

Agenda
Hightstown Borough Council
Workshop Meeting
 March 2, 2015
 First Aid Building
 7:00 PM

PLEASE TURN OFF ALL CELL PHONES DURING YOUR ATTENDANCE AT THIS MEETING TO AVOID SOUNDS/RINGING OR CONVERSATION THAT MAY INTERFERE WITH THE MEETING OR THE ABILITY OF ATTENDEES TO HEAR THE PROCEEDINGS. THANK YOU FOR YOUR COOPERATION.

Meeting called to order by Mayor Lawrence Quattrone.

STATEMENT: Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was provided to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office.

Roll Call

Flag Salute

Approval of the Agenda

Minutes

February 2, 2015 Open Session
 February 17, 2015 Executive Session
 February 17, 2015 Open Session

Public Comment I

Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.

Resolutions

2015-81 Authorizing the Payment of Bills

Discussion

Public Health Nurse Report
 DVRPC Classic Town Initiative Presentation
 Fire Truck
 Budget 2015 Water/Sewer
 Traffic Ordinance Amendments
 RFP - Grant Writer
 Administrator Contract

Resolutions

2015-82 Awarding a Contract for the Installation of Two Cla-Valves in the Booster Pump Room at the Water Plant

Public Comment II

Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.

Mayor/Council/Administrative Reports

Executive Session:

Resolution 2015-83

Contract Negotiations – Shared Services (Various – Police/Dispatch/Court)

Adjournment

**Meeting Minutes
Hightstown Borough Council
Regular Meeting
February 2, 2015
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 p.m. and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>		✓
<i>Mayor Quattrone</i>	✓	

Also in attendance: Peggy Riggio, Acting Deputy Clerk; Henry Underhill, Borough Administrator; George Lang, CFO; Carmela Roberts, Borough Engineer

Resolution 2015-57 Appointing an Acting Deputy Clerk for Public Session

Councilmember Kurs moved resolution 2015-57; Councilmember Misiura seconded.

Roll Call Vote; Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution adopted 5-0.

Resolution 2015-57

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

NAMING AN ACTING DEPUTY CLERK FOR PUBLIC SESSION

WHEREAS, The Borough Clerk is not available for the February 2, 2015 meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Peggy Riggio to perform the duties of the Borough Clerk for the public portion of this meeting; and

WHEREAS, Peggy Riggio shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Peggy Riggio is hereby named as Acting Deputy Clerk for the public meeting of the Borough Council on February 2, 2015 and shall perform the duties of the Borough Clerk for said meeting.

Resolution 2015-58 Appointing an acting Deputy for Executive Session

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Councilmember Kurs moved resolution 2015-58; Councilmember Hansen seconded.

Roll Call vote: Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution 2015-58

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

NAMING AN ACTING DEPUTY CLERK FOR EXECUTIVE SESSION

WHEREAS, The Borough Clerk is not available for the February 2, 2015 meeting of the Borough Council; and

WHEREAS, it is the desire of Borough Council to deputize Henry Underhill, Borough Administrator, to perform the duties of the Borough Clerk for the executive session portion of this meeting; and

WHEREAS, Henry Underhill, Borough Administrator shall perform all the duties of the Borough Clerk for said meeting.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Henry Underhill, Borough Administrator, is hereby named as Acting Deputy Clerk for the executive session meeting of the Borough Council on February 2, 2015 and shall perform the duties of the Borough Clerk for said executive session meeting.

Councilmember Hansen moved January 5, 2015 open session minutes for approval; Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Minutes approved 5-0.

Councilmember Misiura moved that the January 20, 2015 executive session minutes be pulled for revisions, Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura, and Montferrat voted yes.

Minutes pulled 5-0.

Councilmember Hansen moved the January 20, 2015 open session minutes for approval, Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Minutes approved 5-0.

Councilmember Misiura moved agenda as amended for approval, Councilmember Bluth seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Agenda approved 5-0.

Mayor Quattrone opened public comment period 1 and the following individuals spoke:

Lynn Woods, 315 Park Avenue – Pointed out that the water bills still have the 148 North Main Street address on them. Addressed the Mayor stating that he has no control over what council members say and they have a right to speak their opinions. Said that the public has a right to ask questions. Asked Council to clarify if they feel the Police Department should be outsourced even if there is minimal savings.

Eugene Sarafin, 628 South Main Street – Regarding the trees on Hutchinson; removing the trees is for the good of the people.

Barbara Jones, 215 Greeley Street – Chair, Hightstown Environmental Commission – In looking at the plans for Hutchinson there is 1 tree missing. Has anyone even been out to look at the trees they are talking about? Greeley Street a very steep street, when it rains everything flows down into Rocky Brook.

Sandra Johnson, 301 Lincoln Avenue – Regarding trees on Hutchinson; she did not receive prior notice. She stated that she does not have roots in her storm drain. Sidewalk is not necessary there because is not a heavy amount of traffic. Does not want to see trees removed. Trees provide benefit to community. They provide much needed shade. Her upstairs bedroom is 90 degrees with shade. Not sure why we are taking down trees. She planted a large amount of flowers and would be heartbroken if this was removed to put in a sidewalk.

Judith Weiss, 202 Maxwell Avenue – Concerned about removing trees. Curbs on Clinton, water pours down to her house. When the Borough dug up her lawn to replace the storm drain they replaced her nice grass with weeds. She still has low spots on her lawn now where she needs to be careful. Don't assume things will be better with proposed work. The people that are hired to do the work do not care about the properties like the homeowners.

Charles Harlich, 309 Lincoln Avenue – Two trees were removed from his property on Lincoln Avenue. The consequence when trees are removed is that the roots that go through the property will die and the lawn will concave in parts. If the Borough removes the trees they should incur the cost of the damages done to people's property. Has anyone taken a poll of the residents of the area to see if they want the trees removed? This is a bad idea.

Keith LoProvest, 213 Greely Avenue – Hates to see the trees removed. Greely has no curb or stormdrain. Yards are eroded. Side of the street is damage because of the flowing water. This was a beautiful neighborhood that now looks terrible. This needs to be rectified and it is not included in this project. Would like Council to start looking at what we need in town versus what we want. Regarding the water quality at the Housing Authority – there is a problem with the infrastructure. This needs to be fixed. We need high quality water in town. Do we need a new fire truck? Please take a look at what we want versus what we need.

Ordinance 2015-01 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration” Adding Section 2-1, Entitled “Deputy Borough Clerk”, to the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

Mayor Quattrone opened the Public Hearing on Ordinance 2015-01 and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Thinks this is a wonderful new position and thinks it's a good idea.

There being no further comments, Mayor Quattrone closed the public hearing.

Councilmember Kurs moved Ordinance 2015-01 for adoption, Councilmember Misiura seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Ordinance adopted 5-0.

Ordinance 2015-01

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

An Ordinance AMENDING AND SUPPLEMENTING chapter 2, ENTITLED “administration,” adding SECTION 2-11, ENTITLED “deputy borough clerk,” to THE “REVISED GENERAL ORDINANCES OF the borough of hightstown, NEW JERSEY.”

WHEREAS, the Hightstown Borough Council has determined that it is appropriate to add the title of Deputy Borough Clerk to

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the Revised General Ordinances of the Borough of Hightstown; and,

WHEREAS, the addition of the title of Deputy Clerk is needed so that the services of a Deputy Borough Clerk may be utilized to perform the duties of the Borough Clerk at meetings and in the Office of the Borough Clerk where attendance by the Borough Clerk may not be convenient or possible.

NOW, THEREFORE, be it ordained, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

Section 1. That Section 2-11, entitled "Deputy Borough Clerk," of Chapter 2, "Administration," of the "Revised General Ordinances of the Borough of Hightstown, New Jersey," is hereby added in the following specific respects (additions are shown with underline):

Section 2-11

DEPUTY BOROUGH CLERK

Subsections:

2-11.1 Position Created.

2-11.2 Appointment; Term; Vacancy.

2-11.3 Powers and Duties.

2-11.4 Defense and Indemnification.

2-11.5 Associate Deputy Clerk.

Subsection 2-11.1 Position Created.

There is hereby created the position of Deputy Borough Clerk, which may be a full-time or part-time position.

Subsection 2-11.2 Appointment; Term; Vacancy.

The Deputy Borough Clerk shall be appointed, upon the recommendation of the Clerk, by the Mayor with the advice and consent of Council, for a term of one (1) year calculated from the 1st of January of the year of the appointment. Any vacancy in said office occurring other than by expiration of term shall be filled in the same manner, but for the unexpired term only.

Subsection 2-11.3 Powers and Duties.

The Deputy Borough Clerk shall have all of the powers and duties of the Borough Clerk, under the direction and guidance of the Borough Clerk, during absence or disability of the Borough Clerk, and shall also have such other powers and duties as shall be prescribed from time to time by the Borough Clerk, Mayor or Council.

Subsection 2-11.4 Defense and Indemnification.

The Borough shall provide the Deputy Borough Clerk with defense and indemnification, to the extent permitted by N.J.S.A. 40A:9-133, of any action or legal proceeding arising out of and directly related to the Deputy Borough Clerk's lawful exercise of authority in furtherance of the Deputy Borough Clerk's official duties when exercising the powers of the Borough Clerk during the absence or disability of the Borough Clerk.

Section 2. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

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Section 3. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 4. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency

Fire Truck Discussion

Further discussion will be moved to the next workshop meeting (March 2, 2015). Borough Administrator, Henry Underhill, spoke and informed council that they were close to making a recommendation. The committee has had good meetings and he was impressed with the amount of homework being done.

Stop Intersections and Restricted Parking

Council discussed the possibility of changing the 2 way stop at Morrison & Harron to a 3 way stop and adding a 4 way stop to Center & Morrison. There was discussion with the Borough Engineer about other options to slow down traffic. The Borough Engineer advised of other options: speed bumps, speed tables, roundabouts and pinchpoints. After discussion, it was agreed that there is nothing cheaper than a stop sign. Having a stop sign at Center and Morrison would alleviate the need for a crossing guard there next school year and may also slow down traffic on 2nd Avenue. The Borough Engineer will provide Council with a letter outlining the DOT's process. Further discussion will take place at the next workshop meeting, March 2, 2015.

There was also discussion about changing parking regulations on Reed Street and adding "No Parking During Snow" to certain streets in the Borough. It was decided by straw vote that the regulations will be changed on Reed Street. There will be further discussion regarding "snow parking" at the March 2nd meeting. Superintendent of Public Works will provide Council with a list of streets that should be discussed.

Councilmember Kurs asked that if we are looking at Revisions to the Parking Ordinance that we look at the parking on Westerlea because this street is a nightmare in the morning and at dismissal of the High School.

Hutchinson Road Project

There was continued discussion regarding the Hutchinson Road Project. The Borough Engineer talked about DOT Grants and how the Borough has been using these Grants to complete work on one or two roads every year. She explained how it is difficult to get grants for the smaller "orphaned" streets and how these streets are combined into one project (i.e. Park/Greeley/Glenbrook, Parkway/Grant/Hutchinson).

She explained that the Gum Tree on the corner of Hutchinson must be removed to put in the handicap ramp. There is no physical way to put in the ramp with the tree there. The Borough's Master Plan is to have sidewalk in town wherever possible. Most of the sidewalks on Hutchinson are unusable because of the roots of the sycamore trees.

The grant provides for replacing of the trees. The Borough Engineer explained that she works closely with David Zaiser about what trees to use and where to put them in the Borough.

It was brought up that not all residents received notification about the removal of the trees. The Borough Administrator clarified that notification was only sent to residents on Hutchinson. No notifications were sent to residents on Lincoln.

Mayor Quattrone informed Council that the Planning Board discussed this project at their last meeting and voted to go with the base plan.

Council President Hansen spoke about the options. She feels that the improvement of the base plan outweighs the detriment of losing the trees. We need to make a decision for the greater good of the Borough.

Councilmember Kurs feels it is unfortunate to take down the trees but it is the only viable option.

Councilmember Misiura stated that all of the other options are problematic. He doesn't want to see the trees go but they are becoming a bigger problem. He is leaning toward the base plan.

Councilmember Bluth – Doesn't want to see the trees taken down. We need to rely on our experts. Planning Board advises the base plan so that's what we need to go with.

Trash & Recycling Bids

The Borough Administrator explained that a total of three (3) bids were received for trash and recycling. All three bids exceeded the amount budgeted for those services. He recommended that all the bids be rejected; we keep trash collection in house; we extend the current contract for recycling. There was discussion. Council agreed with the Borough Administrator recommendations. Formal action will be taken at the February 17th meeting.

There was further discussion regarding future option for recycling: Contracting with the County; Doing recycling in-house. In-house would require an additional truck and contracting with a disposal site. Mayor Quattrone asked that these options are looked at and discussed in the future.

Zoning Officer Appointment

Mayor Quattrone spoke of the need to have a Zoning Officer to cover weekdays.

Code enforcement Officer, David Bell addressed Council about what his current position entails.

There was discussion about Mr. Bell acting as the "eyes and ears" for the Zoning Officer. While he is out on Code Enforcement he is also seeing zoning issues that need to be dealt with. This position would require more hours from Mr. Bell. Council asked for monthly zoning reports be added to the Council packets.

Hiring of a Grant Writer

There was discussion of the need for a Grant Writer. Council wanted to learn more about the process and establish goals for grant writing. They do not want this position to conflict with grants already being done for other committees in the Borough.

The Borough Administrator will get a sample RFP for Council to review. Further discussion will take place at the next workshop meeting, March 2nd.

Resolution 2015-59 Authorizing the Payment of Bills

Councilmember Hansen moved Resolution 2015-59, Councilmember Misiura seconded.

Roll Call Vote: Bluth, Hansen, Kurs, Misiura, and Montferrat voted yes.

Resolution adopted 5-0.

Resolution 2015-59

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$900,455.70 from the following accounts:

February 2, 2015

Current	\$811,694.12
W/S Operating	88,606.58
General Capital	155.00
Water/Sewer Capital	0.00
Grant	0.00
Trust	0.00
Housing Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	0.00
Escrow	<u>0.00</u>
Total	<u>\$900,455.70</u>

Resolution 2015-60 Authorizing an Option for the Plans of the Hutchinson Street Road Project

Councilmember Bluth moved Resolution 2015-60; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution adopted 5-0.

Resolution 2015-60

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AUTHORIZING AN OPTION FOR THE PLANS OF THE
HUTCHINSON STREET ROAD PROJECT**

WHEREAS, the Borough has received a FY 2014 Municipal Aid Program grant which a portion of said project includes Hutchinson Street; and

WHEREAS, the Borough Council has thoroughly reviewed the options presented by the Borough Engineer for the Hutchinson Road portion of this project; and

WHEREAS, the Borough Council finds that the Base Plan Option is the best option for the portion of the project that includes Hutchinson Street.

THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby directed to bid the project using the Base Plan Option for the portion of the project that includes Hutchinson Street.

Resolution 2015-61 Awarding a Contract for Liquid Chlorine – Univar USA, Inc.

