



	<b>2015-25</b>	<b>First Reading and Introduction</b> An Ordinance Amending and Supplementing Subsection 2-20.4, Entitled “Election of Members; Qualifications,” of Section 2-20, Entitled “Fire Department,” of Chapter 2, Entitled “Administration,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”
	<b>2015-26</b>	<b>First Reading and Introduction</b> An Ordinance Amending and Supplementing the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” in Order to Establish a New Chapter Thereof to be Known as “Tax Exemptions”
<b>Resolutions</b>	<b>2015-261</b>	Authorizing the Payment of Bills
	<b>2015-262</b>	Endorsing an Ordinance by Mercer County to Establish a Mid-Block Crosswalk on Etra Road (County Route 571)
<b>Consent Agenda</b>	<b>2015-263</b>	Endorsing the Downtown Hightstown Lakefront Vision Plan and Encouraging the Planning Board to Consider Appropriate Master Plan Amendments to Incorporate the Plan Therein
	<b>2015-264</b>	Determining an Area in Need of Rehabilitation in Accordance with <u>N.J.S.A. 40A:12A-1, et. seq.</u>
	<b>2015-265</b>	Authorizing the Issuance a Raffle License – Better Beginnings
	<b>2015-266</b>	Authorizing the Issuance an Auction License – Empire Antiques
	<b>2015-267</b>	Authorizing the Issuance an Auction License – First Presbyterian Church
	<b>2015-268</b>	Authorizing Refunds for the Historic Preservation Commission Classic Towns Project
	<b>2015-269</b>	Authorizing Refund of Tax Overpayment
	<b>2015-270</b>	Authorizing Triad Associates to Prepare and Process an Application for FEMA Assistance to Firefighters Grant
<b>Discussion</b>		Best Practices Submission
		Assignment of Lien (Block 40/Lot 18)
		Shared Services Update
		FEMA Update
<b>Public Comment II</b>		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.
<b>Mayor/Council/Administrative Reports</b>		
<b>Adjournment</b>		

**Meeting Minutes**  
**Hightstown Joint Borough Council & Planning Board**  
**Special Meeting**  
**September 30, 2015**  
**6:30 pm**

The meeting was called to order by Mayor Quattrone at 6:35 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

Roll Call

	<b>PRESENT</b>	<b>ABSENT</b>
<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; Henry Underhill, Borough Administrator; and Fred Raffetto, Borough Attorney.

Roll Call

	<b>PRESENT</b>	<b>ABSENT</b>	<b>LATE ARRIVAL</b>
Mr. Lane	✓		
Mr. Montferrat	✓		
Mayor Quattrone	✓		
Mr. Stults	✓		
Mr. Hansen	✓		
Mr. Searing	✓		
Mr. Musing	✓		
Mr. Mulleavey	✓		
Ms. Colavecchio	✓		
Mr. Balcewicz	✓		
Mr. Honsel			✓ 6:40 pm

Also in attendance: Sandy Belan, Planning Board Secretary.

The flag salute followed Roll Call.

Councilmember Stults moved the agenda for approval, Council President Hansen seconded.

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

Agenda approved 6-0.

Planning Board Member Mr. Lane moved the agenda for approval, Mr. Searing seconded.

September 30, 2015 Special

Roll Call Vote: Planning Board: Mr. Lane, Mr. Montferrat, Mayor Quattrone, Mr. Stults, Mr. Hansen, Mr. Searing, Mr. Musing, Mr. Mulleavey, Ms. Colavecchio, Mr. Balcewicz and Mr. Honsel voted yes.

Agenda approved 11-0.

Mayor Quattrone then introduced Brent Rivenburgh, Chair of Downtown Hightstown. Mr. Rivenburgh thanked the Mayor, Council and Planning Board for the meeting; and the public for attending.

Mr. Rivenburgh noted that what is about to be shown is a “vision plan” and is not a definite plan; there will be changes. Downtown Hightstown is not handing the project off to the Borough; they would like to be involved in the project should it move forward. He then advised that not one dollar of taxpayer funds was used for the study that has been done, Downtown Hightstown paid for the study to be performed.

Mr. Rivenburgh reviewed some of the history of the lakefront in Hightstown and commented that is hoped that re-developing the lakefront would bring Hightstown back to what it once was. This is an amazing opportunity to take advantage of a beautiful natural resource, Peddie Lake. He then introduced Jim Constantine, the Planner who developed the plan that is being presented.

Mr. Constantine gave a public presentation on the Vision Plan for Hightstown Borough Lakefront. He noted that the plan was developed through intensive workshops with the community and stakeholders. He then reviewed the planning process and schedule, with the focus on Main Street and the Lakefront of Peddie Lake. The presentation included project goals, the lakefront and Main Street in the early 1900’s, the vision to activate the waterfront, parking, uses, traffic and pedestrian safety concerns, and possible shared space design. (A copy of the presentation is attached to these minutes and is made a part thereof.)

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

Frank Rivera, 110 Broad Street – thanked Mr. Constantine for the presentation and recognizing that various waterfront properties are a magnet for people; he congratulated Downtown Hightstown for including the community in the discussion and evaluation. He commented that art in public places goes hand in hand with the project, and the Cultural Arts Commission stands ready.

Lynne Woods, 315 Park Avenue – congratulated Downtown Hightstown for developing a plan that encompasses what many want; commented let’s make it happen. Ms. Woods commented that she hopes this happens more quickly than the bridge.

Jane Cox, East Ward Street – commented that we should make this plan happen, the lakefront should be attractive.

Mayor Quattrone advised that the bridge work is scheduled for the spring; the federal paperwork is being finalized.

Ted Spann, 200 Franklin Street – inquired about tree removal around the lake; how much space will be taken by residential properties, and parking availability.

Councilmember Stults commented that during the Farmers Market addition parking space near the church is utilized and it works very well. We need to look at ways to use this property more effectively. We need to make better use of what we have and could possibly share parking. Additional trees will be reincorporated throughout the design. Trees are a key element of the downtown area.

Mr. Spann inquired as to what the benefit to the taxpayer would be.

Councilmember Stults responded that there would be an increase in property values as well as new rateables.

Wendy McDade, 125 South Street – commented that she is looking forward to the project and inquired as to where the project goes from here, what is the process?

Councilmember Stults responded that the Council will accept the concept by resolution, and the Planning board will also accept the concept. Then the Master Plan must be changed to make the area a redevelopment area. After that is

September 30, 2015 Special

accomplished, there will be conversations with various consultants to assist with the process.

Doug Mair, 536 S. Main Street – commented that he does not understand taking on a project of this size in the flood zone prone area; we do not have a Borough Hall because it was in a flood zone.

Councilmember Stults commented that the Borough Hall property is a valuable asset to the development of the Rug Mill, not because it is in the flood zone.

Mr. Mair then commented that certain members of Council were involved with circulating the petition to rescind the bond ordinance for Borough Hall, how can they be in favor of this plan?

Councilmember Misiura commented that the police Department should not be located in a flood zone.

Planning Board Chairperson Fred Montferrat then noted that this is a presentation regarding the Downtown Vision, and has nothing to do with Borough Hall.

Mr. Mair inquired as to why the flood zone was an issue a year ago, but is not an issue now.

Mr. Montferrat noted that this meeting is regarding the Vision from Downtown Hightstown; they are looking for the Borough's support.

Mr. Constantine noted that the flood zone mapping is being re-evaluated and there will be discussion with NJDEP prior to the project; this plan is not detailed to that extent.

Rick Pratt, 214 Stockton Street – referenced the possibility of podium parking under buildings and the plaza and noted that other towns use this process to address parking; commented that the area could be raised and still have active connectivity to Main Street; the Borough needs a creative edge to create somewhere people can go, and want to go and visit.

Jim Douglas, 25 Barton St. – commented that the town could go one of two ways, and this plan will make it better; he hopes this goes through, it is a great idea.

Leanne Trent, 567 S. Main Street – commented that she wants to spend family time they have to go to Princeton, her vision is to spend her money in her own town; she inquired as to how this could branch out to benefit the remainder of the businesses in town.

Mr. Constantine commented that by adding vibrancy to the waterfront, it will benefit businesses not on the water.

Daniel Trent, 567 S. Main Street – thanked Downtown Hightstown for their efforts; commented that he owns a guitar lesson business and think this is a breathtaking vision of what Hightstown could be; change is inevitable and this is positive change. He noted that pedestrian safety is currently a concern, what is presently being done to improve pedestrian safety?

Councilmember Misiura noted that traffic on Main Street is a challenge because it is Route 33 which is a state road, and the Borough has no control over it at the present time. It is hoped that it can be put under local control.

Mayor Quattrone noted that parking is traffic calming, and if parking is on Main Street, the trucks would begin to use the Route 33 By-Pass.

Beverly Asselstine, 326 Franklin Street – inquired if there has been discussion with the property owners downtown who would be affected.

Councilmember Stults noted that there has been brief discussion and they are waiting to see what the Borough is going to do.

Anita Freslone, East Windsor – noted that she is the Marketing Director for Princeton and that it benefits families to offer  
September 30, 2015 Special

downtown activities and recommended that shared office space also be offered because of the easy access to New York and Philadelphia from Hightstown.

Cappy Stults, 408 S. Main Street – noted that he was involved in the Main Street project 12 years ago and Main Street was changed from a four lane highway to two lanes with a median, NJDOT permitted the changes back then and will be willing to work with the Borough to follow the vision.

Megan Dwyer, 248 Franklin Street – commented that Hightstown is a historic town and needs to be pedestrian safe.

Councilmember Bluth commented that she is very excited and embraces the vision.

Councilmember Montferrat thanked Mr. Constantine for the presentation and the public for attending.

Councilmember Stults thanked everyone for attending and noted that this has been a dream for along time; he is glad to see that the community and stakeholders are supportive of the vision.

Bob Von Riegen, 108 Etra Road – commented that he fully supports this project and would like to help; he inquired as to the next step.

Councilmember Stults replied that it would be for the Council and Planning Board to adopt a resolution of support for the vision; then we can meet with landowners.

Doug Mair, 536 S. Main Street – commented that this plan should be put to referendum before any resolutions are passed. Mayor Quattrone noted that the plan is not that far along yet, it is still a vision; this will not go to referendum.

There being no further comments, Mayor Quattrone and Planning Board Chair Montferrat closed the public comment period.

Planning Board Chair Montferrat then noted that the Planning Board will go back to its professionals to draft a resolution of support and that it is very important and it is desirable for the public to actively participate in the project.

Councilmember Kurs commented that this is the first time he has seen the vision and thanked Downtown Hightstown for the vision and everyone for attending. He noted that this is a great opportunity for Hightstown Borough and he looks forward to its progress.

Councilmember Misiura thanked Downtown Hightstown for the vision and commented that he fully supports this project; he noted that the project would be completed with developer funding, the Borough puts the land use regulations in place. Mr. Constantine and his firm did a great job.

Council President Hansen commented that she is very excited about this and something needs to be done to bring property values up to where they should be; and development is needed to bring in rateables. She noted that this vision will be a private developer project, not a taxpayer project and she will endorse it.

Planning Board Chair Montferrat spoke for the Planning Board members - thanked Downtown Hightstown for all their work on this project to date and encouraged residents to attend Planning Board meetings as this project moves forward.

Mayor Quattrone thanked Downtown Hightstown and Mr. Constantine for the vision and noted that he has been in Hightstown a very long time; Hightstown needs people downtown and to be a destination with art and music. The Borough will work with the State and whomever needed to bring the vision to reality. He thanked everyone for coming.

Mayor Quattrone asked for a motion to adjourn from the Borough Council. Council President Hansen moved to adjourn at 8:15 pm, Councilmember Bluth seconded. All ayes.

Planning Board Chair Montferrat asked for a motion to adjourn from the Planning Board. Mr. Balcewicz moved to adjourn at 8:15 p.m., Mr. Mulleavey seconded. All ayes.

September 30, 2015 Special

Respectfully Submitted,

Debra L. Sopronyi, RMC  
Borough Clerk

Respectfully Submitted,

Sandy Belan  
Planning Board Secretary

September 30, 2015 Special

# Resolution 2015-258

*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 October 19, 2015 beginning at 6:15pm 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)  
Litigation - COAH

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: January 19, 2016 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 October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-259

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

## **RECOGNIZING THE WORK OF WOMANSPACE**

**WHEREAS**, the Borough of Hightstown finds it appropriate to recognize organizations that have contributed to the overall benefit of the community; and

**WHEREAS**, Womanspace, founded in 1977, has demonstrated a unique ability to provide comfort, support services, crisis intervention and safety to women, children and men who are victims of sexual assault and domestic violence; and

**WHEREAS**, Womanspace, in the belief that “peace begins at home,” has asked the Mercer County community to join them in their struggle against violence toward women, children and men; and

**WHEREAS**, Womanspace has provided emergency shelter in secure locations and comprehensive services for victims of domestic violence since 1977 and sexual assault since 2002, for more than 39,169 women, 5,383 children and 1,016 men.

