

Agenda
Hightstown Borough Council
Business Meeting
November 16, 2015
First Aid Building
7:00 PM Business Meeting

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

Meeting called to order by Mayor Lawrence Quattrone.

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

Roll Call

Flag Salute

Approval of the Agenda

Minutes November 2, 2015 Workshop
November 2, 2015 Executive

Proclamation Larry Gunnell – 50 Years of Service

Oath of Office Keith White – Historic Preservation Commission

Engineer Items Project Updates (Park Avenue, Maxwell Avenue, Stockton & Joseph Safe Routes)
NJEIT Updates (Settling Tanks Rehab, UV Disinfection, Well No. 2 Rehab)
Automated Flood Gate Operator Replacement
Resolution 2015-278 – Authorizing Payment #4 – Lucas Construction Group, Inc.
(2014 Road Improvement Program)
Resolution 2015-279 – Authorizing Change Order #2 & Payment #2 – Pioneer
General Contracting Co, Inc. (Enchantment at Hightstown
Road Improvement Program)

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

Ordinances **2015-23** **First Reading and Re-Introduction** 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”
2015-27 **First Reading and Introduction** Amending Chapter 7 Entitled “Traffic”, Section 35 Entitled “Handicapped Parking”, of the “Revised General Ordinances of the Borough of Hightstown”

- 2015-28** **First Reading and Introduction** Amending Chapter 28 “Zoning” of the Revised General Ordinances of the Borough of Hightstown Regarding Home-Based Businesses
- Resolutions** **2015-280** Authorizing the Payment of Bills
- 2015-281** Authorizing a Shared Services Agreement with Roosevelt Borough for Municipal Clerk Services
- 2015-282** Authorizing a Shared Services Agreement with West Windsor Township for Health Services
- Consent Agenda** **2015-283** Authorizing a Transfer of Funds in the 2015 Budget
- 2015-284** Authorizing Issuance of Raffle License #RL2015-017 to Hightstown High School Music Boosters Association
- 2015-285** Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use on an Online Auction Website
- Discussion** Better Beginnings & RISE Donor Agreements
- Purchase of Police Vehicles
- Public Comment II** Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.
- Mayor/Council/Administrative Reports**
- Executive Session:** **Resolution 2015-286** Authorizing a Meeting Which Excludes the Public
- Contract Negotiations – Police/Court/Dispatch
- Litigation – COAH
- (No Action will be taken following Executive Session)**
- Adjournment**

Meeting Minutes
Hightstown Borough Council
Workshop Meeting
November 2, 2015
6:45 pm

The meeting was called to order by Mayor Quattrone at 6:45 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

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

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; Fred Raffetto, Borough Attorney; and Tamara Lee, Borough Planner.

Resolution 2015-272 Authorizing a Meeting Which Excludes the Public

Mayor Quattrone requested that resolution 2015-272 be amended to include contract negotiations – Shared Services (Police/Dispatch/Court).

Council President Hansen moved resolution 2015-272 as amended, Councilmember Bluth seconded.

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

Resolution adopted 5-0.

Resolution 2015-272

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 November 2, 2015 at 6:45pm 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:

Litigation – COAH
Personnel – Professional Services
Contract Negotiations – Shared Service (Police/Dispatch/Court)

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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: February 2, 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.

Mayor Quattrone called the public meeting to order at 7:16pm and again read the Open Public Meeting Statement.

The flag salute followed Roll Call.

Tamara Lee, Borough Planner had departed during executive session and was no longer present; Councilmember Montferrat arrived during executive session and was now present; and George Lang, CFO arrived at this time and was now present.

Mayor Quattrone advised that ordinance 2015-23 was being re-introduced this evening, not adopted; so he requested that the agenda be amended to reflect this change.

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

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

Agenda approved 6-0.

Councilmember Kurs moved the October 5, 2015 workshop session minutes for approval, Council President Hansen seconded.

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

Minutes approved 6-0.

Council President Hansen moved the October 5, 2015 executive session minutes for approval, Councilmember Kurs seconded.

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

Minutes approved 6-0.

Councilmember Kurs moved the October 19, 2015 business session minutes for approval, Council President Hansen seconded.

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

Minutes approved 4-0, with two abstentions.

Councilmember Kurs moved the October 19, 2015 executive session minutes for approval, Councilmember Misiura seconded.

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

Minutes approved 4-0, with two abstentions.

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

Lynne Woods, 315 Park Avenue – commented that she hopes the vehicle ordinance issues are resolved as there are registered vehicles that have been abandoned on properties; there needs to be a definition of “abandoned”.

Rob Thibault, 504 S. Main Street – commented that he is concerned that the 2% escalation in the agreement with Roosevelt is not enough.

David Zaiser, Shade Tree Official – commented that the Borough need to manage the trees; value of the trees are based on a formula, and the trees that were taken down on Park Avenue valued approximately \$10,000; the Borough’s value of its trees overall is over \$1M. The Community Forestry Plan is on file with the State and the Borough must follow the rules with management through process and renewal. New trees should be planted to replace those removed for the road project, 18 trees need to be added at an approximate cost of \$6,000.

There was discussion regarding ash trees and the bore that is affecting them.

Barbara Jones, Environmental Commission Chair –commented that trees were taken down on Hutchinson for the road project, but they did not have to be the way the sidewalk was installed; the Borough needs to be creative. The Stormwater Management plan was not taken into account on Greeley and the Borough is being short-sited.

Mike Gargiullo, 113 First Avenue – thanked Council for listening and taking into consideration the restoration of vehicles in ordinance 2015-23.

Gerry Riccardi, JCP&L – gave Council a hand-out regarding a transmission line project being done due to increased demand in the area. He noted that additional poles are being installed and they are obtaining the rights of way from various property owners. The project is scheduled to be complete in 2016.

There was discussion regarding tree rights for line interference; a concerned resident in the Enchantment Development; voltage needed in the area; and wet lands and trees. Barbara Jones noted that the Environmental Commission would like to discuss the project with Mr. Riccardi.

J P Gibbons, 602 N. Main Street – commented that Mr. Riccardi should not have been permitted to talk for longer than 3 minutes; inquired how Council can vote on ordinance 2015-24 when the discussion is at the end of the meeting under home based business ordinance.

Councilmember Stults clarified that they are not the same ordinance.

Dan Buriak, 194 Stockton Street – thanked the Borough for its support on Saturday, the police did a great job; these events are community building; he would like to see it become an official event next year.

Eugene Sarafin, 628 S. Main Street – noted that he likes living in Hightstown and highlighted what pleases him.

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

Ordinance 2015-23 First Reading and Re-Introduction – An Ordinance 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”

Councilmember Bluth moved ordinance 2015-23 for re-introduction, Council President Hansen seconded.

The Borough Attorney explained that there have been substantial changes to the ordinance, and given that the public needs the opportunity to address these changes, a re-introduction of the ordinance is needed.

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There was discussion regarding the need for definitions in the ordinance, protecting property owners, and the need for more revision.

Councilmember Montferrat moved to table the ordinance for re-introduction to permit time for the Borough Attorney to put definitions into the ordinance, Council President Hansen seconded.

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

Ordinance tabled 6-0.

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.

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“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):

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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.

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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.

Ordinance 2015-24 Final Reading and Public Hearing Amending and Supplementing Chapter 28, Entitled “Zoning” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”

Council President Hansen Councilmember Misiura moved ordinance 2015-24 for introduction, seconded.

The Borough Attorney reviewed the changes requested by the Planning Board and suggested adding non-residential zone as a requirement for the placement of the bins.

There was discussion regarding the Attorney’s suggestion and the timeframe for compliance. It was decided that the ordinance would be amended to make the change suggested by the Attorney on page one and to change the compliance time from 6 months to 60 days on page 3 in E.

Council President Hansen moved ordinance 2015-24 for adoption, Councilmember Kurs seconded.

Mayor Quattrone opened the public hearing on ordinance 2015-24 and the following individuals spoke:

Scott Caster, 12 Clover Lane – inquired as to whether the Borough has consulted with those who have the clothing bins in their lots; he has a concern that this ordinance will allow too many bins.

Eugene Sarafin, 628 S. Main Street – recommended that Council reconsider this ordinance as things can be picked up by appointment; the Borough should be licensing those who pick up items by appointment.

Scott Caster, 12 Clover Lane – commented that the parking lots downtown are privately owned and the property owners can place bins in those lots.

There being no further comments, the public hearing was closed.

Council President Hansen advised that there is presently no regulation on clothing bins in the Borough, this ordinance will regulate them.

There was discussion regarding limiting the locations to church lots only and that legitimate non-profits must own the bins; it was suggested that the number also be restricted by ordinance. The Borough Attorney advised that the legality of the suggested changes should be examined before adopting the ordinance.

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Councilmember Montferrat suggested that this ordinance, as currently written, be adopted; the Council could work on further revisions, but regulation of some kind is needed now.

Councilmember Misiura motioned to table the ordinance so the Borough Attorney can check into whether the Borough can restrict the bins as discussed, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Hansen, Kurs, Misiura, and Stults voted yes; Councilmember Montferrat voted no.

Ordinance tabled 5-1.

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

At other sites located in non-residential zoning districts 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 or in residential zoning districts.

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, at a minimum.

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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

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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 2007, 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 60 days 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 60 day 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).

Ordinance 2015-25 Final Reading and Adoption Amending and Supplementing Subsection 2-20.4, Entitled ""Election of Members; Qualifications," Subsection 2-20, Entitled "Fire Department." Of Chapter 2, Entitled "Administration," of the Revised General Ordinances of the Borough of Hightstown, New Jersey"

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Councilmember Kurs moved ordinance 2015-25 for adoption, Councilmember Stults seconded.

Mayor Quattrone reviewed the need for this ordinance. The Borough Attorney defined the term of lawful permanent resident.

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

Ordinance adopted 6-0.

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

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affected.

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

Ordinance 2015-26 Final Reading and Public Hearing Amending and Supplementing the Revised General Ordinances of the Borough of Hightstown, New Jersey” to Establish a New Chapter Thereof to be Known as “Tax Exemptions”

Councilmember Misiura moved ordinance 2015-26 for adoption, Council President Hansen seconded.

Mayor Quattrone opened the public hearing on ordinance 2015-26 and the following individuals spoke:

Eugene Sarafin, 628 S. Main Street – commented that it is a great ordinance and incentive; inquired why the Borough is doing the ordinance now.

Councilmember Misiura explained that it had been tossed around in discussion for the Borough to give incentive for people to upgrade and repair their property. Henry put us in touch with the Tax Assessor who noted that the state does have a provision for this type of ordinance. It is limited to homeowners and certain businesses.

Scott Caster, 12 Clover Lane – requested confirmation that the exemption would be on the added assessments only and for a period of five years.

There was discussion regarding what types of improvements result in added assessments and it was confirmed that the exemption would be on the added assessments only and for a period of five years.

Doug Mair, 536 S. Main Street – requested clarification regarding the types of repairs that are covered and what determines the amount of the exemption. Councilmember Misiura noted that the Assessor determines the added assessments and their value; he will also determine the exemption.

Mr. Mair then inquired as to how the five years applies. Councilmember Montferrat noted that it states in the ordinance that the five years begins when the improvement project is complete.

Mr. Mair inquired as to how often someone could get the exemption. The Borough Attorney advised that the ordinance dictates in section 6, one per year, per assessment. Councilmember Stults noted that not all repairs require permits nor will they cause an added assessment. Councilmember Misiura noted that most added assessments are caused by something new being added, not usually something replaced. Mr. Mair suggested that a sheet with the clarification information be distributed to those who inquire so as not to burden the Construction Official with explaining it to residents when they inquire.

Rob Thibault, 504 S. Main Street – commented that he has concern with the purpose of the ordinance and benefit to residents; he does not think it would be a deciding factor for residents to improve their property. He spoke regarding re-sale values of homes and thinks that this is stealing from taxpayers because the exemption also applies to school and county taxes, the other taxpayers will have to pay for the added assessments that are exempt. He noted that the retail and commercial has no limit in this ordinance, and suggested that taxes be reduced instead.

Eugene Sarafin, 628 S. Main Street – commented that the Council should re-think the incentive, only the wealthy who can afford the improvements will benefit.

Scott Caster, 12 Clover Lane – inquired whether the exemption is transferrable. Council noted that the exemption is attached to the property. Mr. Caster spoke regarding the lack of incentive, and without the incentive the ordinance will not be successful.

Rob Thibault, 504 S. Main Street – inquired whether there is evidence that this type of ordinance has worked elsewhere and commented that the commercial exemption could cost the Borough thousands.

There being no further comments, the public hearing was closed.

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Councilmember Misiura noted that the suggestion to add retail to the exemption came from the Planning Board so businesses can benefit from improving their property. The Borough Attorney noted that the statute handles commercial property differently with no limitation on commercial improvements.

There was discussion regarding the definition of retail; encouraging foot traffic; and the ordinance not applying to service commercial establishments; the goal of the ordinance is to provide incentive; and removing the commercial aspect in the ordinance.

The Borough Attorney advised that the Council could amend the ordinance to remove the commercial aspect if they choose; all references to commercial and retail would be removed. Since they are not adding to the ordinance, which would require the public be given the chance to see the additions and comment on them, the amendment and adoption of the ordinance can still take place tonight.

Council President Hansen moved to amend ordinance 2015-26 to eliminate commercial and all references thereof from the ordinance and have it apply to residential property only, Councilmember Bluth seconded.

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

Ordinance amended 6-0.

Councilmember Montferrat moved to adopt ordinance 2015-26 as amended, Councilmember Stults seconded.

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

Ordinance adopted as amended 6-0.

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 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:

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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 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 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.

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.

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- (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 as of the date of completion of the improvements.
- 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.*

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

- 1. All real estate taxes and other municipal charges must be current.
- 2. The applicant must provide a Certificate of Occupancy or any other permit or approval required by the Borough.
- 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 1st 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 property not allowed an exemption pursuant to this Chapter. The property shall continue to be treated in the appropriate manner for a period of five (5) years measured from the date of completion of the improvements.

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.

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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 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 1st 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 11th 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 11th 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.

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Resolution 2015-273 Payment of Bills

Councilmember Bluth moved resolution 2015-273, Councilmember Stults seconded.

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

Resolution adopted 6-0.

Resolution 2015-273

*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 \$4,471,335.75 from the following accounts:

Current		\$3,877,544.55
W/S Operating		501,174.84
General Capital		10,790.50
Water/Sewer Capital		0.00
Grant		0.00
Trust		68,192.36
Housing Trust		4,488.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>9,145.50</u>
Total		<u><u>\$4,471,335.75</u></u>

Resolution 2015-274 Authorizing the Borough of Hightstown to Enter Into a Shared Service Agreement for Solid Waste November 2, 2015

Disposal with the Borough of Roosevelt

Council President Hansen moved resolution 2015-274, Councilmember Montferrat seconded.

There was discussion regarding the fee structure; the service being a real shared service that benefits both towns; and the agreement assisting with paying for the new truck.

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

Resolution adopted 6-0.

Resolution 2015-274

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

AUTHORIZING THE BOROUGH OF HIGHTSTOWN TO ENTER INTO A SHARED SERVICES AGREEMENT FOR SOLID WASTE COLLECTION WITH THE BOROUGH OF ROOSEVELT

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40A:65-1 et seq. (the “Act”), authorizes local units of this State to enter into an agreement with any other local unit or units to provide or receive any service that each local unit participating in the agreement is empowered to provide or receive in its own jurisdiction; and

WHEREAS, the Borough of Roosevelt (“Roosevelt”) is in need of the provision of solid waste collection services (also referenced as the “services”) for properties located within Roosevelt’s jurisdiction; and

WHEREAS, the Borough of Hightstown (“Hightstown”) is willing to assist Roosevelt by providing the services to Roosevelt, under certain terms and conditions; and

WHEREAS, in the spirit of inter-municipal cooperation, and in furtherance of the principles underlying the Act, Hightstown and Roosevelt (collectively, the “parties”) have negotiated an Agreement for the shared provision of the services within their respective jurisdictions; and

WHEREAS, the terms and conditions of this undertaking are set forth in a Shared Services Agreement; and

WHEREAS, pursuant to the Shared Services Agreement, Hightstown shall perform the services for Roosevelt for a period commencing on January 1, 2016 and continuing until December 31, 2020; and

WHEREAS, the Shared Services Agreement shall become effective once the parties have each duly authorized their proper officials to execute the Agreement, and the Agreement has been so executed.

