

Agenda  
 Hightstown Borough Council  
 Workshop Meeting  
 September 8, 2015  
 First Aid Building  
 7:00 PM Business Meeting

**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-Highs Herald*, and is posted in the Borough Clerk's office.

**Roll Call**

**Flag Salute**

**Approval of the Agenda**

**Minutes**

August 10, 2015 Special  
 August 10, 2015 Executive Session  
 August 17, 2015 Business Session  
 August 17, 2015 Executive Session

**Engineer Items**

Discussion – Etra Road Sidewalk & Curbs  
 DOT FY2016 State Aid Programs  
**2015-212** Authorizing the Borough Engineer to Field Survey East Ward Street as Part of the East Ward Street Rehabilitation Project  
**2015-226** Awarding Alternate A-1 Landscaping for the Enchantment at Hightstown Road Improvement Program

**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.

**Ordinances**

**2015-17** **Final Reading and Public Hearing** – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration” Section 55, Entitled “Fees for Municipal Services” to the “Revised General Ordinances of the Borough of Hightstown, New Jersey”  
**2015-18** **Final Reading and Public Hearing** – An Ordinance Amending and Supplementing Chapter 12, Entitled “Building and Construction,” Section 2, Entitled “Fees” to the “Revised General Ordinances of the Borough of Hightstown, New Jersey”  
**2015-19** **Final Reading and Public Hearing** – An Ordinance Amending Chapter 29 “Signs” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”



**Meeting Minutes  
Hightstown Borough Council  
Special Meeting  
August 10, 2015  
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:01 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> |         | ✓ ARRIVED LATE |
| <i>Councilmember Stults</i>     | ✓       |                |
| <i>Mayor Quattrone</i>          | ✓       |                |

Also in attendance: Margaret Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator; Fred Raffetto, Borough Attorney.

**Approval of Agenda**

Councilmember Misiura moved the agenda for approval; Council President Hansen seconded.

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

Agenda approved 5-0.

**Public Comment Period 1**

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

Keith LeProvost, 214 Greeley Street – Commented that the paving on Park, Hutchinson and Greeley looks beautiful. Continued stating the paving that was done changed the pitch of the street. Water is now going into his yard. He had ankle deep water in the basement and the sub pump, which hadn't been needed in 2 years, was needed. He has been in contact with Carmela and the contractor is aware of the situation. Carmela has promised that a solution is on the way but he hasn't heard back from her. Finished by stating that he is willing to have the work done at his expense and have the Borough reimburse him.

Lynn Woods, 315 Park Ave – Requested that when there is a small agenda please have public comment after discussion so public can comment on what was discussed.

Mayor Quattrone addressed Mr. LeProvost's comments. Mayor Quattrone commented that this is not a Council problem at the moment. The engineer and contractor need to come up with a solution. In the meantime, he suggested that Public Works have sand bags brought to Mr. LeProvost's residence until solution is found.

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

Councilmember Montferrat arrived at the meeting during Public Comment I.

### Discussion

#### Road Project

Mr. Underhill, Borough Administrator, summarized two (2) letters received from Carmela Roberts, Borough Engineer dated August 5, 2015. Both letters were in reference to the Road Improvement work being done on Park Avenue, Greeley Street, Glenbrook Place, Hutchinson Street, Grant Avenue and Park Way.

Due to unforeseen circumstances in several areas an additional \$98,000 needs to be added to the project total. The areas in question were: The Sanitary Sewer System, Storm Drainage System, Water Systems and Milling and Paving of the road.

Mr. Underhill advised that it is not unusual for problems such as this to arise in these types of projects.

There was discussion.

Councilmember Stults – Stated his concerns regarding the unforeseen problems. Questioned whether a sampling had been done to determine the thickness of the sub base. Regarding Greeley Street a curb with storm drains should been added because of the change in road. He added that he has some serious questions regarding this project.

Council President Hansen – Questioned how much was an engineering problem versus construction changes. She stated that it is too early to judge what happened. This will be fixed. The Borough Engineer will be at the next meeting where she were she will address the problems.

### Public Comment Period II

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

Lynn Woods, 315 Park Ave - Commented that she agreed with Councilmember Stults. She inquired if there was a contingency in the budget for this project.

Henry Underhill, Borough Administrator – Informed Ms. Woods that there was a 10% contingency budgeted for the project.

Keith LeProvost 214 Greeley Street – Thanked Mayor and Council for addressing the issue on Greeley Street.

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

**Adjourn to Executive Session**

**Resolution 2015-206 Authorizing a Meeting Which Excludes the Public**

Councilmember Stults moved Resolution 2015-206; Councilmember Kurs seconded.

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

Resolution adopted 6-0.

Resolution 2015-206

*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 August 10, 2015 directly following the special 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: 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: November 10, 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.

Council adjourned to executive session at 7:25 p.m.

Council reconvened into public session at 8:00 p.m.

Councilmember Stults motioned to adjourn at 8:01 p.m.; Council President Hansen seconded. All ayes.

Respectfully submitted,

Margaret M. Riggio  
Deputy Borough Clerk

**Meeting Minutes  
Hightstown Borough Council  
Regular Meeting  
August 17, 2015  
7:00 pm**

The meeting was called to order by Mayor Quattrone at 7:05pm 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: Debra Sopronyi, Borough Clerk; George Lang, CFO; Ken Lewis, DPW Superintendent; Fred Raffetto, Borough Attorney; and Carmela Roberts, Borough Engineer.

Mayor Quattrone requested that the agenda be amended to: add the swearing in of a new member to the Historic Preservation Commission after the first public comment period; move resolution 2015-207 to the end of the meeting; and move the discussion regarding the capital budget to occur before the public comment period I.

Mr. Raffetto, Borough Attorney, advised that the personnel matter from executive session must be discussed in public as the employee signed the waiver; and this discussion must be added to the agenda. Mayor Quattrone asked that this discussion be added to the agenda after the approval of minutes, but prior to the Engineer items.

There was discussion regarding holding an executive session on the personnel matter if discussion will be held in public. The Borough Attorney advised that Council will go into executive session to deliberate the matter and seek attorney advice. Mayor Quattrone then confirmed that there would be no public comment following the executive session.

Council President Hansen moved the agenda as amended for approval, Councilmember Kurs seconded.

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

Agenda approved as amended 5-0.

Council President Hansen moved the June 15, 2015 open session minutes for approval, Councilmember Kurs seconded.

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

Minutes approved as corrected 5-0.

Councilmember Misiura moved the June 15, 2015 executive session minutes, as amended pursuant to his e-mail to the Borough Clerk, for approval; Councilmember Bluth seconded.

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

Minutes approved as amended 5-0.

Councilmember Montferrat moved the June 30, 2015 special session minutes for approval, Councilmember Kurs seconded.

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

Minutes approved 5-0.

Councilmember Kurs moved the June 30, 2015 executive session minutes for approval, Council President Hansen seconded.

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

Minutes approved 5-0.

Councilmember Kurs moved the July 9, 2015 executive session minutes for approval, Councilmember Misiura seconded.

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

Minutes approved 5-0.

Councilmember Kurs moved the July 20, 2015 open session minutes for approval, Councilmember Montferrat seconded.

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

Minutes approved 5-0.

Council President Hansen moved the July 9, 2015 special session minutes for approval, Councilmember Kurs seconded.

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

Minutes approved 5-0.

#### **Janine Krupa - Personnel**

Mr. Underhill reviewed the history of Officer Janine Krupa's absence and illness from work beginning on June 11, 2015; noting that she will expire her FMLA leave as of September 3, 2015. He noted that she has requested an additional 21 days leave of absence beyond the 12 weeks afforded her under FMLA, which means she would return to work on September 24, 2015; and that this time would be without pay. The continuation of leave without pay is at the discretion of Council.

Borough Attorney Raffetto noted that the employee, nor her attorney, can participate in this discussion; and that the Borough Council will go into executive session for attorney-client privilege to ask any legal questions and deliberate the matter.

Mayor Quattrone referred to the letter from Labor Counsel on the matter and asked for clarification from the Borough Attorney that this discussion is for the terms for her return to work to be discussed. The Borough Attorney advised that this question will be addressed in executive session and Council can then deliberate taking into account attorney advice.

Mr. Underhill then reviewed the current staffing in the Police Department noting that there are two newly hired officers, who are still in training, and that the department is short two officers due to Officer Krupa's sick leave and a disciplinary matter; the department has no Special Officers at this time.

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There was discussion regarding FMLA and past experience, New Jersey State FLA, and benefit time accrual and health insurance payments during leave.

The Borough Attorney advised that Council will deliberate in executive session and when returning to the public session, Council will provide direction to the Borough Administrator.

#### **Etra Road Sidewalk & Curbs**

Mayor Quattrone advised that he has been approached by someone who would like to add sidewalks and curbs to Etra Road. They are willing to pay for the construction, but would like the Borough and County to provide the engineering services. The expense to the Borough and County is in question.

Ms. Roberts, Borough Engineer, advised that she has spoken with the County Engineer regarding putting in sidewalk and curbing from S. Main Street to Meadow Lakes. The County has some design work due to puddling, but they do not install curbs and sidewalks. There was discussion regarding the engineering cost estimate and the Engineer noted that the design work will be difficult and there is the need to perform a survey.

There was additional discussion regarding the project requirements, timeline, and the required two-year maintenance guarantee. Mayor Quattrone noted that the discussion is regarding spending \$19,000 to get these improvements from S. Main Street to Meadow Lakes. There was discussion as to whether this was worth pursuing as it offers the opportunity for improvements that include accessibility for handicapped individuals, and student and staff pedestrian safety at the location. It was noted that Peddie School and Meadow Lakes should be approached to assist with the cost.

Council instructed that information pertaining to financing the engineering services be brought back to Council at the next meeting for further consideration. Mayor Quattrone noted that Council should go out to the location and see what is being discussed.

#### **DOT FY2016 State Aid Programs**

The Borough Engineer noted that she and Ken Lewis, DPW Superintendent, have reviewed the Borough streets and find that the Borough should apply for municipal aid for Sunset and Maple to finish that area; and also recommend considering First Avenue, which would complete that area. She noted that the Borough can submit two applications, but must prioritize the projects for consideration.

There was discussion regarding whether a Councilmember should recuse themselves from discussion and vote on a project if they live on the street. The Borough Attorney advised that it is not required since the project would benefit all residents in the project area; however, it is good practice.

The Borough Engineer noted that the scope of work will reflect an expected grant amount of \$200,000 - \$300,000, but the scope can be modified to fit the grant after the award is received; the applications are due October 20<sup>th</sup>. There was discussion regarding the Borough's bond status and Mayor Quattrone instructed Council to go out and review the areas discussed so a determination on the project can be made at the next meeting, allowing time for the Engineer to prepare the grant application.

Ken Lewis, DPW Superintendent, noted that the infrastructure in an area of town should be finished, then the Borough will just have to overlay in the future. He then reviewed the various roadways and infrastructure needs in the Borough.

The Borough Clerk was instructed to place this item on the agenda for September 8<sup>th</sup>. The Borough Engineer confirmed that if she is given direction on September 8<sup>th</sup>, she would have enough time to complete the application by the deadline.

#### **Road Paving Project Change Order**

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The Borough Engineer advised that the change order and payment on the agenda for this evening covers work already performed. There will be additional change orders required because there were things underground that were unexpected and the roads are inconsistent; noting that the asphalt base course differs in various areas of the project. She recommended that the project be milled at 4 inches for proper construction, but the Borough can probably get away with doing 4 inches at the edge of the road and taper to 2 inches in the middle. The cost would be \$100,000 if it is done at 4 inches, about \$55,000 if done at 2 inches.

She continued that the water main system was marked out by the Borough, but is not consistent with the mark-outs. Connecting 10 inch pipe to old 4 inch pipe is not effective and it may be necessary to replace more of the 4 inch pipe. The laterals should be replaced because they are made out of 1950's material that is no good and the vibration of the project is causing additional damage to the laterals. She estimates that if all the laterals are replaced, it will increase the change orders to \$220,000.

There was discussion regarding the longevity of the project with the requested changes and that it would be a 14% overall increase in the contract if the entire project is done properly; approximately 10% if only Park Avenue is done with the 4 inch asphalt. George Lang, CFO, explained that the contingency in the bond ordinance covers the present change order and that the bond ordinances would have to be amended to perform the work properly. The Borough Engineer recommended that Council approve the 4 inches on all roads for a worst case scenario of \$100,000, so that it lasts.

There was additional discussion regarding the future Ward Street project and approximate costs; the current change order to keep the project moving; funding change orders through bond amendments; and water/sewer cost estimates for the project. Council agreed to the 10% contingency.

The Borough Engineer then addressed the intersection of Greeley and Glenbrook regarding the lack of a gutter line. She noted that the contractor will install curb and a gutter line at their expense, and milling and paving on the project will begin next week.

**Resolution 2015-208 Authorizing Change Order #1 and Payment #2 – Lucas Construction Group, Inc. (2014 Road Improvement Program)**

Council President Hansen moved resolution 2015-208, Councilmember Kurs seconded.

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

Resolution adopted 5-0.

Resolution 2015-208

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

**AUTHORIZING CHANGE ORDER #1 & PAYMENT # 2 – LUCAS CONSTRUCTION GROUP,  
INC. (2014 ROAD IMPROVEMENT PROGRAM)**

**WHEREAS**, on April 20, 2015 the Borough Council awarded a contract for the 2014 Road Improvement Program to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$1,598,913.21; and

**WHEREAS**, the contractor has submitted change order #1 in the amount of \$76,851.67 for additional work required in order to complete paving on Greeley Street and Grant Avenue and for additional sanitary sewer main and laterals required; and

**WHEREAS**, the contractor has submitted payment request #2 related to mobilization, storm drain installation, sanitary sewer installation, water service installation, concrete curb and sidewalk, and milling and paving for the project in the total amount of \$457,116.27; and

**WHEREAS**, the amount of this payment for general construction is \$354,368.17 with FY2013 phase cost being \$184,837.58 and August 18, 2015

FY2014 phase cost being \$169,530.59; and

**WHEREAS**, the amount of this payment for water and sewer related items is \$102,748.10 with FY2013 phase cost being \$97,485.50 and FY2014 phase cost being \$5,262.60; and

**WHEREAS**, the Borough Engineer has recommended approval of Change order #1 in the amount of \$76,851.67; and

**WHEREAS**, the Borough Engineer has recommended approval of payment #2 to Lucas Construction Group, Inc. in the amount of \$457,116.27 following receipt of the certified payrolls; and

**WHEREAS**, the Treasurer has certified that funds are available for this expenditure.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Change order #1 in the amount of \$76,851.67 and Payment Request No. 2 to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$457,116.27 following receipt of the certified payrolls is hereby approved as detailed herein, and the Treasurer is authorized to issue same.

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

Janine Krupa, Hightstown Police Department – reviewed the history of her illness and requested that Council do the right thing and authorize her an additional leave of absence.

Frank Marchione, Hightstown Police Department – commented that he supports Officer Krupa but the Fitness for Duty requirement is scary, he offered to donate his sick time to her if needed; noted that his attorney asked if he was harassing Council members at their homes, he inquired if he had and Council did not respond.

Richard Tuscano, 39 Everett Drive, West Windsor – commented that their organization would like to place clothing and shoe donation boxes at Hightstown Municipal Buildings; this will allow clothing and shoes to be given a second chance and help save space in our landfills as well as benefit the residents of the Borough. He then gave material to the Borough Clerk for distribution to Council.

Lynn Woods, 315 Park Avenue – commented that Councilmember Kurs noted at the last meeting that the resolution for sanctuary cities is no longer effective, but Hightstown Borough is still listed on 5 out of 6 websites as a sanctuary city; she recommended that the Council adopt a new resolution and she read a draft resolution that she wrote.

Keith LePrevost, 213 Greeley Street – he commented that it has been three weeks since he was promised his water problem caused by the construction would be resolved, but now he is being told it will be next week; the Borough should not be paying the contractor if the work is not correct.

Eugene Sarafin, 628 S. Main Street – commented that the streets should be maintained and this is an old town; a great job has been done on Park Avenue; sidewalks on Etra Road are a good idea; the Borough should budget \$1M for infrastructure. He spoke regarding politics on television.

Scott Caster, 12 Clover Lane – thanked Lynn Woods for the resolution and hopes that Council considers it; Hightstown does not need the sanctuary city tag; commented that the turnpike signs direct drivers through Hightstown rather than to the by-pass, it is just an example of East Windsor mentality; sidewalks are not always better.

Doug Mair, 536 S. Main Street – complimented the Borough on its openness with the packet; commented that the effectiveness of Council is inadequate; road project costs in the Borough are staggering; inquired why the Superintendent of the Utilities is not present to explain the differences; accused Councilmember Bluth of withholding information from Council in regards to the location of the Latino Festival; commented that it is 4 years later and still no Borough Hall, Council has not lived up to their campaign promises.

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There being no further comments, Mayor Quattrone closed the public comment period and asked Council if they had any responses to the public comments.

Councilmember Bluth noted that Doug Mair was at the special Parks & Recreation meeting when the conversation and decision for the Latino Festival took place; and she announced the location at the very next Council meeting.

Mayor Quattrone commented that Hightstown has never been a sanctuary city; the Police have always followed the Attorney General Guidelines. He does not believe that a resolution is going to resolve the internet issue.

Councilmember Kurs commented that even if a resolution was adopted and mailed out, there would be no guarantee that it would change anything or that Hightstown would be removed from websites.

Mayor Quattrone then swore in Jean Ruggerio-Mair to the Historic Preservation commission, noting that he is being particular on who he appoints to Boards and Committees; they must be willing to attend meetings and be active in the group. These are good people doing great things.

### **Capital Budget**

Mr. Underhill advised that the Borough is in need of a new garbage truck and the Public Woks Superintendent has acquired a price through the National Co-Op. He and the CFO have determined that there are bond ordinance balances that can be cancelled and would like the scheduling of the Ward Street project to be postponed until 2016. The Borough Engineer requested that Council authorize her to perform the field survey for Ward Street in 2015 so she is prepared to move forward with the bid when Council so authorizes in 2016. There was discussion regarding timelines and interest rates; Council authorized the Engineer to move forward with the survey of Ward Street and a resolution is to be on the next agenda.

George Lang, CFO, explained bond cancellations and the benefits of cancelling debt; a resolution will be on the next agenda. There was discussion.

M. Underhill advised that the automatic garage truck is eight years old, has been reconstructed after an accident, and the arm replaced twice. He noted that one manual truck is again out of commission, so the Borough has one manual and one automatic truck at present.

Ken Lewis, DPW Superintendent, gave statistics on staffing; the cost effectiveness of a new truck; maintenance costs and lost time when truck repairs are made. He noted that the agreement with Roosevelt helps offset some of the cost of the truck, and purchasing it from the NJPA Co-Op provides a savings. He will be purchasing from a different manufacturer for the chassis of the truck, but keeping the same manufacturer for the body so he can swap out the arm, if needed.

Mr. Underhill noted that there is a six month manufacturing time for the truck; Hightstown has a good reputation for its pick-ups and we need to plan ahead. Mayor Quattrone commented that use of the one armed bandit truck is cost effective and reduces workers compensation claims. There was discussion regarding the recent cost evaluation performed which determined that it is cost effective for the Borough to perform the pick-ups rather than hire a contractor. George Lang distributed the supplemental debt statement and discussion continued regarding Borough debt and the supplemental debt statement.

**Ordinance 2015-20 First Reading and Introduction** – a Bond Ordinance Providing for the Acquisition an Automated Garbage Truck in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$325,00 Therefor and Authorizing the Issuance of \$309,500 Bonds or Notes of the Borough to Finance Part of the Cost hereof

Councilmember Misiura moved ordinance 2015-20 for introduction, Councilmember Kurs seconded.

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

Ordinance introduced 5-0; Public Hearing to be held September 8, 2015.

August 18, 2015

Ordinance 2015-20

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

**BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF AN  
AUTOMATED GARBAGE TRUCK IN AND BY THE BOROUGH OF  
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,  
APPROPRIATING \$325,000 THEREFOR AND AUTHORIZING THE ISSUANCE  
OF \$309,500 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF  
THE COST THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$325,000, including the sum of \$15,500 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$309,500 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3.(a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the acquisition of an automated garbage truck, including all related costs and expenditures incidental thereto.

- (b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.
- (c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

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- (a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.
- (b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 5 years.
- (c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$309,500, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.
- (d) An aggregate amount not exceeding \$9,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

The Borough Engineer left the meeting at this time.

**Ordinance 2015-17 First Reading and Introduction** – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration” Section 55, Entitled “Fees for Municipal Services” to the “Revised General Ordinances of the Borough of Hightstown, New Jersey”

Councilmember Kurs moved ordinance 2015-17 for introduction, Council President Hansen seconded.

Borough Clerk Sopronyi explained the need for ordinance.

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

Ordinance introduced 5-0; Public Hearing to be held September 8, 2015.

Ordinance 2015-17  
*BOROUGH OF HIGHTSTOWN  
 COUNTY OF MERCER  
 STATE OF NEW JERSEY*

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, ENTITLED "ADMINISTRATION," SECTION 55, ENTITLED "FEES FOR MUNICIPAL SERVICES" TO THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY."**

**WHEREAS**, the Borough Officials have determined that amendments are needed to Chapter 2, Section 55, of the Revised General Ordinances of the Borough of Hightstown.

**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 Chapter 2, entitled "Administration," Section 55, entitled "Fees for Municipal Services," of the Revised General Ordinances of the Borough of Hightstown, is hereby amended to read (additions are shown with underline):

**Subsection 2-55.10 Fingerprinting Fee.**

The Police Department shall provide fingerprinting services to residents who require them for various legal and employment matters. The fee for said services shall be \$20.00 per service and all services shall be provided by appointment only. These services shall be provided to Hightstown Borough residents only.

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.

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.

**Ordinance 2015-18 First Reading and Introduction** – An Ordinance Amending and Supplementing Chapter 12, Entitled "Building and Construction," Section 2, Entitled "Fees" to the "Revised General Ordinances of the Borough of Hightstown, New Jersey"

Councilmember Kurs moved ordinance 2015-18 for introduction, Council President Hansen seconded.

Borough Clerk Sopronyi explained that the Construction Official requested this ordinance to bring the Borough fees in line with state recommendations.

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

Ordinance introduced 5-0; Public Hearing to be held September 8, 2015.

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Ordinance 2015-18  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 12, ENTITLED "BUILDING AND CONSTRUCTION," SECTION 2, ENTITLED "FEES" TO THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY."**

**WHEREAS**, Borough Officials have determined that amendments are needed to Chapter 12, Section 2, of the Revised General Ordinances of the Borough of Hightstown.

**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 Chapter 12, entitled "Building and Construction," Section 2, entitled "Fees," of the Revised General Ordinances of the Borough of Hightstown, is hereby amended to read (deletions are shown by ~~cross-out~~ and additions are shown with underline):

**Section 12-2**

**FEES**

**Subsections:**

|         |   |
|---------|---|
| 12-2-1  | <b>Construction Permit Fees.</b>  |
| 12-2-2  | <b>Plan Review Fees.</b>  |
| 12-2-3  | <b>Demolition Fees.</b>   |
| 12-2-4  | <b>Building Removal; Structural Inspection of Existing Dwelling Fees.</b> |
| 12-2-5  | <b>Sign Construction Fees.</b>  |
| 12-2-6  | <b>Certificates of Occupancy Fees.</b>                                    |
| 12-2-7  | <b>Biannual Report to Borough Council Recommending Fee Schedule.</b>      |
| 12-2-8  | <b>Surcharge.</b>   |
| 12-2-9  | <b>Report of Fees Collected.</b>  |
| 12-2-10 | <b>Temporary Waiver of Construction Permit Fees</b>                       |
| 12-2-11 | <b>Application for a Variation</b>  |

**Subsection 12-2-1 Construction Permit Fees.**

The fee for a construction permit shall be the sum of the subcode fees listed in paragraphs a. through e. and shall be paid before the permit is issued.

- a. **Building Subcode Fee.** The building subcode fee shall be:
  1. For new construction, the permit fees shall be computed at the rate of \$0.034 per cubic foot of volume. However, structures falling into S-1 or S-2 categories shall be charged at the rate of \$0.020 cents per cubic foot; except that the minimum fee in all cases shall be sixty-five (\$65.00) dollars.
  2. For alterations, renovations and repairs, the permit fees shall be based upon the estimated cost of the work and shall be in the amount of thirty (\$30.00) dollars per one thousand (\$1,000.00) dollars of estimated cost, up to and including fifty

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thousand (\$50,000.00) dollars; from fifty thousand one (\$50,001.00) dollars to and including one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of twenty-three (\$23.00) dollars per one thousand (\$1,000.00) dollars of estimated cost; above one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of nineteen (\$19.00) dollars per one thousand (\$1,000.00) dollars of estimated cost. For the purpose of determining estimated cost, the applicant shall submit to the enforcing agency, if available, cost data produced by the architect or engineer of record or by a recognized estimate firm or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The enforcing agency shall make the final decision regarding estimated cost. There shall be a minimum of sixty-five (\$65.00) dollars for any permit under this subsection.

3. For additions, permit fees shall be computed the same as for new construction, \$0.034 per cubic foot of volume, except that the minimum fee shall be sixty-five (\$65.00) dollars.

4. For additions and alterations, permit fees shall cost the sum of respective fees for alterations and additions computed separately.

5. The fee for an above-ground swimming pool shall be \$126.00 for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$65.00. The fee for an in-ground swimming pool shall be \$189.00 for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$95.00.

b. Plumbing Subcode Fees. Fees for the plumbing subcode shall be as follows:

|                               |         |
|-------------------------------|---------|
| Water closet.....             | \$13.00 |
| Urinal/bidet.....             | \$13.00 |
| Lavatory .....                | \$13.00 |
| Shower.....                   | \$13.00 |
| Floor drain .....             | \$13.00 |
| Sink .....                    | \$13.00 |
| Dishwasher .....              | \$13.00 |
| Drinking fountain .....       | \$13.00 |
| Washing machine .....         | \$13.00 |
| Hose bib.....                 | \$13.00 |
| Water heater .....            | \$13.00 |
| Fuel oil piping .....         | \$13.00 |
| Gas piping .....              | \$13.00 |
| Steam boiler.....             | \$82.00 |
| Hot water boiler.....         | \$82.00 |
| Sewer pump.....               | \$82.00 |
| Interceptor/separator.....    | \$82.00 |
| Backflow preventer .....      | \$82.00 |
| Sewer connection.....         | \$82.00 |
| Water service connection..... | \$82.00 |
| Stacks .....                  | \$13.00 |
| Furnace.....                  | \$60.00 |

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There shall be a minimum fee of fifty-five dollars (\$55.00) for this subsection.

c. Electrical Subcode Fees. Fees for the electrical subcode shall be as follows:

Lighting fixtures, receptacles, switches, detectors, light poles, motors (fractional, h.p.), emergency and exit lights, communication points, and alarm devices which are less than 20 amps:

|  |                                 |
|--|---------------------------------|
| First 50 units.....  | \$45.00                         |
| Each 10 units additional .....                                 | \$11.00                         |
| Pool permit (lights included).....                             | \$69.00                         |
| Storable pool/spa/hot tub.....                                 | \$69.00                         |
| Electrical range .....   | \$13.00                         |
| Electrical water heater .....                                  | \$13.00                         |
| Electrical dryer .....   | \$13.00                         |
| Dishwasher.....  | \$13.00                         |
| Air conditioning unit.....                                     | \$13.00                         |
| Space heater .....   | \$13.00                         |
| Baseboard heater (each) .....                                  | \$13.00                         |
| H.P. motors (1+ HP)  |                                 |
| 1 – 10 HP.....   | \$13.00                         |
| 10 – 50 HP.....  | \$58.00                         |
| 50 – 100 HP.....   | \$116.00                        |
| 100+ HP .....  | \$576.00                        |
| KW Transformers/Generators (under 225 amps) .....              | \$58.00                         |
| KW Transformers/Generators (225 - 1000 amps) .....             | \$116.00                        |
| KW Transformers/Generators (over 1000 amps) .....              | \$576.00                        |
| Service entrance (amp service).....                            | Same as Transformers/Generators |
| Smoke and Heat Detectors (one- and two-family dwellings) ..... | \$29.00                         |

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KW Electric signs, outline lights.....\$46.00

**Photovoltaic Systems**

1 – 5- kilowatts.....\$58.00

51-100 kilowatts.....\$116.00

Greater than 100 kilowatts .....\$576.00

Minimum permit .....\$60.00

**d. Fire Subcode Fee. The fee for the fire subcode shall be as follows:**

1. For plan review to establish fire safety .....\$50.00
2. For inspection of new homes .....\$50.00
3. For inspection of newly installed wood stoves or fireplaces or new or rebuilt chimneys .....\$58.00
4. For inspection of smoke detectors:
  - (a) 1 to 20 .....\$75.00.00
  - (b) 21 to 100 .....\$151.00
  - (c) 101 to 200 .....\$289.00
  - (d) 201 to 400 .....\$748.00
  - (e) 401 to 1,000 .....\$1,036.00
  - (f) Over 1,000 .....\$1,323.00
5. For inspection of storage tanks:
  - (a) Up to one hundred (100) gallons, not to include drums or gas cans .....\$58.00
  - (b) For each additional five hundred (500) gallons or fraction thereof .....\$40.00
6. For inspection of sprinkler systems:
 

**Number of Heads Fee**

|         |          |
|---------|----------|
| 1 to 20 | \$ 82.00 |
|---------|----------|

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|             |            |
|-------------|------------|
| 21 to 100   | \$151.00   |
| 101 to 200  | \$289.00   |
| 201 to 400  | \$748.00   |
| 401 to 1000 | \$1,036.00 |
| Over 1000   | \$1,323.00 |

- 7. For inspecting fire hazards, such as boilers, fire-suppression systems,  
fire hose cabinets, fire alarms and standpipes, per visit.....\$60.00

(1991 Code § 81-14; Ord. No. 847 § 1; Ord. No. 1996-6 § 1; Ord. No. 2000-19; Ord. No. 2001-16; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31 § 1; Ord. No. 2008-09)

**Subsection 12-2-2 Plan Review Fees.**

The fee for plan review shall be five (5%) percent of the amount charged for the construction permit. The fee for the plan review of a consultative nature where no immediate construction is planned shall be twenty (20%) percent of the estimated cost of the construction work or fifty-five (\$55.00) dollars, whichever is higher. (1991 Code § 81-15; Ord. No. 847 § 1; Ord. No. 1996-6 § 2)

(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-3 Demolition Fees.**

The fee for a permit for demolition of a building or structure shall be two hundred (\$200.00) dollars for one (1)-family or two (2)-family residences, sixty-five (\$65.00) dollars for garage or storage sheds, and three hundred (\$300.00) dollars for all other buildings or structures.

The fee for a permit for underground storage tank removal shall be \$75.00 for a residential property, \$250.00 for all other uses.