**WHEREAS**, Womanspace has assisted more than 204,015 callers over the last 30 years; and

**WHEREAS**, Womanspace provides vital services for victims of domestic violence and sexual assault; and

**WHEREAS**, the Borough of Hightstown applauds the efforts of Womanspace to bring an end to the circle of abuse imposed on women, children and men; and

**WHEREAS**, the Mayor and Council urge each and every household to demonstrate their support of the concept that “peace begins at home”.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hightstown, County of Mercer, State of New Jersey commends Womanspace on its many accomplishments, and wish them continued success in their endeavors to assist victims of domestic violence and sexual assault.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-260

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

**AUTHORIZING PAYMENT #1 – PIONEER GENERAL CONTRACTING CO., INC.  
(ENCHANTMENT AT HIGHTSTOWN ROAD IMPROVEMENT PROGRAM)**

**WHEREAS**, on July 20, 2015 the Borough Council awarded a contract for the Enchantment at Hightstown Road Improvement Program to Pioneer General Contracting Co., Inc. of South River, New Jersey in the amount of \$334,083.00; and

**WHEREAS**, the contractor has submitted payment #1 in the amount of \$58,443.03 for work related to mobilization, storm drain installation, and curb and sidewalks; and

**WHEREAS**, the Borough Engineer has recommended approval of payment #1 in the amount of \$58,443.03 pending receipt of certified payrolls; and

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

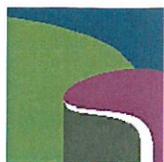
**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that Payment #1 in the amount of \$58,443.03 to Pioneer General Contracting Co., Inc. of South River, New Jersey is hereby approved as detailed herein.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk



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

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

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## MEMORANDUM

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**TO:** Mayor and Council  
Borough of Hightstown

**FROM:** Carmela Roberts, P.E. *CR*  
Borough Engineer

**DATE:** October 13, 2015

**RE:** Enchantment at Hightstown  
Our File No.: H1545

Attached please find Payment No. 1 for work related to mobilization, storm drain installation, curb and sidewalks.

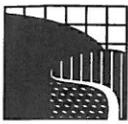
Certified payroll forms will be forwarded under separate cover.

I recommend payment be made to Pioneer General Contracting Co., Inc. subject to receipt of the certified payroll forms in the amount of \$58,443.03. The amount of this payment for general construction is \$58,443.03.

Should you have any questions, please do not hesitate to call.

Enclosures

cc: Henry Underhill, Administrator  
Debra Soprnyi, Borough Clerk  
Janice Mohr-Kminek, Treasurer  
George Lang, CFO  
Cameron Corini, EIT, Roberts Engineering Group, LLC  
Ernesto Ribiera, Pioneer General Contracting Co., Inc.



**PAYMENT NO. 1**  
**ENCHANTMENT AT HIGHTSTOWN**  
**Borough of Hightstown, Mercer County, New Jersey**  
October 13, 2015  
Our File No.: H1545

Item No.	Description	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
1	Mobilization	1.00	LS	0.50	0.50	\$5,000.00	\$2,500.00
2	Site Clearing	1.00	LS	0.25	0.25	\$10,000.00	\$2,500.00
3	Traffic Control	1.00	LS	0.00	0.00	\$1,000.00	\$0.00
4	Soil Erosion and Sediment Control	1.00	LS	0.25	0.25	\$500.00	\$125.00
5	Raise Utility Cover at Fire Hydrant near Club House	1.00	Unit	0.00	0.00	\$500.00	\$0.00
6	Raise Fire Hydrant to Grade	5.00	Unit	1.00	1.00	\$2,500.00	\$2,500.00
7	Remove/Replace Manhole Lids	13.00	EA	0.00	0.00	\$300.00	\$0.00
8	Inlet/Manhole Repair	46.00	EA	30.00	30.00	\$500.00	\$15,000.00
9	Replace Curb Piece with 6" Type "N" Eco Curb Piece	7.00	EA	5.00	5.00	\$300.00	\$1,500.00
10	Concrete Vertical Curb, 4000 PSI	955.00	LF	109.00	109.00	\$25.00	\$2,725.00
11	Remove/Replace Concrete Edge Pavers	115.00	LF	0.00	0.00	\$10.00	\$0.00
12	Concrete Sidewalk, 4" Thick, 4000 PSI	5,911.00	SF	1,989.00	1,989.00	\$6.00	\$11,934.00
13	5' Bituminous Sidewalk	17.00	SY	0.00	0.00	\$100.00	\$0.00
14	Curb Ramp Delineation	184.00	SF	64.00	64.00	\$15.00	\$960.00
15	Concrete Driveway Apron	3,443.00	SF	2,470.25	2,470.25	\$7.00	\$17,291.75
16	Pavement Base Repairs	1,617.00	SY	0.00	0.00	\$30.00	\$0.00
17	Bituminous Concrete Surface Course, Mix I-5, 2" Thick	1,134.00	TON	0.00	0.00	\$95.00	\$0.00
18	Tack Coat	952.00	GAL	0.00	0.00	\$1.00	\$0.00
19	Warning Regulatory Signs	6.00	Unit	0.00	0.00	\$1.00	\$0.00
20	8" Wide White Thermoplastic Crosswalk Striping	799.00	SF	0.00	0.00	\$3.00	\$0.00
21	24" Wide White Thermoplastic Striping	1,812.00	SF	0.00	0.00	\$3.00	\$0.00
22	Replace Guide Rail	20.00	LF	26.00	26.00	\$100.00	\$2,600.00
23	Tennis Court Restoration	1.00	LS	0.00	0.00	\$10,000.00	\$0.00
24	Lawn Restoration	1.00	LS	0.00	0.00	\$1,000.00	\$0.00
25	Asphalt Price Adjustment	1.00	LS	0.00	0.00	\$5,000.00	\$0.00
26	Fuel Price Adjustment	1.00	LS	0.00	0.00	\$3,500.00	\$0.00
27	Fraxinus Americana "Autumn Purple" (White Ash)	1.00	EA	0.00	0.00	\$500.00	\$0.00
28	Pinus Strobus (White Pine)	8.00	EA	0.00	0.00	\$350.00	\$0.00
29	Zelkova Serrata "Village Green" (Japanese Zelkova)	5.00	EA	0.00	0.00	\$500.00	\$0.00
30	Llex X Aquipernyi "Meschick" (Holy-Dragon Lady)	5.00	EA	0.00	0.00	\$500.00	\$0.00
31	Pyrus Calleryana "Redspire" (Respire)	12.00	EA	0.00	0.00	\$500.00	\$0.00
32	Acer Rubrum "October Glory" (October Glory Maple)	6.00	EA	0.00	0.00	\$500.00	\$0.00
33	Picea Pungens "Glauca" (Colorado Blue Spruce)	5.00	EA	0.00	0.00	\$350.00	\$0.00
34	Comus "Florida" (Flowering Dogwood)	1.00	EA	0.00	0.00	\$1,000.00	\$0.00
35	Betula Nigra "Heritage" (Heritage Birch)	2.00	EA	0.00	0.00	\$500.00	\$0.00
36	Acer Rubrum (Red Maple)	4.00	EA	0.00	0.00	\$500.00	\$0.00
37	Nyssa Sylvatica (Black Gum)	7.00	EA	0.00	0.00	\$500.00	\$0.00
38	Tilia Cordata Greenspire (Greenspire Linden)	1.00	EA	0.00	0.00	\$500.00	\$0.00
39	Gliditsia Triacanthos Var. Itermis Shadeless (Shade Master Thornless Hon	4.00	EA	0.00	0.00	\$500.00	\$0.00
<b>TOTAL WORK COMPLETED</b>							<b>\$59,635.75</b>
LESS: RETAINAGE 2%							\$1,192.72
<b>SUBTOTAL</b>							<b>\$58,443.03</b>
LESS: PREVIOUS PAYMENTS							\$0.00
<b>TOTAL AMOUNT DUE</b>							<b>\$58,443.03</b>
<b>AMOUNT OF ORIGINAL CONTRACT</b>							<b>\$363,113.00</b>

# Ordinance 2015-23

*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 be parked or stored anywhere on private property except on a paved or stoned driveway or an approved extension of a driveway, and such vehicles shall not be permitted to remain on the property longer than forty-eight (48) hours. ~~and Moreover,~~ 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)

c. If an unregistered, partially dismantled, non-operating, wrecked, junked or discarded vehicle is parked on private or Borough property in any other manner than as permitted pursuant to this Section, then it shall be considered a violation of this Section.

### **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: September 21, 2015

Adoption:

**ATTEST:**

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

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

# Ordinance 2015-24

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 28, ENTITLED “ZONING” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

**BE IT ORDAINED** by the Borough Council of the Borough of Hightstown, County of Mercer, New Jersey, that the Chapter 28, entitled “Zoning” of the “Revised General Ordinances of the Borough of Hightstown” is hereby amended to add a new Section, Clothing Bins, as follows:

### **SECTION 1:** Purpose

The purpose of this ordinance is to accommodate clothing bins intended for charitable purposes only in appropriate locations, while protecting the public’s health, safety and welfare. In addition, this ordinance provides a permitting process for charitable clothing bins to ensure compliance with the provisions of the requirements and standards established herein.

**SECTION 2:** Add a Section to Chapter 28, Scope and Purpose, as follows:

#### **Clothing Bins, Locations and Permits**

Charitable clothing bins may be placed only in the following locations and under all applicable conditions:

~~At Hightstown Municipal parking lots (1 bin per site);~~

At church and other religious institution parking lots (1 bin per site); and

At such other sites that are under private ownership, provided that bin placement meets all conditions herein (1 bin per site).

No charitable clothing bins shall be placed on Borough-owned property.

Notwithstanding any other provision to the contrary, following the adoption of this Ordinance, no person or entity shall place, use or employ a donation charitable clothing bin, for solicitation purposes, unless all of the following requirements are met:

A. The donation charitable clothing bin is owned by a charitable organization registered with the Attorney General for the State of New Jersey pursuant to P.L. 1994, c. 16 or any person or entity; and

B. The registered charitable organization or other person or entity owning and monitoring the clothing bin for charitable purposes only has obtained a permit valid for a period not to exceed one year, from the Borough Zoning Officer, in accordance with the following:

1. In applying for such permit, the registered charitable organization, person or entity shall include the following information, as a minimum.

a) The size of the clothing bin (enclosed and not larger than 6 feet by 6 feet) and the specific location where the bin will be situated, as precisely as possible;

b) The manner in which the charitable organization or other person or entity anticipates any clothing or donations collected via the bin would be used, sold or dispersed, and the method by which the proceeds of collected donations would be allocated or spent;

c) The name, address, and telephone number of the bona fide office of the applicant and of person or entity sharing or profiting from any clothing or other donations collected via the bin;

d) The schedule of pick-ups removing the articles from the bins, which shall be no less often than once per week, and the name and telephone number of the person or entity to be notified if the bin is overflowing prior to the scheduled date of pick-up; and

e) Written and notarized consent from the property owner, or the owners authorized representative, to place the bin on his/her/its property.

2. The Zoning Officer shall not approve an application and grant a permit to place, use, or employ a donation charitable clothing bin if he determines that the placement of the bin could constitute a safety hazard. Such hazards shall include, but are not limited to, the placement of a donation charitable clothing bin in existing parking spaces, in any area which interferes with pedestrian or vehicular traffic or access, obscures site visibility, hinders firefighting, violates any site plan approval applicable to the property, or is at a location which stores large amounts of, or sells, fuel or other flammable liquids or gasses.