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

1. A shared services agreement between the Borough of Hightstown and the Borough of Roosevelt for the provision of Solid Waste Collection for the period January 1, 2016 through December 31, 2020 is hereby authorized and accepted.
2. The Mayor and Clerk are authorized and directed to execute said agreement.

Consent Agenda Resolutions 2015-275, 2015-271, 2015-276, and 2015-277:

Councilmember Kurs moved resolutions 2015-275, 2015-271, 2015-276, and 2015-277 as the consent agenda, November 2, 2015

Councilmember Stults seconded.

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

Resolutions adopted 6-0.

Resolution 2015-275

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

**AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED
FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the Borough of Hightstown has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Borough of Hightstown intends to utilize the online auction services of GovDeals.com located at www.GovDeal.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local requirements by a vendor approved by the Division of Local Government Services; and

WHEREAS, a notice shall be published in the Borough approved newspaper and on the Borough website announcing the auction, the web address where the auction will take place, the date(s) and time(s) for the auction and a description of the items to be sold with such publication being at least 10 days, but no more than 14 days prior to the auction.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Hightstown in the County of Mercer, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.GovDeal.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between GovDeals.com and the Borough of Hightstown shall be made available at www.GovDeal.com and in the Borough Clerk's office.

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SCHEDULE A TO RESOLUTION 2015-275	
Year and Make	Vin/Serial
1988 Wheel Horse 310-10 Snow Blower	21-10K805
1987 Wheel Horse 308-8	21-08K803
1986 Toro Groundsmaster 322D - 72" Deck	61044
Tennant Sweeper with charger	n/a
Toro Groundsmaster 223D	n/a
1996 Dodge Utility	1B7KC26Z8TJ200737
1996 Dodge Pickup with Plow	1B7KF26C6TJ201386
1987 Chevy Van School Bus	2GBHG31K2H4141378
1975 Toro Groundsmaster Sweeper 72	n/a
Portable Gas Generator	n/a
1966 Ford Walk in Truck	P35AL750050
1974 Ford L8000 Garbage Truck	R8904VT33948
1985 Kohler Generator	117003
1997 Ford Taurus	1FALP5228VG222147
2001 Ford Crown Victoria	2FAFP71W21X165784
2004 Ford Crown Victoria	2FAHP71W84X106039
1982 Chevy C60	1GBG6D1FXCV127678
1994 Ford Escort	1FAAP15J8RW132837

Resolution 2015-271

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

AUTHORIZING SALE BY ASSIGNMENT OF

TAX SALE CERTIFICATE #15-00011

BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, that, pursuant to N.J.S.A. 54:5-113, the following Tax Sale Certificate is hereby sold by assignment to Jeyakumar Aiyathurai, 41 Robbins Road South, Millstone, New Jersey 08510 for a total of **\$11,550.72**, which sum includes the following amounts which are calculated with interest through November 6, 2015: (1) 2014 taxes in the amount of \$10,736.24; (2) Redemption Penalty in the amount of \$644.17; (3) interest in the amount of \$150.31; and (4) Recording and other fees in the amount of \$20.00:

Certificate No.: 15-00011

Property Location: Block 40, Lot 18

Owner of Record: Samuel Ames

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Date of Tax Sale: October 8, 2015

BE IT FURTHER RESOLVED, that a per diem amount of \$0.05368120 per day will accrue on both the taxes due and the lien commencing as of November 7, 2014, if the above sum is not paid to the Borough by that date.

Resolution 2015-276

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

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE IMPROVEMENTS TO FIRST AVENUE PROJECT

NOW THEREFORE BE IT RESOLVED, that the Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2016-HightsotwnBorough-00629 to the New Jersey Department of Transportation on behalf of the Borough of Hightstown.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Hightstown Borough and their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Resolution 2015-277

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

REQUESTING APPROVAL FOR INSERTION OF A SPECIAL ITEM OF REVENUE IN THE 2015 BUDGET

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

WHEREAS, said Director may also approve the insertion of an item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hightstown hereby request the Director of the Division of Local Government Services to approve the insertion of a special item of revenue and equal appropriation in the budget of the Borough of Hightstown for the year 2015 as follows:

Source	Amount	Revenue Title	Appropriation Title
State of New Jersey	\$1,510.33	Body Armor Replacement Fund Program	Body Armor Replacement Fund Program

Handicapped Parking Ordinance

The Mayor and Council reviewed the cost estimate from Public Works regarding the cost to install the signs. There was discussion and it was decided that the ordinance would be put on the next agenda for introduction, but the payment of installation November 2, 2015

costs for an on street parking spot at a residence would be eliminated.

Home Base Business Ordinance

Mayor Quattrone advised that the recommended changes in the ordinance have come from the Planning Board.

There was discussion regarding Real Estate and Insurance not being acceptable, while Attorney offices are. It was noted that Attorney Offices have limited visitors, while the other offices have people coming and going all day; and the ordinance does not permit for more than one office staff member, the other offices usually have several staff members.

Council agreed that the ordinance changes, as recommended by the Planning Board, should be placed on the next meeting agenda.

E-Mail Protocol

Council President Hansen noted that e-mails are directed to the Mayor and Council and either nobody answers, or everybody answers separately. There needs to be a process so the proper information is given and Council knows that the e-mail has been responded to. There was discussion and it was decided that e-mails addressed to Mayor and Council will be directed to the Municipal Clerk or Administrator who will then respond and copy Mayor and Council.

Meeting Time

Councilmember Misiura noted that the 6:15pm start time for executive session is difficult to make due to work schedules; 7:00pm would be more reasonable. There was discussion regarding Professionals being needed in executive session and it was decided that when the resolution is done determining the schedule for 2016 at the reorganization meeting, the general meeting will be scheduled for 7:30pm; executive session could then begin at 7:00pm.

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

Doug Mair, 536 S. Main Street – commented that he has read the home based business ordinance in advance; he get 100+ e-mails daily and responds to each, he expects the Mayor and Council to do the same; Council members did not tell the voters they could not stay late at meetings, if it is an issue you should not have run.

Lynne Woods, 315 Park Avenue – commented that she got a call that paving was going to take place for the road project, but it did not; the public needs updates.

Mary Beth Colvell, 126 Broad Street – reviewed ADA requirements

Rob Thibault, 504 S. Main Street – commented that his issue with the Roosevelt agreement is that it does not cover cost.

Mayor/Council/Administrative Reports

Councilmember Stults – advised the Planning Board is close with the design ordinance and the A-Frame sign ordinance has been drafted and is forthcoming as is the Highway Commercial ordinance; Downtown Hightstown is waiting for the resolution from the Planning Board for the Master Plan regarding the Vision then they can move forward; Downtown Hightstown will be hanging the holiday lights and are in need of volunteers to assist checking and hanging lights, possibly the Saturday before Thanksgiving; He reviewed the Inspection report.

Councilmember Kurs – commented that his carbon monoxide detector went off, and he thanked the Fire Department for their assistance, and reminded the public to make sure their detectors batteries are fresh and the detectors work; Firefighter Napa, Jr. passed away on October 27th, he was a long time member and we thank him for his service to the community and his family for letting him serve as long as he did. He is glad ordinance 2015-25 passed; Halloween was exciting and he thanked the Police for the public safety; advised that 32 resumes for Police Officer were received and are being reviewed; he reviewed the monthly police report; noted that the power outage on October 26th was due to mylar balloons.

November 2, 2015

Councilmember Bluth – commented that Stockton Street was very nice on Halloween and the Police did a great job, it was a wonderful evening.

Councilmember Montferrat – suggested that the public e-mail their questions prior to the meeting so Council can have the appropriate answers at the meeting.

Councilmember Misiura – noted that Halloween was great on South Main Street also and there was a strong Police presence; he attended the Environmental Commission meeting but has nothing to report; reminded everyone that the general election is tomorrow and requested that a reverse call be made tomorrow to remind everyone to vote.

Council President Hansen – noted that she thought there were a lot of people for Halloween; there will be a water/sewer meeting on Wednesday; while there was strain to the residents during the road project, it looks nice; we also know how to handle e-mail in business, but in government your responses have to be correct and direct; there is potential for discussion regarding the re-development of the Rug Mill at the next meeting.

Mayor Quattrone – noted that he tries to respond to all e-mails; he spent Sunday afternoon with the Latin community; he is pleased with the handicapped parking ordinance; Halloween is a big holiday and is growing every year in Hightstown, he suggested that a decorating contest and costume parade be held next year.

Councilmember Bluth – noted that the Parks & Recreation Commission is discussing Halloween activities.

Mayor Quattrone – noted that Hightstown should do a ceremony for Veterans Day.

There was discussion regarding the timeline for completion of the road project. Mr. Underhill noted that he will do a reverse call updating the status.

Councilmember Montferrat moved to go back into executive session at 10:30pm, Council President Hansen seconded. All ayes.

Council returned to open session at 11:20pm.

Councilmember Stults moved to adjourn at 11:20pm, Council President Hansen seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

November 2, 2015



BOROUGH OF HIGHTSTOWN

Proclamation

Honoring Larry Gunnell

Whereas, *Larry Gunnell has directed the Hightstown Summer Recreation Program for 50 years, with a history of commitment that is unequalled; and*

Whereas, *Larry Gunnell works diligently every year to make the Hightstown Summer Recreation Program available to disadvantaged youth at no charge to the family; and*

Whereas, *the program has grown over the 50 years that Mr. Gunnell has directed the program and the camp presently serves 100+ children each year; and*

Whereas, *Mr. Gunnell is a leader and role model for all children who attend the program, teaching them the importance of education, and molding them to become responsible adults; and*

Whereas, *Larry's role as a mentor to these children is an inspiration and his positive influence on the attending children is unrivaled; and*

Whereas, *the phrase "this is not about me, it is about the kids" frequently is heard in Daves Park during the season as a declaration of the inspiration he is to all who know him; and*

Whereas, *the Hightstown Borough Mayor and Council wish to recognize Larry Gunnell's dedication, commitment and selfless devotion to the community and the Hightstown Summer Recreation Program.*

Now, Therefore, Be It Proclaimed *by the Mayor and Council of the Borough of Hightstown that **Mr. Larry Gunnell** is hereby recognized and commended for his leadership, selflessness, and dedication to the Hightstown Borough Summer Recreation Program and committed service to the Borough of Hightstown Community.*

Presented this 16th day of November, 2015

Lawrence Quattrone, Mayor

Susan Bluth, Councilmember

Steven Misiura, Councilmember

Denise Hansen, Councilmember

Connor Montferrat, Councilmember

Seth Kurs, Councilmember

Charles "Lee" Stults, Councilmember





Roberts
 ENGINEERING GROUP LLC
 Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
 Hamilton, New Jersey 08690
 609-585-1111 fax 609-586-1113
 www.RobertsEngineeringGroup.com

November 3, 2015

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

Re: Maxwell Avenue Culvert Replacement
 Borough of Hightstown, Mercer County
 Our File No.: H1504

Dear Henry:

I attended the preconstruction meeting for the Maxwell Avenue Culvert Replacement on November 2, 2015 at the Mercer County Administrative offices. In attendance were Greg Sandusky, PE, County Engineer, Basit Muzaffar, Bridge Engineer, George Fallat, Traffic Engineer, Jimmy Li, Principal Engineer, as well as Scott Bodner, representing the East Windsor Police and the Contractor, Hernando Escobar of Interstate Contracting.

The work will be starting on Monday, November 9, 2015. The project has a 45 day completion schedule. The area around the culvert will be closed to traffic for the duration. Traffic will be detoured to Franklin Street and Ward Street and Davis Avenue around the project site.

The Contractor has requested week day work hours of 7:00 am to 5:00 pm and they are requesting specific approval to work on Saturdays from 8:00 am to 4:30 pm. Please advise if Saturday work is acceptable to the Borough.

The Contractor intends to shut down the Boroughs water main as one of the first items of work. He is aware during the course of the project that he can directly contact Ken Lewis, Larry Blake or Bill Searing as needed.

The County has requested that the Borough directly notify the East Windsor Regional School District, Fire, First Aid, Post Office, and Garbage and Recycling of the approaching detour and the duration.

The contact information for the Contractor is Hernando Escobar, Interstate Contracting and Excavating, LLC (973) 277-0537 (Cell) and (973) 621-7770 (Office).

Please let me know if there is anything that you would like me to assist with on the above action items.

A copy of the Preconstruction Meeting Minutes is attached.

Very truly yours,

Carmela Roberts, PE, CME
 Borough Engineer

Cc: Debra Sopronyi, Borough Clerk
 Ken Lewis, Superintendent of Public Works
 Larry Blake, Lead Water Plant Operator
 Bill Searing, Superintendent AWWTP

Pre-Construction Meeting for
MC # 863.10

carrying
Maxwell Avenue
over Timber Run; AB2015-21
in Hightstown Borough (County of Mercer)
November 2, 2015 at 10:00 a.m. in Room 211

Attendees:

Name	Email	Representing	Phone
Gregory Sandusky, PE, PLS Mercer County Engineer	gsandusky@mercercounty.org	Mercer County	609-989-6600
Basit Muzaffar, PE, Supervising Engineer, Highways & Bridges	bmuzaffar@mercercounty.org	Mercer County	609-989-6641
George Fallat Traffic Engineer	gfallat@mercercounty.org	Mercer County	609-989-6642
Yueming Li, Principal Engineer	yli@mercercounty.org	Mercer County	609-989-6606
Hernando Escobar	Interstate-hernandoescobar@COMCAST.NET	Interstate Contracting	973-621-7770
Scott Bodnar	bodnar@ewpd.com	East Windsor Police	609-448-5678 ext 228
Carmela Roberts, PE	croberts@robertsengineeringgroup.com	Hightstown	609-586-1141

Invited but not in attendance:

Name	Email	Representing	Phone
Arun Kumar	arun.kumar@dot.state.nj.us	State of NJ-Local Aid	732-625-4295
Greg Joslin	Gregory.joslin@verizon.com	Verizon	732-996-9204
Bill Brash	MercerSoil@aol.com	MC Soil Conservation District	609-586-9603

Contractor: INTERSTATE CONTRACTING & EXCAVATING, LLC.

Address: P.O. Box 556
225 PARKHURST STREET
NEWARK, NJ 07114
HERNANDO ESCOBAR
973 621 7770 (p)
973 621 9066 (fax)
INTERSTATE-HERNANDOESCOBAR@COMCAST.NET

Superintendent: HERNANDO ESCOBAR; INTERSTATE-HERNANDOESCOBAR@COMCAST.NET
973-277-0537 (c)

Project Overview - the project will consist of complete demolition and removal of the existing twin 48 inch diameter cast iron pipes, supporting concrete saddles/piers and concrete headwalls carrying timber run beneath Maxwell Avenue. The proposed replacement will be with a precast box culvert placed with its bottom slab approximately 2 feet below the natural stream bed. The proposed headwalls/wingwalls for the culvert will be constructed using cast in place concrete with a stone veneer (Ms. Roberts recommended using Princeton Stone like used at the original Dam site in Hightstown. Hernando to coordinate with Ms. Roberts for stone selection). This new structure will have a road width of 30 feet

Pre-Construction Meeting for MC # 863.10

which will match existing pavement width and the total length of box culvert will be approximately 69 feet. The contractor is required to submit all shop drawings for approval as per instructions on the plans (shop drawing for culvert already approved- Delivery on Monday 11/23/2015 or Tuesday 11/24/2015).