(1991 Code § 81-16; Ord. No. 847 § 1)

(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-4 Building Removal; Structural Inspection of Existing Dwelling Fees.**

a. The fee for a permit for the removal of a building or structure from one (1) lot to another or to a new location on the same lot shall be ten (\$10.00) dollars per one thousand (\$1,000.00) dollars of the sum of the estimated costs for moving, for new foundations and for placement in a complete condition in the new location, except that the minimum fee shall be fifty (\$50.00) dollars.

b. The fee or structural inspection of an existing dwelling shall be fifty (\$50.00) dollars. (1991 Code § 81-17; Ord. No. 847 § 1)

(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-5 Sign Construction Fees.**

The fee for a permit to construct a sign shall be two (\$2.00) dollars per square foot of the surface area of the sign, except that the minimum fee shall be fifty-five (\$55.00) dollars. (1991 Code § 81-18; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31, § 2)

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**Subsection 12-2-6 Certificates of Occupancy Fees.**

The following fees shall be charged for certificates of occupancy:

- |   |          |
|---|----------|
| a. New home: Ten (10%) percent of the construction permit fee, but not less than \$55.00. |          |
| b. Additions, etc.  | \$ 55.00 |
| c. Change of use  | 100.00   |
| d. Continued occupancy  | 50.00    |
| e. Temporary occupancy  | None     |

(1991 Code § 81-19; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31, § 3)

**Subsection 12-2-7 Biannual Report to Borough Council Recommending Fee Schedule.**

The Construction Official shall, with the advice of the subcode officials, prepare and submit to the Borough Council biannually a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform Construction Code Act. (1991 Code § 81-21; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-8 Surcharge.**

As required by the Department of Community Affairs, the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of \$0.0016 per cubic foot of volume of new construction, and (\$0.80) cents per one thousand (\$1,000.00) dollars of construction costs of all other permits. Such surcharge fee shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarters ending March 31, June 30, September 30 and December 3, and not later than one (1) month next succeeding the end of the quarter for which it is due. In the fiscal year in which the regulations first become effective, such fee shall be collected and remitted for the third and fourth quarters only. (1991 Code § 81-22; Ord. No. 847 § 1)

(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-9 Report of Fees Collected.**

The enforcing agency shall report annually, at the end of each fiscal year, to the Bureau of Housing Inspection, and not later than July 31, the total amount of the surcharge fee collected in the fiscal year. In the fiscal year in which the regulations first become effective, such report shall be for the third and fourth quarters only. (1991 Code § 81-23; Ord. No. 847 § 1)

(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-10 Temporary Waiver of Construction Permit Fees**

Fees shall be waived for all municipal construction permits issued for alterations on any building in the Borough's designated CC-1 (Central Commercial 1) zone between November 1, 2001 and the date of completion of the downtown revitalization or December 31, 2002, whichever occurs first. New Jersey DCA training fees will not be waived. (New - Ord. No. 2001-21)

**Subsection 12-2-11 Application for a Variation**

The fee for an application for a variation in accordance with the Uniform Construction Code shall be one hundred and fifty (\$150.00) dollars. (New – Ord. No. 2008-09)

Section 3. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

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Section 4. If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

Section 5. This ordinance shall take effect after final passage and upon publication according to law.

**Ordinance 2015-19 First Reading and Introduction – An Ordinance Amending Chapter 29 “Signs” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”**

Councilmember Bluth moved ordinance 2015-19 for introduction, Council President Hansen seconded.

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

Ordinance introduced 5-0; Public Hearing to be held September 8, 2015.

Ordinance 2015-19  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**AMENDING CHAPTER 29 “SIGNS” OF THE *REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN***

**WHEREAS**, the Zoning Officer and Planning Board Subcommittee have made certain recommendations for revisions to Chapter 29 of the Borough Revised General Ordinances of the Borough of Hightstown; and

**WHEREAS**, the Planning Board has reviewed and concurs with these recommendations;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Hightstown as follows:

Section 1. Section 29-6 “Sign Exempt From Permits” is hereby amended as follows (underline for additions, strikethroughs for deletions):

Subsection 29-6F is amended as follows:

F. Yard, tag or garage sales. Such signs shall not exceed four (4) square feet; shall not be erected more than forty-eight 48 hours prior to such sale; ~~shall include the address and date of the sale;~~ and shall be removed immediately after the sale. No premises shall be permitted to erect such signs more than four (4) times in any calendar year. ~~and no off-premises signs are permitted.~~ No yard or garage sale shall take place for more than two (2) consecutive days, and sales taking place on consecutive days shall be treated as a single sales event. One (1) off premise sign shall be permitted to be placed in the Borough’s right-of-way. In the event the resident of the property in front of which the sign is placed objects to its placement, the sign shall be removed by the person placing the sign or by property owner.

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.

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.

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**Ordinance 2015-14 Final Reading and Public Hearing** – Bond Ordinance Providing a Supplemental Appropriation of \$331,000 for Improvements to the Peddie Lake Dam Walking Bridge in and by the Borough of Hightstown, in the County of Mercer, New Jersey and Authorizing the Issuance of \$331,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Mayor Quattrone opened the public hearing on ordinance 2015-14 and the following individuals spoke:

Eugene Sarafin, 628 S. Main St. – commented that this is a long time coming and it will be nice.

Scott Caster, 12 Clover Lane – stated “kudos to all”.

Darek Hahn, Chair of the Greenway Walking Bridge Committee – corrected incorrect statements that were in a newspaper article and gave an overview of the project to date.

Doug Mair, 536 S. Main Street – noted what he thought was an error in the bond ordinance; but after review by the CFO and Clerk it was found that it was not an error, he misunderstood the ordinance.

Council President Hansen noted that she would like to see a press release go out giving an explanation of the financing of the greenway walking bridge.

Councilmember Misiura noted that this project was dead until Council members Misiura, Bluth and the Engineer pursued the grant and Council should receive some credit.

Darek Hahn commented that the Committee never considered this project as dead.

Doug Mair commented that the facts were not clear until Mr. Hahn’s explanation and he agreed with Council President Hansen’s suggestion for a press release.

Mayor Quattrone closed the public hearing on ordinance 2015-14.

Councilmember Montferrat moved ordinance 2015-14 for adoption, Councilmember Kurs seconded.

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

Ordinance adopted 5-0.

Ordinance 2015-14  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**BOND ORDINANCE PROVIDING A SUPPLEMENTAL APPROPRIATION OF  
\$331,000 FOR IMPROVEMENTS TO THE PEDDIE LAKE DAM WALKING  
BRIDGE IN AND BY THE BOROUGH OF HIGHSTOWN, IN THE COUNTY OF  
MERCER, NEW JERSEY, AND AUTHORIZING THE ISSUANCE OF \$331,000  
BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST  
THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance has heretofore been authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For August 18, 2015

the improvement or purpose described in Section 3(a), there is hereby appropriated the supplemental amount of \$331,000, such sum being in addition to the \$210,000 appropriated therefor by bond ordinance #2013-07 of the Borough, finally adopted April 1, 2013 (the "Original Bond Ordinance"), including the \$331,000 grant from the State of New Jersey Department of Transportation Alternatives Program (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no additional down payment is provided for the costs of the improvements since the project described in Section 3(a) hereof is being partially funded the State Grant.

Section 2. In order to finance the additional cost of the improvement or purpose and in anticipation of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$331,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement heretofore authorized and the purpose for the financing of which the bonds are to be issued is improvements to the Peddie Lake Dam walking bridge, as described in the Original Bond Ordinance, including all work and materials necessary therefor and incidental thereto.

- (b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is \$531,000, including the \$200,000 authorized by the Original Bond Ordinance and the \$331,000 bonds or bond anticipation notes authorized herein
- (c) The estimated cost of the improvement or purpose is \$541,000, including the \$210,000 appropriated by the Original Bond Ordinance and the \$331,000 appropriated herein.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

- (a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.
- (b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 15 years.
- (c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$331,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

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- (d) An aggregate amount not exceeding \$95,00 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement. Of this amount, \$35,000 was estimated for these items of expense in the Original Bond Ordinance and an additional \$60,000 is estimated therefor herein.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**Ordinance 2015-15 Final Reading and Public Hearing** – Bond Ordinance Providing for Improvements to Stockton Street and Joseph Street in and by the Borough of Hightstown, in the County of Mercer, New Jersey Appropriating \$430,000 Therefor and Authorizing the Issuance of \$430,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Mayor Quattrone opened the public hearing on ordinance 2015-15 the following individuals spoke:

Eugene Sarafin, 628 S. Main Street – commented that he supports this ordinance; you need to fix the streets.

Doug Mair, 536 S. Main Street – noted that the Safe Routes to School grant is \$155,000 short of project proposal costs, how are we paying for this?

Mr. Lang advised that the ordinance is based on the engineer's estimate. Mr. Underhill noted that the project has not yet been bid and the ordinance is necessary for engineering design. Once the project is bid, anything over the grant amount is paid through debt service.

Mayor Quattrone closed the public hearing on ordinance 2015-15.

Councilmember Kurs moved ordinance 2015-15 for adoption, Council President Hansen seconded.

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

Ordinance adopted 5-0.

August 18, 2015

Ordinance 2015-15  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO STOCKTON STREET  
AND JOSEPH STREET IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE  
COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$430,000 THEREFOR AND  
AUTHORIZING THE ISSUANCE OF \$430,000 BONDS OR NOTES OF THE BOROUGH  
TO FINANCE PART OF THE COST THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$430,000, including a \$275,000 grant from the Safe Routes to School Program administered by the State of New Jersey Department of Transportation (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvements since the project described in Section 3(a) hereof is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement or purpose and in anticipation of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$430,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is improvements to Stockton Street and Joseph Street, including all work and materials necessary therefor and incidental thereto.

- (b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.
- (c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

August 18, 2015

- (a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.
- (b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.
- (c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$430,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.
- (d) An aggregate amount not exceeding \$80,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**Ordinance 2015-16 Final Reading and Public Hearing – An Ordinance Amending the “Revised General Ordinances of the Borough of Hightstown, New Jersey” Adding Regulations and Enforcement Regarding Recyclable Materials**

Mayor Quattrone opened the public hearing on ordinance 2015-16 and the following individuals spoke:

Walter Sikorski, 326 N. Main Street – noted that he is concerned with police and civilian enforcement and the fines because others can put things in these cans and you would not know it; it could subject neighbors to revenge.

The Borough Attorney noted that the language cited is already in the ordinance; the ordinance is being amended to include the Housing Inspector as an official who can enforce it. There was discussion regarding police enforcement and the August 18, 2015

probability of others putting things in neighbor's cans.

Eugene Sarafin, 628 S. Main Street – commented that the issue is that people are not properly recycling and enforcement is a good idea; the Borough should also force composting.

Doug Mair, 536 S. Main Street – commented that you lose the expectation of privacy when you put your cans to the curb.

Mayor Quattrone closed the public hearing.

Council President Hansen noted that enforcement for cardboard in front businesses is what brought this ordinance forward.

Councilmember Kurs moved ordinance 2015-16 for adoption, Councilmember Montferrat seconded.

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

Ordinance adopted 5-0.

Ordinance 2015-16  
*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*

**AN ORDINANCE AMENDING THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY” ADDING REGULATIONS AND ENFORCEMENT REGARDING RECYCLABLE MATERIALS** WHEREAS, the appearance of properties and the health and safety of Borough residents can be adversely affected by the accumulation of recyclable materials; and

**WHEREAS**, it is necessary to have enforcement applicable to recyclable materials; and

**WHEREAS**, it is in the public interest for the Borough of Hightstown to establish a mechanism to enforce recycling regulations and property maintenance regarding recyclable materials.

**NOW, THEREFORE, BE IT ORDAINED** by the Borough Council of the Borough of Hightstown, County of Mercer and State of New Jersey as follows:

Section 1. Chapter 14, entitled “Property Maintenance,” Section 5.2, entitled “Appearance,” of the Revised General Ordinances of the Borough of Hightstown is hereby amended to read as follows (underlines are additions):

**14-5.2 Appearance.**

- a. All structures (including fences) shall be kept painted or whitewashed where necessary for purposes of preservation and appearance, free of broken glass, loose shingles, crumbling stone or brick, or excessive peeling paint.
- b. All properties, vacant or improved, shall be maintained free of any accumulation of debris, rubbish, garbage, recyclable material, junk or litter as defined herein.

Section 2. Chapter 18, entitled “Garbage and Rubbish,” Section 2-7, entitled “Enforcement,” of the Revised General Ordinances of the Borough of Hightstown is hereby amended to read as follows (underlines are additions):

August 18, 2015

**18-2.1 Enforcement.**

The Borough of Hightstown Recycling Coordinator, Housing Official/Housing Inspector, and the Hightstown Borough Police Department are hereby authorized and directed to enforce this Section. Enforcement may include random inspections of garbage set out for disposal in order to determine compliance.

Section 3. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 4. If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

Section 5. This ordinance shall take effect after final passage and upon publication according to law.

The Borough Engineer departed the meeting at this time.

**Resolution 2015-209 Authorizing the Payment of Bills**

Councilmember Misiura requested that items talle005, kerri005, and miran005 be pulled from the resolution and voted separately.

Councilmember Kurs moved resolution 2015-209 without items talle005, kerri005, and miran005; Councilmember Bluth seconded.

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

Councilmember Montferrat moved items talle005, kerri005, and miran005 for payment, Councilmember Kurs seconded.

Council members Bluth, Kurs, Hansen and Montferrat voted yes; Councilmember Misiura abstained.

Resolution adopted 4-0, with one abstention.

Resolution 2015-209

*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 \$190,171.30 from the following accounts:

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|                       |                         |
|-----------------------|-------------------------|
| Current               | \$86,758.60             |
| W/S Operating         | 49,884.19               |
| General Capital       | 31,848.50               |
| Water/Sewer Capital   | 0.00                    |
| Grant                 | 0.00                    |
| Trust                 | 6,160.81                |
| Housing Trust         | 1,312.50                |
| Animal Control        | 24.00                   |
| Law Enforcement Trust | 0.00                    |
| Housing Rehab Loans   | 0.00                    |
| Unemployment Trust    | 5,464.20                |
| Escrow                | <u>8,718.50</u>         |
| <br>Total             | <br><u>\$190,171.30</u> |

**Resolution 2015-210 Authorizing the Transfer of Liquor License No. 1104-44-002-010 (Family Wines & Liquors, LLC to Hightstown Liquors & Wine, LLC)**

Councilmember Kurs moved resolution 2015-210, Council President Hansen seconded.

Borough Clerk Sopronyi explained that this business has been sold.

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

Resolution adopted 5-0.

Resolution 2015-210

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

**AUTHORIZING TRANSFER OF LIQUOR LICENSE NO. 1104-44-002-010  
(FAMILY WINES & LIQUORS, LLC TO HIGHTSTOWN LIQUORS & WINES, LLC)**

**WHEREAS**, an application has been filed for a person-to-person transfer of Plenary Retail Distribution License #1104-44-002-010, heretofore issued to Family Wines & Liquors, LLC, for premises located at 107 Stockton Street; and

**WHEREAS**, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been August 18, 2015

properly renewed for the current term; and

**WHEREAS**, The Alcoholic Beverage Retail Licensee Clearance Certificate for this transfer has been issued; and

**WHEREAS**, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statute, regulations promulgated thereunder and pertinent local ordinances and conditions consistent with Title 33; and

**WHEREAS**, The applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the license business.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey, does hereby approve the transfer of the aforesaid Plenary Retail Consumption License to Hightstown Liquors & Wines, LLC, and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to Hightstown Liquors & Wines, LLC"

**Consent Agenda Resolutions 2015-211, 2015-213, 2015-214, 2015-215, 2015-216, 2015-217, 2015-218, 2015-219, 2015-220, 2015-221, 2015-222, 2015-223, 2015-224, and 2015-225:**

Councilmember Kurs moved resolutions 2015-211, 2015-213, 2015-214, 2015-215, 2015-216, 2015-217, 2015-218, 2015-219, 2015-220, 2015-221, 2015-222, 2015-223, 2015-224, and 2015-225 as the consent agenda, Councilmember Bluth seconded.

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

Resolutions adopted 5-0.

Resolution 2015-211

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

**URGING STATE LEADERS TO PROTECT LOCAL PROPERTY TAXPAYERS AND  
GOVERNING BODIES BY PRESERVING THE STRUCTURE AND INTEGRITY OF THE  
FISCALLY SOLVENT LOCAL PENSION SYSTEMS**

**WHEREAS**, New Jersey public employee pensions are apportioned to account separately for State employees and Local Government employees; and

**WHEREAS**, the local pension systems funded by county and municipal property tax payer dollars are actuarially sound as counties and municipalities have prudently met their pension obligations as employers; and

**WHEREAS**, local pension systems include the local Public Employees Retirement System (PERS) funded at 73.9% and the local Police and Fire Retirement Systems (PFRS) funded at 76.9% according to the latest valuation reports; and

**WHEREAS**, the local pension systems are close to or have exceeded the target funded ratio of 75% by fiscal year 2012 pursuant to the pension and health benefits reform law enacted in 2011, and have combined actuarial valued assets of \$42 Billion with estimated retirement allowances due of \$3 Billion; and

**WHEREAS**, the New Jersey Pension and Health Study Commission in its report entitled "A Roadmap to Resolution", recommends in part, applying for a unified State and Local approach to pension benefits funding as a result of the State's well-documented mismanagement of its systems for over two decades; and

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**WHEREAS**, the New Jersey Association of Counties (NJAC) recognizes that the State must take meaningful steps to make the State government funded pension systems more affordable for taxpayers and sustainable members; but, objects to any reforms that would affect, alter, or integrate the local pension systems with that of the State's; and

**WHEREAS**, it is in the best interest of county and municipal taxpayers and governing bodies across the State that the State reform its pension systems with viable, meaningful, and long-term solutions that pay off existing State pension deficits without affecting, diluting, or diverting valuable local pensions systems assets; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Hightstown, County Mercer, State of New Jersey that it hereby urges State leaders to protect local property taxpayers and governing bodies by preserving the structure and integrity of the fiscally solvent local pension systems; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk shall forward a certified copy of this resolution to Governor Chris Christie, the President of the New Jersey Senate, the Speaker of the General Assembly, Mercer County Legislative Delegation, Mercer County Municipalities, the New Jersey Association of Counties, Municipal Clerks' Association of New Jersey, the New Jersey League of Municipalities, the Attorney General of the State of New Jersey and to the Clerks of the Boards of Chosen Freeholder of all twenty-one counties urging them to approve and distribute similar resolution.

Resolution 2015-213

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-004 TO THE HIGHTSTOWN  
APOLLO LODGE NO. 41**

**WHEREAS**, the Hightstown Apollo Lodge No. 41 wishes to hold an on-premise 50/50 raffle at the corner of Rt. 33 & Main Street, during the Hightstown Harvest Fair on Saturday, October 10, 2015; and

**WHEREAS**, the group has submitted application number RA-2015-004 for this raffle along with the required fees; and

**WHEREAS**, The Hightstown Apollo Lodge No. 41 is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-6-37719; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. 2015-004 to the Hightstown Apollo Lodge #41 for their raffle to be held on October 10, 2015.

Resolution 2015-214

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-005 TO THE HIGHTSTOWN  
APOLLO LODGE NO. 41**

**WHEREAS**, the Hightstown Apollo Lodge No. 41 wishes to hold a Duck Race Raffle at the corner of Rt. 33 & Main Street, during the Hightstown Harvest Fair on Saturday, October 10, 2015; and

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**WHEREAS**, the group has submitted application number RA-2015-005 for this raffle along with the required fees; and

**WHEREAS**, The Hightstown Apollo Lodge No. 41 is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-6-37719; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. 2015-005 to the Hightstown Apollo Lodge #41 for their raffle to be held on October 10, 2015.

Resolution 2015-215

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-006 TO THE ROOSEVELT  
VOLUNTEER FIRE COMPANY, INC.**

**WHEREAS**, the Roosevelt Volunteer Fire Company, Inc. wishes to hold an on-premise raffle at 101 North Main Street on Saturday, August 22, 2015; and

**WHEREAS**, the group has submitted application number RA-2015-006 for this raffle along with the required fees; and

**WHEREAS**, The Roosevelt Volunteer Fire Company is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 432-9-40444; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. 2015-006 to the Roosevelt Volunteer Fire Company, Inc. for their raffle to be held on August 22, 2015.

Resolution 2015-216

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-007 TO THE ROOSEVELT  
VOLUNTEER FIRE COMPANY, INC.**

**WHEREAS**, the Roosevelt Volunteer Fire Company, Inc. wishes to hold an on-premise 50/50 raffle at 101 North Main Street on Saturday, August 22, 2015; and

**WHEREAS**, the group has submitted application number RA-2015-007 for this raffle along with the required fees; and

**WHEREAS**, The Roosevelt Volunteer Fire Company is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 432-9-40444; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the August 18, 2015

requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. 2015-006 to the Roosevelt Volunteer Fire Company, Inc. for their 50/50 raffle to be held on August 22, 2015.

Resolution 2015-217

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-013 TO THE HIGHTSTOWN  
WOMEN'S CLUB**

**WHEREAS**, the Hightstown Women's Club wishes to hold an off-premise raffle at 320 North Main Street on Saturday, February 27, 2016; and

**WHEREAS**, the group has submitted application number RA-2015-013 for this raffle along with the required fees; and

**WHEREAS**, The Hightstown Women's Club is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-8-23817; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. 2015-013 to the Hightstown Women's Club for their raffle to be held on February 27, 2016.

Resolution 2015-218

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-008, RL2015-009, RL2015-012  
TO THE HIGHTSTOWN ENGINE CO #1 LADIES AUXILIARY.**

**WHEREAS**, the Hightstown Engine Co #1 Ladies Auxiliary wishes to hold on-premise 50/50 raffles at 140 North Main Street on September 11, 2015, October 24, 2015 and November 14, 2015; and

**WHEREAS**, the group has submitted application numbers RL-2015-008, RL2015-009 and RL2015-012 for the raffles along with the required fees; and

**WHEREAS**, The Hightstown Engine Co #1 Ladies Auxiliary is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-9-27140; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. RL-2015-008, RL2015-009 and RL2015-012 to The Hightstown Engine Co #1 Ladies Auxiliary, Inc. for their 50/50 raffles to be held on September 11, 2015, October 24, 2015 and November 14, 2015

August 18, 2015

Resolution 2015-219

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

**AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-010 AND RL2015-011, TO THE HIGHTSTOWN ENGINE CO #1 LADIES AUXILIARY.**

**WHEREAS**, the Hightstown Engine Co #1 Ladies Auxiliary wishes to hold on-premise merchandise raffles at 140 North Main Street on October 24, 2015 and November 14, 2015; and

**WHEREAS**, the group has submitted application numbers RL2015-010 and RL2015-011 for the raffles along with the required fees; and

**WHEREAS**, The Hightstown Engine Co #1 Ladies Auxiliary is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-9-27140; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the game, and the game itself, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Raffle License No. RL2015-010 and RL2015-0111 to The Hightstown Engine Co #1 Ladies Auxiliary, Inc. for their 50/50 raffles to be held on, October 24, 2015 and November 14, 2015

Resolution 2015-220

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

**AUTHORIZING ISSUANCE OF BINGO LICENSE #BL-2015-002 TO HIGHTSTOWN ENGINE CO. NO. 1 LADIES AUXILIARY**

**WHEREAS**, the Hightstown Engine Company No. 1 Ladies Auxiliary wishes to hold a Bingo Game at 140 North Main Street on the November 14, 2015; and

**WHEREAS**, the group has submitted application number BA-2015-02 for this bingo along with the required fees; and

**WHEREAS**, Hightstown Engine Company No. 1 Ladies Auxiliary is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-9-27140; and

**WHEREAS**, the Borough Clerk and the Police Department have reviewed the application and have determined that the requirements of N.J.S.A. 5:8-53, regarding the applicant, the members in charge of the games, and the games themselves, have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is authorized to issue Bingo License No. 2015-02 to the Hightstown Engine Company No. 1 Ladies Auxiliary for their bingo to be held on November 14, 2015.

Resolution 2015-221

*BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER*

August 18, 2015

*STATE OF NEW JERSEY*

**APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH  
THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
FOR AN OWNER OCCUPIED HOUSING REHABILITATION PROGRAM**

**SCHEDULE I: RESOLUTION**

**WHEREAS**, the Borough of Hightstown desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for a \$200,000 Housing Rehabilitation grant to assist low and moderate income home owners.

**BE IT THEREFORE, RESOLVED,**

- 1) that the Borough of Hightstown does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Borough of Hightstown and the New Jersey Department of Community Affairs.

**BE IT FURTHER RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement and any other documents necessary in connection therewith:

Resolution 2015-222

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

**GRANT MANAGEMENT PLAN**

**FY 2016 Small Cities Programs**

**Housing Rehabilitation Fund: Rehabilitation of Owner Occupied Housing Units**

**WHEREAS**, the Borough of Hightstown is applying for a Small Cities grant from the Housing Rehabilitation Fund and, if awarded funding, will entered into Grant Agreements with the New Jersey Department of Community Affairs; and

**WHEREAS**, the Borough is required to submit a Grant Management Plan as part of each Small Cities application;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hightstown, County of Mercer and State of New Jersey, that:

The Grant Management Plan prepared by the Borough and submitted to DCA Small Cities with the application for the 2016 Housing Rehabilitation Program to provide rehabilitation assistance to nine low and moderate income homeowners is hereby adopted to identify Stephen Lingle, of Triad Associates as the Project Coordinator and Henry Underhill, Borough Administrator as the Program Director and Official Contact Person.

Resolution 2015-223

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

**IDENTIFYING CDBG FAIR HOUSING OFFICER**

**Housing Rehabilitation Fund: Rehabilitation of Owner Occupied Housing**

August 18, 2015

**WHEREAS**, the Borough of Hightstown is applying for a Small Cities Community Development Block Grant from the New Jersey Department of Community Affairs (hereafter NJDCA) for funds to rehabilitate nine homes owned and occupied by low and moderate income households, and;

**WHEREAS**, the Borough of Hightstown must make efforts to affirmatively further fair housing, and;

**WHEREAS**, the Borough of Hightstown has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development, and;

**WHEREAS**, the Borough of Hightstown has made assurances in the grant agreement that:

- (1) It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issued thereto, and;
- (2) It will comply with the Civil Rights Act of 1964, and the regulations issued thereto, and;
- (3) It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing, and;
- (4) It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

**NOW, THEREFORE, BE IT RESOLVED** that Henry Underhill, Hightstown Administrator shall be designated as the Fair Housing Officer for the Borough of Hightstown, and;

**BE IT FURTHER RESOLVED** that the Fair Housing Officer shall contact US HUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his appointment as Fair Housing Officer and request Fair Housing Information, and;

**BE IT FURTHER RESOLVED** that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Borough of Hightstown, and;

**BE IT FURTHER RESOLVED** that the Borough of Hightstown will publish in the local newspaper of record and post at the municipal building a public notice announcing the appointment of the Fair Housing Officer and the availability of local fair housing services.

Resolution 2015-224

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

**A RESOLUTION APPROVING THE POLICY AND PROCEDURES MANUAL FOR THE FY 2016 SMALL CITIES PROGRAM HOUSING REHABILITATION FUND  
BOROUGH-WIDE OWNER-OCCUPIED HOUSING REHABILITATION PROGRAM**

**WHEREAS**, the Borough of Hightstown, by resolution authorized the Mayor to submit an application and, if a grant is awarded, to enter into an agreement with the State of New Jersey and to obtain a FY 2016 CDBG Small Cities Housing Rehabilitation Grant from the Department of Community Affairs; and

**WHEREAS**, as a condition of that grant, the Borough of Hightstown updated its Neighborhood Housing Repair Fund Policy and procedures Manual which describes the guidelines and activities of operation for the Borough's Regional Contribution Agreement, Affordable Trust Fund and Small Cities Housing Rehabilitation Programs; and

**WHEREAS**, approval of the Mayor and Borough Council is required of the said Policy and Procedures Manual;

August 18, 2015

**NOW, THEREFORE, BE IT RESOLVED** this 17th day of August 2015, by the Borough Council of the Borough of Hightstown, County of Mercer, State of New Jersey, that the Mayor and Borough Council have reviewed the updated Policy and Procedures Manual to incorporated Small Cities Housing Rehabilitation Program requirements; and

**BE IT FURTHER RESOLVED** that the said Policy and Procedures Manual, Updated this day August 17, 2015 is approved by the Mayor and Borough Council of the Borough of Hightstown.

Resolution 2015-225

*BOROUGH OF HIGHTSTOWN*  
*COUNTY OF MERCER*  
*STATE OF NEW JERSEY*  
**CITIZEN PARTICIPATION PLAN**

**FY 2016 Small Cities Programs**  
**Housing Rehabilitation Fund: Rehabilitation of Owner Occupied Housing Units**

**WHEREAS**, the Borough of Hightstown is applying for a Small Cities grant under the Housing Rehabilitation Fund and if awarded intends to enter into Grant Agreements with the New Jersey Department of Community Affairs; and

**WHEREAS**, these Grant Agreements will require the Borough of Hightstown to comply with all federal regulations with respect to citizen participation;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Council of the Borough of Hightstown, County of Mercer and State of New Jersey, that:

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG Program, is adopted by the Borough of Hightstown; and

The Borough of Hightstown will follow all regulations set forth in that document throughout the term of the Grant Agreement cited above, if awarded.

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

Doug Mair, 536 S. Main Street – thanked Mayor Quattrone for appointing his wife to the Historic Preservation Commission; commented that the public was told that the budget would not raise the tax rate, but the newspapers say it did; gave a review of the capital infrastructure projects approved by Council; made reference to untruths prior to the Council meeting.

Scott Caster, 12 Clover Lane – commented that perception is reality and property values have diminished due to the sanctuary city title given the Borough.

Doug Mair, 536 S. Main Street – reviewed comments made at the July20th meeting and noted that if Councilmember Kurs and Mayor Quattrone think Hightstown is not a sanctuary city, a resolution should be adopted.

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

**Mayor/Council/Administrative Comments and Committee Reports**

Councilmember Kurs – commented that he attended Shakespeare in the Park and noted that it was a great event; National Night Out was a huge success; noted that due to the recent heat wave, a cooling station has been set up at the firehouse by the OEM Coordinator, get the word out and tell your neighbors; Bonnie Watson Coleman sent a letter congratulating a Teacher of the Kreps School for their service and participation with the Library of Congress, and our congratulations also goes out to that individual.

August 18, 2015

**Councilmember Montferrat** – congratulated and welcomed Mrs. Mair to the Historic Preservation Commission; and noted that this has been a productive meeting.

**Councilmember Bluth** – congratulated the Shakespeare in the Park participants and staff for a job well done; the last concert in the park will be held August 27<sup>th</sup>; the Triathlon will be held on September 13<sup>th</sup>.

**Councilmember Misiura** – noted the history of the Shakespeare in the Park Program and commented that it is a great program; advised that the redevelopment sub-committee hopes to meet with developer of the Rug Mill sometime in September.

**Council President Hansen** – noted that the Cultural Art Commission will meet on Wednesday to approve the Arts Master Plan and their logo and they are working with the Harvest Fair Committee; there is a lot going on with water/sewer and finding out what is under the roads in town will have long term effects on the Borough; sanctuary city should not keep being brought to the front with so much positive going on in the Borough.

**Mayor Quattrone** – noted that the supplemental debt statement is a snapshot in time; advised that his comments regarding sanctuary city meant that Hightstown is not a sanctuary city; commented that attended Shakespeare in the Park and it was great; this is Small Town USA.

#### **Resolution 2015-207 Authorizing a Meeting Which Excludes the Public**

The Borough Attorney advised that the subject the executive session should be amended to read Attorney-Client Privilege.

Councilmember Kurs moved resolution 2015-207 as amended, Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2015-07

*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 August 17, 2015 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:

*Attorney-Client Privilege*

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: November 17, 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.

Council adjourned into executive session at 10:35pm.

August 18, 2015

Council returned to open session at 10:45pm.

Mayor Quattrone asked Council what they would like to do now that have heard the Attorney's advice. The Borough Attorney advised Council that it is their decision as to whether they wish to approve the additional leave and Council should have discussion and provide direction to the Administrator.

Mayor Quattrone noted that a condition of the approval will be that a fitness for duty will be required prior to Officer Krupa's return to duty.

Councilmember Kurs moved the requested leave of absence for a three week period be granted to Officer Krupa with the condition that a fitness for duty will be required prior to Officer Krupa's return to duty, Councilmember Bluth seconded.

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

Motion approved 5-0.

Councilmember Montferrat moved to adjourn at 10:50pm, Council President Hansen seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC  
Borough Clerk

August 18, 2015



**Roberts**  
ENGINEERING GROUP LLC  
*Women Business Enterprise Certified*

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August 11, 2015

Henry Underhill, Borough Administrator  
Borough of Hightstown  
148 North Main Street  
Hightstown, NJ 08520

Re: Etra Road Curb and Sidewalk Improvements  
Borough of Hightstown, Mercer County  
Our File No.: H1746

Dear Henry:

I understand that the Borough would like to consider installation of new curb and sidewalk on Etra Road between South Main Street and the Meadow Lakes Property. An opportunity for this has arisen because Mercer County will be making drainage and paving improvements to the intersection of Orchard Avenue and Etra Road to correct a ponding problem at the intersection. Mercer County has surveyed and designed a portion of the Etra Road area in the vicinity of Orchard Avenue but there remains to be surveyed and designed curb and sidewalk improvements from South Main Street to Orchard Avenue and from Orchard Avenue to the Meadow Lakes Property.