3. The fee for the application for the permit shall be \$25.00.

4. All permits for a donation charitable clothing bin may be renewed by a charitable organization or other person or entity upon payment of the \$25.00 renewal fee and by application that shall include the following information:

a) The location where the bin is situated, as precisely as possible, and, if applicant intends to move it, the new location where the bin would be situated after the renewal is granted;

b) The manner in which the person or entity has used, sold or dispersed any clothing or other donations collected via the bin, the method by which the proceeds of collected donation have been allocated or spend, and any changes the person or entity anticipated it may make in these processes during the period covered by the renewal;

c) The name, address and telephone number of the bona fide office of the applicant and any person or entity which shared or profited from any clothing or other donations collected via the bin, and of any entities which may do so during the period covered by the renewal;

d) The schedule of pick-ups removing the articles from the bins, which can be no less often than once per week, and the name and telephone number of the person or entity to be notified if the bin is overflowing prior to the scheduled date of pick-up; and

e) Written and notarized consent from the property owner, or the owner's authorized representative, to place the bin on his/her/its property;

5. The following information shall be clearly, permanently and conspicuously written in either permanent paint or marker on the exterior of the donation charitable clothing bin:

a) The name and address of the registered charitable organization or person or entity owning the bin, and of any other person or entity which may share or profit from any clothing or other donations collected via the bin.

b) The telephone number of the organization's bona fide office and, if applicable, the telephone number of the bona fide office of any other person or entity which may share or profit from any

clothing or other donations collected via the bin. The telephone number of an answering machine or service unrelated to the charitable organization does not satisfy this requirement.

c) The charitable organization or other person or entity's registration number, permit number and its date of expiration.

d) A statement, indicating the manner in which the charitable organization or other person or entity anticipated any clothing or other donations collected via the bin would be used, sold or dispersed, and the method by which the proceeds of collected donations would be allocated or spent.

6. Any clothing bin permitted hereunder shall be kept clean, properly painted, maintained, and shall be free of defects. Only clothing shall be deposited in a charitable clothing bin and no material shall be placed or stored on or outside of a clothing bin.

C. An enforcement official designated by the Borough Administrator, shall receive and investigate, within 30 days, all complaints about bins, and shall enforce this Ordinance.

1. Whenever it appears to the enforcement official that an entity, or person or entity has engaged in or is engaging in any act or practice in violation of this Ordinance, the organization or person or entity who placed the bin shall be issued a warning, stating that if the violation is not rectified or an appeal taken within 45 days, then the bin, any clothing or other donations collected via the bin will be sold at public auction. In addition to any other means used to notify the person or entity who placed the bin, a warning shall be affixed to the exterior of the bin itself, and the bin shall not be used until the violations are cured and the appeal is decided.

2. In the event that the person or entity or entity who placed the bin does not cure the violation or request a hearing before the Borough Administrator within 45 days of the posting of the warning, the Borough may seize the bin, remove it or have it removed, at the expense of the person or entity who placed the bin, and sell it at public auction, and otherwise dispose of any clothing or other donations collected via the bin, which proceeds shall be paid to the Borough's Chief Financial Officer.

3. In addition, any person or entity who violates any provision of PL 2007, C.209 shall be subject to a penalty for each violation as specified pursuant to PL 2107, C.209, of up to \$20,000 per violation and such other penalties or remedies permitted by law.

D. If any provision or portion of a provision of this Ordinance is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the Ordinance shall not be invalidated.

E. Within 6 months from the enactment of this Ordinance all existing charitable clothing bins shall meet all conditions of this Ordinance and shall obtain and display permits or be removed from their location by the person or entity placing the bin or shall be subject to removal by the Borough at the cost and expense of the person or entity placing or owning the bin. During the six month period, no additional charitable clothing bins may be placed in the Borough.

### **SECTION 3** Severability

The provisions of this Ordinance are severable, and the invalidity of any section, subdivision, paragraph or other wording in this Ordinance shall not affect the validity or effectiveness of the remainder of this Ordinance.

### **SECTION 4** Effective Date

This Ordinance shall take effect upon compliance with procedures prescribed by law, including NJSA 40:55D-97 of the Municipal Land Use Law (Submission of plan and ordinances to County Planning Board for approval).

Introduced:

Adopted:

ATTEST:

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Debra L. Sopronyi  
Municipal Clerk

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Lawrence D. Quattrone  
Mayor

# Ordinance 2015-25

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING  
SUBSECTION 2-20.4, ENTITLED “ELECTION OF MEMBERS; QUALIFICATIONS” OF  
SECTION 2-20, ENTITLED “FIRE DEPARTMENT,”  
OF CHAPTER 2, ENTITLED “ADMINISTRATION,”  
OF THE “REVISED GENERAL ORDINANCES OF THE  
BOROUGH OF HIGHTSTOWN, NEW JERSEY.”**

**WHEREAS**, the Mayor and Borough Council wish to make certain revisions to the Borough Code relating to the election and/or qualifications of members of the Hightstown Borough Fire Department, as set forth herein.

**NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED**, by the Borough Council of the Borough of Hightstown (the “Borough”), in the County of Mercer and State of New Jersey, that Section 2-20, entitled “Fire Department,” of Chapter 2, entitled Administration,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby amended and supplemented at Subsection 2-20.4, entitled “Election of Members; Qualifications, ”in the following respects (additions are shown with underline).

**CHAPTER 2  
ADMINISTRATION**

**2-20 FIRE DEPARTMENT.**

**2-20.4 Election of Members; Qualifications.**

The company shall elect Firefighters to membership. Each successful applicant for membership shall be:

- a. A citizen or lawful permanent resident of the United States.
- b. Not less than eighteen (18) years of age and not more than forty (40) years of age.
- c. In good health and of sound body, to be evidenced by a certificate to that effect signed by a licensed practicing physician of the State of New Jersey.
- d. Approved for membership by filing on the approved form of the State Firemen’s Association a written application for membership in the Department before being appointed by the Mayor and Council.

**BE IT FURTHER ORDAINED**, that all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**BE IT FURTHER ORDAINED**, that in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect immediately following final passage and publication in accordance with the law.

Introduced:

Adopted:

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Debra L. Sopronyi  
Municipal Clerk

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Lawrence D. Quattrone  
Mayor

# Ordinance 2015-26

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

**AN ORDINANCE AMENDING AND SUPPLEMENTING THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY,” IN ORDER TO ESTABLISH A NEW CHAPTER THEREOF TO BE KNOWN AS “TAX EXEMPTIONS.”**

**WHEREAS**, the New Jersey “Five-Year Exemption and Abatement Law,” N.J.S.A. 40A:21-1, et seq. (the “Act”), permits municipalities to adopt an Ordinance to grant, for periods of five (5) years, exemptions or abatements, or both, from taxation relating to the construction and/or rehabilitation of certain structures within an area of the municipality delineated to be an “area in need of rehabilitation”; and

**WHEREAS**, the Act permits municipalities to tailor the program to its particular needs, in accordance with the provisions set forth in the Act; and

**WHEREAS**, the Mayor and Council of the Borough of Hightstown (the “Borough”) believe that the establishment of a program to grant exemptions from taxation relating to the rehabilitation of existing residential dwellings and existing commercial structures that are utilized for retail purposes (only) within the Borough, for periods of five (5) years, will constitute an effective tool to promote the rehabilitation of ~~the Borough’s existing housing stock~~ certain existing structures located within the Borough, and therefore that the program will benefit the residents of the Borough.

**NOW, THEREFORE, BE AND IT IS HEREBY ORDAINED**, by the Borough Council, that a new Chapter, to be known as “Tax Exemptions,” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey,” is hereby established as follows:

**TAX EXEMPTIONS.**

**Section 1. Intended Purposes and Objectives.**

The intention of this Chapter is to effectuate and accomplish the purpose authorized by N.J.S.A. 40A:21-1, et seq., which permits municipalities to grant for periods of five (5) years exemptions and/or abatements, or both, from taxation in areas of the municipality in need of rehabilitation. The intended purpose of this Chapter is to

promote the improvement and/or rehabilitation of existing residential structures dwellings and existing commercial properties that are utilized for retail purposes (only) within the Borough, which will promote long-term growth and redevelopment that will positively impact the character and quality of life of the citizens of the Borough. This Chapter has been prepared in accordance with the “Five-Year Exemption and Abatement Law,” N.J.S.A. 40A:21-1, et seq.

## **Section 2. Definitions.**

As used in this Chapter:

*Abatement* shall mean that portion of the assessed value of a property as it existed prior to construction, improvement, or conversion of a building or structure thereon, which is exempted from taxation pursuant to this Chapter.

*Area in need of rehabilitation* shall mean a portion or all of the Borough which has been determined to be an area in need of rehabilitation or redevelopment pursuant to the “Local Redevelopment and Housing Law.” P.L. 1992, c. 79 (C. 40A:12A-1, *et al.*), a “blighted area” as determined pursuant to the “Blighted Areas Act.” P.L. 1949, c. 187 (C. 40:55-21-1, *et seq.*), or which has been determined to be in need of rehabilitation pursuant to P.L. 1975, c. 104 (C. 54:4-3.72, *et seq.*), P.L. 1977, c.12 (C.54:4-3.95, *et seq.*) or P.L. 1979, c. 233 (C. 54:4-3.121, *et seq.*).

*Assessor* shall mean the Municipal Tax Assessor serving the Borough, who is charged with the duty of assessing real property for the purposes of general taxation.

*Borough shall mean the Borough of Hightstown.*

*Commercial Property(ies) and/or Commercial Structure shall mean, for purposes of this Ordinance, a building, structure, or complex of structures, or part thereof, which is designed for or being used for retail purposes, as defined herein. The term(s) shall not include other types of commercial uses.*

*Completion* shall mean substantially ready for the intended use for which a building or structure is constructed, improved, or converted.

*Condominium* shall mean a property created or recorded as a condominium pursuant to the ‘Condominium Act,’ P.L. 1969, c. 257 (C. 46:8B-1, *et seq.*).

*Construction* shall mean the provision of ~~a new residential dwelling by more than thirty (30%) percent, but shall not mean the conversion of an existing building or structure to another use~~ new improvements to a property located within the Borough.

*Conversion or conversion alteration* shall mean the alteration or renovation of nonresidential building or structure, or hotel, motel, motor hotel, or guest house, in such manner as to convert the building or structure from its previous use to use as a dwelling or multiple dwelling.

*Cooperative* shall mean a housing corporation or association, wherein the holder of a share or membership interest thereof is entitled to possess and occupy for dwelling purposes a house, apartment, or other unit of housing owned by the corporation or association, or to purchase a unit of housing owned by the corporation or association.

~~*Cost* shall mean, when used with respect to abatements to dwellings or multiple dwellings, only the cost or fair market value of direct labor and materials used in improving a multiple dwelling, or of converting another building or structure to a multiple dwelling, or of constructing a dwelling, or of converting another building or structure to a dwelling, including any architectural, engineering, and contractor's fees associated therewith, as the owner of the property shall cause to be certified to the Borough Council by an independent and qualified architect, following completion of the project.~~

*Dwelling* shall mean a building or part of a building used, or to be used or held for use as a home or residence, including accessory buildings located on the same premises, together with the land upon which such building or buildings are erected and which may be necessary for the fair enjoyments thereof, but shall not mean any building or part of a building defined as a "multiple dwelling" pursuant to the "Hotel and Multiple Dwelling Law," P.L. 1967, c. 76 (C. 55:13A-1, *et seq.*). A dwelling shall include, as they are separately conveyed to individual owners, individual residences within a cooperative, if purchased separately by the occupants thereof, and individual residences within a horizontal property regime or a condominium, but shall not include "general common elements" or "common elements" of such horizontal property regime or condominium as defined pursuant to the "Horizontal Property Act," P.L. 1963, c. 168 (C. 46:8A-1, *et seq.*), or the "Condominium Act," P.L. 1969, c. 257 (C. 46:8B-1, *et seq.*), or of a cooperative, if the residential units are owned separately.

*Exemption* shall mean that portion of the assessor's full and true value of any improvement, conversion alteration, or construction not regarded as increasing the taxable value of a property pursuant to this Chapter.

*Horizontal property regime* shall mean a property submitted to a horizontal property regime pursuant to the "Horizontal Property Act," P.L. 1963, c. 168 (C. 46:8A-1, *et seq.*).

*Improvement* shall mean a modernization, rehabilitation, renovation, alteration or repair, through construction, which produces a physical change in an existing building or structure that improves the safety, sanitation, decency or attractiveness of the building or structure as a place for human habitation or work, and which does not change its permitted use. In the case of a multiple dwelling, it includes only improvements which affect common areas or elements, or three (3) or more dwelling units within the multiple dwelling. In the case of a multiple dwelling or commercial structure, it shall not include ordinary painting, repairs, and replacement of maintenance items, or an enlargement of the volume of an existing structure by more than thirty (30%) percent. In no case shall it include the repair of fire or other damage to a property for which payment of a claim was

received by any person from an insurance company at any time during the three (3) year period immediately preceding the filing of an application pursuant to this Act.

