

Agenda
Hightstown Borough Council
Workshop Meeting
 January 4, 2016
 First Aid Building
 7:00 PM Executive Session
 7:30 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

Executive Session **Resolution 2016-026** Authorizing a Meeting Which Excludes the Public

Litigation – Affordable Housing
 Contract Negotiations – Police Department Lease

Approval of the Agenda

Minutes **December 21, 2015 Open Session**
December 21, 2015 Executive Session

Public Comment I Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.

Ordinances **2016-01 First Reading and Introduction** – An Ordinance to Establish Salary Ranges for Certain Officers and Employees of the Borough of Hightstown

Resolutions **2016-027** Authorizing the Payment of Bills

Consent Agenda **2016-028** Awarding a Contract for Zetag 8849FS, an Equivalent to Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Fluocculant – George S. Coyne Chemical Company, Inc.

2016-029 A Resolution Authorizing the Professional Services of Otteau Group, Inc.

Discussion

Housing Inspection Update

2017 Reorganization Time

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

Adjournment

Resolution 2016-026

*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 January 4, 2016 at 7:00 p.m. 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
Contract Negotiations – Police Department Lease

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: April 4, 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 January 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk

**Meeting Minutes
Hightstown Borough Council
Regular Meeting
December 21, 2015
6:45 p.m.**

The meeting was called to order by Mayor Quattrone at 6:45pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

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

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

Resolution 2015-303 Authorizing a Meeting Which Excludes the Public

Councilmember Stults moved resolution 2015-303, Council President Hansen seconded.

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

Resolution adopted 6-0.

Resolution 2015-303

*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 December 21, 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 - Affordable Housing Declaratory Judgment Action

Contract Negotiations – R. Black Global (Rug Mills Redevelopment)

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: March 21, 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 7:20pm and again read the Open Public Meeting Statement.

The flag salute followed Roll Call.

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

APPROVAL OF AGENDA

Councilmember Montferrat requested that the reorganization meeting date for 2017 be added as discussion following the consent agenda.

Councilmember Montferrat moved the agenda as amended for approval, Councilmember Bluth seconded.

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

Agenda approved as amended 6-0.

APPROVAL OF MINUTES

Councilmember Kurs moved the December 7, 2015 open session minutes for approval, Councilmember Stults seconded.

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

Minutes approved 5-0, with one abstention.

Councilmember Kurs moved the December 7, 2015 executive session minutes for approval, Councilmember Stults seconded.

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

Minutes approved 5-0, with one abstention.

PUBLIC COMMENT

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

Walter Sikorski, 326 North Main Street – Spoke regarding the delayed leaf pick-up on North Main Street and the Historic Preservation Commission ordinance presented to the Planning Board that would declare properties in town as historic without notifying property owners.

Eugene Sarafin, 628 South Main Street – commented that it was a pleasure watching Council work this past year; wished everyone a Merry Christmas and Happy New Year.

Scott Caster, 12 Clover Lane – commented that he is pleased with the productivity of Council; commented on taxes and redevelopment; wished everyone a Merry Christmas and Happy New Year.

Frank Rivera, 110 Broad Street – wishes everyone Season Greetings; commented that the Borough needs to partner more with various organizations in town, especially Peddie; the gallery needs a permanent home.

There being no further comments, Mayor Quattrone closed the public comment period and asked if there were any Council responses to the comments, to which there were none.

RESOLUTIONS

Resolution 2015-304 Authorizing Payment of Bills

Councilmember Stults requested that payment item #G0171 to Connelly Electric be pulled to be voted separately.

Councilmember Kurs requested that payment item #C0078 to City Auto be pulled to be voted separately.

Councilmember Stults moved Resolution 2015-304 without items #G0171 and #C0078, Councilmember Stults seconded.

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

Councilmember Stults moved item #C0078 for payment, Councilmember Bluth seconded.

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

Councilmember Kurs moved item #G0171 for payment, Council President Hansen seconded.

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

Resolution adopted 4-0, with two abstentions.

Resolution 2015-304

*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 \$141,411.20 from the following accounts:

Current	\$77,104.14
W/S Operating	53,667.27
General Capital	0.00
Water/Sewer Capital	0.00
Grant	11.29
Trust	7,826.50
Housing Trust	1,365.50
Animal Control	0.00
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	0.00
Escrow	<u>1,436.50</u>
 Total	 <u><u>\$141,411.20</u></u>

AUTHORIZING PAYMENT OF BILLS

Consent Agenda – Resolutions 2015-305, 2015-306, 2015-307, 2015-308, 2015-309 and 2015-310, 2015-311, 2015-312, 2015-313, and 2015-314

Councilmember Kurs moved resolutions 2015-305, 2015-306, 2015-307, 2015-308, 2015-309 and 2015-310, 2015-311, 2015-312, 2015-313, and 2015-314 as the consent agenda; Councilmember Montferrat seconded.

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

Resolutions adopted 6-0.

Resolution 2015-305

*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:

<u>Current:</u>	<u>From</u>	<u>To</u>
Municipal Clerk		
Salaries and Wages	\$ -	\$ 3,000.00
Tax Collector		
Salaries and Wages	-	3,000.00
Streets and Roads Maintenance		
Salaries and Wages	-	10,000.00
Buildings and Grounds		
Salaries and Wages	-	5,000.00
Police Fire and Radio Communications		
Salaries and Wages	25,000.00	
Other Expenses		20,000.00
Gasoline		
Other Expenses	10,000.00	-
Street Lighting		
Other Expenses	3,000.00	-
Telephone		
Other Expenses	3,000.00	-
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TOTALS	\$41,000.00	\$ 41,000.00

Resolution 2015-306
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

RESOLUTION CANCELING 2015 APPROPRIATION BALANCES

WHEREAS, the following 2015 Current Fund budget appropriation balances remain unexpended:

Roosevelt Shared Services-Tipping Fees.....\$6,000.00

; and

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances offset estimated realized revenues;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Hightstown, that the above listed unexpended balances of the Current Fund 2015 Budget be canceled.

Resolution 2015-307

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

**REAPPOINTING HENRY UNDERHILL AS BOROUGH ADMINISTRATOR
AND AUTHORIZING THE EXECUTION OF THE ASSOCIATED
AGREEMENT**

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

WHEREAS, Henry Underhill was appointed as Borough Administrator pursuant to resolution 2015-89 on March 16, 2015 to be effective February 6, 2015 for a one year period; and

WHEREAS, it is the desire of the Mayor to reappoint Henry Underhill of Wall, NJ to continue to serve as Borough Administrator for a period of one year from January 1, 2016 to December 31, 2016 at a salary of \$82,500.00 per annum; and

WHEREAS, the Administrator shall devote at least thirty-five (35) hours per week to his duties in Hightstown, exclusive of any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend.

WHEREAS, specific terms and conditions of employment for the Administrator have been set forth in the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby provides its advice and consent to the Mayor's reappointment of Henry Underhill of Wall, NJ, to continue to serve as the Borough Administrator for the Borough of Hightstown, subject to the following provisions: Mr. Underhill shall serve for a term of one year, effective January 1, 2016 through December 31, 2016, at a salary of \$82,500.00 per annum; and the Administrator shall devote at least thirty-five (35) hours per week to his duties in Hightstown, exclusive of any and all Governing Body and/or other meetings which the Administrator shall be required/requested to attend. All other terms and conditions associated with Mr. Underhill's continued employment are specified in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Employment Agreement on behalf of the Borough.

Resolution 2015-308
*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**REAPPOINTING KENNETH LEWIS AS PUBLIC WORKS
SUPERINTENDENT AND AUTHORIZING THE EXECUTION OF THE
ASSOCIATED AGREEMENT**

WHEREAS, the Mayor and Council of the Borough of Hightstown, County of Mercer, have appointed Kenneth Lewis to serve as Public Works Superintendent; and

WHEREAS, Kenneth Lewis was appointed as Public Works Superintendent pursuant to resolution 2013-80 on March 18, 2013 with said agreement being effective through December 31, 2015; and

WHEREAS, it is the desire of the Mayor to reappoint Kenneth Lewis of Hightstown, NJ to continue to serve as Public Works Superintendent for a period of four years from January 1, 2016 to December 31, 2019; and

WHEREAS, specific terms and conditions of employment for the Public Works Superintendent have been set forth in the attached proposed written Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby provides its advice and consent to the Mayor's reappointment of Kenneth Lewis of Hightstown, NJ to continue to serve as the Public Works Superintendent for the Borough of Hightstown, subject to the provisions specified in the attached employment agreement.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, the attached Employment Agreement on behalf of the Borough.