Councilmember Misiura moved Resolution 2015-61. Councilmember Montferrat seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution Adopted 5-0.

Resolution 2015-61

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*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AWARDING A CONTRACT FOR LIQUID CHLORINE – UNIVAR USA, INC.

WHEREAS, three (3) bids were received on December 30, 2014 for Liquid Chlorine for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bids have been reviewed by the Borough Engineer and it is the Engineer's recommendation that a two year contract for Liquid Chlorine be awarded to the low bidder, Univar USA, Inc. of Middletown, Pennsylvania at a per unit price of \$0.54 per pound with a total contract price of \$22,194.00; and

WHEREAS, said contract shall be effective February 1, 2015; and

WHEREAS, the Borough Attorney has reviewed the bids and has determined that the bid submitted by Univar USA, Inc. is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2015 and 2016 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Calcium Hydroxide (Hydrated Lime) is hereby awarded to Univar USA, Inc. of Middletown, Pennsylvania effective February 1, 2015.

Resolution 2015-63 Renewing a Contract for Curbside Recycling Collection – Waste Management of New Jersey, Inc.

Councilmember Bluth moved Resolution 2015-63. Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution Adopted 5-0.

Mayor Quattrone opened public comment period II and the following individuals spoke:

Eugene Sarafin, 628 South Main Street – Congratulations to Council. It is wonderful to see Council and Staff get along and run the town as a business

Keith LeProvost, - Asked Council to write a letter explaining the discolored water at the Housing Authority.

There being no further comments, Mayor Quattrone closed the public comment period.

Mayor/Council/Administrative Comments and Committee Reports

Councilmember Bluth – She attended a League Legislative Committee meeting. Some bills that are being considered: 1) Sending Parking tickets by mail. 2) Creditors to maintain vacant property and must maintain interior of vacant property as well.

Councilmember Montferrat – HPC minutes will be updated on the website. They are also looking for new members to fill vacant position on HPC.

Councilmember Misiura – Environmental Commission postponed their meeting because of the weather.

Councilmember Kurs – Thanked Borough Employees for their preparedness during the blizzard (DPW, Police Department, Fire Department and EMS); Fire truck needed to support Regional Response; Ambulance vehicle totaled from accident. They are putting together specs for bid. The cost should be covered by insurance.

Mayor Quattrone – Thank you to Gene Sarafin. Keith LeProvost, Look into water issue.

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Borough Administrator, Henry Underhill – In regards to the water bills containing the old address – New water bills are being printed with the new rates. The new bills will have the 156 Bank Street address.

Resolution 2015-62 Authorizing a Meeting Which Excludes the Public

Councilmember Misiura moved Resolution 2015-62. Councilmember Kurs seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Montferrat voted yes.

Resolution Adopted 5-0.

Councilmember Misiura moved to adjourn into Executive Session at 9:15 p.m. Councilmember Hansen seconded. All Ayes.

Respectfully Submitted,

Peggy M. Riggio
Acting Deputy Clerk

**Meeting Minutes
Hightstown Borough Council
Regular Meeting
February 17, 2015
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>		✓
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator; George Lang, CFO.

Resolution 2015-65 Appointing a Deputy Borough Clerk

Councilmember Kurs moved Resolution 2015-65; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

Resolution adopted 5-0.

Resolution 2015-65
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

APPOINTING A DEPUTY CLERK

WHEREAS, the appointment of a Deputy Clerk is needed so that the services of a Deputy Borough Clerk may be utilized to perform the duties of the Borough Clerk at meetings and in the Office of the Borough Clerk where attendance by the Borough Clerk may not be convenient or possible; and

WHEREAS, Margaret M. Riggio has been employed in the Office of the Borough Clerk of Hightstown Borough since 2010; and

WHEREAS, Margaret M. Riggio has served as Deputy Registrar for Hightstown Borough since 2013 and is so certified; and

WHEREAS, Margaret M. Riggio has performed the duties of the Municipal Clerk at meetings when the Municipal Clerk was not available, in the capacity of "Acting Borough Clerk" to the satisfaction of the Borough Council; and

WHEREAS, Margaret M. Riggio is currently enrolled in Municipal Clerk certification courses; and

WHEREAS, the position of Deputy Clerk requires appointment by the Borough Council on an annual at-will basis; and
February 17, 2015

WHEREAS, it is the desire of Borough Council to appoint Margaret M. Riggio as Deputy Clerk for the Borough of Hightstown for the remainder of 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Margaret M. Riggio is hereby appointed as Deputy Clerk effective immediately for the remainder of 2015.

Councilmember Kurs requested that Resolution 2015-79, Making and Confirming Appointments to the Board of Health, be removed from the Consent Agenda and voted on independently.

Councilmember Misiura moved the agenda as amended for approval; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

Agenda approved at amended 5-0.

Resolution 2015-79 Making and Confirming Appointments to the Board of Health

Councilmember Kurs moved Resolution 2015-79; Councilmember Stults seconded

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

Resolution Adopted 5-0.

Resolution 2015-79

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

MAKING AND CONFIRMING APPOINTMENTS FOR BOARD OF HEALTH

BE IT RESOLVED that the following appointments are hereby made and confirmed by the Mayor and Council of the Borough of Hightstown:

Robin Conrad	3 yrs.	December 31, 2017
Nancy Distelcamp	Alt. #2 UX 2 yrs.	December 31, 2015

At this time, Mayor Quattrone asked Nancy Distelcamp to come forward and he administered her Oath of Office.

Councilmember Misiura moved the February 2, 2015 executive session minutes for approval, Councilmember Kurs seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs and Misiura voted yes. Councilmember Lee Stults abstained.

Minutes approved 4-0, with 1 abstention.

Councilmember Misiura moved the February 6, 2015 open session minutes for approval; Councilmember Kurs seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

Minutes approved 5-0.

Councilmember Bluth moved the February 6, 2015 executive session minutes for approval; Councilmember Stults seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

February 17, 2015

Mayor Quattrone opened public comment period I and the following individuals spoke:

Lynn Woods, 315 Park Avenue – Regarding the Frank Marchione investigation; Pleaded with Council to please ask questions when they receive the report back from the investigation. You have a decision to make that will affect a man’s life and career. Also asked why Scott Jenkins was not part of the internal investigation.

Doug Mair, 536 South Main Street – Talked about the responsibility of Councilmembers in their liaison positions. Most of the committees are behind on getting their meeting minutes posted to the website. Said that he emailed Mayor and Council asking about this matter and that the Mayor did not respond to his email at all. He can help identify problems within the Borough. A good leader should reach out and use all of their resources.

Rob Thibault, 504 South Main Street – Questioned why Resolution 2015-69 was on a consent agenda. This resolution rejected all bids received for solid waste and recycling. This is an item that should have discussion. Also questioned the executive session resolution, it did not state “no action will be taken”. In regards to the Fire Department, Council has oversight of the department and can question them about behavior and can remove them.

Eugene Sarafin, 628 South Main Street – Hightstown Borough Council – Anybody with good business sense would buy the Rugmill property as a government and control it and then find a developer. Leaving it in Wolfington’s hands means he can sell it to whoever he wants to. He wants a say with what happens to the mill property. We have \$2,500,000. We need to buy the property. Tell the insurance company that we are building a Borough Hall and Police Station up on the hill out of the flood plain. Take the \$2,500,000 and control that property.

There being no further comments, Mayor Quattrone closed the public comment period

Resolution 2015-66 Authorizing Payment of Bills

Councilmember Hansen moved Resolution 2015-66; Councilmember Stults seconded.

Councilmember Bluth questioned a bill for Winner Ford. This was for the purchase of a vehicle for Public Works. The resolution to purchase the vehicle is in the consent agenda. That resolution should be passed before authorization for payment of the bill.

Councilmember Hansen withdrew her motion; Councilmember Stults seconded. All ayes.

Consent Agenda – Resolutions 2015-67, 2015-68, 2015-69, 2015-70, 2015-71, 2015-72, 2015-73, 2015-74, 2015-75, 2015-76, 2015-77, 2015-78

Councilmember Bluth moved the consent agenda; Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

Resolutions adopted 5-0.

Resolution 2015-67

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2015 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2015 temporary budget; and

WHEREAS, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

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TOTALS \$ 10,000.00 \$ 10,000.00

Resolution 2015-69

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**REJECTING ALL BIDS FOR SOLID WASTE AND
RECYCLING COLLECTION SERVICES**

WHEREAS, three (3) bids were received on December 18, 2014 for Solid Waste and Recycling Collection Services; and

WHEREAS, all bids received for Solid Waste and Recycling Collection Services exceed the amount budgeted for this service; and

WHEREAS, the bids have been reviewed by the Superintendent of Public Works and the Borough Administrator and it is the Superintendent of Public Works and Borough Administrator's recommendation that all bids received for Solid Waste and Recycling Collection Services be rejected in accordance with N.J.S.A. 40A:11-13(2); and

WHEREAS, the Borough Attorney and Qualified Purchasing Agent concur with the Superintendent of Public Works and Borough Administrator's recommendation; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that all bids received on December 18, 2014 for Solid Waste and Recycling Collection Services are hereby rejected.

Resolution 2015-70

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING TRANSFER OF TAX OVERPAYMENT FROM 2014 TO 2015

WHEREAS, an overpayment of taxes was made for Block 52, Lot 1, 114 Orchard Avenue, in the amount of \$772.11 due to an overpayment; and

WHEREAS, the payer, Jeffrey A. Gearhart, 114 Orchard Avenue, Hightstown, New Jersey, 08520 has requested that the 2014 overpayment of \$772.11 be transferred to the 2015 balance; and

WHEREAS, the Tax Collector has requested that said overpayment be transferred to the 2015 balance in the amount of \$772.11.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector is hereby authorized to transfer the 2014 overpayment in the amount of \$772.11 to the 2015 balance for Block 52, Lot 1, 114 Orchard, representing the tax overpayment as set forth herein.

Resolution 2015-71

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING REFUND OF TAX OVERPAYMENT

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WHEREAS, an overpayment of taxes was made for Block 10.01, Lot 60, 3 Ashton Lane, in the amount of \$2,922.52 due to a double payment; and

WHEREAS, the payer, Guillermo & Carmen Merino, 3 Ashton Lane Hightstown, New Jersey, 08520 has requested that a refund be issued for the overpayment in the amount of \$2,922.52; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$2,922.52.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Treasurer are hereby authorized to issue a refund in the amount of \$2,922.52 to Guillermo & Carmen Merino, 3 Ashton Lane, Hightstown, New Jersey, 08520, representing the tax overpayment as set forth herein.

Resolution 2015-72

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR CONTINUED PARTICIPATION IN THE HOMES INVESTMENTS PARTNERSHIPS PROGRAM CONSORTIUM WITH THE COUNTY OF MERCER

WHEREAS, the HOME Investment Partnerships Program seeks to expand the supply of decent and affordable housing, particularly rental housing, for low and very low income Americans; and,

WHEREAS, the HOME Investment Partnerships Program seeks to strengthen the abilities of state and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing; and,

WHEREAS, the HOME Investment Partnerships Program seeks to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing; and,

WHEREAS, the HOME Investment Partnerships Program provides state and local governments with the flexibility to decide what kind of housing assistance, is most appropriate for meeting their housing needs; and,

WHEREAS, the HOME Investment Partnerships Program encourages state and local governments to use HOME funds efficiently and to undertake the most cost-efficient housing activities requiring the smallest state and local matching contributions for Federal funds; and,

WHEREAS, in order to qualify for funding under this program, a municipality or consortium of municipalities must have a minimum 'critical housing need' of \$500,000.00; and,

WHEREAS, the City of Trenton is the only municipality within Mercer County eligible, on an independent basis for HOME Investment Partnerships Program funds; and,

WHEREAS, the remaining Mercer County municipalities interested in participating in the HOME Investment Partnerships Program must pool together into a consortium to be eligible for funding; and,

WHEREAS, there is no cost to municipalities to participate in the Mercer County HOME Investment Partnerships Program Consortium, aside from the required matching funds for any project a municipality may undertake; and,

WHEREAS, the Mercer County HOME Investment Partnerships Program Consortium would be a source of funding for a project the Borough of Hightstown_ may undertake in its own affordable housing program without requiring the Borough of Hightstown to undertake any specific projects; and,

WHEREAS, participation by the Borough of Hightstown in the Mercer County HOME Investment Partnerships Program
February 17, 2015

Consortium would be beneficial to its relations with other Mercer County municipalities, and as a whole, meet the eligibility requirements for participation in the HOME Investment Partnerships Program; and,

WHEREAS, this agreement shall automatically be renewed for the Consortium's participation in successive qualification periods of three federal fiscal years each. No later than the date specified by HUD's consortia designation notice or HOME Consortia web page, Mercer County shall notify each Consortium Member in writing of its right to decide not to participate in the Consortium for the next qualification period and Mercer County shall send a copy of each notification to the HUD Field office; and,

WHEREAS, if a Consortium Members decides not to participate in the Consortium for the next qualification period, the Consortium Member shall notify Mercer County, and Mercer County shall notify the HUD Field Office, before the beginning of the new qualification period; and,

WHEREAS, the automatic renewal of the agreement will be void if; Mercer County fails to notify a Consortium member or the HUD field office as required under this automatic renewal provision or Mercer County fails to submit a copy of each amendment to this agreement as required under this automatic renewal provision; now,

THEREFORE BE IT RESOLVED, participation in the Mercer County HOME Investment Partnerships Program Consortium is hereby endorsed; and,

BE IT FURTHER RESOLVED, that the Mayor and the Municipal Clerk are hereby authorized and directed to execute said Mercer County HOME Investment Partnerships Program Consortium Agreement.

Resolution 2015-73

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING THE ISSUANCE OF AN AUCTION LICENSE - EMPIRE ANTIQUES

WHEREAS, an application for a license to hold an auction on Saturday, March 14, 2015 at 278 Monmouth Street in the Borough of Hightstown has been submitted by Empire Antiques, together with the required fee; and

WHEREAS, the application has been reviewed and approved by the Police Department; and

WHEREAS, it is the desire of the Mayor and Council that a license be issued to Empire Antiques for this event.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is hereby authorized to issue a license to Empire Antiques for their auction to be held on Saturday, March 14, 2015, at 278 Monmouth Street.