*Multiple dwelling* shall mean a building or structure meeting the definition of “Multiple Dwelling” set forth in the “Hotel and Multiple Dwelling Law,” P.L. 1967 c. 76 (C. 55:13A-1, *et seq.*), and means for the purpose of improvement or construction the “General Common Elements” and “Common Elements” of a condominium, a cooperative, or a horizontal regime.

Retail shall mean the sale of goods for final consumption by the ultimate consumer in contrast to a sale for further processing (i.e., wholesale). The term shall encompass stores, markets, shopping centers, and shops.

### **Section 3. Area in Need of Rehabilitation Declared.**

The Borough Council hereby finds and declares that the entire area within the municipal boundaries of the Borough of Hightstown is an “area in need of rehabilitation” pursuant to the terms of this Chapter.

### **Section 4. Exemptions Authorized.**

There is hereby authorized within the “area in need of rehabilitation” referenced above the ability of taxpayers to obtain exemption(s) from taxation as follows:

- a. *Improvements to Existing Dwellings and Commercial Structures.*
  1. An exemption from taxation is hereby authorized for improvements undertaken to existing dwellings and existing commercial structures that are utilized for retail purposes (only) within the Borough pursuant to the terms and conditions contained within this Chapter. For the purposes of this Chapter, the term “existing dwellings and existing commercial structures” shall not include the construction of new dwelling(s) or new commercial structures on any property where the previous structure(s) or dwelling(s) on any property were demolished in their entirety or where less than sixty (60%) percent of the original square footage remains.
  2. For existing dwellings, the following provisions shall apply:
    - (a) Such exemption shall be permitted for improvements made to any existing dwelling that is more than twenty (20) years old.
    - (b) Additionally, such exemption shall be authorized to the extent of the first twenty-five thousand (\$25,000.00) dollars in Assessor’s full and true value of improvements for each

existing dwelling unit primarily and directly affected by the improvements.

3. For existing commercial structures that are utilized for retail purposes, the following shall apply:
  - (a) Such exemption shall be authorized to the extent of the full and true value of the improvements made, as determined by the Assessor.
4. The exemption for existing dwellings and existing commercial structures that are utilized for retail purposes shall last for a period of five (5) years, commencing with the first full tax year in which the improvements are completed.
5. Such exemption shall permit the improvements to not increase the value of the property notwithstanding the fact that the value of the property to which the improvements are made is increased thereby.
6. During the exemption period, the assessment on the property shall not be less than the assessment existing thereon immediately prior to the improvements, unless there is damage to the dwelling or commercial structure through action of the elements sufficient to warrant a reduction.

b. *Criteria for Exemption ~~of Dwellings~~.*

In addition to the provisions set forth above, improvements to existing dwellings and existing commercial structures that are utilized for retail purposes ~~located within the Borough~~ are shall be eligible to receive a five-year exemption, as provided in this Chapter, upon meeting the following qualifications:

- ~~1. The dwelling must be twenty (20) years or older.~~
- ~~2.~~ 1. All real estate taxes and other municipal charges must be current.
- ~~3.~~ 2. The applicant must provide a Certificate of Occupancy or any other permit or approval required by the Borough.
- ~~4.~~ 3. The applicant must submit proof of ownership. Proof submitted must be current and valid at the time of submission.

**Section 5. Determination of True Taxable Value by Assessor.**

The Assessor shall determine, on October 1<sup>st</sup> of the year following the date of the completion of an improvement, the true taxable value thereof. The amount of tax to be paid for the first full tax year following completion shall be based on the assessed

valuation of the improvement not allowed an exemption pursuant to this Chapter. The property shall continue to be treated in the appropriate manner for each of the five (5) full tax years subsequent to the original determination by the Assessor.

**Section 6. Additional Improvements on Exempt Properties.**

There is hereby authorized within the Borough the ability of taxpayers to obtain exemption(s) from taxation relating to any additional improvement(s) completed on a property granted a previous exemption pursuant to this Chapter during the period in which such previous exemption is in effect. As such, additional improvement(s) shall be entitled to an exemption just as if such property had not received a previous exemption. In such case, the additional improvement(s) shall be considered as separate for the purposes of calculating exemptions pursuant to this Chapter.

**Section 7. Applications; Filing and Approval; Form.**

No exemption shall be granted pursuant to this Chapter except upon written application therefor filed with and approved by the Borough Assessor. Every application shall be on a form prescribed by the Director of the Division of Taxation in the Department of Treasury, and provided for the use of claimants by the Borough, and shall be filed with the Assessor within thirty (30) days, including Saturdays and Sundays, following the completion of the improvement. Every application for exemption which is filed within the time specified shall be approved and allowed by the Assessor to the degree that the application is consistent with the provisions of this Chapter. The granting of an exemption shall be recorded and made a permanent part of the official tax records of the Borough, which records shall contain a notice of the termination date thereof.

**Section 8. Applicability of Exemption to Tax Types.**

The exemption of real property taxes provided pursuant to this Chapter shall apply to property taxes levied for municipal purposes, school purposes, fire district purposes, County government purposes and for the purpose of funding any other property tax exemption.

**Section 9. Annual Property Tax Bills.**

During the first year following adoption of this Chapter, an appropriate notice shall be included in the mailing of annual property tax bills to each taxpayer of the Borough notifying the public that tax exemptions may be permitted for the improvement and/or rehabilitation of existing residential structures dwellings and existing commercial structures that are utilized for retail purposes within the Borough pursuant to the provisions of this Chapter. The notice shall advise the public that applications for exemption may be made immediately, but that such exemptions, if granted, shall not commence until the first full tax year following adoption.

**Section 10. Annual Municipal Report.**

The Borough Council shall report, on or before October 1<sup>st</sup> of each year, to the Director of the Division of Local Government Services in the Department of Community Affairs and to the Director of the Division of Taxation in the Department of Treasury the total amount of real property taxes exempted within the Borough in the current tax year for improvements to existing dwellings and existing commercial structures that are utilized for retail purposes.

**Section 11. Limitation on Exemptions.**

No applications shall be filed with or granted by the Borough for exemption(s) pursuant to this Chapter to take initial effect for the 11<sup>th</sup> full tax year following the initial adoption of this Chapter, or to take initial effect for any tax year occurring thereafter, unless this Chapter has been readopted by the Borough Council prior to the said 11<sup>th</sup> tax year.

**Section 12. Application of Chapter.**

The provisions of this Chapter shall only apply to improvements undertaken pursuant to construction permits issued by the Borough, applications for which were submitted subsequent to the effective date of this Chapter.

**BE IT FURTHER ORDAINED**, that all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**BE IT FURTHER ORDAINED**, that in the event that any portion of this Ordinance is found to be invalid for any reason by any Court of competent jurisdiction, such judgment shall be limited in its effect only to that portion of the Ordinance actually adjudged to be invalid, and the remaining portions of this Ordinance shall be deemed severable therefrom and shall not be affected.

**BE IT FURTHER ORDAINED**, that this Ordinance shall take effect following final passage and publication in accordance with the law.

Introduced:

Adopted:

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Debra L. Sopronyi  
Municipal Clerk

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Lawrence D. Quattrone  
Mayor

# Resolution 2015-261

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 \$121,285.48 from the following accounts:

Current		\$41,918.18
W/S Operating		55,731.23
General Capital		10,131.75
Water/Sewer Capital		0.00
Grant		0.00
Trust		11,529.57
Housing Trust		1,968.75
Animal Control		6.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$121,285.48</u>

## CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
 Borough Clerk

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

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>AMERIO10 AMERIFENCE, LLC</b>												
	15-01665	09/29/15	ESTIMATE #2015-082									
	1		ESTIMATE #2015-082	482.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	09/29/15	10/14/15		15-49	N
			Vendor Total:	482.00								
<b>A0200 AWARENESS PROTECT.CONCONSULT.LLC</b>												
	15-01657	09/29/15	TRAINING - JIMENEZ									
	1		TRAINING - JIMENEZ	500.00	5-01-25-240-001-042	B Education & Training	R	09/29/15	10/14/15		JIMENEZ	N
			Vendor Total:	500.00								
<b>C0396 CAVANAUGH'S, INC.</b>												
	15-01600	09/22/15	MONTHLY PEST SERVICE - 9/15									
	1		INV. 583584 - MONTHLY PEST	20.00	5-01-26-310-001-029	B Maintenance Contracts	R	09/22/15	10/14/15		583584	N
	2		INV. 583585 - MONTHLY PEST	20.00	5-01-26-310-001-029	B Maintenance Contracts	R	09/22/15	10/14/15		583585	N
				40.00								
			Vendor Total:	40.00								
<b>C0067 CENTRAL JERSEY POWER</b>												
	15-01601	09/22/15	WEEDWACKER LINE									
	1		INV. 110208 - WEEDWACKER LINE	56.70	5-01-28-369-001-140	B Landscape Maintenance	R	09/22/15	10/14/15		110208	N
	2		INV. 110454 - RED MAX OIL	78.99	5-01-28-369-001-140	B Landscape Maintenance	R	09/22/15	10/14/15		110454	N
				135.69								
			Vendor Total:	135.69								
<b>C0058 CINTAS CORPORATION #061</b>												
	15-00140	01/30/15	2015 UNIFORM CONTRACT			B						
	38		INV 061842512 DATED 9/4/15	62.12	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	10/14/15		061842512	N
	39		INV 0618464811 DATED 9/11/15	62.12	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	10/14/15		061846481	N
	40		INV 061100269 DATED 9/18/15	62.12	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	10/14/15		061100269	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>C0058 CINTAS CORPORATION #061 Continued</b>											
	15-00140	01/30/15	2015 UNIFORM CONTRACT	Continued							
	41 INV	061104155	DATED 9/25/15	62.12	5-09-55-501-002-507	R	08/10/15	10/14/15		061104155	N
				248.48							
			Vendor Total:	248.48							
<b>C0938 COLE PARMER</b>											
	15-01596	09/22/15	PH PROBE								
	1	9107BN	PH PROBE	494.00	5-09-55-501-001-506	R	09/22/15	10/14/15		9385610	N
	2	APPROXIMATE	SHIPPING	12.99	5-09-55-501-001-506	R	09/22/15	10/14/15		9385610	N
				506.99							
			Vendor Total:	506.99							
<b>COLOR005 COLORTEC PRINTING AND MAILING</b>											
	15-01690	10/07/15	ANIMAL WELFARE MAILINGS								
	1	ANIMAL WELFARE	MAILINGS	1,123.13	T-12-56-286-000-861	R	10/07/15	10/14/15		44555	N
			Vendor Total:	1,123.13							
<b>C0023 COMCAST</b>											
	15-01699	10/07/15	PD 10/2/15 8499052430034100								
	1	PD 10/2/15	8499052430034100	142.85	5-01-20-140-001-060	R	10/07/15	10/14/15		849905243003410	N
			Vendor Total:	142.85							
<b>C0222 CONTINENTAL FIRE &amp; SAFETY, INC.</b>											
	15-01536	09/14/15	INV E4089 DATED 8/21/15								
	1	INV E4089	DATED 8/21/15	34.00	5-01-25-252-002-056	R	09/14/15	10/14/15		E4089	N
			Vendor Total:	34.00							
<b>COUNT015 COUNTY OF MONMOUTH-</b>											
	15-01587	09/22/15	USE OF TRUCK WASH								
	1	INV. HTB	08-15-09	20.00	5-01-26-305-001-034	R	09/22/15	10/14/15		HTB 08-15-09	N
			Vendor Total:	20.00							