The roadway work includes full depth HMA pavement reconstruction and/or replacement, milling and repaving, guide rail systems, curbs and modification of the existing drainage system, new approach guiderail systems, concrete sidewalk construction, concrete curbs, excavation, topsoiling, and seeding. Coordination with utilities will be required to maintain all existing utility services during construction except water main which shall be replaced.

The structure will support two 12 foot wide travel lanes, two 3 foot wide shoulders and one sidewalk.

Construction activities are prohibited from May 1 through June 30 in the stream.

The project was designed to be constructed in a single stage under live wires and active utilities. It is up to the means and methods of the contractor to construct the bridge.

The contractor is responsible for all coordination with the respective utilities. Coordination with JCP&L, Verizon, Comcast, AT&T, Hightstown public works (municipal water and sewer authority) will be required. Refer to the technical specifications and drawings. The contractor will be responsible for all required permits and fees pertaining to utility relocations (if applicable). All work to be performed shall be in accordance with the project documents, drawings, specifications and addenda if issued.

There is a base bid and No alternates. Construction activities are prohibited from May 1 through June 30, in the stream.

The contractor is responsible for testing (as per NJDOT criteria-by an independent third party testing lab at no cost to the county) every batch of concrete and HMA used including cores. The results of these tests must be submitted to mercer county as they become available.

Contract Status – The contract was awarded and executed on September 24, 2015; Contractor submitted Performance Guarantee & Insurance Certification to County.

Start Date – The Bridge will be closed to traffic 24 hours a day, 7 days a week. The start date for the project (NTP) will be Monday, November 9, 2015 (depending on Verizon removal of poles and approval from East Windsor Township. The contractor to change the on or about sign by 11/3/2015).

Time of Completion - The allotted time for this project is 45 calendar days; Project looking to be completed at or near the December 24, 2015. Interstate anticipates project to be completed within the allocated time frame (weather permitting).

Permit Status – The Terms and Conditions of the FWW/FHA Permit states that no grading, construction or clearing is permitted between May 1 and June 30.

Construction Schedule - The Contractor submitted their schedule in the meeting. The NTP will be November 9, 2015 (Tentative, depending on Verizon removal of poles and approval from East Windsor Township. The contractor to change the on or about sign by 11/3/2015).

Key Personnel - The Contractor submitted names of three Key Personnel with phone numbers, including emergency numbers Hernando Escobar 973-277-0537, Jose Domingues 973-332-1192; Manuel Barros 973-277-0783; Basit A. Muzaffar, Jimmy Li and Mitch Lis will be onsite Mercer County representatives.

Engineer's Representatives – Basit A. Muzaffar and Jimmy Li will cover the project for the County. However, other representatives from Mercer County may be required depending on the work to be performed. Greg Sandusky and Basit A. Muzaffar/Jimmy Li are to receive all correspondence for Mercer

Pre-Construction Meeting for
MC # 863.10

County. Carmella Roberts will receive the correspondence for Hightstown Borough. They will coordinate with the US mail, garbage pick up and school transportation.

Field Office and Telephone - There is no Field Office, or Telephone, required for this project. Depending of the field condition, a small trailer might be feasible.

Maintenance and Protection of Traffic – The road will be closed. The signs were installed by the contractor on 10/29/2015.

Staging Plans – No staging is required.

Proposed Hours of Work - The Contractor proposed working Monday thru Friday from 7am to 5pm. Saturday (subject to approval 8:00 am – 5 pm – Hernando to send email to Ms. Roberts for approval for the duration of the project). No work on Sunday.

Proposed Subcontractors - The list of proposed Subcontractors will be submitted along with the schedule; Project layout (Mountain View), surveying (Mountain View), Paving (In-house, material from Trap Rock), Reinforcing Steel (Thompson Material), signs (LEC), striping and guiderail (Ficore) are the only tasks being performed by subcontractors.

Progress Schedule (Manning Reports) - These reports will be submitted to Basit A. Muzaffar as required.

Payroll Records and payments - These certified records will be submitted to Basit A. Muzaffar as required. Payments will be made once every thirty days (once a month). Only one PO authorization is needed for payment processing.

Shop Drawings and RFI's – Basit A. Muzaffar/jimmy Li will review the shop drawings. The turn-around time will be minimal. All shop drawings/working drawings have to signed and sealed by a New Jersey licensed Professional Engineer. It is required that the contractor submit shop drawings for all rebars. All shop drawings submission to be done electronically followed by hard copies. RFI's to be submitted electronically.

Construction Layout – Mountain View have the responsibility for the Construction Layout for the contractor.

NJDOT (Local Aid) – Source of Materials (SA -11) forms are to be submitted immediately by the Contractor to Basit A. Muzaffar. The Contractor is familiar with the requirements for local Aid and submitted the SA-11 forms as required before the start of the project. DS-8 will be required for asphalt testing at the end of the project (Mercer County to request waiver from NJDOT for DS-8) .

Detour: E. Ward Street to Davison Road to Franklin Street to North Main Street to Mercer Street to E. Ward Street

City and Township Police/Fire – The police will coordinate all the emergency services. The traffic contact for Hightstown Borough is Lt. Genderon, 609-448-1234, Office of Hightstown Police .

Mercer County Soil Conservation District – I stated on MCSCD behalf that the Contractor is to maintain a copy of the certified stamped plan at the project site during construction. Unannounced inspections will be made during construction. The Contractor is required to retain the bags from the Fertilizer, Seed and Lime used on the site. He must adhere to the mixture and rate of broadcast as required by the Soil Conservation District. The Contractor must fax a start notice to MCSCD 48 hours

Pre-Construction Meeting for
MC # 863.10

before work commences (included in package). The Contractor was reminded to place the Turbidity barrier and silt fence prior to site work. The contractor was reminded not to track mud on the road. The contractor was informed that without MCSCD'd approval, the project will not be closed; Topsoil must be raked, not back plated; Seeding needs to be performed after April 15 and before October 15; Soil Conservation cannot sign off on job until germination is complete; There must be watering of seeding; The pavement should be swept every day at the end of the day. Drainage basin should be at a stable location. Paul will be the inspector for this project. The contractor was reminded to stock pile the materials within the roadway.

Final payment will be made after the satisfactory completion of all work including punch list items and approval from MSCD. However, payment will not be processed until approval of the final change order by the board and satisfactory completion of the field audit by the engineer or his agent.

Electric –JCP&L at site.

Gas – At site. To be supported through construction.

Cable and Verizon – Both at the site. Verizon and AT&T to be supported through construction.

Water – At site. Contractor to coordinate with Pubic Works.

Sanitary Sewer – At site. Contractor to coordinate with Pubic Works.

Miscellaneous

1. Maintaining safe passage for the utilities is on the contractor. He has to coordinate with all utilities. If there is interruptions to the services of the utilities due to construction activities, the contractor will remedy that at his own expense. The County will not be responsible for this.
2. All change orders are handled at the end of the project. Billing up to the plan quantity allowed after installation and verification. If & Where directed not to be used without prior approval.
3. The Contractor will notify Mercer County 2 days in advance for all concrete pours. All concrete testing is mandatory and will use NJDOT criteria/procedures. Contractor to arrange for the testing.
4. No disposal of materials is permitted in any residents property.
5. Equipment and stock piling will be done within the limits of the road.

Respectfully submitted,


Basit A. Muzaffar, PE
Supervising Engineer,
Highways & Bridges

c: Aaron T. Watson, Director DOT&I
Gregory Sandusky, PE, PLS, Mercer County Engineer
Arun Kumar, NJDOT Local Aid
File (MC#863.10)



September 15, 2015

Henry Underhill, Administrator
Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

RE: Peddie Lake Dam
Automated Floodgate Operator Replacement
Borough of Hightstown, Mercer County, New Jersey
File No.: H1510

Dear Henry:

We were requested by Ken Lewis to evaluate the automated floodgate operation for the Peddie Lake Dam. We have determined that the motorized floodgate at the Peddie Lake dam is not operating correctly. When operated the floodgate either fully opens or closes and does not provide intermediate levels. The existing controls do not function properly as they were submerged in the flood. The replacement controls, which incorporate a bubbler system for level control, are not operating correctly either.

We have observed the existing conditions and recommend replacement of the existing controls and level indicators to allow for both automatic and manual control of the operation and level of the gate.

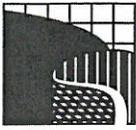
The dialer will also need to be replaced so as to allow for additional alarming and set points.

We anticipate the construction cost for the improvements and replacement to be approximately thirty-seven thousand, five hundred dollars (\$37,500.00). We anticipate the engineering required to prepare design plans and specifications adequate to request quotes for the needed improvements will not exceed \$8,000.00. We are requesting authorization to move forward with the necessary engineering.

Very truly yours,

Carmela Roberts, PE, CME
Borough Engineer

Cc: Debra Sopronyi, Borough Clerk
George Lang, CFO
Janice Mohr-Kminek, Treasurer
Ken Lewis, Superintendent of Public Works
Larry Blake, Lead Water Operator
F. William Natale, PE, PP, CME, Roberts Engineering Group, LLC



ENGINEER'S ESTIMATE

PREPARED FOR

**Automated Floodgate Operator Replacement
 Peddie Lake Dam**

SITUATED IN

BOROUGH OF HIGHTSTOWN, MERCER COUNTY, NEW JERSEY

Our File No.: H1510

September 15, 2015

ITEM	DESCRIPTION	QUANTITY	TOTAL
1	Mobilization	1 LS	\$3,100.00
2	Site Work	1 LS	\$2,000.00
3	Electrical		
	A. Material	1 LS	\$15,000.00
	B. Labor	1 LS	\$13,000.00
4	Site Restoration	1 LS	\$1,000.00
			\$34,100.00
		10% Contingency	\$3,410.00
Total			\$37,510.00

Carmela Roberts

Carmela Roberts, P.E.
 N.J. License No. 34419

Resolution 2015-278

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

**AUTHORIZING PAYMENT # 4 – LUCAS CONSTRUCTION GROUP, INC.
(2014 ROAD IMPROVEMENT PROGRAM)**

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

WHEREAS, the contractor has submitted payment request #4 related to construction of curb, sidewalks, driveways and milling and for the project in the total amount of \$428,541.18; and

WHEREAS, the amount of this payment for general construction is \$374,083.14 with FY2013 phase cost being \$356,412.88 and FY2014 phase cost being \$17,670.26; and

WHEREAS, the amount of this payment for water and sewer related items is \$54,458.04 with FY2013 phase cost being \$24,326.06 and FY2014 phase cost being \$30,131.98; and

WHEREAS, the Borough Engineer has recommended approval of payment #4 to Lucas Construction Group, Inc. in the amount of \$428,541.18 following receipt of the certified payrolls; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that Payment Request No. 4 to Lucas Construction Group, Inc. of Morganville, New Jersey in the amount of \$428,541.18 following receipt of the certified payrolls is hereby approved as detailed herein, and the Treasurer is authorized to issue same.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2015.

Margaret M. Riggio
Deputy Borough Clerk



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

MEMORANDUM

TO: Mayor and Council
Borough of Hightstown

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

DATE: November 10, 2015

RE: 2014 Road Program
Our File No.:H1742

Attached please find Payment No. 4 for work related to construction of curb, sidewalks, driveways, and milling and paving.

Certified payroll forms will be forwarded under separate cover.

I recommend payment be made to Lucas Construction Group, Inc. subject to receipt of the certified payroll forms in the total amount of \$428,541.18. The amount of general construction in the FY2013 phase of the project is \$356,412.88. The amount of general construction in the FY2014 phase of the project is \$17,670.26. Water and sewer related items for FY2013 are \$24,326.06 and for FY2014 are \$30,131.98.

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

Enclosures

cc: Henry Underhill, Borough Administrator
Debra Sopronyi, Borough Clerk
Janice Mohr-Kminek, Treasurer
George Lang, CFO
Cameron Corini, EIT, Roberts Engineering Group, LLC
Christopher White, Lucas Construction Group, Inc.
Michael Armstrong, Lucas Construction Group, Inc.

PAYMENT NO. 4
ROAD IMPROVEMENTS PROGRAM
Borough of Hightstown, Mercer County, New Jersey
November 9, 2015
Our File No.: H1742