Resolution 2015-74

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF MICHAEL R. BOLLENTIN IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Michael R. Bollentin of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Bollentin has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

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NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Michael R. Bollentin in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2015-75

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF ERIC J. SIDES IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Eric J. Sides of Mount Laurel, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Sides has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Eric J. Sides in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2015-76

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF JOSEPH C. ZULLO IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Joseph C. Zullo of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Zullo has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Joseph C. Zullo in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2015-77

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AUTHORIZING A STATE CONTRACT PURCHASE FOR THE PUBLIC WORKS DEPARTMENT -
TRUCKS**

WHEREAS, there is a need for a dump body truck, pick-up truck and utility truck for use by the Hightstown Department of Public Works; and

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WHEREAS, the Hightstown Borough Council has authorized the purchase of these vehicles with the adoption of Bond Ordinance 2014-13; and

WHEREAS, the Public Works Superintendent has found pricing and availability for a Dump Body & Chassis as needed under New Jersey State Contract A83559 in the amount of \$33,963.00; and

WHEREAS, the Public Works Superintendent has found pricing and availability 4WD Regular Cab Utility vehicle and an Extended Cab 4WD Pickup Truck as needed under New Jersey State Contract A83576 at a cost of \$34,655.00 and \$30,477.00; and

WHEREAS, the Purchasing Agent has reviewed the findings of the Public Works Superintendent; and

WHEREAS, it is the recommendation of the Purchasing Agent and Public Works Superintendent that these vehicles be purchased from Winner Ford, 250 Haddonfield Berlin Road, Cherry Hill, New Jersey 08034 under state contract for an amount not to exceed \$99,095.00; and

WHEREAS, the treasurer has certified that funds are available for this purchase.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Purchasing Agent is hereby authorized to purchase a Dump Body & Chassis, 4WD Regular Cab Utility vehicle and an Extended Cab 4WD Pickup Truck from Winner Ford, 250 Haddonfield Berlin Road, Cherry Hill, New Jersey 08034 under New Jersey State Contracts A83559 and A83576 for an amount not to exceed \$99,095.00.

Resolution 2015-78

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**RESOLUTION DESIGNATING SATURDAY, APRIL 25, 2015 AS
ARBOR DAY IN THE BOROUGH OF HIGHTSTOWN**

WHEREAS, it is widely reported as historical fact that, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

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

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

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

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, raw material for sculpture and painting and limitless works of art, and source materials for countless other wood products; and

WHEREAS, trees in our Borough increase property values, enhance the economic vitality of business areas, and beautify our community and spiritual renewal; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown hereby does proclaim and designate Saturday, April 25, 2015, as **ARBOR DAY** in the Borough of Hightstown;

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Hightstown, that all residents and members of our community are urged and encouraged to support efforts to protect our trees, walkways, riparian banks and woodlands throughout our Borough and our surrounding environment;

BE IT FURTHER RESOLVED that all residents and members of our community are urged and encouraged to plant trees where appropriate, to gladden hearts and promote the well-being of present and future generations.

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Resolution 2015-66 Authorizing the Payment of Bills

Councilmember Hansen moved Resolution 2015-66; Councilmember Bluth seconded.

Councilmembers Bluth, Hansen, Kurs, Misiura and Stults voted yes.

Resolution adopted 5-0.

Resolution 2015-66

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$102,181.91 from the following accounts:

Current	\$48,801.43
W/S Operating	17,699.60
General Capital	30,477.00
Water/Sewer Capital	12.00
Grant	800.00
Trust	391.88
Housing Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	4,000.00
Unemployment Trust	0.00
Escrow	<u>0.00</u>
 Total	 <u>\$102,181.91</u>

At this time, Councilmember Montferrat joined the meeting.

Mayor Quattrone opened the public comment period II and the following individuals spoke:

Eugene Sarafin – There are openings on the Environmental Commission. He has submitted his volunteer application and is waiting to hear from someone.

J.P. Gibbons, 602 North Main Street – Congratulated Mayor Quattrone. Talked about an article that he read about Moonachie were they turned down FEMA’s initial payment after Hurricane Sandy and ended up with 4.6 Million dollars. Also talked about how Princeton University denying their tax exempt status on 15 properties in the Municipality. If Princeton University is denied this status why can’t Peddie be touched? Don’t do things in the dark.

Doug Mair, 536 South Main St. – Doesn’t understand the contamination at the Rug Mill. Use the Borough Code to make the owners clean. Or we can clean it up and charge the owner. Or we can seize the property under eminent domain.

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Problem solved. You have an obligation to take care of the public and keep them from harm. Feels that all of the Council members mislead voters during their campaigns. They all campaigned about wanting to get the Rug Mill developed. Now they are saying it is not up to us to get it developed. The failure is on the Council. He wants Council for fight for the residents.

Lynn Woods, 315 Park Avenue – Asked by the Borough Attorney was not at the meeting again. This is the 2nd meeting in a row that the Borough Attorney was not in attendance.

Rob Thibault, 504 South Main Street – Talked about outsourcing the Police. Questioned salaries in the Borough. Wanted to know why Police salaries were up only 1% over the last 3 years compared to increase of 14% for Borough Employees.

There being no further comments, Mayor Quattrone closed the public comment period.

Mayor/Council/Administrative Comments and Committee Reports

Councilmember Stults – Downtown Hightstown is receiving proposals for downtown development. Once someone is chosen, they will hold meetings to update Council and the public.

Councilmember Kurs – Talked about the discolored water at the Housing Authority. This was a problem with their boiler not a Borough issue. Construction Official is investigating all issues that are brought to his attention and issuing summonses when necessary. The Police Department is continuing to work on traffic issues. Discussions regarding the ladder truck for the Fire Department are ongoing. First Aid is putting together bid specs to replace their ambulance that was totaled in an accident. Thanked Public Works for all of their hard work in the extreme cold. 12 Farms Restaurant just opened. There will be a new deli opening on West Ward Street in June. Hightstown High School will be putting on the play Seussical March 7, 8 & 9. He encouraged the public to attend and support the children in the community.

Councilmember Bluth – Address Mr. Thibault regarding rejecting the solid waste and recycling bids. This was discussed at the February 2, 2015 Workshop meeting. Addressed Mr. Mair regarding the minutes for Parks and Rec. She is working with the new chairperson of Parks and Rec on getting the minutes up to date.

Councilmember Montferrat – Apologized for arriving late. The HPC is looking into getting grants. Thanked Public Works for the wonderful job they do on plowing our streets. Had dinner at 12 Farms Restaurant and it was wonderful. Also encouraged the public to support the students at Hightstown High School by attending the spring musical.

Councilmember Misiura – The Environmental Commission is planning a Cheesecake and Wine Event. Date to follow. Their goals for this year are: to maintain Sustainable New Jersey status; Progress on completing Greenway; Reaching out to Hightstown High School and the Peddie School. The Health Department met on February 11th. They will be working to amend the Borough Health Code. That part of the Borough code is mandated by the State. Some of the things that they will be looking into are Quality of Life Issues. Another issue is how to deal with foreclosed property. Once they have the language worked out this is something that we can include in other portions of the code. Housing Authority Meeting will be February 18 and he will be attending. He will report back at the next meeting.

Council President Hansen – Regarding Water/Sewer. Grant application being prepared by Roberts Engineering for UV system at the WWTP is on target to be submitted March 6th. The work at the WWTP will need to be completed by 2017. That is when the DEP will penalize if we are not meeting certain levels. This is a huge expense. Receiving the Grant would mean a major reduction in the interest rate. The water quality report was just posted on the website. New consulting engineering at the WWTP is looking at what occurs there. What systems we're using and the effect of grease and septic. We are looking at a lot of capital expense there. Engineer is offering professional information to us.

Borough Administrator Underhill – Talked about having 3 water main breaks in 48 hours. Our Public Works Department were out fixing them.

Mayor Quattrone - Taxi cab parking – The Police Department cannot enforce the ordinance without signs. The Borough Engineer is looking into this. Workshop meetings will be the first meeting of the month. This is where discussion on items will take place. Formal action will take place at the second meeting of the month which will be the business meeting. He addressed J.P. Gibbons regarding Moonachie's FEMA money. That was for Hurricane Sandy not Hurricane Irene. Addressed Doug Mair,

February 17, 2015

Apologized for not returning his email. The Borough Attorney and Engineer were not present at the meeting because there was no reason for either one of them to attend.

Resolution 2015-80 Authorizing a Meeting Which Excludes the Public

Councilmember Montferrat moved Resolution 2015-80. Councilmember Hansen seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Kurs, Misiura, Montferrat, Stults voted yes.

Resolution adopted 6-0.

Resolution 2015-80

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on February 17, 2015 directly following the general meeting in the First Aid Building located at 168 Bank Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Contract Negotiations – Shared Services (Various – Police/Dispatch/Court)

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: May 18, 2015 or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Councilmember Stults moved to adjourn into Executive Session at 8:00 p.m. Councilmember Hansen seconded. All ayes.

Councilmember Misiura motioned to adjourn at 9:15 p.m. Councilmember Stults seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2015-81

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$1,821,194.46 from the following accounts:

Current	\$1,547,738.53
W/S Operating	206,853.18
General Capital	34,655.00
Water/Sewer Capital	0.00
Grant	0.00
Trust	12,750.00
Housing Trust	0.00
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	11,000.00
Unemployment Trust	0.00
Escrow	<u>8,197.75</u>
Total	<u>\$1,821,194.46</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on

Debra L. Sopronyi
 Borough Clerk

2-March, 2015

To: Mayor and Council

From: Finance Office

Re: Manual Bill List

CURRENT ACCOUNT

	<u>PO #</u>	<u>AMOUNT</u>
Mercer County Tax	15-00231	723,514.39
East Windsor Regional School	15-00232	684,808.00
State of NJ-Dept of Treas.	15-00233	53,813.58
NJ Motor Vehicle Commission	15-00286	60.00
TOTAL		<u><u>1,462,195.97</u></u>

GENERAL CAPITAL

-
-

WATER AND SEWER OPERATING ACCOUNT

NJEIT	15-00105	69,706.40
Haldeman Ford	15-00188	17,500.00
St of NJ-Dept of Treas	15-00233	70,925.07

TOTAL **158,131.47**

MANUAL TOTAL **1,620,327.44**

P.O. Type: All Include Project Line Items: Yes Open: N Paid: N Void: N
 Range: First to Last Rcvd: Y Held: Y Aprv: N
 Format: Detail without Line Item Notes Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0554 ALL INDUSTRIAL SAFETY PRODUCTS												
	15-00207	02/09/15	TASCO EAR MUFFS									
	1 INV.	204818	- EAR MUFFS	125.00	5-01-26-290-001-032	B Uniforms	R	02/09/15	02/24/15		204818	N
	2 INV.	204818	- FREIGHT	14.92	5-01-26-290-001-032	B Uniforms	R	02/09/15	02/24/15		204818	N
				<u>139.92</u>								
			Vendor Total:	139.92								
A0164 ALLIED BOILER REPAIR CORP.												
	15-00120	01/29/15	CLEAN DIGESTER BOILER									
	1 CLEAN		DIGESTER BOILER	800.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/29/15	02/23/15		14487	N
	2 CERAMIC		BLANKET	35.10	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/18/15	02/23/15		14487	N
				<u>835.10</u>								
			Vendor Total:	835.10								
A0910 ALLMAX SOFTWARE, INC.												
	15-00117	01/29/15	INV 20637 SUPPORT TO 11/30/15									
	1 INV	20637	SUPPORT TO 11/30/15	1,134.00	5-09-55-501-002-518	B Service Contracts - AWWTP	R	01/29/15	02/23/15		20637	N
			Vendor Total:	1,134.00								
A0107 ANSELL GRIMM & ARRON, PC												
	15-00250	02/13/15	252849 GENERAL 2014									
	1 252849		GENERAL 2014	1,247.99	4-01-20-155-001-027	B General Matters	R	02/13/15	02/23/15		252849	N
	2 252850		ORDINANCES 2014/2015	12.50	4-01-20-155-001-027	B General Matters	R	02/13/15	02/23/15		252850	N
	3 252851		RESOLUTIONS 2014/2015	100.00	4-01-20-155-001-027	B General Matters	R	02/13/15	02/23/15		252851	N
	4 252852		ENGINEERING MATTERS	275.00	4-01-20-155-001-027	B General Matters	R	02/13/15	02/23/15		252852	N
	5 252853		LABOR MATTERS	12.50	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/13/15	02/23/15		252853	N
	6 252854		MEETINGS	1,187.50	4-01-20-155-001-029	B Attendance at Council Meetings	R	02/13/15	02/23/15		252854	N
	7 252855		LITIGATION	175.00	4-01-20-155-001-033	B Litigation	R	02/13/15	02/23/15		252855	N
	8 252856		LITIGATION	125.00	4-01-20-155-001-033	B Litigation	R	02/13/15	02/23/15		252856	N
	9 252857		POLICE MATTERS	162.50	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/13/15	02/23/15		252857	N
	10 252858		TAX APPEALS	100.00	4-01-20-155-001-033	B Litigation	R	02/13/15	02/23/15		252858	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0107 ANSELL GRIMM & ARRON, PC Continued												
	15-00250	02/13/15	252849 GENERAL 2014			Continued						
	11	252859	LITIGATION	134.37	4-01-20-155-001-033	B Litigation	R	02/13/15	02/23/15		252859	N
	12	252860	LITIGATION	62.50	4-01-20-155-001-033	B Litigation	R	02/13/15	02/23/15		252860	N
	13	252861	LITIGATION	37.50	4-01-20-155-001-033	B Litigation	R	02/13/15	02/23/15		252861	N
	14	252862	PERSONNEL	162.50	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/13/15	02/23/15		252862	N
	15	252863	GENERAL	12.50	4-01-20-155-001-027	B General Matters	R	02/13/15	02/23/15		252863	N
				<u>3,807.36</u>								
15-00337 02/20/15 JANUARY 2015 BILLING												
	1	GENERAL FILE	1,387.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253892	N
	2	RESOLUTIONS	137.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253893	N
	3	ENGINEERING MATTERS	237.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253894	N
	4	LABOR MATERS	75.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15			253895	N
	5	MEETINGS	1,500.00	5-01-20-155-001-029	B Attendance at Council Meetings	R	02/20/15	02/23/15			253896	N
	6	LITIGATION	50.00	5-01-20-155-001-033	B Litigation	R	02/20/15	02/23/15			253897	N
	7	LITIGATION	200.00	5-01-20-155-001-033	B Litigation	R	02/20/15	02/23/15			253898	N
	8	OPRA ISSUES	112.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253899	N
	9	POLICE MATTERS 2015	375.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15			253900	N
	10	REDEVELOPMENT ISSUES RUGMILL	487.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253901	N
	11	HURRICANE IRENE RECOVERYISSUES	87.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253902	N
	12	ENCHANTMENT	12.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253903	N
	13	LITIGATION	12.50	5-01-20-155-001-033	B Litigation	R	02/20/15	02/23/15			253904	N
	14	SHARED SERVICE AGREEMENTS	12.50	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15			253905	N
	15	TAX APPEAL B61.01-L43	12.50	5-01-20-155-001-027	B General Matters	R	02/20/15	02/23/15			253906	N
	16	P.D. ISSUES	487.50	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15			253907	N
	17	USE AND OCCUPANCY AGREEMENT	122.50	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15			253908	N
			<u>5,310.00</u>									
	Vendor Total:		9,117.36									
A0054 AQUA PRO-TECH LABORATORIES												
	15-00219	02/10/15	INVOICE #4100043M CONFIRMING									
	1	INVOICE #4100043M CONFIRMING	1,851.00	4-09-55-501-002-532	B Outside Lab Testing	R	02/10/15	02/23/15			4100043M	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0054 AQUA PRO-TECH LABORATORIES Continued												
	15-00271	02/13/15	INV 5010067M CONFIRMING ORDER									
	1		INV 5010067M CONFIRMING ORDER	1,103.00	5-09-55-501-002-532	B Outside Lab Testing	R	02/13/15	02/23/15		5010067M	N
	Vendor Total:			2,954.00								
C0058 CINTAS CORPORATION #061												
	15-00140	01/30/15	2015 UNIFORM CONTRACT			B						
	2		INV 061705226 DATED 1/02/15	123.39	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	01/30/15	02/23/15		061705226	N
	3		INV 061709135 DATED 1/09/15	58.39	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	01/30/15	02/23/15		061709135	N
	4		INV 061713173 DATED 1/16/15	58.39	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	01/30/15	02/23/15		061713173	N
	5		INV 061717169 DATED 1/23/15	58.39	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	01/30/15	02/23/15		061717169	N
	6		INV 061721464 DATED 1/30/15	58.39	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	01/30/15	02/23/15		061721464	N
				356.95								
	Vendor Total:			356.95								
C0023 COMCAST												
	15-00340	02/23/15	8499052440157826 2/17/15 AWWTP									
	1		8499052440157826 2/17/15 AWWTP	123.76	5-09-55-501-002-545	B Internet Services	R	02/23/15	02/24/15		499052440157826	N
	Vendor Total:			123.76								
COMCA005 COMCAST BUSINESS												
	15-00239	02/12/15	930909813 inv 33607508 1/15/15									
	1		930909813 inv 33607508 1/15/15	195.30	5-01-43-507-001-029	B Maint. Contracts - Other	R	02/12/15	02/24/15		33607508	N
	Vendor Total:			195.30								
C0087 CUSTOM BANDAG, INC												
	15-00228	02/11/15	HPD ELECTRIC 1/6-2/2/15									
	1		HPD ELECTRIC 1/6-2/2/15	2,132.80	5-01-31-430-001-071	B Electric-Borough Hall	R	02/11/15	02/23/15		HPD 1/6-2/2/15	N
	Vendor Total:			2,132.80								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
D0269 DENNIS SALES & SERVICE INC.												
	15-00032	01/16/15	QUOTE DATED 1/14/15-CHEM PUMP									
	1		LMI CHEMICAL PUMP	1,335.20	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/16/15	02/23/15		EST5364/1513653	N
	Vendor Total:			1,335.20								
D0050 DEPT OF CHILDREN & FAMILIES												
	15-00152	01/30/15	4QT 2014 MARRIAGE/CIVIL UNION									
	1		4QT 2014 MARRIAGE/CIVIL UNION	250.00	4-01-55-003-000-001	B Due To NJ - Marriage Licenses	R	01/30/15	02/23/15		4QTR 2014	N
	Vendor Total:			250.00								
E0024 EARLE ASPHALT COMPANY												
	15-00212	02/09/15	SEWER MANHOLE REPLACEMENT									
	1		SEWER MANHOLE REPLACEMENT	4,500.00	5-09-55-501-002-529	B Sewer Main Repair/Supplies	R	02/09/15	02/24/15		10856	N
	Vendor Total:			4,500.00								
E0001 EAST COAST EMERGENCY LIGHTING												
	14-02313	12/23/14	WHELEN SIREN QUOTE 5947									
	1		WHELEN SIREN QUOTE 5947	203.04	4-01-25-252-002-056	B Fire & Other Safety Equipment	R	12/23/14	02/24/15		7614	N
	Vendor Total:			203.04								
E0201 EDMUNDS & ASSOCIATES, INC.												
	15-00163	02/02/15	INV 15-00248 2015 SOFTWARE MTN									
	1		INV 15-00248 2015 SOFTWARE MTN	5,883.50	5-01-20-130-001-027	B Edmunds Software Support	R	02/02/15	02/23/15		15-00248	N
	2		INV 15-00248 2015 SOFTWARE MTN	3,405.00	5-01-20-145-001-027	B Edmunds Software Support	R	02/02/15	02/23/15		15-00248	N
	3		INV 15-00248 2015 SOFTWARE MTN	789.30	5-09-55-501-001-517	B Maint. Contracts - Office	R	02/02/15	02/23/15		15-00248	N
	4		INV 15-00248 2015 SOFTWARE MTN	4,357.20	5-09-55-501-002-517	B Maint. Contracts - Office	R	02/02/15	02/23/15		15-00248	N
	6		INV 15-00248 2015 SOFTWARE MTN	525.00	5-09-55-501-002-517	B Maint. Contracts - Office	R	02/02/15	02/23/15		15-00248	N
				14,960.00								
	Vendor Total:			14,960.00								

