsibility and liability with regard to the accuracy or completeness of the topographic mapping is limited to the correction of any inaccurate information, and this shall be the Client's sole remedy related to the adequacy or accuracy of the topographic mapping and any information derived from the data.

If the location of subsurface information (i.e., underground utilities, storage tanks, structures, etc.) is to be provided by Colliers Engineering & Design, the topographic survey shall be limited to the extent of the information provided by the Client or others. Colliers Engineering & Design

shall not be responsible for any unknown conditions not identified in the information provided to Colliers Engineering & Design or any unknown condition beyond the reasonable scope of the information obtained as a result of any testing, test pit excavations, boring, or samples taken by Colliers Engineering & Design.

20.0 EARTHWORK ANALYSIS:

In reviewing Colliers Engineering & Design's earthwork analysis, calculations, reports or opinions, the Client understands that Colliers Engineering & Design's data is based on the topographic mapping used as a Base Map for plan preparation and that this topographic mapping has certain standard tolerances and accuracy limits. The Client further understands that due to earthwork differences that result from topographic map accuracy limitations, construction changes, topsoil depth, replacement of unsuitable soils, weather conditions, construction methods, soil conditions, earthwork calculation methods, soil volume calculation methods and other factors, some of which are unique to each contractor and construction site, it is not possible to definitively predict quantities that will ultimately be determined to be associated with a particular project. Earthwork data provided by Colliers Engineering & Design is provided to assist the Client in understanding the general earthwork requirements. Since some degree of uncertainty may still exist, Colliers Engineering & Design's sole responsibility and liability with regard to the accuracy or completeness of the earthwork analysis is limited to the correction of any inaccurate information. To determine actual quantities and costs associated with required earthwork, the Client must solicit actual construction bids from qualified contractors and must require such contractors to determine existing topographic conditions, subgrade conditions, construction plans and procedures.

21.0 GOVERNING LAW:

The laws of the State within which the project is being performed will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be sought in that State or in a Federal Court, venued in that State.

22.0 INVALID TERMS:

In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

23.0 SURVIVAL:

All express representations, indemnifications or limitations of liability made in or given in this Agreement will survive the completion of all services of Colliers Engineering & Design under this Agreement or the termination of this Agreement for any reason.

24.0 ENTIRE AGREEMENT:

This Agreement comprises the final and complete Agreement between the Client and Colliers Engineering & Design. It supersedes all prior or contemporaneous communications, representations, or Agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel and is satisfied with the terms and conditions contained herein. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and Colliers Engineering & Design.

To the extent Client provides its own Agreement and that Agreement conflicts with or is silent with respect to any term or condition expressed herein, these conditions shall prevail and shall be binding upon the parties.

Section III – Rate Schedule

Technical Staff Rates

Billing Titles	Hourly Rates
Technical Director	180.00
Project Manager	180.00
Senior Project Specialist	175.00
Project Specialist	170.00
Technical Professional	165.00
Technical Specialist	160.00
Specialist	155.00
Senior Data Technician	150.00
Senior Technical Assistant	145.00
Technical Assistant	135.00
Data/Field Technician	125.00
Survey Crew – 1 Person w/Robotic Equipment	190.00
Additional Survey Crew Member	80.00
SUE Crew (designating) – 1 Person	155.00
Additional (designating) Member	80.00
SUE Crew (locating) – 2 Person	210.00
Additional (locating) Member	80.00
Expert Witness	425.00
Sr. LSRP (NJ Only)	320.00
LSRP (NJ Only)	275.00

Reimbursable Expenses

General Expenses	Cost + 20%
Travel (Hotel, Airfare, Meals)	Cost + 20%
Sub-Consultants/Sub-Contractors	Cost + 20%
Plotting	4.50 / Each
Computer Mylars / Color Plots	100.00 / Each
Photocopies	0.19 / Each
Color Photocopies	2.05 / Each
Document Binding	4.05 / Each
Portable Media	100.00 / Each
Exhibit Lamination (24" x 36" or larger)	90.00 / Each
Initial Digital Signature	300.00
Additional Digital Signatures	75.00 / Each
Mileage Reimbursement*	0.625 / Per Mile
	Field Vehicle 0.70 / Per Mile

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Rates are effective through December 31, 2024.

Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.**

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.
(DBA Maser Consulting)



Julia Wolanski, PSM
Project Manager



Suzanne M. Zitzman, GISP
Discipline Leader, GIS Asset Management

cc: Suzanne Zitzman, GISP, Colliers Engineering & Design (via email)

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH COLLIER'S
ENGINEERING & DESIGN INC. FOR ENGINEERING SERVICES FOR THE
CENTRAL AVE, UNION AVE & HART ST IMPROVEMENT PROJECT**

RESOLUTION: 285-2024

ADOPTED:

WHEREAS, the High Bridge Borough (“Borough”) was awarded a grant from the Municipal Aid portion of the Transportation Trust Fund in the amount of \$302,160.00 from the NJDOT for the Central Avenue, Union Avenue, and Hart Street Improvement Project as part of the FY 2023 program; and

WHEREAS, Colliers Engineering & Design has provided an agreement for professional services in the amount of \$99,500.00; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of High Bridge, in the County of Hunterdon and in the State of New Jersey does hereby approves the execution of this agreement by the Borough Administrator.

Certified as a true copy of the Resolution adopted by the Mayor and Council
On this 12th day of December 2024.

Adam Young, RMC, Borough Clerk

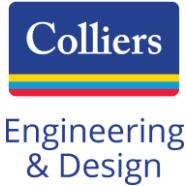
My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

(Clerk)
Adam Young, RMC
Borough Clerk

(Presiding Officer)
Michele Lee, Mayor

Shelbourne at Hunterdon
53 Frontage Road Suite 110
Hampton New Jersey 08827
Main: 877 627 3772



December 6, 2024

Brett Bartman, Borough Administrator
Borough of High Bridge
97 West Main Street
High Bridge, New Jersey 08829

Proposal for Professional Services
Central Avenue, Union Avenue, and Hart Street Improvement Project
NJDOT MA FY2023 Grant
Borough of High Bridge, Hunterdon County
Proposal No.: HIB0171P

Dear Mr. Bartman,

Colliers Engineering & Design Inc. DBA Maser Consulting (CED) is pleased to present this agreement to provide limited survey (as needed), design, bidding, and grant administration services related to the NJDOT FY2023 - Central Avenue, Union Avenue, and Hart Street Improvement project. Specifically, the limits are from Central Avenue – from Bridge Street to Union Avenue; Union Avenue – from West Main Street to Central Avenue; and Hart Street – from West Main Street to Union Avenue. We understand that the Borough has been awarded a Fiscal Year 2023 Municipal Aid grant from the New Jersey Department of Transportation (NJDOT) in the amount of \$302,160.00. The preliminary construction cost estimate included in the grant application for the project is approximately \$324,594.00.