Item No.	DESCRIPTION	Contract		Total As-Built		As-Built This Period	Unit Price	Total Cost
		Quantity	Units	Quantity	Quantity			
1	Mobilization	1.00	LS	1.00		0.15	\$60,000.00	\$60,000.00
2 A	Site Clearing	1.00	LS	1.00		0.20	\$140,000.00	\$140,000.00
2 B	Site Clearing	1.00	LS	1.00		0.10	\$72,000.00	\$72,000.00
3 A	Construction Sign 'B' (60"x30")	2.00	EA	0.00		0.00	\$0.01	\$0.00
3 B	Construction Sign 'B' (60"x30")	2.00	EA	2.00		0.00	\$0.01	\$0.02
4 A	Construction Sign 'C' (72"x60")	2.00	EA	1.00		0.00	\$0.01	\$0.01
4 B	Construction Sign 'C' (72"x60")	2.00	EA	2.00		0.00	\$0.01	\$0.02
5 A	Construction Sign 'D' (30"x24")	1.00	EA	0.00		0.00	\$0.01	\$0.00
5 B	Construction Sign 'D' (30"x24")	1.00	EA	1.00		0.00	\$0.01	\$0.01
6 A	Construction Sign 'E' (30"x24")	2.00	EA	0.00		0.00	\$0.01	\$0.00
6 B	Construction Sign 'E' (30"x24")	1.00	EA	1.00		0.00	\$0.01	\$0.01
7 A	Construction Sign 'F' (24"x18")	1.00	EA	0.00		0.00	\$0.01	\$0.00
7 B	Construction Sign 'F' (24"x18")	1.00	EA	1.00		0.00	\$0.01	\$0.01
8 A	Construction Sign 'G' (36"x12")	1.00	EA	0.00		0.00	\$0.01	\$0.00
8 B	No Pay Item							
9 A	Traffic Flaggers	150.00	HOURL	0.00		0.00	\$0.01	\$0.00
9 B	Traffic Flaggers	150.00	HOURL	0.00		0.00	\$0.01	\$0.00
10 A	Silt Fence	80.00	LF	0.00		0.00	\$4.00	\$0.00
10 B	No Pay Item							
11 A	Inlet Protection	7.00	EA	5.00		5.00	\$175.00	\$875.00
11 B	Inlet Protection	18.00	EA	15.00		0.00	\$175.00	\$2,625.00
12 A	Test Holes	15.00	EA	3.00		0.00	\$500.00	\$1,500.00
12 B	Test Holes	5.00	EA	5.00		0.00	\$500.00	\$2,500.00
13 A	Tree Removal	3.00	EA	3.00		0.00	\$1,000.00	\$3,000.00
13 B	Tree Removal	10.00	EA	5.40		0.00	\$1,000.00	\$5,400.00
14 A	8" DIP Water Main in Pavement	1,365.00	LF	1,485.00		20.00	\$75.00	\$111,375.00
14 B	No Pay Item							
15 A	8" DIP Water Main in Grass	35.00	LF	9.00		0.00	\$65.00	\$585.00
15 B	No Pay Item							
16 A	6" DIP Water Main in Pavement	45.00	LF	27.00		10.00	\$70.00	\$1,890.00
16 B	No Pay Item							
17 A	8x6" Wet Tap and Valve, If and Where Directed	1.00	EA	0.00		0.00	\$5,500.00	\$0.00
17 B	No Pay Item							
18 A	12" x8" Wet Tap and Valve, If and Where Directed	1.00	EA	0.00		0.00	\$7,500.00	\$0.00
18 B	No Pay Item							
19 A	6"x6"x6" Tee	1.00	EA	0.00		0.00	\$600.00	\$0.00
19 B	No Pay Item							
20 A	8"x8"x6" Tee	1.00	EA	3.00		0.00	\$600.00	\$1,800.00
20 B	No Pay Item							
21 A	8"x8"x8" Tee	1.00	EA	1.00		0.00	\$600.00	\$600.00
21 B	No Pay Item							
22 A	8"x10"x10"x6" Cross	1.00	EA	1.00		0.00	\$1,000.00	\$1,000.00
22 B	No Pay Item							
23 A	8"x6" Cross	1.00	EA	0.00		0.00	\$1,000.00	\$0.00
23 B	No Pay Item							
24 A	6" Gate Valve	3.00	EA	3.00		0.00	\$2,000.00	\$6,000.00
24 B	No Pay Item							
25 A	8" Gate Valve	5.00	EA	4.00		0.00	\$2,500.00	\$10,000.00
25 B	No Pay Item							
26 A	Construct Fire Hydrant Assembly	3.00	EA	3.00		0.00	\$6,500.00	\$19,500.00
26 B	No Pay Item							
27 A	1" Type 'K' Water Service	665.00	LF	586.50		349.50	\$30.00	\$17,595.00
27 B	1" Type 'K' Water Service	782.00	LF	233.00		0.00	\$30.00	\$6,990.00
28 A	1.25" Type 'K' Water Service	33.00	LF	0.00		0.00	\$30.00	\$0.00
28 B	No Pay Item							
29 A	No Pay Item							
29 B	1.5" Type 'K' Water Service	165.00	LF	0.00		0.00	\$30.00	\$0.00
30 A	Concrete Encasement, 3,500 PSI	20.00	LF	0.00		0.00	\$50.00	\$0.00
30 B	No Pay Item							
31 A	8" PVC Sanitary Sewer Main	849.00	LF	887.00		0.00	\$55.00	\$48,785.00
31 B	8" PVC Sanitary Sewer Main	75.00	LF	107.00		0.00	\$55.00	\$5,885.00
32 A	6" PVC Lateral, 0'-6" Depth	409.00	LF	469.00		0.00	\$50.00	\$23,450.00
32 B	No Pay Item							
33 A	6" PVC Lateral, 6'-8" Depth	10.00	LF	0.00		0.00	\$75.00	\$0.00
33 B	No Pay Item							
34 A	6" PVC Lateral, 8'-10" Depth	106.00	LF	50.00		0.00	\$100.00	\$5,000.00
34 B	No Pay Item							
35 A	Construct Manhole, Frame and Cover	6.00	EA	6.00		0.00	\$3,500.00	\$21,000.00
35 B	Construct Manhole, Frame and Cover	1.00	EA	1.00		0.00	\$3,500.00	\$3,500.00
36 A	No Pay Item							
36 B	Remove and Replace Concrete Channel	1.00	EA	0.00		0.00	\$1,500.00	\$0.00
37 A	12" Lawn Inlet	2.00	EA	2.00		2.00	\$900.00	\$1,800.00
37 B	No Pay Item							
38 A	Construct Type 'B' Inlet with 4" Type 'N' Eco Curb Piece and Bicycle Safe Gate	5.00	EA	5.00		0.00	\$5,000.00	\$25,000.00
38 B	No Pay Item							
39 A	No Pay Item							
39 B	Remove and Replace Inlet Frame, Grate and Curb Piece with 8" Type 'N' Eco Curb Piece and Bicycle Safe Gate	5.00	EA	5.00		0.00	\$1,500.00	\$7,500.00
40 A	No Pay Item							
40 B	Construct Type 'E' Inlet with Bicycle Safe Gate	2.00	EA	1.00		0.00	\$5,000.00	\$5,000.00
41 A	No Pay Item							
41 B	Construct Type 'E' Doghouse Inlet with Bicycle Safe Gate	5.00	EA	5.00		0.00	\$5,000.00	\$25,000.00
42 A	6" ADS Storm Drain, In Grass	445.00	LF	410.00		410.00	\$15.00	\$6,150.00
42 B	6" ADS Storm Drain, In Grass	52.00	LF	42.00		0.00	\$15.00	\$630.00
43 A	15" ADS Storm Drain - In Grass	44.00	LF	45.00		0.00	\$40.00	\$1,800.00
43 B	No Pay Item							
44 A	15" ADS Storm Drain - In Pavement	291.00	LF	310.00		0.00	\$45.00	\$13,950.00
44 B	No Pay Item							
45 A	15" Perforated ADS Storm Drain with Sock	318.00	LF	320.00		0.00	\$50.00	\$16,000.00
45 B	No Pay Item							
46 A	No Pay Item							
46 B	24" RCP Storm Pipe	50.00	LF	0.00		0.00	\$80.00	\$0.00
47 A	Connect Existing Sump Discharge	8.00	EA	9.00		9.00	\$250.00	\$2,250.00
47 B	Connect Existing Sump Discharge	3.00	EA	6.00		0.00	\$250.00	\$1,500.00
48 A	No Pay Item							
48 B	Connect to Existing Inlet	2.00	EA	2.00		0.00	\$500.00	\$1,000.00
49 A	Concrete Vertical Curb, 4000 PSI	2,575.00	LF	3,241.00		3,241.00	\$18.00	\$58,338.00



Item No.	DESCRIPTION	Contract Quantity	Units	Total As-Built Quantity	As-Built This Period	Unit Price	Total Cost
49 B	Concrete Vertical Curb, 4000 PSI	3,215.00	LF	2,875.00	0.00	\$18.00	\$51,750.00
50 A	Concrete Sidewalk, 4" Thick, 4000 PSI	8,170.00	SF	9,068.00	9,068.00	\$6.50	\$58,942.00
50 B	Concrete Sidewalk, 4" Thick, 4000 PSI	5,545.00	SF	4,331.00	0.00	\$6.50	\$28,151.50
51 A	Curb Ramp Delineation	144.00	SF	160.00	160.00	\$40.00	\$6,400.00
51 B	Curb Ramp Delineation	120.00	SF	104.00	0.00	\$40.00	\$4,160.00
52 A	Concrete Driveway Apron	2,430.00	SF	2,957.00	2,957.00	\$7.50	\$22,177.50
52 B	Concrete Driveway Apron	2,225.00	SF	1,016.00	0.00	\$7.50	\$7,620.00
53 A	Bituminous Driveway Repair	112.00	SY	213.55	115.25	\$20.00	\$4,271.00
53 B	Bituminous Driveway Repair	123.00	SY	15.20	0.00	\$20.00	\$304.00
54 A	Stone Driveway Repair	16.00	SY	0.00	0.00	\$5.00	\$0.00
54 B	Stone Driveway Repair	38.00	SY	0.00	0.00	\$5.00	\$0.00
55 A	Roadway Excavation, Unclassified	360.00	CY	10.00	10.00	\$15.00	\$150.00
55 B	No Pay Item						
56 A	Pavement Milling, 2" Thick	3,400.00	SY	4,633.00	4,633.00	\$3.00	\$13,899.00
56 B	Pavement Milling, 2" Thick	9,450.00	SY	2,148.00	340.00	\$3.00	\$6,444.00
57 A	Pavement Milling, 2"-6" Thick	1,270.00	SY	3,666.00	273.00	\$3.50	\$12,831.00
57 B	Pavement Milling, 2"-6" Thick	1,850.00	SY	5,857.00	0.00	\$3.50	\$20,499.50
58 A	Pavement Milling, 12" Thick and Varies	4,525.00	SY	4,887.00	4,887.00	\$10.00	\$48,870.00
58 B	No Pay Item						
59 A	Pavement Base Repairs	700.00	SY	367.25	367.25	\$25.00	\$9,181.25
59 B	Pavement Base Repairs	2,200.00	SY	0.00	0.00	\$20.00	\$0.00
60 A	6" Compacted DGA Subbase	4,575.00	SY	4,887.00	4,887.00	\$6.00	\$29,322.00
60 B	No Pay Item						
61 A	Hot Mix Asphalt - 9.5M64 Surface Course 2" Thick	1,110.00	TON	0.00	0.00	\$83.00	\$0.00
61 B	Hot Mix Asphalt - 9.5M64 Surface Course 2" Thick	1,625.00	TON	0.00	0.00	\$83.00	\$0.00
62 A	Hot Mix Asphalt - 9.5M64 Surface Course 1.5" Thick	115.00	TON	338.19	0.00	\$83.00	\$28,069.77
62 B	No Pay Item						
63 A	Hot Mix Asphalt - 19M64 Base Course 4" Thick	1,245.00	TON	464.78	464.78	\$90.00	\$41,830.20
63 B	No Pay Item						
64 A	Hot Mix Asphalt - 19M64 Base Course 2.5" Thick	180.00	TON	463.30	0.00	\$90.00	\$41,697.00
64 B	No Pay Item						
65 A	Tack Coat	910.00	GAL	150.00	0.00	\$0.01	\$1.50
65 B	Tack Coat	1,140.00	GAL	0.00	0.00	\$0.01	\$0.00
66 A	1 1/2" Clean Stone	155.00	CY	16.00	16.00	\$0.01	\$0.16
66 B	No Pay Item						
67 A	Select Fill, Compacted - Park Avenue Pavement Removal	460.00	CY	0.00	0.00	\$10.00	\$0.00
67 B	No Pay Item						
68 A	Construct Regulatory Sign	12.00	EA	12.00	12.00	\$160.00	\$1,920.00
68 B	Construct Regulatory Sign	8.00	EA	0.00	0.00	\$160.00	\$0.00
69 A	Construct Street Sign	3.00	EA	3.00	3.00	\$180.00	\$540.00
69 B	Construct Street Sign	2.00	EA	0.00	0.00	\$180.00	\$0.00
70 A	24" Wide White Thermoplastic Striping	1,082.00	SF	0.00	0.00	\$2.00	\$0.00
70 B	24" Wide White Thermoplastic Striping	804.00	SF	0.00	0.00	\$2.00	\$0.00
71 A	8" Wide White Thermoplastic Crosswalk Striping	460.00	SF	0.00	0.00	\$2.00	\$0.00
71 B	8" Wide White Thermoplastic Crosswalk Striping	365.00	SF	0.00	0.00	\$2.00	\$0.00
72 A	6" Wide White Long Life Epoxy Striping	216.00	LF	0.00	0.00	\$1.00	\$0.00
72 B	No Pay Item						
73 A	4" Wide Double Yellow Long Life Epoxy Striping	300.00	LF	0.00	0.00	\$1.50	\$0.00
73 B	4" Wide Double Yellow Long Life Epoxy Striping	230.00	LF	0.00	0.00	\$1.50	\$0.00
74 A	Topsoiling, 5" Thick	1,500.00	SY	2,629.00	2,629.00	\$7.50	\$19,717.50
74 B	Topsoiling, 5" Thick	1,500.00	SY	1,433.00	0.00	\$6.00	\$8,598.00
75 A	Fertilizer, Seed, and Mulch	1,500.00	SY	2,629.00	2,629.00	\$1.50	\$3,943.50
75 B	Fertilizer, Seed, and Mulch	1,500.00	SY	1,433.00	0.00	\$1.50	\$2,149.50
76 A	Install Tree, 2" Caliper	3.00	EA	0.00	0.00	\$400.00	\$0.00
76 B	Install Tree, 2" Caliper	9.00	EA	0.00	0.00	\$400.00	\$0.00
77 A	Asphalt Price Adjustment	1.00	LS	0.00	0.00	\$6,500.00	\$0.00
77 B	Asphalt Price Adjustment	1.00	LS	0.00	0.00	\$6,500.00	\$0.00
78 A	Fuel Price Adjustment	1.00	LS	0.00	0.00	\$3,500.00	\$0.00
78 B	Fuel Price Adjustment	1.00	LS	0.00	0.00	\$3,500.00	\$0.00
S-1 B	Hot Mix Asphalt - 19M64 Base Course 2.5" Thick	293.66	TON	293.66	0.00	\$90.00	\$26,429.40
S-2 B	Water Service Excav. & Investigation (Grant and Hutchinson)	13.00	EA	13.00	0.00	\$663.90	\$8,630.70
S-3 B	Water Service Curb Valves (Grant and Hutchinson)	8.00	EA	8.00	0.00	\$803.19	\$6,425.52
S-4 B	Storm Underdrain (Park Way)	1.00	LS	1.00	0.00	\$6,600.00	\$6,600.00
S-5 B	Drainage and Utility Work	1.00	LS	1.00	0.00	\$17,765.41	\$17,765.41
S-6 B	6" DIP Water Main (Hutchinson)	193.00	LF	129.00	0.00	\$70.00	\$9,030.00
S-7 B	Hot Mix Asphalt - 19M64 Base Course 2" Thick (Grant, Hutchinson, and Park Way)	1,148.00	TONS	553.86	205.52	\$90.00	\$49,847.40
S-8 B	Replace Sanitary Manhole Frame and Cover	5.00	EA	5.00	5.00	\$850.00	\$4,250.00
S-9 B	6" PVC Lateral, 0'-6" Depth (Hutchinson Street)	160.00	LF	160.00	160.00	\$50.00	\$8,000.00
S-10 B	Reconstruct Type 'A' Inlet with Bicycle Safe Grate	3.00	EA	3.00	3.00	\$1,225.00	\$3,675.00
S-11 A	Additional 4" Sump Connection Across Street	45.00	LF	45.00	45.00	\$36.00	\$1,620.00
S-12 A	Time for Relocation of Curb Ramp at #104 Park Avenue	1.00	LS	1.00	1.00	\$1,636.00	\$1,636.00
S-13 B	Additional Sewer Inspection	1.00	LS	1.00	1.00	\$4,637.51	\$4,637.51
TOTAL WORK COMPLETED							\$1,360,759.90
LESS: 2% RETAINAGE							\$27,215.20
SUBTOTAL							\$1,333,544.70
LESS: PREVIOUS PAYMENTS							\$905,003.52
TOTAL AMOUNT DUE							\$428,541.18
AMOUNT OF ORIGINAL CONTRACT							\$1,598,913.21
AMOUNT OF CONTRACT ADJUSTED BY CHANGE ORDER Nos. 1 and 2 (+11.02%)							\$1,775,096.51

Resolution 2015-279

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

**AUTHORIZING CHANGE ORDER #2 & PAYMENT #2 – 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 change order #2 for extras in the amount of \$5,000.00, supplemental items in the amount of \$10,650.00 and a reduction in costs of \$17,309.90 for a total reduction of \$1,659.90

WHEREAS, the contractor has submitted payment #2 in the amount of \$143,368.71 for work related to mobilization, storm drain installation, and curb and sidewalks; and

WHEREAS, the Borough Engineer has recommended approval of payment #2 in the amount of \$143,368.71 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 #2 in the amount of \$143,368.71 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 November 16, 2015.

Margaret M. Riggio
Deputy 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

MEMORANDUM

TO: Mayor and Council
 Borough of Hightstown

FROM: Carmela Roberts, PE, CME *CR*
 Borough Engineer

DATE: November 10, 2015

RE: Enchantment at Hightstown
 Our File No.: H1545

Attached please find Payment No. 2 and Change Order No. 2 for work related to mobilization, storm drain installation, curb, sidewalks, and pavement base repairs.

Change Order No. 2 decreases the contract by 0.45%. This change order adds supplemental items for replacement of a damaged inlet frame, replacement of two damaged manhole frames that were found during excavation, repair of pavement cracks that have formed since the original design, and changes to the tree plantings as requested by the Enchantment Homeowners Association. The changes in tree plantings only alter individual line item quantities and tree species. The overall cost of landscaping is unchanged.

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 \$143,368.71.