Resolution 2015-309

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

**ESTABLISHING SALARIES OF CERTAIN OFFICERS AND EMPLOYEES
OF THE BOROUGH OF HIGHTSTOWN FOR THE YEAR 2016**

WHEREAS, Section 2-9.8(b) of the *Revised General Ordinances of the Borough of Hightstown* provides that salaries of Department Heads shall be set by the Mayor and Council and that the salaries of other non-union employees shall be set by the Borough Administrator within the range provided by Ordinance; and

WHEREAS, it is the desire of the Mayor and Council to set 2016 salaries for certain non-union employees who do not have a separate employment agreement, to provide a two percent increase.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the salary for the titles below shall be effective January 1, 2016:

<u>Position/Title</u>	<u>2016 Salary</u>
Chief Financial Officer	48,450.00
Borough Clerk	73,093.00
Part-Time Collector	14,000.00
Assessor	17,500.00
Treasurer	53,927.00

Municipal Court Administrator	61,940.00
Municipal Court Administrator - on call stipend	1,000.00
Municipal Magistrate	38,658.00
Water Plant Operator	72,690.00
Superintendent of AWWTP	84,150.00
Registrar of Vital Statistics	3,978.00
Construction Code Official	20,981.00
Technical Assistant	32,696.00
Building Subcode Official	4,100.00
Building Inspector	4,100.00
Zoning Official	10,750.00

Resolution 2015-310

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

**AUTHORIZING MODIFICATION TO THE DESIGN OF THE ULTRA
VIOLET (UV) DISINFECTION PROJECT FOR THE ADVANCED WASTE
WATER TREATMENT PLANT (AWWTP)**

WHEREAS, the Borough Engineer, in conjunction with the Waste Water Treatment Plant Superintendent and the Waste Water Treatment Plant Engineer, recommends that the Ultra Violet (UV) Disinfection project for the Advanced Waste Water Treatment Plant (AWWTP) be modified; and

WHEREAS, such redesign will change the UV disinfection exterior unit to an interior UV disinfection unit and include replacement of the tertiary filters; and

WHEREAS, this modification will result in the need to notify the New Jersey Environmental Infrastructure Trust (NJEIT) of the change and to request approximately \$200,000 in additional funding; and

WHEREAS, it will also be necessary to request a minor modification to the Treatment Works Approval permit received; and

WHEREAS, the plans and specifications previously prepared and approved by the NJEIT will have to be modified; and

WHEREAS, the cost for engineering services to perform the tasks herein related to Ultra Violet (UV) Disinfection project modification as herein stated is an additional \$38,000 over the original \$80,000 engineering design fee; and

WHEREAS, the Mayor and Borough Council agree that this project should be modified; and

WHEREAS, the funds for the engineering services being performed for this modification shall be contingent upon the Borough's adoption of a bond ordinance to cover such costs.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that modification to the Ultra Violet (UV) Disinfection project for the Hightstown Borough Advanced Waste Water Treatment Plant (AWWTP) as contained herein is approved and the Borough Engineer is directed to provide the necessary redesign and associated work for NJEIT approval and Treatment Works permit modification.

Resolution 2015-311

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

**ESTABLISHING AN ON-STREET HANDICAPPED PARKING SPACE ON
CENTER STREET ON THE SIDE OF 255 STOCKTON STREET**

WHEREAS, Ida Mojica of 255 Stockton Street has requested a handicapped parking space on the side of her residence on Center Street; and

WHEREAS, Ms. Mojica has provided the Borough Clerk with the required documentation pursuant to section 7-35-1 of the Hightstown Borough Code; and

WHEREAS, an exception to section 7-35-1(b) of the Hightstown Borough Code is being made in the issuance of this handicapped parking space due to Ms. Mojica's inability to use her driveway for parking because the driveway is short and parking in the driveway causes the vehicle to overhang the sidewalk which obstructs pedestrian traffic and is against the law; and

WHEREAS, the Mayor and Borough Council find that a handicapped parking space on Center Street, on the side of the residence at 255 Stockton Street, is warranted.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the installation of a handicapped parking space on Center Street, on the side of the residence at 255 Stockton Street, is hereby authorized as stated herein and the Department of Public Works is hereby directed to install the required signage.

Resolution 2015-312

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

**ESTABLISHING AN ON-STREET HANDICAPPED PARKING SPACE AT
128 BROAD STREET**

WHEREAS, Mary Beth Colvell of 128 Broad Street has requested a handicapped parking space in front of her residence at 128 Broad Street; and

WHEREAS, Ms. Colvell has provided the Borough Clerk with the required documentation pursuant to section 7-35-1 of the Hightstown Borough Code; and

WHEREAS, an exception to section 7-35-1(b) of the Hightstown Borough Code is being made in the issuance of this handicapped parking space due to Ms. Colvell's inability to use her driveway for parking because it is a shared access driveway; and

WHEREAS, the Mayor and Borough Council find that a handicapped parking space in front of 128 Broad Street is warranted.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the installation of a handicapped parking space in front of 128 Broad Street is hereby authorized as stated

herein and the Department of Public Works is hereby directed to install the required signage.

Resolution 2015-313

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

**ACCEPTING MEMBERSHIP OF STEPHANIE DERR IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Stephanie Derr of East Windsor, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Ms. Derr has undergone and passed the required physical examination, and her membership application has been reviewed and approved by Fire Chief Scott Jenkins.

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

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

Resolution 2015-314

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

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

WHEREAS, an application for a license to hold an auction on Saturday, January 30, 2016 at 278 Monmouth Street in the Borough of Hightstown has been submitted by Empire Antiques, together with the required fee; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Clerk is hereby authorized to issue a license to Empire Antiques for their auction to be held on Saturday, January 30, 2016, at 278 Monmouth Street.

DISCUSSION

Reorganization Meeting 2017

Councilmember Montferrat noted that the 2017 reorganization meeting date should be changed from January 1st, as this is a holiday and is not convenient. As this date will be on the meeting date resolution for the reorganization meeting for 2016, it needs to be discussed at this meeting.

Mayor Quattrone noted that a different date was tried in the past, but January 1st at 12 Noon is tradition in Hightstown. He then asked Council what they would like to do.

Councilmember Montferrat stated he would like the date changed. All other Council members stated that they like the tradition of January 1st, but it was commented that it may be wise to change the time so that the Governing Bodies of Hightstown and East Windsor can attend each other's reorganization meetings. It was suggested that Mayor Quattrone reach out to the East Windsor Mayor and see if times for the reorganization meetings could be coordinated.

Mayor Quattrone asked that this item be placed on the agenda for discussion at the meeting of January 4th.

PUBLIC COMMENT PERIOD II

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

Keith LePrevost, Housing Authority Executive Director – commented that water quality at the Housing Authority was a concern and Larry Blake came out and checked the valves and flushed water lines. The water is now clear and odorless. He thanked Larry Blake for his customer service and noted that he does a great job.

Scott Caster, 12 Clover Lane – commented regarding property values and taxes, an imbalance in school taxes; and that there is a need for a stronger police department and downtown; he wished everyone the best for the holidays.

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

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Stults: Dave Bell will be attending the meeting of January 4th to give an update on his inspections, and he has been tracking down the banks on foreclosures; he and Mr. Underhill are working on using a company to assist in tracking down the banks. The Planning Board is still working on the sign ordinances and the design standards will be endorsed by the Planning Board, but will not be a requirement. Downtown Hightstown will be determining their goals for 2017 at the first meeting in January and plan to beef up recruitment. Thank you to the Mayor and Council for a rewarding year and thanks to the public for their participation and respect.

Councilmember Bluth: Parks and Recreation had Santa in the Association Park gazebo last Sunday and it was a huge success, they hope to continue the event in future years. Happy Holidays and Happy New Year.

Councilmember Kurs: Have a safe holiday and do not drink and drive.

Councilmember Montferrat: the Historic Preservation Commission discussed guidelines and an ordinance; the proposed changes to the ordinance is driven by the State Historic Preservation Office and there are various meetings upcoming; the ordinance would be advisory, not regulatory; he has recommended that the HPC members attend the Planning Board and Borough Council meetings. Happy New Year.

Councilmember Misiura: The Board of Health renewed the doctor agreement for the clinic; the joint TB program is partially funded by the County and participating towns are discussing funding; the Housing Authority's water quality concern has been addressed by Larry Blake; the Environmental Commission meeting is tomorrow. Merry Christmas and Happy New Year; he is looking forward to next year.