The aforesaid grant award is intended to assist the Borough with funding of improvements outlined in the Borough-respective Municipal Aid grant application. Survey will be provided by the consultant preparing the design drawings for the NJDOT FY2018 Safe Routes to School (SRTS) grant received by the Borough. An allocation has been included in this agreement for additional survey that may be necessary to supplement the survey to be provided. The roadways included are in poor condition and full reconstruction of the pavement section is anticipated. The provided survey will be utilized to identify any ponding or drainage issues due to low spots in existing grade elevations within the roadways, as well as failing infrastructure and/or lack of infrastructure so these items can potentially be mitigated as part of the design. In addition, areas that require modification to the roadway grading, can be designed with roadway profiles and cross sections. Accordingly, the work will include full reconstruction of the pavement section, drainage improvements, spot curbing, milling, base repair, striping, and restoration. It should be noted that the ADA ramp design and construction is part of the NJDOT SRTS project to be designed by a different consultant and constructed as a separate project.

In order to comply with the grant requirements, the Borough is obligated to award a construction contract within 24 months of grant award or any extension limits approved by the NJDOT.

This proposal is divided into four sections as follows:

Section I – Scope of Services

Section II – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

Task 1.0 Survey Services

As indicated above, survey will be provided by the consultant preparing the design drawings for the NJDOT FY2018 Safe Routes to School (SRTS) grant received by the Borough. It is our understanding that this survey will be provided as an AutoCAD file so it can be converted for use as the base map for this project. An allocation has been included in this agreement for additional survey that may be necessary to supplement the survey to be provided. This Task may also be required for effort to convert and update the survey file provided for use as a base map in this project. Once the survey is provided and reviewed, if the allocation included in this agreement is not sufficient to supplement the survey information for our design, a separate agreement for the additional fee will be provided to the Borough for review and approval

Task 2.0 Design & Bidding

CED will develop construction drawings and specifications to be utilized for public bid. Bid documents will be prepared in accordance with NJDOT requirements. The scope of improvements expressed in the bid documents will be as specified in the respective grant application.

The existing site conditions will be investigated during the design; more specifically, the conditions of the roadway, driveways, curbing, and drainage structures. Utilizing the survey provided as a base map, this information will be located, inspected for condition, and depicted on a plan that will be utilized for bidding.

The roadway improvements will be designed to meet the NJDOT SRTS design of sidewalks, curbing and ramps prepared by a separate consultant. We will review potential drainage issues toward mitigation. The installation of storm water infrastructure in the form of inlets and piping will be proposed, if necessary. Runoff collected by the proposed infrastructure will be conveyed to the nearest existing infrastructure while maintaining existing drainage patterns to the greatest extent feasible. Roadway cross slopes, gutter slopes and longitudinal slopes will be evaluated, and grading will be designed, as feasible, to improve slopes and associated drainage. Where applicable, the vertical profile and cross sections of the proposed roadways will be modified in an effort to meet industry standards while minimizing drainage issues and impact to the surrounding properties. Accordingly, curbing, drainage structures, milling, paving, replacement of inlet grates and curb pieces,

reconstruction of storm inlets to remain, pavement base repair as needed, striping, and restoration of landscape areas are included as part of the project. In addition, modifications to gutter profiles may require re-design of certain driveway aprons and portions of the associated sidewalk. While tree removals and/or utility pole relocations are not anticipated based on a preliminary review, during design it may be necessary for us to recommend these removals/relocations to facilitate the proposed improvements. We will advise accordingly.

CED will prepare the base mapping, title sheet, general notes and legend, estimate of quantities, construction plans and the construction details. CED will also prepare the supplemental and technical specifications for the site improvement items that are specified on our construction drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended. As this project develops, and the Construction Cost Estimate (CCE) is closer to completion during the design phase, the Borough will be updated with the status of design and whether alternate bids are recommended.

The project limits may be adjusted by utilizing alternate bids based upon the budget approved by the Borough. CED will prepare the CCE based on the quantity required for each alternate bid and finalize the design in order for the project to remain within the construction budget. Bidding services will be coordinated through our Clinton office.

Specifications will be developed in accordance with NJDOT Standard Specifications for Road and Bridge Construction, as currently amended. An Engineer's Estimate will be prepared and submitted to NJDOT Bureau of Local Aid along with an Engineer's Design Certification, plans, and specifications. Upon receiving authorization to bid from NJDOT, we will coordinate with the Borough regarding public advertisement of the bid documents.

Throughout the project, CED will prepare submittals to NJDOT Bureau of Local Aid in accordance with the Municipal Aid program requirements. Submittals will include final plans, specifications, Engineer's Estimate, and Engineer's Design Certifications.

Task 3.0 Construction Administration & Observation

After the construction contracts have been completed and executed, CED will schedule and conduct a preconstruction meeting with the Contractor, the Borough, and all applicable utilities as required. Throughout the course of construction, CED will provide construction observation services on a part-time basis, which will reflect approximately five (5) hours per day through the construction duration. CED will hold periodic construction meetings, as required, to keep the project on schedule. CED will review all contractor shop drawings, manuals, and closeout documents. CED will also review and recommend for approval all contractor pay applications, review all change order requests, and contractor RFI's. Once construction is complete, CED will issue a punch list for the project. Included in this task is the coordination between business owners, residents and the Borough officials for any delays and inconveniences throughout construction. This task will also include the final closeout and invoicing with NJDOT.

Fee Agreement

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
TASK 1.0 Survey Services	\$ 5,000.00
TASK 2.0 Design & Bidding	\$ 67,500.00
TASK 3.0 Construction Administration & Observation	\$ 27,000.00
TOTAL LUMP SUM FEE	\$ 99,500.00

The above engineering services will be provided on a lump sum basis not to exceed the listed amount. All services shall be performed in accordance with the terms and conditions in the contract between the Borough of High Bridge and CED for municipal engineering services for the calendar year.

Reimbursable Expenses

Reimbursable expenses including delivery, printing, copying, postage, and other reproducible costs for the above-mentioned deliverables are included within this agreement and are included in the project cost.

Exclusions and Understandings

If any item listed herein, or otherwise not specifically mentioned within this agreement or the Borough Engineering Agreement, is deemed necessary, then CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra work. Unanticipated additional services shall be in accordance with the Schedule of Hourly Rates for the number of hours expended. No extra engineering services will be performed without authorization from the Borough.

Section II – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please initial each sheet and sign where indicated above. Invoices are due within 30 days.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this agreement, please feel free to contact me.