We have estimated our cost as follows: \$4,500.00 for surveying; \$7,500.00 for design, preparation of plans, and permits; and \$7,000.00 for construction inspection. This does not include the cost of specifications for public advertisement. At this time we estimate the cost of construction, were this to be publically advertised, at approximately \$60,000.00.

I am available to discuss this at the upcoming Council meeting. If you have questions prior to that, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Carmela Roberts".

Carmela Roberts, P.E.  
Borough Engineer

cc: Debra Sopronyi, Borough Clerk  
Karen Thompson, Office Manager, Roberts Engineering Group, LLC



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August 26, 2015

Mayor and Council  
Borough of Hightstown  
156 Bank Street  
Hightstown, NJ 08520

Re: NJDOT Notice of Grant Applications  
FY2016  
Safe Routes to Transit  
Our File No.: H1603

Dear Mayor and Council:

As you are aware the NJDOT has announced that they are accepting applications for FY2016. We previously submitted a recommendation for the Municipal Aid Grant Application of either Sunset Avenue and Maple Avenue or First Avenue. I am writing today about the Safe Routes to Transit Grant Application. These Grants are to improve the overall safety and accessibility for Mass Transit riders walking to Transit facilities as well as to encourage mass transit users to walk to transit stations and to facilitate the implementation of projects and activities that will improve safety in the vicinity of Transit Facilities within the area of approximately one-half mile. It is my recommendation that Council consider an application for improvements to curb and sidewalks on Broad Street as well as continuing onto Monmouth Street to provide improved ability to walk to NJ Transit Bus Facilities on Franklin Street.

Should you chose to move ahead with the application, we estimate that our cost to prepare this would be at a cost not to exceed \$2,800.00

I will be available to discuss this at your next Council Meeting. Should you have questions prior to that, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Carmela Roberts".

Carmela Roberts, PE, CME  
Borough Engineer

cc: Henry Underhill, Borough Administrator  
Debra Sopronyi, Borough Clerk  
Janice Mohr-Kminek, Treasurer  
George Lang, CFO  
Ken Lewis, Superintendent of Public Works  
Cameron Corini, EIT, Roberts Engineering Group, LLC

# Resolution 2015-212

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

## **AUTHORIZING THE BOROUGH ENGINEER TO FIELD SURVEY EAST WARD STREET AS PART OF THE EAST WARD STREET REHABILITATION PROJECT**

**WHEREAS**, Hightstown Borough has been awarded a Municipal Aid Grant in the amount of \$300,000.00 for the rehabilitation of East Ward Street which project has been estimated at a cost of \$498,275.00; and

**WHEREAS**, the Borough finds it beneficial to postpone the bidding of this project until 2016; and

**WHEREAS**, the Borough Engineer has estimated that the design and permitting cost for the project shall not exceed \$36,500.00; and

**WHEREAS**, the Borough Engineer has estimated the field surveying required to prepare for the engineering design and permitting at a cost not to exceed \$10,500.00; and

**WHEREAS**, the Borough Engineer has requested permission to complete the field survey prior to winter weather in preparation of the design and permit work necessary in 2016 for the bid process; and

**WHEREAS**, the Borough finds it beneficial to permit the Borough Engineer to complete the field survey for this project in 2015, prior to the winter weather; and

**WHEREAS**, the Treasurer has certified that funds are available for the field surveying for this project.

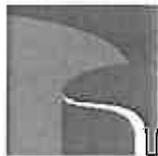
**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to perform the field survey for the East Ward Street Rehabilitation project in 2015, prior to the winter weather.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 8, 2015.

---

Debra L. Sopronyi  
Borough Clerk



**Roberts**  
ENGINEERING GROUP LLC  
*Women Business Enterprises Certified*

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Hamilton, New Jersey 08690  
609-586-1141 fax 609-586-1143  
www.RobertsEngineeringGroup.com

August 26, 2015

Henry Underhill, Administrator  
Borough of Hightstown  
148 North Main Street  
Hightstown, NJ 08520

Re: Rehabilitation of East Ward Street  
NJDOT FY2015 Municipal Aid Grant  
Our File No.: H1745

Dear Henry:

As you know the Borough was recently awarded a grant from the New Jersey Department of Transportation for the rehabilitation of East Ward Street. We previously provided a letter to the Borough, copy attached, in which we indicated our estimated cost for the design portion of the work to be at a price not to exceed \$36,500.00. This letter is to clarify that the field surveying required to prepare for the engineering design and permitting will be at a cost not to exceed \$10,500.00. We are transmitting this information with the intention of moving forward with the field surveying during 2014, prior to any snow and bad weather which may occur during the coming winter.

If you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in black ink that reads "Carmela Roberts".

Carmela Roberts, PE, CME  
Borough Engineer

Cc: Debra Sopronyi, Borough Clerk  
George Lang, CFO  
Janice Mohr-Kminek, Borough Treasurer  
Karen Thompson, Office Manager



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August 3, 2015

Henry Underhill, Administrator  
 Borough of Hightstown  
 148 North Main Street  
 Hightstown, NJ 08520

Re: Rehabilitation of East Ward Street  
 NJDOT FY2015 Municipal Aid Grant  
 Our File No.: H1745

Dear Henry:

The Borough was recently notified that it received a Municipal Aid grant from the New Jersey Department of Transportation for the rehabilitation of East Ward Street in the amount of \$300,000.00. You may recall that a grant was submitted to the NJDOT in 2014 for this project. The amount of the estimated construction cost for the project was \$498,275.00.

The grant amount of \$300,000.00 is \$198,275.00 less than the estimated cost. Additionally, there would be fees for surveying, engineering design, permitting and services necessary to recommend award of a contract. I estimate our cost for the design portion to be at a price not to exceed \$36,500.00.

Since the submission of the grant, the Borough has made some base pavement repairs to the road to provide stability until the full rehabilitation can be undertaken. It appears that the repairs were successful and should help to lower the overall construction cost.

Additionally, construction inspection and administration costs would be the responsibility of the Borough and these would be in the amount of \$38,000.00.

I would be happy to discuss this project with you based on the received amount of the grant.

Very truly yours,

Carmela Roberts, P.E.  
 Borough Engineer

Cc: Debra Sopronyi, Borough Clerk  
 George Lang, CFO  
 Janice Mohr-Kminek, Borough Treasurer  
 Karen Thompson, Office Manager

# Resolution 2015-226

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

## **AWARDING ALTERNATE A-1 FOR LANDSCAPING FOR THE ENCHANTMENT AT HIGHTSTOWN ROAD IMPROVEMENT PROGRAM**

**WHEREAS**, Pursuant to resolution 2015-182 adopted on July 20, 2015, Hightstown Borough Council awarded a contract for the Enchantment at Hightstown Road Improvement Program to Pioneer General Contracting in the amount of \$344,083.00; and

**WHEREAS**, at that time the Borough reserved the right to award alternate A-1 for landscaping to permit for an evaluation of the bid and a possible award to the landscaper presently working for the Homeowner Association of Enchantment at Hightstown; and

**WHEREAS**, an evaluation has been performed and the Borough Engineer recommends that alternate A-1 for landscaping for the Enchantment at Hightstown Road Improvement Program also be awarded to Pioneer General Contracting in the amount of \$29,050.00 bringing the total awarded contract for the project to \$363,133.00; and

**WHEREAS**, the Treasurer has certified that funds are available for this project.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that alternate A-1 landscaping for the project known as the Enchantment at Hightstown Road Improvement Program is hereby awarded to Pioneer General Contracting in the amount of \$29,050.00.

**BE IT FURTHER RESOLVED** that the award of alternate A-1 landscaping brings the total contract awarded to Pioneer General Contracting for the Enchantment at Hightstown Road Improvement Program to \$363,133.00.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 8, 2015.

---

Debra L. Sopronyi  
Borough Clerk



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August 25, 2015

Mayor and Council  
 Borough of Hightstown  
 148 North Main Street  
 Hightstown, NJ 08520

Re: Enchantment at Hightstown Road Improvement Program  
 Borough of Hightstown, Mercer County  
 Our File No.: H1545

Dear Mayor and Council:

As you may recall bids were received for the Enchantment at Hightstown Road Improvement Program on July 9, 2015 and a contract was awarded to Pioneer General Contracting for the base bid in the amount of \$344,083.00 at the Council Meeting of July 20, 2015. Council chose to wait to award the alternate A-1 for landscaping because the Enchantment at Hightstown representatives asked for additional time for their landscaping company to provide a bid based on the same requirements included in the contract documents. Enchantment at Hightstown has recently informed the Borough Clerk and this office that their contractor will not be submitting a bid.

Therefore this letter is to recommend that alternate A-1 for landscaping be awarded to the low bidder, Pioneer General Contracting, in the amount of \$29,050.00.

We have reviewed the bid submitted by Pioneer General Contracting, Inc. All conditions set forth in the bid proposal have been satisfied and the Contractor is not on the current list of debarred Contractors.

We have prior positive experience working with this contractor on other projects and their work has been satisfactory. This contractor previously successfully performed the Grape Run Road and Pershing Avenue contract for the Borough.

The Engineer's estimate for Alternate A-1 is \$41,900 and the low bid is 30% lower than the Engineer's estimate.

This project is funded by a settlement between the Borough and the Enchantment at Hightstown Bonding Company with a total of \$418,111.00 available for construction. The total contract to be awarded to Pioneer General Contracting for the base bid and Alternate A-1 will be \$363,133.00.

The Borough Attorney has reviewed the low bidder's documents and found them to be legally sufficient.

Therefore, I recommend that a contract be awarded to Pioneer General Contracting Inc., for the alternate A-1 bid in the amount of \$29,050.00.

Very truly yours,

Carmela Roberts, PE, CME  
 Borough Engineer

cc: Henry Underhill, Borough Administrator  
 Debra Sopronyi, Borough Clerk  
 Frederick Raffetto, Esq., Borough Attorney  
 George Lang, Borough CFO  
 Janice Mohr-Kminek, Treasurer  
 Ken Lewis, Superintendent of Public Works  
 Cameron Corini, EIT, Roberts Engineering Group

# Ordinance 2015-17

BOROUGH OF HIGHTSTOWN  
 COUNTY OF MERCER  
 STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2, ENTITLED  
 “ADMINISTRATION,” SECTION 55, ENTITLED “FEES FOR MUNICIPAL SERVICES” TO  
 THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW  
 JERSEY.”**

**WHEREAS**, the Borough Officials have determined that amendments are needed to Chapter 2, Section 55, of the Revised General Ordinances of the Borough of Hightstown.

**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 Chapter 2, entitled “Administration,” Section 55, entitled “Fees for Municipal Services,” of the Revised General Ordinances of the Borough of Hightstown, is hereby amended to read (additions are shown with underline):

**Subsection 2-55.10 Fingerprinting Fee.**

The Police Department shall provide fingerprinting services to residents who require them for various legal and employment matters. The fee for said services shall be \$20.00 per service and all services shall be provided by appointment only. These services shall be provided to Hightstown Borough residents only.

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.

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.

Introduced:

Adopted:

\_\_\_\_\_  
 Debra L. Sopronyi  
 Municipal Clerk

\_\_\_\_\_  
 Lawrence D. Quattrone  
 Mayor

# Ordinance 2015-18

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

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 12, ENTITLED "BUILDING AND CONSTRUCTION," SECTION 2, ENTITLED "FEES" TO THE "REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY."**

WHEREAS, Borough Officials have determined that amendments are needed to Chapter 12, Section 2, of the Revised General Ordinances of the Borough of Hightstown.

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 Chapter 12, entitled "Building and Construction," Section 2, entitled "Fees," of the Revised General Ordinances of the Borough of Hightstown, is hereby amended to read (deletions are shown by ~~cross-out~~ and additions are shown with underline):

## **Section 12-2**

### **FEES**

#### **Subsections:**

- 12-2-1 Construction Permit Fees.**
- 12-2-2 Plan Review Fees.**
- 12-2-3 Demolition Fees.**
- 12-2-4 Building Removal; Structural Inspection of Existing Dwelling Fees.**
- 12-2-5 Sign Construction Fees.**
- 12-2-6 Certificates of Occupancy Fees.**
- 12-2-7 Biannual Report to Borough Council Recommending Fee Schedule.**
- 12-2-8 Surcharge.**
- 12-2-9 Report of Fees Collected.**
- 12-2-10 Temporary Waiver of Construction Permit Fees**
- 12-2-11 Application for a Variation**

#### **Subsection 12-2-1 Construction Permit Fees.**

The fee for a construction permit shall be the sum of the subcode fees listed in paragraphs a. through e. and shall be paid before the permit is issued.

- a. Building Subcode Fee. The building subcode fee shall be:

1. For new construction, the permit fees shall be computed at the rate of \$0.034 per cubic foot of volume. However, structures falling into S-1 or S-2 categories shall be charged at the rate of \$0.020 cents per cubic foot; except that the minimum fee in all cases shall be sixty-five (\$65.00) dollars.

2. For alterations, renovations and repairs, the permit fees shall be based upon the estimated cost of the work and shall be in the amount of thirty (\$30.00) dollars per one thousand (\$1,000.00) dollars of estimated cost, up to and including fifty thousand (\$50,000.00) dollars; from fifty thousand one (\$50,001.00) dollars to and including one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of twenty-three (\$23.00) dollars per one thousand (\$1,000.00) dollars of estimated cost; above one hundred thousand (\$100,000.00) dollars, the additional fee shall be in the amount of nineteen (\$19.00) dollars per one thousand (\$1,000.00) dollars of estimated cost. For the purpose of determining estimated cost, the applicant shall submit to the enforcing agency, if available, cost data produced by the architect or engineer of record or by a recognized estimate firm or by the contractor. A bona fide contractor's bid, if available, shall be submitted. The enforcing agency shall make the final decision regarding estimated cost. There shall be a minimum of sixty-five (\$65.00) dollars for any permit under this subsection.

3. For additions, permit fees shall be computed the same as for new construction, \$0.034 per cubic foot of volume, except that the minimum fee shall be sixty-five (\$65.00) dollars.

4. For additions and alterations, permit fees shall cost the sum of respective fees for alterations and additions computed separately.

5. The fee for an above-ground swimming pool shall be \$126.00 for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$65.00. The fee for an in-ground swimming pool shall be \$189.00 for a pool with a surface area greater than 550 square feet; the fee in all other cases shall be \$95.00.

b. Plumbing Subcode Fees. Fees for the plumbing subcode shall be as follows:

|                               |         |
|-------------------------------|---------|
| Water closet.....             | \$13.00 |
| Urinal/bidet.....             | \$13.00 |
| Lavatory.....                 | \$13.00 |
| Shower.....                   | \$13.00 |
| Floor drain.....              | \$13.00 |
| Sink.....                     | \$13.00 |
| Dishwasher.....               | \$13.00 |
| Drinking fountain.....        | \$13.00 |
| Washing machine.....          | \$13.00 |
| Hose bib.....                 | \$13.00 |
| Water heater.....             | \$13.00 |
| Fuel oil piping.....          | \$13.00 |
| Gas piping.....               | \$13.00 |
| Steam boiler.....             | \$82.00 |
| Hot water boiler.....         | \$82.00 |
| Sewer pump.....               | \$82.00 |
| Interceptor/separator.....    | \$82.00 |
| Backflow preventer.....       | \$82.00 |
| Sewer connection.....         | \$82.00 |
| Water service connection..... | \$82.00 |
| Stacks.....                   | \$13.00 |

Furnace .....\$60.00

There shall be a minimum fee of fifty-five dollars (\$55.00) for this subsection.

c. Electrical Subcode Fees. Fees for the electrical subcode shall be as follows:

Lighting fixtures, receptacles, switches, detectors, light poles, motors (fractional, h.p.), emergency and exit lights, communication points, and alarm devices which are less than 20 amps:

|  |                                 |
|--|---------------------------------|
| First 50 units .....   | \$45.00                         |
| Each 10 units additional .....                                 | \$11.00                         |
| Pool permit (lights included).....                             | \$69.00                         |
| Storable pool/spa/hot tub .....                                | \$69.00                         |
| Electrical range .....   | \$13.00                         |
| Electrical water heater.....                                   | \$13.00                         |
| Electrical dryer.....  | \$13.00                         |
| Dishwasher.....  | \$13.00                         |
| Air conditioning unit.....                                     | \$13.00                         |
| Space heater .....   | \$13.00                         |
| Baseboard heater (each).....                                   | \$13.00                         |
| H.P. motors (1+ HP)  |                                 |
| 1 – 10 HP .....  | \$13.00                         |
| 10 – 50 HP .....   | \$58.00                         |
| 50 – 100 HP .....  | \$116.00                        |
| 100+ HP .....  | \$576.00                        |
| KW Transformers/Generators (under 225 amps).....               | \$58.00                         |
| KW Transformers/Generators (225 - 1000 amps).....              | \$116.00                        |
| KW Transformers/Generators (over 1000 amps).....               | \$576.00                        |
| Service entrance (amp service) .....                           | Same as Transformers/Generators |
| Smoke and Heat Detectors (one- and two-family dwellings) ..... | \$29.00                         |
| KW Electric signs, outline lights .....                        | \$46.00                         |
| Photovoltaic Systems   |                                 |
| 1 – 5- kilowatts.....  | \$58.00                         |
| 51-100 kilowatts.....  | \$116.00                        |
| Greater than 100 kilowatts .....                               | \$576.00                        |
| Minimum permit .....   | \$60.00                         |

d. Fire Subcode Fee. The fee for the fire subcode shall be as follows:

1. For plan review to establish fire safety..... \$50.00
2. For inspection of new homes .....
3. For inspection of newly installed wood stoves or fireplaces or new or rebuilt chimneys..... \$58.00
4. For inspection of smoke detectors:
  - (a) 1 to 20..... \$75.00.00
  - (b) 21 to 100 .....
  - (c) 101 to 200..... \$289.00
  - (d) 201 to 400 .....
  - (e) 401 to 1,000.....\$1,036.00
  - (f) Over 1,000.....\$1,323.00

5. For inspection of storage tanks:
- (a) Up to one hundred (100) gallons, not to include drums or gas cans ..... \$58.00
  - (b) For each additional five hundred (500) gallons or fraction thereof..... \$40.00
6. For inspection of sprinkler systems:
- | Number of Heads | Fee        |
|-----------------|------------|
| 1 to 20         | \$ 82.00   |
| 21 to 100       | \$151.00   |
| 101 to 200      | \$289.00   |
| 201 to 400      | \$748.00   |
| 401 to 1000     | \$1,036.00 |
| Over 1000       | \$1,323.00 |
7. For inspecting fire hazards, such as boilers, fire-suppression systems, fire hose cabinets, fire alarms and standpipes, per visit..... \$60.00

(1991 Code § 81-14; Ord. No. 847 § 1; Ord. No. 1996-6 § 1; Ord. No. 2000-19; Ord. No. 2001-16; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31 § 1; Ord. No. 2008-09)

**Subsection 12-2-2 Plan Review Fees.**

The fee for plan review shall be five (5%) percent of the amount charged for the construction permit. The fee for the plan review of a consultative nature where no immediate construction is planned shall be twenty (20%) percent of the estimated cost of the construction work or fifty-five (\$55.00) dollars, whichever is higher. (1991 Code § 81-15; Ord. No. 847 § 1; Ord. No. 1996-6 § 2)  
(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-3 Demolition Fees.**

The fee for a permit for demolition of a building or structure shall be two hundred (\$200.00) dollars for one (1)-family or two (2)-family residences, sixty-five (\$65.00) dollars for garage or storage sheds, and three hundred (\$300.00) dollars for all other buildings or structures.

The fee for a permit for underground storage tank removal shall be \$75.00 for a residential property, \$250.00 for all other uses.

(1991 Code § 81-16; Ord. No. 847 § 1)  
(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-4 Building Removal; Structural Inspection of Existing Dwelling Fees.**

a. The fee for a permit for the removal of a building or structure from one (1) lot to another or to a new location on the same lot shall be ten (\$10.00) dollars per one thousand (\$1,000.00) dollars of the sum of the estimated costs for moving, for new foundations and for placement in a complete condition in the new location, except that the minimum fee shall be fifty (\$50.00) dollars.

b. The fee or structural inspection of an existing dwelling shall be fifty (\$50.00) dollars. (1991 Code § 81-17; Ord. No. 847 § 1)  
(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-5 Sign Construction Fees.**

The fee for a permit to construct a sign shall be two (\$2.00) dollars per square foot of the surface area of the sign, except that the minimum fee shall be fifty-five (\$55.00) dollars. (1991 Code § 81-18; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31, § 2)

**Subsection 12-2-6 Certificates of Occupancy Fees.**

The following fees shall be charged for certificates of occupancy:

- |   |          |
|---|----------|
| a. New home: Ten (10%) percent of the construction permit fee, but not less than \$55.00. |          |
| b. Additions, etc.  | \$ 55.00 |
| c. Change of use  | 100.00   |
| d. Continued occupancy  | 50.00    |
| e. Temporary occupancy  | None     |

(1991 Code § 81-19; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000; Ord. No. 2004-31, § 3)

**Subsection 12-2-7 Biannual Report to Borough Council Recommending Fee Schedule.**

The Construction Official shall, with the advice of the subcode officials, prepare and submit to the Borough Council biannually a report recommending a fee schedule based on the operating expenses of the agency and any other expenses of the municipality fairly attributable to the enforcement of the State Uniform Construction Code Act. (1991 Code § 81-21; Ord. No. 847 § 1; Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-8 Surcharge.**

As required by the Department of Community Affairs, the enforcing agency shall collect, in addition to the fees specified above, a surcharge fee of \$0.0016 per cubic foot of volume of new construction, and (\$0.80) cents per one thousand (\$1,000.00) dollars of construction costs of all other permits. Such surcharge fee shall be remitted to the Bureau of Housing Inspection, Department of Community Affairs, on a quarterly basis for the fiscal quarters ending March 31, June 30, September 30 and December 31, and not later than one (1) month next succeeding the end of the quarter for which it is due. In the fiscal year in which the regulations first become effective, such fee shall be collected and remitted for the third and fourth quarters only. (1991 Code § 81-22; Ord. No. 847 § 1)  
(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-9 Report of Fees Collected.**

The enforcing agency shall report annually, at the end of each fiscal year, to the Bureau of Housing Inspection, and not later than July 31, the total amount of the surcharge fee collected in the fiscal year. In the fiscal year in which the regulations first become effective, such report shall be for the third and fourth quarters only. (1991 Code § 81-23; Ord. No. 847 § 1)  
(Ord. 2000-19, Amended, 08/24/2000)

**Subsection 12-2-10 Temporary Waiver of Construction Permit Fees**

Fees shall be waived for all municipal construction permits issued for alterations on any building in the Borough's designated CC-1 (Central Commercial 1) zone between November 1, 2001 and the date of completion of the downtown revitalization or December 31, 2002, whichever occurs first. New Jersey

DCA training fees will not be waived. (New - Ord. No. 2001-21)

**Subsection 12-2-11 Application for a Variation**

The fee for an application for a variation in accordance with the Uniform Construction Code shall be one hundred and fifty (\$150.00) dollars. (New – Ord. No. 2008-09)

Section 3. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Section 4. If any section, subsection, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this ordinance.

Section 5. This ordinance shall take effect after final passage and upon publication according to law.

Introduction: August 17, 2015

Adoption:

**ATTEST:**

\_\_\_\_\_  
DEBRA L. SOPRONYI  
MUNICIPAL CLERK

\_\_\_\_\_  
LAWRENCE D. QUATTRONE  
MAYOR

# Ordinance 2015-19

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AMENDING CHAPTER 29 "SIGNS" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN

**WHEREAS**, the Zoning Officer and Planning Board Subcommittee have made certain recommendations for revisions to Chapter 29 of the Borough Revised General Ordinances of the Borough of Hightstown; and

**WHEREAS**, the Planning Board has reviewed and concurs with these recommendations;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Hightstown as follows:

Section 1. Section 29-6 "Sign Exempt From Permits" is hereby amended as follows (underline for additions, strikethroughs for deletions):

Subsection 29-6F is amended as follows:

F. ~~Yard, tag or~~ garage sales. Such signs shall not exceed four (4) square feet; shall not be erected more than forty-eight 48 hours prior to such sale; shall include the address and date of the sale; and shall be removed immediately after the sale. No premises shall be permitted to erect such signs more than four (4) times in any calendar year. ~~and no off-premises signs are permitted.~~ No yard or garage sale shall take place for more than two (2) consecutive days, and sales taking place on consecutive days shall be treated as a single sales event. One (1) off premise sign shall be permitted to be placed in the Borough's right-of-way. In the event the resident of the property in front of which the sign is placed objects to its placement, the sign shall be removed by the person placing the sign or by property owner.

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.

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.

Introduction: August 17, 2015

Adoption:

**ATTEST:**

\_\_\_\_\_  
DEBRA L. SOPRONYI  
MUNICIPAL CLERK

\_\_\_\_\_  
LAWRENCE D. QUATTRONE  
MAYOR

# Ordinance 2015-20

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

**BOND ORDINANCE PROVIDING FOR THE ACQUISITION  
OF AN AUTOMATED GARBAGE TRUCK IN AND BY THE  
BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF  
MERCER, NEW JERSEY, APPROPRIATING \$325,000  
THEREFOR AND AUTHORIZING THE ISSUANCE OF  
\$309,500 BONDS OR NOTES OF THE BOROUGH TO  
FINANCE PART OF THE COST THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$325,000, including the sum of \$15,500 as the down payment required by the Local Bond Law. The down payment is now available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$309,500 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the acquisition of an automated garbage truck, including all related costs and expenditures incidental thereto.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to

the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

- (a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.
- (b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 5 years.
- (c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$309,500, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.
- (d) An aggregate amount not exceeding \$9,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection

with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduction: August 17, 2015

Adoption:

**ATTEST:**

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DEBRA L. SOPRONYI  
MUNICIPAL CLERK

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LAWRENCE D. QUATTRONE  
MAYOR

# Resolution 2015-227

*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 \$210,203.29 from the following accounts:

|                       |  |              |
|-----------------------|--|--------------|
| Current               |  | \$123,626.38 |
| W/S Operating         |  | 62,184.89    |
| General Capital       |  | 13,360.29    |
| Water/Sewer Capital   |  |              |
| Grant                 |  | 152.50       |
| Trust                 |  | 1,963.75     |
| Housing Trust         |  | 4,617.83     |
| Animal Control        |  | 23.40        |
| Law Enforcement Trust |  | 0.00         |
| Housing Rehab Loans   |  |              |
| Unemployment Trust    |  |              |
| Escrow                |  | 4,274.25     |
|                       |  | 210,203.29   |
| Total                 |  |              |

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 8, 2015.

---

Debra L. Sopronyi  
Borough Clerk

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

Vendor # Name  
 PO # PO Date Description Contract PO Type Amount Charge Account Acct Type Description Stat/Chk Enc Date Date Chk/Void Invoice 1099 EXCL

A0106 A DOLLAR OR MORE LLC  
 15-01463 08/24/15 NAT'L NIGHT OUT EXPENSES 150.76 5-01-25-240-001-119 B Community Policing R 08/24/15 09/01/15 NNO EXPENSES N  
 1 NAT'L NIGHT OUT EXPENSES  
 Vendor Total: 150.76

A0050 ABSOLUTE FIRE PROTECTION, INC.  
 15-01302 07/29/15 QUOTE NO. 0033477  
 1 LENS/GASKET/BEZEL/SCREWS/FLANG 86.80 5-01-26-315-001-133 B Vehicle Maint. - Fire Dept. R 07/29/15 09/01/15 0075479-IN N  
 Vendor Total: 86.80

A0893 ALL AMERICAN BACKFLOW  
 15-01312 07/30/15 QUARTERLY BACKFLOW TESTING 450.00 5-09-55-501-002-503 B Sewer Plant Maintenance R 07/30/15 09/01/15 82325 N  
 1 QUARTERLY BACKFLOW TESTING  
 15-01384 08/13/15 QUARTERLY TESTING 3RD QUARTER 450.00 5-09-55-501-002-503 B Sewer Plant Maintenance R 08/13/15 09/01/15 82320 N  
 1 QUARTERLY TESTING 3RD QUARTER  
 Vendor Total: 900.00

A0554 ALL INDUSTRIAL SAFETY PRODUCTS  
 15-01082 06/30/15 BOOTS-JERRY IRELAND 42.30 5-09-55-501-002-507 B Uniforms & Safety Equipment R 06/30/15 09/01/15 206900-2 N  
 1 16" BOOTS-JERRY IRELAND SIZE 9 181.99 5-09-55-501-002-507 B Uniforms & Safety Equipment R 06/30/15 09/01/15 206900-3 N  
 2 QUOTE 206900 MISC GEAR 43.17 5-09-55-501-002-507 B Uniforms & Safety Equipment R 08/24/15 09/01/15 206900 N  
 3 FREIGHT  
 Vendor Total: 267.46