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
E0071 ENFORSYS												
	15-00106	01/26/15	2015 RENEWAL ESP1412022									
	1	2015 RENEWAL	ESP1412022	525.00	5-01-25-256-002-027	B ESP EMERG.SOFTWARE	R	01/26/15	02/23/15		ESP1412022	N
	Vendor Total:			525.00								
E0418 ENVIRONMENTAL ENGINEERING												
	14-01564	08/21/14	INV 6260 MONTHLY PLANT CONSULT									
	1	INV 6260	MONTHLY PLANT CONSULT	750.00	4-09-55-501-002-528	B Outside Consulting Services (B	R	08/21/14	02/23/15		6260	N
	15-00266	02/13/15	MONTHLY PLANT CONSULT INV 6383									
	1	MONTHLY PLANT CONSULT INV 6383		750.00	4-09-55-501-002-528	B Outside Consulting Services (B	R	02/13/15	02/24/15		6383 8/1/14	N
	Vendor Total:			1,500.00								
E0054 ERIC M. BERNSTEIN & ASSOC.,LLC												
	15-00235	02/11/15	INV 35108, 35109, 35110,35111									
	1	INV 35108, FILE NO 1197-1015		711.15	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/11/15	02/23/15		35108	N
	2	INV 35109, FILE NO 1197-1015A		804.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/11/15	02/23/15		35109	N
	3	INV 35110, FILE NO 1197-1015B		672.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/11/15	02/23/15		35110	N
	4	INV 35111, FILE NO 1197-1015D		600.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/11/15	02/23/15		35111	N
				2,787.15								
	Vendor Total:			2,787.15								
E0007 EVIDENT, INC.												
	15-00083	01/21/15	PRIVACY SCREEN									
	1	PRIVACY SCREEN		149.95	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	2	MASTER MEASURING SCALES KIT		273.50	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	3	DNA BIOLOGICAL EVIDENCE KIT		89.95	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	4	BLOOD ALCOHOL KIT		71.60	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	5	SWAB DRYING RACK-SEX ASSAULT		67.95	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	6	500 5X8 EVIDENCE SECURITY BAGS		99.00	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	7	9X12 EVIDENCE SECURITY BAGS		116.00	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	8	12X15 EVIDENCE SECURITY BAGS		78.00	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	9	RED EVIDENCE TAGS		60.00	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	10	BIOHAZARD IDENTITY RED LABELS		8.50	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N
	11	POSTMORTEM FINGERPRING KIT		42.00	5-01-25-240-001-114	B Detective Bureau	R	01/21/15	02/23/15		91978A	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
E0007 EVIDENT, INC. Continued											
15-00083 01/21/15 PRIVACY SCREEN Continued											
	12		RED EVIDENCE PRO SECURITY TAPE	50.00	5-01-25-240-001-114	R	01/21/15	02/23/15		91978A	N
	13		POLICE LINE TAPE - SPANISH	79.50	5-01-25-240-001-114	R	01/21/15	02/23/15		91978A	N
	14		2X2 WHITE QUICK LIFT HINGE LIF	8.00	5-01-25-240-001-114	R	01/21/15	02/23/15		91978A	N
	15		48" BARRIER TAPE POSTS	64.50	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	16		2X2 BLACK QUICKLIFT HINGE LIFT	8.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	17		4X4 WHITE QUICKLIFT HINGE LIFT	15.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	18		4X4 BLACK QUICKLIFT HINGE LIFT	15.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	19		FIELD CASE - LARGE 2 DRAWER	108.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	20		ADDITIONAL KIT DRAWER	40.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	21		LARGE STORAGE CASE	207.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	22		50 CAP SURE SWABS 6" WOOD	60.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	23		100 6X8 STATIC DISSIPATION BAG	35.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	24		100 RED STRIPS W/DATE & INITIA	55.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	25		100 SM EVIDENCE PRO SWAB BOX	31.00	5-01-25-240-001-115	R	01/21/15	02/23/15		91978A	N
	26		SHIPPING & HANDLING	199.00	5-01-25-240-001-114	R	01/21/15	02/23/15		91978A	N
				2,031.45							
	Vendor Total:			2,031.45							
F1181 FOX WELDING SERVICE											
	15-00124	01/29/15	WELD BRACKET A/S #1 TANK								
	1		WELD BRACKET A/S #1 TANK	110.00	5-09-55-501-002-503	R	01/29/15	02/23/15		1/9/15	N
	Vendor Total:			110.00							
G0017 GALLAGHER CODE MANAGEMENT											
	15-00146	01/30/15	CODIFICATION SERVICES								
	1		CODIFICATION SERVICES	900.00	4-01-20-140-001-060	R	01/30/15	02/23/15		SEPT-DEC 2014	N
	Vendor Total:			900.00							
G0115 GILMARTIN, ROBERT D.											
	15-00179	02/04/15	BD OF HEALTH MEETINGS1/14&2/11								
	1		BD OF HEALTH MEETINGS1/14&2/11	186.00	5-01-27-330-001-039	R	02/04/15	02/23/15		1/14-2/11	N
	Vendor Total:			186.00							

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
G0181 GRIFFITH ELECTRIC SPLY CO, INC											
	15-00269	02/13/15	INV 5510660 LIGHTBULBS CONFIRM								
	1	INV 5510660	LIGHTBULBS CONFIRM	24.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/13/15	02/23/15	5510660	N
	2	INV 5510660	LIGHTBULBS CONFIRM	69.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/13/15	02/23/15	5510660	N
				<u>93.00</u>							
	Vendor Total:			93.00							
G0050 GROVE SUPPLY INC											
	15-00205	02/09/15	INV S4102854.001								
	1	INV S4102854.001	COUPLING LEAD	22.29	5-09-55-501-001-503	B Water Plant Maintenance	R	02/09/15	02/23/15	S4102854.001	N
	2	INV S4103606.001	RED COUPLING	21.32	5-09-55-501-001-503	B Water Plant Maintenance	R	02/09/15	02/23/15	S4103606.001	N
	3	INV S4103606.002	RED COUPLING	21.32	5-09-55-501-001-503	B Water Plant Maintenance	R	02/09/15	02/23/15	S4103606.002	N
				<u>64.93</u>							
	Vendor Total:			64.93							
H 85 HACH CO.											
	15-00086	01/21/15	LAB EQUIP & SUPPLIES								
	1	SULFURIC ACID STD. .02N		39.44	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		N
	2	PHOSVER 3		29.68	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		N
	3	AMMONIA ADJUSTER		51.84	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		N
	4	SODIUM THIOSULFATE STD.		17.14	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		N
	5	M-FC /ROSOLIC ACID BROTH		68.55	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		N
				<u>206.65</u>							
	Vendor Total:			206.65							
H0026 HALDEMAN FORD											
	15-00158	01/30/15	LINK ASSEMBLY - TRUCK 102								
	1	INV. 39617 - LINK ASSEMBLY		248.96	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	01/30/15	02/23/15	39617	N
	Vendor Total:			248.96							

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H0276 HARTER EQUIPMENT, INC.												
	15-00127	01/29/15	INV #P27643									
	1		INV #P27643	69.00	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	01/29/15	02/23/15		P27643	N
Vendor Total:				69.00								
HEWIT005 HEWITT HOME CONSERVATION &												
	15-00291	02/18/15	B63.01L39/B63.01L39/B27L25									
	1		BLOCK 63.01 LOT 39	3,000.00	T-25-56-286-000-829	B RCA-COAH RESERVE YEAR THREE	R	02/18/15	02/24/15		63.01 LOT 39	N
	2		BLOCK 63.01 LOT 39	4,000.00	T-25-56-286-000-829	B RCA-COAH RESERVE YEAR THREE	R	02/18/15	02/24/15		63.01 LOT 39	N
	3		B 27 LOT 25 WINDOWS/DETECTORS	4,000.00	T-25-56-286-000-829	B RCA-COAH RESERVE YEAR THREE	R	02/18/15	02/24/15		B27 L25	N
				<u>11,000.00</u>								
Vendor Total:				11,000.00								
H0126 HIGHTS ELECTRIC MOTOR, INC.												
	15-00121	01/29/15	CONFIRMING ORDER - 2 ARMSTRONG									
	1		CONFIRMING ORDER - 2 ARMSTRONG	527.24	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/29/15	02/23/15		68412	N
	15-00236	02/11/15	EMERGENCY MOTOR REPLACEMENT									
	1		EMERGENCY MOTOR REPLACEMENT	4,817.61	5-09-55-501-001-503	B Water Plant Maintenance	R	02/11/15	02/23/15		0946378-IN	N
	2		ADDITIONAL WORK REQUESTED	1,125.00	5-09-55-501-001-503	B Water Plant Maintenance	R	02/18/15	02/23/15		0946378-IN	N
				<u>5,942.61</u>								
Vendor Total:				6,469.85								
H0048 HIGHTS REALTY LLC												
	15-00292	02/18/15	MARCH 2015 POLICE RENT									
	1		MARCH 2015 POLICE RENT	3,800.00	5-01-26-310-001-025	B Building Rental	R	02/18/15	02/23/15		MARCH 2015 RENT N	
Vendor Total:				3,800.00								
HIGHT005 HIGHTSTOWN ENG CO#1-LADIES AUX												
	15-00296	02/20/15	REIMB-DAMAGES FROM HUR. IRENE									
	1		REIMB-DAMAGES FROM HUR. IRENE	750.00	5-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/20/15	02/25/15		IRENE DAMAGES	N
Vendor Total:				750.00								

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J0019 JCI JONES CHEMICALS, INC.												
	15-00278	02/13/15	CHLORINE INV 643398									
	1		CHLORINE INV 643398	311.99	5-09-55-501-002-526	B Chlorine-Liquid	R	02/13/15	02/23/15		643398	N
	Vendor Total:			311.99								
J0257 JCP&L												
	15-00280	02/17/15	DPW 100051508750 12/5-1/2/15 E									
	1		dpw 100051508750 12/5-1/2/15	84.50	4-01-31-435-001-075	B Street Lighting	R	02/17/15	02/24/15		100051508750	N
	2		GREEN MOUNTAIN ENERGY 12/5-1/2	109.58	4-01-31-435-001-075	B Street Lighting	R	02/17/15	02/24/15		100051508750	N
				194.08								
	15-00326	02/20/15	DPW 100051508750 1/3-2/3/15									
	1		DPW 100051508750 1/3-2/3/15	105.13	5-01-31-435-001-075	B Street Lighting	R	02/20/15	02/24/15		100051508750	N
	2		DPW RESPOND POWER LLC	241.02	5-01-31-435-001-075	B Street Lighting	R	02/20/15	02/24/15		100051508750	N
				346.15								
	Vendor Total:			540.23								
J0258 JCP&L (STREET LIGHTING)												
	15-00324	02/20/15	DPW 100011415765 1/17-2/17/15									
	1		DPW 100011415765 1/17-2/17/15	1,893.31	5-01-31-435-001-075	B Street Lighting	R	02/20/15	02/24/15		100011415765	N
	15-00325	02/20/15	DPW 100011415724 1/17-2/17									
	1		DPW 100011415724 1/17-2/17	422.82	5-01-31-435-001-075	B Street Lighting	R	02/20/15	02/24/15		100011415724	N
	Vendor Total:			2,316.13								
KUBIA005 KUBIAK ELECTRIC												
	14-02280	12/18/14	INSTALL TIMER SWITCH/SLUDGE									
	1		INSTALL TIMER SWITCH/SLUDGE	450.00	4-09-55-501-002-528	B Outside Consulting Services (B	R	12/18/14	02/23/15		5062	N
	Vendor Total:			450.00								