Sincerely,

Colliers Engineering & Design, Inc.
(DBA Maser Consulting)



William H. Burr, IV, P.E.
Senior Project Manager

WHB/kd

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH COLLIER'S
ENGINEERING & DESIGN INC. FOR ENGINEERING SERVICES FOR THE
EAST MAIN STREET AND HIGHLAND AVENUE IMPROVEMENT PROJECT**

RESOLUTION: 286-2024

ADOPTED:

WHEREAS, the High Bridge Borough ("Borough") was awarded a grant from the Local Transportation Project Fund in the amount of \$875,000.00 from the NJDOT for the East Main St and Highland Ave Improvement Project as part of the FY 2023 program; and

WHEREAS, the Borough wishes to utilize funding from this grant for the above project; and

WHEREAS, Colliers Engineering & Design has provided an agreement for professional services in the amount of \$124,500.00; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of High Bridge, in the County of Hunterdon and in the State of New Jersey does hereby approves the execution of this agreement by the Borough Administrator.

Certified as a true copy of the Resolution adopted by the Mayor and Council
On this 12th day of December 2024.

Adam Young, RMC, Borough Clerk

My signature and the Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

ATTEST and AFFIX SEAL

(Clerk)
Adam Young, RMC
Borough Clerk

(Presiding Officer)
Michele Lee, Mayor

December 6, 2024

Brett Bartman, Borough Administrator
Borough of High Bridge
97 West Main Street
High Bridge, New Jersey 08829

Proposal for Professional Services
East Main St and Highland Ave Road Improvement Project
NJDOT LTPF FY2023 Grant
Borough of High Bridge, Hunterdon County
Proposal No.: HIB0146P

Dear Mr. Bartman,

Colliers Engineering & Design, Inc. (DBA Maser Consulting) is pleased to submit this proposal to provide professional services related to the East Main St and Highland Ave Road Improvement Project. Please note that Nassau Road has been removed from the project as it was previously paved by the Borough. Therefore, the specific project limits are from East Main Street – from Washington Avenue to the Borough boundary; and Highland Avenue – from Washington Avenue to East Main Street. We understand that the Borough has been awarded a Fiscal Year 2023 Local Transportation Projects Fund grant from the New Jersey Department of Transportation (NJDOT) in the amount of \$875,000.00. The preliminary construction cost estimate included in the grant application for the project is approximately \$750,000.00.

The aforesaid grant award is intended to assist the Borough with funding of improvements outlined in the Borough-respective Municipal Aid grant application. The survey previously prepared along Highland Avenue will be utilized for the design of that roadway and a mix of aerial mapping and field data collection will be utilized to create a base map for East Main Street. Accordingly, the work will include milling, base repair, replacement of ADA curb ramps (as needed), replacement of inlet curb pieces and grates, spot curb replacement, minor drainage improvements (as needed), paving, striping, and restoration.

In order to comply with the grant requirements, the Borough is obligated to award a construction contract within 24 months of grant award May 17, 2025 or any extension limits approved by the NJDOT.

This proposal is divided into four sections as follows:

Section I – Scope of Services
Section II – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized

services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design to meet project schedules.

Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

Task 1.0 Design and Bidding

CED will develop construction drawings and specifications to be utilized for public bid. Bid documents will be prepared in accordance with NJDOT requirements. The scope of improvements expressed in the bid documents will be as specified in the respective grant application.

The existing site conditions will be investigated during the design; more specifically, the conditions of the roadway, driveways, curbing, and drainage structures. Utilizing the survey previously prepared along Highland Avenue as a base map for that roadway and base mapping utilizing available tax maps and GIS, aerial imagery, and field measurements for East Main Street, this information will be located, inspected for condition, and depicted on plans that will be utilized for bidding. The improvements depicted on the plans will include the proposed areas of milling, spot curb repair and installation of curbing where none exists, reconstruction of driveway aprons, resetting of structures, accessible curb ramps, and striping. The drawings shall be prepared in accordance with the following design criteria and standards:

- a. NJDOT Design Manual for Roadways.
- b. NJDOT Design Manual for Bridges and Structures.
- c. Standard Specifications for Roadways – AASHTO.
- d. NJDOT Standard Specifications for Road and Bridge Construction.
- e. Manual on Uniform Traffic Control Devices.

CED will prepare the base mapping, title sheet, general notes and legend, estimate of quantities, construction plans and the construction details. CED will also prepare the supplemental and technical specifications for the site improvement items that are specified on our construction drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended. As this project develops, and the Construction Cost Estimate (CCE) is closer to completion during the design phase, the Borough will be updated with the status of design and whether alternate bids are recommended.

The construction plans will callout the curb ramp types in accordance with Public Right-of-Way Guidelines (PROWAG) for ADA accessibility. It will be the responsibility of the contractor to construct ADA-compliant curb ramps. Upon construction of curb ramps, CED will inspect the ramps for compliance with ADA requirements. Curb ramps determined to be non-compliant with the ADA requirements will be reconstructed by the contractor at no additional cost to the Owner.

The project limits may be adjusted by utilizing alternate bids based upon the budget approved by the Borough. CED will prepare the CCE based on the quantity required for each alternate bid and

finalize the design in order for the project to remain within the construction budget. Bidding services will be coordinated through our Clinton office.

Specifications will be developed in accordance with NJDOT Standard Specifications for Road and Bridge Construction, as currently amended. An Engineer's Estimate will be prepared and submitted to NJDOT Bureau of Local Aid along with an Engineer's Design Certification, plans, and specifications. Upon receiving authorization to bid from NJDOT, we will coordinate with the Borough regarding public advertisement of the bid documents.

Throughout the project, CED will prepare submittals to NJDOT Bureau of Local Aid in accordance with the Municipal Aid program requirements. Submittals will include final plans, specifications, Engineer's Estimate, and Engineer's Design Certifications.

Task 2.0 Grant Administration

Throughout the design and construction services, CED will prepare submittals to NJDOT Bureau of Local Aid in accordance with the Municipal Aid program requirements. Submittals will include final plans, specifications, Engineer's Estimate, Engineer's Design Certifications, Resolution of Award, Bid Tabulation, Pre-Construction Meeting Minutes, 75% Initial Payment Voucher, Construction Start and End Notices, Final Change Order Form, and Reimbursement Vouchers. CED will also coordinate with a separate asphalt testing company to perform material testing per NJDOT Local Aid special provisions. This agreement does not include material testing to be completed by a third-party testing company. This will be recommended to be funded separately and invoiced directly to the Borough.

To facilitate the final grant reimbursements, CED will coordinate with the Borough to obtain the necessary signatures by the Borough personnel, as needed, for the Final Change Order, Chief Financial Officer Certification and Final Payment Voucher.

Task 3.0 Construction Administration & Observation

After the construction contracts have been completed and executed, CED will schedule and conduct a preconstruction meeting with the Contractor, the Borough, and all applicable utilities as required. Throughout the course of construction, CED will provide construction observation services on a part-time basis, which will reflect approximately five (5) hours per day through the construction duration. CED will hold periodic construction meetings, as required, to keep the project on schedule. CED will review all contractor shop drawings, manuals, and closeout documents. CED will also review and recommend for approval all contractor pay applications, review all change order requests, and contractor RFI's. Once construction is complete, CED will issue a punch list for the project. Included in this task is the coordination between business owners, residents and the Borough officials for any delays and inconveniences throughout construction. This task will also include the final closeout and invoicing with NJDOT.