15-01444 08/24/15 SAFETY VESTS  
 1 PR-SGMWGLY-XL - LIME SAFETY 23.70 5-01-26-290-001-032 B Uniforms R 08/24/15 09/01/15 207732 N

| Vendor # Name   | PO # PO Date Description                       | Item Description | Amount   | Contract PO Type Charge Account | Acct Type Description          | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice | 1099 Excl |
|---|--|------------------|----------|---------------------------------|--------------------------------|----------|----------|-----------------|---------------|---------|-----------|
| <b>A0554 ALL INDUSTRIAL SAFETY PRODUCTS Continued</b> |  |                  |          |                                 |                                |          |          |                 |               |         |           |
|   | 15-01444 08/24/15 SAFETY VESTS                 |                  | 23.70    | 5-01-26-290-001-032             | B Uniforms                     | R        | 08/24/15 | 09/01/15        |               | 207732  | N         |
|   | 2 PR-SGMVGLY-ZX - LIME SAFETY                  |                  | 47.40    |                                 |                                |          |          |                 |               |         |           |
|   | Vendor Total:                                  |                  | 314.86   |                                 |                                |          |          |                 |               |         |           |
| <b>A0164 ALLIED BOILER REPAIR CORP.</b>               |  |                  |          |                                 |                                |          |          |                 |               |         |           |
|   | 15-01376 08/13/15 LABOR & PARTS HEAT EXCHANGER |                  | 270.00   | 5-09-55-501-002-503             | B Sewer Plant Maintenance      | R        | 08/13/15 | 09/01/15        |               | 14789   | N         |
|   | 2 PARTS HEAT EXCHANGER                         |                  | 568.13   | 5-09-55-501-002-503             | B Sewer Plant Maintenance      | R        | 08/13/15 | 09/01/15        |               | 14789   | N         |
|   | Vendor Total:                                  |                  | 838.13   |                                 |                                |          |          |                 |               |         |           |
| <b>A0098 ALTERNATIVE MICROGRAPHICS, INC.</b>          |  |                  |          |                                 |                                |          |          |                 |               |         |           |
|   | 15-01432 08/19/15 RECORDS RESTORATION          |                  | 1,084.72 | C-04-55-872-001-445             | B Cleaning, Freeze Drying, etc | R        | 08/19/15 | 09/01/15        |               | 27681   | N         |
|   | 2 INV 27681 8/7/2015                           |                  | 648.07   | C-04-55-872-001-445             | B Cleaning, Freeze Drying, etc | R        | 08/19/15 | 09/01/15        |               | 27653   | N         |
|   | Vendor Total:                                  |                  | 1,732.79 |                                 |                                |          |          |                 |               |         |           |
| <b>AMERTOIO AMERIFENCE, LLC</b>                       |  |                  |          |                                 |                                |          |          |                 |               |         |           |
|   | 15-00913 06/01/15 CHAMBERLAIN 585 GATE OPENER  |                  | 3,490.00 | 5-01-55-000-100-020             | B ADMIN OTHER EXPENSE IRENE    | R        | 06/01/15 | 09/01/15        |               | 15-36   | N         |
|   | 1 CHAMBERLAIN 585 LIFTMASTER                   |                  | 800.00   | 5-09-55-501-002-503             | B Sewer Plant Maintenance      | R        | 06/16/15 | 09/01/15        |               | 15-42   | N         |
|   | 15-01003 06/16/15 INSTALL HIGHWAY GATE OPENER  |                  | 364.00   | 5-09-55-501-002-503             | B Sewer Plant Maintenance      | R        | 07/20/15 | 09/01/15        |               | 15-41   | N         |
|   | 2 4" WIDE MOUTH LATCH                          |                  | 47.00    | 5-09-55-501-002-503             | B Sewer Plant Maintenance      | R        | 07/20/15 | 09/01/15        |               | 15-41   | N         |
|   | 3 LABOR TO STRAIGHTEN GATE (BENT               |                  | 400.00   | 5-09-55-501-002-503             | B Sewer Plant Maintenance      | R        | 07/20/15 | 09/01/15        |               | 15-41   | N         |

| Vendor # Name  | PO # PO Date Description | Item Description | Amount   | Contract PO Type    | Charge Account                       | Acct Type Description | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice | 1099 Excl |
|--|--------------------------|------------------|----------|---------------------|--------------------------------------|-----------------------|----------|----------|-----------------|---------------|---------|-----------|
| AMERIDIO AMERIFENCE, LLC CONTINUED                         |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 15-01231 07/20/15 ADDITIONAL REPAIRS TO HWY GATE CONTINUED |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 4 SAFETY SENSING EDGE KIT                                  |                          |                  | 500.00   | 5-09-55-501-002-503 | B Sewer Plant Maintenance            | R                     | 07/20/15 | 09/01/15 | 15-41           |               |         | N         |
|  |                          |                  | 1,311.00 |                     |                                      |                       |          |          |                 |               |         |           |
| Vendor Total:  |                          |                  | 5,601.00 |                     |                                      |                       |          |          |                 |               |         |           |
| A0107 ANSELL GRIMM & ARRON, PC                             |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 15-01470 08/24/15 JULY LEGAL INVOICES                      |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 1 GENERAL FILE 265135                                      |                          |                  | 806.31   | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265135          |               |         | N         |
| 2 ORDINANCES 265136  |                          |                  | 587.50   | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265136          |               |         | N         |
| 3 RESOLUTIONS 265137                                       |                          |                  | 100.00   | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265137          |               |         | N         |
| 4 ENGINEERING MATTERS 265138                               |                          |                  | 50.00    | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265138          |               |         | N         |
| 5 LABOR MATTERS 265139                                     |                          |                  | 62.50    | 5-01-20-155-001-031 | B Labor, Personnel & Union Council   | R                     | 08/24/15 | 09/01/15 | 265139          |               |         | N         |
| 6 MEETINGS 265140  |                          |                  | 600.00   | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265140          |               |         | N         |
| 7 AFFORDABLE HOUSING 265141                                |                          |                  | 142.83   | T-26-56-286-000-849 | B Recaptured Fds-RCA COAH-Homeowners | R                     | 08/24/15 | 09/01/15 | 265141          |               |         | N         |
| 8 BANKRUPTCY MATTERS 265142                                |                          |                  | 3.30     | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265142          |               |         | N         |
| 9 LITIGATION MERCER ST, 265143                             |                          |                  | 125.00   | 5-01-20-155-001-033 | B Litigation                         | R                     | 08/24/15 | 09/01/15 | 265143          |               |         | N         |
| 10 LITIGATION CASTORO, 265144                              |                          |                  | 250.00   | 5-01-20-155-001-033 | B Litigation                         | R                     | 08/24/15 | 09/01/15 | 265144          |               |         | N         |
| 11 OPRA ISSUES 265145                                      |                          |                  | 100.00   | 5-01-20-155-001-027 | B General Matters                    | R                     | 08/24/15 | 09/01/15 | 265145          |               |         | N         |
| 12 POLICE MATTERS 2015 265146                              |                          |                  | 12.50    | 5-01-20-155-001-031 | B Labor, Personnel & Union Council   | R                     | 08/24/15 | 09/01/15 | 265146          |               |         | N         |
| 13 POLICE MATTERS 2015 265147                              |                          |                  | 237.50   | T-12-56-286-000-888 | B ENCHANTMENT RESERVE                | R                     | 08/24/15 | 09/01/15 | 265147          |               |         | N         |
| 14 SHARED SERVICES 265148                                  |                          |                  | 112.50   | 5-01-20-155-001-031 | B Labor, Personnel & Union Council   | R                     | 08/24/15 | 09/01/15 | 265148          |               |         | N         |
| 15 3RD RD MT LAUREL AFFORD HOUS                            |                          |                  | 4,475.00 | T-26-56-286-000-849 | B Recaptured Fds-RCA COAH-Homeowners | R                     | 08/24/15 | 09/01/15 | 265149          |               |         | N         |
|  |                          |                  | 7,664.94 |                     |                                      |                       |          |          |                 |               |         |           |
| Vendor Total:  |                          |                  | 7,664.94 |                     |                                      |                       |          |          |                 |               |         |           |
| A0054 AQUA PRO-TECH LABORATORIES                           |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 15-01381 08/13/15 INVOICE 5070023M 7/1/15                  |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 1 INVOICE 5070023M 7/1/15                                  |                          |                  | 1,054.00 | 5-09-55-501-002-532 | B Outside Lab Testing                | R                     | 08/13/15 | 09/01/15 | 5070023M        |               |         | N         |
| 15-01382 08/13/15 INVOICE 5060078M                         |                          |                  |          |                     |                                      |                       |          |          |                 |               |         |           |
| 1 INVOICE 5060078M   |                          |                  | 278.00   | 5-09-55-501-002-532 | B Outside Lab Testing                | R                     | 08/13/15 | 09/01/15 | 5060078M        |               |         | N         |
| Vendor Total:  |                          |                  | 1,332.00 |                     |                                      |                       |          |          |                 |               |         |           |



| Vendor # Name                               | PO # PO Date Description                        | Item Description | Amount              | Contract PO Type | Charge Account                       | Acct Type Description | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice         | 1099 Excl |
|---|---|------------------|---------------------|------------------|--------------------------------------|-----------------------|----------|----------|-----------------|---------------|-----------------|-----------|
| 80921 BRITTON INDUSTRIES, INC Continued     |   |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 15-01411 08/19/15 YARD WASTE DISPOSAL           |                  |                     | Continued        |                                      |                       |          |          |                 |               |                 |           |
|   | 5 INV. 0049270-00 YARD WST DISP                 | 68.25            | 5-01-26-311-001-168 | B                | Yardwaste                            | R                     | 08/19/15 | 09/01/15 |                 |               | 0049270-00      | N         |
|   |   | <u>378.75</u>    |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | Vendor Total:                                   | 378.75           |                     |                  |                                      |                       |          |          |                 |               |                 |           |
| C0067 CENTRAL JERSEY POWER                  |   |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 15-01425 08/19/15 TRIMMER FOR WTP               |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 1 INV. 109062 - TRIMMER FOR WTP                 | 279.99           | 5-09-55-501-001-503 | B                | Water Plant Maintenance              | R                     | 08/19/15 | 09/01/15 |                 |               | 109062          | N         |
|   |   | <u>279.99</u>    |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | Vendor Total:                                   | 279.99           |                     |                  |                                      |                       |          |          |                 |               |                 |           |
| C0752 CHAD REED                             |   |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 15-01334 08/10/15 REIMBURSEMENT DUES FIRE/ARSON |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 1 ACTIVE FIRE ARSON INVESTIGATN                 | 100.00           | 5-01-33-195-001-044 | B                | Professional Association Dues        | R                     | 08/10/15 | 09/01/15 |                 |               | REIMBURSEMENT   | N         |
|   | 2 NEW JERSEY CHAPTER DUES                       | 35.00            | 5-01-33-195-001-044 | B                | Professional Association Dues        | R                     | 08/10/15 | 09/01/15 |                 |               | REIMBURSEMENT   | N         |
|   |   | <u>135.00</u>    |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | Vendor Total:                                   | 135.00           |                     |                  |                                      |                       |          |          |                 |               |                 |           |
| 15-01336 08/10/15 REIMBURSEMENT PDF PROGRAM |   |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 1 REIMBURSEMENT PDF PROGRAM                     | 79.90            | 5-01-25-256-002-094 | B                | Computer Service, Support & Software | R                     | 08/10/15 | 09/01/15 |                 |               | PDF Progr REIMB | N         |
|   |   | <u>214.90</u>    |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | Vendor Total:                                   | 214.90           |                     |                  |                                      |                       |          |          |                 |               |                 |           |
| C0058 CINTAS CORPORATION #061               |   |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 15-00140 01/30/15 2015 UNIFORM CONTRACT         |                  |                     | B                |                                      |                       |          |          |                 |               |                 |           |
|   | 28 INV 61807789 DATED 7-3-15                    | 62.12            | 5-09-55-501-002-507 | B                | Uniforms & Safety Equipment          | R                     | 01/30/15 | 09/01/15 |                 |               | 61807789        | N         |
|   | 29 INV 61811534 DATED 7-10-15                   | 62.12            | 5-09-55-501-002-507 | B                | Uniforms & Safety Equipment          | R                     | 01/30/15 | 09/01/15 |                 |               | 61811534        | N         |
|   | 30 INV 61815504 DATED 7-17-15                   | 62.12            | 5-09-55-501-002-507 | B                | Uniforms & Safety Equipment          | R                     | 01/30/15 | 09/01/15 |                 |               | 61815504        | N         |
|   | 31 INV 61819316 DATED 7-24-15                   | 62.12            | 5-09-55-501-002-507 | B                | Uniforms & Safety Equipment          | R                     | 01/30/15 | 09/01/15 |                 |               | 61819316        | N         |
|   | 32 INV 61823194 DATED 7-24-15                   | 62.12            | 5-09-55-501-002-507 | B                | Uniforms & Safety Equipment          | R                     | 01/30/15 | 09/01/15 |                 |               | 61823194        | N         |
|   |   | <u>310.60</u>    |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | Vendor Total:                                   | 310.60           |                     |                  |                                      |                       |          |          |                 |               |                 |           |
| C0938 COLE PARMER                           |   |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 15-01310 07/30/15 POLYMER SYSTEM                |                  |                     |                  |                                      |                       |          |          |                 |               |                 |           |
|   | 1 MASTERFLEX GEAR REDUCER                       | 554.00           | 5-09-55-501-002-503 | B                | Sewer Plant Maintenance              | R                     | 07/30/15 | 09/01/15 |                 |               | 9322955         | N         |



| Vendor # Name                            | PO # PO Date Description                       | Item Description               | Amount   | Contract PO Type    | Charge Account                 | Acct Type Description | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice         | 1099 Excl |
|--|--|--------------------------------|----------|---------------------|--------------------------------|-----------------------|----------|----------|-----------------|---------------|-----------------|-----------|
| D0269 DENNIS SALES & SERVICE INC.        | 15-01250 07/23/15 ANNUAL SVC/REPAIR CHLORINE & | 1 ANNUAL SVC/REPAIR CHLORINE & | 1,197.76 | 5-09-55-501-002-503 | B Sewer Plant Maintenance      | R                     | 07/23/15 | 09/01/15 |                 |               | 15-14048        | N         |
|  | Vendor Total:                                  |                                | 1,197.76 |                     |                                |                       |          |          |                 |               |                 |           |
| D0086 DRAEGER SAFETY DIAGNOSTICS, INC    | 15-01332 08/10/15 CERTIFIED SOLUTION           | 1 CERTIFIED SOLUTION 4407061   | 135.00   | G-02-41-729-006-314 | B Drunk Driving Grant 2011     | R                     | 08/10/15 | 09/01/15 |                 |               | 91147113        | N         |
|  |  | 2 FREIGHT                      | 17.50    | G-02-41-729-006-314 | B Drunk Driving Grant 2011     | R                     | 08/10/15 | 09/01/15 |                 |               | 91147113        | N         |
|  | Vendor Total:                                  |                                | 152.50   |                     |                                |                       |          |          |                 |               |                 |           |
| E0022 EAGLE POINT GUN SHOP               | 14-00921 05/16/14 FEDERAL 55GR FMJ BOAT TAIL   | 1 FEDERAL 55GR FMJ BOAT TAIL   | 960.36   | 4-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 05/16/14 | 09/01/15 |                 |               | XMI93           | N         |
|  | Vendor Total:                                  |                                | 152.50   |                     |                                |                       |          |          |                 |               |                 |           |
| 15-01288 07/27/15 AMMUNITION             | 1 AMMO 147 GR. FEDERAL 9MM/DUTY                |                                | 1,970.00 | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | 2 AMMO 380 95. GR FMJ                          |                                | 212.21   | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | 3 AMMO 130 GR. 38 SPL. FMJ                     |                                | 252.00   | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | 4 AMMO 180 GR. 40 CAL FMJ                      |                                | 497.08   | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | 5 AMMO 230 GR. 45 CAL FMJ                      |                                | 595.58   | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | 6 AMMO 100 GR. COT FRANGIBLE                   |                                | 752.00   | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | 7 AMMO 55 GR. FMJ 5.56                         |                                | 1,920.72 | 5-01-25-240-001-117 | B Ammunition & Target Practice | R                     | 07/27/15 | 09/01/15 |                 |               |                 | N         |
|  | Vendor Total:                                  |                                | 6,199.59 |                     |                                |                       |          |          |                 |               |                 |           |
| E0576 EAST WINDSOR REGIONAL SCHOOL       | 15-01408 08/19/15 FY 2014 ADJUSTMENTS FUEL     | 1 FY 2014 ADJUSTMENTS - FUEL   | 115.96   | 4-01-31-460-001-144 | B Upgrades to Fueling Facility | R                     | 08/19/15 | 09/01/15 |                 |               | 2014 ADJUSTMNTS | N         |
|  | Vendor Total:                                  |                                | 7,159.95 |                     |                                |                       |          |          |                 |               |                 |           |
| 15-01409 08/19/15 FY 2015 RECONCILIATION | 1 FY 2015 RECONCILIATION                       |                                | 2,271.35 | 5-01-31-460-001-144 | B Upgrades to Fueling Facility | R                     | 08/19/15 | 09/01/15 |                 |               | 2015 RECONCILAT | N         |

| Vendor # Name | PO # PO Date Description | Item Description | Amount | Contract PO Type | Charge Account | Acct Type Description | Stat/Chk Enc Date | First Rcvd Date | Chk/Void Date | Invoice | 1099 |
|---------------|--------------------------|------------------|--------|------------------|----------------|-----------------------|-------------------|-----------------|---------------|---------|------|
|---------------|--------------------------|------------------|--------|------------------|----------------|-----------------------|-------------------|-----------------|---------------|---------|------|

E0576 EAST WINDSOR REGIONAL SCHOOL Continued

|          |           |                                |          |  |                     |                                      |   |          |          |           |   |
|----------|-----------|--------------------------------|----------|--|---------------------|--------------------------------------|---|----------|----------|-----------|---|
| 15-01410 | 08/19/15  | JUNE 2015 FUEL USE - ADMIN FEE |          |  |                     |                                      |   |          |          |           |   |
| 1        | JUNE 2015 | FUEL USE - FIRE                | 522.59   |  | 5-01-31-460-001-166 | B Motor Fuel - Fire Dept.            | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 2        | JUNE 2015 | FUEL USE - POLICE              | 1,582.79 |  | 5-01-31-460-001-145 | B Motor Fuel - Police                | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 3        | JUNE 2015 | FUEL USE - EHS 50              | 12.05    |  | 5-01-31-460-001-148 | B Motor Fuel - Emergency Medical     | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 4        | JUNE 2015 | FUEL USE - GARBAGE             | 1,194.60 |  | 5-01-31-460-001-147 | B Motor Fuel - Public Works          | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 5        | JUNE 2015 | FUEL USE - STREETS             | 1,084.83 |  | 5-01-31-460-001-147 | B Motor Fuel - Public Works          | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 6        | JUNE 2015 | FUEL USE - PARKS               | 164.25   |  | 5-01-31-460-001-147 | B Motor Fuel - Public Works          | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 7        | JUNE 2015 | FUEL USE - WATER               | 128.64   |  | 5-09-55-501-001-512 | B Motor Fuel                         | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 8        | JUNE 2015 | FUEL USE - SEWER               | 207.62   |  | 5-09-55-501-002-512 | B Motor Fuel                         | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 9        | JUNE 2015 | FUEL USE - CONSTR.             | 34.66    |  | 5-01-31-460-001-151 | B MOTOR FUEL-CONSTRUCTION DEPARTMENT | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
| 10       | JUNE 2015 | FUEL FACILITY ADMIN.           | 120.00   |  | 5-01-31-460-001-144 | B Upgrades to Fueling Facility       | R | 08/19/15 | 09/01/15 | JUNE 2015 | N |
|          |           |                                | 5,052.03 |  |                     |                                      |   |          |          |           |   |

Vendor Total: 7,439.34

E0578 EAST WINDSOR REGIONAL SCHOOL

|          |                             |                             |          |  |                     |                             |   |          |          |          |   |
|----------|-----------------------------|-----------------------------|----------|--|---------------------|-----------------------------|---|----------|----------|----------|---|
| 15-01443 | 08/24/15                    | TRIPS-DAWES PARK CAMP HB811 |          |  |                     |                             |   |          |          |          |   |
| 1        | TRIPS-DAWES PARK CAMP HB811 |                             | 2,001.00 |  | 5-01-28-370-002-021 | B RECREATION SUMMER PROGRAM | R | 08/24/15 | 09/01/15 | HB-00811 | N |

Vendor Total: 2,001.00

Q0176 EUROFINIS QC, INC

|          |              |                        |        |  |                     |                        |   |          |          |         |   |
|----------|--------------|------------------------|--------|--|---------------------|------------------------|---|----------|----------|---------|---|
| 15-01226 | 07/15/15     | INV #1715584, #1715641 |        |  |                     |                        |   |          |          |         |   |
| 1        | INV #1715584 |                        | 165.50 |  | 5-09-55-501-001-532 | B Outside Testing/Labs | R | 07/15/15 | 09/01/15 | 1715584 | N |
| 2        | INV #1715641 |                        | 61.00  |  | 5-09-55-501-001-532 | B Outside Testing/Labs | R | 07/15/15 | 09/01/15 | 1715641 | N |
| 3        | INV #1715640 |                        | 281.00 |  | 5-09-55-501-001-532 | B Outside Testing/Labs | R | 07/15/15 | 09/01/15 | 1715640 | N |
| 4        | INV #1716199 |                        | 107.00 |  | 5-09-55-501-001-532 | B Outside Testing/Labs | R | 07/15/15 | 09/01/15 | 1716199 | N |
|          |              |                        | 614.50 |  |                     |                        |   |          |          |         |   |

15-01284 07/27/15 INV #1716803

|   |              |  |        |  |                     |                        |   |          |          |         |   |
|---|--------------|--|--------|--|---------------------|------------------------|---|----------|----------|---------|---|
| 1 | INV #1716803 |  | 381.00 |  | 5-09-55-501-001-532 | B Outside Testing/Labs | R | 07/27/15 | 09/01/15 | 1716803 | N |
|---|--------------|--|--------|--|---------------------|------------------------|---|----------|----------|---------|---|

15-01313 07/30/15 CHRONIC TOXICITY TEST

|   |                       |  |        |  |                     |                       |   |          |          |         |   |
|---|-----------------------|--|--------|--|---------------------|-----------------------|---|----------|----------|---------|---|
| 1 | CHRONIC TOXICITY TEST |  | 625.00 |  | 5-09-55-501-002-532 | B Outside Lab Testing | R | 07/30/15 | 09/01/15 | 1720960 | N |
|---|-----------------------|--|--------|--|---------------------|-----------------------|---|----------|----------|---------|---|

Vendor Total: 1,620.50



| Vendor # Name                        | PO # PO Date Description | Item Description               | Contract PO Type    | Amount        | Charge Account | Acct Type Description         | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice       | 1099 Excl |
|--------------------------------------|--------------------------|--------------------------------|---------------------|---------------|----------------|-------------------------------|----------|----------|-----------------|---------------|---------------|-----------|
| <b>G0050 GROVE SUPPLY INC</b>        |                          |                                |                     |               |                |                               |          |          |                 |               |               |           |
| 15-01248 07/23/15 PVC & NIPPLES      |                          |                                |                     |               |                |                               |          |          |                 |               |               |           |
|                                      | 1                        | 20' 3/4" SCH 40 PVC            | 5-09-55-501-002-503 | 9.60          |                | B Sewer Plant Maintenance     | R        | 07/23/15 | 09/01/15        |               | S4200466,3201 | N         |
|                                      | 2                        | 3/8 X 2 1/2 GAV NIPPLE         | 5-09-55-501-002-503 | 13.54         |                | B Sewer Plant Maintenance     | R        | 07/23/15 | 09/01/15        |               | S4200466,3201 | N         |
|                                      |                          |                                |                     | 23.14         |                |                               |          |          |                 |               |               |           |
| 15-01413 08/19/15 JULY 2015 INVOICES |                          |                                |                     |               |                |                               |          |          |                 |               |               |           |
|                                      | 1                        | INV. S4204497.001 - GRANT AVE. | 5-01-26-290-001-127 | 16.65         |                | B Street Repair & Maintenance | R        | 08/19/15 | 09/01/15        |               | S4204497.001  | N         |
|                                      | 2                        | INV. S4198009.001 - ELL/PIPE   | 5-01-26-290-001-127 | 6.94          |                | B Street Repair & Maintenance | R        | 08/19/15 | 09/01/15        |               | S4198009.001  | N         |
|                                      | 3                        | INV. S4199584.001 - ELL/PIPE   | 5-01-26-290-001-127 | 8.20          |                | B Street Repair & Maintenance | R        | 08/19/15 | 09/01/15        |               | S41995843.001 | N         |
|                                      | 4                        | INV. S4201342.001 - COUPLING   | 5-01-26-290-001-127 | 7.50          |                | B Street Repair & Maintenance | R        | 08/19/15 | 09/01/15        |               | S4201342.001  | N         |
|                                      | 5                        | INV. S4209241.001 - TANK LEVER | 5-01-26-310-001-024 | 22.06         |                | B Building Maintenance        | R        | 08/19/15 | 09/01/15        |               | S4209241.001  | N         |
|                                      |                          |                                |                     | 61.35         |                |                               |          |          |                 |               |               |           |
|                                      |                          |                                |                     | 84.49         |                |                               |          |          |                 |               |               |           |
|                                      |                          |                                |                     | Vendor Total: |                |                               |          |          |                 |               |               |           |

| Vendor # Name                       | PO # PO Date Description | Item Description           | Contract PO Type    | Amount        | Charge Account | Acct Type Description       | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice   | 1099 Excl |
|-------------------------------------|--------------------------|----------------------------|---------------------|---------------|----------------|-----------------------------|----------|----------|-----------------|---------------|-----------|-----------|
| <b>H 85 HACH CO.</b>                |                          |                            |                     |               |                |                             |          |          |                 |               |           |           |
| 15-01249 07/23/15 QUOTE 100093789V1 |                          |                            |                     |               |                |                             |          |          |                 |               |           |           |
|                                     | 1                        | SODIUM HYDROXIDE 5N        | 5-09-55-501-002-506 | 22.63         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 2                        | PHOSVER 3                  | 5-09-55-501-002-506 | 29.68         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 3                        | POTASSIUM PERSULFATE       | 5-09-55-501-002-506 | 28.08         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 4                        | ELECTRODE STORAGE SOLUTION | 5-09-55-501-002-506 | 19.30         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 5                        | ELECTRODE FILLING SOLUTION | 5-09-55-501-002-506 | 10.53         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 6                        | M-FC ROSOLIC ACID BROTH    | 5-09-55-501-002-506 | 68.55         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 7                        | L T BROTH                  | 5-09-55-501-002-506 | 52.62         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 8                        | EC MEDIUM                  | 5-09-55-501-002-506 | 52.62         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 9                        | SULFURIC ACID              | 5-09-55-501-002-506 | 30.76         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     | 10                       | NITRIC ACID                | 5-09-55-501-002-506 | 45.27         |                | B Lab. Equipment & Supplies | R        | 07/23/15 | 09/01/15        |               | 313745218 | N         |
|                                     |                          |                            |                     | 360.04        |                |                             |          |          |                 |               |           |           |
|                                     |                          |                            |                     | Vendor Total: |                |                             |          |          |                 |               |           |           |

| Vendor # Name                                   | PO # PO Date Description | Item Description            | Contract PO Type    | Amount | Charge Account | Acct Type Description | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice | 1099 Excl |
|---|--------------------------|-----------------------------|---------------------|--------|----------------|-----------------------|----------|----------|-----------------|---------------|---------|-----------|
| <b>U1160 HD SUPPLY WATERWORKS, LTD.</b>         |                          |                             |                     |        |                |                       |          |          |                 |               |         |           |
| 15-01427 08/19/15 WATER REPAIR/METER READ PARTS |                          |                             |                     |        |                |                       |          |          |                 |               |         |           |
|   | 1                        | INV. E118964 - REED 3/4 MTR | 5-09-55-501-001-524 | 52.00  |                | B Meter & Meter Parts | R        | 08/19/15 | 09/01/15        |               | E118964 | N         |
|   | 2                        | INV. E100779 - TOUCHREADER  | 5-09-55-501-001-524 | 622.00 |                | B Meter & Meter Parts | R        | 08/19/15 | 09/01/15        |               | E100779 | N         |





| Vendor # Name                                  | PO # PO Date Description                         | Item Description | Amount   | Contract PO Type Charge Account | Acct Type Description     | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice        | 1099 Excl |
|--|--|------------------|----------|---------------------------------|---------------------------|----------|----------|-----------------|---------------|----------------|-----------|
| <b>J0258 JCP&amp;L (STREET LIGHTING)</b>       |  |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01467 08/24/15 DPW 100011415765 8/19/15       |                  | 1,626.49 | 5-01-31-435-001-075             | B Street Lighting         | R        | 08/24/15 | 09/01/15        |               | 100011415765   | N         |
|  | 1 DPW 100011415765 8/19/15                       |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01468 08/24/15 100011415724 8/19/15           |                  | 396.59   | 5-01-31-435-001-075             | B Street Lighting         | R        | 08/24/15 | 09/01/15        |               | 100011415724   | N         |
|  | 1 100011415724 8/19/15                           |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | Vendor Total:                                    |                  | 2,023.08 |                                 |                           |          |          |                 |               |                |           |
| <b>J0869 JERSEY ELEVATOR SERVICE</b>           |  |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01419 08/19/15 JULY 2015 CONTRACTUAL SERVICE  |                  | 334.64   | 5-01-26-310-001-029             | B Maintenance Contracts   | R        | 08/19/15 | 09/01/15        |               | 159362         | N         |
|  | 1 INV. 159362 - JULY 2015                        |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | Vendor Total:                                    |                  | 334.64   |                                 |                           |          |          |                 |               |                |           |
| <b>N0125 MAILFINANCE</b>                       |  |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01127 07/06/15 INV N5398353 DATED 6/26/15     |                  | 171.07   | 5-01-30-421-001-029             | B Meter Rental/Maintance  | R        | 07/06/15 | 09/01/15        |               | N5398353       | N         |
|  | 1 INV N5398353 DATED 6/26/15                     |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01450 08/24/15 INV N5449196 DATED 8/28/15     |                  | 171.07   | 5-01-30-421-001-029             | B Meter Rental/Maintance  | R        | 08/24/15 | 09/01/15        |               | N5449196       | N         |
|  | 1 INV N5449196 DATED 8/28/15                     |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01505 09/01/15 INV N5495169 DATED 9/28/15     |                  | 171.07   | 5-01-30-421-001-029             | B Meter Rental/Maintance  | R        | 09/01/15 | 09/01/15        |               | N5495169       | N         |
|  | 1 INV N5495169 DATED 9/28/15                     |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | Vendor Total:                                    |                  | 513.21   |                                 |                           |          |          |                 |               |                |           |
| <b>M0072 MCD&amp;CAA -ATTN M.UMBRO, TREAS.</b> |  |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01333 08/10/15 MEMBERSHIP DUES 6/1/15-6/30/16 |                  | 35.00    | 5-01-20-176-000-041             | B Conference and Meetings | R        | 08/10/15 | 09/01/15        |               | GILSEMAN 15-16 | N         |
|  | 1 MEMBERSHIP KRISTY GILSEMAN                     |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | Vendor Total:                                    |                  | 35.00    |                                 |                           |          |          |                 |               |                |           |
| <b>M0180 MCMASTER-CARR</b>                     |  |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 15-01234 07/20/15 ALS BRUSH HOLDER ALUMINUM      |                  | 116.85   | 5-09-55-501-002-503             | B Sewer Plant Maintenance | R        | 07/20/15 | 09/02/15        |               | 34812139       | N         |
|  | 1 ALS BRUSH HOLDER ALUMINUM 6'                   |                  |          |                                 |                           |          |          |                 |               |                |           |
|  | 2 TIE DOWN STRAP                                 |                  | 23.85    | 5-09-55-501-002-503             | B Sewer Plant Maintenance | R        | 09/01/15 | 09/02/15        |               | 34812139       | N         |
|  | 3 TIE DOWN STRAP                                 |                  | 32.85    | 5-09-55-501-002-503             | B Sewer Plant Maintenance | R        | 09/01/15 | 09/02/15        |               | 34812139       | N         |

| Vendor # Name       | PO # PO Date Description                         | Item Description | Amount | Contract PO Type    | Charge Account | Acct Type Description     | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice  | 1099 | Exc] |
|---------------------|--|------------------|--------|---------------------|----------------|---------------------------|----------|----------|-----------------|---------------|----------|------|------|
| M0180 MCMASTER-CARR |  | Continued        |        |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 15-01234 07/20/15 ALS BRUSH HOLDER ALUMINUM      |                  | 37.44  | 5-09-55-501-002-503 | Continued      | B Sewer Plant Maintenance | R        | 09/01/15 | 09/02/15        |               | 34812139 | N    |      |
|                     | 4 BATTERY OPERATED CLOCK                         |                  | 14.90  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 09/01/15 | 09/02/15        |               | 34812139 | N    |      |
|                     | 5 SHIPPING                                       |                  | 225.89 |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 15-01325 08/10/15 MISC SUPPLIES                  |                  |        |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 1 PIPE BRUSH                                     |                  | 23.90  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/10/15 | 09/01/15        |               | 36493833 | N    |      |
|                     | 2 DUAL SURFACE MATTS                             |                  | 61.86  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/10/15 | 09/01/15        |               |          | N    |      |
|                     | 3 3L290 BELTS                                    |                  | 12.34  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/10/15 | 09/01/15        |               |          | N    |      |
|                     | 4 CLAMPS   |                  | 8.04   | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/10/15 | 09/01/15        |               |          | N    |      |
|                     | 5 SHIPPING                                       |                  | 8.38   | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               |          | N    |      |
|                     |  |                  | 114.52 |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 15-01391 08/17/15 1" BRAIDED TUBING/MAG FEED 100 |                  |        |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 1 1" BRAIDED TUBING/MAG FEED 100'                |                  | 518.00 | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 2 SHIPPING                                       |                  | 20.81  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               | 36988307 | N    |      |
|                     |  |                  | 538.81 |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 15-01396 08/17/15 RFP PUMP SUPPLIES              |                  |        |                     |                |                           |          |          |                 |               |          |      |      |
|                     | 1 STRUT CLAMPS 3"                                |                  | 14.64  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 2 STRUT CLAMPS 1"                                |                  | 9.42   | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 4 3" RUBBER GASKETS                              |                  | 12.36  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 5 1" BALL VALVE                                  |                  | 72.27  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 6 1" COUPLING                                    |                  | 18.12  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 7 1" FXM   |                  | 27.96  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 8 4638K729                                       |                  | 10.89  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/17/15 | 09/01/15        |               |          | N    |      |
|                     | 9 4638K128                                       |                  | 25.00  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/19/15 | 09/01/15        |               |          | N    |      |
|                     | 10 4638K728                                      |                  | 21.56  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/19/15 | 09/01/15        |               |          | N    |      |
|                     | 11 4638K743                                      |                  | 11.00  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               |          | N    |      |
|                     | 12 4499K84                                       |                  | 81.98  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               |          | N    |      |
|                     | 13 SHIPPING                                      |                  | 15.54  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               |          | N    |      |
|                     | 14 CREDIT  |                  | 10.89  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               |          | N    |      |
|                     | 15 4885K27                                       |                  | 59.80  | 5-09-55-501-002-503 |                | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               |          | N    |      |
|                     |  |                  | 369.65 |                     |                |                           |          |          |                 |               |          |      |      |