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>E1056 EXTRA SPACE STORAGE</b>												
	15-01679	10/06/15	OCTOBER-NOVEMBER-DECEMBER RENT									
	1		OCTOBER-NOVEMBER-DECEMBER RENT	246.00	T-12-56-286-000-861	B ANIMAL WELFARE COMMITTEE	R	10/06/15	10/14/15		1000301822	N
	Vendor Total:			246.00								
<b>F0477 FIREFIGHTER ONE LLC</b>												
	15-01538	09/14/15	INV 100863 & 101000									
	1		INV 100863 & 101000	3,079.76	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	09/14/15	10/14/15		100863	N
	2		INV 100863 & 101000	237.50	5-01-26-315-001-133	B Vehicle Maint. - Fire Dept.	R	09/14/15	10/14/15		100100	N
				<u>3,317.26</u>								
	Vendor Total:			3,317.26								
<b>G0214 GARDEN STATE HIGHWAY PRODUCTS</b>												
	15-00886	05/26/15	QUOTE #QT047084									
	1		QUOTE #QT047084	252.25	5-01-26-290-001-126	B Signs & Posts	R	05/26/15	10/14/15		QT047084	N
	2		QUOTE #QT047084	87.75	5-01-26-290-001-126	B Signs & Posts	R	05/26/15	10/14/15		QT047084	N
				<u>340.00</u>								
	Vendor Total:			340.00								
<b>G0171 GEORGE E. CONLEY ELECTRIC</b>												
	15-01580	09/22/15	PHOTO SENSER ON FLAGPOLE									
	1		INV. 22911 - CHANGE PHOTO CELL	131.00	5-09-55-501-001-503	B Water Plant Maintenance	R	09/22/15	10/14/15		22911	N
	Vendor Total:			131.00								
<b>G0181 GRIFFITH ELECTRIC SPLY CO, INC</b>												
	15-01607	09/22/15	STREET LIGHT BULBS									
	1		INV. 5546525 - ST. LIGHT BULBS	133.97	5-01-31-435-001-075	B Street Lighting	R	09/22/15	10/14/15		5546525	N
	Vendor Total:			133.97								
<b>H0025 HARRY'S ARMY &amp; NAVY</b>												
	15-01595	09/22/15	UNIFORMS SEAN/RICH/MATT									
	1		2015 UNIFORMS AND ASSESSORIES	450.00	5-09-55-501-001-507	B Uniforms & Safety Equipment	R	09/22/15	10/14/15		97564/97565	N
	2		2015 UNIFORMS AND ASSESSORIES	374.94	5-09-55-501-001-507	B Uniforms & Safety Equipment	R	09/22/15	10/14/15		97561/INV 835	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>H0025 HARRY'S ARMY &amp; NAVY</b>											
Continued											
15-01595	09/22/15		UNIFORMS SEAN/RICH/MATT	Continued							
3			2015 UNIFORMS AND ASSESSORIES	225.93	5-09-55-501-001-507	R	09/22/15	10/14/15		97562/97563	N
				1,050.87							
			Vendor Total:	1,050.87							
<b>H1100 HOME DEPOT CREDIT SERVICES</b>											
15-01577 09/22/15 AUG/SEPT 2015 INVOICES											
1	INV.	8040404	- PAINT/TARP	75.12	5-09-55-501-001-503	R	09/22/15	10/14/15		8040404	N
2	INV.	7040459	- DRILLBIT	23.98	5-01-28-369-001-141	R	09/22/15	10/14/15		7040459	N
3	INV.	7026415	- PAINT SUPPLIES	51.39	5-09-55-501-002-503	R	09/22/15	10/14/15		7026415	N
4	INV.	6032860	- POLES/PVC BALL	157.25	5-09-55-501-002-503	R	09/22/15	10/14/15		6032860	N
5	INV.	4033047	- BLEACH/SPRAYER	45.59	5-09-55-501-001-503	R	09/22/15	10/14/15		4033047	N
6	CREDIT	4152146	- RETURN	19.97	5-09-55-501-001-503	R	09/22/15	10/14/15		4152146	N
7	INV.	0020324	- KEY HOLDER/LOCK	10.75	5-01-28-369-001-140	R	09/22/15	10/14/15		0020324	N
8	INV.	0033545	- BRUSH SET/SEED	62.45	5-09-55-501-001-503	R	09/22/15	10/14/15		0033545	N
9	INV.	7591685	- PAINT/LATCH	9.51	5-01-26-290-001-127	R	09/22/15	10/14/15		7591685	N
10	INV.	1020881	- BATTERIES	14.98	5-09-55-501-001-503	R	09/22/15	10/14/15		1020881	N
11	INV.	0034853	- CABLE TIES/LOCK	33.21	5-01-26-290-001-127	R	09/22/15	10/14/15		0034853	N
12	INV.	6035402	- TORO BELTS/HOSE	100.26	5-09-55-501-001-503	R	09/22/15	10/14/15		6035402	N
13	CREDIT	5160338	- RETURN	29.94	5-09-55-501-001-503	R	09/22/15	10/14/15		5160338	N
				534.58							
15-01656 09/29/15 SEPT 2015 INVOICES											
1	INV.	3021340	- ANCHOR BOLTS	3.92	5-09-55-501-001-503	R	09/29/15	10/14/15		3021340	N
2	INV.	9030601	- LATH BUNDLE	12.97	5-09-55-501-001-503	R	09/29/15	10/14/15		9030601	N
3	INV.	4030039	- PAINT SUPPLIES	30.67	5-09-55-501-001-503	R	09/29/15	10/14/15		4030039	N
				47.56							
			Vendor Total:	582.14							
<b>IRA005 IRA E. KREIZMAN</b>											
15-01630 09/25/15 HEARING OFFICER											
1	HEARING OFFICER			11,018.78	5-01-20-155-001-033	R	09/25/15	10/14/15			N
			Vendor Total:	11,018.78							

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount	Charge Account	Acct Type Description							
J0257	JCP&L										
15-01716	10/13/15 MASTER ACCT 200000055315 10/02										
1	100009294701 WESTERLEA 8/5-9/3	14.10	5-09-55-501-001-504	B Electricity	R	10/13/15	10/14/15			100009294701	N
2	100010292454 FIRST AVE 8/6-9/3	162.08	5-09-55-501-001-504	B Electricity	R	10/13/15	10/14/15			100010292454	N
3	100012445746 BANK ST 8/6-9/3	4,949.83	5-09-55-501-001-504	B Electricity	R	10/13/15	10/14/15			100012445746	N
		<u>5,126.01</u>									
15-01717	10/13/15 MASTER ACCT 200000055315 10/02										
1	100008482778 MAXWELL 7/8-9/4	1.53	5-09-55-501-002-504	B Electricity	R	10/13/15	10/14/15			100008482778	N
2	100009296102SPRINGCREST8/5-9/2	15.17	5-09-55-501-002-504	B Electricity	R	10/13/15	10/14/15			100009296102	N
3	100012529309 OAK LN 8/6-9/3	7,229.32	5-09-55-501-002-504	B Electricity	R	10/13/15	10/14/15			100012529309	N
		<u>7,246.02</u>									
15-01718	10/13/15 MASTER ACCT 200000055364 9/29										
1	100008438010 125 S MAIN	24.28	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100008438010	N
2	100008438283MAIN/STCKTN8/6-9/4	28.01	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100008438283	N
3	100008482018 33/MAXWELL8/6-9/4	25.07	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100008482018	N
4	100010898907 FRANKLIN/N MN 8/7	32.30	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100010898904	N
5	100012487714 148 N MAIN	486.41	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100012487714	N
6	100012487862 FIREHOUSE 8/6-9/4	1,462.92	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100012487862	N
		<u>2,058.99</u>									
15-01719	10/13/15 MASTER ACCT 200000055364 9/29										
1	100012529457 174 OAK 8/6-9/3	79.07	5-09-55-501-002-504	B Electricity	R	10/13/15	10/14/15			100012529457	N
15-01720	10/13/15 100072968868 ROGERS/MERCER										
1	100072968868 ROGERS/MERCER	91.31	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100072968868	N
15-01721	10/13/15 100077953188 BANK ST PARK										
1	100077953188 BANK ST PARK	2.96	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100077953188	N
15-01722	10/13/15 100051508750 STOCKTON STREET										
1	100051508750 STOCKTON STREET	233.45	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100051508750	N
15-01723	10/13/15 100029000310 156 BANK 10/9										
1	100029000310 156 BANK 10/9	689.84	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15			100029000310	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
J0257 JCP&L Continued												
	15-01724	10/13/15	100079096689 BANK ST PK 10/09									
	1	100079096689	BANK ST PK 10/09	3.12	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15		100079096689	N
	15-01725	10/13/15	100100104247 MAIN ST 10/09/15									
	1	100100104247	MAIN ST 10/09/15	196.92	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15		100100104247	N
	15-01726	10/13/15	100059701167 WYCK MILL WT 10/9									
	1	100059701167	WYCK MILL WT 10/9	25.59	5-09-55-501-001-504	B Electricity	R	10/13/15	10/14/15		100059701167	N
	15-01727	10/13/15	DPW 100068401122 10/9/15									
	1	DPW 100068401122	10/9/15	67.35	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15		100068401122	N
	15-01728	10/13/15	100051508677 DPW MAIN ST 10/9									
	1	100051508677	DPW MAIN ST 10/9	200.97	5-01-31-430-001-071	B Electric-Borough Hall	R	10/13/15	10/14/15		100051508677	N
	Vendor Total:			16,021.60								
J0258 JCP&L (STREET LIGHTING)												
	15-01729	10/13/15	100086395041 STOCKTON 10/9									
	1	100086395041	STOCKTON 10/9	4.98	5-01-31-435-001-075	B Street Lighting	R	10/13/15	10/14/15		100086395041	N
	15-01730	10/13/15	100081608240 10/8 N MAIN ST									
	1	100081608240	10/8 N MAIN ST	48.17	5-09-55-501-001-504	B Electricity	R	10/13/15	10/14/15		100081608240	N
	Vendor Total:			53.15								
J0069 JERSEY ELEVATOR SERVICE												
	15-01605	09/22/15	AUGUST 2015 ELEVATOR SERVICE									
	1	INV. 160473 - AUGUST 2015		334.65	5-01-26-310-001-029	B Maintenance Contracts	R	09/22/15	10/14/15		160473	N
	Vendor Total:			334.65								
J0382 JOHNNY ON THE SPOT INC												
	15-01117	07/06/15	INV J1401820 DAWES PARK									
	1	INV J1401820	DAWES PARK	470.40	5-01-28-370-002-021	B RECREATION SUMMER PROGRAM	R	07/06/15	10/14/15		J1401820	N
	Vendor Total:			470.40								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>K0054 K &amp; A EXCAVATING CO., INC.</b>												
	15-01604	09/22/15	CONCRETE RECYCLING									
	1 INV.	51537-	CONCRETE RECYCLING	75.00	5-01-26-311-001-199	B Miscellaneous	R	09/22/15	10/14/15		51537	N
	Vendor Total:			75.00								
<b>K0017 KRISTY GILSENAN</b>												
	15-01697	10/07/15	MILEAGE 8/10-9/29/15									
	1 MILEAGE	8/10-9/29/15		246.68	5-01-20-176-000-199	B Miscellaneous	R	10/07/15	10/14/15		AUG 10 - SEP 29	N
	Vendor Total:			246.68								
<b>KUBIA005 KUBIAK ELECTRIC CO., INC.</b>												
	15-01573	09/22/15	LABOR & PARTS									
	1 PENN VALLEY PUMP TO RFP			779.69	5-09-55-501-002-503	B Sewer Plant Maintenance	R	09/22/15	10/14/15		5823	N
	Vendor Total:			779.69								
<b>L0300 LAKE SHORE INDUSTRIES</b>												
	15-01438	08/20/15	REPLACEMENT ABUTMENT LETTERS									
	1	26" HIGH CUT OUT 1/4" ALUM.		596.00	5-01-26-290-001-127	B Street Repair & Maintenance	R	08/20/15	10/14/15		B20194	N
	2	SHIPPING		20.30	5-01-26-290-001-127	B Street Repair & Maintenance	R	08/20/15	10/14/15		B20194	N
				<u>616.30</u>								
	Vendor Total:			616.30								
<b>L0205 LANGUAGE LINE SERVICES</b>												
	15-00842	05/20/15	INV 3588735 INTERPRETATOR 4/30									
	1 INV	3588735	INTERPRETATOR 4/30	55.37	5-01-20-176-000-111	B Interpretor/Outside Help	R	05/20/15	10/14/15		3588735	N
	15-01677	09/30/15	JUNE, JULY & AUGUST INVOICES									
	1	JUNE INVOICES		90.17	5-01-20-176-000-111	B Interpretor/Outside Help	R	09/30/15	10/14/15		3626923	N
	2	JULY INVOICES		17.43	5-01-20-176-000-111	B Interpretor/Outside Help	R	09/30/15	10/14/15		3646347	N
	3	AUGUST INVOICES		20.32	5-01-20-176-000-111	B Interpretor/Outside Help	R	09/30/15	10/14/15		3665531	N
				<u>127.92</u>								
	Vendor Total:			183.29								