Fee Agreement

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

Task Name	Fee
TASK 1.0 Design and Bidding	\$ 76,500.00
TASK 2.0 Grant Administration	\$ 3,000.00
TASK 3.0 Construction Administration & Observation	\$ 45,000.00
TOTAL LUMP SUM FEE	\$ 124,500.00

The above engineering services will be provided on a lump sum basis not to exceed the listed amount. All services shall be performed in accordance with the terms and conditions in the contract between the Borough of High Bridge and CED for municipal engineering services for the calendar year.

Reimbursable Expenses

Reimbursable expenses including delivery, printing, copying, postage, and other reproducible costs for the above-mentioned deliverables are included within this agreement and are included in the project cost.

Exclusions and Understandings

If any item listed herein, or otherwise not specifically mentioned within this agreement or the Borough Engineering Agreement, is deemed necessary, then CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra work. Unanticipated additional services shall be in accordance with the Schedule of Hourly Rates for the number of hours expended. No extra engineering services will be performed without authorization from the Borough.

Section II – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please initial each sheet and sign where indicated above. Invoices are due within 30 days.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this agreement, please feel free to contact me.

Sincerely,

Colliers Engineering & Design, Inc.
(DBA Maser Consulting)



William H. Burr, IV, P.E.
Senior Project Manager

WHB/kd

R:\Projects\E-H\HIB\HIB0146\Proposals\241205_WHB_Bartman_East Main Highland Ave.docx

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

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE
APPROPRIATION NJS 40A:4-87 – HIGHLANDS GRANT**

RESOLUTION: 287-2024

ADOPTED:

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

WHEREAS, Said Director may also approve the insertion of any item of appropriation for an equal amount

NOW, THEREFORE, BE IT RESOLVED That the Borough Council of High Bridge Borough hereby requests the Director of the Division of Local Government Services to approve the insertion of items of revenue in the current year budget, in the amounts listed below, which items is now available as a revenue from the State of NJ:

Highlands Grant – Municipal Buildout Analysis	\$5,400.00
---	------------

BE IT FURTHER RESOLVED That a like sum, be, and the same, hereby is appropriated under the above appropriation titles.

BE IT FURTHER RESOLVED That the Chief Financial Officer shall file an electronic Special Item of Revenue Resolution submittal form to the Division of Local Government Services.



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lieutenant Governor

State of New Jersey

HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/njhighlands



CARL J. RICHKO
Chairman

BENJAMIN L. SPINELLI, ESQ.
Executive Director

November 25, 2024

VIA EMAIL ONLY:

The Honorable Michele Lee
High Bridge Borough
97 West Main Street
High Bridge, NJ 08829

Subject: Task 1: Municipal Build Out Analysis
Amended Plan Conformance Grant #09-033-011-1014

Dear Mayor Lee:

On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise you that the Highlands Council has approved the scope of work (SOW) for the completion of a Municipal Build Out Analysis. Pursuant to your request, we have allocated funding within High Bridge's Amended Plan Conformance Grant Agreement to provide the not-to-exceed sum of \$5,400.00 in Task 1: Municipal Build Out Analysis (see revised summary page 6, attached). As you know, this funding is contingent on the Borough's ability to complete all the work described in the SOW and within the proposed schedule. Funding for this effort will expire on March 31, 2025. With this approval, you may authorize your professional(s) to begin work.

Should you or your elected and appointed officials have questions or require further assistance regarding Land Use Ordinance planning work, please contact your Highlands Council Liaison, Maryjude Haddock-Weiler, Planning Manager (telephone ext. 110, e-mail address maryjude.haddock-weiler@highlands.nj.gov). She will continue to assist your professionals as the remaining implementation phases of Plan Conformance proceed. Please do not hesitate to contact me directly (telephone extension 101, e-mail address ben.spinelli@highlands.nj.gov) should you or other municipal officials wish to discuss any other Highlands-related matter. We look forward to continued collaboration with you in the important efforts to protect and preserve the Highlands Region.

Sincerely,

Benjamin L. Spinelli, Esq.
Executive Director

Enc: Approved Scope of Work
Revised Grant Agreement (p.6 replacement)

c: Brett J. Bartman, Administrator



New Jersey Is an Equal Opportunity Employer

Shelbourne at Hunterdon
53 Frontage Road, Suite 110
Hampton New Jersey 08827
Main: 877 627 3772



Via Email
November 5, 2024
Revised November 7, 2024

Brett Bartman, Administrator
Borough of High Bridge
97 West Main Street
High Bridge, NJ 08829

Highlands Municipal Build-Out Analysis
Project No. HIB-0184P

Dear Mr. Bartman,

Colliers Engineering & Design is pleased to present this proposal for planning services to review and update the Highlands Municipal Build-Out for High Bridge Borough, which is hosted by the Highlands Council via a web-based online Review Portal. The analysis will result in a Summary Report from the Highlands Council which can be incorporated into the Borough's affordable housing planning process as well as any future Housing Element and Fair Share Plan drafts. This proposal is divided into four sections as follows:

Section I – Scope of Services
Section II – Schedule of Fees
Section III – Borough Responsibilities
Section IV – Client Authorization

Section I – Scope of Services

Task 1.0 – Analysis of Build-Out Review Portal

Fully conforming municipalities are required to update and verify the data found in the Highlands Municipal Build-Out Review Portal pursuant to the Highlands Municipal Build-Out guidance document. According to the Review Portal there are 5 parcels that need review. Colliers Engineering & Design will review the 5 parcels and edit the online database as required by the guidance document. This includes confirming sewer service, MODIV tax class, preservation status, and whether or not the site is developable. Each of the 5 lots must be reviewed and signed off by an individual and dated. Any changes to a lot's developability require rationale to be entered into the Portal. This review includes one (1) hour for potential Review Portal IT issues.

We will also compare the October 4, 2023 MODIV tax data used by the Highlands Council in the analysis to the latest available MODIV tax data dated November 5, 2024 to see if there have been any properties added to the 1, 3B, 15C or 15F tax classifications. These four tax classes were the base inputs for the build-out analysis. We will identify any changes that have occurred between data sets and alert the Highlands Council to said changes in case they impact the build-out analysis.

At this point, we will notify the Highlands Council GIS Department via email that we have concluded our review and submit any tax classification changes of importance.

We have assumed two (2) hours of coordination with the Highlands Council for any potential questions they have regarding our data entry into the Review Portal. At this point in the process, the Highlands Council will review the data for completeness and return a spreadsheet and GIS data to the Borough to aid in the completion of the build-out report.