Council President Hansen: the Cultural Arts Commission had a good meeting with discussion regarding promoting art and working with other organizations for joint activities; they requested a meeting with the Mayor and the Fair Committee to promote Hightstown and its businesses. The Water Department fixed the water issue at the Housing Authority. It has been a good year and she is looking forward to next year; there is a lot going on and there is a lot going on and we need to prioritize and delegate. Merry Christmas and Happy New Year.

George Lang, CFO: We are closing out the year. Happy Holidays.

Borough Clerk Sopronyi: Happy Holidays and Happy New Year. She has enjoyed working with this productive Council and looks forward to continuing to work with them in the new year.

Mayor Quattrone: the project on Maxwell Avenue should be done soon; he will attend the Cultural Arts Commission meeting; thank you to Councilmember Stults for all the work he has done with Downtown Hightstown and he looks forward to working more closely with them; Mr. Sikorski left the meeting, but it is apparent that he thinks the HPC ordinance will be mandatory, he needs to do his homework; it is hoped that a place for the Cultural Arts Commission to hold their activities will be found.

Mayor Quattrone advised that Council will be going back into executive session; no action will be taken following executive session.

Council President Hansen moved to adjourn back into executive session at 8:15pm; Councilmember Montferrat seconded.

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

Council reconvened into public at 9:35pm.

Councilmember Montferrat moved to adjourn at 9:35 pm.; Council President Hansen seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

Ordinance 2016-01

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE TO ESTABLISH SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF HIGHTSTOWN

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

Section 1. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	RANGING FROM:	TO:
Mayor	\$4,800.00	\$4,800.00
Councilmember	\$3,600.00	\$3,600.00
Borough Clerk	\$40,000.00	\$75,000.00
<u>Part-Time</u> Treasurer	\$40 15,000.00	\$60 30,000.00
<u>Accounts Payable Clerk</u>	\$30,000.00	\$55,000.00
Tax/Water/Sewer Collector	\$20,000.00	\$57,000 .00
Part-Time Tax/Water/Sewer Collector	\$10,000.00	\$15,000.00
Deputy Tax/Water/Sewer Collector	\$8 10,000.00	\$18,400 50,000.00
Tax/Utility/ Payroll Clerk	\$28,000.00	\$47,000.00
Tax Assessor	\$7,500.00	\$18,000 .00
Registrar of Vital Statistics	\$2,500.00	\$5,000.00
Deputy Registrar of Vital Statistics	\$1,000.00	\$4,600.00
Municipal Court Administrator	\$40,000.00	\$65,000.00
Deputy Municipal Court Administrator	\$28,000.00	\$41,000.00
Administrative Assistant/Secretary	\$22,000.00	-\$52,000.00
Records Management and System Administrator and Administrative Assistant to the Police Director	\$32,000.00	\$53,000.00
Planning Board Secretary	\$1,000.00	\$16,000.00
Technical Assistant	\$28,000.00	\$40,000.00
Construction Code Official	\$18,000.00	\$35,000.00
Fire Subcode Official	\$3,500.00	\$8,000.00
Building Subcode Official	\$3,500.00	\$8,000.00

	RANGING FROM:	TO:
Superintendent of Public Works	\$50,000.00	\$91,000.00
Assistant Superintendent of Public Works	\$50,000.00	\$66,000.00
Water Plant Operator	\$35,000.00	\$73,500.00
Supervising AWWTP Operator	\$44,000.00	\$56,000.00
Superintendent of AWWTP	\$50,000.00	\$85,000.00
Lab Manager – AWWTP	\$35,000.00	\$65,000.00
Secretary Board of Health	\$500.00	\$1,500.00
Computer Systems Administrator	\$3,000.00	\$6,000.00
Chief Financial Officer	\$2,000.00	\$50,000.00
Building Inspector	\$3,500.00	\$4,500.00
Zoning Official	\$6,000.00	\$12,000.00
Health Officer	\$8,000.00	\$13,000.00
OEM Coordinator	\$2,000.00	\$ 5,000.00
Borough Administrator	\$40,000.00	\$800 0,000.00
Police Director	\$50,000.00	\$85,000.00

Section 2. The following official employment designations are hereby confirmed and the rate of compensation of each officer and employee of the Borough of Hightstown, whose compensation shall be on an hourly basis, is:

	RANGING FROM:	TO:
Part time clerical	\$8.00	\$30.00
Administrative Assistant/Payroll Clerk	\$10.00	\$20.00
Deputy Borough Clerk	\$12.50	\$25.00
Violations Clerk (part time)	\$10 15.00	\$15 25.00
Disposition Clerk (partPart-timeTime)	\$12.50	\$25.00
Special Officer – Municipal Court	\$25.00	\$35.00
Public Health Nurse	\$25.00	\$45.00
School Crossing Guard	\$15.00	\$25.00
Radio Dispatcher	\$8.00	\$26.00
Special Officer I	\$8.00	\$18.00
Special Officer II	\$18.00	\$30.00
Clerical Assistant	\$10.50	\$20.00

	RANGING	
	FROM:	TO:
Administrative Assistant — Floater	\$13.50	\$21.00
<u>Secretary</u>	<u>\$10.00</u>	<u>\$20.00</u>
Public Works Foreman	\$17.00	\$28.00
Public Works Heavy Equipment Operator	\$16.00	\$26.00
Public Works Automated Vehicle Operator	\$16.00	\$26.00
Public Works Driver/Laborer	\$15.00	\$25.00
Public Works Laborer	\$14.00	\$22.00
Public Works Municipal Building Maintenance	\$8.00	\$16.00
Public Works Mechanic	\$16.00	\$26.00
Seasonal/Temporary Labor	\$8.00	\$16.00
Assistant Water Plant Operator	\$15.00	\$25.00
Water Plant Lead Operator	\$40.00	\$49.00
AWWTP Maintenance	\$16.00	\$26.00
<u>AWWTP Maintenance (Out of Title)</u>	<u>+\$2.00</u>	<u>+\$4.00</u>
AWWTP Operator Trainee (up to 1 year exp)	\$13.00	\$16.00
AWWTP Operator – Class I (min. 1 year exp)	\$15.00	\$25.00
Recreation Director (part-time)	\$20.00	\$40.00
Assistant Recreation Director (part-time)	\$8.00	\$20.00
Junior Recreation Counselor (part-time)	\$6.00	\$12.00
Housing Inspector	\$14.00	\$35.00
Fire Inspector	\$14.00	\$35.00
Building Inspector	\$14.00	\$35.00
Code Enforcement Officer	\$15.00	\$25.00
Fire Official	\$14.00	\$35.00
Zoning Officer	\$14.00	\$35.00
Electric Subcode Official	\$14.00	\$40.00
Plumbing Subcode Official	\$14.00	\$40.00

Section 3. This Ordinance shall take effect after final passage and publication as provided by law, but the ranges of compensation herein provided shall be retroactive to January 1, 2016.

Section 4. The salary ranges established in this ordinance supersede any established for the same positions in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

Introduced:

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Resolution 2016-027

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 \$120,483.83 from the following accounts:

Current		\$72,866.60
W/S Operating		26,796.56
General Capital		17,200.00
Water/Sewer Capital		0.00
Grant		357.97
Trust		199.00
Housing Trust		3,062.50
Animal Control		1.20
Law Enforcement Trust		0.00
Housing Rehab Loans		0.00
Unemployment Trust		0.00
Escrow		<u>0.00</u>
Total		<u>\$120,483.83</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 January 4, 2016

Margaret M. Riggio
 Deputy Borough Clerk

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

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0050 ABSOLUTE FIRE PROTECTION, INC.											
	15-02127	12/08/15	INV#0075806-IN HOSE REP. HFD								
	1		INV#0075806-IN HOSE REP. HFD	1,198.00	5-01-25-252-002-129	R	12/08/15	12/30/15		INV#0075806-IN	N
	2		INV#0075806- COUPLINGS HFD	224.86	5-01-25-252-002-129	R	12/08/15	12/30/15		INV#0075806-IN	N
				1,422.86							
	Vendor Total:			1,422.86							