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L0205 LANGUAGE LINE SERVICES												
	15-00143	01/30/15	INV 3494643 DATED 11/30/14									
	1	INV 3494643	DATED 11/30/14	43.50	4-01-20-176-000-111	B Interpretor/Outside Help	R	01/30/15	02/23/15		3494643	N
	Vendor Total:			43.50								
L0037 LINCOLN FINANCIAL GROUP												
	15-00293	02/18/15	MARCH 2015 LIFE INSURANCE									
	1	MARCH 2015	LIFE INSURANCE	248.20	5-01-23-210-003-115	B Medical Ins-Emp Grp Health	R	02/18/15	02/23/15		BHIGHTBL1485737	N
	2	MARCH 2015	LIFE INSURANCE	53.90	5-09-55-501-002-514	B Insurance	R	02/18/15	02/23/15		BHIGHTBL1485737	N
	3	MARCH 2015	LIFE INSURANCE	15.40	5-09-55-501-001-514	B INSURANCE	R	02/18/15	02/23/15		BHIGHTBL1485737	N
				<u>317.50</u>								
	Vendor Total:			317.50								
LSCME005 LSC MECHANICAL												
	15-00136	01/30/15	INV 15-2, 15-3, 15-4									
	1	DODGE DURANGO	HEATER CONTROL	80.00	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-2	N
	2	HEATER CONTROL	MODULE	175.00	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-2	N
	3	REMOVE/INSTALL/REPLACE	MODULE	160.00	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-2	N
	4	EXPEDITION- 8	PLATINUM PLUGS	103.92	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-3	N
	5	AIR FILTER		39.99	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-3	N
	6	CYLINDER MISSFIRE-EXPEDITION		80.00	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-3	N
	7	FUEL FILTER		29.99	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-3	N
	8	REMOVE/INSTALL/REPLACE		360.00	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-3	N
	9	LADDER TRUCK-TRANSMISSION PROB		280.00	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	01/30/15	02/23/15		15-4	N
				<u>1,308.90</u>								
	Vendor Total:			1,308.90								
L1095 LUBRICATION ENGINEERS INC.												
	15-00159	01/30/15	5 GAL BUCKET 703 OIL									
	1	5 GALLON #1605	OIL	397.60	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/30/15	02/23/15		IN269226	N
	2	5 GAL BUCKET 703	OIL	196.35	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/30/15	02/23/15		IN269226	N
				<u>593.95</u>								
	Vendor Total:			593.95								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
N0125 MAILFINANCE												
	15-00186	02/04/15	N5138602 2/28/15-3/27/15									
	1	N5138602	2/28/15-3/27/15	171.07	5-01-30-421-001-029	B Meter Rental/Maintance	R	02/04/15	02/23/15		N5138602	N
	Vendor Total:			171.07								
M0058 MAIN POOL & CHEMICAL COMPANY												
	14-00188	02/10/14	SOD. BICARB BLANKET 2014		B							
	10	INV 1444766	SODIUM BICARB	4,321.80	4-09-55-501-002-552	B Sodium Bicarbonate-Main Pool	R	11/19/14	02/23/15		1444766 SOD BIC	N
	15-00276	02/13/15	INV 1545573									
	1	1545573	SOD BICARB INDS	4,321.80	5-09-55-501-002-552	B Sodium Bicarbonate-Main Pool	R	02/13/15	02/23/15		1545573	N
	2	1545573	RED HOT SEWER SOLVENT	427.50	5-09-55-501-002-534	B Sewer Aid	R	02/13/15	02/23/15		1545573	N
				4,749.30								
	15-00277	02/13/15	1545684 HYDROFLUROSILICIC ACID									
	1	1545684	HYDROFLUROSILICIC ACID	808.80	5-09-55-501-001-528	B Fluorosilic Acid	R	02/13/15	02/23/15		1545684	N
	Vendor Total:			9,879.90								
M0171 MCGUIRE, SEAN												
	15-00304	02/20/15	REIMBURSEMENT FOR COFFEE									
	1	REIMBURSEMENT FOR SEAN		16.82	5-09-55-501-001-535	B Hydrants and Line Repair	R	02/20/15	02/24/15		3038925	N
	Vendor Total:			16.82								
M0180 MCMASTER-CARR												
	15-00201	02/09/15	INV 21664060									
	1	INV 21664060		52.28	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/09/15	02/23/15		21664060	N
	15-00307	02/20/15	INV #22194614									
	1	INV #22194614		179.23	5-09-55-501-001-502	B Vehicle Maintenance	R	02/20/15	02/24/15		22194614	N
	Vendor Total:			231.51								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0078 MEADOWLAND FORD TRUCK												
	15-00154	01/30/15	PEDAL ASSEMBLY - F-800									
	1 INV.	564690	- PEDAL ASSEMBLY	161.98	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	01/30/15	02/23/15		564690	N
	Vendor Total:			161.98								
M0261 MERCER COUNTY FIRE ACADEMY												
	15-00135	01/30/15	FIRE FIGHTER 1(TELLER, ZULLO)									
	1		FIRE FIGHTER 1(TELLER, ZULLO)	450.00	5-01-25-252-002-042	B Education & Training	R	01/30/15	02/23/15		TELLER,ZULLO	N
	Vendor Total:			450.00								
M0065 METTLER-TOLEDO												
	14-00933	05/16/14	BALANCE CALIBRATION									
	1		BALANCE CALIBRATION	156.50	4-09-55-501-002-518	B Service Contracts - AWWTP	R	05/16/14	02/23/15		641105729	N
	2		fuel surcharge	11.50	4-09-55-501-002-518	B Service Contracts - AWWTP	R	01/28/15	02/23/15		641105729	N
				168.00								
	Vendor Total:			168.00								
M0536 MGL PRINTING SOLUTIONS												
	15-00265	02/13/15	INV 127267 3 PAGE P/R MANUAL									
	1		INV 127267 3 PAGE P/R MANUAL	65.50	5-01-20-125-001-036	B Office Supplies	R	02/13/15	02/23/15		127267	N
	Vendor Total:			65.50								
M0184 MID JERSEY MUNICIPAL JOINT INS												
	15-00243	02/13/15	CLAIM X80266 D/L 12/13/13									
	1		CLAIM X80266 D/L 12/13/13	1,000.00	5-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/13/15	02/23/15		X80266	N
	Vendor Total:			1,000.00								
M1087 MJS MECHANICAL LLC												
	15-00206	02/09/15	WELDING REPAIRS ON CLAW									
	1		WELDING REPAIRS ON CLAW	225.00	5-01-26-290-001-039	B General Machinery Parts	R	02/09/15	02/23/15		CLAW	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
00050 ONE CALL CONCEPT INC												
	15-00210	02/09/15	INV #5015084									
	1		INV #5015084	18.36	5-09-55-501-001-535	B Hydrants and Line Repair	R	02/09/15	02/23/15		5015084	N
	Vendor Total:			18.36								
P0005 PARIS AUTOMOTIVE SUPPLY												
	15-00177	02/04/15	DECEMBER 2014 INVOICES									
	1		DECEMBER 2014 INVOICES	10.76	4-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	02/04/15	02/23/15		047894	N
	2		DECEMBER 2014 INVOICES	485.93	4-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/04/15	02/23/15		DEC 2014 INVOIC	N
	3		DECEMBER 2014 INVOICES	13.48	4-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	02/04/15	02/23/15		048312	N
				<u>510.17</u>								
	15-00202	02/09/15	JANUARY 2015 INVOICES									
	1		JANUARY 2015 INVOICES	617.40	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	02/09/15	02/23/15		JAN INV	N
	2		JANUARY 2015 INVOICES	8.99	5-01-26-290-001-050	B DPW Work Equipment	R	02/09/15	02/23/15		JAN 2015	N
	3		JANUARY 2015 INVOICES	24.99	5-01-26-311-001-034	B Equipment Parts & Accessories	R	02/09/15	02/23/15		050413	N
	4		JANUARY 2015 INVOICES	6.49	5-09-55-501-002-502	B Vehicle Maintenance	R	02/09/15	02/23/15		050122	N
				<u>657.87</u>								
	Vendor Total:			1,168.04								
P0088 PARKER MCCAY, P.A.												
	15-00299	02/20/15	2534829,30,26,25,32,28,31									
	1		INV 2534829 DATED 1/8/15	4,410.00	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2534829	N
	2		INV 2534830 DATED 1/8/15	436.96	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2534830	N
	3		INV 2534826 DATED 1/8/15	85.23	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2534826	N
	4		INV 2534825 DATED 1/8/15	2,734.21	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2534825	N
	5		INV 2534832 DATED 1/8/15	336.00	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2534832	N
	6		INV 2534828 DATED 1/8/15	602.00	4-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2534828	N
				<u>8,604.40</u>								
	15-00300	02/20/15	2536581,82,99,6601,6598,6602									
	1		INV 2536581 DATED 2/6/15	1,940.35	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2536581	N
	2		INV 2536582 DATED 2/6/15	43.75	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2536582	N
	3		INV 2536599 DATED 2/6/15	1,351.64	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2536599	N
	4		INV 2536598 DATED 2/6/15	282.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2536598	N
	5		INV 2536601 DATED 2/6/15	3,426.75	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15		2536601	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0088 PARKER MCCAY, P.A. Continued											
	15-00300	02/20/15	2536581,82,99,6601,6598,6602	Continued							
	6 INV	2536602	DATED 2/6/15	222.18	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	02/20/15	02/23/15	2536602	N
				7,266.67							
			Vendor Total:	15,871.07							
P0044 PSE&G											
	15-00327	02/20/15	PW 6675946706 1/13-2/11/15								
	1 PW	6675946706	1/13-2/11/15	102.47	5-01-31-446-001-143	B Gas/Heat - Fire House	R	02/20/15	02/24/15	6675946706	N
	15-00328	02/20/15	PW 6687890808 1/13-2/11/15								
	1 PW	6687890808	1/13-2/11/15	73.71	5-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/20/15	02/24/15	6687890808	N
	15-00329	02/20/15	6503987609 1/13-2/11/15								
	1	6503987609	1/13-2/11/15	13.16	5-09-55-501-001-505	B Gas Service	R	02/20/15	02/24/15	6503987809	N
	15-00341	02/23/15	DPW 6579810904 1/13-2/11								
	1 DPW	6579810904	1/13-2/11	1,943.35	5-01-31-446-001-070	B Gas Heat - Borough Hall	R	02/23/15	02/24/15	6579810904	N
	15-00342	02/23/15	DPW 6606292905 1/13-2/11/15								
	1 DPW	6606292905	1/13-2/11/15	369.12	5-09-55-501-001-505	B Gas Service	R	02/23/15	02/24/15	6606292905	N
	15-00343	02/23/15	6539567103 1/13-2/11 HFD								
	1	6539567103	1/13-2/11 HFD	958.65	5-01-31-446-001-143	B Gas/Heat - Fire House	R	02/23/15	02/24/15	6539567103	N
	15-00344	02/23/15	AWWTP 6679486904 1/13-2/13/15								
	1 AWWTP	6679486904	1/13-2/13/15	631.25	5-09-55-501-002-505	B Gas Service	R	02/23/15	02/24/15	6679486904	N
			Vendor Total:	4,091.71							
P0325 PUBLIC WORKS ASSOCIATION OF NJ											
	15-00063	01/21/15	2015 MEMBERSHIP								
	1	2015 MEMBERSHIP		60.00	5-01-26-290-001-044	B Professional Assoc. Dues	R	01/21/15	02/23/15	2015 MEMBERSHIP	N
			Vendor Total:	60.00							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0348 PUMPING SERVICES, INC.												
	15-00081	01/21/15	SERVICE DIGESTER MIXER									
	1		SERVICE DIGESTER MIXER #1	975.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	01/21/15	02/23/15		1081888	N
	Vendor Total:			975.00								
Q0176 QC, INC.												
	15-00314	02/20/15	INV #1678145									
	1		INV #1678145	144.50	5-09-55-501-001-532	B Outside Testing/Labs	R	02/20/15	02/24/15		1678145	N
	2		INV #1678330	107.00	5-09-55-501-001-532	B Outside Testing/Labs	R	02/20/15	02/24/15		1678330	N
				251.50								
	Vendor Total:			251.50								
R0684 ROBERT TINDALL												
	14-01957	10/20/14	LEAF DISPOSAL									
	2		2014 LEAF DISPOSAL	3,500.00	4-01-26-311-001-166	B LEAF DISPOSAL	R	10/20/14	02/24/15			N
	Vendor Total:			3,500.00								
R0077 ROBERTS ENGINEERING GRP LLC												
	15-00287	02/18/15	INV #13799 & 13844 PEDDIE DORM									
	1		inv.#13799 & 13844 PEDDIE DORM	1,186.75	PEDDE02-14	P NEW DORMS	R	02/18/15	02/23/15		#13799 & 13844	N
	15-00289	02/18/15	INV. #13733, 13745, 13843									
	1		INV #13733, 11/26/14 \$1315	1,315.00	MIL11-02	P MILLSTONE BASIN HABITAT	R	02/18/15	02/23/15		#13733	N
	2		INV. #13745 12/16/14 \$114.50	114.50	MIL11-02	P MILLSTONE BASIN HABITAT	R	02/18/15	02/23/15		#13745	N
	3		INV. #13843 2/2/15 - \$346.50	346.50	MIL11-02	P MILLSTONE BASIN HABITAT	R	02/18/15	02/23/15		#13843	N
				1,776.00								
	Vendor Total:			2,962.75								
S0122 SAKOUTIS BROTHERS DISPOSAL, INC												
	15-00025	01/16/15	2015 DUMPSTER SERVICE		B							
	4		309280 MARCH SERVICE	2,437.50	5-01-26-305-001-029	B Contract-Sakoutis Brothers Dsp-Dumpsters	R	01/16/15	02/24/15		309280	N
	Vendor Total:			2,437.50								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0156 SEARING, WILLIAM												
	15-00268	02/13/15	REIMBURSE BUNGEE CORDS/DUMPSTR									
	1		REIMBURSE BUNGEE CORDS FOR	13.38	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/13/15	02/23/15		BUNGEE CD REIMB N	
	15-00290	02/18/15	REIMBURSEMENT MANGE COMB									
	1		REIMBURSEMENT MANGE COMB	24.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/18/15	02/23/15		COMB REIMBURSE N	
	Vendor Total:			38.37								
S0051 SOKOL, BEHOT & FIORENZO												
	15-00282	02/18/15	INVOICE #143501-MILROM									
	1		INVOICE #143501-MILROM	90.00	MILR13-02	P MINOR SUB./BULK VARIANCES	R	02/18/15	02/23/15		#143501	N
	15-00283	02/18/15	INVOICE #143499									
	1		#143499-DEC & JAN MEETINGS	333.32	5-01-21-180-001-107	B Planning Board - Attorney	R	02/18/15	02/23/15		143499	N
	15-00284	02/18/15	INV. #143502 - PEDDIE DORMS									
	1		INV. #143502 - PEDDIE DORMS	2,280.00	PEDDE02-14	P NEW DORMS	R	02/18/15	02/23/15		#143502	N
	15-00285	02/18/15	INV. #143503-TECKNO PROPERTIES									
	1		INV. #143503-TECKNO PROPERTIES	240.00	TECKN03-14	P MINOR SUBDIVISION	R	02/18/15	02/23/15		#143503	N
	Vendor Total:			2,943.32								
S0037 SONIA MARCOS												
	15-00331	02/20/15	2/11/15 COURT SESSION5:30-9:00									
	1		2/11/15 COURT SESSION5:30-9:00	70.00	5-01-20-176-000-114	B Court Assistance	R	02/20/15	02/23/15		2/11/15 CT	N
	Vendor Total:			70.00								
S1096 STAPLES BUSINESS ADVANTAGE												
	14-01781	09/19/14	OFFICE SUPPLIES									
	1		OFFICE SUPPLIES - CENTRAL	316.59	4-01-20-125-001-036	B Office Supplies	R	09/19/14	02/23/15		8031394647	N
	14-01959	10/20/14	OFFICE SUPPLIES & PRINTER									
	1		BROTHER HL-3170CDW COLOR	566.39	4-01-20-140-001-054	B Computer/Printers-Hardware & Software	R	10/20/14	02/23/15		8031817619	N
	2		CENTRAL OFFICE SUPPLIES	102.42	4-01-20-140-001-054	B Computer/Printers-Hardware & Software	R	10/20/14	02/23/15		8031817619	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
U0144 UPS												
	15-00244	02/13/15	0000161Y33065 2/7/15 161Y33									
	1	0000161Y33065	2/7/15 161Y33	11.41	5-01-30-421-001-022	B Postage & Express Charges	R	02/13/15	02/23/15		0000161Y33065	N
	Vendor Total:			11.41								
U0013 USA BLUE BOOK												
	15-00085	01/21/15	QUOTE 707542 LAB SUPPLIES									
	1		COLIFORM CONTAINERS	77.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	2		MEMBRANE KIT	120.00	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	3		PH4 BUFFER	30.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	4		PH7 BUFFER	30.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	5		PH10 BUFFER	30.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	6		WASH BOTTLES	30.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	7		DPD DISPENSER	39.98	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
	8		FREIGHT	31.84	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	01/21/15	02/23/15		549340	N
				<u>393.57</u>								
	15-00273	02/13/15	50% LEL GAS CALIBRATION CYL									
	1		50% LEL GAS CALIBRATION CYL	159.95	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/13/15	02/24/15		670003	N
	2		SHIPPING	47.32	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/18/15	02/24/15		670003	N
				<u>207.27</u>								
	15-00274	02/13/15	QUOTE 713954 LAB SUPPLIES									
	1		PHOSPHATE BUFFER	72.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	2		ALKALINE IODIDE AZIDE REAGENT	26.05	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	3		MANGANOUS SULFATE	18.05	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	4		FERRIC CHLORIDE/SULFURIC ACID	25.55	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	5		HYDROCHLORIC ACID	23.49	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	6		LAURYL TRYPTOSE BROTH	28.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	7		DPD DISPENSER	59.97	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
	8		FREIGHT	35.08	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	02/13/15	02/23/15		269732/570000	N
				<u>290.09</u>								
	15-00275	02/13/15	CHECK VALVE ASSEMBLY									
	1		CHECK VALVE ASSEMBLY	164.64	5-09-55-501-002-503	B Sewer Plant Maintenance	R	02/13/15	02/24/15		670004	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
U0013 USA BLUE BOOK											
	15-00275	02/13/15	CHECK VALVE ASSEMBLY	Continued							
	2		SHIPPING	16.78	5-09-55-501-002-503	R	02/18/15	02/24/15		670004	N
				181.42							
			Vendor Total:	1,072.35							
V0029 VERIZON - LONG DISTANCE											
	15-00237	02/11/15	HPD 000608491311 (1234)								
	1		HPD 000608491311 (1234)	68.73	5-01-31-440-001-089	R	02/11/15	02/23/15		00060849131176Y	N
			Vendor Total:	68.73							
V0022 VERIZON WIRELESS											
	15-00336	02/20/15	442014572-00001 MDN 1/11-2/10								
	1		442014572-00001 MDN 1/11-2/10	200.22	5-01-43-507-001-029	R	02/20/15	02/24/15		442014572-00001	N
			Vendor Total:	200.22							
V0290 VITAL COMMUNICATIONS INC.											
	15-00178	02/04/15	MONTHLY VPN FEE 60761 1/30/15								
	1		MONTHLY VPN FEE 60761 1/30/15	204.00	5-01-20-150-001-029	R	02/04/15	02/23/15		60761	N
			Vendor Total:	204.00							
W0070 WASTE MANAGEMENT LANDFILL											
	15-00133	01/29/15	INV 0099129-2382-9 1/19/15								
	1		INV 0099129-2382-9 1/19/15	888.04	5-09-55-501-002-540	R	01/29/15	02/23/15		0099129-2382-9	N
			Vendor Total:	888.04							
W0071 WASTE MGMT OF NEW JERSEY, INC.											
	15-00134	01/29/15	INV 2563468-0502-9 DATE 1/1/15								
	1		INV 2563468-0502-9 DATE 1/1/15	405.06	4-09-55-501-002-540	R	01/29/15	02/23/15		2563468-0502-9	N
			Vendor Total:	405.06							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
w0096 WATER WORKS SUPPLY CO., INC.												
	15-00126	01/29/15	INV IF811159									
	1	INV IF811159	6" HYMAX COUPLING	661.56	5-09-55-501-001-535	B Hydrants and Line Repair	R	01/29/15	02/23/15		IF811159	N
	Vendor Total:			661.56								
w1123 Winner Ford												
	14-01745	09/16/14	15FORD F250 4WD W/UTILITY BODY									
	1	REGULAR CAB W/UTILITY BODY 4WD	23,835.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	2	MASTER LOCKING- UTILITY BODY	290.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	3	SPRAY LINER BODY CARGO AREA	750.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	4	SPRAY LINER COMPARTMENT TOPS	475.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	5	ELECTRONIC LOCKING REAR AXLE	390.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	6	SKID PLATES,4X4 ONLY,TRANSFER	100.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	7	CAB STEPS, MOLDED BLACK	320.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	8	ELECTRIC SHIFT ON THE FLY,	185.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	9	TRAILER HITCH CLASS V W/7 WIRE	175.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	10	TRAILER TOWING MIRRORS-MANUAL	0.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	11	POWER WINDOW LOCKS, HEATED	895.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	12	TOWCOMMAND INTEGRATED TRAILER	230.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	13	UPFITTER SWITCHES (4) LOCATED	125.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	14	SNOW PLOW PREP PACKAGE	85.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	15	ROOF CLEARANCE LIGHTS	55.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	16	8" PLOW WESTERN PRO PLUS	4,730.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	17	SNOW DEFLECTOR, RUBBER	250.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	18	COMBINATION BALL/PINTLE - 2"	395.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	19	WHELEN RESPONDER MINI AMBER	595.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	20	4 CORNER VERTEX LED AMBER	775.00	C-04-55-873-001-444	B DPW VEHICLES	R	09/16/14	02/23/15			2015 FORD F250	N
	Vendor Total:		34,655.00									
w1122 WYCKOFF'S MILL ASSOCIATION												
	15-00240	02/12/15	2013 SNOW/LIGHTING/RECYCLING									
	1	2013 SNOW REIMBURSEMENT	1,010.12	5-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/12/15	02/23/15			2013 SNOW	N
	2	2013 RECYCLING REIMBURSEMENT	2,882.00	5-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/12/15	02/23/15			2013 RECYCLING	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount	Charge Account	Acct Type Description							
W1122 WYCKOFF'S MILL ASSOCIATION Continued											
15-00240	02/12/15	2013	SNOW/LIGHTING/RECYCLING	Continued							
3	2013 LIGHTING REIMBURSEMENT	2,520.84	5-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/12/15	02/23/15			2013 LIGHTING	N
		<u>6,412.96</u>									
15-00380 02/25/15 LEAF REIMBURSEMENT 2013 & 2014											
1	LEAF REIMBURSEMENT 2013	1,393.88	5-01-55-001-000-025	B ACCOUNTS PAYABLE	R	02/25/15	02/25/15			2013 LEAVES	N
2	LEAF REIMBURSEMENT 2014	2,142.63	4-01-26-325-001-199	B Miscellaneous	R	02/25/15	02/25/15			2014 LEAVES	N
		<u>3,536.51</u>									
	Vendor Total:	9,949.47									
Y0025 YOSTEMBSKI, ROBERT											
15-00170	02/03/15	PROSECUTOR FEES - JAN 2015									
1	PROSECUTOR FEES - JAN 2015	1,200.00	5-01-25-275-001-111	B Municipal Prosecutor	R	02/03/15	02/23/15			JAN 2015	N
	Vendor Total:	1,200.00									
<hr/>											
Total Purchase Orders:	121	Total P.O. Line Items:	296	Total List Amount:	200,867.02	Total Void Amount:	0.00				