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>N0170 NORCIA CORP.</b>												
	15-01582	09/22/15	HYDRAULIC CYLINDER PIN REPAIR									
	1 INV.	71575	- REPAIR HYDRAULIC	859.51	5-01-26-315-001-132	B Vehicle Maint. - Public Works	R	09/22/15	10/14/15		71575	N
	Vendor Total:			859.51								
<b>00050 ONE CALL CONCEPT INC</b>												
	15-01612	09/22/15	AUGUST 2015 ONE CALL MESSAGES									
	1 INV.	5085085	- AUGUST 2015	24.80	5-09-55-501-001-535	B Hydrants and Line Repair	R	09/22/15	10/14/15		5085085	N
	Vendor Total:			24.80								
<b>P0088 PARKER MCCAY, P.A.</b>												
	15-01734	10/13/15	2547901, 2547902, 2547903									
	1	2547901		456.97	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	10/13/15	10/14/15		2547901	N
	2	2547902		1,934.69	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	10/13/15	10/14/15		2547902	N
	3	2547903		269.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	10/13/15	10/14/15		2547903	N
				<u>2,660.66</u>								
	Vendor Total:			2,660.66								
<b>P0101 PEOPLE FOR ANIMALS, INC.</b>												
	15-01634	09/28/15	C BOCK SURGERY DATED 8/6 & 9/3									
	1	C BOCK SURGERY DATED 8/6		55.00	T-12-56-286-000-861	B ANIMAL WELFARE COMMITTEE	R	09/28/15	10/14/15		C BOCK 8/6	N
	2	C BOCK SURGERY DATED 9/3		60.00	T-12-56-286-000-861	B ANIMAL WELFARE COMMITTEE	R	09/28/15	10/14/15		C BOCK 9/3	N
				<u>115.00</u>								
	15-01635	09/28/15	BRODIE 7/31 SURGERY									
	1	BRODIE 7/31 SURGERY		165.00	T-12-56-286-000-861	B ANIMAL WELFARE COMMITTEE	R	09/28/15	10/14/15		BRODIE 7/31	N
	Vendor Total:			280.00								
<b>P0557 PRINCETON PACKET</b>												
	15-01399	08/19/15	LEGAL ADS 7/17 & 7/31									
	2	SMALL CITIES PUBLIC HEARING		76.69	T-12-56-286-000-844	B Recaptured Fds-Housing Rehabil-SmlCities	R	08/19/15	10/14/15		1006621	N
	Vendor Total:			76.69								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>P1155 PRIOR NAMI BUSINESS SYSTEMS</b>												
	15-01552	09/15/15	TN322 TONER									
	1		TN322 TONER	178.00	5-09-55-501-002-517	B Maint. Contracts - Office	R	09/15/15	10/14/15		N/A	N
	Vendor Total:			178.00								
<b>ROBER005 ROBERT M. DAVIES</b>												
	15-01624	09/25/15	9/10, 9/15, 9/17 INSPECTIONS									
	1		9/10, 9/15, 9/17 INSPECTIONS	360.00	5-01-33-195-002-041	B Conferences and Meetings	R	09/25/15	10/14/15			N
	Vendor Total:			360.00								
<b>R0077 ROBERTS ENGINEERING GRP LLC</b>												
	15-00213	02/09/15	2015 BLANKET-GENERAL ENGINEER			B						
	33		INV 14377 NJDOT GRANTS	825.00	5-01-20-165-001-028	B General Engineering	R	02/11/15	10/14/15		14377	N
	34		INV 14375 PERMIT/CONTRACT DOCS	526.25	5-01-20-165-001-028	B General Engineering	R	02/11/15	10/14/15		14375	N
	35		INV 14327 COUNCIL MEETING	240.00	5-01-20-165-001-104	B Attendance at Meetings (B)	R	02/11/15	10/14/15		14327	N
				1,591.25								
	15-00229	02/11/15	2015 WATER/SEWER BLANKET			B						
	49		INV 14329 GENERAL SEWERS	3,078.00	5-09-55-501-002-508	B Engineer	R	04/15/15	10/14/15		14329	N
	50		INV 14378 GENERAL SEWER	120.00	5-09-55-501-002-508	B Engineer	R	07/14/15	10/14/15		14378	N
				3,198.00								
	15-01711	10/09/15	14330, 14328, 14306, 14331									
	1		14330 ultraviolet disinfection	771.00	5-09-55-501-002-508	B Engineer	R	10/09/15	10/14/15		14330	N
	2		14306 Enchantment	571.25	T-12-56-286-000-888	B ENCHANTMENT RESERVE	R	10/09/15	10/14/15		14306	N
	3		14328 Enchantment	2,270.00	T-12-56-286-000-888	B ENCHANTMENT RESERVE	R	10/09/15	10/14/15		14328	N
	4		14331 Road Program	4,658.75	C-04-55-874-001-447	B ROAD PARK WAY, GRANT, HUTCH 15-07 SEC 20	R	10/09/15	10/14/15		14331	N
				8,271.00								
	15-01713	10/13/15	inv 14333 LITIGATION									
	1		inv 14333	282.50	5-01-20-155-001-033	B Litigation	R	10/13/15	10/14/15		14333	N
	15-01714	10/13/15	WALKING BRDG 14179, 14228, 14316									
	1		WALKING BRDG 14179	993.00	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	10/13/15	10/14/15		14179	N
	2		WALKING BRIDGE 14228	650.00	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST	R	10/13/15	10/14/15		14228	N



Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
<b>S0061 SEA BOX</b>												
	15-01584	09/22/15	CONTAINER RENTAL									
	1	INV. SI11010	- CONTAINER	75.00	5-01-26-310-001-025	B Building Rental	R	09/22/15	10/14/15		SI11010	N
	Vendor Total:			75.00								
<b>T0002 TAMARA L. LEE,PP,AICP,LLA,</b>												
	15-01693	10/07/15	06-339-11 INV 7& 06-339-7 #40									
	1	06-339-7	#40	210.00	5-01-20-155-001-033	B Litigation	R	10/07/15	10/14/15		06-339-7 NO 40	N
	2	06-339-11	INV 7	1,968.75	T-26-56-286-000-849	B Recaptured Fds-RCA COAH-Homeowners	R	10/07/15	10/14/15		06-339-11 #7	N
				<u>2,178.75</u>								
	Vendor Total:			2,178.75								
<b>T0972 TIMBERWOLF TREE SERVICE</b>												
	15-01654	09/29/15	REMOVAL OF DEAD OAK TREE									
	1	REMOVAL OF DEAD OAK TREE		1,000.00	5-01-26-290-001-129	B Maint.& Replace-Street Trees	R	09/29/15	10/14/15			N
	2	ADDITIONAL WORK		700.00	5-01-26-290-001-129	B Maint.& Replace-Street Trees	R	10/09/15	10/14/15		207	N
				<u>1,700.00</u>								
	Vendor Total:			1,700.00								
<b>T0061 TOWNSHIP OF ROBBINSVILLE DPW</b>												
	15-01615	09/23/15	VEHICLE MAINTENANCE									
	1	Car 10	CHECK BRAKES	168.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	2	REPLACE REAR BRAKE PADS		61.89	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	3	CAR 5	CHECK BATTERY	48.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	4	REPLACE BATTERY		122.05	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	5	CAR 2	CHECK & REPLACE TRANS	582.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	6	TRANSMISSION & MISC PARTS		2,143.06	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	7	CAR 5	CHECK WIPERS-REPAIR WIRE	150.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	8	CHECK AIR BAG LIGHT ON		60.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	9	PASS AIRBAG DEACTIVATION LIGHT		13.97	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	10	CHECK & ADD 2 QTS OIL		4.84	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	11	CAR 2	CHECK WIPERS	84.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N
	12	WIPER MOTOR BAD - REPLACE		115.96	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15			N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
<b>T0061 TOWNSHIP OF ROBBINSVILLE DPW Continued</b>											
	15-01615	09/23/15	VEHICLE MAINTENANCE		Continued						
	13	CAR 12	CHECK REPLACE WIPERS	25.00	5-01-43-515-001-170	B Mechanic Services	R	09/23/15	10/14/15		N
				3,578.77							
			Vendor Total:	3,578.77							
<b>U0007 UNIVAR USA</b>											
	15-00364	02/24/15	RES 2015-34 CALCIUM HYDROXIDE		B						
	8	INV HB802418	DATED 9/25/15	310.00	5-09-55-501-002-553	B Calcium Hydroxide (Lime)	R	08/17/15	10/14/15	HB802418	N
	15-00751	05/07/15	RES 2015-125 SODIUM BICARB		B						
	4	INV HB802417	DATED 9/25/15	5,018.75	5-09-55-501-002-552	B Sodium Bicarbonate-UNIVAR	R	05/07/15	10/14/15	HB802417	N
			Vendor Total:	5,328.75							
<b>V0500 VACUUM SALES INC.</b>											
	15-01583	09/22/15	LAKESIDE SEPTIC RECIEVING								
	1	4" FLANGE SLIDE VALVE #5002		224.54	5-09-55-501-002-503	B Sewer Plant Maintenance	R	09/22/15	10/14/15		N
			Vendor Total:	224.54							
<b>V0019 VERIZON</b>											
	15-01731	10/13/15	609448418403883Y 10/1 AWWTP								
	1	609448418403883Y 10/1 AWWTP		33.94	5-09-55-501-003-545	B Telephone-w/s-VERIZON	R	10/13/15	10/14/15	609448418403883	N
			Vendor Total:	33.94							
<b>W0002 W.B. MASON CO., INC.</b>											
	15-01592	09/22/15	OFFICE SUPPLIES - HPD								
	1	COPY PAPER		75.30	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/22/15	10/14/15	I28742229	N
	2	SEB EAR BUDS		8.84	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/22/15	10/14/15	I28742229	N
	3	COILED PHONE CORD		29.92	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/22/15	10/14/15	I28742229	N
	4	3 1/2" EXPANSION WALLETS		62.60	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/22/15	10/14/15	I28742229	N
	5	SHARPIE PERMANENT MARKER		25.99	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/22/15	10/14/15	I28742229	N
	6	AVERY GREEN COLOR CODED LABEL		4.93	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/22/15	10/14/15	I28742229	N
				207.58							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
w0002 W.B. MASON CO., INC. Continued												
15-01614 09/22/15 OFFICE SUPPLIES												
	1		SUPPLIES - FIRE INSPECTOR	202.15	5-01-25-256-002-036	B Office Supplies	R	09/22/15	10/14/15			N
	2		SUPPLIES - CONSTRUCTION	183.40	5-01-33-195-001-036	B Office Supplies	R	09/22/15	10/14/15			N
	3		SUPPLIES - AWWTP	93.22	5-09-55-501-001-509	B Office Supplies/Downtown	R	09/22/15	10/14/15			N
	4		SUPPLIES - CENTRAL/CLERK	449.16	5-01-20-125-001-036	B Office Supplies	R	09/22/15	10/14/15			N
				927.93								
15-01652 09/29/15 VERBATIM USB EXTERNAL DRIVE												
	1		VERBATIM USB EXTERNAL DRIVE	135.70	5-01-25-240-001-036	B Office Supplies & Equipment	R	09/29/15	10/14/15		I28885669	N
			Vendor Total:	1,271.21								
w0073 WASTE MANAGEMENT OF NJ, INC.												
15-00099 01/23/15 2015 RECYCLING CONTRACT B												
	11		OCTOBER RECYCLING 264143305029	2,616.00	5-01-26-311-001-029	B Recycling Contract co-mingle-paper/cdbd	R	07/07/15	10/14/15		2641433-0502-9	N
			Vendor Total:	2,616.00								
w0071 WASTE MGMT OF NEW JERSEY, INC.												
15-00366 02/24/15 RES 2015-42 SLUDGE B												
	41		INV DATED 7/30/15 867340	1,368.96	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	42		INV 867344 DATED 7/30/15	1,384.77	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	43		INV 874645 DATED 8/7/15	1,341.99	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	44		INV 874647 DATED 8/7/15	1,437.78	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	45		INV 879522 DATED 8/14/15	1,371.75	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	46		INV 879523 DATED 8/14/15	1,549.38	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	47		INV 886987 DATED 8/20/15	1,376.40	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	48		INV 886988 DATED 8/20/15	1,386.63	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2609010-0502-5	N
	49		INV 891285 DATED 8/28/15	1,644.24	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	50		INV 891288 DATED 8/28/15	1,454.52	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	51		INV 898768 DATED 9/08/15	1,694.46	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	52		INV 9000088 DATED 9/10/15	1,508.46	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	53		INV 900090 DATED 9/10/15	1,487.07	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	54		INV 908502 DATED 9/18/15	1,419.18	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	55		INV 908503 DATED 9/18/15	1,326.18	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N
	56		INV 911466 DATED 9/24/15	1,635.87	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15		2641280-0502-4	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description		Amount	Charge Account	Acct Type Description						
<b>W0071 WASTE MGMT OF NEW JERSEY, INC. Continued</b>											
	15-00366	02/24/15	RES 2015-42 SLUDGE	Continued							
	57 INV	911467	DATED 9/24/15	1,465.68	5-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	08/17/15	10/14/15	2641280-0502-4	N
				24,853.32							
	15-01732	10/13/15	INV 2641257-0502-2 DATED 10/01								
	1	TICKET NO 898766	DATED 9/4/15	1,277.46	5-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	10/13/15	10/14/15	2641257-0502-2	N
	15-01733	10/13/15	INV 2608986-0502-7 9/01/15								
	1	TICKET 869865	DATED 8/3/15	1,348.90	5-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	10/13/15	10/14/15	2608986-0502-7	N
		Vendor Total:		27,479.68							
<b>W0099 WATCHUNG SPRING WATER CO., INC</b>											
	15-01658	09/29/15	INV 6756697								
	1	INV 6756697		44.95	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	09/29/15	10/14/15	6756697	N
		Vendor Total:		44.95							
<b>W0096 WATER WORKS SUPPLY CO., INC.</b>											
	15-01606	09/22/15	WATER REPAIR SUPPLIES								
	1	INV. IF03299	- 8 X 4 COMPACE	227.66	5-09-55-501-001-535	B Hydrants and Line Repair	R	09/22/15	10/14/15	IF83299	N
		Vendor Total:		227.66							
<b>W0094 WILLIAMS SCOTSMAN INC.</b>											
	15-01589	09/22/15	CONTAINER RENTAL								
	1	INV. 98511776	- CONTAINER	172.78	5-01-26-310-001-025	B Building Rental	R	09/22/15	10/14/15	98511776	N
		Vendor Total:		172.78							
<b>Y0025 YOSTEMBSKI, ROBERT</b>											
	15-01668	09/29/15	PROSECUTOR FEES - SEPTEMBER								
	1	PROSECUTOR FEES - SEPTEMBER		1,200.00	5-01-25-275-001-111	B Municipal Prosecutor	R	09/29/15	10/14/15		N
		Vendor Total:		1,200.00							