Vendor Total: 1,248.87









| Vendor # Name                             | PO # PO Date Description                         | Item Description | Amount | Contract PO Type | Charge Account      | Acct Type Description     | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice    | 1099 Excl |
|---|--|------------------|--------|------------------|---------------------|---------------------------|----------|----------|-----------------|---------------|------------|-----------|
| PROGR005 PROGRESSIVE HYDRAULICS Continued |  |                  |        |                  |                     |                           |          |          |                 |               |            |           |
|   | 15-01245 07/23/15 QUOTE ATTACHED REGULATORS      |                  | 32.08  |                  | 5-09-55-501-002-503 | B Sewer Plant Maintenance | R        | 08/31/15 | 09/01/15        |               | 999251-001 | N         |
|   | 4 SHIPPING                                       |                  | 487.44 |                  |                     |                           |          |          |                 |               |            |           |
|   | Vendor Total:                                    |                  | 487.44 |                  |                     |                           |          |          |                 |               |            |           |
| P0044 PSE&G                               |  |                  |        |                  |                     |                           |          |          |                 |               |            |           |
|   | 15-01496 09/01/15 DPW 156 BANK 6687890808 AUGUST |                  | 18.86  |                  | 5-01-31-446-001-070 | B Gas Heat - Borough Hall | R        | 09/01/15 | 09/02/15        |               | 6687890808 | N         |
|   | 15-01497 09/01/15 DPW 1ST AVE WATER TOWER JULY   |                  | 12.23  |                  | 5-01-31-446-001-070 | B Gas Heat - Borough Hall | R        | 09/01/15 | 09/02/15        |               | 6503987609 | N         |
|   | 15-01498 09/01/15 EMS 6550326206 AUGUST          |                  | 14.47  |                  | 5-01-25-260-001-073 | B Natural Gas Heat        | R        | 09/01/15 | 09/01/15        |               | 6550326206 | N         |
|   | 15-01499 09/01/15 HFD 6675946706 AUGUST          |                  | 16.59  |                  | 5-01-31-446-001-143 | B Gas/Heat - Fire House   | R        | 09/01/15 | 09/02/15        |               | 6675946706 | N         |
|   | 15-01500 09/01/15 6539567103 140 N MAIN AUGUST   |                  | 62.29  |                  | 5-01-31-446-001-143 | B Gas/Heat - Fire House   | R        | 09/01/15 | 09/02/15        |               | 6539567103 | N         |
|   | 15-01501 09/01/15 6579810904 148N MAIN #R AUGUST |                  | 32.62  |                  | 5-01-31-446-001-070 | B Gas Heat - Borough Hall | R        | 09/01/15 | 09/02/15        |               | 6579810904 | N         |
|   | 15-01502 09/01/15 6606292905 BANK STREET AUGUST  |                  | 11.17  |                  | 5-09-55-501-001-505 | B Gas Service             | R        | 09/01/15 | 09/02/15        |               | 6606292905 | N         |
|   | 15-01503 09/01/15 OAK LANE 6679486904 AUGUST     |                  | 151.81 |                  | 5-09-55-501-002-505 | B Gas Service             | R        | 09/01/15 | 09/01/15        |               | 6679486904 | N         |
|   | Vendor Total:                                    |                  | 320.04 |                  |                     |                           |          |          |                 |               |            |           |

| Vendor # Name  | PO # PO Date Description                         | Item Description | Amount           | Contract PO Type Charge Account | Acct Type Description                      | Stat/Chk | First Rcvd Enc Date Date | Chk/Void Date | Invoice        | 1099 Excl |
|--|--|------------------|------------------|---------------------------------|--|----------|--------------------------|---------------|----------------|-----------|
| <b>Q0160 QUICK STOP FIRE PROTECTION</b>                    |  |                  |                  |                                 |  |          |                          |               |                |           |
|  | 15-01335 08/10/15 FIRE EXTINGUISHERS INV 5428    |                  | 185.75           | 5-01-25-260-001-036             | B Office Supplies                          | R        | 08/10/15 09/01/15        | 5428          |                | N         |
|  | 1 INV 5428                                       |                  | 185.75           |                                 |  |          |                          |               |                |           |
|  | <b>Vendor Total:</b>                             |                  | <b>185.75</b>    |                                 |  |          |                          |               |                |           |
| <b>R0525 REGISTRARS' ASSOC OF NJ</b>                       |  |                  |                  |                                 |  |          |                          |               |                |           |
|  | 15-01431 08/19/15 NJRA 2015 FALL MEETING         |                  | 55.00            | 5-01-20-120-001-041             | B Conferences & Meetings                   | R        | 08/19/15 09/01/15        |               | D.SOPRONYI     | N         |
|  | 1 NJRA 2015 FALL MEETING                         |                  | 55.00            | 5-01-20-120-001-041             | B Conferences & Meetings                   | R        | 08/19/15 09/01/15        |               | M.RIGGIO       | N         |
|  | 2 NJRA 2015 FALL MEETING                         |                  | 110.00           |                                 |  |          |                          |               |                |           |
|  | <b>Vendor Total:</b>                             |                  | <b>110.00</b>    |                                 |  |          |                          |               |                |           |
| <b>REPUB005 REPUBLIC SERVICES</b>                          |  |                  |                  |                                 |  |          |                          |               |                |           |
|  | 15-01264 07/27/15 RES 2015-162 DUMPSTER SERVICES |                  | 6,750.88         | 5-01-26-305-001-029             | B Contract-Republic Services, NJ-Dumpsters | R        | 07/27/15 09/01/15        |               | 0689001890226  | N         |
|  | 2 INV 0689-001890226 DATED 7/12                  |                  | 2,845.79         | 5-01-26-305-001-029             | B Contract-Republic Services, NJ-Dumpsters | R        | 07/27/15 09/01/15        |               | 0689-001913210 | N         |
|  | 3 0689-001913210 dated 8/12/15                   |                  | 9,596.67         |                                 |  |          |                          |               |                |           |
|  | <b>Vendor Total:</b>                             |                  | <b>9,596.67</b>  |                                 |  |          |                          |               |                |           |
| <b>R0077 ROBERTS ENGINEERING GRP LLC</b>                   |  |                  |                  |                                 |  |          |                          |               |                |           |
|  | 15-01473 08/25/15 PEDDIE SCHOOL DORM A CONSTRUCT |                  | 731.50           | PEDD2-14IF                      | P PEDDIE SCHOOL-NEW DORMS                  | R        | 08/25/15 09/01/15        | 14186         |                | N         |
|  | 1 DORM A CONSTRUCTION #14186                     |                  | 3,320.50         | PEDD2-14IF                      | P PEDDIE SCHOOL-NEW DORMS                  | R        | 08/04/15 09/01/15        | 14239         |                | N         |
|  | 2 DORM A CONSTRUCTION #14239                     |                  | 4,052.00         |                                 |  |          |                          |               |                |           |
|  | <b>Vendor Total:</b>                             |                  | <b>9,596.67</b>  |                                 |  |          |                          |               |                |           |
| <b>15-01506 09/01/15 14268, 14269, 14270, 14271, 14272</b> |  |                  |                  |                                 |  |          |                          |               |                |           |
|  | 1 14268 ENCHANTMENT                              |                  | 871.25           | T-12-56-286-000-888             | B ENCHANTMENT RESERVE                      | R        | 09/01/15 09/01/15        | 14268         |                | N         |
|  | 2 14269 ULTRAVIOLET DISINFECTION                 |                  | 1,420.00         | 5-09-55-501-002-508             | B Engineer                                 | R        | 09/01/15 09/01/15        | 14269         |                | N         |
|  | 3 14270 WELL NO 2 REHAB                          |                  | 118.00           | 5-09-55-501-001-508             | B Engineer                                 | R        | 09/01/15 09/01/15        | 14270         |                | N         |
|  | 4 14271 2013 ROAD PROGRAM                        |                  | 8,431.25         | C-04-55-871-001-447             | B ROAD IMP PARK, GREELEY GLEN BROOK SEC 20 | R        | 09/01/15 09/01/15        | 14271         |                | N         |
|  | 5 14272 2014 ROAD PROGRAM                        |                  | 2,858.75         | C-04-55-873-001-447             | B SECTION 20 EXPENSES                      | R        | 09/01/15 09/01/15        | 14272         |                | N         |
|  |  |                  | 13,699.25        |                                 |  |          |                          |               |                |           |
|  | <b>Vendor Total:</b>                             |                  | <b>17,751.25</b> |                                 |  |          |                          |               |                |           |

| Vendor # Name                            | PO # PO Date Description                         | Item Description | Amount   | Contract PO Type    | Charge Account | Acct Type Description         | Stat/chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice        | Exc] |
|--|--|------------------|----------|---------------------|----------------|-------------------------------|----------|----------|-----------------|---------------|----------------|------|
| <b>R1145 RUTGERS UNIVERSITY</b>          |  |                  |          |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01107 07/02/15 TAX COLLECTION III - M. PATEL  |                  | 1,088.00 | 5-01-20-145-001-042 | B              | Education & Training          | R        | 07/02/15 | 09/01/15        |               | TC-4303-SU15-1 | N    |
|  | Vendor Total:                                    |                  | 1,088.00 |                     |                |                               |          |          |                 |               |                |      |
| <b>S0363 S &amp; S ARTS &amp; CRAFTS</b> |  |                  |          |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01440 08/24/15 INVOICE 8689388 CAMP SUPPLIES  |                  | 617.34   | 5-01-28-370-002-021 | B              | RECREATION SUMMER PROGRAM     | R        | 08/24/15 | 09/01/15        |               | 8689388        | N    |
|  | Vendor Total:                                    |                  | 617.34   |                     |                |                               |          |          |                 |               |                |      |
| <b>S0161 SAFE-T</b>                      |  |                  |          |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01301 07/29/15 PROPOSAL 3983 BOOTS FIRE DEPT  |                  | 1,775.00 | 5-01-25-252-002-032 | B              | Uniform Repairs & Accessories | R        | 07/29/15 | 09/01/15        |               |                | N    |
|  | Vendor Total:                                    |                  | 1,775.00 |                     |                |                               |          |          |                 |               |                |      |
| <b>S0061 SEA BOX</b>                     |  |                  |          |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01222 07/15/15 INV #S107975                   |                  | 75.00    | 5-01-26-310-001-025 | B              | Building Rental               | R        | 07/15/15 | 09/01/15        |               | S107975        | N    |
|  | Vendor Total:                                    |                  | 150.00   |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01420 08/19/15 CONTAINER RENTAL - COURT       |                  | 75.00    | 5-01-26-310-001-025 | B              | Building Rental               | R        | 08/19/15 | 09/01/15        |               | S109568        | N    |
|  | Vendor Total:                                    |                  | 119.80   |                     |                |                               |          |          |                 |               |                |      |
| <b>SIGNA005 SIGNATURE-FONTS.COM</b>      |  |                  |          |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01475 08/31/15 4 SIGNATURES FOR CHECKS & PO'S |                  | 119.80   | 5-01-20-100-001-044 | B              | Professional Assoc. Dues      | R        | 08/31/15 | 09/02/15        |               | 13402          | N    |
|  | Vendor Total:                                    |                  | 119.80   |                     |                |                               |          |          |                 |               |                |      |
| <b>S0051 SOKOL, BEHOT &amp; FIORENZO</b> |  |                  |          |                     |                |                               |          |          |                 |               |                |      |
|  | 15-01442 08/24/15 INV 143500 BRUCKNER/MERCER ST  |                  | 136.75   | 5-01-20-155-001-033 | B              | Litigation                    | R        | 08/24/15 | 09/01/15        |               | 143500         | N    |
|  | Vendor Total:                                    |                  | 136.75   |                     |                |                               |          |          |                 |               |                |      |

| Vendor # Name                                  | PO # PO Date Description | Item Description               | Amount   | Contract PO Type Charge Account | Acct Type Description         | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice    | 1099 Excl |
|--|--------------------------|--------------------------------|----------|---------------------------------|-------------------------------|----------|----------|-----------------|---------------|------------|-----------|
| S0951 SOKOL, BEHOT & FIGRENZO Continued        |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
| 15-01474 08/25/15 JULY MEETINGS AND ADVICE     |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
|  | 1                        | JULY 13 MEETING - INV. #144645 | 166.66   | 5-01-21-180-001-107             | B Planning Board - Attorney   | R        | 08/25/15 | 09/01/15        |               | 144654     | N         |
|  | 2                        | ADVICE-POSSIBLE ZONING APPEAL  | 180.00   | 5-01-21-180-001-107             | B Planning Board - Attorney   | R        | 06/30/15 | 09/01/15        |               | #144419    | N         |
|  | 3                        | ADVICE - JULY                  | 1,665.25 | 5-01-21-180-001-107             | B Planning Board - Attorney   | R        | 07/31/15 | 09/01/15        |               | #144644    | N         |
|  |                          |                                | 2,011.91 |                                 |                               |          |          |                 |               |            |           |
|  | 15-01494                 | 09/01/15 INV 144646            |          |                                 |                               |          |          |                 |               |            |           |
|  | 1                        | INV 144646                     | 260.00   | 5-01-20-155-001-033             | B Litigation                  | R        | 09/01/15 | 09/01/15        |               | 144646     | N         |
|  |                          | Vendor Total:                  | 2,408.66 |                                 |                               |          |          |                 |               |            |           |
| S0249 STATE OF NEW JERSEY                      |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
| 15-01480 08/31/15 2014 UNEMPLOYMENT ASSESSMENT |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
|  | 1                        | 2014 UNEMPLOYMENT ASSESSMENT   | 768.59   | 4-01-23-210-003-115             | B Medical Ins-Emp] Grp Health | R        | 08/31/15 | 09/01/15        |               | 216000721/ | 2014 N    |
|  |                          | Vendor Total:                  | 768.59   |                                 |                               |          |          |                 |               |            |           |
| T0030 THE TIMES                                |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
| 15-01400 08/19/15 LEGAL ADS 6/19 - 7/24        |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
|  | 1                        | NOTICE TO BIDDERS              | 49.98    | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1069277    | N         |
|  | 2                        | MOUNT LAUREL DECISION 7/13/15  | 82.94    | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1089910    | N         |
|  | 3                        | BOROUGH COUNCIL 7/23 MEETING   | 5.80     | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1069277    | N         |
|  | 4                        | ORD 2015-15 INTRO 7/24/15      | 44.06    | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1089910    | N         |
|  |                          |                                | 182.78   |                                 |                               |          |          |                 |               |            |           |
| 15-01430 08/19/15 LEGAL ADS 7/24 - 8/8/2015    |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
|  | 1                        | ORD 2015-16 INTRO 7/24/15      | 27.84    | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1089910    | N         |
|  | 2                        | ORD 2015-12 INTRO 7/24/15      | 31.32    | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1089910    | N         |
|  | 3                        | PLANNING BOARD 8/10 MEETING    | 10.44    | 5-01-21-180-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1089910    | N         |
|  | 4                        | BOROUGH COUNCIL 8/10/14        | 11.02    | 5-01-20-120-001-021             | B Advertisements              | R        | 08/19/15 | 09/01/15        |               | 1089910    | N         |
|  |                          |                                | 80.62    |                                 |                               |          |          |                 |               |            |           |
|  |                          | Vendor Total:                  | 263.40   |                                 |                               |          |          |                 |               |            |           |
| T0972 TIMBERWOLF TREE SERVICE                  |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
| 15-01407 08/19/15 BLACK MULCH                  |                          |                                |          |                                 |                               |          |          |                 |               |            |           |
|  | 1                        | BLACK MULCH                    | 15.00    | 5-01-28-369-001-141             | B Parks & Playgrd Maintenance | R        | 08/19/15 | 09/01/15        |               |            | N         |

| Vendor # Name | PO # PO Date Description                        | Item Description | Amount   | Contract PO Type Charge Account | Acct Type Description                | Stat/chk | First Rcvd Enc Date Date | Chk/Void Date | Invoice       | 1099 Exc] |
|---------------|---|------------------|----------|---------------------------------|--------------------------------------|----------|--------------------------|---------------|---------------|-----------|
| T0972         | TIMBERWOLF TREE SERVICE                         | Continued        |          |                                 |                                      |          |                          |               |               |           |
|               | 15-01407 08/19/15 BLACK MULCH                   |                  | 1,140.00 | 5-01-28-370-002-194             | B Misc-safety Surface Install.       | R        | 08/19/15 09/01/15        |               |               | N         |
|               | 2 BLACK MULCH                                   |                  | 1,155.00 |                                 |                                      |          |                          |               |               |           |
|               | Vendor Total:                                   |                  | 1,155.00 |                                 |                                      |          |                          |               |               |           |
| T0060         | TOWNSHIP OF ROBBINSVILLE                        | Continued        |          |                                 |                                      |          |                          |               |               |           |
|               | 15-01385 08/13/15 3RD QUARTER COURT FACILITIES  |                  | 2,550.00 | 5-01-26-310-001-025             | B Building Rental                    | R        | 08/13/15 09/01/15        |               | 3RD QTR COURT | N         |
|               | 1 3RD QUARTER COURT FACILITIES                  |                  | 2,550.00 |                                 |                                      |          |                          |               |               |           |
|               | Vendor Total:                                   |                  | 2,550.00 |                                 |                                      |          |                          |               |               |           |
| TRIA0005      | TRIAD ASSOCIATES                                |                  |          |                                 |                                      |          |                          |               |               |           |
|               | 15-01441 08/24/15 INVN 4353 DATED JUNE 30 (REV) |                  | 337.50   | C-04-55-823-001-444             | B IMPROV AUTH HOUSING REHAB          | R        | 08/24/15 09/01/15        |               | 4353          | N         |
|               | 1 INVN 4353 DATED JUNE 30 (REV)                 |                  | 337.50   |                                 |                                      |          |                          |               |               |           |
|               | Vendor Total:                                   |                  | 337.50   |                                 |                                      |          |                          |               |               |           |
| T1066         | TROPICANA CASINO RESORT                         |                  |          |                                 |                                      |          |                          |               |               |           |
|               | 15-01161 07/08/15 LEAGUE ROOMS                  |                  | 95.00    | 5-01-20-110-001-195             | B Mayor's Expense                    | R        | 07/08/15 09/01/15        |               |               | N         |
|               | 1 RESERVATION FOR LARRY                         |                  | 190.00   | 5-01-20-100-001-041             | B Conferences & Meetings             | R        | 07/08/15 09/01/15        |               |               | N         |
|               | 2 RESERVATIONS FOR HENRY                        |                  | 285.00   | 5-01-20-100-001-041             | B Conferences & Meetings             | R        | 07/08/15 09/01/15        |               |               | N         |
|               | 3 RESERVATIONS FOR DEBRA                        |                  | 570.00   |                                 |                                      |          |                          |               |               |           |
|               | Vendor Total:                                   |                  | 570.00   |                                 |                                      |          |                          |               |               |           |
| T0050         | TRU-STOR LLC                                    |                  |          |                                 |                                      |          |                          |               |               |           |
|               | 15-01019 06/22/15 OFF SITE BACK UP 2ND QTR 2015 |                  | 911.18   | 5-01-20-140-001-060             | B Internet Services and web Services | R        | 06/22/15 09/01/15        |               | 57353         | N         |
|               | 1 OFF SITE BACK UP 2ND QTR 2015                 |                  | 911.18   |                                 |                                      |          |                          |               |               |           |
|               | Vendor Total:                                   |                  | 911.18   |                                 |                                      |          |                          |               |               |           |

| Vendor # Name                         | PO # PO Date Description                         | Item Description | Amount   | Contract PO Type | Charge Account      | Acct Type Description       | Stat/Chk | Enc Date | First Rcvd Date | Chk/Void Date | Invoice   | 1099 Excl |
|---------------------------------------|--|------------------|----------|------------------|---------------------|-----------------------------|----------|----------|-----------------|---------------|-----------|-----------|
| <b>T1075 TRUSCO MANUFACTURING CO.</b> |  |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 15-01429 08/19/15 SCREEN FOR LINE STRIPER        |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 1 INV. 6872 - SCREEN FOR LINE                    |                  | 28.50    |                  | 5-01-26-290-001-050 | B DPW Work Equipment        | R        | 08/19/15 | 09/01/15        |               | 6872      | N         |
|                                       | Vendor Total: 28.50                              |                  |          |                  |                     |                             |          |          |                 |               |           |           |
| <b>U0007 UNIVAR USA</b>               |  |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 15-00359 02/24/15 RES 2015-61 CHLORINE           |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 8 INV HB791028 CHLORINE                          |                  | 324.00   |                  | 5-09-55-501-001-526 | B Chlorine                  | R        | 02/24/15 | 09/01/15        |               | HB791028  | N         |
|                                       | 9 hb798918 8/12/15                               |                  | 486.00   |                  | 5-09-55-501-001-526 | B Chlorine                  | R        | 02/24/15 | 09/01/15        |               | 798918    | N         |
|                                       |  |                  | 810.00   |                  |                     |                             |          |          |                 |               |           |           |
|                                       | Vendor Total: 810.00                             |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 15-00363 02/24/15 RES 2015-34 CALCIUM HYDROXIDE  |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 6 INV HB797981 DATED 7/31/15                     |                  | 930.00   |                  | 5-09-55-501-001-527 | B Calcium Hydroxide - Lime  | R        | 02/24/15 | 09/01/15        |               | HB797981  | N         |
|                                       | 15-00364 02/24/15 RES 2015-34 CALCIUM HYDROXIDE  |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 4 HB797980 DATED 7/31/15                         |                  | 310.00   |                  | 5-09-55-501-002-553 | B Calcium Hydroxide (Lime)  | R        | 02/24/15 | 09/02/15        |               | HB797980  | N         |
|                                       | 5 HB798917 DATED 8/12/15                         |                  | 310.00   |                  | 5-09-55-501-002-553 | B Calcium Hydroxide (Lime)  | R        | 02/24/15 | 09/02/15        |               | HB798917  | N         |
|                                       | 6 INV HB 799560 DATED 8/20/15                    |                  | 620.00   |                  | 5-09-55-501-002-553 | B Calcium Hydroxide (Lime)  | R        | 02/24/15 | 09/02/15        |               | HB799560  | N         |
|                                       |  |                  | 1,240.00 |                  |                     |                             |          |          |                 |               |           |           |
|                                       | Vendor Total: 2,980.00                           |                  |          |                  |                     |                             |          |          |                 |               |           |           |
| <b>U0144 UPS</b>                      |  |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 15-01465 08/24/15 161Y33335 DATED 8/15/15        |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 1 161Y33335 DATED 8/15/15                        |                  | 11.51    |                  | 5-09-55-501-001-516 | B Postage & Express Charges | R        | 08/24/15 | 09/01/15        |               | 161Y33335 | 8-15 N    |
|                                       | 15-01504 09/01/15 AMMTP & CLERK PACKAGES         |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 1 AMMTP  |                  | 9.32     |                  | 5-09-55-501-002-516 | B Postage & Express Charges | R        | 09/01/15 | 09/02/15        |               | 161Y33345 | N         |
|                                       | 2 CLERK  |                  | 5.79     |                  | 5-01-30-421-001-022 | B Postage & Express Charges | R        | 09/01/15 | 09/02/15        |               | 161Y33345 | N         |
|                                       |  |                  | 15.11    |                  |                     |                             |          |          |                 |               |           |           |
|                                       | Vendor Total: 26.62                              |                  |          |                  |                     |                             |          |          |                 |               |           |           |
| <b>U0013 USA BLUE BOOK</b>            |  |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 15-01252 07/23/15 LED LIGHT 749056 QUOTE #/PRESS |                  |          |                  |                     |                             |          |          |                 |               |           |           |
|                                       | 1 LED LIGHT 749056 QUOTE #/PRESS                 |                  | 209.95   |                  | 5-09-55-501-002-503 | B Sewer Plant Maintenance   | R        | 07/23/15 | 09/01/15        |               |           | N         |







| Vendor # Name                               | PO # PO Date Description | Item Description                     | Amount   | Contract PO Type       | Charge Account                  | Acct Type Description | Stat/Chk   | Enc Date           | First Rcvd Date   | Chk/Void Date | Invoice        | 1099 | Exc] |
|---|--------------------------|--------------------------------------|----------|------------------------|---------------------------------|-----------------------|------------|--------------------|-------------------|---------------|----------------|------|------|
| <b>W0286 WEST WINDSOR TOWNSHIP</b>          |                          |                                      |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 15-01329                 | 08/10/15 3RD QTR HEALTH INTERLOCAL   |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 1                        | 3RD QTR HEALTH INTERLOCAL            | 7,007.75 | 5-01-43-511-001-026    | B West Windsor Health Contract  | R                     |            | 08/10/15 09/01/15  | 08/10/15 09/01/15 |               | 3RD QTR HEALTH | N    |      |
|   | Vendor Total:            |                                      | 7,007.75 |                        |                                 |                       |            |                    |                   |               |                |      |      |
| <b>W0094 WILLIAMS SCOTSMAN INC.</b>         |                          |                                      |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 15-01421                 | 08/19/15 CONTAINER RENTAL - POLICE   |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 1                        | INV. 98459304 - CONTAINER            | 175.37   | 5-01-26-310-001-025    | B Building Rental               | R                     |            | 08/19/15 09/01/15  | 08/19/15 09/01/15 |               | 98459304       | N    |      |
|   | Vendor Total:            |                                      | 175.37   |                        |                                 |                       |            |                    |                   |               |                |      |      |
| <b>W0100 WITMER PUBLIC SAFETY GROUP INC</b> |                          |                                      |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 15-01240                 | 07/23/15 SHIELDS                     |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 1                        | SHIELDS                              | 280.00   | 5-01-25-252-002-032    | B Uniform Repairs & Accessories | R                     |            | 07/23/15 09/01/15  | 07/23/15 09/01/15 |               |                | N    |      |
|   | 2                        | FREIGHT                              | 10.00    | 5-01-25-252-002-032    | B Uniform Repairs & Accessories | R                     |            | 07/23/15 09/01/15  | 07/23/15 09/01/15 |               |                | N    |      |
|   | Vendor Total:            |                                      | 290.00   |                        |                                 |                       |            |                    |                   |               |                |      |      |
| <b>Y0025 YOSTEMBSKI, ROBERT</b>             |                          |                                      |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 15-01305                 | 07/29/15 PROSECUTOR FEES - JULY 2015 |          |                        |                                 |                       |            |                    |                   |               |                |      |      |
|   | 1                        | PROSECUTOR FEES - JULY 2015          | 1,200.00 | 5-01-25-275-001-111    | B Municipal Prosecutor          | R                     |            | 07/29/15 09/01/15  | 07/29/15 09/01/15 |               |                | N    |      |
|   | Vendor Total:            |                                      | 1,200.00 |                        |                                 |                       |            |                    |                   |               |                |      |      |
| Total Purchase Orders:                      |                          |                                      | 149      | Total P.O. Line Items: | 333                             | Total List Amount:    | 210,203.29 | 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 | 28,008.66   | 0.00        | 28,008.66    | 0.00          | 0.00      | 0.00          | 28,008.66  |
| CURRENT FUND                        | 5-01 | 95,617.72   | 0.00        | 95,617.72    | 0.00          | 0.00      | 0.00          | 95,617.72  |
|                                     | 5-09 | 62,184.89   | 0.00        | 62,184.89    | 0.00          | 0.00      | 0.00          | 62,184.89  |
|                                     | 5-21 | 0.00        | 0.00        | 0.00         | 0.00          | 0.00      | 4,274.25      | 4,274.25   |
| Year Total:                         |      | 157,802.61  | 0.00        | 157,802.61   | 0.00          | 0.00      | 4,274.25      | 162,076.86 |
| GENERAL CAPITAL                     | C-04 | 13,360.29   | 0.00        | 13,360.29    | 0.00          | 0.00      | 0.00          | 13,360.29  |
|                                     | G-02 | 152.50      | 0.00        | 152.50       | 0.00          | 0.00      | 0.00          | 152.50     |
| TRUST OTHER - FUND #12              | T-12 | 1,963.75    | 0.00        | 1,963.75     | 0.00          | 0.00      | 0.00          | 1,963.75   |
| ANIMAL CONTROL TRUST FUND #13       | T-13 | 23.40       | 0.00        | 23.40        | 0.00          | 0.00      | 0.00          | 23.40      |
| HOUSING TRUST FUND-RECAPTURED FUNDS | T-26 | 4,617.83    | 0.00        | 4,617.83     | 0.00          | 0.00      | 0.00          | 4,617.83   |
| Year Total:                         |      | 6,604.98    | 0.00        | 6,604.98     | 0.00          | 0.00      | 0.00          | 6,604.98   |
| Total of All Funds:                 |      | 205,929.04  | 0.00        | 205,929.04   | 0.00          | 0.00      | 4,274.25      | 210,203.29 |

| Project Description           | Project No. | Rcvd Total      | Held Total  | Project Total   |
|-------------------------------|-------------|-----------------|-------------|-----------------|
| NEW CINGULAR WIRELESS PCS,LLC | NCING10-13  | 222.25          | 0.00        | 222.25          |
| PEDDIE SCHOOL-NEW DORMS       | PEDD2-14IF  | 4,052.00        | 0.00        | 4,052.00        |
| Total of All Projects:        |             | <u>4,274.25</u> | <u>0.00</u> | <u>4,274.25</u> |

# Resolution 2015-228

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

## **AUTHORIZING USE OF THE MUNICIPAL PARKING LOT FOR THE TRIATHLON**

**WHEREAS**, the Parks & Recreation Commission will require the use of the Memorial Parking Lot as a staging area for Triathlon to be held on September 13, 2015; and

**WHEREAS**, this event is sponsored by the Hightsotwn Borough Parks & Recreation Commission and will be held at no cost to the taxpayers; and

**WHEREAS**, the Borough Council is responsible for issuing permission for use of the municipal parking lot; and

**WHEREAS**, the Borough Council finds that such an event would benefit the residents of Hightstown Borough.

**BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that permission is hereby granted to the Hightsotwn Borough Parks & Recreation Commission for the use of the Memorial Parking Lot for the Hightstown Triathlon to be held on September 13, 2015.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 8, 2015.

---

Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-229

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## CANCELING GENERAL CAPITAL IMPROVEMENT APPROPRIATION BALANCES

**WHEREAS**, certain General Capital Improvement appropriation balances remain dedicated to projects now completed; and

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be credited to General Capital Fund Balance and Capital Improvement Fund;

**NOW, THEREFORE, BE IT RESOLVED**, by the council of the Borough of Hightstown, County of Mercer, that the following unexpended and dedicated balances of General Capital Appropriations be canceled:

| <u>Ord.</u>  | <u>Date</u>  |   | <u>Funded</u>       | <u>Funded</u>      | <u>Unfunded</u>        |
|--------------|--------------|---|---------------------|--------------------|------------------------|
| <u>No.</u>   | <u>Auth.</u> | <u>Project Description</u>                    | <u>Capital</u>      | <u>Capital</u>     | <u>Deferred</u>        |
|              |              |   | <u>Fund</u>         | <u>Improvement</u> | <u>Charges to</u>      |
|              |              |   | <u>Balance</u>      | <u>Fund</u>        | <u>Future Taxation</u> |
| 99-03        | 3/15/1999    | Various Capital Improvements                  | \$ 7,000.00         | \$                 | \$                     |
| 05-32        | 9/19/2005    | Various Equipment Police & Court              | 2,509.00            |                    |                        |
| 08-18        | 10/20/2008   | Police Radar and Radio Equipment              | 452.50              |                    |                        |
| 09-09        | 4/20/2009    | Improvements to Franklin Street               | 72,021.25           |                    |                        |
| 10-02        | 2/1/2010     | Reconstruction of Leshin Lane                 |                     |                    | 30,000.00              |
| 13-04        | 2/19/2013    | Road Improvements Grape Run and Pershing Ave. |                     |                    | 100,000.00             |
| <b>TOTAL</b> |              |   | <b>\$ 81,530.25</b> | <b>\$ 452.50</b>   | <b>\$ 130,000.00</b>   |

**MOVED:**

**SECONDED:**

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 8, 2015.