The spreadsheet will list parcels identified as developable. Sites served by on-site septic systems will be noted with a maximum residential unit septic density. Sites served by sewer will be populated with a minimum presumptive density of six units per acre after the removal of all Highlands environmental resources. However, the density will need to be adjusted based on existing zoning and surrounding land uses. Our office will review each developable site within a sewer service area and adjust the density accordingly. We have assumed two (2) hours for this analysis, which includes confirming all sites identified as in a sewer area are indeed located within a sewer area.

The guidance document indicates that the presumptive density of a site shall not exceed the available net water availability for the HUC14 sub-watershed in which the parcel is located or from which it receives its water. If net water availability is an issue, we will first need to review any existing water allocation permit to see if remaining capacity exists. If sufficient capacity exists, no further net water availability analysis is necessary. If sufficient capacity does not exist, the guidance document indicates that the community's Highlands Municipal Liaison be contacted. We have assumed eight (8) hours of time related to net water availability and water capacity.

During this process we anticipate coordinating with Borough staff and a maximum of two (2) meetings with municipal officials to discuss the build-out results. A maximum of six (6) hours is included for coordination and the two meetings.

Section II – Schedule of Fees

The work for the scope of services outlined in Section I above will be billed hourly up to the maximum upset fee below. The hourly rates will be \$175 for a Senior Project Specialist, \$155 for a Specialist, and \$145 for a Senior Technical Assistant. It is estimated that the scope of services outlined in Section I will require 32 hours.

Task Name	Fee
Task 1.0 – Analysis of Build-Out Review Portal	\$5,400.00

All work shall be invoiced in accordance with the terms and provisions of the agreement between the Borough of High Bridge and Colliers Engineering & Design for professional services. Colliers Engineering & Design will commence work upon receipt of either a resolution approving the proposal or a copy of the executed client contractor authorization in Section IV. We anticipate that this project will take two months to complete, which is dependent on the Highlands Council's review of the initial submission.

Section III – Borough Responsibilities

The following items must be addressed by the Borough to assist Colliers Engineering & Design in the review of the build-out:

1. Confirmation of any unknown MODIV tax data.
2. Confirmation of any unknown preservation or conservation easement status.
3. Assistance with obtaining water allocation permit capacity data as necessary.

Section IV – Client Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

Sincerely,

Colliers Engineering & Design, Inc.
(DBA Maser Consulting)

Darlene A. Green

Darlene A. Green, PP, AICP
Borough Planner

Daniel Bloch

Daniel Bloch, PP, AICP, EADA
Regional Discipline Leader | Planning

cc: Adam Young, Borough Clerk (via email ayoung@highbridge.org)

9. Budget	
Amount of Grant Funding Requested (This Contract)	\$334,807.85
Project Cost Breakdown	
Project Components	Cost Estimate
Task 1 – Build-Out/COAH/IPS	\$29,551.12
Task 3a – Land Use Plan Element	\$35,463.75
Task 7 – Redevelopment Planning	\$28,802.10
Task 8* - WUCMP	\$0.00
Task 9 – Wastewater Mgmt. Planning	\$92,285.45
Task 11 - Training	\$2,862.50
Task 12 – Sustainable Eco. Dev. Pln.	\$49,820.03
Task 13 – Historic Preservation Plan	\$35,380.95
Task 14 – Lake Restoration Mgmt. Plan	\$6,722.65
Task 15 – Stormwater Management Plan	\$29,300.00
<u>Task 16 – Open Spc. & Rec. Plan Elmnt.</u>	<u>\$24,619.30</u>
TOTAL	\$334,807.85
*Highlands Council lead, per Section 8.	
Source of Estimates	
As approved by the Highlands Council in the Highlands Implementation Plan and Schedule pursuant to Highlands Council Resolutions 2013-7, February 21, 2013; 2014-31, December 4, 2015; 2017-14, October 19, 2017; 2019-5, March 21, 2019; 2019-19, October 17, 2019; and, 2024-27, October 17, 2024.	

Revised 11/25/2024

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

ALLOCATION OF COUNCIL COMPENSATION

RESOLUTION: 288-2024

ADOPTED:

WHEREAS, the Solitude House, a historic landmark in the Borough of High Bridge, is an asset of our community and in need of continued preservation and improvement; and

WHEREAS, Council Members Ferry and Matos have indicated their desire to re-allocate their \$2000/yr compensation as Councilmembers to directly offset the costs to the borough for the Historic District application prior to personal income taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey, as follows: Record of Commitment: This resolution shall be recorded in the official minutes of the Borough Council and a copy provided to Council Members Ferry and Matos.

BE IT FURTHER RESOLVED, that the Borough Council directs the Borough Administrator to ensure the proper allocation of the funds and oversee their effective use in advancing the Solitude House project.

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

EMERGENCY MANAGEMENT AGENCY ASSISTANCE (EMAA) GRANT

RESOLUTION: 289-2024

ADOPTED:

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

WHEREAS, Said Director may also approve the insertion of any item of appropriation for an equal amount

NOW, THEREFORE, BE IT RESOLVED That the Borough Council of High Bridge Borough hereby requests the director of the Division of Local Government Services to approve the insertion of items of revenue in the current budget year, in the amounts listed below, which items is now available as a revenue from the NJ Department of Public Safety:

EMAA Grant	\$10,000.00
------------	-------------

BE IT FURTHER RESOLVED That a like sum, be, and the same, hereby is appropriated under the above appropriation titles.

BE IT FURTHER RESOLVED That the Chief Financial Officer shall file an electronic Special Item of Revenue Resolution submittal form to the Division of Local Government Services.



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
POST OFFICE BOX 7068
WEST TRENTON, NJ 08628-0068
(609) 882-2000

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

Coordinator Sean Smith
Borough of High Bridge
97 West Main Street
High Bridge, NJ 08829

Re: Emergency Management Agency Assistance (EMAA) Award for Federal Fiscal Year (FFY) 2024

Coordinator Smith:

After carefully reviewing your application documents submitted for the 2024 Emergency Management Agency Assistance (EMAA) subaward, supported by the FFY24 Emergency Management Performance Grant (EMPG), High Bridge Borough has been selected to receive a federal award up to \$10,000. There is no match requirement for this award.

The completed Award Package shall be submitted to the New Jersey Office of Emergency Management (NJOEM) Preparedness Bureau via the NJEMGrants online system. Upon completion of the Performance Period (July 1, 2024 through June 30, 2025), approved Work Plan Activities, and Expenditure Certification, reimbursement will be made to the municipality by the state.

Please be advised, you previously signed the FFY2024 Work Plan which is a contract with NJOEM. Your signature constitutes an understanding that all of the work plan requirements must be met, and all four (4) quarterly reports must be submitted in a timely manner in order to receive this funding. Failure to comply with any of these conditions will result in your municipality forfeiting your funding and being dropped from the program.