Totals by Year-Fund								
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	4-01	24,594.85	0.00	24,594.85	0.00	0.00	0.00	24,594.85
	4-09	<u>9,198.71</u>	<u>0.00</u>	<u>9,198.71</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,198.71</u>
	Year Total:	33,793.56	0.00	33,793.56	0.00	0.00	0.00	33,793.56
CURRENT FUND	5-01	60,947.71	0.00	60,947.71	0.00	0.00	0.00	60,947.71
	5-09	39,523.00	0.00	39,523.00	0.00	0.00	0.00	39,523.00
	5-21	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,197.75</u>	<u>8,197.75</u>
	Year Total:	100,470.71	0.00	100,470.71	0.00	0.00	8,197.75	108,668.46
GENERAL CAPITAL	C-04	34,655.00	0.00	34,655.00	0.00	0.00	0.00	34,655.00
TRUST OTHER - FUND #12	T-12	12,750.00	0.00	12,750.00	0.00	0.00	0.00	12,750.00
RCA-COAH RSCROW/MANALAPAN	T-25	<u>11,000.00</u>	<u>0.00</u>	<u>11,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,000.00</u>
	Year Total:	23,750.00	0.00	23,750.00	0.00	0.00	0.00	23,750.00
Total of All Funds:		<u>192,669.27</u>	<u>0.00</u>	<u>192,669.27</u>	<u>0.00</u>	<u>0.00</u>	<u>8,197.75</u>	<u>200,867.02</u>

Project Description	Project No.	Rcvd Total	Held Total	Project Total
MILLSTONE BASIN HABITAT	MIL11-02	1,776.00	0.00	1,776.00
MINOR SUB./BULK VARIANCES	MILR13-02	90.00	0.00	90.00
NEW DORMS	PEDDE02-14	6,091.75	0.00	6,091.75
MINOR SUBDIVISION	TECKN03-14	240.00	0.00	240.00
Total of All Projects:		<u>8,197.75</u>	<u>0.00</u>	<u>8,197.75</u>

The Borough of Hightstown

Administration Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext 701

Fax – (609) 371-0267



FROM THE DESK OF
Henry M. Underhill
BOROUGH ADMINISTRATOR

TO: Mayor and Council
DATE: February 23, 2015
RE: Replacement of Ladder Truck

Talking Points

The committee has met with the representatives of the Fire Department regarding the purchase of a new ladder truck to replace the one purchased in 1988.

The truck is beginning to have maintenance issues. Items such as water tank, and brakes and transmission have been issues. At the same time annual certification of the ladder becomes more difficult.

The replacement options are refurbish, seek a demo model or purchase new. The committee believes that refurbishing does not get a sufficient amount of useful life. Truck is out of date with current NFPA standards.

There is an opportunity to apply for a grant later this year. Grants for apparatus are more difficult than equipment. It would appear from prior awards that the grants for apparatus are partial grants.

The build time appears to be about 10 months.

How much to keep in service for nearly 2 years. If we wait for grant that would start build out into next year.

How much should be budgeted for this purchase? Set aside part of down payment in 2015 budget

Alternate plan should truck go out of service.

Support from other jurisdictions Grant writer help.

7-9 TEMPORARY PARKING PROHIBITION FOR SNOW PLOWING AND REMOVAL

Subsection 7-9-1 Temporary Parking Prohibition for Snow Plowing and Removal.

a. Whenever, snow has fallen and the accumulation is such that it covers the streets or highways, an emergency shall exist and no vehicle shall be parked on the streets or highways or portions thereof indicated.

The above parking prohibition shall remain in effect after the snow has ceased until the streets have been plowed sufficiently and to the extent that parking will not interfere with the normal flow of traffic.

b. An unoccupied vehicle parked or standing in violation shall be deemed a nuisance and a menace to the safe and proper regulation of traffic and any police officer may provide for the removal of such vehicle. The owner shall pay the reasonable costs of the removal and storage which may result from such removal before regaining possession of the vehicle.

<u>Name of Street</u>	<u>Sides</u>	<u>Location</u>
Academy Street	Both	From Bank Street to Mercer Street
Bank Street	Both	From North Main Street to Academy Street
East Ward Street	Both	From Maxwell Avenue to South Main Street
Harron Avenue	Both	From Morrison Avenue to Stockton Street
Morrison Avenue	Both	From Hausser Avenue to Academy Street
Oak Lane	Both	From Stockton Street to Lincoln Avenue
Rogers Avenue	Both	From Stockton Street to Mercer Street
South Street	Both	From South Main Street to Mercer Street
Summit Street	Both	From Stockton Street to Mercer Street
Ward Street	Both	From Mercer Street to South Main Street
Westerlea Avenue	Both	Leshin Lane to Grape Run Road

(1971 Code § 11-3.2; New)

February 25, 2015

To: Henry Underhill
Borough Administrator

From: Kenneth Lewis
Superintendent of Public Works

Re: Additional Streets to be added for "No Parking" when snow covered

First Ave.
Second Ave.
Joseph St.
Church St.
Forman St.
Clinton St.
Cole Ave.
Purdy St.
William St.
Reed St.
Outcalt St.