---

Debra L. Sopronyi  
Borough Clerk

**TAMARA LEE CONSULTING LLC**

156 Lindbergh Road  
Hopewell, New Jersey 08525-2601  
(609)333-0678  
(609)333-0679 (fax)  
e-mail: tamaralee@tlecplan.com

**MEMORANDUM**

To: Hightstown Mayor and Council      From: Tamara L. Lee, PP, AICP, LLA, ASLA



Re: Development Fees Ordinance      Date: September 2, 2015

This following is a summary of the development fee issue and an explanation regarding why Hightstown might consider amending its development fee ordinance.

The Fair Share Housing Act states that municipalities must provide their fair share of affordable housing but it also stipulates that municipalities should not be required to spend municipal funds to build this housing. Therefore, there are generally two options – either developers build affordable housing as part of their projects or developers pay a development fee that is deposited into an Affordable Housing Fund and the municipality uses that fund to subsidize the creation by others of affordable housing in town.

In Hightstown's case, there is very little money in the Borough's Affordable Housing Fund. The last time I checked, approximately \$160,000 of the fund was not allocated (another \$150,000 is allocated to Habitat for units on South Academy). One reason there is very little money in the fund is because the Borough spent a significant portion of the funds when the State threatened to seize unspent housing money.

The current draft of the Borough's Housing Element utilizes an overlay zone to create a reasonable opportunity for affordable housing to develop in town, along with previously approved projects. Zoning is a 'no cost' option for creating affordable housing potential. The Planning Board elected to utilize zoning because the Borough has few funds to spend.

Nonetheless, this addresses only the new unit obligation. The Borough also has a rehab obligation – a responsibility to rehabilitate existing housing. Previously the rehab number was 39. It could go up to 56 or maybe higher. Even if we manage the Borough's entire new unit obligation with existing funds and zoning, the rehabilitation component of the Borough's obligation will need to be paid for. At \$10,000 per rehab unit, the rehab component of the Borough's obligation will be expensive. It could be paid for through grants, but another possibility is to begin collecting development fees again.

Generally development fees equal 1½% of the assessed value on new residential units and 2½% of assessed value on non-residential development. If the proposed development

requires a use variance, the fee is generally 6% for both residential and non-residential development. If a residence is expanded over time, no additional fees are collected unless additional housing units are created. In contrast, if a non-residential use is expanded, a development fee is generally assessed on the expansion only.

Currently, the Borough has a 'Growth Share' Fee ordinance and a 'Development Fee' ordinance. The Growth Share ordinance was suspended when the NJ Supreme Court determined that Growth Share should not be legal in New Jersey as COAH had defined it. At this point, I would recommend that the Growth Share ordinance, Section 26-11, be removed from the Borough's ordinance. Its presence has the potential to create confusion.

The current Development Fee ordinance includes out dated fee percentages of 1% and 2%. These should be increased to 1½% and 2½%. Of course, this assumes the Borough is inclined to re-institute a Development Fee requirement. Both the Borough professionals and the Planning Board are recommending it. It would demonstrate to the Court that the Borough is doing everything it can to create affordable housing, more specifically, subsidize the rehabilitation component of the Borough's housing obligation.

The Borough may elect to institute a fee on only residential development or only non-residential development. You can also implement it in some zoning districts and not others, though I would not recommend that. Hightstown has so many use variance applications, both in residential and commercial zones, that I would recommend the Borough institute a fee on uses, not zones. In that case, the question remains, does the Borough want to institute a development fee on residential uses, non-residential uses, or both, or none?

With direction from Council we can draft an appropriate development fee ordinance.

**Chapter 13**

**HOUSING**

**Sections:**

- 13-1 GENERAL PROVISIONS**
- 13-2 ADMINISTRATION AND ENFORCEMENT**
- 13-3 HOUSING STANDARDS FOR OWNER OCCUPIED UNITS AND RENTAL UNITS**
- 13-4 ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS**
- 13-5 INSPECTIONS; NOTICE; HEARINGS**
- 13-6 UNFIT BUILDINGS**
- 13-7 TRANSFER OF PROPERTY**
- 13-8 CERTIFICATE OF COMPLIANCE REQUIREMENT FOR CHANGES IN OCCUPANCY OF RENTED DWELLINGS**
- 13-9 VIOLATIONS AND PENALTIES**
- 13-10 BOARDINGHOUSES AND ROOMING HOUSES**
- 13-11 Reserved**
- 13-12 LICENSING AND REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES**

## Hightstown Borough Revised General Ordinances

**Section 13-1****GENERAL PROVISIONS****Subsections:****13-1-1 Purpose.****13-1-2 Definitions and Word Usage.****Subsection 13-1-1 Purpose.**

The purpose of this chapter shall be to establish and maintain every person's right to a decent home, located in a desirable, suitable and well-kept neighborhood environment; to establish minimum standards governing the required plumbing, heating and electrical facilities and their maintenance; to establish minimum standards governing the conditions and maintenance of dwellings and other structural things and conditions on the inside and outside of dwellings and the premises surrounding dwellings; to make dwellings safe, sanitary and fit for decent living; to establish minimum standards governing the conditions of dwellings offered for rent, fixing the responsibilities of both owners and occupants of dwellings; to authorize and command the inspection of dwellings and the condemnation of dwellings unfit for human habitation; and to fix the penalties for its violations.

However, the Borough, by this section, is not acting as a guarantor of the condition of any property insofar as any potential owner or occupant is concerned, nor shall the Borough be considered to be involved in any manner in the contractual relationships between parties buying, selling or renting property. Inspections by Borough officials are not a substitute for engineering or other inspections which may be required by contract in connection with a change in ownership or occupancy of any property. (1991 Code § 121-1; Ord. No. 823 § 1)

**Subsection 13-1-2 Definitions and Word Usage.**

a. Whenever the words "dwelling," "dwelling unit," "apartment," "living unit," "rooming house," "hotel," "motel," "rooming unit," "boardinghouse" and "premises" are used in this chapter, they shall be construed as though they were followed by the words "or any part thereof."

b. As used in this chapter:

Basement shall mean that portion of a building located partly or wholly underground and having more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Bathroom shall mean a room which has a floor area, including fixtures, of at least thirty-five (35) square feet and which contains a minimum of one (1) flush water closet, one (1) washbasin and one (1) bathtub or shower stall.

Bedroom shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for sleeping, equipped with a privacy door (which does not have any keyed locks), at least one window allowing access to the outside, and having a ceiling height of at least seven feet over at least one-half of the floor area. Square footage for determining occupancy load shall not include bathrooms, kitchens, dining rooms, living rooms, family rooms, water closet compartments, walk-in closets, laundries, pantries, foyers, hallways or storage spaces.

Boardinghouse shall mean any private dwelling or dwelling unit where the owner, tenant or operator thereof is engaged in keeping one (1) or more roomers or boarders who are not husband and wife or son or daughter, mother or father or sister or brother of the owner, tenant or operator or of the spouse of the owner, tenant or operator and in serving food to some or all of such lodgers for a part of a day or longer period under expressed

## Hightstown Borough Revised General Ordinances

contract or rate of payment.

Building shall mean any building or structure or part thereof used for human habitation, use or occupancy, including any accessory buildings and appurtenances belonging thereto or usually enjoyed therewith.

Cellar shall mean that portion of a building located partly or wholly underground and having more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

Dwelling shall mean a building or structure or part thereof containing one (1) or more dwelling units or lodging units.

Dwelling unit shall mean an apartment, living unit or similar designation or any room or group of rooms or any part thereof located within a building and forming a single habitable unit with facilities which are used or designed to be used for living, sleeping, cooking and eating.

Garbage shall mean the animal and vegetable and other organic waste resulting from handling, preparation, cooking and consumption of food.

Habitable room shall mean a room or enclosed floor space within a dwelling unit used or designed to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, pantries, foyers or communicating corridors, closets and storage spaces.

Historic landmark shall mean any building, the location, design, setting, materials or workmanship of which is specifically definable, and which is:

- a. Of particular historic significance; or
- b. Associated with historic personages; or
- c. An embodiment of the distinctive characteristics of a type, period or method of architecture or engineering.

Housing Inspector shall mean the officer or officers who are authorized by the provisions of this chapter to exercise the powers prescribed herein.

Infestation shall mean the presence within or around a building of any insects, rodents or other pests.

Lodging shall mean rooming.

Lodging house shall mean any building or that part of any building containing one (1) or more lodging units, each of which is rented by one (1) or more persons who are not husband and wife or son or daughter, mother or father or sister or brother of the owner or operator or of the spouse of the owner, tenant or operator.

Lodging unit shall mean a rented room or group of rooms containing no cooking facilities, used for living purposes by a separate family or group of persons living together, or by a person living alone, within a building.

Multiple dwelling or apartment house shall mean any dwelling containing more than three (3) dwelling units.

Occupant shall mean any person in actual possession of and living in the building or dwelling unit, including the owner.

Owner shall mean any person who, alone or jointly or severally with others:

- a. Has legal title to any dwelling, dwelling unit, hotel, motel, rooming house, rooming unit or boardinghouse, with or without accompanying actual possession thereof.
- b. Has charge, care or control of any dwelling or dwelling unit, hotel, motel, rooming house, rooming unit or boardinghouse as owner or agent of the owner or as executor, executrix, administrator,

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administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall comply with the provisions of this chapter and the rules and regulations adopted pursuant thereto to the same extent as if he were owner.

Plumbing shall include all the supplied piping, facilities, fixtures and equipment; the house sewer from the septic tank, cesspool, curb or property line to the building foundation; the water service from the curb or property line to the building foundation; the system of soil, vent and waste pipes from their connection at the foundation to the house sewer to their connections to the various plumbing fixtures and to their termination through the roof; all hot- and cold-water lines in the dwelling or building; every plumbing fixture, trap, floor drain or any fixture directly or indirectly connected to the plumbing system; the gas piping from the gas meter to the connections to the various gas appliances; and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

Rubbish shall mean combustible and noncombustible waste material, including boxes, barrels, sticks, stones, bricks, bottles, cans, metal drums, iron pipe, cold sheet metal, old furniture, unused motor vehicles and boats, auto parts, filth, junk, trash, debris and old lumber or firewood, unless such lumber or firewood is neatly stacked or piled on a support or platform at least eight (8) inches above the ground. It shall also include any other articles which the Housing Inspector, in his judgment, declares to be "rubbish."

Smoke sensitive alarm device shall mean a fire alarm device capable of sensing visible or invisible particles of combustion and providing a suitable alarm audible in all sleeping areas.

Supplied shall mean paid for, furnished or provided by or under the control of the owner or operator.

Utilities shall include electric, gas heating, water and sewage services and equipment therefor. (1991 Code § 121-2; Ord. No. 823 § 2; Ord. No. 2002-20)

## Hightstown Borough Revised General Ordinances

**Section 13-2****ADMINISTRATION AND ENFORCEMENT****Subsections:**

- 13-2-1 Administration.**  
**13-2-2 Enforcing Authority Designated.**  
**13-2-3 Powers of Housing Inspector.**

**Subsection 13-2-1 Administration.**

The Housing Inspector shall be responsible for the administration of the Housing Code. (1991 Code § 121-3)

**Subsection 13-2-2 Enforcing Authority Designated.**

The enforcing authority for the provisions of this chapter shall be the Housing Inspector, who shall be appointed by the Mayor and confirmed by the Borough Council pursuant to law for a term of one (1) year. (1991 Code § 121-4)

**Subsection 13-2-3 Powers of Housing Inspector.**

The Housing Inspector shall be authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this chapter, including the following, in addition to others herein granted:

- a. To investigate dwelling conditions in the Borough in order to determine which dwellings therein are unfit for human habitation.
- b. To administer oaths and affirmations, examine witnesses and receive evidence.
- c. To enter upon premises for the purpose of making examination, provided that such entries are made in such manner as to cause the least possible inconvenience to the persons in possession.
- d. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this chapter.
- e. To delegate any of his functions and powers under this chapter to such officers and agents as he may designate. (1991 Code § 121-5)

## Hightstown Borough Revised General Ordinances

## Section 13-3

## HOUSING STANDARDS FOR OWNER OCCUPIED UNITS AND RENTAL UNITS

## Subsections:

|         |  |
|---------|--|
| 13-3-00 | Housing Standards for Owner Occupied Units and Rental Units. |
| 13-3-1  | Maintenance.*  |
| 13-3-2  | Sump Pump and Sewer Line Clean-Outs.                         |
| 13-3-3  | Water Supply.  |
| 13-3-4  | Plumbing and Heating.  |
| 13-3-5  | Electrical.  |
| 13-3-6  | Smoke <u>and Carbon Monoxide</u> Alarms Required.            |
| 13-3-7  | Fences.  |
| 13-3-8  | Use and Occupancy of Space.                                  |
| 13-3-9  | Ventilation.   |
| 13-3-10 | Historic Landmarks.  |
| 13-3-11 | Egress   |
| 13-3-12 | Signs  |

**Subsection 13-3-00 Housing Standards for Owner Occupied Units and Rental Units.**

Standards applicable to dwelling units which are owner-occupied and dwelling units and lodging units which are rented to tenants (all dwellings and dwelling units). (1991 Code AIV; Ord. No. 823 § 3)

**Subsection 13-3-1 Maintenance.\***

a. Every foundation, floor, wall, ceiling, door, window, roof or other part of a building shall be maintained in a safe, sanitary, and structurally sound condition so as not to pose a threat to the public health, safety or welfare, and capable of the use intended by its design. Any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration.

b. Every inside and outside stairway, every porch and every appurtenance thereto shall be so constructed as to be safe to use and capable of safely supporting the imposed dead and live loads and shall be kept in sound condition and good repair. As of the effective date of this section, every stairway having four (4) or more risers shall be properly bannistered and safely balustraded pursuant to the Uniform Construction Code of the State of New Jersey.

c. Every porch, balcony, roof or similar place higher than thirty (30) inches above the ground used for egress or for use by occupants shall be provided with adequate railings or parapets. Such protective railings or parapets shall be properly balustraded and shall not be less than three (3) feet in height.

d. Every roof, wall, window, exterior door and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

e. Every dwelling shall be free from rodents, vermin and insects. Rodent or vermin extermination and rodent-proofing may be required by the Health Department.

f. Every building, dwelling, dwelling unit, and all other areas of the premises shall be clean and free from garbage or rubbish and hazards to safety. Lawns, hedges and bushes shall be kept trimmed and not permitted to

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become overgrown, thereby becoming a hazard to the public health, safety and welfare. Dead or broken limbs which may pose a threat to the safety and welfare of the public shall be removed.

g. The Housing Inspector may order the owner to clean, repair, paint, whitewash or paper any walls or ceilings within a dwelling which have deteriorated so as to provide a harborage for rodents or vermin.

h. Every sidewalk, walkway and driveway shall be maintained in such a manner as not to pose a safety hazard. There must be at least seven (7) foot clearance from the sidewalk to the lowest tree branch overhanging the sidewalk, and shrubbery must not overhang or obstruct the sidewalk.

i. All chimneys, smokestacks and similar appurtenances shall be maintained structurally safe, sound and in good repair. Various and sundry outbuildings, garages and sheds shall be maintained so as to be safe, and any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration. All sheds erected after the effective date of this section shall be safely anchored. (1991 Code § 121-6; Ord. No. 823 § 3; Ord. No. 2010-05)

\* **Editor's Note:** For additional regulations on property maintenance, see Chapter XIV.

### **Subsection 13-3-2 Sump Pump and Sewer Line Clean-Outs.**

No sump pump shall be connected to any sanitary sewer line within the Borough. All sewer line clean-outs shall be at least one (1) foot above floor level. This subsection shall be enforced by the Housing Inspector or the Superintendent of the Advanced Wastewater Treatment Plant in accordance with the provisions of subsection 19-3.1g. of Chapter XIX governing wastewater discharges. Certificates of Compliance, pursuant to Sections 13-7 and 13-8 of this chapter shall be not issued prior to compliance with the provisions of subsection 19-3.1g. of Chapter XIX. (1991 Code § 121-7; Ord. No. 823 § 3; Ord. No. 94-6 § 3)

### **Subsection 13-3-3 Water Supply.**

Every dwelling and dwelling unit shall be provided with a safe supply of potable water meeting the standards set forth in the Potable Water Standards as published by the New Jersey Department of Environmental Protection and Energy. (1991 Code § 121-8; Ord. No. 823 § 3)

### **Subsection 13-3-4 Plumbing and Heating.**

a. All plumbing and heating systems shall be in satisfactory working order.

b. No room heater, heating stove, space heater or tank water heater designed for the use of kerosene, gasoline, oil, gas, wood, coke, charcoal or coal as a fuel shall be used in any dwelling or dwelling unit unless it has an approved direct smoke pipe or flue connection to a properly constructed chimney capable of carrying all of the products of combustion to the outside air. (1991 Code § 121-9; Ord. No. 823 § 3)

### **Subsection 13-3-5 Electrical.**

The electrical system shall be in proper working order so as not to pose a threat of electrical shock, fire or other hazard. All Groundfault Interrupt Outlets shall function as designed. All plates and covers shall be in place. No extension cords shall be connected to appliances and/or air conditioners. (1991 Code § 121-10; Ord. No. 823 § 3)

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### **Subsection 13-3-6      Smoke and Carbon Monoxide Alarms Required.**

All dwellings and dwelling units shall have a smoke-sensitive alarm device on each level of the structure and outside each separate sleeping area and located on or near the ceiling in accordance with P.L. 1991, c. 92. A carbon monoxide detector must be located outside all sleeping areas. (1991 Code § 121-11; Ord. No. 823-3)

### **Subsection 13-3-7      Fences.**

Every fence shall be maintained and kept in a condition which shall not pose structural, health or safety dangers. (1991 Code § 121-12; Ord. No. 823-3)

### **Subsection 13-3-8      Use and Occupancy of Space.**

a. It shall be the responsibility of the owner to ensure that the maximum number of occupants in a dwelling unit shall not exceed the following standard:

1. Every dwelling unit shall contain at least one hundred fifty (150) square feet of floor space for the first occupant thereof and at least one hundred (100) additional square feet of floor space for every additional occupant thereof, such floor space to be calculated on the basis of total habitable room area.

b.

1. Every room in a dwelling unit occupied for sleeping purposes by one (1) occupant shall contain at least seventy (70) square feet of floor space, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least fifty (50) square feet of floor space for each occupant thereof. Under no circumstances shall there be more than two (2) occupants in each bedroom of a dwelling unit. Children under the age of two (2) shall not be considered to be additional occupants.
2. Notwithstanding the foregoing, in every lodging unit every room occupied for sleeping purposes by one (1) occupant shall contain at least eighty (80) square feet of floor space, and every room occupied for sleeping purposes by more than one (1) occupant shall contain at least sixty (60) square feet of floor space for each occupant thereof.

c. At least one-half (1/2) of the floor area of every habitable room shall have a ceiling height of at least seven (7) feet. The floor area of that part of any room where the ceiling is less than five (5) feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.

d. No room in a dwelling unit may be used for sleeping if the floor level of the room is lower than three and one-half (3 ½) feet below the average grade of the ground adjacent to and within fifteen (15) feet of the exterior walls of the room.

e. A room located below the level of the ground but with the floor level less than three and one-half (3 ½) feet below and the average grade of the ground adjacent to and within fifteen (15) feet of the exterior walls of the room may be used for sleeping, provided that the walls and floor thereof in contact with the earth have been damp proofed in accordance with a method approved by the Housing Inspector and that the windows thereof are at least fifteen (15) feet from the nearest building or wall.

f. Keyed locks on ~~bedroom~~-interior doors are prohibited. Privacy locks are allowed on bedroom doors,

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provided that the lock can be opened easily and without the use of force from the outside of the room, or from any hallway or common area, in the event of emergency.

g. Non-habitable spaces, including storage and closet areas, kitchens, hallways and all portions of living rooms, dining rooms, dens, enclosed porches, attics and basements, shall not be used as bedrooms or otherwise occupied for sleeping purposes; notwithstanding the foregoing, attics and basements may be used as bedrooms if they have been rendered habitable pursuant to all requirements of the State Housing Code.

h. The number of bedrooms in a dwelling unit is determined by the number of bedrooms on the tax records for the property.

i. The bedroom cannot be used to pass through to another habitable space, bedroom or kitchen.

j. Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:

1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in various areas of a dwelling unit in addition to those located in the kitchen.

(1991 Code § 121-13; Ord. No. 823 § 3; Ord. No. 2010-05; Ord. No. 2014-14)

### **Subsection 13-3-9 Ventilation.**

All dwellings shall be adequately ventilated; every bathroom and water closet compartment shall have ventilation provided either by a window, skylight or mechanical ventilation system. (1991 Code § 121-14; Ord. No. 823 § 3)

### **Subsection 13-3-10 Historic Landmarks.**

Upon written request of the property owner, an historic landmark may be exempted by the Housing Inspector from strict compliance with the requirements of this chapter if such strict compliance would compromise the historic significance of the property; provided, however, that no exemption shall be granted which, in the opinion of the Housing Inspector, would create a health or safety hazard or allow such a hazard to continue. (1991 Code § 121-15; Ord. No. 823 § 3)

### **Subsection 13-3-11 Egress**

All exit doors shall be readily opened from the side from which egress is to be made, without the use of a key, unless the key is permanently affixed in the lock, and without use of a combination lock, electronic code or similar special knowledge or effort. (Ord. No. 2002-20)

### **Subsection 13-3-12 Signs**

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a. Posting of signs for rent, or advertising room or rooms for rent by any means of publication (whether through broadcast media, print media, or by electronic means, including the internet), is prohibited for any property in the Borough of Hightstown for which no license has been issued in accord with Sections 4-1, 13-8, and 13-10 of this Code to qualify that property as a boarding house, rooming house, or rooming unit.

b. Posting of signs, or advertising an apartment or house for rent by any means of publication (whether through broadcast media, print media, or by electronic means, including the internet), is prohibited for any property in the Borough of Hightstown for which a Rental Certificate of Compliance has not been issued by the Housing Inspector, pursuant to Subsection 13-8-1 of this Code. (Ord. No. 2010-05)

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**Section 13-4****ADDITIONAL HOUSING STANDARDS FOR RENTAL UNITS****Subsections:**

- 13-4-1 Required Facilities.**
- 13-4-2 Ventilation and Glass.**
- 13-4-3 Lighting.**
- 13-4-4 Minimum Standards for Heating.**
- 13-4-5 Egress.**
- 13-4-6 Water Damage.**
- 13-4-7 Additional Maintenance Requirements.**
- 13-4-8 Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials.**
- 13-4-9 Additional Responsibilities Concerning Insects and Rodents.**
- 13-4-10 Owner Responsible.**

**Subsection 13-4-1 Required Facilities.**

a. Every foundation, floor, wall, ceiling, door, window, roof or other part of a building in a dwelling unit, hotel, motel and rooming house, shall be maintained in a safe, sanitary, and structurally sound condition so as not to pose a threat to the public health, safety or welfare, that is, free from cracks, holes, breaks, split or splintering boards on woodwork, loose plaster, flaking or peeling paint or other materials. Loose or defective sections shall be removed and replaced so that the sound material is flush and smooth. Floors, walls, ceilings and other exposed surfaces shall be kept clean, free from visible foreign matter, and sanitary at all times. If necessary to accomplish the foregoing, these surfaces shall be kept well painted, whitewashed, papered, covered or treated with ceiling material or other coating as needed. The original design and material shall be matched as near as reasonably possible and when completed shall be aesthetically acceptable. Any exterior part or parts thereof shall be maintained weatherproof and properly surface-coated where required to prevent deterioration.

b. All plumbing fixtures shall function perfectly at all times. The finish of toilets, sinks and tubs shall not be chipped or cracked and shall have a smooth finish. There shall not be any leaks, clogs or broken handles on any fixture. All plumbing fixtures and all floors, walls and ceilings in any room containing plumbing fixtures shall be kept in a sanitary condition at all times.

c. Every water closet compartment floor and bathroom floor shall be constructed and maintained so as to be reasonably impervious to water and permit such floor to be kept in a clean condition.

d. In dwellings containing two (2) or more dwelling units having a common source of heat for domestic hot water, it shall be the responsibility of the owner to make provision for the proper operation of such facilities at all times.

e. Every roof, wall, window, exterior door and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness.

f. Every foundation, floor and wall of a dwelling shall be free from chronic dampness.

g. No owner or occupant shall cause any services, facilities, equipment or utilities which are required under this chapter to be removed from, shut off or discontinued in any occupied dwelling let or occupied by him, except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is authorized by the Housing Inspector. If any service or utility which the owner has agreed to supply is discontinued, the owner shall take immediate steps to cause the

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restoration of any such service or utility, unless the owner can prove that the tenant has agreed to supply such service or utility. (1991 Code § 121-16; Ord. No. 823 § 3)

### **Subsection 13-4-2 Ventilation and Glass.**

a. Means of ventilation shall be provided for every habitable room. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least forty-five (45%) percent of the minimum window area or minimum skylight area as required by this section or by other means acceptable to the Housing Inspector which will provide at least two (2) air changes per hour.

b. Means of ventilation shall be provided for every bathroom or water closet compartment. Such ventilation may be provided either by an easily operable window or skylight having an openable area of at least forty-five (45%) percent of the minimum window area or minimum skylight area as required by this section or by other means acceptable to the Housing Inspector which will provide at least six (6) air changes per hour.

c. All glass panes will be free from cracks and breaks. All panes will be securely anchored and properly glazed within their frames. All voids and cracks around window frames which may allow the entrance of weather or insects shall be sealed. All ground-level windows shall be equipped with latches.

d. Every operable window, exterior door, skylight and other opening to the outdoors shall be supplied with properly-fitting screens in good repair from May 1 to October 1 of each year. Such screens shall have a mesh of not less than No. 16. (1991 Code § 121-17; Ord. No. 823 § 3)

### **Subsection 13-4-3 Lighting.**

a. Every habitable or occupiable room shall have lights available at all times, with an illumination of at least six (6) footcandles. Every required exit shall have lights available at all times, with an illumination of at least three (3) footcandles. All such light shall be measured thirty (30) inches from the floor at the center of the exit.

b. Every habitable room shall have at least one (1) window or skylight facing directly to the outdoors. The minimum total window or skylight area, measured between stops, for every habitable room shall be ten (10%) percent of the floor area of such room. Whenever walls or other portions of structures face a window of any habitable room and are located less than three (3) feet from the window and extend to a level above that of the ceiling of the room, such a window shall not be included in calculating the required minimum total window area. Whenever the only window in a room is a skylight-type window in the top of such room, the total window area of such skylight shall equal at least fifteen (15%) percent of the total floor area of such room. Skylight-type windows existing on December 1, 1971, may, if less than fifteen (15%) percent of the total floor space, be increased to fifteen (15%) percent, but no skylight-type window shall be installed in lieu of a window where a skylight has not previously existed.

c. Every dwelling shall be provided with electric service.

d. Every habitable room shall contain at least two (2) separate wall-type electric convenience outlets or one (1) such convenience outlet and one (1) ceiling or wall-type electric light fixture. Every such outlet and fixture shall be connected to the source of electric power. No temporary wiring shall be used, except extension cords which run directly from portable electrical fixtures to convenience outlets and which do not lie under rugs or other floor coverings nor extend through doorways, transoms or other openings through structural elements.

e. Every portion of each staircase, hall, cellar, basement, landing, furnace room, utility room and all similar nonhabitable space located in a dwelling shall have either natural or artificial light available at all times, with an illumination of at least two (2) footcandles in the darkest portions.

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f. Every portion of any interior or exterior passageway or staircase common to two (2) or more families in a dwelling shall be illuminated naturally or artificially at all times with an illumination of at least two (2) footcandles in the darkest portion of the normally traveled stairs and passageways. In dwellings comprising two (2) dwelling units, such illumination shall not be required at all times if separate switches, convenient and readily accessible to each dwelling unit, are provided for the control of such artificial light by the occupants thereof.

g. Every bathroom and water closet compartment shall have either natural or artificial light available at all times, with an illumination of at least three (3) footcandles. Such light shall be measured thirty-six (36) inches from the floor at the center of the room. Artificial lighting shall be controlled by a wall switch located so as to avoid danger of electrical hazards. (1991 Code § 121-18; Ord. No. 823 § 3)

### **Subsection 13-4-4 Minimum Standards for Heating.**

a. When any part of any premises shall be rented to another for habitation, the premises so rented shall be served by a heating system which can provide heat sufficient to maintain a minimum inside temperature of sixty-eight (68E) degrees Fahrenheit in all habitable rooms, measured at least one (1) foot away from any surface at the coldest portion of the space subject to regular use by occupants of any room when the average temperature outside the rented premises within a twenty-four (24)-hour period is below fifty-five (55E) degrees Fahrenheit.

b. When the heating system is not controlled by the person renting the premises, the owner shall be responsible for providing that, from October 1 of each year to the next succeeding May 1, every unit of dwelling space and every habitable room therein shall be maintained at a temperature of at least sixty-eight (68E) degrees Fahrenheit between the hours of 6:00 a.m. and 11:00 p.m. and at least sixty-five (65E) degrees between the hours of 11:00 p.m. and 6:00 a.m. Such levels of heat shall also be provided by the owner between May 1 and the next succeeding October 1 during any period in which the average temperature outside the rented premises within a twenty-four (24)-hour period is below sixty-five (65E) degrees Fahrenheit. (1991 Code § 121-19; Ord. No. 823 § 3)

### **Subsection 13-4-5 Egress.**

a. Every dwelling, dwelling unit or lodging unit shall have safe and unobstructed means of egress. Each means of egress shall not be through any other dwelling unit or part thereof and shall lead to a safe and open space at ground level accessible to a street.

b. A room used for sleeping purposes under the provisions of this chapter shall be provided with a safe and unobstructed means of egress leading directly to an outside area accessible to a street. (1991 Code § 121-20; Ord. No. 823 § 3)

### **Subsection 13-4-6 Water Damage.**

Every roof, wall, window, exterior door, foundation and hatchway shall be free from holes or leaks that would permit the entrance of water within a dwelling or be a cause of dampness. (1991 Code § 121-21; Ord. No. 823 § 3)

### **Subsection 13-4-7 Additional Maintenance Requirements.**

a. The Housing Inspector may order the owner to clean, repair or paint any walls or ceilings within a dwelling when such walls or ceiling have become stained or soiled, or the plaster, wallboard or other covering has become loose or badly cracked or missing.