If you have any questions or concerns, please contact SFC Mario Pepler at (609) 610-8351.

Sincerely,

Douglas Lemanowicz, Major
Commanding Officer
Emergency Management Section



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

LIEN REDEMPTIONS

RESOLUTION: 290-2024

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):

TAX LIEN CERT NO.	BLOCK	LOT / QUAL	LIEN HOLDER	AMOUNT
#2024-001	3	14	American Tax Lien Fund	\$ 6,791.08
Premium	3	14	American Tax Lien Fund	\$31,900.00

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

**GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE
FISCAL GRANT CYCLE OCTOBER 2020-JUNE 2025**

RESOLUTION: 291-2024

ADOPTED:

FORM 1B

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

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

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

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

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

1. The Borough Council does hereby authorize submission of a strategic plan for the Voorhees Municipal Alliance grant for fiscal year 2025 in the amount of:

DEDR	\$ <u>7,306.00</u>
Cash Match	\$ <u>1,826.50</u>
In-Kind	\$ <u>5,479.50</u>
2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED:

Michele I. Lee, Mayor

CERTIFICATION

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

Adam W. Young, Municipal Clerk

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

REFUND OF TAX OVERPAYMENT – VET EXEMPTION

RESOLUTION: 292-2024

ADOPTED:

WHEREAS, the High Bridge Tax Collector has received excess funds for the tax payment; and

WHEREAS, the property taxes for 2024 were up to date prior to receipt of said payment(s) or a credit balance has existed on the account for prior years, or the amount received exceeded the amount due.

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

<u>Block</u>	<u>Lot</u>	<u>Qualifier</u>	<u>Issued To:</u>	<u>Amount Due:</u>
33	16		Stephanie Addo	\$3,707.06

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

**APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR JESSICA
GUTSICK FOR A 3-YEAR - TERM BEGINNING JANUARY 1, 2025**

RESOLUTION: 293-2024

ADOPTED:

WHEREAS the Borough of High Bridge Emergency Management is in need of an Emergency Management Coordinator starting January 1, 2025; and

WHEREAS Jessica Gutsick is qualified to hold this position; and

WHEREAS the State of New Jersey requires a three-year appointment to this position;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge, County of Hunterdon, State of New Jersey that Jessica Gutsick be appointed to the position of Emergency Management Coordinator for a 3-year term beginning January 1, 2025, and ending December 31, 2027, with an overtime rate of \$54.29 (effective 1/1/2025) and \$59.74 (effective 6/27/2025).

Adopted: December 12, 2024

ATTEST:

Michele I. Lee, Mayor

Adam Young, Borough Clerk

CERTIFICATION

I, Adam Young, Borough Clerk of the Borough of High Bridge, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution duly authorized by the Mayor and Council on this 12th day of December 2024.

Adam Young, Borough Clerk

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
CURRENT FUND			
2927 - ADDO, STEPHANIE	PO 30677 TAX REFUND BY RESOLUTION - 100% VET EXEM	3,707.06	3,707.06
2963 - AMERICAN TAX LIEN FUND LLC	PO 30968 OUTSIDE LIEN REDEMPTION-CERT #2024-001	6,791.08	6,791.08
2730 - AT&T MOBILITY	PO 30390 WIRELESS DEVICES	919.75	919.75
2025 - BANK OF AMERICA	PO 30203 BUILDINGS & GROUNDS/WATER/SPECIAL EVENTS	2,890.54	
	PO 30932 ENVIRONMENTAL COMM - GARBAGE PICKERS	82.23	2,972.77
46 - CALIFON LUMBER	PO 30207 B&G - OE - HARDWARE	260.33	
	PO 30208 DPW - OE - HARDWARE	186.25	446.58
769 - CINTAS CORPORATION #101	PO 30311 BUILDINGS & GROUNDS - PD & BH - WEEKLY M	365.11	365.11
2896 - CIOCCA FMFL, INC	PO 30954 POLICE - OE - VEHICLE REPAIR	2,665.55	2,665.55
1398 - COLLIER'S ENGINEERING & DESIGN	PO 29695 WEST MAIN STABILIZATION - FEMA - DRUDE	6,722.75	6,722.75
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30447 ENGINEERING - OE	2,772.50	2,772.50