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Vendor # Name												
PO #	PO Date	Description	Contract	PO Type		First	Rcvd	Chk/Void		1099		
Item Description			Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl	
Total Purchase Orders:		89	Total P.O. Line Items:	187	Total List Amount:	121,285.48	Total Void Amount:	0.00				

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	41,918.18	0.00	41,918.18	0.00	0.00	41,918.18
	5-09	55,731.23	0.00	55,731.23	0.00	0.00	55,731.23
Year Total:		97,649.41	0.00	97,649.41	0.00	0.00	97,649.41
GENERAL CAPITAL	C-04	10,131.75	0.00	10,131.75	0.00	0.00	10,131.75
TRUST OTHER - FUND #12	T-12	11,529.57	0.00	11,529.57	0.00	0.00	11,529.57
ANIMAL CONTROL TRUST FUND #13	T-13	6.00	0.00	6.00	0.00	0.00	6.00
HOUSING TRUST FUND-RECAPTURED FUNDS	T-26	1,968.75	0.00	1,968.75	0.00	0.00	1,968.75
Year Total:		13,504.32	0.00	13,504.32	0.00	0.00	13,504.32
Total of All Funds:		121,285.48	0.00	121,285.48	0.00	0.00	121,285.48

# Resolution 2015-262

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

## **ENDORING AN ORDINANCE BY MERCER COUNTY TO ESTABLISH A MID-BLOCK CROSSWALK ON ETRA ROAD (COUNTY ROUTE 571)**

**WHEREAS**, the Borough of Hightstown has undertaken curb and sidewalk improvements on Etra Road (County Route 571) from South Main Street (County Route 539) to the municipal boundary to provide safe access to residents in the area; and

**WHEREAS**, a mid block crosswalk has been installed at a location 525 feet east of Orchard Avenue to provide safe access to both sides of Etra Road; and

**WHEREAS**, the public crosswalk has been installed in accordance with the requirements of the Manual on Uniform Traffic Control Devices, including an activated flashing beacon system, under the supervision of the Office of the Mercer County Engineer; and

**WHEREAS**, an ordinance is required to be adopted by Mercer County to formally establish the crosswalk as a mid-block crosswalk in accordance with the requirements of N.J.S.A. 39:408, and to permit the enforcement of traffic regulations regarding same.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Hightstown support and endorse the Ordinance by Mercer County to establish a mid-block crosswalk, on Etra Road (County Route 571) at a location approximately 525 feet south of Orchard Avenue, to resident access, across Etra Road (County Route 539).

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-263

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

**ENDORING THE DOWNTOWN HIGHTSTOWN LAKEFRONT VISION PLAN AND  
ENCOURAGING THE PLANNING BOARD TO CONSIDER APPROPRIATE  
MASTER PLAN AMENDMENTS TO INCOPORATE THE PLAN THEREIN**

**WHEREAS**, the outside community civic organization known as “Downtown Hightstown” hired a professional Planner to prepare a concept plan (the “plan”) to revitalize the downtown lakefront area of Hightstown Borough; and

**WHEREAS**, the plan is the culmination of a long process undertaken by Downtown Hightstown, at its sole cost and expense, which included the participation of the public and stakeholders; and

**WHEREAS**, on September 30, 2015 a joint meeting of the Hightstown Borough Council and Planning Board was held in order to allow representatives of Downtown Hightstown and its Planner to present the plan to Hightstown Borough officials and the public, and to answer questions relating thereto; and

**WHEREAS**, the overwhelming response to the plan was positive; and

**WHEREAS**, the Hightstown Borough Council wishes to formally endorse the plan and to encourage the Hightstown Borough Planning Board to amend the Master Plan in order to incorporate the plan therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Downtown Hightstown Lakefront Vision Plan is hereby accepted and endorsed by the Governing Body, and the Planning Board is hereby encouraged to amend the Hightstown Master Plan to include the plan therein.

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

---

Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-264

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

## **DETERMINING AN AREA IN NEED OF REHABILITATION IN ACCORDANCE WITH N.J.S.A. 40A:12A-1, et seq.**

**WHEREAS**, the New Jersey “Local Redevelopment and Housing Law,” N.J.S.A. 40A:12A-1, et seq. (the “Act”), provides that a delineated area of a municipality may be found and determined to be in need of rehabilitation if the governing body of the municipality determines, by Resolution, that a program of rehabilitation, as defined in N.J.S.A. 40A:12A-3, may be expected to prevent further deterioration and promote the overall development of the community [N.J.S.A. 40A:12A-14]; and

**WHEREAS**, pursuant to N.J.S.A. 40A:12A-14, in addition to the above finding, the governing body must determine that there exists within the delineated area any one (1) of the following conditions:

- (1) a significant portion of structures therein are in a deteriorated or substandard condition;
- (2) more than half of the housing stock in the delineated area is at least fifty (50) years old;
- (3) there is a pattern of vacancy, abandonment or underutilization of properties in the area;
- (4) there is a persistent arrearage of property tax payments on properties in the area;
- (5) environmental contamination is discouraging improvement and investment in properties in the area; or
- (6) a majority of the water and sewer infrastructure in the delineated area is at least fifty (50) years old and is in need of repair or substantial maintenance; and

**WHEREAS**, the Act provides that the finding of need for rehabilitation may extend to the entire area of a municipality; and

**WHEREAS**, the Act requires that, prior to adoption of the within Resolution, the governing body shall submit the same to the municipal planning board for its review and that the planning board shall, within forty-five (45) days of receipt of the proposed Resolution, submit its recommendations, including any modifications which it may recommend, to the governing body for its consideration; and

**WHEREAS**, the Mayor and Council of the Borough of Hightstown (the “Borough”) have determined that a program of rehabilitation within the Borough may reasonably be expected to prevent further deterioration and promote the overall development of the Borough, specifically with regard to the existing residential housing stock within the Borough and to commercial structures that are used for retail purposes; and

**WHEREAS**, the Mayor and Council have further found that at least one of the six (6) criteria referenced above exists within the community; and

**WHEREAS**, the Mayor and Borough Council therefore wish to declare the entire area of the Borough to be an “area in need of rehabilitation” pursuant to the Act; and

**WHEREAS**, in accordance with the Act, the Mayor and Borough Council have referred this matter to the Planning Board for its review and recommendation; and

**WHEREAS**, the Planning Board has approved this proposal; and

**WHEREAS**, the Mayor and Borough Council now wish to formally declare that the entire area within the municipal boundaries of the Borough of Hightstown shall be considered an “area in need of rehabilitation” pursuant to the Act.

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

58682.3.00245693.1

1. That the entire area within the municipal boundaries of the Borough of Hightstown is hereby found and declared to be an “area in need of rehabilitation” pursuant to the terms of the Act.
2. That a certified a copy of this Resolution shall be provided to each of the following:
  - a. Hightstown Borough Planning Board
  - b. Gary S. Rosensweig, Esq., Planning Board Attorney
  - c. Tamara Lee, P.P., Borough Planner
  - d. Henry Underhill, Borough Administrator
  - e. Frederick C. Raffetto, Esq., Borough Attorney

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

---

Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-265

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

## **AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-016 TO BETTER BEGINNINGS CHILD DEVELOPMENT CENTER**

**WHEREAS**, the Better Beginnings Child Development Center wishes to hold an off-premise merchandise raffle at 318 North Main Street on December 16, 2015; and

**WHEREAS**, the group has submitted application number RA2015-016 for the raffle along with the required fees; and

**WHEREAS**, the Better Beginnings Child Development Center is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-5-28551; 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. RL2015-016 to the Better Beginnings Child Development Center for their off-premise merchandise raffle to be held on December 16, 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 October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-266

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

## **AUTHORIZING THE ISSUANCE OF AN AUCTION LICENSE - EMPIRE ANTIQUES**

**WHEREAS**, an application for a license to hold an auction on Saturday, December 5, 2015 at 278 Monmouth Street in the Borough of Hightstown has been submitted by Empire Antiques, together with the required fee; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is hereby authorized to issue a license to Empire Antiques for their auction to be held on Saturday, December 5, 2015, at 278 Monmouth Street.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-267

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

## **AUTHORIZING THE ISSUANCE OF AN AUCTION LICENSE – FIRST PRESBYTERIAN CHURCH OF HIGHTSTOWN**

**WHEREAS**, an application for a license to hold an auction on Saturday, November 7, 2015 at 320 North Main Street in the Borough of Hightstown has been submitted by the First Presbyterian Church of Hightstown, together with the required fee; and

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

**WHEREAS**, it is the desire of the Mayor and Council that a license be issued to First Presbyterian Church of Hightstown for this event.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is hereby authorized to issue a license to First Presbyterian Church of Hightstown for their auction to be held on Saturday, November 7, 2015 at 320 North Main Street.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-268

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

## **AUTHORIZING REFUNDS FOR THE HISTORIC PRESERVATION COMMISSION CLASSIC TOWNS PROJECT**

**WHEREAS**, donations were made for the Classic Towns Project being sponsored by the Historic Preservation Commission (HPC) of Hightstown Borough; and

**WHEREAS**, the HPC has found that they will not be proceeding with the Classic Towns Project and has requested that the following donors receive a refund in the following amounts:

Hightstown-East Windsor Historical Society	164 N. Main Street	\$200.00
Mannino's Pizza	124 S. Main Street	\$150.00
Dr. John Laudenberg	632 S. Main Street	\$400.00
Dom's Getty	308 Mercer Street	\$200.00
Allen & Stults	P. O. Box 110	\$250.00
Peddie School	201 S. Main Street	\$400.00
Shop for Less	112 Main Street	\$200.00
Tacorito	110 S. Main Street	\$200.00
Hightstown Liquors	107 Stockton Street	\$200.00

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Treasurer is hereby authorized and directed to issue refunds to the above donors in the amounts indicated, representing refunds for the HPC Classic Towns Project as set forth herein.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-269

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

## **AUTHORIZING REFUND OF TAX OVERPAYMENT**

**WHEREAS**, an overpayment of taxes was made for Block 9, Lot 85, 156 Oak Lane, in the amount of \$1,850.60 due to a double payment; and

**WHEREAS**, the owners, Damien & Melissa R. Smith, 156 Oak Lane Hightstown, New Jersey, 08520 have requested that a refund be issued for the overpayment in the amount of \$1,850.60; and

**WHEREAS**, the Tax Collector has requested that said overpayment be refunded in the amount of \$1,850.60.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Hightstown that the Tax Collector and Treasurer are hereby authorized to issue a refund in the amount of \$1,850.60 to Damien & Melissa R. Smith, 156 Oak Lane Hightstown, New Jersey, 08520, representing the tax overpayment as set forth herein.