A0107 ANSELL GRIMM & ARRON, PC											
	15-02245	12/29/15	NOVEMBER & DECEMBER BILLINGS								
	1		INV#271615 GENERAL FILE	1,112.50	5-01-20-155-001-027	R	12/29/15	12/30/15		INV# 271615	N
	2		INV.#271616 ORDINANCES 2015	287.50	5-01-20-155-001-027	R	12/29/15	12/30/15		INV# 271616	N
	3		INV.#271617 LABOR MATTERS	50.00	5-01-20-155-001-033	R	12/29/15	12/30/15		INV# 271617	N
	4		INV.#271618 MEETINGS 2015	1,437.50	5-01-20-155-001-027	R	12/29/15	12/30/15		INV# 271618	N
	5		INV.#271619 LITIGATION	400.00	5-01-20-155-001-033	R	12/29/15	12/30/15		INV# 271619	N
	6		INV#271620 POLICE MATTERS 2015	200.00	5-01-20-155-001-031	R	12/29/15	12/30/15		INV# 271620	N
	7		INV#271621 REDEVELOP.ISSUES	1,062.50	5-01-20-155-001-033	R	12/29/15	12/30/15		INV# 271621	N
	8		INV.#271622 LEASE AGREEMENT	65.00	5-01-20-155-001-031	R	12/29/15	12/30/15		INV# 271622	N
	9		INV.#271623 3RD RD AFFORD.HSIG	3,062.50	T-26-56-286-000-849	R	12/29/15	12/30/15		INV# 271623	N
				7,677.50							
	Vendor Total:			7,677.50							

ATTWI005 AT&T WIRELESS											
	15-02227	12/23/15	wireless Telephones (19)								
	1		#287258726345X 12-20-2015 HPD	234.20	5-01-43-507-001-029	R	12/23/15	12/30/15		X12202015	N
	2		#287258726345X 12-20-2015 DPW	263.17	5-01-31-440-001-079	R	12/23/15	12/30/15		X12202015	N
	3		#287258726345X 12-20-2015 WTR	204.85	5-09-55-501-003-548	R	12/23/15	12/30/15		X12202015	N
	4		#287258726345X12-20-2015 AWWTP	102.63	5-09-55-501-003-550	R	12/23/15	12/30/15		X12202015	N
				804.85							
	Vendor Total:			804.85							

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
BRENT005 BRENT MATERIAL COMPANY												
	15-02146	12/10/15	SEWER LLID/VALVE BOX									
	1 INV.	2026249-YD	- SEWER LID	130.00	5-09-55-501-002-529	B Sewer Main Repair/Supplies	R	12/10/15	12/30/15		2026249-YD	N
	Vendor Total:			130.00								
B0921 BRITTON INDUSTRIES, INC												
	15-02147	12/10/15	YARD WASTE DISPOSAL									
	1 INV.	0000937	- YARD WASTE DISP	135.75	5-01-26-311-001-168	B Yardwaste	R	12/10/15	12/30/15		0000937	N
	2 INV.	0003624	- YARD WASTE DISP	87.25	5-01-26-311-001-168	B Yardwaste	R	12/10/15	12/30/15		0003624	N
	3 INV.	3002649	- YARD WASTE DISP	28.00	5-01-26-311-001-168	B Yardwaste	R	12/10/15	12/30/15		3002649	N
	4 INV.	3002725	- YARD WASTE DISP	20.00	5-01-26-311-001-168	B Yardwaste	R	12/10/15	12/30/15		3002725	N
	5 INV.	3002710	- YARD WASTE DISP	35.00	5-01-26-311-001-168	B Yardwaste	R	12/10/15	12/30/15		3002710	N
	6 INV.	3004461	- YARD WASTE DISP	106.25	5-01-26-311-001-168	B Yardwaste	R	12/10/15	12/30/15		3004461	N
				412.25								
	Vendor Total:			412.25								
B0955 BROADVIEW NETWORKS												
	15-02121	12/07/15	INV# 16342858 DATED 11/28/15									
	1 INV#	16342858	DATED 11/28/15	1,272.70	5-01-31-440-001-085	B Telephone-Broadview	R	12/07/15	12/30/15		INV#16342858	N
	Vendor Total:			1,272.70								
B0065 BROWNELLS, INC												
	15-02049	11/24/15	RANGE PRACTICE SUPPLIES									
	1	SABER GLASSES - CLEAR		226.48	5-01-25-240-001-117	B Ammunition & Target Practice	R	11/24/15	12/30/15			N
	2	TACTICAL MAGAZINE STORAGE CASE		43.04	5-01-25-240-001-117	B Ammunition & Target Practice	R	11/24/15	12/30/15			N
	3	PELTOR TACTICAL ELECTRON MUFFS		65.99	5-01-25-240-001-117	B Ammunition & Target Practice	R	11/24/15	12/30/15			N
	4	WOLF KIT 18055		13.48	5-01-25-240-001-117	B Ammunition & Target Practice	R	11/24/15	12/30/15			N
	5	MAGPUL LADDER RAIL PANEL BLK		58.20	5-01-25-240-001-117	B Ammunition & Target Practice	R	11/24/15	12/30/15			N
	6	SHIPPING & HANDLING		7.95	5-01-25-240-001-117	B Ammunition & Target Practice	R	11/24/15	12/30/15			N
				415.14								
	Vendor Total:			415.14								

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
C0396 CAVANAUGH'S, INC.												
	15-02144	12/10/15	MONTHLY PEST SERVICE									
	1 INV.	589826	- MONTHLY PEST	20.00	5-01-26-310-001-025	B Building Rental	R	12/10/15	12/30/15		589826	N
	2 INV.	589827	- MONTHLY PEST	20.00	5-01-26-310-001-025	B Building Rental	R	12/10/15	12/30/15		589827	N
				40.00								
	Vendor Total:			40.00								
C0058 CINTAS CORPORATION #061												
	15-00140	01/30/15	2015 UNIFORM CONTRACT			B						
	42 INV	061107894	DATED 10/02/15	62.12	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		061107894	N
	43 INV	061111804	DATED 10/09/15	55.94	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		061111804	N
	44 INV	061115533	DATED 10/16/15	208.12	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		061115533	N
	45 INV	061119327	DATED 10/23/15	55.94	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		061119327	N
	46 INV	061123041	DATED 10/30/15	55.94	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		061123041	N
	49 INV	061126961	DATED 11/6/15	55.94	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		INV#061126961	N
	50 INV	061130695	DATED 11/13/15	55.94	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	08/10/15	12/30/15		INV#061130695	N
	51 INV	061134513	DATED 11/20/15	55.94	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/17/15	12/30/15		INV#061134513	N
	52 INV	061138213	DATED 11/27/15	45.86	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/17/15	12/30/15		INV#061138213	N
				651.74								
	Vendor Total:			651.74								
C0023 COMCAST												
	15-02240	12/28/15	OAK LANE/8499052440157826									
	1 OAK LANE/8499052440157826			123.76	5-09-55-501-002-545	B Internet Services	R	12/28/15	12/30/15		OAK LA 57826	N
	Vendor Total:			123.76								
COMCA005 COMCAST BUSINESS												
	15-02226	12/23/15	Inv.# 39938316 dtd 12/15/15									
	1 Inv.# 39938316 dtd 12/15/15			195.30	5-01-43-507-001-029	B Maint. Contracts - Other	R	12/23/15	12/30/15		INV#39938316	N
	Vendor Total:			195.30								
C1306 CONNELL CONSULTING LLC												
	15-02087	12/03/15	TRAINING - OPRA									
	1 TRAINING - OPRA			357.00	5-01-25-240-001-042	B Education & Training	R	12/03/15	12/30/15			N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C1306 CONNELL CONSULTING LLC											
	15-02087	12/03/15	TRAINING - OPRA	Continued							
	2		TRAINING	417.00	5-01-25-240-001-042	R	12/03/15	12/30/15			N
				774.00							
			Vendor Total:	774.00							
COUNT010 COUNTY OF MERCER-FINANCE DIV											
	15-02195	12/17/15	EMS DISPATCH 1/1/15 - 12/31/15								
	1		EMS DISPATCH 1/1/15 - 12/31/15	610.00	5-01-43-516-001-199	R	12/17/15	12/30/15		DTD 12/11/15	N
			Vendor Total:	610.00							
COUNT020 COUNTY OF MONMOUTH											
	15-02126	12/08/15	INV#11302015 CLS# 10051003 HFD								
	1		FIRE POLICE CLASS #10051003	50.00	5-01-25-252-002-042	R	12/08/15	12/30/15		INV#11302015	N
			Vendor Total:	50.00							
C0087 CUSTOM BANDAG, INC											
	15-01920	11/04/15	KUBOTA LOADER								
	1		#290416 FIR 15.5/60-18	1,911.00	5-09-55-501-002-502	R	11/04/15	12/30/15			N
	2		MOUNT/DISMOUNT	80.00	5-09-55-501-002-502	R	11/04/15	12/30/15			N
	3		VALVE STEM	30.00	5-09-55-501-002-502	R	11/04/15	12/30/15			N
	4		SCRAP	60.00	5-09-55-501-002-502	R	11/04/15	12/30/15			N
				2,081.00							
	15-02103	12/03/15	TIRE REPLACEMENT								
	1		INV. 80101822 - TIRES FOR TRLR	134.55	5-01-26-315-001-132	R	12/03/15	12/30/15		80101822	N
	2		INV. 80101822 - SCRAP TIRE FEE	6.00	5-01-26-311-001-199	R	12/03/15	12/30/15		80101822	N
	3		INV. 80102000 - TIRE FOR CANYO	93.45	5-01-26-315-001-132	R	12/03/15	12/30/15		80102000	N
	4		INV. 80102000 - SCRAP TIRE FEE	4.00	5-01-26-311-001-199	R	12/03/15	12/30/15		80102000	N
				238.00							
	15-02140	12/10/15	TIRES FOR BACKHOE								
	1		INV. 80102054 - BACKHOE TIRES	629.50	5-01-26-315-001-132	R	12/10/15	12/30/15		80102054	N
			Vendor Total:	2,948.50							