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30496 PLANNING BOARD - OE - ENGINEERING - HIPO	1,273.75	1,273.75
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30764 GRANT - \$4M - HIB0168 - HIGHLAND AVE WAT	39,682.50	39,682.50
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30966 CAPITAL - HIB0174 - MAIN/CREGAR AVE/LARR	38,435.00	38,435.00
987 - COMCAST	PO 30260 INTERNET - COMMONS ACCT# 8499-0527-10126	1,217.97	1,217.97
987 - COMCAST	PO 30263 INTERNET - UFP ACCT# 8499-05271-0222144	103.47	103.47
2820 - COMMON SENSE FOR ANIMALS	PO 30389 ACO ANIMAL IMPOUND - MONTHLY	700.00	700.00
2441 - COMMUNITY GRANTS, PLANNING & HOUSING	PO 30975 PLANNING BOARD - OE - AFFORDABLE HOUSING	144.00	144.00
213 - COUNTY OF HUNTERDON	PO 30972 QTR 2024 - FOOD - HEALTH INSPECTION BILL	1,925.00	1,925.00
2904 - CREAMER, LISA	PO 30617 CLERK - OE - MISC	15.00	15.00
2885 - CREATIVE MANAGEMENT, INC	PO 30201 DIESEL - DPW - ACCT #35115	5,689.50	5,689.50
160 - ELIZABETHTOWN GAS	PO 30248 HEATING - BOROUGH HALL - ACT#7795355339	159.54	159.54
90 - FIRST ENERGY	PO 30265 STREET LIGHTING - 27 MAIN STREET - STREE	31.59	31.59
90 - FIRST ENERGY	PO 30266 SOLITUDE HOUSE - 7 & 9 RIVER ROAD ACCT #	19.01	19.01
90 - FIRST ENERGY	PO 30267 STREET LIGHTING - SNACK SHACK - WASHINGT	70.92	70.92
90 - FIRST ENERGY	PO 30268 STREET LIGHTING - 72 MAIN STREET - STREE	43.73	43.73
90 - FIRST ENERGY	PO 30279 STREET LIGHTING - NOV 2024 - ACCT#200000	5,177.24	5,177.24
90 - FIRST ENERGY	PO 30349 ELECTRIC - NORTHWOOD AVE - ACCT#100 154	398.81	398.81
714 - FLEMINGTON DEPARTMENT STORE	PO 30219 DPW - OE - UNIFORMS	636.92	
	PO 30897 DPW - OE - UNIFORMS - CLOTHES	300.00	
	PO 30956 POLICE - OE - UNIFORMS/CLOTHING SCHAFER	73.91	1,010.83
1097 - FRENCH & PARRELLO ASSOCIATES, P.A.	PO 30777 ENGINEERING - OE - LAKE SOLITUDE DAM	2,044.00	2,044.00
92 - GREENBAUM ROWE SMITH & DAVIS LLP	PO 30453 LEGAL	3,526.18	3,526.18
33 - GRIFFITH-ALLIED TRUCKING LLC	PO 30200 DPW - GASOLINE ACCT #10-7163673	3,513.80	3,513.80
2874 - HERO OUTFITTERS LLC	PO 30746 POLICE - OE - SAFETY EQUIPMENT/VESTS	717.19	
	PO 30767 POLICE - OE - UNIFORMS/CLOTHING	1,102.00	1,819.19
2874 - HERO OUTFITTERS LLC	PO 30951 POLICE - OE - UNIFORMS / CLOTHING SHIPPS	500.00	
	PO 30952 POLICE - OE - UNIFORMS/CLOTHING LAZIER	393.00	893.00
1530 - HIGH BRIDGE HILLS GOLF COURSE	PO 30345 GOLF - OE - OCT/NOV	91,065.44	91,065.44
2659 - HOPE ELECTRIC LLC	PO 30930 BUILDINGS & GROUNDS - HUSKIES PARK	2,389.01	2,389.01
2312 - IMPERIAL COPY PRODUCTS, INC	PO 30426 BUILDINGS & GROUNDS - COPIER LEASE RAD71	95.06	95.06
2686 - JEC COMPUTERS, LLC	PO 30950 POLICE - OE - MAINTENANCE CONTRACTS	249.99	249.99
2408 - JERSEY MAIL SYSTEMS, LLC	PO 29575 BUILDINGS & GROUNDS - POSTAGE MACHINE	238.55	238.55
2748 - LEBANON DOOR LLC	PO 30846 BUILDINGS & GROUNDS - POLICE - SALLY POR	375.00	375.00
976 - LOWE'S	PO 30251 DPW - OE - Misc. Supplies - ACCT #9800 4	680.48	680.48
2064 - MARCO TECHNOLOGIES, LLC	PO 30392 BUILDINGS & GROUNDS - POLICE BLDG - COPI	369.06	369.06
2664 - MASON, GRIFFIN & PIERSON, PC	PO 30439 PLANNING BOARD - OE - LEGAL	247.00	247.00
2952 - MUNICIPAL MAINTENANCE CO	PO 30886 GRANT - \$4M - SOLITUDE PUMPS	19,411.28	19,411.28
214 - NJ ADVANCE MEDIA	PO 30197 ADVERTISING - ACCT #1160892 / 1164892 /	128.78	128.78
1377 - NJASRO		500.00	500.00
590 - PENN BOWER, INC	PO 30902 GRANT - \$4M - HIGHLAND AVE WATER MAIN	23,350.00	23,350.00
590 - PENN BOWER, INC	PO 30923 \$4M GRANT - LINE REPLACEMENT / DEWEY AVE	25,500.00	25,500.00
2492 - PH&S PRODUCTS, LLC	PO 30957 POLICE - OE - SAFETY EQUIPMENT/VESTS	146.00	146.00
2213 - PHOENIX ADVISORS, LLC	PO 30730 FINANCE - OE - PROCESSING	1,850.00	1,850.00
2887 - PIETER S HEINEKEN	PO 30239 WEBSITE MAINT	525.00	525.00
2595 - PRIMEPOINT LLC	PO 30971 FINANCE - OFFICE - DATA	1,502.15	1,502.15
189 - RUTGERS CTR FOR GOV SERVICES	PO 30976 FINANCE - OE - EDUCATION - RPPO RENEWAL	25.00	25.00
559 - SHAMMY SHINE CAR WASHES INC.	PO 30505 POLICE - OE - MAINTENANCE CONTRACTS	45.00	45.00
559 - SHAMMY SHINE CAR WASHES INC.	PO 30948 POLICE - OE - MAINTENANCE CONTRACTS	60.00	60.00
1226 - STATE TREASURER-NJ	PO 30707 FINANCE - OE - EDUCATION - JENNIFER HARR	150.00	150.00