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

Enclosures

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



PAYMENT NO. 2
ENCHANTMENT AT HIGHTSTOWN
Borough of Hightstown, Mercer County, New Jersey
November 10, 2015
Our File No.: H1545

Item No.	Description	Contract		Total As-Built		As-Built This		Unit Price	Total Cost
		Quantity	Units	Quantity	Period	Quantity	Period		
1	Mobilization	1.00	LS	0.75	0.25			\$5,000.00	\$3,750.00
2	Site Clearing	1.00	LS	0.75	0.50			\$10,000.00	\$7,500.00
3	Traffic Control	1.00	LS	0.50	0.50			\$1,000.00	\$500.00
4	Soil Erosion and Sediment Control	1.00	LS	0.75	0.50			\$500.00	\$375.00
5	Raise Utility Cover at Fire Hydrant near Club House	1.00	Unit	1.00	1.00			\$500.00	\$500.00
6	Raise Fire Hydrant to Grade	5.00	Unit	5.00	4.00			\$2,500.00	\$12,500.00
7	Remove/Replace Manhole Lids	13.00	EA	6.00	6.00			\$300.00	\$1,800.00
8	Inlet/Manhole Repair	46.00	EA	76.00	46.00			\$500.00	\$38,000.00
9	Replace Curb Piece with 6" Type "N" Eco Curb Piece	7.00	EA	6.00	1.00			\$300.00	\$1,800.00
10	Concrete Vertical Curb, 4000 PSI	955.00	LF	1,080.00	971.00			\$25.00	\$27,000.00
11	Remove/Replace Concrete Edge Pavers	115.00	LF	60.00	60.00			\$10.00	\$600.00
12	Concrete Sidewalk, 4" Thick, 4000 PSI	5,911.00	SF	4,201.50	2,212.50			\$6.00	\$25,209.00
13	5' Bituminous Sidewalk	17.00	SY	17.00	17.00			\$100.00	\$1,700.00
14	Curb Ramp Delineation	184.00	SF	192.00	128.00			\$15.00	\$2,880.00
15	Concrete Driveway Apron	3,443.00	SF	2,729.75	259.50			\$7.00	\$19,108.25
16	Pavement Base Repairs	1,617.00	SY	1,431.67	1,431.67			\$30.00	\$42,950.10
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	6.00	6.00			\$1.00	\$6.00
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	0.00			\$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	0.90	0.90			\$1,000.00	\$900.00
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	1.00	1.00			\$350.00	\$350.00
29	Zelkova Serrata "Village Green" (Japanese Zelkova)	5.00	EA	3.00	3.00			\$500.00	\$1,500.00
30	Llex X Aquipernyi "Meschick" (Holy-Dragon Lady)	5.00	EA	3.00	3.00			\$500.00	\$1,500.00
31	Pyrus Calleryana "Redspire" (Redspire)	12.00	EA	11.00	11.00			\$500.00	\$5,500.00
32	Acer Rubrum "October Glory" (October Glory Maple)	6.00	EA	4.00	4.00			\$500.00	\$2,000.00
33	Picea Pungens "Glauca" (Colorado Blue Spruce)	5.00	EA	1.00	1.00			\$350.00	\$350.00
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	5.00	5.00			\$500.00	\$2,500.00
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 Honey Locust)	4.00	EA	1.00	1.00			\$500.00	\$500.00
S-1	Mortar Belgian Block Curb Joints	684.00	EA	684.00	684.00			\$3.00	\$2,052.00
S-2	Remove/Reset Pavers at Entrance	2.00	EA	0.00	0.00			\$4,000.00	\$0.00
S-3	Remove and Replace Manhole Frame and Cover	2.00	EA	2.00	2.00			\$750.00	\$1,500.00
S-4	Remove and Replace Type 'B' Inlet Frame	1.00	EA	1.00	1.00			\$1,000.00	\$1,000.00
S-5	Norway Spruce	9.00	EA	6.00	6.00			\$350.00	\$2,100.00
S-6	Cherry - Okame	1.00	EA	0.00	0.00			\$500.00	\$0.00
S-7	Cherry - Yoshino	2.00	EA	1.00	1.00			\$500.00	\$500.00
S-8	Pavement Crack Repair	35.00	LF	0.00	0.00			\$10.00	\$0.00
TOTAL WORK COMPLETED									\$205,930.35
LESS: RETAINAGE 2%									\$4,118.61
SUBTOTAL									\$201,811.74
LESS: PREVIOUS PAYMENTS									\$58,443.03
TOTAL AMOUNT DUE									\$143,368.71
AMOUNT OF ORIGINAL CONTRACT									\$363,113.00
AMOUNT OF CONTRACT ADJUSTED BY CHANGE ORDER Nos. 1 and 2 (6.79%)									\$391,941.00

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:

“Abandon” shall mean to intentionally and permanently give up, surrender, leave, desert or relinquish all interest or ownership in a vehicle.

“Property” shall mean any real property within the Borough which is not a street or highway.

“Renovated” shall mean restored to good condition; made new or as if new again; repaired.

“Repaired” shall mean restored to former condition or operational soundness.

“Restored” shall mean brought back into a former, original, or normal condition.

“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; a vehicle that is parked or stored on a paved or stoned driveway or an approved extension of a driveway and which is actively being repaired, renovated or restored, so long as the vehicle is covered with an appropriate durable car cover, during times when such work is not being undertaken; 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

Re-Introduced:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2015-27

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

AMENDING CHAPTER 7 ENTITLED “TRAFFIC”, SECTION 35 ENTITLED “HANDICAPPED PARKING”, OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN”

WHEREAS, the Borough Council finds that there is a need to amend Chapter 7, Sections 35 of the “Revised General Ordinances of the Borough of Hightstown” regarding handicapped parking; and

WHEREAS, the Police and Public Works Departments have determined that such changes 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. Chapter 7, “Traffic”, Section 35 “Handicapped Parking” is hereby amended as follows (underline for additions, strikethroughs for deletions):

Subsection 7-35-1 Handicapped Parking on Streets.

a. In accordance with the provisions of N.J.S.A. 39:4-197, the following on street locations are designated as handicapped parking places. Such spaces are for use by persons who have been issued special identification cards or plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Police Department. No other person shall be permitted to park in these places.

<i>Address</i>	<i># of Spaces</i>	<i>Location</i>
Westerlea Apartments, Building 5 Westerlea Avenue	1	Beginning at a point 55 feet south of GPU pole #JC748H and running 18 feet south along Westerlea Avenue

b. Handicapped Parking On Street for Private Residences. In accordance with the provisions of N.J.S.A. 39:4-197.6, ~~the following certain~~ on-street locations are designated by resolution of the Governing Body as handicapped parking spaces in front of private residences occupied by handicapped persons. Any exception taken for the placement of the handicapped parking space shall be noted within said resolution prior to adoption of the Governing Body. Such spaces are for use by persons who have been issued special identification cards or plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Police Department. No other person shall be permitted to park in these spaces.

Street	Location	Permit Number
120 Railroad Avenue	Beginning at a point approximately nineteen (19) feet south of utility pole no. JC180H on the west side of Railroad Avenue and running eighteen (18) feet south along Railroad Avenue.	P.H.K. 4616

231 Morrison Avenue	Beginning at a point one hundred and thirteen (113) feet from the southeast corner of the intersection of Morrison Avenue and Summit Street and running east approximately 18 feet therefrom along Morrison Avenue.	NJ handicapped license plate #HE2758
155 Mechanic Street	Beginning at a point 32 feet north of utility pole #JC11H and running north approximately 20 feet therefrom along the southbound side of Mechanic Street	NJ handicapped placard #P484734

Residents requesting a handicapped parking space on a street for private residences shall do so in writing to the Borough Clerk. It shall be required that they provide a copy of their special identification cards or plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Police Department; and a current medical certification from a qualified physician stating the need for the parking space. Residents with driveways will not be issued a handicapped parking space in front of a private residence.

It will be required that all handicapped parking spaces on a street for private residences be renewed with the Borough Clerk on July 1, 2015 annually by presenting a copy of the special identification cards or plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Police Department; and a current medical certification from a qualified physician stating the need for the handicapped parking space. Any handicapped parking spaces on a street for private residences that is not updated by July 31st, shall be void and the sign removed.

(Ord. No. 825 § 4; Ord. No. 1995-21 § 2; Ord. No. 1998-29 § 1; Ord. No. 1999-19 § 1; Ord. No. 2000-33; Ord. No. 2001-08; Ord. No. 2002-02; Ord. No. 2002-22)

Subsection 7-35-2 Handicapped Parking in Municipal Parking Lots and Board of Education Property.

In accordance with the provisions of N.J.S.A. 39:4-197, handicapped parking areas in municipal parking lots and Board of Education property are designated as set forth in Section 7-37.1(d) of the Revised General Ordinances of the Borough of Hightstown. (Ord. No. 2002-03)

Subsection 7-35-3 Handicapped Parking on Private Property Open to the Public and to Which the Public is Invited (Retail Business).

In accordance with the provisions of N.J.S.A. 40:48-2.46, the following off-street parking spaces are designated as handicapped parking areas. Such spaces are for use by persons who have been issued special identification cards, plates or placards by the Division of Motor Vehicles, or a temporary placard issued by the Police Department. No other person shall be permitted to park in these spaces.

Property	No. of Spaces	Location
		(Reserved)

In any space on public or private property appropriately marked for vehicles for the physically handicapped pursuant to N.J.S.A. 39:4-197.5, N.J.S.A. 52:27D-119 et seq., or any other applicable law unless the vehicle is authorized by law to be parked therein and a handicapped person is either the driver or a passenger in that vehicle. State, county, or municipal law enforcement officers or parking enforcement officers shall enforce the parking restrictions on spaces appropriately marked for vehicles for the physically handicapped on both public and private property.

No person shall move a vehicle not lawfully under his control into any such prohibited area or away from a curb such distance as is unlawful.

Subsection 7-35-4 Handicapped Parking on All Other Private Property.

In accordance with the provisions of N.J.S.A. 39:5A-1, the following off-street parking locations are designated as handicapped parking. Such spaces are for use by persons who have been issued special identification cards, plates

or placards by the Division of Motor Vehicles, or a temporary placard issued by the Police Department. No other person shall be permitted to park in these spaces.

Property	No. of Spaces	Location*
(New)		(Reserved)

* **Editor's Note:** All sketches are on file in the office of the Municipal Clerk.

Subsection 7-35-5 Signs, Pavement Markings, Installation and Maintenance.

The owners of the premises or individual for whom the parking space is being installed referred to in subsection 7-35.1(b) shall have provided and installed by the Borough Public Works Department, signs for each parking space reserved for the use of handicapped persons, which signs shall be in accordance with the manual on Uniform Traffic Control Devices.

The owners of the premises referred to in subsection 7-35.3 and 7-35.4 shall provide and install signs and pavement markings for each parking space reserved for the use of handicapped persons, which signs and markings shall be in accordance with the manual on Uniform Traffic Control Devices. The cost of procurement and installation of the signs and pavement markings shall be the responsibility of the owner of said property. The owner shall subsequent to initial procurement and installation, maintain such signs and pavement markings in good condition at no cost or expense to the Borough of Hightstown. The owner shall be responsible for the repair and restoration or replacement of same. (New)

Subsection 7-35-6 Penalty for Violation.

Pursuant to P.L. 2003, C 161, the penalties for violations of this Section 7-35 shall be a fine of two hundred fifty (\$250.00) dollars for a first offense, and for subsequent offenses, shall be a fine of at least two hundred fifty (\$250.00) dollars and up to ninety (90) days community service on such terms and in such form as the Court shall deem appropriate, or any combination thereof. (Ord. No. 2003-34)

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

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

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

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2015-28

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AMENDING CHAPTER 28 “ZONING” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN REGARDING HOME-BASED BUSINESSES

WHEREAS, the Borough recognizes the importance of and the increase in home-based businesses; and

WHEREAS, the Borough desires to provide standards and requirements for home-based businesses to maintain the residential character of its residential zones; and

WHEREAS, the Zoning Officer and Planning Board Subcommittee have made certain recommendations for revisions to Chapter 28 of the Borough Revised General Ordinances of the Borough of Hightstown; and

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

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

Section 1. Section 28-3-5 “Residential District” is hereby amended as follows (underline for additions, strikethroughs for deletions):

Subsection 28-3-5-1a2 is amended as follows:

(c) Home-based occupations as defined in Section 28-10-6 and professional offices ~~and other home occupations~~, provided that the professional resides on the premises, and further provided that no more than one nonresident employee shall be permitted.

Section 2. Subsection 28-10-6 “Home Occupations” is re-titled “Home-Based Occupations” and amended as follows (deletions are shown by strikethroughs, additions are shown by underlines):

Home-based Customary home occupations shall be defined as permitted, provided that:

a. ~~A business~~ The home-based occupation is carried on entirely within a dwelling ~~or an accessory structure~~ and solely by the inhabitants thereof.

b. The use is clearly incidental and secondary to the use of the building for dwelling purposes and does not change the character thereof ~~nor constitute more than one (1) floor of the principal building.~~

c. As examples, the following businesses shall not be considered acceptable home-based occupations: ~~Such home occupation shall exclude~~ barbershops, beauty parlors, clinics, hospitals, eating and drinking establishments, real estate and insurance offices, motor vehicle repair shops, any business that receives product from third-parties solely for distribution to purchasers of the delivered product, any business that negatively affects the environment on neighboring properties ~~offices~~ or other similar operations which generate customer or delivery service activity comparable to a business.

d. No more than one commercial vehicle (a vehicle either with the name of the business displayed, permanently or temporarily, on it or with commercial plates) may be parked on the property where the home-based occupation takes place.

e. No vehicle weighing in excess of 9,000 pounds GVW shall be parked on the property where the home-based occupation takes place.

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.

Introduced:

Adopted:

Debra L. Sopronyi
Municipal Clerk

Lawrence Quattrone
Mayor

Resolution 2015-280

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 \$108,586.70 from the following accounts:

Current		\$57,055.64
W/S Operating		18,859.20
General Capital		19,361.63
Water/Sewer Capital		488.22
Grant		450.00
Trust		12,372.01
Housing Trust		0.00
Animal Control		0.00
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$108,586.70</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 November 16, 2015

Margaret M. Riggio
Deputy Borough Clerk

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
BURLI005 BURLINGTON CTY EMS TRAIN CTR												
	15-01459	08/24/15	CARR & SIDES OUT OF COUNTY FEE									
	1		CARR & SIDES OUT OF COUNTY FEE	350.00	5-01-25-252-002-042	B Education & Training	R	08/24/15	11/10/15		1635	N
	Vendor Total:			350.00								
C0396 CAVANAUGH'S, INC.												
	15-01853	10/23/15	OCT. 2015 PEST SERVICE									
	1		INV. 586527 - OCT. 2015 PEST	20.00	5-01-26-310-001-029	B Maintenance Contracts	R	10/23/15	11/10/15		586527	N
	2		INV. 586526 - OCT. 2015 PEST	20.00	5-01-26-310-001-029	B Maintenance Contracts	R	10/23/15	11/10/15		586526	N
				40.00								
	Vendor Total:			40.00								
C0067 CENTRAL JERSEY POWER												
	15-01849	10/23/15	BOWL/GASKETS FOR 3 WHEEL CART									
	1		INV. 110778 - BOWL/GASKETS	24.60	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/23/15	11/10/15		110778	N
	Vendor Total:			24.60								
C0023 COMCAST												
	15-01909	11/03/15	8499052430036659 10/24/15									
	1		8499052430036659 10/24/15	107.85	5-01-20-140-001-060	B Internet Services and Web Services	R	11/03/15	11/10/15		849905243003665	N
	15-01987	11/10/15	PD 11/2/15 8499052430034100									
	1		PD 11/2/15 8499052430034100	142.85	5-01-20-140-001-060	B Internet Services and Web Services	R	11/10/15	11/10/15		849905243003410	N
	Vendor Total:			250.70								
C0099 CRAFT OIL												
	15-01858	10/23/15	5W-20 AND 10W-30 OIL									
	1		C280565-40805 - CAM2 5W-20	165.81	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/23/15	11/10/15		8012090	N
	2		C280565-41405 - CAM2 10W-30	86.53	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/23/15	11/10/15		8012090	N
				252.34								
	Vendor Total:			252.34								