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0088 CUSTOM ENVIRONMENTAL TECH, INC											
	15-00351	02/24/15	RES 2015-36 ZETA LYTE 1A CONT.		B						
	7	#2994	Zeta Lyte 1A	1,747.35	5-09-55-501-002-554	B ZETA LYTE 1A POLYMER	R	09/25/15	12/30/15	INV# 2994	N
	Vendor Total:		1,747.35								
D0086 DRAEGER SAFETY DIAGNOSTICS, INC											
	15-02130	12/09/15	DDEF SUPPLIES INV#91184666 HPD								
	1		CERT.CHARGE SIMUL INV#91184666	85.00	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	12/09/15	12/30/15	#91184666	N
	2		CAL CHARGE, SIM PROBE	45.00	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	12/09/15	12/30/15	#91184666	N
	3		HOSE PUMP-SIM W/SIM-CUVETTE HS	17.00	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	12/09/15	12/30/15	#91184666	N
	4		GASKET, SIM JAR, ETC	0.00	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	12/09/15	12/30/15	#91184666	N
	5		FREIGHT CHARGES	22.00	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	12/09/15	12/30/15	#91184666	N
				169.00							
	Vendor Total:		169.00								
E0215 ENCHANTMENT AT HIGHTSTOWN, LLC											
	15-02252	12/31/15	Association Reimbursements								
	1		2014 Streetlight Reimbursement	1,815.88	4-01-31-435-001-075	B Street Lighting	R	12/31/15	12/31/15		N
	Vendor Total:		1,815.88								
Q0176 EUROFINS QC, INC											
	15-02135	12/10/15	WATER ANALYSIS								
	1		INV. 1748524 - WATER ANALYSIS	144.50	5-09-55-501-001-532	B Outside Testing/Labs	R	12/10/15	12/30/15	1748524	N
	2		INV. 1750887 - WATER ANALYSIS	107.00	5-09-55-501-001-532	B Outside Testing/Labs	R	12/10/15	12/30/15	1750887	N
				251.50							
	Vendor Total:		251.50								
M0714 GENSERVE, INC.											
	15-02137	12/10/15	B SERVICE ON WTP GENERATOR								
	1		INV. 0098604-IN - B SERVICE	180.00	5-09-55-501-001-511	B Generator/Engine Maintenance (B)	R	12/10/15	12/30/15	0098604-IN	N
	Vendor Total:		180.00								

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
J0377 J.T. SEELEY AND COMPANY, INC.											
15-02194 12/17/15 REPAIR PARTS FOR PUMP											
1 SLEEVE	296.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/17/15	12/30/15				INV# 58483	N
2 MECHANICAL SEAL	187.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/17/15	12/30/15					N
3 HAND HOLE COVER GASKET	22.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/17/15	12/30/15					N
4 VOLUTE GASKET	9.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/17/15	12/30/15					N
5 SEAL HSG GASKETS	36.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/17/15	12/30/15					N
6 Freight	76.39	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/29/15	12/30/15					N
	<u>626.39</u>										
Vendor Total:	626.39										
J0378 J.W. KENNEDY & SON INC WELDING											
15-02141 12/10/15 ARGON CYLINDAR RENTAL											
1 INV. 1651800 - ARGON CYLINDER	12.00	5-01-26-290-001-050	B DPW Work Equipment	R	12/10/15	12/30/15				1651800	N
2 INV. 1652640 - ARGON CYLINDER	12.00	5-01-26-290-001-050	B DPW Work Equipment	R	12/10/15	12/30/15				1652640	N
	<u>24.00</u>										
Vendor Total:	24.00										
J0258 JCP&L (STREET LIGHTING)											
15-02232 12/23/15 #100 011 415 724 DTD 12/21/15											
1 #100 011 415 724 DTD 12/21/15	392.84	5-01-31-435-001-075	B Street Lighting	R	12/23/15	12/30/15				100 011 415 724	N
15-02233 12/23/15 #100 011 415 765 DTD 12/21/15											
1 #100 011 415 765 DTD 12/21/15	1,651.51	5-01-31-435-001-075	B Street Lighting	R	12/23/15	12/30/15				100 011 415 765	N
Vendor Total:	2,044.35										
J0069 JERSEY ELEVATOR SERVICE											
15-02089 12/03/15 MONTHLY ELEVATOR SERVICE											
1 INV. 163517 - NOV. 2015	334.65	5-01-26-310-001-024	B Building Maintenance	R	12/03/15	12/30/15				163517	N
Vendor Total:	334.65										
K0918 KENNETH A. LEWIS											
15-02206 12/22/15 REIMBURSEMENT FOR BOOTS											
1 REIMBURSEMENT FOR BOOTS	249.98	5-01-26-290-001-032	B Uniforms	R	12/22/15	12/30/15					N

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date Invoice	1099 Excl
K0918 KENNETH A. LEWIS Continued											
	15-02206	12/22/15	REIMBURSEMENT FOR BOOTS		Continued						
	2		REIMBURSEMENT FOR JACKETS (2)	63.98	5-01-26-290-001-032	B Uniforms	R	12/30/15	12/30/15	277532	N
				<u>313.96</u>							
			Vendor Total:	313.96							
L0027 LINCOLN FINANCIAL											
	15-02198	12/18/15	LOSAP CONTRACT# CR32718 2014								
	1		LOSAP CONTRACT# CR32718 2014	30,800.00	5-01-43-500-001-399	B Miscellaneous-0/E LOSAP	R	12/18/15	12/30/15	#CR32718 2014	N
			Vendor Total:	30,800.00							
M1076 MCMANIMON, SCOTLAND & BAUMANN											
	15-02248	12/30/15	Profess.Serv.-Bond Ordinances								
	1	#135737 8/21/15	RdImpStock/Jos	600.00	C-04-55-876-001-447	B IMP STOCKTON ST & JOSEPH ST 15-15 SEC 20 R		12/30/15	12/31/15	INV.#135737	N
	2	Inv.135737 8/21	ImpPeddieBridg	600.00	C-04-55-868-001-447	B PEDDIE LAKE DAM WALKING BRIDGE SOFT COST R		12/30/15	12/31/15	INV.# 135737	N
				<u>1,200.00</u>							
			Vendor Total:	1,200.00							
M0180 MCMASTER-CARR											
	15-02224	12/23/15	Parts								
	1	Part#1761K168	10" 30% Angle	90.44	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/23/15	12/30/15	INV.#46203569	N
	2	Shipping		7.21	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/29/15	12/30/15		N
				<u>97.65</u>							
			Vendor Total:	97.65							
M0667 MERCER COUNTY CLERK/RECORDING											
	15-02171	12/14/15	RECORDING TAX CERT 15-00011								
	1		RECORDING TAX CERT 15-00011	11.00	5-01-20-120-001-199	B Miscellaneous	R	12/14/15	12/30/15	ACCOUNT #10	N
			Vendor Total:	11.00							