List of Bills - (All Funds)

Vendor	Description		Payment	Check Total
1226 - STATE TREASURER-NJ	PO 30947	TAX COLLECTOR - OE - LICENSE RENEWAL FOR	50.00	50.00
2121 - STATEWIDE INSURANCE FUND	PO 30960	MISC REV - REFUND CHECK BACK TO INSURANC	712.00	712.00
1978 - STAVOLA	PO 30404	DPW - OE - BLACKTOP - #2913	399.43	399.43
2238 - SYSTEM ONE ALARM SERVICES, INC	PO 30374	BUILDINGS & GROUNDS - ALARM	900.00	900.00
1586 - TIRPOK GROUP, INC	PO 30949	POLICE - OE - UNIFORMS/CLOTHING	116.42	116.42
2610 - TROON GOLF LLC	PO 30346	GOLF - OE - MANAGEMENT FEE	62,000.00	62,000.00
2661 - UNITED SITE SERVICES	PO 30424	BUILDINGS & GROUNDS - LAKE SOLITUDE & CO	622.89	622.89
1606 - W.B. MASON COMPANY	PO 30417	OFFICE SUPPLIES	338.34	338.34
PREMIUM FUND				
2963 - AMERICAN TAX LIEN FUND LLC	PO 30969	PREMIUM - OUTSIDE LIEN REDEMPTION-CERT #	31,900.00	31,900.00
DOG FUND				
153 - NJ DEPT OF HEALTH & SENIOR SERVICES	PO 30445	2024 DOG FEES	4.20	4.20
GENERAL CAPITAL FUND				
1398 - COLLIER'S ENGINEERING & DESIGN	PO 29301	CAPITAL - CENTER ST IMP - HIB0141	11,582.50	11,582.50
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30763	CAPITAL - HIB0157 - COMMONS BATHROOM	702.50	702.50
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30965	CAPITAL - HIB0171 - UNION, HART, CENTRAL	1,502.50	1,502.50
2951 - MONMOUTH TELECOM	PO 30883	CAPITAL - PHONE SYSTEM	6,660.81	6,660.81
2954 - PATCH MANAGEMENT INC	PO 30894	CAPITAL - CRACK SEAL - ESCNJ 21/22-24	7,906.95	
2964 - WIRELESS	PO 30896	CAPITAL - CRACK SEAL - ESCNJ 21/22-24	7,670.00	15,576.95
	PO 30974	CAPITAL - FIRE DEPT RADIOS	10,219.00	10,219.00
WATER UTILITY FUND				
2819 - BRIGHTSPEED	PO 30306	WATER - 2024 - TELEPHONE CUST # 908-730-	53.52	53.52
2598 - DAVE HEINER ASSOCIATES, INC	PO 30737	WATER - OE - CONTRACTS	10,079.16	10,079.16
1694 - ONE CALL CONCEPTS, INC	PO 30425	WATER - OE - MISC - ONE CALL MESSAGES -	141.20	141.20
590 - PENN BOWER, INC	PO 30411	WATER - OE - REPAIRS/CONTRACTS - REPAIR	6,081.68	6,081.68
WATER CAPITAL FUND				
1398 - COLLIER'S ENGINEERING & DESIGN	PO 27343	CAPITAL - WEST MAIN WATER ENGINEERING -	902.50	902.50
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30043	CAPITAL - HIB0143 - UNION, HART, CENTRAL	235.00	235.00
SEWER UTILITY FUND				
90 - FIRST ENERGY	PO 30303	SEWER- STREET LIGHTING - NOV 2024 -20000	1,446.14	1,446.14
2499 - McGOWAN LLC	PO 30216	SEWER - OE - CONTRACTS - SEWER OPERATOR	910.00	910.00
246 - TOWN OF CLINTON	PO 30469	2024 - 3RD QUARTER - SEWER TREATMENT CHA	123,271.49	123,271.49
SEWER CAPITAL FUND				
2936 - CD RICH ENTERPRISES LLC	PO 30869	SEWER CAPITAL - MANHOLES ON DEWEY	5,800.00	5,800.00
SOLID WASTE UTILITY FUND				
2048 - LMR DISPOSAL, LLC	PO 30344	SOLID WASTE - CONTRACTED HAULER- 2024 -	29,750.00	29,750.00
SOLID WASTE CAPITAL FUND				
2572 - NATIONAL HIGHWAY PRODUCTS, INC	PO 30922	SW CAPITAL -	6,870.90	6,870.90
DEVELOPER ESCROW TRUST FUND				
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30100	ESCROW - SOLITUDE PROJECT - HIB0147	2,455.00	2,455.00
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30463	ESCROW - 1 MAIN ST - DeTOMMASO - HIP0047	6,345.00	6,345.00
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30787	ESCROW - 100 WEST MAIN - HIP0053	792.50	792.50
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30941	ESCROW - ETOWN GAS - HIB0164	116.25	116.25
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30961	ESCROW - 53 TAYLOR ST	150.00	150.00
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30962	ESCROW - ETOWN - HIB113	1,485.00	1,485.00
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30963	ESCROW - ETOWN - HIB0129	1,050.00	1,050.00
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30964	ESCROW - ETOWN - HIB0145	150.00	150.00
1398 - COLLIER'S ENGINEERING & DESIGN	PO 30967	ESCROW - 77 MAIN ST - FISH HEAD PROP - H	767.50	767.50
SPECIAL EVENTS				
452 - ERCOLANO'S NURSERY, LLC	PO 30720	ENVIRONMENTAL COMMISSION - OE - TREES	84.99	84.99
TOTAL				646,385.35

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
Total to be paid from Fund 10 CURRENT FUND	369,299.06		
Total to be paid from Fund 22 PREMIUM FUND	31,900.00		
Total to be paid from Fund 23 DOG FUND	4.20		
Total to be paid from Fund 30 GENERAL CAPITAL FUND	46,244.26		
Total to be paid from Fund 60 WATER UTILITY FUND	16,355.56		
Total to be paid from Fund 61 WATER CAPITAL FUND	1,137.50		
Total to be paid from Fund 62 SEWER UTILITY FUND	125,627.63		
Total to be paid from Fund 63 SEWER CAPITAL FUND	5,800.00		
Total to be paid from Fund 64 SOLID WASTE UTILITY FUND	29,750.00		
Total to be paid from Fund 65 SOLID WASTE CAPITAL FUND	6,870.90		
Total to be paid from Fund 71 DEVELOPER ESCROW TRUST FUND	13,311.25		
Total to be paid from Fund 78 SPECIAL EVENTS	84.99		

	646,385.35		

Checks Previously Disbursed

30066	TREASURER - STATE OF NJ	PO# 30940	CAPITAL - PERMIT FEES FOR 2018 SRT	11,000.00 12/06/2024
101024	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	69,594.28 10/10/2024
101024	HIGH BRIDGE BOROUGH-PAYROLL		CASH-TREASURER	9,794.15 10/10/2024
101024	HIGH BRIDGE BOROUGH-PAYROLL		CASH - CHECKING	7,084.01 10/10/2024
101024	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	4,538.27 10/10/2024
102524	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	71,669.84 10/25/2024
102524	HIGH BRIDGE BOROUGH-PAYROLL		CASH-TREASURER	9,777.83 10/25/2024
102524	HIGH BRIDGE BOROUGH-PAYROLL		CASH - CHECKING	7,149.82 10/25/2024
102524	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	11,290.21 10/25/2024
110824	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	71,917.42 11/08/2024
110824	HIGH BRIDGE BOROUGH-PAYROLL		CASH-TREASURER	9,716.86 11/08/2024
110824	HIGH BRIDGE BOROUGH-PAYROLL		CASH - CHECKING	7,142.29 11/08/2024
110824	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	4,583.98 11/08/2024
112524	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	67,459.00 11/25/2024
112524	HIGH BRIDGE BOROUGH-PAYROLL		CASH-TREASURER	9,672.07 11/25/2024
112524	HIGH BRIDGE BOROUGH-PAYROLL		CASH - CHECKING	7,123.02 11/25/2024
112524	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	4,572.36 11/25/2024
121024	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	67,011.38 12/10/2024
121024	HIGH BRIDGE BOROUGH-PAYROLL		CASH-TREASURER	9,962.47 12/10/2024
121024	HIGH BRIDGE BOROUGH-PAYROLL		CASH - CHECKING	8,199.05 12/10/2024
121024	HIGH BRIDGE BOROUGH-PAYROLL		CASH - TREASURER	5,648.59 12/10/2024

			474,906.90	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 10 CURRENT FUND	347,651.92	369,299.06	716,950.98
Fund 22 PREMIUM FUND		31,900.00	31,900.00
Fund 23 DOG FUND		4.20	4.20
Fund 30 GENERAL CAPITAL FUND	11,000.00	46,244.26	57,244.26
Fund 60 WATER UTILITY FUND	48,923.38	16,355.56	65,278.94
Fund 61 WATER CAPITAL FUND		1,137.50	1,137.50
Fund 62 SEWER UTILITY FUND	36,698.19	125,627.63	162,325.82
Fund 63 SEWER CAPITAL FUND		5,800.00	5,800.00
Fund 64 SOLID WASTE UTILITY FUND	30,633.41	29,750.00	60,383.41
Fund 65 SOLID WASTE CAPITAL FUND		6,870.90	6,870.90
Fund 71 DEVELOPER ESCROW TRUST FUND		13,311.25	13,311.25
Fund 78 SPECIAL EVENTS		84.99	84.99

BILLS LIST TOTALS	474,906.90	646,385.35	1,121,292.25
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