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
G0171 GEORGE E. CONLEY ELECTRIC												
	15-01815	10/22/15	ALARM MONITORING SERVICE									
	1		ALARM MONITORING SERVICE	384.00	5-09-55-501-001-518	B Maint. Contracts - Plant	R	10/22/15	11/10/15		422-0526-15	N
			Vendor Total:	384.00								
G0115 GILMARTIN, ROBERT D.												
	15-01939	11/04/15	BOARD OF HEALTH MTG 10/14/15									
	1		BOARD OF HEALTH MTG 10/14/15	93.00	5-01-27-330-001-039	B Recording Secty.	R	11/04/15	11/10/15		10/14/15	N
			Vendor Total:	93.00								
GREEN005 GREEN GROUP, LLC, THE												
	15-01877	10/26/15	300 GLOW NECKLACES									
	1		300 GLOW NECKLACES	89.94	5-01-25-252-002-036	B Office Supplies	R	10/26/15	11/10/15		4714	N
			Vendor Total:	89.94								
G0181 GRIFFITH ELECTRIC SPLY CO, INC												
	15-01857	10/23/15	HEATER SET									
	1		3 HEATER SET	55.25	5-09-55-501-002-503	B Sewer Plant Maintenance	R	10/23/15	11/10/15		5557237	N
			Vendor Total:	55.25								
G0050 GROVE SUPPLY INC												
	15-01843	10/23/15	COUPLING/NIPPLE									
	1		INV. S4227776.001 - COUPLING/	19.92	5-09-55-501-001-535	B Hydrants and Line Repair	R	10/23/15	11/10/15		S4227776.001	N
			Vendor Total:	19.92								
H 85 HACH CO.												
	15-01833	10/22/15	MISC LAB SUPPLY									
	1		#2541259 ELECTRODE STORAGE	19.30	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15		9638383	N
	2		#34932 STRACH INDICATOR	10.24	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15		9638383	N
	3		#2756549 PH STORAGE SOLUTION	30.17	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15		9638383	N
	4		#35253 SODIUM THIOSULFATE	34.28	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15		9638383	N
	5		#2109210 PHOSPHATE STD.SOLUTION	51.93	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15			N
	6		#204253 FERRIC CHLORIDE	23.41	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15			N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
H 85 HACH CO. Continued											
15-01833	10/22/15	MISC LAB SUPPLY	Continued								
7 #245199		POTASSIUM PERSULFATE	28.08	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15			N
8 #2106069		PHOS VER 3	29.68	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15			N
9 #2162315		LAURYL TRYPTOSE BROTH	52.62	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15			N
10 #1410415		EC MEDIUM	52.62	5-09-55-501-002-506	B Lab. Equipment & Supplies	R	10/22/15	11/10/15			N
			<u>332.33</u>								
Vendor Total:			332.33								
H0276 HARTEK EQUIPMENT, INC.											
15-01848	10/23/15	BOLT/NUT/BATTERY FOR VEH 16									
1		BOLT/NUT/BATTERY FOR VEH 16	178.35	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/23/15	11/10/15		P33887	N
Vendor Total:			178.35								
H1100 HOME DEPOT CREDIT SERVICES											
15-01817	10/22/15	AUG/SEPT/OCT INVOICES									
1 INV.	4562953	- ROUNDUP	19.97	5-09-55-501-001-503	B Water Plant Maintenance	R	10/22/15	11/10/15		4562953	N
2 INV.	7030837	- BATTERIES/DOOR	29.91	5-01-26-310-001-024	B Building Maintenance	R	10/22/15	11/10/15		7030837	N
3 INV.	1043623	- BITS/SCREWS/	55.73	5-01-26-290-001-127	B Street Repair & Maintenance	R	10/22/15	11/10/15		1043623	N
4 INV.	0031732	- SEWER DRAIN EL	3.45	5-01-26-290-001-127	B Street Repair & Maintenance	R	10/22/15	11/10/15		0031732	N
5 INV.	6022321	- KEY BLANK	3.74	5-01-26-290-001-127	B Street Repair & Maintenance	R	10/22/15	11/10/15		6022321	N
6 INV.	2022529	- CLOTHESLINE/	24.68	5-01-26-290-001-127	B Street Repair & Maintenance	R	10/22/15	11/10/15		2022529	N
7 INV.	2022556	- WOOD SHEATHING	75.84	5-01-26-290-001-127	B Street Repair & Maintenance	R	10/22/15	11/10/15		2022556	N
8 INV.	6033488	- GLASS CLEANER	12.76	5-01-26-290-001-034	B Motor Vehicle Parts & Access.	R	10/22/15	11/10/15		6033488	N
9 INV.	7033425	- HANDLE/DUCT	149.33	5-09-55-501-002-503	B Sewer Plant Maintenance	R	10/22/15	11/10/15		7033425	N
			<u>375.41</u>								
15-01893	10/27/15	OCTOBER 2015 INVOICES									
1 INV.	50469031	- KNIFE/PLUGS	29.25	5-01-26-290-001-127	B Street Repair & Maintenance	R	10/27/15	11/10/15		5046031	N
2 INV.	5023678	- BATTERIES/ROOF	31.37	5-09-55-501-001-503	B Water Plant Maintenance	R	10/27/15	11/10/15		5023678	N
3 INV.	4034860	- DRILLING HAMMER	43.43	5-09-55-501-001-503	B Water Plant Maintenance	R	10/27/15	11/10/15		4034860	N
4 INV.	4046182	- COMPRESSOR/AIR	236.90	5-01-25-240-001-117	B Ammunition & Target Practice	R	10/27/15	11/10/15		4046182	N
			<u>340.95</u>								
Vendor Total:			716.36								

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
H0161 HUNTER TECH.SOLUTIONS INC												
	15-01932	11/04/15	MONTHLY EXCHANGE HOSTING									
	1		MONTHLY EXCHANGE HOSTING	257.15	5-01-20-140-001-060	B Internet Services and Web Services	R	11/04/15	11/10/15		60018	N
	Vendor Total:			257.15								
J0378 J.W. KENNEDY & SON INC WELDING												
	15-01844	10/23/15	ARGON CYLINDER RENTAL									
	1		ARGON CYLINDER RENTAL	12.00	5-01-26-290-001-050	B DPW Work Equipment	R	10/23/15	11/10/15		1650958	N
	Vendor Total:			12.00								
J0375 J.W. KENNEDY, LLC												
	15-01046	06/24/15	INV 18181 DATED 6/10/15									
	1		INV 18181 DATED 6/10/15	2,446.00	C-04-55-873-001-445	B FIRE DEPT A/C,GEN,FIRE SUPPRESSION	R	06/24/15	11/10/15		18181	N
	2		INV 18181 DATED 6/10/15	354.00	5-01-25-252-002-127	B Foam	R	07/27/15	11/10/15		18181	N
				<u>2,800.00</u>								
	Vendor Total:			2,800.00								
J0021 JACKSON-HIRSH INC												
	15-01816	10/22/15	LAMINATING POUCHES									
	1		9" X 11.5" 10 MIL LAMINATING	52.00	5-01-26-290-001-050	B DPW Work Equipment	R	10/22/15	11/10/15		0929970	N
	2		APPROXIMATE SHIPPING	12.83	5-01-26-290-001-050	B DPW Work Equipment	R	10/22/15	11/10/15		0929970	N
				<u>64.83</u>								
	Vendor Total:			64.83								
J0257 JCP&L												
	15-01906	11/03/15	MASTER 200000055364 10/29/15									
	1		125 S MAIN 100008438010	24.67	5-01-31-430-001-071	B Electric-Borough Hall	R	11/03/15	11/10/15		100008438010	N
	2		MAIN/STOCKTON TL 100008438283	28.92	5-01-31-430-001-071	B Electric-Borough Hall	R	11/03/15	11/10/15		100008438283	N
	3		33/MAXWELL 100008482018	26.13	5-01-31-430-001-071	B Electric-Borough Hall	R	11/03/15	11/10/15		100008482018	N
	4		FRANKLIN/N MAIN TL100010898904	29.51	5-01-31-430-001-071	B Electric-Borough Hall	R	11/03/15	11/10/15		100010898904	N
	5		148 N MAIN 100012487714	492.16	5-01-31-430-001-071	B Electric-Borough Hall	R	11/03/15	11/10/15		100012487714	N
	6		FIREHOUSE 100012487862	1,196.95	5-01-31-430-001-071	B Electric-Borough Hall	R	11/03/15	11/10/15		100012487862	N
				<u>1,798.34</u>								

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
K0054 K & A EXCAVATING CO., INC.												
15-01851	10/23/15	CONCRETE RECYCLING										
1	INV. 51559	- CONCRETE RECYCL.	150.00	5-01-26-311-001-199	B	Miscellaneous	R	10/23/15	11/10/15		51559	N
Vendor Total:			150.00									
K0017 KRISTY GILSENAN												
15-01952	11/05/15	MILEAGE 10/5 - 11/2/15										
1	MILEAGE 10/5 - 11/2/15		161.00	5-01-20-176-000-199	B	Miscellaneous	R	11/05/15	11/10/15		MILE.10/5-11/2	N
Vendor Total:			161.00									
LISAL005 LISA LANGLOIS												
15-01941	11/04/15	SPEC DUI SESSION 10/26/15										
1	SPEC DUI SESSION 10/26/15		150.00	G-02-41-719-007-312	B	Alcohol Ed Rehabilitation Grt 2009	R	11/04/15	11/10/15		10/26/15 DUI	N
15-01942	11/04/15	COURT SESSION 10/28/15										
1	COURT SESSION 10/28/15		80.00	5-01-20-176-000-114	B	Court Assistance	R	11/04/15	11/10/15		COURT 10/28/15	N
Vendor Total:			230.00									
LOUSG005 LOU'S GLOVES, INCORPORATED												
15-01786	10/19/15	GLOVES										
1	ITEM #N930-XL NITRILE GLOVES		516.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	10/19/15	11/10/15		010952	N
2	ITEM #N930-L NITRILE GLOVES		86.00	5-09-55-501-002-506	B	Lab. Equipment & Supplies	R	10/19/15	11/10/15		010952	N
			602.00									
Vendor Total:			602.00									
N0125 MAILFINANCE												
15-01950	11/05/15	N5605252 DATED 10/27/15										
1	N5605252 DATED 10/27/15		171.07	5-01-30-421-001-029	B	Meter Rental/Maintance	R	11/05/15	11/10/15		N5605252 10/27	N
Vendor Total:			171.07									
M1076 MCMANIMON, SCOTLAND & BAUMANN												
15-01898	10/28/15	INV 134426 DATED MAY 26, 2015										
1	INV 134426 DATED MAY 26, 2015		600.00	C-04-55-871-001-447	B	ROAD IMP PARK, GREELEY GLEN BROOK SEC 20	R	10/28/15	11/10/15		134426	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
M0086 MICHAEL'S KWIK PRINT D/B/A/												
	15-01819	10/22/15	#10 WINDOW ENVELOPES									
			1 #10 WINDOW ENVELOPES	330.00	5-01-20-125-001-023	B Printing & Stationary	R	10/22/15	11/10/15		60619	N
			Vendor Total:	330.00								
M1111 MONIKA PATEL												
	15-01983	11/10/15	MILEAGE - CURRENT FUND I									
			1 MILEAGE - CURRENT FUND I	440.34	5-01-20-130-001-042	B Education & Training	R	11/10/15	11/10/15		CURRENT FUND I	N
			2 TOLL REIMBURSEMENT	22.40	5-01-20-130-001-042	B Education & Training	R	11/10/15	11/10/15		CURRENT FUND I	N
				462.74								
			Vendor Total:	462.74								
M0127 MONMOUTH COUNTY												
	15-01855	10/23/15	SEPT 2015 ROOSEVELT TIPPING									
			1 SEPT 2015 ROOSEVELT TIPPING	2,396.89	5-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	10/23/15	11/10/15		SEPT 2015	N
			Vendor Total:	2,396.89								
N0275 NJ LEAGUE OF MUNICIPALITIES												
	15-01687	10/06/15	AWWTP OPERATOR AD									
			1 AWWTP OPERATOR AD	110.00	5-09-55-501-002-510	B Advertisements	R	10/06/15	11/10/15		8068SD	N
			Vendor Total:	110.00								
N1116 NJPO												
	15-01889	10/27/15	NJPO membership dues									
			1 NJPO membership dues - 2016	325.00	5-01-20-110-001-044	B Professional Assoc. Dues	R	10/27/15	11/10/15		MPJ-211932015	N
			Vendor Total:	325.00								
P0088 PARKER MCCAY, P.A.												
	15-01959	11/06/15	2549190,2549191,2549192,49193									
			1 25491901	1,556.35	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	11/06/15	11/10/15		2549190	N
			2 2549191	118.84	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	11/06/15	11/10/15		2549191	N
			3 2549192	42.00	5-01-20-155-001-031	B Labor,Personnel & Union Council	R	11/06/15	11/10/15		2549192	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
P0088 PARKER MCCAY, P.A. Continued											
	15-01959	11/06/15	2549190,2549191,2549192,49193	Continued							
	4		2549193	226.00	5-01-20-155-001-031	R	11/06/15	11/10/15		2549193	N
				1,943.19							
			Vendor Total:	1,943.19							
P0016 PRINCETON ONE THIRTY SUPPLY											
	15-01825	10/22/15	INV #026967								
	1		INV #026967	231.75	5-09-55-501-002-523	R	10/22/15	11/10/15		026967	N
			Vendor Total:	231.75							
P0557 PRINCETON PACKET											
	15-01686	10/06/15	FALL FLUSING 2015 LEGAL AD								
	1		FALL FLUSING 2015 LEGAL AD	106.76	5-09-55-501-001-510	R	10/06/15	11/10/15		0001269876	N
			Vendor Total:	106.76							
P0556 PROGRESSIVE MICROTECHNOLOGY											
	15-01789	10/19/15	EVIDENCE TRACKER SUPPLIES								
	1		ITEM #LRK-2844-x3A	170.00	5-01-25-240-001-114	R	10/19/15	11/10/15		151033	N
	2		SHIPPING & HANDLING	14.28	5-01-25-240-001-114	R	10/19/15	11/10/15		151033	N
				184.28							
			Vendor Total:	184.28							
H0140 R. DOUGLAS HOFFMAN											
	15-01943	11/05/15	11/4/15 Court Session								
	1		11/4/15 Court Session	250.00	5-01-20-176-000-047	R	11/05/15	11/10/15		11/4/15 COURT	N
			Vendor Total:	250.00							
REPUB005 REPUBLIC SERVICES											
	15-01264	07/27/15	RES 2015-162 DUMPSTER SERVICES		B						
	5		inv 0689-001958403	2,845.79	5-01-26-305-001-029	R	07/27/15	11/10/15		3-0689-0108950	N
			Vendor Total:	2,845.79							