Vendor # Name	PO #	PO Date	Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0181 MERCER SPRING												
	15-01293	07/27/15	REPLACE KING PINS ON PETERBILT									
	1		PARTS, LABOR AND ASSEMBLY OF	3,170.31	5-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	07/27/15	12/30/15			N
			Vendor Total:	3,170.31								
M0536 MGL PRINTING SOLUTIONS												
	15-02222	12/23/15	Various EOY Payroll/Tax Forms									
	1	Inv# 134013	2015 EOY Tax Forms	422.25	5-01-20-125-001-036	B Office Supplies	R	12/23/15	12/30/15		INV# 134013	N
	2	Inv# 134013	Shipping	23.00	5-01-20-125-001-036	B Office Supplies	R	12/23/15	12/30/15		INV# 134013	N
				445.25								
			Vendor Total:	445.25								
MOTOR015 MOTOROLA SOLUTIONS, INC.												
	15-01621	09/23/15	QUOTE DATED 9/16/15 RADIOS									
	1		UHF APX1500 UHF RANGE 2	4,831.70	C-04-55-870-003-445	B FIRST AID EQUIP- Radios	R	09/23/15	12/30/15			N
	2		APX 1000 UHF RANGE 2 MODEL 1.5	11,168.30	C-04-55-870-003-445	B FIRST AID EQUIP- Radios	R	09/23/15	12/30/15			N
	3		RADIOS	3,379.20	5-01-25-260-001-042	B EDUCATION & TRAINING	R	09/23/15	12/30/15			N
				19,379.20								
			Vendor Total:	19,379.20								
N0425 NJ DEPT. OF HEALTH & SR SERV.												
	15-02172	12/14/15	NOV 2015 DOG PILOT PROGRAM									
	1		NOV 2015 DOG PILOT PROGRAM	1.20	T-13-05-265-000-001	B DUE STATE OF NEW JERSEY	R	12/14/15	12/30/15		NOV 2015	N
			Vendor Total:	1.20								
N0021 NORTHERN TOOL & EQUIPMENT CO.												
	15-02059	11/24/15	BARREL LIFTERS									
	1		ROUGHNECK 2000LB DOLLY	179.98	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15		INV#34467825	N
	2		KLUTCH 4PC. ADJ WRENCH	19.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15			N
	3		TORQUE WRENCH ITEM#253415-1661	34.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15			N
	4		LINCOLN PISTOL GRIP GREASE GUN	44.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15			N
	5		2 TON BOTTLE JACK	32.99	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15			N
	6		Delivery	1.04	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/29/15	12/30/15			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
QUAKE005 QUAKER SAFETY PRODUCTS CORP												
	15-02152	12/10/15	HFD SAFETY GEAR INV#34102									
	1		2 COATS & PANTS PER HFD SPECS	3,906.50	5-01-25-252-002-172	B Turn-Out Gear	R	12/10/15	12/30/15		INV# 34102	N
	Vendor Total:			3,906.50								
R0051 RL HUSKY INC.												
	15-01914	11/04/15	AIR FILTERS									
	1		AIR FILTERS	179.98	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	11/04/15	12/30/15			N
	2		SHIPPING	8.99	G-02-41-729-006-315	B DRUNK DRIVING ENFORCEMENT FUND 2015	R	12/11/15	12/30/15		CTR#0015110401	N
				<u>188.97</u>								
	Vendor Total:			188.97								
S0842 SANITATION EQUIPMENT CORP.												
	15-02165	12/14/15	JOYSTICK FOR TRUCK 10									
	1		INV. 46309 - JOYSTICK FOR	1,300.14	5-01-26-305-001-034	B Motor Vehicle Parts & Access.	R	12/14/15	12/30/15			N
	Vendor Total:			1,300.14								
W0156 SEARING, WILLIAM												
	14-01411	07/31/14										
	1		MILEAGE REIMBURSEMENT	28.86	4-09-55-501-002-548	B Mileage	R	07/31/14	12/30/15			N
	15-02214	12/22/15	REIMBURSEMENT FOR TOLLS									
	1		REIMBURSEMENT FOR TOLLS	18.95	5-09-55-501-002-548	B Mileage	R	12/22/15	12/30/15			N
	Vendor Total:			47.81								
0028 SIGMA CONTROLS, INC												
	15-01921	11/04/15	AGM PUMP									
	1		AGM PUMP CONTROLLER	3,088.00	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/04/15	12/30/15			N
	2		FREIGHT	38.26	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/30/15	12/30/15			N
				<u>3,126.26</u>								
	Vendor Total:			3,126.26								

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description	Amount	Charge Account	Acct Type Description								
S0070 SPORTSMEN'S CENTER											
15-02199 12/18/15 WORK BOOTF			ERIK NIVES								
1 WORK BOOTF ERIK NIVES	76.49	5-09-55-501-002-507	B Uniforms & Safety Equipment	R	12/18/15	12/30/15			TICKET #999797	N	
Vendor Total:	76.49										
S0267 STAVOLA ASPHALT COMPANY											
15-02143 12/10/15 I-5 ASPHALT											
1 INV. 36807 - I-5 ASPHALT	223.72	5-09-55-501-001-535	B Hydrants and Line Repair	R	12/10/15	12/30/15			36807	N	
15-02170 12/14/15 I-5 ASPHALT											
1 INV. 38845 - I-5 ASPHALT	181.32	5-01-26-290-001-127	B Street Repair & Maintenance	R	12/14/15	12/30/15			38845	N	
Vendor Total:	405.04										
TARPS005 TARP SUPPLY, INC											
15-02044 11/24/15 DUMPSTER TARPS											
1 12' X 25' HEAVY DUTY SILVER	143.96	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15				N	
2 12' X 16' HEAVY DUTY	71.97	5-09-55-501-002-503	B Sewer Plant Maintenance	R	11/24/15	12/30/15				N	
3 UPS Ground	51.47	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/02/15	12/30/15			INV# PH6857	N	
	<u>267.40</u>										
Vendor Total:	267.40										
TECHN005 TECHNICAL FIRE SERVICES, INC											
15-02125 12/08/15 FIRE DEPARTMENT LADDER TESTS											
1 ANNUAL E-ONE AERIAL LADDER TST	575.00	5-01-25-252-002-122	B Ladder Test - NFPA Required	R	12/08/15	12/30/15			INV# 4200	N	
2 ANNUAL AERIAL LAD TST W/FLOW	800.00	5-01-25-252-002-122	B Ladder Test - NFPA Required	R	12/08/15	12/30/15			INV# 4200	N	
3 ANNUAL GROUND LADDER TESTS	640.00	5-01-25-252-002-122	B Ladder Test - NFPA Required	R	12/08/15	12/30/15			INV# 4200	N	
4 HEAT LABELS	161.00	5-01-25-252-002-122	B Ladder Test - NFPA Required	R	12/08/15	12/30/15			INV# 4200	N	
	<u>2,176.00</u>										
Vendor Total:	2,176.00										
T1101 THOMAS ENGLISH & ASSOCIATES											
15-02092 12/03/15 INV 082008-2023-AA											
1 INV 082008-2023-AA	686.48	5-09-55-501-002-503	B Sewer Plant Maintenance	R	12/03/15	12/30/15			082008-2023AA	N	

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount	Charge Account	Acct Type Description							
W1122 WYCKOFF'S MILL ASSOCIATION											
	15-02251	12/31/15	Association Reimbursement								
	1	2014	Snow Reimbursment	2,779.52	4-01-26-325-001-199	B	Miscellaneous	R	12/31/15	12/31/15	N
	2	2014	Recycling Reimbursement	2,946.35	4-01-26-325-001-199	B	Miscellaneous	R	12/31/15	12/31/15	N
	3	2014	Lighting Reimbursement	2,381.82	4-01-26-325-001-199	B	Miscellaneous	R	12/31/15	12/31/15	N
				8,107.69							
	Vendor Total:			8,107.69							

Total Purchase Orders: 76 Total P.O. Line Items: 176 Total List Amount: 120,483.83 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	4-01	9,923.57	0.00	9,923.57	0.00	0.00	9,923.57
	4-09	28.86	0.00	28.86	0.00	0.00	28.86
	Year Total:	9,952.43	0.00	9,952.43	0.00	0.00	9,952.43
CURRENT FUND	5-01	62,943.03	0.00	62,943.03	0.00	0.00	62,943.03
	5-09	26,767.70	0.00	26,767.70	0.00	0.00	26,767.70
	Year Total:	89,710.73	0.00	89,710.73	0.00	0.00	89,710.73
GENERAL CAPITAL	C-04	17,200.00	0.00	17,200.00	0.00	0.00	17,200.00
	G-02	357.97	0.00	357.97	0.00	0.00	357.97
TRUST OTHER - FUND #12	T-12	199.00	0.00	199.00	0.00	0.00	199.00
ANIMAL CONTROL TRUST FUND #13	T-13	1.20	0.00	1.20	0.00	0.00	1.20
HOUSING TRUST FUND-RECAPTURED FUNDS	T-26	3,062.50	0.00	3,062.50	0.00	0.00	3,062.50
	Year Total:	3,262.70	0.00	3,262.70	0.00	0.00	3,262.70
Total of All Funds:		120,483.83	0.00	120,483.83	0.00	0.00	120,483.83