If possible – it would be a benefit if we could add all borough roads.



Roberts
 ENGINEERING GROUP LLC
 Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
 Hamilton, New Jersey 08690
 609-586-1141 fax 609-586-1143
 www.RobertsEngineeringGroup.com

February 9, 2015

Mayor and Council
 Borough of Hightstown
 156 Bank Street
 Hightstown, New Jersey 08520

Re: Morrison Avenue
 Stop Intersections
 Our File No.: H1606

Dear Mayor and Council:

Per your request at the Council meeting of February 2, 2015, we have reviewed the applicable New Jersey Statutes (Title 39), and the Manual on Uniform Traffic Control Devices (MUTCD), with regard to the potential designation of the intersection of Morrison Avenue and Harron Avenue and the intersection of Morrison Avenue and Center Street as 3-way and 4-way stop intersections.

Based upon our review of P.L. 2008, c. 110, which amended R.S. 39:4-8 and R.S. 39:4-197, we believe that an ordinance adopted to designate the two intersections as stop intersections will not require approval by the Commissioner of Transportation. However, we believe the Borough Clerk should provide "appropriate notice", as indicated in the Statute, to East Windsor Township because of the proximity of the intersection of Morrison Avenue and Harron Avenue to the Borough limits (less than 500-ft.).

The process for effectuating the 3-way and 4-way stop intersections would be as follows:

1. Following authorization, this office will prepare a certification outlining the ownership of the intersecting roads and proximity to schools. We will then prepare a recommendation for the adoption of the necessary Ordinance. If requested, we can assist in the draft of the Ordinance.
2. Council would then introduce and adopt the Ordinance designating the stop intersections. The ordinance must provide that the required Traffic Control Devices shall be consistent with the MUTCD, they shall be installed at the direction of the Municipal Engineer, and the installation shall be subject to her approval under her signature and seal.
3. Following adoption of the Ordinance, we will prepare a location sketch for Public Works to install the required signage and striping in accordance with the MUTCD.
4. Finally, following installation of the signs, we will prepare a certification of approval under signature and seal.

I trust that the above provides the necessary guidance for the Borough. Should you have additional questions regarding this matter, please do not hesitate to contact me.

Very truly yours,

Carmela Roberts, PE
 Borough Engineer

cc: Henry Underhill, Borough Administrator
 Debra Sopronyi, Borough Clerk
 Frederick Raffetto, Esq., Borough Attorney
 Lt. Frank Gendron, Hightstown Police Department
 Cameron Corini, EIT, Roberts Engineering Group, LLC

**BOROUGH OF WOODLAND PARK
REQUEST FOR PROPOSAL
GRANT WRITING & CONSULTING SERVICES**

Date Issued: November 6, 2014

Return Date & Time: November 20, 2014 no later than 12 noon

Return To: Kevin Galland
Borough of Woodland Park
Room 205
5 Brophy Lane
Woodland Park, NJ 07424

**REQUEST FOR PROPOSAL FROM INDIVIDUALS AND/OR FIRMS
INTERESTED IN PROVIDING GRANT WRITING AND CONSULTING SERVICES
FOR THE BOROUGH OF WOODLAND PARK
FOR THE TIME PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2015**

The Borough of Woodland Park is seeking proposals from individuals and/or firms interested in providing grant writing and consulting services for the Borough. The Mayor and Council of the Borough of Woodland Park will select one or more individuals and/or firms to provide said services for the Borough. The selected individuals and/or firms shall be based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq. and in accordance with the Resolution previously adopted by the Mayor and Council to secure such services through a fair and open process. In order to have a proposal considered by the Mayor and Council an interested individual/firm must provide evidence that they satisfy the minimum requirements for this position, as set forth in Section II of this document and that they otherwise comply with the proposal requirements set forth in the Borough of Woodland Park's NOTICE AND SOLICITATION OF PROPOSALS section of the Borough's web site.

SECTION I Scope of Services

Grant Writing and Consulting Services – individuals/firms responding to this RFP shall be able to demonstrate that they have the continuing capabilities to provide the following services:

1. Continually track and seek all appropriate Federal, State and private entity funding sources;
2. Grants/Project management capabilities;
3. Oversight of any administrative services necessary to meet grant requirements;
4. Needs assessment and development of a plan to identify funding sources for entities' objectives;
5. Track State and Federal legislative initiatives pertinent to entities' operations;
6. Attendance at regular, special and emergency meetings of the entities, if required;
7. Attendance at all other meetings that the entities deem necessary;
8. Preparation and/or review of reports and applications as requested by the entities; and
9. Review of all correspondence referred by the entities and preparation of correspondence on behalf of the entities, if requested.

SECTION II Minimum Qualifications and Response Requirements

In order for an individual/firm to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. The proposer, and the individuals assigned to provide these services, must demonstrate at least two (2) years experience providing grant consulting/writing services as it relates to municipal entities in the State of New Jersey;
2. The individual/firm has sufficient staff to satisfy the scope of services described in this proposal; and
3. The individual/firm is in good standing within the State of New Jersey.

B. Minimum Requirements for Vendor Responses:

1. Interested parties wishing to provide a proposal in response to this solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document;
2. Proposals should be prepared simply and economically, providing a straight forward concise description of the individuals/firms capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.
3. The full name of the proposer, the principal place of business and, if different, the place where the services will be provided;
4. Name of the key contact person;
5. A description of the business organization (i.e., sole proprietorship, corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;
6. The number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management;
7. Proposer must demonstrate at least two (2) years of experience providing grant consulting/writing services as it relates to municipal entities in the State of New Jersey. Proposer shall provide a listing of all other engagements where services of the type being proposed were provided during the past two calendar years. Contact information for the recipients of the similar services must be provided. The municipality and the board of education may obtain references from any of the parties listed;
8. A description of services that will be provided to both entities, in addition to those set forth in Section I; along with a proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product;
9. The names, qualifications, professional certifications held, titles, experience and training of all persons who would be assigned to provide the services;
10. A statement that neither the firm nor any individuals assigned to this project have ever been prohibited from working with public entities in the State of New Jersey;
11. A description of any particular area(s) of expertise the proposer or proposer's staff may possess that has not been included in the response provided above;
12. A proposed budget based on the above outline of tasks, products and schedules for the full term of the agreement. Proposers shall submit a cost proposal which

would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). By submission of a qualification statement, proposer acknowledges and agrees to adhere to the fee schedule to be set by the entities at the time of awarding any contract for the subject services.

13. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
14. Confirmation of any appropriate federal and state licenses to perform activities;
15. Executed Disclosure Statement (form provided);
16. Executed Non-Collusion Affidavit (form provided);
17. Executed Affirmative Action Compliance Notice (form provided);
18. Executed Owner's Disclosure Statement (form provided);
19. Executed Hold Harmless Agreement (form provided);
20. Executed Americans with Disabilities Act of 1990 Language (form provided);
21. Executed Vendor's Information (form provided);
22. Executed Proposer's Affidavit (form provided);
23. Proposer's New Jersey Business Registration Certificate;
24. The applicant shall provide the Borough of Woodland Park with an original and two (2) copies of its proposal.

SECTION IV Basis of Award of Professional Services Contract

The Borough of Woodland Park shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough. The final determination will be based upon the most advantageous price and other factors to the Borough. The specific basis of award will include:

- A. Documented evidence that the firm fulfills all of the Minimum Qualifications as listed in Section II, paragraph A., and all of the information required under paragraph B are provided for review and consideration. Number your responses using the sequential order listed in paragraphs A and B of Section II.

- B. Technical Criteria:
 - 1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
 - 2. Does the proposal document the necessary experience and reputation in the field of grant writing and consulting to successfully provide the services;
 - 3. Does the proposal document the relevance and extent of qualifications, experience, reputation and training of personnel to be assigned;
 - 4. Does the proposal display the proposer's knowledge of the two entities involved as well as the subject matter to be addressed under this engagement;
 - 5. Relevance and extent of similar engagements performed;
 - 6. Is the proposal complete and responsive to the specific requirements?
 - 7. Has successful past performance of the firm and its principals been documented?

- C. Management Criteria:
 - 1. How well does the proposed scheduling timelines meet the entities needs?
 - 2. Does the firm document a record of reliability of timely delivery of deliverables?
 - 3. Does the firm document municipal/State experience?
 - 4. Does the firm document its availability to attend all scheduled/required public and special meetings?
 - 5. To what extent does the firm rely on in-house resources vs. contracted services?
 - 6. Is there the availability of in-house and contract resources documented?
 - 7. Documentation of experience in performing similar work by assigned employees?

8. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?
2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the Temporary and/or Final Budgets.

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.

ITEM	INITIALS
Executed Disclosure Statement (form provided)	
Executed Non-Collusion Affidavit (form provided)	
Executed Affirmative Action Compliance Notice (form provided)	
Executed Owner's Disclosure Statement (form provided)	
Executed Hold Harmless Agreement (form provided)	
Executed Americans with Disabilities Act of 1990 Language (form provided)	
Executed Vendor's Information (form provided)	
Executed Proposer's Affidavit (form provided)	
New Jersey Business Registration Certificate	
Original and two (2) copies of completed package.	

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Person, Firm or Corporation submitting Proposal: _____

Authorized Agent Name and Title: _____

Authorized Signature and Date: _____

RFP- Grant Writer
Sample #2
TOWNSHIP OF BRICK

REQUEST FOR PROPOSALS FOR GRANTSMAN SERVICES

Fair and Open Public Solicitation Process for Professional Services
(Pursuant to N.J.S.A. 19:44A-20.5 et. seq.)

It is the desire of the Township of Brick to solicit sealed proposals in response for qualifications for the above services. Pursuant to N.J.S.A. 40A:11-3 (b), contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (10) of section 5 of P.L. 1971, c. 198, N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve consecutive months.

The following are the minimum requirements/scope of work for the position:

1. Prepare grant/loan application proposals for client.
2. Conduct site visits in order to:
 - a. Interview contact persons to collect data and other information for construction of cases for funding.
 - b. Take photos and prepare preliminary sketches as needed.
 - c. Have familiarity with project locations/environments.
3. Identify required components of grant/loan applications using guidance provided by funding sources.
4. Collaborate with staff to prepare:
 - a. Concept renderings
 - b. Engineers' plans
 - c. Engineers' cost estimates
 - d. Aerial photos and mapping
 - e. Project plans and timelines
5. Submit grant/loan applications to the appropriate funding sources.
6. Ensure compliance with grant requirements.

THE STANDARDIZED SUBMISSION REQUIREMENTS SHALL INCLUDE:

- a. Designation of individual (s) to be assigned to perform tasks.
- b. Professional experience to the individual (s) to be assigned, including a listing of experience with the Township of Brick and/or experience with other municipalities.
- c. A statement concerning the ability of the firm/individual to perform tasks assigned by the Township in a timely fashion.
- d. Professional licenses held by the individual (s) to be assigned.

- e. Educational background and experience of the individual (s) to be assigned.
- f. A description of the support staff available to the individual (s) to be assigned.
- g. A list of grants, including the amount, obtained for State, County or local units of government over the last five (5) years
- h. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of 7/1/14.
- i. A list of professional references with addresses and telephone contact numbers.
- j. A copy of your Business Registration Certificate.
- k. Completion of Affirmative Action Compliance Notice
- l. Mandatory Equal Employment Opportunity Language
- m. Completion of Stockholder Disclosure Certification
- n. Completion of Non-Collusion Affidavit
- o. Completion of American with Disabilities Act of 1990
- p. Exception to Specification Sheet
- q. Disclosure of Investment Activities in Iran

The award of this contract shall be made to the person or firm submitting the proposal which is deemed to be that which is most advantageous to the Township, price and other factors considered.

The selection criteria to be used in awarding this contract as a fair and open contract in accordance with N.J.S.A. 19:44A-20.4 et. seq. is as follows:

- a. Qualifications of the individuals who will perform the services and the amounts of their respective participation.
- b. List and references of clients for the past 10 years.
- c. List of Grants obtained by the professional for State, County or local units of government over the last five (5) years.
- d. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter.
- e. Cost consideration including but not limited to, standardized submission and compliance with proposal documents.

Please submit your rate for the various requirements as listed above. By submitting a proposal and accepting a contract with the Township, the professional agrees to bill the Township in accordance with your proposal rate.

PROPOSAL RATE NOT TO EXCEED: \$ _____ PER YEAR
For the requirements/scope of service listed in this proposal.

Please use the attached exception sheet for any exceptions you may want to take regarding any details of the specifications, cost and or requirements.

Please submit only one (1) unbound copy of your proposal.

By signing below the bidder certifies that he/she is authorized to act on behalf of the corporation in responding to requests for proposal and agrees to abide by all requirements of the specifications.

FIRM/COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____

SIGNATURE: _____ **DATE:** _____

PHONE: _____ **FAX:** _____

EMAIL: _____

PLEASE COMPLETE AND SUBMIT THIS FORM

Resolution 2014-35

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

APPOINTING A BOROUGH ADMINISTRATOR

WHEREAS, Section 2-9.3 of the *Revised General Ordinances of the Borough of Hightstown*, provides that "The Administrator shall be appointed by the Mayor with the advice and consent of the Council and shall serve at the pleasure of the Mayor and Council; and,

WHEREAS, it is the desire of the Mayor to appoint Henry Underhill of Wall, New Jersey to serve as Borough Administrator for a period of one year at a salary of \$70,000 per annum, with a review of performance of the Administrator as it relates to his compensation as Administrator after August 7, 2014; and

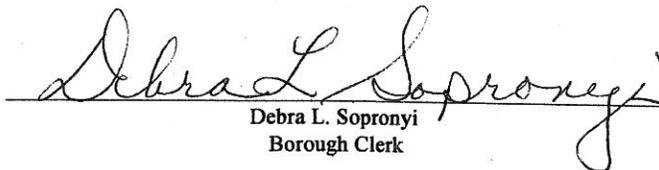
WHEREAS, the Administrator shall devote at least forty (40) hours per week to his duties in Hightstown, exclusive of any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend.

WHEREAS, specific terms and conditions of employment have been set forth in a written agreement and said terms of agreement are hereby approved by the Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Mayor's designation of Henry Underhill of Wall, New Jersey is hereby ratified and confirmed as Borough Administrator for a term of one year effective February 7, 2014 through February 6, 2015 at a salary of \$70,000 per annum with a review of performance of the Administrator as it relates to his compensation as Administrator after August 7, 2014; and the Administrator shall devote at least forty (40) hours per week to his duties in Hightstown, exclusive of any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend, subject to the specific terms as put forth in the employment agreement.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on February 6, 2014.