## **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk

# Resolution 2015-270

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

## **AUTHORIZING TRIAD ASSOCIATES TO PREPARE AND PROCESS AN APPLICATION FOR FEMA ASSISTANCE TO FIREFIGHTERS GRANT**

**WHEREAS**, Triad Associates, pursuant to an existing agreement for grant writing, has brought forward the FEMA Assistance to Firefighters Grant Application to acquire Exhaust Extraction Equipment and/or Turnout Gear and Communication Equipment for which they think it would be advantageous for the Borough to apply; and

**WHEREAS**, after reviewing the proposed grant, the Borough Council finds that it would be beneficial for the Borough to submit the FEMA Assistance to Firefighters Grant Application to acquire Exhaust Extraction Equipment and/or Turnout Gear and Communication Equipment; and

**WHEREAS**, the fee for the grant Application is not to exceed \$2,750.00; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Hightstown that Triad Associates is authorized to prepare and process the FEMA Assistance to Firefighters Grant Application to acquire Exhaust Extraction Equipment and/or Turnout Gear and Communication Equipment and that the Mayor is authorized to execute and the Borough Clerk to attest the appropriate paperwork necessary to implement such application.

### **CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 19, 2015.

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Debra L. Sopronyi  
Borough Clerk



October 6, 2015

Henry Underhill  
Borough Administrator  
Borough of Hightstown  
156 Bank Street  
Hightstown, New Jersey 08520

**RE: Authorization to Proceed – Borough of Hightstown  
FEMA Assistance to Firefighters Grant Application**

Dear Mr. Underhill:

Please allow this letter to confirm that Borough of Hightstown has authorized TRIAD Associates to prepare and process the above referenced application as an authorized project under the existing Professional Service Agreement (FY2015 General Services Agreement).

We have agreed that for all services rendered by TRIAD in connection with the applications, including those set forth on Exhibit "A" hereto, TRIAD will be paid a total compensation of \$2,750.00 as set forth on Exhibit "B" hereto.

Please indicate your confirmation of the foregoing by signing both copies of this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,

Michael Zumpino, Chairman/CEO

MZ/mm

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 2015

**BOROUGH OF HIGHTSTOWN**

By: \_\_\_\_\_  
**Lawrence D. Quattrone, Mayor**

**EXHIBIT A**  
**DESCRIPTION OF THE PROJECT AND SCOPE OF SERVICES**  
**FEMA Assistance to Firefighters Grant Application 2015**

Attached to and made a part of the Agreement dated October 6, 2015, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF HIGHTSTOWN** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

**DESCRIPTION OF THE PROJECT:** FEMA Assistance to Firefighters Grant Application to acquire Exhaust Extraction Equipment and/or Turnout Gear and Communication Equipment.

**SCOPE OF SERVICES:** The Consultant will prepare in a satisfactory manner, and in accordance with the requirements of Homeland Security (FEMA), an Application which shall consist of the following:

- Fire Company Contact Information
- Applicant Information
- Department Characteristics
- Department Call Volume
- Identify Program Selection and Detailed Activities
- Budget
- Detailed Project Narrative
- Assurances and Certifications

**DATA TO BE FURNISHED TO CONSULTANT:** The Client shall provide the Consultant information and documentation, which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, reports or analyses, descriptions and specifications for equipment to be purchased, cost estimates and other pertinent materials.

**TIME OF PERFORMANCE:** The Application shall be completed and submitted on behalf of the Principal on or before the date stipulated by FEMA.

**NOTIFICATION OF FUNDING APPROVAL/AWARD:** Principal shall provide Consultant with a copy of any notification of funding approval / award and any related documentation.

**EXHIBIT B**  
**COMPENSATION AND METHOD OF PAYMENT**  
**FEMA Assistance to Firefighters Grant Application 2015**

Attached to and made a part of the Agreement dated October 6, 2015, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF HIGHTSTOWN** ("Principal").

Principal agrees to pay the Consultant as follows:

**COMPENSATION:** Principal shall provide compensation of \$2,750.00 for services provided in accordance with Exhibit A as follows:

- Preparation and submission of a FEMA Assistance to Firefighters Grant Application

**METHOD OF PAYMENT:** Principal agrees to pay Consultant in accordance with the following billing schedule:

- \$2,750.00 upon completion and submission of the completed application.
- Principal shall pay invoices upon receipt.

**UNSPECIFIED SERVICES:** Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified services will be performed upon prior authorization from the Principal. Our current hourly rates are shown on Exhibit C.

**OVERNIGHT DELIVERY SERVICES:** Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail, or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.

**COPIES:** Consultant shall provide the appropriate number of copies of applications/study/ work product necessary to meet submission requirements of the funding source. Consultant will also provide one (1) complimentary hard copy and one (1) PDF copy of final application, study or final work product for the Principal's file.

Hightstown Borough (Mercer)			
1104		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
<b>General Management - GM</b>			
1	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u>	Ongoing discussions with neighboring municipalities for Police, Dispatch and Municipal Court services. Solicited proposals for shared services.
2	N/A	If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? <u>This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof.</u> This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b>	No personal use of municipal vehicles
4	Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	League of Municipalities
7	Yes	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term?	
8	No	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a> , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a> . <u>Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</u>	Reviewing with Engineer. Mercer County not adopted amended flood maps.

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	Over 65%
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?</u>	
11	Yes	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u>	ONLY HOUSING AUTHORITY THAT IS UNDER FEDERAL FUNDING. NOT ONE PARTICULAR MEETING, BUT CLOSELY MONITOR THEIR ACTIVITIES AND HAVE THEM PRESENT AT VARIOUS MEETINGS THROUGHOUT THE YEAR TO REVIEW PARTICULAR ACTIVITIES AND EVENTS. ALSO, A LIAISON IS APPOINTED FROM GOVERNING BODY TO ATTEND EACH MEETING AND BRING INFORMATION ON ACTIVITIES OF THE AUTHORITY BACK TO COUNCIL MONTHLY.

Hightstown Borough (Mercer)			
1104		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
<b>Finance &amp; Audit - FA</b>			
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations?</u> <b>If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</b>	
13	N/A	In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?	Mayor does not perform weddings
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least <u>quarterly</u> and discusses all significant financial issues? <b>If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</b>	No formal finance committee, however at least monthly Administrator and or CFO meet with governing body member(s). Most recent meeting October 5, 2015
15	No	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit?</u> <b>If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</b>	Audit in process

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
16	Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm.</u> <i>Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</i></p>	<p>CFO prepares Annual Financial Statement, Annual Debt Statement and Supplemental Debt Statements. Also prepares financial statements for annual audit. Prepares budget with Administrator.</p>
17	Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

Hightstown Borough (Mercer)			
1104		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
18	No	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division?</u> <b>You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</b>	Audit in process
19	Yes	For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u>	
21	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u>	

Hightstown Borough (Mercer)			
1104		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
<b>Procurement - P</b>			
23	Yes	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at <a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a> . <u>Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</u>	
24	N/A	Pursuant to <u>N.J.S.A. 52:15C-10(a)</u> , municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, <u>N.J.S.A. 52:15C-10(b)</u> requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. <u>Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</u>	
25	Yes	The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u>	
26	Yes	Has your municipality established a chain of command as required by <u>N.J.A.C. 5:34-6.1(b)</u> to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in <u>N.J.S.A. 40A:11-6</u> are properly implemented?	

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
27	Yes	<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, “The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...”. <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>	

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
<b>Budget Preparation and Presentation - BP</b>			
28	Yes	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. <u>Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</u>	
29	Yes	In preparing your annual budget, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. <u>Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</u>	
30	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. <u>If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</u>	
31	Yes	Do elected officials receive a <b>written</b> status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?	

Hightstown Borough (Mercer)			
1104		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	No	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered N/A if your municipality is under State Supervision.</b>	Budget introduced April 20, due to ongoing negotiations with neighboring municipality regarding shared services/outsourcing
34	No	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b>	Amended Budget adopted June 15, 2015, due to ongoing negotiations with neighboring municipality regarding shared services/outsourcing
<b>Health Insurance - HI</b>			
35	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</b>	

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
36	Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
37	N/A	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	NJ State Health Benefit Program
38	N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u>	NJ State Health Benefit Program

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
39	Yes	<p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted? "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</u></p>	

Hightstown Borough (Mercer)		
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>
Answer	Question	Comments
<b>Personnel - PE</b>		
40	Yes	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> <i>In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</i>
41	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a> . <u>Has your municipality filed all current contracts with PERC?</u>

Hightstown Borough (Mercer)			
1104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
42	Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?	
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	Borough has updated policy but has not negotiated out of collective bargaining contract agreements.

Hightstown Borough (Mercer)			
1104		Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments	
47	Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$604 for disabilities beginning on or after 1/1/15. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b>	
48	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	No bonuses ever paid Longevity payments eliminated for nonunion employees hired after 5/1/2014.
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	No longevity for new employees hired after January 1, 2015
50	Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. <u>Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.</u>	April 21, 2014 and May 19, 2014

Hightstown Borough (Mercer)		
1104	Please see Color Key at bottom of sheet for limits on answers	
Answer	Question	Comments
0	Select	
37	Yes	
6	No	
7	N/A	
0	Prospective	
50	<b>Total Answered:</b>	
44	Score (Yes + N/A + Prospective)	
88%	Score %	
0%	Percent Withheld	
<b>Chief Administrative Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Name &amp; Title</b>	<b>Date</b>
	<b>Henry M. Underhill, Borough Administrator</b>	<b>October 8, 2015</b>
<b>Chief Financial Officer's Certification</b>		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Name</b>	<b>Date</b>
	<b>George J Lang</b>	<b>October 8, 2015</b>
<b>Municipal Clerk's Certification</b>		
	I hereby certify that the Governing Body of the Borough of Hightstown in the County of Mercer will discuss the CY 2015/SFY 2016 Best Practice Inventory as completed herein at a public meeting on October 19, 2015, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s)
	<b>Name</b>	<b>Date</b>
	<b>Debra L. Sopronyi</b>	<b>October 8, 2015</b>

Hightstown Borough (Mercer)			
1104	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question		Comments
	Red = Repeat Question; Prospective answers not permitted		
	Blue = Questions where neither "not applicable" nor "N/A" answers are permitted		
	Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted		
	No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers		
# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid	
41-50	100%	No penalty	
33-40	80%	Lose 20% which equals 1% of total aid	
25-32	60%	Lose 40% which equals 2% of total aid	
17-24	40%	Lose 60% which equals 3% of total aid	
9-16	20%	Lose 80% which equals 4% of total aid	
0-8	0%	Lose 100% which equals 5% of total aid	
Question	Table of Weblinks		
4	<a href="http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf">http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf</a>		
8	<a href="http://www.fema.gov/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program-community-rating-system</a>		
8	<a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>		
13	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/07/2007-5.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/07/2007-5.doc</a>		
20	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf</a>		
21	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf</a>		
23	<a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>		
24	<a href="http://www.nj.gov/comptroller/compliance/index.html">http://www.nj.gov/comptroller/compliance/index.html</a>		
25	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc">http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc</a>		
33 & 34	<a href="http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-21.pdf">http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-21.pdf</a>		

**Debra Sopronyi**

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**From:** Collector  
**Sent:** Friday, October 09, 2015 11:26 AM  
**To:** Henry Underhill; Debra Sopronyi; George Lang; George Chin  
**Subject:** block 40 lot 18

Good Morning,

Yesterday we had our annual tax sale and property Block 40 Lot 18, Samuel Ames at 210 Academy Street was struck off to the township. It also has a prior lien on it. Mr. Jayakumar Aiyathurai (aka) Jay is the owner of the property next door to this property and he has approached me to ask the township to assign this lien to him so that he may foreclose on this property. He knows he has to wait 6 months before any action can be taken, he is also going to see if the first lien holder will assign that lien to him as well, so he may proceed to build on this property. I would need approval from both the council and mayor along with a resolution in order to proceed forward. Can you please discuss this and let me know how to continue.

Jeyakumar Aiyathurai  
41 Robbins Road South  
Millstone, N.J. 08510

609-658-2847

**Angela LoConte CTC**  
**Tax Collector**  
**Borough of Hightstown**  
**156 Bank St**  
**Hightstown, NJ 08520**  
**609-490-5100 Ext. 613 phone**  
**609-448-2672 fax**  
**tax@hightstownborough.com**