Resolution 2016-028

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

**AWARDING A CONTRACT FOR ZETAG 8849FS, AN EQUIVALENT TO ZETA
LYTE 2685 CH LINEAR CATIONIC EMULSION POLYMER WITH CROSS LINKED
CATIONIC EMULSION FLOCCULANT – GEORGE S. COYNE CHEMICAL
COMPANY, INC.**

WHEREAS, one (1) bid was received on December 30, 2015 for Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant “or Equal” for the Advanced Wastewater Treatment Plant (AWWTP) in Hightstown Borough; and

WHEREAS, the bid submitted by George S. Coyne Chemical Co., Inc. of Croydon, Pennsylvania was for an “equal” product that has been tested by the Superintendent of the AWWTP and the polymer was found adequate to be considered an equivalent; and

WHEREAS, the bid has been reviewed by the Borough Engineer and it is the Engineer’s recommendation that a two year contract for Zetag 8849FS, an equivalent to Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant, be awarded to George S. Coyne Chemical Company, Inc. of Croydon, Pennsylvania at a per unit price of \$10.26 per gallon with a total contract price of \$62,073.00; and

WHEREAS, said contract shall be effective January 1, 2016; and

WHEREAS, the Borough Attorney has reviewed the bid and determined that the bid submitted by George S. Coyne Chemical Company, Inc. of Croydon, Pennsylvania is in order with respect to legal compliance; and

WHEREAS, funds will be made available in the 2016 and 2017 budgets for said expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a two year contract for Zetag 8849FS, the equivalent to Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant, be awarded to George S. Coyne Chemical Company, Inc. of Croydon, Pennsylvania effective January 1, 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 January 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk



December 31, 2015

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

Re: Receipt of Bids
 Polymer Purchase
 AWWTP
 Our File No.: H1665

Dear Mayor and Council;

Bids were received for the Polymer Purchase for the Advanced Wastewater Treatment Plant on December 30, 2015. Two bidders were contacted and one bid was received. I have reviewed the bid and offer the following comments:

1. **Polymer Purchase** – Bids were received for one (1) year and two (2) year periods for polymer as follows:

a. (1) **Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant "or equal"- One (1) Year Period**

▪ George S. Coyne Chemical Company, Inc. Croydon, PA	\$10.26/gal.	\$31,036.50
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a. (2) **Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant "or equal"- Two (2) Year Period**

▪ George S. Coyne Chemical Co., Inc. Croydon, PA	\$10.26/gal.	\$62,073.00
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The bid submitted by George S. Coyne Chemical Company, Inc. is for an "equal" product. This product was tested by the Superintendent of the AWWTP in November 2014 and he stated it is equal (Please see attached email). The Polymer is presently in use at the WWTP therefore it can be considered an equivalent. Therefore, I recommend a contract be awarded to George S. Coyne Chemical Company, Inc, for the equivalent polymer Zetag 8849FS at a unit price of \$10.26/gal. The two year price per gallon for polymer, is the same as the one year price. Therefore, subject to the review by the Borough Attorney, I recommend the contract be awarded for the 2 year time frame for a total amount of \$62,073.00. The current price being paid for this polymer is \$10.295 per gallon.

By way of this letter, I am returning the original bid documents to the Borough Clerk. Should you have questions or require additional information, please feel free to contact me.

Very truly yours,

Carmela Roberts
 Carmela Roberts, PE, CME
 Borough Engineer

cc: Henry Underhill, Borough Administrator
 Debra Sopronyi, RMC, Borough Clerk
 Frederick C. Raffetto, Esq., Borough Attorney
 Janice Mohr-Kminek, Treasurer
 George Lang, CFO

Carmela Roberts

From: Bill Searing [awwtp@hightstownborough.com]
Sent: Thursday, November 13, 2014 10:32 AM
To: Carmela Roberts
Cc: Henry Underhill
Subject: FW: Polymer test
Attachments: polymertest14.xlsx

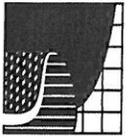
Carmela,

The polymer testing is complete. We tested a 55 gallon drum of Zetag 8849FS provided by Coyne chemical and the existing polymer from CET 2685 CH.

The test settings observed indicate that the Zetag 8849FS polymer is equal.

Please contact me with any questions.

William Searing
Borough of Hightstown AWWTP



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

Borough of Hightstown
December 30, 2015 @ 11:00 am

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

Polymer Purchase		George S. Coyne Chemical Co., Inc.		
Zeta Lyte 2685CH Linear Cationic Emulsion Polymer with cross linked Cationic Emulsion Flocculant		3015 State Road		
Our File No.: H1665		Croydon, PA 19021-6997		
		Phone: (215) 785-3000		
		Fax: (215) 785-1585		
Item No.	Description	Quantity	Units	Unit Price
1	Polymer Purchase			
	1a.(1) Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant "or equal" - One (1) year period	3.025	gal.	\$10.26 / \$31,036.50
	1a.(2) Zeta Lyte 2685 CH Linear Cationic Emulsion Polymer with Cross Linked Cationic Emulsion Flocculant "or equal" - Two (2) year period	6.050	gal.	\$10.26 / \$62,073.00

Carmela Roberts, PE, CME
NJ License No. 34419

Resolution 2016-029

BOROUGH OF HIGHTSTOWN
 COUNTY OF MERCER
 STATE OF NEW JERSEY

A RESOLUTION AUTHORIZING THE PROFESSIONAL SERVICES OF OTTEAU GROUP, INC.

WHEREAS, there is a need for the Borough of Hightstown (also referenced as the “Borough”) to retain the services of a professional real estate valuation consultant in order to complete an appraisal of certain Borough-owned property located at Block 30, Lot 10 (North Main Street) on the Hightstown Borough Tax Map; and

WHEREAS, the firm of Otteau Group, Inc. (also referenced as the “professional”) has submitted a proposal to the Borough, dated December 15, 2015, to provide said services at a fee of \$4,500.00; and

WHEREAS, a copy of the proposal is attached hereto and made a part hereof; and

WHEREAS, the services to be provided are considered to be “professional services” under the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding therefor, provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, the Borough has determined that the amount of the contract shall not exceed \$17,500.00, and therefore the contract is not subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq. (the “Pay-to-Play law”); and

WHEREAS, the Borough Council, having considered the same, now wishes to authorize the awarding of this professional service contract to Otteau Group, Inc., for provision of the necessary real estate valuation services.

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

1. That the Mayor is hereby authorized to execute and the Borough Clerk to attest an Agreement, in a form acceptable to the Borough Attorney, between the Borough of Hightstown and Otteau Group, Inc., regarding the above-referenced real estate valuation services.
2. That this contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 40A:11-5 of the Local Public Contracts Law of New Jersey, because the services will be performed by persons authorized by law to practice a recognized profession and it is not possible to obtain bids for such needed qualitative services.
3. That the Chief Financial Officer is directed to file a certificate of availability of sufficient funds for this contract and to attach same to this Resolution.
4. That notice of the adoption of this Resolution shall be published in a newspaper of general circulation within the Borough.
5. That a certified copy of this Resolution shall be provided to each of the following:
 - (a) Otteau Group, Inc.

- (b) Debra L. Sopronyi, Qualified Purchasing Agent/Borough Clerk
- (c) George Lang, Borough Chief Financial Officer
- (d) Frederick C. Raffetto, Esq., Borough Attorney

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a regular meeting held on January 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk



OTTEAU GROUP
VALUATION | RESEARCH | CONSULTING | BROKERAGE

New York Office
140 Broadway, 46th Floor
Manhattan, NY 10005

New Jersey Office
15 Brunswick Woods Drive
East Brunswick, NJ 08816
Tel: 800-458-7161
Fax: 800-273-3295
www.otteau.com

December 15, 2015

Via email: FCR@ansellgrimm.com

Fred Raffetto, Esq.
The Borough of Hightstown
156 Bank Street
Hightstown, NJ 08520

**RE: North Main Street (Block 30, Lot 10)
Hightstown Borough
Mercer County, New Jersey**

Dear Mr. Raffetto:

I am pleased to submit our proposal for the above referenced property.