Debra L. Sopronyi
Borough Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made this 7TH day of FEBRUARY, 2014, by and between Henry Underhill (hereinafter referred to as the "Administrator") and the Borough of Hightstown (hereinafter referred to as "Borough"), a municipal corporation of the State of New Jersey as to the terms and conditions of employment for the Administrator with the Borough as follows:

1. **Position.** The Borough will employ the Administrator as the Borough's Administrator. Such appointment shall be subject to all of the provisions of applicable law, including, but not limited to, N.J.S.A. 40A:9-136; N.J.S.A. 40A:9-137; N.J.S.A. 40A:9-138; N.J.S.A. 40A:60-1 et seq. and all applicable provisions of the Borough Code, which are not in contradiction to or in contravention of the statutes cited herein. Subject to the supervision and pursuant to the orders and directions of the Mayor and Borough Council and in accordance with any job description promulgated by the Borough, as may be amended from time to time, the Administrator shall perform all the duties prescribed for such position by relevant law, Borough Code, Borough Personnel Policies, as well as all those customarily performed by one holding the position of Administrator, in addition to those duties specifically assigned by the Mayor and Council from time to time.

2. **Term of Agreement.** Subject to the provisions of N.J.S.A. 40A:9-138 and, if applicable, the Borough Code and further provisions of this Agreement, this Agreement shall govern the terms and conditions of employment for the Administrator for the period of February 7, 2014 through February 2, 2015.

3. **Manner and Performance of Administrator's Duties.** The Administrator agrees that he will, at all times during this Agreement, abide by all provisions of applicable State, County and local statutes, laws, rules and regulations, perform all of the duties of the position of Administrator, in a faithful and industrious manner, pursuant to the express and/or implicit terms of this Agreement and all applicable statutes, laws, rules and regulations.

4. **Compensation.** For the entire period of this Agreement, Administrator shall receive an annual compensation of Seventy Thousand Dollars (\$70,000.00) per year, less all applicable deductions, except as noted below, payable according to the normal and customary payroll schedule of the Borough. However, the Administrator shall not be eligible to have pension contributions and/or §401(k) contributions taken from his paycheck. Both parties agree to review the performance of the Administrator as it relates to his compensation as Administrator after

August 3, 2014. Any such increases shall be done by an action of the Mayor and Borough Council and an amendment to this Agreement. If the Administrator does not work a full calendar year for the Borough, he shall be entitled to a pro-rata share of the annual salary, based on the number of pay periods worked as the Administrator.

5. **Hours of Employment.** The Administrator shall devote at least forty (40) hours per week to work in his duties as Administrator in Hightstown. This shall be exclusive of any and all governing body and other evening meetings which the Administrator shall either have to attend or be asked to attend.

6. **Health Benefits.** The Administrator shall receive Borough paid health benefits for himself and his spouse once he has qualified to receive such under the Borough's insurance plan. Since he is a new employee hired on or after June 28, 2011, the Administrator shall be required to pay a health care contribution pursuant to Ch. 78, P.L. 2011, commencing at Level 4 (100% premium contribution percentages).

7. **Non Applicability of Overtime.** The Administrator and the Borough agree that the Administrator position is an exempt position from any maximum hour requirements found under State or Federal law and, accordingly, the Administrator will not be paid any overtime or any extra compensation above that explicitly stated in this Agreement.

8. **Paid Leave Days.** The Administrator shall receive the allotment of paid leave days as stated in the Borough's Personnel Policy Manual, as amended from time to time, commensurate with the Administrator's years of service with the Borough, for holidays, vacation leave, bereavement leave, jury leave and/or personal leave. Such leave will be subject to the conditions found in the respective sections of the Borough Personnel Policy Manual to the extent that those conditions apply to the position of the Administrator. The Administrator will receive any other leave, such as Family Leave (State), Family Medical Leave (Federal) and military leave, as provided by law.

9. **Professional Development.** Subject to the prior written approval of the Mayor, the Administrator will be permitted time off and the reimbursement of expenses (where and if applicable) for professional development and/or attendance at conferences and training seminars, conducted by the New Jersey League of Municipalities, and other seminars and conferences conducted by other agencies/entities. Time off for such activities shall be paid for by the Borough if, and only if, the Administrator's attendance is requested or approved, in writing and in advance, by the Borough. However, if the Administrator's attendance is not requested or

approved, in writing and in advance, by the Borough, then the Administrator's attendance shall be without pay or the use of paid leave from the Borough.

10. **Reimbursement of Expenses.** Subject to the prior written approval of the Mayor, the Administrator shall be reimbursed for all reasonable expenses incurred specifically on behalf of the Borough. Mileage for any official trips outside the Borough of Hightstown shall be compensated at the applicable IRS rates. Commuting to and from work and intra-Borough travel are excluded. Receipts and proof of expenses shall be submitted monthly in writing to the Borough, with all required backup.

11. **Termination of Agreement.** The Borough may terminate this Agreement at any time prior to the provisions of Section 2 herein and the employment of the Administrator, pursuant to the provisions of N.J.S.A. 40A:9-138 and Borough ordinances, shall be terminated as per this Paragraph.

12. **Termination by Employee.** The Administrator shall provide a minimum of thirty (30) calendar days' notice of his intention to resign from the position of Administrator and shall assist the Borough in any transition work required to assist a replacement Administrator.

13. **Non-applicability of other Policies/Agreements.**

A. The Administrator agrees and acknowledges that the following below are not applicable to his position, except as noted in §B below:

- (1) The Hightstown Borough Code;
- (2) The Hightstown Borough Personnel Policy Manual; and,
- (3) Any collective bargaining agreement between the Borough and any recognized bargaining group/association.

B. However, if either the Borough Code or the Borough Personnel Policy Manual specifically address the position of Administrator and such specific language does not contradict the language of this Agreement, these specific language shall apply. Otherwise, the provisions of this Agreement shall control.

14. **Entire Agreement.** This Agreement contains the sole and entire Agreement between the Administrator and the Borough and shall supersede any and all other Agreements between the Administrator and the Borough as it relates to the position of Administrator. There are no agreements, representations and/or warranties, whether they be express or implied, except as set forth in this Agreement. This Agreement may not be canceled, changed, modified or amended orally. No change, modification or amendment hereof shall be effective or binding unless in a

written instrument signed by the Administrator and the Borough. Cancellation of this Agreement can occur at any time pursuant to law.

15. Waiver. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the person or party against whom the same is applicable.

16. Controlling Law. All of the terms, conditions and other provisions of this Agreement shall be interpreted and governed by the laws of the State of New Jersey.

17. Interpretation and Severability. If any term or provision of this Agreement shall, to any extent, be deemed invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby and each remaining term and provision of this Agreement should be valid and enforceable to the extent permitted by law.

IN WITNESS WHEREOF, the parties have hereto, by the signatures of their duly authorized representatives and officers, executed this Agreement on the dates set forth herein.

ATTEST:

HENRY UNDERHILL

Debra L Soprony
Dated: 2/7/14

Henry Underhill
Henry Underhill

ATTEST:

BOROUGH OF HIGHTSTOWN

Debra L Soprony
Dated: 2/7/14

By: Steven Kram

EMPLOYMENT AGREEMENT

DRAFT

THIS AGREEMENT, made this _____ day of _____, 2015, by and between Henry Underhill (hereinafter referred to as the “Administrator”) and the Borough of Hightstown (hereinafter referred to as “Borough”), a municipal corporation of the State of New Jersey as to the terms and conditions of employment for the Administrator with the Borough as follows:

1. Position. The Borough will continue to employ the Administrator as the Borough’s Administrator. Such appointment shall be subject to all of the provisions of applicable law, including, but not limited to, N.J.S.A. 40A:9-136; N.J.S.A. 40A:9-137; N.J.S.A. 40A:9-138; N.J.S.A. 40A:60-1 et seq. and all applicable provisions of the Borough Code, which are not in contradiction to or in contravention of the statutes cited herein. Subject to the supervision and pursuant to the orders and directions of the Mayor and Borough Council and in accordance with any job description promulgated by the Borough, as may be amended from time to time, the Administrator shall perform all the duties prescribed for such position by relevant law, Borough Code, Borough Personnel Policies, as well as all those customarily performed by one holding the position of Administrator, in addition to those duties specifically assigned by the Mayor and Council from time to time.

2. Term of Agreement. Subject to the provisions of N.J.S.A. 40A:9-138 and, if applicable, the Borough Code and further provisions of this Agreement, this Agreement shall govern the terms and conditions of employment for the Administrator through February 2, 2016.

3. Manner and Performance of Administrator’s Duties. The Administrator agrees that he will, at all times during this Agreement, abide by all provisions of applicable State, County and local statutes, laws, rules and regulations, perform all of the duties of the position of Administrator, in a faithful and industrious manner, pursuant to the express and/or implicit terms of this Agreement and all applicable statutes, laws, rules and regulations.

4. Compensation. The Administrator shall receive an annual compensation of Seventy-Nine Thousand Nine Hundred Dollars (\$79,900.00) per year, less all applicable deductions, except as noted below, payable according to the normal and customary payroll schedule of the Borough, which salary was effective as of July 25, 2014. However, the Administrator shall not be eligible to have pension contributions and/or §401(k) contributions taken from his paycheck. Both parties agree to review the performance of the Administrator as it relates to his compensation as Administrator after August 3, 2015. Any such increases shall be done by an

action of the Mayor and Borough Council and an amendment to this Agreement. If the Administrator does not work a full calendar year for the Borough, he shall be entitled to a pro-rata share of the annual salary, based on the number of pay periods worked as the Administrator.

5. Hours of Employment. The Administrator shall devote at least forty (40) hours per week to work in his duties as Administrator in Hightstown. This shall be exclusive of any and all governing body and other evening meetings which the Administrator shall either have to attend or be asked to attend.

6. Health Benefits. The Administrator shall receive Borough paid health benefits for himself and his spouse once he has qualified to receive such under the Borough's insurance plan. Since he is a new employee hired on or after June 28, 2011, the Administrator shall be required to pay a health care contribution pursuant to Ch. 78, P.L. 2011, commencing at Level 4 (100% premium contribution percentages).

7. Non Applicability of Overtime. The Administrator and the Borough agree that the Administrator position is an exempt position from any maximum hour requirements found under State or Federal law and, accordingly, the Administrator will not be paid any overtime or any extra compensation above that explicitly stated in this Agreement.

8. Paid Leave Days. The Administrator shall receive the allotment of paid leave days as stated in the Borough's Personnel Policy Manual, as amended from time to time, commensurate with the Administrator's years of service with the Borough. for holidays, vacation leave, bereavement leave, jury leave and/or personal leave. Such leave will be subject to the conditions found in the respective sections of the Borough Personnel Policy Manual to the extent that those conditions apply to the position of the Administrator. The Administrator will receive any other leave, such as Family Leave (State), Family Medical Leave (Federal) and military leave, as provided by law.

9. Professional Development. Subject to the prior written approval of the Mayor, the Administrator will be permitted time off and the reimbursement of expenses (where and if applicable) for professional development and/or attendance at conferences and training seminars, conducted by the New Jersey League of Municipalities, and other seminars and conferences conducted by other agencies/entities. Time off for such activities shall be paid for by the Borough if, and only if, the Administrator's attendance is requested or approved, in writing and in advance, by the Borough. However, if the Administrator's attendance is not requested or

approved, in writing and in advance, by the Borough, then the Administrator's attendance shall be without pay or the use of paid leave from the Borough.

10. Reimbursement of Expenses. Subject to the prior written approval of the Mayor, the Administrator shall be reimbursed for all reasonable expenses incurred specifically on behalf of the Borough. Mileage for any official trips outside the Borough of Hightstown shall be compensated at the applicable IRS rates. Commuting to and from work and intra-Borough travel are excluded. Receipts and proof of expenses shall be submitted monthly in writing to the Borough, with all required backup.

11. Termination of Agreement. The Borough may terminate this Agreement at any time prior to the provisions of Section 2 herein and the employment of the Administrator, pursuant to the provisions of N.J.S.A. 40A:9-138 and Borough ordinances, shall be terminated as per this Paragraph.

12. Termination by Employee. The Administrator shall provide a minimum of thirty (30) calendar days' notice of his intention to resign from the position of Administrator and shall assist the Borough in any transition work required to assist a replacement Administrator.

13. Non-applicability of other Policies/Agreements.

A. The Administrator agrees and acknowledges that the following below are not applicable to his position, except as noted in §B below:

- (1) The Hightstown Borough Code;
- (2) The Hightstown Borough Personnel Policy Manual; and.
- (3) Any collective bargaining agreement between the Borough and any recognized bargaining group/association.

B. However, if either the Borough Code or the Borough Personnel Policy Manual specifically address the position of Administrator and such specific language does not contradict the language of this Agreement, these specific language shall apply. Otherwise, the provisions of this Agreement shall control.

14. Entire Agreement. This Agreement contains the sole and entire Agreement between the Administrator and the Borough and shall supersede any and all other Agreements between the Administrator and the Borough as it relates to the position of Administrator. There are no agreements, representations and/or warranties, whether they be express or implied, except as set forth in this Agreement. This Agreement may not be canceled, changed, modified or amended orally. No change, modification or amendment hereof shall be effective or binding unless in a

written instrument signed by the Administrator and the Borough. Cancellation of this Agreement can occur at any time pursuant to law.

15. Waiver. No waiver of any provision of this Agreement shall be valid unless in writing and signed by the person or party against whom the same is applicable.

16. Controlling Law. All of the terms, conditions and other provisions of this Agreement shall be interpreted and governed by the laws of the State of New Jersey.

17. Interpretation and Severability. If any term or provision of this Agreement shall, to any extent, be deemed invalid or unenforceable by a court of competent jurisdiction, the remainder of the Agreement shall not be affected thereby and each remaining term and provision of this Agreement should be valid and enforceable to the extent permitted by law.

IN WITNESS WHEREOF, the parties have hereto, by the signatures of their duly authorized representatives and officers, executed this Agreement on the dates set forth herein.

ATTEST:

HENRY UNDERHILL

Henry Underhill

Dated: _____

ATTEST:

BOROUGH OF HIGHTSTOWN

By: _____

Dated: _____

Resolution 2015-82

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AWARDING A CONTRACT FOR THE INSTALLATION OF TWO CLA-VALVES IN THE BOOSTER PUMP ROOM AT THE WATER PLANT

WHEREAS, Three (3) quotes were received for the Installation of two (2) new owner supplied cla-valves in the Booster Pump Room at the Water Plant; and,

WHEREAS, the quotes have been reviewed by Larry Blake, Hightstown Water Treatment Plant, and it is his recommendation that the contract for the installation of the two (2) new owner supplied cla-valves in the Booster Pump Room at the Water Plant be awarded to the lowest quote submitted by Layne Water Resources of Beverly, New Jersey in the amount \$16,473.00; and,

WHEREAS, the Treasurer has certified the availability of funds for this expenditure.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for the installation of the two (2) new owner supplied cla-valves in the Booster Pump Room at the Water Plant be awarded to Layne Water Resources of Beverly, New Jersey in the amount of \$16,473.00.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2015.

Debra L. Sopronyi
Borough Clerk

Resolution 2015-83

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 2, 2015 directly following the general meeting in the First Aid Building located at 168 Bank Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Contract Negotiations – Shared Services (Various – Police/Dispatch/Court)

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: May 31, 2015 or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 2, 2015.

Debra L. Sopronyi
Borough Clerk