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
S0746 SAMZIES UNIFORMS, INC												
	15-01398	08/19/15	CLOTHING ALLOWANCE-STEPHENSON									
	1		CLOTHING ALLOWANCE-STEPHENSON	358.89	5-01-25-240-001-043	B Uniform Allowance/Leather Gds.	R	08/19/15	11/10/15		96157	N
			Vendor Total:	358.89								
S0061 SEA BOX												
	15-01814	10/22/15	CONTAINER RENTAL - COURT									
	1		INV. SI03799 - CONTAINER	75.00	5-01-26-310-001-025	B Building Rental	R	10/22/15	11/10/15		SI03799	N
	2		INV. SI12326 - CONTAINER	75.00	5-01-26-310-001-025	B Building Rental	R	10/22/15	11/10/15		SI12326	N
				150.00								
			Vendor Total:	150.00								
S0037 SONIA MARCOS												
	15-01944	11/05/15	11/4/15 Court Session									
	1		11/4/15 Court Session	50.00	5-01-20-176-000-114	B Court Assistance	R	11/05/15	11/10/15		11/4/15	N
			Vendor Total:	50.00								
R0537 STITCHES N INK												
	15-01768	10/14/15	PATCH & NAME									
	1		CSJ122 RED KAP (WORK COAT)	59.98	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	10/14/15	11/10/15		4395	N
			Vendor Total:	59.98								
T0002 TAMARA L. LEE, PP,AICP,LLA,												
	15-01976	11/09/15	General Planngng Services									
	1		#25-General Planning Services	1,286.25	5-01-21-180-001-105	B General Planning-Consulting	R	11/09/15	11/10/15		#25	N
	15-01977	11/09/15	#8-COAH - 2015									
	1		#8-COAH - 2015	2,021.25	5-01-21-180-001-108	B COAH Planning	R	11/09/15	11/10/15		#8	N
			Vendor Total:	3,307.50								
T0030 THE TIMES												
	15-01931	11/04/15	LEGAL ADS 10/16-10/26/15									
	1		COUNCIL 10/19 MEETING	7.54	5-01-20-120-001-021	B Advertisements	R	11/04/15	11/10/15		24998-10162015	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
T0030 THE TIMES											
			Continued								
	15-01931	11/04/15	LEGAL ADS 10/16-10/26/15	Continued							
	2		ENV COMM MEETING CHANGE	5.80	5-01-20-120-001-021	R	11/04/15	11/10/15		28915-10232015	N
	3		ORD 2015-24 - INTRO	28.71	5-01-20-120-001-021	R	11/04/15	11/10/15		28920-10232015	N
	4		ORD 2015-25 INTRO	26.39	5-01-20-120-001-021	R	11/04/15	11/10/15		28921-10232015	N
	5		ORD 2015-26 INTRO	27.84	5-01-20-120-001-021	R	11/04/15	11/10/15		28923-10232015	N
	6		TAX SALE CERT ASSIGNMENT	36.02	5-01-20-145-001-021	R	11/04/15	11/10/15		30989-10262015	N
				132.30							
			Vendor Total:	132.30							
T0152 TREASURER, STATE OF NJ/2003 DRI											
	15-01961	11/06/15	2003 DAM, LAKE&STREAM LOAN FUND								
	1		2003 DAM, LAKE&STREAM LOAN FUND	1,280.77	5-01-45-942-001-160	R	11/06/15	11/10/15		EC06-015	N
	2		2003 DAM, LAKE&STREAM LOAN FUND	3,681.97	5-01-45-942-001-160	R	11/06/15	11/10/15		EC06-015	N
				4,962.74							
			Vendor Total:	4,962.74							
TRIAD005 TRIAD ASSOCIATES											
	15-01900	10/28/15	INV 4584 DATED SEPT 30, 2015								
	1		INV 4584 DATED SEPT 30, 2015	6,215.50	C-04-55-823-001-444	R	10/28/15	11/10/15		4584	N
	2		INV 4584 DATED SEPT 30, 2015	4,784.50	T-12-56-286-000-844	R	10/28/15	11/10/15		4584	N
				11,000.00							
			Vendor Total:	11,000.00							
U0021 U.S. MUNICIPAL											
	15-01653	09/29/15	SIGN BLANKS AND LETTERS								
	1		ST SG BL BLACK EXT 24 X 6	65.40	5-01-26-290-001-126	R	09/29/15	11/10/15		6085650	N
	2		ST SG BL BLACK EXT 30 X 6	87.00	5-01-26-290-001-126	R	09/29/15	11/10/15		6085650	N
	3		ST SG BL BLACK EXT 36-X 6	108.60	5-01-26-290-001-126	R	09/29/15	11/10/15			N
	4		4" C SERIES - HI REFLECTIVE	135.00	5-01-26-290-001-126	R	09/29/15	11/10/15			N
	5		Freight	41.53	5-01-26-290-001-126	R	11/05/15	11/10/15		6085650	N
				437.53							
			Vendor Total:	437.53							

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
V0274 V.W.R. SCIENTIFIC, INC.											
	15-01761	10/14/15	LAB SUPPLIES								
	1	RC8325-32	SULFURIC ACID 5N	24.41	5-09-55-501-002-506	R	10/14/15	11/10/15		8042990864	N
	2	RC665-16	AMMONIUM MOLYBDATE	32.95	5-09-55-501-002-506	R	10/14/15	11/10/15		8042990864	N
	3	MKH30601-	PHENOLPHTHALIEN	11.99	5-09-55-501-002-506	R	10/14/15	11/10/15		8042922459	N
	4	89503-634	KWIK-5TIK	23.73	5-09-55-501-002-506	R	10/14/15	11/10/15		8042919372	N
	5	89503-756	KWIK-5TIK	23.73	5-09-55-501-002-506	R	10/14/15	11/10/15		8042919372	N
	6	28497-700	GLASS FIBER FILTERS	<u>91.91</u>	5-09-55-501-002-506	R	10/14/15	11/10/15		8042922460	N
				208.72							
			Vendor Total:	208.72							
V0019 VERIZON											
	15-01910	11/03/15	609490026752756Y 10/20/15								
	1	609490026752756Y	10/20/15	34.37	5-09-55-501-002-545	R	11/03/15	11/10/15		609490026752756	N
	15-01951	11/05/15	201 x06-9366 137 01Y 10/16/15								
	1	201 x06-9366 137 01Y	10/16/15	155.88	5-01-31-440-001-089	R	11/05/15	11/10/15		201x06-9366137	N
			Vendor Total:	190.25							
V0290 VITAL COMMUNICATIONS INC.											
	15-01803	10/21/15	INV 62974 ADDED/OMITTED TAPE								
	1	INV 62974	ADDED/OMITTED TAPE	100.00	5-01-20-145-001-023	R	10/21/15	11/10/15		62974	N
			Vendor Total:	100.00							
W0099 WATCHUNG SPRING WATER CO., INC											
	15-01896	10/27/15	INV #6802429								
	1	INV #6802429		19.98	5-09-55-501-002-506	R	10/27/15	11/10/15		6802429	N
	2	INV #6802429-	DELIVERY FEE	<u>4.99</u>	5-09-55-501-002-506	R	10/27/15	11/10/15		6802429	N
				24.97							
			Vendor Total:	24.97							

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
W0286 WEST WINDSOR TOWNSHIP												
	15-01904	10/29/15	4TH QTR HEALTH INTERLOCAL									
	1		4TH QTR HEALTH INTERLOCAL	7,007.75	5-01-43-511-001-026	B West Windsor Health Contract	R	10/29/15	11/10/15		4TH QTR HEALTH	N
			Vendor Total:	7,007.75								
W0094 WILLIAMS SCOTSMAN INC.												
	15-01830	10/22/15	CONTAINER RENTAL									
	1		INV. 98566287 - CONTAINER	172.78	5-01-26-310-001-025	B Building Rental	R	10/22/15	11/10/15		98566287	N
			Vendor Total:	172.78								
Y0025 YOSTEMBSKI, ROBERT												
	15-01940	11/04/15	SPEC DUI SESSION 10/26/15									
	1		SPEC DUI SESSION 10/26/15	300.00	G-02-41-719-007-312	B Alcohol Ed Rehabilitation Grt 2009	R	11/04/15	11/10/15		10/26/15 DUI	N
			Vendor Total:	300.00								
<hr/>												
Total Purchase Orders:	83	Total P.O. Line Items:	178	Total List Amount:	108,586.70	Total Void Amount:	0.00					

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	5-01	57,055.64	0.00	57,055.64	0.00	0.00	57,055.64
	5-09	18,859.20	0.00	18,859.20	0.00	0.00	18,859.20
Year Total:		75,914.84	0.00	75,914.84	0.00	0.00	75,914.84
GENERAL CAPITAL	C-04	19,361.63	0.00	19,361.63	0.00	0.00	19,361.63
WATER/SEWER CAPITAL	C-08	488.22	0.00	488.22	0.00	0.00	488.22
Year Total:		19,849.85	0.00	19,849.85	0.00	0.00	19,849.85
	G-02	450.00	0.00	450.00	0.00	0.00	450.00
TRUST OTHER - FUND #12	T-12	12,372.01	0.00	12,372.01	0.00	0.00	12,372.01
Total of All Funds:		108,586.70	0.00	108,586.70	0.00	0.00	108,586.70

Resolution 2015-281

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

AUTHORIZING A SHARED SERVICES AGREEMENT WITH ROOSEVELT BOROUGH FOR MUNICIPAL CLERK SERVICES

WHEREAS, the Borough of Hightstown (“Hightstown”) and the Borough of Roosevelt (“Roosevelt”) wish to enter into a Shared Services Agreement for the provision of Municipal Clerk services by Hightstown to Roosevelt; and

WHEREAS, the “Uniform Shared Services and Consolidation Act,” N.J.S.A. 40:65-1, *et seq.*, authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, Hightstown and Roosevelt agree that Hightstown’s current Municipal Clerk, Debra Sopronyi, possesses specialized skills, knowledge and expertise in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the position of Municipal Clerk; and

WHEREAS, with the above in mind, the parties wish to enter into the attached Shared Services Agreement; and

WHEREAS, the parties acknowledge and agree that they are associated for only the purposes set forth in the Agreement and that each is a public entity separate and distinct from the other.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown:

1. That the Mayor is hereby authorized to execute and the Municipal Clerk to attest the attached Shared Services Agreement for the services of Municipal Clerk.
2. That a certified copy of this resolution and a copy of the attached Agreement shall be sent to the Department of Community Affairs, Division of Local Government Services.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2015.

Margaret M. Riggio
 Deputy Borough Clerk

SHARED SERVICES AGREEMENT

This **AGREEMENT** made this _____, 2015, by and between

BOROUGH OF HIGHTSTOWN
156 Bank Street
Hightstown, New Jersey 08520
(hereinafter referred to as "Hightstown")

AND

BOROUGH OF ROOSEVELT
33 North Rochdale Avenue
Post Office Box 128
Roosevelt, New Jersey 08555
(hereinafter referred to as "Roosevelt")

WHEREAS, Hightstown and Roosevelt (hereinafter collectively referred to as the "Parties") wish to encourage inter-municipal cooperation; and

WHEREAS, Roosevelt is in need of Municipal Clerk services and the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1 et seq., authorizes local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any Party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, Hightstown and Roosevelt agree that Hightstown's current Municipal Clerk, Debra Sopronyi ("Sopronyi"), possesses specialized skills, knowledge and expertise in the area of Municipal Government and is duly certified by the State of New Jersey to provide the statutory requirements for the position of Municipal Clerk; and

WHEREAS, the Parties have each duly authorized their proper officials to enter into and execute this Agreement.

NOW, THEREFORE, BE AND IT IS HEREBY AGREED by and between the Parties as follows:

1. Hightstown shall provide statutorily required municipal clerk services to Roosevelt pursuant to a mutually agreed upon schedule, with a maximum of ten (10) hours of service per

week to be provided by Sopronyi on site at Roosevelt. With respect to emergent matters, access to Sopronyi by telephone or e-mail shall not be restricted to the office hours agreed upon.

2. Sopronyi shall perform the duties of municipal clerk of Roosevelt in accordance with applicable statutes of the State of New Jersey in the same manner as if she were employed by Roosevelt and shall observe appropriate confidentiality in the performance of her duties. These duties shall include, but not be limited to, the duties set forth in N.J.S.A. 40A:9-133e and N.J.S.A. 26:8-11 as to Local Registrar.

3. Sopronyi shall maintain her full time status as an employee of Hightstown and shall not be considered an employee of Roosevelt. Hightstown shall be responsible for direct salary compensation to Sopronyi and continue to pay all indirect expenses regarding salary compensation, including but not limited to payroll taxes, pension, worker's compensation and health care coverage.

4. The services referenced herein shall be performed by Hightstown at the following rate for 2016: \$36,414.00.

5. Payment shall be made by Roosevelt to Hightstown on a quarterly basis, due on March 31st, June 30th, September 30th and December 31st. Despite the fact that payments are quarterly, payment shall only be due for services for time actually performed, and will be pro-rated on that basis. For instance, if payment is due for a quarter on June 30th, and the Agreement is terminated in accordance with Paragraph 8 effective April 30th, then only payment through April 30th shall be due.

6. Each party hereby agrees to release, indemnify, defend and hold harmless the other party, its agents, officers and employees, from and against any and all claims, demands, losses, expenses, attorneys fees, cause of action, judgments, lawsuits, proceedings, damages, and liability which may be asserted or claimed and which relate in any way to, or arise in any way from, any acts or omissions of the negligent party, its agents, officers and employees, resulting from this Agreement.

7. This Agreement is being entered into pursuant to the provisions of the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, *et seq.* It is understood that by this Shared Services arrangement Sopronyi is not being appointed by Roosevelt for a term as provided in N.J.S.A. 40A:9-133, *et seq.*, or acquiring any tenure or time toward tenure in the position of municipal clerk of Roosevelt, but rather, her services as municipal clerk are controlled by this Agreement. Further, Sopronyi is not being appointed for a term as Registrar of Vital Statistics, but rather, her services as Registrar of Vital Statistics are controlled by this Agreement.

8. The term of this Agreement shall be through December 31, 2016, with the right to renew upon such terms and conditions as are agreed upon by the Parties at that time. Prior to that time, either Party may terminate this Agreement upon thirty (30) days advance written notice without penalty.

9. This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey.

10. Any dispute regarding the terms of this Agreement shall be venued in New Jersey Superior Court, Monmouth County.

11. The rights, duties and obligations of this agreement may not be assigned without either Party's prior written consent and it is agreed that a failure or delay in the enforcement of any of the provisions of this agreement by either Party shall not constitute a waiver of those provisions.

12. The Parties acknowledge and agree that they are associated for only the purposes set forth in the agreement and each is a public entity separate and distinct from the other.

13. This Agreement sets forth the entire agreement between the Parties concerning the subject matter hereof and shall only be modified or amended by an instrument in writing signed by both Parties.

14. This Agreement shall be binding upon the Parties and their legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and to be duly attested, and to have their respective corporate seals affixed hereunto, and have caused this Agreement to be dated as of the day and year first written above.

ATTEST:

THE BOROUGH OF HIGHTSTOWN

By: _____
Debra L. Sopronyi, Borough Clerk

Lawrence D. Quattrone, Mayor

Date: _____

ATTEST:

THE BOROUGH OF ROOSEVELT

By: _____
Richard J. Shaklee
Borough Attorney

Elsbeth Battel, Mayor

Date: _____

Resolution 2015-282

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

AUTHORIZING A SHARED SERVICES AGREEMENT WITH WEST WINDSOR TOWNSHIP FOR HEALTH SERVICES

WHEREAS, since 2001, the Borough has participated in a Shared Services Agreement with West Windsor Township for the provision of Health Services, for which the current agreement will expire on December 31, 2015; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40:65-1 et seq. authorizes the approval of Shared Services Agreements by Resolution; and

WHEREAS, the Borough's net cost under this agreement is \$28,592.00 for 2016, \$29,164.00 for 2017 and \$29,747.00 for 2018 with each year representing a 2% increase; and

WHEREAS, it is the intention of the Mayor and Council to provide sufficient funding for this expenditure in the 2016, 2017 and 2018 budgets.

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

1. The Shared Services Agreement with the Township of West Windsor for Health Services for the period January 1, 2016 through December 31, 2018, is hereby approved, and the Mayor and Clerk are authorized to execute same.
2. Approval of this agreement is subject to appropriation of sufficient funds in the budgets of 2016, 2017 and 2018.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2015

Margaret M. Riggio
Deputy Borough Clerk

**SHARED SERVICES AGREEMENT BETWEEN
WEST WINDSOR TOWNSHIP AND HIGHTSTOWN BOROUGH
FOR HEALTH SERVICES**

THIS AGREEMENT, made January 1, 2016 by and between the Township of West Windsor, a municipal corporation of the State of New Jersey, located at P.O. Box 38, West Windsor, New Jersey 08550, hereinafter referred to as "West Windsor", and the Borough of Hightstown, a municipal corporation of the State of New Jersey, located at 156 Bank Street, Hightstown, New Jersey 08520, hereinafter known as "Hightstown."