PROPERTY DESCRIPTION

It is our understanding that the subject property consists of a 1.79 parcel of land which is improved with an existing firehouse and vacated municipal building.

Note: In the event the subject property includes additional components we reserve the right to review the scope of services, compensation and completion schedule for the assignment.

SCOPE OF SERVICES

To provide an appraisal valuation of the above referenced property. The effective date of valuation will be the date of physical inspection.

Deliverables: The client will be provided with an electronic version of our valuation or consulting report, detailing the information gathered in our investigation and the method of analysis, to the email address provided by the client.

SUPPLEMENTAL SERVICES

If requested, we will provide supplemental services to include attending client meetings, settlement conferences and providing expert trial testimony with reference to the above mentioned property.

The agreed upon fee for these supplemental services will be based upon time expended pursuant to the attached Schedule of Hourly Billing Rates to include preparation, file review, attendance and travel time. With regard to expert testimony, fees will be considered earned each time the appraiser is requested, subpoenaed or otherwise required to be in attendance regardless of whether being called upon to provide testimony.

This fee is not contingent upon any decisions, settlements or favorable outcome of the matter in question.

INTENDED USE & INTENDER USER(S)

The intended use of the appraisal is to provide the client, The Borough of Hightstown, with a value estimate for the subject property for Strategic Planning purposes.

COMPENSATION

The agreed fee for the Scope of Services outlined above is **\$4,500.00**, payable as follows:

One Hundred Per Cent (100%) due upon completion

The fees are not contingent upon developing or reporting predetermined results. Payments received later than thirty (30) days after the date of invoice will be subject to a service charge of one percent (1%) per month.

COMPLETION SCHEDULE

The Otteau Group, Inc. shall perform all services as expeditiously as is consistent with professional skill and care required for the timely completion of the work. The estimated time for completion is four (4) weeks.

STANDARD TERMS AND CONDITIONS

The services provided will be subject to the **limiting conditions and schedule of hourly billing rates** which are attached and made part of this proposal.

Time for off-premise work is billable on a portal-to-portal basis. Reimbursable expenses, including travel, copying, computer plotting and other reproducible items, postal charges, photography, subcontracted work and other expenses directly related to a specific project or application are billed at the firm's direct cost without mark-up for administration.

A supplemental charge of \$100.00 will be assessed for same day cancellation of inspection appointments and/or when we arrive at the property for a scheduled inspection but are unable to gain access.

In the event of non-payment by the client, Otteau Group, Inc. shall be entitled to reimbursement for reasonable attorneys' fees and all costs of proceedings incurred in enforcing this Agreement.

This agreement may be terminated at any time by the client. In the event of termination Otteau Group, Inc. will be compensated for all services and expenses incurred up to and including the effective date of termination.

This proposal is valid for fifteen (15) days. After this period, we reserve the right to review our schedule of work and fees.

We thank you for the opportunity to work with you on this important assignment. If this agreement is acceptable, please **return one (1) signed copy of this proposal**, as our authorization to proceed with the scope of services presented to the following address:

Otteau Group, Inc.
Administrative Office
15 Brunswick Woods Drive
East Brunswick, New Jersey 08816
orders@otteau.com

Respectfully submitted,



Camila Melgarejo

enclosures

Sign Below to Authorize Scope of Services Outlined Above @ \$4,500.00

ACCEPTED: _____ Date: _____
Fred Raffetto, Esq.

THIS APPRAISAL WILL BE SUBJECT TO THE FOLLOWING LIMITING CONDITIONS:

The legal description furnished to us will be assumed to be correct. We assume no responsibility for the matters legal in character nor do we render any opinion as to the title, which is assumed to be held in fee simple. All existing liens and encumbrances will be disregarded and the property will be appraised as though free and clear under responsible ownership and competent management.

Any sketches in the appraisal report will be included to assist the reader in visualizing the property. We will make no survey of the property and assume no responsibility in connection with such matters.

We will believe to be reliable the information furnished to us by others, but will assume no responsibility for its accuracy.

Possession of the appraisal report, or a copy thereof, does not carry with it the right of publication, nor may it be used for any purpose by any but the applicant and then only with proper qualification.

We shall not be required to give testimony or to attend any public or private hearing with reference to the subject property unless a supplemental employment agreement has been negotiated.

We reserve the right to recall this appraisal and make any amendments, corrections, or changes that we may deem necessary.

The distribution of the total valuation in the report between land and improvements applies only under the existing program of utilization. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used.

Unless otherwise noted in the report, it will be assumed that there are no encroachments, easements, zoning violations, use restrictions, or other conditions not evident upon a surface inspection of the property. Description of the physical condition of the improvements will be based on a visual inspection only. No liability will be assumed for the soundness of structural members since no engineering tests will be made by the appraiser.

The existence of any potentially hazardous material used in the construction or maintenance of a building, such as presence of urea formaldehyde foam insulation, and/or the existence of or proximity to any toxic waste, will not be considered as we are not qualified to detect such substances. The client is urged to retain an expert in this field, if desired. We will assume that there are no hidden or unapparent conditions of the property, subsoil or structures, which would render it more or less valuable. We will assume no responsibility for such conditions, or for engineering which might be required to discover such factors.

ENVIRONMENTAL DISCLAIMER: The value estimated in the report will be based on the assumption that the property is not negatively affected by the existence of hazardous substances or detrimental environmental conditions. The appraiser is not an expert in the identification of hazardous substances or detrimental environmental conditions. It is possible that tests and inspections made by a qualified hazardous substance and environmental expert would reveal the existence of hazardous materials and environmental conditions on or around the property that would negatively affect its value. We are aware of the "Environmental Clean-Up Responsibility Act" which imposes pre-conditions on the sale of industrial establishments which use hazardous substances. This appraisal will not take into account the possibility of the ECRA application. If it applies to the subject property the "cost to cure" would be a deduction from the value indicated in this report.

ABOUT OTTEAU GROUP, INC.

Otteau Group is a multi-discipline real estate appraisal and advisory firm providing services to a wide range of public and private clients. Our mission is to assist our clients in keeping pace with emerging trends in real estate through insightful analysis and cutting edge pricing skills.

Appraisal Services are provided to financial & lending institutions, developers & builders, attorneys, investors, relocation management service companies, governmental agencies, corporations and the public. Our **Consulting Group** provides a wide array of services with respect to market analysis, project feasibility, redevelopment planning, project valuation and municipal entitlement proceedings. **Litigation support** is provided for matters requiring the valuation and corresponding expert testimony for eminent domain proceedings, contractual disputes, bankruptcy, tax appeals, equitable distribution, estate valuation and stigma related issues. **OTTEAU.com** offers a wide range of content and analysis on real estate trends including live-session lectures and our MarketTRAC and MarketCAST subscription packages.

For further details on our services please visit www.otteau.com.

SCHEDULE OF HOURLY BILLING RATES

PRINCIPALS

Jeffrey G. Otteau, SCGREA, IFA	\$350.00
Heather Esposito, SCGREA	\$275.00
Christopher J. Otteau, SCGREA	\$275.00

SENIOR VALUATION STAFF

Christopher B. Dollard, MAI, SCGREA	\$250.00
Mario Carrico, SCRREA	\$225.00

STAFF APPRAISERS

\$200.00

MARKETING CONSULTANTS

Marie Pinelli Otteau	\$200.00
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RESEARCH ASSISTANTS

\$100.00

REIMBURSABLES

Driving	\$0.55 per mile
Copying	\$0.12 per copy
Miscellaneous	billed at direct cost

NOTE: Time for off-premise work is billable on a portal-to-portal basis. Reimbursable expenses, including travel, copying, computer plotting and other reproducible items, postal charges, subcontracted work and other expenses directly related to a specific project or application are billed at the firm's direct cost without mark-up for administration.

HIGHTSTOWN BOROUGH 2015 HOUSING REPORT

	2015	2015 FEES/VIOLATIONS
Rental - Certificate of Occupancy/Re-inspections	332	\$12,760
Sale - Certificate of Occupancy	68	\$5,440
Summonses Issued	102	\$44,061

MAJORITY OF VIOLATIONS ISSUED FOR:

- 1) No Certificate of Occupancy
 - 2) Key locks on interior doors
 - 3) Sleeping in un-inhabitable areas
 - 4) No Rental Registration
 - 5) Overcrowding
- Housing Ordinance revised to address overcrowding
 - Registrations and inspections changed from biannual to Annual
 - Adopted ordinance for registration of foreclosed and abandoned property