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b. All exterior parts of the structure which are subject to corrosion shall be kept painted and the Housing Inspector may order the owner to paint the exterior of the premises when the painting is necessary in order to retard leakage, deterioration or excessive dampness.

c. Nothing herein shall be construed so as to place upon a nonresident owner the responsibility of a tenant to keep in a clean and sanitary condition that part of the dwelling which the tenant occupies and controls.

d. No owner shall let to an occupant any vacant dwelling, dwelling unit or lodging unit unless it is clean and sanitary.

e. Every owner of a dwelling containing three (3) or more dwelling or lodging units shall comply with all maintenance requirements of Title 5, Chapter 10 of the New Jersey Administrative Code as they pertain to multiple dwellings. In the event any of the requirements set forth therein are less strict than the requirements of this chapter, this chapter shall control. (1991 Code § 121-22; Ord. No. 823 § 3)

### **Subsection 13-4-8 Additional Responsibilities Concerning Garbage, Rubbish and Recyclable Materials.**

a. In dwellings containing no more than three (3) dwelling units, it shall be the responsibility of the occupant of each dwelling unit to furnish such receptacles outside the dwelling unit as are needed for the storage of garbage, rubbish and recyclable materials until removed from the premises. In lodging houses and in dwellings containing four (4) or more dwelling units, it shall be the responsibility of the owner to furnish such receptacles outside the lodging units or dwelling units as are needed for the storage of garbage, rubbish and recyclable materials until removal from the premises.

b. Every occupant of a dwelling unit in a dwelling containing no more than three (3) dwelling units shall be responsible, unless provided for otherwise under a lease agreement, for the periodic removal of all garbage, rubbish and recyclable materials from the premises each week in accordance with the regulations of the Borough for the collection of garbage, rubbish and recyclable materials.

c. Every occupant of a dwelling unit shall dispose of all solid wastes in the manner required by Chapter XVIII. (1991 Code § 121-23; Ord. No. 823 § 3)

### **Subsection 13-4-9 Additional Responsibilities Concerning Insects and Rodents.**

Every occupant of a dwelling unit in a dwelling containing more than one (1) dwelling unit shall be responsible for extermination of any insects, rodents or other pests whenever his dwelling unit is the only one infested. Notwithstanding the foregoing provisions, whenever infestation is caused by failure of the owner to maintain a dwelling in a rat-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more dwelling units in any dwelling or in the common parts of any dwelling containing two (2) or more dwelling units, extermination thereof shall be the responsibility of the owner. (1991 Code § 121-24; Ord. No. 823 § 3)

### **Subsection 13-4-10 Owner Responsible.**

The owner shall be responsible for compliance with all of the provisions of this chapter not specified as the responsibility of the occupant. (1991 Code § 121-25; Ord. No. 823 § 3)

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**Section 13-5****INSPECTIONS; NOTICE; HEARINGS****Subsections:**

- 13-5-1 Promulgation of Rules and Regulations.**
- 13-5-2 Inspections.**
- 13-5-3 Access to Premises.**
- 13-5-4 Search Warrants.**
- 13-5-5 Notice of Violation.**
- 13-5-6 Hearings.**

**Subsection 13-5-1 Promulgation of Rules and Regulations.**

The Housing Inspector may make rules and regulations which interpret or amplify any provision of this chapter or for the purpose of making the provisions of this chapter more effective. No regulation shall be inconsistent with or alter or amend any provision of this chapter, and no regulation shall impose any requirement which is in addition to or greater than the requirements that are expressly or by implication imposed by any provision of this chapter. Rules and regulations shall be subject to the same penalty as other violations of this chapter. (1991 Code § 121-17)

**Subsection 13-5-2 Inspections.**

The Housing Inspector or his agents or employees shall make inspections to determine the condition of dwellings, dwelling units, rooming units and premises located within the Borough. For the purpose of making inspections, the Housing Inspector or his agents are authorized to enter and examine any dwelling, dwelling unit, rooming unit or premises at such reasonable hours as the circumstances of the case permit. This subsection shall not be construed to prohibit the entry of the Housing Inspector or his agents at any time when an actual emergency exists which tends to create a danger to public health or safety or at any time when an inspection is requested by an owner or occupant. (1991 Code § 121-18)

**Subsection 13-5-3 Access to Premises.**

Upon presentation of proper identification, the owner, occupant or person in charge of a dwelling, dwelling unit or rooming unit shall give the Housing Inspector or his agents free access to the premises for the purpose of inspection or of making any repairs or alterations which are necessary to effect compliance with this chapter. (1991 Code § 121-19)

**Subsection 13-5-4 Search Warrants.**

The Housing Inspector or his agents may, upon affidavit, apply to the Judge of the Municipal Court for a search warrant setting forth factually the actual conditions and circumstances that provide a reasonable basis for believing that a nuisance or violation of this chapter exists on the premises, and if the Judge of the Municipal Court is satisfied as to the matter set forth in the affidavit, he shall authorize the issuance of a search warrant permitting access to and inspection of that part of the premises on which the nuisance or violation exists. Search warrants may also be applied for and obtained as part of a general program of inspections, for which program reasonable grounds exist. (1991 Code § 121-20)

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### **Subsection 13-5-5 Notice of Violation.**

a. Whenever the Housing Inspector determines that there are reasonable grounds to believe that there has been a violation of any provision of this chapter or of any rule or regulations adopted pursuant thereto, he shall give notice of the alleged violation to the person responsible therefor as hereinafter provided. The notice shall:

1. Be written.
2. Include a statement of the reasons why it is being issued.
3. Allow a reasonable time for the performance of any act it requires.

4. Be served upon the owner or his agent or the occupant, as the case may require, provided that notice shall be deemed to be properly served upon such owner or agent or upon such occupant personally if a copy thereof is sent by certified mail to his last known address or if a copy thereof is posted in a conspicuous place in or about the dwelling affected by the notice or if he is served with such notice by any other method authorized or required under the laws of this State.

b. The notice may contain an outline of remedial action which, if taken, will effect compliance with the provisions of this chapter and with rules and regulations adopted pursuant thereto. (1991 Code § 121-21)

### **Subsection 13-5-6 Hearings.**

Any person affected by any notice which has been issued in connection with the enforcement of any provision of this chapter or of any rule or regulation adopted pursuant thereto may request and shall be granted a hearing on the matter before the Housing Inspector, provided that such person files in the office of the Housing Inspector a written petition requesting a hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice is served. Upon receipt of the petition, the Housing Inspector shall set a time and place for the hearing and shall give the petitioner written notice thereof. At the hearing the petitioner shall be given an opportunity to be heard and to show why the notice should be modified or withdrawn. The hearing shall be commenced no later than ten (10) days after the day on which the petition is filed, provided that, upon application of the petitioner, the Housing Inspector may postpone the date of the hearing for a reasonable time beyond the ten (10)-day period if, in his judgment, the petitioner has submitted a good and sufficient reason for the postponement. After the hearing, the Housing Inspector shall sustain, modify or withdraw the notice, depending upon his findings as to whether the provisions of this chapter and the rules and regulations adopted pursuant thereto have been complied with. If the Housing Inspector sustains or modifies the notice, it shall be deemed to be an order. Any notice served pursuant to this section shall automatically become an order if a written petition for a hearing is not filed in the office of the Housing Inspector within ten (10) days after the notice is served. The proceedings at the hearing, including the findings and the decision of the Housing Inspector, shall be summarized, reduced to writing and entered as a matter of public record in the office of the Housing Inspector. The record shall also include a copy of every notice or order issued in connection with the matter. Any person aggrieved by the decision of the Housing Inspector may seek relief therefrom in any court of competent jurisdiction as provided by the laws of the State. Whenever the Housing Inspector finds that an emergency exists which requires immediate action to protect public health or safety, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he deems necessary to meet the emergency. Notwithstanding the other provisions of this section, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately but, upon petition to the Housing Inspector shall be afforded a hearing as soon as possible. After such hearing, depending upon his findings as to whether the provisions of this chapter and of the rules and regulations adopted

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pursuant thereto have been complied with, the Housing Inspector shall continue such order in effect, modify it or revoke it. (1991 Code § 121-22)

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**Section 13-6**

**UNFIT BUILDINGS**

**Subsections:**

- 13-6-1**            **Legislative Findings; Purpose.**
- 13-6-2**            **Definitions.**
- 13-6-3**            **Powers of the Housing Inspector.**
- 13-6-4**            **Standards for Finding of Unfitness.**
- 13-6-5**            **Petition; Issuance of Complaint; Hearing.**
- 13-6-6**            **Order for Abatement or Demolition.**
- 13-6-7**            **Failure to Comply with Order.**
- 13-6-8**            **Removal or Demolition by Borough.**
- 13-6-9**            **Damaged Buildings; Repair or Demolition by Borough.**
- 13-6-10**           **Recovery of Costs.**
- 13-6-11**           **Summary Judgment.**
- 13-6-12**           **Service of Complaints or Orders.**
- 13-6-13**           **Compliance Required.**
- 13-6-14**           **Remedies; Injunctive Relief.**

**Subsection 13-6-1        Legislative Findings; Purpose.**

It is hereby found that there exist in the Borough buildings that are unfit for human habitation or occupancy, or use, due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitation facilities, or due to other conditions rendering such buildings, or parts thereof, unsafe and unsanitary, or dangerous or detrimental to the health or safety or otherwise inimical to the welfare of the residents of the Borough. It is hereby declared that this section is in the exercise of the police powers of the municipality to repair, close or demolish, or cause or require the repairing, closing or demolition of such building or buildings, or parts thereof, in the manner herein provided. (1991 Code § 121-32; Ord. No. 823 § 5)

**Subsection 13-6-2        Definitions.**

As used in this section:

Building shall mean any building or structure, or part thereof, used for human habitation or otherwise, or intended to be so used, including any outhouses and appurtenances belonging thereto or usually adjoined therewith.

Housing Inspector shall mean the Housing Inspector and such assistants as shall be designated in writing.

Owner shall mean the holder or holders of the title in fee simple.

Parties in interest shall mean all individuals, associations and corporations who have interest of record in a dwelling, and any who are in possession thereof.

Public authority shall mean any authority having jurisdiction in the municipality or any officer who is in charge of any department or branch of the government of the Borough of the County or the State relating to health, fire or building regulations, or to other activities concerning dwellings in the Borough. (1991 Code § 121-33; Ord. No. 823 § 5)

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### **Subsection 13-6-3 Powers of the Housing Inspector.**

The Housing Inspector is hereby authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this section, including the following powers in addition to others granted herein:

- a. To investigate the building conditions in the municipality in order to determine which buildings therein are unfit for human habitation, occupancy or use.
- b. To administer oaths and affirmations, examine witnesses and receive evidence.
- c. To enter upon premises for the purpose of making examinations with the consent of the owner, his designated agent or occupant thereof, or failing that, pursuant to a properly issued search warrant in such manner as to cause the least possible inconvenience to the persons in possession.
- d. To appoint and fix the duties of such officers, agents and employees as he deems necessary to carry out the purposes of this section.
- e. To delegate any of his functions and powers under this section to such officers and agents as he may designate. (1991 Code § 121-34; Ord. No. 823 § 5)

### **Subsection 13-6-4 Standards for Finding of Unfitness.**

The Housing Inspector may determine that a building is unfit for human habitation, occupancy or use if he finds that conditions exist in such building which are dangerous and injurious to the health or safety of the occupants of such building, the occupants of neighboring buildings or other residents of the Borough. Such conditions may include defects therein increasing the hazards of fire, accident or other calamity; lack of adequate ventilation, light or sanitary facilities; dilapidation; disrepair; structural defects; and uncleanness. (1991 Code § 121-35; Ord. No. 823 § 5)

### **Subsection 13-6-5 Petition; Issuance of Complaint; Hearing.**

A petition may be filed with the Housing Inspector by a public authority or by at least five (5) residents of the Borough charging that any dwelling is unfit for human habitation as defined in this section. The Housing Inspector shall then undertake a preliminary investigation of the dwelling which is the subject of the petition. The Housing Inspector may, on his own motion, conduct a preliminary investigation whenever it appears to the Housing Inspector that any dwelling is unfit for human habitation. The Housing Inspector shall issue and cause to be served upon the owner and parties in interest of such a dwelling, as defined in subsection 13-6.2, a complaint if the preliminary investigation discloses a basis for such charges. The complaint must state the charges and contain a notice that a hearing will be held before the Housing Inspector at a place identified in the complaint not less than seven (7) days nor more than thirty (30) days after the serving of the complaint, and that the owner and parties in interest shall be given the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place identified in the complaint. The rules of evidence prevailing in the courts need not control in hearings before the Housing Inspector. (1991 Code § 121-36; Ord. No. 823 § 5)

### **Subsection 13-6-6 Order for Abatement or Demolition.**

If, after notice and hearing, the Housing Inspector determines that the dwelling under consideration is unfit for human habitation, he shall state, in writing, his findings of fact in support of such determination and shall issue and cause to be served upon the owner thereof and parties in interest an order requiring:

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a. The repair, alteration or improvement of the building to be made by the owner, within a reasonable time, which shall be set forth in the order, or, at the option of the owner, that the owner vacate or have the building vacated and closed within the time set forth in the order.

b. If the building is in such condition as to make it dangerous to the health and safety of persons on or near the premises and the owner fails to repair, alter or improve the building within the time specified in the order, that the owner shall remove or demolish the building within a reasonable time as specified in the order issued by the Housing Inspector. (1991 Code § 121-37; Ord. No. 823 § 5)

### **Subsection 13-6-7 Failure to Comply with Order.**

If the owner fails to comply with an order to repair, alter or improve, or at the option of the owner, to vacate and close the building, the Housing Inspector may cause such building to be repaired, altered or improved or to be vacated, closed and boarded up, and may order utilities disconnected if the dwelling is to be vacated, closed and boarded up. The Housing Inspector may post a placard on the main entrance of any building with the following language: "This building is unfit for human habitation or occupancy or use; the use or occupation of this building is prohibited and unlawful." (1991 Code § 121-38; Ord. No. 823 § 5)

### **Subsection 13-6-8 Removal or Demolition by Borough.**

If the owner fails to comply with an order to remove or demolish the building, the Housing Inspector, with the approval of the Borough Council, may cause such building to be removed or demolished or may contract for the removal or demolition thereof after advertisement and receipt of bids therefor. (1991 Code § 121-39; Ord. No. 823 § 5)

### **Subsection 13-6-9 Damaged Buildings; Repair or Demolition by Borough.**

Any building or buildings, or parts thereof, which have been damaged to such an extent that nothing remains but the walls, or parts of the walls and other supports, shall, regardless of the safety and sturdiness of those remaining walls or parts thereof, be deemed inimical to the welfare of the residents of the municipality wherein it is located, and the municipality may exercise its police powers to repair, demolish, or cause the repairing or demolishing of the building or buildings, or parts thereof, pursuant to P.L. 1942, (c. 112 C. 40:48-2.3 et seq.), and the procedures set forth therein. (1991 Code § 121-40; Ord. No. 823 § 5)

### **Subsection 13-6-10 Recovery of Costs.**

a. The amount of:

1. The cost of the filing of legal papers, expert witnesses' fees, search fees and advertising charges incurred in the course of any proceeding taken under this section shall be determined in favor of the Borough.

2. The cost of repairs, alterations, improvements, vacating, closing, boarding up, removal or demolition, if any, shall be a municipal lien against the real property upon which such cost was incurred. If any money is realized from the sale of materials derived from such building or from any contract for removal or demolition thereof, the amount of the money thus realized shall be deducted from the costs incurred which shall be a municipal lien against the real property.

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b. If the building is removed or demolished by the Housing Inspector, he shall sell the materials of such building. There shall be credited against the cost of removal or demolition thereof, including the clearance and, if necessary, levelling at the site, the proceeds of any sale of such materials or any sum derived from any contract for the removal or demolition of the building. If there are no such credits or if the sum total of such costs exceeds the total of such credits, a detailed statement of the aforesaid costs and the amount so due shall be filed with the Municipal Tax Assessor or other custodian of the records of tax liens, and a copy thereof shall be forthwith forwarded to the owner by registered mail. If the total of the credits exceeds such costs, the balance remaining shall be deposited in the Superior Court by the Housing Inspector, shall be secured in such manner as may be directed by such Court and shall be disbursed according to the order or judgment of the Court to the persons found to be entitled thereto by final order or judgment of such Court. Any owner or party in interest may, within thirty (30) days from the date of the filing of the lien certificate, proceed in a summary manner in the Superior Court to contest the reasonableness of the amount or the accuracy of the costs set forth in the municipal lien certificate.

c. Nothing in this section shall be construed to impair or limit in any way the power of the Borough to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

d. Nothing in this section is intended to limit the authority of the Construction Official under the "State Uniform Construction Code Act", N.J.S. 52:27D-119 et seq. or any rules or regulations adopted thereunder. (1991 Code § 121-41; Ord. No. 823 § 5)

### **Subsection 13-6-11 Summary Judgment.**

If an actual and immediate danger to life is posed by the threatened collapse of any fire-damaged or other structurally unsafe building, the Housing Inspector may, after taking such measures as may be necessary to make such building temporarily safe, seek a judgment in summary proceedings for the demolition thereof. (1991 Code § 121-42; Ord. No. 823 § 5)

### **Subsection 13-6-12 Service of Complaints or Orders.**

Complaints or orders issued by the Housing Inspector pursuant to this section shall be served upon any person either personally or by certified mail, but if the whereabouts of such person is unknown and the same cannot be ascertained by the Housing Inspector in the exercise of reasonable diligence and the Housing Inspector makes an affidavit to that effect, then the serving of the complaint or order upon such person may be made by publishing the same once each week for two (2) successive weeks in a newspaper having circulation in the Borough. A copy of such complaint or order shall be posted in a conspicuous place on the premises affected by the complaint or order, and a copy of the complaint or order shall be duly recorded or lodged for record with the Mercer County Recording Officer. (1991 Code § 121-43; Ord. No. 823 § 5)

### **Subsection 13-6-13 Compliance Required.**

No person shall occupy as owner or occupant or rent to another for occupancy any dwelling or dwelling unit for the purpose of living therein which does not conform to the provisions of this section, which is established as the standard to be used in determining whether a dwelling is safe, sanitary and fit for human habitation. (1991 Code § 121-44; Ord. No. 823 § 5)

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### **Subsection 13-6-14 Remedies; Injunctive Relief.**

Any person aggrieved by an order issued by the Housing Inspector under this section may, within sixty (60) days after the posting and service of such order, bring an action for injunctive relief to restrain the Housing Inspector from carrying out the provisions of the order and for any other appropriate relief. The remedy herein provided shall be exclusive, and no person affected by an order of the Housing Inspector shall be entitled to recover any damages for action taken pursuant thereto, or because of noncompliance by any person with any order of the Housing Inspector. (1991 Code § 121-45; Ord. No. 823 § 5)

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**Section 13-7****TRANSFER OF PROPERTY****Subsections:****13-7-1 Certificate of Compliance Required for Occupancy.****13-7-2 Fees; Inspections.****Subsection 13-7-1 Certificate of Compliance Required for Occupancy.**

Pursuant to N.J.S. 40:48-2.2(a), at least thirty (30) days prior to the scheduled date of a new occupancy of any dwelling house which has been sold or is under contract to be sold, the seller or buyer thereof, or the authorized agent of either, shall apply to the Housing Office for a certificate stating that the building and premises comply with the requirements of this chapter. In the event occupancy is to take place more than one hundred (120) days after the issuance of the certificate, an additional inspection and new certificate shall be required prior to occupancy. No such dwelling shall be occupied prior to the issuance of such a certificate unless such occupancy is permitted in writing, on a temporary basis, by the Housing Inspector, for a term to be determined by him depending upon the particular circumstances of each case; provided, however, that such term shall not exceed a cumulative period of one hundred twenty (120) days. The Housing Inspector may, upon receiving a written petition detailing unique circumstances, and upon good cause shown, permit an extension of the one hundred twenty (120) day term for an additional sixty (60) days. It is the intent of this section to regulate the occupancy not the transfer of real property. A dwelling house shall mean an owner-occupied single-family house or an owner-occupied dwelling unit in a building containing more than one (1) owner-occupied dwelling unit, including a condominium unit. See subsection 13-8.1 for Certificate of Occupancy requirements for rental units. (1991 Code § 121-46; Ord. No. 823 § 6; Ord. No. 94-6 § 4)

**Subsection 13-7-2 Fees; Inspections.**

The Housing Code Certificate required by subsection 13-7.1 hereof shall be secured from the Borough Housing Inspector. At the time of the application for such certificate, a fee of ~~eighty-one hundred~~ (\$80100.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the owner to comply with the provisions of this chapter, an additional fee of ~~twenty-five~~ (\$2550.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough and be delivered to the Housing Inspector and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-47; Ord. No. 823 § 6; Ord. No. 94-6 § 4; Ord. No. 2004-31 §4; Ord. No. 2008-09 § 7)

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**Section 13-8****CERTIFICATE OF COMPLIANCE REQUIREMENT FOR CHANGES IN OCCUPANCY OF RENTED DWELLINGS****Subsections:****13-8-1 Certificate of Compliance Required; Exceptions.****13-8-2 Fees; Inspections.****Subsection 13-8-1 Certificate of Compliance Required; Exceptions.**

The rental and occupancy of buildings and parts thereof for human habitation or use shall be subject to the following: No person shall rent to another or suffer or permit occupancy by another of any building or part thereof for human habitation or use without first obtaining from the Housing Inspector a certificate stating that the premises, at the time of the proposed rental to or occupancy by such other person, comply with the requirements of the housing standards set forth in this chapter, provided that this section shall not apply to:

a. Rental or occupancy under a temporary permit issued by the Housing Inspector authorizing rental or occupancy for a specified period, not to exceed sixty (60) days, during the making of repairs, alterations and improvements required by such inspection certificate;

b. Rentals to or occupancies by students, faculty or staff of nonprofit educational institutions of on-campus premises owned and maintained by such institutions, nor shall it apply to transient occupancies of hotel rooms.

This section shall apply to all dwellings and dwelling units and shall include single-family dwellings, any multiple dwelling or apartment house, or any rented dwelling unit in a commercial or mixed-use building. The certificate required herein shall be obtained prior to a change of occupancy in any such dwelling. (1991 Code § 121-48; Ord. No 823 § 7)

**Subsection 13-8-2 Fees; Inspections.**

The Housing Code Certificate required by subsection 13-8.1 hereof shall be secured from the Borough Housing Inspector. At the time of the application for such Certificate, a fee of ~~sixty-one hundred (\$60100.00)~~ twenty-five (\$250.00) dollars shall be paid. The fee shall cover the application and initial inspection of the premises and the issuance of the Certificate. In the event that any additional inspections of the premises are required because of a failure of the landlord or owner to comply with the provisions of this chapter, an additional fee of ~~twenty-five (\$250.00)~~ five (\$50.00) dollars shall be paid for each additional inspection required. All fees shall be made payable to the Borough and be delivered to the Housing Office and turned over to the Borough Treasurer. In the event of cancellation of a requested inspection, the Housing Department must be notified within twenty-four (24) hours prior to the scheduled inspection time. Failure to do so will result in forfeiture of the inspection fee. (1991 Code § 121-49; Ord. No. 823 § 7; Ord. No. 2004-31 §5 )

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**Section 13-9****VIOLATIONS AND PENALTIES****Subsections:****13-9-1           Violations and Penalties.****Subsection 13-9-1       Violations and Penalties.**

a. Notwithstanding the provisions of any other section of this chapter, the Housing Inspector, any member of the Police Department, any other authorized municipal official, and, with respect to subsection 13-3.2, the Superintendent of the Advanced Wastewater Treatment Plant or his designee, may issue Orders, Notices of Violation and Summonses to any person, firm or corporation violating any of the provisions of this chapter, the person, firm or corporation to be liable for fines for each separate offense not exceeding one thousand (\$1,000.00) dollars or imprisonment for a period not exceeding ninety (90) days, or both.

b. Each day of a continuing violation of any provision of this chapter shall constitute a separate and additional offense. (1991 Code § 121-50; Ord. No. 823 § 8; Ord. No. 94-6 § 5)

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## Section 13-10

## BOARDINGHOUSES AND ROOMING HOUSES

**Subsections:**

- 13-10-1 License Required.\*  
 13-10-2 Definition.  
 13-10-3 Additional Application Information.  
 13-10-4 Referral of Application; Issuance of License.  
 13-10-5 Compliance with Other Standards Required.

**Subsection 13-10-1 License Required.\***

No person shall manage, conduct or operate the business of keeping a boardinghouse, rooming house or rooming unit without first having obtained a license therefor. (1991 Code § 67-1)

**Subsection 13-10-2 Definition.**

As used in this section:

Boardinghouse shall mean any building in which three (3) or more persons not related by blood or marriage to the owner or operator of the business are lodged and served meals for a consideration.

Dwelling shall mean any building which is wholly or partly used or intended to be used for living or sleeping by human occupants.

Operator shall mean any person who has charge, care or control of a building or part thereof in which dwelling units or rooming units are let. "Operator" may be synonymous with the terms "owner," "lessee" and "tenant" if the facts of any situation coincide with the accepted meaning of the words "owner," "lessee" and "tenant."

Owner shall mean any person who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this section to the same extent as if he were the owner.

Rooming house shall mean any dwelling or that part of any dwelling containing one (1) or more rooming units in which space is let by the owner or operator for a consideration to three (3) or more persons not related by blood or marriage to the owner or operator of the rooming house.

Rooming unit shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping but not for cooking or eating purposes. (1991 Code § 67-2)

\* **Editor's Note:** For license fees for rooming houses and boardinghouses see Chapter IV, subsection 4-1.4.

**Subsection 13-10-3 Additional Application Information.**

In addition to standard requirements, the application under Chapter IV, Section 4-1 shall disclose:

- a. The number and location of bedrooms to be used for boarding and rooming and the size of each room.
- b. The number of baths and toilets and their location in the boardinghouse, rooming house or rooming unit. (1991 Code § 67-3)

## Hightstown Borough Revised General Ordinances

### **Subsection 13-10-4 Referral of Application; Issuance of License.**

Each application shall be referred to the Health Officer and the Board of Health for inspection, report and recommendation. The Board of Health may request the Police Department to conduct an investigation of the applicant. If the report of the Health Officer or the Police Department discloses a violation of the housing or health codes or an undesirable history, no license shall be issued. If the report of the Health Officer discloses no violation of the housing or health codes and the report of the Police Department is favorable, a license may be issued. (1991 Code § 67-4)

### **Subsection 13-10-5 Compliance with Other Standards Required.**

All rooming houses, rooming units and boardinghouses shall comply at all times with the ordinances, laws, rules and regulations of the Board of Health and with the provisions of the Housing Code, as well as all other laws and ordinances. (1991 Code § 67-5)

## Hightstown Borough Revised General Ordinances

### **Section 13-11 Reserved**

Section 13-11, which was created with Ord. No. 1997-20, was deleted in its entirety with Ord. 2000-30.

## Hightstown Borough Revised General Ordinances

## Section 13-12

## LICENSING AND REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES

## Subsections:

|          |   |
|----------|---|
| 13-12-1  | Definitions   |
| 13-12-2  | Registration and Licensing Required   |
| 13-12-3  | Fees  |
| 13-12-4  | Taxes and Other Municipal Charges; Payment Precondition for Registration and License and Certificate of Occupancy |
| 13-12-5  | Providing Copy of License Registration to Occupants and Tenants   |
| 13-12-6  | Maximum Number of Occupants; Posting  |
| 13-12-7  | Rental Unit Standards   |
| 13-12-8  | Occupant Standards  |
| 13-12-9  | Procedure For Revocation or Suspension of License   |
| 13-12-10 | Violations; Penalties   |

## Subsection 13-12-1 Definitions

Unless the context clearly indicates a different meaning, the following words or phrases when used in this Section shall be defined as follows:

"Agent" shall mean the individual or individuals designated by the owner as the person(s) authorized by the owner to perform any duty imposed upon the owner by this Ordinance.

"Apartment Complex" shall mean two or more buildings, each containing two or more apartments, which are located within close proximity of each other and are owned by the same owner.

"Apartment" or "dwelling" shall mean any apartment, cottage, bungalow, or room or rooms in a rooming/boarding house, dormitory or other dwelling unit consisting of one or more rooms, whether designed with or without housekeeping facilities, for dwelling purposes, and notwithstanding whether the apartment be designed for residence, for office, for the operation of any industry or business or for any other type of independent use.

"License" shall mean the license issued by the Borough Clerk or designee attesting that the rental unit has been properly registered in accordance with this Ordinance.

"Licensee" shall mean the person to whom the license is issued pursuant to this Ordinance. The term "licensee" includes within its definition the term "agent" where applicable.

"Owner" shall mean an individual, firm, corporation or officer thereof, partnership association, or trust who owns, operates, exercises control over or is in charge of a rental facility.

"Person" shall mean an individual, firm, corporation, partnership, association, trust, or other legal entity; or any combination thereof.

"Rental facility" shall mean a building, group of buildings or any portion thereof which is kept, used, maintained, advertised or held out to be a place where accommodations are supplied.

"Reside" shall mean to dwell permanently or continuously, or to occupy a place as one's legal domicile.

## Subsection 13-12-2 Registration and Licensing Required

- (a) Owners of every residential rental facility located within the Borough are required to register with

## Hightstown Borough Revised General Ordinances

the Borough Clerk or his/her designee, on forms supplied by the Borough. A separate registration ~~and license~~ shall be required for each rental unit, even if more than one (1) rental unit is contained in the property. Such registration shall contain, at minimum, the following information:

- 1) The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;
- 2) If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;
- 3) If the address of any record owner is not located in Mercer County, the name and address of a person who resides in Mercer County and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the record owner;
- 4) The name and address of the managing agent of the premises, if any;
- 5) The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any;
- 6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith;
- 7) The name and address of every holder of a recorded mortgage on the premises;
- 8) If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- 9) The number of rental units located in the facility;
- 10) The type of unit being licensed (i.e. room, apartment, single family home, etc.); and
- 11) The full names (first and last) of all tenants residing in the unit, including children over two (2) years of age.

(b) ~~Licenses issued~~ Registration shall cover ~~the at two one-year period~~ running from April 1 of the licensing year through March 31 of the following licensing year. Initial registrations under this Section are due no later than April 30, 2004~~th~~. Newly acquired units must be registered prior to their rental and ~~biennially~~ annually thereafter, beginning with April of the next licensing year. ~~Licensing years are considered to be 2004 and biennially thereafter.~~

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or annually, in any event, ~~at least once every two years~~. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Routine ~~biennial~~ annual inspections will be scheduled by the Housing Officer.

(d) It shall be a violation of this article for a person to knowingly provide false or inaccurate information on any form submitted to the rental housing coordinator pursuant to this article.

(e) Any change pertaining to this rental (rental status, ownership, tenant, emergency contact) must be reported to the Housing Coordinator within twenty (20) days.

## Hightstown Borough Revised General Ordinances

(f) Any failure to receive notice from the Borough shall not constitute grounds for failing to register.

### **Subsection 13-12-3 Fees**

(a) At the time of registration, ~~and prior to the issuance of a license,~~ the owner or agent of the owner must pay a ~~two-year licensing~~ one-year registration fee as follows:

- (1) For one- to three-unit dwellings: ~~\$60.00~~ 100 per unit
- (2) For dwellings of more than three but less than 50 units: ~~\$50.00~~ 90 per unit, to a maximum fee of two thousand (\$2,000.00) dollars.
- (3) For dwellings which include more than 50 units: ~~\$40.00~~ 80 per unit

(b) Fees for Certificate of Occupancy Inspections required under this Section shall be as follows:

- (1) ~~For dwellings which include up to 50 units: thirty five (\$35.00) dollars per rental unit, up to a maximum fee of one thousand two hundred and fifty (\$1,250.00) dollars.~~
- (2) ~~For dwellings which include more than 50 units: twenty five (\$25.00) per rental unit.~~

One re-inspection is included within the fees listed above, provided that the re-inspection occurs within ~~thirty (30)~~ fifteen (15) days of the initial inspection. Otherwise, re-inspection fees shall be ~~\$25.00~~ \$50 per unit.

(c) If the owner of the property is a Senior Citizen who resides in one unit of a two-unit property and rents out the remaining unit, and who would otherwise qualify under the State of New Jersey property tax deduction under New Jersey Statute 54:4-8.41, there shall be no fee.

(d) The completed rental registration process must be received by April 30<sup>th</sup>. Beginning May 1<sup>st</sup> a late fee of \$25.00 per month/per unit will be assessed on all Rental Renewal applications.

~~(d) If the license fee is not paid within thirty (30) days of its due date, a late fee surcharge of five (\$5.00) dollars per day per unit shall be assessed.~~

### **Subsection 13-12-4 Taxes and Other Municipal Charges; Payment Precondition for Registration and License**Certificate of Occupancy

No ~~license~~ Certificate of Occupancy shall be issued for any property containing a rental unit unless all municipal taxes, water and sewer charges and any other municipal assessments for that property are paid on a current basis.