WITNESSETH:

WHEREAS, Hightstown and West Windsor are responsible by law for the protection of public health and for the provision of certain health services and wish to provide such services for their residents; and

WHEREAS, Hightstown desires to contract with West Windsor for the provision of certain mandated professional services; and

WHEREAS, West Windsor desires to contract with Hightstown for the provision of certain mandated professional services; and

WHEREAS, Hightstown desires to designate the Health Officer of West Windsor as the Full-time Health Officer of Hightstown for purposes of the enforcement and provision of various health services; and

WHEREAS, West Windsor desires to designate the Public Health Nurse of Hightstown as the Part-time Public Health Nurse of West Windsor for purposes of the provision of various health services; and

WHEREAS, the "Uniform Shared Services and Consolidation Act," N.J.S.A. 40A:65-1, et. seq., permits Municipalities of this State to enter into contracts with other Municipalities for the provision, within their jurisdiction, of services which any party to the agreement is empowered to provide within its own jurisdiction; and

WHEREAS, West Windsor and Hightstown have authorized and approved this Agreement by ordinance duly adopted pursuant to N.J.S.A. 40A:65-1, et. seq. of the "Uniform Shared Services and Consolidation Act,"

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein contained, the Parties agree as follows:

1. **Health Officer Designation:** The West Windsor Health Officer shall be designated the Full-time Health Officer of Hightstown to carry out a program of public health services in conformance with the Local Health Services Act, N.J.S.A. 26:3a2-21, et. seq. West Windsor shall provide to Hightstown a program to meet the Activities listed and described in "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey," N.J.A.C. 8:52, and shall assist Hightstown Borough in meeting all the requirements set forth in these "Practice Standards," subject to the provisions of Paragraph 2 of this Agreement.

Public Health Nurse Designation: The Hightstown Public Health Nurse shall be designated the Public Health Nurse of West Windsor to carry out a program of public health nursing services as described in “Public Health Practice Standards,” N.J.A.C. 8:52, and shall assist West Windsor in meeting the requirements set forth in these “Practice Standards” subject to the provisions of Paragraph 2 of this Agreement, under the direction of the Health Officer.

2. Scope of Services:

- A. West Windsor shall directly provide to Hightstown the following services:
1. Administration and Support Services
 - a. Administration
 - b. Health Promotion
 - c. Public Health Emergency Preparedness
 2. Environmental Health
 - a. Recreational Bathing
 - b. Campgrounds
 - c. Youth Camps
 - d. Food Surveillance
 - e. Occupational Health
 - f. Public Health Nuisances
 3. Communicable Disease
 - a. Reportable Diseases
 - b. Immunization
 - c. Rabies and Zoonosis Control
 - d. Tuberculosis Control
 4. Maternal and Child Health
 - a. Lead Poisoning
 - b. Improved Pregnancy Outcome
 5. Adult Health Services
 - a. Cancer Services
 - b. Diabetes Services
 - c. Cardiovascular Disease Services
 - d. Health Services for Older Adults
- B. Hightstown shall directly provide to itself the following services:
1. Pediatrician & Child Health Conference
 2. Public Health Nursing Services (3 days per week)
 3. Housing Inspections & Enforcement
- C. Hightstown shall employ a full-time public health nurse who will work 3 days per week in Hightstown Borough and 2 days per week in West Windsor Township.

3. **Secretarial Services:** West Windsor shall provide secretarial and related clerical services to Hightstown with the exception of the following which will be provided directly by Hightstown Borough: A. Vital Statistics, B. Preparation of Board of Health minutes, and C. Issuance of licenses and permits and collection of fees.
4. **Coordination:**
 - A. The West Windsor Health Officer, as Health Officer of Hightstown, may assign licensed West Windsor employees to perform services provided for herein.
 - B. Hightstown employees and contractors providing services under Paragraph 2 and Paragraph 3 of this Agreement shall coordinate their activities directly with and report directly to the West Windsor Health Officer as specified in "Practice Standards."
5. **Communications:** The Hightstown Borough Board of Health shall establish all policies to be followed by the West Windsor Health Officer. The Health Officer shall, however, respond to communications made by the Mayor, Administrator or Board of Health Chairperson of Hightstown Borough as may be required.
6. **Fees:** All license fees, permit fees and other fees, legally collectable by Hightstown or other designated agents of Hightstown, shall be retained by Hightstown.
7. **Ordinance Compliance:** Hightstown shall enact all ordinances required by the State "Practice Standards" to enable West Windsor to perform its responsibilities under this Agreement. The West Windsor Health Officer will advise the Board of Health of any Ordinances needed to effectively provide health services or conform with statutory requirements.
8. **Enforcement:**
 - A. In order for the West Windsor Health Officer to provide compliance with "Practice Standards" on behalf of Hightstown, no licenses or permits for which Health Officer approval is necessary shall be issued to any establishment or person except upon written recommendation by the West Windsor Health Officer or his duly designated and authorized representative.
 - B. The West Windsor Health Officer shall provide Hightstown with evidence of violation of statutes and ordinances related to public health, revealed in inspections and shall enforce compliance with the law. The West Windsor Health Officer or licensed staff will not perform any food-handling establishment, private well, swimming pool or individual sewage disposal inspections before notification from Hightstown that the appropriate permit fees have been paid. Hightstown shall provide legal assistance for prosecution of violations as requested by the Health Officer.

9. **Annual Report:** The West Windsor Health Officer shall furnish Hightstown with a copy of the written annual report submitted by West Windsor to the State.
10. **Files:** All existing and new files of the Hightstown Borough Board of Health are and will remain the sole property of Hightstown. New files may be maintained during the term of this Agreement in the West Windsor Township Offices and will be returned to Hightstown upon termination of this Agreement. Duplicate copies of any material on file in West Windsor may be requested by the Board of Health of Hightstown and shall be provided for use by said Board.
11. **Worker's Compensation Insurance:** West Windsor employees will be covered by West Windsor's workers compensation insurance policy paid for by West Windsor, even when performing services in Hightstown pursuant to the terms of the within Agreement.
12. **Automobile Insurance:** West Windsor shall be responsible for the provision of automobile insurance for its Health Officer and staff, which insurance shall provide coverage whenever the Health Officer and/or staff are providing services to Hightstown pursuant to the provisions of the within Agreement from Monday through Friday during regular business hours, or, whenever a vehicle owned by West Windsor Township is in Hightstown Borough for Board of Health business.
13. **Indemnification:** Hightstown shall hold harmless and defend West Windsor against any and all claims brought against West Windsor or any of its agents or employees arising out of West Windsor performing any activity on behalf of Hightstown under the terms of this Agreement.

However, Hightstown shall not be responsible for any such claims arising out of the willful, wanton, grossly negligent, malicious or criminal conduct of any agent or employees of West Windsor. Excluded from the claims referred to above are automobile liability claims brought by third parties and/or workers compensation claims brought by the West Windsor Health Officer and/or his staff as to which West Windsor shall indemnify, defend and save Hightstown harmless.
14. **Public Health Priority Funds:** It is understood that, West Windsor Township by virtue of this Agreement, or otherwise, may, in the future, be eligible for New Jersey Public Health Priority Fund reimbursements. It is understood that West Windsor shall retain all such funding received from the State of New Jersey.
15. **Cost of Service, 2016:** The Borough of Hightstown agrees to a contract price of twenty-eight thousand, five hundred ninety-two (\$28,592.00) dollars for 2016, which represents a 2% increase from the cost of services in 2015.
16. **Increase in Services:** If State requirements change and thereby require the provision of any additional services not previously rendered, or if the scope of services provided to Hightstown is required to significantly increase, West Windsor shall not be responsible for providing said additional services to Hightstown except through amendment to this Agreement. If Hightstown does not contract with West Windsor to provide such new mandated services or does not otherwise provide for them and, thereby, jeopardizes State

aid to West Windsor, Hightstown shall reimburse West Windsor for all State aid lost as a result of such non-compliance for the term of this Agreement.

17. **Cost of Services, 2017:** Upon the anniversary date of January 1, 2017 the amount of the Agreement shall be increased in the amount of 2% to a total of twenty nine thousand, one hundred sixty-four (\$29,164.00) dollars. The agreement provisions outlined in paragraph 16 above will remain in effect for 2017.
18. **Cost of Services, 2018:** Upon the anniversary date of January 1, 2018 the amount of the Agreement shall be increased in the amount of 2% to a total of twenty nine thousand, seven hundred forty-seven (\$29,747.00) dollars. The agreement provisions outlined in paragraph 16 above will remain in effect for 2018.
19. **Payment:** Hightstown shall pay West Windsor for services provided as follows:

Quarterly payments shall be made in advance with one-fourth of the total year's payment made on or before the first day of each calendar quarter, based upon a quarterly voucher submitted by West Windsor to Hightstown.
20. **Effective Date/Termination:** This Agreement shall be effective January 1, 2016 through December 31, 2018.
21. **Automatic Renewal:** Within 90 days of the termination date of this Agreement, either party may elect to notify, in writing, the other party of their intention not to renew this Agreement. If a minimum of 90 days written notification is not provided, this Agreement shall be automatically renewable for successive 1 year periods at a cost increase of 2%.

BOROUGH OF HIGHTSTOWN

DEBRA SOPRONYI
CLERK

LAWRENCE QUATTRONE
MAYOR

DATE

DATE

TOWNSHIP OF WEST WINDSOR

SHARON YOUNG
CLERK

SHING-FU HSUEH
MAYOR

DATE

DATE

Resolution 2015-283

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

AUTHORIZING A TRANSFER OF FUNDS IN THE 2015 BUDGET

Whereas, N.J.S.A. 40A:4-58 provides that the governing body may authorize a transfer of funds in the budget during the last two months of the fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the following transfers in the 2015 budget are hereby authorized:

Current:	<u>From</u>	<u>To</u>
Municipal Clerk		
Other Expenses		\$ 2,500.00
Tax Collector		
Other Expenses		\$ 1,000.00
Assessment of Taxes		
Other Expenses	\$ 3,500.00	
TOTALS	\$ 3,500.00	\$ 3,500.00

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2015

Margaret M. Riggio
Deputy Borough Clerk

Borough of Hightstown
Budget Transfers 11/16/15 meeting

	<u>From</u>	<u>To</u>
Assessment of Taxes		
Other Expenses	3,500.00	Tax Appeal Legal Fees not spent
Municipal Clerk		
Other Expenses		2,500.00
		Education and Equipment Expenses higher than projected
Tax Collector		
Other Expenses		1,000.00
		Education Expenses higher than projected
	<u>3,500.00</u>	<u>3,500.00</u>

Resolution 2015-284

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

AUTHORIZING ISSUANCE OF RAFFLE LICENSE #RL-2015-017 TO HIGHTSTOWN HIGH SCHOOL MUSIC BOOSTERS ASSOCIATION

WHEREAS, the Hightstown High School Music Boosters Association wishes to hold an on-premise 50/50 raffle at 25 Leshin Lane, on December 21, 2015, December 22, 2015, May 26, 2016 and May 30, 2016; and

WHEREAS, the group has submitted application number RA2015-017 for the raffle along with the required fees; and

WHEREAS, the Hightstown High School Music Boosters Association is currently registered with the Legalized Games of Chance Control Commission, holding registration identification number 209-5-27683; 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. RL2015-017 to the Hightstown High School Music Boosters Association for their on-premise 50/50 raffle to be held on December 21, 2015, December 22, 2015, May 26, 2016 and May 30, 2016.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2015.

Margaret M. Riggio
Deputy Borough Clerk

Resolution 2015-285

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

AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, the Borough of Hightstown has determined that the property described as a 1989 E-One Ladder Truck, VIN #4ENGAAA89W1009045 is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Borough of Hightstown intends to utilize the online auction services of Brindlee Mountain Fire Apparatus located at www.firetruckmall.com; and

WHEREAS, the on-line auction must be approved by the Division of Local Government Services' prior to auction taking place; and

WHEREAS, a notice shall be published in the Borough approved newspaper and on the Borough website announcing the auction, the web address where the auction will take place, the date(s) and time(s) for the auction and a description of the items to be sold with such publication being at least 10 days, but no more than 14 days prior to the auction.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Hightstown in the County of Mercer, State of New Jersey, that the Borough is hereby authorized to sell the 1989 E-One Ladder Truck, VIN #4ENGAAA89W1009045 as declared surplus personal property no longer needed for public use on an online auction website entitled www.firetruckmall.com; and

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between Brindlee Mountain Fire Apparatus and the Borough of Hightstown shall be made available at ww.firetruckmall.com and in the Borough Clerk's office.

CERTIFICATION

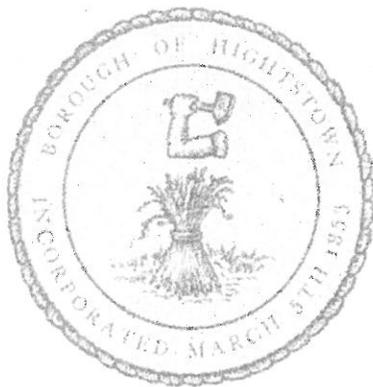
I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 16, 2015.

Debra L. Sopronyi
Borough Clerk

Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520
(609) 490-5100 Fax: (609) 371-0267

Website: www.hightstownborough.com



November 12, 2015

TO: Mayor and Council
FROM: Administrator
SUBJECT: Police Vehicles

The Borough has not purchased any police cars in three years. Those cars are the front line patrol cars. Due to the 24/7 nature of their use it is time for some replacements. The 3 existing would then move down the fleet and some even older cars would be disposed of. I would like to start the process now so that we could purchase the cars right after start of the year.

There are 2 body types. A sedan and an SUV. WE would plan to seek the SUV as they have more room. They can also be purchased thru capital and so we could finance them rather than private finance.

I would plan to discuss on Monday.



10-29-2015

Robert Kidner
(609) 705-3203 Phone
(856) 428-4718 Fax
rkidner@winnerford.com
N.J. Contract # 88728

Hightstown PD
Lt. Frank Gendron
609-448-1234 Ext 507
Fgendron@HightstownPD.org

**2016 Police Interceptor Utility, All Wheel Drive
 Base Vehicle**

23,069.00

- 3.7L V6 Engine
- 6 Speed Auto Transmission
- Heavy Duty Rubber Floor
- Cloth Front Bucket/Vinyl Rear Seat
- Power Windows/Locks/Mirrors
- Air Conditioning
- AM/FM Stereo
- Tilt Steering
- Rear Window Defroster
- Radio Noise Suppression 100.00
- Keyed Alike 1284 50.00
- Courtesy Lamps Disable 20.00
- Rear Door Locks In op 160.00
- Rear Window Switch Disabled 25.00
- Back up Camera NC
- Red/Clear Dome 5" NC
- Headlamps Prep Pkg. 125.00
- Tail Light Prep Pkg. 60.00
- Drivers Side LED Spotlight 420.00
- Power Heated Mirrors 60.00
- EAI53 80 Amp Power Source 329.00

- Skid Plate

488.00

Total \$24,406.00

Police Equipment

- Whelen Front inner edge with takedowns
 - Whelen ions White (Headlights)
 - Wig-wag high beams
 - Setina push bumper with ions
 - 2 ION's Red/Blue split (Rear door)
 - Whelen Mirror beams 1 red/ 1 blue
 - 2 ION's Red/Blue split Recessed in lift gate panel
- LED Flasher and replay pack (Brake/park lights flash)
 - 1 set Clear vertex (Reverse light)
- Whelen RTX series rear inner edge duo with traffic advisor
 - Havis vehicle specific console kit
 - Dual Gun lock
 - Supply and install L3 V-ONE Computer
 - Install customer supply L3 Camera system
- Pro-gaud pro-cell full prisoner transport system with outboard seat belts
 - Vehicle specific Hint computer mount. (Demo)
 - Whelen siren speaker and bracket
 - Whelen SA6 siren/light control
 - Install customer supply radar system
 - Install customer supply radio (new antenna)
 - Supply and install graphics

Total Equipment and Vehicle **\$44,060.00**

Resolution 2015-286

*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 November 16, 2015 directly following the general meeting in the First Aid Building located at 168 Bank Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

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

Contract Negotiations – 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: February 16, 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 November 16, 2015.

Margaret M. Riggio
Deputy Borough Clerk