### **Subsection 13-12-5 Providing Copy of License**Registration **to Occupants and Tenants**

Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the ~~license~~ Registration required by this Ordinance. This particular provision shall not apply to any hotel, motel, or guest house registered with the State of New Jersey pursuant to the Hotel and Multiple Dwelling Act as defined in N.J.S.A. 55:13A-3.

Compliance with this provision may be attained by posting a copy of the ~~license~~ registration in a conspicuous place within the rental unit(s).

## Hightstown Borough Revised General Ordinances

### **Subsection 13-12-6 Maximum Number of Occupants; Posting**

The maximum number of occupants shall be posted in each rental unit. It shall be unlawful for any person, including the owner, agent, tenant, or registered tenant, to allow a greater number of persons than the posted maximum number of occupants to sleep in or occupy overnight the rental unit for a period exceeding 28 days. Any person violating this provision shall be subject to the penalty provisions of Section 13-12.10.

Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:

1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in various areas of a dwelling unit in addition to those located in the kitchen.

### **Subsection 13-12-7 Rental Unit Standards**

All dwelling units shall be maintained in accordance with Chapter 13 ("Housing") of the Revised General Ordinances of the Borough of Hightstown, and with the 2000 International Property Maintenance Code.

### **Subsection 13-12-8 Occupant Standards**

- (a) OCCUPANTS. Only those occupants whose names are on file with the Borough Clerk as provided in the Ordinance may reside in the licensed premises. It shall be unlawful for any other person to reside in said premises, and this provision may be enforced against the landlord, tenant, or other person residing in said premises.
- (b) NUISANCE PROHIBITED. No rental facility shall be conducted in a manner which shall result in any unreasonable disturbance or disruption to the surrounding property owners or of the public in general.
- (c) COMPLIANCE WITH OTHER LAWS. The maintenance of all rental facilities and the conduct engaged in and upon the premises by occupants and their guests shall at all times be in full compliance with all applicable Ordinances and Regulations of the Borough of Hightstown and with all applicable State and Federal Laws.
- (d) PENALTIES. Any landlord, tenant, or other person violating the provisions of this section shall be subject to the penalty provisions of Section 13-12.10.

### **Subsection 13-12-9 Procedure For Revocation or Suspension of License**

Grounds. In addition to any other penalty provision prescribed herein, an owner may be subject to the revocation or suspension of any license issued hereunder upon the occasion of one or more of the following:

## Hightstown Borough Revised General Ordinances

- (1) Conviction of a violation of this Ordinance in the Municipal Court or any other Court of competent jurisdiction.
  - (2) Determination of a violation of this Ordinance at a hearing held pursuant to Section 13-12.8(b).
  - (3) Repeatedly renting the unit or units to a tenant or tenants who are convicted of violating the provisions of Section 3-7 of the Revised General Ordinances of the Borough of Hightstown ("Noise Control")
  - (4) Maintaining the rental unit or units or the property of which the rental unit is a part, in a dangerous condition likely to result in injury to person or property.
- (b) Procedure; Written Complaint; Notice; Hearing.
- (1) A complaint seeking the revocation or suspension of a license may be filed by any one or more of the following: Director of Public Safety, Chief of Police, Construction Code Official, Housing Inspector, Zoning Enforcement Officer or any other person(s) or office authorized to file such complaint. Such complaint shall be specific and shall be sufficient to apprise the licensee of the charges so as to permit the licensee to present a defense. The individual(s) filing the complaint may do so on the basis of information and belief and need not rely only on personal information.
  - (2) Upon the filing of such written complaint, the Borough Clerk or his/her designee shall immediately inform the Borough Council and a date for a hearing shall be scheduled which shall not be sooner than 10 nor more than 30 days thereafter. The Borough Clerk or his/her designee shall forward a copy of the complaint and a notice of the hearing date to the licensee and the agent, if any, at the address indicated on the registration form. Service upon the agent only shall be considered to be sufficient notice under this Section.
  - (3) The hearing required by this section shall be held before the Borough Council, unless, in its discretion, the Borough Council determines that the matter should be heard by a Hearing Officer who shall be appointed by the Borough Council. If the matter is referred to a Hearing Officer, such officer shall transmit findings of fact and conclusions of law to the Borough Council within 30 days of the conclusion of the hearing. The Borough Council shall then review the matter and may accept, reject, or modify the recommendations of the Hearing Officer based on the record before such hearing officer. In the event that the matter is not referred to a Hearing Officer and is heard by the Borough Council, then the decision of the Borough Council shall be rendered, either dismissing the complaint, revoking or suspending the license or determining that the license shall not be renewed or reissued for one (1) or more subsequent license years. Decisions of the Borough Council shall be rendered no later than the second meeting following either receipt of the Hearing Officer's recommendations or hearing by the Borough Council.
  - (4) A recorded transcript shall be made of the hearing. Such transcript may be in the form of an audio tape, a stenographic transcript and/or meeting minutes as recorded by the Borough Clerk and approved by Council. All witnesses shall be sworn prior to testifying. The strict rules of evidence shall not apply and the evidential rules and burden of proof shall be those which generally control administrative hearings.
  - (5) The Borough Attorney or his designee shall appear and prosecute on behalf of the complainant in all hearings conducted by the Borough Council pursuant to this section.
- (c) Defenses. It shall be considered to be a defense to any proceeding for the revocation, suspension or other disciplinary action involving a rental license if it may be demonstrated that the owner has taken appropriate action and has made a good faith effort to abate the conditions or circumstances giving rise to the revocation proceeding, including but not limited to institution of legal action against the tenant(s), occupant(s), or guests for recovery of the premises; eviction of the tenant(s); or otherwise.

## Hightstown Borough Revised General Ordinances

### **Subsection 13-12-10    Violations; Penalties**

Any person who violates any provision of this Ordinance shall, upon conviction in the Municipal Court of the Borough of Hightstown or such other court having jurisdiction, be liable to a fine not exceeding ~~\$1,000.00~~ 2,000 or imprisonment for a term not exceeding 90 days, or both. Each day that a violation exists or occurs shall be deemed a separate and distinct violation subject to penalty provisions of this Ordinance.

# Ordinance 2015-XX

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

**AMENDING CHAPTER 3 "POLICE REGULATIONS", SECTION 3-10 "ABANDONED OR WRECKED VEHICLES", AND SECTION 3-11 "PARKING OF BOATS, TRAILERS AND REGISTERED VEHICLES" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN**

**WHEREAS**, the Borough Council finds that enforcement of certain regulations within Chapter 3, Sections 10 and 11 of the "Revised General Ordinances of the Borough of Hightstown" should be enforceable by the Housing Inspector, Construction Official, or the Zoning Officer; and

**WHEREAS**, the Police Department has determined that such a change in the ordinance is advantageous to the residents of the Borough.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Hightstown as follows:

Section 1. Section 3-10 "Abandoned or Wrecked Vehicle" is hereby amended as follows (underline for additions, strikethroughs for deletions):

## **Section 3-10**

### **ABANDONED OR WRECKED VEHICLES\***

#### **Subsections:**

- 3-10.1 Definitions.**
- 3-10.2 Abandoning Vehicles Unlawful.**
- 3-10.3 Leaving Non-operating Vehicles on Streets Unlawful.**
- 3-10.4 Storage on Private or Borough Property Restricted; Exceptions.**
- 3-10.5 Impoundment; Redemption.**

\* **Editor's Note:** For additional regulations on property maintenance, see Chapter XIV.

#### **3-10.1 Definitions.**

As used in this section:

"Property" shall mean any real property within the Borough which is not a street or highway.

"Street" or "highway" shall mean the entire width between the boundary lines of every way maintained, when any part thereof is open to the use of the public for purposes of vehicular travel.

"Vehicle" shall mean a machine propelled by other than human power, designed to travel along the ground by the use of wheels, treads, runners or slides and to transport persons or property or pull machinery, including, but not by way of limitation, an automobile, truck, trailer, motorcycle, tractor, buggy and wagon. (1991 Code § 217-1)

**3-10.2 Abandoning Vehicles Unlawful.**

No person shall abandon a vehicle within the Borough, and no person shall leave a vehicle at any place within the Borough for such time and under such circumstances as to cause the vehicle to reasonably appear to be abandoned. (1991 Code § 217-2)

**3-10.3 Leaving Non-operating Vehicles on Streets Unlawful.**

No person shall leave any unregistered, partially dismantled, non-operating, wrecked or junked vehicle on a street or highway within the Borough. (1991 Code § 217-3; Ord. No. 2002-04)

**3-10.4 Storage on Private or Borough Property Restricted; Exceptions.**

a. No person in charge or control of property within the Borough, whether as owner, tenant, occupant, lessee or otherwise, shall allow unregistered, partially dismantled, non-operating, wrecked, junked or discarded vehicles to remain on the property longer than forty-eight (48) hours, and no person shall leave such vehicles on any property within the Borough for a longer period than forty-eight (48) hours.

b. This section shall not apply to a vehicle in an enclosed building; a vehicle on the premises of a business enterprise operated in a lawful place and manner, when necessary to the operation of the business enterprise; or a vehicle in an appropriate storage place or depository maintained in a lawful place and manner by the Borough. (1991 Code § 217-4; Ord. No. 2002-04)

**3-10.5 Impoundment; Redemption.**

The Chief of Police or any member of the Police Department designated by him is authorized to remove or have removed any vehicle left at any place within the Borough which appears to be present in violation of this section. Such a vehicle shall be impounded until lawfully claimed or disposed of in accordance with applicable statutes. The Chief of Police or any member of the Police Department acting for him shall notify the registered and legal owner, in writing, by personal service or by certified mail, at the last known address of the owner, of the removal of the vehicle, the reason for the removal and the location of the vehicle. The vehicle shall be retained and impounded until the owner or his authorized agent pays the cost of such taking and removal, together with a garage charge of two (\$2.00) dollars for each day that the vehicle is retained and impounded. (1991 Code § 217-5)

**3-10.6 Violations and Penalties.**

In addition to the penalties set forth in Subsection 3-10.5, a summons may be issued for any violation of the provisions of this Section by any member of the Police Department, or by the Housing Inspector, the Construction Official, or the Zoning Officer. Any person violating any provision of this Section shall, upon conviction, be subject to the fine(s) prescribed in Section 1-5 of the Borough Code, or as otherwise provided by law.

Section 2. Section 3-11 "Parking of Boats, Trailers and Registered Vehicles" is hereby amended as follows (underline for additions, strikethroughs for deletions):

## Section 3-11

### PARKING OF BOATS, TRAILERS AND REGISTERED VEHICLES

#### Subsections:

- 3-11.1           **Definitions.**
- 3-11.2           **Parking in Public Streets Restricted; Repairs.**
- 3-11.3           **Storage of Boats, Trailers and Camping Vehicles on Private Property.\***
- 3-11.4           **Storage of Registered, Operating Vehicles on Private Property**

#### 3-11.1   **Definitions.**

As used in this section:

Trailer or Camping and recreational vehicle shall mean any boat mounted on a trailer or any vehicle or structure used or intended to be used as a conveyance upon the public streets or highways and duly licensed as such, including self-propelled and non-self-propelled vehicles or structures designed, constructed and reconstructed or added to by means of accessories in such a manner as to permit the occupancy thereof as a dwelling or sleeping place, temporary or permanent, for one (1) or more persons and having no foundations other than wheels, skids, jacks or similar devices so arranged as to be integral with or portable by the trailer or camping and recreational vehicle, including any trailer or camping and recreational vehicle so arranged and installable as not be subject to transportation. (1991 Code § 203-1)

#### 3-11.2   **Parking in Public Streets Restricted; Repairs.**

a. No person shall park any camping vehicle for any period exceeding two (2) hours on any street in the Borough except for the purpose of repair.

b. If any person desires to repair a camping vehicle while it is parked on any street, he shall obtain a permit therefor from the Police Department. Such permit shall not be issued unless the camping vehicle cannot be removed to a garage, service station or other premises for the purpose of repair and shall be granted on request without fee. It shall be valid for a period of forty-eight (48) hours from the issuance thereof but may, for good cause shown, be renewed for an additional forty-eight (48) hour period or periods as necessity may require. Any camping vehicle undergoing repairs while parked in a street shall not be used by any person as a dwelling or sleeping place during such period of repair. (1991 Code § 203-2)

#### 3-11.3   **Storage of Boats, Trailers and Camping Vehicles on Private Property.\***

Any owner of a boat, trailer or camping vehicle may park or store his equipment on private residential property in the Borough subject to the following conditions:

a. If the boat, trailer or camping vehicle is parked or stored outside of a garage or building, it shall be parked or stored to the rear of the front building line of the lot, on a paved or stoned driveway or an approved extension of a driveway, except that a boat, trailer or camping vehicle may be parked anywhere on private residential property for loading or unloading purposes.

b. At no time shall a parked or stored boat or camping vehicle be occupied or used for living, sleeping or housekeeping purposes or for storage of other than equipment used in connection with the vehicle.

c. Only one (1) of each such vehicle shall be permitted to be parked at one (1) time on any one (1) property. (1991 Code § 203-3; Ord. No. 2002-04)

\* **Editor's Note:** For additional regulations on property maintenance, see Chapter XIV.

### **3-11.4 Storage of Registered, Operating Vehicles on Private Property**

Registered, operating vehicles shall be parked or stored on a paved or stoned driveway or an approved extension of a driveway. If a vehicle is parked on private property in any other manner, then it shall be considered a violation of this Section. (Ord. No. 2002-04)

### **3-11.5 Violations and Penalties.**

For any violation of the provisions of this Section, a summons may be issued by any member of the Police Department, or by the Housing Inspector, the Construction Official, or the Zoning Officer. Any person violating any provision of this Section shall, upon conviction, be subject to the fine(s) prescribed in Section 1-5 of the Borough Code, or as otherwise provided by law.

**Section 3. 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.

**Section 4. Effective Date.** This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

**Section 5. Repealer.** All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Introduction:

Adoption:

**ATTEST:**

\_\_\_\_\_  
DEBRA L. SOPRONYI  
MUNICIPAL CLERK

\_\_\_\_\_  
LAWRENCE D. QUATTRONE  
MAYOR



**MOTOROLA**

**STATE OF NEW JERSEY CONTRACT 83909  
MOTOROLA PROCUREMENT PROPOSAL**

DATE: AUGUST 16, 2015

SHIP TO: HIGHTSTOWN FIRST AIDE SQUAD  
168 BANK ST.  
HIGHTSTOWN, NJ 08520

ATTENTION: MARK MADONIA  
732-586-4753  
Madonia126@gmail.com

VENDOR: MOTOROLA SOLUTIONS, INC.  
P.O. BOX 1335  
BURLINGTON NJ 08016

ATTENTION: TIM SINDORF  
PHONE: 609-239-4289  
CELL 609-239-0459

| ITEM  | NJ STATE CONTRACT INFO | COMMODITY CODE | MODEL        | DESCRIPTION                                   | QTY | LIST UNIT PRICE | EXT UNIT PRICE | NJ STATE DISCOUNT | DISC UNIT PRICE | DISC EXTENDED PRICE |
|---|------------------------|----------------|--------------|---|-----|-----------------|----------------|-------------------|-----------------|---------------------|
| 1   | 00002                  | 726-88-085633  | H845DD9PW5 N | APX1000 UHF RANGE 2 MODEL 1.5                 | 7   | \$ 1,000.00     | \$ 7,000.00    | 25%               | \$ 750.00       | \$ 5,250.00         |
| 1a  | 00002                  | 726-88-085633  | QA04096      | APX1000 UHF RANGE 2 MODEL 1.5                 | 7   | \$ 1,070.00     | \$ 7,490.00    | 25%               | \$ 802.50       | \$ 5,617.50         |
| 1b  | 00002                  | 726-88-085633  | QA07149      | ENH: P25 TRUNKING<br>SW KEY SUPPLEMENTAL DATA | 7   | \$ -            | \$ -           | 25%               | \$ -            | \$ -                |
| 1c  | 00028                  | 920-46-085647  | H885         | ADD EXTENDED WARRANTY 2 YEARS                 | 7   | \$ 84.00        | \$ 588.00      | 0%                | \$ 84.00        | \$ 588.00           |
| 2   | 00002                  | 726-88-085633  | WPLN4232A    | 110 VAC 50/60 HZ US IMPRES SUC                | 7   | \$ 63.00        | \$ 441.00      | 20%               | \$ 50.40        | \$ 352.80           |
| 3   | 00002                  | 726-88-085633  | PMMN4062A    | NOISE CANCEL SPEAKER MIC                      | 7   | \$ 107.00       | \$ 749.00      | 20%               | \$ 85.60        | \$ 598.20           |
| 4   | 00002                  | 726-88-085633  | NNTN7616     | VEHICLE CHARGER FULL INSTALL                  | 3   | \$ 380.00       | \$ 1,140.00    | 20%               | \$ 304.00       | \$ 912.00           |
| 5   | 00002                  | 726-88-085633  | PMLN6085     | BELT LOOP HOLSTER                             | 7   | \$ 60.00        | \$ 420.00      | 20%               | \$ 48.00        | \$ 336.00           |
| 6   | 00002                  | 726-88-085633  | NTN5243      | SHOULDER STRAP                                | 7   | \$ 23.00        | \$ 161.00      | 20%               | \$ 18.40        | \$ 128.80           |
| 7   | 00028                  | 920-46-085647  | SVC          | INSTALLATION OF VEHICLE CHARGERS              | 3   | \$ 254.40       | \$ 763.20      | 0%                | \$ 254.40       | \$ 763.20           |
| <b>NOTES:</b>   |                        |                |              |   |     |                 |                |                   |                 |                     |
| 1. Terms and Prices are quoted from the NJ State Contract - 83909 |                        |                |              |   |     |                 |                |                   |                 |                     |
| <b>TOTAL PRICE \$ 14,547.50</b>                                   |                        |                |              |   |     |                 |                |                   |                 |                     |



**MOTOROLA**

**STATE OF NEW JERSEY CONTRACT 83909  
MOTOROLA PROCUREMENT PROPOSAL**

DATE: AUGUST 16, 2015

SHIP TO: HIGHTSTOWN FIRST AIDE SQUAD  
168 BANK ST.  
HIGHTSTOWN, NJ 08520

ATTENTION: MARK MADONIA  
732-586-4753  
Madonia126@gmail.com

VENDOR: MOTOROLA SOLUTIONS, INC.  
P.O. BOX 1335  
BURLINGTON NJ 08016

ATTENTION: TIM SINDORF  
PHONE: 609-239-4289  
CELL 609-239-0459

| ITEM  | NJ STATE CONTRACT INFO | MODEL         | DESCRIPTION  | QTY | LIST UNIT PRICE | EXT UNIT PRICE | NJ STATE DISCOUNT | DISC UNIT PRICE | DISC EXTENDED PRICE            |
|---|------------------------|---------------|--------------|-----|-----------------|----------------|-------------------|-----------------|--------------------------------|
| 1   | 00002                  | 726-88-085633 | M36SSS9PW1 N | 3   | \$ 1,354.00     | \$ 4,062.00    | 25%               | \$ 1,015.50     | \$ 3,046.50                    |
| 1a  | 00002                  | 726-88-085633 | QA01339      | 3   | \$ 1,070.00     | \$ 3,210.00    | 25%               | \$ 802.50       | \$ 2,407.50                    |
| 1b  | 00002                  | 726-88-085633 | G444         | 3   | \$ -            | \$ -           | 25%               | \$ -            | \$ -                           |
| 1c  | 00002                  | 726-88-085633 | G66          | 3   | \$ 125.00       | \$ 375.00      | 25%               | \$ 93.75        | \$ 281.25                      |
| 1d  | 00002                  | 726-88-085633 | G490         | 3   | \$ 14.00        | \$ 42.00       | 25%               | \$ 10.50        | \$ 31.50                       |
| 1e  | 00002                  | 726-88-085633 | B18          | 3   | \$ 60.00        | \$ 180.00      | 25%               | \$ 45.00        | \$ 135.00                      |
| 1f  | 00002                  | 726-88-085633 | W22          | 3   | \$ 72.00        | \$ 216.00      | 25%               | \$ 54.00        | \$ 162.00                      |
| 1g  | 00028                  | 920-46-085647 | G24          | 3   | \$ 121.00       | \$ 363.00      | 0%                | \$ 121.00       | \$ 363.00                      |
| 2   | 00002                  | 920-46-085647 | SVC          | 3   | \$ 273.60       | \$ 820.80      | 0%                | \$ 273.60       | \$ 820.80                      |
| 3   | 00002                  | 920-46-085647 | SVC          | 1   | \$ 120.00       | \$ 120.00      | 0%                | \$ 120.00       | \$ 120.00                      |
| <b>APX1500 UHF RANGE 2 MOBILE</b><br>APX1500 UHF RANGE 2 MOBILE<br>ENH: P25 TRUNKING<br>ADD APX CONTROL HEAD SOFTWARE<br>ADD DASH MOUNT<br>ADD ANTENNA<br>ADD EXTERNAL 7.5 WATT SPEAKER<br>ADD PALM MICROPHONE<br>ADD EXTENDED WARRANTY 2 YEARS<br>INSTALLATION<br>FACE PLATE FOR CROWN VIC CONSOLE |                        |               |              |     |                 |                |                   |                 | <b>TOTAL PRICE \$ 7,367.55</b> |

NOTES:  
1. Terms and Prices are quoted from the NJ State Contract - 83909



ANTHONY NOVEMBER  
IDA MOJICA  
255 Stockton Street  
Hightstown, New Jersey 08520  
609-443-6761

THE BOROUGH OF HIGHTSTOWN  
156 Bank Street  
Hightstown, New Jersey 08520  
Attention: Boro Clerk

Dear Ms. Sopronyi,

I am writing concerning the need for two handicapped parking spaces near my home one for myself and one for my wife.

Due to the parking situation in our neighborhood we find ourselves having to walk long distances to and from our home to our cars. Our disabilities lie with our inability to walk long distances. Therefore the need for the spaces will improve the quality of our lives dramatically and reduce the discomfort and pain experienced each time we leave and return home.

Your consideration in this matter is greatly appreciated.

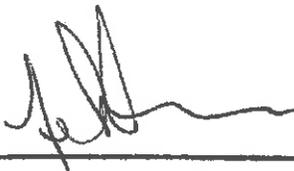
The corresponding DMV tag information is as follows:

Anthony November – New Jersey 1885 HC

Ida Mojica – Placard – P1472577

Should you have any questions or need additional information please don't hesitate to reach me at the above referenced address or phone.

Thank you in advance for your time and attention,



---

Anthony November

ANTHONY NOVEMBER

255 Stockton Street

Hightstown, New Jersey 08520

August 21, 2015

Borough of Hightstown

156 Bank Street

Hightstown, New Jersey 08520

Attention: Debra Sopronyi

As per our conversation, I am writing to clarify some concerns I have and issues you raised about the handicapped parking space I need at my residence.

As far as your suggestion concerning the garage and the driveway. I already have two registered cars in the garage. As far as the driveway is concerned, in the past I have tried to park the cars there, but I received a ticket from the police department because the car protrudes into the walkway and I have also had damage to my cars by passersby.

In response to your concern for the distance from the stop sign to the spot I am requesting, it is more than 50 feet away from the stop sign thereby falling within the guidelines you specified.

Attached please find the letter you requested from my doctor.

Thank you in advance for your time and attention.

Sincerely,



---

Anthony November



# The Borough of Hightstown

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Clerk's Office

156 Bank Street, Hightstown, New Jersey 08520

Phone – (609) 490-5100, ext. 772

Fax – (609) 371-0267

FROM THE DESK OF   
DEBRA L. SOPRONYI, RMC/QPA  
BOROUGH CLERK

TO: Lt. Frank Gendron  
DATE: August 25, 2015  
RE: Handicapped Parking Space Request

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Attached please find information pertaining to a request for handicapped parking space(s) on Center Street, next to the resident's home. Note that he has clarified their parking situation as requested and submitted medical certification for Ida Mojica. Mr. November stated that he finds it more important for Ida Mojica to receive one handicapped parking spot, since she is the one with the great difficulty with walking.

Kindly send me your comments on this matter by Monday, August 31, 2015. This item will be on the agenda for discussion by Council at the September 8<sup>th</sup> meeting.

If you have any questions, please do not hesitate to contact me.

**Debra Sopronyi**

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**From:** Frank Gendron [FGendron@hightstownpd.org]  
**Sent:** Tuesday, September 01, 2015 2:49 PM  
**To:** Debra Sopronyi  
**Subject:** Request for Handicapped Parking Space on Center Street

Debbie,

I have reviewed Mr. Anthony's request for a handicapped parking space for his wife on Center Street. I have measured the distance from the stop sign on Center Street at the intersection of Stockton and Mr. November's driveway and that there is adequate space (103') for handicapped parking space which is required to be 22' horizontal to the roadway. If a handicapped space is installed, it must meet all of the New Jersey requirements for a handicapped parking spot. Which include proper signage and marking.

Lt. Frank Gendron  
Hightstown Police Department  
413 Mercer Street  
Hightstown, NJ 08520  
609-448-1234, Ext 507  
Cellphone- 609-619-2273  
Fax:609-490-0581  
Email: [Fgendron@HightstownPD.org](mailto:Fgendron@HightstownPD.org)



249th Session

**WARNING:** Email received by or sent to Borough Officials are subject to the Open Public Records Act [OPRA]. If you are in anyway concerned about the contents of your email being read by someone other than the person(s) you are contacting, you should consider alternate ways of contacting them.

This message is intended only for the use of the addressees. It may contain privileged and/or confidential information that should not be disclosed under applicable law. If you are not an addressee, or the employee or agent responsible to deliver this message to an addressee, you are notified that any use or dissemination of this message is prohibited, and that you should destroy/delete it immediately and advise the sender. Thank you for your cooperation.

**Subsection 7-35-1 Handicapped Parking on Streets.**

a. In accordance with the provisions of N.J.S.A. 39:4-197, the following on street locations are designated as handicapped parking places. Such spaces are for use by persons who have been issued special identification cards or plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Chief of Police. No other person shall be permitted to park in these places.

| <i>Address</i>                                       | <i># of Spaces</i> | <i>Location</i>   |
|--|--------------------|---|
| Westerlea Apartments, Building 5<br>Westerlea Avenue | 1                  | Beginning at a point 55 feet south of GPU pole #JC748H and running 18 feet south along Westerlea Avenue |

b. Handicapped Parking On Street for Private Residences. In accordance with the provisions of N.J.S.A. 39:4-197.6, the following on-street locations are designated as handicapped parking spaces in front of private residences occupied by handicapped persons. Such spaces are for use by persons who have been issued special identification cards or plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Chief of Police. No other person shall be permitted to park in these spaces.

| <b>Street</b>       | <b>Location</b>   | <b>Permit Number</b>                       |
|---------------------|---|--|
| 120 Railroad Avenue | Beginning at a point approximately nineteen (19) feet south of utility pole no. JC180H on the west side of Railroad Avenue and running eighteen (18) feet south along Railroad Avenue.                              | P.H.K.<br>4616                             |
| 231 Morrison Avenue | Beginning at a point one hundred and thirteen (113) feet from the southeast corner of the intersection of Morrison Avenue and Summit Street and running east approximately 18 feet therefrom along Morrison Avenue. | NJ handicapped<br>license plate<br>#HE2758 |
| 155 Mechanic Street | Beginning at a point 32 feet north of utility pole #JC11H and running north approximately 20 feet therefrom along the southbound side of Mechanic Street  | NJ handicapped<br>placard #P484734         |

(Ord. No. 825 § 4; Ord. No. 1995-21 § 2; Ord. No. 1998-29 § 1; Ord. No. 1999-19 § 1; Ord. No. 2000-33; Ord. No. 2001-08; Ord. No. 2002-02; Ord. No. 2002-22)

**Debra Sopronyi**

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**From:** Richard Tuscano [rich@ameritex1.com]  
**Sent:** Wednesday, August 26, 2015 9:50 AM  
**To:** Debra Sopronyi  
**Subject:** Clothing Container Request

Dear Debra,

Thank you for the opportunity for us to speak & inform the Hightstown Borough about our Clothing Container Fundraising Program. It is an excellent option for fundraising as it helps raise funds, keeps textiles out of our landfills, and it is at No-Cost!

In addition to the meeting, we would also like to provide you with some additional highlights about our program. Our fundraising program can be used to raise funds for the Borough of Hightstown, or it can be used to fund a specific organization, person, or charity within in the city of Hightstown. We brand the containers with the logo/organization of your choice creating awareness for this organization within the community. A few suggestions of container placement in the community can be at locations such as high traffic area shopping centers, schools, the Firehouse, the Police Station, the Library, and/or the Post Office.

Please kindly forward this information to the appropriate contact who handles fundraising for the Hightstown Borough. Kindly provide them with my contact information as well.

Please do not hesitate to contact us should you have any further questions or comments.

We look forward to working with the community of Hightstown in the near future.

Thank you very much for your time and consideration.

Regards,

Richard Tuscano, Project Manager  
**Ameritex Industries Corporation**  
*Fundraising Through Recycling*  
39 Everett Drive Princeton Jct, NJ 08550  
609.301.6234  
[Rich@ameritex1.com](mailto:Rich@ameritex1.com)  
[ameritex1.com](http://ameritex1.com)



AMERITEX  
INDUSTRIES  
CORPORATION

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## *Fundraising Through Recycling Clothing, Shoes & Apparel*

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### TEXTILE RECYCLING FACTS

#### WHY RECYCLE?

You are probably use to recycling aluminum, paper, glass and other items. But did you know that clothing, shoes and other textiles can be recycled too? Here are some interesting recycling facts.

Recycling clothing & shoes is extremely labor intensive and costly. There is a need for companies to recycle these items. Many non-profits and municipalities do not have the means or facilities for this costly and labor intensive service.

Ameritex, a *green company*, is excited to be a part of an exclusive list of companies in the United States solely involved in the Textile Recycling Industry.

While specializing through "Fundraising Textile Recycling", in 2013 we raised over \$30,000 to help support programs like yours, across our beautiful state of New Jersey.

We are here to serve all your textile recycling needs while providing jobs, keeping these items out of our landfills and at the same time, help turn these unwanted items into funds for your organization too!

#### DID YOU KNOW?

The Environmental Protection Agency estimates that the average person throws away 70 pounds of clothing per year. That adds up to 3.8 billion pounds of unnecessary waste added to our landfills.

Clothing and household textiles currently make up 5.2% of the waste in landfills.

A textile is any item made from cloth or artificial fabrics. Most textiles are reused as clothing to be worn again, bedding, stuffing upholstery, carpets, and other items. Any textile item, even if it has been worn, torn, or stained, can be recycled. Items simply need to be clean and dry.



## HOW ARE RECYCLED TEXTILES USED?

Your good usable textile items and shoes are put to good use to be worn again in low income areas throughout the USA.

Damaged clothing can be turned into wiping cloths which are used in a variety of industries and businesses (everything from manufacturers to repair shops, construction industries, custodial departments). Processed back into fibers and turned into paper, insulation, carpet padding and other items.

## WHAT ARE DAMAGED TEXTILES RECYCLED INTO?

HERE ARE A FEW EXAMPLES:

Stuffed toys and pillows become car seat stuffing and automobile insulation. T-shirts, sheets, towels, and clothing become wiping cloths. Denim becomes home insulation. Shoe soles become paving material. Sweaters and coats become carpet padding. Curtains and drapes become stuffing for pillows, sleeping bags and animal beds. Wool sweater material become sports ball fillings. Fabric scraps become paper money *to buy new clothing!*

## WHERE CAN CLOTHING AND TEXTILES BE RECYCLED?

If your town doesn't accept textiles with other recyclables, Ameritex can help with all your clothing recycling needs.

Nearly 100% of textile & shoe items can be recycled. Our recycling programs generate revenue for municipalities, sponsors programs like yours and they get a second chance.

At the same time return funds back into your community programs. A true "GREEN FUNDRAISING" program.

# Resolution 2015-230

*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 September 8, 2015 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 Service (Police/Dispatch/Court)  
Habitat for Humanity

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: December 8, 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 September 8, 2015.

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Debra L. Sopronyi  
Borough Clerk